

## Audio Recording

Check out the M-Audio Microtrack 24/76 and Microphone from the Help Desk in the Computer Lab in Basement of the Business Center.

Lab Policies

### Charging

- Make sure the unit is off.
- Plug the large end of the USB cable into the USB connector into a USB connector on a computer and plug the small end into the recorder.
- OR, plug the large end of the USB cable into the power adapter and plug it into the wall and plug the small end into the recorder.
- The external power will turn the recorder on.
- An animated battery symbol will be displayed in the upper right and corner of the LCD screen. Charging will take about 60-minutes on a dead battery. When the charging is complete, the animation will stop and the battery symbol will appear solid.
- You are required to return the unit fully charged.
- You'll need to eject the unit from the computer (like a flash drive or CD) before disconnecting the power cable.

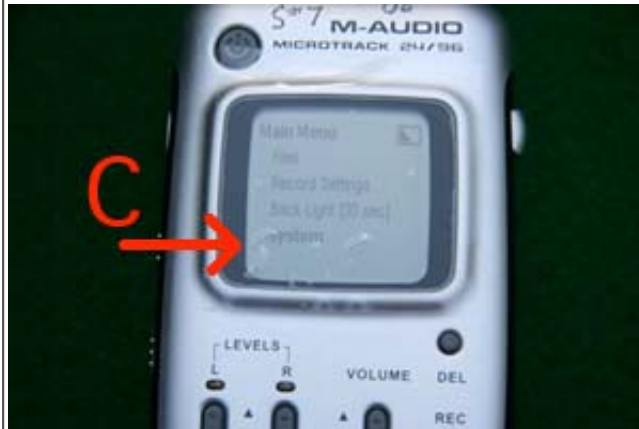


### Format the Flash Card

- Turn on the power (A) and press the menu button.
- Using the Nav Wheel (B) to scroll until System is Highlighted (C)
- Press the Nav Wheel in to confirm the selection.
- Select Format Media using the Nav Wheel.
- Press the Nav Wheel in to Confirm the selection.
- Confirm the action by pressing in again.
- When formatting is complete, the display will read "format complete".
- Press the Nav Wheel again to exit menu. Press the Menu button to exit the



Press the Menu button to exit the program.



## Setting up the Equipment

- Connect the Microphone to the recorder (the enclosed microphone will not record quality audio, use the external).
- Do not disconnect the microphone from the attached cable without carefully sliding the connector.
- Turn the unit on, press the Menu (see above) and Select Record Settings.
- Change the parameters to the following:
  - Input Source = 1/8"
  - Input Monitor = On
  - 27db TR boost = Off
  - Encoder = MP3
  - Sample Rate = 44.1
- Once all the parameters are set, press the Menu button to exit.
- PUT ON HEADPHONES and plug into the headphone jack.



## Testing your Levels

- Set the L/M/H switch to M (D).
- Press the Record button and watch the main screen (E).
- Hold the mic about 4 inches from your mouth and count to ten.
- Watch the volume meter rise and fall (F).
- To get a usable, clean recording the level needs to get to the end of the scale without going over.
- You know when you're going over (called clipping) when the red light underneath the word levels is flashing. (G) The difference between an ok-maybe recording and a good broadcast quality recording is that you watch that level constantly and use the level toggle to adjust accordingly (H).
- If the level isn't reaching the end (or near the end), Set the L/M/H switch to H (D). If the level is clipping at M, set the L/M/H switch to L (D).
- Once you're happy with the level, press the Delete button (I). You had been recording during your test and you need to delete that track.



## Recording

- Press the Rec button (E) and it will immediately begin recording a new file.
- To stop, press the Rec button again.
- The recorder will store the file to the Compact Disc Card.

## Playback

- Plug in your headphones.
- Set the Volume to about 50%
- Open the Menu (see above), File, and your track using the Nav Wheel
- Select your file by pressing in the Nav Wheel.
- While the file is playing, you can:
  - Adjust the volume by using the Volume button
  - Return to the beginning of the

file by pressing down once on the Nav Wheel

- Move forward or backward through the file by pressing and holding the Nav Wheel up or down for more than two seconds. Release the Nav Wheel for normal playback.

### Transferring your Files to the Computer

- With your computer running and the recorder off, connect the USB cable (see charging).
- Windows:
  - The recorder will be detected as "Mass Storage Device" upon the first connection and as a result, a "Found new Hardware Wizard" will open
  - Don't not change any of the pre-selections.
  - Click Next and then Finished to complete the automatic installation.
  - A virtual hard drive will now appear on your computer listed under My computer.
- Mac:
  - The disk image will mount on the desktop automatically.
- Drag the files from the Virtual image/Disk Image to your computer.
- To disconnect the recorder from the computer:
  - Windows:
    - click on the "safely Remove Hardware" icon in the System Tray, which is in the corner of the task bar where the computer's click is displayed.
  - Mac:
    - Drag the icon to the trash.
- Reformat the disk for the next user. See above.
- Turn off and return the equipment.

### Edit the Files in Audacity (available in Windows, Mac, & Linux/Unix Flavors)

- Software
  - [Download Audacity \(Free\)](#). Use this official sites. Other sites out there want you to pay for something that is free.
  - Make sure you download the LAME MP3 Encoder with the program. It's listed under Optional Downloads. Put that file in the Plug-in Folder of the

Program. You'll be asked to identify it's location on first use.

- [Quick Start Guide](#)