

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

ANALOG AUDIO RECORDING



Record Deck Setup (prior to recording)

- **All recordings should be made using the line level input of the cassette recorder. Ensure the input selector is set to the line position.**
- **All cassette recordings must be made at the standard speed (1 7/8 IPS or 4.75cm/s). Pitch control must always be set at zero.**
- **A new blank cassette must always be used. The cassette must be prepared as follows:**
 1. Rewind cassette if necessary. Eject and take up any slack that may be in the cassette.
 2. Insert a pencil into the hub of the cassette's empty reel (right side) and turn counter-clockwise.
 3. Advance the tape past the leader to the beginning of the actual recording tape.
 4. Place the cassette in the recorder with Side 1 /"A" facing up and the full reel on the left-hand side.
- **Analog recording levels must average 0 dB/VU (+/- 3dB).** Set the initial record level as follows:
 1. Place the monitor switch in the "Source/Input" position.
 2. Adjust the recording level control until the reading of the VU meter averages near the 0 VU mark.
 3. Adjust the output volume to the headphones to a comfortable level (after record level is set).
 4. Place the monitor switch in the "Tape/Repro" position to prepare for recording. **The monitor switch must always be in the "Tape/Repro" position when recording.**

Creating a Test Recording

- **A test recording must always be performed and verified prior to the beginning of the session.** Create a test recording as follows:
 1. Place the monitor switch in the "Tape/Repro" position and press the record and play button simultaneously. Adjust record levels as necessary to average 0 dB/VU.
 2. Test all microphones and sources that need to be recorded.
 3. Record for approximately one minute and then press the stop button.
 4. Rewind the cassette.
 5. Put the recorder in the play mode and use headphones/internal speaker to listen to the quality of the recording.
 6. Evaluate the test recording as follows:
 - Does the recording level average 0 dB/VU?
 - Is there excessive noise on the tape, and could it be improved by raising the level?
 - Are any parts of the recording distorted? If so, check the VU meter to see if it was caused by a signal overload. If so, lower the recording level.

- Is the recorded signal clean, without any hums or buzzes in the background? If not, check the cables, connectors and the hook-ups.
 - If the test recording is not perfect, check the settings of all the controls, adjust recording level or change the microphone placement. Make another test recording.
7. If recording to a second deck for overlap purposes, repeat the test process on the second deck.
 - Are both recordings roughly the same? Compare quality and levels.
 8. If all test recordings are to specification, rewind the cassette(s), take up the slack and advance the tape past the leader to the beginning of the actual recording tape.
 9. If the room is being reset, or additional Audio items are added to the setup, another test recording should be done.

Overlap Recording

- ***A second record deck must be used to create an overlap recording if session being recorded will exceed the length of a single tape side (30-45 minutes).*** Create a overlap recording as follows:
 1. Press the record and play buttons of the second recorder two to three minutes before the end of the first side of the cassette, but do not stop the first recorder. At this point, both recorders are recording the same signal (overlapping).
 2. Press the stop button only after the first deck reaches the end of the cassette.
 3. Eject the cassette and label that side (see instructions on labeling).
 4. Flip the cassette over to side 2 (or "B"), take up the slack and advance the tape, past the leader to the beginning of the recording material.
 5. Start recording on the second side (or "B") of the first cassette two to three minutes before the end of the first side of the second cassette (recorder 2). Again, do not stop the second recorder.
 6. Remove the record tabs to prevent accidentally recording over a program once a tape has been recorded.
- The following is the correct sequence of recording multiple cassettes:

Sequence for Recording Multiple Cassettes				
1.	Recorder 1	-	Cassette 1	- Side A - Label as "Side 1"
2.	Recorder 2	-	Cassette 2	- Side A - Label as "Side 2"
3.	Recorder 1	-	Cassette 1	- Side B - Label as "Side 3"
4.	Recorder 2	-	Cassette 2	- Side B - Label as "Side 4"
5.	Recorder 1	-	Cassette 3	- Side A - Label as "Side 5"
6.	Recorder 2	-	Cassette 4	- Side A - Label as "Side 6"
7.	Recorder 1	-	Cassette 3	- Side B - Label as "Side 7"
8.	Recorder 2	-	Cassette 4	- Side B - Label as "Side 8"

Labeling Recordings

- ***The following procedure must be followed to properly label a cassette:***
 1. Place a self-adhesive label on the media to identify the cassettes and the sequence of recording.
 2. List the following information on each label:
 - The cassette side
 - The location (conference center or hotel) and city
 - The name of the meeting
 - The date and time of the recording
 - **NOTE:** If the conference is divided over multiple rooms, add the title of the topic, and the name of the meeting room.
- ***Further suggestions on labeling:***
 - Label each side of the cassette as soon as the recording of that side is finished to avoid confusion.
 - Ensure the writing on the labels is neat and the spelling correct.
 - Ask the organizer or AE if any additional information has to be added to the labels.

Recording Safety

- ***Once recording is complete, remove the record tabs to prevent accidentally recording over a program once a tape has been recorded.***
- ***Audio recordings should be released to the client ONLY by the Freeman AV Account Executive. The recording technician should give recorded media to the Freeman AV Account Executive or the Freeman AV Project Manager.***
 - If the AE or PM are unavailable or do not wish to take possession of the tapes on show site, the tapes should be boxed in the original carton, clearly labeled as SHOW MASTER TAPES, and returned to the Freeman AV Office in a show box with the label "SHOW TAPES INSIDE" placed on the outside of the show box.
 - Tapes should then be delivered to the Freeman AV Account Executive for final disposition.
- ***The final release of ALL recordings MUST be accompanied by a signed "Media Release Form".***
 - The original of which should remain with the client
 - A copy should be retained by the Freeman AV Account Executive.