

Pingry

Name Speaker

User Guide

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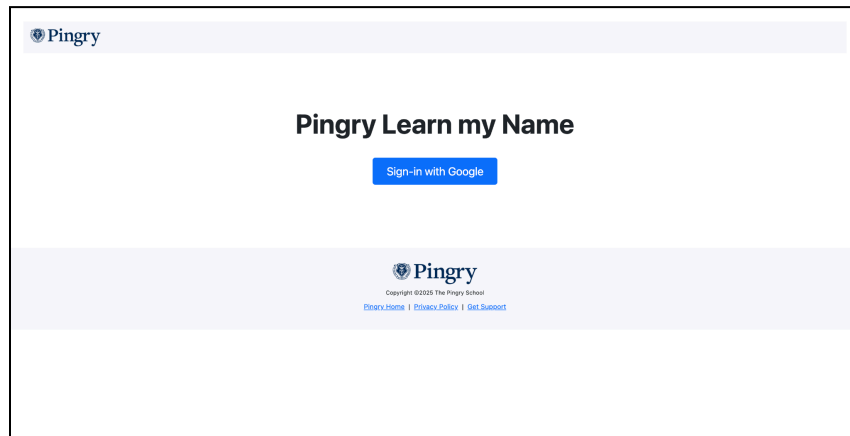
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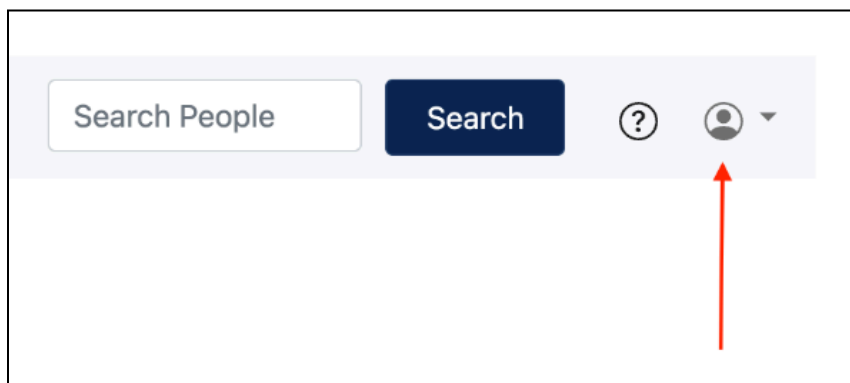
Student Guide

View Your Profile

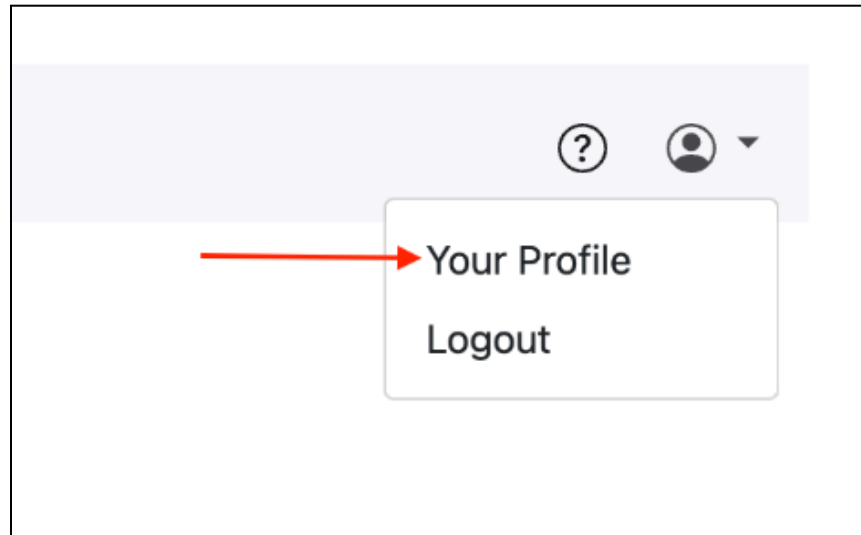
1. Open Pingry Name Speaker using this link: namevoice.pingry.org



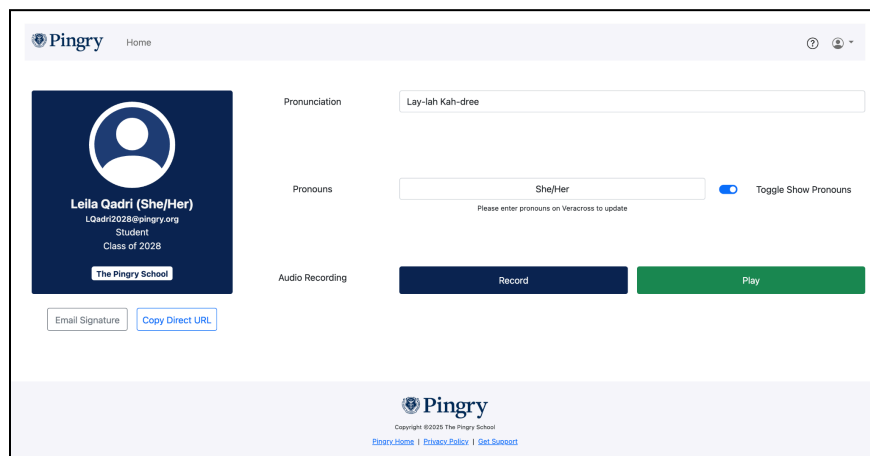
2. Click on “Sign-in with Google” (make sure you use your Pingry account).
3. Click on the Person Icon in the top right corner.



- Click on “Your Profile”.

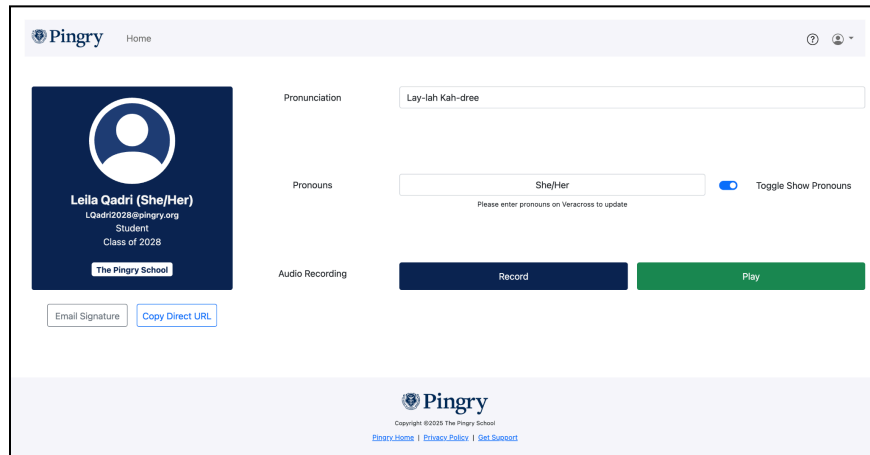


- You can now view your profile.



Edit Phonetic Spelling

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.



The screenshot shows a web interface for editing a profile. On the left is a dark blue profile card for 'Leila Qadri (She/Her)', a student at The Pingry School. To the right, there are three sections: 'Pronunciation' with a text input field containing 'Lay-lah Kah-dree'; 'Pronouns' with a dropdown menu set to 'She/Her' and a 'Toggle Show Pronouns' switch; and 'Audio Recording' with 'Record' and 'Play' buttons. At the bottom left of the profile card are 'Email Signature' and 'Copy Direct URL' buttons. The footer contains the Pingry logo, copyright information, and links to 'Pingry Home', 'Privacy Policy', and 'Get Support'.

