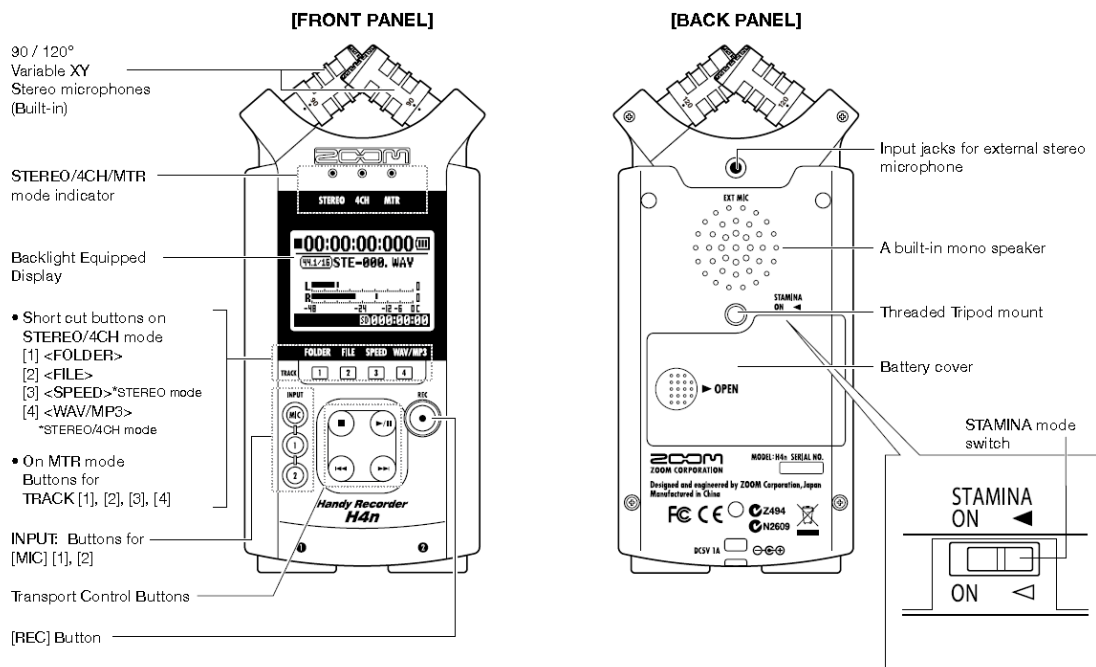


ZOOM H4N - USER GUIDE

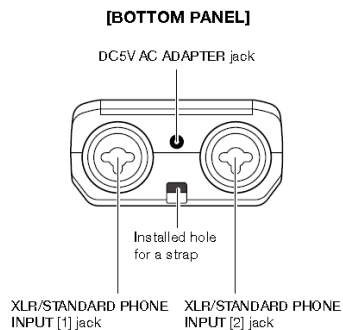


SETTING UP:

-You will need to provide 2 AA batteries and an SD card to use the recorder.

-The batteries go into the compartment on the back of the recorder. If you turn the switch called 'Stamina' on, it will stretch your battery time. However, it will limit your menu choices such as file format and level control. Please leave 'Stamina' OFF unless your battery power is running low and your file format and audio level have already been set. You can also use the AC adaptor. It plugs into the small jack between the two XLR jacks on the bottom of the recorder.

-Plug the microphone into one of the XLR jacks on the bottom of the unit.



- Press #1 or #2 under the "Mic" button beside the transport controls. This activates the XLR inputs on the bottom.

Press #1 or #2 to activate bottom XLR jacks

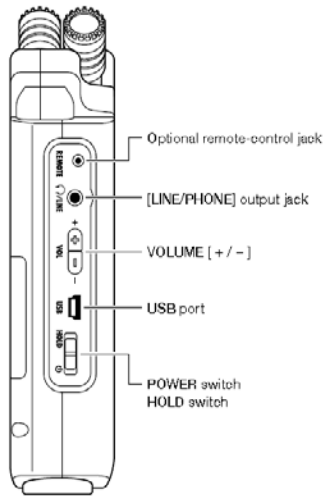


-Plug your headphones into the Phones jack on the top left side of the unit beside the Volume buttons.

