

DIGITAL VOICE RECORDER

**VN-6500
VN-6000
VN-5500
VN-5000**

EN INSTRUCTIONS

Thank you for purchasing an Olympus Digital Voice Recorder. Please read these instructions for information about using the product correctly and safely. Keep the instructions handy for future reference.

To ensure successful recordings, we recommend that you test the record function and volume before use.

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Introduction

- The contents of this document may be changed in the future without advanced notice. Contact our Customer Support Center for the latest information relating to product names and model numbers.
- The utmost care has been taken to ensure the integrity of the contents of this document. In the unlikely event that a questionable item, error, or omission is found, please contact our Customer Support Center.
- Any liability for passive damages or damage of any kind occurred due to data loss incurred by a defect of the product, repair performed by the third party other than Olympus or an Olympus authorized service station, or any other reason is excluded.

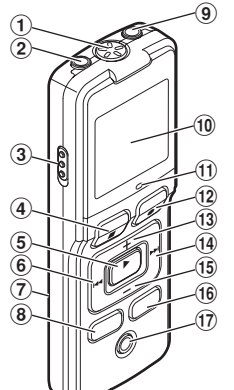
Safe and Proper Usage

Before using your new recorder, read this manual carefully to ensure that you know how to operate it safely and correctly. Keep this manual in an easily accessible location for future reference.

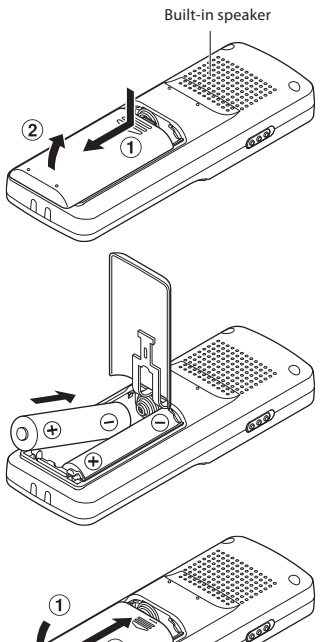
- The warning symbols indicate important safety related information. To protect yourself and others from personal injury or damage to property, it is essential that you always read the warnings and information provided.

Getting Started

Identification of Parts

- 
- 1 Built-in Microphone
 - 2 MIC (Microphone) jack
 - 3 HOLD switch
 - 4 STOP (■) button
 - 5 PLAY (▶) button
 - 6 ◀◀ (Rewind) button
 - 7 Battery cover
 - 8 FOLDER/INDEX button
 - 9 EAR (Earphone) jack
 - 10 Display (LCD panel)
 - 11 Record/play indicator light
 - 12 REC (●) button
 - 13 + button
 - 14 ▶▶ (Fast Forward) button
 - 15 - button
 - 16 DISP/MENU button
 - 17 ERASE (⊖) button

Inserting Batteries

- 
- Press down on the arrow and slide the battery cover open.
 - Insert two size-AAA alkaline batteries, observing the correct polarity.
 - Close the battery cover completely.
 - Time and date display appears.
 - The "Hour" indicator flashes, indicating the start of the time and date setup process. (See "Setting Time and Date [TIME]" for details).

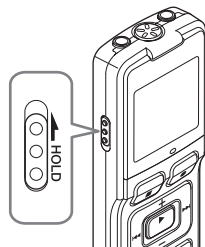
Replacing Batteries:

When [] appears on the display, replace the batteries as soon as possible. Size-AAA alkaline batteries are recommended. When the batteries are depleted, [] appears on the display, and the recorder shuts off. It is recommended to set the HOLD switch to the [HOLD] position before you replace batteries to maintain the current settings (Time and date, etc.). For your convenience, the recorder also logs the current settings in nonvolatile memory at hourly intervals.

An optional NI-MH Rechargeable Battery (BR401) from Olympus can be used for the recorder.

Power Supply

The HOLD switch functions as a power button. When you do not use the recorder, set the HOLD switch to the [HOLD] position while the recorder is stopped. This will power off the recorder and minimize the battery drain.



Power on: Reset the HOLD switch.
Power off: Set the HOLD switch to the [HOLD] position.

