Podcast Kit Guide

Set Up the Kit

- Connect microphones (1) to the recorder (4) by attaching the cable (2) provided for each microphone to the base of the microphone and to the Microphone Inputs (5) on the recorder.

- Each microphone input (5) has a number (6) and a corresponding volume knob (7) next to it.

- The microphone input number also corresponds to one of the on/off buttons (8) below the volume knobs. These buttons activate or deactivate the corresponding microphones.

- A red light above an on/off button indicates that the microphone is active.

Test the Equipment

- Turn on the recorder by pulling and holding the slider toward the power symbol until the recording screen activates (9). This same motion turns off the recorder.

- Check the battery level shown on the top right corner of the recording screen or plug in the device using the mini USB cable (10) and AC adapter to ensure adequate power for your recording.

- Start with a test of your microphone levels. Start with the volume knobs set to 6-7.

- Hit the record button (11), speak into the microphone for 5-10 seconds, and hit record (11) again to stop.

- To listen to your test, press the "Play" button (12).

- If necessary, make small adjustments to the volume using the volume knobs. If you make adjustments, do another test to see if they are right for your recording.

Make Your Recording

- For the recording you will turn in, use the record button (11) to begin and end the recording.

- Try to record a single take. Any mistakes or repeated sections (re-recording your intro, for example) can be edited out or moved with editing software.

- Your file name will be listed on the device's recording screen as ZOOM followed by four digits [ZOOM****].
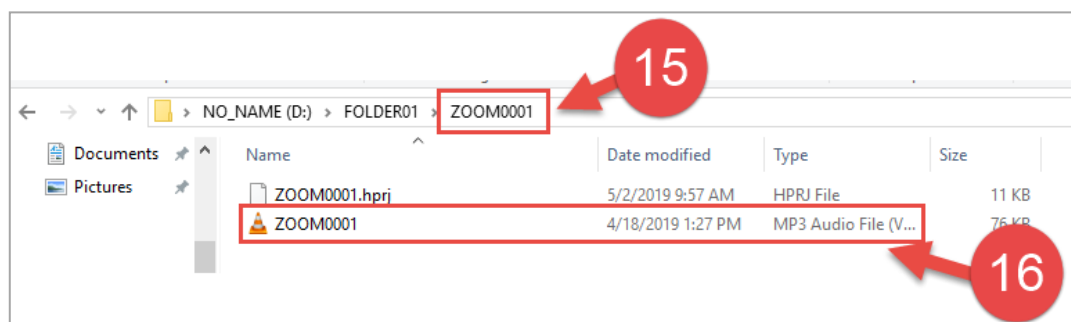
Transfer Files

- To transfer files, turn the recorder off and use the USB cable and mini USB port on the recorder (13) to connect the recorder to a computer.

- Turn the recorder back on and look for "SD Card Reader" on the recorder screen.

- Press inward on the "Menu Navigation" toggle switch (14) to select the "SD Card Reader" option. Your computer will recognize the recorder like it is a flash drive.

- Open the folder with your file name (15) and select the *.MP3 file (16)*.

- *Save the .MP3 file to your computer, flash drive, or preferred cloud storage.*

Legend

1. Microphone
2. Cable
3. Microphone Stand
4. H6 Handy Recorder
5. Microphone Input
6. Microphone Input Numbers
7. Volume Knobs
8. Microphone Input On/Off Buttons

9. H6 Recorder On/Off Switch
10. Battery Indicator/Mini USB
11. Record Button
12. Play/Pause Button
13. Menu Navigation Toggle Switch
14. Mini USB Port
15. Folder Name
16. MP3 File