

**OLYMPUS**<sup>®</sup>

# DIGITAL VOICE RECORDER

# DM-770

## USER MANUAL

Getting started

1

Recording

2

Playback

3

Menu

4

Use with a PC

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Thank you for purchasing an Olympus digital voice recorder.  
Please read these instructions for information about using the product  
correctly and safely.

Keep the instructions handy for future reference.

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To ensure successful recording, we recommend that you test the record  
function and volume before use.

**EN**

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### Indications used in this manual

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#### NOTE

Describes precautions and operations that should be absolutely avoided in using the voice recorder.

#### TIP

Describes useful information and hints that will help you getting the most out of your voice recorder.

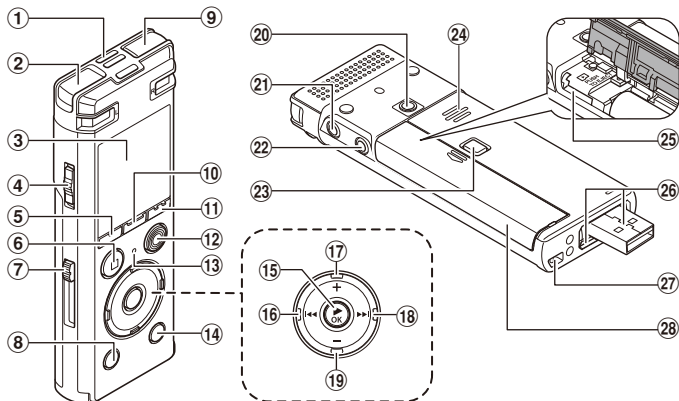


Indicates reference pages describing details or related information.

# Names of parts

## Recorder

Names of parts

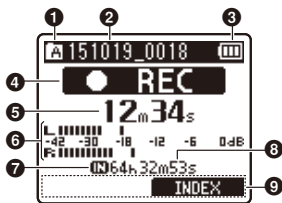


- ① Built-in center microphone
- ② Built-in stereo microphone (L)
- ③ Display
- ④ **POWER/HOLD** switch
- ⑤ **F1** button
- ⑥ **STOP** (■) button
- ⑦ **USB** connector slide lever
- ⑧ **ERASE** button
- ⑨ Built-in stereo microphone (R)
- ⑩ **MENU/SCENE** button
- ⑪ **F2** button
- ⑫ **REC** (record)(●) button
- ⑬ **LED** indicator light (LED)
- ⑭ **LIST** button
- ⑮ **▶OK** button
- ⑯ **◀◀** button
- ⑰ **+** button
- ⑱ **▶▶** button
- ⑲ **-** button
- ⑳ **Attachment** mounting hole
- ㉑ **Earphone** jack (🎧)
- ㉒ **Microphone** jack (🎤)
- ㉓ **Battery/card cover** lock button
- ㉔ **Built-in** speaker
- ㉕ **microSD** card slot
- ㉖ **USB** connector/**USB** connector cover (retractable)
- ㉗ **Strap** hole
- ㉘ **Battery/card** cover

# Names of parts

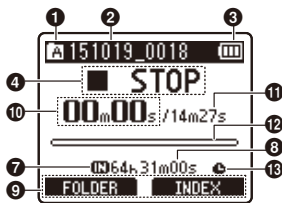
## Display

### During recording mode



- 1 Folder indicator
- 2 File name
- 3 Battery indicator
- 4 Voice recorder status indicator
  - [ ]: Recording indicator
  - [ ]: Recording pause indicator
  - [ ]: Stop indicator
  - [ ]: Playback indicator
  - [ ]: Fast playback indicator
  - [ ]: Slow playback indicator
  - [ ]: Fast-forward indicator
  - [ ]: Fast-rewind indicator
- 5 Elapsed recording time
- 6 Level meter

### During stop mode or playback mode



- 7 Recording media indicator
  - [ ]: Internal memory
  - [ ]: microSD card
- 8 Possible recording time remaining
- 9 Function button guide display
- 10 Elapsed playback time
- 11 File length
- 12 Playback position bar indicator
- 13 Timer recording indicator ( )

# Names of parts

## Display

### TIP

- Pressing and holding the **STOP** (■) button while the voice recorder is in stop mode displays the settings [Time & Date] and [Remain] (amount of possible recording time remaining). If the current time/date is set incorrectly, see “Setting the time/date [Time & Date]” (P.55).



- 1 Current time & date
- 2 Recording media indicator
- 3 Recording format indicator
- 4 Battery indicator
- 5 Possible recording time
- 6 Available free space

[N]: Ni-MH

[A]: Alkaline

# Getting started

## Setup

After unpacking the voice recorder, follow the steps below to have it ready for use.

Getting started **1**

### Inserting the battery

Getting started **2**

### Turning the power ON

Getting started **3**

### Selecting the battery setting

Select the battery setting to match the inserted battery. Select the setting for a nickel-metal hydride rechargeable battery or the setting for an alkaline battery.

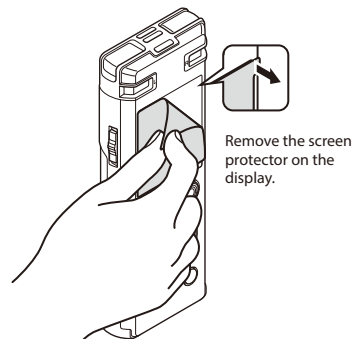
Getting started **4**

### Setting the time/date

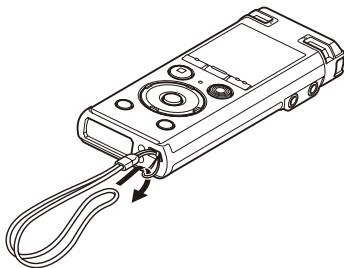
Set the voice recorder's clock for use with file management.

Getting started **5**

### Setting the voice guidance



### Attaching the strap:



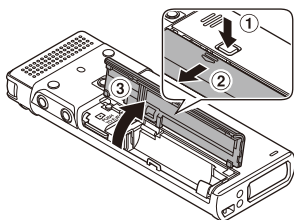
## Inserting the battery

1

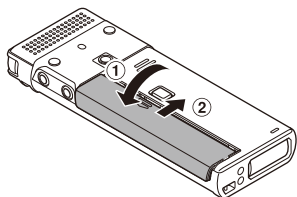
Before using the voice recorder, insert the battery in the battery compartment of the voice recorder.

Setup

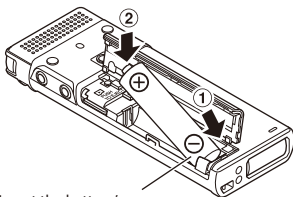
- 1 Press and hold the battery/card cover lock button, and then slide the battery/card cover to open.**



- 3 Slide the battery/card cover completely closed.**



- 2 Insert a AAA battery, making sure its positive and negative terminals are placed correctly.**

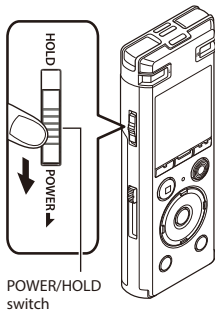


Insert the battery's negative terminal first



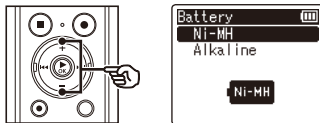
## Turning the power ON

- 1 While the voice recorder is turned off, slide the **POWER/HOLD** switch in the direction of the arrow.



## Selecting the battery setting

- 1 Press the **+** or **-** button to select the type of battery you inserted.



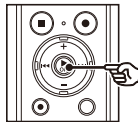
### [Ni-MH]

Select if you inserted an Olympus nickel-metal hydride rechargeable battery (model BR404).

### [Alkaline]

Select if you inserted an alkaline battery.

- 2 Press the **▶ OK** button to finalize the setting.

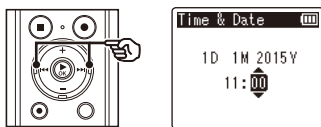


### NOTE

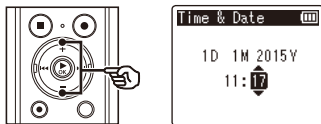
- See “**Setting the time/date**” if a time display with a blinking cursor on the hour appears in the display after setting the battery (P.10).

## Setting the time/date

- 1 Press the **▶▶▶** or **◀◀◀** button to select the item to set.



- 2 Press the **+** or **-** button to change the number.



- To change the setting of another item, press the **▶▶▶** or **◀◀◀** button to move the blinking cursor, then press the **+** or **-** button to change the number.

- 3 Press the **▶OK** button to finalize the setting.

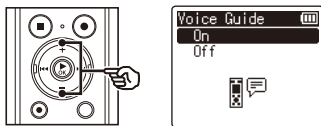
### TIP

- You can press the **▶OK** button during the setting procedure to set the items entered so far and start the clock.
- You can change the clock display format. See "Setting the time/date [Time & Date]" (P.55) for the procedure.

## Setting the voice guidance

Using this feature, a voice announces the operating conditions of the recorder.

- 1 Press the **+** or **-** button to select **[On]** or **[Off]**.



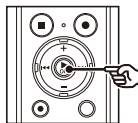
### [On]

Voice guidance will be enabled.

### [Off]

Voice guidance will be canceled.

- 2 Press the **▶OK** button to finalize the setting.



### TIP

- **[On/Off]**, **[Speed]**, and **[Volume]** can be set for the voice guidance. See "Setting the voice guidance [Voice Guide]" (P.52) for the procedure.
- If you press and hold the **F2** button during other than recording and playback, you can listen to the voice guidance again.

# Charging the battery

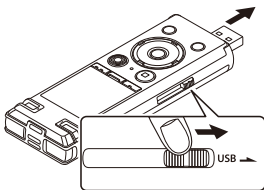
## Charging the battery by connecting to a PC's USB connector

### NOTE

- Before charging the battery, insert the rechargeable battery provided and set [Battery] to [Ni-MH] (P.8, P.9).

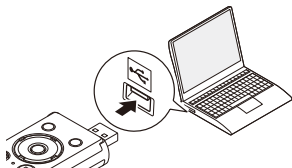
### 1 Start the PC.

### 2 Slide the USB connector slide lever in the direction of the arrow.

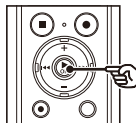


- The USB connector extends out. The USB connector cover is stored inside the voice recorder.

### 3 After making sure the voice recorder is stopped, connect the USB connector to a USB port on a PC.

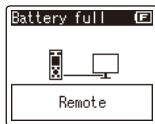


### 4 Press the ►OK button to start charging the battery.



- When [Battery] (P.55) is set to [Ni-MH], [Press OK to start charging] appears on the display. Press the ►OK button while this message is blinking.

### 5 Charging has finished when the battery indicator changes to [Full].



Charging time: About 3 hours\*

- \* Approximate time needed to fully charge a completely flat battery at room temperature. Battery charging time will depend on the amount of remaining power and the state of the battery.

# Charging the battery

1

Charging the battery

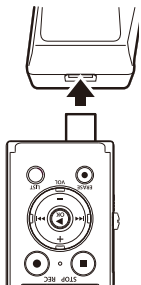
## Charging the battery by connecting to an AC adapter with a USB connection (model A514; optional)

### NOTE

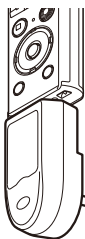
- Before connecting the AC adapter, select **[AC Adapter]** for the USB connection setting (☞ P.56).
- Before charging the battery, insert the rechargeable battery provided and set **[Battery]** to **[Ni-MH]** (☞ P.8, P.9).
- Use only the Olympus USB connecting AC adapter model provided (A514).

- 1 Connect the voice recorder to the USB connector on the AC adapter.**

To USB connector of AC adapter (model A514)

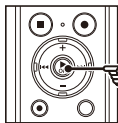


- 2 Connect the AC adapter to an AC power outlet.**



To an AC power outlet

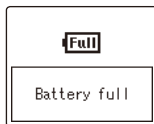
- 3 Press the ►OK button to start charging.**



- When **[Battery]** (☞ P.55) is set to **[Ni-MH]**, **[Press OK to start charging]** appears on the display. Press the ►OK button while this message is blinking.

## 4 Charging is finished when [Battery full] appears.

When charged with the power turned off







Displayed when the battery is fully charged

When charged with the power turned on



### NOTE

- Never attempt to charge an alkaline battery, lithium battery or other primary cell battery. Fluid leakage or overheating may cause the recorder to malfunction.
- The power of the PC must be ON to charge the battery using the USB connector. You cannot charge the battery when the power of the PC is OFF, or the PC is in standby, sleep or auto power OFF mode.
- Do not use a USB hub when charging the battery by connecting to the PC.
- You cannot charge the battery if <sup>\*1</sup> or <sup>\*2</sup> is blinking. Charge the battery in an ambient temperature of between 5 and 35°C (41 and 95°F).
  - \*1  Ambient temperature is too low.
  - \*2  Ambient temperature is too high
- If battery life has become noticeably short on a full charge, replace the battery with a new one.
- Insert the USB connector securely all the way. Operation will not be normal if the connection is not made properly.
- Use only a compatible Olympus USB extension cable (KP-19). Operation is not guaranteed if another manufacturer's cable is used. Only use the Olympus USB extension cable (KP-19) with the voice recorder and never use if a product from another manufacturer is used.

