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You can read the recommendations in the user guide, the technical guide or the installation guide for OLYMPUS DM-901. You'll find the answers to all your questions on the OLYMPUS DM-901 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual OLYMPUS DM-901
User guide OLYMPUS DM-901
Operating instructions OLYMPUS DM-901
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Instruction manual OLYMPUS DM-901



Thank you for purchasing an Olympus digital voice recorder.
Please read these instructions for information about using the product
correctly and safely.
Keep the instructions handy for future reference.

To ensure successful recording, we recommend that you test the record
function and volume before use.

EN



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Manual abstract:

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40)]: Slow playback (□ P.40) 0 Playback speed (□ P.40) ! @@Step 1 2 3 4 5 Insert the battery 3 Step Charge the recorder 3 Step Turn the power ON 3 Step Setting the date/time Set the voice recorder's clock for use with file management. 3 Step Setting the voice guidance Remove the screen protector on the display. Setup Inserting the battery Before using the voice recorder, remove the battery from the bag and insert it in the battery compartment.

1 Setup 1 To open the battery cover, slide the battery cover lock release lever in the direction of the arrow. As shown, set the battery pack so that it tucks under the protruding section of the recorder. 2 With the label on the back facing up, align the terminals on the recorder and the battery, and then press down in at A and set the battery into place by pressing it inward at B. 3 Slide the battery cover until it is completely closed. NOTE • Be sure to firmly close the battery cover (slide until the battery cover lock clicks).

• Do not close the battery cover if the battery is not completely inserted. • Check for any metallic foreign matter or dust on the terminal of the battery. • Do not use a battery other than that specified. EN 11 Setup 1 Setup EN 12 Charging the battery by connecting to an AC adapter with a USB connection (model A514)

The battery can be recharged by connecting the recorder to the provided AC adapter (A514). It is recommended to use the AC adapter when using the recorder for a long period of time, such as for long recordings. NOTE • Lithium-ion batteries are self-discharging. Be sure to charge the battery before you start recording. • Before connecting the USB connector, release HOLD mode (□ P.21). 3 While the recorder is in stop mode or the recorder's power is OFF, connect the USB connection cable to the recorder's USB terminal.



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1 Connect the USB connection cable to the USB connector on the AC adapter. Connect the USB cable to the AC adapter. 2 Connect the AC adapter to an AC power outlet. To an AC power outlet 4 Press the 2 or 3 button to select [AC Adapter]. Setup Charging the battery by connecting to an AC adapter with a USB connection (model A514) 5 6 Press the OK button to start charging. Charging has finished when the battery indicator changes to []. Charging the battery by connecting to a PC's USB connector NOTE • Before connecting the USB connector, release HOLD mode (□ P.21). 1 Setup 1 2 Start the PC. Connect the USB connection cable to the USB port on the PC.

Charging time: About 3 hours* * Approximate time needed to fully charge a completely flat battery at room temperature. The charging time depends on the amount of remaining power and the state of the battery. NOTE • Use only the Olympus USB connecting AC adapter model provided (A514). 3 While the recorder is in stop mode or the recorder's power is OFF, connect the USB connection cable to the recorder's USB terminal. EN 13 Setup Charging the battery by connecting to a PC's USB connector 1 Setup 4 Press the 2 or 3 button to select [PC].

NOTE • The power of PC must be ON to charge the battery using the USB connector. You cannot charge the battery when the power of PC is OFF, or the PC is in standby, sleep or auto power OFF mode. • Do not use a USB hub when charging the battery by connecting to the PC. • When []*1 or []*2 is displayed the battery cannot be charged. Charge the battery in an ambient temperature of between 5 and 35°C (41 and 95°F).

*1 []: Ambient temperature is too low. *2 []: Ambient temperature is too high • If battery life has become noticeably short on a full charge, replace the battery with a new one. • Insert the USB connector securely all the way. Operation will not be normal if the connection is not made properly. • Use only a compatible Olympus USB extension cable. Operation is not guaranteed if another manufacturer's cable is used. Only use the Olympus USB extension cable with the voice recorder and never use if a product from another manufacturer is used. • Selecting [AC Adapter] when the AC adapter is connected will enable you to charge the battery with [USB Settings] set to [Composite] (□ P.72). 5 6 Press the OK button to start charging.

Charging is finished when [Battery full] appears. EN 14 Setup Turn the power ON 1 While the voice recorder is turned off, slide the POWER/HOLD switch in the direction of the arrow. Setting the date/time 1 Press the 9 or 0 button to select the item to set. 1 Setup 2 Press the 2 or 3 button to change the number.

POWER/HOLD switch NOTE • Always charge a rechargeable battery before using it for the first time (□ P.12). • To change the setting of another item, press the 9 or 0 button to move the blinking cursor, then press the 2 or 3 button to change the number. 3 Press the OK button to finalize the setting. TIP • If you press the OK button during the setup operation, the recorder will save the items that were set to that point. • You can change the clock display format.

See "Setting the date/time [Time & Date]" (□ P.71) for the procedure. EN 15 Setup Setting the voice guidance Batteries Rechargeable batteries Read the information below carefully when using a lithium-ion rechargeable battery (Li-50B). 1 Setup/Batteries EN 16 This feature gives voice announcements of recorder operating conditions. 1 Press the 2 or 3 button to select [On] or [Off].

4 Discharging Rechargeable batteries discharge naturally when not in use. Be sure to charge the battery before use. 4 Operating temperature Rechargeable batteries are chemical-based products. Their performance can vary even when used within the recommended operating temperature range. This variation is normal.

[On]: Voice guidance will be enabled. [Off]: Guidance will be canceled. 4 Recommended temperature range When powering voice recorder: 0 to 42°C (32 to 107.6°F) When being charged: 5 to 35°C (41 to 95°F) During long-term storage: -20 to 30°C (-4 to 86°F) Use of a rechargeable battery outside the temperature ranges above may result in drops in battery performance or life. When not using the voice recorder for an extended period, remove the rechargeable battery before storage to prevent fluid leakage or rust. NOTE • Due to the nature of a lithium-ion rechargeable battery, new batteries and batteries not used for an extended period (one month or more) may not charge completely. The battery should become fully charged after charging and discharging the battery up to three times. 2 Press the OK button to finalize the setting. TIP • [On/Off], [Speed], and [Volume] can be set for the voice guidance. See "Setting the voice guidance [Voice Guide]" (□ P.

