VOICEOVER BOOTH GUIDE

This VOICEOVER BOOTH is equipped to track voiceover for Video and Radio projects.

The MIC in and the HEADPHONES out are controlled using this box. The SCARLETT BOX is a USB connected interface that provides for the PLAYBACK and RECORDING of audio with ADOBE AUDITION and PREMIERE.

The desk MIC is plugged into input one and your MIC level gain is controlled by the black knob labeled GAIN 01.

The handy halo light is green when receiving a level and turns red when that level is peaking.

Headphone Volume is the smaller silver knob. Use the headphones hanging in the booth.

Ignore the larger knob – Monitor Volume not used here.

The small switch above labeled DIRECT MONITOR should be in the ON position.

RECORDING WITH AUDITION

1) Open Audition and create and save a new Multitrack Session with settings:
   Sample Rate: 48000, Bit Depth: 24, Master: Mono - Click OK

2) Double check that the system settings for Adobe Audition and the MAC are set as follows:
   ⍟ > SYSTEM PREFERENCES > SOUND >
      OUTPUT TAB: SCARLETT 2i2 USB
      INPUT TAB: SCARLETT 2i2 USB
   Audition > PREFERENCES > AUDIO HARDWARE
      DEFAULT INPUT: SCARLETT 2i2 USB
      DEFAULT OUTPUT: SCARLETT 2i2 USB

3) In the new Multitrack Session re-label Track 1 to something descriptive to your project (e.g. BRIDGE MURAL VO). This name with successive numbered suffixes will be what the recorded takes are called in your project folder.

4) The track input should display Default Stereo Input. Now ARM the channel for recording by clicking the capital R button to the right of the track name. The button will turn Red when armed.

5) Using only the GAIN 01 knob on the Scarlett Box, reading the vertical meter to the right of your track, bring the gain up to a good, healthy level while reading your copy full voice in to the mic. Avoid continuous peaking into the red. Make sure the headphones are turned up to hear you.
   Tip: Speak close and off angle - not directly into the mic - to eliminate “P” pops and the like.

6) With a level established, set your playhead to an empty spot in the track and press the Red Circle RECORD button on the main bottom controls and you’re off! Press the stop icon to stop the recording.
   Tips: Don’t touch anything – desk, mic, or controls - during tracking. It will cause noises in your track.

7) Each start and stop of the recording will generate a new .WAV file, located in your Audition project folder. These files are ready for importing into your Premiere Project.

By Greg Clouatre