

A Guide to Using a Digital Slide Switch Dictation Machine.

Recording with the Olympus DS-9000 series is simple, but here's a handy reference just in case.

How to record.



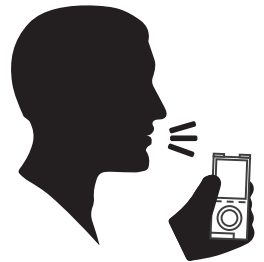
- Record
- Stop
- ▶ Play
- ◀ Rewind

1. Start Recording.



Start Recording. Move the slide switch to the recording position while away from your mouth.

2. Speak into recorder.



Speak across the recorder.

3. Stop Recording.

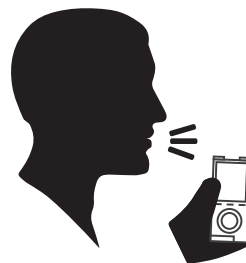


Stop Recording. Lower the recorder prior to sliding the switch to the stop position.

How to hold the record.



Pointing the recorder either directly to you or away from you will result in distorted or bad audio recording.



Speak into the recorder. Move the recorder to optimal recording level to speak across the recorder's microphones.

Different Microphone Modes.

To achieve high-quality audio recordings, select from the three microphone modes which best matches to your usage or environment.

- **[Dictation 1]:** Recommended for recording in a quiet environment.
- **[Dictation 2]:** Narrows the directionality of the recording in order to capture the voice of the speaker. This is effective when recording in a noisy environment.
- **[Conference]:** Records in high quality stereo which is useful when recording multiple number of users in a conference room. Mic Sense will be fixed to the Intelligent Auto Mode. In this mode recording levels are automatically adjusted to match the volume of the sound source.

Stop Recording

Move the recorder away from mouth. Click the button again to stop the recording process.

- **[High]:** The highest recording sensitivity. Suited to recording conferences.
- **[Mid]:** Suited to recording dictation.
- **[Low]:** The lowest recording sensitivity. Suited to recording close-talk/