ℹ️ If you encounter an issue, please see **TROUBLESHOOTING** page in the end of the guide.
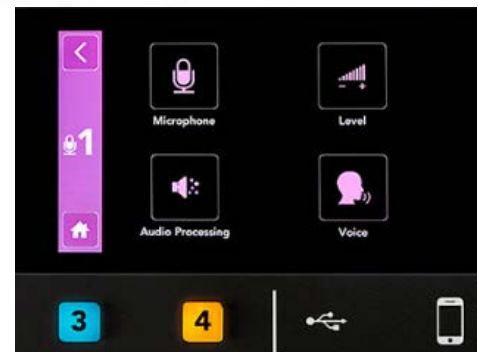
INITIAL SETUP

Optional - turn on the red light switch by the door. The "On Air" light outside the door will come on to alert others that you are working in the studio.

If RØDECaster Pro is off, press the red power button on the back to power it up.

Adjust the microphones gain and headphones volume

1. Push the fader for channel 1 up to about halfway (to the 5th line from the top).

2. Position microphone 1 (pink) at about two inches from your mouth.

3. While speaking with your normal voice, ensure that the green indicator bar is peaking around the thicker line. If the bar is too low or too high, do the following:

   - Push the pink button 1.

   - Tap on the "Level" icon on the screen   →

   - While talking into the microphone, tap the '-' and '+' to get the meter between the green lines. The level around 50 works in most cases:

4. Do the same for channels 2-4 as needed. Tap the "Home" icon to exit the settings.

5. Adjust the volume of your headphones using headphone knobs to the comfortable level.

Mute and Solo Buttons

Each microphone channel has a mute and solo button.

The mute button is handy in case a channel begins to feedback or if you need to mute an input.
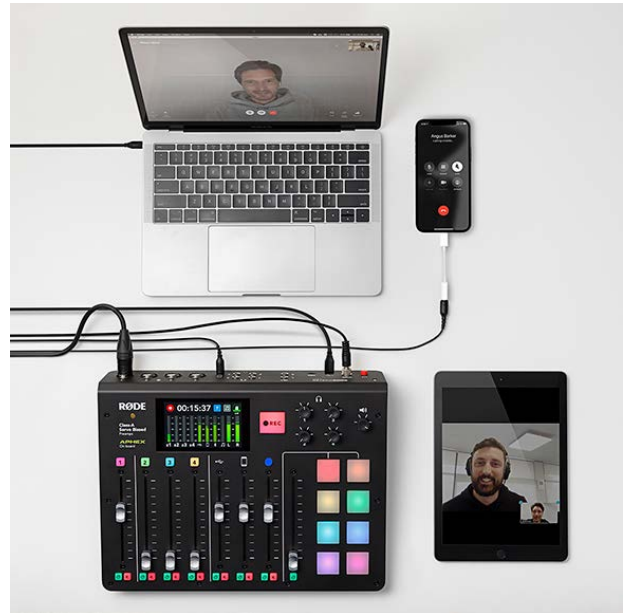
⚠️ When streaming live, you should mute the channels not in use to avoid unwanted interference.

The solo button allows you to quickly listen to a single channel without having to mute all the other inputs.

⚠️ If you can't hear some of your inputs, there's a possibility the channel is muted or one of your solo buttons is engaged.

