

Frequently Asked Questions (FAQ) - Olympus WS-823 Recorder

The following questions are designed to help you get started with the recorder's basic features.

How do I turn the recorder on/off?

1. To turn the recorder on slide the **POWER/HOLD** switch (located on the left edge of the recorder) **down** and hold for 1 second.
2. To turn the recorder off, slide the **POWER/HOLD** switch **down** and hold for 1 second.

Note: If you slide the **POWER/HOLD** button **up** while it is on/off it will disable all of the buttons so that they cannot be accidentally pressed.

How do I record an audio file?

Note: Recordings are saved in Folders (labeled A, B, C, D, E). Within each folder 200 audio files can be saved.

1. Begin by choosing a **Folder** for your recording by pressing the **F1** (Home) button (located below the LCD display on the bottom left). Four modes/images appear: **RECORDER** (microphone), **MUSIC** (musical note), **CALENDAR** (calendar), and **FM RADIO** (FM radio).
2. Use the plus (+) and minus (-) buttons (located at the top and bottom of the circle) to move up or down, and the ►► and ◀◀ buttons (located on the right and left of the circle) to move forward and back between modes.
3. When the **RECORDER** (microphone) is highlighted press the **OK** button (located in the middle of the circle).
4. Highlight the Folder you want to use by pressing the plus (+) and minus (-) to move up or down. Then press **OK**.
5. Press the red **REC** button to start recording and **STOP** to end.

How do I playback an audio file?

1. Select the audio file you want to play from the **Folder** containing it.
2. Press **OK** to start **playback** and **STOP** to end.
3. While in playback press the plus (+) and minus (-) to adjust the **volume**.
4. To change the **playback speed** press **OK** while in playback and press (+) to speed up and (-) to slow down.

How do I erase an audio file?

1. Select the audio file you want to erase.
2. Press the yellow **ERASE** button when the recorder is in stop mode.
3. Use the (+) and (-) buttons to select **All in folder** or **One file**. Then press **OK**.
4. Press the (+) button to select **Start**. Then press **OK**.

How do I add index marks?

Note: You can add up to 99 index marks in a single audio file.

1. During recording press the **F2** (Index) button (located below the LCD display on the bottom right) every time you want to add an index mark.
2. While in playback, press and hold ◀◀ and ►► to move between index marks. The recorder will beep and automatically slow down when it reaches the next index mark.
3. You can add additional index marks by pressing the **F2** (Index) button during playback.
4. To erase index marks press the yellow **ERASE** button when the index mark appears (for about 2 seconds) on the LCD display.

How do I charge the battery?

Note: As the battery loses its charge, the battery indicator (located in the top right corner of the LCD display) will change. When the battery indicator shows little remaining battery charge you must use the recorder's built in USB connector to connect to the USB port of a computer to recharge it.

1. Turn the recorder ON. Ensure the recorder is in stop mode.
2. Slide the USB connector lever (located on the left side of the recorder) in the direction of the arrow.
3. Connect the USB connector to a USB port on a PC.
4. A message will flash on the LCD display asking you to press the **OK** button to start charging the battery. Press **OK**.
5. Charging is finished when battery indicator changes to **F** (Full) on the LCD display.

How do I use the recorder with MS OneNote (PC) / MS Word's Notebook Layout (MAC)?

Note: If you have a computer, you can use the recorder with MS OneNote (PC) / MS Word's Notebook Layout (MAC) to sync the audio to your typed notes while it is recording. If you need help doing this, please contact your Technology Coordinator in order to arrange **person-guided training**.

Where can I locate further information?

1. The Olympus WS-823 recorder comes with a **Basic Manual** in the box.
2. **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>)
4. Contact your Technology Coordinator at **604-264-8295** in order to arrange **person-guided training**.