

# Podtrack P8 Guide

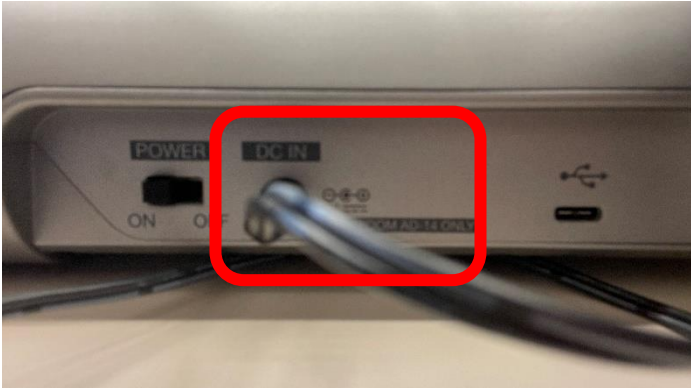

MEDIA CREATION LAB – SCOTT LIBRARY



QR Desc.

## Instructions

### Set-Up

<p>1</p>	<p>Switch the podtrack on from the back of the interface after plugging it into the wall</p>	
<p>2</p>	<p>Everything is colour coded and numbered. Place headphones on the right side of the interface (3.5mm) and their corresponding microphone interfaces on the top left side of the interface (XLR Inputs)</p>	

# Set-Up

3

Ensure all microphone switches near the XLR ports are set to the left (Not Phantom Powered Mode)



4

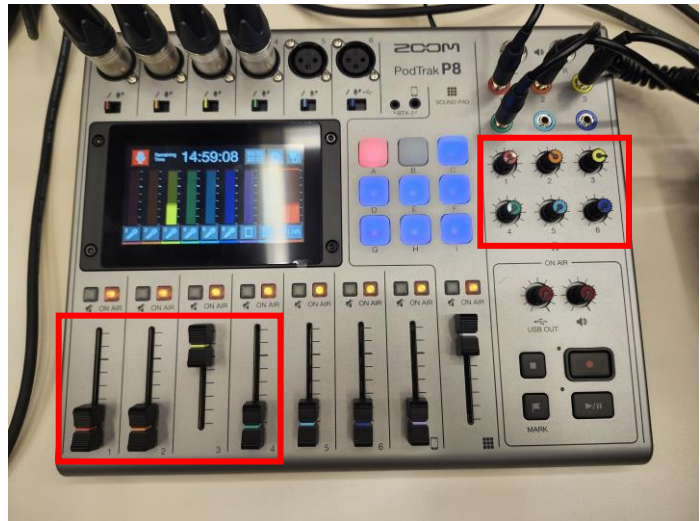
Ensure all active microphones have their “On Air” button glowing red



## Set-Up

5

Adjust incoming volume using the appropriate volume sliders, and adjust headphone audio using the appropriate volume knobs. **\*\*NOTE: Incoming volume is NOT the same as what you hear on headphones. Use headphones to test quality and noise, and use visual interface to gauge loudness**



## Recording Audio

1

Ensure all audio is properly leveled. When ready, press the red record button to start a recording. Note: You know you are recording if the visual interface begins counting up and the text turns red.



## Recording Audio

2

To Pause a recording, press the play button, and to resume press the play button again.

Note: do this only if you want to keep recording in the same track. You know it is paused if the pause icon is on the visual interface



3

To Stop a recording and make a new file, press the square stop button  
Note: Only do this if you want to END making an audio file



## Reviewing Audio

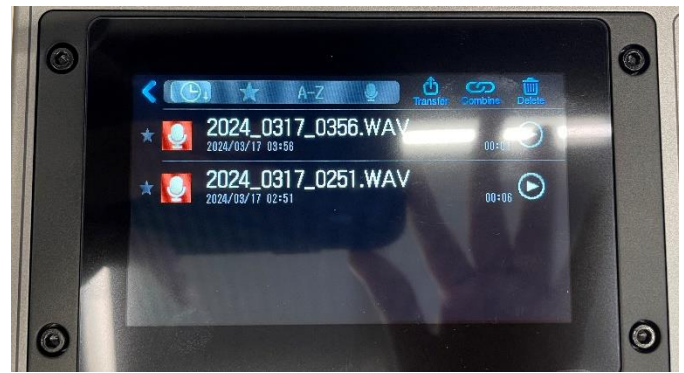
1

You can access your files in the menu by hitting the microphone button on the visual interface on the top left



2

Select the recent sound file to hear it. There are extra features as well like trimming the audio, adding effects, and more. Play around as you wish.



