

How to Complete the Quest

How to Complete the Quest - Step by Step

KGeN Audio Recording Video Guide link :

https://drive.google.com/file/d/1T3va-GRGhS-JUWBIFMDPIJKWEISPFS3S/view?usp=drive_link

This guide walks you through completing 1 Stage of a Quest - recording a dual-speaker conversation with another person using the KGeN recording tool.

Step 1: Start the Quest

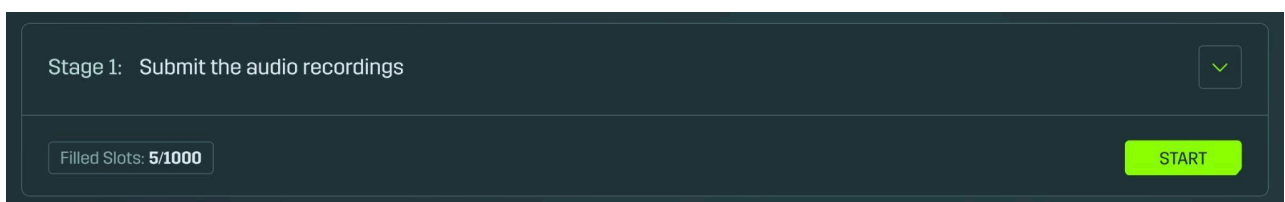
- Go to **K-Quest** from the top navigation bar
- Click **Start Quest**
- You will see the quest stages unlock, showing your progress (e.g. Stages 0/10)



Quest overview - stages and earnings tracker

Step 2: Open Stage 1

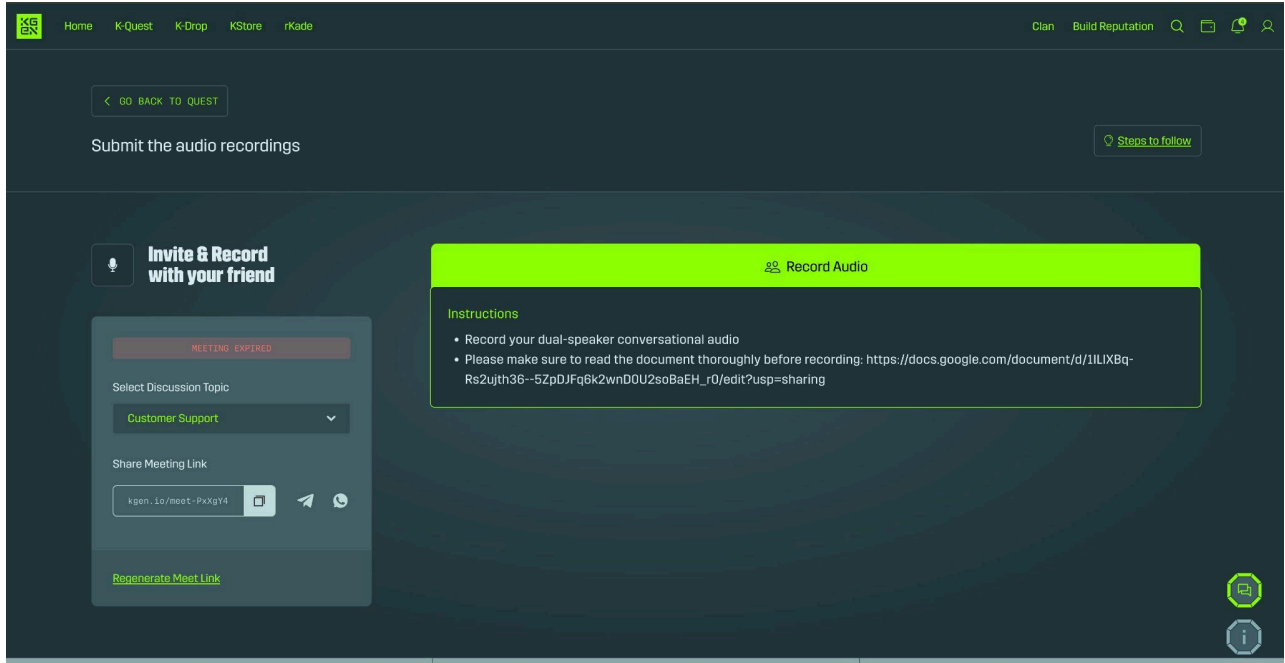
- Scroll to **Stage 1: Submit the audio recordings**
- You will see the number of available slots (e.g. Filled Slots: 5/1000)
- Click the green **START** button on the right



