



Adding Audio as a Guest

Introduction This document provides the steps for adding audio to a presentation as a guest using a:

- [Microphone or wireless headset](#)
- [Telephone](#)


Invitation Email to Record The Brainshark presentation author will send you an email inviting you to add your voice to a presentation. Simply click the link provided in the email to get started.

Record Audio Using a Microphone or Wireless Headset

Record Audio Using a Microphone / Wireless Headset When recording audio plan to be in a quiet room to reduce background noise.

For the best quality audio, we recommend using a USB microphone or a wireless headset (such as Air Pods) to record.

Note: The integrated microphone in your laptop can be used but may not produce the best audio.

Step	Action
1	<p>Click the link in the email message or copy and paste it into your browser.</p> <div style="border: 1px solid black; padding: 5px;"><p>Adding your voice is very simple, all you need is a browser and a phone or microphone. Please review the instructions, then click the link below.</p><ol style="list-style-type: none">1. Click the link below or copy and paste into your browser.2. Choose to record audio using a computer microphone or by dialing in with your phone. Visit this link for best practices on how to record audio: https://www.brainshark.com/brainshark/viewer/presentation/407129918/31/attachment/137304723. After ending your audio recording session, your screen will refresh and give you the option to "Preview", "Re-record", "Complete". Click "Complete" to confirm that you are finished recording.<p> https://www.brainshark.com/BrainsharkLD/r.650829711?st8x9</p></div>

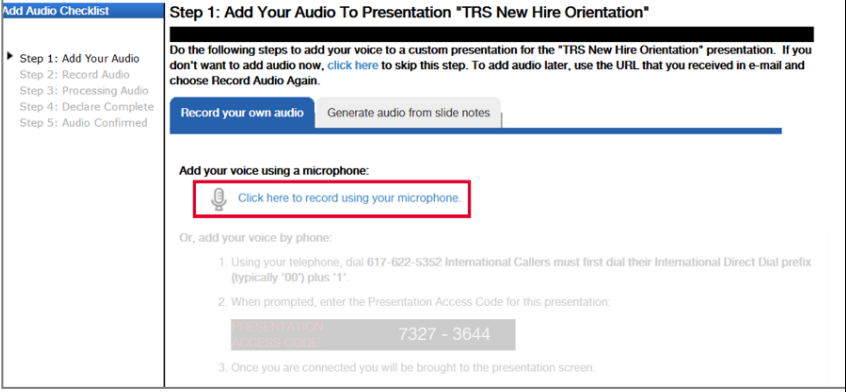
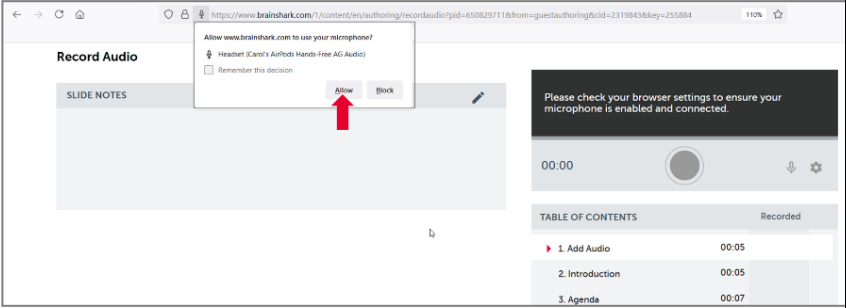
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Adding Audio as a Guest

Record Audio Using a Microphone or Wireless Headset

Record Audio Using a Microphone / Wireless Headset, continued

Step	Action
2	<p>Select: "Click here to record using your microphone".</p> 
	<p>Note: If this is your first-time recording audio with a microphone, you must allow Brainshark to use the microphone.</p> 

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Adding Audio as a Guest

Record Audio Using a Microphone or Wireless Headset

Record Audio Using a Microphone / Wireless Headset, continued

Step	Action
3	<p>Recording Session features:</p> <ul style="list-style-type: none"> a) Ready to record - the recording session always starts on slide one, but you can advance to any slide by clicking on the slide title in the Table of Contents. b) Slide image and speaker notes - the image of the slide you're recording displays as well as the slide notes if they were in PowerPoint when the presentation was created. c) Pencil icon – click to edit or add notes during the session. d) Microphone icon – click to adjust the volume, if necessary. <div data-bbox="581 947 1354 1308" style="border: 1px solid black; padding: 5px;"> </div>

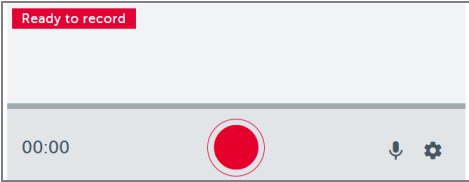
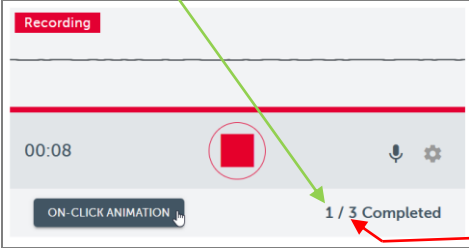
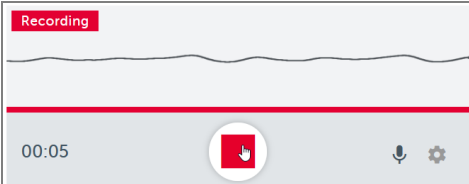
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Adding Audio as a Guest

