

## Newfane Community Memory Project: Using the Tascam DR-40x Digital Recorder

### SET UP:

1. **Do these things BEFORE you turn on the recorder:**
  - a. Check to see that you have these items in your bag: Tascam recorder; microphone, XLR microphone cable, headphones, at least 2 extra AA batteries.
  - b. Attach XLR microphone cable to microphone and to the **left hand** jack at the bottom of the recorder. The cable ends will snap in firmly.
  - c. Make sure the **HOLD** button on the side of the recorder is in the off position (slide it all way down)
  - d. Plug in headphones (upper left side of the recorder, labeled **LINE OUT**)
  - e. **Turn on the Recorder:** Press, hold, and release **HOME** button when screen lights up.
2. **Set up the Microphone:** The Shure SM57 microphone in your kit is a **DYNAMIC** mic. It doesn't need phantom power so make sure the **EXT IN** slider on the left side of the recorder is set at the middle position, labeled **MIC**.
3. **Set recorder to record** from the external microphone (rather than the built-in mics at the top of the recorder): Press **REC MODE** button. Should be set to **SOURCE - EXT IN I**.
4. **Set headphone volume and recording levels**
  - a. Headphone volume: Press **+/- buttons on front of recorder** and make sure headphone playback volume is all the way up.
  - b. Press **RECORD BUTTON** once to enter **RECORD PAUSE** mode (light will blink). When the record light is blinking, you can set and check volume settings, but you are not recording.
  - c. Hold mic 5-6 inches from mouth. Use **+/- input level buttons on the side** of Tascam to set the recording levels. The audio meter (the bar that moves back and forth when the microphone is picking up sound) should consistently reach the little triangle on the meter.

### RECORDING:

- Hold mic 5-6 inches away from mouth. Hold steady! If you move your hands the mic will pick up handling noise. Use a mic stand if you have one, ensuring the mic is 5-6 from the speaker.
- Press **RECORD BUTTON** again to record!
- Here's how you can tell if you're recording:
  - The record button will be illuminated **red**.
  - The time will be elapsing on timeline.
- To PAUSE, press **RECORD BUTTON** again. Red light will blink.
- Press **HOME** to stop recording and save your recording.

**WHEN FINISHED RECORDING:** Press and hold **HOME** to turn the recorder off. Make sure the screen light is off. Disassemble components. Press the silver release tab at the bottom of the recorder to remove the XLR cable. Carefully put all components in bag or case.

# TASCAM AUDIO RECORDER