# Batteries



1

Batteries

## Battery indicator

As the battery loses its remaining charge, the battery indicator on the display changes as follows:



- [  ] indicates there is little remaining battery charge. Charge the battery or replace it with a fresh one. When the battery has run out, [  ] and **[Battery low]** appear, and operation stops.

## Rechargeable batteries

Read the information below carefully when using a nickel-metal hydride rechargeable battery (model BR404).

### ■ Discharging

Rechargeable batteries discharge naturally when not in use. Be sure to charge the battery before use.

### ■ Operating temperature

Rechargeable batteries are chemical-based products. Their performance can vary even when used within the recommended operating temperature range. This variation is normal.

### ■ Recommended temperature ranges

When powering voice recorder: 0 to 42°C (32 to 107.6°F)

When being charged: 5 to 35°C (41 to 95°F)


During long-term storage: -20 to 30°C (-4 to 86°F)

Use of a rechargeable battery outside the temperature ranges above may result in drops in battery performance or life. When not using the voice recorder for an extended period, remove the rechargeable battery before storage to prevent fluid leakage or rust.

## NOTE

- Due to the nature of nickel-metal hydride rechargeable batteries, new batteries and batteries not used for an extended period (one month or more) may not charge completely. The battery should become fully charged after charging and discharging the battery up to three times.
- Always dispose rechargeable batteries in the legally prescribed manner. Before disposing rechargeable batteries that are not fully discharged, take steps to prevent shorting such as insulating their terminals with tape.
- When buying rechargeable batteries, always select model BR404 nickel-metal hydride rechargeable batteries. Operation is not guaranteed if a battery from another manufacturer is used.
- The continuous battery usage time of a nickel-metal hydride rechargeable battery that has been used repeatedly will be reduced due to battery degradation (☞ P.88).

## Battery precautions

- The voice recorder does not support manganese batteries.
- Always turn power OFF before replacing the battery. Files may be damaged if the battery is removed while the voice recorder is recording or performing an operation such as erasing a file.
- If the batteries are removed from the voice recorder, the [Time & Date] screen is displayed automatically when the power is turned on. See “**Setting the time/date [Time & Date]**” (☞ P.55) for the procedure.
- When not using the voice recorder for an extended period, always remove the battery before storage.
- When replacing the battery, use an AAA alkaline dry cell battery or an Olympus nickel-metal hydride rechargeable battery (model BR404).
- Even if the battery indicator is [, playback with the built-in speaker at some volumes may result in a drop in battery output voltage, causing the voice recorder to reset. Lower the volume in this case.
- The battery indicator may differ between when the internal memory is used and when a microSD card is used.
- The continuous battery usage time is reduced when using a microSD card (☞ P.88).
- The continuous battery usage time will vary depending on the performance of the battery in use (☞ P.88).
- The [Battery] screen appears automatically after you have replaced the battery. You can also use a menu operation to display this screen and set the battery (☞ P.55).

## For users in Germany

Olympus has an agreement with the GRS (Joint Battery Disposal Association) in Germany to ensure environmentally-friendly battery disposal.

# Inserting/removing a microSD card

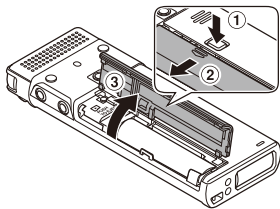
The voice recorder has its own internal memory, and also supports standard microSD cards (microSD, microSDHC) sold separately. If you insert a microSD card, the recording media is switched automatically from the internal memory and recorded files are all saved to the microSD card.

1

Inserting/removing a microSD card

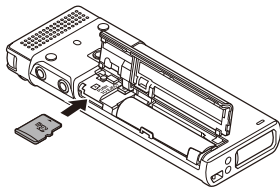
## Inserting a microSD card

- 1 While the voice recorder is in stop mode, open the battery/card cover.**



- The microSD card slot is inside the battery/card cover.

- 2 Insert a microSD card, making sure it is placed correctly as shown.**



- Insert the microSD card straight, avoiding crooked insertion.
- Inserting a microSD card the wrong way or crookedly could damage its contact surface or cause it to jam in the slot.

- A microSD card not inserted fully (until it clicks into place) might not record data.

- 3 Close the battery/card cover.**



- The recording media is switched automatically to the microSD card.

### TIP

- If you wish to record to the internal memory, remove the microSD card from the voice recorder (P.17).

### NOTE

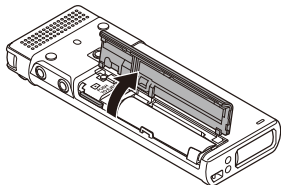
- The voice recorder may not be able to recognize a microSD card formatted (initialized) for a PC or other device. Before using a microSD card, always initialize it on the voice recorder (P.58).



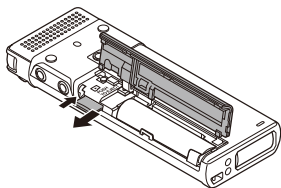
# Inserting/removing a microSD card

## Removing a microSD card

- 1 While the voice recorder is in stop mode, open the battery/card cover.**



- 2 Release the microSD card by pressing it inward, then letting it slowly return.**



- The microSD card moves outward and stops. Pull the microSD card out with your fingertips.

- 3 Close the battery/card cover.**

- The recording media is switched automatically to the internal memory.

### NOTE

- microSD cards may pop out forcefully on removal if you flick or release your finger too quickly after pressing the card in.
- Depending on the card's manufacturer and type, some microSD cards and microSDHC cards may not be fully compatible with the voice recorder and not be recognized properly.
- For microSD card compatibility under Olympus verification, please contact our customer support at:

<http://www.olympus-europa.com>

Note that our customer support will provide information on microSD card manufacturers and card types for which Olympus has verified operation, but will not guarantee its performance.

Also note that some cards may no longer be recognized correctly by the voice recorder in case card manufacturer changes card specifications.

- Read the operating instructions provided with the card when using a microSD card.
- If a microSD card is not recognized by the voice recorder, try removing and reinserting the card to have the voice recorder attempt recognition again.
- Processing speed may be low for some microSD card types. Processing performance may also be reduced by writing or deleting data repeatedly from a microSD card. In this case, reinitialize the card (ⓘ P.58).

# Preventing accidental operation

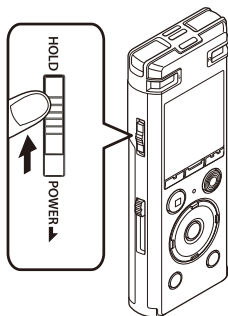
Setting the voice recorder to HOLD mode maintains the current operation and disables button operations. HOLD mode is a handy feature for preventing unintentional operation from accidental button presses when the voice recorder is carried in a bag or pocket. It is also useful for preventing the voice recorder being accidentally stopped during recording.

1

Preventing accidental operation

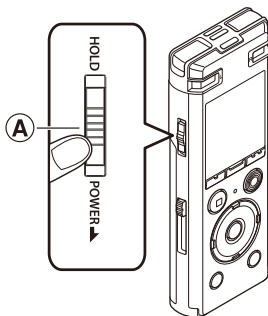
## Setting HOLD mode

- 1 Slide the **POWER/HOLD** switch to the **[HOLD]** position.



## Releasing HOLD mode

- 1 Slide the **POWER/HOLD** switch to position **A** shown below.



- **[Hold]** appears in the display, and the recorder enters HOLD mode.

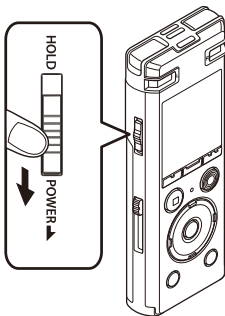
### NOTE

- When any button is pressed during HOLD mode, **[Hold]** appears in the display for 2 seconds. No other operation is performed.
- Setting HOLD mode during voice recorder playback (or recording) continues the playback (or recording) operation and prevents any other operation from being performed. (The voice recorder stops when playback ends or when recording ends because, for example, there is no remaining memory space.)

# Turning the power OFF

Existing data, mode settings and the clock setting are saved when the power is turned off.

- 1 Slide the POWER/HOLD switch in the direction of the arrow for at least half a second.**



- The playback stop position at power OFF is stored in memory.

## TIP

- Turning the power OFF whenever the voice recorder is not in use minimizes battery consumption.

## Power Save mode

When the voice recorder has been stopped for at least 10 minutes (default setting) after power ON, the display disappears and the voice recorder automatically enters the Power Save mode.

- Pressing any button releases the Power Save mode.

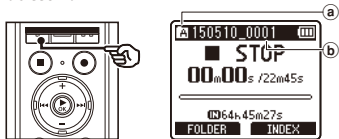
# Selecting folders and files

The recorder provides five folders, [F1], [F2], [F3], [F4] and [F5]. Each folder can store up to 200 files.

1

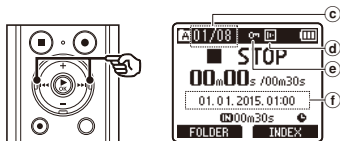
Selecting folders and files

- 1 While the voice recorder is in stop mode, press the **F1 (FOLDER)** button.



- The folder changes each time you press the **F1 (FOLDER)** button.
- a Folder indicator
  - b File name

- 2 Press the **▶▶▶** or **◀◀◀** button to select the desired file.



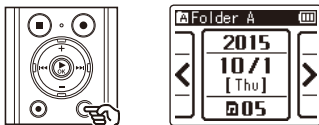
- The following information is displayed for just 2 seconds immediately after a file is selected.
- a Current file number/Total number of recorded files in folder
  - b State of the voice detection
  - c State of the file lock
  - d Recorded end time and date

# Selecting folders and files

## Using the calendar search function to search for a file

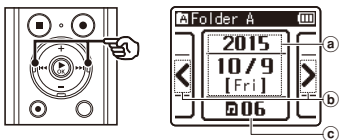
Recorded audio files are automatically marked with the date and displayed in calendar format, making it quick and easy to search for files.

- 1 While the voice recorder is in stop mode, press the LIST button.**



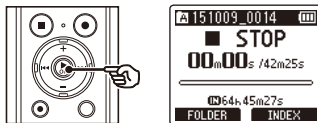
- The display changes to the calendar screen.

- 2 Press the ►►► or ◀◀◀ button to select the desired date.**



- a Date file was recorded
- b Displayed when dates with files exist before and after
- c Number of files saved (recorded) on selected date

- 3 Press the ► OK button.**



- 4 Press the ►►► or ◀◀◀ button to select the desired file.**

- 5 Press the ► OK button to start playback.**

### TIP

- The search is performed within the current folder. If the saved file is in another folder, press the **F1 (FOLDER)** button to select a folder again.
- Only the dates on which files exist are displayed.

# Recording

## Recording

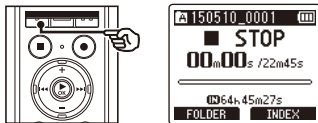
The voice recorder has five folders (F01 to F05) in which recorded files can be saved. These folders provide a handy way to sort recordings into separate categories (such as business and leisure).

2

Recording

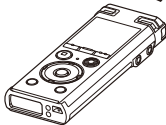
### Basic recording procedure

- 1 Press the F1 (FOLDER) button to select the folder to save the recording in.**

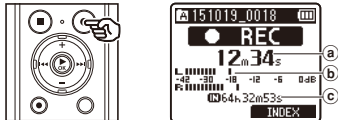


- Each new voice recording file is saved in the selected folder.

- 2 Point the built-in microphone in the direction of the sound to record.**

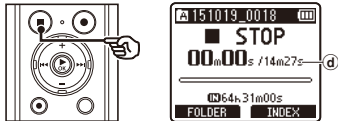


- 3 Press the REC (●) button to start recording.**



- a Elapsed recording time
- b Level meter (changes according to recording volume and recording function setting)
- c Remaining possible recording time
- The LED indicator light lights.

- 4 Press the STOP (■) button when you want to stop recording.**



- d File length

Sound files recorded with the voice recorder are automatically given a file name in the format below.

**150510\_0001.MP3**

①

②

③

**① Date recorded**

Indicates the year, month and day the recording was made.

**② File number**

Appended file numbers are consecutive regardless of whether the recording media has been switched.

**③ Extension**

A file extension indicating the recording format the file was recorded in by the voice recorder.

- Linear PCM format: **“.WAV”**
- MP3 format: **“.MP3”**

**TIP**

- **[Rec Mode]** must be set with the voice recorder stopped (☞ P.40).

**NOTE**

- To prevent the beginning of the recording being cut off, start recording after the LED indicator light has lit or mode indicator has appeared in the display.
- When the remaining possible recording time is 60 seconds, the LED indicator light starts flashing. It flashes more rapidly as the remaining time decreases (at the 30- and 10-second points).
- When **[Folder full]** appears, no more recording can be done. To record more, you will need to select a different folder or delete unneeded files (☞ P.36).
- If **[Memory full]** appears, the voice recorder has no more available memory space. You will need to delete unneeded files to record more (☞ P.36).
- Processing performance may be reduced when data has been repeatedly written to or deleted from the recording media. Please initialize the recording media in this case (☞ P.58).

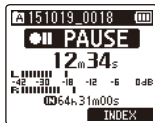
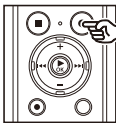
## Recording linear PCM format files of over 2 GB

When recording a linear PCM format file, recording will continue even after the file size exceeds 2 GB.

- The data is divided and saved in separate files of up to 2 GB. The files are processed as multiple files during playback.
- After recording 200 files which exceed 2GB recording stops.

