

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](#)

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!](#)*
- 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