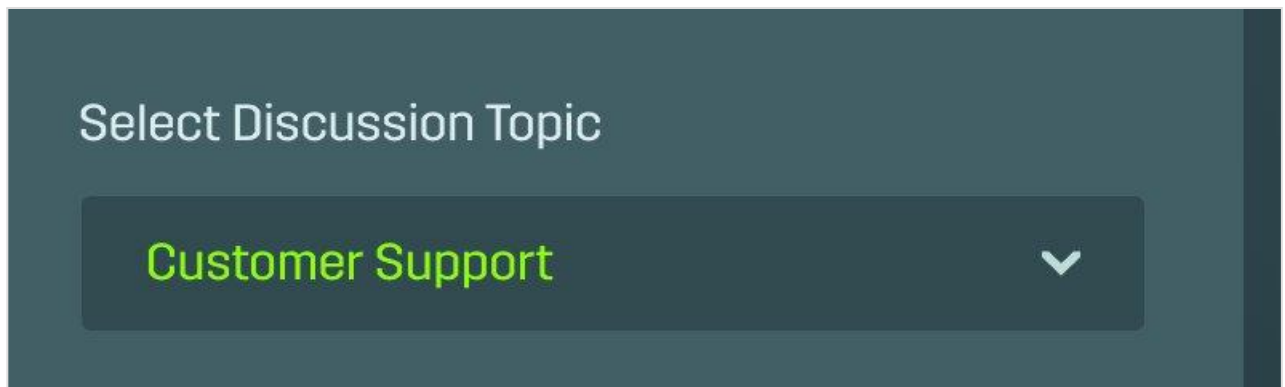
Stage 1 - click **START** to begin

Step 3: Select a Discussion Topic & Get Your Meeting Link

- You will be taken to the **Submit the audio recordings** page
- Under "**Invite & Record with your friend**", click the **Select Discussion Topic** dropdown
- Choose the topic assigned to you (e.g. Customer Support)



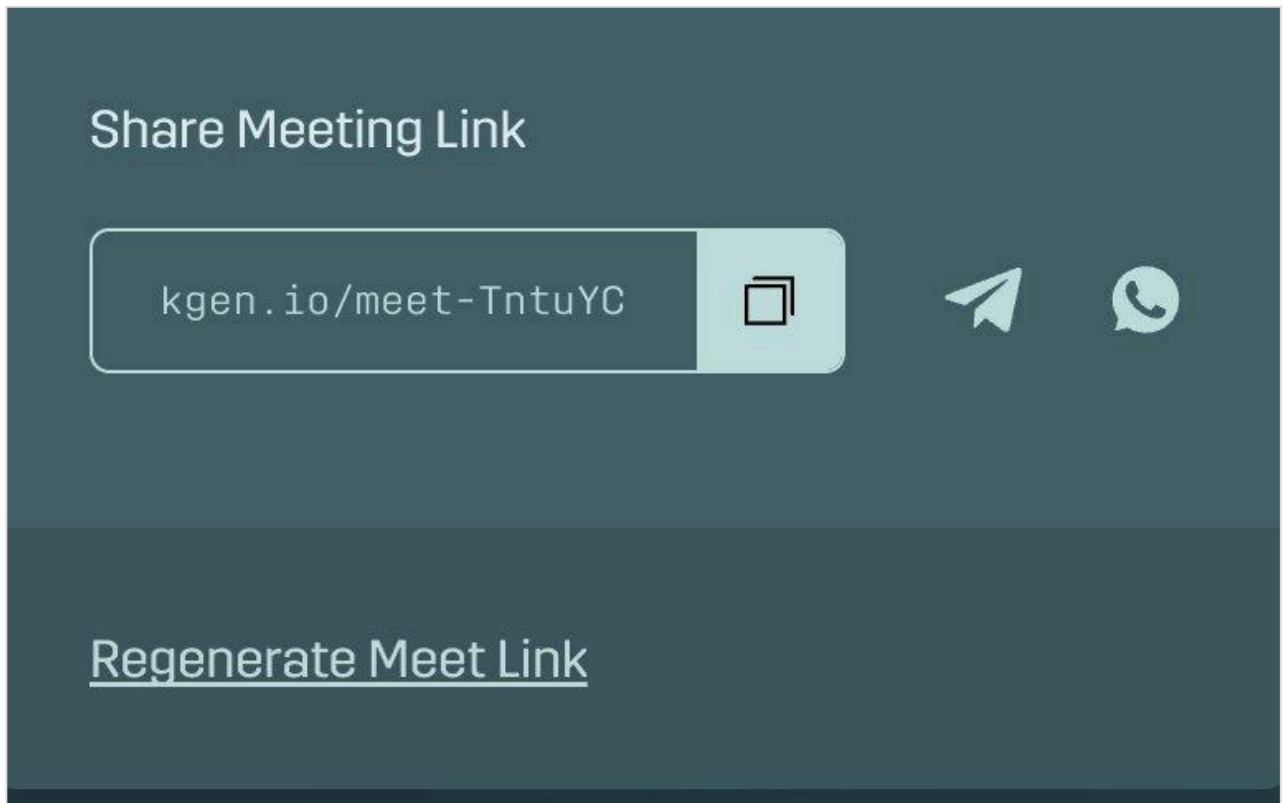
Submit audio recordings page - full view



