1. Open the Microphone Stand Bag and Set Up the Microphone Stands

Remove the two microphone stands from the black and green zipper bag (see Photo 1) and set up as pictured (see Photo 2).

2. Open the Suitcase

a. Lay the suitcase on edge on a flat surface with the side handle facing up (see Photo 3).

b. Unzip the zipper that has two pulls (see Photo 3) and open the halves of the suitcase like a clamshell (see Photo 4).
3. Remove and Set Up the Laptop Computer

The laptop computer is located inside a zipped compartment opposite the green bags (see Photo 5).
   a. Unzip the large compartment and remove the laptop bag. Remove the laptop, charging cord, and mouse from the laptop bag.
   b. Connect the charging cord to the side of the laptop and plug the charging cord in to an electrical outlet. The light on the charging cord should illuminate to indicate that the laptop is receiving power.
   c. Connect the mouse to the laptop (see Photo 6).
   d. Turn the laptop on by pressing the silver power button near the keyboard (see Photo 7).

4. Remove and Set Up the Microphones

   a. Remove the two microphone pouches from the suitcase (see Photo 8).
   b. Remove the microphones from the pouches and clip them into the microphone stands (see Photo 9).
c. Remove the two microphone (XLR) cables from the suitcase. (see Photo 10).

d. Plug the microphone cables into the back of the microphones. They should click into place. (see Photo 11).

5. Remove and Set Up the M-Audio USB Converter and Headphones

a. Remove the M-Audio USB Converter and headphone pouches from the suitcase (see Photo 12).
b. Remove the M-Audio Converter and its power/USB cable from the pouch.
c. Connect the power/USB cable to the back of the converter (see Photo 13).
d. Connect the other end of the USB cable to a USB port on the laptop (see Photo 14). The blue lights on the front of the converter should illuminate.

e. Ensure that the LINE INST switches on the front of the converter are flipped down to INST and the input levels (1 and 2) are turned all the way to the right (see Photo 15).

f. Ensure that the +48V light is not illuminated (see Photo 16).

g. Remove the headphones from the pouch and connect them to the converter (see Photo 17).
6. Connect the Microphones to the M-Audio USB Converter and Test
   a. Ensure that the pins in the microphone cords are aligned correctly (see Photo 18), and plug the microphones in to the round plugs on the M-Audio USB Converter labeled 1 INPUT and 2 INPUT.
   b. Speak into one of the microphones and adjust the input level for that channel on the converter by turning the knob (see Photo 19). The input level LEDs should flash into the yellow range, but not into the red (overload).
   c. Repeat step b for the other microphone.
   d. Turn the PHONES and MONITOR dials all the way to the right (see Photo 20).
   e. Put on the headphones and speak into the microphones. Adjust the PHONES and MONITOR dials until you can hear yourself speak into the microphone on the headphones.

7. Set Up GarageBand
   a. Double click GarageBand to open the application (see Photo 21).
b. Select File, New…
c. Select Empty Project and click the Choose button (see Photo 22).
d. For Choose a track type, select Audio, Record using a microphone…and click Create (see Photo 23).

e. From the GarageBand menu, select Preferences… (see Photo 24).
f. Click Audio/MIDI and confirm that Output Device and Input Device are both set to M-Track Plus (see Photo 25). Close the window by clicking the red circle at the top left.
g. From the Track menu, select Configure Track Header and confirm that there is a check next to the Record Enable button (see Photo 26).

h. The Record Enable (red) button should appear in each track in GarageBand (see Photo 27).

i. Confirm that the Record Level is all the way to the right and the Track Recording Settings Input is 1 (M-Track Plus) (see Photo 28).

j. Watch Audio 1 and speak into Microphone 1. Confirm that the Record Level slider is moving into the yellow area (see Photo 29).
8. Create and Reset Two Tracks of Test Recording

a. Record the first track.
   - Click the red Record Enable button in the Audio 1 track (see Photo 30).
   - Click the red Record (round) button at the top of the window (see Photo 31) to start a new recording.
   - Speak into Microphone 1. You should see an audio wave form in the track (see Photo 31).
   - Click the Stop (square) button to stop recording.

b. Add and Record the second track.
   - From the Track menu, select New Track…
   - For Choose a track type, select Audio, Record using a microphone…and click Create. Track 2 should appear with a Record Enable button and an audio level meter (see Photo 32).
   - Confirm that the Record Level is all the way to the right and the Track Recording Settings Input is 2 (M-Track Plus) (see Photo 33).
• Watch Audio 2 and speak into Microphone 2. Confirm that the Record Level slider is moving into the yellow area (see Photo 34).
• Click the red Record Enable button in the Audio 2 track (see Photo 35).
• Click the red Record (round) button at the top of the window to start a new recording.
• Speak into Microphone 2. You should see an audio wave form in the track.
• Click the Stop (square) button the stop recording.

c. Reset the recordings.
• Click on the audio waves and press the Delete key to delete both audio recordings.
• Click the << button (see Photo 35) to rewind the tracks.

9. Record Your Tracks

OPTIONAL: Save Your GarageBand Project
a. From the File menu, select Save As…Project.
b. Enter a name for your project in the Save As: field and click Save.
c. To locate your saved file, click to open Finder. From the Go menu, choose Home. Double click Music and GarageBand.

OPTIONAL: Save Your Audio File as MP3 or .wav
a. From the Share menu, select Export Song to Disk...
b. Enter a File name for your audio file (song) in the Save As: field.
c. Choose a Format and Quality and click Export.
d. To locate your saved file, click to open Finder. From the Go menu, choose Home. Double click Music and GarageBand.