

## RECORDING SERMONS AT FIRST PRES, NEW HAVEN

There are two standard set ups for recording. Recording from the sound system in the Sanctuary is simpler. Covering that first.

### Recording the Sanctuary sound system

The Tascam DR-40 recorder “lives” in the drawer beneath the sound system.

There is a cable hanging over the wood shelf above the sound system.

One end of this is already plugged into the audio output on the back of the sound system.



Find the other, loose end of that cable, and plug that into the LEFT input on the bottom of the recorder, as shown.



Follow the instructions for recording which follow those for setting up in the Miller Room.

### Setup in the Miller gathering Hall

This assumes that the portable sound reinforcement system is set up and ready to be turned on.

NOTE: There is some tendency for system noise if the speakers are behind the microphone and not directed somewhat away from the center of the room. The sound system is designed to prevent feedback squeal, but some still gets through.

The Tascam DR-40 is a very sophisticated recorder, capable of many things we mostly will not use. It has been preset to record sermons. If for any reason you need to use some of its other capabilities, do return it to the sermon recording settings. Details at the end of these instructions.

1. I use the strap that holds the amplifier instruction card to hang the recorder on the side of the amplifier. It is a snap button strap that can be looped through one of the loops that protect the built in mics on the recorder.
2. Plug the patch cord into the LEFT input (marked "L") on the bottom of the recorder. (The patch cord has a stereo ¼ inch plug on each end and is kept in the Sanctuary sound system drawer with the recorder.)
3. Plug the other end of the patch cord into the "LINE OUT" jack on the sound amplifier. This jack is rather stiff, so be sure it is fully inserted.



## Recording



3. Check the little battery symbol. This unit is specified to record for quite a few hours on one set of batteries. I change them when the battery indicator shows only two bars.

1. Turn on the recorder: PRESS and briefly hold the HOME button
2. The screen should look like this:



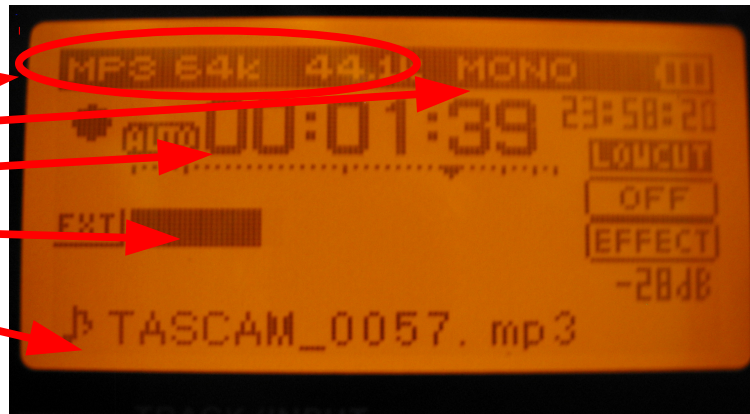
The folder numbers will differ depending on what was last played.

4. Press the record button once. The button surround should start blinking red. If the amplifier and mike are on, the patch cord correctly installed, and there is sound (noise) in the room, you should see a metering indication next to the "L" on the screen.
5. When the time comes, during the prelude, for example, press the record button again. The surround should turn solid red and you are recording.



6. Here's what the recording screen should show.

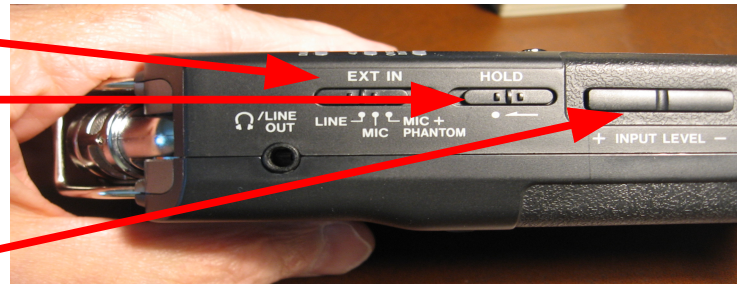
- Recording format.
- Monaural
- Duration of recording
- volume indications (this should be moving)
- name of track being recorded.



7. At the end of the service, press the "HOME" button to stop recording. Press and hold the "HOME" button to turn the recorder off.
8. Disconnect the patch cord from the amplifier. Keep it with the recorder.
9. Return the recorder to its Styrofoam container in the drawer under the sanctuary audio system. That seems the best place to store it.
10. See below "Details" for information about getting the recording posted to the church website.

#### Details:

1. The switches on the side of the recorder should be as shown: EXT IN should be on LINE, HOLD should be off.
2. The input level for recording is set to automatic, but avoid the "--" side of this rocker. If in doubt, press the "+" side.



#### Posting:

Ralph Jones will generally edit the recording and then send it to Mary Hunt who posts them on the church website. The Tascam records to an SD card. That can either be removed from the recorder and the file (usually the one with the highest number) copied to a computer, or if the available computer does not have a flash drive slot, there is a USB cable in the equipment drawer that will allow transfer. DON'T forget to put the SD card back!!!

These are large files. Don't try to email them. Put them in a shared folder on Google Drive or Dropbox and tell Ralph where they are.

Ralph will then edit the file using Audacity, removing the portions of the service that are not the sermon and correcting the recording level as needed. He then posts that file to [fpcnh.org/servicesaudio](http://fpcnh.org/servicesaudio) and tells Mary that it is there. Mary Hunt then creates the entry on the church site for public access.

Note: It is helpful to take a picture of any guest preachers. This will be used as a thumbnail on the sermons page.