86) for the procedure. Batteries • Always dispose rechargeable batteries in the legally prescribed manner. Before disposing rechargeable batteries that are not fully discharged, take steps to prevent shorting such as insulating their terminals with tape. • Always turn power off before replacing the battery. Files may be damaged if the battery is removed while the voice recorder is recording or performing an operation such as erasing a file. • At the time of purchase, the battery cover is not attached to the device. • You may need to reset the date/time if the battery is removed from the voice recorder for over fifteen minutes, or if the battery is quickly removed and replaced. See "Setting the date/time [Time & Date]" (□ P.71) for the procedure. • When not using the voice recorder for an extended period, always remove the battery before storage.

• When buying rechargeable batteries, always select lithium-ion rechargeable batteries (Li-50B). Operation is not guaranteed. If a battery from another manufacturer is used. • Even if the battery indicator is [], playback with the built-in speaker at some volumes may result in a drop in battery output voltage, causing the voice recorder to reset. Lower the volume in this case.

• Battery life will be shorter when using an SD card. • The continuous battery usage time will vary depending on the performance of the battery in use (□ P.128). • Battery life will be shorter when using lithium-ion rechargeable battery that has been used repeatedly (□ P.128).

For customers in Germany: Olympus has an agreement with the GRS (Joint Battery Disposal Association) in Germany to ensure environmentally-friendly battery disposal. 1 Batteries Battery indicator As the battery loses its remaining charge, the battery indicator on the display changes as follows: • [] indicates there is little remaining battery charge. Charge the battery.] and When the battery has run out, [[Battery low] appears, operation stops. EN 17 Inserting/removing an SD card The voice recorder has its own internal memory, and also supports standard SD cards (SD, SDHC, and SDXC) sold separately.



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1 Inserting/removing an SD card EN 18 Inserting an SD card 1 While the voice recorder is in stop mode, open the card cover. 3 Close the card cover. • When you insert an SD card, the recording media selection screen will appear. 4 To record onto the SD card, press the 2 or 3 button and select [Yes]. 2 Insert an SD card, making sure it is placed correctly as shown.

5 Press the OK button to finalize the setting. • Insert the SD card straight, avoiding crooked insertion. • Inserting an SD card the wrong way or crookedly could damage its contact surface or cause it to jam in the slot. • An SD card not inserted fully (until it clicks into place) might not record data. TIP • You can also select the internal memory as the recording media (□ P.71). Inserting/removing an SD card Inserting an SD card NOTE • The voice recorder may not be able to recognize an SD card formatted (initialized) for a PC or other device. Before using an SD card, always initialize it on the voice recorder (□ P.88).

Removing an SD card 1 2 While the voice recorder is in stop mode, open the card cover.

Release the SD card by pressing it inward, then letting it slowly return. 1 Inserting/removing an SD card SD cards You cannot perform recording or erasing if the write protect switch is set to the [LOCK] side. • The SD card moves outward and stops. Pull the SD card out with your fingertips. • [Internal memory selected] is displayed after removing an SD card, if [Memory Select] was set to [SD card].

Write protect switch 3 Close the card cover. EN 19 Inserting/removing an SD card Removing an SD card 1 Inserting/removing an SD card EN 20 NOTE • SD cards may pop out forcefully on removal if you flick or release your finger too quickly after pressing the SD card in. • Depending on the card's manufacturer and type, some SD cards, SDHC cards, and SDXC cards may not be fully compatible with the voice recorder and not be recognized properly. • For SD card compatibility under Olympus verification, please contact our customer support at: <http://www.olympus-europa.com>

Note that our customer support will provide information on SD card manufacturers and card types for which Olympus has verified operation, but will not guarantee its performance. Also note that some cards may no longer be recognized correctly by the voice recorder in case card manufacturer changes card specifications. • Read the operating instructions provided with the card when using an SD card. • If an SD card is not recognized by the voice recorder, try removing and reinserting the card to have the voice recorder attempt recognition again. • Processing speed may be low for some SD card types. Processing performance may also be reduced by writing or deleting data repeatedly from an SD card. In such a case, initialize the SD card (□ P.88). Preventing accidental operation Setting the voice recorder to HOLD mode maintains the current operation and disables button operations. HOLD mode is a handy feature for preventing unintentional operation from accidental button presses when the voice recorder is carried in a bag or pocket.

It is also useful for preventing the voice recorder being accidentally stopped during recording. 1 Preventing accidental operation Setting HOLD mode 1 Slide the POWER/HOLD switch to the [HOLD] position. Releasing HOLD mode 1 Slide the POWER/HOLD switch to position A shown below. • [Hold] appears in the display, and the recorder enters HOLD mode. NOTE • If you press any button when the unit is in hold status, the LED indicator light flashes in blue but nothing happens. • Setting HOLD mode during voice recorder playback (or recording) continues the playback (or recording) operation and prevents any other operation from being performed (the voice recorder stops when playback ends, or recording stops when there is no more available memory). EN 21 Turning the power OFF Turning the power OFF 1 Turning the power OFF EN 22 Existing data, mode settings and the clock setting are saved when the power is turned OFF. 1 Slide the POWER/HOLD switch in the direction of the arrow for at least one second. Power Save mode When the voice recorder has been stopped for at least 10 minutes (default setting) after power ON, the display disappears and the voice recorder automatically enters the Power Save mode (□ P.71).

• To release the Power Save mode, turn the power ON again. • The playback stop position at power OFF is stored in the memory. TIP • Turning the power OFF whenever the voice recorder is not in use minimizes battery consumption. [Home] screen operations Selecting the mode The [Home] screen is displayed when the recorder power is turned ON. The [Home] screen is how you access available functions, such as voice recorder or music player.

See the reference page for each function. 1 [Home] screen operations 1 Press the HOME button to display the [Home] screen. 3 Press the OK button. • During recording, the screen does not change to the [Home] screen. When [Recorder] is selected: The mode changes to [Recorder] mode.