## Sound Effects

1

Turn up the effect gain on the slider panel on the far right



2

Push any of the glowing buttons above the switch to play sounds



## Adding SFX

1A

Using the SD Card you can upload SFX into it as either MP3 or WAV

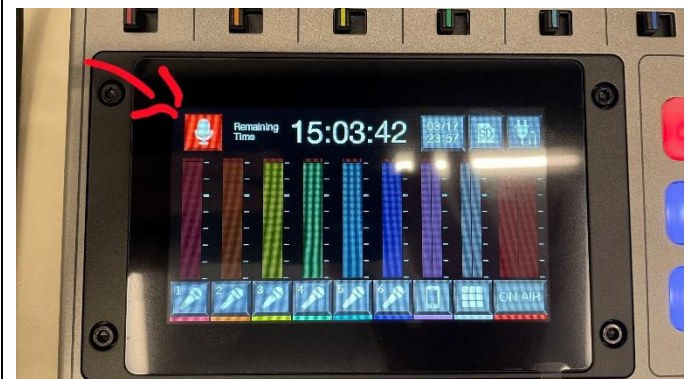
1B

You can record them directly from the board by recording directly from the phone input or by recording it yourself to the microphone

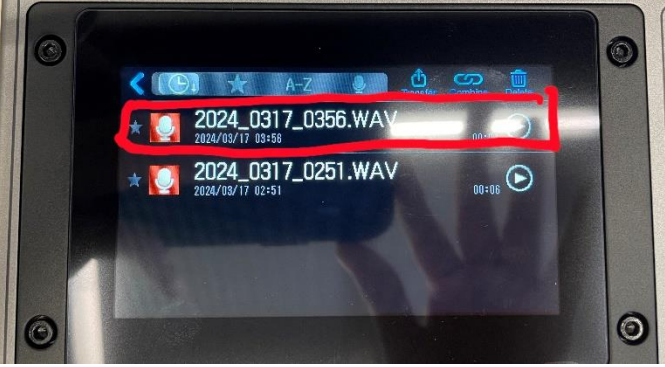
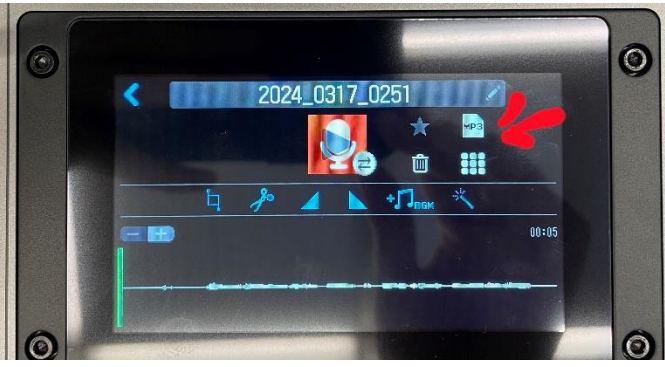
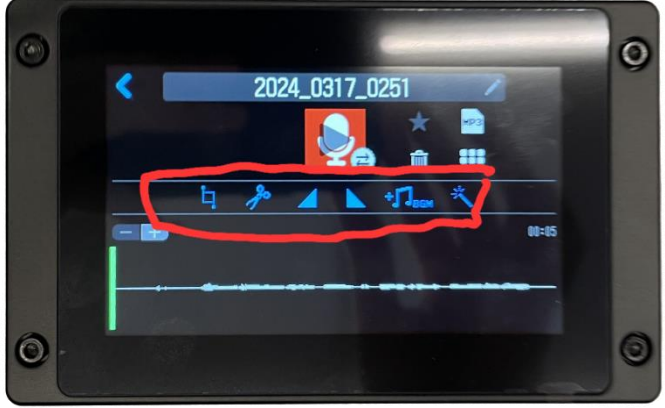


