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You can read the recommendations in the user guide, the technical guide or the installation guide for OLYMPUS LS-3. You'll find the answers to all your questions on the OLYMPUS LS-3 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual OLYMPUS LS-3
User guide OLYMPUS LS-3
Operating instructions OLYMPUS LS-3
Instructions for use OLYMPUS LS-3
Instruction manual OLYMPUS LS-3



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 recordings, we recommend that you test the record function and volume before use.



Register your product on www.olympus.eu/register-product and get additional benefits from Olympus!



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Manual abstract:

@@@. The illustration of the screen and the recorder shown in this manual may differ from the actual product. The utmost care has been taken to ensure the integrity of this document but if you find a questionable item, error or omission, please contact our Customer Support Center. Any liability for passive damages or damage of any kind occurred due to data loss incurred by a defect of the product, repair performed by the third party other than Olympus or an

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Table of contents Introduction Safety precautions ..

.....

.....

.....

.....

.....

.....

.. 4 4 Menu setting Menu setting method

.....

.....

.....

.....

48 + File Menu.....

.....

.....

.....

.....

.....

.....

.....

50 , Rec Menu

.....

.....

.....

.....

.....

.....

.....

50 - Play Menu.....

.....

.....

.....

.....

.....

.....

.....57 .

LCD/Sound Menu.....

.....

.....

.....

.....

.....

...60 / Device Menu ..

.....

.....

.....

.....

.....
.....
.....
.....

12 Power supply.....

.....
.....
.....

.....
.....
.....

..15 Inserting batteries

.....
.....
.....
.....

.....

..15 Battery settings...

.....
.....

.....
.....
.....
.....

.....16 Charging by connecting to a computer via USB ...

...17 Connect to the USB connecting AC adapter (optional) to charge ..

.....
.....

.....
.....
.....

.....18 Turning on/off the power

.....
.....
.....
.....

.....20 HOLD

.....
.....
.....

.....
.....
.....
.....

.....21 Setting time and date [Time & Date] .

.....
.....

.....22 Changing the time and date....

.....
.....
.....
.....

..23 Inserting and ejecting a microSD card

.....

..24 Inserting a microSD card ...

.....

.....

.....

.....

.....24 Ejecting a microSD card ..

.....

.....

.....

.....

.....

.25 [Home] display operations

.....

.....

.....

...26 Notes on the folders ..

.....

.....

.....

.....

.....

...27 About the folders for voice recordings.....

.....

....27 About the folder for music playback .

.....

.....

.....28 Selecting the folders and files ...

.....

.....

.....

...29 1 2 3 4 5 6 5 Using the recorder on your PC Operating environment.....

.....

.....

.....

.....77 Using Olympus Sonority.

.....

.....

.....

.....

.....

79 Functions available in the Olympus Sonority

....79 Installing software

.....

.....

.....

.....

.....

....80 Uninstalling software .

.....

.....

.....

.....

.....

.....82 Copying voice guide data .

.....
.....
.....
.....

.....83 Upgrade function .

.....
.....
.....

.....
.....
.....
.....

.84 Using online help.....

.....
.....
.....

.....
.....
.....

...86 Connecting to your PC

.....
.....
.....
.....

...87 Disconnecting from your PC

.....
.....
.....

.....88 Transfer the voice files to your PC .

.....
.....
.....

89 Usage as external memory of the PC

.....

..90 2 About recording Recording..

.....
.....
.....
.....
.....

....30 Changing the recording scene [Rec Scene] .

.....

.....33 Recommended settings by recording condition ...

.34 Recording from external microphone or other devices.....

.....
.....
.....

.....
.....
.....
.....

....35 6 Other information Alarm message list

.....
.....
.....

..91 Troubleshooting...

.....
.....
.....
.....

....93 Accessories (optional)

.....
.....
.....

...96 Specifications..

.....
.....
.....
.....
.....

....97 Technical assistance and support

.....
.....

....102 3 About playback Playback

.....
.....
.....
.....

..37 Changing the playback speed

.....
.....
.....

.....41 Setting an index mark or a temp mark

.....
.....
.....

....42 How to begin segment repeat playback .

.....
.....

.43 Changing the playback scene [Play Scene]

....44 Erasing .

.....
.....
.....
.....
.....

45 Erasing files

2 Accidentally swallowing the battery, cards or other small parts. 3 Accidentally being injured by the moving parts of the recorder. · Be careful with the strap. Be careful with the strap when you carry the recorder. It could easily catch on stray objects and cause serious damage. · Do not leave the recorder in places where it may be subject to extremely high temperatures. Doing so may cause parts to deteriorate and, in some circumstances, cause the recorder to catch fire.

Do not use the charger or AC adapter if it is covered (such as a blanket). This could cause overheating, resulting in fire. · Handle the recorder with care to avoid getting a low-temperature burn. · When the recorder contains metal parts, overheating can result in a lowtemperature burn. Pay attention to the following: · When used for a long period, the recorder will get hot.

If you hold on to the recorder in this state, a lowtemperature burn may be caused. · Do not use or store the recorder in dusty or humid places. · Do not disassemble, repair or modify the unit yourself. EN 5 Safety precautions · In places subject to extremely cold temperatures, the temperature of the recorder's body may be lower than the environmental temperature. If possible, wear gloves when handling the recorder in cold temperatures.

· If a battery fluid gets into your eyes, flush your eyes immediately with clear, cold running water and seek medical attention immediately. Battery handling precautions Follow these important guidelines to prevent batteries from leaking, overheating, burning, exploding, or causing electrical shocks or burns. f Warning: · Keep batteries dry at all times. · If rechargeable batteries have not been recharged within the specified time, stop charging them and do not use them. · Do not use a battery if it is cracked or broken. · Never subject batteries to strong shocks or continuous vibration. · If a battery leaks, becomes discolored or deformed, or becomes abnormal in any other way during operation, stop using the recorder. · If a battery leaks fluid onto your clothing or skin, remove the clog functions such as the recording level and microphone sensitivity to suit the recording conditions and personal preferences (P.50). s It has a built-in Variable Control Voice Actuator (VCVA) function (P.

