

How to use a Tascam.

Recording.

Plug headphones into socket on top left. Headphones are not compulsory but allow you to hear what you're recording.

Hold the **HOME** button until screen comes on.

Press **RECORD** button **once** (you are not recording at this stage):

- Red light flashes
- Adjust the volume with **+** and **-** buttons (so you can hear it in your headphones)

Adjust the input volume with **left and right/rewind and fast forward** buttons. If you are recording something loud reduce input. Raise input if recording something quiet.

The two moving lines (sound levels) should be sitting around the little half triangle. Better to be too quiet than too loud.

Watch the **peak** light (small red light on the right under screen). If it flashes red you need to reduce the input level with left rewind button otherwise the recording will distort.

Press **RECORD** button again. Now you are recording. Red light stays on.

Whilst recording you can see the levels going up and down. Make sure the level stays around the small triangle.

Keep watching the peak light. If peaking reduce input as before or move mic back from source of sound.

Use the windguard (fluffy hat!) when recording outside to avoid wind distortion.

Press **HOME** once to stop.

You have now created a sound file.

Press Play button to listen back (round button in middle) on your headphones. Note: This greatly reduces battery life. It's easier to hear them on your computer later.

Press and hold **HOME** button to switch off.

To upload to computer for editing:

Connect Tascam to PC/laptop with **USB cable**. Small end of cable fits in small socket on right of Tascam, it's labelled USB.

Screen on recorder will display:

USB Select

BUS Power

STORAGE -opt for storage by pressing the **play** button.

PC will open autoplay box/ MACs will show in Finder.

Select **Open Folder** to view files.

A list of recordings will be displayed.

Rename your files by **right clicking** and selecting 'rename'.

Drag and drop to Desktop or file.

The audio files are now saved on your computer.

Delete files from the recorder by right clicking and selecting 'delete'.

Eject Tascam safely with right click then 'eject' (like a USB).

Tips and trouble shooting.

Battery symbol on top right corner of screen indicates how much power is left. You will get a warning when it's about to cut out. Best to carry spare batteries. Please make sure the recorder has fresh batteries when returned to Artworks: 2 x AA inserted in back.

If none of the buttons appear to be working check it's not accidentally on '**hold**' i.e. locked by sliding the switch on left hand side of recorder.

When recording **point the Tascam towards whatever you're recording**. The Left and Right mics at the top are not separate. Both need to be used for interviews etc i.e. not you speaking into one side and interviewee into the other.

The **handle** reduces background handling noise. Screw it into the back of the Tascam.

When you reduce/increase the input with **rewind/fastforward buttons** it creates a distortion on the final track so try to adjust them at the start of your recording or take a break to re-adjust. Don't play with them throughout.

Any other problems consult the manual or contact Alice on radio@sustainableouthbrent.org.uk or 07813391294