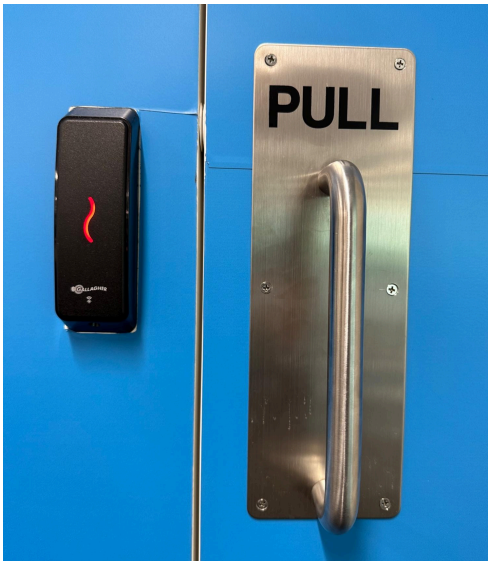
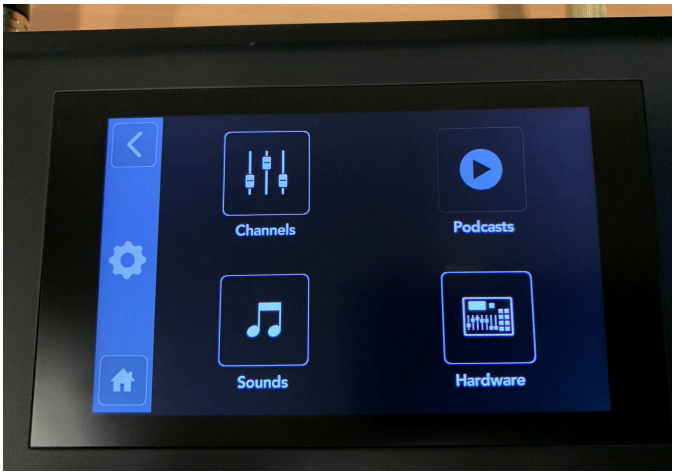
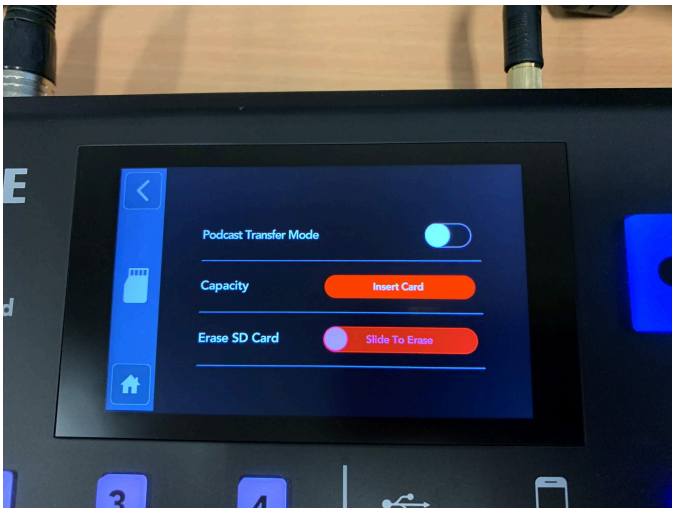
Self-Service Recording Pod User Guide

Quick Start Guide	
Swipe open the door with student / staff card.	
Turn on the lights and fan. (In some pods the fan has a separate speed dial).	
Turn on the Rodecaster Pro console with red button (power button is on the back). **Note:** For more information on using the Rodecaster Pro, there is a short explainer video from Rode here as well as a more detailed user guide on the Rode site.	

Option1: Insert a microSD card (user supplied) at the rear of the console.	
Option 2: Connect the supplied USB cable to a computer (BYOD). A USB A to C dongle is provided for users with USB-C inputs. The Rodecaster console will appear as an audio device in the audio program of choice being used.	
Headphones are located on hooks or stands beside or on the table.	

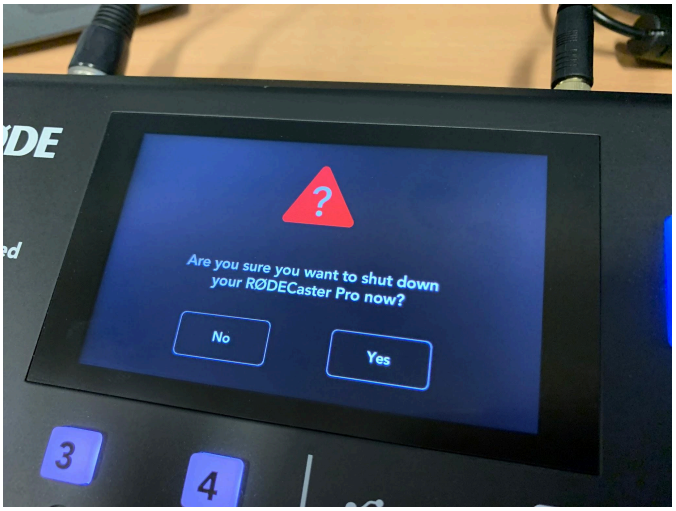
Set the microphone level on console depending on the mics used (inputs 1-4), USB computer playback, 3.5mm input or Bluetooth. All the way to the top is a good place to start.	
Set the headphone level at around 3 o'clock.	
Press the record button to start recording and press again to stop recording.	
Transfering media from the microSD card to a computer	

If you are recording to a microSD card in the console and also have a computer, you can transfer your recorded content directly without needing to eject the microSD card. Connect your computer to the supplied USB cable at the back of the console. Otherwise, remove the microSD card and transfer to a computer at a later date using an SD Adapter. The RodecasterPro companion app (download from the Rode Website) can also be used to control the console or transfer recordings.	
Press the settings cog icon in the top right corner of the touch screen	
Press the *Podcasts* icon.	

Press the microSD Card icon.	
Activate the *Podcast Transfer Mode* switch and select *Yes* to the prompt that asks to switch to transfer mode.	
The Rodecaster Pro console will now appear as a USB device in your computer. Once you have copied across your content, exit the transfer mode by pressing *Done* and following the prompts.	

Shut down procedure

- Turn the console off by pressing the red button
- on the back.
- Press *Yes* to confirm.
- Return headphones to hooks.
- Turn off switches.
- Press green button to exit



Advanced Settings

Individual input settings can be adjusted using the 1-4 buttons above the faders.



The *Microphone* and *Level* setting should be left as is while the *Advanced* feature allows you to turn processing off/on. The *Voice* setting allows you to adjust strength and tone settings but the default should be fine.



For any issues related to the usage of the room, contact the respective library service desk.