53). s The Low Cut Filter minimizes air conditioner noise and other similar noises while recording (P.52). s A Noise Cancel function (P.57) and a Voice Filter function (P.57) cut noise and enable clear audio playback. s Has recording scene setting and playback scene setting functions to register the best setting according to different usages (P.33, P.44, P.55, P.

59). s It features various repeat functions (P.43, P.58). 1 Main feature indicator, File Lock indicator, Recording mode indicator 6 Recorder status indicator [K]: Record indicator []: Pause indicator [L]: Stop indicator [·]: Play indicator [β]: Forwarding indicator [TM]: Rewinding indicator [N]: F.

Play indicator [M]: S. Play indicator 4 5 12 1 Recording media indicator 2 Current folder name 3 Battery indicator 4 File name 5 Function guide indicator 7 Icon display (P.14) 8 Remaining recording time, File length 9 Elapsed recording time, Elapsed playback time 0 Remaining memory bar indicator, Playback position bar indicator ! Level meter, Recording date and time @ Function guide indicator Identification of parts 4 [Music] mode display: List display 1 1 2 3 5 6 7 8 9 0 When there are files and folders in the folder File display 1 2 3 4 ! @ # \$ 4 1 Identification of parts 5 1 Recording media indicator [I]: Built-in flash memory [m]: microSD card 2 Current folder name 3 Battery indicator 4 Folder name, File name 5 Function guide indicator List display 2 1 2 3 1 Recording media indicator 2 Current file name 3 Current file number/ Total number of recorded files in the folder 4 Battery indicator 5 File format 6 Recorder status indicator [·]: Play indicator [L]: Stop indicator [β]: Forwarding indicator [TM]: Rewinding indicator [N]: F. Play indicator [M]: S. Play indicator 4 5 When there are only files in the folder 7 Title name 8 Artist name 9 Album name 0 Function guide indicator ! File length @ Elapsed playback time # Playback position bar indicator \$ Icon display (P.

14) 1 Recording media indicator 2 Current folder name 3 Battery indicator 4 File name 5 Function guide indicator EN 13 Identification of parts Icon display(For all modes) [◀]: Timer [A]: Alarm [?]: Microphone Sensitivity [û]: VCVA [Æ]: Voice sync [ü]: Pre-recording [ù]: Rec Level [0]: Low Cut Filter []: Zoom Mic [%]: Noise Cancel [\$]: Voice Filter [Û] [á] []: Playback mode [] EUPHONY []: Reverb 1 Identification of parts · Remove the screen protector on the display. EN 14 Power supply Inserting batteries This recorder can be used with either Ni-MH Rechargeable Batteries or AAA Alkaline Batteries. · When charging with the recorder, be sure to use the supplied Ni-MH rechargeable batteries (BR404). · The supplied rechargeable batteries are not fully charged. Before using the recorder or after long periods of disuse, it is recommended that you continuously charge them until full (P.17). 2 Insert the batteries, observing the correct = and - polarities. 1 Power supply 3 Close the battery cover completely by pressing to the direction A, then sliding to the direction B. 1 Lightly press down on the arrow and slide the battery cover open. EN 15 Power supply Notes · Manganese batteries may not be used in this recorder.

· When changing batteries, AAA alkaline batteries or Olympus Ni-MH rechargeable batteries are recommended. · Be sure to stop the recorder before replacing the batteries. Unloading the batteries while the recorder is in use may cause a malfunction such as corrupting the file, etc. If you take out the batteries while recording, you will lose your currently recorded file because the file header will not be able to close. · If it takes longer than 15 minutes to replace the dead batteries or if you take the batteries in and out repeatedly at short intervals, you may have to redo the battery and time settings. In this case, the [Battery] screen will appear. For more details, see "Battery settings". · Remove the batteries if you are not going to use the recorder for an extended period of time. · When replacing rechargeable batteries, be sure to use Ni-MH rechargeable batteries (optional). The use of other manufacturers' products can damage the recorder and should be avoided.

Battery settings Select to match the battery you are using. 1 Power supply EN 1 Replace the batteries and turn on the recorder (P.15). 2 Press the + or - button to change the setting.



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Battery type [Ni-MH] (δ): Select when using the Olympus Ni-MH rechargeable batteries (BR404).

[Alkaline] (ú): Select when using alkaline batteries. 3 Press the OK button to complete the setting. · If the "Hour" indicator flashes in the display, see "Setting time and date [Time & Date]" (P.22). Battery indicator The battery indicator on the display changes as the batteries lose power.

· When [æ] appears on the display, replace the batteries as soon as possible. When the batteries are too weak, [s] and [Battery Low] will appear on the display and the recorder will shut down. 16 Power supply Note · When playing a voice/music file, the recorder may be reset due to the reduction of the voltage output of the batteries depending on the volume level even if [°] is displayed in the battery indicator. In this case, lower the volume of the recorder. 3 While the recorder is during stop mode or turned off, connect the USB cable to the connecting terminal on the bottom of the recorder. 1 Power supply Charging by connecting to a computer via USB You can charge the batteries by connecting to a PC's USB port. When charging, be sure to correctly place the rechargeable batteries (supplied) into the recorder (P.15). Before connecting the USB cable, exit HOLD mode (P.21).

Do not charge primary batteries such as alkaline or lithium batteries. It may cause battery leakage or heating, which may cause the recorder to malfunction. 4 Press the OK button to start charging. 1 Boot the PC. 2 Connect the USB cable to the USB port of the PC. · While [Press OK to start charging] is flashing, press the OK button. 5 Charging is completed when battery indication becomes to [ç]. Charging time: approximately 3 hours * * It shows the approximate time when charging rechargeable batteries fully from no remaining power at the room temperature. The charging time EN 17 Power supply will be changed depending on the remaining amount and the state of batteries. Connect to the USB connecting AC adapter (optional) to charge 3 While the recorder is during stop mode or turned off, connect the USB cable to the connecting terminal on the bottom of the recorder.

1 Power supply EN It can be charged by connecting to the USB connecting AC adapter (A514) (optional). · Before connecting the AC adapter, switch the USB connection setting to [AC Adapter] (P.73). · Before connecting the USB cable, exit HOLD mode (P.21).