Connecting Phone Callers and Online Guests

You can connect callers and online guests via dedicated Smartphone, USB, and Bluetooth channels. For example, you can record a phone call on the Smartphone channel, another caller on the Bluetooth channel, and a Zoom meeting on the USB channel in addition to four microphone inputs in the room.
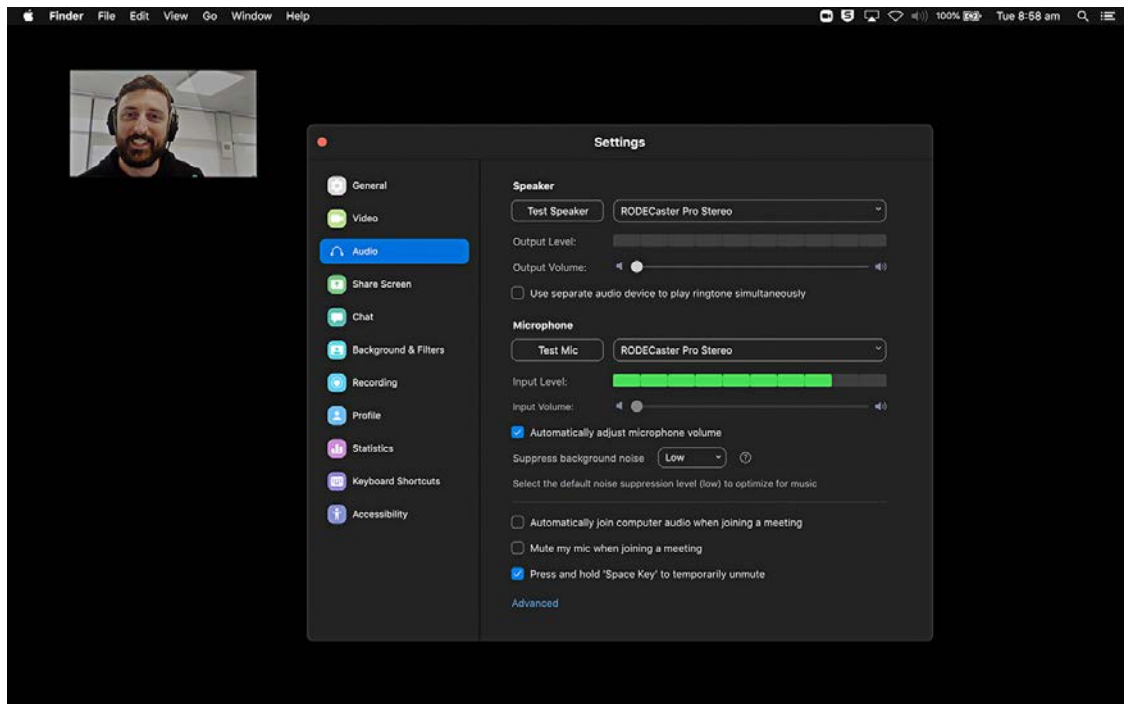

Computer/USB Channel

You can record the audio from the computer—music or online guests (via a Zoom or Teams call)—via the USB channel. The computer is already connected via USB and its sound input is controlled by the USB channel fader on the RØDECaster Pro.

⚠️ In case of an issue, make sure the computer is connected to RØDECaster Pro with the black USB cable. Also, check the computer's sound settings (System Preferences/Sound) and ensure that the sound input and output are set to **RØDECaster Pro Stereo**.

To connect online guests via Zoom, Teams, etc., you will also need to set the **RØDECaster Pro Stereo** as the input and output device from within the app audio settings:

⚠️ Make sure you set the input and output in the conferencing app to '**RODECaster Pro Stereo**'. Setting it to 'RODECaster Pro Multichannel' will result in a distracting feedback loop for your guests.

Smartphone Channel

To connect a mobile device to the smartphone channel, you can use the provided cable labeled "Phone" with the lightning adapter. Plug the phone in and push the slider up to get started. *Make sure the other end of the cable is connected to the RODECaster Pro.*

⚠️ For best results, turn up the volume on the connected device to the max and only then use the fader to control the input volume.

The phones with a USB-C port can be connected via Bluetooth Channel.

Bluetooth Channel

The Bluetooth channel can be used for connecting smartphones, computers, and tablets wirelessly.

1. To get started, press the Bluetooth button above the Bluetooth channel fader to make the RØDECaster Pro discoverable. You should see a notification screen pop up and the Bluetooth button begin to flash blue.
2. Next, open the Bluetooth settings in the device you want to connect and select 'RØDECaster Pro.'
3. Turn up the volume on your device to its maximum and then use the Bluetooth channel fader to the needed sound level.

⚠️ When connecting a computer to the Bluetooth channel, make sure the input and output device is set to 'RØDECaster Pro' in your audio settings. This will allow for two-way audio communication.
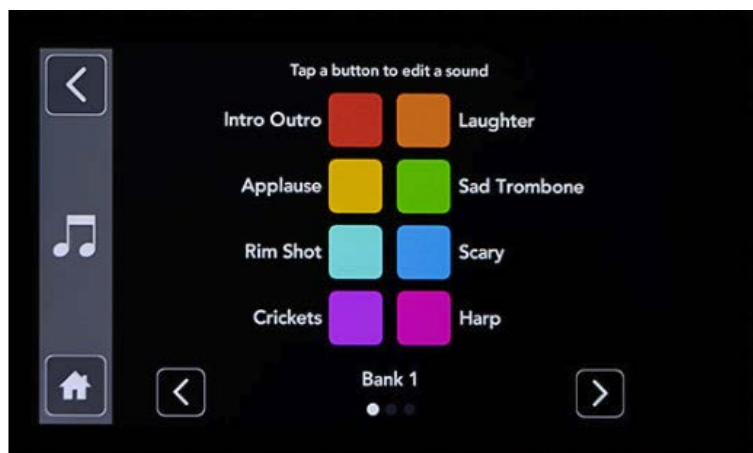
SOUND PADS