2. Reference the [phonetic spelling guide](#) to determine the phonetic spelling of your name. This guide can also be found under the Frequently Asked Question, “How do I write the proper phonetic pronunciation?”

3. Click on the box adjacent to "Pronunciation".

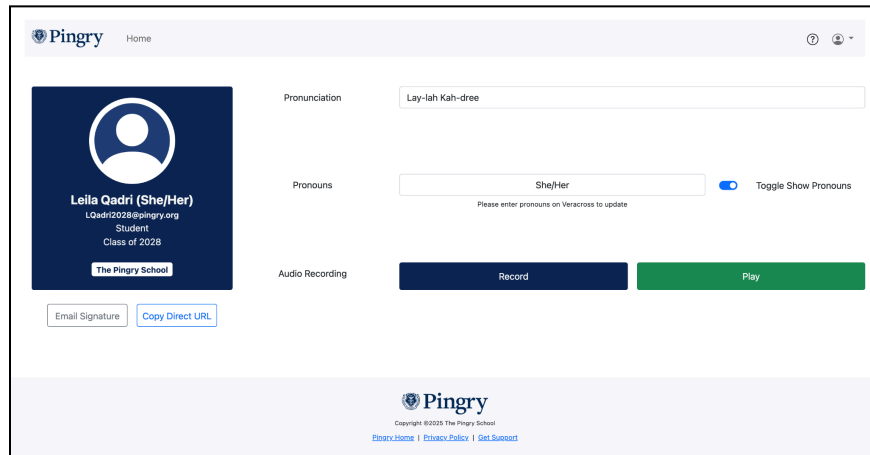


This image is a close-up of the 'Pronunciation' section. It shows the label 'Pronunciation' on the left and a text input field on the right containing the text 'Lay-lah Kah-dree'. A red arrow points from the left towards the input field.

4. Type in your phonetically-spelled first and last name.

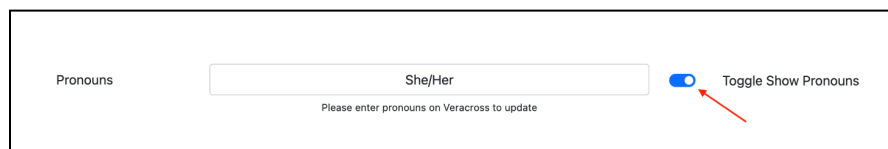
Toggle Pronouns

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.



The screenshot shows the Pingry profile page. On the left is a profile card for Leila Qadri (She/Her), a student in the Class of 2028. To the right, the 'Pronouns' section shows 'She/Her' in a text box, with a blue toggle switch labeled 'Toggle Show Pronouns' to its right. Below this is a note: 'Please enter pronouns on Veracross to update'. Further down is an 'Audio Recording' section with 'Record' and 'Play' buttons. The footer contains the Pingry logo, copyright information, and links for Home, Privacy Policy, and Get Support.

2. To toggle your pronoun visibility (whether or not others can see your pronouns), click on the toggle switch adjacent to your pronouns.
 - a. Pronouns are visible when the toggle switch is moved towards the right (changing the switch color to blue)
 - b. Pronouns are not visible when the toggle switch is moved towards the left (changing the switch color to gray).



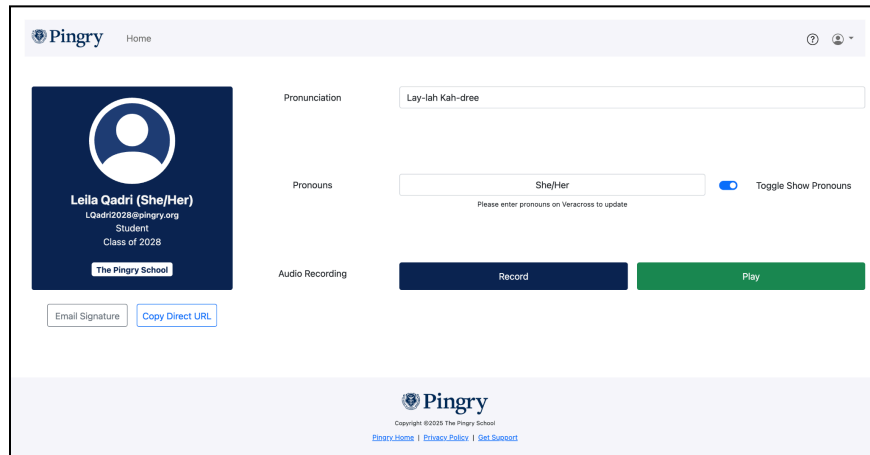
This is a close-up of the 'Pronouns' section. It shows the text 'She/Her' in a box, followed by a blue toggle switch and the label 'Toggle Show Pronouns'. A red arrow points directly to the toggle switch. Below the text box is the instruction: 'Please enter pronouns on Veracross to update'.

3. If your pronouns are listed as “N/A”, you should update your pronouns in Veracross. “N/A” pronouns are automatically invisible, so the toggle switch is ineffective.

Note: If you would like to add your pronouns in Veracross, please contact techhelp@pingry.org for assistance.

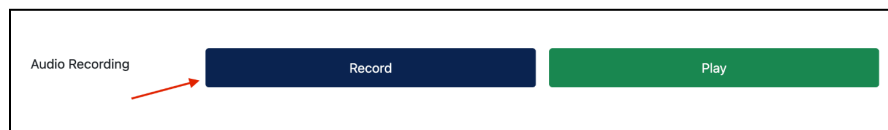
Record Your Name

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.

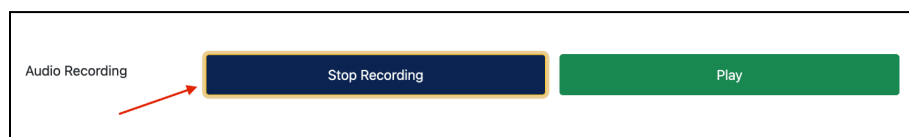


The screenshot shows the Pingry user profile page. On the left is a profile card for Leila Qadri (She/Her), a student in the Class of 2028, with an email signature and a direct URL link. To the right, there are input fields for Pronunciation (Lay-lah Kah-dree) and Pronouns (She/Her), with a toggle to show pronouns. Below these is the Audio Recording section with a dark blue 'Record' button and a green 'Play' button.

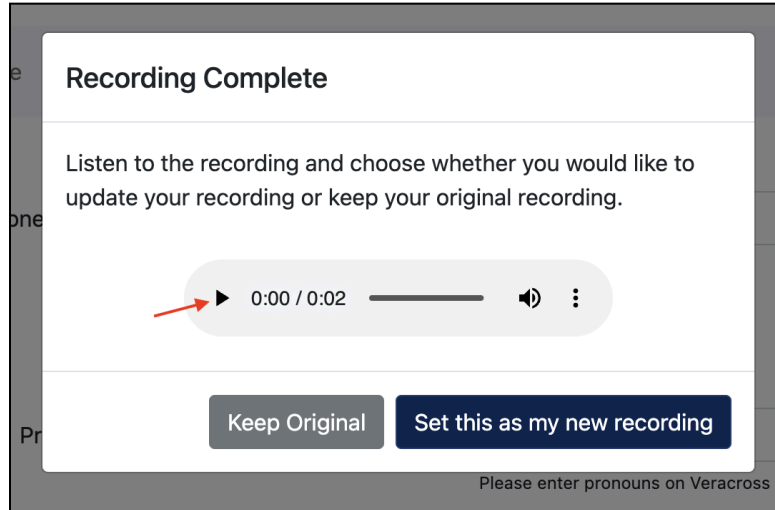
2. When you are ready to record your name, click the “Record” button adjacent to “Audio Recording”. Once the button has been clicked, the app will immediately begin recording.



