

# Live Audio Reports and Remote Guest Recording Using Report-IT



1. This live app works best on 4G smartphones and tablets, or in strong wifi zones. Download the free **Report-IT Enterprise Edition** app to your Android or iOS smartphone (or iPad, iPad mini, tablet, etc.), install, and open the app. **Do not download the Report-IT Tieserver app!** (Note: Apple Store users must search for this as an iPhone app, NOT as an iPad app. **NOTE: the app is free to download, but we pay each time it's installed on a device, so please only download once. You MUST use headphones or earphones with this!!!! If you plan to use BLUETOOTH earbuds with the built-in MIC, follow this next step NOW, before you sign in (or sign out, if you're logged in:)**



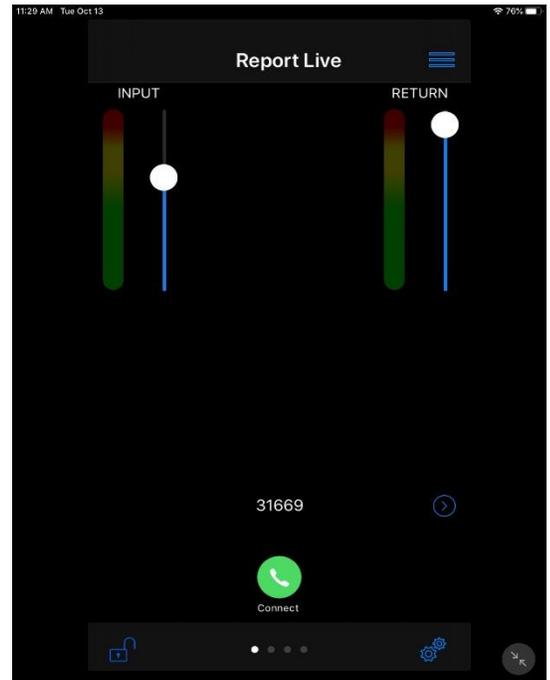
- Tap the **CONFIG (Settings)** icon  in the lower right
- Tap **OFFLINE RECORDING SETTINGS**
- Turn **BLUETOOTH INPUT** to **ON (green)**
- Tap **CONFIG** to return to the **CONFIG** screen
- Tap **SIGN IN** and continue below

2. Sign in using:

Username: <a href="mailto:nccnews@newhouse-syr.edu">nccnews@newhouse-syr.edu</a>
Password: nccnews

3. App should open to the main reporting screen. Click YES if prompted about remembering the password in the future.

4. Press the green CONNECT (CALL) button to connect with our radio studio. You should hear room sounds from the studio if anyone is there.
5. Where the app interface says INPUT, move the slider up, so the circle indicator is about ½ to 2/3 of the way up (see picture.)
6. Plug in or wirelessly connect earphones/headphones if you haven't already; you MUST use at least earphones so the sound is NOT coming through your device's speakers.
7. Move the RETURN slider most of the way up to raise the volume in your earphones (see picture.)
8. Listen for your cue from the newscast anchor, then speak live into the mic of your device. If you are introducing a SOT(s) left back at the studio, you'll be able to hear them when they are played back in the studio.
9. Press DISCONNECT *immediately* when finished, so others can also connect for their own live reports.



*NOTE: there is a delay of one or two seconds using this app. It shouldn't cause you a problem, but it may briefly be weird for the studio anchor, who may hear the last couple seconds of her toss out to you, in her headphones, after she finishes. She'll learn to get used to it.*

*Also, the live reporter in the field might hear everything spoken into the studio mics, even when they are not potted up. Expect to hear some accidental chatter, even during your live report, ignore it, and finish your report.*

**WARNING** - To ensure your live or recorded operations are not interrupted by incoming phone calls and other applications:

1. Configure call forwarding to voice-mail or another number; in smartphones, tap Settings > Phone > Call Forwarding and then slide the switch to On.
2. Turn off the phone RINGER to avoid SMS tone interruptions. IMPORTANT NOTE: This will not prevent incoming SMS messages and will only stop alert tones. If Report-IT is being used and an SMS is received, a dialog box with Close and Reply buttons is displayed. ONLY press Close in response to an SMS. If you press Reply Report-IT will shut down and suspend your recording or transmission.