The sound pads on the RØDECaster Pro can be used for triggering pre-recorded sounds and music. To trigger a sound, tap one of the pads.

The sound icon on the home screen will take you to the sound pad menu when pressed. This menu can also be accessed by going to 'Settings' > 'Sounds'.

The sound pad menu will display each of the sound pads you have active and their assigned names (these names can be edited from within the RØDECaster Pro App installed on the laptop). You can also scroll through the different sound banks; the RØDECaster Pro can store up to eight banks of sounds. These can be cycled through by pressing the arrow buttons at the bottom of the sound pad menu or swiping left and right.

To make changes to a sound pad, tap on it in the sound pad menu. This will display options to change the selected pad's color and its playback mode:

Sound Pad Playback Modes

Latch
In 'Latch' mode, the pads work in a simple start / stop configuration. Press a pad to begin playing the **audio and** press it again to stop it playing. This can be considered as the sound pads' 'default' mode.

Pause
In 'Pause' mode, when the sound pad is pressed while audio is playing, playback will be **paused,** and the sound pad will flash until the sound pad is pressed again to resume playback.

Replay
In 'Replay' mode, when the sound pad is pressed while audio is playing, playback will start again from the beginning. This can be handy for firing off a sound pad multiple times in quick succession, such as the classic air-horn sound effect.

<u>Play</u>
In 'Play' mode, the sound pad will play the audio in its entirety. Pressing the pad again whilst the audio is playing will have no effect. This prevents any accidental knocks or bumps from stopping playback – handy for playing extra-long pre-recorded interviews or music.

<u>Swear Button</u>
Whenever the user presses the pad in Swear button mode, all channels will be muted and the sound on the pad played. When activated, the sound on the sound pad can be replaced with the classic 'beep' tone to mask profanities.

<u>Trash-Talk</u>
In trash talk mode, the audio outputs to the USB, Bluetooth and phone channels will be muted, therefore any guest on the other end of these channels won't be able to hear anything. This can be handy for cueing guests before bringing them onto the podcast or if you're in a prank call situation and you want to talk amongst your physical guests without the caller hearing.

<u>Loop</u>
While not necessarily a 'mode', when 'Loop' is activated, the pressed sound pad will repeat playback indefinitely until the sound pad is pressed again. This is especially handy when using a looped music track as an intro that can vary in length.

Controlling and Editing Sound Pads with the RØDECaster Pro App

All the sound pad controls mentioned above are also available in the RØDECaster Pro Companion App installed on the studio laptop.

Launch the RØDECaster Pro App on the laptop. The app will automatically display the first eight sound pads with the option to cycle through the banks of sounds. Clicking on any of these sound pads will display a pop-up box with controls to change the name, color, and playback style of the sound pad. You can also use the RØDECaster Pro App to load sounds from your computer to the sound pads.

Saving and Loading Settings

You can preserve a 'snapshot' of all the settings and sound pads. Go to 'File' > 'Save Show' to save your settings. This will store a file that is specific to the RØDECaster Pro that can be loaded onto your podcast at any time in the future by going to 'File' > 'Load Show'.

⚠️ To **restore original sounds**, go to the Rode Companion App and choose File > Restore Factory Sounds.

For more details on editing and recording custom sounds, see
https://www.rode.com/user-guides/rodecasterpro/using-sound-pads.

Free sound effects can be found at https://soundbible.com/, https://www.freesoundeffects.com/, https://99sounds.org/, or https://www.soundgator.com/.

RECORDING YOUR PODCAST TO THE COMPUTER

<u>Logic Pro</u> or <u>GarageBand</u> applications are available to record your podcast. The recording will be done in the **multichannel** mode: each channel on the RØDECaster Pro can be recorded onto its own track for editing and mixing in post-production. You can only record the channels/tracks you need, as explained below.

