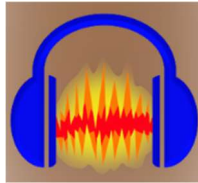# To Start Recording

- Turn on the lights and close the Booth door.
- Tap the keyboard to wake up the computer. If the screen does not come on, press the power button that is on the backside, lower left corner of the computer. Note: the mouse has a left and right click button.

- Log into the **record-here** account; the password is the same as the username, hyphen and all.

- Plug in your headphones to the **MAIN** or **PHONES** Input on the **MOTU 4pre**.

- Turn on the **4Pre Audio Interface** (the black box next to the computer) by pressing the "Phones Knob" (the knob all the way to the right with a blue power symbol near it).

- Check that the switches on the bottom left side of the microphones are set to **the "/" option**.

- Open **Audacity** by clicking on the headphones/soundwave icon located on dock/toolbar at the bottom of the screen.

- There is something called the "Audacity Tool Bar" in the upper section of the program. Check that the settings inside look like the following image:

- Start a test recording to make sure your recording levels are adequate. To start recording simply press the **Record** button ⏺ at the upper left of the Audacity Program. Press the **Stop** Button ⏹ to stop recording. Play back the recording while wearing headphones to assess the sound quality.

- If your Recording is too loud/sensitive or too soft/weak, you will need to open the **CueMix FX** (on the dock at bottom of screen) to adjust your microphone settings. You can tell your audio is too loud if the audio clips (Waveform reaches the roof of the audio track) or your audio is too low if the Waveform is too small/nonexistent.

- The *Trim* dictates how strongly the mic will pick up sounds. Decrease the trim if your voice is louder and/or if you're planning on being loud in your recording. A trim boost of +35 - 45 should be good for casual recording. To adjust trim, click and hold on the knobs and move either left-right or up-down.

- If you're recording on both microphones, make sure each one is set to **MONO**. If you're only recording on one microphone, set it to **STEREO**.

- When saving a project, you'll have two options; **File ☞ Export** and **File ☞ Save Project**. Export will completely publish your project; any editing marks and multiple tracks will be lost into a single clean audio track. Saving Project will conserve your editing marks and multiple tracks if you have them. Keep in mind that Saving Project will save your file as an .aup file AND a data file, both of which can ONLY be opened by the Audacity Program. Additionally, you will need to have BOTH these files in order to fully access their contents.

When You Finish Recording

- Save all your work and send it to yourself via e-mail or save it on your USB drive.
- Close AND Quit any active programs.
- Turn off the **MOTU 4Pre Audio Interface** by pressing and holding the "Phones" knob until the timer on the Audio Interface ends.
- Disconnect the Headsets from the **MOTU 4pre**. Make sure you don't accidently leave the Headset to Audio Interface adapters connected; they are the short black cylinders between the Headset Jack and the 4pre inputs.
- Log off the "record-here" account.
- Click the sleep option at the bottom of the screen.
- Turn off the lights and make sure you don't leave any items or mess behind.