In this mode can record by using the microphone or you can play files previously recorded to your voice recorder (□ P.28, P.36). 2 Press the 2/3, 9 or 0 button to select the desired mode. EN 23 [Home] screen operations Selecting the mode 1 [Home] screen operations EN 24 When [Music] is selected: The mode changes to [Music] mode. In this mode you can play music files transferred to the voice recorder (□ P.36). When [Scheduler] is selected: The mode changes to [Scheduler] mode and voice memos can be registered on the selected date (□ P.49). When [Menu] is selected: The mode changes to [Menu] mode and you can configure recorder functions (□ P.

55). When [Podcast] is selected: The mode changes to [Podcast] mode and you can play podcast content transferred to the recorder using Olympus Sonority provided (□ P.36, P.100). Folders You can record data to the internal memory or SD card. Regardless of the recording media selected, voice files, music files and content files are sorted and saved in folders using a hierarchical tree structure. The saved files can be resorted in the order you prefer (□ P.66). 1 Folders Folders for voice recordings Sound files recorded by the voice recorder are saved in the folders labeled [Folder A] to [Folder E] in the [Recorder] folder. You can change the name of [Folder A] to [Folder E] (□ P.

61). Home Select the mode in the [Home] screen. Recorder Folder A 001 002 Folders for music playback When music files created using Windows Media Player are transferred to the voice recorder, folders are created automatically for them within the folder for music playback, using the hierarchical structure shown below. Home Music First level Artist 01 Second level Album 01 999 Each folder can store up to 999 files. 001 002 Folder 999 Each folder can store up to 999 files.

Folder B Folder C Folder D Folder E Recordings made with the microphone are saved here.



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Files and folders placed directly within the [Recorder] folder (not within one of the sub-folders) are not displayed by the voice recorder. File • You can save a total of 999 files and folders to the [Music] folder. • You can transfer up to 6000 songs to the [Music] folder. EN 25 Folders Folders for Podcast playback 1 Folders EN 26 The [Podcast] folder is provided to store files distributed by podcasts.

You can listen to programs (files) transferred from Olympus Sonority to the recorder. Home Podcast First level Program folder 01 Program folder 02 Second level 001 002 Folder 999 Each folder can store up to 999 files. File • You can save a total of 999 files and folders to the [Podcast] folder. • You can transfer up to 6000 files to the [Podcast] folder. Selecting folders and files You can select a different folder while the voice recorder is in stop mode or playing a file. See “Folders” (□ P.25) for a description of the voice recorder’s hierarchical folder structure. [Home] screen Folders for voice recordings 1 Selecting folders and files Folder list display File list display File display Folders for music playback Folder list display File list display File display When [Music] mode is selected. Forward: OK button Each press of the OK button opens the currently selected folder or file in the list, moving forward to the next (lower) level in the folder hierarchy. When a list is displayed, you can perform the same function by pressing the 9 button.

2 or 3 button Used to select a folder or file. HOME button Return to the [Home] screen. [Home] screen: Used to select the voice recorder mode (□ P.23). List display: Displays the folders and files recorded in the voice recorder. File display: Displays the information of the selected file. Return: F1 (Back/List) button Each press of the LIST button moves back to the previous (higher) level in the folder hierarchy. When a list is displayed, you can perform the same function by pressing the 0 button. EN 27 Recording Recording 2 Recording EN 28 The voice recorder has five folders ([&] to [*]) in which recorded files can be saved.

These folders provide a handy way to sort recordings into separate categories (such as business and leisure).

Basic recording procedure 1 On the [Home] screen, press the 2, 3, 9 or 0 button, to select [Recorder], then press the OK button (□ P.23). Press the 2 or 3 button to select the desired recording folder. • The newly recorded sound is saved in the selected folder. 4 Press the REC (s) button to start recording. a b c d 2 3 Point the built-in microphone in the direction of the sound to record. a b c d Rec Mode Elapsed recording time Remaining possible recording time Level meter (changes according to recording volume and recording function setting) • The LED indicator light lights, and [] appears in the display. 5 Press the STOP (4) button when you want to stop recording. e e File length • [] appears in the display. Recording NOTE Sound files recorded with the voice recorder are automatically given a file name in the format below.

• To prevent the beginning of the recording being cut off, start recording after the LED indicator light has lit or mode indicator has appeared in the display. • When the remaining possible recording time is 60 seconds, the LED indicator light starts flashing. It flashes more rapidly as the remaining time decreases (at the 30- and 10-second points). • When [Folder full] appears, no more recording can be done. To record more, you will need to select a different folder or delete unneeded files (□ P.46). • If [Memory full] appears, the voice recorder has no more available memory space. You will need to delete unneeded files to record more (□ P.46). • When using an SD card in the voice recorder, be sure the desired recording media setting ([Internal memory] or [SD card]) has been selected (□ P.

71). • If a folder other than folders & to * is selected when the REC (s) button is pressed, the blinking message [Cannot record in this folder] appears. Redo the recording operation after selecting one of folders & to *. • It’s recommended to initialize the recording media before making an important recording. • Processing performance may be reduced when data has been repeatedly written to or deleted from the recording media. Please initialize the recording media in this case (□ P.88). 131001_0001 .WMA 1 2 3 1 Date recorded Indicates the year, month and day the recording was made. 2 File number Appended file numbers are consecutive regardless of whether the recording media has been switched.

3 Extension A file extension indicating the recording format the file was recorded in by the voice recorder. • Linear PCM format: “.WAV” • MP3 format: “.MP3” • WMA format: “.WMA” 2 Recording TIP • [Rec Mode] must be set with the voice recorder stopped (□ P.

59). • Pressing the REC (s) button while [Recorder] is selected on the [Home] screen will allow you to start recording. The recorded file will be saved to [Folder A]. • You can adjust the recording level manually to match your application (□ P.58).

EN 29 Recording Recording linear PCM format data over 2 GB When recording a linear PCM format file, recording will continue even after the file size exceeds 2 GB. • The data is divided and saved in separate files of up to 2 GB. The files are processed as multiple files during playback. • After recording 999 files which exceed 2GB recording stops. Pausing/resuming recording 1 Press the REC (s) button during recording. 2 Recording EN 30 • Recording pauses, and [] indicator appears in the display. • Recording is stopped automatically after being paused for at least 120 minutes. 2 Press the REC (s) button again while recording is paused. • Recording resumes from the position it was paused at. Recording Monitoring while recording You can monitor the recording as you are making it by listening on the earphone plugged into the voice recorder’s EAR jack.

