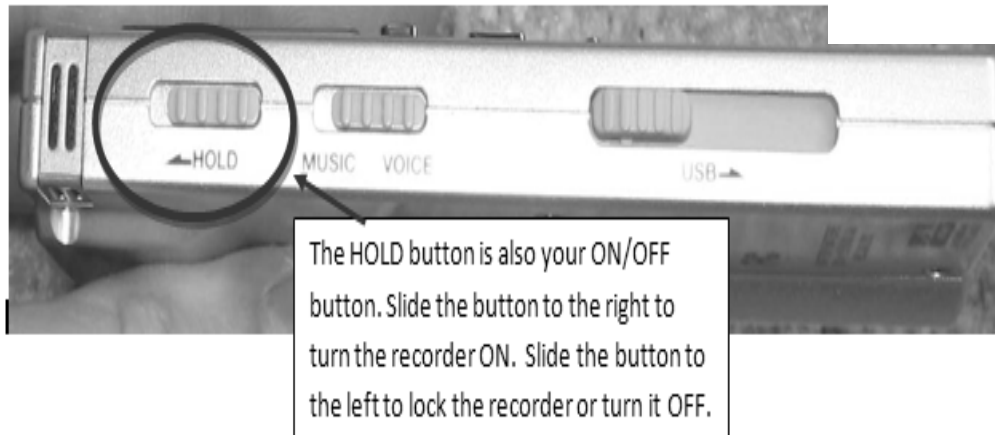


# BDJ Guide to the Olympus WS-400S Recorder

The Olympus WS-400S is a high quality digital audio recorder.



## Basics



- When you are not using the recorder, after 5 minutes the recorder to 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 "Stereo XQ" recording quality; if you do not, it may record in a format that is poorer quality. "Stereo XQ" mode will record files in Windows Media Audio format (WMA). Also, the recorder should be in DICTATION mode for highest audio quality. (Switch on left side of unit should be set to DICT.)

To check the recorder format and quality options:

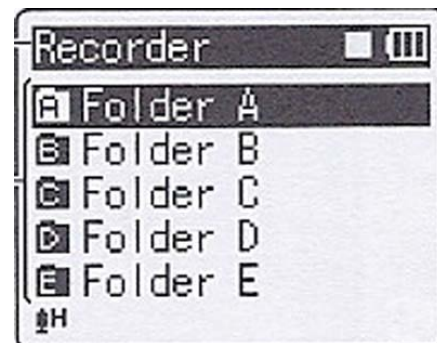
1. *Make sure the HOLD button is off (to the right.)*
2. *Press the MENU button once. Once you are in the menu, use the up or down ( "+", "-" ) buttons below the LCD screen to navigate up and down, and use the center PLAY button to select.*
3. *Toggle up or down to the "Rec Menu" and press PLAY to enter it.*
4. *Select REC MODE and press PLAY to enter it.*
5. *Make sure the setting "Stereo XQ" (WMA Format) is selected. Pressing the selection will return you to the REC MODE MENU.*

6. The rest of the options should be fine as is. Press and hold the "MENU" button to exit the menu.

## Recording

The recorder will record just over 17 hours of audio in STEREO XQ 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.

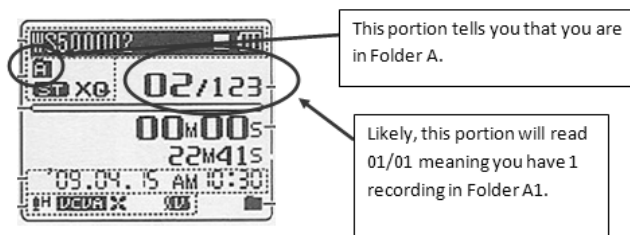
The recorder offers you 5 different Folders (A-E) for organization purposes. You can select a folder by pressing the down arrow button on the main screen and cycling through the folders; leave it on the one you want. When you connect the device to the computer to transfer files, you will need to know 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 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 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 connector. Just use normal Windows functions to delete files from the various folders on the recorder.

## Playback

The WS-400S offers a built in speaker for playback. Simply select the folder and the audio track you would like to play back, and press PLAY.

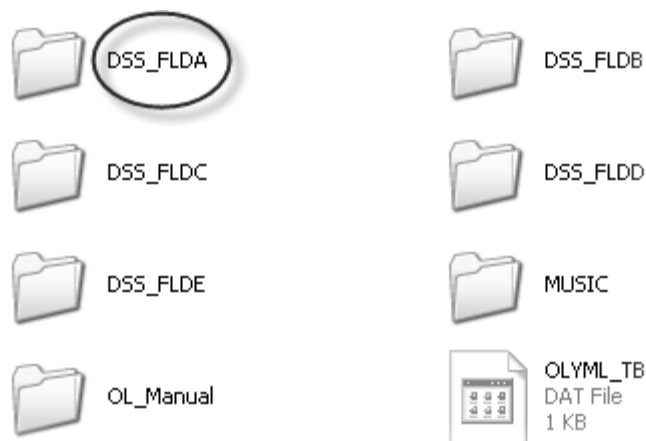


## Connecting to a Computer using USB

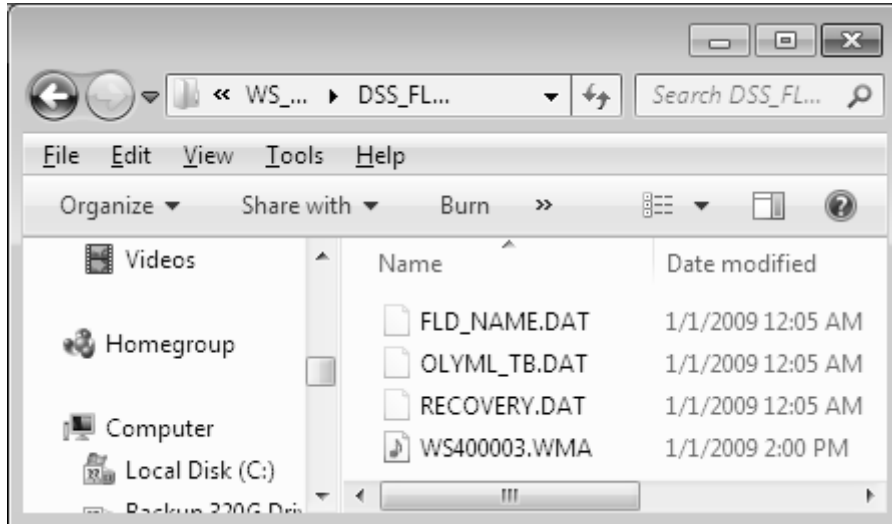
The WS-400S comes with a built in USB plug. If you push the USB button on the left side of the unit to the right, you'll see the USB connector stick out. Once you plug it into a lab computer, you should be able to drag and drop files onto your external drive.

## 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
  - o 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 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.



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> )