

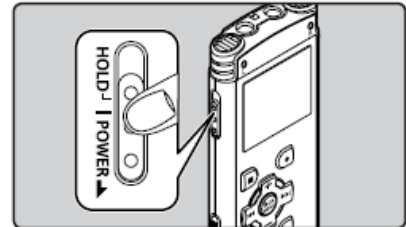
RTN Guide to the Olympus WS-600S Recorder

The Olympus WS-600S is a high quality digital audio recorder.



Basics

The HOLD/POWER button on the left side of the recorder is also your ON/OFF button. Slide the button to the RIGHT to turn the recorder either ON or OFF.



- When you are not using the recorder, after 10 minutes the recorder will go into a sleep/standby state (press any button to wake it up.) To turn it off completely, always turn on the HOLD switch ON (to the left.)
- When you are recording, you will notice an orange light to the right of the LCD screen.

Recorder Settings

Always make sure the Olympus recorder is set to use the "MP3" record mode, at 192kbps; if you do not record in MP3 mode, you will record in a format that can't be recognized by our editing software (it can be converted to mp3 later, but it's one more step.)

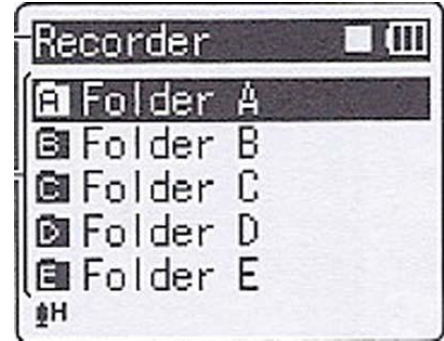
To check the recorder format and quality options:

1. *Make sure the recorder is powered ON*
2. *Press and hold the MENU button for a few seconds. Once you are in the menu, use the up or down ("+", "-") buttons below the LCD screen to navigate up and down, and use the center PLAY button to select.*
3. *Toggle down once to the "Rec Menu" and press PLAY/OK to enter it.*
4. *Select REC MODE and press PLAY to enter it.*
5. *Make sure the MP3 format setting is selected. Pressing the selection will take you to the MP3 QUALITY MENU; select 192kbps.*
6. *One more setting to check: make sure the MIC SENSE setting is set to LOW (it's right above the REC MODE.)*
7. *The rest of the options should be fine as is. Press the STOP button to exit the menu.*

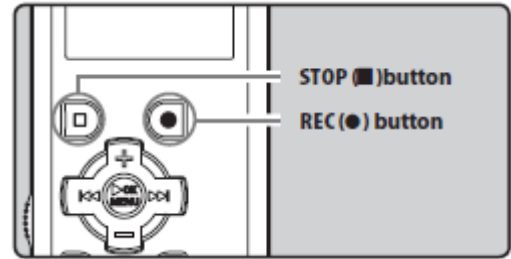
Recording

The recorder will record just over 23 hours of audio in mp3/192kbps mode. As you're recording, the record mode is displayed at the top of the screen. If you need to record more audio than the 23 hours, move your recorded files off the recorder to regain space.

The recorder offers you 5 different Folders (A-E) for organization purposes. You can select a folder by pressing the LIST button once or twice until you see the image in the screenshot. Press the down arrow button on the main screen to cycle through the folders; leave it on the one you want, and press OK. When you connect the device to the computer to transfer files, you will need to know which folder you made your recording in.

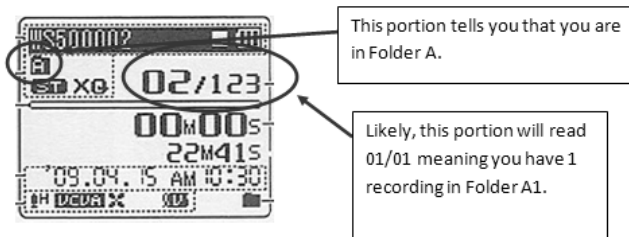


Recording an interview is easy. Simply press the REC button on the device. You will then notice a red light on the top of the device. Press the STOP button when done.



Note: Remember to make sure HOLD is not enabled/on while attempting to record. If you do not see the orange light on the right of the device, or notice the time code increasing on the LCD, you are not recording.

After stopping a recording, your screen will look like this:



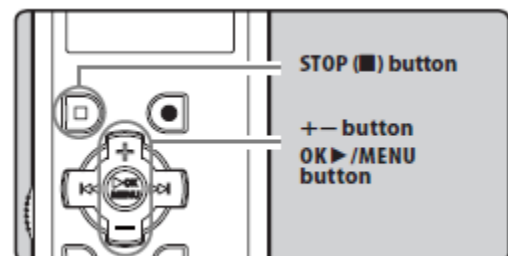
(Adding an INDEX MARK allows you to quickly go to a particular spot in the recording during playback. To add an INDEX MARK, press SCENE/INDEX during the recording. Index marks can also be added during playback. To skip to an INDEX MARK during playback, press FF.)

