

Digital voice Recorders Olympus DS40 University Of Dundee, ICS



Andy McMahon

ICS

INTRODUCTION

The first section of the guide is general information about digital recorders and their use. The second section is a quick start guide for the Olympus DS40

CONSIDERATIONS

- Always ask permission to record a lecture, seminar or meeting. See University of Dundee Agreement form below (appendix 1)
- Written language tends to be more ordered and less prone to error compared to spoken language - some time may need to be spent in corrections and re-ordering for easy reading later.
- Recordings for speech recognition tend to improve if the microphone and recorder are used with the training scripts.
- Most digital recorders allow for speedy download via a USB connection. Transcribing recordings takes time - one hour of recorded speech may take up to four hours of typing text. Be selective! It might be useful and also save time to look at the handout at the same time as transcribing the audio to remind oneself what the main structure/most important points of the lecture/seminar were.

ADDITIONAL RESOURCES

- **Microphone Tips for live recordings**
http://www.sounddevices.com/tech/mic_tips.htm
This page describes how the placement of a microphone can make all the difference to the quality of the recording. Although the web page is designed to help those undertaking professional recordings it can also be useful for those who wish to record lectures. The site is presenting Condenser and Dynamic Microphones.
- **Mini Disk Recorders in lectures and tutorials**
<http://www.anu.edu.au/disabilities/atproject/mini/index.php>
This is a very practical page about the use of mini disks in lecture and discussion situations from the Australian National University by Trevor Wilks.
- **Recording tips when interviewing people**
<http://www.livingarchive.org.uk/docs/trainingC2.html>
Although this page is about taping interviews and a little out of date, the tips are useful for those recording lectures with digital recorders.

Recording of Lectures by Disabled Students – University of Dundee agreement Form. (Doc)

For latest version see, sample document below.

https://secure.dundee.ac.uk/disabilityservices/disability/dundeonly/staff_resources_guidance.html

Digital Recorder (Olympus DS40) with Dragon

<http://www.dyslexic.com/dragon9-and-digital-recorder>

A personal perspective on using the Olympus DS40 digital voice recorder with Dragon NaturallySpeaking (Preferred Version 9).

OLYMPUS DS-40

Manufactures website: http://www.olympus.co.uk/consumer/2581_DS-40.htm

Manufactures manual: http://www.olympus.co.uk/consumer/2590_manuals.cfm?prodID=P_N2271421

UNIVERSITY OF DUNDEE QUICK START GUIDE

Power on/off

Where/button: The power on button is on the right side towards the bottom

Instructions: 1) pull down switch to turn on, 2) Pull down again to turn off

Making a recording

Where/button: The RECORD button is on the right side towards the Top. REC is printed above the button. There is a red dot in the centre of the button

Where/button: The STOP button is on the right side towards the Top, below the RECORD button. Stop is printed above the button.

Instructions: Press RECORD button to begin recording. Press RECORD button again to pause the recording. To stop/end a recording press the STOP button

Recordings file management

On the Olympus you have 5 folders called A,B,C,D and E you cannot change the names. By default folder A is selected. You can save all your recordings in one folder if you wish. Each recording is given a name DS400001.WMA. The digits at the end increase with the number of recordings e.g DS400001.WMA, DS400002.WMA, DS400003.WMA and so on.

Change folder

Where/button: Below the LCD screen, on the left, labeled FOLDER/A-B-C

Instructions: Press the FOLDER/A-B-C and it will change to folder B, press again and change to C, keep pressing the button and it will cycle through the folders on your recorder. The last folder selected will be the default location of your recordings and will remain the default folder even if the recorder is turned off.

Playback a recording on the recorder

Where/button: Below the LCD screen, on the left labeled FOLDER/A-B-C

Where/button: On the Right side towards the middle, below the STOP button. PLAY is printed above the button.

Where/button: Below the LCD screen, on the center circle a button labeled +

Where/button: Below the LCD screen, on the center circle a button labeled –

Where/button: Below the LCD screen, on the center circle a button labeled OK/MENU

Instructions: Press the FOLDER/A-B-C until you have reached your desired folder. {you should see a list of your recordings, e.g DS400001.WMA, DS400002.WMA, DS400003.WMA }. Press the “-“button to move down the list. When it reaches the bottom, it will start at the top again. Press the OK/MENU button when you have selected your recording and it will be played back to you.

Erase a recording

Where/button: Below the LCD screen, on the left labeled FOLDER/A-B-C

Where/button: Below the LCD screen, on the center circle a button labeled +

Where/button: Below the LCD screen, on the center circle a button labeled –

Where/button: Below the LCD screen, on the center circle a button labeled OK/MENU

Where/button: Below the LCD screen, towards the bottom a round button with a orange centre labeled ERASE

Instructions: Press the FOLDER/A-B-C until you have reached your desired folder. {you should see a list of your recordings, e.g DS400001.WMA, DS400002.WMA, DS400003.WMA }. Press the “-“button to move down the list. When it reaches the bottom, it will start at the top again. Press the ERASE button when you have selected your recording. The system will ask you to confirm erase, Press the “+” button to select erase on the screen, and then press “OK/MENU” {Note if you are slow at pressing the buttons, the system times out quickly and sets you back to folder view.}

Coping files to your PC

Windows instruction: You DO NOT need to install the software in the box.

Equipment: You will need the USB lead. Plug it into the Recorder

Instructions:

- 1) Turn on the recorder
- 2) Insert the USB lead into the recorder (socket behind a flap on the left side of the unit labeled USB)
- 3) Insert the USB lead to your PC/Laptop.
- 4) Open up “My Computer” on your laptop. A drive called DS_40(E:) {the letter might change} {The icon may take time to display the first time you connect your recorder to the PC}
- 5) Double click the drive icon and a list of folders should appear (AUDIBLE, DSS_FLDA, DSS_FLDB, DSS_FLDC, DSS_FLDD, DSS_FLDE, MUSIC). DSS_FLDA referrers to folder A on your recorder, DSS_FLDB referrers to folder B on your recorder, and so on....
- 6) Double click on folder DSS_FLDA. If you have made recording you should see a list of files called DS400001.WMA, DS400002.WMA {The numbers at the end may change}.
- 7) Copy the files to “My documents” on your computer. When you have made a copy you can now delete the recordings off your recorder.
- 8) You can now listen to the recording by going to “my computer” then “my documents” and double clicking a file

PRIVATE AND CONFIDENTIAL

RLAF

DISABILITY SERVICES

Ewing Annexe, University of Dundee. Tel: (01382) 385402

Email: disability@dundee.ac.uk Web: <http://www.dundee.ac.uk/disabilityservices>

RECORDING LECTURES - AGREEMENT FORM

Students who experience difficulty with taking lecture notes, as a consequence of their disability, may record lectures in accordance with the following conditions:

1. The content of a lecture remains the property of the lecturer delivering it and ultimately the University. If recording a lecture, the recording must only be used for your own personal study; you should not reproduce it or pass it on to anyone else other than for transcription purposes.
2. Disability Services will advise the Disability Support Officer in your Academic School(s) that you will be recording lectures for reasons relating to your disability, but you are advised to inform individual lecturers that you will be recording their lecture before doing so for the first time.
3. There may be certain situations where you will not be allowed to record material that is considered sensitive or involves contributions from other students who have not given their permission to be recorded.

I have read and understood the above conditions and agree to abide by them.

Signed: _____ Date: _____

Name (please print in full):