How to use the Sony MP3 IC Recorder

Turning the Recorder ON:

Slide the HOLD – POWER button to the right and the recorder will turn on.

Turning the Recorder OFF:

Slide <u>and</u> hold the HOLD – POWER button to the right until the recorder screen reads "Power Off".

Recording Messages:

1. Press the ● (REC/Pause) button to start recording.
    ➢ The hours, minutes, seconds counter (0h00m00s) will start counting, and a red light at the top will light up when recording.

    Note: It is best to sit toward the front of the class and the speakers pointed toward the instructor. The speakers are at the top of the recorder on the left and right sides.

    Note: It is also best not to touch the recorder a lot while recording; the speakers pick up this noise the loudest.

2. To pause the recording, press ● (REC/Pause) button.

    ➢ To resume recording, press ● (REC/Pause) button again.

    Optional: To prevent accidental pressing of any buttons while recording, slide the HOLD – POWER switch to the HOLD position to lock the buttons.

    ➢ Slide the HOLD switch to the center to turn unlock the buttons.

3. To stop recording, press ■ (Stop).

Play Back Recordings:

1. To play back previous recordings, press the folder 🗀 button.
    ➢ Choose your folder, and then press ▶▶❙ to list different recordings in that folder.
    ➢ Select the recording number, then push ▶ .

    Note: To create a folder, you need to connect the recorder to your computer. It may be helpful to have your recordings from each class in a different folder.

Searching Forward/Backward during Playback

1. To search forward: press <u>and</u> hold ▶▶❙ during playback. Release it at the point you wish to resume playback.

2. To search backward: press <u>and</u> hold ◄◄ during playback. Release it at the point you wish to resume playback.

To Access the USB:

Press down <u>then</u> slide the switch on the back of the recorder.

Erasing Messages:

1. To erase recordings, press the folder 📁 button.
   ➢ Choose your folder, and then press ▶▶ to list different recordings in that folder.
   ➢ Select the recording number, then push ▶ .
   ➢ While it is playing, press the erase ➖ button (right side), then select EXECUTE.