# How to record audio in the CMA 4.140 Radio Room

## Recording

Log into the Mac partition of the iMac with your EID.

Go to the Motu Audio Setup and make sure the settings are correct.
These are the correct settings for Audio Input and Output

Make sure set to Analog 1-2 on Input and Output

Go to the System Prefs and make sure the sound Output is set to the Motu 828Mk3 Hybrid USB
Same with the Input

Launch the Application Adobe Audition.
Go to the Adobe > Preferences and check the Audio Hardware make sure it is set to the MOTU FOR THE DEFAULT INPUT AND OUTPUT.

Next check the Audio Channel Mapping Make sure it is set to MOTU 828mk3 Hybrid Analog 1 and Analog 2 Input.

Output should be set to MOTU 828mk3 Hybrid Analog 1 and Analog 6 Output.
On the audio board, turn ON the microphones that you wish to record from. If you are only recording yourself, use the Mic 1.

The ON button should be lit up, and the slider moved approximately half way up.

Now is the time to adjust your levels. Practice your recording and adjust the microphone slider until the levels average -7db on the meter that reads "out to recorders" at the top of the audio board.

This step has the most impact on the quality of your recording. Make sure that your audio levels are never too high to go off the chart or too low as to barely register.

A. In Adobe Audition, select File > New > Audio File ... (Shift + Command + N)

B. Press OK to accept the default settings.
C. Press the red record button to begin your recording.

D. Press the red record button again to stop your recording.

To record again, repeat the above A through D steps.

**Playback**

Press the ON button for the iMac recorder on & move the slider up.

This will route the computer audio through the headphones.

To record audio again, turn the iMac slider OFF.

To route audio through the speakers, turn OFF Mics 1 through 4 on the sound board.

Press play to hear your recording.

*If you do not hear audio:*
- Make sure that the Mics 1 through 4 are turned off.
- Turn up the volume on the Monitor knob.

• Check the Adobe Audition Preferences> Go to >Audition > Preferences> General
• Check the Audio Hardware and should be set to Default Input > MOTU 828mk3 Hybrid
• Check the Default Output > Should be set to MOTU 828mk3 Hybrid

• Check the Audio Channel Mapping Preference. Make sure the Inputs and Outputs are set to the
  • MOTU 828mk3 Hybrid

Exporting
When you're done, in Adobe Audition, select the File you wish to export.

Select File > Export > File

Name your file.

Select Browse to choose a location to save the file.
In the ‘Where’ dropdown menu, select the Desktop.

Under File format, WAV is the default. If you would prefer MP3 files, select MP3.

Note: WAV files are far superior for editing or any kind.

Select Save.

Select OK.

Repeat this process if you have recorded multiple files that you wish to save.

Quit out of Adobe Audition. You do not need to save changes to this project if you have only made simple recordings.

Save your audio recordings by copying them from the Desktop to a USB device or one of the Servers available under Shares.