

# Digital Recorder Setup

*Using the digital recorder to capture sound from the mixing board*

The sound system should be set up and tested before hooking up the digital recorder.

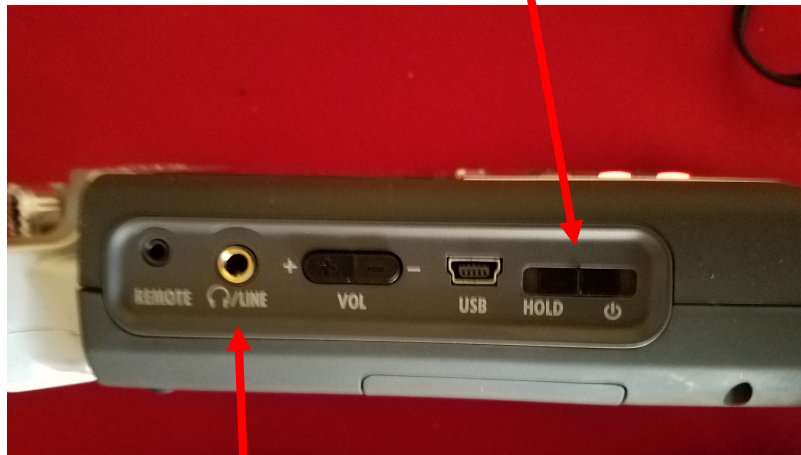
## RECORDER

1) Plug the power cable into the surge arrestor and into the recorder.

2) Plug in the sound cable from the mixing board.

3) Turn on the recorder.

Slide the switch towards the power indicator (away from "HOLD") and let it go. This will start up the recorder — it will take a moment for it to fully power up.



4) Plug the headphones into the headphone jack.



- 5) Use the REC LEVEL buttons to set the recording level to 45 (this will most likely not need adjusting). The recording level is displayed on the front display panel.



- 6) Press the REC button once to put the unit into standby mode.

In standby mode, make sure the sound is coming into the recorder. Observe the recording level indicators on the front display panel. These levels should be moving with your voice as you talk into a microphone. Verify that the sound is coming into the recorder by listening for your voice on the headphones you hooked up in step 4. The unit dims the display panel in 5 seconds, to have it light back up, tap the REC LEVEL button for a second.

- 7) Press the REC button a second time to start recording. The unit is recording when the record time counter is counting up like a stopwatch. (YOU HAVE TO PRESS THE REC BUTTON THE SECOND TIME TO RECORD).

*\*Start recording when the person who is speaking arrives. Don't wait till they begin. We can easily edit out the blank space at the beginning and end of recording sessions. There is usually over 200 hours of recording time available, so don't worry about running out of recording space.*

8) When the session begins, discreetly go up and verify the recorder is working, by observing the recording level indicators explained in step 6, and by listening to the headphones.



9) At the end of the session, press the stop button on the recorder, and the recording will end. Wait 5 seconds, then power off the unit by sliding the power switch as done in step 3.

10) Disconnect the cables, and put the recorder back in its' case along with the recorder power cable and headphones. Leave the sound cable from the mixing board on the table next to the mixing board.

Later, someone will copy the recording onto a computer for editing.

Thank you!