

Recording a Phone Interview in Studio 4

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To record a phone interview, you will need to know how to open sessions in ProTools, create new tracks, and mix audio levels using the mix window. If you want to do a phone interview but don't have these skills yet, email Liv (rigger030@umn.edu), Ben [REDACTED] or Nathan [REDACTED] to set up a time for one of us to teach you these skills.

Before the phone interview, you will need to make sure that the following pieces of equipment are all plugged in and working. Be sure to check the functionality of the:

- Studio 4 Mac
- Studio 4 telephone
- Studio 4 microphone
- Studio 4 headphones
- Telos One + One (TOT) telephone interface
- Apogee Duet audio interface
- Mixer board



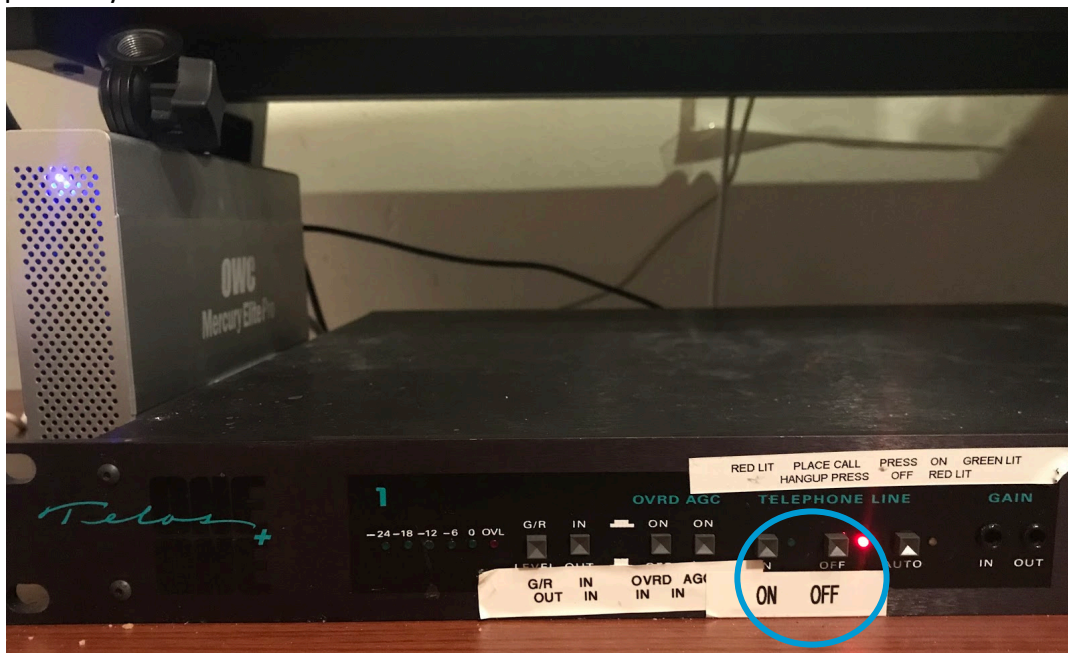
If all of the equipment is working properly, you can start preparing for the phone interview. If any of the equipment is not turning on, call Neil at [REDACTED]

Part 1: Preparing ProTools for a Phone Interview

1. Turn the Studio 4 Mac on.
2. Log in using the iMac login information provided on a post-it note in the lower left corner of the monitor.
3. Open the ProTools audio editing application.
4. Create a new session (File > New).
5. Create two mono audio tracks (Track > New tracks > Mono > Number: 2).
6. In the pop-up window that appears after creating the tracks, set the input of one track to "Front Left/Front Right L" and set the input of the other track to "Front Left/Front Right R."
7. Select "Record enable" for both tracks when prompted through another pop-up window.
8. Press "Record" in the navigation bar at the top of the ProTools window.
It's important to do this before you begin the call for two reasons: one, you won't forget to do it before beginning the call, and two, you are sure that ProTools is recording properly before calling your interviewee.

Part 2: Preparing the Telos One + One interface (TOT) for a Phone Interview

1. Look at the front panel of the TOT.
2. Make sure that the flashing light next to "Telephone Line" is red. This means that Channel One of the TOT is off, which allows you to call someone out of the university phone system.



If the flashing light is green rather than red, push the small grey button labeled "Off" to turn Channel One off.

Part 3: Dialing Out and Conducting the Phone Interview

1. Pick up the telephone handset.
2. Press “8” on the telephone keypad if you are trying to call a phone number outside of the university phone system.
3. When you hear a dial tone, dial the interviewee’s number.
4. When the phone begins to ring, press “On” on Channel One of the TOT.
5. When the interviewee answers, speak into the studio microphone to talk to him/her. You should be able to hear the interviewee through the studio headphones.
6. After you greet the interviewee, ask him/her if your voice volume sounds good. Check “Audio Troubleshooting” below if your voice is too loud or too quiet.
7. To hang up after the interview, press the small grey button labeled “Off” on Channel One of the TOT.
8. Be sure to save your audio IMMEDIATELY (ProTools: **File > Save**).

Congratulations! You have recorded a phone interview, which is one of the trickiest tasks you’ll do at the podcast. Now you can edit the interview audio as usual.

Audio Troubleshooting

If your voice sounds too loud or too quiet to the interviewee: Adjust the pot labeled “B” on the mixer board. Turning the fader to the left will make your voice sound quieter and turning the fader to the right will make your voice sound louder.



If the interviewee's voice sounds too loud or too quiet to you: Adjust the volume on the Apogee audio interface by turning the central silver button to the left (quieter) or right (louder) as you usually do when editing. Refer to the "Basic Editing" sheet on the corkboard for more information on using the Apogee audio interface.

If you hear microphone distortion:

First, check your microphone levels in the "Mix" column on the right side of your ProTools window. If the levels are spiking past the red line, adjust the volume on the Apogee audio interface. Refer to the "Basic Editing" sheet on the corkboard for more information on using the Apogee audio interface.

If the microphone levels are within the green lines in the "Mix" column, you will need to turn down the microphone preamp gain. To do this, first locate pot A on the mixer board.



Next, turn pot A to the left to turn it down. The distortion should stop at this point.

Do you have questions Ben, Liv, and Nathan can't answer? Technical problems not addressed here? Distortion still ruining your interview?

Call our engineer, Neil, at [REDACTED] .