Use the +/- button to adjust the recording monitor volume. Recording settings Various recording settings are available, letting you tailor recording to different recording conditions. Used to select one of multiple preregistered templates of recording settings. When selected, each template enters several settings tailored to a particular recording location or condition all in a single operation. Sets the recording sensitivity. Sets the recording sound quality. Sets the built-in stereo microphone’s directivity. Reduces humming sounds from equipment such as air-conditioners or projectors. Sets the content such as date and time to schedule a recording. You can change the names of Folder A to Folder E to names provided in a template beforehand.

Selects whether or not to output the recording monitor sound from the EAR jack. 2 Recording 1 Connect the earphones to the voice recorder’s EAR jack.



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[Rec Scene] (□ P.34) [Rec Level] (□ P.58) To EAR jack [Rec Mode] (□ P.

59) [Zoom Mic] (□ P.59) [Low Cut Filter] (□ P.60) [Timer Rec] (□ P.76) • Changing the volume will not affect the recording level. NOTE • To avoid unpleasantly loud sound, set the volume to [00] before plugging in the earphone.

• To prevent feedback, do not place the earphone near the microphone while recording. • Battery life depletes quickly while recordings are monitored. To conserve battery life, leave the earphone disconnected while recording, or set [Rec Monitor] to [Off] before starting to record. [Folder Name] (□ P.61) [Rec Monitor] (□ P.61) EN 31 Recording with an external microphone Recording with an external microphone You can record audio input using an external microphone or other device connected to the voice recorder's microphone jack. Do not plug or unplug devices into voice recorder jacks while recording. 2 Recording with an external microphone 1 Connect an external microphone to the voice recorder's MIC jack. NOTE • Connecting an external microphone to the voice recorder's MIC jack disables the built-in microphone. • Microphones with plug-in power supplies can be used.

• When [Rec Mode] is set to stereo, recording with an external mono microphone records on the left channel only (□ P.59). • When [Rec Mode] is set to mono, only the input from the left channel microphone is recorded when using an external stereo microphone (□ P.59). To MIC jack 2 Start recording. • See "Recording" (□ P.28) for descriptions of recording operations. TIP • See "Accessories (optional)" (□ P.116) for the compatible external microphones. EN 32 Recording from another connected device Recording audio from another device with this recorder Audio can be recorded when you have connected the audio output terminal (earphone jack) of another device and the MIC jack of the recorder using the connecting cord KA333 (optional) for dubbing.

To MIC jack To audio output terminal of other device Recording audio from this recorder with another device Audio from this recorder can be recorded to another device by connecting the audio input terminal (microphone jack) of the other device and the EAR jack of this recorder using the connecting cord KA333 (optional). 2 Recording from another connected device To EAR jack To audio input terminal of other device NOTE • When recording from a connected external device, perform a test recording and adjust the output level of the connected device as needed. NOTE • When you adjust various playback sound quality settings of the recorder, the signals output from the EAR jack change as well (□ P.62). EN 33 Changing the recording scene [Rec Scene] Changing the recording scene The voice recorder has preregistered templates of optimum settings tailored to various recording applications such as lectures and dictation.

When selecting one of these templates you can enter several settings recommended for your recording application all in a single operation. 2 Changing the recording scene [Rec Scene] EN 34 1 While the voice recorder is in stop mode, press the SCENE button. 3 Press the OK button to finalize the setting. Rec Scene 2 Press the 2 or 3 button to select the desired recording scene. • According to the setting, the setting icon is displayed.

NOTE • When record scene is selected, you cannot change record-related menu settings. To use those functions, set the [Rec Scene] setting to [Off]. TIP • Press the F3 (DETAILS) button to check the settings for the selected template. Press the F1 (BACK) button to return to [Rec Scene] screen. Changing the recording scene [Rec Scene] Preregistered [Rec Scene] settings [Lecture]: [Rec Level] [Rec Mode] [Zoom Mic] [Low Cut Filter] [High] [MP3 128 kbps] [+6] [On] [Dictation]: [Rec Level] [Rec Mode] [Zoom Mic] [Low Cut Filter] [Low] [MP3 128 kbps] [Off] [On] 2 Changing the recording scene [Rec Scene] [Conference]: [Rec Level] [Rec Mode] [Zoom Mic] [Low Cut Filter] [Middle] [MP3 128 kbps] [Off] [On] [DNS]: [Rec Level] [Rec Mode] [Zoom Mic] [Low Cut Filter] [Low] [MP3 128 kbps] [Off] [Off] [Meeting]: [Rec Level] [Rec Mode] [Zoom Mic] [Low Cut Filter] [Middle] [MP3 128 kbps] [Off] [Off] EN 35 Playback Playback In addition to files recorded by the voice recorder, you can also play files in WAV, MP3 and WMA format transferred from a PC. Basic playback procedure 3 Playback 1 Select the file to play from the folder containing it (□ P.27). TIP • Files are saved in the locations below. Files recorded with the built-in microphone: [Recorder] folders (folders & to *) Music files transferred from a PC: [Music] folder Podcast files transferred from a PC: [Podcast] folder a b c d e f • [Recording media indicator File name Elapsed playback time File length Playback position bar indicator Folder indicator, recording date/time] appears in the display. 3 Press the +/- button to adjust the volume to the desired level.

2 Press the OK button to start playback. a b 4 c d e f • The volume can be adjusted to a setting between [00] to [30]. The higher the number, the louder the volume. Press the STOP (4) button to stop playback. • [] appears in the display. • The file being played stops right away. The resume function automatically stores the playback stop position in memory. The position is retained even if the power is turned OFF. The next time the power is turned ON, playback can be resumed from the stop position stored in the memory. EN 36 Playback Playback settings You can select various file playback methods tailored to different applications and tastes.