Select your discussion topic from the dropdown

Step 4: Share the Meeting Link

- A meeting link will be generated automatically (e.g. kgen.io/meet-XXXXX)
- Copy the link using the **copy icon**, or share it directly via the **Telegram** or **WhatsApp** icons
- Send this link to the person you will be recording with
- If the link has expired, click **Regenerate Meet Link** to get a fresh one



Copy or share your meeting link

Step 5: Start the Meeting

- Once you have shared the link with your co-speaker, click the green **START MEETING** button
- You will be taken to the Pre-Recording Check screen



Invite & Record with your friend

Select Discussion Topic

Customer Support



Share Meeting Link

kgen.io/meet-TntuYC



[Regenerate Meet Link](#)

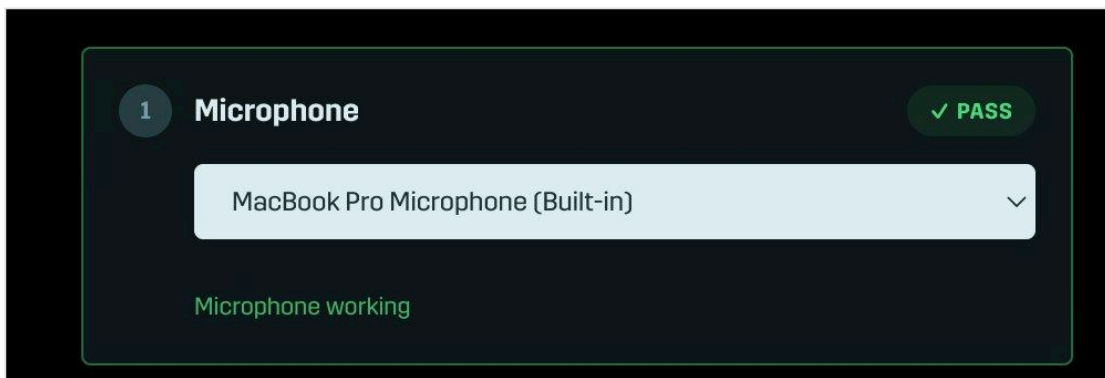
START MEETING

Click START MEETING to proceed

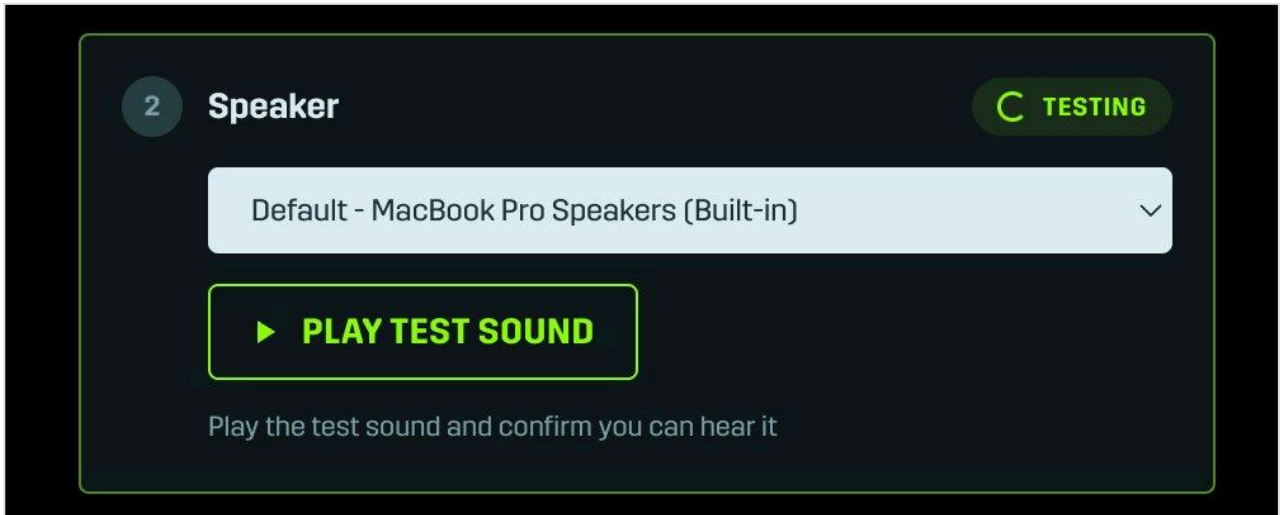
