Audio Recording Booth
General Operating Procedures (voice recording)

1. Upon entering, turn on fan (bottom left of door as you enter)
   a. Push top of dial to turn on

2. Desk light can be turned on for extra lighting.
   a. Slide finger to the right for more light

3. If not already on, turn on the AudioFuse interface
   a. On/off button on top left corner
   b. Make sure the 48V button is on under the Input Channel 1
   c. Press the PAD button until it turns red

4. Wake up computer and start the software you wish to use
   a. Audacity or Adobe Audition (both found in the Start menu)

5. Microphone and Headphone settings
   a. In Audacity
      i. MME
      ii. Mic/Line 1-2 (AudioFuse)
iii. 2 (Stereo Recording Channels)
iv. Playback device (AudioFuse)

6. Start recording!
   a. If using the high stool and the music stand, turn on the light on the stand to light up your script
   b. If you find your recording is only playing back on one side of the headphones, there is an easy fix (In Audacity)

7. When finished, please remember to turn off the desk light and the fan before exiting.
   a. To turn off the audio interface, click and hold the on/off button
Helpful hints for good voice recording

1. Sit up straight to allow diaphragm to move easily
2. Use either the low chair, sitting up straight, or the high stool with the music stand (or you could stand)

Article: 10 Ways to Build Your Voice-Over Skills (https://videomaker.com/article/c4/15804-10-ways-to-build-your-voice-over-skills)