To the USB connector 1 Plug the recorder's USB cable into the AC adapter. 4 Press the OK button to start charging. To the USB connecting AC adapter's (A514) USB connector · While [Press OK to start charging] is flashing, press the OK button. 5 Charging is completed when [Battery Full] is displayed. 2 Plug the AC adapter into AC outlet.

To the AC outlet 18 Notes · The recorder cannot be charged when the PC is not turned on. It may not also be charged when the PC is in standby, hibernate, or sleep mode. Power supply · Do not charge the recorder with the USB hub connected. · Insert the supplied rechargeable battery and set [Battery] to [Ni-MH]. If [Battery] is set to [Alkaline], you cannot recharge (P.16, P.61). · You cannot charge when [ø]*1 or [J]*2 blinks. Charge the batteries at a temperature in the range of 5°C to 35°C (41°F to 95°F). *1 [ø]: When the surrounding temperature is low.

*2 [J]: When the surrounding temperature is high. · When using time becomes notably short even after the batteries are fully charged, replace them with new ones. · Be sure to push the USB connector all the way in. Otherwise, the recorder may not operate properly. · Be sure to use the included dedicated USB cable. If any other company's cable is used, it may lead to malfunction of the recorder. Also, never use this dedicated cable with any other company's products. · Selecting [Composite] in the USB connection settings will prevent the recorder to charge via USB. Select [Storage class] in the USB connection settings if you would like to charge (P.73).

· In case you would like to charge using the [Composite] setting, select [Optional] in the USB connection settings, then connect the USB cable to the recorder. Selecting [AC Adapter] at the [USB Connect] display will enable you to charge (P.73). Cautions concerning the rechargeable batteries Read the following descriptions carefully when you use the Ni-MH rechargeable batteries. Discharging: The rechargeable batteries self-discharge while this is not in use. Be sure to charge them regularly before use. Operating temperature: The rechargeable batteries are chemical products. The rechargeable batteries efficiency may fluctuate even when operating within the recommended temperature range. This is an inherent nature of such products. Recommended temperature range: When operating appliance: 0°C - 42°C/ 32°F - 107.

6°F Charging: 5°C - 35°C/ 41°F - 95°F Storage for a long period: 20°C - 30°C/ 4°F - 86°F Using the rechargeable batteries outside the above temperature range may result in declining efficiency and shorter battery life. In order to prevent battery leakage or rust, remove the rechargeable batteries from the products when you will not be using them for a long time, and store them separately. Notes · This recorder is designed to fully charge batteries regardless of their energy level. However, for best results when charging newly purchased rechargeable batteries or batteries that have not been used for a long time (more than one month), it is recommended to fully charge the batteries then discharge repeatedly for 2 to 3 times. 1 Power supply EN 19 Power supply · When disposing rechargeable batteries, always observe the local laws and regulations. Contact your local recycling center for proper disposal methods. · If Ni-MH rechargeable batteries are not fully discharged, protect against shortcircuiting (e.g. by taping the contacts) before disposing. For customers in Germany: Olympus has a contract with the GRS (Joint Battery Disposal Association) in Germany to ensure environmentally friendly disposal.

Turning off the power Slide the POWER/HOLD switch to the direction of the arrow, and hold it for 0.5 seconds or longer. · The display shuts off, and the power will be turned off. · The resume function remembers the stop position before the power is turned off. Power save mode If the recorder is on and stops for 10 minutes or longer (default), the display shuts off and it goes into power save mode (P.61). · To exit power save mode, press any button. 1 Power supply EN Turning on/off the power When the recorder is not being used, turn the power off to reduce battery consumption to a minimum. Even if the power is turned off, existing data, mode settings, and clock settings will be maintained.



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Turning on the power While the recorder is turned off, slide the POWER/HOLD switch to the direction of the arrow.

20 · The display will turn on, and the power will be turned on. HOLD If you set the recorder to HOLD mode, the running conditions will be preserved, and all buttons will be disabled. This feature is useful when the recorder has to be carried in a bag or pocket. This mode can also prevent you from accidentally stopping the recording. Set the recorder to HOLD mode Exit HOLD mode Slide the POWER/HOLD switch to the [HOLD] position.

Slide the POWER/HOLD switch to the A position. 1 HOLD · After [Hold] appears on the display, the recorder is set to HOLD mode. Notes · If you press any button in HOLD mode, the clock display lights for 2 seconds, but the recorder will not operate. · If HOLD is applied during playback (recording), operation is disabled with the playback (recording) state unchanged (When playback has ended or the recording has ended due to the remaining memory being used up, it will stop). · The recorder can be effectively operated via the exclusive remote control set RS30W (optional), even when it is in HOLD mode.

EN 21 Setting time and date [Time & Date] If you set the time and date beforehand, the information when the file is recorded is automatically stored for each file. Setting the time and date beforehand enables easier file management. When you use the recorder for the first time after purchasing it, or when the batteries have been inserted without the device having been used in a long time, the [Set Time & Date] will appear. When the "Hour" is flashing, conduct the setup from Step 1. 2 Press the + or - button to set. · Follow the same steps by pressing the 9 or 0 button to select the next item, and press the + or - button to set. · You can select between 12 and 24 hour display by pressing the F1 button while setting the hour and minute. Example: 10:38 P.M 10:38 PM (Initial setting) 22:38 1 Setting time and date EN · You can select the order of the "Month", "Day" and "Year" by pressing the F1 button while setting them. Example: March 24, 2011 3M 24D 2011Y (Initial setting) 24D 3M 2011Y 2011Y 3M 24D 3 Press the OK button to complete the setting.

+ - button 9 0 button OK button 1 Press the 9 or 0 button to select the item to set. · Select the item from the "Hour", "Minute", "Year", "Month" and "Day" with a flashing point. · The clock will start from the set date and time. Press the OK button according to the time signal. 22 Setting time and date [Time & Date] Notes · If you press the OK button during the setup operation, the recorder will save the items that were set to that point. · After setup, a message will sound saying that If the guidance is not required, select [Off], and the screen goes into [Voice Guide] (P.72) setup. If you don't want the guidance feature, select [Off]. 2 Press the + or - button to select [Device Menu] tab. · You can change the menu display by moving the settings tab cursor.

