

## How to use the ZOOM H4n digital recorder

### *Before you start*

1. Ensure sound card is inserted into right hand side of machine (space for three hrs recording).
2. Power: insert mains adaptor to base of machine; alternatively, insert two AA batteries at back (battery life is 6 hours). Turn 'Stamina' switch on back 'on' to double battery life.

### *Switching on*

1. Move hold switch on left hand side of machine. This lights up the screen.
2. Press 'mic' button on left hand side front of machine to activate in-built mics.
3. Check that red light over 'stereo' at top front of machine is on, to show recording is in stereo.

### *Setting up for recording*

1. Press record button (front of machine with red dot) once to make it continuously flash on and off, showing stand-by mode. Two lines (left and right) show recording levels.
2. Plug headphones into *headphone line* plug on left hand side of the machine.
3. Place the recorder in position for interview.
4. Check recording level. If necessary, adjust levels so that loudest sounds are about mic level 80. ('Rec' level button on right side of machine adjusts onscreen - 'mic level' number.)

### *Recording*

1. Press **REC** button again. Its red light goes on permanently. You are recording. Top row of numbers tells how long you have been recording. Bottom row of numbers tells how much time is left for recording onto sound card.
2. To end recording, press button with square on it. Recording is automatically placed in a file. Next recording will automatically be placed in a new file.
3. To switch off press button on left hand side of machine. 'Goodbye' appears onscreen.

### *Playback.*

1. Press button with single arrow on it. (**Volume** control is on left hand side of machine.)
2. To stop the playback press single arrow button a second time.

### *Downloading recordings onto a computer*

1. Plug download cable into computer's USB port and into USB port on left side of machine.
2. Scroll down memory to **USB**. Press wheel in. Storage and audio will appear on screen.
3. Press **Storage**.
4. Move files into named folders on computer.

### *Deleting files on the Zoom.*

1. Press **Menu**.
2. Scroll down to '**File**'.
3. Press wheel on file to be deleted and scroll down to '**delete**' bar.
4. Press wheel.

Alternatively:

1. Press **file** button on front of machine.
2. Scroll down to '**delete**' bar.
3. Press wheel.

### *Additional information*

1. The four buttons marked **Folder, file, speed, Wav/MP3** are shortcut buttons.
2. **Speed** adjusts speed of playback of recording.
3. **Wav** should be preset at a 1kHz/16bit recording level.
4. **Menu** button on right hand side of machine produces number of onscreen modes. Scroll down these by moving small **wheel** next to menu button. To enter a mode press wheel in. To return to menu press menu.
5. Jack plugs at base of machine are for an external microphone.
6. Highest of three buttons on left front of machine (**mic**) is for inbuilt mic; other two (**1, 2**) are for external mics.