3. When you have finished saying your name, click the “Stop Recording” button that has replaced the original “Record” button.

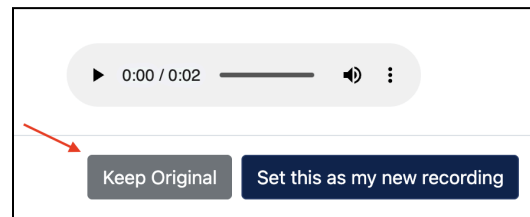


4. A modal should appear titled “Recording Complete”. Click on the little triangle to listen to your recording. Make sure your device volume is up, or you will not be able to hear it.

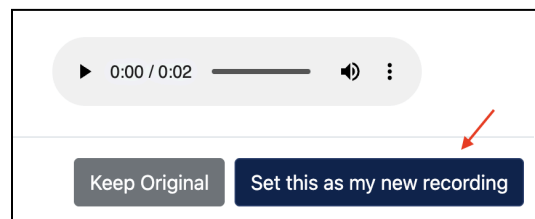


5. Once you have listened to your recording, you have two options.

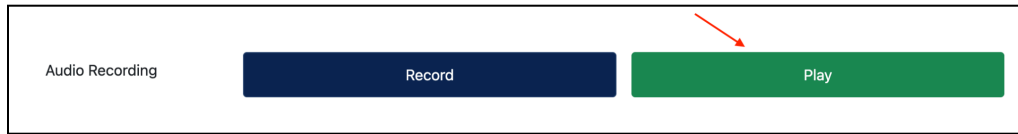
- a. Discard your new recording by keeping the original recording. If you choose to do this, please repeat steps 2-4 until you are satisfied with your recording.



- b. Save your recording so that others can learn how to pronounce your name.

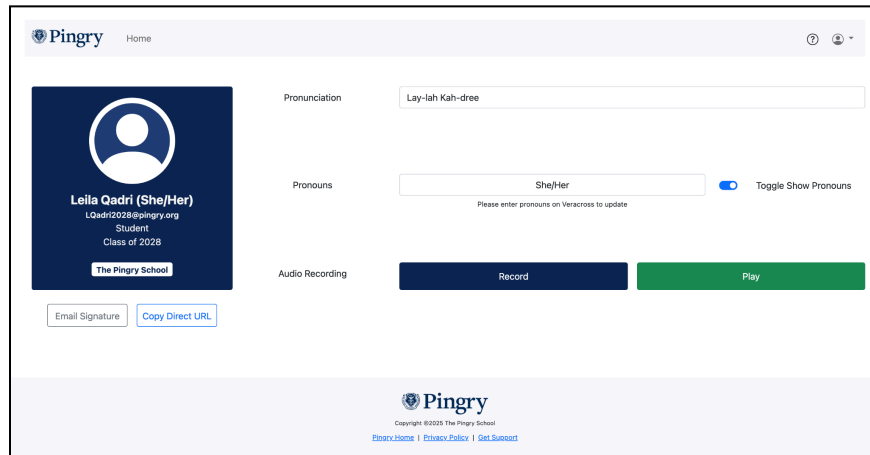


6. If you want to hear the recording saved, click on the green “Play” button.

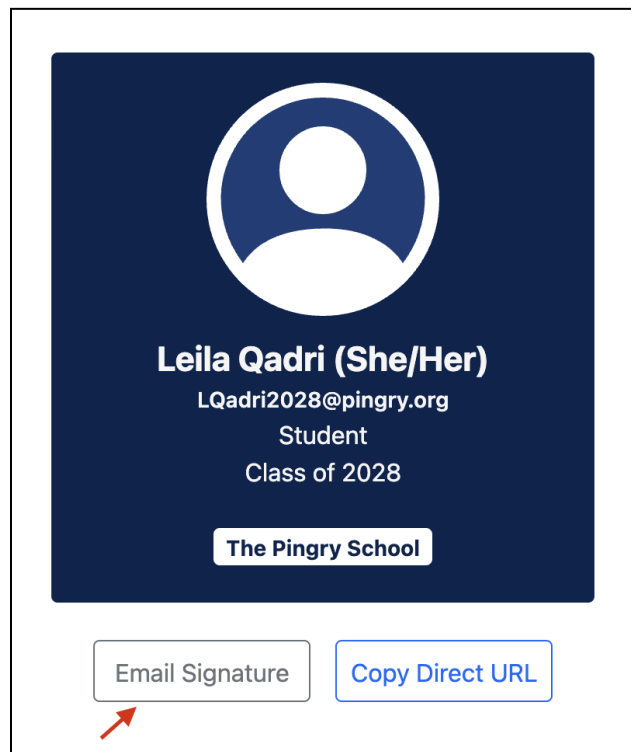


Use Email Signature

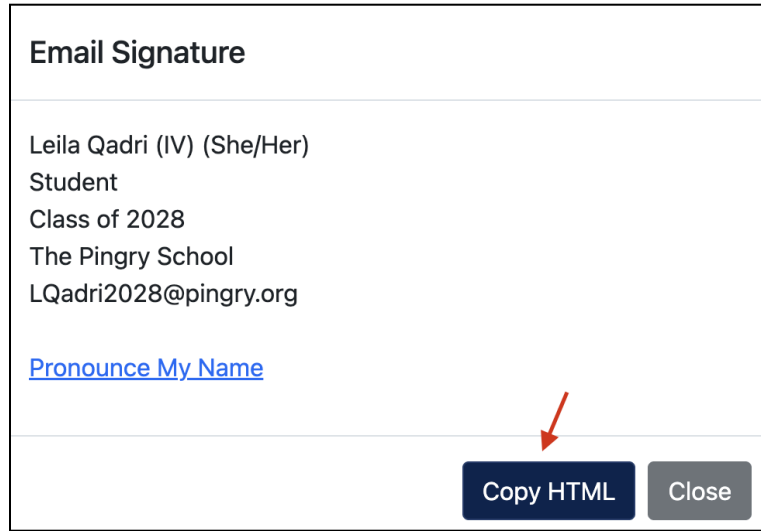
1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.