1 Setting time and date 3 Press the OK button to move the cursor to the item to set. · [Device Menu] will appear on the display. Changing the time and date While the recorder is during stop mode, press and hold the STOP (4) button to display the [Time & Date] and [Remain]. If the current time and date is not correct, set it using the procedure below. 4 Press the + or - button to select [Time & Date].

5 Press the OK button. MENU/SCENE button F2 button · [Time & Date] will appear on the display. · The "Hour" will flash on the display, indicating the start of the Time and Date setup process. + - button OK button 1 While the recorder is during stop mode, press the MENU/SCENE button. · The menu will appear on the display (P.

48). The following steps are the same as Step 1 through Step 3 of "Setting time and date [Time & Date]" (P.22). 6 Press the F2 (EXIT) button to close the menu screen. EN 23 Inserting and ejecting a microSD card The "microSD" indicated in the instruction manual refers to both microSD and microSDHC. With this recorder, besides the built-in memory, you can store the data into commercially available microSD card. · Inserting the microSD card in the wrong way or at an angle could damage the contact area or cause the microSD card to jam. · If the microSD card is not inserted all the way, data may not be written to the microSD card. Inserting a microSD card 1 Inserting and ejecting a microSD card EN 1 While the recorder is during stop mode, open the card cover. 3 Close the card cover securely.

· When you insert the microSD card, the recording media changeover display will appear. 2 Face the microSD card in the correct way and insert it into the card slot as shown in the diagram. · Insert the microSD card keeping it straight. 4 To record on a microSD card, press the + or - button and select [Yes]. 5 Press the OK button to complete the setting. 24 Inserting and ejecting a microSD card Notes · It is possible to switch the recording media over to the built-in memory (P.61). · In some cases microSD cards that have been formatted (initialized) by another device, such as a computer, may not be recognized. Be sure to format microSD cards with this recorder before using them (P.74).

3 Close the card cover securely. Notes · Releasing your finger quickly after pushing the microSD card inward may cause it to eject forcefully out of the slot. · Check the Olympus website regarding microSD cards which are confirmed operation with this recorder. · This recorder may not recognize correctly on some microSD cards which are not compatible with this recorder. · In the case when the microSD card cannot be recognized, remove the microSD card then put it in again to see if this recorder recognizes the microSD card.

· The processing performances reduce in a microSD card when you repeat writing and deleting. In this case, format the microSD card (P.74). 1 Inserting and ejecting a microSD card Ejecting a microSD card 1 While the recorder is during stop mode, open the card cover. 2 Push the microSD card inward to unlock it, and let it eject partially.

· The microSD card is visibly out of the slot and can be removed safely. · If you eject the microSD card when [Memory Select] is set to [microSD Card], it will be automatically changed to [Built-in Memory Selected]. EN 25 [Home] display operations You can use this recorder as a digital voice recorder, as well as a digital music player. 3 Press the OK button. 1 [Home] display operations EN + - button OK button LIST button When [Recorder] is selected: The recorder will go into [Recorder] mode.



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You will be able to record and playback files recorded by the recorder (P.30, P.37). 1 Press the LIST button repeatedly to set the [Home] display. · [Home] will appear on the display.

· When [Home] is displayed in the Function Guide display section, press the F1 button to return to the home screen. When [Music] is selected: The recorder will go into [Music] mode, and you will be able to playback music files transferred to the recorder (P.37). 2 Press the + or - button to select the mode. 26 Note · During recording, you cannot switch the mode without stopping the recorder. Notes on the folders The built-in memory or the microSD card can be used for the recording media. The voice files and the music files are separated into folders for voice recordings and folders for music playback that are organized in a branching tree-style and saved. About the folders for voice recordings [Folder A] - [Folder E] within the [Recorder] folder are the folders for voice recordings. When recording with this recorder, select any one of the five folders and then record. 1 Notes on the folders Home You can change the mode on the [Home] display.

Folder File Recorder Folder A Folder B Folder C Folder D Folder E 001 002 003 004 200 Each folder can store up to 200 files. Note · Files or folders located under the folder [Recorder] will not be indicated on the recorder. EN 27 Notes on the folders About the folder for music playback When transferring music files to the device using Windows Media Player, a folder is automatically created within the music playback folder which has a layered structure as shown in the diagram below. Music files that are in the same folder can be rearranged in preferential order and replayed (P.63).

1 Notes on the folders EN Home First layer Second layer Music Artist 01 Album 01 001 002 Artist 02 Album 02 003 Artist 03 Album 03 004 200 Each folder can store up to 200 files. Up to 200 folders can be created under the [Music] folder, including [Music]. Folder File 28 Selecting the folders and files Change folders while the operation is stopped or during play. For information on the layered structure of the folders, see the section entitled "Notes on the folders" (P.27).

[Home] display Operation of the folders for voice recordings 1 Selecting the folders and files Folder list display File list display File display Operation of the folders for music playbacks Folder list display (First layer) Folder list display (Second layer) File list display File display Moving through the levels } Return: LIST button Each time you press this it returns up one level. The 0 button can also serve as the LIST button on a list display. · When you press and hold the LIST button while moving in a hierarchy of folders, it will return to the file display. + or - button Select the folder or file. [Home] display: Allows the mode of the recorder to be changed (P.26). File display: Information of the selected file is displayed. Enters in playback standby mode. { Proceed: OK button Each time you press this it opens the folder or file selected in the list display and proceeds down one level. · The 9 button can also serve as the OK button on a list display.

List display: The folders and files recorded in this recorder are displayed. EN 29 About recording Recording Before starting recording, select a folder among [&] to [*]. These five folders can be selectively used to distinguish the kind of recording; for example, Folder [&] might be used to store private information, while Folder [*] might be dedicated to holding business information. · This recorder is designed to be able to record cleanly and evenly, even in recording conditions such as when the volume of the source sound changes significantly. However, even higher sound quality recordings can be achieved by adjusting the recording level manually (P.51). 2 Recording a b c d 3 Press the REC (s) button to start recording. REC (s) button STOP (4) button · The recording indicator light grows and [K] will appear on the display. e 1 Select the recording folder (P.27).

2 Press the REC (s) button to prepare recording. · The recording indicator light will flash and [] will appear on the display. · Turn the microphone in the direction of the source to be recorded. e Elapsed recording time · [Rec Mode] cannot be changed in the recording standby mode or while recording. Configure this while the recorder is stopped (P.

