

Podcast DIY studio

Manual



Universiteit
Utrecht

AV & Media

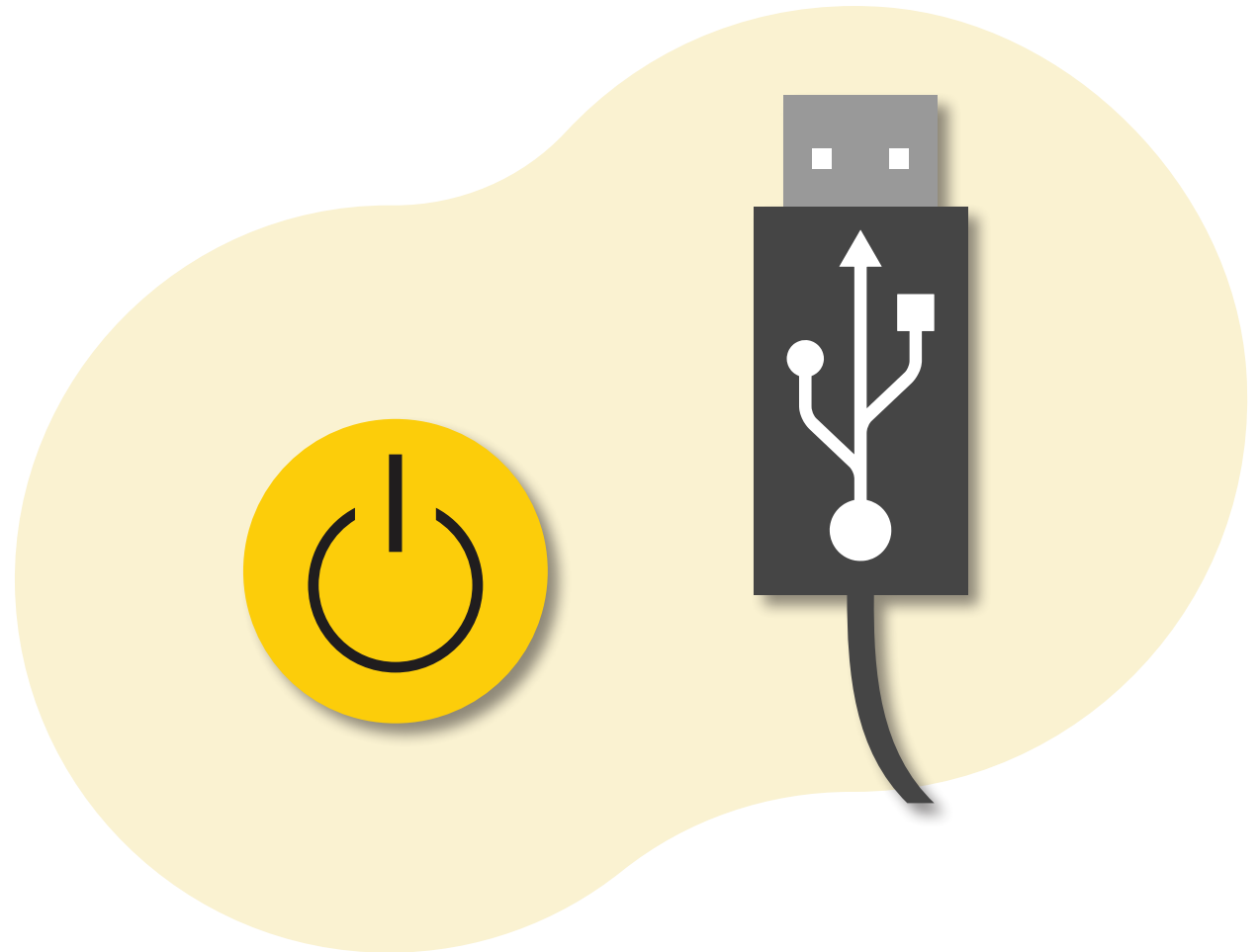
Step 1

Starting up

Welcome to the podcast DIY studio!

To begin: start the Rødecaster (audio mixer) and the PC. The Rødecaster can be started using the red button on the back of the device.

Check whether the USB from the Rødecaster is connected to the PC.



Step 2

Setting audio levels

The sound level must be set per microphone. This is done using the sliders on the Rødecaster.

Have everyone talk into the microphone they use and view the corresponding sound level on the screen of the Rødecaster.

The levels should be -15 decibels. When recording, ensure that the distance between mouth and microphone is as small as possible. Repeat this for each microphone used.