ℹ️ In the multichannel mode, all channels, except Stereo Mix, will record in the "pre-fader" mode, regardless of the position of the faders and the status of the mute buttons. This is done to ensure that all the audio of all the selected audio sources is recorded and available for post-production. The Stereo Mix channel will record the mix you made live using the faders and the mute buttons.

ℹ️ GarageBand comes with MacOS, so you may want to choose it for recording if you own a Mac computer and do not need to use Logic Pro. Both GarageBand and Logic Pro are installed in MediaLab on the 4th floor of the library, where staff help is available during the staffed hours.

1.   Log into the studio computer using your Emory University credentials.
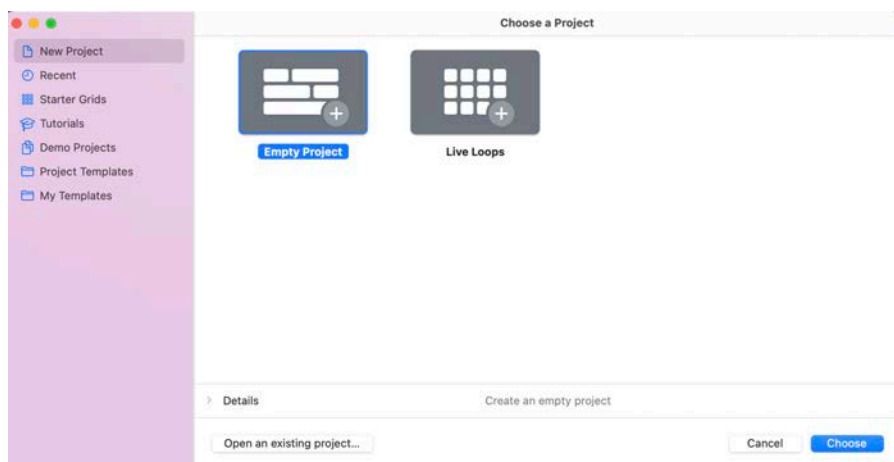
⚠️ **If you cannot login**:

-   Make sure the USB-C cable is connected to the computer. If that is not the issue,
-   Login as *lcuser*, password *unc0mm0nbalance*. As this is a shared account, delete your files after you are done. Alternatively, log back out and login with your Emory credentials—it should now work.
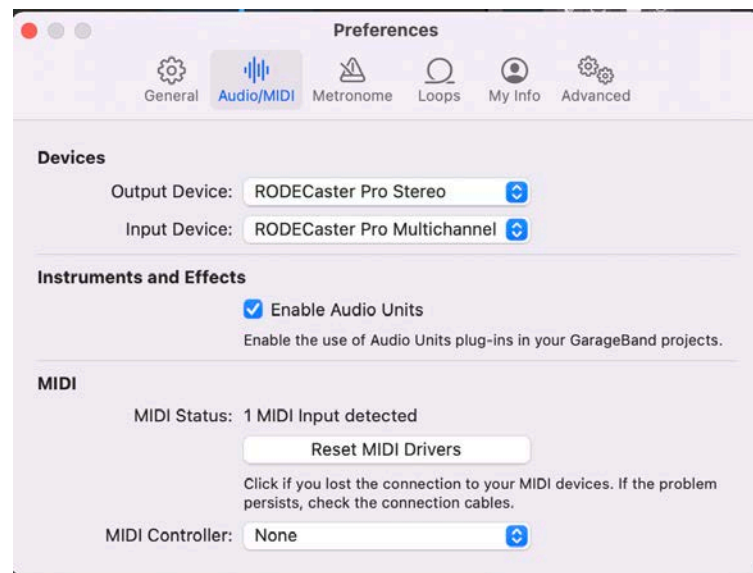
2.   Launch Logic Pro or GarageBand.

⚠️ If the application does not launch reporting that someone else is using it, reboot the computer: hold the power button in the top right corner of the keyboard until the computer shuts down, then power it back up.

3.   In the window that opens, choose **Open an existing project…**

4. Navigate to the Applications folder and open the **Logic Template** file (if using Logic) or **GarageBand Template** file (if using GarageBand).

