

RABB RÝMIÐ



HLAÐVARPSRÝMI
BÓKASAFNS
HAFNARFJARÐAR



BÓKASAFN
HAFNARFJARÐAR

English

Rabbrýmið: Rules and code of conduct

The Rabbrýmið recording studio is the **home of information, entertainment, education and communication**. While using the studio, users are obliged to respect the equal rights of everyone to security and life, and may **not engage in discourse that targets any social group in any prejudiced or unfair manner**.



You are responsible for the recording studio. It's important to be careful with the equipment and everything else in the room.

If you are not familiar with the recording device, please **do not mess with any settings or setup**.

If you know your way around the equipment and want to change anything, **please change it back when you're done**. Be sure to leave everything the way it was when you came into the room.

If you need to step outside, **please lock the room while you're away**. Do not leave the room unlocked and unattended.

When you're done using the studio, you must **return the pass to a member of staff** at the information desk on the 2nd floor.

Please respect the time limit. Make sure you have enough time to finish up and transfer your files before your time is up, because someone else might have booked the room after you.

The **recording equipment is delicate and expensive** - please take very good care of them. Do not leave the room with any piece of equipment.

No food or drink is allowed in the recording studio, except for regular water in a closed water bottle.

Do not leave any trash in the room; throw all trash away in a trash bin. Leave the room in the same condition as you found it.

Age limit: Users of the recording studio must be **18 years or older**. People under 18 must be accompanied by an adult.

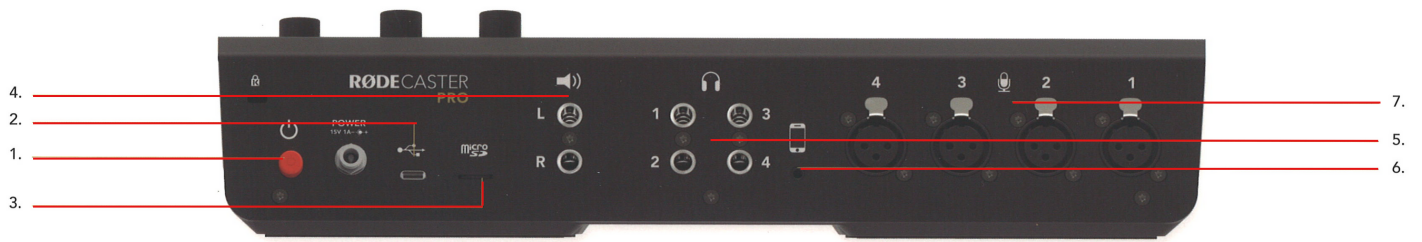
Sincerely,
The Rabbrýmið Team



Front

Features:

1. Large colour touch screen for accessing settings, presets, etc.
2. Press for instant recording to microSD card.
3. Instant sound effect playback buttons.
4. Level controls for microphones.
5. Level controls for USB, mobile and Bluetooth audio sources.
6. Sound effect level control.
7. Buttons to access sound settings for microphones.
8. Separate headphone volume controls for up to 4 people.
9. Volume control for speakers.
10. Mutes audio source.
11. Solo button to listen to the source on its own.
12. Bluetooth pairing and status button; press and hold to pair a Bluetooth device.
13. 3,5mm TRS master headphone output (headphone output 1).



Back

Features:

1. Power button
2. USB connection for computer set-up, recording and audio playback.
3. Integrated microSD card slot for direct recording.
4. 1/4" TRS balanced connection to monitor loudspeakers.
5. 1/4" TRS headphone outputs.
6. Connect easily to mobile phone via TRRS cable.
7. Four XLR mic inputs with phantom power.

Recording instructions



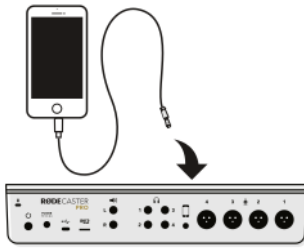
Before recording

- The Rodecaster recording device is turned on with the **red button** on the back.
- There are 4 microphones and matching headphones connected to the recording device.
- One person should control the recordings and sit by mic and headphones **no. 1**.
- The 4 levels on the left side of the recording device control the volume for each track.
- It's usually best to keep the volume rather high, even around **7-9**.
- When speaking into the mic, it's best to keep close and to keep a steady distance.
- While recording, it's best that everyone keeps their headphones on; but not always necessary if the volume has been set correctly.
- You can see the volume levels on the Rodecaster touch screen.
 - One of the white lines on the screen is bolder than the others, so try to keep the volume levels around that line.
- Make sure that all the levels are up on those tracks you want to record. Leave other levels turned way down.
- You can also connect your own computer, phone or tablet to the Rodecaster.
 - Please refer to pictorial instructions on the next pages.
 - **Please note:** Library staff is **not allowed** to access users' personal computers or phones and help with setting up. Users must know how to use their own equipment.
 - If you connect your own equipment to the recording device, **you must put all cables back in their original places before you leave.**

Connecting a phone to the recording device

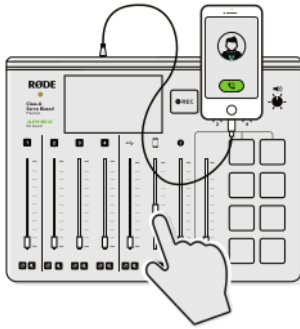



i.




