# Recording from telephones in the Radio Labs

1. Plug in earbuds or headphones into the PC soundbar (to play back the recorded file)
2. Insert your USB/PORTABLE drive into one of the telephone computers, and log into computer
3. Pot everything down on the audio board ***except*** for the PHONE and MASTER pots. (Notice that the telephone pot is labeled PHONE and the headphones pot is labeled PHONES--there is a difference.)
4. Before opening Audition, check the audio settings on your computer:
   * RIGHT CLICK on the volume button in the bottom right of your screen and click RECORDING DEVICES.
5. Make sure that:
   * Microphone (ATR2USB) is enabled
   * Microphone (ATR2USB) is set to DEFAULT DEVICE with a green checkmark. To ENABLE or to set as DEFAULT, right-clock on the icon and select either ENABLE or SET AS DEFAULT.
6. Open Audition and click on Waveform in the top left-hand corner
7. From here the setting should be as followed and name accordingly to your project
   * Sample Rate: 44100
   * Channels: Mono
   * Bit Depth: 16
   * Then click OK
8. Next, click the red circle at the bottom of the Waveform file to start recording
9. When recording, make sure your guest’s audio level in AUDITION is averaging around level -15. You may have to adjust the input record level on the PHONE pot on the audio mixer.
10. Once you connect the telephone (in the next step of this handout), as you speak into the phone, you should see levels increase as sound gets louder. If you do NOT see anything happening, make sure that the audio settings on the screen says Microphone (ATR2USB.) The sound should stay in the -15 range and should peak no higher than -12 on the number scale.
    * To check audio levels within Audition:
      1. File>Preferences>Audio Hardware

***This is really important: make sure that the levels stay not too high, not too low:***

* Press the red DROP button on the little black phone box, then dial the number on the telephone. Remember, if you are dialing a 315 phone number, most of the 315 area code is long-distance, so you would dial 8-1-315-xxx-xxxx (substitute your number for the x’s), then wait for the dial tone, and enter 146670. Wait a good 10 seconds or so, and you should hear the call going through.
* Once the phone starts ringing, push the white CALL button on the telephone interface box. This sends the audio through the computer. You should see the audio levels light up on the audio board and, if you've already started recording, on the computer. This 'call' button MUST be ON in order to record the interview. You don't need your headphones during the interview as you'll be listening through the telephone receiver.
* Adjust the levels using the PHONE and MASTER pots based on the levels you see on the computer and on the audio board.
* When the level looks good, press the red REC button in the transport control area of Audacity and conduct the interview. **Remember to use the MUTE button on the telephone during the answers.** You will still hear what the interviewee is saying, but he or she won't hear all of the ambient newsroom noise around you and you'll get a cleaner recording. Remember to **UNMUTE** the phone when you ask your next question!
* ***IMPORTANT:*** When you are finished with the interview, hang up and press the red DROP button on the black telephone interface box. This hangs up the phone and allows calls to come in to the newsroom.
* To listen back to the interview, turn the PHONE pot down and the PC pot up on the audio mixer and listen through your headphones. *ALWAYS* leave the MASTER pot turned on.
* Export right away to avoid losing it if the PC crashes

Now, save the interview file:

* select FILE>Export>File
* Save to a USB/PORTABLE drive
* Give the "file" a filename, such as Mayor Interview
* Click OK

Finally, close Audition, eject the USB/PORTABLE drive correctly.