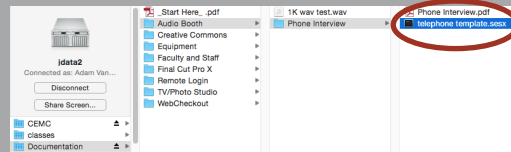


## ONE

Access the file on the server at:

Documentation > Audio Booth > Phone Interview > TelephoneTemplate.SESX



## TWO

Always copy this file from the server to your external hard drive.



## THREE

To save your work, always choose "Save as..."

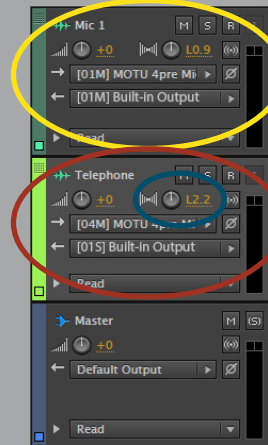
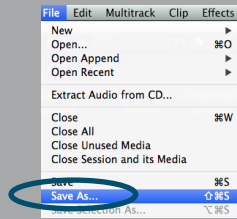
## FOUR

There will be three tracks: Mic 1, Telephone and Master.

Mic 1 will record your voice through the mounted mic. Telephone will record the voice coming through the phone. Master controls the volume of both feeds. Confirm that the settings match those shown in the image:

Mic 1	Telephone
[01M] MOTU 4pre	[04M] MOTU 4pre
[01M] Built-in Output	[01S] Built-in Output

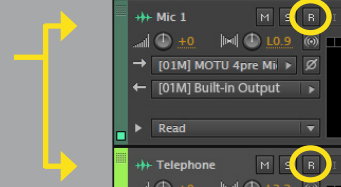
If the audio comes in at less than -12 decibels, use the wheel to increase the volume.



## FIVE

Select both "R" icons.

Be advised: Audio will not begin recording until the master record button in step 9 is selected.



Ensure that the scrubber is set at minute 0:00:00



## SIX

To stop recording, click the Master Stop button.

Begin recording by clicking the Master Recording button. It will light up.



## SEVEN

To begin a call, press the call button on the audio box. Put headphones on and use the telephone to dial. You do not need to pick up the receiver. If the light is red, the line is active and ready to dial.



Locally: (9 + 1 + (area code) + phone number)

Long-distance: Follow local steps. After tapping sound, enter 4789265#

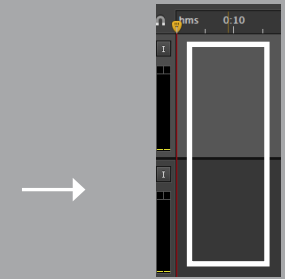
## EIGHT

Hang up by pressing the red drop button. The light will extinguish.



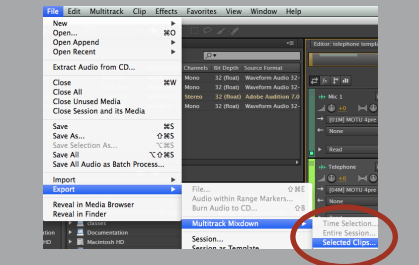
## NINE

To export files, select the Mic 1 and Telephone files by clicking, holding and dragging over them.



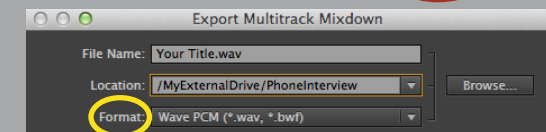
## TEN

Then navigate to the top bar and select File > Export > Multitrack Mixdown > Selected Clips



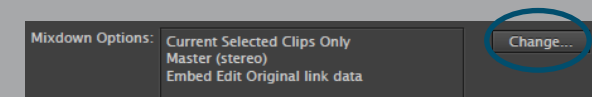
## ELEVEN

Type your file name and choose a saving location and format. Always select AIFF or WAV



## TWELVE

To access more advanced mixdown options, click the change button.



For Additional Assistance  
Contact the JCAGE in 113 Allen Hall or at  
541-346-4244