## Pausing/resuming recording

- 1 Press the **REC (●)** button during recording.



- Recording pauses, and the blinking message [● | PAUSE] appears in the display.
- Recording is stopped automatically after being paused for at least 60 minutes.

- 2 Press the **REC (●)** button again while recording is paused.

- Recording resumes from the position it was paused at.

## Quickly checking a recording

- 1 Press the **▶ OK** button during recording.

- Recording ends, and the file just recorded is played.



## Recording settings

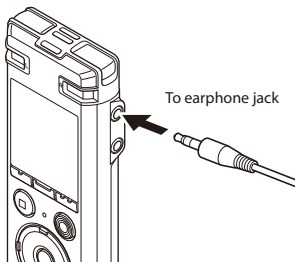
Various recording settings are available, letting you tailor recording to different recording conditions.

<b>[Rec Scene]</b> ( <small>☞</small> P.26)	Used to select one of multiple preregistered templates of recording settings. When selected, each template enters several settings tailored to a particular recording location or condition all in a single operation.
<b>[Rec Level]</b> ( <small>☞</small> P.40)	Sets the recording level.
<b>[Rec Mode]</b> ( <small>☞</small> P.40)	Sets the recording sound quality.
<b>[Zoom Mic]</b> ( <small>☞</small> P.41)	Sets the built-in stereo microphone's directivity.
<b>[Low Cut Filter]</b> ( <small>☞</small> P.42)	Reduces humming sounds from equipment such as air-conditioners or projectors.
<b>[Mic Select]</b> ( <small>☞</small> P.42)	Selects whether or not the built-in center microphone is to be turned on or off.
<b>[Timer Rec]</b> ( <small>☞</small> P.43)	Sets the content such as date and time to schedule a recording.

## Monitoring while recording

You can monitor the recording as you are making it by listening on the earphones plugged into the voice recorder's earphone jack (🎧). Use the + or - button to adjust the recording monitor volume.

### 1 Connect the earphones to the voice recorder's earphone jack (🎧).



- Changing the volume will not affect the recording level.

#### NOTE

- To avoid unpleasantly loud sound, set the volume to [00] before plugging in the earphone.
- To prevent feedback, do not place the earphone near the microphone while recording.

# Selecting the automatic recording setting [Rec Scene]

The voice recorder has preregistered templates of optimum settings tailored to various recording applications such as lectures and dictation. When selecting one of these templates you can enter several settings recommended for your recording application all in a single operation.

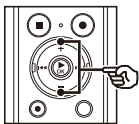
2

Selecting the automatic recording setting [Rec Scene]

- 1 While the voice recorder is in stop mode, press and hold the MENU/ SCENE button.**



- 2 Press the + or – button to select the desired recording application.**



#### [Auto]:

The recording level always automatically changes according to the volume of the input sound. Suited to recording all sounds.

#### [Lecture]:

This is suitable for recording with the microphone pointed in a specific direction such as at a large venue where the speaker is far away.

#### [Conference]:

Suitable for recording conferences in a large space and other sounds over a wide area.

#### [Meeting]:

Suitable for recording meetings held in a small space and other sounds that are fairly close.

#### [Dictation]:

Suitable for recording your own voice and other sounds that are extremely close.

#### [Manual]:

You can press the ►► button to change five settings related to recording, such as [Rec Level] and [Rec Mode] (see P.40 to P.42).

- 3 Press the ► OK button to finalize the setting.**
- 4 Press the STOP (■) button to exit the selection screen.**

# Selecting the automatic recording setting [Rec Scene]

## Preregistered [Rec Scene] settings

### [Auto]

[Rec Level]	[Auto]
[Rec Mode]	[MP3 128 kbps]
[Zoom Mic]	[Off]
[Low Cut Filter]	[Off]
[Mic Select]	[Central Mic On]

### [Lecture]

[Rec Level]	[High]
[Rec Mode]	[MP3 128 kbps]
[Zoom Mic]	[+6]
[Low Cut Filter]	[On]
[Mic Select]	[Central Mic On]

### [Conference]

[Rec Level]	[High]
[Rec Mode]	[MP3 128 kbps]
[Zoom Mic]	[Off]
[Low Cut Filter]	[On]
[Mic Select]	[Central Mic On]

### [Meeting]

[Rec Level]	[Middle]
[Rec Mode]	[MP3 128 kbps]
[Zoom Mic]	[Off]
[Low Cut Filter]	[Off]
[Mic Select]	[Central Mic On]

### [Dictation]

[Rec Level]	[Low]
[Rec Mode]	[MP3 128 kbps]
[Zoom Mic]	[Off]
[Low Cut Filter]	[On]
[Mic Select]	[Central Mic On]

### [Manual]\*

[Rec Level]	[Auto]
[Rec Mode]	[MP3 128 kbps]
[Zoom Mic]	[Off]
[Low Cut Filter]	[Off]
[Mic Select]	[Central Mic On]

- \* The default is shown for each item of [Manual]. The setting of each item can be changed from the recording menu (P.40 to P.42).

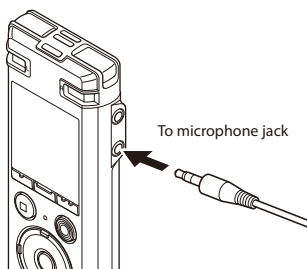
# Recording with an external microphone

You can record audio input using an external microphone or other device connected to the voice recorder's microphone jack (🎤). Do not plug or unplug devices into voice recorder jacks while recording.

2

Recording with an external microphone

- 1 **Connect an external microphone to the voice recorder's microphone jack (🎤).**



- 2 **Start recording.**

- See “**Recording**” (📖 P.22) for descriptions of recording operations.

## TIP

- See “**Accessories (optional)**” (📖 P.79) for the compatible external microphones.

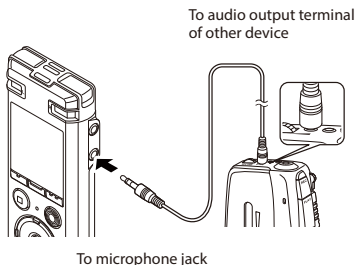
## NOTE

- Microphones with plug-in power supplies can be used.
- When [**Rec Mode**] is set to stereo, recording with an external mono microphone records on the left channel only (📖 P.40).
- When [**Rec Mode**] is set to mono, only the input from the left channel microphone is recorded when using an external stereo microphone (📖 P.40).

# Recording from another connected device

## Recording audio from another device with this recorder

Audio can be recorded when you have connected the audio output terminal (earphone jack) of another device and the microphone jack (🎤) of the recorder by using the connecting cord KA333 (optional) for duplication.

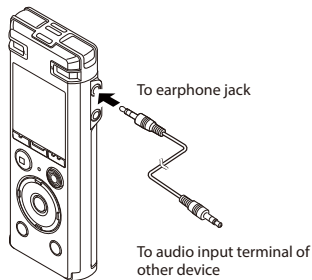


### NOTE

- When recording from a connected external device, perform a test recording and adjust the output level of the connected device as needed.

## Recording audio from this recorder with another device

Audio from this recorder can be recorded to another device by connecting the audio input terminal (microphone jack) of the other device and the earphones jack of this recorder using the connecting cord KA333 (optional).



### NOTE

- Adjusting playback sound quality settings on the voice recorder affects the audio output signals output from the earphones jack (see P.45, P.46).

# Playback

## Playback

In addition to files recorded by the voice recorder, you can also play files in WAV and MP3 format transferred from a PC.

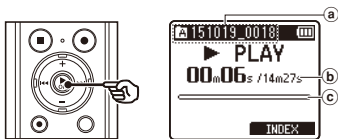
### Basic playback procedure

3

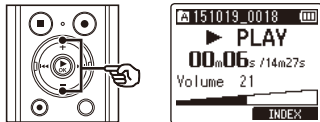
Playback

- 1 Select the file to play from the folder containing it (☞ P.20).
- 2 Press the ► OK button to start playback.
- 3 Press the + or – button to adjust the volume to the desired level.

- 2 Press the ► OK button to start playback.



- a Folder indicator / File name
- b Elapsed playback time / File length
- c Playback position bar indicator



- The volume can be adjusted to a setting between [00] to [30]. The higher the number, the louder the volume.
  - If the volume is set too loud, a warning screen may appear.
- 4 Press the STOP (■) button to stop playback.

#### TIP

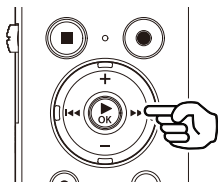
- When the **PLAY** button is pressed during playback, the playback speed changes with each press.



- The playback speed can be changed in [Play Speed] of the playback menu (☞ P.47).

- The file being played stops right away. The resume function automatically stores the playback stop position in memory. The position is retained even if the power is turned off. The next time the power is turned on, playback can be resumed from the stop position stored in the memory.

## Fast-forwarding



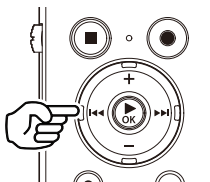
Fast-forwarding while the voice recorder is in stop mode

- 1 With the voice recorder stopped, press and hold the ►►| button.**
  - Fast-forwarding stops when you release the ►►| button. Press the ►OK button to start playback from the current position.

Fast-forwarding during playback

- 1 Press and hold the ►►| button during playback.**
  - Playback starts from the current position when you release the ►►| button.
  - If an index mark or temp mark in the file is reached, fast-forwarding stops at the mark (☞ P.35).
  - Fast-forwarding stops when the end of the file is reached. Press and hold the ►►| button again to fast-forward from the beginning of the next file.

## Rewinding



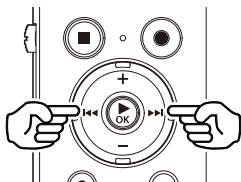
Rewinding while the voice recorder is in stop mode

- 1 With the voice recorder stopped, press and hold the ◀◀| button.**
  - Rewinding stops when you release the ◀◀| button. Press the ►OK button to start playback from the current position.

Rewinding during playback

- 1 Press and hold the ◀◀| button during playback.**
  - Playback starts from the current position when you release the ◀◀| button.
  - If an index mark or temp mark in the file is reached, rewinding stops at the mark (☞ P.35).
  - Rewinding stops when the beginning of the file is reached. Press and hold the ◀◀| button again to rewind from the end of the previous file.

## Skipping to the beginning of a file



Skipping to the beginning of the next file

- 1 Press the **▶▶** button while the voice recorder is in stop mode, or during playback.

Skipping to the beginning of the current file

- 1 Press the **◀◀** button while the voice recorder is in stop mode, or during playback.

Skipping to the beginning of the previous file

- 1 Press the **◀◀** button when the playback position is the beginning of the file.
  - To skip to the beginning of the previous file during playback, press the **◀◀** button twice consecutively.

## NOTE

- If an index mark or temp mark is reached when skipping to the beginning of a file during playback, playback starts from the position of the mark. When skipping to the beginning of a file while the voice recorder is in stop mode, the mark is ignored (E38 P.35).
- If a setting other than **[File Skip]** is set for **[Skip Space]**, playback starts after the set amount of time has been skipped backwards or forwards. Playback does not skip to the beginning of the file.



## Playback settings

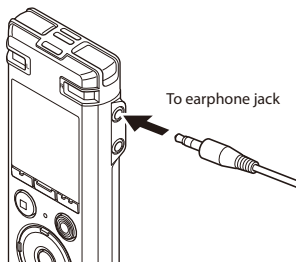
You can select various file playback methods tailored to different applications and tastes.

<b>[Voice Playback]</b> ( <small>ESP</small> P.45)	Only plays voice portions of a recorded audio file.
<b>[Noise Cancel]</b> ( <small>ESP</small> P.45)	A setting that makes recorded voices more discernable when muffled by projector noise or similar sounds.
<b>[Voice Balancer]</b> ( <small>ESP</small> P.46)	Compensates low-volume portions of recorded audio files during playback.
<b>[Play Mode]</b> ( <small>ESP</small> P.46)	Selecting from two playback modes.
<b>[Play Speed]</b> ( <small>ESP</small> P.47)	The playback speed can be adjusted between [ <b>x0.5 Play</b> ] and [ <b>x3.5 Play</b> ] in 0.1 increments.
<b>[Skip Space]</b> ( <small>ESP</small> P.48)	A handy function for quickly moving the playback position, and playing short segments repeatedly.

## Playback through the earphones

You can connect the earphones to the voice recorder's earphone jack (🎧) and listen to playback through them.

- 1 Connect the earphones to the voice recorder's earphone jack** (🎧).



- 2 Press the ► OK button to start playback.**

### TIP

- There will be no sound from the speaker when the earphones are connected.

**NOTE**

- To avoid unpleasantly loud sound, set the volume to [00] before plugging in the earphone.
- Avoid excessive volume when listening to playback through the earphones. It may cause hearing damage or loss.
- If the volume is set too loud, a warning screen may appear.

**Music files**

If a music file transferred to the voice recorder is unplayable, check that its sampling rate, bit count and bit rate values are within the supported ranges. The sampling rate, bit count and bit rate combinations supported for music file playback by the voice recorder are shown below.

