

 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.

All audio recording and playback is controlled by the RØDECaster Pro device.

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. Position the faders about halfway.
2. Position the microphone you will use 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 button with the number/color corresponding to your microphone.
  - Tap 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 other microphones as needed. Tap the “Home” icon to exit the settings.

5. Adjust the headphones volume using headphone numbered knobs as needed.

### 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 Participants

RØDECaster Pro allows you to 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 the four microphones in the room.

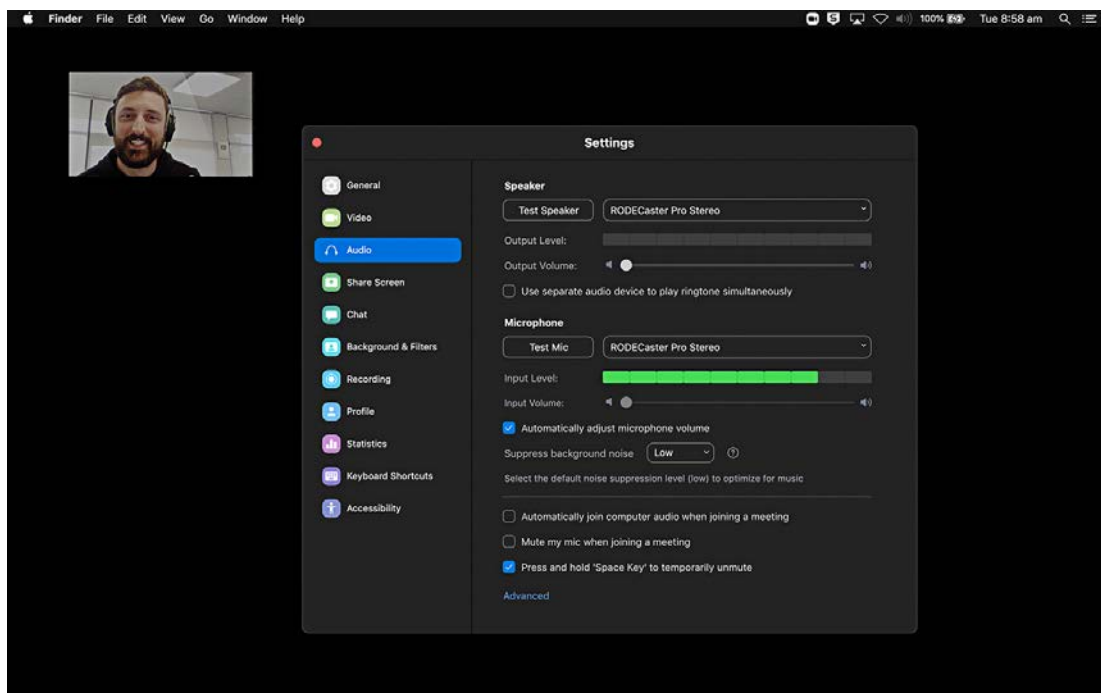


### Computer/USB Channel

You can record the audio from the computer—music or online guests (via a Zoom, Skype, 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 there is no input from the computer, make sure it 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 participants via Zoom or other conferencing software, you will need to set the **RØDECaster Pro Stereo** as the input and output device in the app audio settings:



⚠ Make sure you set the input and output to ‘RØDECaster Pro Stereo’. Setting it to ‘RØDECaster Pro Multichannel’ will result in a distracting feedback loop for your guests.

### Smartphone Channel

To connect a mobile device to the smartphone channel, use the provided cable labeled “Phone” with the lightning adapter (**if the cable does not work with your phone, see the next section for the Bluetooth connection**).

Plug the phone in and push the slider up to get started. Make sure the other end of the cable is connected to the RØDECaster 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.



### 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.


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

You can record your podcast using the studio laptop or your own Mac. You can use GarageBand (included with macOS) or Logic Pro applications.

The recording is done in the **multichannel** mode: each channel on the RØDECaster Pro is recorded as its own track for editing and mixing in post-production. This includes 4 mono tracks for the 4 microphone channels plus 5 stereo tracks—USB (Computer), Smartphone, Bluetooth, Sound Pad, and Stereo Mix channels – 9 tracks in total.