[Voice Playback]* (□ P.62) Only plays voice portions of a recorded audio file. A setting that makes recorded voices more discernable when muffled by projector noise or similar sounds. Compensates low-volume portions of recorded audio files during playback. Selecting from among three playback modes. A handy function for quickly moving the playback position, and playing short segments repeatedly. Switches to the playback operation setting. In this setting transcription can be made while listening to recorded content. Playback through the earphones You can connect the earphones to the voice recorder's EAR jack and listen to playback through them. 1 Connect the earphones to the voice recorder's EAR jack.

[Noise Cancel]* (□ P.62) 3 Playback To EAR jack [Voice Balancer]* (□ P.62) [Play Mode] (□ P.63) [Skip Space]* (□ P.64) 2 [Transcription Mode]* (□ P.65) Press the OK button to start playback. TIP • Function active only in [Recorder] mode. • There will be no sound from the speaker when the earphones are connected. NOTE • To avoid unpleasantly loud sound, set the volume to [00] before plugging in the earphone. • Avoid excessive volume when listening to playback through the earphones.

It may cause hearing damage or loss.



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EN 37 Playback Fast-forwarding Rewinding 3 Playback 1 1 EN 38 Fast-forwarding while the voice recorder is in stop mode Rewinding while the voice recorder is in stop mode While the voice recorder is in stop mode, press and hold the 9 button. • [] appears in the display. • Fast-forwarding stops when you release the 9 button. Press the OK button to start playback from the current position. Fast-forwarding during playback 1 While the voice recorder is in stop mode, press and hold the 0 button. • [] appears in the display. • Rewinding stops when you release the 0 button. Press the OK button to start playback from the current position. Rewinding during playback Press and hold the 9 button during playback.

• Playback starts from the current position when you release the 9 button. • If an index mark or temp mark in the file is reached, fast-forwarding stops at the mark (□ P.44). • Fast-forwarding stops when the end of the file is reached. Press and hold the 9 button again to fast-forward from the beginning of the next file.

1 Press and hold the 0 button during playback. • Playback starts from the current position when you release the 0 button. • If an index mark or temp mark in the file is reached, rewinding stops at the mark (□ P.44). • Rewinding stops when the beginning of the file is reached.

Press and hold the 0 button again to rewind from the end of the previous file. Playback Skipping to the beginning of a file • If a setting other than [File Skip] is set for [Skip Space], playback starts after the set amount of time has been skipped backwards or forwards. Playback does not skip to the beginning of the file. Music files Skipping to the beginning of the next file If a music file transferred to the voice recorder is unplayable, check that its sampling rate, bit count and bit rate values are within the supported ranges. The sampling rate, bit count and bit rate combinations supported for music file playback by the voice recorder are shown below. File format WAV format Sampling rate 44.1 kHz, 48 kHz MPEG 1 Layer 3: 32 kHz, 44.1 kHz, 48 kHz MPEG 2 Layer 3: 16 kHz, 22.05 kHz, 24 kHz 8 kHz, 11 kHz, 16 kHz, 22 kHz, 32 kHz, 44.1 kHz, 48 kHz Bit count/bit rate 16 bits 3 Playback 1 Press the 9 button while the voice recorder is in stop mode, or during playback.

Skipping to the beginning of the current file 1 While the voice recorder is in stop mode or playing back, press the 0 button. Skipping to the beginning of the previous file MP3 format 8 to 320 kbps 1 Press the 0 button when the playback position is the beginning of the file. • To skip to the beginning of the previous file during playback, press the 0 button twice consecutively. WMA format 5 to 320 kbps NOTE • If an index mark or temp mark is reached when skipping to the beginning of a file during playback, playback starts from the position of the mark. When skipping to the beginning of a file while the voice recorder is in stop mode, the mark is ignored (□ P.44). • MP3 files with variable bit rates (bit rates converted variably in a single file) may not play normally. • Linear PCM-format WAV files are the only WAV files the voice recorder can play. Playback of other WAV files is not supported. • Even if the file formats is compatible for playback on this recorder, the recorder does not support every encoder.

EN 39 Playback Changing the playback speed You can change the playback speed. Changing the playback speed is handy for speeding up conference presentations, or for slowing down parts difficult to discern when learning a language. You can set the playback speed from 50% (slow) to 100% (normal) to 600% (fast). 1 3 Playback 2 Press the OK button during playback. TIP • When changing the playback speed, playback operations such as stopping playback, skipping to the beginning of a file, and writing index marks/temp marks are the same as during standard playback.

NOTE Press the 2 or 3 button to select the desired playback speed. • Altered playback speed settings are retained even after power OFF. • During playback of a file, the [Speed] (□ P.86) setting of [Voice Guide] is disabled. Fast playback restrictions 3 Press the OK button.

Depending on their sampling rate and bit rate, some files may not play normally. In this case you will need to reduce the playback speed in this case. Playback speed display EN 40 Playback ABC repeat playback The voice recorder has a function that lets you repeat the playback of a portion (segment) of the file being played. In addition to the A-B repeat function available from previous models, the segment to repeat can be changed during repeat playback. ABC repeat playback 1 2 Select a file for ABC repeat playback, and start playback. Press the F3 (ABC) button when playback reaches the desired start position for ABC repeat playback. 3 Playback 1 Select the starting point for repeat playback (A) during playback. 2 When the ending point (B) is selected, repeat playback starts. 3 When the starting point for repeat playback (A) is canceled during repeat playback, the ending point of the segment (B) becomes the new starting point and playback continues. 4 When the ending point (C) is selected, repeat playback starts again.

5 These steps can be repeated to respecify a new segment to be played back repeatedly up to the end of the file. TIP • You can change the playback speed (□ P.40), and fastforward/rewind (□ P.38) when the [B] indicator is blinking. EN 41 Playback ABC repeat playback • If playback reaches the end of the file when the [B] indicator is blinking, the end of the file is treated as the segment end position, and repeat playback starts. To update the repeat position 4 Press the F3 (CANCEL A) button during ABC repeat playback. 3 3 Playback EN 42 Press the F3 (SET B) button again when playback reaches the desired end position for ABC repeat playback. • Segment A-B is set, and ABC repeat playback starts. To stop ABC repeat playback: Go to Step 6 To update the repeat position: Go to Step 4 • Segment A-B is canceled. [] becomes the new start position, and playback continues.

