

WHISPER ROOM RECORDING BOOTH

Lab K is a designated Quiet Lab. Please do not conduct group work and conversations in Lab K.

YOUR RESPONSIBILITIES:

1. BE COURTEOUS WHEN YOU ARE USING THE ROOM FOR RECORDING.
2. BE QUIET. Use the talkback mic to communicate with your team members in the booth.
3. ONLY AUTHORIZED USERS ARE PERMITTED INSIDE ROOM TH269K AND THE WHISPER ROOM RECORDING BOOTH. THE ULTIMATE RESPONSIBILITY FOR ACCESS, USE, SECURITY AND CONDITION OF ALL FACILITIES RESTS WITH YOU.
4. DO NOT LEND YOUR CARD TO OTHERS. DO NOT EVER PROP THE DOOR OPEN.
5. IF YOU ARE WORKING PAST 11PM, CALL SECURITY (3200) AND TELL THEM YOU ARE IN THE BUILDING (A PHONE IS ON THE WALL OF TH 269K).
6. WHEN YOU HAVE FINISHED YOUR WORK, ENSURE THAT:
 - ALL EQUIPMENT IS PUT AWAY WHERE IT BELONGS;
 - THE LIGHT AND VENTILATION FAN IN THE WHISPER ROOM ARE TURNED OFF;
 - THE RECORDING COMPUTER AND AVID MBOX AUDIO CONSOLE ARE TURNED OFF;
 - THE LIGHTS IN ROOM TH269K ARE TURNED OFF;
 - THE DOOR TO TH269K IS SECURELY CLOSED;
 - ALL OTHER INDIVIDUALS HAVE LEFT THE PREMISES DURING AFTER-HOURS USE.
7. EATING, DRINKING AND SMOKING ARE STRICTLY PROHIBITED WHILE RECORDING AT ALL TIMES. IF YOU NEED A DRINK OR A SNACK, HAVE IT OUTSIDE!

ACCESS TO TH269K:

USE THE SIGN IN SHEET IN ADMINISTRATIVE ASSISTANT'S OFFICE OR SEE DH TECHNICAL ASSOCIATE IN TH269E TO ACTIVATE YOUR PROX CARD.

INSTRUCTIONS FOR USE OF THE WHISPER ROOM RECORDING STUDIO:

OUTSIDE THE RECORDING BOOTH:

1. IF THE COMPUTER IS OFF: TOUCH the start button on the front top-left of computer outside the WhisperRoom booth. The small white LED indicator will light up.
2. Turn on the AVID MBOX console on top of the table using the rocker switch on the rear panel of the unit. GAIN 01 and 03 knobs should be at 3 o'clock (and adjusted after getting levels in Audacity). Phantom Power (+48V) should be ON (red light).
3. Log on to the computer with your Brock ID.
4. If you are using the talk-back (outside) microphone with another user, ensure the switch on the mic is turned on. With the proper settings, the talk-back mic can be set to talk to the user without recording it.

INSIDE THE RECORDING BOOTH:

5. Open Audacity in a window on the screen inside the booth

AUDACITY Settings:

- Audio driver menu: Windows WASAPI
- Mic: Line 3/4 (Avid MBox Pro) (NOT Avid MBox Pro loopback)
- Channels: 1 (Mono) Recording
- Playback: Speakers (Avid Mbox Pro)

MBOX PRO Settings:

- Outputs 1/2 Stereo Mix 1
- Outputs 3/4 Software Returns 1/2
- Headphones A and B Stereo Mix 1
- Hardware Inputs 1,2,3,4 at full (max)
- Software Inputs 1,2 at full (max)
- Master at full (max)

6. Press the pause and record buttons, and check the recording level to ensure that input from the microphone is being detected.
7. Open your narration script in another window adjacent to Audacity so you can see them both together onscreen.
8. Put on the headphones in the booth. You will NOT hear your own voice while you are recording – only on playback!
9. Orient the microphone using the boom mic stand so that it is about 15 cm (4") away from your mouth. Make sure that the pop filter is between your mouth and the

microphone. Release the pause button and record a practice narration using representative source material.

- a. Ensure that the audio levels are high enough so that the recording waveform fills most of the vertical space in the waveform panel without 'clipping'. (Clipping is distortion that occurs when levels are too high. Audacity has been set to show clipping as a vertical red bar inside the waveform).
- b. Record a test narration using words and sentences which contain lots of sibilants (e.g., 'S' – sounds), transients (e.g., 'T' sounds), and plosives (e.g., 'P' and 'B' sounds), because these sounds are prone to distortion when being recorded.

Record the following sentences to test your mic placement:

“Sibilants are words like ‘softly, sweetly, sickly’.

Plosives are words like ‘pickles... potatoes... Belfast... Beirut... Phnom Penh”.

On playback, these sentences will tell you if your mic placement is appropriate and if your pop filter is working. If you continue to get distortion, adjust the mic placement, pop filter, and distance to the mic until you get clear, distortion-free results. Try voicing plosives across the top of the microphone instead of directly into the mic, so as to avoid the blast of air that causes distortion.

10. Record your narration segments. Do not stop and start repeatedly if you make a mistake. Instead, let the recording run, pause for a few seconds, and then begin the same sentence over again, starting at an appropriate location to ensure continuity. Remember not to over-emphasize the word(s) that you made a mistake on subsequent takes, or the narration will sound unnatural.
11. When you finish recording a section of narration, export the audio file as an MP3 file and save it into your own personal documents folder. You can also save your Audacity (.aup) working files in the same folder as well. Make sure to give the file a name that reflects its contents accurately... you will have quite a few to sort through later on!
12. When you have finished your recording session, log on to your Brock OneDrive account (<https://office.brocku.ca>) and copy your audio files into a dedicated folder so you can access them later for editing with Audacity on your own computer. Do not do extensive editing on the WhisperRoom audio computer, as others may be waiting to use the recording booth, especially at peak times near assignment deadlines.

WHEN YOU'RE DONE:

13. ENSURE THAT:

- ALL EQUIPMENT IS PUT AWAY WHERE IT BELONGS;
- THE LIGHT AND VENTILATION FAN IN THE WHISPER ROOM ARE TURNED OFF;
- THE LIGHTS IN ROOM TH269K ARE TURNED OFF;
- THE DOORS TO THE WHISPER ROOM, ROOM TH269K, AND ROOM TH269 ARE CLOSED AND SECURE;
- ALL OTHER INDIVIDUALS HAVE LEFT THE PREMISES DURING AFTER-HOURS USE.

TROUBLESHOOTING:

1. Restart the computer. Most issues with programs not responding properly will be resolved by restarting the computer and signing in again.
2. Are the headphones (or any other object) sitting on the keyboard in Whisper Room? Check this if keyboard or mouse aren't behaving as expected.
3. Is the MBox turned on (check rocker power switch on the back of device).
4. Check the phantom power (+48V) is on (red light). Mic in the Whisper Room is a condenser mic and requires power.
5. Reset the Mbox panel to default settings. Check Storage D:\Installers\ for a default Mbox pro file. In the Mbox pro, select "Load" and choose that file. Check that MBox Pro Settings are now reset as above.