

Basic Audio Recording

Offsite Productions

Kit



**Zoom
Recorder +
On-board Mic**

**Mic Receiver
+ XLR to
35mm cable**

**Mic Transmitter +
Lavalier Mic**

Headphones

1a. Turn on Zoom

The on/off switch is on the left side of the Zoom recorder.

Slide down and release to turn on/off.

Screen and active recording track indicators will illuminate when on.

The headphone jack and SD card slot are also on the left side of the Zoom recorder. An SD card should be already inserted in the Zoom.

SD card
Headphone jack
On/Off switch



Active recording track indicators

Screen



Battery life

1b. Zoom Battery Replacement

If battery replacement is needed, the battery slot is on the back of the recorder.



2a. Mic Receiver Pack setup

Hold the front release buttons and flip open front of the receiver pack.

Press and release ON/OFF switch to turn on the pack. Screen and indicator lights will illuminate.

Settings should be all set, no need to change anything.

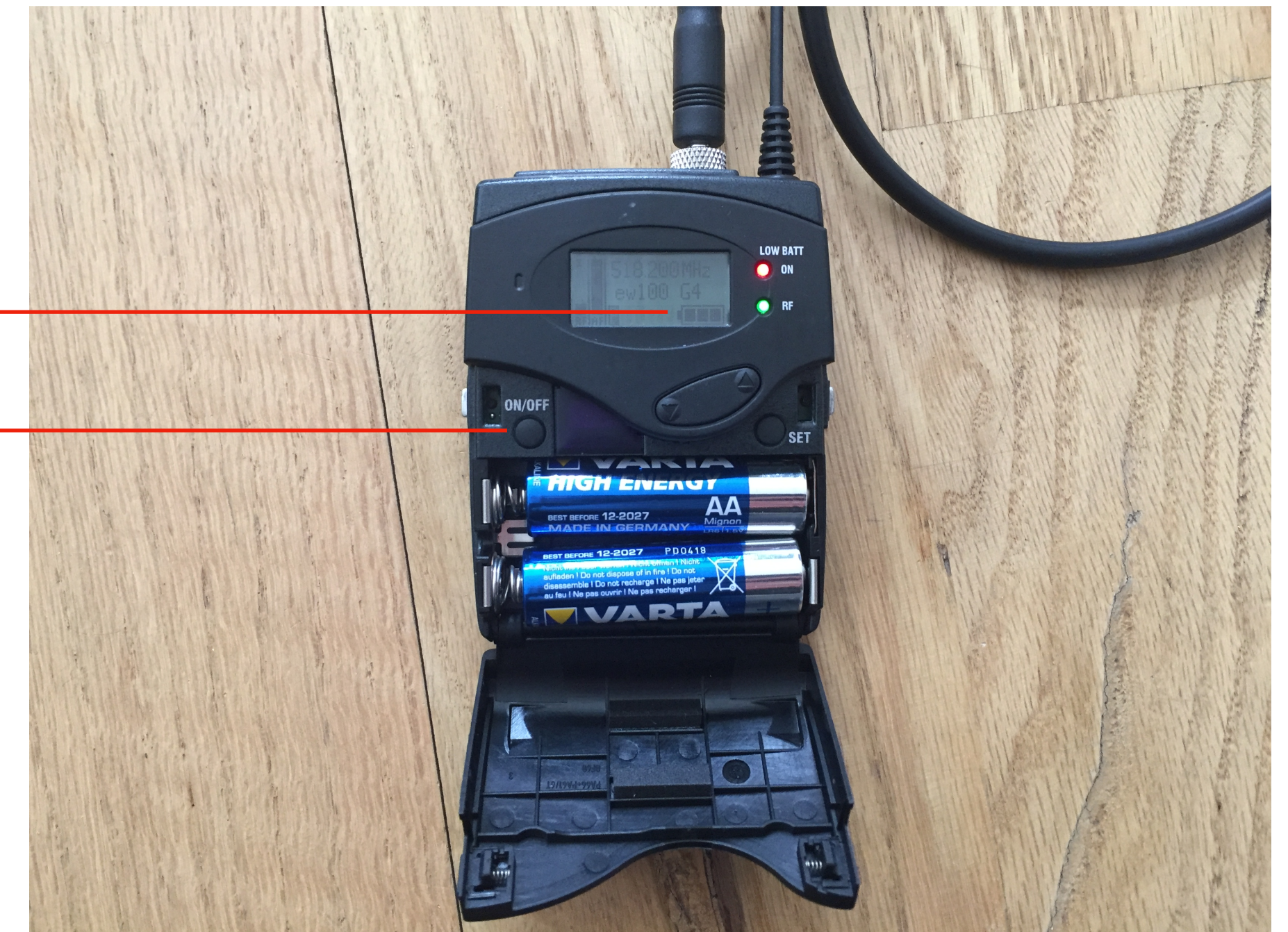
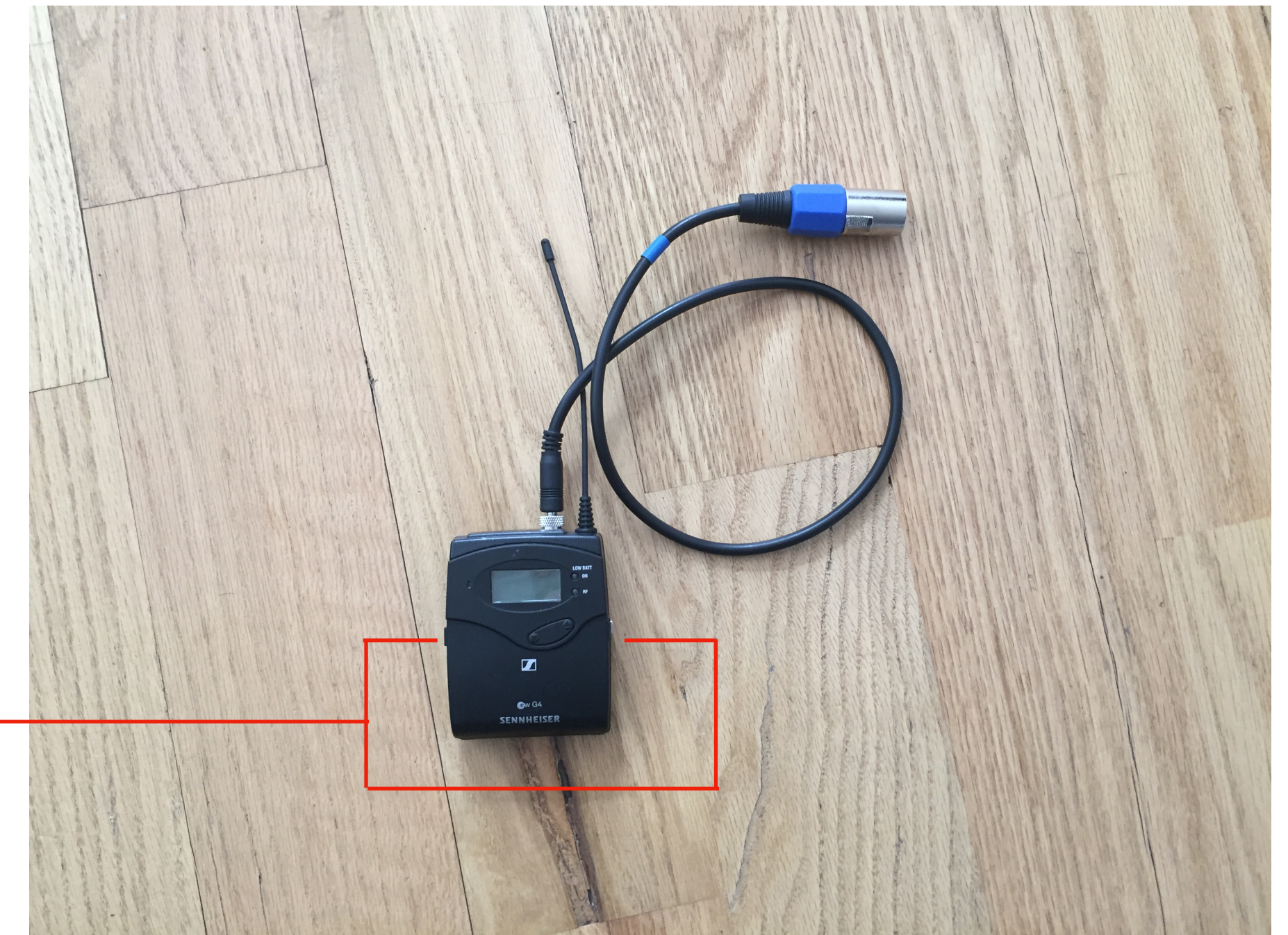
Replace batteries if needed.

