

Podcast Studio – House Rules

Please use the Podcast Studio responsibly, so that students and staff can also make use of the facilities after your turn, without issues.

- A) It is mandatory to stick to the already set settings when using the podcast equipment. If you want to make any changes to these settings, please consult with the library first. <https://library.maastrichtuniversity.nl/contact/>
- B) Follow the instructions in the step-by-step guide.
- C) Save the recordings directly to your own device after use. Empty the SD card belonging to the equipment. This way you **prevent abuse by others!** Also think about where you will publish your recordings. Check the Library Website for more information about safely handling your data.
- D) Please leave the room tidy and switch off the equipment after use. Return the key to the Information Desk. Please handle the equipment and space with care. **You are liable for any damage.**

If you would like publicity for your podcast, send a request via <https://library.maastrichtuniversity.nl/contact/>.

The Equipment



Zoom H6 audio recorder (6 channels), 2 built-in microphones, 4 XLR inputs for external microphones, line-in, Sandisk SDXC 128GB memory card storage for audio recordings.



K&M table tripod with heavy foot (2.5 kg). Black. Height adjustable 217-247mm. (4x)
CA-PRO XLR male - XLR female 1.5 meter (4x).

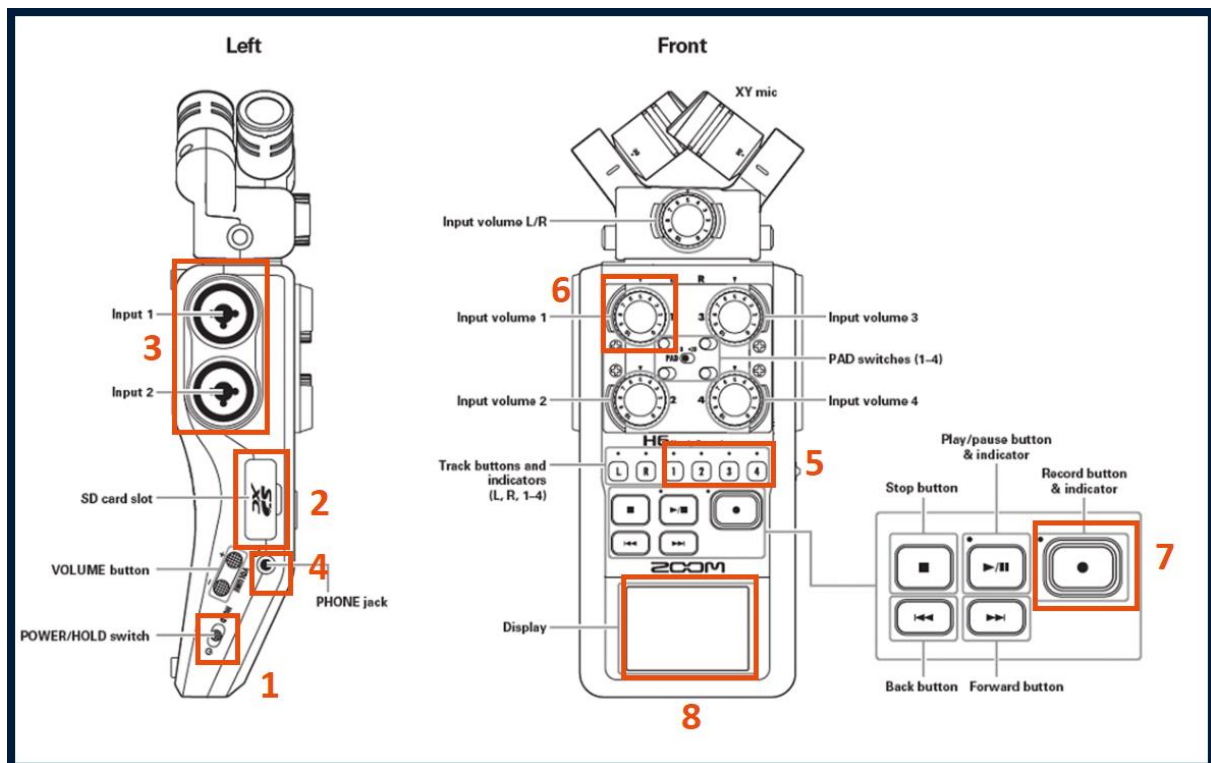


Rode PodMic. Speech-optimized large diaphragm microphones (4x)
CA-PRO XLR male - XLR female 1.5 meter cables (4x)



Beyer Dynamic DT240 Pro headphones monitoring recording.