Record Audio Using a Microphone or Wireless Headset, Continued

Record Audio Using a Microphone / Wireless Headset, continued

Step	Action
4	<p>Start recording: click the “red circle” button. After a three-second onscreen countdown, the recording will start.</p> 
5	<p>Launch on-click animations while recording (optional). Click the “Next On-Click Animation” button to trigger each animation. Brainshark will display the <u>total number of animations on the slide</u>, as well as the <u>number of animations already timed</u>.</p>  <p>Note: You do not have to launch animations as you record. The Author of the presentation can time them after you’ve finished recording.</p>
6	<p>Stop recording: click the “red square” button.</p> 

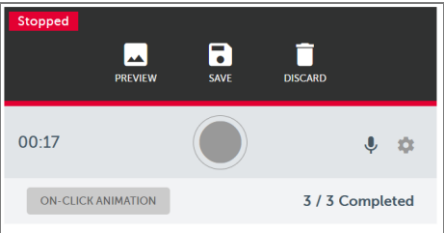
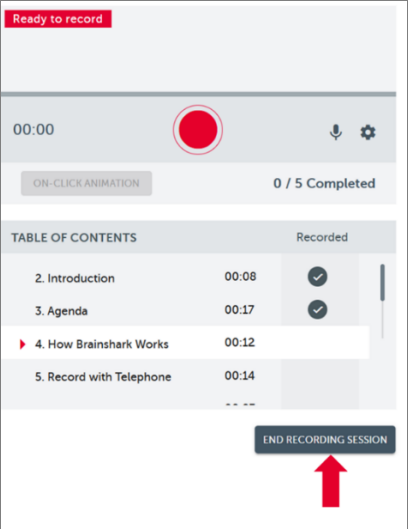
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Adding Audio as a Guest

Record Audio Using a Microphone or Wireless Headset, Continued

Record Audio Using a Microphone / Wireless Headset, continued

Step	Action
7	<p>Make your selection for the slide's audio:</p> <p>Preview – listen to your recording Save – keep the recording and advance to the next slide Discard – erase the audio and remain on the slide</p>  <p>Note: You must save each slide's audio to advance to the next slide or end the recording session. To advance to a different slide, click the slide name on the Table of Contents.</p>
8	<p>End Recording Session: when you've finished recording, click the "End Recording Session" button.</p> 

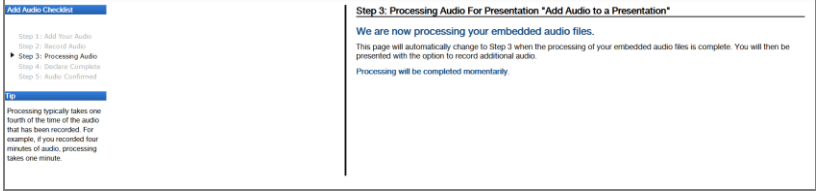
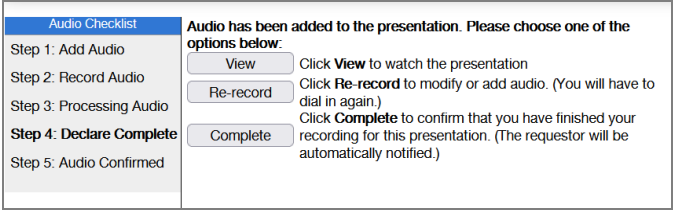
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Adding Audio as a Guest

Record Audio Using a Microphone or Wireless Headset, Continued

Record Audio Using a Microphone / Wireless Headset, continued

Step	Action
9	<p>Process Audio Files: this message will display until the files have processed and will automatically advance to the Audio Checklist.</p> 
10	<p>After you end the recording session, you'll automatically advance to the Audio Checklist screen. Here you can View the presentation to be sure you're satisfied with the results. Re-record any or all of your slides; or set your recording to Complete.</p> <p>Note: Setting your session to complete will disable the original link in the email and your access to the Brainshark presentation. If after you've marked your recording complete you find that you need to change the audio, contact the person who sent you the original email invitation and ask they send you a new audio request.</p>  <p>Tips:</p> <ol style="list-style-type: none"> If you haven't finished recording, or want to record later, make no selection, and close the browser. After this session, to record or rerecord audio, click the link in the email invitation. When the Audio Check List displays, select "Re-record".




Adding Audio as a Guest

Record Audio with Telephone

Record Audio with a Telephone

Brainshark will record audio from any type of telephone; however, you will get the best quality audio if you use a corded, landline telephone, with the handset to your ear.

