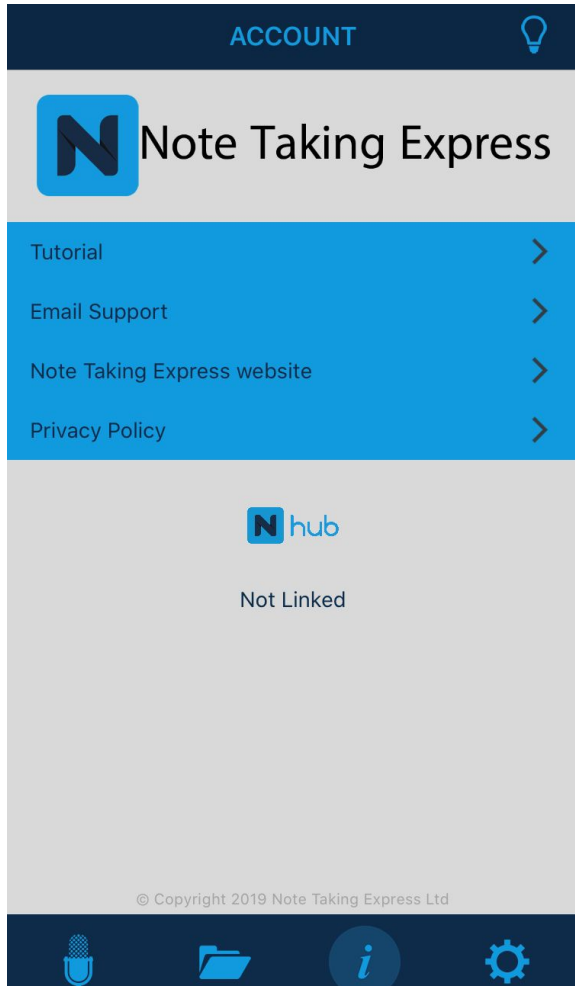# How to use NoteTaking Express Mobile

Download "NteHub" App from the App Store or Google Play Store.

Once downloaded, there is a taskbar at the bottom of the main screen. From left to right, there's a
- microphone icon to record,
- a folder icon where your recordings will be stored,
- an "i" icon where you can link your account
- A settings wheel where you can adjust settings

You MUST link your account!

- Go to the "i" icon on the bottom of screen
- click where it says "Not Linked".
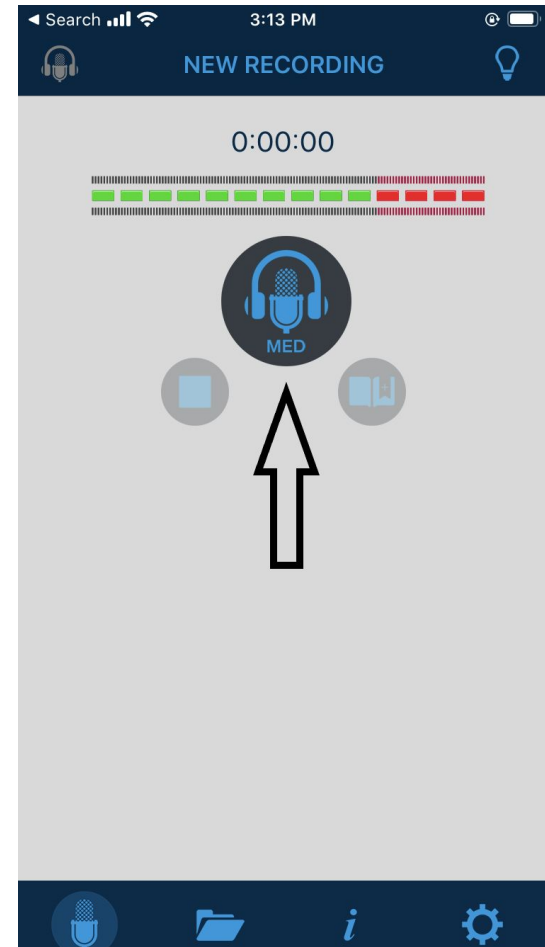
A login screen will appear,
- Select "US and Canada Server"
- Enter the Username and Password sent to you in your welcome email
- Click ok.

