

DIY Podcast Studio

Quick Guide

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Introduction

The University of Twente offers a DIY Podcast Studio located in the Spiegel building, room 207. This facility is available free of charge to both employees and students. You can book the studio through the online reservation tool. It is intended for podcasting and voice recording projects that benefit the University of Twente.

Features

The studio is equipped with a table, chairs, a laptop, a multitrack recorder, professional microphones and headsets.

- UT laptop HP EliteBook
- Rodecaster Pro II
- Micro SD card
- USB-C cable
- SM7B microphone (4)
- DM1 Dynamite pre amp headphones (4)
- Yellowtec MiKA Mic Arm M Black XLR (4)

Proper preparation

Before recording, ensure you have a clear plan for your podcast or audio recordings. Reserving a timeslot and preparing in advance will save you significant time during both the recording and post-production stages. Proper preparation reduces the need for extensive editing afterward.

Rodecaster Pro II with multitrack recording

Recordings are made using the Rodecaster Pro II, an integrated audio production studio connected to high-quality microphones and headsets. It offers numerous settings and is typically configured for general podcasting with audio compression and equalization, resulting in multitrack recordings. This allows you to either use the final recording directly or edit the individual tracks as needed.

General rules

To ensure the room remains tidy and ready for use, please adhere to these simple rules:

- Keep the room tidy.
- Do not eat or drink in the room.
- Leave the room as you found it.
- If you change the Rodecaster settings, reset them to the default UT settings.

If you have suggestions for improvements or wish to make changes, contact the video team at videoteam@utwente.nl.

Booking the studio

UT members and students can book the studio through the online studio planner at <https://podcaststudio.planner.utwente.nl/>.

Timeslots are available for up to 2 hours. If you need additional time or have a special request, please contact the video team at videoteam@utwente.nl.

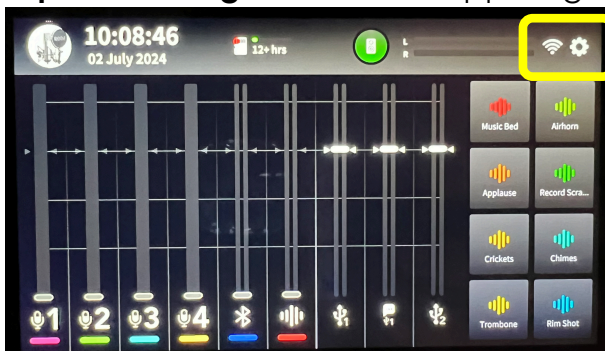
1. Preparation

Prepare the system

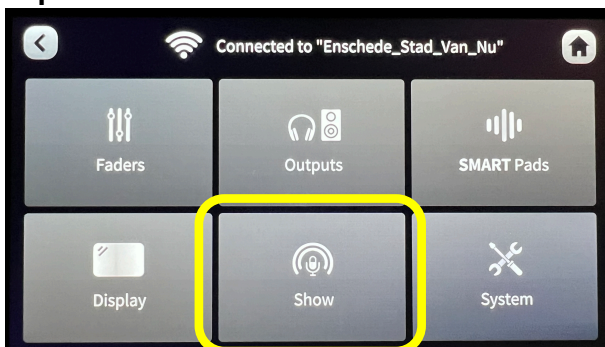
1. Power-up the **RØDECaster Pro II** by **shortly pressing the red power button** at the back of the device.



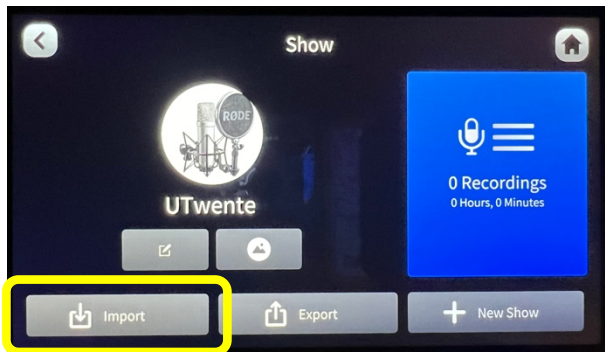
2. **Wait** until the system is fully powered-up.
This will take approximately 30 seconds.
3. **Tap** the **'Settings'** icon in the upper right corner of the screen.