Standby Mode and Display Shut Off:

If the recorder is stopped or paused for 60 minutes or longer during recording or play back, it goes into Standby (power-save) mode, and the display shuts off. To exit Standby mode and turn on the display, press any button.

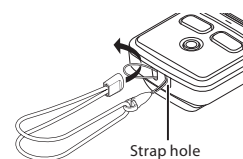
Hold

Set the HOLD switch to the [HOLD] position. All operation buttons are disabled. This feature is useful when the recorder has to be carried in a handbag or pocket. Remember to reset the HOLD switch before attempting to use the recorder.

Notes:

- The alarm will sound at the scheduled time even if the recorder is set to [HOLD] position. The recorder will then begin to play the file associated with the alarm once you press any button.
- The recorder functions as follows with the HOLD switch set to the [HOLD] position:
 - If the recorder is playing, the display goes dark when playback of the current file has completed.
 - If the recorder is recording, the display goes dark when the recorder stops recording automatically upon running out of free memory.

How to Use the Strap



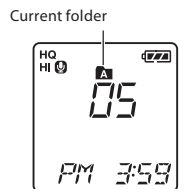
- Strap is not supplied.

Notes on the Folders

The recorder provides four folders, [A], [B], [C] and [D]. To change the folder selection, press the FOLDER/INDEX button while the recorder is stopped. Each recorded file is stored in a folder.

Note:

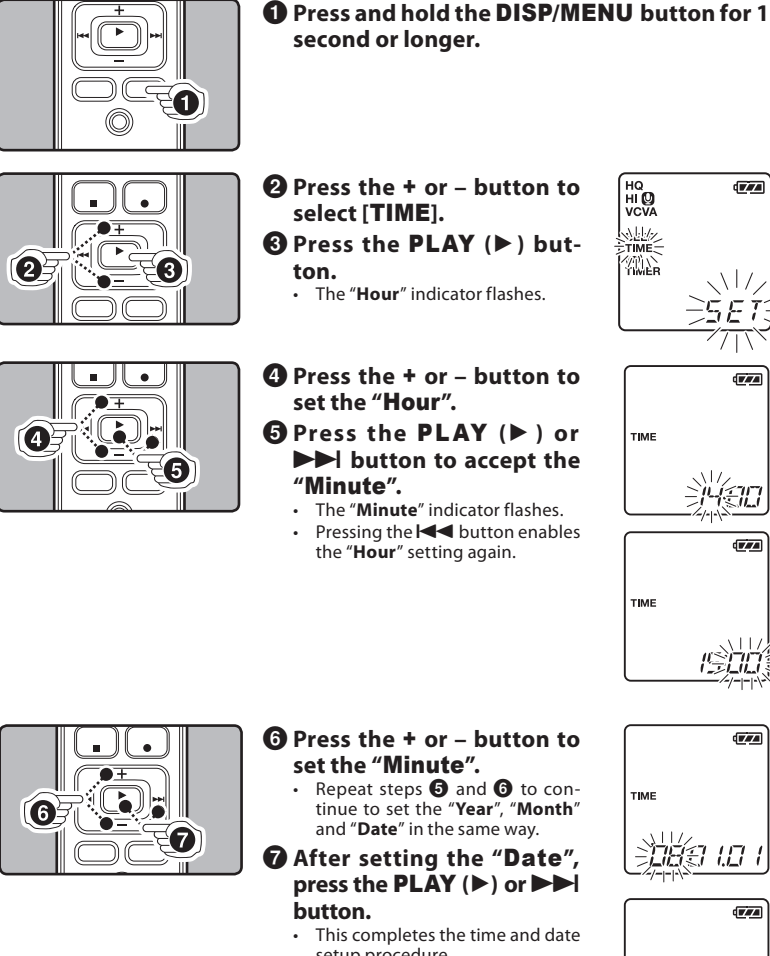
- Using folders to classify files makes it convenient to find files you want to access later. Up to a total of 100 files can be recorded in each folder.



Setting Time and Date [TIME]

If you have set the time and date, information as to when a sound file was recorded is stored automatically with that file.

