

Zoom H4n Portable Recorder Instructions



Basic instructions:

Turn the device on by pulling across the power button on the left hand side for two seconds.

Select your input - (MIC) for the onboard microphone and (1 / 2) for external mics.

Press the REC button once to monitor the sound (note: this is not recording yet). If using external microphones, one mic will come through the left side of your headphones, and the other will come through the right side. This is normal, and we combine the two when we get the audio back to the station.

Press the REC button again to start your recording - you will see the counter start.

When you have finished your recording, hit the stop button and the file will automatically save to the device.

Turn the device off when you have finished.

Other things to keep in mind:

Make sure external microphones are around 10 cms away from the speaker's mouth (around a palms width), and that they are speaking directly into the mic. (If you are holding the microphones, be careful of hand noise).

If you are using the onboard microphones, the device can be around 30cms away from each person and held sideways so each of the microphones on the top of the device are pointed towards each of the speakers.

It is important to **wear headphones** while you are recording - this will be the first indication if anything is wrong.

Take some extra batteries! The device runs on 2 AA batteries, they do last a while but it is always good to have a spare pair ready.