Step 6: Complete the Pre-Recording Check

The tool will automatically check 3 things before you can join:

Check	What to do
1. Microphone	Select your microphone from the dropdown. Wait for "Microphone working" confirmation
2. Speaker	Select your speaker, then click Play Test Sound to confirm you can hear it
3. Internet Connection	Checked automatically. Wait for "Network connectivity is good"



Microphone check - should show PASS



Speaker check - click Play Test Sound to confirm



Pre-Recording Check

Let's make sure everything works before you join

3/3

1 Microphone

✓ PASS

MacBook Pro Microphone (Built-in)

Microphone working

2 Speaker

✓ PASS

Default - MacBook Pro Speakers (Built-in)

Speaker working

3 Internet Connection

✓ PASS

WebSocket signaling ✓

Media path (TURN) ✓

Network connectivity is good

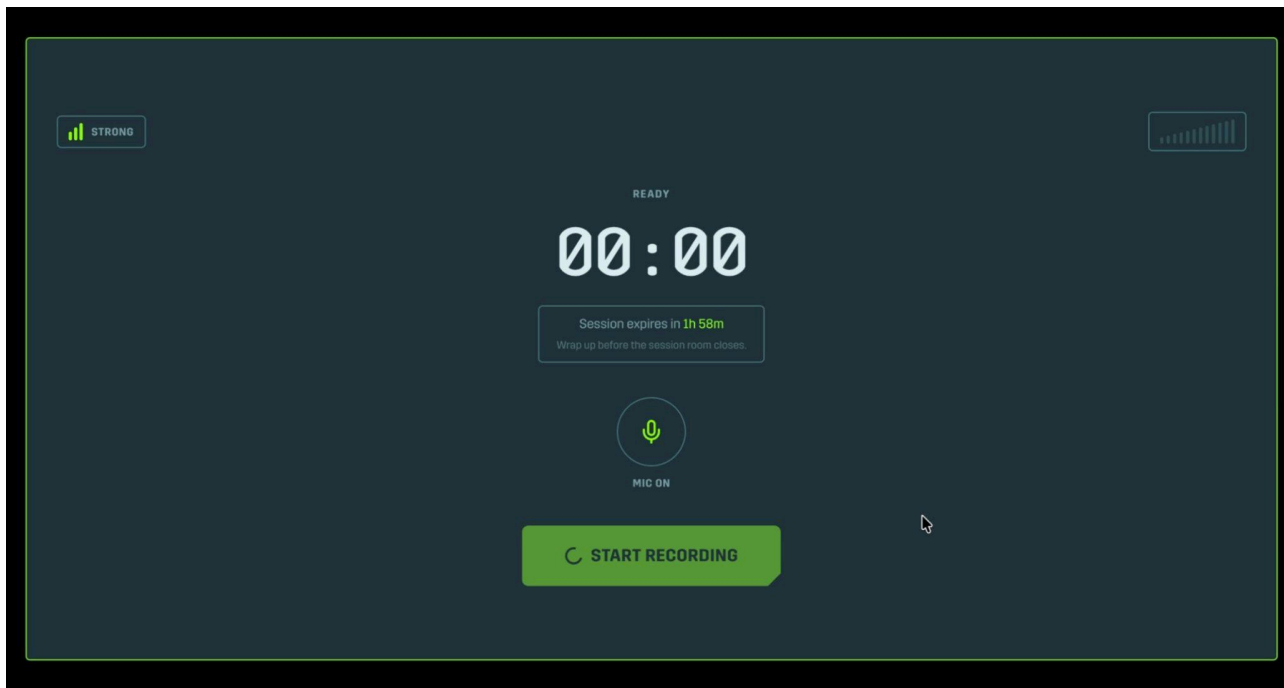
[JOIN SESSION](#)

