EdMedia

How To Guide:

Use the ZOOM H4N Portable Audio Recorder
**TURN IT ON:**

It is generally preferred to use the **AC power** adapter, and not run on battery power. Zoom unit **ON/OFF** is on left hand side. Slide it down and hold until the unit lights up.

- **BASICS:**
  1. You can either use the onboard microphones or attach external microphones or both. Generally ZOOM will be preset to use the 2 onboard mics. *(Consult with the Adam from the EDMedia team at the TLC before recording.)*

  2. To activate the onboard mics, simply PRESS the small “mic” button on the face of the unit. (If using external mics then press the 1 &/or 2 buttons after you have attached the mics)

  3. To **RECORD**, press the Record button. This arms the unit, but to ACTUALLY BEGIN RECORDING press the play/pause button. NOTICE the recording levels** and the time code running.
**Optimal recording level** for voice is -12 DB. If the levels are not reaching that point then adjust the recording levels - found on the right hand side of the unit.

4. You may press **PAUSE** to pause the recording and then press pause again to resume recording OR you may press **STOP**. Stopping the recording means you have to arm the unit again before you start recording again. Each time you STOP recording, a new file is created.

**CHANGING SETTINGS:**
To change setting you must go through the **MENU**. Menu is on right hand side of the unit. Use the scroll wheel to access different settings.

- **To change Recording Format (EG: MP3 to WAV)**
  1) Press **MENU**, use scroll wheel to move through menu to **REC**
  2) PRESS IN Scroll Wheel to **SELECT**
  3) Scroll through options, PRESS IN Scroll Wheel to **SELECT**
  4) Press **MENU** to **EXIT**

**NOTE:** Changing the recording format will change the length of available recording time and the size of the file. Conventionally, the higher the recording type, say WAV -96kHz/24 bit will provide the largest file and sound range, but for most internet or common uses an MP3 256 kbps will be totally fine.

- **To change from Stereo (2 channel) to 4 channel recording**
  1) Press **MENU**, use scroll wheel to move through menu to **MODE**
  2) PRESS IN Scroll Wheel to **SELECT**
  3) Choose **STEREO** or **4CH**
  4) PRESS IN Scroll Wheel to **SELECT**
  5) Press **MENU** to **EXIT**

**NOTE:** Using 2 or 4 channels will determine how many mics will be used or available for you to use. Standardly the ZOOM is set to **STEREO**, which mean you are limited to using EITHER the onboard mics (on the unit itself) OR up to two EXTERNAL mics. With 4 channel recordings you may use both the onboard mics AND up to two external mics (connected by XLR or ¼ inch)

**STEREO:** Typically a group table discussion (small group in one location) can be handled well by the onboard mics. They have good range (3-4 feet) and are quite sensitive. A lecture or interview where the subject is moving around, attaching an external mic (lapel) is suggested.

**4CH:** If recording both scenarios at the same time is wanted, changing to 4CH is best. 
****Setting to 4CH will **DRAMATICALLY DECREASE** the amount of time you have for recording.