

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-811 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.

File menu

- If you press the MENU button down 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 mode

- Your recorders have been set to the recording mode *WMA 32kbps*. This gives you a good quality recording and enables you to record about 131 hours of examining on your 2GB recorder, this should be sufficient for recording up to 4 weeks of exams.
- Should you need capacity to record more hours you can select a different recording mode (e.g. *WMA 16kbps*) that provides worse quality but more hours. Change the recording mode via the *File menu* and *Rec mode*.

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 or press the STOP button and select recorder.
- 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 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 button once. The file will automatically start playing.

Ejecting the USB key

- Your recorder has an internal USB key with which you can connect the recorder directly to your computer.
- Please note to eject the USB key you need to press the sliding button across *and down*. (Be careful, the USB key will not eject if you only slide it across only).