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Getting Started - Olympus DS-2300 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-2300.
2. This digital recorder is set up with operational buttons much like conventional tape recorders. The buttons are clearly identified: **Play, Stop, Record, Rewind, Fast Forward, and Volume** (located on the backside of the recorder along with the **On/Off switch**). Other buttons on the Recorder are: **Erase, New, Folder/Menu, Index, Display, and Hold**. (page 9). There is also an open button 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 13-15)
5. Recordings are saved in folders: A, B, C, D, E, as a digital speech standard (DSS file). Within each Folder, 199 files can be saved. Four recording modes are available: new, append, overwrite, and insert.
6. Slow Play (SP) mode will accept 2 hours and 35 minutes of recording. Long Play (LP) mode will accept 5 hours and 35 minutes of recording.

Recording

To start recording, perform the following steps:

1. Before recording, choose the correct mic sensitivity. Press and hold the **Folder/Menu** button. Select Mic Sense from the menu then either **Conf** for high sensitivity (eg. lectures) or **Dict** for low sensitivity.
2. Choose the folder (A,B,C,D, or E) in which the file will be saved by pressing the **Folder** button. Note the folder name and file number. Press the **Record** button to start recording, the **Record** button to pause and resume the recording, and the **Stop** button to stop recording. (page 18) 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 18)
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, start recording where you want to overwrite. (page 20)
6. Insert: To insert an additional recording in a previously recorded file, choose and play the file. While playing the file, press the **Folder/Menu** 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 21)

7. Playing a recording: To play a recorded file, select the file and press **Play**. Press the **Stop** button to stop the playback. (page 22)
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, press the **Index** button or while playing back the recording press the **Index** button. This leaves a mark you can fastforward or rewind to when listening to the recording again. Up to 16 index marks can be placed on a file and you can also erase index marks.
9. Erasing a recording: Select the file that you would like to erase and press the **Erase** button: FILE ERASE? flashes on the display. Press the **Erase** button once more to erase the file.

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 33)
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 39)
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 41,42)
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. (page 46)
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. (page 44,45)
7. Refer to your Olympus DS-2300 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.