# Using Your iPhone 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 your phone during class.

## Moving Recorded Files

You can send or upload your recordings from your phone to another device. This will keep your class recordings from cluttering the memory on your phone.

You can also directly upload recordings to a computer using iTunes for most apps (this may be necessary for larger recordings). Connect your iPhone to a computer, open iTunes, and sync your music. Look for playlists or albums with a name similar to the name of the recording app.

## Recording Apps

Your iPhone comes with the "Voice Memos" app pre-installed. We recommend trying this app first. If you do not like it, you may want to try one of the other programs described on the back of this page.

1. Voice Memos

***Note***: Recordings will be saved as .m4a files.

**Using Voice Memos**

1. How to Record

* Tap the Record icon (red circle) to begin recording.
* Press the Record icon again to end the recording. The recording will be added to the recordings list.

2. How to Listen to a Recording

* Select a recording from the list.
* Tap the Play icon.

3. How to Make Changes to a Recording

* Select a recording from the list.
* To rename a recording, press the existing title, enter the updated title, and tap “Return.”
* To copy, share, edit, duplicate, or save the recording, press the ellipsis (…).
* Select the preferred method to transfer files (text message, email, iTunes, or import via iCloud drive).

2. Voice Recorder & Audio Editor by TapMedia Ltd.
***Note***: The free version of Video Recorder & Audio Editor contains ads. Purchasing the app turns off the ads.

**Installing Voice Recorder & Audio Editor**
1. Go to the App Store and search for “Voice Recorder & Audio Editor” or “TapMedia Ltd.”
2. Verify that Voice Recorder & Audio Editor is made by TapMedia Ltd. and press “Get.”

**Using Voice Recorder & Audio Editor**

1. How to Record

* Select the microphone icon on the bottom of the screen. Name the recording by tapping the “Tap to Name” area.
* Press the “REC” button to begin recording. If prompted, allow access to the microphone.
* Tap “Stop” to end the recording.
* Press “Save As” then “Save” to save the recording.

2. How to Listen to a Recording

* Press the file folder icon at the bottom of the screen to go to the full recordings list.
* To edit or move recordings, select “Edit” (to the right of the Recorder header).

3. How to Change Settings

* To access the Settings menu, press the gear icon at the bottom of the screen.
* Options include: Wi-Fi/iTunes upload, auto-backup, file browsing, passcode settings, and audio format type (.aiff, .caf, .m4a, .wav, & .mp3).

3. Rev Voice Recorder & Memos by Rev

***Note***: Recordings are saved as .m4a files.

**Installing Rev Voice Recorder & Memos**

1. Go to the App Store and search for “Rev Voice Recorder.”
2. Press “Get.”

**Using Rev Voice Recorder & Memos**

1. How to Record

* Press the “Record” button to begin recording. If prompted, allow access to the microphone.
* Press “Pause” to end the recording.
* Press “Save” to save the recording.
* A screen asking for the recording’s name will appear. Type in the name and press “Save.”
* The full list of recordings will then appear.

2. How to Listen to a Recording

* Select the “Play” icon next to the recording title.
* To rename, crop, or share a recording, select “View” under the recording’s title.

3. How to Change Settings

* Press the gear icon at the top of the screen.
* Under the Settings menu are options for log in/create an account, auto-lock, and Dropbox sign-in.
* ***Note***: This app **closes** when the iPhone auto-locks. **In the Rev Voice Recorder & Memos Settings menu, select “Prevent Auto-Lock” and press “Yes.”**