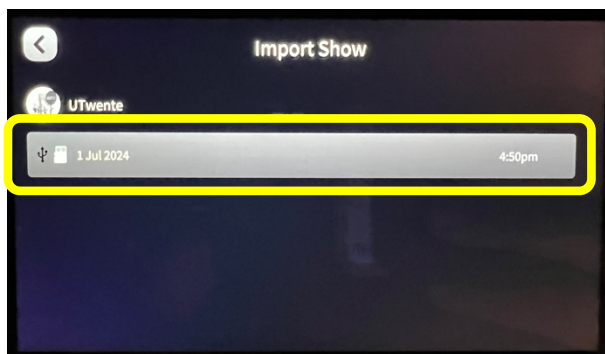
4. **Tap 'Show'**.



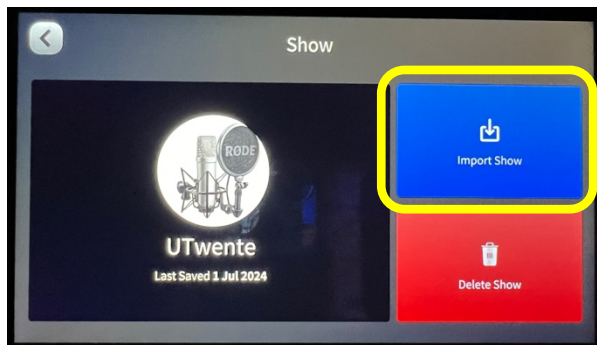
5. Tap 'Import'.



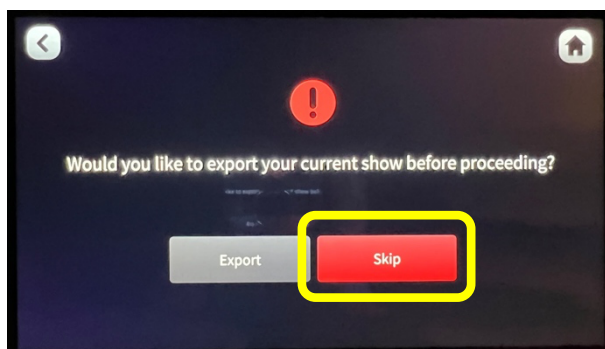
6. Tap the show to import.



7. Tap 'Import Show'.



8. Tap 'Skip' when the system asks you 'Would like to export the current show before proceeding'



The RØDEcaster Pro II is now ready for use.

2. Recording

Top View of the RØDECaster Pro II

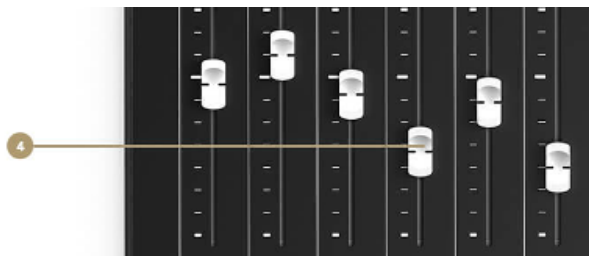
Top View

- 1 5.5" HD Touchscreen
- 2 Record Button
- 3 Channel Buttons
- 4 Channel Faders
- 5 Listen and Mute Buttons
- 6 Headphone Output Controls
- 7 Rotary Encoder
- 8 SMART Pads
- 9 Bank Switching Buttons



Recording an interview

1. **Adjust** the level of the mic with the **Channel Faders** (4).



2. **Adjust** the level of the headphones with the **Headphone Out Faders** (6)



3. **Press** the **Record Button** (2) to start the recording.



4. **Press** the **Record Button** (2) to stop and save the recording.

For more advanced features, please read the user guide on the website of the RØDEcaster Pro II:

<https://rode.com/en/user-guides/rodecaster-pro-ii>

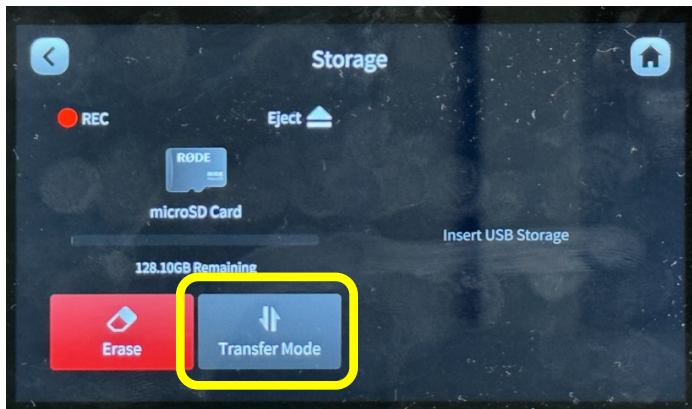
3. Transferring tracks via transfer mode

