

Digital Voice Recorder

Hold the recorder in palm of hand face up
On LEFT hand side is a small switch – the HOLD switch
Push this towards you when using the recorder.
Push in opposite direction to turn recorder off

Notice the display
Current date is shown e.g. 21. 6 '06
Please do not alter this.

In the centre of the display is small **a** circled and **00** this is showing the current folder (a) and file number (00)

YOU CAN CHOOSE YOUR OWN FOLDER AND FILE BY
Pressing **MENU FOLDER** button near front bottom of recorder
When pressed the four folders appear on each consecutive press
Look at display and a small circled **a, b or c** will appear
Click until you get **a 00** or your folder number e.g. Folder **c 00**
Note which folder you are using e.g. Folder **c**

To Record

- Sit at front of classroom/lecture theatre
- Point recorder towards lecturer
- Press REC button which is in RED directly below the display screen and above the circular button
- Press STOP ■ button when you wish to stop recording.
- The STOP ■ button is at top on the circular display button
- Press Play ► to hear what you have recorded NO REWIND NECESSARY
- To begin recording again press REC
- To PAUSE during recording press REC twice. Notice the flashing PAUSE on display
- To restart recording press REC and it will continue without interruption on file

NOTE: a new number appears each time you stop and restart recording e.g. 01 then next recording will be 02 then 03 etc.

This is useful for different classes.

You can organise your lectures by number.

If you do not want this to happen use the PAUSE method

To listen to previous recordings press the double back arrows ◀◀ until you get to correct number e.g. 02

To listen to later recordings press ▶▶ until you get to correct number e.g. 06

To Erase Files

This should be done after you have downloaded your files to computer

- Select folder you are recording in e.g. c
- Select files you wish to erase e.g. 03

- Press ERASE which is in red print with a small yellow button at bottom front of recorder
- Notice on display a flashing YES or NO with the number also flashing
- To choose YES press the ◀◀ back arrows on circular button
- Notice the YES is now flashing
- Press the ENTER/index button on right side of the REC button
- File is now deleted

ONCE DELETED YOU WILL BE UNABLE TO RETRIEVE IT

To Erase ALL FILES

- Select the correct folder
- Press ERASE button twice
- Select the flashing YES as instructions above
- Press the ENTER button

ONCE DELETED YOU WILL BE UNABLE TO RETRIEVE IT

To Down Load onto a computer

After you have finished recording and before you delete files you need to down load the recordings.

The computer in the library adaptive technology room has this software installed for your convenience.

- Find a computer
- Log in and open Windows 98/2000 ME/XP
- Place CD Digital Wave Player in and install software
 - Follow Wizard
 - Yes to all
- Plug lead into recorder on right hand side there is a small grey flap
- Open this and plug one end of lead in
- Other end of lead goes into computer
- Open the Digital Wave Player Program
 - You will see a menu
 - Play screen
 - File data screen
- You will notice that the right hand pane now shows your file name, created date, transfer date/time, recording l.....
- Highlight this file and then on Play screen above this click on Play arrow ►
- You can adjust the volume to hear what you had recorded
- You can see what other files you have downloaded by clicking on file b or c and again highlighting them then clicking play arrow.
- The files are now saved under
 - MY DOCUMENTS

- DIGITAL WAVE PLAYER
- MESSAGE
- FOLDER A, B OR C on your computer hard drive

You can now copy or drag these to your floppy disc or memory stick

Remember to switch the HOLD button off once you have finished and to delete all files from recorder so next person can have free file space.

Listening to Play Back by EAR PHONES

Take earphone out of carry case

At top of recorder on RIGHT HAND SIDE with recorder sitting in palm is jack

Place earphone plug in this jack hole

Use as above to listen to recordings