File format	Sampling rate	Bit count/ bit rate
WAV format	44.1 kHz, 48 kHz	16 bits
MP3 format	<b>MPEG 1 Layer 3:</b> 32 kHz, 44.1 kHz, 48 kHz <b>MPEG 2 Layer 3:</b> 16 kHz, 22.05 kHz, 24 kHz	8 to 320 kbps

- MP3 files with variable bit rates (bit rates converted variably in a single file) may not play normally.
- Linear PCM-format WAV files are the only WAV files the voice recorder can play. Playback of other WAV files is not supported.
- Even if the file formats is compatible for playback on this recorder, the recorder does not support every encoder.

# Index marks/temp marks

Writing an index mark or temp mark in a file enables you to quickly access desired position in the file with the same operations used for fast-forwarding, rewinding or skipping to the start of a file. Index marks can only be written in files created with Olympus voice recorders. For files created with other devices, you can temporarily store desired positions in the memory using temp marks.

## Writing an index mark/temp mark

- 1 When the desired position has been reached press the **F2 (INDEX)** button to write an index mark or temp mark.

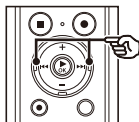


### NOTE

- Temp marks are temporary markings. They are automatically erased when you select a different file, transfer the file to a PC, or move the file on a PC.
- You can write up to 200 index marks/temp marks in a single file. The message [**Further marking not possible**] appears if you attempt to write more than 200 marks.
- You cannot write or erase index marks/temp marks in files that have been locked by the file lock function (P.50).

## Erasing an index mark/temp mark

- 1 Select a file that contains index mark/temp mark you want to erase and start playback.
- 2 Use the **▶▶▶** or **◀◀◀** button to select the index mark/temp mark you want to erase.



- 3 When the number of the index mark/temp mark to erase is being shown (for about 2 seconds) in the display, press the **ERASE** button.
- Any subsequent index marks/temp marks in the file are automatically renumbered.

# Erasing files

This section describes how to erase a single unneeded file from a folder or erase all the files in the current folder at once.

3

Erasing files

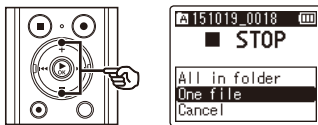
**1** Select the file you want to erase.

**2** When the file display screen appears, press the **ERASE** button while the voice recorder is in stop mode.



- The voice recorder returns to the stopped mode if no operation is performed for 8 seconds.

**3** Press the **+ or -** button to select **[All in folder]** or **[One file]**.



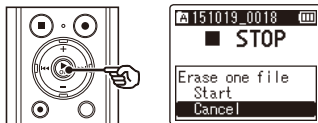
**[All in folder]:**

Erases all the files saved in the same folder as the selected file.

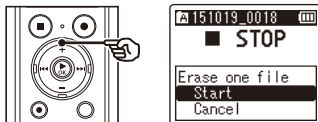
**[One file]:**

Erases only the selected file.

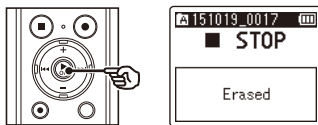
**4** Press the **▶OK** button.



**5** Press the **+** button to select **[Start]**.



**6** Press the **▶OK** button.



- **[Erasing!]** appears in the display, and the erasing process starts.
- **[Erased]** appears when the process has finished.

## NOTE

- Files cannot be restored after being erased, so please check carefully before erasing a file.
- When erasing the files stored in the internal memory, make sure to perform the operation while the microSD card is taken out (☞ P.17).
- Locked files and read-only files cannot be erased (☞ P.50).
- You cannot delete folders through the recorder.
- Files unrecognizable to the voice recorder will not be erased, nor will folders containing these files. The voice recorder must be connected to a PC to erase these files and folders.
- Before erasing a file or folder, charge or replace the battery to ensure it will not run out before the process has finished. Erasing processes can take over 10 seconds to complete. To prevent the risk of damage to data, never attempt to perform any of the following processes before an erasing process has finished :
  - ① Disconnecting the AC adapter
  - ② Removing the battery
  - ③ Removing the microSD card (if the recording media has been set to microSD card.)

# Menu

## Setting menu items

### Basic operation

Menu items are arranged by tabs, with which you can quickly set desired items by selecting a tab and then moving to the desired item within the tab. Follow the steps below to set a menu item.

4

Setting menu items

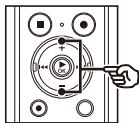
#### TIP

- When [Voice Guide] is set to [On], the selected item will be read out aloud. If you were not sure what was said through voice guidance, press and hold the **F2** button to have the item read out aloud again (REF P.52).

- 1 While the voice recorder is in stop mode, press the MENU/SCENE button.**

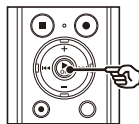


- 2 Press the + or - button to select the tab containing the item you want to set.**



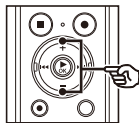
- Moving the cursor from one tab to another switches the displayed menu screen.

- 3 Press the ►OK button to move the cursor to the desired setting item.**



- You can also use the ►I button to perform this operation.

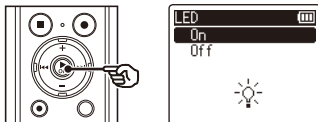
- 4 Press the + or - button to select the desired setting item.**



# Setting menu items

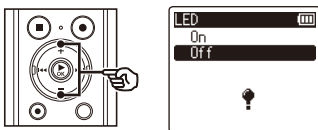
## Basic operation

### 5 Press the ►OK button.

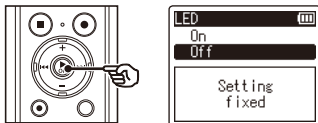


- The setting of the selected item is displayed.
- You can also use the ►► button to perform this operation.

### 6 Press the + or – button to change the setting.

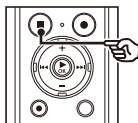


### 7 Press the ►OK button to finalize the setting.



- A message indicating the setting has been entered appears.
- You can cancel the setting and return to the previous screen by pressing the ◀◀ button instead of the ►OK button.

### 8 Press the STOP (■) button to exit the menu screen.



#### NOTE

- For menu settings done while the voice recorder is in stop mode, the voice recorder exits the menu and returns to the stopped mode if no operation is performed for 3 minutes. The selected setting item is not changed in this case.

# Recording menu [Rec Menu]

Optimum settings tailored to various recording scenes are provided in advance in [Rec Scene] (P.26), but you can also individually customize each of the [Rec Level], [Rec Mode], [Zoom Mic], [Low Cut Filter], and [Mic Select] settings if you select [Manual] and then press the ►► button.

## Selecting the recording level [Rec Level]

You can change the recording level (sensitivity) as needed for your recording application.

### [High]:

The highest recording sensitivity. Suited to recording lectures, large conferences and other applications with distant or quiet sound sources.

### [Middle]:

Suited to recording discussions and small-group meetings.

### [Low]:

The lowest recording sensitivity. Suited to recording dictation.

### [Auto]:

The recording level always automatically changes according to the volume of the input sound. Suited to recording all sounds.

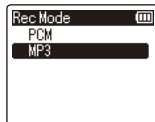
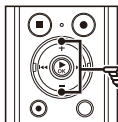
### TIP

- To record the speaker's voice clearly, set [Rec Level] to [Low], and place the voice recorder's built-in microphone near the speaker's mouth (5 to 10 cm away).

## Setting the recording mode [Rec Mode]

You can prioritize sound quality or recording time. Select the recording mode that best matches your recording application.

### 1 Press the + or – button to select the recording format.



### [PCM]:

This is an uncompressed audio format which is used for music CDs etc.

### [MP3]:

This is a common sound compression mode. File sizes in this format are smaller than in the PCM format.

### 2 Press the + or – button to select the recording rate.

#### When [PCM] was selected:

- [48.0kHz/16bit]
- [44.1kHz/16bit]

#### When [MP3] was selected:

- [320kbps]
- [128kbps]
- [64kbps mono]\*
- [8kbps mono]\*

\* Mono recording



# Recording menu [Rec Menu]

## TIP

- Sound quality increases as the recording rate value increases.
- Setting a higher recording rate increases file size. Check that you have enough remaining memory before recording.
- To record conferences and presentations clearly, it is recommended to set [**Rec Mode**] to other than [**mono**].

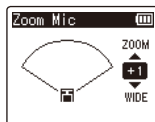
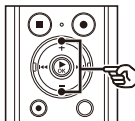
## NOTE

- When [**Rec Mode**] is set to stereo, recording with a connected mono microphone records on the left channel only.

## Selecting microphone directivity [Zoom Mic]

The voice recorder's built-in stereo microphone provides directivity ranging from broad-coverage stereo recording to highly directional recording.

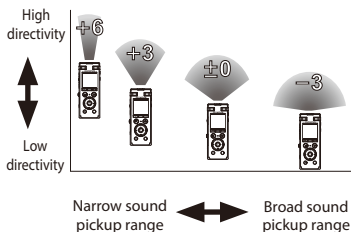
- 1 Press the + or – button to adjust the built-in stereo microphone's directivity.



- The + button increases directivity.
- The – button enables recordings with broader-coverage stereo.
- Reducing directivity and broadening the sound pickup range gives recordings more of a stereo effect.
- The setting can be adjusted to between [–3] and [+6].

# Recording menu [Rec Menu]

## Zoom Mic function



### NOTE

- The **[Zoom Mic]** function has been set so as to optimize its performance when it is used with the voice recorder's built-in stereo microphone. Note that normal recording may no longer be possible when using a separately purchased microphone or when recording from another device using a connecting cord.
- Using the **[Zoom Mic]** function will make the battery deplete more quickly.

## Reducing noise during recording [Low Cut Filter]

The voice recorder's low cut filter function lets you make recordings that reduce humming sounds from air-conditioners or low-frequency sounds from equipment such as projectors.

### [On]:

Turns the low cut filter On.

### [Off]:

Turns the low cut filter Off.

## Selecting the three microphones system [Mic Select]

You can select whether or not the built-in center microphone is to be turned on or off.

### [Central Mic On]:

Enables the built-in center microphone to record in three-microphone mode.

### [Central Mic Off]:

Disables the built-in center microphone to record with just the built-in stereo microphone.

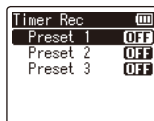
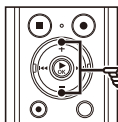
## Setting timer recording [Timer Rec]

Start recording automatically when a set time is reached. Timer recording allows you to record at a set date and time as well as record at specific periods such as the following day or following week based on that set date and time. You can register up to three reservation settings.

### NOTE

- Check beforehand that the voice recorder clock matches the current date and time. If the current date/time is set incorrectly, see “**Setting the time/date [Time & Date]**” (P.55).
- Timer recording operates with the content set in the voice recorder. The settings required for recording need to be completed beforehand. The possible recording time and amount of battery consumption may vary depending on the settings.
- Check that there is sufficient battery life. Replace or charge the battery if needed (P.8, P.11).
- Check that there is sufficient remaining memory space. Erase unneeded files or use a new microSD card if needed (P.36, P.16).
- The recorded file is saved in the currently selected folder. Note that timer recording will not be performed if there are already 200 files in the save destination folder. If necessary, delete any files you do not need or select another folder (P.20).
- Timer recording may start a few seconds after the set time arrives.

- 1 Press the + or – button to select the desired preset number.



- 2 Press the + or – button to select [On] or [Off].

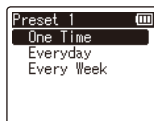
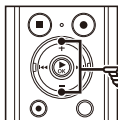
[On]:

Timer recording is performed according to the registered settings.

[Off]:

Timer recording is not performed.

- 3 Press the + or – button to select [One Time], [Every Day] or [Every Week].



[One Time]:

Records at the specified date and time and ends.

[Every Day]:

After recording on the specified date and time, repeats recording at the same time every day.

[Every Week]:

After recording on the specified date and time, repeats recording at the same time each week.

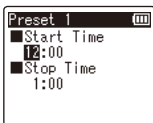
# Recording menu [Rec Menu]

- \* If you select **[Every Week]** and then press the ► **OK** button, a screen for selecting the day of the week to perform the reservation appears.



Press the + or – button to select the day on which to perform the reservation every week and then press the ► **OK** button.

## 4 Press the + or – button to change the number



- To change the setting of another item, press the ►► or ◀◀ button to move the blinking cursor, then press the + or – button to change the number.
- After you have finished in the reservation settings screen, you can press the ►► button to check the settings for the selected reservation number. Press the ◀◀ button to return to the reservation number list screen.

### TIP

- Even though the power is OFF or on hold, when the specified **[Timer Rec]** time arrives, recording starts.
- If the **[Start Time]** settings are the same, **[Preset 1]** has the highest priority and **[Preset 3]** has the lowest priority.

### NOTE

- If voice recording is in progress or the unit is in use when the **[Timer Rec]** start time arrives, **[Timer Rec]** starts after the operation is finished.

# Playback menu [Play Menu]

## Skipping non-voice portions during playback [Voice Playback]

With the **[Voice Playback]** function you can only play the speaking portions of a recorded file of spoken-word content.

### NOTE

- The speaking portions of the file must be extracted beforehand (P.49).

### [On]:

Automatically skips the non-voice portions of the file and plays only the speaking portions.

### [Off]:

The voice playback function is disabled.

## Reducing noise during playback [Noise Cancel]

Use the **[Noise Cancel]** function to reduce noise when a recorded voice is difficult to discern.

### [High][Low]:

Reduces surrounding noise, producing higher sound-quality playback.

### [Off]:

The noise cancel function is disabled.

### NOTE

- Using the **[Noise Cancel]** function will make the battery deplete more quickly.

