

TO RECORD

TO PLAY

1

Slide **HOLD** button down to “power” position.
Select folder **A B C D** or **E** by pressing **LIST** button.

2

(The recorder will automatically create a new file in the folder at the commencement of each new recording.)

3

Press **REC** button – button has red circle on it.

To **PAUSE** during recording press **REC** button again and recommence recording by re-pressing **REC** button. This prevents a new file being created, enabling the lecture to continue in one file.

Regularly transfer files to PC – to avoid running out of space on recorder

NOTES

1

Slide **HOLD** button down to “power” position
Select folder **A B C D** or **E** by pressing **LIST** button.

2

The number of recordings in each folder will appear on the screen. Choose the file number by pressing the + or - arrow keys on the main button on the front of the recorder)

3

Press **OK** on the main button on front of recorder to play.

To adjust **VOLUME** during recording or playing use + - buttons on front of recorder.

To **STOP** recording or playing, press **STOP** button below screen on left

Only change folder/file names on the Computer

charging battery – Boot PC. Connect to the USB port. Press & hold the main button (OK-Menu) until tiny flashing red light is being displayed. To recharge from empty takes a few hours.

NOTES

TO TRANSFER RECORDINGS
- to PC or Laptop

TO ERASE RECORDINGS
- from voice recorder

IMPORTANT

Before disconnecting recorder from computer
SAFELY REMOVE HARDWARE process **MUST** be carried out

Quick Start Guide ~ Olympus WS 750M Digital Voice Recorder

1 Create a new folder in the computer, naming it "**Lecture recordings**" and sub-folders as required

2 Slide **HOLD** button to "power" position

3 Connect to PC or Laptop via USB connection

4 Go to My Computer, select **WS_750M (E:) and Recorder**

5 Double click on Folder and **Right-Click** on file name. Click **COPY** Select folder named **Lecture Recordings and sub-folder, if applicable.**

6 Click **PASTE** & wait for transfer to complete (rename files on the computer as appropriate.)

1 Slide hold button down to "power" position

2 Select folder **A B C D** or **E** by pressing **LIST** button.

3 Select file by pressing arrow keys on main button on front of recorder

4 Press **ERASE** (orange) button on front of recorder. Using the + key, Select "file erase" and "OK" followed by "start" and "OK".

Double-click on the file name. Windows Media Player will automatically play the recording. Follow on-screen instructions to adjust volume, pause and stop.

When not using the recorder, slide the "power" button to "Hold" position to save battery power.

IMPORTANT

Before disconnecting recorder from computer
SAFELY REMOVE HARDWARE process **MUST** be carried out