Recording Easy Start Guide
Start to Finish Recording in 27 Steps

This guide will lead you through easy steps for successful setup and basic audio recording using the Recording Studio equipment. Steps should be done in order to ensure proper operation. For further assistance, training or more advanced operation please contact Media Services at 320.363.5609 or mediasw2@csbsju.edu.

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

1. Audio Mixer
   This is a soundboard that controls all the aspects of the sound you want to record including volume and audio channel mixing options.

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. Audio Box / Microphones / Cables
   The Audio Box is attached to the Recording Studio rack and allows you to connect microphones or other items to the Audio Mixer. The channel numbers on the Audio Box correspond with the channel numbers on the Audio Mixer. Microphones and cables are found in the Rack Drawers.

THINGS YOU’LL NEED:
- USB Flash Drive, SD card or CF card
- This Easy Start Guide
- 10-15 Minutes Prep time before recording
1. Turn on Audio Mixer

The Audio Mixer is the large board located at the top of the rack. On the rear-left side of the Audio Mixer, flip the power toggle switch. The Power Indicator and other lights will illuminate the top of the board when Mixer is “On”.

2. Turn on Digital Recorder

Below the Audio Mixer in the front of the rack is the Tascam Digital Recorder. Switch this “On” with the Power button located at the front-left side of the device. The center blue display screen will turn on.

3. Insert Media

Next to the Recorder power are three media ports to insert media, a SD card slot and a CF card slot behind the hinged door, and a USB flash drive hub. Locate the appropriate port and insert your desired media. USB flash drives are available for checkout.

4. 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.

5. 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 submit the selection.

6. Select “Menu” (Tascam SSR)

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 previously on the media device will be erased after formatting.

7. 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.

8. 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.

9. Wait for Media to Format

The Recorder will now format the Media device. Please wait until format is complete. Formatting will erase everything currently stored on the media device.
10. Press “Home Display”
Once Formatting completes, return to the main screen on the recorder by pressing the “Home/Display” button.

11. Gather Microphones
Locate the amount of microphones you need in the drawers on the rack. You will also need a microphone cable for each microphone. Plug the end of the cable into the microphone while making sure the pins align correctly. Microphone cables will only connect to the microphone one way.

12. Plug in Microphones
Utilize the audio box located at the bottom of the sound rack to connect any cables/microphones to the system for recording. Each number on the Audio Box is a separate audio channel and corresponds with the channel numbers on the audio mixer.

13. Adjust Master Volume
On the Mixer raise and adjust the Master Volume Fader (Red). This fader controls the overall volume for all audio channels. This fader needs to be up for sound to be recorded. The higher you raise the level, the louder the overall volume will be. A good starting point is to initially raise the fader to the 0bd position.

14. Adjust Microphone Levels
Raise and adjust the individual grey volume fader for each individual audio channel that you connected a microphone. The higher you raise the level, the louder the volume will be for that individual audio channel. The grey faders allow for custom volume mixing between multiple microphones.

15. Check LED Level Indicator
Check the LED indicator to confirm you have volume. A good volume level should peak between -6 to 0dbs on this meter. If you don’t see meters:
1. Raise the individual grey fader volumes higher or adjust the Gain control (Step #16).
2. Raise the Red Master Volume fader higher.
3. Move the mic closer to the audio source.
4. Double check mic and cable connections.

16. Adjust Volume with Gain
If after raising a particular grey volume fader the microphone is still not loud enough, you can increase or decrease the volume with the white “Gain” knob for each channel located at the very top of the board.

17. Check Peak Levels
The “Peak” indicator light will light up when any given audio channel is too loud. It’s okay if this blinks occasionally, but if it’s solid red adjust the grey fader and/or gain of that channel to lower the volume.

18. Press “Record” (Ready Mode)
On the 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.
19. Check Recorder for Levels
When the Record button is pressed, volume level bars will appear on the top of Recorder’s center screen when there is an audio signal. If the volume is too low, raise the Master Volume fader (Red) on the Audio Mixer. A good rule of thumb is a volume level peaking between the range of -14dbs and -2dbs.

20. Plug in Headphones
To hear and monitor your audio, connect headphones to the “Phones” jack on the right-front of the Recorder. You can adjust your headphone volume by the black knob directly above the jack. You should always base all your volume levels off your Audio Mixer and Recorder volume indicators, not your headphones.

21. Press “Play” to Record
To actually start the recording process, press “Play” on the Recorder. The Play and Record buttons will light up Green and Red and the Recorder will begin recording audio from the Mixer. If you need to pause the recording, press the “Ready” button. The recorder will enter ready mode and create an audio track (digital file). To resume recording on a new track, simply press “Play” again.

22. Press “Stop” to Stop Recording
When you are done recording simply hit the “Stop” button. All white button lights will shut off.

23. 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.

24. Remove Media from Recorder
Once the Recorder finishes writing the files to the media device, you can continue to make other recording by repeating steps 18-23 or remove the media device from the media ports.

25. Turn off Recorder
Switch the Recorder Power button off. The center blue display screen will turn off.

26. Turn off Audio Mixer
Switch the Audio Mixer power switch located at the back of the Mixer to the off position. All lights on the mixer will shut off.

27. Put Microphones Away
Please be courteous to the next user and neatly store all Recording Studio accessories to their appropriate storage areas.