1. Connect the phone with a TRRS cable matching the phone.

ii.



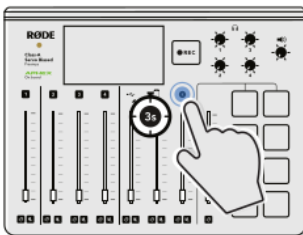
Connect the cable into the  connection on the back of the recording device..


2. Make sure that the  level control is set at a high enough volume.

Connecting a phone via Bluetooth

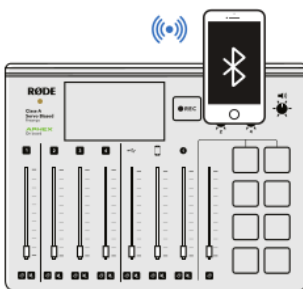


i.



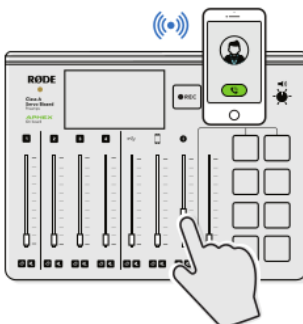
1. Press and hold the  button for 3 seconds.

ii.



2. Pair the recording device and the phone.

iii.

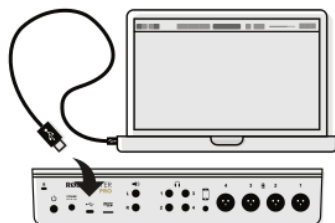


3. Make sure that the Bluetooth level control is set at a high enough volume.

Playing audio from your computer

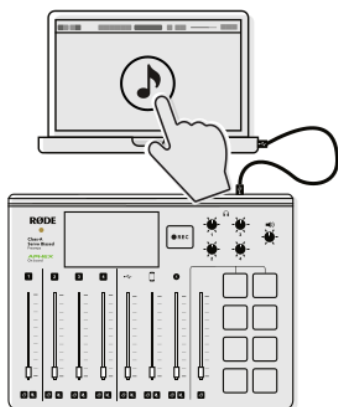


i.



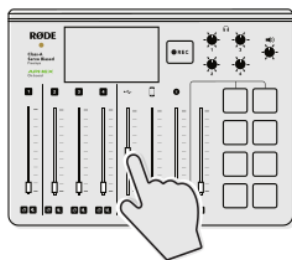
1. Connect the computer to the recording device with a USB to USB-C cord.


ii.



2. Find the audio you want to play.

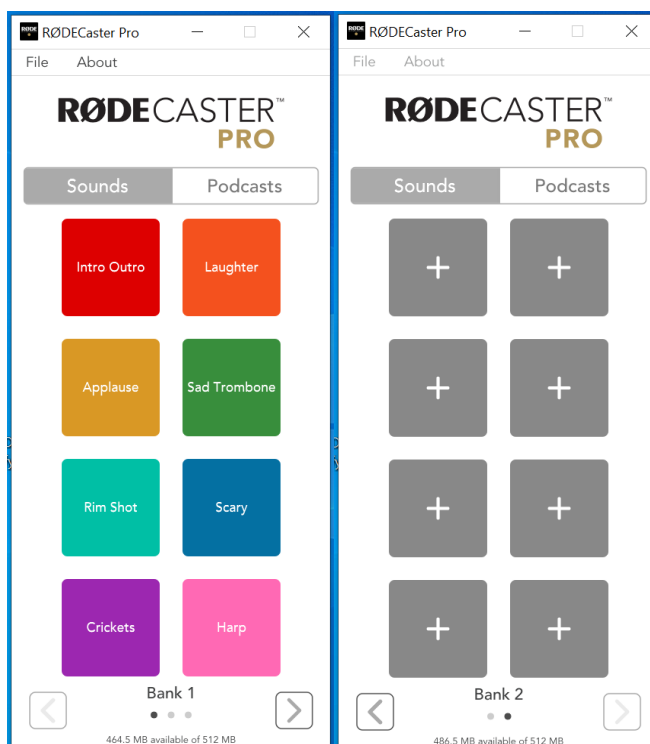
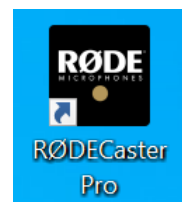
iii.