• You can change the playback speed (□ P.40), and fast-forward/rewind(□ P.38). 5 Press the F3 (SET C) button at the desired end position for ABC repeat playback. Playback ABC repeat playback Canceling ABC repeat playback 1 Press the F2 (CNCL ABC) button.

3 Playback • Segment B-C is determined and ABC repeat playback starts. TIP • As necessary, repeat Steps 4 and 5 to change the repeated segment. • If pressed when ABC repeat playback is stopped, cancels ABC repeat playback. • If pressed during ABC repeat playback, cancels the playback segment setting for the function, and continues standard playback. NOTE • If you change the file or switch to different display screen, ABC repeat playback is canceled.

6 Press the STOP (4) button. • Playback stops. The ABC repeat playback segment is not canceled.



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NOTE • You cannot change the end position of a repeat playback segment to a position before the start position. • You cannot write index marks or temp marks during ABC repeat playback (□ P.44). EN 43 Index marks/temp marks Writing an index mark or temp mark in a file enables you to quickly access desired position in the file with the same operations used for fast-forwarding, rewinding or skipping to the start of a file. Index marks are added to the files created using Olympus voice recorders and temp marks are added to files created using other devices. The position you wish to start listening from can be temporarily stored in a file during playback. Writing an index mark/temp mark Erasing an index mark/temp mark 1 Select a file that contains index mark/temp mark you want to erase and start playback.

Use the 9 or 0 button to select the index mark/temp mark you want to erase. 3 Index marks/temp marks EN 44 1 At the position to add an index mark or temp mark, press the F2 (INDEX) button. 2 **NOTE** • Temp marks are temporary markings. They are automatically erased when you select a different file, transfer the file to a PC, or move the file on a PC. • You can write up to 99 index marks/ temp marks in a single file. The message [No more can be set] appears if you attempt to write more than 99 marks. • You cannot write or erase index marks/temp marks in files that have been locked by the file lock function (□ P.66). 3 When the number of the index mark/temp mark to erase is being shown (for about 2 seconds) in the display, press the ERASE button. • Any subsequent index marks/temp marks in the file are automatically renumbered.

Calendar Search function Using the Calendar Search function to search for a file You can search for voice files by specifying a recording date. If you have forgotten in which folder a file has been saved, this feature lets you access it quickly by entering its recording date. 1 2 3 Press the HOME button to display the [Home] screen. Press the OK button to enter [Recorder] mode. Press the F2 (SEARCH) button.

5 6 2, 3, 9, 0 button: Dates on which there are no recorded files are skipped and moves to the next date that contains a recording. F1, F3 button: Move to the previous/next month. • Press the F2 (SEARCH) button to cancel the setting and return to the [Recorder] screen. 3 Calendar Search function Press the OK button. Press the 2 or 3 button to select the desired file.

4 Press the 2, 3, 9 or 0 button to select the desired date. a b 7 c d Press the OK button to start playback. a Year and month of the calendar being displayed b Cursor c Current date d Number of files registered for the selected date • Dates on which files were saved are underlined. **NOTE** • You can only search for files saved in the folder for voice recordings ([&] to [*]). EN 45 Erasing files/folders This section describes how to erase a single unneeded file from a folder, erase all the files in the current folder at once, or erase a selected folder. Erasing files 1 Select the file you want to erase (□ P.27). When the file display screen appears, press the ERASE button while the voice recorder is in stop mode. 4 Press the OK button. 3 Erasing files/folders 2 5 Press the 2 button to select [Start].

• The voice recorder returns to the stopped mode if no operation is performed for 8 seconds. 3 Press the 2 or 3 button to select [All in folder] or [One file]. 6 Press the OK button. EN 46 [All in folder]: Erases all the files saved in the same folder as the selected file. [One file]: Erases only the selected file. • [Erasing!] appears in the display, and the erasing process starts. [Erased] appears when the process has finished. Erasing files/folders Erasing a folder 1 2 Select the folder you want to erase (□ P.27). In the folder display screen, press the ERASE button while the voice recorder is in stop mode.

1 Partially erasing files You can erase unneeded parts of a file. You can only partially erase PCM format files recorded using this recorder. 3 Play back a file you wish to partially erase. • Advance the file to the position you wish to erase. If the file is long, use the 9 button to advance to the position where you wish to erase.

Erasing files/folders 2 • The voice recorder returns to the stopped mode if no operation is performed for 8 seconds. Press the ERASE button at the partial erase start position. 3 Press the 2 button to select [Start]. 4 Press the OK button. • [Erasing!] appears in the display, and the erasing process starts. [Erased] appears when the process has finished. • Playback continues while [Partial Erase] is flashing and as with usual playback, fast-forward/rewind can be performed and you can quickly advance to the end position. When the end of the file is reached while the display is flashing, that position becomes the end position of erase. EN 47 Erasing files/folders Partially erasing files 3 Press the ERASE button again at the position where you wish to end partial erase. • When the SD card is set to writeprotected, [SD Card Protected] is displayed. To erase files, cancel SD card write protection (□ P.19). • When an SD card is inserted in the recorder, be sure to confirm that the recording media used is the [Internal memory] or [SD card] so there is no mistake about where files are stored (□ P.71). • Locked files and read-only files cannot be erased (□ P.

66). • You cannot erase [Recorder] ([Folder A] to [Folder E]), [Music], and [Podcast], which are preset in the recorder. • [Music] folder subfolders other than the [Music] can be erased. • [Podcast] folder subfolders other than the [Podcast] can be erased. • If there is a file that cannot be recognized by the recorder, the file and the folder which contains that file will not be erased. The voice recorder must be connected to a PC to erase these files and folders. • Before erasing a file or folder, charge or replace the battery to ensure it will not run out before the process has finished. Erasing processes can take over 10 seconds to complete. To prevent the risk of damage to data, never attempt to perform any of the following processes before an erasing process has finished: 1 Disconnecting the AC adapter 2 Removing the battery 3 Removing the SD card (if the recording media has been set to [SD card]). 3 Erasing files/folders EN 48 • On the display, [Start point] and [End point] flashes alternately.

4 Press the ERASE button. • The display changes to [Partial erasing!] and erasing process starts. When [Partial erase completed] is displayed, the procedure is completed. • Playback stops at the position where partial erase was completed. • If you don't press the ERASE button within 8 seconds, partial erase is canceled and the unit returns to play back status.

