



Remote News Service

Clients User Manual

Logging in to your client page:	2
Downloading your audio files:	3
Google Chrome Browser:	3
Safari Browser:	4
Mozilla Firefox Browser:	5
Opera Browser:	6
Microsoft Edge Browser:	7
Internet Explorer Browser:	8



Logging in to your client page:

When you receive your Remote News Service order you will be provided with a custom URL link and a password.

Step 1: Open the custom link in your browser and enter the password you have received. Click on Enter.

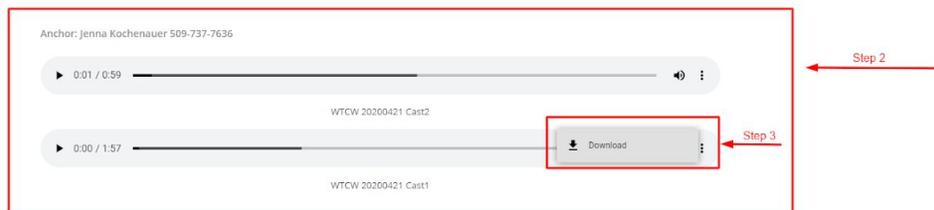
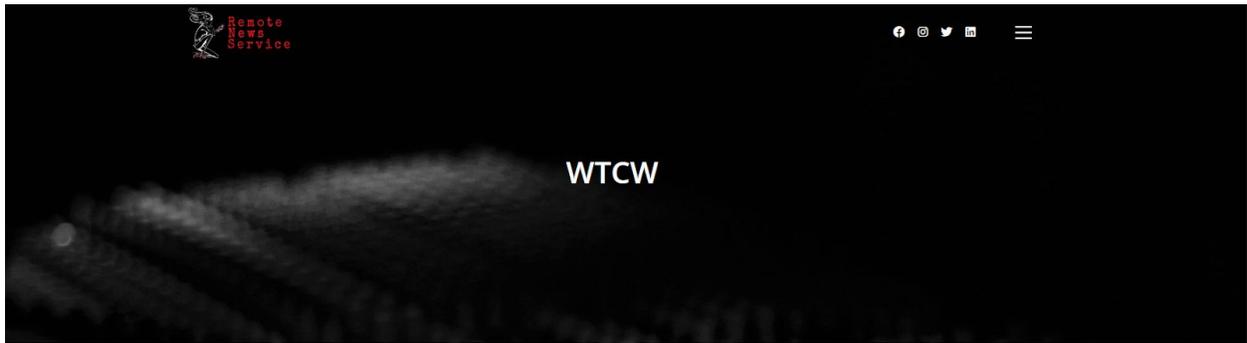


Step 2: Once you are logged in you will see your anchor's name and contact information and you will be able to review and download your audio files.

Downloading your audio files:

Google Chrome Browser:

To download your audio files click on the “three dots” icon on the right side of the audio track and click on “download”.



Safari Browser:

To download your audio files right click with your mouse on the timestamp of the audio track and then click on "Download audio "



Anchor: Jenna Kochenauer 509-737-7636



Mozilla Firefox Browser:

To download your audio files right click with your mouse on the timestamp of the audio track and then click on "Save Audio As". Then chose the folder on your computer you want to save the file and click on "Save"

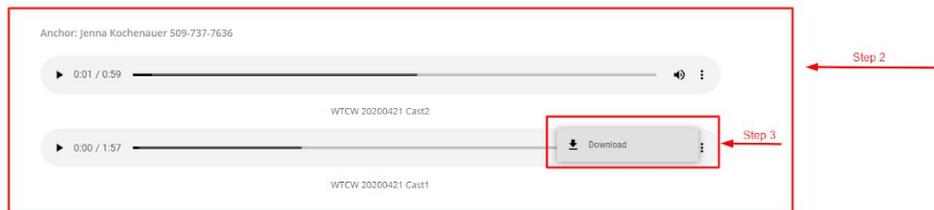


Anchor: Jenna Kochenauer 509-737-7636



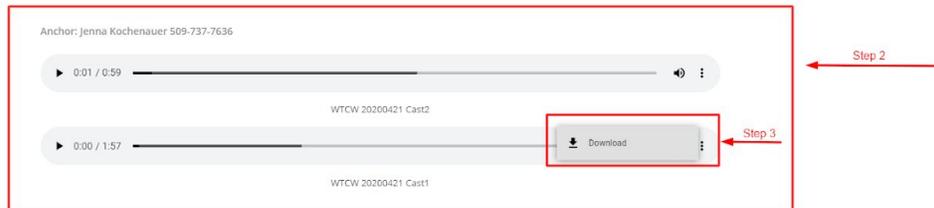
Opera Browser:

To download your audio files click on the “three dots” icon on the right side of the audio track and click on “download”.



Microsoft Edge Browser:

To download your audio files click on the “three dots” icon on the right side of the audio track and click on “download”.



Internet Explorer Browser:

To download your audio files right click with your mouse on the timestamp of the audio track and then click on "Save Audio As". Then chose the folder on your computer you want to save the file and click on "Save"



Anchor: Jenna Kochenauer 509-737-7636

