

# Zoom recording checklist

(Recorders in the blue bags, available in basement)

Do you have:

- the recorder?
- the USB cord?
- the SD card?
- an external mic?
- headphones?
- extra double-A batteries?
- tripod?



**1. Set the date:** Menu > System > Date/Time

**2. Mode:** Menu > Mode > Stereo

**3. Plug in the mic.** Make sure it's turned on.

**4. Set the input settings:**  
Input > Mic (buttons on front of recorder)

**5. Set the Recording Settings:**

Recording Format: WAV/MP3 button  
Format > WAV 44.1kHz/16 bit (buttons on front of recorder)

**6. Adjust the Recording Level**

Menu > Input > Level Auto > Off  
Adjust the **Rec Level** dial on the right side of the recorder.  
Watch the input levels on screen.

Or:  
Menu > Input > Level Auto > On

**7. Choose a Folder**

Folder button > select one (there are 10)

**8. Record**

Remember: You must hit **RECORD** twice until the red light is steady.  
Watch your input levels. Adjust if necessary.

## 9. Delete Files

Menu > Folder > Folder Select > File > Select File > Delete  
(Delete All to erase entire folder)