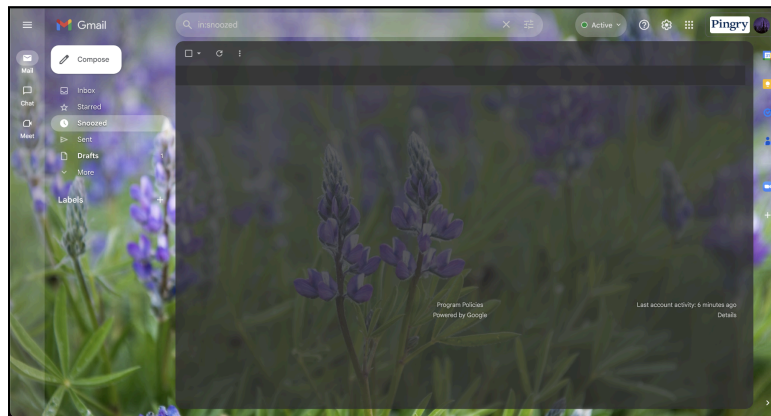
2. Click on “Email Signature”.



3. Click on “Copy HTML” to copy the signature.



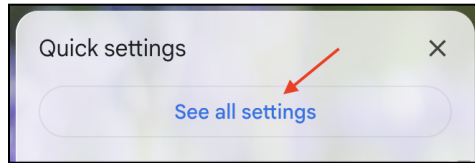
4. Navigate to your Gmail.



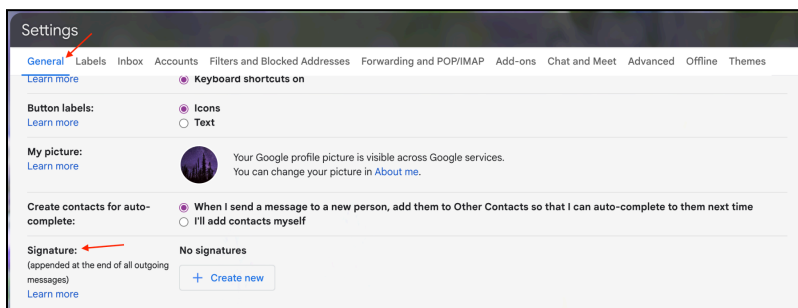
5. Click on the Settings icon.



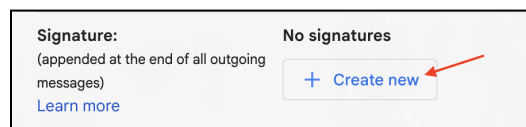
- Click “See all settings” in the sidebar that has appeared.



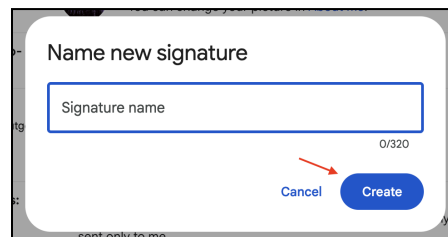
- Make sure you are in “General” and scroll down until you find “Signature”.



- Click on “Create new” (this will look slightly different if you have already made an email signature).

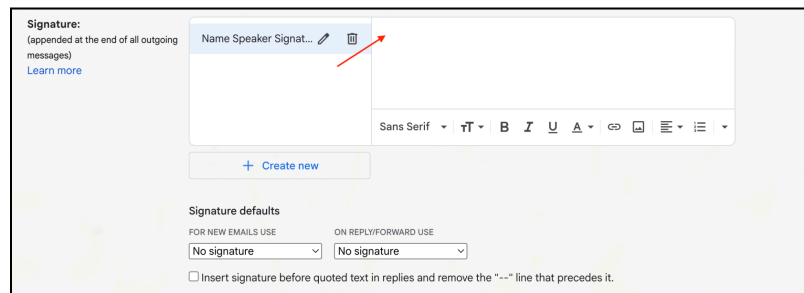


- Name the signature, and then click “Create”.

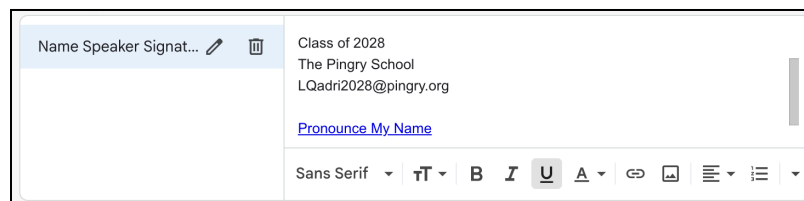


10. Click on the white text box, and paste the text into the box.

- a. If you are on a Mac, you will have to press the keys “Command ⌘” and “V” at the same time in order to paste.
- b. If you are on a Windows computer, you will have to press the keys “Ctrl” and “V” at the same time in order to paste.



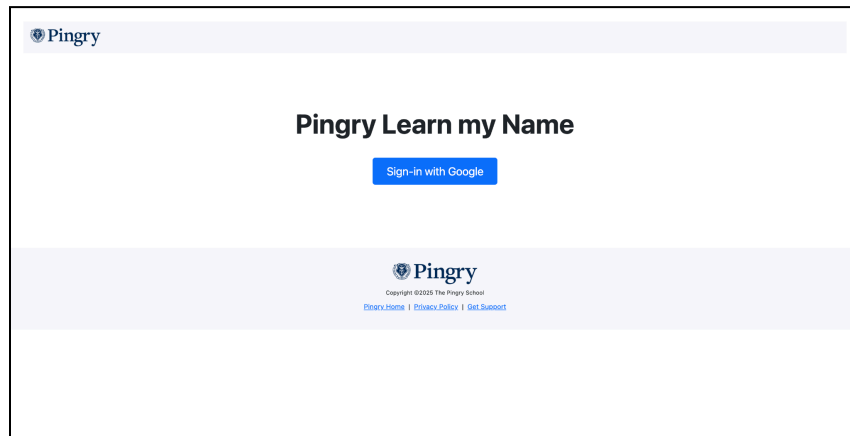
11. Your Name Speaker signature should now be visible in the box.



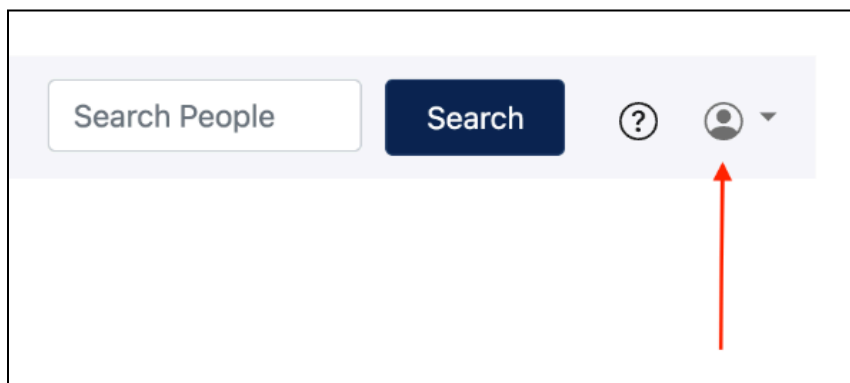
Non-Student Guide

View Your Profile

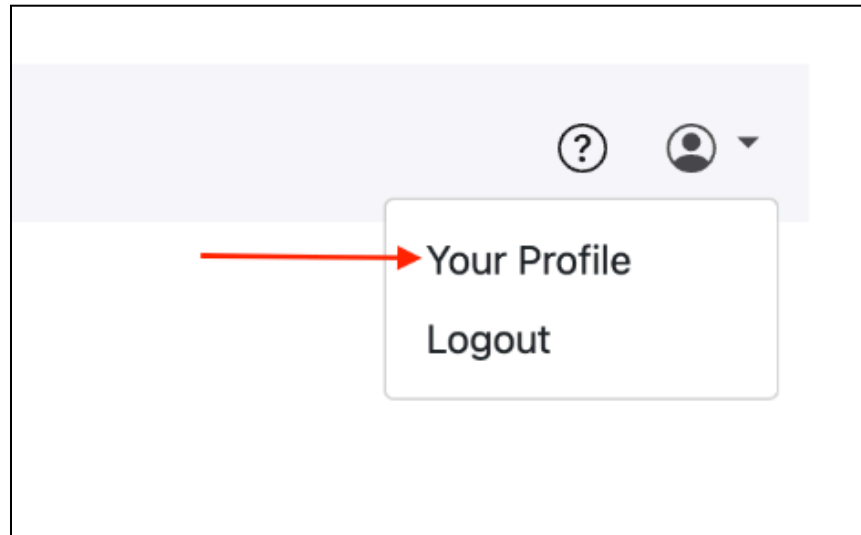
1. Open Pingry Name Speaker using this link: namevoice.pingry.org