Step 3

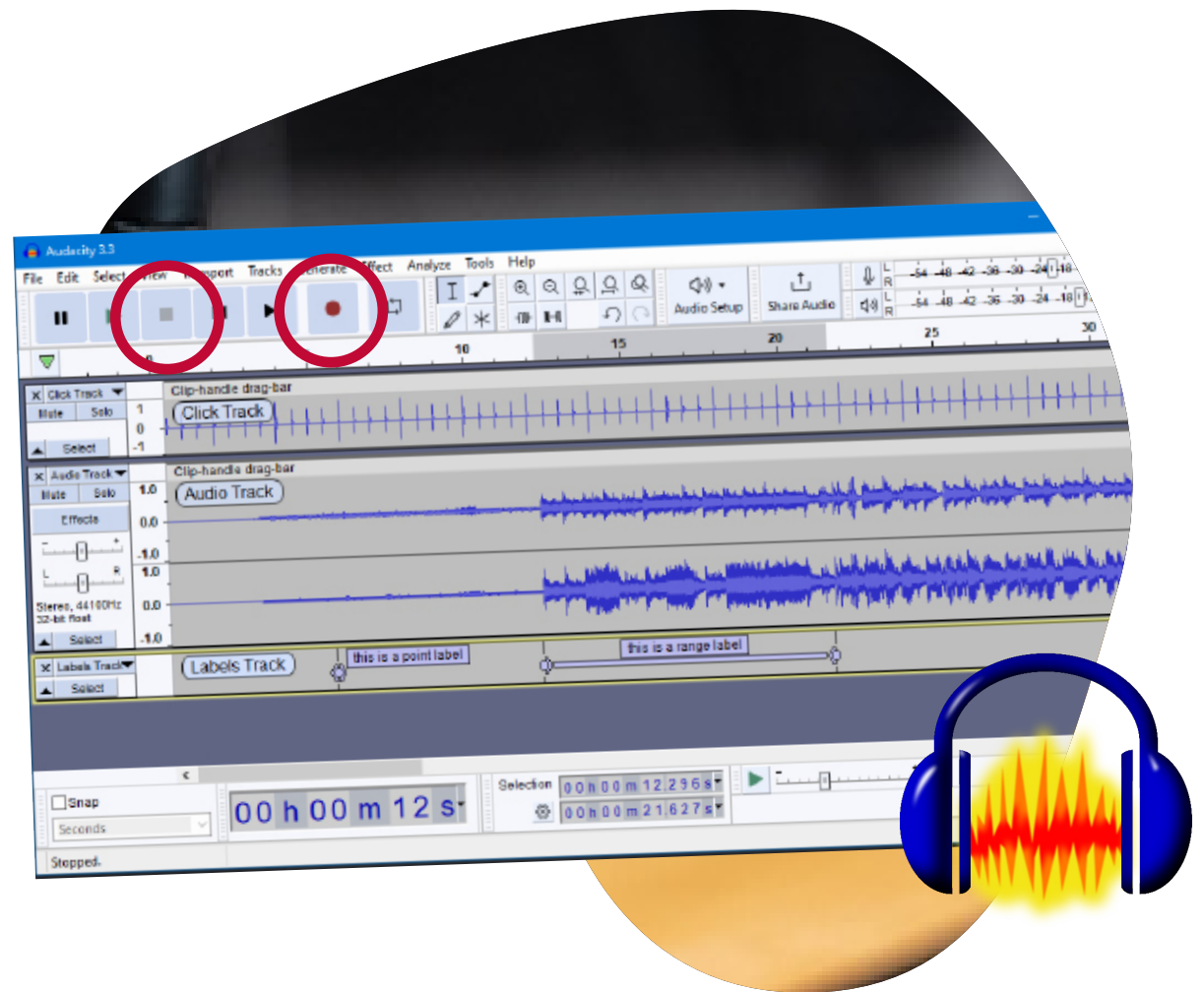
Making a test recording

It is important to take a test recording to ensure that everything is set up correctly. To do this, start **Audacity**. The podcast is recorded with this software on the PC.

Click on the red circle in the top bar to start recording. Have each speaker say something into their microphone. The recording can then be stopped with the stop button (red square).

Slide the slider for the USB up on the Rødecaster. After this, you can click on the green play button in Audacity to listen back to the recording. Check whether everyone can be heard loudly and equally, there is no background noise and whether the sound quality is good.

If everything is fine, you can delete the test recording with the cross at the top left of the recording. Move the slider for the USB back down.



