

Audio Recorder Instructions



Step 1: Turn the recorder on. On the left side of the recorder there is a switch labeled HOLD. Move the switch from up to down. To turn the recorder off, hold the switch in the downward position until the Olympus logo appears.

Step 2: Select a folder to save your recording in by pressing the OK/MENU button. To RECORD, press the button with the red dot.

Step 3: To STOP the current recording, press the STOP button. The recording will be saved on the device as a file.

Step 4: To shuffle through the recordings, press the left and right buttons.

Step 5: To listen to a recording, press the OK/MENU button.

Step 6: While listening to a recording, use the + and – buttons to control the volume.

Additional Options:

To PAUSE while recording, press the record button. Press again to resume recording.

To erase a recording, press the ERASE button and then select “file erase.”

Pressing the LIST button will go from your current recording to all the recordings in that folder. Pressing it again will take you to the list of folders.

Downloading recordings to your computer

Step 1: Plug the recorder into your computer using the USB port.

Step 2: On your desktop, go to files. Select the recorder when it pops up as a drive.

Step 3: In the folder, you’ll see all the audio files currently on the recorder. Drag files onto the desktop to download them to your computer.

Step 4: Make sure you hit “eject” before removing the recorder from the USB port.

For information on converting your audio recordings to text, please see our instruction packet for IBM Watson.

If you have any questions, or to request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.