



PODCAST

Studio

TUTORIALS



1. BOOKING PROCESS

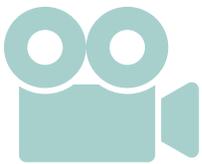
1



Send an email

To book recording or podcast studios. send an email to:

growthhub@tudublin.ie



2



Include details

1. What room are you booking:

- Video Recording studio
- Podcast Studio

2. Date and time you wish to book the room (M-F from 10am to 4pm)

3. Contact details (name and email) of the students who will be using the studio.

3



Invitation

Once your booking is confirmed, you will receive an invitation to your email with the date and time.

**Remember that we will try to accommodate your needs as far as possible, but if the room is not available at the time requested we will provide you with an alternative date and time for the booking.*

2. PODCAST STUDIO TUTORIAL



1. Turn on the RODECASTER with the red button on the back



2. We are using 4 channels



3. Press the channel button to go into the settings for this channel



4. Press the level option



5. Start talking in a natural volume and adjust the gain so your voice is hovering in the green area



6. Mute/unmute microphones and headsets



7. Adjust the microphone volume

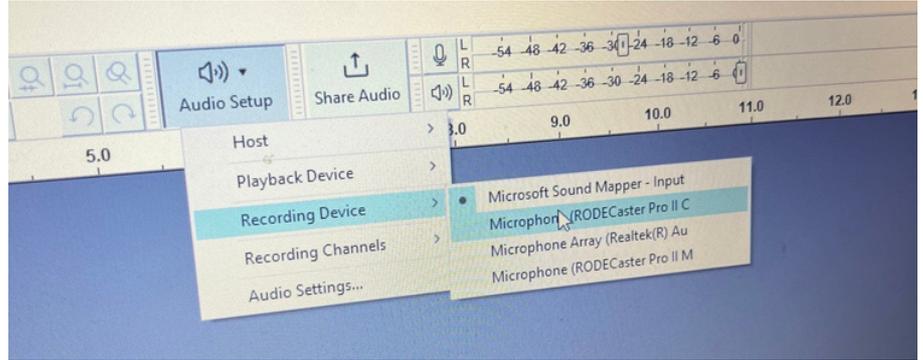


8. Adjust the headphones volume

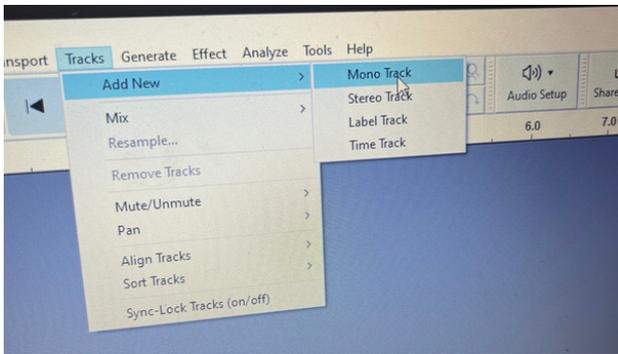
If you don't have a micro SD card, we recommend you to download the free software "Audacity" on your laptop to record and edit directly on it. After turning on the RODECASTER, follow the next steps:



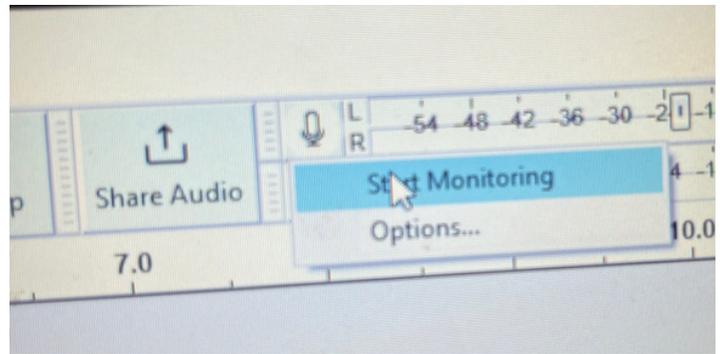
1. Connect your laptop to the RODECASTER



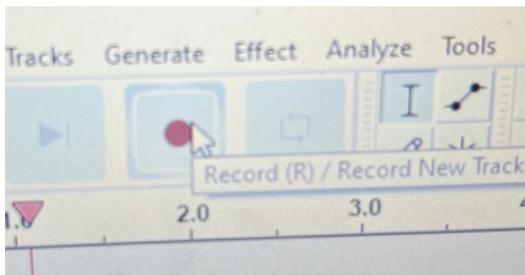
2. Select Audio Setup "Recording Device - Microphone RODECASTER PRO II C



