

Switching on and off

- Hold the POWER button on the side of the recorder down for a few seconds to switch the recorder on. Do the same to switch it off.

Batteries

- You've been supplied with Alkaline batteries, so please select *Alkaline* if prompted to do so.
- Please note that your WS-650S model CANNOT be recharged via your computer, so do not try doing this (the information about this in the instruction manual refers to a different model).
- Take spare batteries with you to exam sessions and keep an eye on your MP3 recorder whilst examining so that you notice when the battery is running low.

Recording mode

- Your recorders have been set to the recording mode *ST SP*. This gives you a good quality recording and enables you to record about 135 hours of examining on your 2GB recorder.
- Should you need capacity to record more hours you can select a different recording mode (e.g. LP) that provides worse quality but more hours. Change the recording mode via the *File menu* and *Rec mode*.

File menu

- If you press the OK/MENU button down for a few seconds you are taken to the *File menu*. From here you can adjust various settings of the recorder including the recording mode.
- Navigate around the *File menu* using the + - ←→ buttons.
- If you get lost and/or wish to exit the *File menu* press the STOP button.

Recording

- To start recording an exam press, the REC button once.
- When recording if you need to pause a recording, press the REC button once to pause and once more to resume the recording.
- To stop recording, press the STOP button once.
- Please ensure you press REC at the beginning of each exam and STOP at the end of each exam. This will ensure that each exam is recorded onto a separate digital file.
- To view a list of the recordings you have made, press the LIST button.

Folders

- There are five folders A-E on your recorder. To get to the folder list, press the LIST button.
- If you wish, you can organise recordings into different folders. You could for example record exams at different centres in different folders.
- To select the folder you wish to record your exams in, use the + - buttons to scroll up and down the folder list. When the folder you want is highlighted, press the OK/MENU button once. When you next record, your recordings will be saved in the selected folder.

Listening to your recordings

- To listen to a recording you have made, go into the relevant folder or press the LIST button to take you to a list of your digital files.
- Select the recording file you want to listen to by using the + - buttons to scroll up and down the list.
- When the file you want is highlighted, press the OK/MENU button once. The file will automatically start playing.