

# camflare

**How to record in the Camflare studio**

# Entering the Studio

- **If you have been sent a link, open it in Chrome.**
- **If you have been sent a code, go to [camflare.io/studio](https://camflare.io/studio) in Chrome and enter your pin code.**

## **In the Studio**

- **Allow your camera/mic in Chrome.**
- **You will know you are ready to record when you can see yourself in the browser.**

## Tips

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

# Controls

- **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

- **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

- **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

- **Always check your recording. Once you have finished, hit play to watch it back.**



# Download

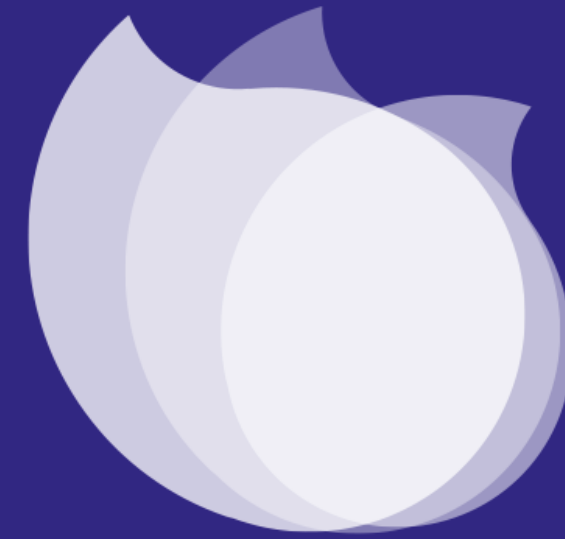
- **Once you are happy, press the download button to download a local copy to your 'downloads' folder.**
- **If you want to view this in the future, just drag it in to Chrome Browser and it will automatically play.**

# 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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