



### Using the Extrememac microphone for the video iPod

- For a quick and easy way to get you up and running with recording audio, please refer to the black and white instruction book that comes with the microphone. The instructions that follow are a repeat of the instructions in the book, but better explained and more organized. Also, in this sheet are instructions on how to maximize the recording process for podcasting purposes.

### Using the microphone

- **Prepping the iPod to record**
  1. The video iPod uses the Voice Memos application to record. By default, this option is not viewable on the iPod main menu. To make it viewable, on the iPod main menu, **select Settings>Main Menu** and then under the Extras Heading, **select the Voice Memo option and turn it On by clicking the iPod select button.** To go back to the main menu, click the Menu button on the iPod until you are back to the main menu.
- **Connect the microphone**
  1. Connect the microphone to the iPod. The microphone speaker will face the front of the iPod. The record application in Voice Memos will launch automatically when you connect the microphone.
- **Recording**
  1. If you are not in the Voice Memo application, open it from the main menu by going to **Voice Memos>Record Now.** Another way of getting to the Voice Memos screen is by pressing the Quick Memo button on the front of the microphone, **indicated by a silver X.** The iPod will automatically go to the record screen no matter where you are in the iPod menu system.
  2. The Voice Memos recording screen has a digital clock and a Record and Cancel option at the bottom of the screen.
  3. **To record:** highlight the Record option and press the Select or the Play/Pause button on the iPod. To pause a recording press the Play/Pause button again or highlight Pause and then press the Select button on the iPod.
  4. During a recording, there are two options, “Pause” and “Stop and Save.” To end a recording, either press the Menu button or highlight the “Stop and Save” option, and then press the Select button. This saves your recording and lists it by date and time recorded. Also, during a recording, a red LED light will illuminate on the microphone to let you know you are recording.

**Note:** Hold the iPod 6 to 18 inches from your mouth and speak in a normal tone. Holding the device too close or speaking too loudly may degrade the quality of your recording.

### Microphone Options

- **3.5mm Auxiliary Stereo Input**

- You can detach the microphone from the speaker and use any other microphone with a 3.5mm (also called a mini or 1/8") jack. The microphone can also record in stereo when using a stereo microphone.
- To record from another source other than a microphone- like a computer, mixing board, or a stereo- plug in the cable and move the switch above the microphone port from the Mic to Line setting.

## **Using Recordings**

- **Playing recordings on your iPod before you transfer them to iTunes.**

1. From the iPod main menu, select Voice Memos and then choose the recording. Recordings are listed by date and time recorded.
2. To activate the speaker on the microphone, **hold the silver X button for 2 seconds** in any mode to turn on and off the microphone's built in speaker. Play your recording and you should hear it through the microphone speaker. You can also listen to your recordings with the iPod supplied earphones.

- **Playing recordings on your iPod after you transfer them to iTunes.**

1. From the iPod main menu, select Music>Playlists>Voice Memos and then choose the recording. Recordings are listed by date and time recorded.

- **Transferring recordings to your PC.**

1. Your iPod must be enabled for use as a hard drive. Connect the iPod to your computer via the supplied usb cable and open the application your use to listen to audio. Through the My Computer menu, double click the removable disk that represents the iPod. Open the Recordings folder. Double-click on a specific audio file to listen to the recording. You can move the recordings to the hard drive on your computer by moving the files in normal windows fashion.

- **Transferring recordings using iTunes**

1. Connect the iPod to your computer via the supplied usb cable.
2. You will be asked if you would like to copy your voice memos to your library. **Select Yes or No.** If you select Yes, all voice memos will be moved to your iTunes Music Library. A Voice Memos folder will be created in your iTunes play list. Once your recordings are in iTunes, you can rename them and add other information by selecting a recording and choosing File>Get info.

**Note:** The recordings will be removed from the Voice Memos folder on the main menu of the iPod when you transfer them to iTunes.

- **Playing your recordings in iTunes after you have transferred them from your iPod**

1. Select the Voice Memos playlist folder that is automatically created for you in the media management pane in iTunes and then choose the recording in the main iTunes pane. Double-click on the file to play it or click the Play button on the top left portion of iTunes.

- **Converting your recordings to another format**

- By default, the iPod records files in WAV format. WAV files are very large in size compared to other formats such as .mp3. It is also necessary to convert WAV files to the .mp3 format to optimize podcast downloading.
  
- **Prepping for conversion.**
  1. You must select in the iTunes preferences what format your files will convert to. In iTunes, open the iTunes preferences (**Edit>Preferences on PC; iTunes>Preferences on Mac**), select the Advanced tab, and then select the Importing tab within the Advanced tab.
  2. In the Import Using drop down box, **select MP3 Encoder.**
  3. In the setting drop down box, **select Good Quality (128 kbps).**  
**Note:** This setting will ensure a small file size at good quality. The higher the quality (above 128 kbps), the bigger the file size will be.
  4. Click OK.
  
- **Convert a voice memo recording to .mp3**
  1. After you prepped for conversion, open iTunes and click on your Voice Memos play list folder. Select the recording you want to convert.
  2. **Select the Advanced menu and then select Convert Selection to mp3.** This will convert your file to the specifications you set in the iTunes preferences.
  3. iTunes will convert your file and place the new file in your Library folder. Your new file will have the same name as the file in your Voice Memo folder. **You will have to rename it so you know the difference between the two.**
  4. Click on your Library folder. Find your voice memos in your library list. The newly converted file should be the second one in your list, next to the original. To find the difference, select the file, then navigate to File>Get Info. On the summary tab, look next to the Kind: field. It should say the format of the file, which is .mp3. Also, look at the Bit Rate field. It should say 128 kbps.
  5. When you have found the right file, rename the file so you can distinguish it later on.
  
- **Selecting your voice memo files on your computer**
  - For podcasting, you need to get the individual audio file so you can transfer it to wherever your podcast will be stored.
    1. To get to the files on PC: select your **My Documents folder>My Music>iTunes>iTunes Music.** Now you can navigate to the individual files and move/copy them at will.
    2. On the Mac: open the Finder, select your **home folder>Music>iTunes>iTunes Music.** Now you can navigate to the individual files and move/copy them at will.
  
- **Using your iPod while connected to your computer**
  - When you initially connect your iPod to your computer, you will get a “Do Not Disconnect” message on your iPod. **To use your iPod while connected to your computer, simply select the Eject button within iTunes.** You will then be able to access the menus on your iPod. This is a good option for you can charge your iPod and use it at the same time.
  
- **Properly disconnecting your iPod from your computer**

1. **For a PC:** simply select the Eject button next to your iPod's name in iTunes. If your iPod will not eject, eject it using the Remove Device Safely option from the system tray located next to your clock.
2. **For a Mac:** simply select the Eject button next to your iPods name in iTunes. If your iPod will not eject, (you might get a "device in use" message when you try to eject the iPod with iTunes open) quit iTunes and then drag the iPod icon on your desktop to the trash. In extreme cases a reboot of your computer might be necessary.

**Additional notes:** Unlike the Belkin microphone for the iPod, there is no port for a USB cable on the bottom of the microphone. So you can not plug your iPod into your computer with the microphone attached.