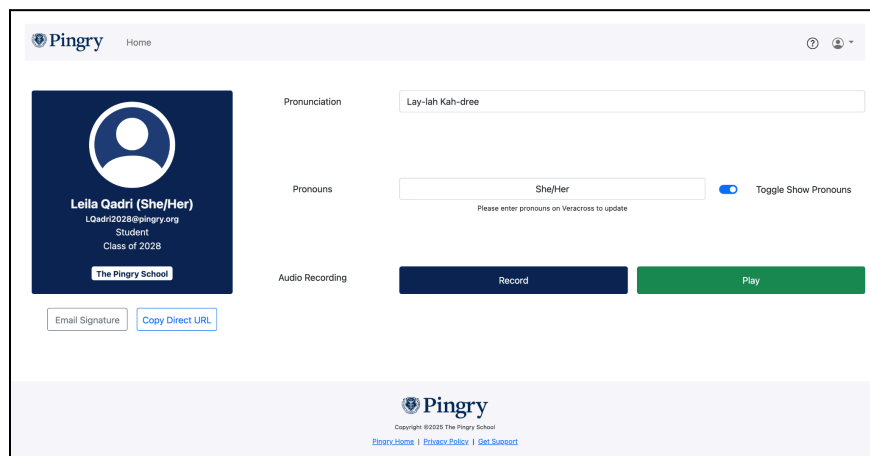
2. Click on “Sign-in with Google” (make sure you use your Pingry account).
3. Click on the Person Icon in the top right corner.



- Click on “Your Profile”.

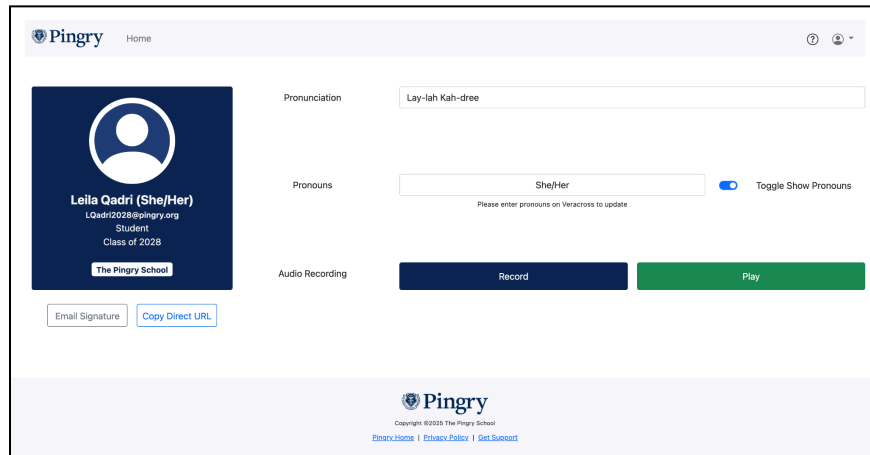


- You can now view your profile.



Edit Phonetic Spelling

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.



The screenshot shows the 'Edit Phonetic Spelling' page on the Pingry website. The page has a light blue header with the 'Pingry' logo and a 'Home' link. On the left, there is a dark blue profile card for 'Leila Qadri (She/Her)', a student in the Class of 2028, with an email address 'LQadri2028@pingry.org' and a 'The Pingry School' logo. Below the card are buttons for 'Email Signature' and 'Copy Direct URL'. To the right of the card, there are three sections: 'Pronunciation' with a text input field containing 'Lay-lah Kah-dree'; 'Pronouns' with a text input field containing 'She/Her', a 'Toggle Show Pronouns' switch, and a note 'Please enter pronouns on Veracross to update'; and 'Audio Recording' with 'Record' and 'Play' buttons. The footer contains the 'Pingry' logo, copyright information 'Copyright © 2019 The Pingry School', and links for 'Pingry Home', 'Privacy Policy', and 'Get Support'.

2. Reference the [phonetic spelling guide](#) to determine the phonetic spelling of your name. This guide can also be found under the Frequently Asked Question, “How do I write the proper phonetic pronunciation?”

3. Click on the box adjacent to "Pronunciation".

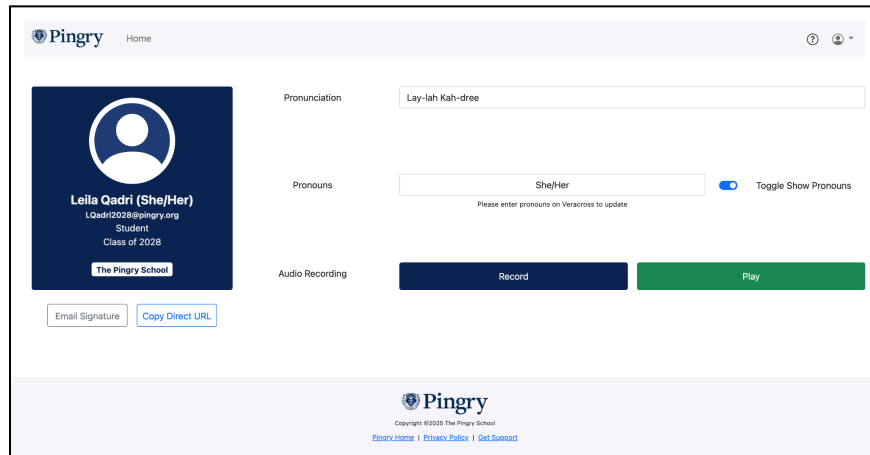


This image is a close-up of the 'Pronunciation' section from the previous screenshot. It shows the label 'Pronunciation' and a text input field containing 'Lay-lah Kah-dree'. A red arrow points from the left towards the input field.

4. Type in your phonetically-spelled first and last name.

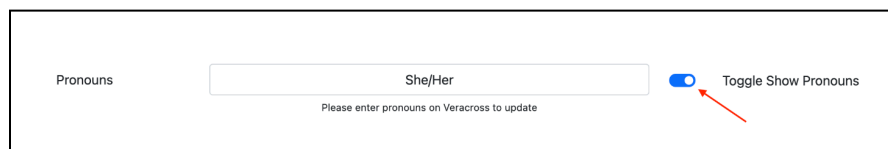
Toggle Pronouns

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.