Step 4

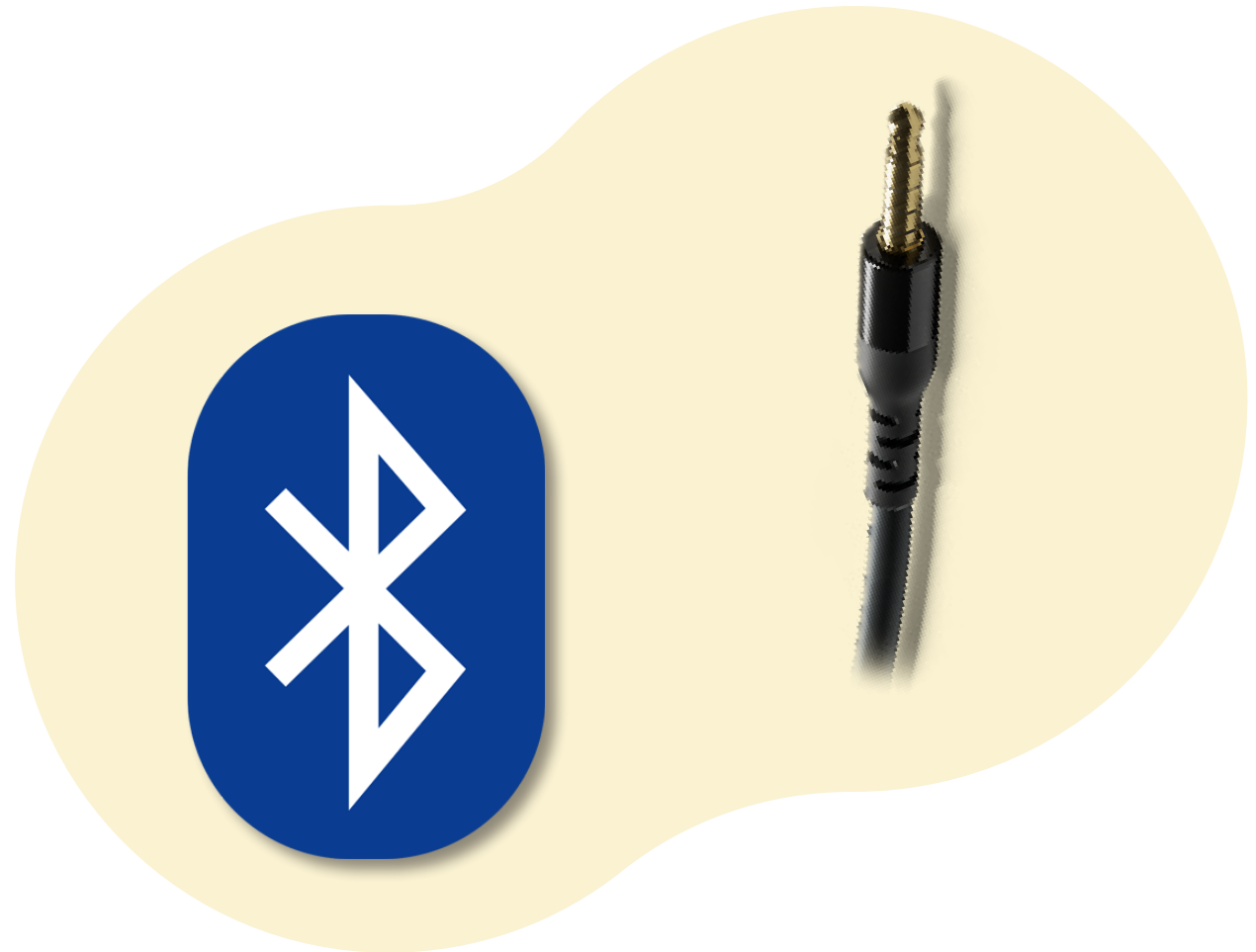
Recording a podcast

If everything sounds well on the test, you're ready to start the podcast. Create a new recording in Audacity and click the red recording circle when everyone is ready to start.

Extra

It is also possible to add sounds or for example a telephone conversation to the podcast using a telephone or laptop. You can connect it with Bluetooth or the audio jack. Establishing a Bluetooth connection is possible via the screen on the Rødecaster.

Then move the slider for external devices (phone icon) upwards. This must of course also be set to -15 decibels.



Step 5

Saving the file

When you have finished recording the podcast, it is important to take the file with you. If you plan to edit the file yourself in Audacity, you can save the project under:

File > Save Project > Save Project.

If you want to save the recording as an audio file, you can do so via:

File > Export > Export as MP3.

Email the file to yourself, or save it in your personal OneDrive.



Step 6

Shutting down

After you have finished recording and saved the file, please shut down the PC and Rødecaster. The Rødecaster can be turned off with the red button. Then set all sliders all the way down again.

When the equipment is turned off, leave the area tidy. Don't forget to turn off the air conditioning and lights as well.

The access pass can be handed in at Bolognalaan 101 room 1.016.



Is there a problem? Ask for assistance at
room 1.016 of Bolognalaan 101.



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