Wellesley College LTS CF Audio Recorder Kit

Contents

(1) CF Audio Recorder
(2) AC Adapter & Adapter Cord
(3) Battery Charger
(4) Microphone & Microphone Boom
(5) Microphone Cable
(6) Multi-Card Reader
(7) Headphones
(8) This documentation

(1) (3) (5)

(2) (4) (6)

(7)

Please check for these items BEFORE returning to the Clapp service desk.

If you intend to travel with this item, please test it before you leave campus.

Top 3 Things to Know Before You Get Started:

1. additional equipment?
2. Other options?
3. asdlijf

Getting Started:

1. Plug the AC Adapter into a power outlet, and into the "DC IN" port on the left-hand side of the recorder. The recorder can also run on 8 AA batteries, located on the bottom of the recorder.
2. Plug the microphone into one end of the microphone cable, the other end goes into the LEFT microphone jack on the right-hand side of the recorder. Both times, you should hear a 'click.'
3. Turn the recorder on: using the Power slider on the top of the recorder (#1 on the next page)

CF Audio Recorder Quick Guide

Top of recorder

Front of recorder

Doing a sound check:

1. Put on and plug in the headphones (#6) and press the red record slider (#9).
2. As you record a sample of the types of sounds you wish to capture, watch the volume levels displayed on the top right corner of the LCD Display (#7). You should aim for them to be in the middle of the spectrum (between 6 and 12).
3. You may need to adjust the REC level knob (#10) or the placement of the microphone to get good sound quality.

Microphone tips:

To ensure clear audio, point the microphone directly at the sound you want to record. If you are recording your own voice, hold the microphone approximately 6 inches from your mouth.

Recording:

1. To start recording a new track, press the red record button (#9). During recording, the red light next to the button will light up, and a timer will appear on the LCD screen (#7). The track number will be displayed at the bottom of the screen. Keep an eye on the volume levels.
2. To pause while recording, press the REC pause button (#8). To resume recording, press the record button (#9). This will continue recording to the same track.
3. To stop recording: press the stop button (#4) on the top of the recorder. If you press Stop during recording, the next time you press the record button, it will begin a new track.

Listening to Playback:

- Press the Play/Pause button (#3) to listen to the current track.
- You can change tracks by using the Track Jump buttons (#5) on the top of the recorder. The number of the current track is shown on the bottom of the LCD display (#7).

Transferring your sound files to a computer:

1. With the CF Audio Recorder off, open the panel on the left-hand side of the recorder. Push down on the square button to eject the memory card.
2. Plug the memory card into the card reader, and plug the card reader into a USB port on your computer.
3. The memory card should show up as an external harddrive / storage device on your computer. Copy the files from the card to your computer.

Troubleshooting

- For help over the phone, call the Knapp Equipment line at x2368.
- To read the full instruction manual and view a video tutorial, please visit:
  http://www.wellesley.edu/Knapp/Projectplanning/index.html#equipment