The screen should then say "Linked".

Once linked, you can share your recordings from your phone to the notetaker.

How to Record

To create a new recording, click on the "MED" button.

1. Name your recording. Pick something that fits your class. For example - BIO 102 3.13.2020
2. Pick the "University" folder to save your recording under.
3. Click "CREATE" to be able to start recording on the next page.
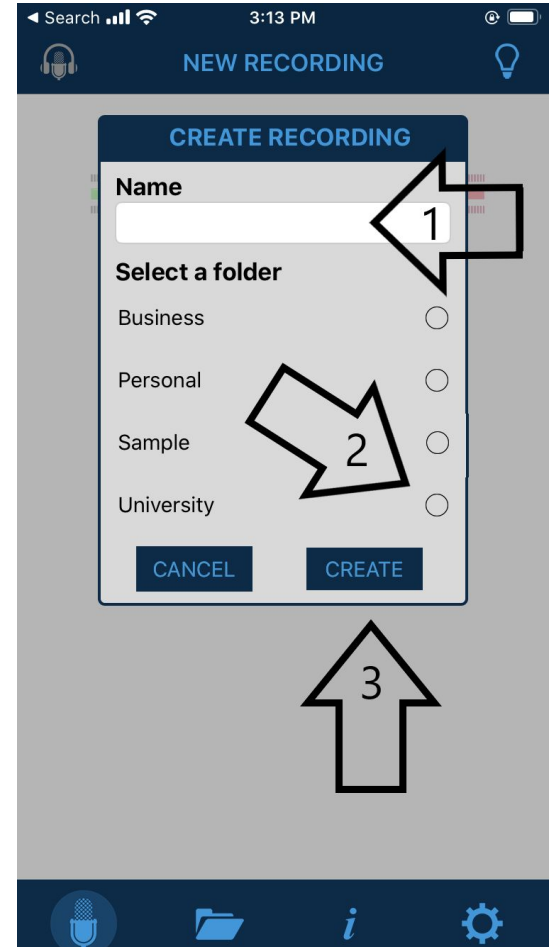
1. To pause your recording if needed, click the two blue, horizontal lines.
2. To bookmark important moments during the lecture, click the button that looks like an open book with a bookmark in it.
3. This bar tells you if the professor is speaking too softly (extremely low on the green side) or too loudly (extremely