

IC RECORDER – Students will need to supply 2 X AA batteries

- 1 small recorder
- 1 leather look pouch
- 1 battery recharger
- 1 memory stick

HINT: Easier to use out of pouch

The IC recorder will allow you to save all your recording to memory stick which slides in at the bottom of recorder. The EJECT button is on RIGHT hand side toward base and push slides↓.

BASIC INSTRUCTIONS

If there is no display you need to press the HOLD button on back of the IC Recorder ↓down.

1. This IC Recorder as 3 folders named: PHYSICS; MATHS; RESEARCH. Please use one of these existing folders. (If you would like to create and name a folder see in depth instruction booklet in carry case)
2. To SELECT a folder
 - On right hand side is a TOGGLE lever that moves
 - i. up↑
 - ii. down↓
 - iii. left ←
 - iv. right→
 - v. in↔
 - Push the TOGGLE lever towards display i.e. left←
 - A folder name will appear e.g. PHYSICS 001/005
 - The file is 001
 - The folder is 005
 - On every push↑ you will get another folder (max 3)
 - Push TOGGLE ↓and the previous folder is shown
3. When the folder is chosen you can RECORD
 - At top on right hand side is a push button with a small red dot. This is the RECORDING button. It is also the PAUSE button
 - Push button IN↔ to start recording.
 - When recording starts a flashing light will appear at the very top of recorder
 - Every time you STOP another file number of folder will appear
 - Physics Folder 001/005; 002/005; 003/005
4. To STOP recording
 - There is a SMALL dot button below and to the right of the record button
 - Press ↔in to stop recording
5. To PLAY BACK what you have recorded
 - You only need to push the TOGGLE lever in ↔ and what you have just recorded is replayed. *There is no rewind*
 - To scroll through your files – which are formed ever time you STOP recording, push TOGGLE down ↓
6. The PAUSE button will allow you to record without having to use a new file.
 - The PAUSE button is same button as RECORD button!

- When you are in pause mode the word PAUSE is on the display. This is the easiest way to record a lecture.
- **BE CAREFUL!!!!** The **RECORD** and **PAUSE** button is very close to the STOP button

7. To TRANSFER recordings to computer

- Connect the USB cable found in carry case to both the IC RECORDER and a computer.
 - i. There are two small PORTS on the left hand side of the recorder.
 - ii. Microphone and USB
 - iii. Use your thumb nail to open the USB port
 - iv. Plug in the cable to both IC Recorder and computer
- The WIZARD instructions will come up saying hardware found, insert installation CD.
 - i. Load CD found in carry case into computer and follow WIZARD
 - ii. Yes to all
 - iii. Your name when asked
 - iv. Restart computer
- Go to Programs
 - i. Sony Digital Voice Editor 2
 - ii. Double click to open
- On IC Recorder have folder with recording showing e.g. PHYSICS 006/005
- Plug in to computer
- It should now be E: Memory stick showing on computer
- Double click on VOICE
- Click on correct folder e.g. PHYSICS
- A list of all your recordings will show.
- If you used the PAUSE whilst recording you should only have one file showing
- You can now listen to the recording and you can save the recording to your own files

8. To SAVE files

- In Explore DRAG and DROP into MY DOCUMENTS / VOICE FILES

For your convenience we have loaded this software onto our computer in the adaptive technology room in the library.

PLEASE ERASE ALL FILES FOR NEXT USER.

Make sure you have saved any files you have recorded BEFORE you erase them.
Once erased you cannot retrieve them!

9. To ERASE files.

- The erase button is very small and at the top of the recorder. ERASE is written in RED
- Start play, whilst it is playing recording press the ERASE button in
- It will show ERASE? on the screen
- Press ERASE again.
- It will automatically go to the previous file after erasing
- Continue erasing all your files until finished.

10. TO TURN OFF DISPLAY

- Push the HOLD button ↑up. This button is on the back of the recorder next to VOLUME buttons.