The RØDECaster Pro II can behave as a USB-C drive. You can put it in transfer mode and when you connect the USB-C cable to a PC you can access the files stored on the MicroSD card. To get the RØDECaster Pro II in transfer mode, use the following steps:

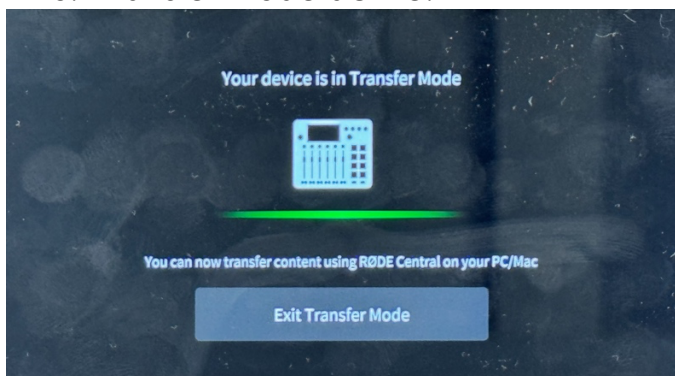
1. **Select** the MicroSD card Button:



2. **Select** Transfer Mode:



3. **Transfer mode active:**



4. Transferring tracks via RØDE Central

Using your own laptop with USB-C connection

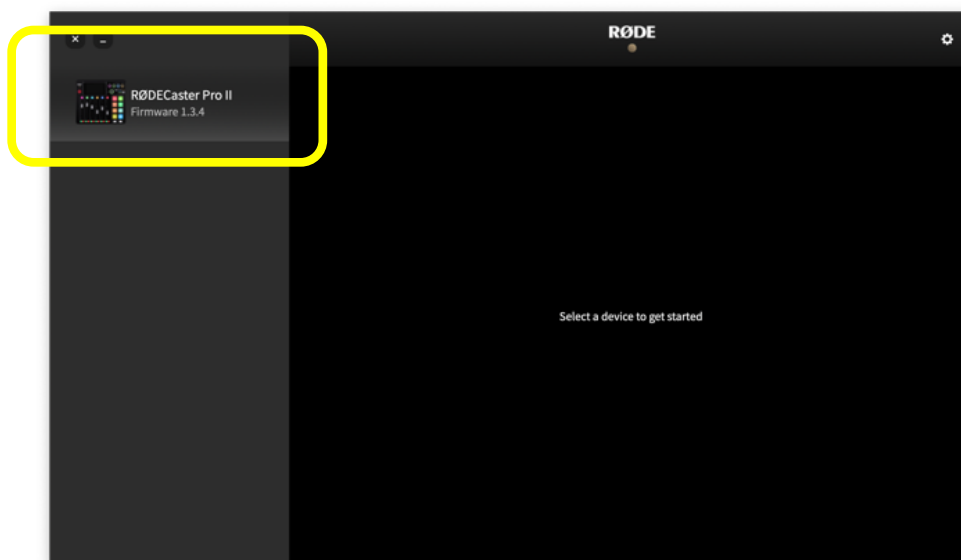
1. **Download** the 'RØDE Central' software application via this link: <https://rode.com/en/apps/rode-central>
2. **Install** the software on your laptop.
3. **Connect** the RØDECaster Pro II via the USB-C cable to your laptop.
4. **Continue** with step 3 in the section 'Using the UT laptop'.

Using the UT laptop

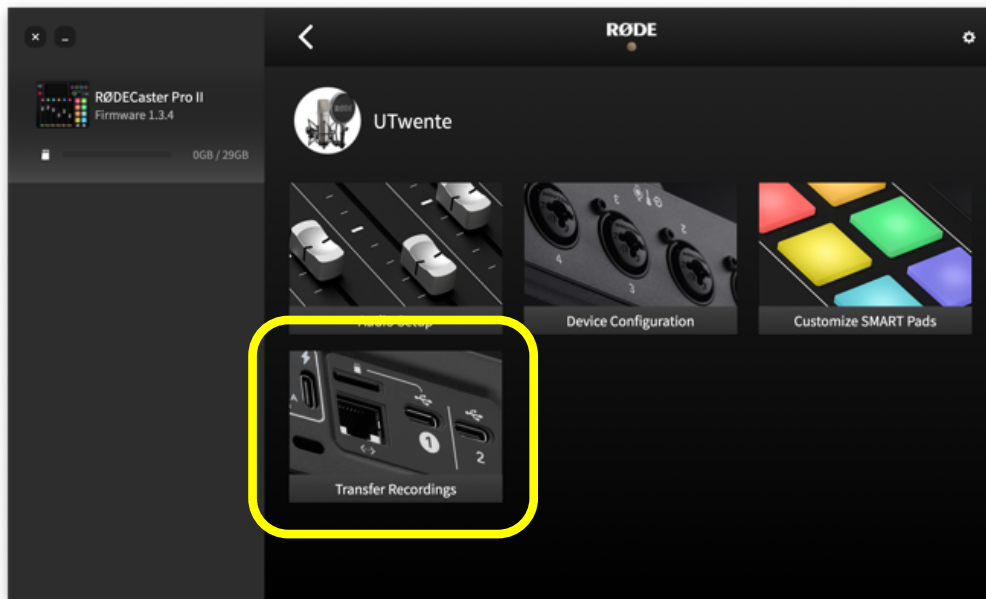
1. **Open** the laptop and login with the PIN-code 615243.
2. Make sure the RØDECaster Pro II is connected via the USB-C cable.
3. **Launch** the 'RØDE Central' application.