# Playback menu [Play Menu]

## Adjusting low volume portions during playback [Voice Balancer]

Cuts low- and high-frequency components and compensates low-volume portions during playback.

Use it to make quiet parts of conversations or other recorded audio louder and clearer.

**[On]:**

Adjusts low-volume portions of audio files during playback, making them louder.

**[Off]:**

The voice balancer function is disabled.

**NOTE**

- Using the **[Voice Balancer]** function will make the battery deplete more quickly.

## Selecting playback modes [Play Mode]

Several playback modes are available for different listening styles.

**[File]:**

Stops playback after the current file has been played.

**[Folder]:**

Plays all the files in the current folder consecutively, stopping playback after the last file in the folder is played.

**NOTE**

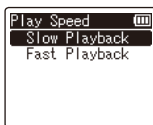
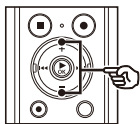
- When **[Play Mode]** is set to **[File]**, **[End]** blinks in the display for 2 seconds after the last file in the folder has been played, then playback stops at the start position of the last file.
- When **[Play Mode]** is set to **[Folder]**, **[End]** blinks in the display for 2 seconds after the last file in the folder has been played, then playback stops at the start position of the first file in the folder.

# Playback menu [Play Menu]

## Changing the playback speed [Play Speed]

Changing the playback speed is handy for speeding up conference presentations, or for slowing down parts difficult to discern when learning a language (P.30).

- 1 Press the **+** or **-** button to select **[Slow Playback]** or **[Fast Playback]**.



**[Slow Playback]:**

Set the speed for slow playback.

**[Fast Playback]:**

Set the speed for fast playback.

- 2 Press the **+** or **-** button to change the playback speed.

**When [Slow Playback] was selected:**

The playback speed can be adjusted between **[x0.5 Play]** and **[x0.9 Play]** in 0.1 increments.

**When [Fast Playback] was selected:**

The playback speed can be adjusted between **[x1.1 Play]** and **[x3.5 Play]** in 0.1 increments.

Playback speed indicator



### TIP

- When changing the playback speed, playback operations such as stopping playback, skipping to the beginning of a file, and writing index marks/temp marks are the same as during standard playback.

### NOTE

- Altered playback speed settings are retained even after power OFF.
- Changing the playback speed will make the battery deplete more quickly.

### Fast playback restrictions

Depending on their sampling frequency and bit rate, some files may not play normally. In this case, you will need to reduce the playback speed.

# Playback menu [Play Menu]

## Setting a skip space [Skip Space]

The **[Skip Space]** function lets you skip a preset amount forward (forward skip) or backward (reverse skip) in a file during playback. It is handy for quickly moving the playback position, or for repeated playback of a short segment.

- 1 Press the **+** or **-** button to select **[Forward Skip]** or **[Reverse Skip]**.



### **[Forward Skip]:**

Starts playback after moving the playback position forward by the set amount.

### **[Reverse Skip]:**

Starts playback after moving the playback position backward by the set amount.

- 2 Press the **+** or **-** button to select a setting.

### **When [Forward Skip] was selected:**

[File Skip], [10 sec. Skip], [30 sec. Skip],  
[1 min. Skip], [5 min. Skip], [10 min.  
Skip]

### **When [Reverse Skip] was selected:**

[File Skip], [1 sec. Skip] to [3 sec. Skip],  
[5 sec. Skip], [10 sec. Skip], [30 sec.  
Skip], [1 min. Skip], [5 min. Skip]

## NOTE

- Forward/reverse skip operations over a skip space that contains an index mark/ temp mark or the starting position of a file will stop at that mark or at the start position.

## Forward/reverse skip playback

- 1 Press the **▶ OK** button to start playback.
- 2 Press the **▶▶▶** or **◀◀◀** button during playback.

- Playback starts after skipping forward or backward by the set amount.



# File menu [File Menu]

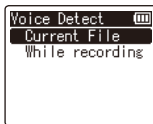
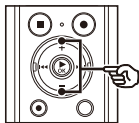
## Extracting the speaking portions of files of spoken-word content [Voice Detect]

The function extracts the speech portions of a voice file or a file being recorded by the voice recorder.

### NOTE

- When extracting the speaking portions of a saved file, select the file in advance.

## 1 Press the + or - button to select [Current File] or [While recording].



**[Current File]:**  
Extract the speaking portions of the selected file.

**[While recording]:**  
Extract the speech portion while recording.

## 2 Press the ► OK button.

### When [Current File] was selected

- The progress of the operation is shown as a percentage in the display.
- [Voice Detection completed]** appears when the process has finished.

### When [While recording] was selected

- Press the + or - button to select [On] or [Off].



**[On]:**  
Extract the speech portion while recording.

**[Off]:**  
Restores standard recording.

- Press the ► OK button.

- [Setting fixed]** appears when the process has finished.

### TIP

- When the voice detection process has finished, the **[Voice Playback]** item in the **[Play Menu]** is set to **[On]** (P.45).

**NOTE**

- The message **[No file]** appears if you select a folder that doesn't contain a saved file. You must select a folder containing a file before you can perform the process.
- The voice recorder may not be able to properly extract non-silent portions from files of non-spoken word content such as recorded musical performances.
- The voice recorder may not be able to properly extract speaking portions when they were low in volume when recorded (level meter readout of -12 dB or less), or due to surrounding noise.
- The time needed for the extraction process will increase in proportion to the size of the recorded file. Before starting extraction, it's recommended to charge or replace the battery to ensure it will not run out before the process has finished.
- Using the **[While recording]** function will make the battery deplete more quickly.

**Preventing accidental file erasure  
[File Lock]**

With the file lock feature you can lock important files to prevent them being accidentally erased. Once locked, a file is not erased even if the operation for erasing all the files in its folder is performed (☞ P.36).

**1 Select the file you want to lock  
(☞ P.20).****[Lock]:**

File is locked.

**[Unlock]:**

File lock is canceled.

## Dividing files [File Divide]

Large files or files with long recording times can be divided for easier management and editing.

### NOTE

- Only MP3-format and PCM-format files recorded on the voice recorder can be divided.
- Stop the file you wish to divide at the desired division position in advance.

### 1 Press the + button to select [Start], and then press the ►OK button.

- [Dividing!] appears in the display, and the file dividing process starts.
- [File divide completed] appears when the process has finished.

### TIP

- After dividing a file, the first half of the file is given the name "File name\_1" and the second half "File name\_2".

### NOTE

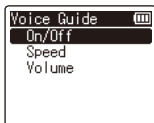
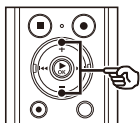
- Files cannot be divided if there are 200 files in the folder.
- Locked files (Ⓜ P.50) cannot be divided.
- It may not be possible to divide some MP3 or PCM files with extremely short recording times.
- To prevent the risk of data damage, never remove the battery while dividing a file.

# LCD/Sound menu [LCD/Sound Menu]

## Setting the voice guidance [Voice Guide]

This feature gives voice announcements of recorder operating conditions. You can set voice announcement On/Off, speed and volume.

- 1 Press the **+** or **-** button to select **[On/Off]**, **[Speed]** or **[Volume]**.



### [On/Off]:

Switches voice guidance On/Off.

### [Speed]:

Sets the voice guidance speed.

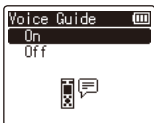
### [Volume]:

Sets the voice guidance volume.

- 2 Press the **▶OK** button to move to the respective setting.

### When [On/Off] was selected

- ① Press the **+** or **-** button to select **[On]** or **[Off]**.



### [On]:

Voice guidance will be enabled.

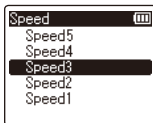
### [Off]:

Voice guidance will be canceled.

- ② Press the **▶OK** button to exit the selection screen.

### When [Speed] was selected

- ① Press the **+** or **-** button to select the voice speed.



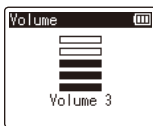
### [Speed1] to [Speed5]:

The greater the number, the faster the speed.

- ② Press the **▶OK** button to exit the selection screen.

### When [Volume] was selected

- ① Press the **+** or **-** button to select the voice volume.



### [Volume1] to [Volume5]:

The greater the number, the louder the beep sound.

- ② Press the **▶OK** button to exit the selection screen.

### TIP

- Pressing and holding the **LIST** button while the voice recorder is in stop mode switches voice guidance On/Off.

## Turning beeping sound on/off [Beep]

The voice recorder makes beeping sounds when buttons are pressed, or to warn in case of operation errors. You can select whether the voice recorder makes these beeping sounds.

- [On]:**  
Enables beeping sounds.
- [Off]:**  
Disables beeping sounds.

## Inverting the colors of the display [Invert colors]

If the display dazzles you and you feel it is hard to view, try inverting the colors.

- [Normal]:**  
The display is normal.
- [Invert]:**  
Inverts the colors of the display.

## Setting the backlight [Backlight]

The display backlights are switched on for a preset amount of time when a button operation is performed.

- [5 sec.], [10 sec.], [30 sec.], [1 min.]:**  
Set the amount of time that the backlight stays lit.
- [Off]:**  
Disables the backlight.

## Setting the LED indicator light [LED]

You can set the LED indicator light to not become lit.

- [On]:**  
LED indicator light is switched on.
- [Off]:**  
LED indicator light stays off.

### TIP

- Even if you set the **[LED]** setting to **[Off]**, the LED indicator light will flash while files are being transferred between the voice recorder and a PC.

# LCD/Sound menu [LCD/Sound Menu]

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## Adjusting the contrast [Contrast]

You can adjust the contrast of the display to 12 different levels.

- The setting can be adjusted to between [01] to [12].

## 4

## Changing the display language [Language]

You can select the language used in the voice recorder's displays.

- [Deutsch], [English], [Español], [Français], [Italiano], [Русский], [Svenska].

### TIP

- The language selections vary depending on where the voice recorder was purchased.

# Device menu [Device Menu]

## Setting the battery in use [Battery]

Set the battery type to match the battery you are using.

### [Ni-MH]:

Select this setting when using an Olympus Ni-MH rechargeable battery (model BR404).

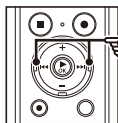
### [Alkaline]:

Select this setting when using an alkaline dry cell battery.

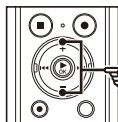
## Setting the time/date [Time & Date]

If you set the date and time, you will be able to check when a file was recorded in the information for each file accessed from **[Property]** of the menu.

- 1 Press the **▶▶|** or **|◀◀** button to select the desired setting item.



- 2 Press the **+** or **-** button to change the number.



- To change the setting of another item, press the **▶▶|** or **|◀◀** button to move the blinking cursor, then press the **+** or **-** button to change the number.

- 3 Press the **▶** OK button to finalize the setting.

## NOTE

- If the batteries are removed from the voice recorder, the **[Time & Date]** screen is displayed automatically when the power is turned on.
- Even if the voice recorder is not used for a long period of time, when the battery is used up, the date and time must be re-entered.

## Setting the USB connection [USB Settings]

The **[PC]** setting lets you connect the voice recorder to a PC to transfer files. The **[AC Adapter]** setting lets you connect the voice recorder to a USB-connection AC adapter (model A514; optional) or a PC to charge the rechargeable battery.

### **[PC]:**

Select to connect the voice recorder to a PC.

### **[AC Adapter]:**

Select to charge the rechargeable battery from a PC, or to connect the voice recorder to an AC adapter (model A514; optional).

### **[Optional]:**

Select to confirm the connection method whenever making a USB connection.



## Restoring the default settings [Reset Settings]

The **[Reset Settings]** function restores all the voice recorder's functions to their initial (factory default) settings. Time setting and file number will remain the same.

### 1 Press the **+** button to select **[Start]**, and then press the **▶OK** button.

#### Rec Menu:

Rec Scene: Auto  
Rec Level: Auto  
Rec Mode:  
    PCM / 44.1 kHz/16bit  
    MP3 / 128kbps  
Zoom Mic: Off  
Low Cut Filter: Off  
Mic Select: Central Mic On  
Timer Rec: Off

#### Play Menu:

Voice Playback: Off  
Noise Cancel: Off  
Voice Balancer: Off  
Play Mode: File  
Play Speed:  
    Slow Playback: x0.7 Play  
    Fast Playback: x1.5 Play  
Skip Space:  
    Forward Skip: File Skip  
    Reverse Skip: File Skip

#### LCD/Sound Menu:

Voice Guide:  
    On/Off: On  
    Speed: 3  
    Volume: 3  
Beep: On  
Invert colors: Normal  
Backlight: 10 sec.  
LED: On  
Contrast: Level 06  
Language: English

#### Device Menu:

Battery: Ni-MH  
USB Settings: PC

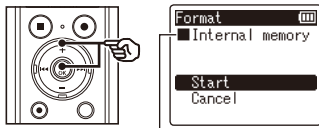
## Formatting a recording media [Format]

Formatting a recording media erases all existing files saved on it. Be sure to transfer all important files to a PC before formatting.

### NOTE

- The recording media that is currently being used is formatted. Take care to check whether the recording media is the microSD card or internal memory before performing the format.

- 1 Press the + button to select [Start], and then press the ►OK button.**



Recording media that is formatted

- 2 Press the + button to select [Start] again, and then press the ►OK button.**

- **[Formatting!]** appears, and formatting starts.
- **[Format done]** appears when the process has finished.

