

# Quick-start guide

## Power supply

When the recorder is not being used, turn the power off to reduce the battery consumption to a minimum. Even if the power is turned off, existing data, mode settings, and clock settings will be maintained.

### Turning on the power

While the recorder is turned off, slide the **Power/Hold** switch down and hold for a second or so. The display will turn on and the power will be turned on.

### Turning off the power

Slide the **Power/Hold** switch down and hold for a second or so. The display shuts off, and the power will be turned off.

## Power save mode

If the recorder is on and is not used for 10 minutes or longer (default), the display shuts off and it goes into power save mode. To exit power save mode press any button.

## Recording

### 1. Select the recording folder

Before starting a recording, select a folder from A-E from within the **Recorder** menu.

### 2. Press the REC button to record

The record symbol will appear on the display

### 3. Press the STOP button to stop recording

The stop symbol will appear on the display along with the file length. A double beep will sound.

## Playback

1. Select the file to be played back from within the relevant folder A-E.

2. Press the **OK/Play** button to start playback.

3. Press the **Up** or **Down** button to adjust the volume to a comfortable listening level.

Quick start guide: Olympus DM670 digital voice recorder

4. Press the **Stop** button at any point you want to stop the playback, this will stop the file being played.

## Setting an index mark or a temp mark

Index marks and temp marks enable you to quickly find a location you want to listen to again; a bit like highlighting a point, or putting a book mark in a book. They are useful for marking when the slide was changed.

1. While the recorder is in recording mode or playback mode, press the **F2 (INDEX)** button.

A number appears on the display and an index mark or temp mark will be placed.

When listening back to the recording, use the fast forward or rewind buttons to move through the index marks.

## Erasing files

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

1. Select the file you want to erase.

2. While the recorder is in stop mode in the file display, press the **Erase** button.

3. Press the **Up** or **Down** button to select [**Erase in folder**] or [**File erase**].

4. Press the **OK/Play** button.

5. Press the **Up** button to select [**Start**].

6. Press the **OK/Play** button.

The display changes to [**Erase!**] and erasing will start. [**Erase Done**] is displayed when the file is erased.

## Charging by connecting to a computer via USB

You can charge the batteries by connecting to a USB port on a PC. When charging, be sure to correctly place the rechargeable batteries (supplied) into the recorder.

1. Start up the PC.
2. Connect the USB cable to the USB port on the PC.
3. While the recorder is in stop mode or turned off, connect the USB cable to the connecting terminal on the bottom of the recorder.
4. Press the **OK/Play** button to start charging while [**Press OK/Play to start charging**] flashes on the display.
5. Charging is completed when the battery indication symbol shows an **F**.  
Charging time: approximately three hours\*

\* The charging time will be changed depending on the remaining amount and the condition of the batteries.