AUDIO RECORDING

MARSH    INTERMEZZO    MPAC
There are two ways to record using the installed equipment in our performance halls.
OPTION ONE
The first is for SHORT recordings, typically under 5 minutes. For that, please use the iPad kiosk.
It SHOULD be ready to go at all times, simply press the record button, walk on stage and perform, pressing stop when you return to the kiosk.
To retrieve your short recording, click on the menu bars at the bottom right to reveal files.
Select the **file(s)** and then the **forwarding icon** to the right.
Choose **MAIL** to send files to your account. The system is logged into campus wireless and should be able to email small files to the email of your choice.
If you have a SoundCloud account, you may send the file there by selecting this option and logging in. A SoundCloud account may allow you to send larger files with fewer problems.
OPTION TWO
The second recording option involves the device on the front lip of the recording station.
Be certain the power is **on** and the display is **illuminated**.
Insert your **USB** or **SD** card in the appropriate slot.
The display will read your storage device, listing all files on it. It is better to use an empty storage device to avoid formatting issues.
You may select different recording formats by pressing the **format button** and watching the screen.
Lowest to highest quality is 128, MP3 256, MP3 320 and WAV44-1 which is CD quality.
Remember, the higher the quality, the more space it will take up on your storage device.
To record, press **record button** twice and be certain the digital counter on display is in motion. Press **stop** when complete and remove storage device.