 All channels, except Stereo Mix, 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 audio sources is recorded and available for post-production. The Stereo Mix channel records the mix you made live using the faders and the mute buttons.

 If you choose to record to your own Mac laptop using GarageBand, you can download the pre-configured GarageBand template at [sdl.emory.edu](http://sdl.emory.edu), Audio/Video Production, Podcast Studio, Using the studio section. Download and unzip the file and copy it to your desktop.

 Both GarageBand and Logic Pro are installed in MediaLab on the 4<sup>th</sup> floor of the library, where staff help is available during the staffed hours.

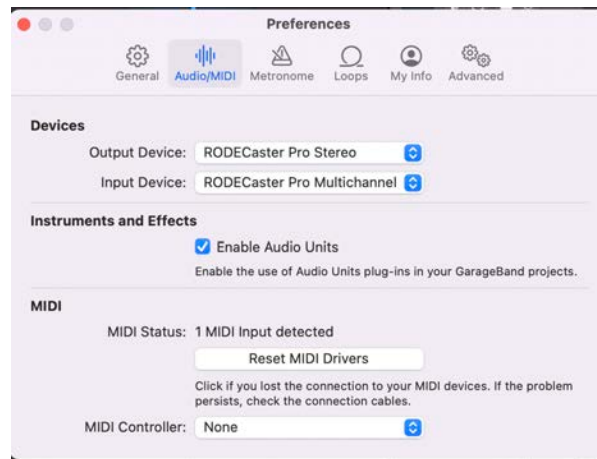
If you are using the studio laptop, login using your Emory University credentials.

If you are using your own Mac laptop, disconnect the USB adapter and the black USB cable from the studio laptop and connect them to your laptop. Remember to reconnect them to the studio laptop before you leave.

To record your podcast:

1. Launch GarageBand or Logic Pro.
2. Double-click on the GarageBand or Logic template that should be on your desktop.
3. A project with 9 tracks—4 microphones, Smartphone, USB, Bluetooth, Sound Pads, and Stereo Mix tracks—will open.
4. Navigate to GarageBand (or Logic Pro) -> **Settings** -> **Audio/MIDI**
5. In the window that opens, select **RØDECaster Pro Stereo** as your **Output** and **RØDECaster Pro Multichannel** as your **Input** device:





⚠ Make sure you select **RODECaster Pro Multichannel** (not Stereo) as your Input Device to allow multichannel recording.

⚠ If you do not see RODECaster Pro as an option, make sure it is connected to the computer with the black USB cable.

6. 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):
7. Click on the white circle/**Record Enable** button for each of the channels you will be using (you should not record unused channels to avoid noise). The button will turn red. Ensure that the channel is getting the signal – you should see a green bar moving.



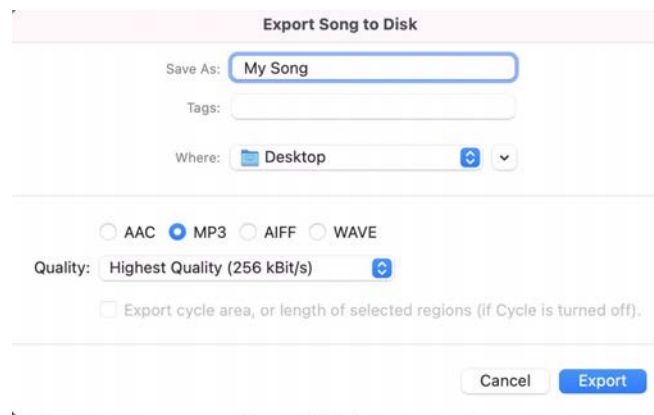
8. To start recording, press '**R**' on the keyboard or the Record button in the application window.
9. To stop/pause recording, press the **Spacebar** or the Stop button in the application

window.

