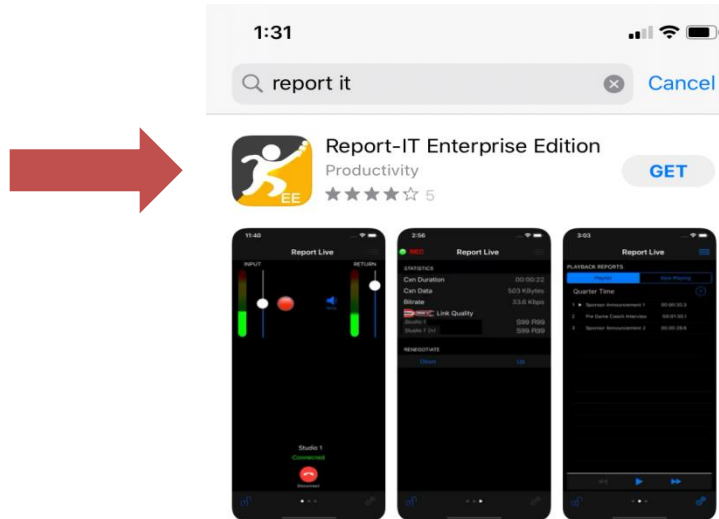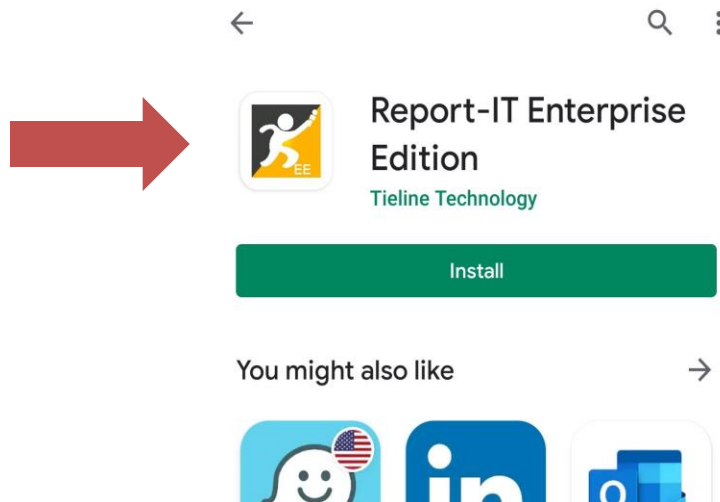# Report-IT APP Quick Setup

1. Download the Tieline Report-IT Enterprise Edition from your App store. It is a free app for any Android or Apple device.

- Apple:

- Android:

2. Click on the app icon that has been placed on your phone after you download the app.

3. You will be asked if the app can have access to your microphone. Please allow the app permission.

4. Tap the icon to open the app. The first screen you will see will be the sign-in screen. Use the User Name: **Guest1@waob.org** and Password: **waobpriest**

Once the user name and password are typed in, tap "OK"to get to the main screen.

- Apple:

- Android:

5. Tap the arrow on the right-side of the "Codec" box to select the studio to which you like to connect.
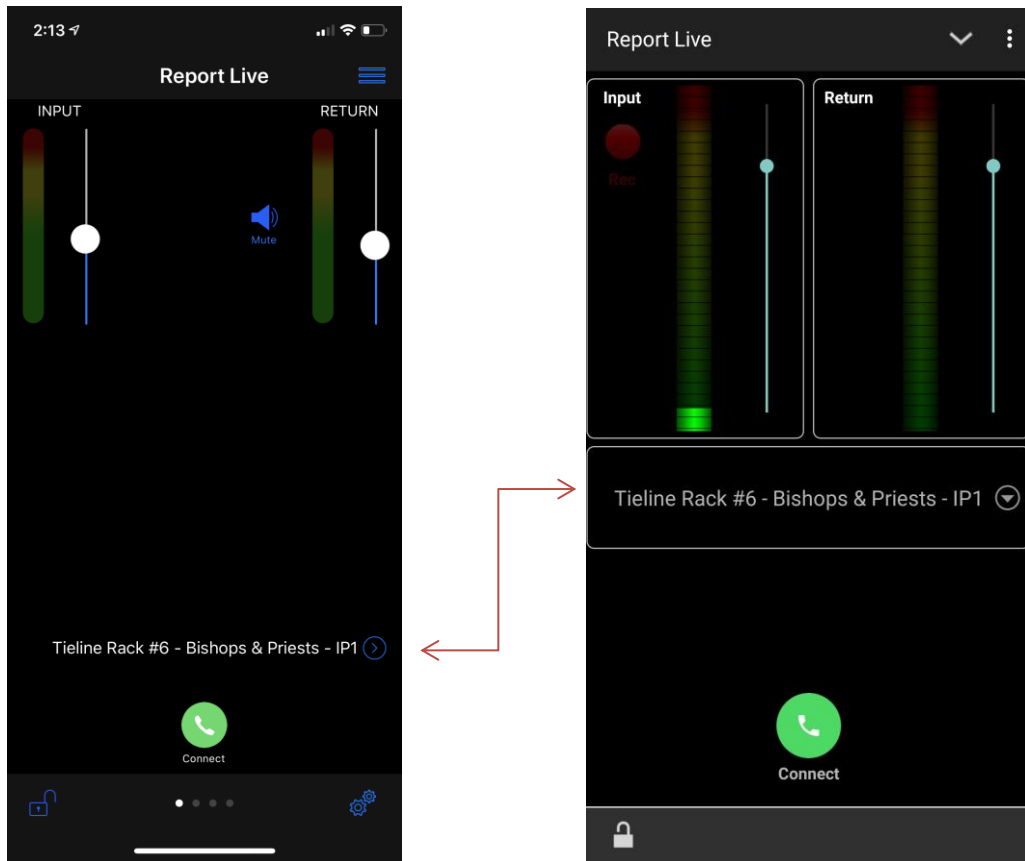
There will be four options for connecting.
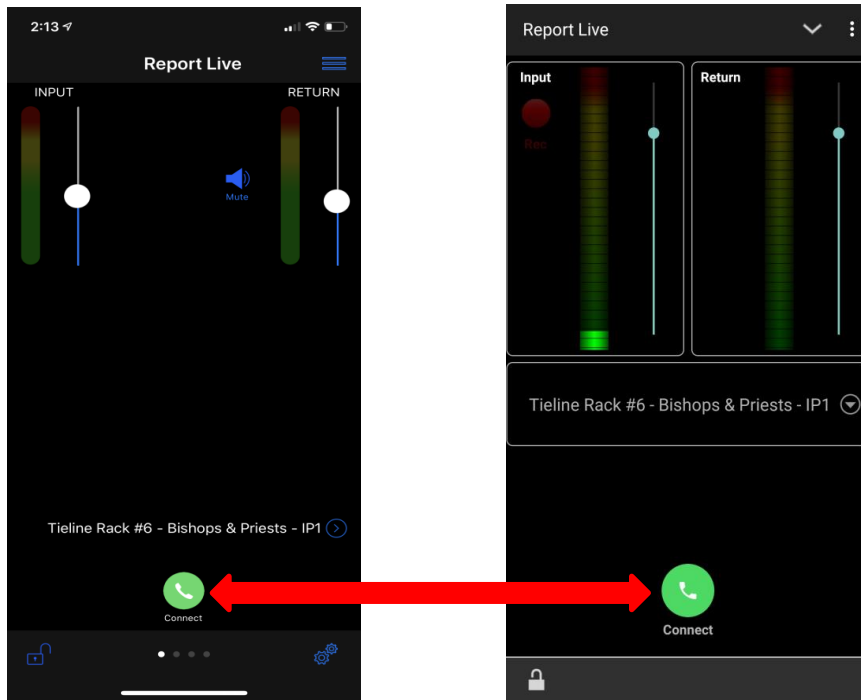Option 1: Tieline Rack #5 – Bishop & Priest – IP1
Option 2: Tieline Rack #5 – Bishop & Priest – IP2
Option 3: Tieline Rack #6 – Bishop & Priest – IP1
Option 4: Tieline Rack #6 – Bishop & Priest – IP2

When dialing use option 1 or 3.

6. Tap the green "Connect" button to connect your phone to the studio.

7. Adjust the level of the audio you are sending the studio by using your finger to adjust the "Input" slider. Adjusting the level of the audio the studio is sending you can be completed by adjusting the "Return" slider with your finger.