Close the front of the pack.

Front release buttons

Battery life

On/Off switch



2b. Attaching Receiver to Zoom Recorder

In this setup, we are using 2 tracks:

- Track 1 — Mic Receiver for wireless Lavalier mic
- Track L + R — Zoom on-board mic (this is already attached to the top of the Zoom recorder)

Plug pack XLR cable into the Track 1 Slot of the Zoom recorder (upper left side).

Active track indicator lights for Track 1 and Track L+R should be illuminated.

If the correct tracks are not illuminated, simply press the button below the appropriate active track indicator light to turn the track on or off.

XLR connection for Track 1



Active track indicator light



3a. Mic Transmitter Pack setup

Hold the front release buttons and flip open front of the transmitter pack.

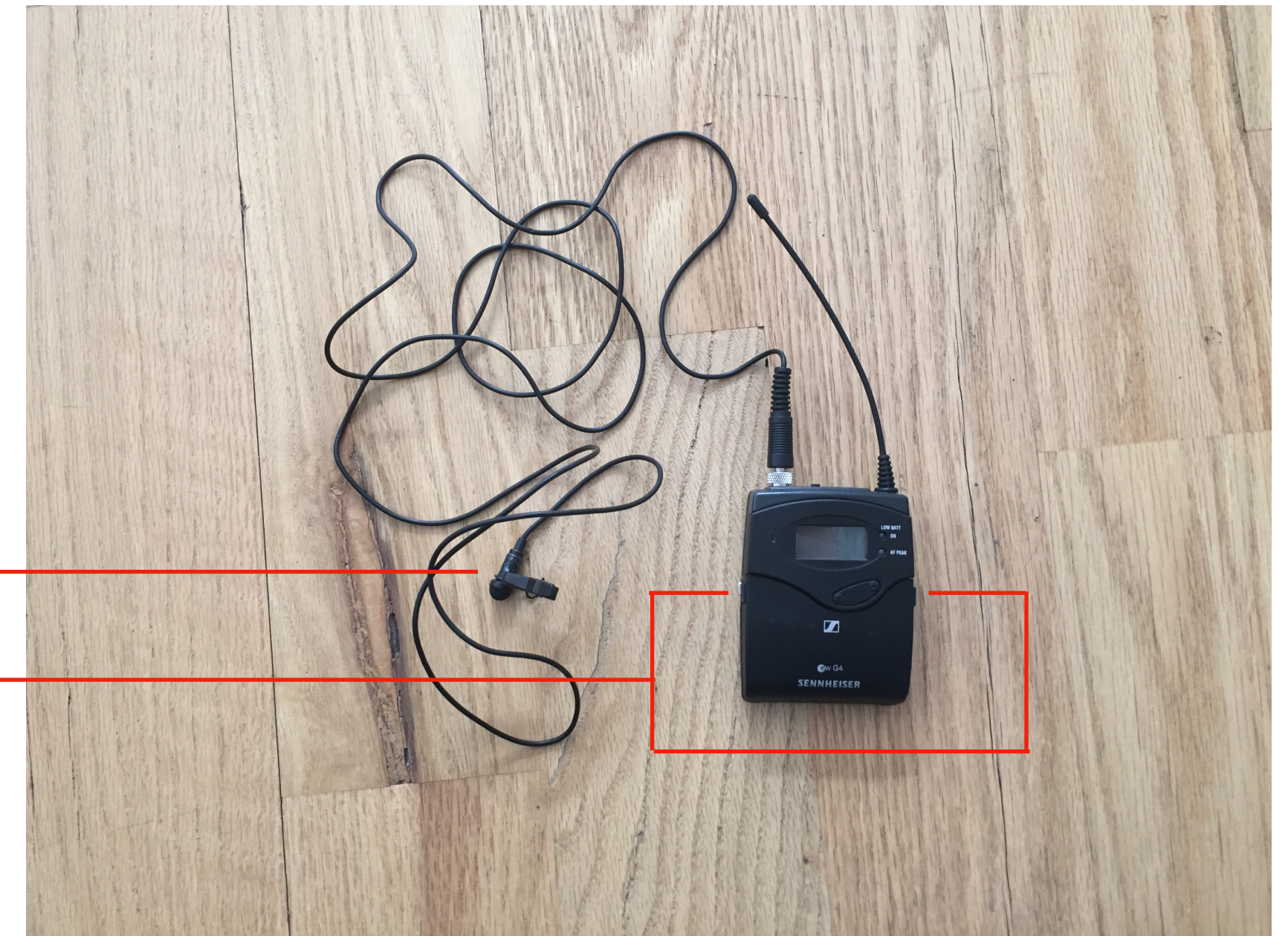
Press and release ON/OFF switch to turn on the pack. Screen and indicator lights will illuminate.