51). · Placing the built-in stereo microphone over the display is the proper position for performing stereo recording. If it is below the display when recording then proper stereo recording cannot be performed because the position of the original sound will be recorded in reverse phase. EN a Recording mode b Remaining recording time c Remaining memory bar indicator d Level meter (changes according to the recording level and recording function settings) 30 Recording 4 Press the STOP (4) button to stop recording. · [L] will appear on the display.

f It is possible to record exceeding 2GB: The recording will continue even if the volume of a single file exceeds 2 GB in the linear PCM format recording. · The file is saved every 2 GB in separate files. It will be treated as multiple files when playing back. · When the recording exceeds 2 GB, the number of files in the folder may exceed 200 files. The 201st file and later will not be recognized by the recorder, so check by connecting the recorder to a PC. f File length Notes · To ensure that you do not lose the beginning of the recording, verify that the recording indicator light and the mode indicator are lit on the display. · When remaining recording time is less than 60 seconds, the LED indicator light starts flashing. When the recording time is decreasing to 30 or 10 seconds, the light flashes faster. · [Folder Full] will appear when the recording cannot be made any further. Select other folder or delete any unnecessary files before recording (P.

45). · [Memory Full] will appear when the memory is full. Delete any unnecessary files before recording any further (P.45). · When a microSD card is inserted in the recorder, be sure to confirm the recording media as either [Built-in Memory] or [microSD Card] so that there is no mistake (P.61). · If the REC (s) button is pressed when a function other than the record function is specified, [Cannot record in this folder] is displayed. Select a folder from [Folder A] through [Folder E] and start recording again. · We recommend formatting the record media in the recorder before recording (P.74).

2 Recording EN 31 Recording Settings relating to Recording [Mic Select] (P.50) [Mic Sense] (P.50) [Rec Mode] (P.51) Select whether or not the built-in center microphone is to be turned On or Off.



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Sets the recording sensitivity.

Sets the recording rate for each recording format. You can configure whether to adjust the recording level automatically or to adjust it manually. Sets the directivity of the built-in stereo microphone. This function can reduce noise from air conditioners, projectors and other similar noises. Sets the threshold level for the Variable Control Voice Actuator (VCVA).

Sets the start level for voice sync recording. Sets timer recording. Sets the recording settings which matches the recording condition or environment. Select whether or not to output the recording monitor sound from the EAR jack. Select whether or not to use the plug-in power function according to the external microphone connected to the MIC jack. Pre-recording enables you to start recording up to 2 seconds before you press the button for recording. Pause While the recorder is during recording mode, press the REC (s) button. 2 Recording EN [Rec Level] (P.51) [Zoom Mic] (P.52) [Low Cut Filter] (P.

52) · [·] will appear on the display. · The recorder will stop if left on pause for more than 120 minutes. Resume Recording: [VCVA] (P.53) [V-Sync. Rec] (P.54) [Timer Rec] (P.67) [Rec Scene] (P.55) [Rec Monitor] (P.55) Press the REC (s) button again. · Recording will resume at the point of interruption.

To quickly check on the recorded contents While the recorder is during recording mode, press the OK button. [Plug-inPower] (P.56) [Pre-Recording] (P.56) · [·] will appear on the display. · Recording will stop, and the file that was just recorded will be played back.

32 Recording Listening while audio is recorded If you start recording after inserting the earphone into the EAR jack on the recorder, you can hear the sound being recorded. The recording monitor volume can be adjusted by pressing the + or - button. Changing the recording scene [Rec Scene] You can easily change the recording settings by selecting the scene which best matches your usage (P.55). MENU/SCENE button Connect the earphone to the EAR jack on the recorder.

· After recording has started, you can hear the sound being recorded through the earphone. 2 + - button OK button Recording To EAR jack 1 While the recorder is during stop mode, press and hold the MENU/SCENE button. 2 Press the + or - button to select [Rec Scene]. Notes · Recording level cannot be controlled using the volume button. · To avoid irritation to the ear, insert the earphone after turning down the volume level. · Do not place earphones near a microphone as this may cause feedback. @@@ It is recommended that you use earphones for the recording monitor, or turn [Rec Monitor] to [Off] while recording (P.55). 3 Press the OK button. 4 Press the + or - button to select the recording scene.

5 Press the OK button. EN 33 Recording Recommended settings by recording condition The recorder is initially set to [PCM 44.1kHz] mode so that you can make high quality stereo recordings immediately after purchasing it. The various functions relating to recording can be configured in detail to suit the recording conditions. The following table shows the recommended settings for some example recording conditions. Recording condition Recommended settings [Rec Mode] (P.51) [PCM]: [44.1kHz/16bit] [MP3]: [128kbps] [WMA]: [128 kbps] [High] [MP3]: [128kbps] [WMA]: [128 kbps] [On] [MP3]: [128kbps] [WMA]: [128 kbps] [Middle] [Mic Sense] (P.50) [Low Cut Filter] (P.52) [Zoom Mic] (P.

52) [+6] 2 Recording EN Lectures in large rooms Conferences with a large number of people Meetings and business negotiations with a small number of people Dictation with a lot of background noise [Off] [WMA]: [64 kbps] [Low] Set the microphone sensitivity according to the volume being recorded. Music playing, wild birds singing, [PCM]: [96kHz/24bit] and railway sounds [Off] File names will be automatically created for files recorded by this recorder.

LS_3 0001 .MP3 1 2 3 1 User ID: The user ID name that has been set on the Digital Voice Recorder. 2 File number: A file number is consecutively assigned regardless of the changes in the recording media.

3 Extension: These are the file name extensions for the recording format when recording with this device. · Linear PCM format .WAV · MP3 format .MP3 · WMA format .WMA 34 Recording Recording from external microphone or other devices The external microphone and other devices can be connected and the sound can be recorded.