The software will automatically set the RØDECaster Pro II into 'Transfer Mode'. If this does not happen, follow step A and B, else continue with step 4.

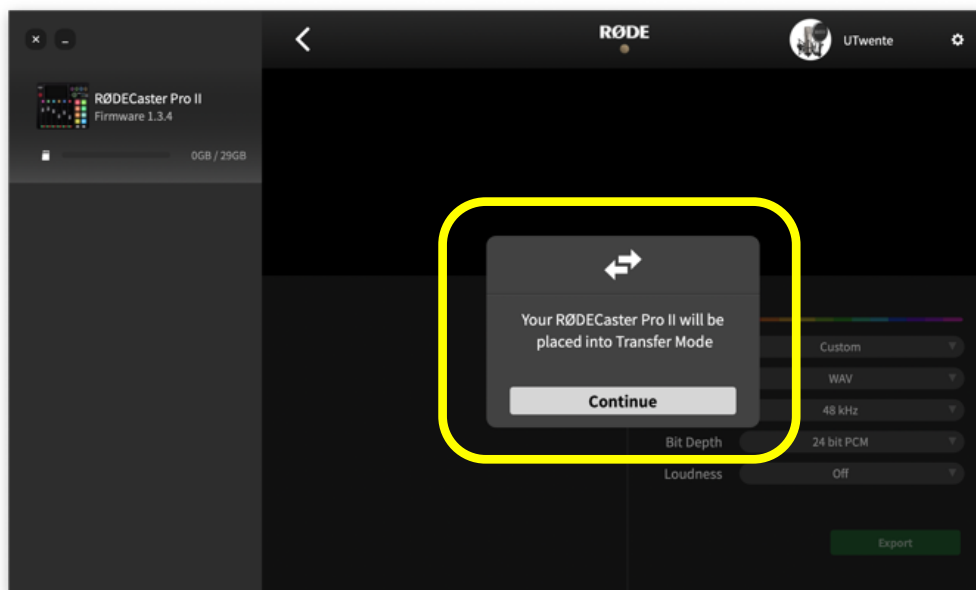
- a. **Tap** the **SD card icon** in the upper middle of the screen on the RØDECaster Pro II.
 - b. **Tap** 'Transfer Mode' to set the system into transfer mode.
4. **Select** the device **RØDECaster Pro II**.



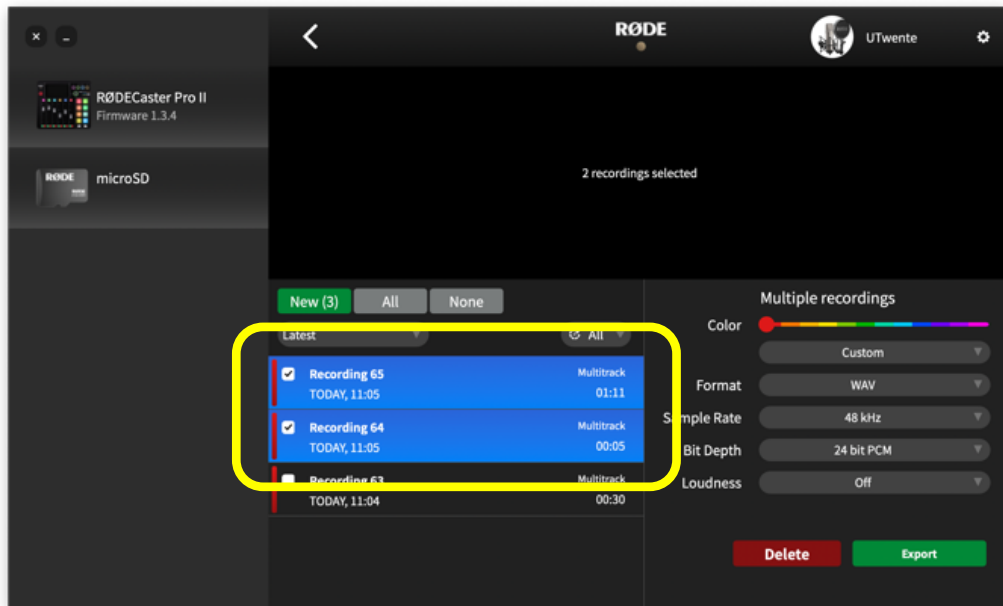
5. Click on 'Transfer Recordings'.