high on the red side). This is important for the quality of your notes so make sure the green bar is about halfway full for optimal recording.
4. To stop your recording, click the blue square.
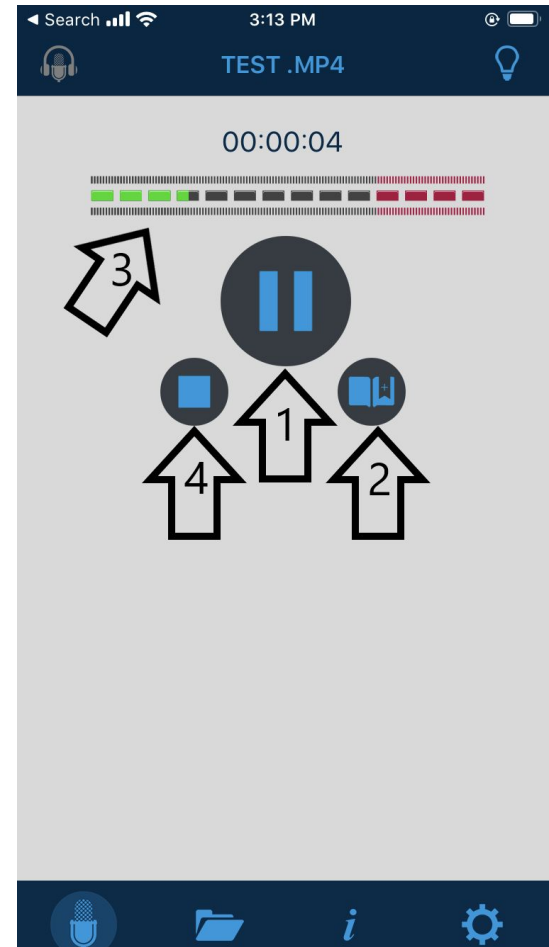
Your bookmarked moments during the recording will appear underneath the "Pause" button for you to review later on.
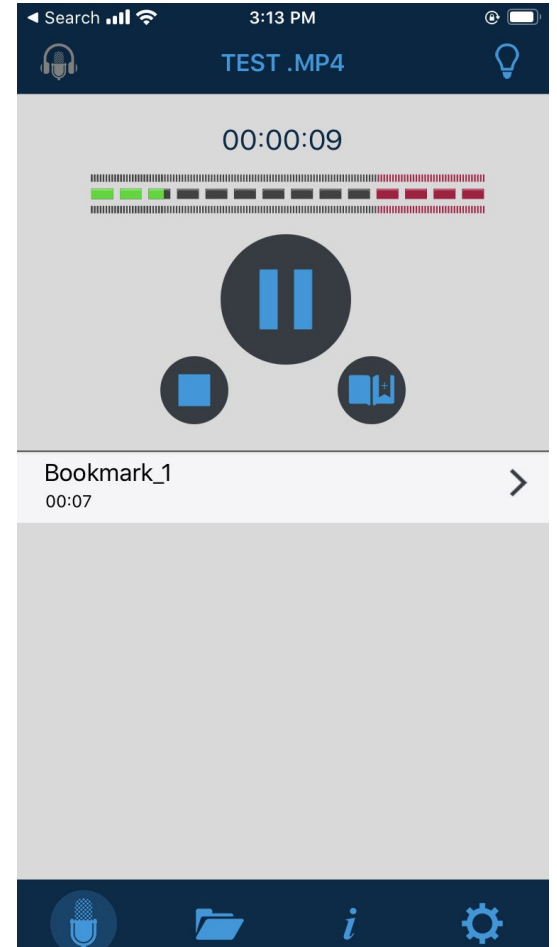
1. Make sure that, after you hit the "Stop" button, the next screen says that your recording has been saved.
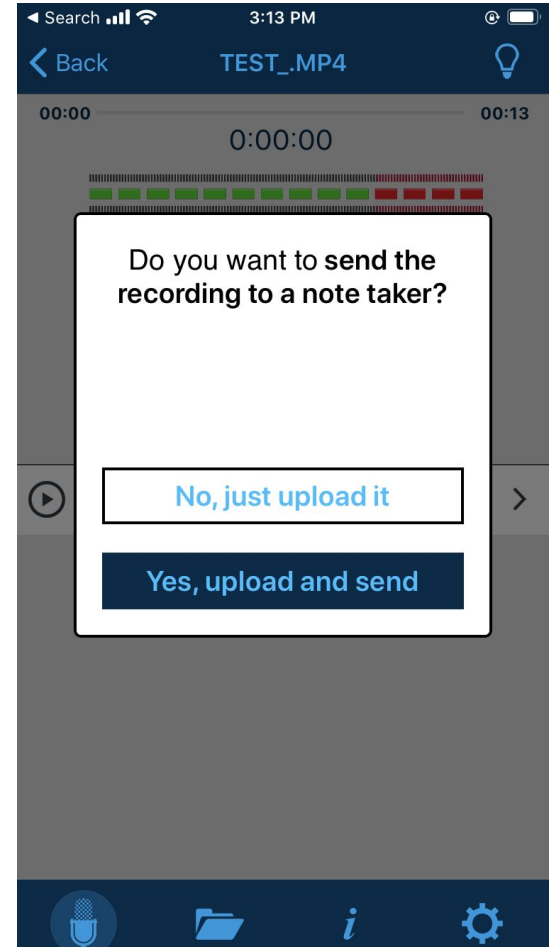2. Click "Okay" to continue.
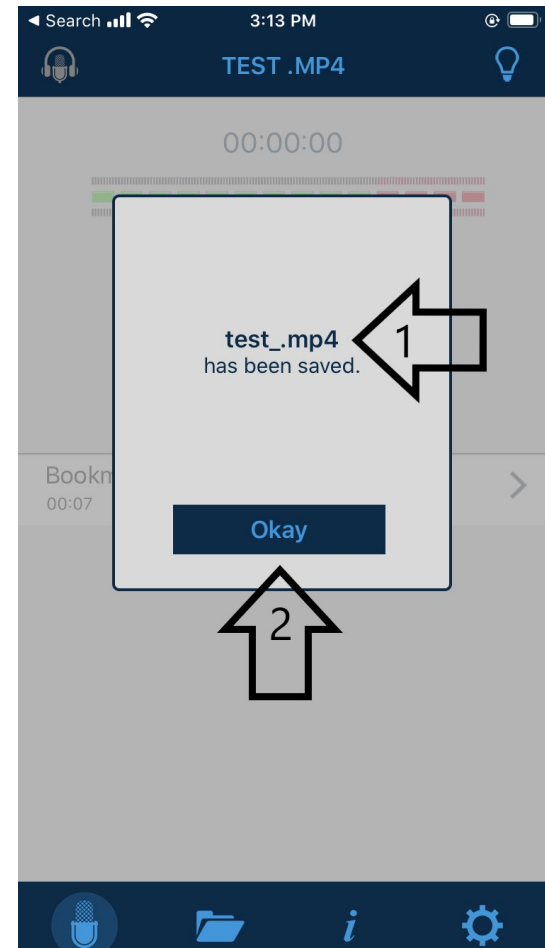
If you want to send your recording to a note taker, click "Yes, upload and send". If you just want to save your recording, click "No, just upload it".

