

Remote Podcast Recordings

A comprehensive checklist for hosting podcast recordings online

Video

Walkthroughs:

[Find detailed setup walkthroughs for various recording devices at our YouTube channel](#)



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For You:

- ❑ Restart your computer
- ❑ Close any apps that open automatically (Dropbox, VPN, etc.)
- ❑ Opt for a wired ethernet connection in place of WiFi
- ❑ Go to Zoom.us > My Account > Settings > “In Meeting (Advanced)”
 - ❑ Enable the option to “Allow users to select original sound during a meeting”
- ❑ Open the Zoom.us app
- ❑ Open Zoom > Preferences > Audio
 - ❑ Confirm that you have the correct microphone/speaker settings for your chosen recording device
 - ❑ Confirm that you have enabled “Show in-meeting option to Enable Original Sound” from microphone
- ❑ Open Zoom > Preferences > Recording
 - ❑ Confirm that you have chosen to “Record a separate audio file for each participant”
- ❑ Wear headphones
- ❑ Check your gain & volume levels on your recording device
- ❑ Ensure that your recording device has enough space for a new recording (SD card storage space)
- ❑ Double check that Zoom.us is recording your meeting
- ❑ Double check that the Zoom meeting window has “original sound” enabled
 - ❑ *When enabled, the button will read “Turn off original sound”*
- ❑ Double check that your recording device is also recording
- ❑ Keep water nearby
- ❑ Close all doors/windows and turn off fans or noisy appliances
- ❑ Turn off your phone (or use airplane mode)
- ❑ Practice good mic technique: *stay about a fist’s length away from your mic, and lean back when laughing or speaking loudly to avoid clipping*

For Your Guest:

- ❑ Ask them to wear headphones
- ❑ If they don’t have a microphone, ask them to use their iPhone Earbuds - we do **not** recommend using Bluetooth headphones
 - ❑ *For extra street cred, [ship them a mic!](#)*
- ❑ Ask them to look in the Zoom meeting window for the “original sound” button, and enable it
 - ❑ *When enabled, the button will read “Turn off original sound”*
- ❑ If your guest is using a desktop or laptop, ask them to:
 - ❑ Restart their computer
 - ❑ Close all apps (and any that open automatically)
 - ❑ Turn off notifications (especially email dings!)

Other Things to Consider:

- ❑ If you’re unable to use ethernet and must use WiFi, we recommend restarting your router 15-30 minutes before your recording
- ❑ Keeping video on for your call can help create a more personal conversation with your guest; however, it uses more bandwidth. If you experience connection issues or lag, turn video off.
- ❑ Conferencing apps like Zoom tend to “duck” audio when people are talking over one another - when possible try to refrain from interjecting