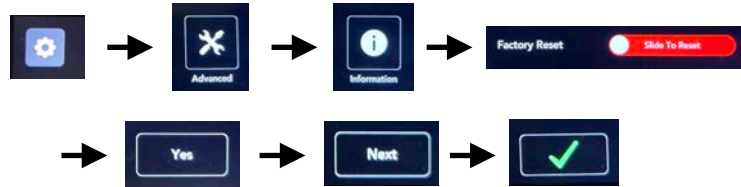


Podcast Studio: Getting Started

Welcome to the podcast studio! We've optimized the studio to make it easy for everyone to record a great-sounding podcast. **Rewiring or unplugging equipment will result in your being banned from using the podcast studio. DO NOT plug your computer into the mixing board.** Thank you for working with us to ensure that everyone can use the podcast studio.

Resetting the Board:

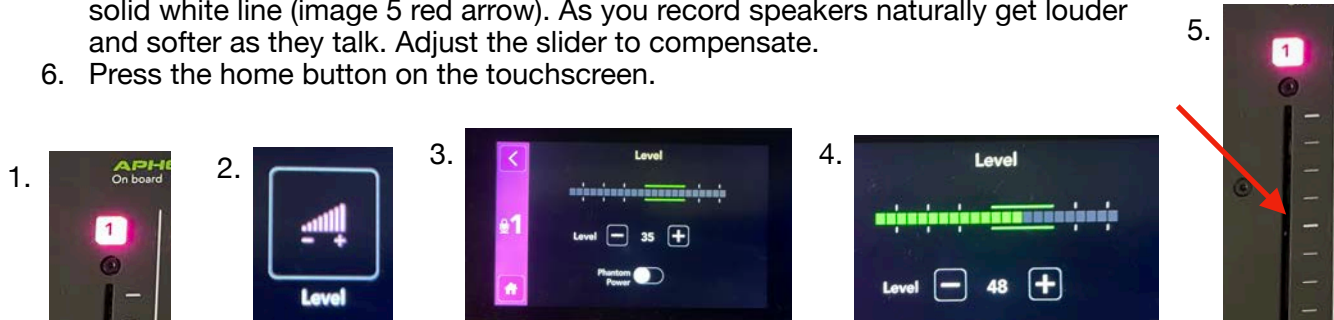
By resetting the board, you restore the RødeCaster Pro to its factory defaults. This should be done before you begin your recording. From the home screen on the touchscreen, touch the button sequence as shown below.



Adjusting the Mic Gain:

Before recording, you must set the gain for each microphone.

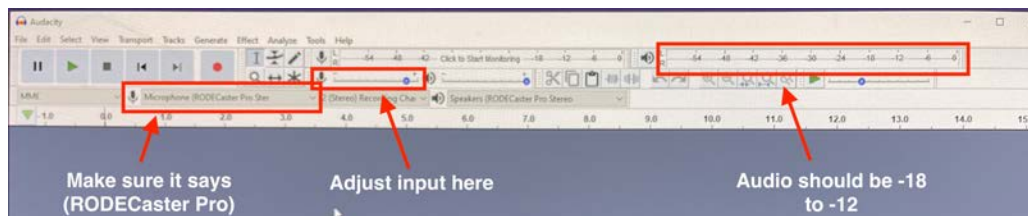
1. Begin by selecting the microphone you need to adjust. Click the lit button above the slider (image 1). Note that each microphone is labeled by number and color. Note: You can also press the settings button on the home screen followed by Channels.
2. Select the level button on the touchscreen (image 2).
3. Sit comfortably near the microphone. As you talk, you will see the levels jump (image 3). Click the + and - buttons until the levels are in the green zone (image 4).
4. Repeat these steps for each microphone.
5. Once you have adjusted the levels, move the slider for each microphone to the solid white line (image 5 red arrow). As you record speakers naturally get louder and softer as they talk. Adjust the slider to compensate.
6. Press the home button on the touchscreen.



Recording:

The best way to record is to record directly to a microSD card. The card slot is located on the back panel on the right side of the RødeCaster Pro. You can also record using the computer. Log into the computer using your HPU login. Launch Audacity and confirm the inputs as shown in the image below. Press record in Audacity to record.

Sound coming from the computer causing an echo? Turn off the sound on the computer at the bottom right of the screen.



Want to learn more?



Connecting to a Remote Guest

The easiest way to connect to a remote guest is to use your phone to bridge your guest with the people in the studio. To connect your phone to the RødeCaster Pro, you will use a bluetooth connection. Any audio coming from your phone will be sent to the sound board.

The quality of the audio is largely dependent on the microphone used by your guest, but the mode of your connection is important as well. Skype, WebEx, and Zoom are better options than a simple phone call as audio carried over the cellular network is compressed. For that reason, it would be best to have your guest use his or her computer (not phone) with a microphone to connect with you via Zoom.

IMPORTANT!!! If you have connected your phone to the RødeCaster Pro before, you will need to delete the bluetooth connection in your phone before connecting again. See below.

Setting Up the Connection

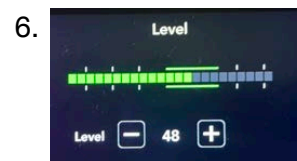
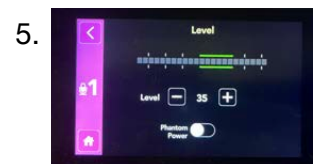
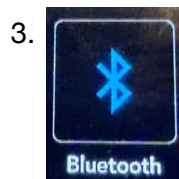
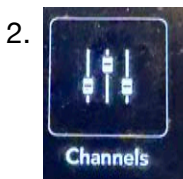
1. Press the bluetooth button on the RødeCaster Pro.
2. On your phone in the bluetooth settings, select RødeCaster Pro.
3. The bluetooth button on the RødeCaster Pro will turn a brighter blue when the connection is made.
4. Connect with your guest. You will need to put on the headphones to hear them and speak into the microphone for them to hear you. Make sure your mics are leveled and on so that your guest can hear you. If you can't hear your guest, make sure the headphone levels are set.



Adjusting Bluetooth Levels

You MUST adjust the levels for your bluetooth connection as you did with your studio mics. Follow the steps below:

1. Click the settings button (image 1).
2. Select Channels (image 2).
3. Select Bluetooth (NOT phone!!!) (image 3).
4. Select the level button on the touchscreen (image 4).
5. Ask your guest to speak at a comfortable volume (image 5). Click the + and - buttons until the levels are in the green zone (image 6).
6. Once you have adjusted the levels, move the slider for each microphone to the solid white line (image 7 red arrow). As you record speakers naturally get louder and softer as they talk. Adjust the slider to compensate.
7. Press the home button on the touchscreen.



After Recording

The next group that records in the podcast studio will likely reset the RødeCaster Pro as shown on these instructions. This will “forget” your connection to the sound board. To connect later, you will also have to also forget the connection in your phone. In the bluetooth settings on your phone, select the RødeCaster Pro and “Forget This Device.” You are then ready to connect next time you record.