

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

AUDIO RECORDING – MARANTZ PROFESSIONAL CDR-420



CDR Setup (prior to recording)

- **Connect audio inputs using XLR (preferred) or TRS/TS ¼” on the front of the record deck. RCA inputs on rear panel should not be used if balanced outputs from source/mixer are available.**
 - **Mic/Line Level select switch must be set to Mic or Line as appropriate to input signal.**
 - **For a single mono input, set stereo select switch to L+R (single input will record on L and R channels). For stereo/2-track inputs, set switch to L/R. If only one signal is connected with switch set to L/R, signal will only record to the track of the connected channel.**
- **“Phone Selector” must be set to Line Out position for monitoring.**
- **“Input” switch must be set to Analog.**
 - **EXCEPTION:** Using a coaxial digital output from a digital mixer (input on rear panel of recorder).
- **“Rec Level” switch must be set to Limit.**
- **“Mic/Line Att” (attenuator) must be set to Off.**
- **“Speaker” switch must be set to Off during recording. Headphones should be used for monitoring.**
- **The following record settings must ALWAYS be used (Utility Menu>Record Settings):**
 - (Rotate scroll wheel on top panel to toggle settings. Press scroll wheel once to select (Enter)).
 - **Record in mp3 format.** Never record in PCM.
 - **Record in stereo (2-track).**
 - **Record with mp3 bitrate of 128 mbps.**
 - **Turn Auto Track feature (A.Tk) off (No).**
 - **Turn Record timer feature off (No).**
- **Set date and time to create accurate recording titles/time stamps:**
 - Utility Menu>Product Setup>Set Date and Time. Rotate and press wheel to select date/time.
- **Consider resetting default for CD “Auto Make” after recording is complete:**
 - Utility Menu>Product Setup>User Settings>Auto Make CD>Y/N/?
 - Y = CD will automatically begin CDR burn process after recording is stopped.
 - N = Recording will end with no further action.
 - ? = Recorder will prompt user if CD Auto Make is desired (preferred).
- **Consider formatting hard drive, especially if recording multiple sessions or an entire conference:**
 - Utility Menu>Product Setup>Format HDD>Are You Sure?>Y (Recorder will turn off after format)

Creating a Recording

1. **Press the Record button (Rec) to enter record-pause. The green Play-Pause button will blink.**
2. **Set initial record level:**
 - o Set input sensitivity (gain) using dials on front panel.
 - o Set record level by rotating scroll wheel on top panel.
 - o **Digital recording levels must average -12 dB (+/- 3 dB).**
 - o **Set comfortable headphone volume after proper record level has been set.**
3. **Press blinking-green Play/Pause button to begin recording. Adjust record levels as appropriate during recording.**
4. **Press Stop to stop recording. Press Stop again to cancel "Auto Make CD" process if desired.**
5. **A test recording must always be performed and verified prior to the beginning of the session. To play back a recorded track from the HDD, rotate the scroll wheel to locate the title/timestamp of the track to be played back, and press Play/Pause. Evaluate recording and make corrections if necessary prior to the start of the session.**

Burning Recordings to CD (manual process)

- **Utility Menu>CDR Functions>New CD Project**
 1. **"CD Type" must be set to Data. Selecting Audio type will burn tracks in PCM format for playback in standard audio CD player, limiting playback time to 74 minutes per CD.**
 2. **Add all tracks?**
 - **To burn all tracks recorded on HDD to CD, answer Yes.** CD recording will begin automatically upon loading of blank CD.
 - **To manually choose tracks to be burned to CD, answer No.**
 - For Track 1 (T01), select track by corresponding title/timestamp. When selected, press wheel (Enter).
 - If ready to record, press the blinking Record (Rec) button. To add additional tracks, rotate the scroll wheel until (T02, etc.) appears, and press the wheel (Enter). Repeat the process until all desired tracks have been added.
 3. **Press the blinking record button or turn wheel to display "Write CD" to begin burn process.**
 - Insert blank CD when prompted.
 - For additional CDs, answer Yes to "Create another copy?" and insert blank CD.
 4. **Verify successful CD burn:**
 - Reinsert burned CD. Recorder will read CD and detect CD type.
 - Press HD/CD button on top panel until CD is displayed in window.
 - Use scroll wheel to locate desired CD track and press Play/Pause to play.

Labeling Recordings

- **The following must be written on a recorded CD in order to properly label:**
 - o The location (conference center or hotel) and city
 - o The name of the conference/meeting
 - o The date and time of the recording
 - o **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:**
 - o Ensure the writing on the labels is neat and the spelling correct.
 - o Ask the organizer or AE if any additional information should be added to the labels.

Recording Safety

- **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.