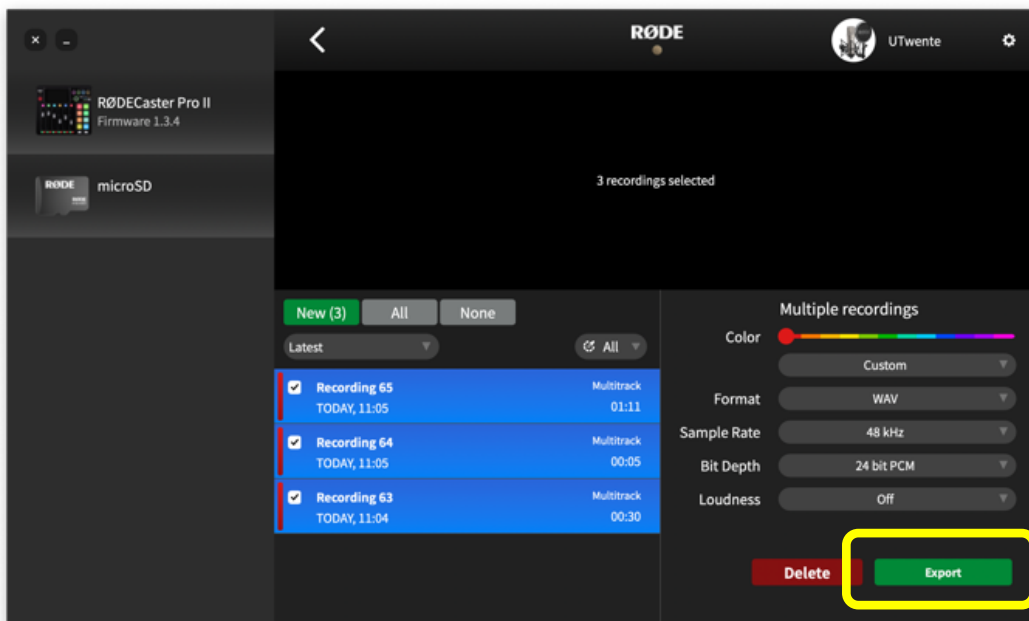
6. Click 'Continue' to put the RØDECaster Pro II in Transfer Mode.



7. **Select** the tracks you would like to transfer, by **clicking** the checkbox in front of the track name. A checkmark will appear.



8. **Tap 'Export'** in the lower right corner of the application to transfer the tracks to the laptop.



9. **Select** a folder to copy the files to and **click OK**.

When the files are transferred to your laptop, you will find your multitrack recordings in the designated folder. These files include the following:

Meta.xml	xml file
Stereo Mix.wav	Final Stereo mix recording
Track1-Mic 1.wav	Individual track
Track2-Mic 2.wav	Individual track
Track3-Mic 3.wav	Individual track
Track4-Mic 4.wav	Individual track
Track5-Bluetooth 1.wav	Individual track
Track6-Sounds.wav	Individual track
Track7-USB1 Main.wav	Individual track
Track8-USB1 Comm.wav	Individual track
Track9-USB2 Main.wav	Individual track

For each recording, a new folder is created on the microSD card.

10. You can now copy your files to an external storage device or send them via email using **SURF Filesender**, the University of Twente's file transfer service, which allows transfers of up to 1 TB of data per transfer:

<https://filesender.surf.nl>

5. Publishing recordings

YUJA

There are multiple methods to publish your recordings. You can utilize the UT **YuJa** hosting platform, which supports both video and audio files. Simply log in to the UT YuJa page and upload your recordings for publishing:

<https://utwente.yuja.com/>

Transistor.FM

Additionally, the University of Twente offers infrastructure for creating and distributing podcasts through **Transistor.FM**. For more information on these options, please contact the Videoteam at **videoteam@utwente.nl**.