



1) Download the **Voice Recorder** App for Android. The logo looks like this:

(click on link to download app or visit your Android app store on your device.)

<https://play.google.com/store/apps/details?id=com.splendapps.voicerec&hl=en>

CONFIGURE SETTINGS

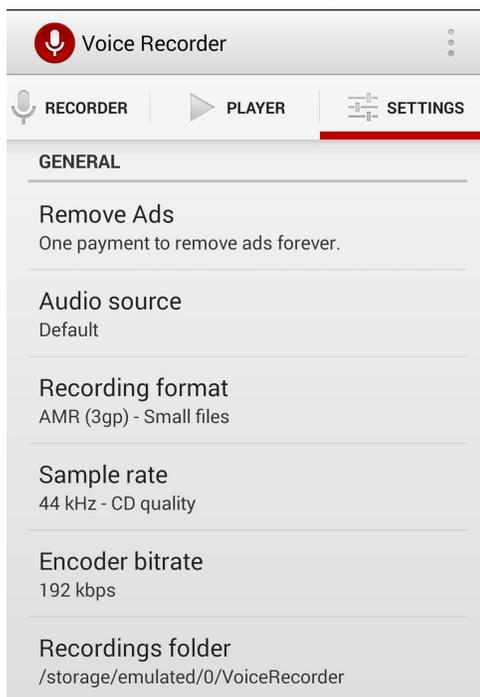
2) Now that you have downloaded the APP. Be sure your settings are configured. Click on **Settings** at the top right corner of the screen. You will only be required to do this part of the instructions one time. Configure as follows:

GENERAL

Record Format AMR (3gp) - Small Files

Sample Rate 44KHz - CD Quality

Encoder bitrate 192 kbps



ADVANCED

Ask for filename **(Make sure this box is checked)**

Record Stereo **(Make sure this box is checked)**

Record on start **(uncheck this box)**

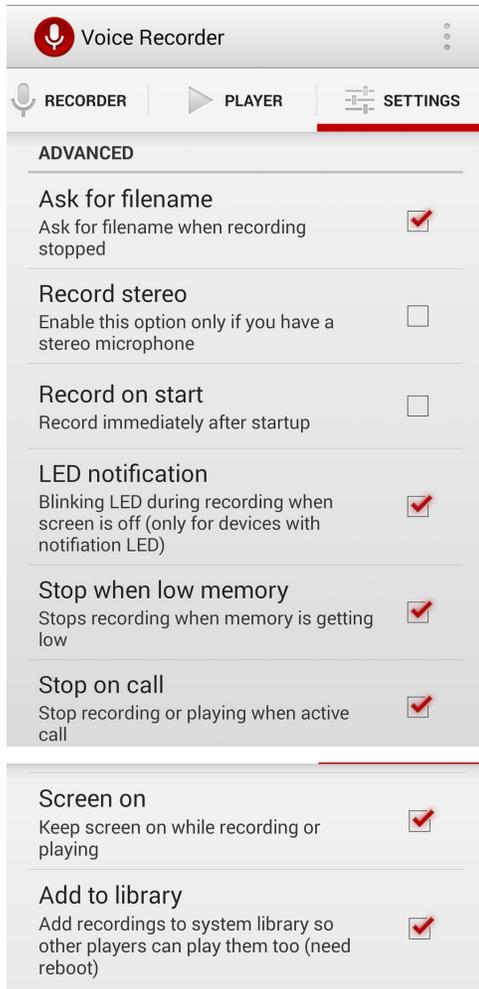
LED notification **(Make sure this box is checked)**

Stop when low memory **(Make sure this box is checked)**

Stop on call **(Make sure this box is checked)**

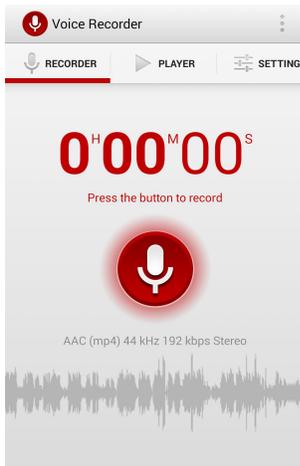
Screen on **(Make sure this box is checked)**

Add to library **(Make sure this box is checked)**



RECORD

When recording be sure you are in a quiet room. The mic is sensitive enough to pick up a refrigerator, fans and some lighting noise. Be sure you speak directly into the mic and your mouth is about 4 - 8 inches from your mouth. Speak clearly and keep going if you make an error. It sounds live when we keep our mistakes while recording. Most importantly don't move while recording because the mic will also pick up movement. Have fun recording and it's good to read what you are about to say before you read the script.



- 1) Hit the **Recorder** tab on the top left of your screen.
- 2) Press the **Record** button
- 3) Start speaking once the timer says 00:02 seconds
- 4) Once you have completed your recording hit the **Stop** tab (Be sure to leave 2 seconds of blank space after your recording)
- 5) A pop-up will appear titled "Recording name" IMMEDIATELY **rename your file** and hit the **create** tab

All files are named with your "radio show name" and **the date your show will air**. The month, day, year followed by 01, 02, 03 etc. The examples below show March 18,2015 & April 18,2015

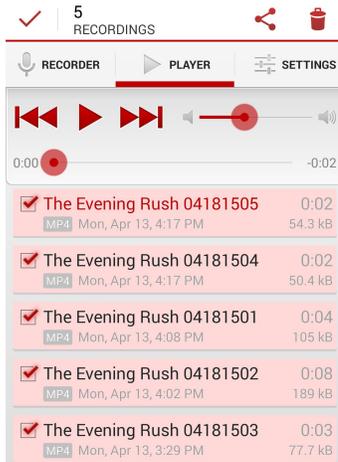
Example 1. **The Evening Rush 02081501** Example 2. **Zulu Love 03181501**
The Evening Rush 02081502 **Zulu Love 03181502**
The Evening Rush 02081503 **Zulu Love 03181503**

EMAIL YOUR FILES

Make sure your player tab is highlighted.

- 1) Click the boxes on the left of your files to put check marks in them.

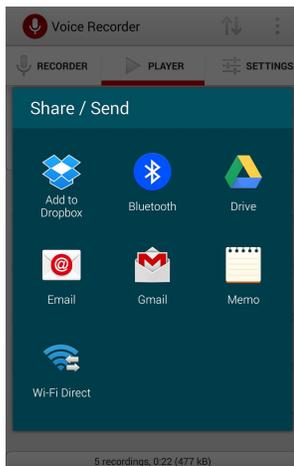
(If you have a 4 hour show there are 20 files. If you have a 2 hour show there should be 10 files to send. You speak 5 times per hour.)



- 2) At the very top right corner of your screen select the share icon:



- 3) Options for you to send your files will appear.



- 4) Share/Send an email attachment of your files to QuadeerShakurMedia@gmail.com & cc: BlackBerrySoulRadio@gmail.com