



Quick Guide: Recording Programmes or Programme Elements

One of the fundamental things you will do with your School Radio system is record either whole programs or individual elements to be included in your programmes. This quick guide will walk you through the process of recording audio with your School Radio system.

1. Have you had a practice run? If not then have a quick run through before you press the record button. It will make it better!
2. Make sure you are in the right position to talk into the microphone.



This is about right. You should be fairly close to the microphone but not so close that your lips will touch it!

Try not to be too far away from the mic either or you will sound distant on the recording.

3. Also check that you have the microphone facing the correct way. If you are using the dynamic microphones (the ones that look like an ice cream cone) then you just need to talk into the round end of the mic. If you are using a condenser mic (the cylindrical mic usually hanging from an articulated arm) then there is actually a front to the microphone and this is what you need to speak into. Rotate the mic so that the logo on the microphone is facing you!



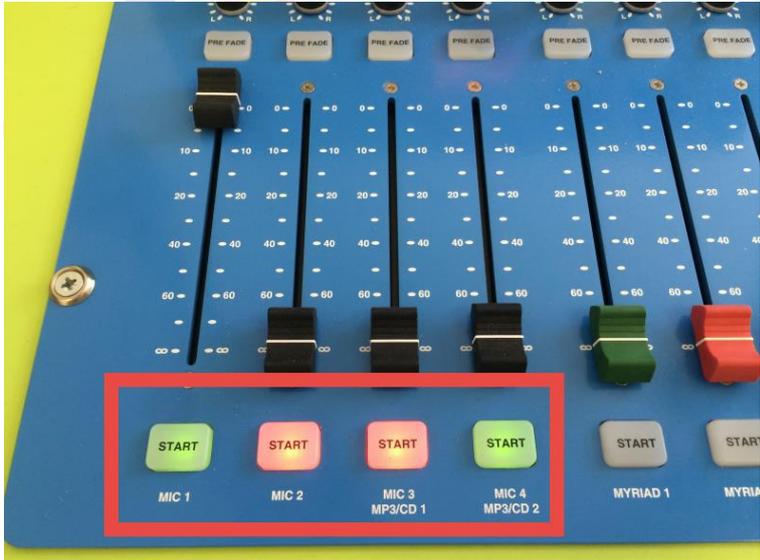
This microphone is facing the correct way. Note the IMG logo (upside down) is should be facing your mouth.

Some microphones may have a P Squared or Broadcast Radio logo but the same applies.

Now we are ready to test the microphones and start recording

- Find the microphone channel(s) on your mixing desk. We currently offer three mixing desk models with our School Radio packages. They are:

The SRM mixer (Classic, SR2, SR3, SR4)

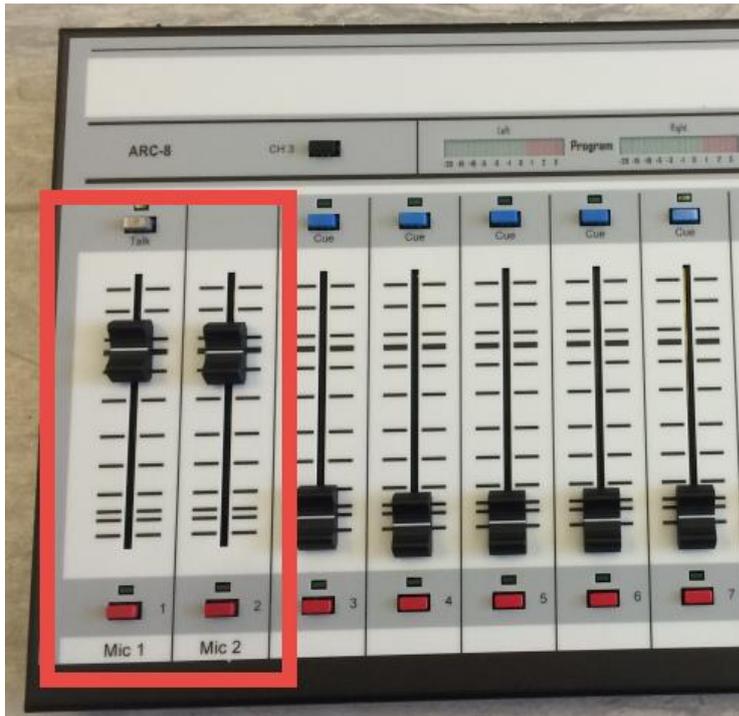


On the SRM mixer the microphone faders are located on the left hand side (first four faders). Make sure they are in microphone mode (the button at the top of the channel is not lit up).

