



How to Make a Strong Inventory Audio Recording

1. **Speak clearly.** However, coughing, laughing, pauses, and background noise are all ok.
2. Try to minimize unrelated **chit chat**.
3. Ideally, **only one person is speaking throughout the audio**. If there are multiple people involved in the inventory, they should coordinate so they are not speaking over each other. If person 1 is relaying information to person 2, and person 2 is the main person doing the recording, then person 1 should try to relay the information very quietly so as not to be picked up by the audio recorder. Otherwise, the output might duplicate the line item.
4. Make sure to **identify the room** you are inventorying at the beginning of working in that room. If there are multiple rooms with the same name, identify them as Bedroom 1, Bedroom 2, Bedroom 3 or in a similar manner.
5. If you are **returning to a room** that you had worked in before, make sure to identify that room with the same room name used previously.
6. If there are **multiple audio recordings** for the same claim, when you save the recording and before uploading to IQ, name them appropriately. For example, Johnson 6/12/25 #1, Johnson 6/12/25 #2, etc.
7. **Reduce the bit rate** for your audio recorder to 48 kbps. This will reduce the size of the file significantly without jeopardizing the clarity of the recording.

To change the bit rate (we use a Sony PX Series audio recorder):

1. Go to Settings
2. Select Recording Settings.
3. Scroll to and select REC Mode.
4. Scroll to and Select 48kbps or a similarly low bit rate.