



Audio Recording Studio

Start to Finish Recording in 23 Steps

This guide will lead you through easy steps for successful setup and basic audio recording using the Recording Studio equipment. Step should be done to ensure proper operation. For further assistance or training please contact Joshua Akkerman: jakkerman001@csbsju.edu.

In this guide you will use the following studio equipment...

1. Audio Mixer

This is what controls which microphones are active and the volume.

2. Digital Recorder

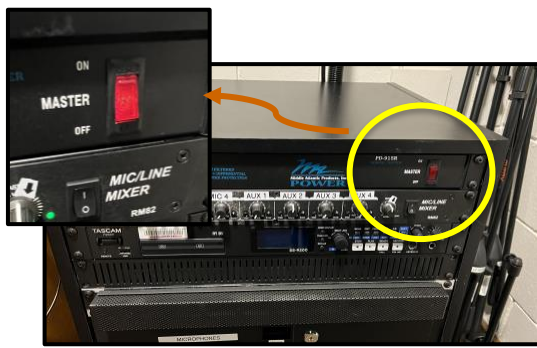
This item is used to record the audio feed from the Audio Mixer. It has ports to record .mp3 and .wav files to a USB flash drive, SD card, or CF card.

3. Microphones & Headphones

The microphone numbers correspond with the channel numbers on the Audio Mixer. Additional Microphones and cables can be found in the rack drawers.

THINGS YOU'LL NEED:

- USB Flash Drive, SD card, or CF card
- This Easy Reset Guide
- 10 - 15 minutes Prep time before recording



1. Turn on the Master Power Switch

On the top right side of the audio rack is the master power switch. This will turn on the audio mixer and audio



2. Ensure the Audio Mixer is on and Master Volume is up

A green light should be on, and the switch flipped to the | symbol. The Master Volume knob should be turned to the arrow, as shown in the picture.



3. Ensure the Audio Recorder is on

The screen should be on and blue. If it isn't, press the power button circled above.



4. Insert Media

Next to the Recorder power are three media ports: a USB flash drive port, and the SD card and CF card ports are behind the hinged door. Insert the media into the proper port. USB flash drives are available for checkout.



5. Press "Device" Button

Choose the device you inserted in step #3 by pressing the "Device" button next to the large "Multi Jog" knob on the recorder.



6. Select Type of Media

The Recorder screen will display 3 device options: USB, SD, or CF. Twist the "Multi Jog" left or right to select the appropriate device. Push the "Multi Jog" knob once to make the selection.



7. Press "Menu" Button

Before you can use your media device, you need to format it for the Recorder. Start by pressing the "Menu" button on the Recorder.

NOTE: All data will be erased after formatting.



8. Select 'UTILITY' from menu

Under the menu screen, twist the "Multi Jog" knob left or right to select the "UTILITY" option. Push the "Multi Jog" knob to select.



9. Select 'MEMORY FORMAT'

Under the Utility screen, twist the Multi Jog knob to select the 'MEMORY FORMAT' option. Push the Multi Jog knob to select. The screen will prompt you to execute the format or cancel. Press the Multi Jog knob again to confirm.



10. Wait for Media to Format
The Recorder will now format the media device. Please wait until the format is complete. Formatting will erase everything currently stored on the media device.



11. Press “Home/Display” Button
One formatting is complete, return to the main screen by pressing the “Home/Display” button.



12. Press “Record” (Ready Mode)
On the Audio Recorder, press the white “Record” button once. The “Ready” and “Record” buttons will light up orange and red to signify that the Recorder is ‘ready’ to start recording.



13. Adjust Microphone Levels
Take off the microphone socks (the cloth covering the microphone) and put on your headphones. On the Audio Mixer, turn the microphone knobs to adjust the volume level. Each knob is assigned to a microphone, and you can find the labels on the microphones. The more you turn the knob the louder the volume will be.



14. Check Audio Levels
Check the Recorder Screen for proper audio levels. The audio meter should be peaking between 12 and 4. If it is not...

1. Turn the microphone knob to increase volume
2. Move the mic closer to the audio source



15. Press “Play” to Record
To start recording, press “Play” on the Recorder. The Play button will light up green and the time will begin counting on the screen. If you need to pause the recording, press the Ready button. The recorder will go back to standby mode. To resume recording press the Play button. This will resume recording on the same track.



16. Press “Stop” to Stop Recording
When you are done recording, or want to create a new track, press the “Stop” button. This will start to save your file to your media device.



17. Wait for Recorder to Write
Once you stop a recording, the Recorder will write the files to the media device. Please wait while this process finishes. This may take a few minutes. The screen will switch to a secondary screen with a track count when complete.



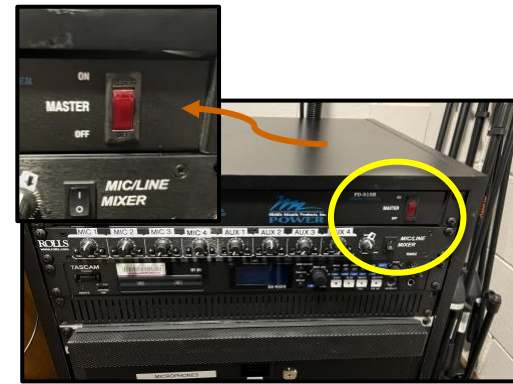
18. Continue Recording or Stop
If you need to record more, return to step #12 to record another track. If you are done recording, move on to step #19 on the next page to shut down the Recording Studio.



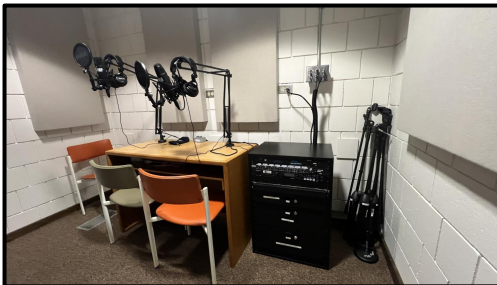
19. Remove Media from Recorder
Once the Recorder finishes writing the files to your media device, you can remove your device from the recorder. Copy the files into a different location like your computer or OneDrive. If you checked out a USB Drive, be sure to return it.



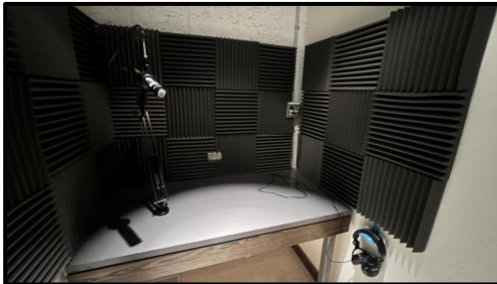
20. Turn down Microphone Knobs
Make sure all the microphone knobs, AUX knobs, and Master Volume knob are turned all the way down (all the way to the left)



21. Turn off the Master Power Switch
On the top right side of the audio rack is the master power switch. This will turn off the mixer and recorder.
NOTE: You **do not** have to individually shut off the recorder or mixer.



22. Put Microphones Away
Put the microphones back so they are over the tables they are attached to. Place the microphone sock back onto the microphone to help protect it between use. Place headphones on the mic boom arm or the headphone holders.



23. Leave the Studio
Make sure to leave the Recording Studio the way you left it. Take any garbage with you to dispose of in the waste bin in the Music Library. Lock the door to the Recording Studio and return the key to the Music Library Desk.