Remember to put the right fader up for the microphone you are using.

Move the fader right to the top position.

The ARC8 mixer (Starter Package)



On the ARC8, the microphone faders are located on the left hand side (first two faders).

The ARC8 is a little different to the other mixers in that the standard position for the faders is the think line around $\frac{3}{4}$ of the way up the fader. Move the correct mic fader(s) to this position.



The Axia iQ digital mixer.



The Axia iQ fader channels are assignable on the fly which means the microphone channels could be on any of the faders. The default is on the left hand side of the mixer but you will need to look at the channel assignment screen on each channel to find the fader(s) you want.

Once you have located the channels you need, move the fader up to the top position.

5. Speak clearly and normally into the microphone to check the levels are correct. To do this you will need to check the levels on the 'meter' on your mixer. The meter is a visual representation of the loudness of the audio passing through the mixer. It is usually

represented as a LED bar graph (but sometimes it is needles – but not on any of our mixers)



The meter is located on the top of the ARC8 and Axia iQ mixers.

These are called PPM meters and they measure the audio level running through the mixer. For speech you want to ensure that you are peaking at around level 5 (just before the red). Don't worry if you go over a bit while talking, just as long as it is not consistently in the red.

On the ARC8 a slightly different meter is used (called a VU). In this scale the target value is '0'. You can see on the image above, the SRM has both PPM and VU scales on it and PPM 5 is the same as VU 0.

6. If you are too loud or too quiet then you need to adjust the volume on the appropriate microphone channel. We do this using the Trim knobs.



On the SRM the Trim knobs are located just below the REC buttons on each channel.



On the Axia the Options knob located at the top of each channel will adjust Trim by default.

Setting the Trim level for each presenter means that you can put all mic faders fully up and the relative mic channel levels should be correct.

Things are a little different on the ARC8 mixer because it does not have Trim knobs. The ACR8 uses the faders to adjust the overall volume level. This is why we only put the faders up as far as the heavy mark in Step 4.

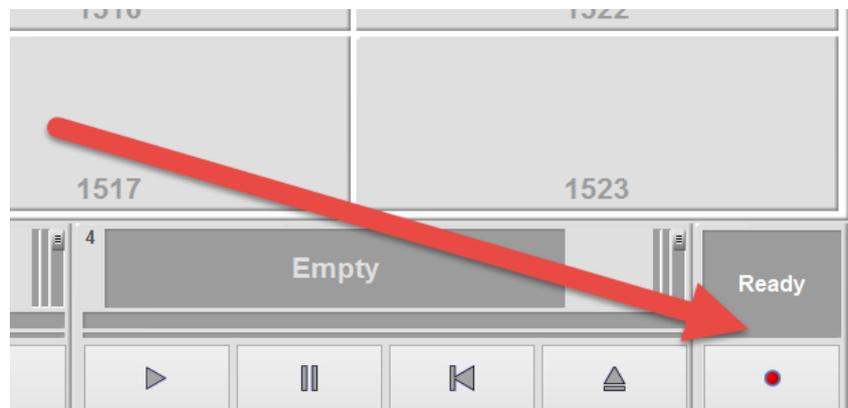


You can use the extra travel on the mic faders (called headroom) to increase the microphone volumes if you need to.