Settings should be all set, no need to change anything.

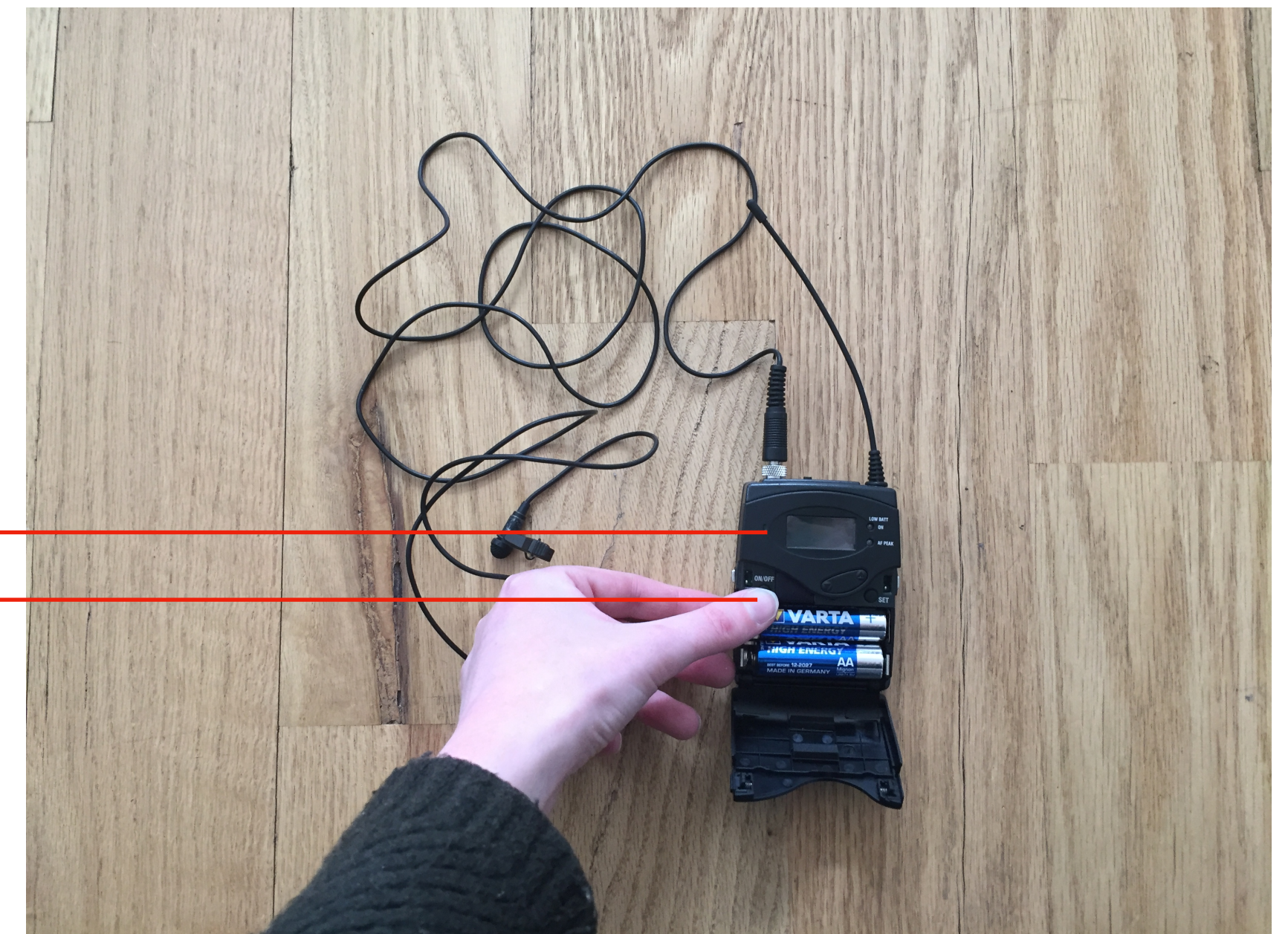
Replace batteries if needed.

