

Recording Audio with iPod Nano (3rd generation) and Belkin TuneTalk

Materials checklist:

- iPod Nano (3rd generation)
- White iPod USB cable
- White iPod USB headphones

- Black Belkin TuneTalk
- Black TuneTalk USB cable

Getting Started:

1) Installing iTunes

If you're using an Apple, you should already have iTunes, but if you're using a PC, this may not be the case. Look for iTunes on your PC in **Start > All Programs**. If not installed, download it for free from <http://www.apple.com/itunes/download>. Once you have downloaded the installation file, double-click on it to install it on your computer.

2) Charging iPod

- Connect iPod to computer using white USB cable.
- Charging may take several hours.
- When complete, eject iPod from computer using “eject” button in iTunes > Devices > click on the “eject” icon next to your iPod:



Note: you can also begin recording before iPod is charged, by connecting iPod/TuneTalk combination to computer with black USB cable (see **Using TuneTalk while connected to computer** below).

3) Instructions for FIRST TIME use of iPod with “YOUR” computer > Make sure iPod is formatted correctly & synced to local computer (highly recommended before first recording with Belkin Tune Talk!)

iPods that are given from one user to next must be formatted for YOUR computer before using (i.e. iPod formatted to work with Mac may not work with a PC.) You will need to choose one computer to carry iTunes files – home computer or desktop computer at work or laptop – which will be referred to as “YOUR” computer.

Before you proceed, make sure your iPod is formatting correctly. To do so, connect the iPod to your computer using the white USB cable. iTunes should

launch. You'll receive a warning message if the iPod needs to be reformatted. Do this reformatting now, before you do any recording, as this will erase all media from the iPod (and will also install the most current iPod software).

Upon connecting iPod the first time, you may also see a message telling you that the iPod is synced with another library. To make "YOUR" computer the main account, choose "erase and sync" to sync with your local computer. Again, this is only for the first time when you want to erase a previous users songs/podcasts and begin syncing with your own iTunes files.

Once you're finished, safely remove the iPod (see **Safely Removing iPod from Computer** below).

4) Understanding iPod controls

The controls on the iPod consist of:

- Round "Select" center silver button
- White control wheel surrounding it

Moving your thumb around the control wheel allows you to highlight the various menu options. Once you've highlighted the option you desire, click the "Select" button in the center.

To bring up the main iPod menu at any time, click **Menu** at the top of the control wheel.

To turn on/off your iPod, click and hold the play/pause on control wheel 

Recording with the Belkin TuneTalk:

- Plug Belkin TuneTalk into the bottom of iPod. If iPod is in a case, you may need to remove the clear grey plastic spacer from the TuneTalk.
- If iPod doesn't come on automatically, switch it on by depressing and holding Play/Pause button for several seconds.
- To begin recording, select **Menu > Voice Memos > Start Recording**
- To stop/pause, click the play/pause button. You may select **Resume** (to continue recording), **Stop and Save** or **Delete**.

For best recording quality:

- Set AutoGain switch on bottom of TuneTalk to "ON" position.
- Set iPod recording quality to "High": select **Menu > Voice Memos > Quality**, then click to toggle between **Low** (22.05kHz, mono) and **High** (44.1kHz, stereo).
- Hold the iPod/TuneTalk combination six to 18 inches from speaker's mouth. Have speaker talk in a normal tone of voice. Holding the device too close or speaking too loudly will compromise the quality of your recording.

To play a recording on iPod:

- Remove Belkin TuneTalk, and plug in iPod headphones.
- Select **Menu > Voice Memos** and choose the recording. Recordings are listed by date and time recorded.
- Highlight the desired recording, and press the “Select” button.
- Press the “Select” button again to play.
- Spinning your finger around the control wheel will increase/decrease volume during playback.

To transfer recordings to your computer using iTunes:

- With TuneTalk still attached to iPod, connect TuneTalk to computer using the black USB cable (or, remove the Belkin TuneTalk and connect iPod directly to your computer using the white iPod USB cable)
- iTunes should launch automatically. If it does not, start iTunes from the **Applications** menu in the Finder (Mac) or **Start > All Programs** (PC).
- Your iPod should automatically sync with iTunes. Once it has finished, you’ll find your recordings in the **Voice Memos** folder in the iTunes source list (left side of screen).
- Once your recordings are in iTunes, you may rename them by highlighting a recording and choosing **File > Get Info**.

Using TuneTalk while connected to computer:

Your iPod will charge while connected through the TuneTalk and the black USB cable, just as if it were connected directly with the white iPod USB cable.

You can also record using the TuneTalk while connected to your computer in this way. This will allow you to record and power/charge your iPod at the same time. To do so, however, you must first “eject” the iPod from within iTunes (see **Safely Removing iPod from Computer** below, but don’t actually disconnect the USB cable). The iPod will then exit “Extended Mode” and return to normal operation.

This is an advisable mode of operation in circumstances where you may have limited battery power. Note that your iPod battery will drain more quickly when recording, as the TuneTalk draws its power from the iPod.

Safely Removing iPod from Computer

Before disconnecting the iPod, click the “eject” icon next to the iPod in iTunes (Mac or PC). iPod screen will say “OK to Disconnect”, and you may then disconnect the USB cable.

Sharing Audio Files in Your Course

Please see the separate handout “**Posting Audio and Video in BB via iTunes U**”.