

# iPod Viva Recorder

## Quickstart Guide



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Your iPod Viva Recorder is specifically configured to use the Voice Recorder app to make audio recordings. The app will automatically upload the recordings to the Research Student Administration (RSA) Google Drive wherever an Eduroam WiFi signal is available.

### Ensure The Device Is Charged

The device can be charged using the included USB - Lightning cable. You can charge it from the USB port on a computer, or use any USB mobile phone charger. The battery icon in the top left of the screen will show you how much charge the device has left. We would recommend keeping the device on charge when not in use. The device can also be used whilst on charge if the battery level is low. If the device has been switched off, you can switch it back on by holding the Sleep/Wake Button on top of the device.



### Making A Recording

1. Ensure the device is charged as above or is running on mains power.
2. Press the Home Button to unlock the device, this will open the device and display the Voice Recorder app.
3. Press the microphone icon in the centre of the app's toolbar at the bottom of the screen. This will open the Recorder. (See image to the left)
4. You should name your recording by tapping "TAP TO NAME" on the cassette tape in the middle of the screen. The naming format should be **[Surname]\_[StudentNumber]\_[Dept]**
5. Press the red **REC** button to begin recording. The tape animation will begin turning and the green light will illuminate to show that the device is recording.
6. You can pause the recording if necessary by pressing the **REC** button again, now labelled **PAUSE**, and restart recording by pressing it again. Pausing like this will keep the recording as a single file.
7. To end recording press the **STOP** button. Your recording will automatically be uploaded the RSA Google Drive and a message indicating this will appear at the top of the screen.

### Verifying A Recording

You can use the device to verify a successful recording. To verify a locally stored recording tap the folder icon on the app toolbar. To verify recordings saved to the RSA Google Drive, tap the cloud icon on the app toolbar. **Please note that recordings should not be shared beyond the examination team.**

1. Navigate to your chosen recording.
2. Tap the recording
3. The recording will open up – use the standard    controls & scrub bar to play the recording.

### Deleting A Recording

Deleting a recording is not advised. Please speak to Research Student Administration for further guidance.