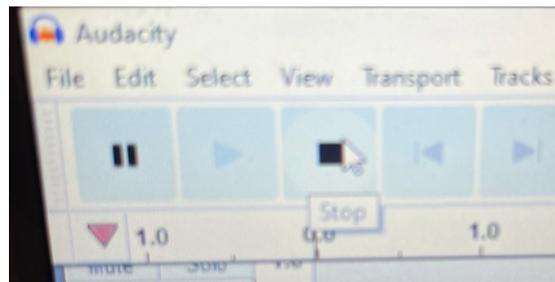
3. Select Tracks - Add New - Mono Track



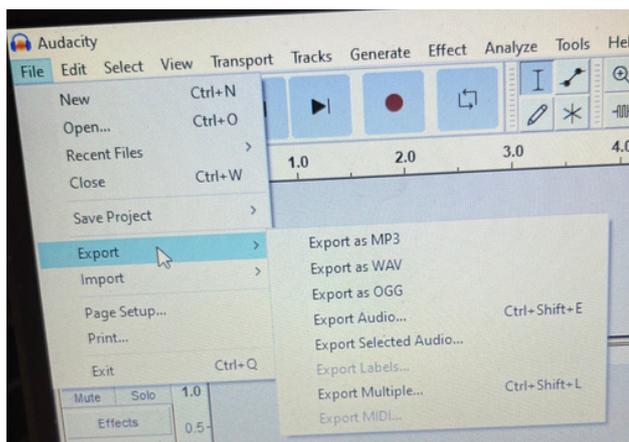
4. Select Start Monitoring



5. Click the red button to start recording



6. Click the square button to stop recording



7. Export your recording in the format of your choice.

A wide range of applications are available in the Adobe Creative Cloud from TU Dublin, free for students to download. You are free to explore and use any other software of your choice. Example: Audition

You can also explore in more detail the functionalities of RODECASTER PRO II

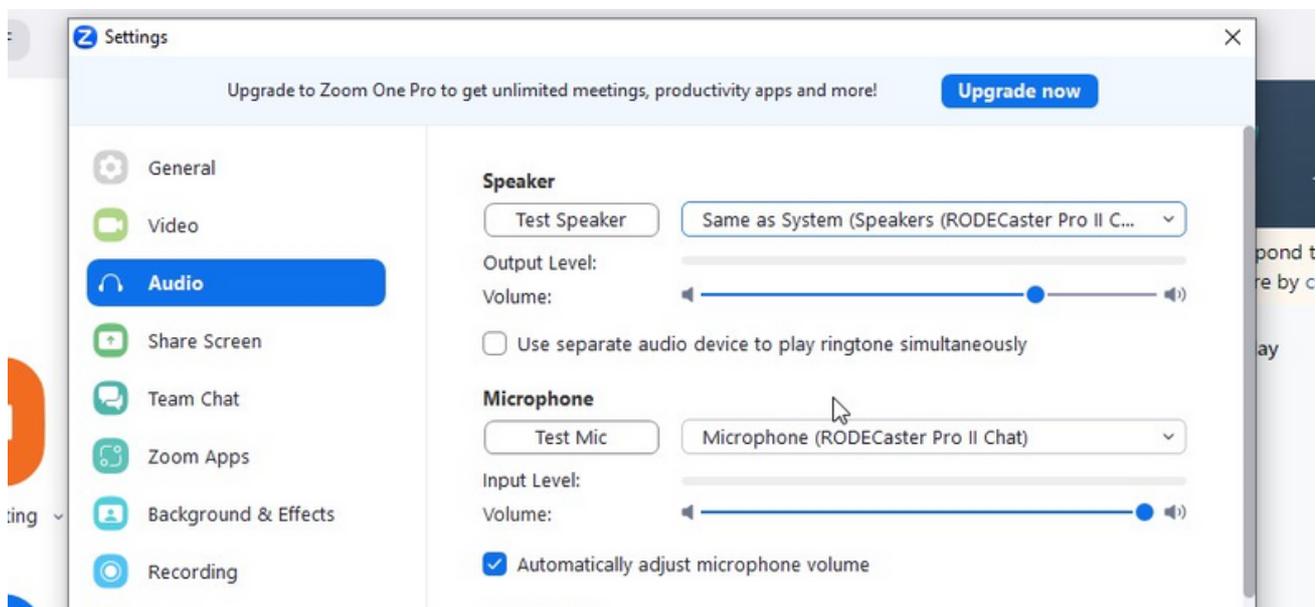
<https://rode.com/en/user-guides/rodecaster-pro-ii>

CONNECTING CALLERS AND ONLINE GUEST VIA MICROSOFT TEAMS/ZOOM

To set up a recording involving an online guest via Teams/Zoom we will follow the steps below:

