

## Using the Olympus Digital Recorder

The digital recorder records sound and stores it as a .wma file. Each time you press the REC button and then the STOP button, you create a new file. You can play the files directly from the recorder.

To play the files on a computer or edit the files, Plug the recorder into a computer via a USB port and it will show up on your computer with a new drive letter, just like when you plug in a flash drive. You can then cut or copy the files from the recorder and paste them to your computer.

### To Use the Recorder

1. Turn the Power switch to ON, (Make sure the hold switch is not on hold.)
  - There are five “folders” to store your recordings. Be sure to note what folder you are recording in. Look for a small A, B, C, D, or E on the display.

The folder I’m recording in is: \_\_\_\_\_

2. To start recording push the REC button. (You’ll see a red button on the screen.)
  3. To stop recording push the STOP button.
  4. To play back your last recording – push the PLAY button.
  5. If you don’t like what you’ve done, push the Erase/Delete button on the front. Then push it again to erase the file.
- If you like what you’ve done, and you want to try it again, just push the REC button to record another file.
  - To move between recordings, use the FF or REW buttons.
  - The Volume controls are on the side. If it’s turned up too loud during playback it sounds pretty bad.

### To Transfer Your Audio Files to Your Computer

1. To put your files on a computer, push down to separate the portion of the recorder that has the battery, from the portion that has the display. (This will expose the USB end)
2. Plug the portion with the display into a USB port on a computer.
3. If you don’t get a window asking if you want to view the files automatically, open Windows Explorer or My Computer to look at the folders on the recorder. (The folders on the recorder are named DSS\_FLDA, DSS\_FLDB and so on.)
4. Open the folder where you saved your files (that you wrote down in Step 1 under using the recorder), and copy and paste them to your computer.
5. To play a file on your computer, double-click on it. Since the files are .wma files, they should play automatically in Windows Media Player on any Windows PC.

When you’re done transferring files, use the little green arrow in the System Tray to eject the device just as you would any flash drive and put the battery compartment back on ;)