

Getting Started - Olympus WS-803 Recorder

Overview and User Tips

1. A digital recorder can be an extremely helpful tool in note taking.
2. Personal notes and reminders can be easily dictated and played back later.
3. Longer lectures and discussions can be recorded in **Lecture** and **Conference** modes.
4. Index marks that tag important points can be added during the recording and playback process.
5. Later, notes can be taken by going directly to these Index marks.
6. Carefully placed Index marks save time by eliminating the need to listen to an entire lecture again.

The following Tips are designed to help you get started with the recorder's basic features. You will find illustrations and more detailed descriptions in the **Quick Start Guide**, **Basic Manual** and **Detailed Instruction Manual**.

Set-up

1. To turn the power on or off, slide the **POWER/HOLD** switch on the left edge of the recorder **down** and hold for 1 second. Slide the **POWER/HOLD** button **up** to disable all the buttons so that they cannot be accidentally pressed.
2. The Olympus WS-803 recorder comes with a **Ni-MH rechargeable battery (BR404)**. The battery compartment is on the left side at the back of the recorder. You can charge the battery by connecting the recorder's built in USB connector to the USB port of your computer.
3. When connected to the computer, the WS-803 recorder acts like a Flash stick or external hard drive. It contains the electronic version of the **Detailed Instruction Manual**. This Manual can be opened with Adobe Reader and saved to the hard drive of your computer. Recordings stored on the recorder can be played as MP3 files or opened with Olympus DSS Player software.
4. Press plus (+) and minus (-) to move up or down a menu list and **OK** to select. Press ►► to move forward and ◀◀ to move back between menus.
5. To return to the **Home** display press **LIST** or ◀◀ repeatedly or press **STOP**.
6. To set the **Time and Date**, press **MENU**, press (-) 4 times to move down to **Device Menu**, press **OK** to select. Press (-) to move down to **Time and Date**, press **OK**. Press (+), (-), ◀◀, ►► and **OK** to set.

Recording

1. To choose a **Folder** for your recording press **OK** to select **Recorder** from the **Home** display. Press (-) to move down to choose a Folder and press **OK** to select.
2. To set recording mode press and hold **SCENE/INDEX**. Press **OK** to select **Rec Scene**, press **OK** for **Lecture**. While in the **Rec Scene** Menu, change the mode to **Conference** or **Dictation** by pressing (-) to move down and **OK** to select.
3. Press the red **REC** button to start recording and **STOP** to end.
4. To add **Index marks** to your recording, press **SCENE/INDEX** while recording or during playback.

Playback

1. After recording, press ◀◀ to rewind to the beginning of the recording.
2. Press **OK** to start **playback** and **STOP** to end.
3. While in playback press (+) and (-) to adjust the **volume**.
4. To change the **playback speed** press **OK** while in playback and press (+) to speed up and (-) to slow down.
5. Press ◀◀, and ►► to move between index marks while in playback.
6. Press **SCENE/INDEX** during playback to add additional index marks
7. Press **ERASE** to erase a file.

Further Help:

1. The Olympus WS-803 recorder comes with an illustrated **Quick Start Guide** and a **Basic Manual** in the box.
2. The **Detailed Instruction Manual** can be opened from the recorder with Adobe Reader and saved to your computer. Use Adobe Reader tools to work with this file, save to your computer or print material as needed
3. Other support materials can be accessed from the **AT-BC Skills Development** page (<http://www.at-bc.ca/skillsdevelopment.html>)