# Using Your Android Phone as an

# Audio Recording Device

Before using your cell phone as an audio recording device in class, **speak with your instructors**. Give your instructor a copy of your Letter of Accommodation and explain that you will be using the "Audio Recording Device in Class" accommodation. Let them know you will be using an app on your phone to record class lectures.

Since your phone will be out on your desk during class time in order to record the lecture, it is important that you use your phone appropriately. You should start the recording before class begins and not use your phone at all during class. If your instructor notices you using your phone during class, they have the right to ask you to turn it off and put it away – using your phone as a recording device does not mean you can actively use it during class.

## Moving Recorded Files

Most apps allow you to send or upload your recordings from the app itself. This will keep your class recordings from cluttering the memory on your phone. You can send or share files on an Android phone using programs such as Google Drive, Dropbox, email, and Evernote.

You can also directly upload recordings to a computer (this may be necessary for larger recordings):

* Connect your phone to a computer using a USB cable.
* Open the “Phone” folder.
* Select “Smart Voice Recorder” folder.
* Select the .wav file to be transferred and drag it to the destination folder on your computer.

## Recording Apps

Your phone may already have a recording app installed. If so, we recommend trying this app first. If not, you may want to try one of these programs:

### 1. Smart Voice Recorder by SmartMob

***Note***: The free version of Smart Voice Recorder contains ads.

**Installing Smart Voice Recorder**

1. In the Google Play store, search for “Smart Voice Recorder.”

2. Verify that the Smart Voice Recorder is made by SmartMob and select “Install.”

**Using Smart Voice Recorder**

1. How to Record

* Press “Start Recording” at the bottom of the screen OR the red button in the center of the screen.
* Tap “Finish Recording” to end the recording.
* A screen asking for the recording’s name will appear. Type in the name and press “Save.”

2. How to Listen to a Recording

* Go to the Recordings screen (press "Recordings" on the bottom left.)
* Select the desired recording.

3. How to Change Settings

* Press the 3 dots (upper right) then (press Settings) on the Android phone
* Use the Settings menu to change settings like microphone sensitivity or the quality (kHz) of future recordings.

### 2. Voice Recorder by Splend Apps

**Installing Voice Recorder**

1. In the Google Play store, search for “Voice Recorder Splend Apps.”

2. Verify that the Voice Recorder is made by Splend and select “Install.”

**Using Voice Recorder**

1. How to Record

* Press the microphone icon to begin the recording. (***Note***: The app does **not** begin recording until the microphone icon at the bottom of the screen is pressed, even though the frequency line turns on as soon as the app is opened. When recording begins, the frequency line will turn red.)
* Options to stop and pause are available on the screen while a recording is in progress.
* Press the microphone icon again to end the recording.

2. How to Listen to a Recording

* To access a list of all recordings, press the “Player” button located at the top of the screen.
* Select the desired recording.

3. How to Change Settings

* Press the “Settings” button at the top of the screen to change the quality (kHz) of future recordings or the file type (.mp3, .wav, .m4a, .3gp).
* To return to the Recording screen, press the “Recorder” button located at the top of the screen.