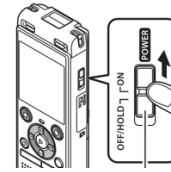# BDJ Guide to the Olympus WS-852/3 Recorder

The Olympus WS-852/3 is a high quality digital audio recorder.

Basics

The ON/OFF button is on the right side of the. Slide the button to the RIGHT/POWER to turn the recorder ON.

- 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 to OFF (to the left.)

- When you are recording, you will notice an orange light just below the LCD screen.

Recorder Settings

Always make sure the Olympus recorder is set to use the "MP3" record mode, at 128kbps. To check the recorder format and quality options:
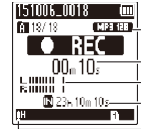
1. *Make sure the recorder is powered ON*
2. *Press and hold the MENU button for a few seconds. Once you are in the menu, use the up or down ("+", "-") buttons below the LCD screen to navigate up and down, and use the center PLAY button to select.*
3. *Toggle down once to the "Rec Menu" and press PLAY/OK to enter it.*
4. *Select REC MODE and press PLAY to enter it.*
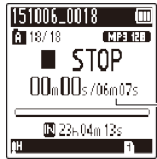5. *Make sure the setting MP3 128kbps.*

Recording

The recorder will record something like 66 or 134 hours of audio in mp3/128kbps mode. As you're recording, the record mode is displayed at the top of the screen. If you need to record more audio than that, 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 to scroll through folders (seem in the upper left of the window.) 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 and you'll see REC in the window. You will also notice a red light above the + icon on the touchpad 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 that red light, 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 FOLDER/INDEX during the recording. Index marks can also be added during playback. To skip to an INDEX MARK during playback, press FF.)
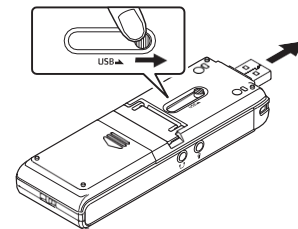
Deleting recordings

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-852/3 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.
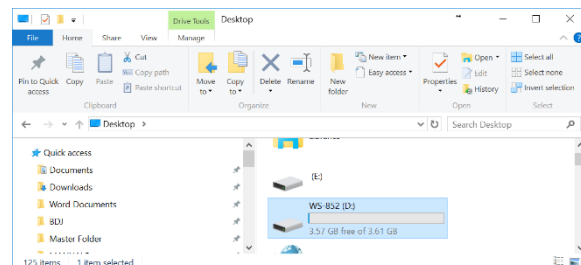
Connecting to a Computer using USB

The WS-852/3 comes with a built in USB plug. If you slide either the knob on the bottom of the unit to the right, (or on the 853, the knob on the rear of the unit upwards) 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.
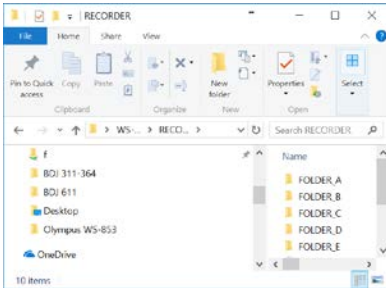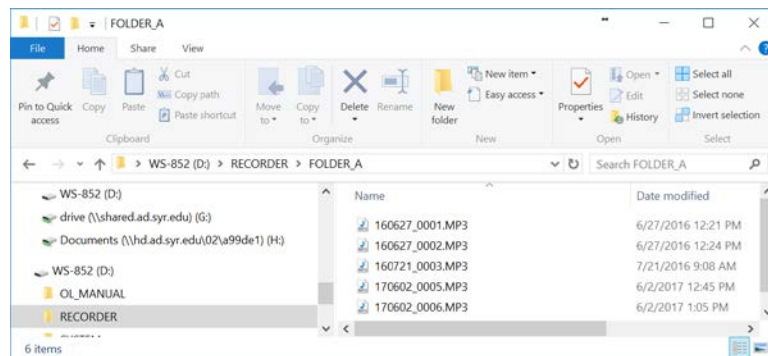
Copying Files

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 may be asked "What do you want Windows to do?" (If not, just open the unit from THIS

COMPUTER in Windows 10; it'll be the drive called WS_852/3) Choose the "Open folder to view files" option. You will see several folders in the RECORDER folder. 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 1/12/18, you might have problems because of the spaces and the slashes. Instead, call it mayor_interview_1_12_18 or even mayorJan12   .

Remember to power the recorder OFF by turning the POWER button to the left (OFF.)

(Some images from the Olympus WS-852 manual)