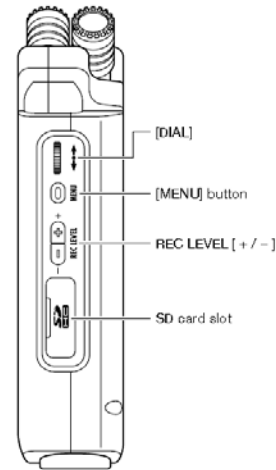


You can control the volume of your headphones using the Volume + or – buttons. Please keep in mind it only controls how loud the sound is in your ears, it does not affect the recording level.

[LEFT PANEL]



[RIGHT PANEL]



-The **Power** switch is on the left side of the recorder. Slide toward the power symbol and hold for a few seconds to power on.

-The display will turn on and “NOW LOADING” will display briefly. You may get a message telling you to ‘Set Date and Time’. This will happen when there has been no power to a unit for a lengthy period. You can set the date and time in the menu settings if you wish.

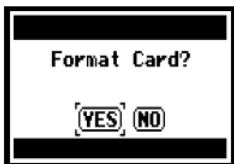
-Make sure ‘Stamina’ mode is turned off. This will allow you to make recording and menu changes.

Format the SD Card:

-If this is the first time the SD card has been used in the recorder, you will need to format it. Press the

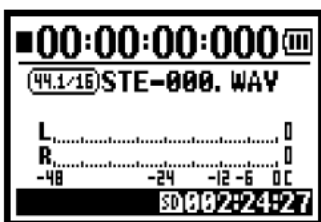


‘Menu’ button on the right side of the recorder. Use the wheel above it to scroll through the available options. Go to ‘SD CARD’ and press in on the wheel. Scroll down to ‘Format’ and scroll to ‘Yes’. Press in on the wheel to format card. **Caution: formatting the card will erase all previous files. There is no way to retrieve them once the card is formatted.*





Display Settings:

-The ‘Stereo’ light should be red (top centre of the recorder).



-If the card is empty and you have not yet started to record then the display will read 00:00:000 remaining. The smaller STE-000 display is for the track number. 44.1/16 is the recording quality setting and .wav is the file type. The battery display is in the top right corner. At the bottom it will show that an SD card is in the unit and the recording time available.

Recording:




- Always do a test recording prior to your interview. Press the 'REC'  button once. The button will flash indicating it is in PLAY/RECORD/PAUSE. The machine is not yet recording. This allows you to set your VU levels before recording. Talk into the microphone and adjust the 'REC LEVEL'  buttons until the levels are peaking between -12 and -6.

-Press 'REC' button again to begin recording. The button will be lit solid red and the time counter will begin running. Hit 'Stop' when you are finished recording.

*Note: you cannot use both the built in microphones and an external mic together.

- The new Track number will be displayed "MONO -001.wav". Each time you stop and start recording again the machine creates a new track. Take note when an interviewee says something that you know you want to use, what track it is recorded on and what time it was at. This makes finding the quotes easier when you return to class.

Playback:

-To playback simply use the track jump buttons ( or ) to select the track number you wish to play. Press the Play/Pause ( /II) button to start playback

-The display will show what track you are playing and the recorded time for that track. If you want to play back the sound through the external speakers instead of the headphones, unplug the headphone jack and the sound will come out of the speakers.

-Pick your clips and make a list of what track they are on and at what time on that track the clip starts and ends. Write down the first few words and last few words to help you find the correct clip later.

Delete a Track:

-Press the 'FILE' button (has a 2 on it). This takes you to a listing of the recordings on the Zoom. Use the scroll wheel to highlight the track to be deleted. Press in on the wheel to select it. Scroll through the menu options until you see 'DELETE'. Press in on the scroll wheel to select it. The Zoom will ask 'Are You Sure?' Choose 'Yes' and push in on the scroll wheel to select.

