
Recording and Creating a MP3 Files Using the Sanyo Recorder

This document describes how to record, transfer and name an MP3 file.

BEFORE YOU START

Turn on the unit (Press the “POWER” switch in on the right side of the unit) “HELLO”, then “MP3 STEREO” will appear briefly on the display.

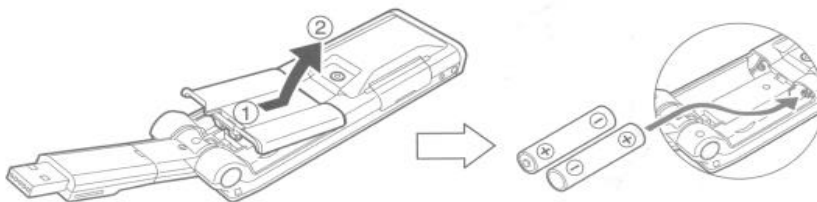
Check the battery indicator on the LCD display for remaining battery power.

 : Good condition

 : Weak batteries

 : Exhausted batteries, must be replaced with new alkaline batteries.
If not, after displaying “LOW BATTERY”, the LCD display goes out.

Inserting batteries




MICROPHONE PLACEMENT

Using the internal microphones.

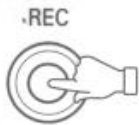
Place the recorder on the desk in front of you with the microphones (located on the top edge of the recorder) facing you, the closer you are to the recorder the clearer the recording will be. 12” to 18” is optimum but the mics are sensitive enough to work from 10’-12’ away if recording a lecture in a hall.

Using a lavalier microphone

Plug the microphone into the mic () connector on the top edge of the unit. Clip the mic to your clothing approximately 5"-7" under your chin (about the distance of 1 fist held below your chin). Make sure the mic can not rub against clothing (collars, ties, jewelry). The mic should be located on the center of your person to get the most even recording.

RECORDING AN EPISODE

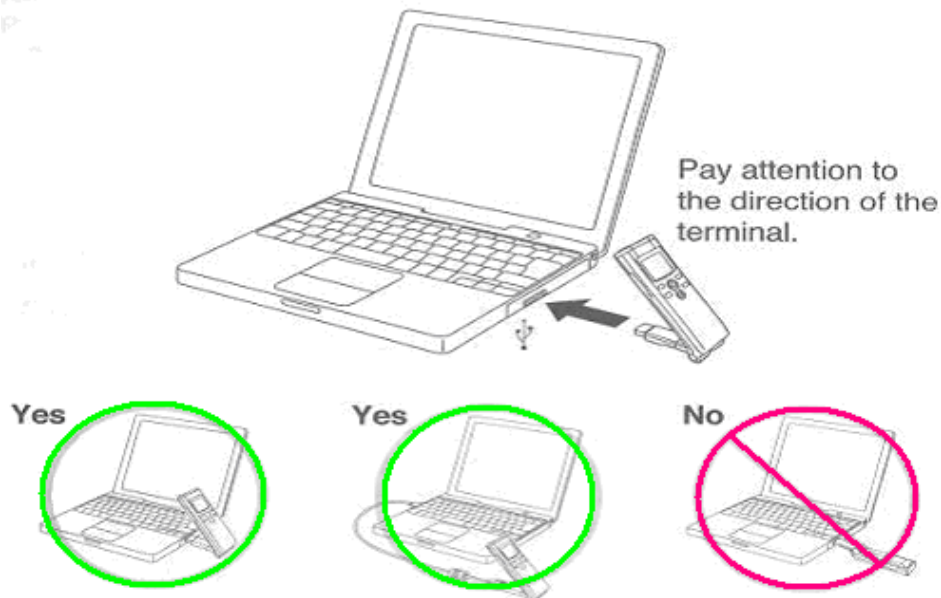
1. Press the FOLDER button to select a folder ("A", "B", "C", "D" or "M"-for music files)
2. Press the REC button to start recording



3. Press the STOP button to stop the recording

DOWNLOADING AN MP3 FILE TO A COMPUTER

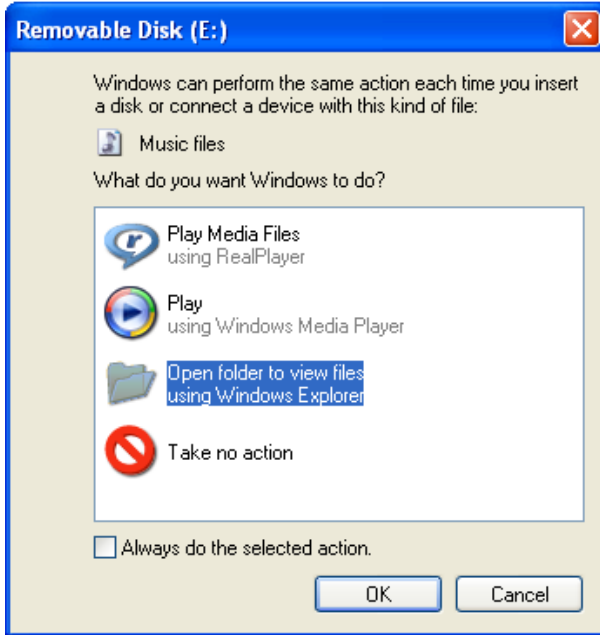
1. Connect the unit to the computer directly or by using the cable provided.



Note: Although the USB terminal part rotates to the right and left, a stop position is in each. If it is made to rotate by force, the terminal bay be damaged.

