

## Dictaphone Instructions for the Recording of Vivas

- **To switch on:**
  - Move the slide on the left hand side of the Dictaphone in a downward direction. The screen will illuminate at this point.
- **Before recording:**
  - Point the microphone (top of the dictaphone) towards viva participants.
  - Ensure volume is set at level 30 by pressing either of the volume +/- controls located on the right hand side of the dictaphone.
  - Ensure battery life is at least 50%. A battery indicator is at the bottom right of the display.
- **To record:**
  - Press the round Rec/Pause button on the front of the Dictaphone. A red light will illuminate at the top of the Dictaphone (above the "Sony" label), while on the display itself the word "REC" will appear in a black box, and the timer will start.
- **To pause at any point:**
  - Re-press the Rec/Pause button. The word "Pause" will appear at the top of the display.
  - Press the same button again to recommence recording.
- **At the end of the viva:**
  - To stop the recorder, press the middle of 3 buttons (bearing a silver square) just above the speaker.
- **Retrieving the file:**
  - Insert the smaller end of the USB cable into the port on the upper left hand side of the Dictaphone, and the larger end into your PC. The Dictaphone screen will display "Connecting".
  - After a few seconds a dialogue box will appear. Select "Open folder to view files with Windows Explorer".
  - Open the "Voice" folder, followed by "Folder01". There you will find your viva recording stored as an MP3 file. The filename will begin with the date of the recording as a filename in ddmmyy format.
  - This can then be copied onto a memory stick/shared drive or directly into an email as appropriate.
  - Disconnect the cable once the file has been copied.
  - **Check that the copy you have created will open and run before erasing the original.**
- **To erase a file from the recorder:**
  - Press the "Erase" button on the right hand side of the recorder. You will then be asked to confirm that you wish to erase.
  - Press the "Rewind" or "Fast Forward" button to toggle between "Yes" and "No" responses.
  - With the correct option highlighted, press the "Enter" button.

- **To switch off the recorder:**

- Move the slide on the left hand side of the Dictaphone to the lower position and hold until the words "Power Off" appear on the display and it subsequently goes blank. Release the slide.