Download onto Computer:

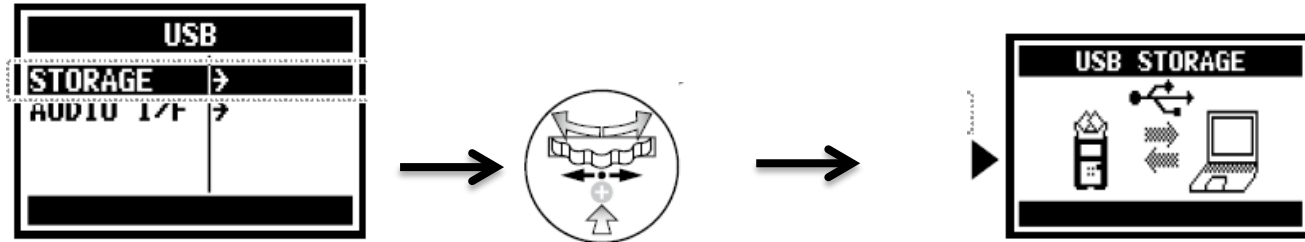
- Create a folder for your project on the desktop or your removable storage device. On the radio editing computers use the Media Files folder.

-Make sure the audio recorder is turned off. It is a good idea to use the AC power adaptor when connecting to the computer to conserve battery power.

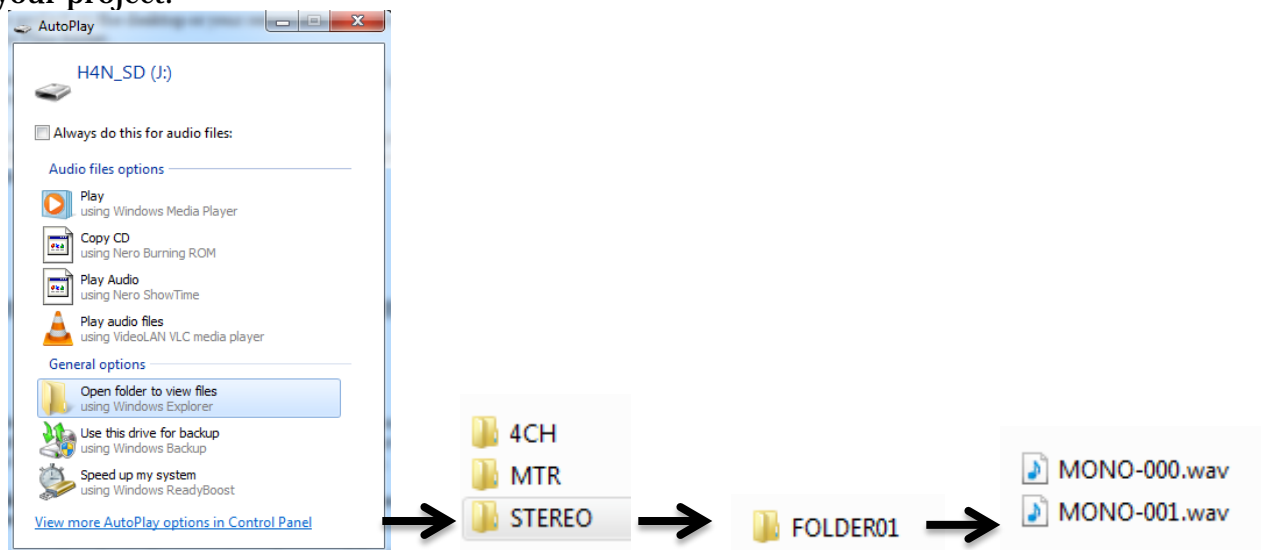
-The Zoom recorder has its own USB cable. Connect the cable to the USB port on the left side of the machine and to the USB port on the front of the computer. *Please make sure you are connecting to the correct port to avoid damage to the cable and/or the computer.

-Turn the Zoom recorder on once the USB has been attached.

The USB window will pop up. Use the scroll wheel to select 'STORAGE' and press in to connect.



-Once the recorder has connected a window will pop up allowing you to 'Open Folder to View Files'. Double click to launch. Open the 'Stereo' folder and then 'Folder01'. The audio recordings are inside this folder. Select the files you wish to use and copy and paste them into the folder you created for your project.



