

# How to use an Olympus Digital Voice Recorder

The Olympus Digital Voice Recorder is a digital audio recorder that can also play music and transfer digital files via its USB mode. It's ideal for recording notes, lectures or discussions, for later recall or to place on the VLP. This handout covers the following topics:

1. **Preset Recording options**
2. **Recording Audio**
3. **Playback**
4. **Transfer to PC**
5. **Erasing Files**

Please refer to the full instruction Manual for further instructions.

## 1. Preset Recording options

The following recorder options have been set as the default for staff use:

- **Audio Mode: Voice** (Options: Music Player)
- **High Quality recording** (Options: Stereo HQ, Standard Play, Long Play)
- **Microphone Sensitivity:** Dictaphone (Options: Conference)
- **Variable Control Voice Activator – Off** (Options: On - records only when sounds reach above a preset recording level)
- **Record to Folder A** (options: B, C, D, E)
- **Device mode: Voice** (Options: Music)

**Note:** Unless there are specific reasons, you are advised not to change these settings. If you change these, please remember to reset them for the next user.

## 2. Recording Audio

### Power On/Off

- **To turn ON the voice recorder**
  1. Slide the **HOLD** switch on the left side of the unit downwards (towards the Music / Voice switch)
- **To turn OFF the voice recorder** (to save power)
  1. Slide the **HOLD** switch upwards (in the direction of the arrow)

The unit will automatically go to standby mode after 5 minutes. Press any button to wake up the unit.

The recorder can record about 17hrs at default settings – refer to the manual if you wish to record more than this in one session.

## Dictaphone or Conference?

**Dictaphone mode** is designed to record one person's voice. To help with this, the recorder reduces sensitivity for background noise. This mode may be most appropriate for use with the clip-on Mic, for example when the user is recording their own voice during a lecture and has the recorder in a pocket.

**Conference mode** is designed to record a group of voices – for example the recorder could be positioned in the middle of a group of people to get a transcript of a meeting. In this mode, the recorder is more sensitive to background noise.

Before use, check that the recorder is in the appropriate mode:

- **To change the recording sensitivity setting from Dictaphone to Conference:**
  1. Hold down the center **OK** button for 2-3 seconds to select the menu options
  2. Scroll down using the menu's (-) button to **Mic Sense**
  3. Press the **OK** button. The options **Conf** and **Dict** should be shown. The option that is already selected should be flashing
  4. Use the + and - buttons to change options if necessary
  5. Press the **OK** button to return to the main menu
  6. Press the Rewind (I<<) button to return to the main display

## Check Folder

The recorder has five folders to organise and store recordings (folders A,B,C,D,E). By default, the recorder should be set to save recordings in **Folder A**, as indicated by the emboldened folder letter icon at the top of the display. If another folder is indicated by this icon, it will not affect your recording, but when downloading to a PC remember to look in the indicated folder for your recordings.

- **To change between folders:**
  1. Simply press the **FOLDER / INDEX** button on the front of the recorder, to move between each folder in turn.

## Recording

The upper right section of the display shows the track number in two large digits, followed by the total number of tracks in two small digits.

For example, if the display shows **02/03**, you are on track two out of a total of three.

- **To start recording:**
  1. Press the **REC** button on the right-hand side of the recorder. The record/play indicator light at the top of the unit should glow red. Recording time should be indicated in minutes and seconds, starting from zero for each new recording.
  2. Press the **STOP** button to stop recording.
  3. To **pause** the recording, press the **REC** button while recording. To resume recording press **REC** again.

## **Warning!**

It is possible that the **STOP** button or another switch on the recorder may accidentally get pressed whilst a recording is being made (for example if the recorder is in a pocket), thus interrupting or stopping a recording prematurely.

- **To guard against this:**

1. Press the **RECORD** button to start your recording
2. Slide the **HOLD** button upwards (as though switching the recorder off)
3. Complete your dialogue.
4. Once finished, slide the **HOLD** button down, back to the “on” position

You can now use the recorder normally.

## **3. Playback**

- **To listen to the current recording (track):**

1. Press the **PLAY** button on the side of the unit to listen, whilst the **STOP** button will stop the track.

- **To move between tracks:**

1. Use the Rewind (**⏮**) and Forward (**⏭**) buttons to move sequentially between tracks. Remember, the display shows the current track number in large digits, and the total in small digits.

**Note:** If you have only recorded one track, you will not need to do this (the main display would show 01/01).

## **Volume**

Use the **+** and **-** buttons on the front of the recorder to alter volume levels. Note that volume is not adjustable during recording, and only on playback.

## **4. Transfer to a PC**

In order to transfer to a PC, ensure that the PC you are going to use has a free **USB** port.

1. Turn the recorder off, if not already (push the **Hold** switch in the direction of the arrow)
2. On the back of the recorder, press the **RELEASE** button, and pull the battery compartment downwards, away from the rest of the unit
3. Insert the recorder's USB terminal into the USB port on the PC. The recorder display should now show **REMOTE**
4. On the PC, open **My Computer** or **Windows Explorer**, and look for a new drive. This is likely to be listed as the **E drive**, along with the description “Removable disk”
5. You should now see six or seven folders listed, depending on your computer's settings. Unless you have altered the folder setting on the recorder itself, all your recordings should be in the folder named **DSS\_FLDA**.
6. Use your PC to copy (drag and drop) the **Window Media files** (.WMA) in this folder to the appropriate folder on your PC. Note that you don't need to copy the .DAT files.

7. Once copying is complete, remove the recorder from the USB port, and replace the battery compartment.

Now that you have a copy of the audio file on your PC, you can if you wish follow the instructions below to delete the files on the voice recorder.

## 5. Erasing files

If you have copies of your recording on your PC or no longer require them on the voice recorder you can delete them.

1. Ensure that you have Folder **A** selected, as indicated by the emboldened letter icon on the display. If another letter is displayed, press the **FOLDER / INDEX** button until **A** is shown.
2. Use the Rewind (**⏮**) or Forward (**⏭**) buttons to select the track you want to erase.
3. Press the **ERASE** button on the front of the recorder. The display should show options to Cancel or Erase.
4. Press the **+** button to select **Erase**
5. Press the **OK** button. The display should confirm the deletion of the track.

For further instruction on the operation or music function of the voice recorder please refer to the full instruction Manual.