



Description of the Olympus LS-14 portable recorder

Front: all buttons and keys for different functions

Back: Battery cover. Raised release button. Press it to open the cover. It takes two AA batteries, positive pole down.

Top: two microphones, pointing to left and right. Between them, a third microphone. During interview recording, if turning the recorder sideways, it facilitates to pick up both voices, the interviewer and the interviewee.

When buttons facing you:

On the left hand-side from top to bottom

Earphones jack

Remote jack. (for remote control that allows you to start and stop recording, but we don't have it)

USB connector allows you to download the recording to your computer

Power/Hold switch. If you slide it down, power on, if you slide it up, it will block all buttons.

On the Right hand-side, from top to bottom:

Microphone jack: for use of external microphone. However, most portable recorders work better with their in-built microphones (mics)

Line in Jack: if you want to record from a PA system or computer.

Memory card cover. It takes a SD card, but it also has an in-built memory of 4 Gb.

On the front:

Smooth surface is your display LCD panel

Directly underneath, there are three rectangular keys, the function buttons, from left to right F1, F2 and F3.

F2 has a raised bar, and it displays the list of tracks you have recorded

F3 (the next to the right) displays the list of folders where you are keeping the tracks.

Below those, you'll find three big round buttons. From left to right you have:

Play button (identified with an arrow)

Stop button (identified with a square)

Record button (identified with a circle)

Below those you will notice two circles, one inside other.

The external one can be pressed up or down or left and right. These are useful when navigating between tracks or for the recording manual setting.

The small circle in the centre, is the enter button, so it is the one to use for selection of tracks or to implement different functions.

Next to it, there is a small round button that opens the menu

Below, on the left, there is a small circular button, the erase button. Not easy to use to erase tracks on the recorder, as you need to navigate the files and the voice guidance doesn't work very well on those case. We would recommend only to erase tracks when those have been downloaded on a pc or laptop.

To the right, there is the model dial. This allows you to choose different options for recording. The options are from top to button, and when turning dial anti-clockwise:

Tune

SMART

Manual

Quick

We will recommend to use either the SMART function or the Quick function. When turning the dial, the voice guidance will let you know which one you have selected.

SMART function does not start recording immediately. The portable recorder will initially beep and that indicates it is setting the recording levels, this takes about 30 seconds. There will be a second beep to indicate that the recording has started. If you don't want to wait the full 30 seconds, just press the record button a second time and after the second beep the recording will be initiated.

Quick function will initiate the recording immediately after the record button is pressed.

In both cases, to pause the recording, press the record button. To stop the recording and start a new track, press the stop button and then record again.