Step	Action
1	<p>Click the link displayed in your email message or copy and paste it into your browser.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Adding your voice is very simple, all you need is a browser and a phone or microphone. Please review the instructions, then click the link below.</p> <ol style="list-style-type: none"> 1. Click the link below or copy and paste into your browser. 2. Choose to record audio using a computer microphone or by dialing in with your phone. Visit this link for best practices on how to record audio: https://www.brainshark.com/brainshark/viewer/presentation/407129918/31/attachment/13730472 3. After ending your audio recording session, your screen will refresh and give you the option to "Preview", "Re-record", "Complete". Click "Complete" to confirm that you are finished recording. <p> https://www.brainshark.com/BrainsharkLD/r.650829711?st89</p> </div>
2	Dial the phone number displayed on the screen.
3	<p>Enter the Presentation Access Code using your telephone keypad.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Or, add your voice by phone:</p> <ol style="list-style-type: none"> 1. Using your telephone, dial 617-622-5352 International Callers must first dial their International Direct Dial prefix (typically '00') plus '1'. 2. When prompted, enter the Presentation Access Code for this presentation: <div style="background-color: black; color: white; padding: 2px; display: inline-block; margin: 5px 0;">PRESENTATION ACCESS CODE: 8385 - 0921</div> 3. Once you are connected you will be brought to the presentation screen. </div> <p>Note: This code will change each time you select Record Audio.</p>

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Adding Audio as a Guest

Record Audio with Telephone, Continued

Record Audio with a Telephone, continued

Step	Action
4	<p>While you record, the menu of Telephone Keypad Commands (image at right) will display onscreen as a visual indicator of the options available during recording.</p>
5	The system always starts you on slide one of the presentation.

Record Audio for the Slide Displayed

Record audio for the slide displayed.

Note: You must **press the keys your telephone keypad** to execute the commands. Clicking the keypad image on the screen will not work.

Step	Action
1	<p>Record slide:</p> <ul style="list-style-type: none"> Press [1]. Begin speaking at the tone; Brainshark will record your audio.

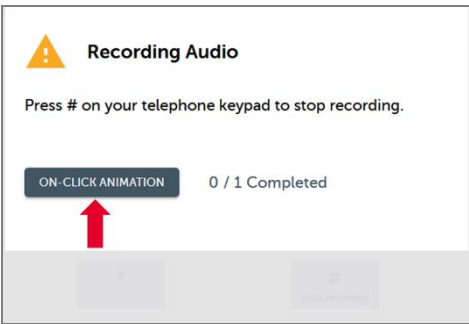
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Adding Audio as a Guest

Record Audio with Telephone, Continued

Record Audio for the Slide Displayed, continued

Step	Action
2	<p>Launch animations:</p> <ul style="list-style-type: none"> Using your mouse, click the “On-Click Animation” button to trigger each animation. Brainshark displays the number of animations that have been timed followed by the total number of animations on the slide.  <p>Note: You do not have to launch animations as you record. The Author of the presentation can time them after you’ve finished recording.</p>
2	<p>Stop slide recording:</p> <ul style="list-style-type: none"> Press [#] to stop and save the recording on the current slide. You will automatically be brought to the next slide.

Move to a Specific Slide While Recording

Selecting a specific slide:

Note: You must **press the keys your telephone keypad** to execute the commands.

Step	Action
1	Specific slide: Press [5], enter the <i>desired slide number</i> , and press [#].
2	Go back a slide: press [4]
3	Advance to the next slide: press [6]

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Adding Audio as a Guest

Record Audio with Telephone, Continued

Play the Audio for Any Slide While Recording

Play Slide Audio:

Note: You must **press the keys your telephone keypad** to execute the commands.

Step	Action
1	Move to the desired slide: Press [5] , enter the <i>desired slide number</i> , and press [#] .
2	To play slide: Press [3] .

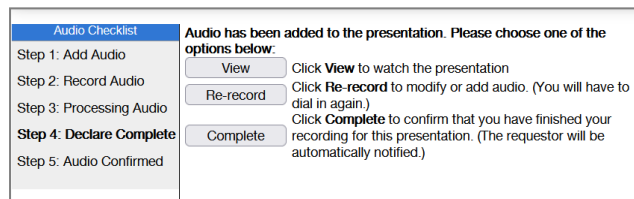
End the Recording Session

End the recording session: either press **[9]** on your telephone keypad or hang up.

Audio Checklist

After you end the recording session, you'll automatically advance to the Audio Checklist screen. Here you can **View** the presentation to be sure you're satisfied with the results. **Re-record** any or all of your slides; or set your recording to **Complete**.

Note: Setting your session to complete will disable the original link in the email and your access to the Brainshark presentation. If after you've marked your recording complete you find that you need to change the audio, contact the person who sent you the original email invitation and ask they send you a new audio request.



Tips:

1. If you **haven't finished recording** or want to record later, make no selection, and **close the browser**.
2. After this session, to record or rerecord audio, **click the link** in the email invitation. When the Audio Check List displays, select **"Re-record"**.