How to Use the Olympus Digital Voice Recorder

1. To turn the recorder on: On the left side of the recorder there is a switch labeled HOLD. Move the switch from up to down.

2. To record:

   - Push the button with the red dot.
   - To PAUSE while recording, press the button with the red dot.
   - To RESUME the same recording, press the button with the red dot again.
   - To STOP the current recording, press the STOP button on the right side of the recorder (the middle button of the three).
   - When you press the STOP button, the recording will be saved on the device as a file.
   - To begin a new recording, press the record button with the red dot on the right side of the device.

3. On the front of the recorder, there are left and right arrows on the directional pad. By pressing either left or right, you can shuffle through the recordings.

4. To listen to a recording,, press the OK/MENU button located on the front of the device in the middle of the directional pad.

5. Folders are an option on the device that can be used to separate different classes or sets of recordings.

   - After turning the device on, press the FOLDER/INDEX button located on the front of the Recorder. This will bring the recorder to a set of lettered folders (A through E) used for various recordings. Pressing the FOLDER/INDEX button multiple times will shuffle the recorder through the folders.
   - Select any empty folder to put a new set of recordings into.
   - Once a set of recordings has been made, a recording maybe selected from the list in the folder to listen to or erase by pressing the "+" or "-" buttons on the directional pad on the front of the Recorder.

6. To erase a specific recording, first make sure that the one that is to be deleted is on the screen/selected (listen to it to make sure). Then press the ERASE button located on the front of the device. It has an orange dot on it. Press the "+" button on the directional pad to highlight the word ERASE. Then press the OK/MENU button to confirm that the file is to be erased.

7. To erase all recordings from a folder, press the FOLDER/INDEX button until the correct folder has been selected (the letter will appear at the top left of the screen). Then press the ERASE button with the orange dot TWICE. The option ALL ERASE should appear on the screen. To choose that option, press the "+" button on the directional pad to highlight the words ALL ERASE and then press the OK/MENU button located on the directional pad.

8. The turn the recorder off, switch the HOLD button, located on the left side of the Recorder up (in to the hold position). The screen should flash HOLD before going blank.