INITIAL SETUP

Power up and log in

1. Optional - turn on the red “On Air” 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.

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

3. Log into the computer using your Emory University credentials.  
   ⚠ At your first login, you may need to go through the initial account setup process.

Adjust the faders (microphone gain) and headphones volume

1. Push the fader for channel 1 up and turn up the headphone knob for channel 1 to about halfway.
2. Position microphone 1 (pink) at about two inches from your mouth and put headphones 1 on.
3. While speaking into the microphone with your podcasting voice volume, adjust the fader so that the green indicator bar is peaking at around -15 dB. Avoid the bar going up into the red.
4. Adjust the volume of your headphones to the comfortable level.
5. Do the same for channels 2-4 and headphones 2-4 as needed.
6. Push the faders for the channels not in use all the way down or mute them by pressing their respective mute buttons.

⚠ Always make sure that as the host you are using headphones 1 (pink) to be able to monitor all the other channels.
Mute and Solo Buttons

Each microphone channel has a mute and solo button.

⚠ You should mute the channels not in use to avoid unwanted interference.

The mute button is handy in case a channel begins to feedback, or if you need to mute an input.

⚠ 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.

The solo button allows you to quickly listen to a single channel without having to mute all the other inputs.
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 4 microphone inputs 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 of an issue, check the computer’s sound settings (System Preferences/Sound) and ensure that both the sound input and output set to RØDECaster Pro Stereo.

To connect online guests via Zoom, Teams, Skype, 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 on the communications 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, use the provided cable labeled “Phone” with the lightning adapter. Plug the phone in and push the slider up to get started.

⚠ For best results, turn up the volume on the connected device to its max limit before plugging into the RODECaster Pro and only then use the fader to control the input volume.

**Bluetooth Channel**

The Bluetooth channel can be used for connecting devices such as smartphones, computers, and tablets wirelessly. This includes audio played through an app such as Spotify, phone calls or audio from a communications app like Zoom. All audio from the RØDECaster Pro will also be sent to your device, allowing for seamless communication.

1. To get started, press the Bluetooth button above the Bluetooth channel fader to make the RØDECaster Pro discoverable to nearby devices. 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’ as the audio device.
3. Turn up the volume on your device to its maximum limit and slowly push up the Bluetooth channel fader up to the needed sound level.

⚠ When connecting computers to the Bluetooth channel, make sure that the input and output device is set to ‘RØDECaster Pro’ in your audio settings. This will allow for two-way audio communication.
Producer Mode

The RØDECaster Pro allows the host to speak to guests ‘off-air’ before bringing them into the podcast. This feature is called ‘Producer Mode’ and works on any of the communications channels.

To activate ‘Producer Mode,’ press both the solo and mute buttons on the host channel (Channel 1) and the channel(s) that you want to communicate with. The icon on both the host channel and comms channel will turn orange on the touchscreen. Now you can chat to the other channels without the conversation being recorded to the main output of the podcast.

This may be useful for prepping guests live before introducing them into the podcast or chatting to your guests while waiting for a jingle, music bed, or pre-recorded interview to end.
SOUND PADS

The sound pads on the RØDECaster Pro can be used for triggering pre-recorded sounds and music.

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

⚠ To restore original sounds, go to the Rode Companion App and choose File > Restore Factory Sounds.
RECORDING YOUR PODCAST TO THE COMPUTER

You can use the installed Logic Pro or GarageBand applications to record your podcast. Each channel on the RØDECaster Pro should be recorded onto its own track for editing and mixing in post-production. This includes 4 mono tracks for the 4 microphone channels, plus 5 stereo tracks for the main mix output, Computer/USB, smartphone, Bluetooth, and Sound Pad channels – 9 tracks in total.

1. Launch Logic Pro or GarageBand. In the window that opens, choose **Open an existing project**...

2. Navigate to the Shared folder (you may need to move the slider back to see it) and open the **Logic Template** file (if using Logic) or GarageBand Template file (if using GarageBand):
3. A project with 9 tracks—4 microphone, Smartphone, Computer/USB, Bluetooth, Sound Pads, and Stereo Mix tracks—will open.

4. Go to Logic Pro > Preferences > Audio or GarageBand > Preferences > Audio/MIDI

5. In the window that opens, select RODECaster Pro Stereo as your Output and RODECaster Pro Multichannel as your Input device:

⚠ Make sure you select RODECaster Pro Multichannel (not Stereo) as your Input Device.

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):
⚠ Failure to perform the above step will result in this error when trying to record:

7. Click on the **Record Enable** button for each of the channels you will be using (you do not need to record unused channels):

8. To start recording, press ‘R’ on the keyboard or the Record button in in the application window.

9. To stop recording, press the **Spacebar** (use the Spacebar to play/stop a recording) 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.

11. 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).

   ![Image of Logic bounce window]

   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.

   ![Image of GarageBand export song window]

12. 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 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 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.

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