All 3 checks passed - click JOIN SESSION


Once all 3 show **PASS**, click the green **JOIN SESSION** button.

Step 7: Wait for the Other Speaker & Start Recording

- You will enter the session room
- Before starting, confirm the other speaker has joined by checking the **Participants** section - you should see 2 participants
- Once both are in, click **START RECORDING**
- The timer will begin - both speakers should now start the conversation



Session room - click **START RECORDING** once both speakers are present

 **Duration:** Minimum **05 minutes** - Maximum **15 minutes**

Step 8: End the Session

- Once your conversation is complete, click **End Session**
- **Do not close the browser** - wait for the audio to finish processing
- You will see a **Session Processing** screen with status: **PROCESSING**

Session Processing

Your audio files are being processed...

STATUS 🔄 PROCESSING

HOST 3ebec4a7 A52b 40ac 8d33 84f57ae3dc4c	GUEST 72d38e2f 13df 4817 984f 39b04afba0c3
PAUSES 0	PARTICIPANTS 3ebec4a7 A52b 40ac 8d33 84f57ae3dc4c, 72d38e2f 13df 4817 984f 39b04afba0c3

STARTED	13/05/2026, 14:09:25
STOPPED	13/05/2026, 14:09:35

⋯

Converting and merging audio tracks

SESSION ID: cd892b2e-dd3b-4552-95a6-7e1689ecf1d5

Session processing - wait for audio to be converted and merged

Step 9: Review and Submit

- Once processing is complete, the status will change to **COMPLETED**
- You will see 3 audio files ready:
 - **Combined** - both speakers together
 - **Host** - your audio only
 - **Guest** - the other speaker's audio
- Play each file to do a quick listen check
- If the quality is not acceptable, click "**Cancel this session**" and re-record
- If everything sounds good, click the green **SUBMIT** button

STATUS

COMPLETED

HOST

3ebec4a7 A52b 40ac 8d33
84f57ae3dc4c

GUEST

72d38e2f 13df 4817 984f
39b04afba0c3

PAUSES

0

PARTICIPANTS

3ebec4a7 A52b 40ac 8d33
84f57ae3dc4c, 72d38e2f 13df
4817 984f 39b04afba0c3

STARTED

13/05/2026, 14:09:25

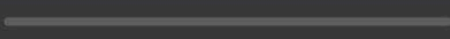


STOPPED

13/05/2026, 14:09:35

✔ Audio files ready

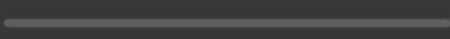


COMBINED

Download

▶ 0:00 / 0:00   

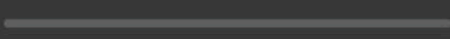


HOST — 3EBEC4A7 A52B 40AC 8D33 84F57AE3DC4

Download

▶ 0:00 / 0:00   

GUEST — 72D38E2F 13DF 4817 984F 39B04AFBA0C3

Download

▶ 0:00 / 0:00   


Not satisfied with the quality? Cancel this session

SESSION ID

cd892b2e-dd3b-4552-95a6-7e1689ecf1d5

SUBMIT

Review your 3 audio files, then click SUBMIT

 **Done!** Your recording has been submitted. Your stage progress will update automatically.

For questions, contact your project coordinator.

