Podcasts – A Quick Start Guide

How do I record using the Olympus Digital Recorder (WS-321M or WS-311M)?

To turn on, slide the hold switch (on the left hand side) downwards.
Check the battery status button to the top right of the display.
Use the record/stop buttons on the right hand side to start and stop recording.
To turn off, slide the hold switch up.

> Note: While recording, move the 'hold' switch upwards. This prevents accidental button presses from stopping the recording prematurely. When finished recording you will need to slide the hold switch down again and press stop.

How do I playback the podcasts?

You can listen to your recording as soon as you have finished by pressing play ▶ ‖ (note that the sound quality will be better when played back through computer speakers).

If you have made several recordings the left and right arrow buttons ◀ ➤ can be used to select a recording for playback.

How do I delete the podcast recordings?

If you have made several recordings the left and right arrow buttons ◀ ➤ can be used to select a recording for deletion.

Once you have selected the recording you wish to delete and are in stop status, press the "**ERASE**" button. The "cancel" indicator flashes. Press the **+** button to choose "erase". Press "**OK**" button.

How do I Save, Edit and Share my podcasts?

To download recordings to your computer, turn off the recorder, then hold down the release button on the back and carefully slide the two halves apart. Plug the recorder into a USB socket and your computer should recognise the new hardware. Browse the new drive for the recording(s) you have made (.wma files) and copy to your computer.

Changing the battery

The digital recorder runs on AAA batteries, which will need replacing on an occasional basis. Ensure that you check the battery status before you start recording and replace if necessary in order to ensure that the device doesn't run out of power during the creation of your podcast.

Further support and advice is available from the INTEGRATE project website **projects.exeter.ac.uk/integrate**