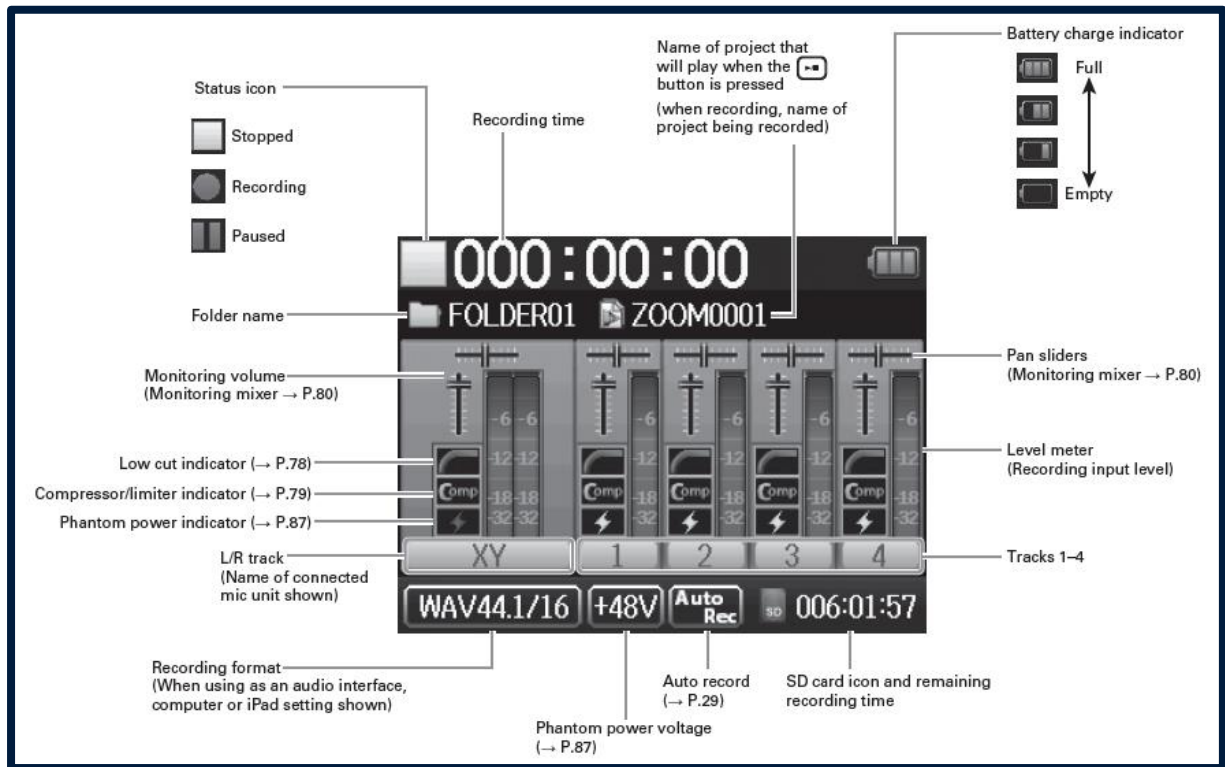
Step-by-step instructions for using the podcast equipment



Step 1	Turn the power on (1) by holding the switch for a few seconds. The display will light up.
Step 2	Insert the SD-card (2) . You can find it in the box you received at the information desk.
Step 3	Connect the microphones (3) and the headphones (4) . They might already be connected, but check if this is correct and that you know which microphone goes with which number.
Step 4	Select the microphones you are using and turn them on by pressing the button (5) . The indicator light should be on at the number of the microphone you selected. Leave the microphones you are not using off to prevent interference.
Step 5	Check the volume dial for each microphone you are using (6) . Usually the dial is set to 7 or 8. Set them as low as possible to prevent unwanted background noise. You can check this in the next step.
Step 6	Do a test recording . Put on the headphones, press the record button (7) and speak into the microphone. Check the level meters on the display (8): when speaking, the indicator should be in the yellow zone. Adjust the volume dial (step 5) if necessary. Do this for all microphones you want to use. Finish the test by pressing the record button (7) again.
Step 7	When all is set and you are ready, start your official recording by pressing the record button (7). Finish your recording with the same button. You can make as many recordings as you like.
Step 8	When you are done recording , take the SD-card out of the Zoom Recorder (press the SD-card to release it). Put the SD-card in the SD-to-USB converter stick (it has a USB-A and a USB-C connector) and plug it into your own device. Transfer your recordings unto your own device. Make sure the SD-card is empty when you are done!
Step 9	Turn off the Zoom Recorder . Make sure you leave all the equipment in a good state. Report any issues or defects at the information desk.
Step 10	Check the room . Return the SD-card and the SD-to-USB stick to the box, turn off the lights, lock the door and bring the box and the key back to the information desk.

Zoom Recorder Display

This is what the display of the Zoom Recorder looks like when the recorder is on. Among other things, it will show you whether or not a recording is in progress and for how long (top), what the status of the battery is (top right) and the input it receives through the microphones (level meter, middle).



Extra information (for the experts and enthusiasts)

You can connect up to four XLR microphones to the Zoom H6 Handy Recorder. Included is an XY mic, which will make your recordings sound more natural. The Zoom H6 will record each track separately in uncompressed WAV format. You can enable or disable each track by pressing the track buttons, L+R and 1 - 4. The indicator of the selected track button lights red when enabled.

Make sure you disable the tracks you do not use to prevent interference. If you press track button 2 while pressing and holding track button 1, tracks 1/2 will become a stereo track (stereo link). Tracks 3/4 can be made into a stereo track in the same way. Stereo links can also be deactivated in the same way. The L/R track stereo link, however, cannot be deactivated.

When you finish recording, use the supplied SD-card reader to copy your recordings to your personal device. You can format the SD-card using the Zoom H6 or your laptop.

Each track has a dial to control input volume. They are usually set at seven or eight, depending on the voice of the speaker and background noise. Try to set them as low as possible to prevent any unwanted (background) noises in your recordings. Mind the level meters on screen, adjust so that the peak level stays around -12dB.

Listen to your (test) recordings using the headphones, connected to the phone jack. Make sure everything is loud and clear without any interference before you start.

Step-by-step flowchart (from the factory manual)