The screenshot shows the Pingry user profile page. On the left is a profile card for Leila Qadri (She/Her), a student in the Class of 2028, with an email signature and a direct URL link. The main profile area on the right includes a pronunciation field set to 'Lay-lah Kah-dree', a pronouns field set to 'She/Her' with a note to update in Veracross, and an audio recording section with 'Record' and 'Play' buttons. A toggle switch for 'Toggle Show Pronouns' is currently turned on (blue). The footer contains the Pingry logo, copyright information, and links to the home page, privacy policy, and support.

2. To toggle your pronoun visibility (whether or not others can see your pronouns), click on the toggle switch adjacent to your pronouns.
 - a. Pronouns are visible when the toggle switch is moved towards the right (changing the switch color to blue)
 - b. Pronouns are not visible when the toggle switch is moved towards the left (changing the switch color to gray).



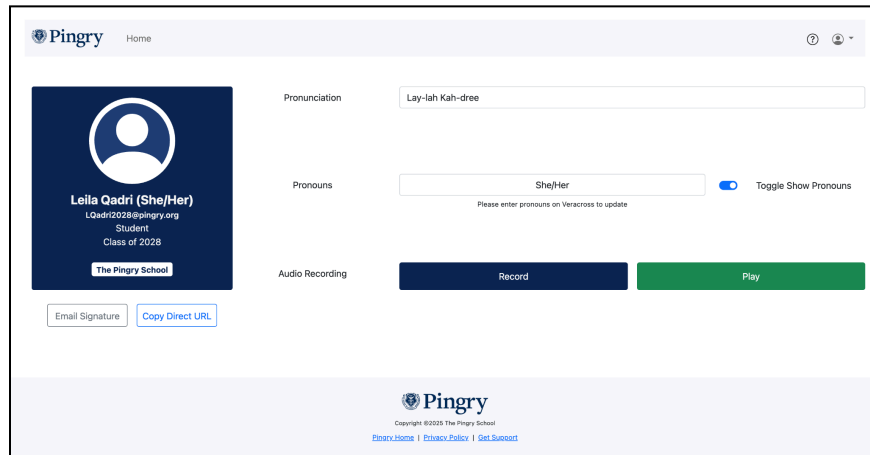
This close-up shows the 'Pronouns' section with the text 'She/Her' and a note to update in Veracross. To the right is a toggle switch for 'Toggle Show Pronouns'. A red arrow points to the toggle switch, which is currently in the 'on' (blue) position.

3. If your pronouns are listed as “N/A”, you should update your pronouns in Veracross. “N/A” pronouns are automatically invisible, so the toggle switch is ineffective.

Note: If you would like to add your pronouns in Veracross, please contact techhelp@pingry.org for assistance.

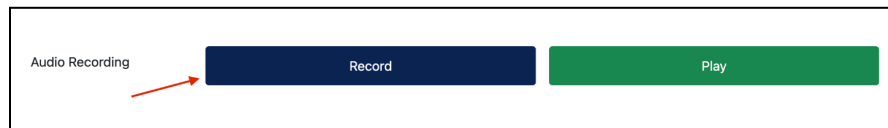
Record Your Name

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.

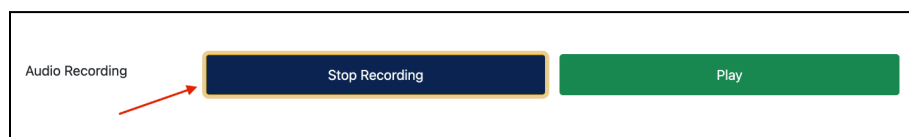


The screenshot shows the Pingry user profile page. On the left is a profile card for Leila Qadri (She/Her), a student in the Class of 2028, with an email signature and a direct URL. To the right, there are input fields for Pronunciation (Lay-lah Kah-dree) and Pronouns (She/Her), with a toggle to show pronouns. Below these is the Audio Recording section with a dark blue 'Record' button and a green 'Play' button.

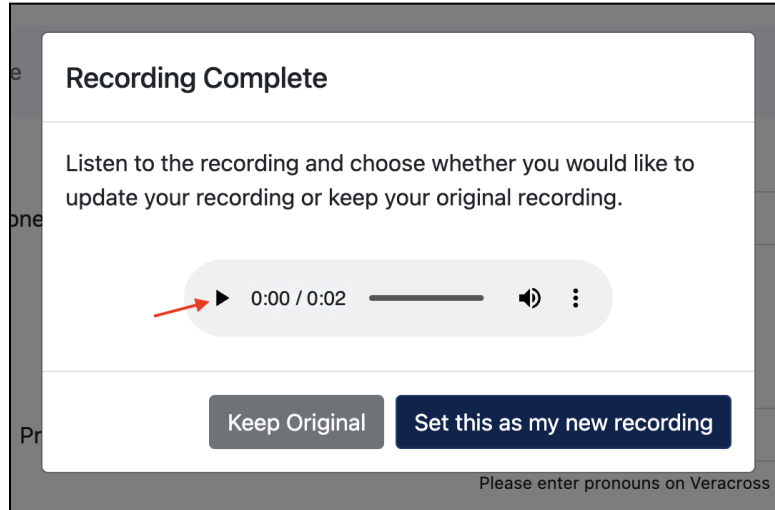
2. When you are ready to record your name, click the “Record” button adjacent to “Audio Recording”. Once the button has been clicked, the app will immediately begin recording.



3. When you have finished saying your name, click the “Stop Recording” button that has replaced the original “Record” button.

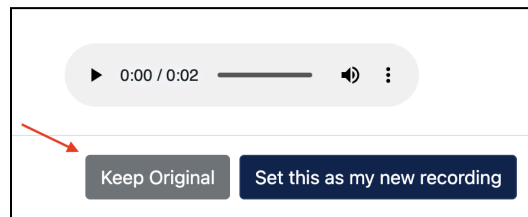


4. A modal should appear titled “Recording Complete”. Click on the little triangle to listen to your recording. Make sure your device volume is up, or you will not be able to hear it.

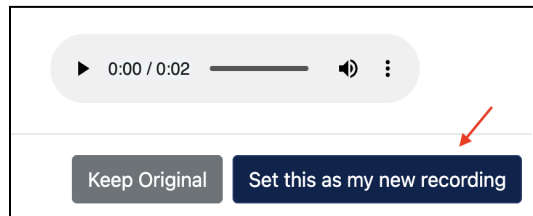


5. Once you have listened to your recording, you have two options.

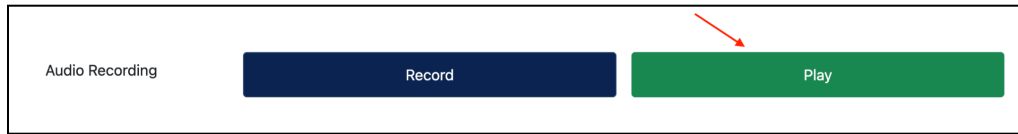
- a. Discard your new recording by keeping the original recording. If you choose to do this, please repeat steps 2-4 until you are satisfied with your recording.



- b. Save your recording so that others can learn how to pronounce your name.