3. If you are recording a report only, you can switch on Airplane mode via the Settings application. In Airplane mode no phone calls or SMS messages will be sent to the smartphone. When you have finished recording, Airplane mode must be turned off to retransmit or share your recording.
4. In the Calendar application, ensure that there are no event alarms enabled during the planned live/recording period.
5. Ensure that no Clock application alarms are enabled during the planned recording period.
6. Do not plug in or unplug a headset during recording. Likewise, do not dock or undock the device during recording.
7. Do not plug your smartphone into a power source during the recording. When a smartphone gets plugged into power, it beeps or vibrates, according to user settings.
8. DO NOT press the smartphone HOME button when reporting live or recording, or you will exit the Report-IT Live application.

If you can't enable call forwarding before your report and you receive an incoming call, decline the call ASAP using the Decline button on the smartphone screen. From the time that the incoming call alert is shown, to the time the decline button is pressed, recording will cease and silence will be transmitted.

## **Including a SOT in your Live Report**

This is easy, a three-step process (but it helps to run through the process once beforehand, so you are familiar with these steps.)

- 1. Record your interview using Report-IT (called a REPORT)**
- 2. Cue up the IN/OUT points of your SOT in the report**
- 3. Add the REPORT to a PLAYLIST you create**

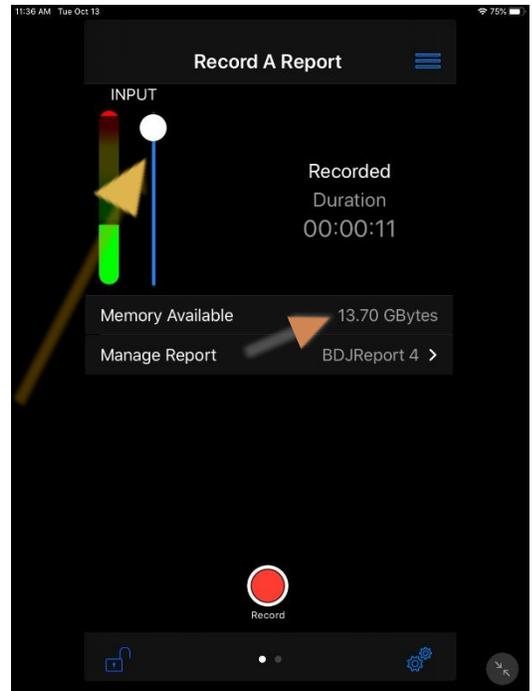
**RECORD YOUR INTERVIEW USING REPORT-IT:**

In order to play back a SOT during your live report, you will have to record your interview using Report-IT (not your usual audio recorder.)

**NOTE: IF YOU WANT TO USE MORE THAN ONE SOT FROM AN INTERVIEW IN A LIVE REPORT, THEN MAKE A SEPARATE RECORDING FOR EACH QUESTION YOU ASK; YOU CAN ONLY CHOOSE ONE SOT FROM ANY ONE RECORDING.**

Turn off SIRI, etc. and prevent phone calls. 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.

1. Tap the **Activity Button** in the upper right corner (or in Android it is the DOWN-ARROW symbol at the top)
2. Speak a few sentences, and adjust the **Input** slider up to about 3/4 or more (as shown) until your audio level is in the YELLOW area.
3. 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).

4. Tap **Record** when ready.
5. If Report-IT wants to use your location, tap OK.
6. The **Padlock** icon on the bottom left corner should be unlocked: 
7. Hold the smartphone mic toward your guests when they speak.
8. Tap the **Padlock** again when finished: 
9. Tap **Stop Recording**.

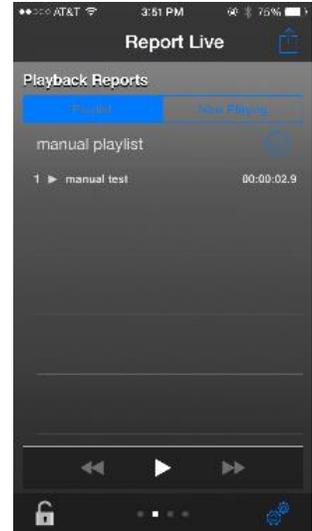
#### **EDIT RECORDING (choose sound bite)**

1. Tap the **Activity Button** in the upper right corner (drop-down arrow in Android) and choose **Manage Reports**
2. Tap the File Name of the recording (report) you just made; it should be listed by date recorded (choose **Today's Reports** if you need to)
3. Press the NAME (or EDIT (pencil) icon in Droid) to give the recording a better name.
4. Nothing you are about to do will damage the original recording, just cue up a part of it.