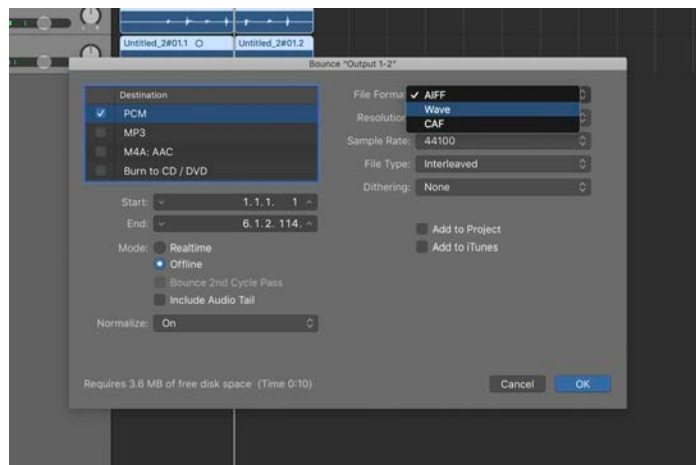
10. Press the **Return** key on the keyboard to bring the cursor back to the start of the project, then press the **Spacebar** or the Play button for playback.

⚠ If you do not hear the playback, make sure that the fader for the USB channel is up, the channel is not muted, and no solo buttons are engaged.

11. To export your project into an audio file, press **Command + A** to highlight all tracks. Th
  - a. 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.



- b. 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).



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



## RECORDING TO A MICROSD CARD

Your podcast can be recorded to a microSD card independently from the computer.

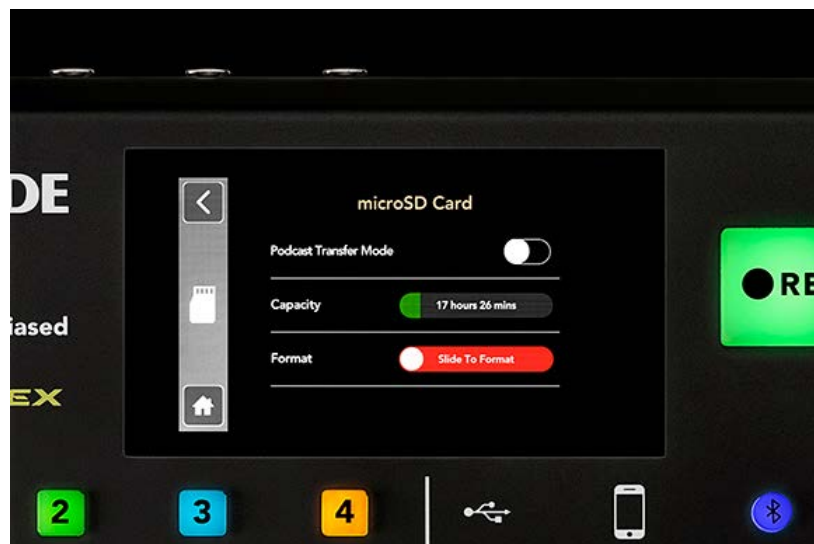
To get started, insert a microSD card (you will need to bring your own). The card slot can be found on the back of the unit:



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 card.



format your  
microSD

⚠ 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.

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

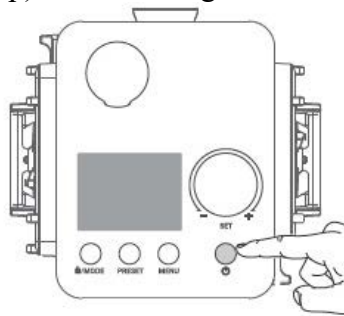
## LIGHTING AND TRIPODS: VIDEO PODCAST RECORDING TO PERSONAL DEVICES

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

### 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.



- 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 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 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) is 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 →

- 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.
  - 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 monitor as library computers do not use WiFi.
- Disconnect the adapter from the computer and reconnect it. The internet should come back on after a minute or so.

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

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

⚠ RØDECaster Pro is not an option when selecting Input/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 '**RØDECaster Pro Stereo**,' and not 'RØDECaster 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.

⚠ Computer playback has no sound →

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