

# Report-IT Instructions for Android

*Please review entire instructions before recording.*

1. Go to the Play Store on your android phone.



2. Search and download the Report-IT Enterprise app.

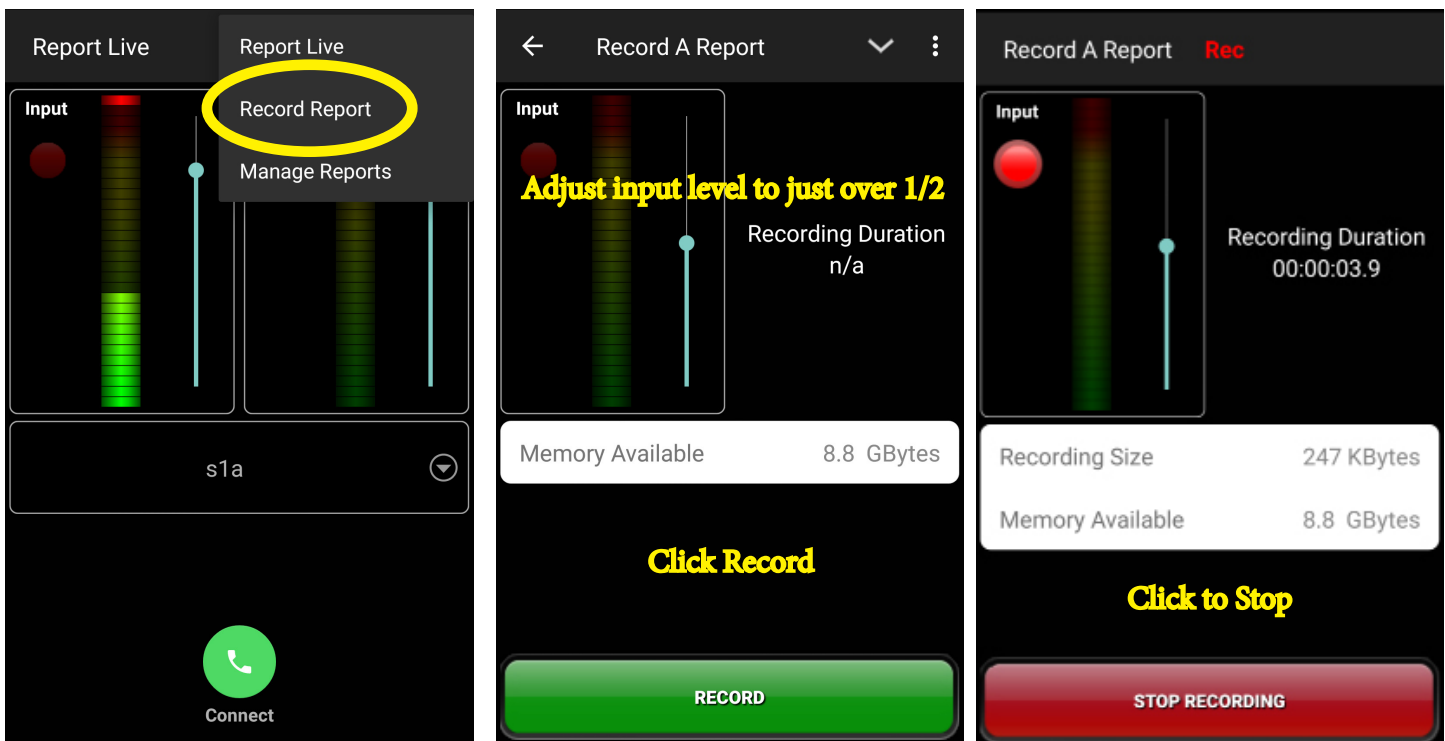


3. Open the Report-IT app and log in with your credentials:

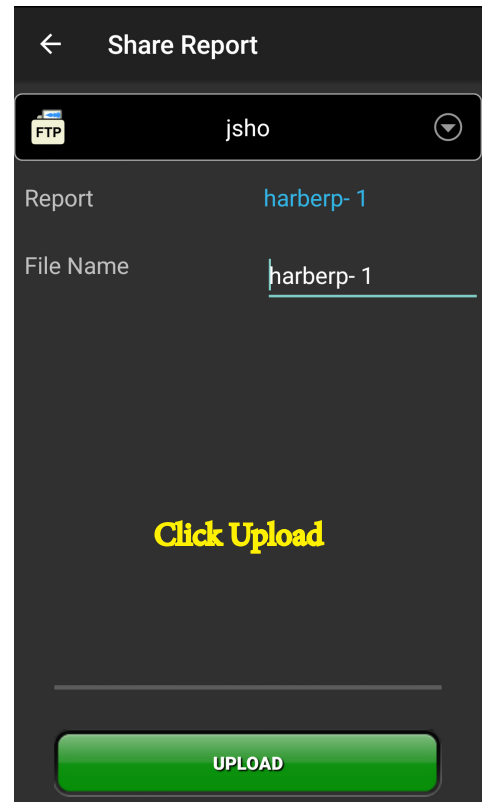
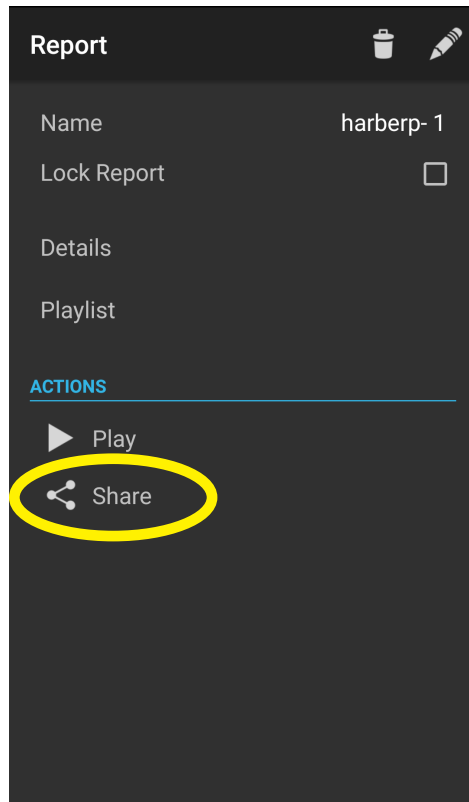
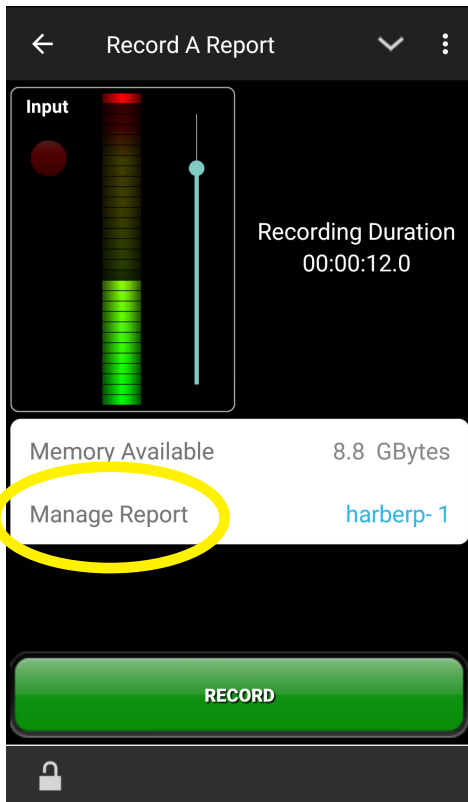
Username: LastnameFirstinitial@csp.com (i.e. smithj@csp.com)

Password: password (all lowercase)

4. Click on the drop down arrow on the top right of your screen, select Record Report, adjust the input level to just over 1/2 of the way up, and hit record. (See images below.)



5. Edit your recording, if necessary. If you make a mistake or fumble over a word, just stop and start the sentence or phrase over again. The audio producer will edit those mistakes out.



6. When you have finished your recording, stay on the same screen, and click Manage Report. Complete the process by clicking Share and Upload. (See images above.)

## FAQ's

*Do I need to say quote or unquote when reading from the Bible or Mary Baker Eddy's writings?*  
You do not, unless it has been specifically marked in the script you received.

*How should I hold the phone while recording?*

Please hold the phone up to your ear. We do not recommend recording on speaker phone.

*Can I listen to my recording before I send it?*

Yes. Look above at the middle image. Click Play (right above Share) and a small play button will appear. Click to replay to your audio.

*Anything else I should be aware of?*

Please, please, please record in a quiet space. We recommend recording in a carpeted space, such as a bedroom, with all doors and windows closed. Please avoid all running electrical appliances, including fans, heaters, refrigerators, dish washers, or washers and dryers. Find a spot away from pets, crying children, loud traffic outside, or airplanes flying overhead. All of these noises will be picked up by the microphone. Also, please be physically still. Do not move around or shuffle your papers while recording. You can, however, breathe and relax, and take pauses during your recording.

Congratulations!

You have successfully recorded for the Christian Science periodicals.