Connect as follows according to the device to be used. · Do not plug and unplug devices into the recorder's jack while it is recording. Compact zoom microphone (unidirectional): ME32 The microphone is integrated with a tripod, making it suitable to place on a table and record conferences or lecture from a distance. Highly sensitive noise-cancellation monaural microphone (unidirectional): ME52W This microphone is used to record sound at a distance while minimizing surrounding noise. Tie clip microphone (omni-directional): ME15 Small concealing microphone with a tie-clip. To MIC jack Recording with external microphone: Connect an external microphone to the MIC jack of the recorder. 2 Recording Telephone pickup: TP7 Earphone type microphone can be plugged into your ear while phoning. The voice or conversation over the phone can be clearly recorded. Notes · The built-in microphone will become inoperable when an external microphone is plugged into the recorder's MIC jack. · Microphones supported by plug-in power can also be used.

When the plugin power function is set to [On] power will be supplied by the recorder to the microphone (P.56). · Turn the plug-in power function to [Off] when an external microphone not supported by plug-in power is connected, as there is the risk that noise may be generated while recording (P.56). · When an external monaural microphone is used while [Rec Mode] is set to a stereo recording mode, audio will be recorded to the L channel only (P.51). Applicable external microphones (optional) (P.96) Stereo microphone: ME51S The built-in large-diameter microphone enables sensitive stereo recording. 2-channel microphone (omnidirectional): ME30W These are highly sensitive omnidirectional microphones supported by plug-in power which are well-suited to recording musical performances. Compact Gun Microphone (unidirectional): ME31 The directional microphones useful for recordings such as outdoor

recording of wild birds singing.

EN 35 Recording · When the external stereo microphone is used while [Rec Mode] is set to a monaural recording mode, it enables recording only with the L channel microphone (P.51). Recording the sound of this recorder with other devices: The sound of this recorder can be recorded to other devices by connecting the audio input terminal (microphone jack) of other devices and the EAR jack of this recorder, with the connecting cord KA333 (optional).



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Recording the sound of other devices with this recorder: 2 Recording EN The sound can be recorded when connecting to the audio output terminal (earphone jack) of the other device and the MIC jack of the recorder with the connecting cord KA333 (optional) for dubbing. To EAR jack To MIC jack To audio output terminal of other devices To audio input terminal of other devices Note · If you are unable to produce a clear recording with this recorder even after adjusting the recording level (P.

51), this could potentially be because the output level for the connected devices is too high or too low. When external devices are connected, perform a test recording and then adjust the output level for the external devices. Note · When you adjust the various sound quality settings related to playback on the recorder, the audio output signal sent out from the EAR jack will change as well (P.57, P.59).

36 About playback Playback The recorder can play WAV, MP3 and WMA format files. To playback a file recorded with other machines, you need to transfer (copy) it from a computer. 3 Press the + or - button to adjust to a comfortable listening volume. STOP (4) button + - button OK button · The volume can be adjusted within a range from [00] to [30]. 3 Playback 4 Press the STOP (4) button at any point you want to stop playback. 1 Select the file to be played back from the folder that contains it (P.29). 2 Press the OK button to start playback. · [·] will appear on the display. a b c d · [L] will appear on the display.

· This will stop the file being played back midway. When the resume function is activated the stopped location will be registered, even if the power is turned off. The next time the power is turned on, playback may be resumed from the registered stopped location. e a Recording media indicator, File name, Folder indicator b File length c Elapsed playback time d Playback position bar indicator e Level meter EN 37 Playback Settings relating to playback If recorded audio is difficult to understand because of noisy surroundings, adjust the Noise Cancel setting level. The EUPHONY setting can be set to one of the 4 levels according to your preference. The recorder has a Voice Filter Function to cut low and high frequency tones during normal, fast, or slow playback, and enable clear audio playback. You can select the playback mode that fits your preference. The skip interval length can be set. The alarm playback function can be set to play a selected file at a pre-set time. Playback settings of your choice can be saved to suit different sound qualities and playback methods.

You can enjoy the reverberant sound of various space sizes such as from the recording studio to the dome. To EAR jack Playback through earphone An earphone can be connected to the EAR jack of the recorder for listening. · When the earphone is used, the recorder speaker will be switched-off. [Noise Cancel] (P.57) [EUPHONY] (P.

57) 3 Playback EN [Voice Filter] (P.57) [Play Mode] (P.58) [Skip Space] (P.58) [Alarm] (P.69) [Play Scene] (P.

59) Notes · To avoid irritation to the ear, insert the earphone after turning down the volume level. · When you listen with the earphone during playback, do not raise the volume too much. It may cause hearing impairment and decrease in hearing ability. [Reverb] (P.59) 38 Playback Forwarding Rewinding While the recorder is during stop mode in the file display, press and hold the 9 button. · [β] will appear on the display. · If you release the 9 button, it will stop. Press the OK button to start playback from where it was stopped. While the recorder is during stop mode in the file display, press and hold the 0 button. · [TM] will appear on the display.

· If you release the 0 button, it will stop. Press the OK button to start playback from where it was stopped. 3 Playback While the recorder is during playback mode, press and hold the 9 button. · When you release the 9 button the recorder will resume normal playback. · If there is an index mark or temp mark in the middle of the file, the recorder will stop at that location (P.42). · The recorder stops when it reaches the end of the file. Continue pressing the 9 button to proceed with the cue from the beginning of the next file. While the recorder is during playback mode, press and hold the 0 button. · When you release the 0 button the recorder will resume normal playback.

· If there is an index mark or temp mark in the middle of the file, the recorder will stop at that location (P.42). · The recorder stops when it reaches the beginning of the file. Continue pressing the 0 button to proceed with the review from the end of the previous file. EN 39 Playback Locating the beginning of a file About music file In cases where the recorder is unable to playback music files that have been transferred to it, check to make sure that the sampling rate and bit rate are in the range where playback is possible.

Combinations of sampling rates and bit rates for music files which the recorder can playback are given below. 3 Playback EN While the recorder is during stop mode or playback mode, press the 9 button. · The recorder skips to the beginning of the next file. File format WAV format Sampling frequency 44.1 kHz, 48 kHz, 88.

2 kHz, 96 kHz MPEG1 Layer3: 32 kHz, 44.1 kHz, 48 kHz MPEG2 Layer3: 16 kHz, 22.05 kHz, 24 kHz 8 kHz, 11 kHz, 16 kHz, 22 kHz, 32 kHz, 44.1 kHz, 48 kHz Bit rate 16 bit or 24 bit While the recorder is during playback mode, press the 0 button. · The recorder skips to the beginning of the current file. MP3 format From 8 kbps up to 320 kbps WMA format While the recorder is during stop mode, press the 0 button. · The recorder skips to the beginning of the previous file. If the recorder is in the middle of a file, it will return to the beginning of the file. From 5 kbps up to 320 kbps While the recorder is during playback mode, press the 0 button twice. · The recorder skips to the beginning of the previous file.

