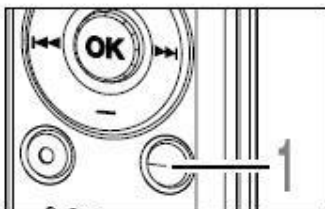


How to use the Olympus WS-320M Digital Voice Recorder



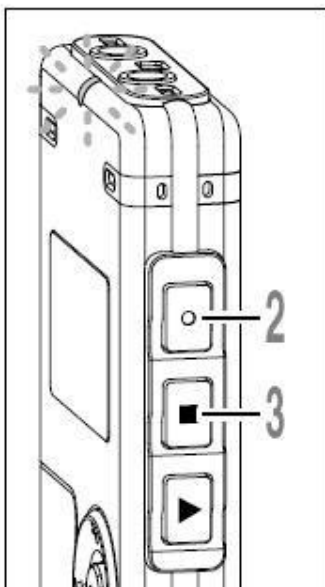
1. Using the recorder as a voice recorder

The recorder provides five folders, **A**, **B**, **C**, **D** and **E**, and each message recorded in a folder is saved as a Windows Media Audio (WMA) file. These five folders can be selectively used to distinguish the kind of recording; for example, Folder **A** might be used to store private information, while Folder **B** might be dedicated to holding business information. Up to 199 messages can be recorded per folder.



1 Press the **FOLDER** button to choose a folder.

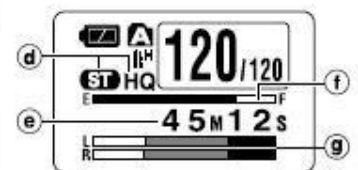
- a Current folder
- b Current file number
- c Total number of recorded files in the folder



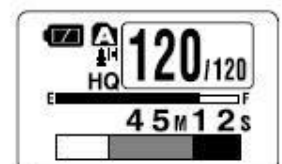
2 Press the **REC** button to start recording.

The record/play indicator light glows red. Turn the built-in stereo microphone in the direction to be recorded. The display changes depending on the recording mode (see P.20).

- d Current recording mode
- e Recording time
- f Memory remaining indicator (E/F bar) (The bar indicates remaining memory)
- g Level meter (varies according to the sound volume being recorded)



Display in the stereo recording mode

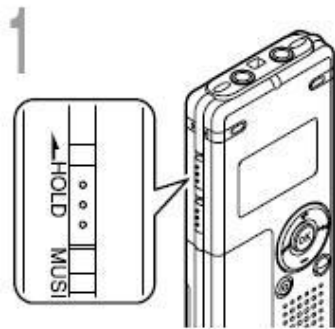


Display in the monaural recording mode

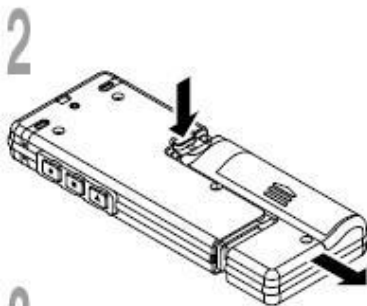
3 Press the **STOP** button to stop recording.

2. Uploading a voice recording to WebCT

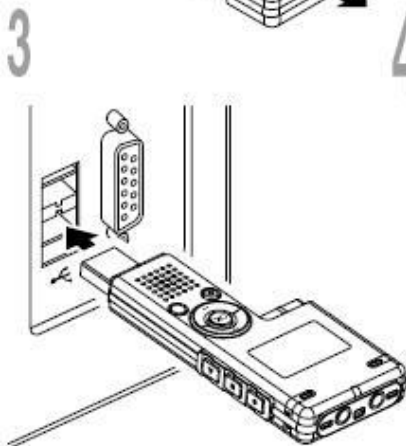
Login to WebCT and create a folder within the relevant module into which you will transfer the WMA files. Then:



1 Slide the **HOLD** switch to the hold side, turn the recorder off. The display will turn off.



2 Detach the battery compartment pressing the **RELEASE** button of the rear side.



3 Connect the recorder's USB terminal to a PC USB port or USB hub.

"Remote" is displayed on recorder if the USB is connected. Launch My computer, in the window, the recorder will appear as a removable disk.



4 Transfer the audio files to your computer.

The 5 folders of this recorder are displayed as "DSS_FLDA", "DSS_FLDB", "DSS_FLDC", "DSS_FLDD" and "DSS_FLDE", and the recorded voice files are saved in WMA format in these files.

You can copy them to any folder on your computer.

While transmitting data, "Busy" is displayed, and the record/play indicator light and USB access indicator light flashes red.

If you double-click on the file, Windows Media Player will be launched and playback will start.



3. Listening to a voice recording in WebCT

When a student clicks on a .WMA (Windows Media Audio) recording within WebCT it will automatically play using the default media player – usually Windows Media Player.

4. Additional Information

The complete WS-320M User Manual, along with a Flash Movie overview of the recorder and software to play the movie are available here: <O:\Cross Departmental Information\Freeware\Olympus WS-320M>