

# Using a Zoom H4n as a Two Person Podcasting Station

Plug in the H4n using the power adapter.  
(You can use batteries, but the recorder goes through them very quickly)

Microphones hook up via XLR cables to the bottom of the H4n. You will need an additional XLR cable and two vocal microphones. Each port records to a separate channel. **Request to borrow the Audio Recorder Accessory Kit.** The Kit includes 2 mics, 2 stands, 10' XLR cable and audio adapter

Plug in your headphones (You can borrow a splitter if you'd like to connect two headsets)



Power on (use the slider located on the left side of the H4n, slide down to power on)

To operate the menu of the H4n, use the wheel to navigate up and down and click/press the wheel in to select. The "menu" button serves as the back function.

Set date and time: Menu->System->Date/Time

Set mode to stereo: Menu->Mode->Stereo

Confirm your input settings as follows: (Menu->Input Setting)

Lo Cut – Off

Comp/Limit- Off

Monitor- On (important as it will allow us to see our input signals without going into standby)

½ Link – off

Level auto – Off

Mono mix – Off

MS Matrix – N/A

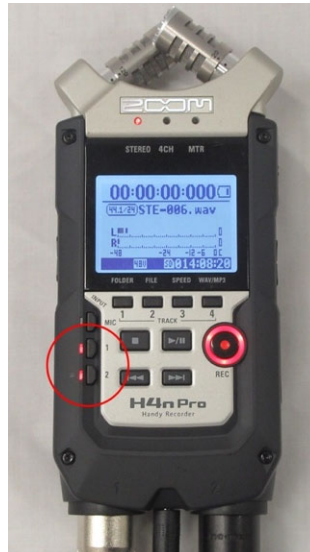
Phantom - +48v

Set the recording format: Menu->REC->REC Format

WAV48 kHz/16bit is suggested if recording audio for video.

## Very Important

Make sure your inputs are set to the external mics. On the front left side of the H4n press either the 1 or 2 buttons, this should transfer the red led from the MIC button (which indicates the H4n's internal mics) to lighting up both the 1 and 2 buttons (1 being the left channel and 2 being the right.)



Hit REC once to enter standby mode. The ring around the REC button blinking indicates this. You will see the levels from each microphone and make adjustments before recording. To adjust have each person speak into their microphones and adjust the input volume using the REC LEVEL buttons (located on the side of the H4n under the menu button).

Press the + REC LEVEL button and you will see a prompt on the screen to choose the channel you wish to adjust. Choose the channel by pressing either the 1 or 2 button on the front of the H4n and then use the REC LEVEL buttons to adjust volume.

You should aim to hit around a -12db average when speaking at a normal volume. Repeat process with both channels. When ready to record, simply hit the record button again. The red ring will stay lit and the time stamp at the top of the screen will begin to count. When finished hit the stop button.