NOTE • Files cannot be restored after being erased, so please check carefully before erasing a file. Schedule Displaying the schedule screen Operating the schedule screen This recorder has a voice memo function that allows you to record a one-minute voice memo on a specified date and time.



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Because the voice memo is played at a specified day and time, it can be used to help manage your schedule. 1 2 Press the HOME button to display the [Home] screen. Press the 3 button to select [Scheduler].

4 Press the 2, 3, 9 or 0 button to move the cursor. a 4 Displaying the schedule screen b c d 3 Press the OK button. a Year and month being displayed b Current date c Cursor d The number of memos and scheduled playback registered for the selected date 9, 0 button: Move to the previous/next date. 2, 3 button: Move to the previous/next week. F2, F3 button: Move to the previous/next month. •The [] mark is displayed on dates where a memo or schedule recording is registered. 5 Press the F1 (BACK) button to exit the schedule screen. EN 49 Registering a voice memo Recording a voice memo on a specified date You can record a voice memo that is a maximum of one minute long. Up to 99 voice memos can be recorded in a day, and a total of up to 1,000 voice memos can be registered on this recorder. 1 2 Press the HOME button to display the [Home] screen.

Press the 3 button to select [Scheduler]. Press the OK button. 5 Press the REC (s) button to record a voice memo. a b c 4 Registering a voice memo EN 50 3 a File number b Elapsed recording time/Possible recording time c Voice recorder status indicator 6 4 Press the 2, 3, 9 or 0 button to select the date on which you wish to record a voice memo. Press the STOP (4) button when you want to stop recording. •The calendar screen reappears, on which an [] mark is added to the registered date. Listening to a voice memo Playing back a registered voice memo You can play back a registered voice memo. 1 2 3 Press the HOME button to display the [Home] screen. Press the 3 button to select [Scheduler]. Press the OK button.

6 Press the 2 or 3 button to select the voice memo you wish to play back. 4 Listening to a voice memo 7 Press the OK button to play back the voice memo. a b c 4 Press the 2, 3, 9 or 0 button to select the date on which the voice memo is registered. a File number b Elapsed playback time/file length c Voice recorder status indicator 8 Press the +/- button to adjust the volume to the desired level. 5 Press the OK button.

EN 51 Playing voice as an alarm Setting the date and time to play back the voice memo You can use the alarm function to play back a registered voice memo at a specified date and time. 1 Select the voice memo you wish to play back as an alarm (□ P.51). Press the F3 (ALARM) button. Setting ON/OFF: 1 Press the 2 or 3 button to select [ON] or [OFF].

4 Playing voice as an alarm EN 52 2 3 Press the 9 or 0 button to select the desired setting item. [ON]: Executes the set content. [OFF]: Does not execute the set content. Setting the execution time: 1 Press the 2 or 3 button to change the number. 2 Press the 9 or 0 button to move the cursor. a b a Preset ON/OFF: Set whether to execute the set content. b Preset execution time: Set the start time of alarm playback. 3 Repeat steps 1 and 2 to set the execution time. Playing voice as an alarm Setting the date and time to play back the voice memo 4 Press the F3 (GO) button to complete the setting. Alarm playback The alarm sounds when the set time arrives.

While the alarm is sounding, press the OK button to play the preset voice memo. Press the STOP (4) button to stop playback. TIP •The alarm stops automatically in five minutes if the button is not pressed. At that time, the voice memo is not played. •Even though the power is OFF or the unit is in HOLD mode, the alarm sounds when the set alarm time arrives. Even when in HOLD mode, pressing the OK button starts playback of the set voice memo. 4 Playing voice as an alarm NOTE •Alarm playback does not operate if the recorder is operated at the set alarm playback time or the recorder is operating at that time. •When the timer record and start time setting are the same, the timer recording setting takes precedence (□ P.76). EN 53 Erasing a voice memo Erasing a voice memo You can erase voice memos.

You can erase voice memos one at a time or collectively. 1 2 Select the voice memo you wish to erase (□ P.51). Press the ERASE button. 4 Press the OK button.

4 Erasing a voice memo EN 54 5 3 Press the 2 or 3 button to select the erase mode. Press the 2 button to select [Start]. 6 [One file]: Erases the selected voice memo. [One day]: Erases all voice memos that are registered on the same date as the selected voice memo. [One month]: Erases all voice memos that are registered in the same month as the selected voice memo.

[All files]: Erases all voice memos registered in the recorder. Press the OK button. •[Erased] appears when the process has finished. Menu Setting menu items Basic operation Menu items are arranged by tabs, letting you quickly set desired items by selecting a tab and then moving to the desired item within the tab. Follow the steps below to set a menu item. 1 Press the MENU button during recording, playback or stop. 2 Press the 9 or 0 button to select the tab of the item that you wish to set. 5 Setting menu items TIP •In addition to pressing the MENU button, you can also enter the menu screen from the [Home] screen (□ P.23). •Some menus contain items that can be set during recording/playback (□ P.

57). •Moving the cursor from one tab to another switches the displayed menu screen. 3 Press the 2 or 3 button to select the desired setting item. EN 55 Setting menu items Basic operation 4 Press the OK button. •A message indicating the setting has been entered appears. •If you press the 0 button without pressing the OK button, the setting is canceled and the previous screen is displayed. 7 Press the F1 (BACK) button to exit the menu screen. 5 Setting menu items EN 56 5 •The setting of the selected item is displayed. •You can also use the 9 button to perform this operation. Press the 2 or 3 button to change the setting.

•When you enter the menu screen during recording or playback, press the F1 (BACK) button to return to the previous screen without interrupting recording or playback. NOTE 6 Press the OK button to finalize the setting. •For menu settings done while the voice recorder is in stop mode, the voice recorder exits the menu and returns to the stopped mode if no operation is performed for 3 minutes. The selected setting item is not changed in this case. •For menu settings done during recording/playback, the voice recorder exits the menu if no operation is performed for 8 seconds.

Setting menu items Basic operation 4 Menu items that can be set during recording; •••••••Rec Level Zoom Mic Low Cut Filter Folder Name Rec Monitor Backlight LED 4 Menu items that can be set during playback; •••••••Noise Cancel Voice Balancer*1 Play Mode Skip Space*1 Property Backlight LED *1 5 Setting menu items *1 Function active only in [Recorder] mode.