Close the front of the pack.

Lavalier Mic
Front release buttons



Screen and indicator lights
ON/OFF switch



3b. Placement of Lavalier Mic

Attach the Lavalier mic to the front of you clothing.

Ideally the mic cord should loop through the clip attached to your clothing, but should not be pinched between the “jaws” of the clip. It is loosely looped through the widest part of the clip.

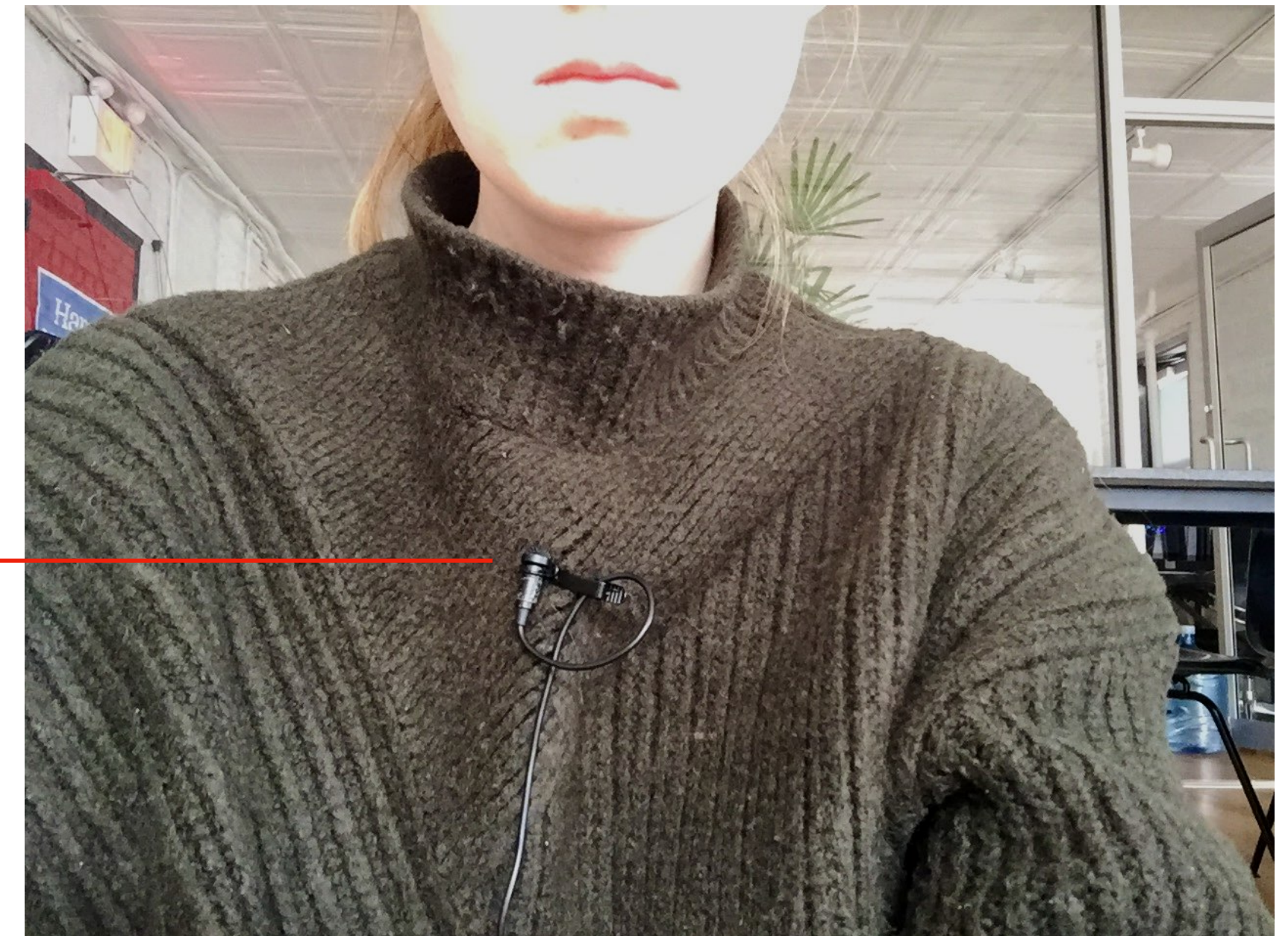
The ideal placement for the mic is directly above your sternum without any loose clothing, scarves or jewelry covering or near the mic.