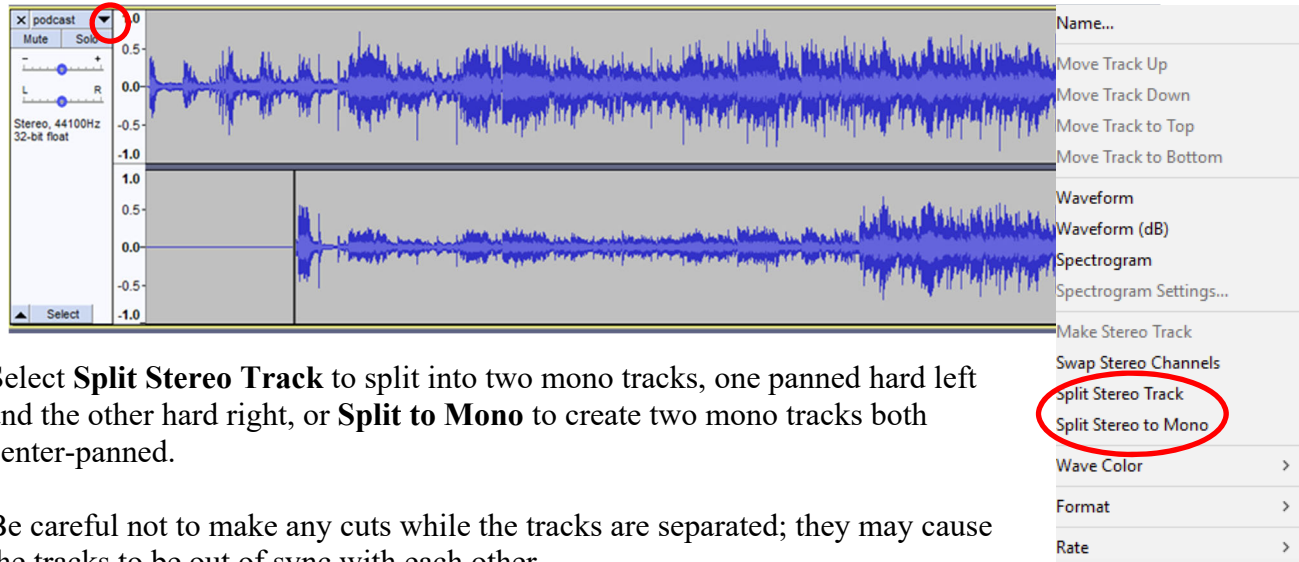


# Audacity Post Production Option

Recording default is one stereo track. The option to split the track into 2 mono tracks may be desirable if you need to edit recordings separately. The two mics on the left can be separated from the two mics on the right to create two audio tracks [left channel and right channel].

Below is an example of a recording. Export this recording to a stereo audio file to preserve the original recording; you may need to refer to it later.

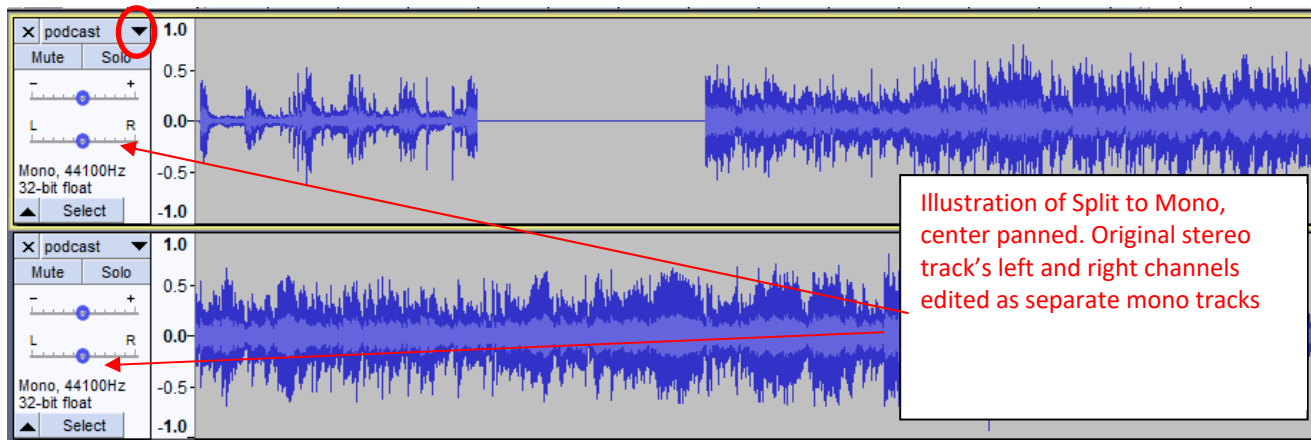
To separate the left and right channels select the **drop-down menu**.



Select **Split Stereo Track** to split into two mono tracks, one panned hard left and the other hard right, or **Split to Mono** to create two mono tracks both center-panned.

Be careful not to make any cuts while the tracks are separated; they may cause the tracks to be out of sync with each other.

To export each mono track separately, select File > Export > Export Multiple



To export as a stereo track, select the **drop-down menu of the top/first track**. Select **Make Stereo Track**. To export, select **File Export ...**

For more information see:

[https://manual.audacityteam.org/man/splitting\\_and\\_joining\\_stereo\\_tracks.html](https://manual.audacityteam.org/man/splitting_and_joining_stereo_tracks.html)

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