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Podcast Recording Zoom Podtrak P4 Recorder

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Getting started

The Zoom PodTrak P4 kit contains a complete Operation Manual that you can refer to at any time. Please leave the Operation Manual in the Kit when you are done recording. You can also view the Operation Manual online at <https://www.manuallib.com/manual/1991920/Zoom-Podtrak-P4.html> .

Make sure you have brought

- 1) An **SD data card** for the recorder – these can be purchased at London Drugs. You will record your podcast tracks onto the SD Card and take it with you. You can transfer the files to USB stick and then use a podcast editing software such as Audacity or Adobe Audition.

Request the following at the iConnect information desk:

- 1) Confirmation of the **Gallery Room booking** for your podcasting session.
- 2) **Zoom Podtrak P4** – handheld podcast recorder.
- 3) **Mics** – 1-3 microphones
- 4) **Headphones** – 1 set for each person on the podcast

Getting to know the Zoom Podtrak P4

You will be using the Zoom Podtrak P4 recorder which can be setup on a table or used on the move out in the field as a mobile recorder. Get to know the features by reviewing the list below.

PODTRAK P4 FEATURES

- Four mic inputs with XLR connectors
- Four headphone outputs with individual volume control
- Gain control knobs and mute buttons for each input
- Phantom power for all XLR inputs
- Automatically prevent feedback from call audio using the Mix-Minus function
- Easily connect your phone using the TRRS connection
- Trigger sound effects using four assignable Sound Pads with 11 preset sounds
- All input sources can be recorded on separate tracks
- 16-bit /44.1kHz audio WAV
- Records directly to SD, SDHC and SDXC cards up to 1 TB
- 2-input, 2-output USB audio interface
- Class-compliant mode for iOS compatibility
- Up to 3 hours of use with just two AA batteries or a USB power supply



- XLR INPUTS (A)
- INPUT GAIN CONTROLS (B)
- PHANTOM POWER SWITCHES / TRRS INPUT SWITCH / USB AUDIO SWITCH (C)
- MUTE BUTTONS (D)
- SOUND PADS & SOUND PAD VOLUME CONTROL (E)
- TRANSPORT CONTROLS (F)
- HEADPHONE VOLUME CONTROLS (G)
- HEADPHONE INPUTS (H)
- TRRS INPUT / BTA-2 INPUT (I)
- POWER BUTTON (J)
- SD CARD SLOT (K)
- USB POWER DC 5V / USB PORT (L)



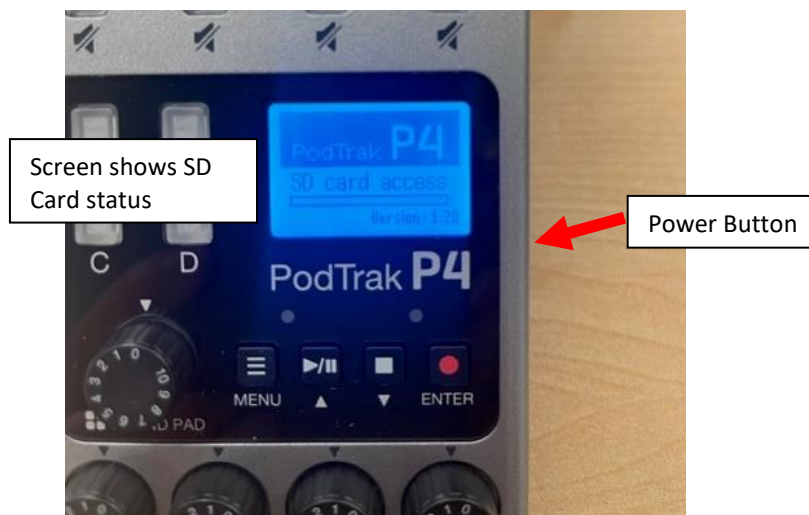
Setting up for recording with the P4

- 1) Watch this 18 minute video. <https://bit.ly/3mx5NRv> by Shawn Koh
- 2) Make sure the **AA batteries** have been put in the back of the Podtrak.
- 3) Insert **your SD Card** on the left-hand side of the recorder as we have done with our SanDisk card in the image below.



- 4) On the right side of the recorder, press the **Power** button to turn on the Podtrak P4.

The message on the screen changes to SD Card access – the P4 checks to see that the SD card is installed and ready to go.



After the recorder checks for the SD Card, the **A, B, C, D buttons will light up bright red.**

- 5) Set the **Mic Input Gain** controls to **ZERO (0)** and all **Input Switches** to the far left.



- 6) For each mic you will be using, connect the mic's XLR cable to the microphone base:



- 7) Plug each microphone into the slots on the top of the recorder, starting from the left side as shown below:



- 8) Above the blue screen, there are 4 small clear square buttons in a row. These buttons are for muting unused inputs. We are going to use two microphones and connect them to slot 1 and 2. **Mute 3 and 4** for now. When muted, the indicators show a red light as indicated in the image below, just above the blue screen.



- 9) Connect the **Power Bank** to provide a better power source than just the AA batteries which have more for backup in case the power bank disconnects.
- 10) Once you have connected the other end of the USB cable to the microphone, make sure to **turn the mics on** (switch is located on the mic).

Recording your Mic test

- 1) The blue screen shown in the previous image shows the record level for each of the mics.



- 2) Once you have your mics connected and you are ready to go, **turn up the Gain dials to 5 or 6.**
- 3) Do a test recording to make sure that everything is being recorded at a solid sound level and that you all mics working and with similar volume (this will make your editing easier.)
- 4) Use the **Gain dials** to increase or decrease recording volumes for all speakers and try to balance them as much as possible.
- 5) You can replay your sound test recording before you begin your podcast recording. If you are unsure how to do this, see **pages 26 and 27 of P4 PodTrak Operation Manual.**
- 6) Once you have completed your test you can start your official recording and save the file to the SD Card.
- 7) The library has an SD Card reader you can use to transfer your files onto one of our computers for editing or onto a USB drive if you have a computer at home you wish to edit on.
- 8) For editing assistance, please refer to the resources on our webpage nwpl.ca/podcasting

You will be saving your podcasting sound files to your SD Card which is inserted in the PodTrak. You can then import those sound files into sound editing software such as Audacity, GarageBand, Adobe Audition or other preferred editing software.