When to use which option?
Select "No, just upload it" when you'd like to attach a powerpoint along with the notes. That can be done when you log into your account online.
If you are just sending the recording, you can select "Yes, Upload and Send".

Make sure you see a screen that says "Upload Complete" after clicking your option of uploading or uploading and sending to a note taker. Click "OK" to continue.
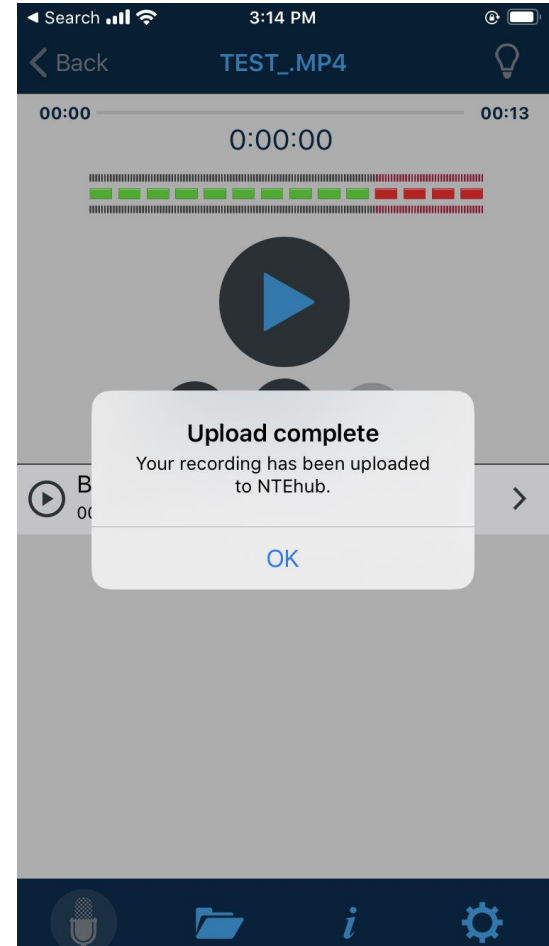
Helpful Hints:

- Once you have uploaded your recording, either sending it directly to the notetaker, it will be stored under "My Projects" in your online account. You can access it at anytime and listen to your recording.

- Once you have confirmed your recording is uploaded, delete it off of your phone. The recordings can be lengthy and may take up a lot of your phone's storage, so it's best to remove them when completed.

- Before your first class, play a short youtube clip from your laptop, and re-listen to it (no need to send it to the notetaker!). You want to test how loud your speakers need to be, where your phone needs to be placed, etc.

- If you're going to be recording anything over an hour, send the recording in parts. You can do a "Part I" recording and a "Part II" recording. Some older phones have had some trouble sharing large recordings, and by sending them separately they may upload more quickly. You can upload the same PowerPoint in each recording should you want to.