5. A project with 9 tracks—4 microphones, Smartphone, USB, Bluetooth, Sound Pads, and Stereo Mix tracks—will open.

6. Navigate to **Logic Pro > Preferences > Audio** or
    > **GarageBand > Preferences > Audio/MIDI**

7. In the window that opens, select **RØDECaster Pro Stereo** as your **Output** and **RØDECaster Pro Multichannel** as your **Input** device:
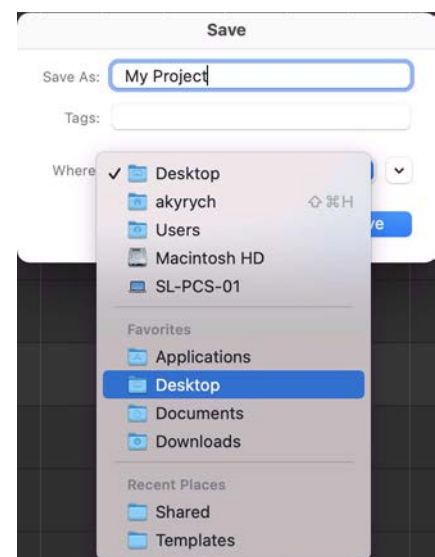
⚠️ Make sure you select **RØDECaster Pro Multichannel** (not Stereo) as your Input Device to allow multichannel recording.
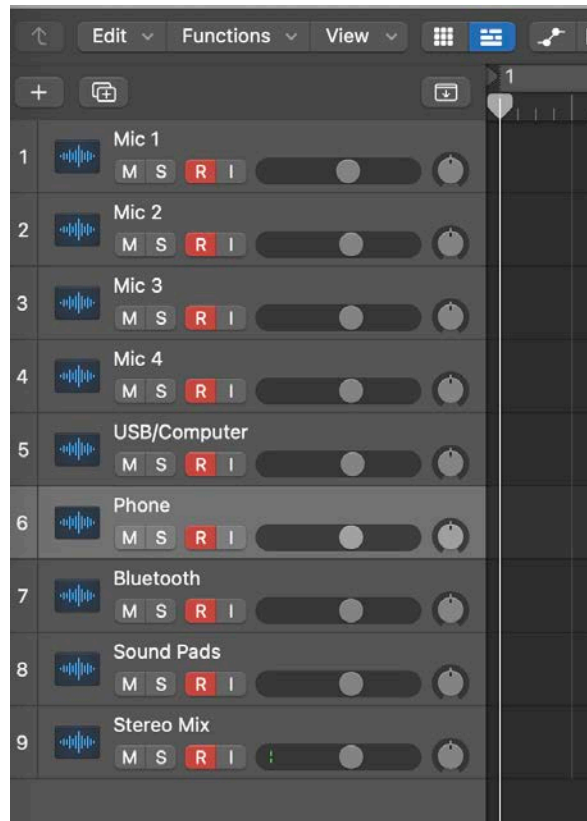
⚠️ If you do not see RØDECaster Pro as an option, make sure it is connected to the computer with the black USB cable.

8. Go to **File > Save As…** and save your project to your Desktop (you need to do this to enable recording, since you cannot modify the original template file):