Collection

Audio Recording Guide

For New Contributors

What You're Recording

Every conversation requires **3 separate recordings** from the same session:

Recording	What it contains
Speaker 1 Only	Only Speaker 1's voice - no bleed from Speaker 2
Speaker 2 Only	Only Speaker 2's voice - no bleed from Speaker 1
Combined	Both speakers in natural conversation

All three must be recorded in the same session and time-aligned.

Duration

Each recording must be between **05 and 15 minutes**.

Before You Record - Environment Checklist

What to check	What good looks like
Background noise	Silent room - no AC, fans, or hum

Echo	Dry sound - no hollow or room echo
Voice clarity	Clear and natural
Volume	Comfortable speaking level - not whispering, not shouting

Common Problems & How to Fix Them

Too Much Echo

Your recording sounds hollow or like it was done in a large empty room.

Fix:

- Move the mic closer to your mouth (2–4 inches away)
 - Record in a smaller room - a closet full of clothes works great
 - Add soft materials nearby: blankets, curtains, pillows
 - Prefer dynamic microphones over condenser mics
-

Voice Sounds Muffled

The recording lacks clarity.

Fix:

- Make sure the correct side of the microphone faces your mouth
 - Move the mic slightly closer to the speaker
-

Too Much Background Noise

Distracting sounds in the background throughout the recording.

Fix:

- Turn off air conditioners, fans, and anything that hums
- Close windows and doors before starting
- Ask others in the space to stay quiet during the session

Quick Tips

- Record in a quiet room with soft furnishings
- Keep the mic 2-4 inches from the speaker's mouth
- Name your files clearly so it's obvious which speaker and session they belong to
- Listen back before submitting - if something sounds off to you, it will fail QC

For questions, contact your project coordinator.

Recording Setup

Recording Environment Guide

For New Contributors

The Golden Rule

Record in a **closed, quiet, furnished indoor room**. Recordings made outdoors, in noisy spaces, or in echoey rooms will be rejected.

Where to Record

Good rooms:

- Bedroom
- Study room
- Small office
- Walk-in closet (with clothes inside)

Never record in:

- Bathrooms or kitchens
 - Outdoor spaces (terrace, balcony, garden)
 - Empty or unfurnished rooms
 - Any room with open windows near traffic or noise
-

Setting Up the Room

Before you start, make sure:

Task	Done ?
Door closed	<input type="checkbox"/>
Windows closed	<input type="checkbox"/>
Curtains drawn	<input type="checkbox"/>
Fan / AC / air purifier OFF	<input type="checkbox"/>

TV, music, radio OFF

Phone on silent

No people moving in or out

Soft Objects in the Room

Having soft furnishings in the room absorbs echo and improves sound quality. Make sure at least 3–5 of these are present:

- Bed or mattress
 - Sofa or cushioned chair
 - Carpet or thick rug
 - Thick curtains
 - Wardrobe with clothes
 - Bookshelf with books
 - Hanging clothes
 - Thick blankets (placed on walls or doors)
-

Microphone & Device

Use:

- Wired earphones
- USB microphone
- Laptop microphone (only in a well-furnished room)
- Phone with its built-in microphone

Do not use:

- Bluetooth earphones
- Cheap clip-on mics
- A mic held in your hand

Also: Do not record while your phone is charging.

How to Sit & Position the Mic

- Sit still on a chair or bed - do not move around
- Keep the mic **1–2 feet from your mouth**, at mouth level
- Speak slightly *across* the mic, not directly into it

- Face a soft surface (curtain, bed, or hanging clothes)
-

How to Speak

Do:

- Speak at a normal conversational volume
- Speak clearly and at a steady pace
- Pause briefly between sentences
- Stay the same distance from the mic throughout

Do not:

- Shout or whisper
 - Move your head while speaking
 - Tap the mic or table
 - Breathe heavily into the mic
 - Cough or laugh close to the mic
 - Pause in the middle of sentences
-

Quick Pre-Recording Checklist

Run through this before every session:

- Door closed
 - Windows closed
 - Fan / AC off
 - Curtains drawn
 - Soft furniture present in the room
 - Mic 1–2 feet from mouth
 - Phone on silent
 - Sitting still
 - Room is completely quiet
-

For questions, contact your project coordinator.