Deleting recordings

The easiest way to delete one or more recordings from the recorder is when you are plugged into a computer with the USB cable. Just use normal Windows functions to delete files from the various folders on the recorder.

Playback

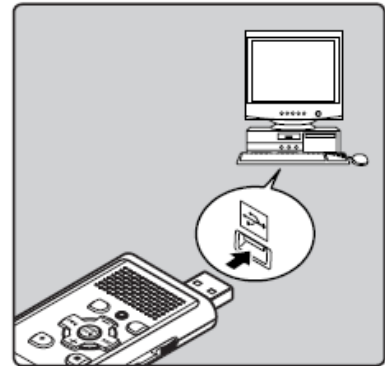
The WS-600S offers a built in speaker for playback. Simply select the folder and the audio track you would like to play



back, and press OK/PLAY. Adjust the volume with the + or – buttons.

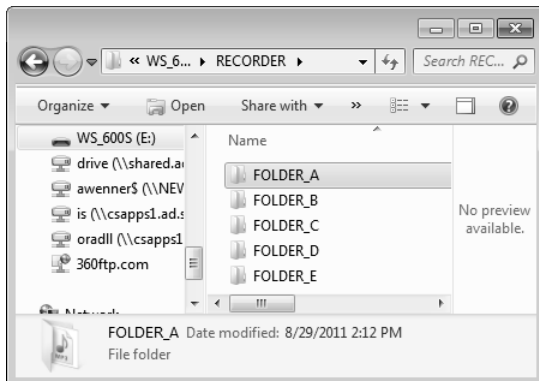
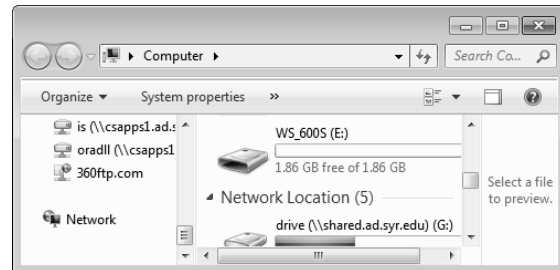
Connecting to a Computer using USB

The WS-600S comes with a built in USB plug. If you push the USB button on the left side of the unit to the right, you'll see the USB connector stick out. Once you plug it into a lab computer, you should be able to drag and drop files onto your external drive.

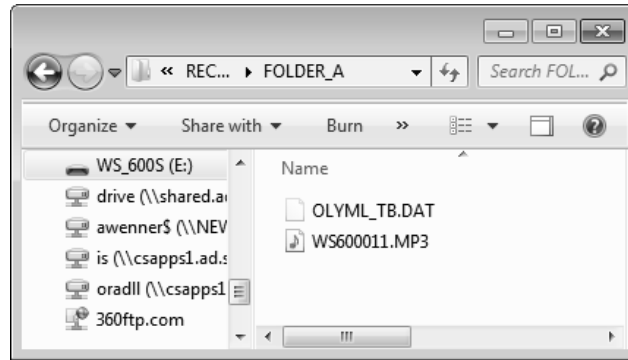


Copying Files

1. Connect the recorder to the computer via the internal USB plug.
2. The device should be automatically detected and appear as a drive letter.
 - The computer treats the device the same way it treats a USB flash drive.
3. You should be alerted to the fact that your computer has noticed the action, and you may be asked "What do you want Windows to do?" (If not, just open the unit from COMPUTER in Windows 7; it'll be the drive called WS_600S) Choose the "Open folder to view files" option. You will see several folders. The highlighted folder in the image below is Folder A (where you probably recorded).



4. Browse through the RECORDER folder, to the folder where your recorded file is located, and it will appear labeled something similar to the file in the picture below, ending in .mp3. Copy it to your external drive, by dragging and dropping it into a folder you have created just for the story you're working on.



5. You may also want to change the name of it before you drag it, so you know what it is. (Right click on the file, and you will see one option is "Rename." Choose that option and type in your new name for the file.) Don't include any spaces in the new name. For example, if you call it Mayor Interview 1/12/11, you might have problems because of the spaces and the slashes. Instead, call it mayor_interview_1_12_11 or even mayorJan12 .

Remember to power the recorder OFF by turning the HOLD button to the right.

(Some images from <http://ksuweb.kennesaw.edu/~tpowel25/WebPages/podcast.html> and the Olympus WS-600s manual)