⚠️ Failure to perform the above step will result in error when trying to record.
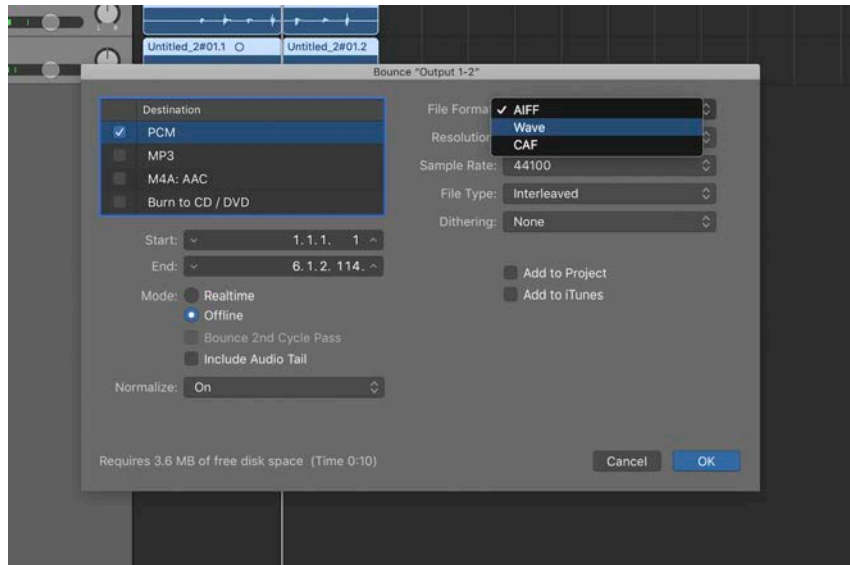
9. Click on the red **Record Enable** button for each of the channels you will be using (you should not record unused channels to avoid noise):
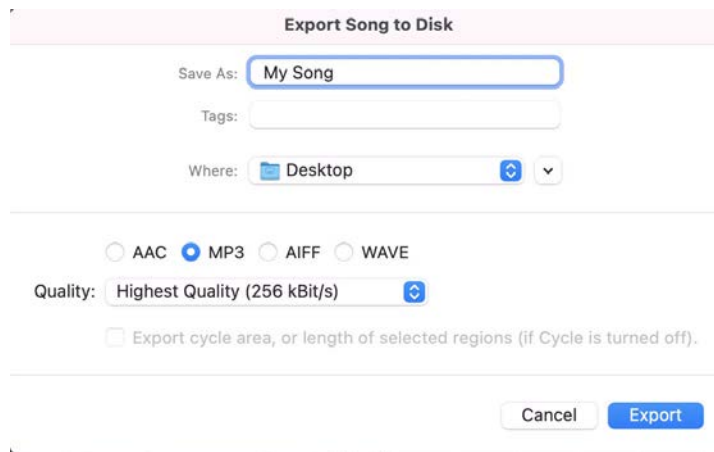

10. To start recording, press '**R**' on the keyboard or the Record button in in the application window.

11. To stop recording, press the **Spacebar** (use the Spacebar to play/stop a recording) or the Stop button in the application window.

12. Press the **Return** key on the keyboard to bring the cursor back to the start of the project, then press the **Spacebar** or the Play button for playback.

⚠️ If you do not hear the playback, check your USB channel on the RØDECaster Pro. Make sure that the fader for the USB channel is up, the channel is not muted, and no solo buttons are engaged.

13. To export your project into an audio file, press **Command + A** to highlight all regions. Then
    a. In Logic, press **Command + B** or go to File, Bounce Project or Section…to "bounce" your project. In the window that opens, name your file. Choose the desired format(s) and rate. Click OK and select the location (e.g., your desktop) for the audio file(s).

    b. In GarageBand, go to Share, Export Song to Disk...In the window that opens, name your file Choose the desired format and sound quality. Click Export.

14. Save your project/audio files to your USB drive or an SD card using the adapter connected to the computer or save it to a cloud storage, such as OneDrive or Google Drive.

RECORDING TO A microSD CARD

Your podcast can be recorded to a microSD card independently from or instead of the computer. This option requires a microSD card but does not require the use of the studio laptop for recording.

To get started, insert a microSD card (you will need to bring your own). The card slot can be found on the back of the unit:

Once a microSD card is inserted, the SD card icon in the top right corner of the main screen will turn green, with a number underneath indicating how much recording time you have left on the card. The Record pad will also turn green.

Formatting the MicroSD Card

When a card is used in the console for the first time, it needs to be formatted before recording. To do this, navigate to the microSD card menu by either tapping the icon on the home page or going to 'Settings' > 'Advanced' > 'MicroSD Card'. From here you can use the slide control at the bottom to format your inserted microSD card.

⚠ You can pause your recording mid-podcast by pressing and holding the record button. This is handy if you need to take a bathroom break or organize a guest for the podcast. Simply press the record button again to resume your recording.

Playback

Once you've recorded a podcast, you can easily listen back to it on the RØDECaster Pro. To do this, go to 'Settings' > 'Podcasts'. Here, every podcast recorded onto the microSD card can be accessed.

Each podcast is stamped with the date and time it was recorded, which is displayed at the top of the screen. Pressing the arrow buttons either side of this will scroll through the other podcasts you've recorded. At the bottom right, you also have the option to permanently delete the displayed podcast from the microSD card.

To navigate through your podcast to listen to specific sections, you can press and drag the scrub tool along the timeline. You also have the option to jump back 15 seconds or forward 30 seconds with the skip controls.