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EN 57 Recording menu [Rec Menu] Selecting the recording sensitivity [Rec Level] You can change the recording level (sensitivity) as needed for your recording application. [High]: The highest recording sensitivity. Suited to recording lectures, large conferences and other applications with distant or quiet sound sources. [Middle]: Suitable for recording in a meeting with a small number of people.

[Low]: The lowest sensitivity, this level is suitable for dictation. [Manual]: You can adjust the recording to any of 30 levels. TIP • When you wish to record a speaking voice clearly, set [Rec Level] to [Low], and place the voice recorder's built-in microphone near the speaker's mouth (5 to 10 cm away). NOTE •

When [Rec Level] is set to [High], [Middle] or [Low], the recording level is adjusted automatically. Excessively loud sound input may generate noise regardless of whether [Rec Level] is set to [High], [Middle] or [Low]. Adjusting the recording level 1 Adjust the recording level by pressing the 9 or 0 button during recording or when recording is paused. 5 Recording menu [Rec Menu] EN 58 • Increasing the [Rec Level] number increases the recording level and extends the level meter indicator position. NOTE • Setting the voice recorder to [Manual] disables the limiter function. If [OVER] is displayed, the recorded audio will be distorted. Adjust the recording level so that [OVER] is not displayed.

Recording menu [Rec Menu] Setting the recording mode [Rec Mode] You can prioritize sound quality or recording time. Select the recording mode that best matches your recording application. [PCM 48kHz/16bit] [PCM 44.1kHz/16bit] [MP3 256kbps] [MP3 128 kbps] [WMA 32 kbps mono]* [WMA 8 kbps mono]** * Mono recording TIP • The [Rec Mode] screen shows the highest sound quality order, beginning from the top. • Setting a higher recording rate increases file size. Check that you have enough remaining memory before recording. • To record conferences and presentations clearly, it is recommended to set [Rec Mode] setting to [MP3 128kbps] or above. Selecting microphone directivity [Zoom Mic] The voice recorder's built-in stereo microphone provides directivity ranging from broad-coverage stereo recording to highly directional recording. 1 Press the 2 or 3 button to adjust the directionality of the built-in stereo microphone. 5 Recording menu [Rec Menu] • The + button increases directivity.

• The – button enables recordings with broader-coverage stereo. • Reducing directivity and broadening the sound pickup range gives recordings more of a stereo effect. • You can adjust the range between [–3] and [+6]. NOTE • When [Rec Mode] is set to stereo, recording with a connected mono microphone records on the left channel only. EN 59 Recording menu [Rec Menu] Zoom mic function High directivity Reducing noise during recording [Low Cut Filter] The voice recorder's low cut filter function lets you make recordings that reduce humming sounds from air-conditioners or low-frequency sounds from equipment such as projectors.

Low directivity Narrow sound pickup range Broad sound pickup range 5 Recording menu [Rec Menu] EN 60 NOTE • The [Zoom Mic] function is designed to demonstrate the performance by the recorder's built-in stereo microphone Note that normal recording may no longer be possible when using a separately purchased microphone or when recording from another device using a connecting cord. • The following function is not available when the [Zoom Mic] function is used. • [With recording] (□ P.79) [On]: Turns the low cut filter ON. [Off]: The low cut filter is disabled.

Setting timer recording [Timer Rec] Recording starts automatically when the set time arrives. See "Setting timer recording [Timer Rec]" (□ P.76) for the procedure. Recording menu [Rec Menu] Changing the folder name [Folder Name] You can change the name [Folder A] to [Folder E] for voice recording. TIP • In addition to navigating through the menu, you can press the F3 button on the folder list display screen to change the folder names. 1 Press the 2 or 3 button to select the folder you wish to change. Setting the recording monitor [Rec Monitor] Select whether or not to output audio while recording from the earphone jack (EAR). [On]: Enables the recording monitor function. Sound will be output from the EAR jack. [Off]: Disables this function.

Sound will not be output from the EAR jack. NOTE • If the external speaker is connected while recording, there is a risk that audio feedback will occur. It is recommended that you use earphones to monitor recording, or turn [Rec Monitor] to [Off] while recording. 5 Recording menu [Rec Menu] 2 Press the 2 or 3 button to select the name you wish to change from the registered list. Template list Folder A Folder E Work Lecture Telephone recording Language study Folder B Car Interview Folder C Train Business trip Class Reminder Conversation Hobby Event Folder D Plane Conference Record Lesson Music EN 61 Playback menu [Play Menu] Skipping non-voice portions during playback [Voice Playback] The [Voice Playback] function lets you only play the speaking portions of a recorded file of spoken-word content. NOTE • The speaking portions of the file must be extracted beforehand (□ P.79). Reducing noise during playback [Noise Cancel] Use the [Noise Cancel] function to reduce noise when a recorded voice is difficult to discern. [High] [Low]: Reduces surrounding noise to play back clearer sound quality. [Off]: The noise cancel function is disabled.

NOTE • The [Noise Cancel] function is only in [Recorder] mode. 5 Playback menu [Play Menu] EN 62 [On]: Automatically skips the non-voice portions of the file and plays only the speaking portions. [Off]: The voice playback function is disabled. NOTE • The [Voice Playback] function is only enabled in [Recorder] mode. Adjusting low volume portions during playback [Voice Balancer] The [Voice Balancer] function adjusts low volume portions of recorded audio files to make them louder.

[On]: Adjusts low-volume portions of audio files during playback, making them louder. [Off]: The voice balancer function is disabled. NOTE • The [Voice Balancer] function is only enabled in [Recorder] mode. Playback menu [Play Menu] Selecting playback modes [Play Mode] Select the playback mode according to your preference. NOTE • When you set [Playback range] to [File], [End] blinks in the display for 2 seconds after the last file in the folder has been played, then playback stops at the start position of the last file.

• While [Playback range] is set to [Folder], [End] blinks in the display for 2 seconds after the last file in the folder has been played, then playback stops at the start position of the first file in the folder. • When [Playback range] is set to [All], after the last file in the current folder has been played, the first file in the next folder is being played.



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