



## Getting Started - Olympus DS-2400 Recorder

### Set-up

1. Along with your recorder, you have received a detailed manual with complete instructions on how to use the recorder. The following provides tips to get started with the DS-2400.
2. This digital recorder is set up with operational buttons much like conventional tape recorders. The buttons are clearly identified: **Play** (located on the front of the recorder), **Stop, Record, Rewind, Fast Forward** (located on the right side of the recorder along with the **Power switch**). Other buttons on the Recorder are: **Erase, New, and Hold**, as well as three buttons labeled **F1, F2** and **F3**. There is also a slot on the top of the recorder for the memory card and two jacks: one for a mic and another for earphones.
3. The **Hold** button disables all other buttons. This feature is useful when the recorder has to be carried in a bag or pocket. By pushing the **Hold** button upwards, the **Record** or other buttons cannot be accidentally pushed. You can also use the **Hold** button to disable the buttons while recording.
4. To get started, it is a good idea to set the Time/Date on your recorder. This will orientate you to the different functions of the buttons. (page 17-18 in Instruction Manual)
5. Recordings are saved in folders: A, B, C, D, E, as a digital speech standard (DSS file). Within each Folder, 200 files can be saved. Four recording modes are available: new, append, overwrite, and insert.
6. With the 2GB SD card included, your recording times will be:  
On Quality Playback (QP) mode: 152 hours and 30 minutes of recording.  
On Standard Playback (SP) mode: 312 hours and 20 minutes of recording.

### Recording

To start recording, perform the following steps:

1. Before recording, choose the correct mic sensitivity. Press the **F3** button to enter the main menu. Choose Record Menu by pressing the + or – buttons, and select by pressing **Play/OK**. Select Mic Sense from the menu then either **Conference** for high sensitivity (eg. lectures) or **Dictation** for low sensitivity. Press the **F3** button to exit the menu
2. Choose the folder (A,B,C,D, or E) in which the file will be saved by pressing the **F1** (Folder) button, and then the **Play/OK** button. Press the **Record** button to start recording, the **Record** button to pause and resume the recording, and the **Stop** button to stop recording. (page 20) While recording, the screen will show the current recording time and a countdown of time remaining.
3. New: If you want to start a new file in the same folder, press **New** and **Record** to start recording. (page 20)
4. Append: To append a recording, make sure that you are at the end of the recorded file you want to append and press **Record**.
5. Overwrite: To overwrite a recording, press **Record** to start recording where you want to overwrite. (page 21)
6. Insert: To insert an additional recording in a previously recorded file, choose and play the file. While playing the file, press the **F1 (Insert)** button and then press the **Record**

button to start inserting additional recording. INSERT REC appears on the display. Press the **Stop** button to stop inserting additional recording. (page 22)

7. Playing a recording: To play a recorded file, select the file and press **Play**. Press the **Stop** button to stop the playback. (page 27)
8. Indexing: An index mark can be added to the recording to easily find a change in topic of the lecture or whatever you choose to mark as a point of reference. While recording or playing back a file, press the **F3 (Index)** to insert an Index mark. This leaves a mark you can fastforward or rewind to when listening to the recording again. Up to 32 index marks can be placed on a file. (page 39)
9. Erasing a recording: Select the file that you would like to erase and press the **Erase** button. Press the + button to select FILE ERASE and then press **Play/OK**. Press the + button again to select START and then press **Play/OK**. ERASE DONE flashes on the display when the file is erased (page 29).

## Connecting to Your Computer

1. For you to save your recordings on your computer, Olympus DSS Player Software needs to be installed on your computer. If you have received your recorder along with a computer, the software has probably been installed on your computer. If the recorder is sent on its own, you will have to install the software. (page 51)
2. Once the software has been installed, files can now be downloaded onto your computer. A USB cable has been provided for this task.
3. Insert the small end of the cable into the recorder. Plug the larger USB connector into your computer (you can connect a USB plug while your computer is turned on). Be careful that the plug insert properly into the recorder when docking. Make sure that your recorder is on but not in use (playing or recording) before docking. (page 54)
4. When it is docked, Remote will be displayed on your recorder. The software will automatically open and your saved files will be listed for the folder highlighted. By clicking on each folder, you can see all the files saved on your recorder. If the program does not open automatically, you will have to find the software by clicking on the Start menu, then All programs, then Olympus DSS Player. (page 56)
5. By highlighting a file on the computer screen, you can listen to the recording, fast forward and rewind by clicking on the buttons in the upper right part of your screen. Volume Control, Playback Speed and Noise Cancellation are available in the same area.
6. Files can be downloaded to your computer by individual file, a whole folder, or all files in all folders. Click Download on the tool bar or click on the icon of a recorder with an arrow beside it
7. Refer to your Olympus DS-2400 instructions for help and instructions on other features of your recorder. There are many other features that may be very helpful in using your recorder efficiently and effectively, e.g. Variable control voice actuator (VCVA), slow play or long play mode, index marks, alarm playback function, and naming folders. Read the manual to learn about these features.