Olympus WS-300M Digital Voice Recorder Quick Guide

Features

- Built-in **Stereo Microphone**
- Records audio as **WMA (Windows Media Audio) format** (up to 199 files in each of five folders) on integrated **256 MB** flash memory.
- **4 recording modes**: "ST HQ" (Stereo High Quality), and 3 types of monaural recording: HQ (High Quality), SP (Standard Playback), and LP (Long Playback)..
- **Index marks** (up to 16 per file)
- **USB Transfer** to a computer by plugging the recorder directly into a USB port (no drivers needed)
- **Fast and Slow Playback** on unit
- Recorded files **playable on computer** using free software, including **Windows Media Player** http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx (available for Mac or Windows), and **DSS Player - Lite** from Olympus (Windows http://olympusamerica.com/files/DSSL211E.exe , Mac OS X http://olympusamerica.com/files/DSSPlayerLiteforMacX.sit). Using the DSS Player - Lite enables you to search the index marks that are marked on the voice files.
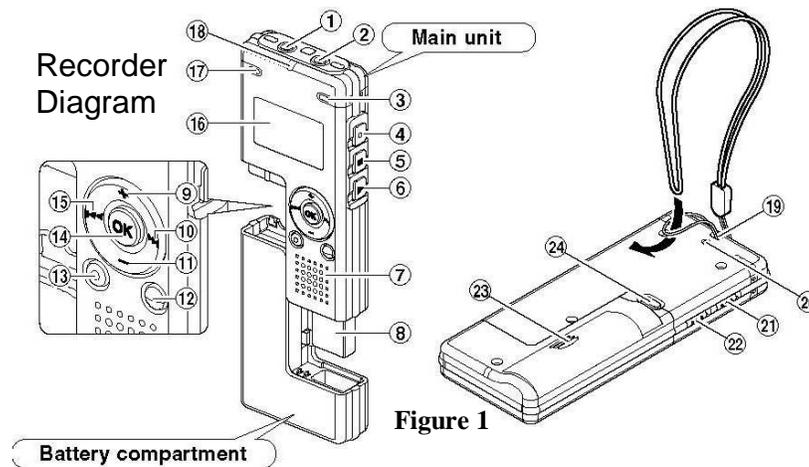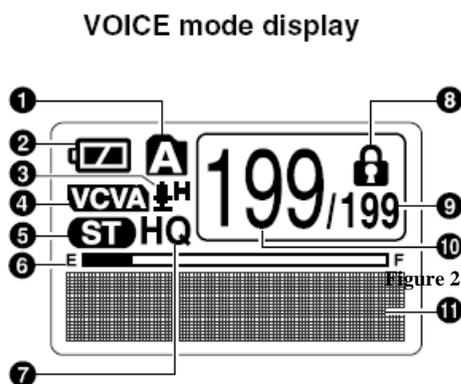

Figure 1

1. EAR (Earphone) jack	14. ERASE button
2. MIC (Microphone) jack	15. OK button
3. Built-in stereo microphone (R)	16. **|<<** Back button
4. REC (Record) button	17. Display (LCD panel)
5. STOP button	18. Built-in stereo microphone (L)
6. PLAY button	19. Record/Play indicator light
7. Built-in speaker	20. Strap hole
8. USB terminal	21. USB access indicator light
9. VOL (+) button	22. HOLD switch
10. >>| Forward button	23. Mode (VOICE/MUSIC) switch
11. VOL (–) button	24. Battery cover
12. FOLDER/INDEX button	25. RELEASE button

Basic Operation

- **Turn Unit On** by sliding the hold switch (Figure 1, #21) down. If recorder has turned off by itself after 5 minutes of inactivity (standby mode), press any button to restart.
- Make sure **Mode** Switch (Figure 1, # 22) is set to **VOICE**.
- **Configuration** settings can be accessed by
    - **Hold down** center **OK** button until *Menu* displays:
    - Use the **+ or –** rocker button to move **up or down** in list
    - Press **OK** button **to select** menu item
    - Use + or – rocker button to select desired setting, then
    - Press **OK to save** setting
    - Press side **Stop** button to **exit** menu
- **To Record**,
    - **Select folder** you wish to save to. You have five folders, A, B, C, D, and E that can be used to organize your recordings. **Pressing FOLDER** button (Figure 1, # 12) will allow you to cycle through options (displayed on LCD, as shown in Figure 2, #1)
    - **Press REC** button (Figure 1, # 4) to start recording.
    - **Press REC** button again to **Pause** while recording, then again to resume.
    - **Press STOP** button (Figure 1, #5) to stop recording.
- **Turn Unit Off** by sliding the hold switch (Figure 1, #21) up.