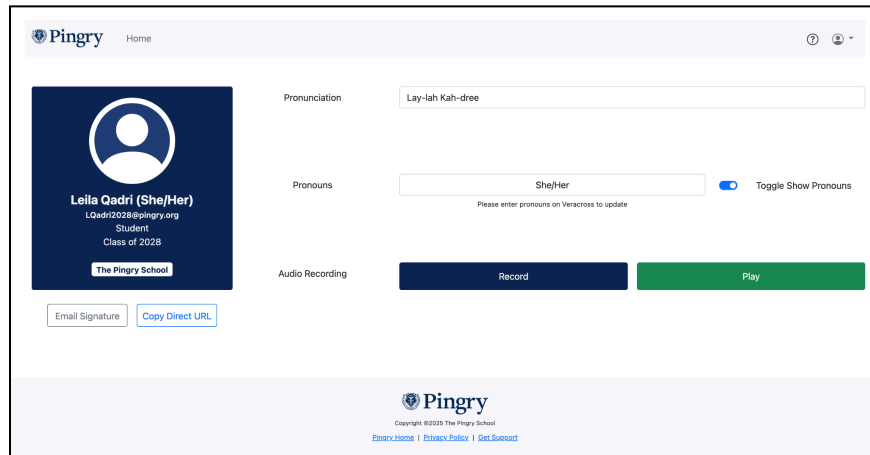


6. If you want to hear the recording saved, click on the green “Play” button.

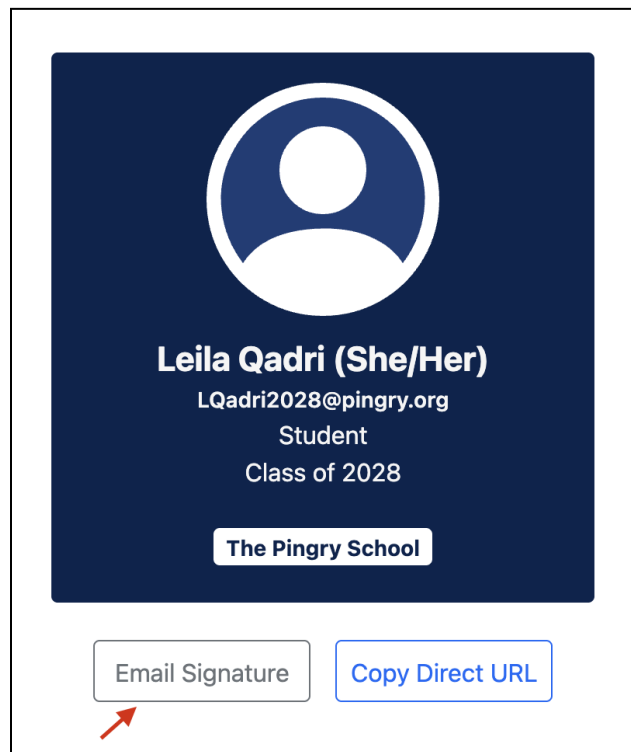


Use Email Signature

1. If you are starting from the home page, follow the steps outlined in [View Your Profile](#) first.



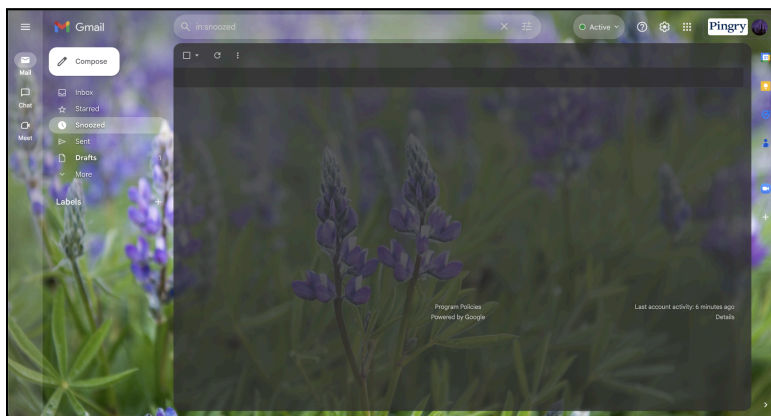
2. Click on “Email Signature”.



3. Click on “Copy HTML” to copy the signature.



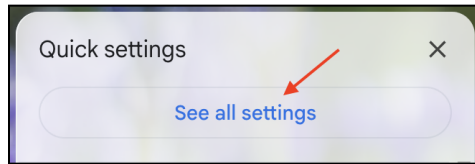
4. Navigate to your Gmail.



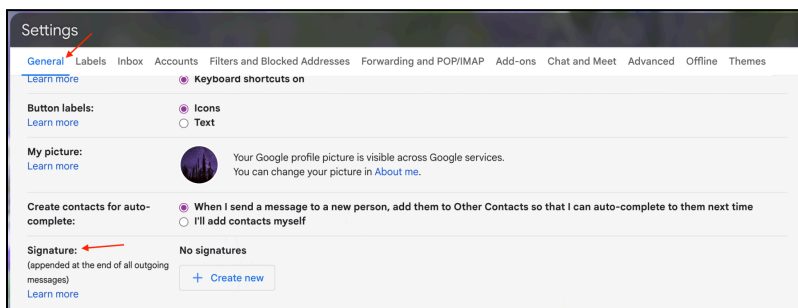
5. Click on the Settings icon.



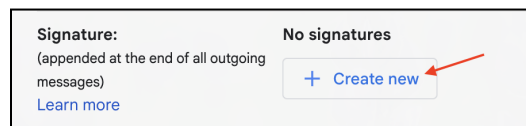
- Click “See all settings” in the sidebar that has appeared.



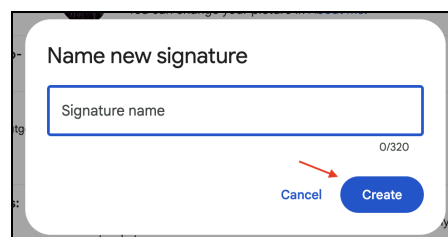
- Make sure you are in “General” and scroll down until you find “Signature”.



- Click on “Create new” (this will look slightly different if you have already made an email signature).

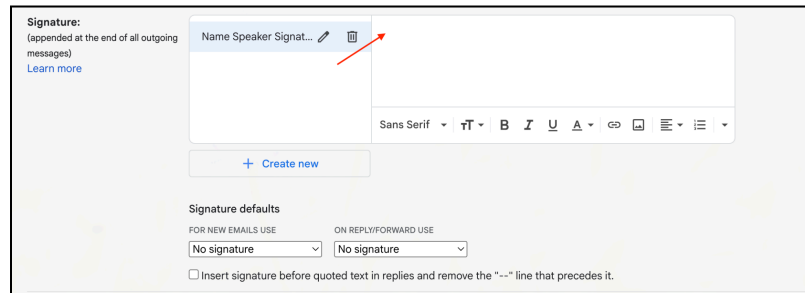


- Name the signature, and then click “Create”.

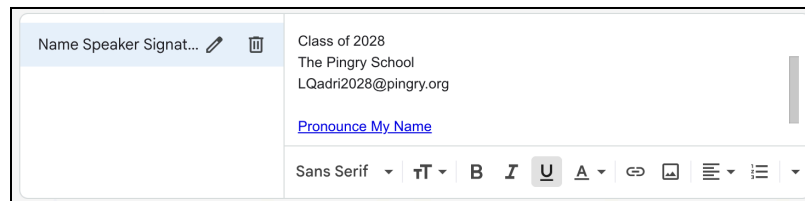


10. Click on the white text box, and paste the text into the box.

- a. If you are on a Mac, you will have to press the keys “Command ⌘” and “V” at the same time in order to paste.
- b. If you are on a Windows computer, you will have to press the keys “Ctrl” and “V” at the same time in order to paste.