Notes · When you skip to the beginning of the file during playback, the recorder will stop at the position of the index mark or temp mark. The index mark and temp mark will be skipped when you perform the operation in stop mode (P.42). · When [Skip Space] is set to other than [File Skip], the recorder will skip forward/ reverse the specified time, then will start playback (P.58). · Variable bitrate MP3 files (in which conversion bitrates can vary) may not be played back properly. · For WAV files, this recorder can only play back those in the linear PCM format. WAV files other than these cannot be played back. · Even if the file format is compatible for playback on this recorder, the recorder does not support every encoder.



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40 Playback Changing the playback speed Change the speed according to need such as listening to meeting content at a fast speed or reviewing spots that you couldn't catch in a language lesson at a slow speed.

The tone will be automatically adjusted digitally without changing the voice so it sounds natural. 3 Press the \backslash OK button. a Playback speed indicator · Even if playback is stopped, the changed playback speed will be retained. The next playback will be at that speed. + - button \backslash OK button 3 Playback About the limits of fast playback Normal operation may not be available depending on the sampling frequency and the bit rate of the file to be played back.

In such a case, reduce the speed of the fast playback. 1 While the recorder is during playback mode, press the \backslash OK button. 2 Press the + or - button to select playback speed. Notes · As in normal playback mode, you can stop playback, cue a file, or insert an index or temp mark in slow playback and fast playback modes as well (P.42).

· The slow playback or fast playback is available even if either [Voice Filter] is set (P.57). · When using the slow playback or fast playback function, the following functions are not available. · [Noise Cancel] (P.57) · [EUPHONY] (P.57) · [Reverb] (P.59) · The [Speed] setting in the [Voice Guide] settings (P.72) is disabled during file playback. EN 41 Playback Setting an index mark or a temp mark If index marks and temp marks are placed, you can quickly find a location you want to listen to in fast forward and fast rewind and when cueing a file. Index marks can only be placed on files created by Olympus voice recorders, but temp marks can be placed instead to temporarily remember desired locations.

F2 (INDEX) button Clearing an index mark or a temp mark 1 Select a file in which index or temp marks you wish to erase are contained. 2 Press the 9 or 0 button to select the index or temp mark to erase. 3 Playback EN 9 0 button ERASE button 3 While the index or temp number is displayed for approximately 2 seconds on the display, press the ERASE button. · The index or temp mark is erased. 1 While the recorder is during recording mode or playback mode, press the F2 (INDEX) button. · A number appears on the display and an index mark or temp mark will be placed. · Index or temp numbers after the erased index or temp number will be automatically decreased by 1. Notes · Temp marks are temporary markings, so if you transmit a file to the PC or move it with a PC, they will be automatically erased. · Up to 16 index and temp marks can be set in a file. If you try to place more than 16 index or temp marks, [Index Full] message will appear for index marks, and [Temp Mark Full] for temp marks.

· Index or temp marks cannot be set or erased in a locked file (P.50). · Even after an index or temp mark is placed, recording or playback will continue so you can place index or temp marks in other locations in a similar manner. 42 Playback How to begin segment repeat playback This function enables repeated playback of part of the file being played. 3 Press the F1 (A-B) button again at the position where you want to end segment repeat playback.

· The recorder continuously plays back the segment until the segment repeat playback is canceled. F1 (A-B) button 3 1 Select a file that has a segment you would like to play back repeatedly, and start playback. 2 Press the F1 (A-B) button at the point you want to start segment repeat playback. · [w] will flash on the display. Note · As in normal playback mode, playback speed can be changed during segment repeat playback as well (P.

41). If an index mark and temp mark are placed or cleared during segment repeat playback, segment repeat playback will be canceled and it will return to normal playback mode (P.42). Playback · You can fast forward, rewind, or change playback speed as you can operate in normal mode while [w] is flashing to find the end position (P.41). · When it reaches the end of the file while [w] is flashing, point [x] becomes the end of the file, and repeat playback will start.

EN 43 Playback Canceling the segment repeat playback function Changing the playback scene [Play Scene] If you register your preferred playback settings for the playback scenes, you can easily select the setting later (P.59). MENU/SCENE button 3 Pressing any of the following buttons will release the segment repeat playback. a Press the F1 (CANCEL) button Pressing the F1 (CANCEL) button will release segment repeat playback, and it will return to normal playback mode.

+ - button \backslash OK button Playback EN b Press the STOP (4) button Pressing the STOP (4) button will release segment repeat playback, and stop playback. 1 While the recorder is during stop mode or playback mode, press and hold the MENU/SCENE button. 2 Press the + or - button to select [Play Scene]. c Press the 9 button Pressing the 9 button will release segment repeat playback, and make the recorder to skip to the beginning of the next file. Pressing the 0 button will release segment repeat playback, and make the recorder to skip to the beginning of the current file. d Press the 0 button 3 Press the \backslash OK button. 4 Press the + or - button to select the playback scene. 5 Press the \backslash OK button. 44 Erasing Erasing files A selected file can be erased from a folder. Also, all files in a folder can be erased simultaneously.

6 Press the \backslash OK button. · The display changes to [Erase!] and erasing will start. · [Erase Done] is displayed when the file is erased. File numbers will be reassigned automatically. + - button \backslash OK button ERASE button 3 Erasing 1 Select the file you want to erase (P.

29). 2 While the recorder is during stop mode in the file display, press the ERASE button. · If an action is not selected within 8 seconds, the recorder will return to stop mode. Erasing a folder You can erase files by deleting folders. 3 Press the + or - button to select [Erase in Folder] or [File Erase].

+ button \backslash OK button ERASE button 4 Press the \backslash OK button. 5 Press the + button to select [Start]. 1 Select the folder you want to erase (P.29). 2 While the recorder is during stop mode in the folder list display, press the ERASE button. · If an action is not selected within 8 seconds, the recorder will return to stop mode. EN 45 Erasing 3 Press the + button to select [Start]. 2 In the starting position of the partial erase, press the ERASE button. 4 Press the \backslash OK button. 3 Erasing EN · The display changes to [Erase!] and erasing will start.