-Close the Removable Device window and open the folder the audio files were copied to. Right click on the sound files and rename them (example: Sarah interview track1, Sarah interview track 2, Sarah interview track3). Make sure the audio files have been renamed before you begin editing. Once the sound files are transferred onto the computer and renamed the files are ready to be used.

-Safely eject the recorder from the computer. Hold the slider switch to the power symbol for a few seconds until the recorder powers off.

*****Don't forget to safely remove the hardware from the computer or the machine can freeze and cause file transfer errors.**

TROUBLESHOOTING TIPS:

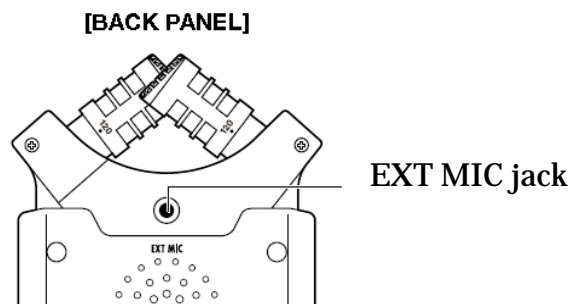
- 1.) If the machine is frozen and won't turn off, remove the batteries from the back casing and let it sit for a few minutes. Then *gently* place the batteries back into the compartment.
- 2.) If you aren't displaying any incoming sound on the vu meter check that your mic is plugged into the XLR jack properly and that the 'REC LEVEL' is turned up. Make sure that the #1 and #2 under the 'MIC' button are lit up. If the recorder is still not responding, please see an available technician.
- 3.) Make sure 'Stamina' mode (on the back in the battery compartment) is turned off or the recorder will not allow you to make menu or recording changes.

Connecting to a Telephone:

- 1) The telephone has a phone patch recording cable attached to it with a small mini jack at the end.



- 2) On the back of the Zoom recorder there is an EXT MIC jack (directly above the speaker). Plug the mini jack end of the phone patch into the EXT MIC jack.



- 3) On the front of the Zoom, press the MIC button to activate the EXT MIC jack.

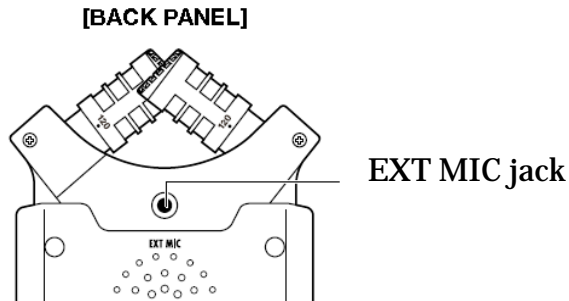


- 4) Plug in your headphones or turn the Volume Level on the recorder down to 0 (otherwise you'll get feedback).
- 5) Do a test recording to make sure everything is okay before doing your interview. Press the REC button once to put the recorder in PLAY/RECORD/PAUSE. This allows you to check your levels before recording. Press the REC button again to begin recording. Adjust the Rec Level for the interviewee's voice. The level should peak between -12 and -6 on the VU meter.
- 6) WATCH YOUR LEVELS!!!! Sound distorts very easily over a phone line.
- 7) There is no mute button on the phone, but holding your hand over the bottom of the handset while the person is answering your question is a good idea. It will help reduce the classroom noises.
- 8) When the interview is complete listen back to make sure the interview recorded properly.

Recording from a Mobile Phone:

The Zoom recorder can be used to record a call from a mobile phone.

- 1.) Connect a mini to mini cable to the headphone jack on the mobile phone.
- 2.) On the back of the Zoom recorder there is an EXT MIC jack (directly above the speaker). Plug the other mini end into the EXT MIC jack.



- 3.) On the front of the Zoom, press the MIC button to activate the EXT MIC jack.



- 4.) Plug headphones into the headphone jack on the side of Zoom Recorder.
- 5.) The headphones allow you to hear the interviewee. Talk into the phone as normal. Do a test recording to make sure everything is okay before doing your interview. Press the REC button once to put the recorder in PLAY/RECORD/PAUSE. This allows you to check your levels before recording. Press the REC button again to begin recording.
- 6.) Adjust the Rec Level for the interviewee's voice. The level should peak between -12 and -6 on the VU meter.