# A Quick Guide to Banking Your Voice

#### Create an account

Visit vocalid.co and click the **Get Started** button. Fill out your information and make sure you check **I** want to contribute to the Human Voicebank. It takes 5-7 hours to complete all 3500 sentences, but plan to break it into 20 -30 minute sessions. Finishing the full list of recordings is necessary to build someone a high-quality voice. After recording 500, 1000, 2000, and the full set of 3500 sentences, you will be awarded with certificates that can be used to fulfill community service hours or for corporate social responsibility programs.

#### Fill in your profile

Sign in to your VocaliD account. Click We need your information to match you with voice recipients and they'd also love to see a photo of the person that helped them!

You can also sign up to be an ambassador here if you decide to run your own VoiceDrive!

#### Before you record - What you'll need

- □ A laptop or desktop computer (the virtual recording platform doesn't yet work on phones or tablets).
- □ The Google Chrome web browser
- □ An over-the-ear headset with a microphone and USB connection
- □ A quiet place to record

#### **Recording - Calibration**

- □ Sign in to your VocaliD account.
- Get comfortable, and when you're ready, click the
- button in your dashboard.

- □ Calibration will start automatically.
- □ Step 1. Microphone initiation. Allow VocaliD to access your microphone. Important: Make sure

we are recording through your headset instead of your internal microphone. Click the icon in the address bar and select your headset

microphone from the pull-down menu.

voc	alid.co wants to:		
Ļ	Use your micro	phone	
		Block	Allow



- □ Step 2. Quiet room. Shhh.
- □ Step 3. Microphone level. Say "Ahh".
- □ Step 4. Microphone placement. "Please pass the peaches to my sister Shelly's chef".

#### Recording Do's and Don'ts

- 1. Read sentences in a natural, neutral voice.
- 2. Speak the sentences as written. Do not change the grammar.
- 3. Stop as soon as you start to feel tired.
- 4. Recalibrate if you reposition or adjust your microphone or if your environment changes.
- 5. Make all of your recordings using the same set up same environment, same microphone, same computer.
- 6. Playback some of your recordings occasionally and re-record if needed.

## A Quick Guide to Banking Your Voice

### The Virtual Recording Studio Tour



#### Trouble-shooting

Your sentences are saved automatically, and notices will pop up if there is a problem saving your sentences, or if there is a problem with the quality of your recordings. If you do not get any pop-ups, and don't hear any problems when you playback your sentences, then your recordings are good quality, keep talking!

If it is taking a long time for sentences to be uploaded, there may be many people recording at the same time. Please be patient.

For other problems, log out and back in again. If the problem persists, empty the browser's cache. You can find instructions for emptying the cache at: <u>https://support.google.com/chrome/answer/95582?hl=en</u>

For additional help or to watch the tutorial, visit https://vocalid.co/support OR the help tab in your dashboard.

To report a problem or bug in the platform, please start a chat with VocaliD by clicking on our circular logo in the bottom right-hand corner of the webpage. We will solve the problem as quickly as possible!

#### Thank you for sharing the gift of voice by contributing to the Human Voicebank.