

## **SETUP FOR ZOOM H2 RECORDER:** (REVISED FEB. 9, 2014)

(This procedure will be close to setting up other brand digital recorders, but be sure to read the instructions that came with your unit.)

INITIAL SETUP: (have Site Host erase all files on your SD cards - not folders as it will return all settings to default factory settings - and label all 4 cards first) – install two fresh batteries

**SPECIAL NOTE: Be sure to follow # 13 and 14 – as we are distorting sound with too high a recording level setting.**

1. put SD card in - turn “power” ON (left side of recorder) (allow for warmup time – watch screen)
2. set mics (top buttons) to SURROUND 2CH by pushing right single arrow button
3. push “Menu”
4. scroll down by right double arrow button to REC MODE
5. push “red” button
6. scroll down by right double arrow button to MP3 128 kbps
7. push “red” button
8. push “Menu” to get to basic screen
9. switch “Mic Gain” to middle position M (right side of recorder)
10. push “volume” top of button and hold down until “volume” on screen is at 100 (left side of recorder)
11. place a headset or ear bud in “PHONES/LINE OUT” to hear volumes (left side of recorder)
12. push “red” button once (flashing red light) for standby – it is not recording
13. check recording volume levels by pushing right double arrow and adjust “REC LEVEL” to 100 by using right or left double arrow and watch while group is warming up – adjust up and/or down so recording levels do not peak (black lines going over the end line, and the “Play/Rec” red light flashes)
14. push “red” button again to record (recording level should not peak -red light flashing) – adjust as necessary and double check by seeing if the time is advancing
15. make your opening comments, **LEAVE RECORDING ON THROUGH THE GROUP’S ENTIRE PERFORMANCE – DO NOT HIT PAUSE** – after your concluding comments:
16. push “red” button again to stop recording only after group has completely finished their program (it takes a moment to turn off)
17. Turn “power” OFF
18. Remove SD card

*Continued on next page*

- 20 Place a new SD card in recorder and turn “power” ON
- 21 Check that mics are set properly (adjust if required)
- 22 Push “Menu” and look to see that MP3 128 kbps is set (if not follow original steps)
- 23 Check to be sure volume is still at 100.
- 24 FOLLOW ORIGINAL RECORDING PROCESS FROM HERE ON
25. If you are doing a clinic, leave the same SD card in your recorder. When you are ready to do the clinic turn the recorder on as outlined above and place it on a music stand between you and the performance group. It will recorder on the second file.

#### TO PLAY BACK:

- Tap double arrows left to desired file  
(number show in display middle)
- Click center bottom button to play and pause – adjust volume level by  
adjusting level on “volume” key (left side)  
(will play one file at a time)

#### TO ERASE:

- Click on “menu” to “main menu”
- Scroll down right double arrow key to “file”
- Click on red
- File to be erased is shown
- Click on red
- Scroll by left double arrow once to get “delete”
- Click on red
- Scroll by right double arrow once to get “yes”
- Click on red
- Repeat for each file until all are gone
- Click on “menu” to return to main screen
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#### TO STRIKE:

- Turn unit off
- Remove SD card
- Remove batteries

#### NOTE:

- If the words “card protected” come up on your screen after inserting a disc  
remove the disc and look for a small tab on the disc. This is a lock.  
Slide the small tab to “unlock” and place disc back in recorder.
- Low batteries indicated in lower left of screen picture of a battery (3 bars is full, 1 bar is  
low) – replace batteries at this point
- a notice will come on screen when two minutes remain

I cards are going back to default factory settings the person downloading the information from the cards is not only deleting the files, but also the folder. **DO NOT DELETE FOLDERS.**

(Revised Feb. 9, 2014)