# How to record telephone audio in the CMA 4.140 Radio Room

<table>
<thead>
<tr>
<th>Log into the iMac with your EID and Password</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>go to the Motu Audio Setup and make sure the settings are correct</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
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</tbody>
</table>
General settings

Launch MOTU Audio Setup when hardware becomes available

Channel Names
Edit...

Enable Pedal
Pedal Down
Set [3]

Pedal Up
Set none

driver: 1.5.64154
These are the correct settings for Audio Input and Output

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

Go to the SystemPrefs and make sure the sound Output is set to the Motu 828Mk3 Hybrid USB
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.

Make sure the Keypad to dial and answer calls is ON. It should be left on but check it.

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.

Put the headphones attached to the audio board on your ears.

Make sure the "TEL" button is lit

All the buttons with Arrows should be lit RED on each mic in use

On the audio board, turn the Phone mic On.
On the small telephone keypad, press the Red Button to Drop any previous calls.

Then press the yellow Call button to pickup the telephone line.

Dial 9 to reach an outside line.

You should hear a dial tone. If you don’t hear a dial tone hit the red button and then the yellow Call button again.

make sure the Phone line is on on the audio board too.

Dial your telephone number as normal:

Area code first, then the 7 digit phone number.

If you want the person to call in for the interview instead of calling out to them -

The phone number to this phone line is 512.232.3236.

The Yellow Call button will flash when a call is incoming

Press the Yellow button to answer the incoming call. You should hear the person on the “Phone” channel
<p>| | |</p>
<table>
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</table>
| **A.** In Adobe Audition, select File > New > Audio File ... (Shift + Command + N) | ![Adobe Audition interface](image1.png)  
New Audio File dialog box with settings:  
- **File Name:** Untitled 1  
- **Sample Rate:** 48000 Hz  
- **Channels:** Stereo  
- **Bit Depth:** 32 (float) bits |
| **B.** Press OK to accept the default settings. | ![New Audio File dialog box](image2.png)  
**New Audio File** dialog box with settings:  
- **File Name:** Untitled 1  
- **Sample Rate:** 48000 Hz  
- **Channels:** Stereo  
- **Bit Depth:** 32 (float) bits |
| **C.** Press the red record button to begin your recording. | ![Record button](image3.png)  
Record button and play button |
| **D.** Press the red record button again to stop your recording. | ![Record button](image4.png)  
Record button and play button |
|   |   |
| To record again, repeat the above A through D steps. |   |
| To hang up your call, press the red Drop button. | ![Drop button](image5.png)  
Drop button |
|   |   |
| **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.

Exporting

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

Select File > Export > File
<table>
<thead>
<tr>
<th>Name your file.</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="New Audio File" /></td>
</tr>
<tr>
<td>Select Browse to choose a location to save the file.</td>
</tr>
<tr>
<td><img src="image" alt="Browse..." /></td>
</tr>
<tr>
<td>In the 'Where' dropdown menu, select the Desktop.</td>
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<tr>
<td><img src="image" alt="Documents" /></td>
</tr>
<tr>
<td>Under File format, WAV is the default. If you would prefer MP3 files, select MP3.</td>
</tr>
<tr>
<td><img src="image" alt="Format" /></td>
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<tr>
<td>Note: WAV files are far superior for editing or any kind.</td>
</tr>
<tr>
<td>Select Save.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
</tr>
<tr>
<td>Select OK.</td>
</tr>
<tr>
<td><img src="image" alt="OK" /></td>
</tr>
<tr>
<td>Repeat this process if you have recorded multiple files that you wish to save.</td>
</tr>
</tbody>
</table>
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.