

Using a Digital Voice Recorder

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Remember to regularly back up your audio files onto the PC and also a backup CD.

To turn on the voice recorder



Pull down the "hold" button on the side in the direction of the arrow.

*To turn the voice recorder **off**, pull down the "hold" button on the side in the direction of the arrow.

*The hold function also lets you lock the digital voice recorder, so that all the buttons are disabled.

This is useful if you are carrying the recorder while recording.

To record, stop and play



Press the
rec button
to record.

Press the
stop button
to stop.

Press the
play button
to listen to
your
recording.

To increase and decrease the volume



Press the +
button to
increase the
volume

Press the -
button to
decrease
the volume

To charge the voice recorder

- Plug the USB cable into your PC, or a mains adaptor.
- Whilst you hold down the "stop" button on the side of the recorder, plug the small end of the USB into the voice recorder.
- Keep the button depressed until the word "charging" appears at the top of the display.

To save audio files to different folders

Selecting the Folders and Files

Change folders while the operation is playing back or stopped.

■ Proceeds down level:

Press + or – button at the folder list display to select folder, and then press OK or ►►I button.

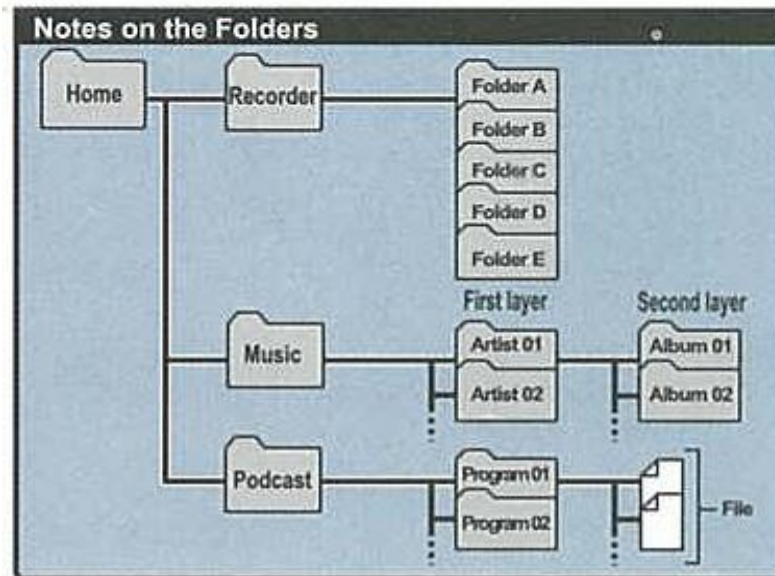
- Each press the OK or ►►I button, open the folder or file selected in the list display then proceeds down one level.



Folder list display

■ Returns up level:

While the recorder is stop mode in the file display, press the LIST button, and returns up one level.



To create index marks



1. Click here

Pressing the scene button while recording enables you to put an index mark on your recording.

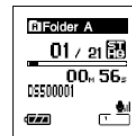
You can put up to 16 index marks on each of your recordings.

Listening back to index marks

To jump to your index marks simple press ►► or ◀◀ whilst listening back to your recording

To delete index marks

- 1 Locate the index or temp mark you want to clear.



- 2 Press the ►► or ◀◀ button to select an index or temp mark to erase.

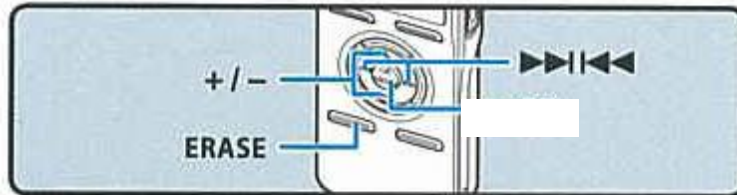
- 3 Press the **ERASE** button while the index or temp number appears for approximately 2 seconds on the display.

The index or temp mark is erased.



To delete audio files

Erasing



- 1** Select the folder or file you want to erase.
- 2** In the File list display, press the + or - button to select the file you want to erase.
 - In the File display, press the ▶▶ or ◀◀ button to select a file.

- 3** While the recorder is stop mode, press the ERASE button.

- 4** Press the + or - button to select [Erase in Folder] or [File Erase].



- 5** Press the OK button.

- 6** Press the + button to select [Start].

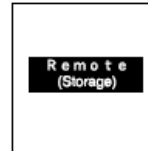


- 7** Press the OK button.
 - The display changes to [Erase!] and erasing will start. [Erase Done] is displayed when the file is erased.

Transferring audio from the DVR to PC

Connecting to your PC using the USB cable


- 1 Turn the recorder's power ON.
- 2 Connect the USB connection cable to the USB port or the USB hub of the PC.
- 3 Confirm that the recorder has stopped and connect a USB cable to the connection port on the side of recorder.

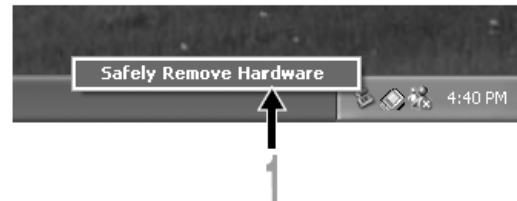


"Remote (Storage)" is displayed on recorder if the USB cable is connected.

When the recorder is connected and "My Computer" is opened, a removable disk drive is displayed.

To disconnect from the PC

- 1 Click the  on the task bar located at the lower-right corner of the screen. Click [Safely Remove Hardware].
The drive letter will differ depending on the PC being used.



- 2 Disconnect the USB cable.