Using a Smartphone or Tablet to Record Your Voice for NCC News

HOW IT WORKS:

Your smartphone can act as a high-quality recording device for your upcoming interview. iPhones and Android phones can be used. While speaking with an NCC journalist over your home phone, office phone or another cell phone, you can simultaneously use your smartphone (or tablet) to record your voice. In one hand, hold the telephone used for the call. Next to you, prop up your smartphone on a large book or books so it is near your mouth. (If necessary, you could hold your smartphone in your other hand to record yourself.)
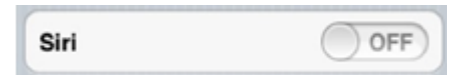
*** If you receive a call on your smartphone during the interview, please **Decline** it.
*** If you receive a text message on your smartphone during the interview, please **Close** it.

PREPARE FOR THE INTERVIEW:

DOWNLOAD THE FREE APP: Launch the App Store or Play Store and use the search function to find **Report-IT Enterprise Edition**. This app is only compatible with smartphone models 3GS (June 2009) and newer. **Do not download the Report-IT Tieserver app!**

QUIET LOCATION: Your smartphone's microphone is very sensitive so please be in a quiet space (away from air vents, appliances, TVs, open windows, etc.) for the interview. Avoid echo-ey rooms if possible.

TURN OFF SIRI: (For iphones 4S and newer) Siri disrupts our recordings. To disable it, go to **Settings** --> **Siri**. Set Siri to **OFF**.

LOG IN:

1. Launch the **Report-IT Enterprise Edition** app.
2. At the TieServer Sign In, enter **nccguest@newhouse-syr.edu** on the top line.
3. Enter **password** (all lowercase letters) on the bottom line.

RECORD YOUR INTERVIEW:

1. Tap the **Activity Button** in the upper right corner:
2. Tap **Record A Report**.
3. Adjust the **Input** slider down to about 20% (as shown).
4. Confirm your smartphone has enough memory to record the interview.
   Memory Available should be greater than 250 MBytes (more than 1 GBytes is also acceptable).
5. Tap **Record** when instructed.
6. If Report-IT wants to use your location, tap OK.
7. Tap the **Padlock** icon on the bottom left corner:
8. Hold the smartphone to your ear as you would for a regular call.
9. Tap the **Padlock** again when finished:
10. Tap **Stop Recording**.

SEND RECORDING TO NCC:

1. Tap **Manage Report**.
2. Tap **Share Report**.
3. Tap the **File Name** box and enter your name.
4. Tap **Upload** to send the audio file to NPR.
5. You'll see progress bars for **Encoding Audio** and then for **Uploading**.

6. Please leave the app open until **Upload Complete** appears.
   It may take several minutes to send the file based on the length of the recording and the speed of your internet connection.

7. Please call your NCC News journalist if you need any additional help.