With multitrack recording option enabled (by default) for the microSD card, the podcast will be recorded as a polyWAV file that contains 14 separate tracks for the audio (4 mono tracks for the 4 microphone channels, plus 5x2 stereo tracks (2 mono tracks for each) for the main mix output, Computer/USB, smartphone, Bluetooth and Sound Pad channels—14 tracks in total. This option will produce all 14 tracks, even though you will not be recording to some of them. Just ignore the extra tracks.

To export your podcast from the microSD card to a computer, please refer to
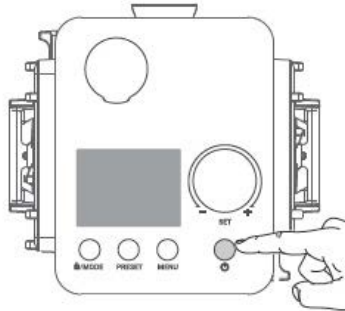https://www.rode.com/user-guides/rodecasterpro/exporting-podcasts

LIGHTING AND TRIPODS: VIDEO PODCAST RECORDING TO PERSONAL DEVICES

A quality video podcast can be recorded with personal devices, such as smartphones, if quality audio recording and sufficient lighting are available. Recording the audio is covered above. This section covers using the production ceiling light and provided smartphone tripods for video recording.

Production Light

The studio is equipped with a production ceiling mounted bi-color LED lighting fixture.

1. **Power On/Off.** Long press the power button on the top of the controller (in the corner next to the power strip) to turn the light on or off.

   o   Short pressing the power button resets the brightness to 0%. Short press again to restore the previous brightness.

⚠️ **Turn the production light off before exiting the studio.**

2. **Brightness/Color Temperature.** Press the control knob above the power button to switch between the brightness and color temperature controls. Turn the knob to change the brightness (1-100%) or color temperature ranging from soft warm (from 2700K) to natural white (~5600K) to bright white (up to 8500K) light.

Tripods

The studio provides four table-top tripods and one longer tripod with phone mounts to support smart phone video recording of up to four participants.

The longer Ulanzi MT-54 tripod can be set up on the floor in a corner of the studio (such as the corner to the right of the door) for the wide shot of all the participants. Push the button on the tripod's end to unlock and extend its legs. The tripod can be raised up to 61 inches high. Slightly rotate the extension sections one by one to lock them.

The ring on the top of the tripod and the phone mount can be angled and rotated as needed.

The table-top Ulanzi MT-16 tripods can be set up on the desk for close shots of each of the participants. These tripods can be extended up to 17 inches high and feature an adjustable ball head and phone clips to hold and position the smart phone.

TROUBLESHOOTING

⚠ The studio computer is off, and you cannot power it up by pressing the power button (located in the top right corner of the keyboard) →

- Make sure the white USB cable (charging) are connected to the adapter and the adapter is connected to the computer. You may have to wait a few minutes for the computer to charge sufficiently for powering up.

⚠ You cannot login to the studio computer →

1. Make sure the yellow Ethernet cable (Internet) is connected to the adapter and the adapter is connected to the computer. The Internet connection is necessary to login.
2. If the above step did not work, login as lcuser, password unc0mm0nbalance. This is a shared account, so make sure to remove any private files after you are done. Alternatively, once you are logged in, log back out and try logging in with your Emory credentials, which should now work.

⚠ The computer has no access to the Internet →

- Make sure the yellow Ethernet cable (Internet) is connected to the adapter and the adapter is connected to the computer. Disregard the status of the WiFi icon in the top right of the display as library computers do not use WiFi.

⚠ Playback has no sound →

- Make sure the USB channel's fader is up, the channel is not muted, and no solo buttons are engaged.

⚠ GarageBand / Logic Pro application does not launch reporting that someone else is using the application →

- Hard restart the computer:
  - o Press and hold the power button in the top right corner of the keyboard until the computer shuts down (ignore any warning messages).
  - o Press the button again to power the computer back up.

⚠ RØDECaster Pro is not an option when selecting Intput/Output settings →

- Make sure RØDECaster Pro is connected to the computer with the black USB cable.

⚠ The guest participating remotely via the studio computer is hearing feedback →

- Make sure you set the input and output in the conferencing app to '**RODECaster Pro Stereo**,' and not 'RODECaster Pro Multichannel.'

⚠ The sound pads do not play the desired sounds →

- To **restore original sounds**, launch the Rode Companion App and choose File > Restore Factory Sounds.