

Olympus Recorder WS – 300M Quick Guide

Basic Functions:

On – Slide HOLD away from arrow
Off – Slide HOLD to ward arrow
Standby – When recorder is not in use for more than 5 minutes
Resume – Press any button to exit Standby Mode
Voice Mode: For Recording clips
Music Mode: For listening to music

Note:

Make sure you have spare batteries.
If you lose power while recording a clip, you will lose the whole clip.

Playback:

Be in VOICE mode
Navigate to relevant folder and clip
Press PLAY
Press BACK /FORWARD (while playing) to rewind or fast forward through clip

Note:

To adjust volume press + or – on the wheel

Menu settings:

Reaching MENU: Hold down OK button on wheel for 3 seconds
Use +/- button to scroll up or down
Change Rec. settings: Choose REC MODE and press OK
Choose HQ for good sound quality (non stereo)
Change Mic. settings: Choose MIC SENSE and press OK
Choose CONF
Change to VCVA mode: Choose VCVA and press OK
Choose OFF and press OK

Note:

To return to main menu after changing Rec. settings/ Mic. settings etc press BACK or STOP button

Recording:

Set recording settings (See Menu Settings)
Choose desired folder to save clips (See NAVIGATION)
Press RECORD to begin
Press RECORD again to pause (RECORD PAUSE mode)
Press RECORD to resume recording to same clip
Press STOP to end recording

Note:

Files are automatically recorded sequentially and will not be overwritten.
Choose VOICE MODE for recording

Navigation:

To navigate between folders: Press FOLDER/INDEX button
To navigate inside a folder, between clips: Press BACK |<< /FORWARD >>| keys on WHEEL

Note:

The recorder organizes clips within 5 folders (A, B, C, D and E).
Each Folder holds up to 99 clips.
The clip number and total number of clips are indicated in the display panel.

Erasing files:

Navigate to clip
Delete clip: Press ERASE
Delete all clips in folder: Hold down ERASE button for 3 seconds.
Choose ERASE ALL option using + or – keys
Press OK

Transferring files:

Turn recorder OFF: Push down HOLD button
Press RELEASE button on back of recorder and remove bottom portion
Plug in the USB stick to the computer
Select the folders relevant volume
Copy folders to your computer
Unplug USB stick according to computer's instructions

Note:

Do not cut and paste folder files from USB drive.
Do not rename folder names in USB drive
The recorder mounts like a USB thumb drive. No additional software is required to access the audio clips.