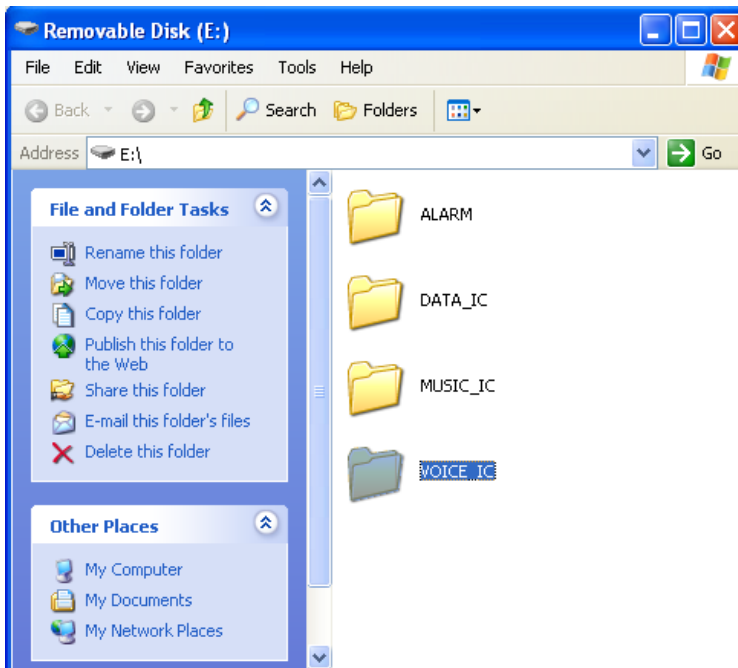
When you connect the unit to the PC for the first time, it sometimes may not be recognized as a Removable Disk. In this case, disconnect the unit and reconnect it again.

2. After connection, the following screen will appear (Windows XP only)

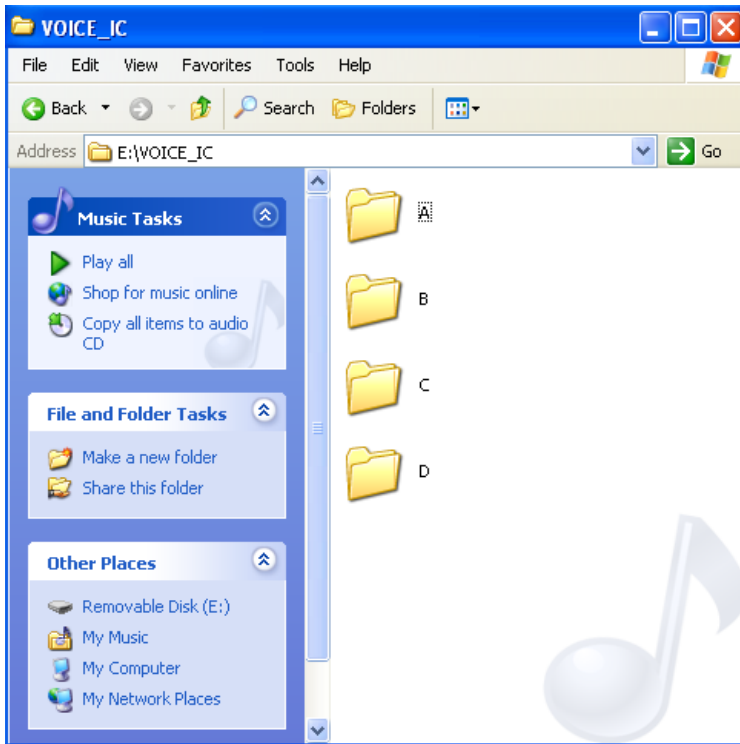


3. Select **Open folder to view files**

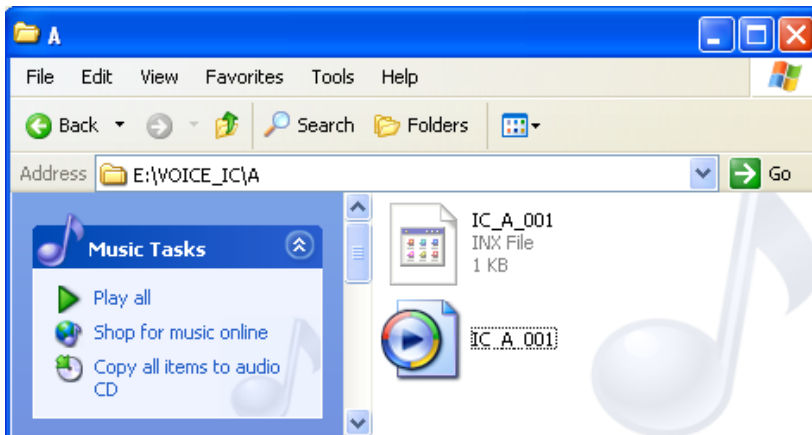
4. Click **OK**



5. Select the **VOICE_IC** folder



6. Select the folder in which you recorded the episode on the player.



7. Select the file you wish to copy.

8. Right click and select **"Copy"**.

9. Open "My Computer" and browse to the folder you would like to add this file to.

10. Right click within the folder and select **"Paste"**. (The file should now appear in that folder)

RENAMING THE FILE

1. Select the file you just copied.
2. Right click and select “**Rename**”
3. Type the name you wish the file to be named, press enter.

ADDITIONAL INFORMATION

These are the default settings and should *NOT* be changed.

Record Mode - HQ
Mic sens - High