A five step guide on how to use Zoom’s handy audio recorder.

## POWERING & SETUP
- Check the HOLD switch is not engaged.
- Slide and hold the switch at the POWER option.
- On the back of the device, set the RECORD FORMAT to WAV.
- Insert Headphones into to monitor sound.

## RECORD SETTINGS
- The recommended recording format is: WAV 48kHz/24bit
- Use & on the side of the device to select the recording format 48/24 on the display.

## RECORDING
- Press RECORD once to start recording instantly.
- The red light will come on to indicate recording.
- Press RECORD again to stop recording.
- Use & to listen to previous recordings.

## TOP-TIPS
- Make sure you are monitoring your audio with headphones.
- Use the supplied windshield if outside.
- Before/during recording, the Red Light will flash in response to excessive noise. This is a good indication to move the recorder further away.

## TRANSFERRING FILES
- Switch off the recorder, & connect to computer via supplied USB.
- When screen flashes with CARD, press record.
- To DELETE ALL DATA, hold down & switch on. When the screen says FORMAT PRESS, press the record button.
LEARNING HUB
Why not pay a visit to our online Learning Hub? You can find help and advice on everything to do with media production, from shooting a video to copyright!

shef.ac/cmlearn

VIDEO HUB
Not sure what microphone to use? Never shot a video before? Most of our equipment guides are also available in a video format on our Kaltura channel.

shef.ac/cmwatch

DROP IN SUPPORT ALSO AVAILABLE
For quick questions and advice come to the Level 4 Helpdesk.
(Subject to staff availability)

Monday to Thursday
9am - 4.30pm
Friday
10am - 4.30pm