### TIP

- To reset all the voice recorder's settings to their default values, use the **[Reset Settings]** operation (P.57).

### NOTE

- Never format the voice recorder from a PC.
- Formatting erases all the existing data, including locked files and read-only files.
- Before formatting, charge or replace the battery to ensure it will not run out before the process has finished. The formatting process can sometimes take over 10 seconds to complete. To prevent the risk of damage to data, never attempt to perform any of the following processes before a formatting process has finished:
  - ① Disconnecting the USB-connection AC adapter
  - ② Removing the battery
  - ③ Removing the microSD card (if the recording media has been set to microSD card.)
- Even when formatting or erasing (P.36) is performed, only the file management information of the internal memory and/or microSD card is updated and the recorded data is not completely erased. When disposing of a microSD card, be sure to destroy the card, format the card and record silence until the recording time runs out, or perform a similar operation in order to prevent the leakage of personal information.

## Checking voice recorder information [System Info.]

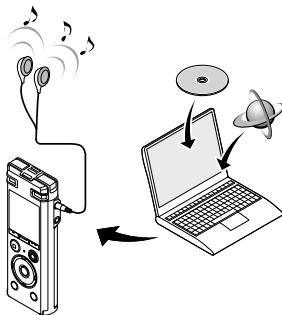
You can display voice recorder information from a menu screen.

- The voice recorder's **[Version]** (system version) and **[Serial No.]** information is displayed.

# Use with a PC

When connecting the voice recorder to a PC you can do the following:

- You can use Olympus Sonority to transfer voice files recorded by the voice recorder and play them back or manage them on PC.
- Olympus Sonority supports Audio Notebook. Audio Notebook lets you manage, play and edit sound files as quickly and easily as taking notes. Even users with reading or writing impairments can create Audio Notebook files linked to sound, image or text, which can be easily converted to DAISY files (see P.66).
- Use the voice recorder as external storage to save or load data to/from your PC (see P.71).



5

PC operating environment

## PC operating environment

### Windows

#### Operating system:

Microsoft Windows Vista Service Pack 2 (32-bit/64-bit)  
Microsoft Windows 7 Service Pack 1 (32-bit/64-bit)  
Microsoft Windows 8, 8.1 (32-bit/64-bit)  
Microsoft Windows 10 (32-bit/64-bit)

#### CPU:

1 GHz or more 32bit (x86) or 64bit (x64) processor

#### RAM:

512MB or more

#### Hard disk space:

Olympus Sonority installation: 300 MB or more

#### Drive:

CD-ROM or CD-R, CD-RW, DVD-ROM drive

#### Browser:

Microsoft Internet Explorer 6.0 or later

#### Display:

1,024 x 768 dots, 65,536 colors or more (16,770,000 colors or more recommended)

#### USB port:

One or more ports available

#### Other

- Audio device
- An environment with Internet access

### NOTE

- Even when the requirements for the operating environment are satisfied, updated versions, multiboot environments, self-modified PCs and other compatible machines will not be covered under the operational warranty.

# PC operating environment

## Macintosh

### Operating system:

Mac OS X 10.5.8 to 10.11

### CPU:

PowerPC G5 or Intel multi-core processor  
1.5 GHz or higher

### RAM:

512 MB or more

### Hard disk space:

Olympus Sonority installation: 300 MB or more

### Drive:

CD-ROM or CD-R, CD-RW, DVD-ROM drive

### Browser:

Safari 3.0.4 or later

### Display:

1,024 x 768 dots, 32,000 colors or more  
(16,770,000 colors or more recommended)

### USB port:

One or more ports available

### Other

- Audio device
- Quick Time 7.2 or later with Internet access recommended

## NOTE

- Some Olympus Sonority functions require Quick Time 7.2 or later. You can obtain the latest Quick Time version from Apple Software Update.

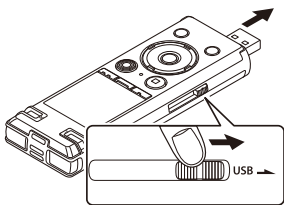
## PC connection precautions

- When uploading or downloading a file to or from the voice recorder, data transfer will continue as long as the voice recorder's LED indicator light is flashing, even if the PC data communication screen disappears. Never disconnect the USB connector before data communication has finished. Always use the procedure on P.64 to disconnect the USB connector. Data may not be transferred correctly if you disconnect the connector before the drive has stopped.
- Do not format (initialize) the voice recorder's drive from a PC. Formatting done from a PC will not be done correctly. Use the voice recorder's [Format] menu for formatting (P.58).
- Voice recorder folders or files that are moved or renamed in a Windows or Macintosh file management screen may be reordered or become unrecognizable.
- Note that it will still be possible to read and write data on the voice recorder after setting the attribute of the voice recorder's drive to 'Read only' on a PC.
- To prevent nearby electronic devices being affected by noise, disconnect the external microphone and earphones when connecting the voice recorder to a PC.

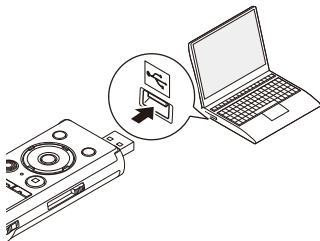
# PC connection/disconnection

## Connecting the voice recorder to a PC

- 1 Start the PC.
- 2 Slide the USB connector slide lever in the direction of the arrow.



- 3 After making sure the voice recorder is in stop mode, connect its USB connector to a USB port on the PC.



### When you use an Olympus nickel-metal hydride rechargeable battery:

- To charge the battery, press the ►OK button.
- To cancel the battery charging, press any button other than ►OK.
- [Remote] appears in the voice recorder's display when the USB connector is connected.
- The voice recorder will not connect to the PC if [AC Adapter] was selected for the voice recorder's USB connection setting. Select [PC] for [USB Settings] (P.56).

### TIP

- Windows: The voice recorder is recognized and displayed in the [Computer] folder with the model name as the drive name. If there is a microSD card in the voice recorder, it can be used as the [Removable Disk].
- Macintosh: The voice recorder is recognized and displayed on the desktop with the model name as the drive name. If there is a microSD card in the voice recorder, [NO NAME] is displayed.
- For information on the PC's USB port, see the PC's user manual.

### NOTE

- Insert the USB connector securely all the way. Operation will not be normal if the connection is not made properly.
- Connecting the voice recorder through a USB hub may result in unstable operation. Do not use a USB hub if operation is unstable.
- Use only a compatible Olympus USB extension cable (KP-19). Operation is not guaranteed if another manufacturer's cable is used. Only use the Olympus USB extension cable (KP-19) with the voice recorder and never use it with another manufacturer's products.

## Disconnecting the voice recorder from a PC

### Windows

- 1 Click **[Eject]** on the task bar in the lower right hand corner of the screen and click **[Eject DIGITAL VOICE RECORDER]**.

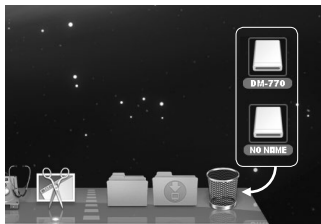


- The letter used to identify the drive will vary according to your PC.
- When the window indicating it is safe to remove hardware appears, close the window.

- 2 Check that the LED indicator light of the voice recorder has stopped blinking and then disconnect the USB cable.

### Macintosh

- 1 Drag-and-drop the removable disk icon for the voice recorder shown on the desktop to the trash can icon.



- 2 Check that the LED indicator light of the voice recorder has stopped blinking and then disconnect the USB cable.

### TIP

- You can disconnect the USB cable and use the voice recorder before the battery is fully charged.

### NOTE

- To prevent the risk of data damage, never disconnect the voice recorder from the USB port while the LED indicator light is flashing.



# Functions available in Olympus Sonority

Olympus Sonority provides various functions that can be used to manage and edit files. For information on operating procedures and detailed settings, please refer to the respective items on online help (P.70).

## Waveform editing function

Using the Waveform Editing Function Tab, you can easily process the voice data. In the Waveform Editing Mode, you can also delete unnecessary parts, paste and re-save the data.

## One-touch effect function

Using the One-touch Effect Function, you can easily apply special effects to the voice file and carry out noise reduction in any specified area.

## Sending files by email

Voice files are stored in the [Message] folder on the hard disk. You can send voice files as attachments to email.

## Changing a folder name

You can change a folder name. Up to 62 characters can be entered but the single byte characters of ¥/ : \* ? " < > | cannot be used.

If folder names are changed in OS of some other language than the languages supported by the voice recorder, the folder name may become garbled.

## Editing file comments

You can use Olympus Sonority to add comments to files downloaded from the voice recorder. A maximum of 50 double-byte characters (100 single-byte characters) can be entered.

# Functions available in Olympus Sonority

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## Changing a file format to another format

The current saved file format can be changed to other formats.

## Combining files

You can specify multiple voice files and combine them into one file.

## Dividing a file

You can divide a specified voice file into two files.

## Audio Notebook makes it easy to use sound files

Extract the useful parts of the audio and display and edit them as small segments of audio, to make it easy for people with dyslexia to understand. Links can be created between audio, images, and text, and an audio notebook can be created as a project. The notebook can also be converted to DAISY 2.02 or 3.0 format.

# Installing software

Before you connect the recorder to your PC and use it, you must first install the “Olympus Sonority” software from the included Software CD.

## Be sure to confirm the following before installation:

- Exit all running applications.
- You need to log on as Administrator.

## Windows

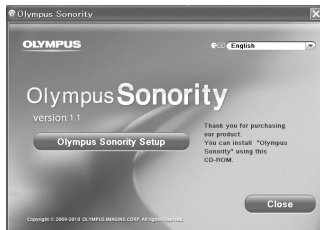
### 1 Insert “Olympus Sonority” into the CD-ROM drive.

- The installation program will start automatically. Once the program starts, go to step 4. If it does not, follow the procedures in steps 2 and 3.

### 2 Open the contents of the CD-ROM with [Explorer].

### 3 Double-click [Setup] in the root of the CD-ROM.

- The “Olympus Sonority” launch screen is displayed.



### 4 Click on the language you want to install.

### 5 Click [OLYMPUS SONORITY SETUP].

- The Installer will open. Follow the Installer Wizard instructions.

### 6 Accept the terms of the Licensing Agreement.

- You must accept the terms of the Licensing Agreement to install “Olympus Sonority”. After checking the [Agree] box, click [Next].

### 7 Register the User Registration Information.

- Please enter your name, company name and the serial number listed on the separate sheet. Click [Next] after entering.

### 8 Select the software setup type.

- The installation destination can be changed. Click [Next] if you do not want to change it (Select [Custom] if you want to change).

### 9 Click [Install] to start the installation.

- Do not carry out other operations before the installation is completed and the [Complete] screen is displayed.
- When the installation is completed, the [Install Shield] screen will be displayed.
- To connect the recorder to a PC, See “Connecting the voice recorder to a PC” (P.62) for the procedure.

## Macintosh

### 5

### Installing software

- 1 Insert “Olympus Sonority” into the CD-ROM drive.**
  - Proceed to step 3 if the content of CD-ROM is displayed, or go to step 2 if nothing is displayed.
- 2 Open the contents of the CD-ROM with [Finder].**
- 3 Double-click [Setup] in the root of the CD-ROM.**
  - The “Olympus Sonority” launch screen is displayed.
- 4 Click on the language you want to install.**
- 5 Click [Olympus Sonority Setup].**
  - The Installer will open. Follow the Installer Wizard instructions.
- 6 Accept the terms of the Licensing Agreement.**
  - You must accept the terms of the Licensing Agreement to install “Olympus Sonority”. After checking the [Agree] box, click [Next].
- 7 Set the Installation destination.**
  - Click [Next] if you do not want to change it (Select [Change Installation Destination] if you want to change).

### 8 Click [Install] to start the installation.

- Do not carry out other operations before the installation is completed and the [Complete] screen is displayed.
- When the installation is completed, the [Installer] screen will be displayed.
- To connect the recorder to a PC, See “Connecting the voice recorder to a PC” (P.62) for the procedure.
- After starting up the “Olympus Sonority”, the serial number entry dialog box will appear. Enter the serial number listed on the separate sheet.

# Uninstalling software

To uninstall any of the software component of the “Olympus Sonority” software installed on your PC, follow the steps below.

## Windows

- 1 **Exit “Olympus Sonority”.**
- 2 **Select [Control Panel] from the [Start] menu.**
- 3 **Click [Uninstall a program].**
  - The list of installed applications is displayed.
- 4 **Click [Olympus Sonority].**
- 5 **Click [Change/Remove].**
- 6 **Click [OK] to start uninstalling.**
  - An additional message may appear, if so, read it carefully and follow the instructions given.
  - When the uninstallation is completed, [Maintenance Complete] screen is displayed.
- 7 **Click [Finish] to complete uninstalling.**

## Macintosh

- 1 **Exit “Olympus Sonority”.**
- 2 **Open [Finder].**
- 3 **Double-click the [SonorityUninstaller.pkg] in the application folder.**
  - The Uninstaller will open. Follow the wizard instructions.
  - When the administrator password is asked, enter the password then click [OK].
  - When the uninstallation is completed, [Successful] screen is displayed.
- 4 **Click [Close].**

### Files left after uninstallation

The voice files you made are stored in the [MESSAGE] folder. If you don't need them, delete them.