5. Click the PLAY or PLAY REPORT button. (Make sure the volume button just below the meter is turned up.)
6. Click the EDIT (or pencil) button to set SOT in/out points (the START and END buttons below should light up, ready to be set for the in/out of the SOT)
7. Press PLAY or drag the marker through the recording to where the soundbite is. Press START at the beginning, and END at the end; those times should appear next to the START and END buttons
8. Tap DONE in lower-left corner for iPhone, or the check mark on top for Android to accept the edit points.
9. Last step: you **MUST add the sot to a PLAYLIST**:
  - a. Tap the **Activity** button in the top-right corner of the iPhone **Home** screen and then tap **Manage Your Reports** (or in Android, press the Droid BACK button a few times until you see the **MANAGE REPORTS** screen, then swipe the ALL REPORTS header RIGHT to display PLAY LISTS)
  - b. Tap **Add New Playlist (or it's the + icon in Android)**
  - c. Use the on-screen keypad to enter a playlist name
  - d. Tap **Done or OK** to create the new playlist (THIS is what you'll tap during your live report to play the SOT.) Open this Playlist.
10. **Now add your SOT (report) to the PLAYLIST**:
  - a. Tap the **Activity** button in the top-right corner of the **Home** screen and then tap **Manage Your Reports**
  - b. Tap the SOT (recording) you just made
  - c. Tap **Playlists** in the **Report** screen, then tap to select the PLAYLIST you just made
  - d. Tap the **Report** button (or OK in Android) to return to the **Report** screen



11. Finally, prepare to go live by returning to the **REPORT LIVE** screen (same as where you were in step 3 above)
12. SWIPE the screen LEFT to reveal the **PLAYBACK REPORTS** (or tap on the dots on the bottom to change the screen); select **TODAY's REPORTS** if you have to, to find the **PLAY LIST** you just made
13. Select the **PLAYLIST** that now contains your **SOT** (below the
14. You are ready to go – swipe back to the **REPORT LIVE** screen, and press **CONNECT** to connect to the studio. Swipe back to the **PLAYLIST** screen. When you go live, and get to the point where you want to play the **SOT**, just press the **PLAY** button and resume talking when the **SOT** finishes

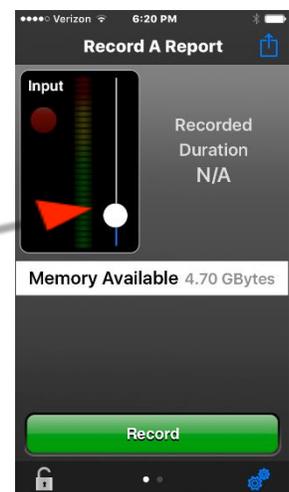


## Sending Audio Recordings Back to NCC News Using Report-IT

### RECORD YOUR INTERVIEW USING REPORT-IT:

In order to send it back to the studio, you will have to record your interview using Report-IT (not your usual audio recorder.) Turn off SIRI and prevent phone calls. 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.

1. Tap the **Activity Button** in the upper right corner:  (or in top Android it is the DOWN-ARROW symbol at the top)
2. Tap **Record**.
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 ready.
6. If Report-IT wants to use your location, tap OK.
7. The **Padlock** icon on the bottom left corner should be unlocked: 
8. Hold the smartphone mic toward your guests when they speak.

9. Tap the **Padlock** again when finished:
10. Tap **Stop Recording**.



#### SEND RECORDING TO NCC NEWS:

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 NCC.
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. Your producer can now use Filezilla to transfer the file from the NCC FTP server : **home278310800.1and1-data.host** user: **bdjupload** password: **Broadcast4048!** Protocol: **SFTP** , in a folder called **BDJ**, to a folder where it can be edited in Audacity. See below for details on accessing the file via Filezilla.