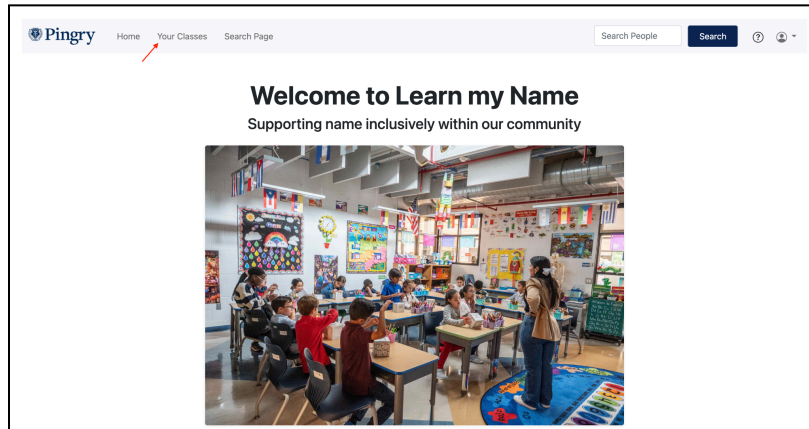


11. Your Name Speaker signature should now be visible in the box.



View Your Classes

1. Navigate to the “Your Classes” page.



2. The screen should now display all the classes listed in Veracross or Schoology.

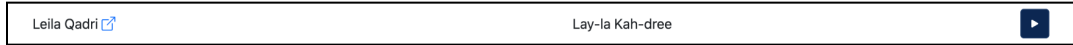
A screenshot of the Pingry website's 'Your Classes' page. The page has a header with the Pingry logo, navigation links for 'Home', 'Your Classes' (highlighted with a red arrow), and 'Search Page'. A search bar with 'Search People' and a 'Search' button is on the right. The main content area displays a table of classes.

Sound Perspectives	45268	None	▼
Spring Track - Girls Varsity	45933	None	▼
Theater Tech	46441	None	▼
6 WORLD HISTORY 10	47020	Block 6	▼
CP STRING ORCHESTRA	47108	None	▼
4 ENGLISH 10	47141	Block 4	▼
CHEM II - HON	47186	None	▼
Advisory 10	47315	None	▼
Class of 2028	47415	None	▼
3 PRE-CALCULUS - HON	47438	Block 3	▼
1 SPANISH 4 - HONORS	47440	Block 1	▼
7 BIOLOGY II HONORS - MECH OF CANCER	47454	Block 7	▼
5 AP COMPUTER SCIENCE A	47580	Block 5	▼

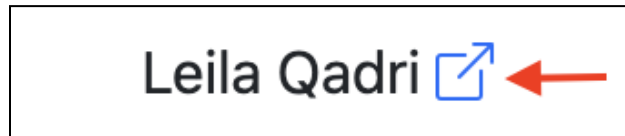
3. Click on a class to see the people in that class.

5 AP COMPUTER SCIENCE A	47580	Block 5
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4. You should now see the name and phonetic spelling of each person in that class, as well as a navy play button next to each name.



5. To open a person's public profile, click on the blue box next to the person's name.



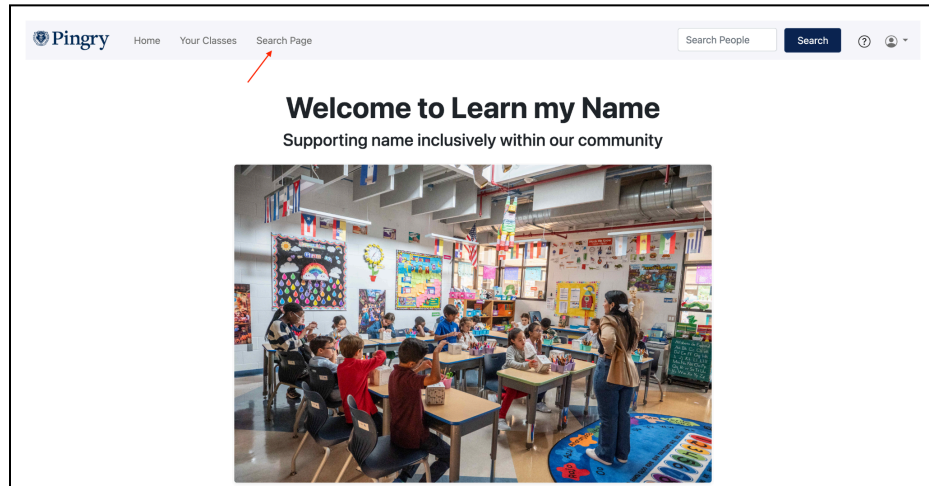
6. To hear the audio recording of a person's name, click the navy play button that lines up with the person's name and phonetic spelling.



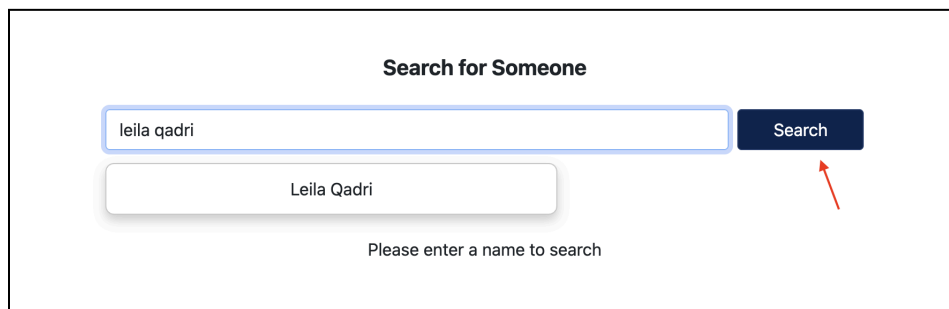
Note: If a play button appears in a faded navy color, that means that the person has not entered a recording into the app. You should not expect a recording to play.

Search for a Person

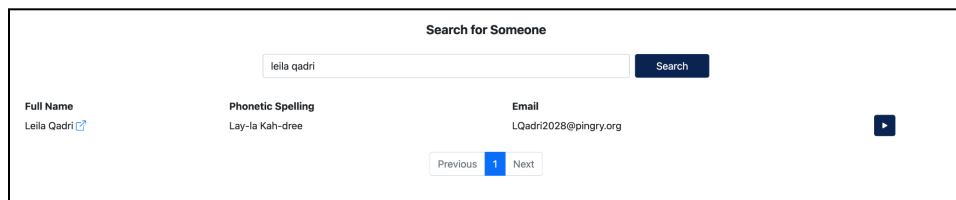
1. Navigate to “Search Page”.



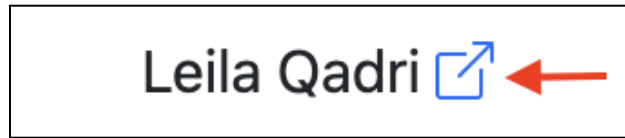
2. Enter a name into the search box, and click “Search”.



3. The person you were searching for should now appear.



4. To open the person's public profile, click on the blue box next to the person's name.



5. To hear the audio recording of a person's name, click the navy play button that lines up with the person's name and phonetic spelling.

