

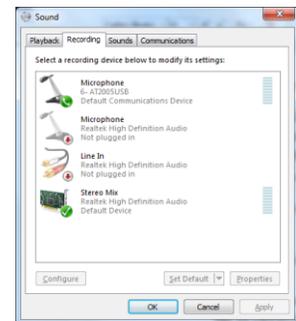
## GUIDE TO RECORDING SKYPE AUDIO CALLS IN BDJ LABS USING AUDACITY:

**Do NOT use Skype for Business;** none of your Skype contacts will be there. Instead, follow these steps to use “old” Skype:

- Use a PC in a **Voice Booth** that has a USB mic plugged in. IMPORTANT: this is the time you should plug in earbuds or a headphone into the headphone jack **ON THE USB SOUNDBAR!** (headphones available for signout at the edit suites.)
- Start Skype. You can click on the Cortana search bar in the bottom left, then type Skype in the search bar to find the program. Use the SKYPE/Desktop App (don't install one from the app store!)
- If it's your first time using Skype on a lab PC, a SKYPE setup window may appear; if so, CONTINUE.
- Skype=**TOOLS>OPTIONS>AUDIO SETTINGS**, choose SPEAKERS: Speakers/Headphones (Realtek High Definition Audio), and MICROPHONE (AT2005USB). Close out of the setup window, and start using Skype.

To record the audio, you'll use AUDACITY. Before opening Audacity, check the audio settings on your computer:

- RIGHT CLICK on the volume button in the bottom right of your screen and click RECORDING DEVICES.
- Make sure that:
  - STEREO MIX and MICROPHONE (USB AUDIO DEVICE/6-AT200...) are enabled
  - STEREO MIX is set to DEFAULT DEVICE with a green checkmark. (Note: the microphone is a USB Audio Device, NOT the Realtek High Definition Audio.) To ENABLE or to set as DEFAULT, right-click on the icon and select either ENABLE or SET AS DEFAULT.
- If you do NOT see STEREO MIX, RIGHT-CLICK anywhere in the white area of the SOUND RECORDING window, and make sure both SHOW DISABLED DEVICES and SHOW DISCONNECTED DEVICES are checked; now you should see STEREO MIX.



In Audacity, make sure your output device (next to the little SPEAKER icon) is set to SPEAKERS / HEADPHONES (Realtek) and your input device (next to the little mic) is set to STEREO MIX (Realtek High Definition). These are both drop-down bars in the upper right hand portion of the screen.

Note: when recording this way, **your own voice will not be recorded**, just the voice of the person on the other end.

Finally, make sure your guest's audio level in AUDACITY is around level -15. You may have to LOWER the input record level (next to the mic icon on top.)  It usually needs to be pretty low, to keep your record levels near -15 in Audacity.

You can call the Skype ECHO/SOUND TEST SERVICE and set levels, and do a quick test recording, before placing your actual Skype call. Remember to hit REC in Audacity before placing the Skype call, and **constantly monitor the record level in Audacity.**