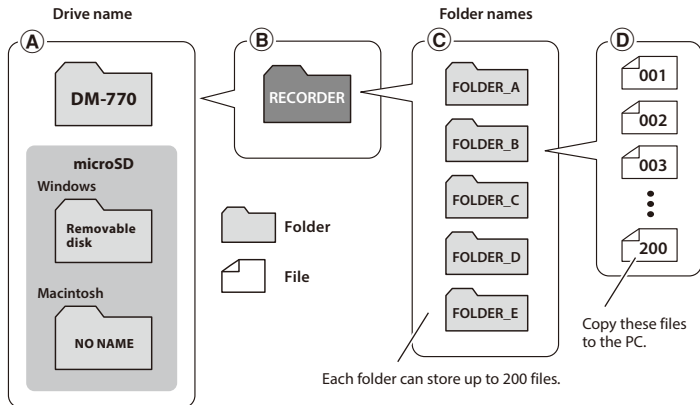
You can confirm the location of the [MESSAGE] folder by clicking [Options] in the [Tools] menu before uninstalling.



# Transferring files to a PC

When connecting the voice recorder to a PC you can transfer voice recorder data to save in the PC, and vice-versa. The voice recorder's five folders are displayed on the PC as **[FOLDER\_A]**, **[FOLDER\_B]**, **[FOLDER\_C]**, **[FOLDER\_D]** and **[FOLDER\_E]** (Fig. C). You can copy voice recorder files to any folder on the PC (Fig. D).

## Copying files recorded with the built-in microphone to a PC



# Transferring files to a PC

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## Windows

---

- 1 Connect the voice recorder to the PC (P.62).**
- 2 Open Windows Explorer.**
  - When you open [Computer], the voice recorder is recognized and displayed with the model name as the drive name.
- 3 Click on the folder labeled with your voice recorder's model name.**
- 4 Copy the desired data to the PC.**
- 5 Disconnect the voice recorder from the PC (P.64).**

## 5

## Macintosh

---

- 1 Connect the voice recorder to the PC (P.62).**
  - When the voice recorder is connected to the Macintosh operating system, it is recognized and displayed on the desktop with the model name as the drive name.
- 2 Double-click the removable disk icon labeled with your voice recorder's model name.**
- 3 Copy the desired data to the PC.**
- 4 Disconnect the voice recorder from the PC (P.64).**

### NOTE

- To prevent the risk of data damage, never disconnect the voice recorder from the USB port while the LED indicator light is flashing.



# Other information

## Alarm message list

Message	Meaning	Action required
<b>Battery low</b>	The remaining battery power is low.	Replace or charge the battery (☞ P.8, P.11).
<b>File locked</b>	An attempt was made to erase a locked file.	You must unlock the file before you can erase it (☞ P.50).
<b>Further marking not possible</b>	The maximum number of index marks (200) have been written in the file.	Erase unneeded index marks (☞ P.35).
	The maximum number of temp marks (200) have been written in the file.	Erase unneeded temp marks (☞ P.35).
<b>Folder full</b>	The maximum number of files (200) have been saved in the folder.	Erase unneeded files (☞ P.36).
<b>Memory error</b>	An internal memory error occurred.	Contact the Olympus Customer Support Center (☞ back cover).
<b>Card error</b>	The microSD card was not recognized correctly.	Remove and reinsert the microSD card (☞ P.16, P.17).
<b>Memory full</b>	There is no remaining memory.	Erase unneeded files (☞ P.36).
<b>No file</b>	There are no files in the folder.	Select another folder (☞ P.20).
<b>Format error</b>	A formatting problem occurred.	Format the memory again (☞ P.58).

# Alarm message list

---

Message	Meaning	Action required
<b>Can't create the system file. Connect to PC and erase unnecessary file</b>	The voice recorder is unable to create a management file due to low remaining memory.	Connect the voice recorder to a PC and erase unneeded files.
<b>Cannot play this file</b>	The file's format is not supported.	Select a file that can be played by the voice recorder (☞ P.34).
<b>Select a file</b>	No file has been selected.	You must select a file before you can perform the operation (☞ P.20).
<b>This file can't be divided.</b>	An attempt was made to divide a file that is not an MP3- or WAV-format file recorded by the voice recorder.	Select another file.

# Troubleshooting

Problem	Possible cause	Solution
<b>The display is blank.</b>	The battery is not inserted properly.	Check that the positive and negative terminals of the battery are placed correctly (☞ P.8).
	The remaining battery power is low.	Replace or charge the battery (☞ P.8, P.11).
	The power is OFF.	Turn the power ON (☞ P.9).
<b>Unable to operate the voice recorder.</b>	The remaining battery power is low.	Replace or charge the battery (☞ P.8, P.11).
	The power is OFF.	Turn the power ON (☞ P.9).
	The voice recorder is in HOLD mode.	Release HOLD mode (☞ P.18).
<b>Unable to record.</b>	There is no remaining memory.	Erase unneeded files (☞ P.36).
	The maximum number of recordable files has been reached.	Select another folder (☞ P.20).
<b>Playback is inaudible.</b>	The earphones are connected to the earphone jack.	To output the playback through the built-in speaker, disconnect the earphones.
	The volume is set to [00].	Adjust the volume (☞ P.30).
<b>The recording is too quiet.</b>	A low recording level has been set.	Redo recording after setting the recording level to [High] or [Middle] (☞ P.40).
	The output level of the connected external device may be too low.	Adjust the output level of the external device.
<b>Audio file sound is distorted.</b>	The voice recorder's recording level, or the output level of the connected external device may be too high.	If the problem continues after setting the voice recorder's recording level to [Auto] (☞ P.40), adjust the output level of the external device.
<b>An audio file is not recorded in stereo.</b>	The connected external microphone is a mono microphone.	Sound recorded by a connected external mono microphone is recorded on the left channel only.
	[Rec Mode] is set to a mono recording format.	Set [Rec Mode] to a stereo recording format (☞ P.40).
	A positive (+) value has been selected for [Zoom Mic].	Select [Off] for [Zoom Mic] (☞ P.41).

# Troubleshooting

Problem	Possible cause	Solution
<b>Missing audio file.</b>	The file was recorded in a different folder.	Select another folder (☞ P.20).
<b>Noise during playback.</b>	Objects brushed against the voice recorder while recording.	Try your best not to touch the voice recorder during recording.
	The voice recorder was placed near a mobile phone or fluorescent light during recording or playback.	Redo the operation with the voice recorder in a different location.
<b>Non-voice portions are not skipped during playback.</b>	The [Voice Detect ] process has not been performed.	Use the [Voice Detect] function to extract the speaking portions (☞ P.49).
	[Off] has been selected for [Voice Playback].	Select [On] for [Voice Playback] (☞ P.45).
<b>Unable to erase a file.</b>	The file is locked.	You must unlock the file before you can erase it (☞ P.50).
	The file is a read-only file.	Unlock the file, or undo the read-only setting on a PC.
<b>Unable to erase a folder.</b>	The folder contains a file that the voice recorder cannot recognize.	Connect the voice recorder to a PC to erase the folder (☞ P.62).
<b>Noise when monitoring a recording.</b>	Feedback is being caused.	Connecting a speaker with a built-in amplifier may cause feedback during recording. Using the earphones to monitor recording is recommended.
		Adjust the recording setup such as by moving the earphones and microphone farther apart, or ensuring the microphone is not facing the earphones.
<b>Unable to write index marks/temp marks.</b>	The maximum number of marks (200) has been reached.	Erase unneeded marks (☞ P.35).
	The file is locked.	Unlock the file (☞ P.50).
	The file is a read-only file.	Unlock the file, or undo the read-only setting on a PC.

Problem	Possible cause	Solution
Unable to charge the battery.	[Alkaline] has been selected for [Battery].	To use the rechargeable battery provided, select [Ni-MH] for [Battery]. Do not use the rechargeable battery at higher/lower temperatures than the recommended range (☞ P.9, P.14, P.55).
	The ►OK button was not pressed.	Press the ►OK button as directed in the confirmation screen shown when connecting the USB connector.
The PC is unable to recognize the voice recorder.	[AC Adapter] has been selected for [USB Settings].	Select [PC] for [USB Settings] (☞ P.56).
Playback speed is fast (or slow).	Playback speed function is set to anything other than normal playback.	Set the playback speed function setting to normal playback (☞ P.30).
Operation is different from usual.	The settings of functions have been changed.	Try [Reset settings]. Various functions will be restored to their initial (factory default) settings. Time clock settings and recorded files are retained (☞ P.57).

# Recorder care

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## ● Exterior

- Wipe gently with a soft cloth. If the recorder is very dirty, soak the cloth in mild soapy water and wring well. Wipe the recorder with the damp cloth and then wipe it with a dry cloth.

## ● Display

- Wipe gently with a soft cloth.

### NOTE

- Do not use benzene, alcohol or other strong solvents, or chemical cleaning cloths.

# Accessories (optional)

Accessories for Olympus voice recorders can be purchased directly from the Online Shop on the Olympus website.

Availability of accessories differs depending on the country.

## **ME15SW stereo microphone**

Has a large-diameter built-in microphone for sensitive stereo recording.

## **ME30W two-channel microphone (omnidirectional)**

An omnidirectional microphone pair with a low-noise design ideal for recording in lecture halls or other large venues. The left and right microphones can be placed up to about 5 meters apart.

## **ME31 compact gun microphone (unidirectional)**

A directional gun microphone handy for outdoor recording of wild birds singing and other highly directional applications. The metal body provides a highly rigid body.

## **ME34 compact zoom microphone (unidirectional)**

Comes with an integrated stand ideal for table placement when recording events from a distance, such as conferences or lectures.

## **ME33 boundary microphone**

A microphone for recording conferences that enables connection of up to three left- and three right-channel units. Cascade connection enables the left/right channel connections to be extended up to about 12 meters, to capture sound from a broad range.

## **ME15 mono tie clip microphone (omnidirectional)**

A small, unobtrusive microphone that comes with a tie-clip.

## **TP8 telephone pickup microphone**

An earphone microphone that can be worn in the ear during phone calls. Clearly captures voices and conversations during phone calls.

## **BR404 nickel-metal hydride AAA rechargeable battery**

A high-efficiency, long-lasting rechargeable battery.

## **A514 USB-connection AC adapter**

A USB-connected AC adapter that provides 5-volt DC output. (100-240 VAC, 50/60 Hz)

## **KA333 connecting cord**

A resistive connection cord with stereo mini-plugs (3.5 mm diameter) on both ends. Used to connect the earphone jack output to the line input when recording. Comes with plug adapters (PA331/PA231) that adapt to mono mini plugs (3.5 mm diameter) or mono mini plugs (2.5 mm diameter).

## **CL4 Stand clip**

A clip for securing the voice recorder. It can also be used as a stand when placing the voice recorder on a table.

# Copyright and trademark information

- The information in this document is subject to change in future without prior notice. Contact Olympus Customer Support Center for the latest product names, model numbers and other information.
- Voice recorder displays and product illustrations shown in this manual may differ from the actual product. While every precaution has been taken to ensure the accuracy of the information in this manual, errors may occasionally arise. Any questions or concerns regarding doubtful information, or possible errors or omissions should be directed to the Olympus Customer Support Center.
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- Microsoft and Windows are registered trademarks of Microsoft Corporation.
- microSD and microSDHC are trademarks of the SD Card Association.
- Macintosh is a trademark of Apple Inc.
- The product uses MP3 audio coding technology licensed from Fraunhofer IIS and Thomson.
- The product uses voice activity detection technology licensed from NTT Electronics Corporation.

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# Safety precautions

Before using the voice recorder, read this manual to ensure correct and safe operation. After reading this manual, be sure to keep it on hand for ready reference whenever needed.

## Important safety precautions

- Important safety precautions in this manual are accompanied by the symbol and labels below. Always follow these precautions to prevent harming yourself or others, or causing damage to property.
- The meaning of each precaution type is given below.



### DANGER

A precaution about an imminent danger that is expected to result in death or serious injury if equipment is handled incorrectly.



### WARNING

A precaution about a situation that is expected to potentially result in death or serious injury if equipment is handled incorrectly.



### CAUTION

A precaution about a situation that is expected to potentially result in injury, or is expected to result only in property damage, if equipment is handled incorrectly.

## Voice recorder safety precautions



### WARNING

- **Do not use the voice recorder in an atmosphere that might contain flammable or explosive gases.**  
It may cause fire or explosion.
- **Do not attempt to disassemble, repair or modify the voice recorder.**  
It may cause electric shock or injury.
- **Do not operate the voice recorder while operating a vehicle (such as a bicycle, motorcycle or car).**  
It may cause traffic accidents.
- **Do not leave the voice recorder in a location accessible to infants and children.**

Pay attention when using the voice recorder near an infant or child, taking care not to leave it unattended. Infants and children are unable to understand voice recorder safety precautions, and are at risk of accidents such as:

- Strangulation caused by accidental entanglement of the earphone cord around the neck.
- Operation errors resulting in injury or electric shock.

- **If you notice unusual odor, noise, heat, burning odor or smoke coming from the recorder:**
  - ① Disconnect the battery and USB connection immediately, taking care not to burn or injure yourself. Continued use may result in fire or burns (Do not touch the product with bare hands when it's overheating).
  - ② Contact your place of purchase or an Olympus service center.

# Safety precautions

- **Do not use the USB power supply via the car cigarette lighter socket or the self-modified power supply.**

It may cause overheating, fire, electric shock or malfunctions.