Display (LCD Panel)

VOICE mode display

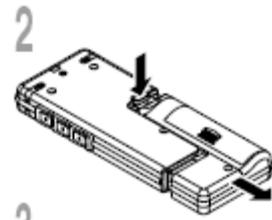**Figure 2**

The display appears when recording.

1. Folder indicator
2. Battery indicator
3. Microphone sensitivity indicator
4. VCVA (Variable Control Voice Actuator) indicator
5. Stereo indicator
6. Memory remaining indicator (E/F bar)
7. Record mode indicator
8. Erase lock indicator
9. Total number of recorded files in the folder
10. Current file number
11. Character information display

Connecting to Computer

(Windows Me/2000/XP/Vista, Mac OS 9/ OS X)

1. Make sure the **recorder is off** (hold switch up).
2. **Detach the battery compartment,** pressing the RELEASE button (Figure 1, # 24) on the back side and sliding off.
3. **Connect the recorder's USB terminal to USB port on computer or USB hub.** "Remote" is displayed on recorder if the USB is connected. For PC, launch *My Computer*. In the window, the recorder will appear as a removable disk. For Mac, an *Untitled* Disc should appear on desktop when connected.
4. **Open disc, transfer audio files to your computer**. The 5 Voice recording folders are displayed as "DSS_FLD**A**", "DSS_FLD**B**", "DSS_FLD**C**", "DSS_FLD**D**" and DSS_FLD**E**", and the recorded voice files are saved in WMA format in these folders. You can copy them to any folder on your computer. While transmitting data, "Busy" is displayed, and the record/play indicator light and USB access indicator light flashes red.

Disconnecting
   For Windows PC,
   1. **Click the on the task bar located at the lower-right corner of the screen**. Click [Safely Remove Hardware]. It will read [Stop USB Disk-Drive] for Windows Me. The drive letter will differ depending on the computer being used.
   2. **When the safe to remove hardware window appears, click [OK].**
   3. **Make sure that the display is turned off, disconnect the USB.**
   For Mac, from Finder >File, select Eject, or drag *Untitled* disc to trash.

Special Notes
   • Recording starts once the red record/play indicator light is on.
   • Do not format the drive of the recorder using a computer.
   • NEVER disconnect the USB while the record/play indicator light and USB access indicator light are flashing in red. If you do so, the data may be destroyed.
   • Be sure to push the USB connector all the way in. Otherwise, the recorder may not operate properly.
   • Use the supplied USB extension cable depending on situations.
   • Never delete, move or change the name of the recorder's folders or system files in each folder (e.g using file management tools such as "Explorer"). Functionality of the recorder and files may be affected.
   • Noise may cause adverse effects on electronics devices nearby the recorder. Unplug the external microphone and earphone when you connect the recorder to a PC.
   • If you are recording and the battery charge runs out, you will lose your currently recorded file because the file header will not be able to close. It is crucial to stop recording and change/recharge the battery once you see only one hash mark in the battery indicator. (If changing batteries, make sure to return original rechargeable battery supplied with unit or you will be charged for its replacement).

Erasing Data from Olympus WS-300M Digital Recorder

   Erasing One File at a Time
   1. Select folder (Figure 2, #1) containing file using FOLDER/INDEX button (Figure 1, #12)
   2. Select File using Forward or Back button
   3. Press Erase button (Figure 1, #13), then
   4. Press the + or – button to choose "Erase".
   5. Press the ERASE or OK button.

   Erasing All Files from a Folder at Once
   1. Select the folder (Figure 2, #1) in which you want to erase all files using FOLDER/INDEX button (Figure 1, #12).
   2. Press the ERASE button (Figure 1, #13) for 3 seconds or longer. The "Cancel" indicator flashes.
   3. Press the + or – button to choose "All Erase".
   4. Press the ERASE or OK button.