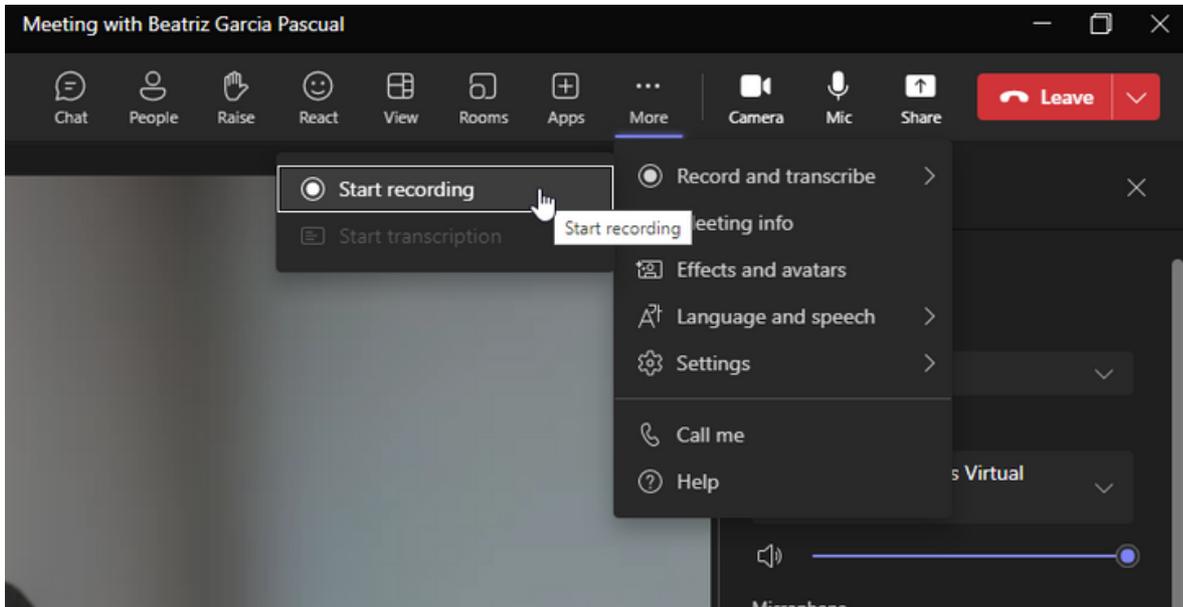


1. Activate channel 1 (you) and channel 5 (online speaker), adjust volume and unmute microphones and headsets with the green and red buttons.

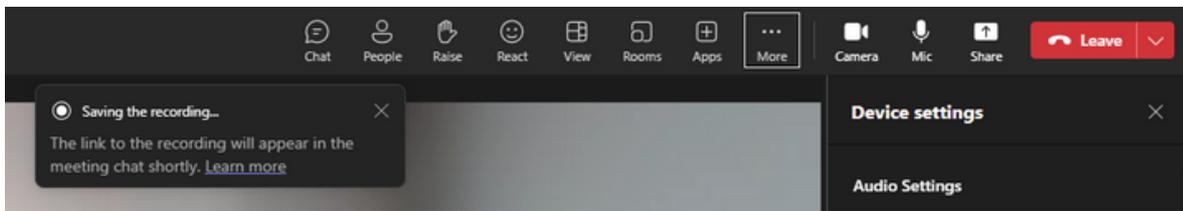


2. Start a Meeting, go to your audio settings and select:

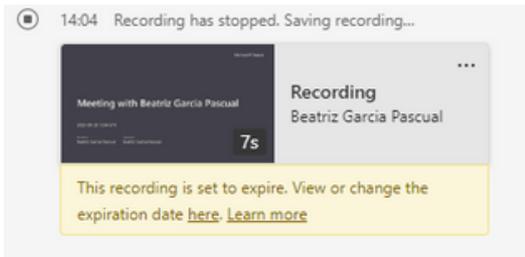
- Speaker: RODECaster Pro II Chat
- Microphone: RODECaster Pro II Chat



3. Start recording the meeting. Let everyone know they're being recorded.



4. Then stop recording. The link of the recording will appear in the meeting chat (Teams). Remember that the recording is set to expire. Download it before it expires and then export the audio from the video in Audacity.



5. For Zoom application, you will get a folder with the recordings in mp3 and mp4 files once you finish the meeting.

audio1684195956	✓	28/09/2023 14:07	M4A Audio File (V...	153 KB
recording.conf	✓	28/09/2023 14:07	CONF File	1 KB
video1684195956	✓	28/09/2023 14:07	MP4 Video File (V...	175 KB

3. TERMS OF USE



- Request in advance the Recording Studio you will use.
- Be punctual. Arrive and leave your session on time. There will be a supervisor who will open and close the door to the room. It is very important that you give notice once you have finished recording to close the room.
- Take care of the equipment and follow the suggestions for use.
- You will sign a document at the beginning committing yourself to make good use of the equipment and to return the borrowed materials at the end of the recording (e.g. SDXC SD card).
- Be careful with the use of microphones and cables placed at floor level, remember that it is fragile equipment and any bump or jerk can affect its operation.
- Remember that access is exclusive, avoid bringing external people who are not included in the booking.