

# Olympus WS-700M Basic Operations

## Getting Started:

1. Turn the Power on by sliding the Hold/Power button down (in the direction of the arrow).
2. Turn the Power off by sliding the Hold/Power button down and holding it for a few seconds.

## Recording:

1. Set recording format:
  - a. Press MENU and hold to get to the menu
  - b. Press the ( + ) and ( - ) buttons above and below the MENU and the **arrow [<] or [>]** to the right or left of the menu button to navigate the menu.
  - c. Go to the microphone symbol.
  - d. Go to Rec Mode (Recording Mode)
  - e. Press OK
  - f. Choose MP3 or WMA
  - g. Select quality
  - h. Navigate back to the "Home" menu
2. Choose Recorder. Press OK
3. Choose a folder to save your recording in. Press OK.
4. Press Record.
5. After you are finished recording, press stop.

## Play Back Your Recording:

1. To select a audio file that you have just recorded, press on either **arrow [<] or [>]** to the right or left of the MENU button to locate your file.
2. Press **Play**  button once you have selected the desired file.
3. Press the **Play**  | button again to stop the playback.
4. The ( + ) and ( - ) buttons above and below the MENU button control volume.

## Deleting Recordings:

1. Choose the recording you want to delete with the arrow buttons.
2. Press the **ERASE** button (bottom center).
3. Navigate to File Erase. Press OK.
4. Navigate to Start. Press OK.

### Transferring Audio File to the Computer:

1. Turn off the recorder.
2. Push the USB button in the direction of the arrow to extend the USB connector.
3. Connect the USB to your computer (make sure the computer is on).
4. A window will pop up on the computer screen after several seconds.
5. Scroll down and select the option: **Open folder to view files using Windows Explorer.**
6. Click **[OK]**
7. A new window will appear on the computer screen.
8. Open the Recorder folder and then select the folder that you recorded the file into.
9. You can now view all your recordings.
10. Select/highlight the videos you wish to transfer.
11. Right click and select **copy** (or **<Ctrl> <C>**).
12. Open the folder or location you want to transfer the audio files to.
13. Right click and select **paste** (or **<Ctrl> <V>**) in the desired folder.

### Disconnecting the Voice Recorder from the Computer:

1. When you have finished transferring all your files, close all the open windows.
2. Click the **Safely Remove Hardware** button (the icon with the green arrow pointing left— — at the right end of the task bar)
3. If the button is not visible, press the double arrow button (  ) to display it.
4. This should display a **Safely remove USB Mass Storage Device** message.
5. Click the **Safely remove USB Mass Storage Device** message.
6. You should see a **Safe To Remove Hardware** message.
7. You may now carefully unplug the voice recorder from the computer.