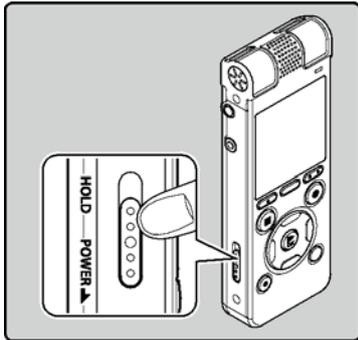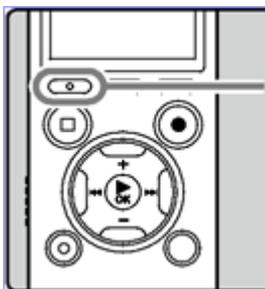## Olympus Recorder Basics:

Turning the Recorder on:

While the recorder is turned off, slide the POWER/HOLD switch to the direction of the arrow. The POWER / HOLD switch is on the side of the recorder.

The Recorder display will turn on.
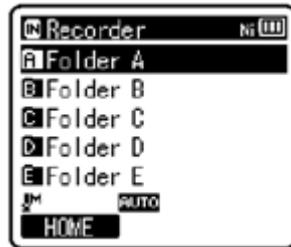
You should see the HOME screen displayed:

TIP – If you don't see the 'HOME' screen when the recorder turns on, click on the F1 button which is at the top left of the button panel
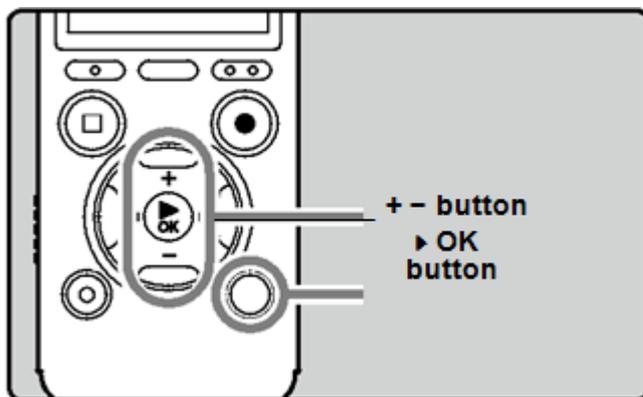
CONTROLS - FOLDER and FILE SELECTION

The OK button on the front of the recorder acts a little like a 'ENTER' key on a computer. So, if a particular 'mode' is selected on the HOME screen, for example 'Recorder' on the image above, you can press the OK button to enter that mode.

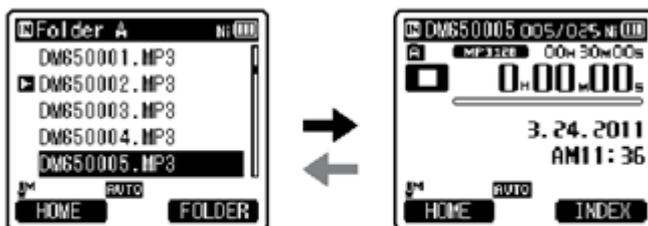In recorder mode, you will see the contents of the Recorder folder. These are:

Folder A
Folder B
Folder C
Folder D
Folder E

The + and - controls on the front of the recorder let you move up and down in the list of folders and select a folder using the 'OK' button:

Once inside a folder you will see the 'File List Display' and choosing a file from the list will take you into the 'File Display' and will automatically play the selected recording.

File list display   File display

The File Display provides information about the currently selected file. For example, the file name, length, the position within the current folder ('005/025' refers to file 5 of 25), date and time of recording and so on.

Playback can be paused using the 'STOP' button (see below). Resume playback using the 'OK' button.
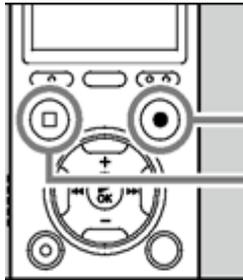
	STOP button
	OK button

MAKING A RECORDING

Before making a recording, select a folder from A to E (see notes on controls and folder selection above). Once in the folder pressing the RECORD button will start a new recording. While recording, the orange LED light glows to the right of the OLYMPUS logo on the front panel.
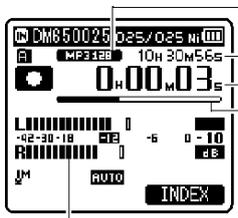
	RECORD button
	STOP button

Point the microphone in the direction of the source to be recorded.

A number of on screen indicators provide information while a recording is made:

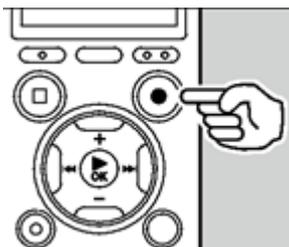|		
Recording mode indicator	-	●
Remaining recording time	-	10H 30M56s
Elapsed recording time	-	0H.00M.03s
Remaining memory bar indicator		
Recording level meter		

You can PAUSE a recording during record mode by pressing the RECORD button.

Resume the recording by pressing the RECORD button.

Press the STOP button to conclude and save the recording. Pressing OK immediately after STOP will playback the recording.

STOP
button

OK
button

CREATING INDEX MARKS

By inserting index marks in a recording you can quickly find a location you want to listen to during playback. Index marks can be created while the recorder is in recording mode or playback mode by pressing the F2 (INDEX) button.

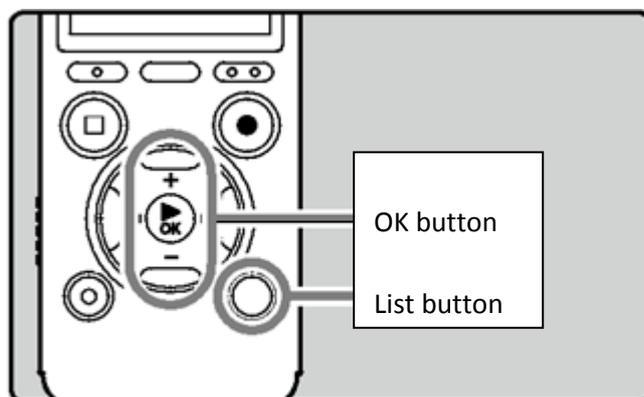INDEX button (F2)

REWIND / FORWARD buttons

ERASE

After the index mark has been placed recording continues so you can place or index marks throughout the recording.

TIP – Consider placing an index at every change of display or powerpoint slide during a presentation. During playback you can navigate to the information provided for each visual aid.
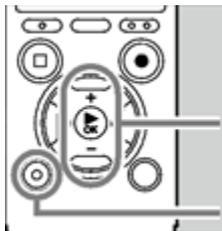
USING THE LIST BUTTON

You can use the **List** button to move back up a display level. For example, by pressing the List button in File Display you will return to the File List Display (i.e. the list of files contained in the current folder). By pressing the List button in File List Display you will return to the Folder List Display and ultimately to the Home screen.

OK button

List button

ERASING FILES

A selected file can be erased from a folder. Also, all files in a folder can be erased simultaneously.

Select the file you want to erase (see FOLDER and FILE SELECTION above). While the recorder is not playing a recording press the ERASE button. You have 8 eight seconds at this point to select an action or the recorder returns to File Display.

OK button

ERASE button

Press the + or – button to select 'Erase in Folder' or 'File Erase'.

Press the OK button

Press the + button to select 'Start'.

Press OK to confirm the file erase.