- **Use microSD/microSDHC memory cards only. Never place other types of cards in the voice recorder.**

If another card type is placed in the voice recorder by accident, do not try to pull it out by force. Contact an Olympus repair center or service center.

- **If the voice recorder is dropped in water or, if water, metal or combustible foreign matter gets inside:**

- ① Remove the battery immediately.
- ② Contact your place of purchase or an Olympus service center for repair. Continued use may result in fire or electric shock.

- **Do not use the voice recorder or use it only as directed in airplanes, hospitals or other locations where use of electronic devices is restricted.**

- **Stop using the voice recorder if you notice unusual odor, noise, or smoke coming from it.**

It may cause fire or burns. Remove the battery immediately, taking care not to burn yourself. Contact your place of purchase or an Olympus repair center or service center. (Do not touch the battery with bare hands when removing it. Remove the battery outdoors, and away from flammable objects.)

- **When carrying the voice recorder by its strap, take care to prevent it becoming caught on other items.**



## CAUTION

- **Do not raise the volume before performing an operation.**  
Hearing damage or loss may result.

## Batteries



## DANGER

- **Do not place the battery near ignition sources.**
- **Do not incinerate, heat or disassemble the battery. Do not short-circuit the battery's positive and negative electrodes.**  
It may cause fire, ruptures, combustion or overheating.
- **Do not solder connections directly onto the battery. Do not deform, modify or disassemble the battery.**
- **Do not connect the battery's positive and negative terminals.**  
It may cause overheating, electric shock or fire.
- **When carrying or storing the battery, always place it in the case and protect its terminals. Do not carry or store the battery together with precious metal items such as key rings.**  
It may cause overheating, electric shock or fire.

# Safety precautions

- **Do not connect the battery directly to a power outlet or car cigarette lighter.**
- **Do not use or leave the battery in a hot location such as in direct sunlight, inside a vehicle on a hot day, or near a room heater.**

It may cause fire, burns or injuries from leaking, overheating or ruptures.



## WARNING

- **Do not touch or hold the battery with wet hands.**  
It may cause electric shock or malfunctions.
- **Do not use a battery with a scratched or damaged case.**  
It may cause ruptures or overheating.
- **Do not insert the battery with its positive/negative terminals in the opposite direction.**  
It may cause leaking, overheating, combustion or ruptures.
  - Do not use a battery with a torn casing seal (insulating covering).
  - Always remove the battery when the voice recorder will not be used for an long period.
  - When disposing used batteries, insulate their contacts with tape and discard them as general waste in the manner prescribed by the local authority.
  - Remove the battery from the voice recorder as soon as the battery becomes unusable. It may cause leakage.

- **Battery fluid in the eyes may cause blindness. If battery fluid gets in eyes, do not rub the eyes. Instead, rinse them thoroughly with tap water or other clean water right away. Go to doctor immediately.**
- **Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.**
- **Keep the battery out of the reach of infants and children.**

The battery could be swallowed by infants and children. If swallowed, go to doctor immediately.

- **Do not submerge the battery in freshwater or saltwater, or allow its terminals to become wet.**
- **Discontinue use of the battery if it develops a problem such as leaking, discoloration or deformation.**
- **Stop charging the rechargeable battery if charging has not finished after the specified amount of charging time.**
- **Battery fluid on clothing or skin may damage the skin, so rinse the battery fluid off right away with tap water or other clean water.**



## CAUTION

- **Do not throw the battery around, or subject it to strong shocks.**
- **Always charge the rechargeable battery before use when using it for the first time or if it has not been used for a long time.**
- **Rechargeable batteries have a limited life. When the recorders operating time becomes shorter after recharging under the specified condition, please consider that battery is expired and replace it with a new one.**
- **There is a risk of explosion if the battery is replaced with the incorrect battery type. When disposing used batteries follow the instructions.**

Please recycle batteries to help save our planet's resources. When you throw away dead batteries, be sure to cover their terminals and always observe local laws and regulations.

## Disposing the rechargeable battery

- **Recycling batteries helps saving resources. When disposing a used battery, always cover its terminals and observe local laws and regulations.**

## Software



## WARNING

- **Do not use a music CD player to play back the included CD-ROM.**  
It may damage the speaker and headphone or hearing loss may result.

## Operating precautions

- Do not leave the voice recorder in hot or humid locations such as in direct sunlight inside a vehicle, or on a beach during summer.
- Do not store the voice recorder in humid or dusty locations.
- If the voice recorder becomes wet or damp, wipe off the moisture right away with a dry cloth. Contact with salt water should be particularly avoided.
- Do not place the voice recorder on top of or near a TV, refrigerator or other electrical appliance.
- Prevent sand or mud from getting on the voice recorder. It may cause product not to be repairable.
- Do not subject the voice recorder to intense vibrations or shocks.
- Do not use the voice recorder in humid locations.
- Placing a magnetic card (such as a bank cash card) near the speaker or earphones may cause errors in the data stored on the magnetic card.
- Noise may be heard when the voice recorder is placed near an electric lamp line, fluorescent light or a mobile phone during recording or playback.

# Safety precautions

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## <Data loss precautions>

- Recorded content in the internal memory and microSD card may be destroyed or lost due to reasons such as operating errors, device failure or repair.
- Also, when content is saved in the memory for long period of time or is used repeatedly, operations such as writing to, reading from, or erasing of contents may not be possible.
- Making a backup of important recorded information and saving it on a PC's hard disk or other recording media is recommended.
- Note that Olympus will assume no liability for damages or lost earnings resulting from recorded data damage or loss, regardless of the nature or cause thereof.

## <Recorded file precautions>

- Note that Olympus will assume no liability for recorded files being erased or becoming unplayable due to voice recorder or PC failure.
- Recording of copyrighted material is permitted when the recording is for your personal use only. Any other type of use without the permission of the copyright owner is prohibited by copyright law.

## <Voice recorder and microSD cards disposal precautions>

- Even when formatting (P.58) or erasing (P.36) are performed, only the file management information of the internal memory and/or microSD card is updated and the recorded data is not completely erased.

When disposing of the voice recorder or a microSD card, be sure to destroy it, format and record silence until the recording time runs out, or perform a similar operation in order to prevent the leakage of personal information.

# Specifications

## General items

### ■ Recording formats

Linear PCM format

MP3 format

### ■ Sampling frequency

Linear PCM format

48.0 kHz/16 bits	48.0 kHz
44.1 kHz/16 bits	44.1 kHz

MP3 format

320 kbps	44.1 kHz
128 kbps	44.1 kHz
64 kbps mono	44.1 kHz
8 kbps mono	11.025 kHz

### ■ Maximum working output

150 mW (8  $\Omega$  speaker)

### ■ Maximum output voltage

Recorder:  $\leq 150$  mV  
(according to EN 50332-2)

### ■ Recording media\*

Internal NAND flash memory: 8 GB  
microSD card

(Supports card capacities ranging from 2 to 32 GB.)

- \* Some recording media memory capacity is used as a management area, so the actual usable capacity will always be slightly less than the displayed capacity.

### ■ Speaker

Built-in 18 mm diameter round dynamic speaker

### ■ Microphone jack

3.5 mm diameter; Impedance: 2 k $\Omega$

### ■ Earphones jack

3.5 mm diameter; Impedance: 8  $\Omega$  minimum

### ■ Power source

Standard voltage: 1.5 V

Battery: One AAA dry cell battery (model LR03), or one Olympus nickel-metal hydride rechargeable battery

External power supply: USB-connection  
AC adapter (model A514; 5 VDC)

### ■ External dimensions

105.9  $\times$  39.6  $\times$  14.4 mm  
(Not including largest projection)

### ■ Weight

72 g (including battery)

### ■ Operating temperature

0 to 42°C (32 to 107.6°F)

## Frequency response

### ■ When recording from microphone jack

Linear PCM format

48.0 kHz/16 bits	20 Hz to 23 kHz
44.1 kHz/16 bits	20 Hz to 21 kHz

MP3 format

320 kbps	20 Hz to 21 kHz
128 kbps	20 Hz to 17 kHz
64 kbps mono	20 Hz to 13 kHz
8 kbps mono	20 Hz to 3.5 kHz

### ■ When recording with built-in stereo microphone

20 Hz to 20 kHz ([**Central Mic On**])

60 Hz to 20 kHz ([**Central Mic Off**])

(Frequency response upper limit is set by recording mode during MP3-format recording.)

### ■ During playback

20 Hz to 20 kHz

(The upper and lower limit values of the frequency response depend on each recording format.)

# Specifications

## Battery life

The figures below are guideline values.

### ■ When recording with built-in stereo microphone (using internal memory)

Recording mode		Alkaline dry cell battery	Nickel-metal hydride rechargeable battery
Linear PCM format	48.0 kHz/16 bits	26 hours (approx.)	20 hours (approx.)
	44.1 kHz/16 bits	28 hours (approx.)	21 hours (approx.)
MP3 format	320 kbps	31 hours (approx.)	22 hours (approx.)
	128 kbps	35 hours (approx.)	25 hours (approx.)
	64 kbps mono	39 hours (approx.)	28 hours (approx.)
	8 kbps mono	52 hours (approx.)	38 hours (approx.)

### ■ During audio file playback (all playback modes)

During speaker playback

Recording mode		Alkaline dry cell battery	Nickel-metal hydride rechargeable battery
Linear PCM format	48.0 kHz/16 bits	13 hours (approx.)	11 hours (approx.)
	44.1 kHz/16 bits	13 hours (approx.)	11 hours (approx.)
MP3 format	320 kbps	13 hours (approx.)	11 hours (approx.)
	128 kbps	13 hours (approx.)	11 hours (approx.)
	64 kbps mono	13 hours (approx.)	11 hours (approx.)
	8 kbps mono	13 hours (approx.)	11 hours (approx.)

During earphone playback

Recording mode		Alkaline dry cell battery	Nickel-metal hydride rechargeable battery
Linear PCM format	48.0 kHz/16 bits	26 hours (approx.)	20 hours (approx.)
	44.1 kHz/16 bits	28 hours (approx.)	21 hours (approx.)
MP3 format	320 kbps	30 hours (approx.)	22 hours (approx.)
	128 kbps	30 hours (approx.)	22 hours (approx.)
	64 kbps mono	31 hours (approx.)	22 hours (approx.)
	8 kbps mono	35 hours (approx.)	25 hours (approx.)



# Specifications

## NOTE

- The battery life figures shown here were determined using an Olympus test method (When [**Mic Select**] is set to [**Central Mic Off**], and [**LED**] is set to [**Off**]). Actual battery life figures will vary greatly according to the battery used and usage conditions (Changing the playback speed or using the [**Zoom Mic**], [**Noise Cancel**] and [**Voice Balancer**] functions may affect the battery life).
- Battery life will be shorter when using a nickel-metal hydride rechargeable battery that has been used repeatedly.
- Battery life will be shorter when using a microSD card.

## Recording time

The figures below are guideline values.

### ■ Linear PCM format

Recording media		Recording mode	
		48.0 kHz/16 bits	44.1 kHz/16 bits
Internal memory	8 GB	10 hours, 30 minutes (approx.)	11 hours (approx.)
	32 GB	44 hours (approx.)	48 hours (approx.)
microSD card	16 GB	22 hours (approx.)	23 hours, 30 minutes (approx.)
	8 GB	11 hours (approx.)	11 hours, 30 minutes (approx.)

### ■ MP3 format

Recording media		Recording mode			
		320 kbps	128 kbps	64 kbps mono	8 kbps mono
Internal memory	8 GB	50 hours (approx.)	126 hours (approx.)	253 hours (approx.)	2020 hours (approx.)
	32 GB	212 hours (approx.)	530 hours (approx.)	1060 hours (approx.)	8480 hours (approx.)
microSD card	16 GB	105 hours (approx.)	264 hours (approx.)	525 hours (approx.)	4220 hours (approx.)
	8 GB	52 hours (approx.)	132 hours (approx.)	264 hours (approx.)	2110 hours (approx.)

# Specifications

## NOTE

- Actually available recording times may be shorter than the figures shown here when making short recordings repeatedly (Equipment displays of available/elapsed recording times should be considered guideline values).
- Available recording time will also vary due to differences in the available memory capacity of different microSD cards.

## Maximum recording time per file

- The maximum file size is limited to about 4 GB in the MP3 format, and to about 2 GB in the linear PCM (WAV) format.
- Regardless of the amount of remaining memory, the maximum recording time per file is restricted to the following values:

### ■ Linear PCM format

Recording mode	Recording time
48.0 kHz/16 bits	3 hours (approx.)
44.1 kHz/16 bits	3 hours, 20 minutes (approx.)

### ■ MP3 format

Recording mode	Recording time
320 kbps	29 hours, 40 minutes (approx.)
128 kbps	74 hours, 30 minutes (approx.)
64 kbps mono	149 hours (approx.)
8 kbps mono	1193 hours (approx.)

Note that voice recorder specifications and appearance are subject to change without prior notice for performance improvements or other upgrading.

### For customers in Europe:



The "CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection. CE-mark products are for sale in Europe.



This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.



This symbol [crossed-out wheeled bin Directive 2006/66/EC Annex II] indicates separate collection of waste batteries in the EU countries. Please do not throw the batteries into the domestic refuse. Please use the return and collection systems available in your country for the disposal of the waste batteries.



To prevent possible hearing damage, do not listen at high volume levels for long periods.

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\* Please note some (mobile) phone services / provider do not permit access or request an  
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