# RTN Guide to the Olympus DS-2 Recorder

The Olympus DS-2 is a high quality digital audio recorder.

## Basics

- This recorder does not have a power button. Turn the HOLD button on the left side OFF to start it. When you are not using the recorder, turn on the HOLD switch on. This will cause the recorder to go into a sleep/standby state.

- When you are recording, you will notice a red light on the top of the device directly above the LCD screen.

## Recorder Settings

Always make sure the Olympus recorder is set to use the "Stereo HQ" recording quality; if you do not, it may record in a format that is poorer quality. "Stereo HQ" mode will record files in Windows Media Audio format (WMA). Also, the recorder should be in DICTATION mode for highest audio quality.

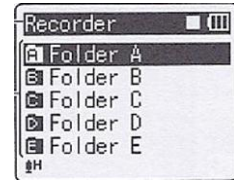To check the recorder format and quality options:

1. *Make sure the HOLD button is off.*
2. *Hold down the MENU button for 1 second (it's the 2<sup>nd</sup> button from the top on the right side of the recorder labeled "Display/Menu/Set".) Once you are in the menu, use the "Index/Up Arrow" and "Folder/Repeat/Down Arrow" buttons on the right of the recorder to navigate up and down, and use the "Display/Menu/Set" button to select.*
3. *Select "Rec Mode" and press "Display/Menu/Set".*
4. *Make sure the setting "Stereo HQ" (WMA Format) is selected. Pressing the selection will return you to the MENU.*
5. *Next, scroll down to MIC SENSE. Make sure DICTATION is selected.*
6. *The rest of the options should be fine as is. Press and hold the "Stop" button for 1 second to exit the menu.*

## Recording

The recorder will record just over an hour of audio in STEREO HQ mode. The record mode is displayed at the top of the screen. If you need to record more, 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 FOLDER button and cycling through the folders; leave it on the one you

want. 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.(Note: The red light may be hidden behind the leather cover.) 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 red light on the top of the device, or notice the time code increasing on the LCD, you are not recording.

(Adding an INDEX MARK allows you to quickly go to a particular spot in the recording during playback. To add an INDEX MARK, press 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 DS-2 offers a built in speaker for playback. Simply select the folder and the audio track you would like to play back, and press PLAY.
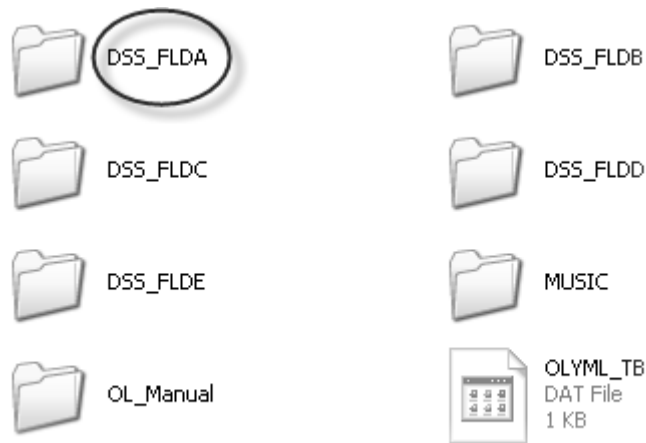
## Connecting to a Computer using USB

The DS-2 comes with a USB cable. There is a connection labels "PC I/F" on the side of the device where the USB cable attaches (the bottom.) Once you plug it into a lab computer, you should be able to drag and drop files onto your external drive.
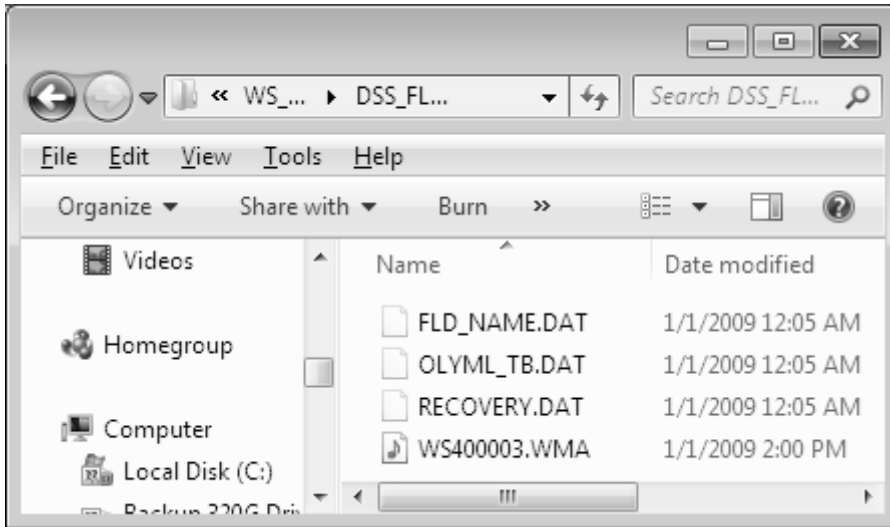
## Copying Files

1. Connect the recorder to the computer via the provided USB Cable.
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.
   - If your device does NOT appear as a drive, make sure the MENU setting for this is correct:
     1. *Make sure the HOLD button is off.*
     2. *Hold down the MENU button for 1 second (it's the 2<sup>nd</sup> button from the top on the right side of the recorder labeled "Display/Menu/Set".) Once you are in the menu, use the "Index/Up Arrow" and "Folder/Repeat/Down*

*Arrow" buttons on the right of the recorder to navigate up and down, and use the "Display/Menu/Set" button to select.*

3. *Select SUB MENU and press "Display/Menu/Set".*
4. *Select USB CLASS, then select MASS STORAGE.*
5. *Press the STOP button to return to the normal screen display.*

3. After plugging in to the computer, you should be alerted to the fact that your computer has noticed the action, and you will be asked "What do you want Windows to do?" Choose the "Open folder to view files" option. You will see several folders. The circled folder in the image below is Folder A (where you probably recorded). You know it is Folder A because the last letter in the title is A. DSS_FLDA is Folder A. DSS_FLDE is Folder E.



4. Browse 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 .WMA. 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.  (NOTE: if you recorded your audio in the wrong format and see .dss files instead of WMA, you can still drag them to your portable drive, but you'll have convert them to mp3s later with different software.)

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 ON (to the left.

*(Some images from http://ksuweb.kennesaw.edu/~tpowel25/WebPages/podcast.html )*