GCSN | GREATER CHRISTCHURCH SCHOOLS' NETWORK

PODCASTING KIT

WHAT'S INSIDE

- ☐ 1 x ZOOM PodTrack
- ☐ 1 x USB to USB-C cable
- ☐ 2 x XLR Mic Cables

- ☐ 2 x Microphones, with stand cradles attached
- ☐ 2 x Microphone stands
- ☐ 2 x Over-ear headphones

ZOOM Podtrack
USB Cable
2 x Mic Stands
2 x Headphones
XLR Mic Cables *(sit on top of gear)*
2 x Microphones
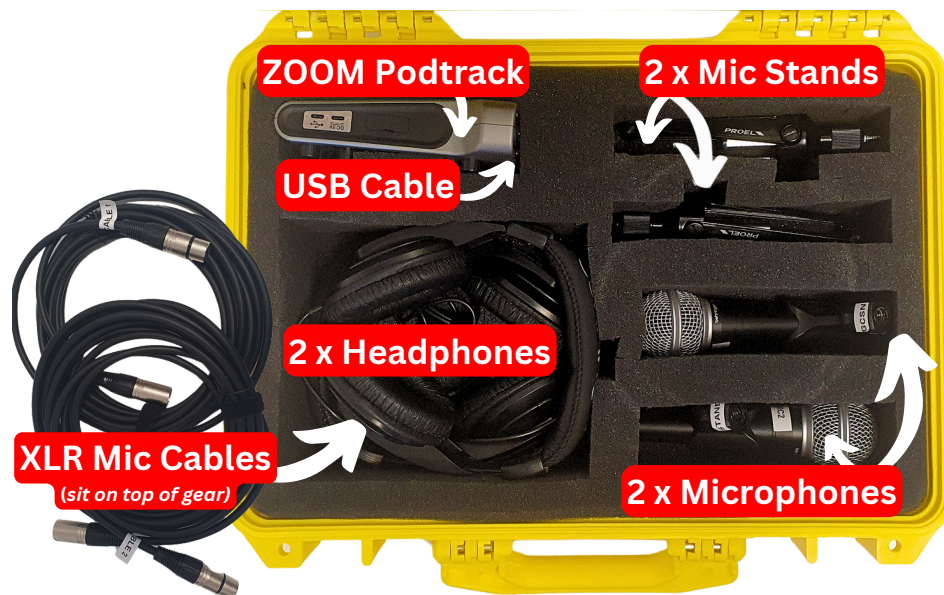
Some notes on recording audio

Anything you can do to make the recording better will help with editing, and the finished recording! With this in mind:

- Always record wearing headphones to ensure you can hear what is being recorded
- Reduce background noise and record in a quite space. Turn off heat pumps and fans.
- Close curtains to improve recording quality.
- Rehearse and practice to make editing easier.
- It is not possible to remove all noise from under speaking. If you need to turn a page or there is a loud noise, stop speaking and wait until the noise has stopped. Start speaking from the point before the noise started to ensure a clean take.
- If someone makes a mistake, keep recording and repeat the phrase.

Getting Started

There are several ways of using the Zoom PodTrak. The full instruction manual is included with this kit.

Set up the ZOOM PodTrak

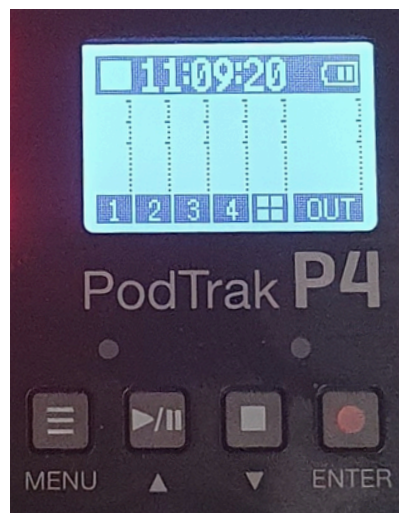|		
Set up PodTrak	Assemble the microphone stands. Use the XLR cables to connect the mics to inputs 1 & 2 on the PodTrak unit. Make sure the left handed unpowered dynamic mic option is selected. Connect headphones to the corresponding inputs at the bottom of the unit e.g. mic 1 & headphones 1 are being used by the same person.	
Input & Output Volume	Turn on the unit. Turn on the headphones to level 5 adjust as needed. Increase the input volume so all microphones are coming in at the same level. Some people's mics may need to be turned up or down. TIPS: It is better to record at a lower volume rather than "too hot". Mute a mic that isn't being tested for an accurate test.	

Record onto the Zoom PodTrack

Record onto the PodTrak	Push the red 🔴 to record (*always make sure the timer is increasing to show you are recording*). Use ⬛ to stop the recording & finish creating the file. Use ⏯️ to pause and restart the recording (this will not create a file)	
Upload files to your device.	With the USB-C cable connect the PodTrak to your computer. On the PodTrak, select Menu and scroll down until you see File Transfer and push enter. Copy your files across to your computer. Delete the files from the PodTrak device via your computer.	

Record onto a computer with a DAW (Digital Audio Workspace e.g. Audacity)

Record to a DAW	After setting up the mics connect the PodTrak to your computer with the USB-C cable. Open your DAW and create a new audio file and select record. 🔴 Make sure to save and export your files after recording.	

Record with a DAW + Conferencing App (e.g. Zoom or Google Meet)

Record with ZOOM	With the PodTrak connected to your computer as above, change mic 4 to USB. Start your call. Ensure the application's mic input and headphone output are ZOOM P4. Test the mics and record as above. The caller's volume can be controlled by the mic 4 dial. People recording over a conferencing app should always wear headphones and use a mic if possible.	