camflare

How to record in the Camflare studio

Access Studio (Mobile/Tablet)

- **Download our app from the App Store or Google Play - just search 'Camflare'.**

- **Open the studio link or enter the studio code in the app.**

- **You are ready to record.**

In the Studio (Mobile/Tablet)

- Choose your camera with the flip camera button.

- Adjust/Edit your Teleprompter by pressing the cog.

Teleprompter (Mobile/Tablet)

- If you receive a studio session with a teleprompter, then you will be able to change the speed, size and script in the settings cog.

- Everything is clearly labelled and you will see the script over your live video picture. The script is just a guide and will not be recorded in your final video.

Recording (Mobile/Tablet)

- **Press record when ready.**

- **A 3 second countdown will occur and then you can start recording after the word 'Go!'.**

- **When you are finished, press the stop button.**

Playback (Mobile/Tablet)

- Once you have finished, hit play to watch it back.

Upload (Mobile/Tablet)

- **Once you are happy, press the up arrow button to upload a copy back to the person who requested it.**

- **Keep the app open while uploading. If the app crashes, or you navigate away from it - re-open the app and open the 'Recordings' tab where your upload will continue.**

- ***The session may be set to auto upload and ask you for a file name.**

Recordings (Mobile/Tablet)

- After you have started an upload, your file will move into the 'Recordings' tab, which is accessed from the homepage of the app.

- Here you can play it back and see the status of the upload.

Access Studio (Desktop/Laptop)

- **If you have been sent a link, open it in Chrome.**

- **If you have been sent a code, go to <u>camflare.io/studio</u> in Chrome and enter you pin code.**

In the Studio (Desktop/Laptop)

- Allow your camera/mic in Chrome.

- You will know you are ready to record when you can see yourself in the browser.

Tips (Desktop/Laptop)

- **Scroll through the handy tips and familiarise yourself with how to make the recording the best it can be.**

Controls (Desktop/Laptop)

- **In the top right you will see an audio level input. Try and keep this in the green. Red means it's too loud and you will need to adjust your volume.**

- **Across the bottom of the screen you will see record, play, stop, download, upload and the settings cog.**

Teleprompter (Desktop/Laptop)

- If you receive a studio session with a teleprompter, then you will be able to change the speed, size and script in the settings cog.

- Everything is clearly labelled and you will see the script over your live video picture. The script is just a guide and will not be recorded in your final video.

Recording (Desktop/Laptop)

- Once you are happy with your video and audio, press record.

- A 3 second countdown will occur and then you can start recording.

- When you are finished, press the stop button.

Playback (Desktop/Laptop)

- **Always check your recording. Once you have finished, hit play to watch it back.**
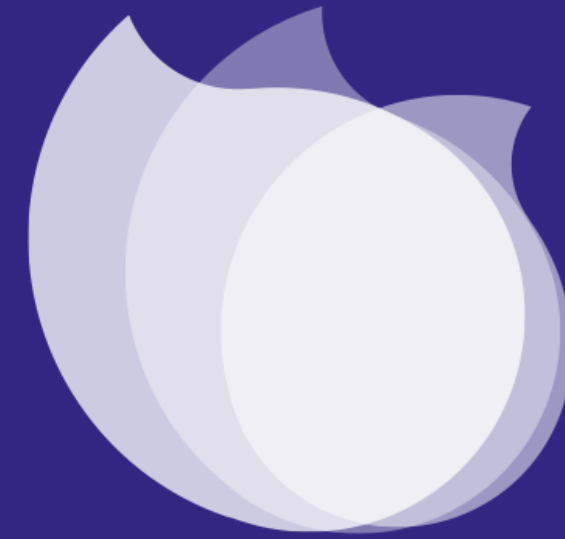
Download (Desktop/Laptop)

- Once you are happy, press the download button to download a local copy to your 'downloads' folder.

- If you want to view this in the future, just drag it in to Chrome Browser and it will automatically play.

Upload

- Once you are happy, press the up arrow button to upload a copy back to the person who requested it.

- Remember to wait until you see the message 'Recording Saved' - this could take some time if you are uploading a long file and have slow internet.

Things to remember

- Make sure you are only using Chrome on a Laptop or Desktop with a good quality webcam and mic.

- Never navigate away from your session or close down the window, without downloading or uploading - as the recording will be lost.

- Never close down your machine while uploading - you must see the 'Recording Saved' message first.

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