2

Go into the Sound Library by clicking the microphone icon on the touch interface

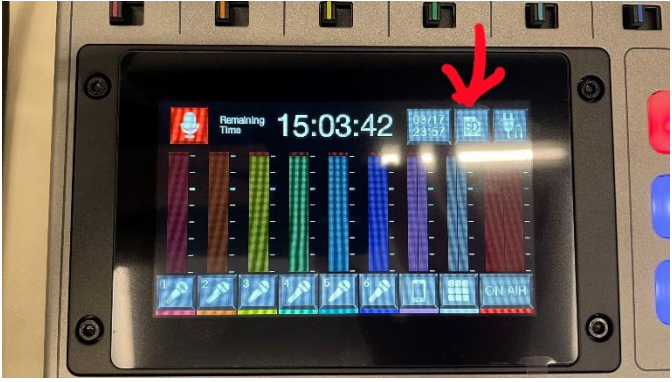



## Adding SFX

3	Select the audio you want to turn into a sfx	
4	Touch the 9 square icon around the top right slide of the touch interface and touch one of the squares to assign the audio to one of the physical squares on the interface	
xtra	<b>PRO TIP:</b> You can trim the audio directly on the touch interface after selecting the file and before assigning it	



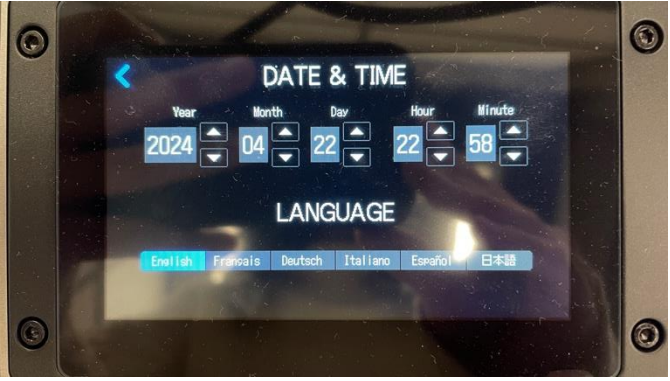

## Formatting (Erasing) SD Card

0.	To format the SD card, click on the SD card icon	 A screenshot of a device's main menu. The screen displays the time 15:03:42, remaining time, and battery level. At the bottom, there are several icons for different functions. The SD card icon, which is a blue square with a white SD card symbol, is highlighted with a red arrow pointing to it.
1	Press the format button and confirm formatting in popup window	 A screenshot of the 'SD CARD' menu. The screen shows a progress bar indicating 27.5 GB of storage used. Below the progress bar are four buttons: Transfer, Test, Format, and Back Up. The Format button, which is a blue square with a white circular arrow icon, is highlighted with a red arrow pointing to it.

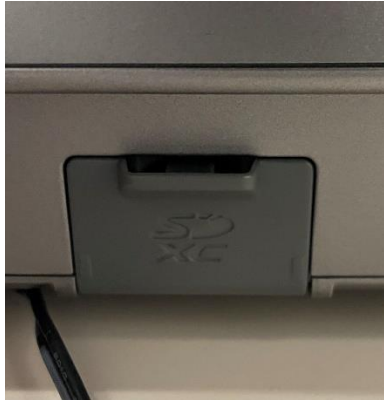
## Exporting Audio

0i	<p><b>**NOTE:</b> The default format of the audio are WAV files. To export to mp3, you can do it directly inside of the audio library in the files menu after hitting the microphone icon on the top left of the visual menu</p>	
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## Exporting Audio

0ii	<p><b>**NOTE:</b> Recordings are saved either by day or by what they were named. Please ensure you have changed the date of the recording or have properly labeled them after exporting to reduce confusion. You can do this by clicking the date icon on the visual touch interface. You can also rename them in the file explorer menu!</p>	
1	<p>Ensure that you are not recording anything</p>	
2	<p>Turn off interface with back switch</p>	

## Exporting Audio

3	Remove SD Card from back of interface	
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## De-Setup

1	Switch the podtrack off from the back of the interface	
2	Ensure all Sliders are down and ensure all knobs are turned down to zero (counter clockwise)	

## De-Setup

3	Place headphones back on microphones	
4	Unplug from outlet	

## Attributions

### 1. Contributors

Media Creation Lab, York University Digital Scholarship Infrastructure

Ian Galendez, Hargun Singh, Sandra Moey

### 2. Assets

List asset sources if not original



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