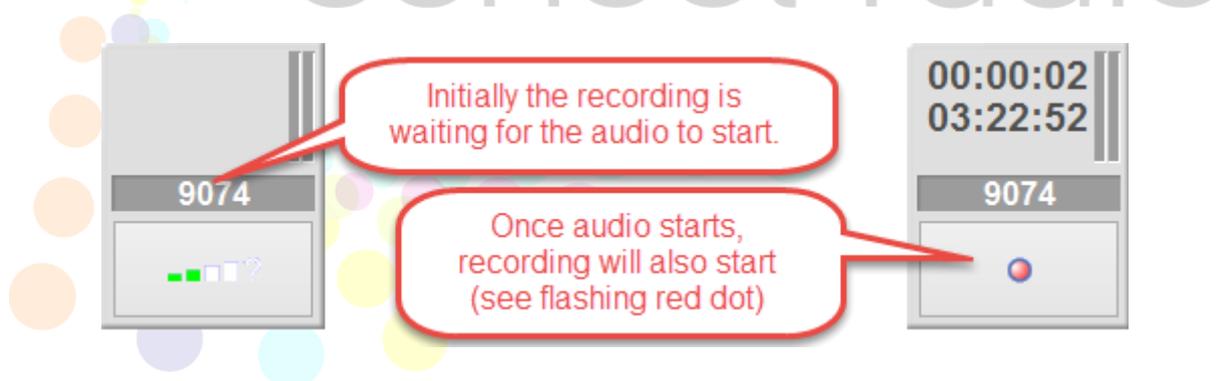
You will need to remember where the fader is set for each presenter, so it is often better to leave the faders in the correct position and use the on/off buttons at the bottom of each mic channel to turn the mics on and off.

7. Once you are happy with the levels, it is time to record the audio. There are several methods we could use to record the audio but we will concentrate on the simplest method.

Click on the Record button located in the bottom right hand corner of the Myriad screen.



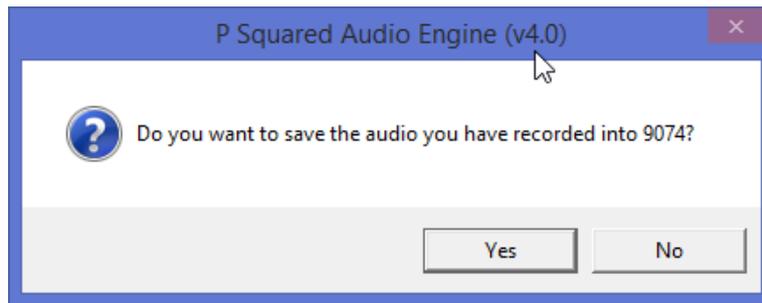
Initially the Recorder will start in 'Trigger Level' mode which means it will not actually start recording until it 'hears' some audio to record. As soon as you play anything or open the mics and start talking, it will switch to record mode.



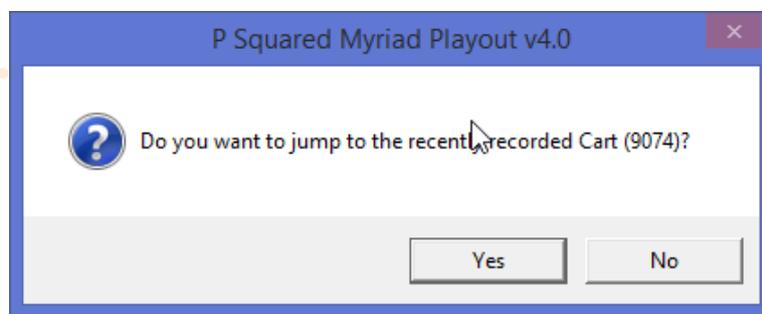
An empty Cart is automatically assigned from a set range (default is 9000 – 9500). In the example above it is recording into Cart 9074.

When you are ready to stop recording, simply click on the record button again.

You will be asked whether you want to save your recording. If you say no then the recording will be deleted, if you say yes then it will be saved to the assigned Cart (9074 in this example).



Finally you will be asked whether you would like to 'Jump' to the Cart you have just recorded.



Click 'Yes' to go straight to your recording on the AudioWall.

Alternate Methods: You can also use the Record Start and Record Stop buttons on your K500 keyboard if you have one (this is standard with SR and some Classic Range studios). You can also record into a specific Cart on the Audio Wall by right clicking on the Cart and selecting the 'Record Into This Cart' option. Please note that if the Cart already has audio, you will be asked whether you want to overwrite it.

That's it, your audio has been recorded, but it might need a little light editing before you can use it 'on air'.