When recording video with audio, attach the mic to the inside of your top layer of clothing so the cord and mic are not visible on camera.

Cord loop



Ideal placement of lavalier mic



4. Placement of On-board Mic

The best placement for recording with the Zoom's on-board mic is about 1 to 2 feet away from you, pointed towards your Adam's apple.

Avoid having the mic directly in front of your mouth, as the air coming out as you speak will cause unwanted “popping” sounds in the audio recording.

Once you have the Zoom + on-board mic in position, do not touch or move it while recording to avoid unwanted audio feedback in the recording.

While setting levels (as seen in the next steps) you may have to approximate the final position for the mic in order to get an accurate reading on your audio level, OR have someone else set the audio level for you after you have put the Zoom + on-board mic in the correct position.

**Ideal placement of
Zoom + on-board
mic for recording**



5. Listen for unwanted background noise

Before and after setting levels (as seen in next step), as well as during recording:

Listen through the headphones and determine if there is any background noise you can eliminate from your recording.

If possible, turn off, silence or move away from:

- **TVs or video**
- **Background music or radio**
- **Appliances like fans, radiators, heaters, air con, ticking clocks/watches and refrigerators**
- **Loud street or construction noise near windows**
- **Other people (or yourself!) in your recording space (talking, typing, phones, jewelry clinking, etc.)**
- **Loud footsteps or noises coming from spaces above, below or adjacent to your recording space.**

If there are intermittent noises you cannot control (like construction noise or footsteps above you) try to wait for breaks in those noises to record audio.

6a. Check Audio Recording Levels

Test the your audio levels before starting to recording to ensure you are getting the best quality audio.

With both of the mics in their final position, speak as you normally would during a recording, not any softer or louder.

The “peak” or maximum level of your audio when you are at your loudest should hit somewhere between -6 and -12 on the audio track levels.

Audio track levels



**-6
-12**

If you are hitting the top of the levels indicator and seeing this red line, your level is too high and you need to lower the volume of this track

The peak of this track is show by a yellow line visible temporarily just above -12, which is perfect!

Track L +R

Track 1

6b. Check Audio Recording Levels

If one or both of your tracks are too loud or too quiet, you can adjust the level by turning the dial for the appropriate track on the Zoom recorder.

The dial goes from 1 to 10, with 1 being the most quiet and 10 the loudest.

Continue talking as you normally would and rotating the dial until you reach the ideal peak level between -6 and -12 on the levels indicator (seen on the previous slide).

If possible, monitor your audio levels during the recording and adjust in small amounts if you get too loud or too quiet.

Levels Dial for
Track 1



Levels Dial for
Track L + R



7. Recording Audio!

When you are fully set up and ready to record, quickly press and release the large recording start/stop button on the front of the Zoom recorder to begin recording audio.

When recording, the time code at the top of the screen will turn red and begin counting up from whenever you start.

When recording video with audio, once you have started both the video and audio recording, clap once with your hands visible on screen so we can sync the video and audio later.

Press the recording start/stop button once more to stop recording. The time code at the top of the screen will stop counting up, turn white again, and reset to zero.

Recording start/
stop button



Red timecode
indicates audio
record has
started



8. Wrapping Up

When you have finished recording, turn off the Zoom recorder, mic receiver and mic transmitter (using the same button you used to turn them on) and disassemble the kit into its separate parts.

If you are offloading the audio you recorded on to a computer or hard drive, you can eject the SD card from the Zoom recorder by pressing down on the card and releasing it so it pops out. After using an SD card reader to transfer the audio files to your computer or hard drive, re-insert the SD card into the Zoom recorder using the same technique, so the recorder is ready for future use.



SD card



If you have questions or need assistance with any part of this guide, contact:

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