3. Make sure that the  level control is set at a high enough volume.

Sound playback buttons

- The colored buttons on the right side of the recording device are the sound playback buttons, which can be used to play sounds directly into the recording.
- Users who want to use the playback buttons for inserting sounds should bring their sound files on an USB flash drive or have them ready on a cloud based server.
- To upload sounds to the playback buttons:
 - Open the **RØDECaster Pro** software on the computer desktop.
 - There you have **3 sound banks**:
 - **Bank 1**: Pre-loaded sounds from the manufacturer
 - **Bank 2**: spaces reserved for library staff use.
 - **Bank 3**: empty spaces for any sounds you would like to use in the recording.




- Open **Bank 3** > Press  > find the sound file > **Accept**
- Click the sound file icon in the software in order to get additional options:
 - Change the name of the file, change the button colour, choose different playback styles etc.
- Make sure that the level control on the left of the playback buttons is set high enough for the sounds to play. Test this by pressing the playback buttons before starting the recording and listen to the sound in the headphones.
- To activate the playback buttons:
 - Press  on the top left corner of the Rodecaster touch screen
 - Pick **Sounds** > use the arrows to choose between sound banks
- To delete sound files from the **RØDECaster Pro** software:
 - Click the sound you want to delete and click the  icon

While recording

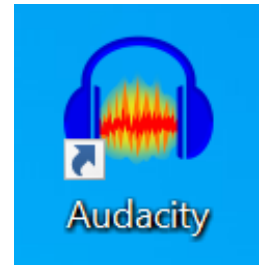






- To start the recording:
 - Press the big REC-button.
 - **Green REC-button** = Not recording
 - **Red REC-button** = Recording
 - **Orange REC-button** = Recording paused
- When speaking into the mic, it's best to keep close and to keep a steady distance.
- To pause the recording:
 - Press and hold the REC-button for 2 seconds.
 - The light will turn **orange** and the recording will be paused.
- To resume the recording to the same file:
 - Press the REC-button once.
- To stop the recording:
 - Press the REC-button once.
- To mute a channel without lowering the level controls:
 - Press the **red** button below the channel.
- To only listen to a selected channel and no other:
 - Press the **green** button below the channel.



After recording

- To transfer the recorded file to the computer:
 - Press the **SD-card icon** on the Rodecaster touch screen (top right corner) 
 - Press **Podcast Transfer Mode > Yes**
 - A folder titled **RODECASTER** will pop up on the computer
 - Open the **RODE** and **PODCASTS** folders to view your recordings.
 - The recordings will appear on a **.wav** format.
 - Now you can either transfer your files to a USB flash drive, send them as an email attachment, or upload them to a cloud server.
 - To finish the file transfer:
 - On the touch screen, press **Done > Yes**
- To erase your file from the recording device:
 - Press the **SD-card icon** > Press **Format SD Card** and move the red slider to the far right > Press **Yes**
- To turn off the recording device:
 - Press the **red button** on the back > Press **Yes** on the touch screen
- **Please remember to erase all your files from the recording device, from the sound playback buttons and from the library computer.**

Audacity



- Audacity is an audio editing software that can be used to edit the audio files.
- Audacity is easy to use and can be downloaded for free online. We therefore recommend bringing a USB flash drive in order to transfer the audio files, then download Audacity to your personal computer to edit the files.
- To upload a sound file, go to **File > Import > Audio** and select the sound file you want to edit.
 - You can also drag and drop the file directly into the software.
- Basic options in Audacity::
 - **Selection** 
 - Click to select a start point for audio playback, or click and drag to select a range of audio to play or edit.
 - **Envelope** 
 - Allows smooth volume changes to be made over the length of a track by means of embedded volume "control points"
 - **Draw** 
 - Draw Tool enables you to manually redraw the waveform; it can thus be used to make volume changes to individual samples or to effect repairs to clicks/noise.
 - **Multi tool** 
 - Combines all the other tools in one.
 - **Cut**
 - Select the bit you want to cut out and press **Ctrl + X**
 - **Split**
 - Place the cursor or select a desired bit and press **Ctrl + I**

- **Trim audio** 
 - Deletes all audio but the selection.
- **Silence Audio** 
 - Replaces the currently selected audio with absolute silence.
- **Add Audio track:**
 - Right click on the dark grey area below the main track and click **Add Mono / Stereo Track**
- Audacity has many more options available to edit or clean up your audio file. We recommend referring to the manual at:
 - <https://manual.audacityteam.org/>