## Interviewing a Guest via Remote-IT

1. You should still record a phone call in case this doesn't work on your guest's end. The shorter you make the call, the better the chances of a fast upload of the interview.
2. Email your guest the manual titled "Guest-Using a Smartphone to Record Your Voice For NCC News." Give guests your phone number in case they need to contact you later, if they are having trouble.
  - The manual asks your interviewee to download the free Report-IT Enterprise Edition app to his Android or iOS smartphone (or iPad, iPad mini, etc.), install, and open the app. (Note: Apple Store users must search for this as an smartphone app, NOT as an iPad app.) **Make sure they do not download the Report-IT Tieserver app!**
  - They sign in using:

Username: [nccguest@newhouse-syr.edu](mailto:nccguest@newhouse-syr.edu)

Password: password

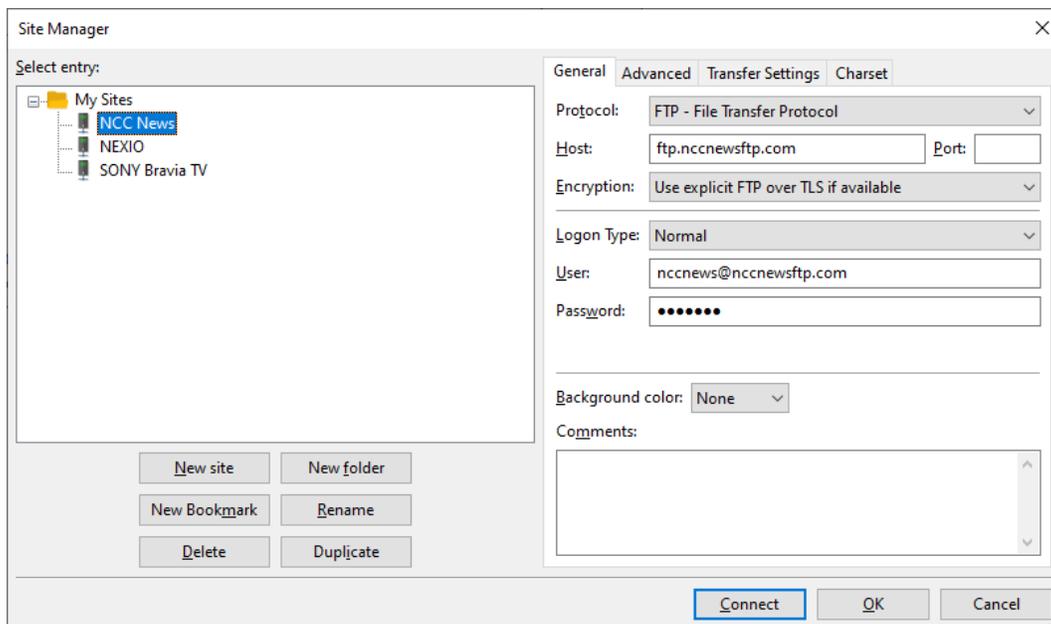
3. Ask your guests to rest the smartphone on a book(s) near their mouth, as they talk to you on the phone. If they have to, they can hold up their smartphone with their other hand (their other hand is holding the telephone.)