· [Erase Done] is displayed when the folder is erased. Partially erasing a file An unwanted part of a file can be erased. Only a PCM file recorded in the recorder can be partially erased. · While [Erase start] is flashing, playback continues and you can rewind or fast-forward as usual to locate the erase end position quickly.



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If the end of the file is reached while this indication is flashing, that position will become the erase end position. 3 In the position you want to end partial erase, press the ERASE button again. ERASE button 1 Play the file you want to partially erase. · Forward a file to the position that shall be erased. If the file is long, use the 9 button to move to the position you want to delete. · [Start point] and [End point] on the display flash alternatively.

46 Erasing 4 Press the ERASE button. · The display will switch to [Partial erasing !] and start the partial erase. The deletion is completed when [Partial erase completed.] is displayed. · Playback will stop at the end location of the partial erase.

· If you do not press the ERASE button within 8 seconds, the partial erase operation will be canceled and the recorder will return to playback mode. Notes · You cannot recover a file once it has been erased. Please check carefully before erasing. · When an microSD card is inserted in the recorder, be sure to confirm the recording media as either [Built-in Memory] or [microSD Card] so that there is no mistake (P.61).

· The file creation date will not change even if the file is partially erased. · The locked files and files set as read-only cannot be erased (P.50). · The default folders of the recorder, namely [Recorder] (including [Folder A] to [Folder E]), [Music] cannot be erased. · In the [Music] folder, all folders except [Music] can be deleted. · 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. Please connect the recorder to your PC to erase. · It may take over 10 seconds to complete processing. Never perform operations such as the following while processing, as they may damage the data. In addition, replace the battery with a new one in order to ensure that the battery will not run out while processing.

1 Disconnecting the AC Adapter while processing. 2 Removing the battery while processing. 3 Remove the microSD card during processing when [microSD Card] is being used as the recording media. 3 Erasing EN 47 Menu setting Menu setting method Items in menus are categorized by tabs, so select a tab first and move to a desired item to quickly set it. You can set each menu item as follows. 3 Press the OK button to move the cursor to the item to set.

MENU/SCENE button F2 button + - button OK button 4 Press the + or - button to move to the item you want to set. 4 Menu setting method EN 1 While the recorder is during stop mode, press the MENU/SCENE button. · The menu will appear on the display. 5 Press the OK button.

· Moves to the setting of the selected item. 6 Press the + or - button to change the setting. · Menu items can be set during a recording or playback. 2 Press the + or - button to move to the tab that contains the item you want to set. · You can change the menu display by moving the settings tab cursor.

48 Menu setting method 7 Press the OK button to complete the setting. · You will be informed that the settings have been established via the screen. 4 Setting menu during recording: Function [Mic Sense] [Rec Level] [Zoom Mic] [Low Cut Filter] [VCVA] [Rec Monitor] [Plug-in Power] To menu item options Setting · Pressing the 0 button without pressing the OK button will cancel the settings and return you to the previous screen. [Backlight] [LED] 8 Press the F2 (EXIT) button to close the menu screen. · When in the menu screen during recording or playback, pressing the F2 (EXIT) button will allow you to return to the recording or playback screen without interrupting recording or playback.

Notes · The recorder will stop if you leave it idle for 3 minutes during a menu setup operation, when a selected item is not applied. · When entering menu settings during recording or playback, the menu settings will be canceled if 8 seconds elapse with no buttons being pressed. 4 Setting menu during playback: Function [Property] [Noise Cancel] [EUPHONY] [Voice Filter] [Play Mode] [Skip Space] [Reverb] [Backlight] [LED] To menu item options Setting 4 Menu setting method EN 49 Menu setting method + File Menu File Lock Locking a file keeps important data from being accidentally erased. Locked files are not erased when you select to erase all files from a folder (P.45). [On]: Locks the file and prevents it from being erased. [Off]: Unlocks the file and allows it to be erased. Replace See "Rearranging files [Replace]" (P.63). When a folder is selected: [Name] (Folder name), [Folder] (Number of folders) and [File]* (Number of files) will appear on the display.

* Files which cannot be recognized by this recorder are not included in the number of files. · Select a file for which you would like to verify information in advance before operating the menu. · Rec Menu Mic Select Select whether or not the built-in center microphone is to be turned On or Off. [Central Mic ON]: Recording will be performed in 3-microphone mode. [Central Mic OFF]: Recording will be performed, using only the built-in stereo microphones. Mic Sense Microphone sensitivity is adjustable to meet recording needs. [High]: Highest recording sensitivity suitable for recording at a distance or low volume, such as conferences with a large number of people. [Middle]: Suitable for recording meetings and seminars with a small number of people. [Low]: Lowest recording sensitivity suitable for dictation. · When you would like to clearly record a speaker's voice, set [Mic Sense] to [Low] and hold recorder's built-in stereo microphone close to the speaker's mouth (5-10 cm) when recording.

4 Menu setting method EN File Move/Copy See "Moving/Copying files [File Move/ Copy]" (P.64). File Divide See "Dividing files [File Divide]" (P.66). Property File and folder information can be confirmed from the menu screen.

When a file is selected: [Name] (File name), [Date] (Time stamp), [Size] (File size), [Bit Rate]*1 (File format), [Artist]*2 (Artist name) and [Album]*2 (Album name) will appear on the display. *1 When a linear PCM format file has been selected, [Bit Rate] area displays the sampling frequency and bit rate.

*2 When a file contains no tag information, [UNKNOWN_ARTIST], [UNKNOWN_ALBUM] will appear on the display. 50 Menu setting method Rec Mode The recorder can record in the linear PCM format. High resolution recording at a high sampling rate and high bit rate equivalent or superior to that of a music CD is possible.

Moreover, it also supports the MP3 and WMA formats. Rec Level You can set the device to automatically or manually adjust the recording level. 1 Select [Manual] or [Auto]. [Manual]: Recording is performed by manually adjusting the recording level. [Auto]: Recording is performed by automatically adjusting the recording level.



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