8. (Once you are connected and levels are set). Tap the lock in the lower left-hand corner of the screen to prevent accidental taps from disconnecting your connection.
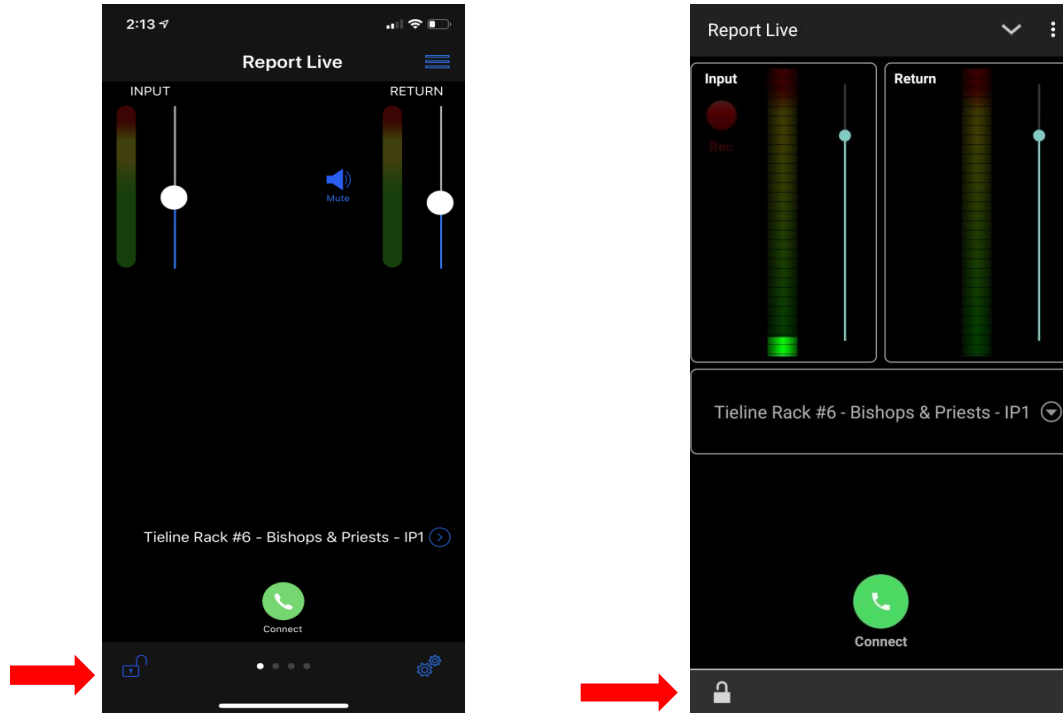
9. (At the conclusion of your broadcast) Tap the lock to unlock your screen.
10. Tap the red "Disconnect" button to disconnect the call.
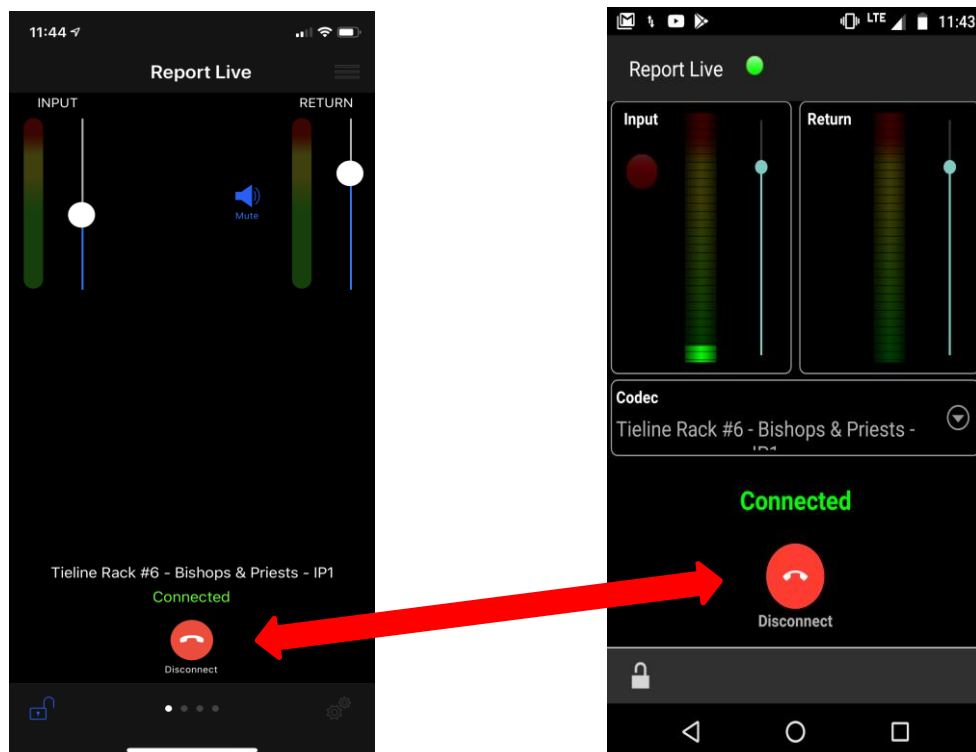
11. Final Notes.

- If you are able to set your phone in Airplane Mode it will stop any incoming calls from interrupting the recording.
- If you try to connect using option 1 or option 3 and are unable, try to use the other option instead.
- If you hear your connection drop it could be poor WiFi signal strength. Try and stay in an area that has strong WiFi.
- If you are unable to hear anything make sure you do not have the mute button enabled (iPhone only)
- If you are in need of assistance call our studio 724-537-5172 ext 2.
- If you plug in a microphone or headset and no longer hear anything or do not see your audio on the meters, leave the device plugged and and restart the app. On occasion restarting the app allows it to recognize the new audio device.

Thank you for your willingness to record for We Are One Body® Radio.