4. They record the interview, then follow the sheet to where they upload the file.

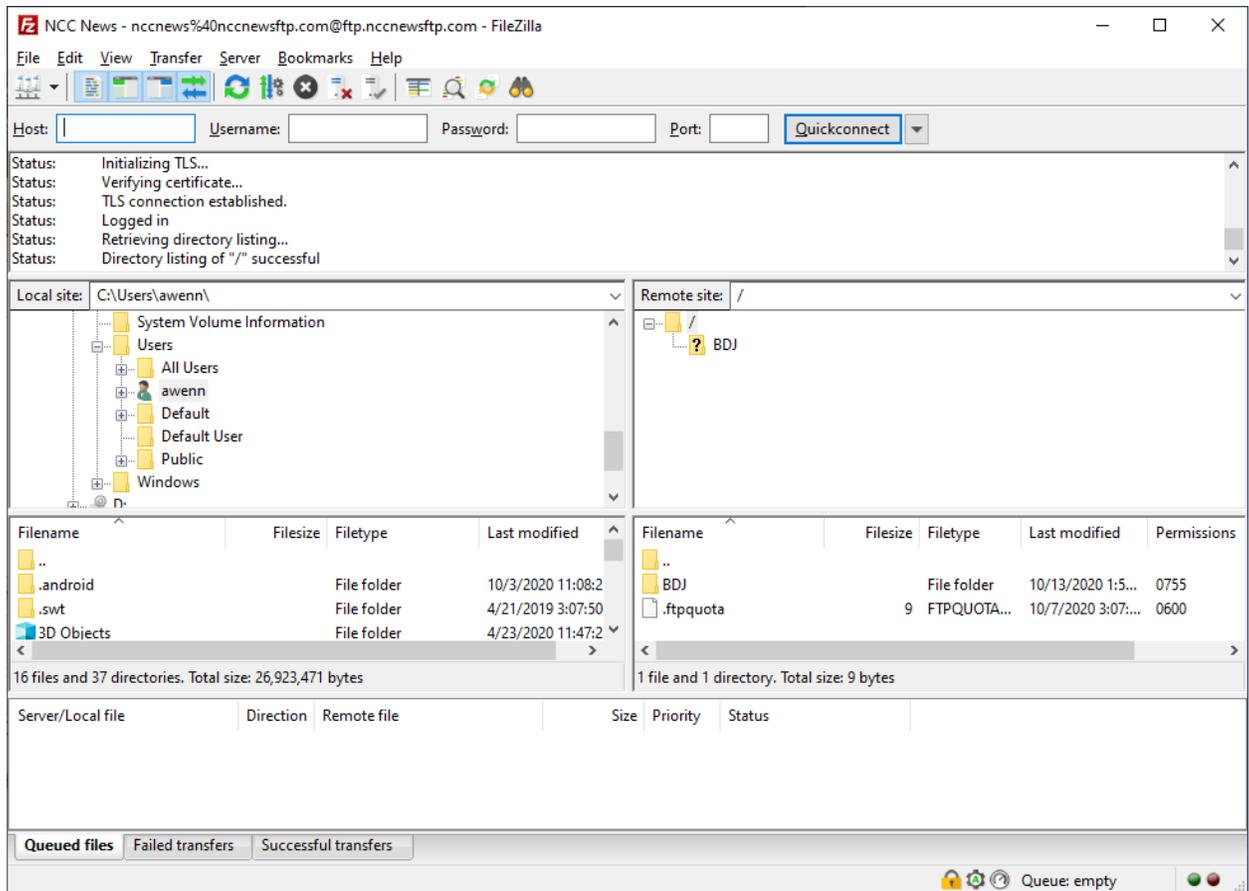
5. You access the file by using **Filezilla**, an FTP program on all lab computers.

- Open FILEZILLA (icon on your desktop, or copy the FILEZILLA folder to your own APPS-SU desktop folder from the CLASS FILES>APPLICATIONS folder)
- Click the icon under FILE to Open the Site Manager
- Under My Sites, create one to the NCC News Radio FTP site:
  - i. Click on NEW SITE
  - ii. Type **NCC News Radio FTP** as the name under My Sites on the left
- Host: **ftp.nccnewsftp.com**
- Encryption: **SFTP**
- LOGON TYPE: **Normal**
- USER: **nccnews@nccnewsftp.com**      PASSWORD: **nccnews**



6. Now click on the ADVANCED tab, and add **/BDJ** in the box for **DEFAULT REMOTE DIRECTORY**:

- Click CONNECT (this will now be included in My Sites)



7. The **NCC NEWS RADIO FTP** server is represented by the file explorer pane on the right labeled REMOTE SITE; your own computer is seen in the left pane labeled LOCAL SITE
8. NOTE: BE CAREFUL! YOU CAN DELETE MATERIAL, EVEN FILES NOT YOUR OWN, SO PRACTICE SAFE FTP'ING.
9. You will download the file from the right panel (the Radio Server) to the left panel (your local folder.) First, in the left panel ("**LOCAL SITE**"), open the correct folder on your portable drive where you want to download the file to, or else use your CLASS FILES folder (e.g., BDJ364-2.) Navigate using the file tree just below the label on the left panel titled "LOCAL SITE."
10. Find the file you want to download in the right panel ("**REMOTE SITE**"). It should be titled the name of your interviewee, if they followed the manual. If not, it probably has a default title like **GUESTRECORDING 3**. You should see it as an m4a file; look for one with today's date.
11. When you find it, just drag and drop it from the right panel, across onto the left pane of the interface, into the correct folder.
  - Along the bottom you'll see the transfer in progress – **IMPORTANT – NEVER interrupt a transfer in progress!! It will corrupt the file on the receiving end, and you will have to re-download the file, and overwrite the "bad" one in your receiving folder.**
12. Now edit the file from your download folder, as needed, in Audition.