How to Use Your Digital Recorder

**Hold Switch**
This feature turns the digital recorder on and off.

**Divide**
You can divide a recording into two parts and a new number is added to the newer part of the divided recording.

**Play/Enter**
After selecting the recording you’d like to hear, press the “play” button.

**Rewind**
Rewinds in short increments making it easier to locate a segment in a long recording for review.

**Record/Pause**
Provides the ability to pause the recording once started if your class takes a break and continue recording in one easy step.

**Fast Forward**
Fast forwards in short increments making it easier to locate a segment in a long recording for review.

**Stop**
Press the “stop” button to end a recording or to stop a recording during playback.

**Menu**
Provides the ability to organize recordings in “files.” By pressing this button the folder changes from A to B, C, D, and E in the upper left hand corner. These files can be used to separate recordings for each class. (e.g. A=Math, B=English, etc.)

**Erase**
Hold the erase button down until it beeps. Then press it one more time to delete the selected recording.

**Volume**
Press the volume button up or down depending on whether you would like to increase or decrease the volume.

**A-B Repeat**
Mark the beginning and ending of a particular recorded passage and the recording will be played over and over again (great for learning a language!)

**Recording Number**
In this picture, the user is on the seventh recording out of the 77 total recordings in file A.

**Microphone Jack**
Provides the ability to use an external microphone.

**Earphone Jack**
A listening device can be plugged into the recorder.

**Menu**
Provides the ability to organize recordings in “files.” By pressing this button the folder changes from A to B, C, D, and E in the upper left hand corner. These files can be used to separate recordings for each class. (e.g. A=Math, B=English, etc.)

**Recording Number**
In this picture, the user is on the seventh recording out of the 77 total recordings in file A.