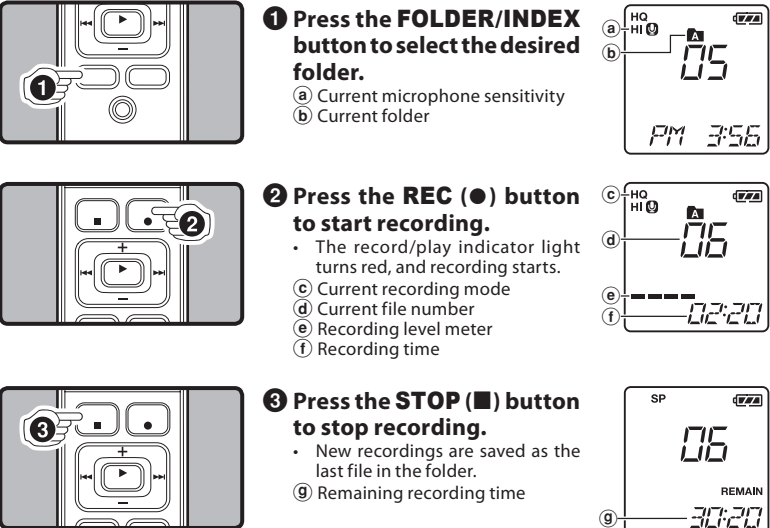
When you install batteries for the first time or each time you replace the batteries, the "Hour" indication will flash. In such a case, be sure to set the time and date by following steps 1 through 7 described below.

- 
- Press and hold the DISP/MENU button for 1 second or longer.
 - Press the + or - button to select [TIME].
 - Press the PLAY (▶) button.
 - The "Hour" indicator flashes.
 - Press the + or - button to set the "Hour".
 - Press the PLAY (▶) or ▶▶ button to accept the "Minute".
 - The "Minute" indicator flashes.
 - Pressing the ◀◀ button enables the "Hour" setting again.
 - Press the + or - button to set the "Minute".
 - Repeat steps 5 and 6 to continue to set the "Year", "Month" and "Date" in the same way.
 - After setting the "Date", press the PLAY (▶) or ▶▶ button.
 - This completes the time and date setup procedure.

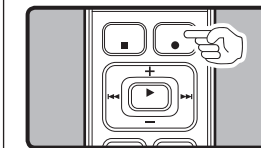
Notes:

- You can switch the time indication between the 12-hour system and the 24-hour system by pressing the DISP/MENU button while you are setting the hour or minute.
- You can change the order of the date indication by pressing the DISP/MENU button while you are setting the year, month, or day.
Example: July 14, 2008 → 7. 14 08 → 14. 7 08 → 08 7. 14

Recording

- 
- Press the FOLDER/INDEX button to select the desired folder.
 - Current microphone sensitivity
 - Current folder
 - Press the REC (●) button to start recording.
 - The record/play indicator light turns red, and recording starts.
 - Current recording mode
 - Current file number
 - Recording level meter
 - Recording time
 - Press the STOP (■) button to stop recording.
 - New recordings are saved as the last file in the folder.
 - Remaining recording time

To Pause Recording



To Pause:

While the recorder is during recording mode, press the REC (●) button

- [PAUSE] appears on the display and the record/play indicator light flashes.

To Resume Recording:

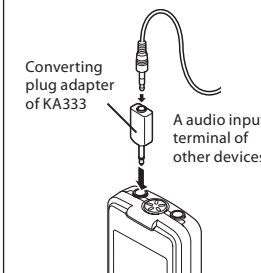
Press the REC (●) button again.

- Recording will resume at the point of interruption.

Notes for Recording

- If [FULL] appears on the display, you cannot record in the selected folder. In such a case, erase unnecessary files.
- If the recorder is placed directly on a table when recording a meeting, it tends to pick up table vibrations. Put a notebook or other item between the table and the recorder so that the vibration is not easily transmitted for clearer recording.
- Even if you press the DISP/MENU button, the display will not change to current recording time if the remaining recording time is 5 minutes or less.
- When remaining recording time is less than 60 seconds, the record/play indicator light starts flashing in red. When the recording time is decreased to 30 or 10 seconds, the light flashes faster.
- The recorder will enter Stop mode if it has been left paused for 60 minutes or longer.
- In case of difficult acoustic conditions or low speaker's voice, recording in [HQ] is recommended. Also, usage of an external microphone (sold separately) could improve the quality of recordings.

Recording from external Microphone or other Devices



The external microphone and other devices can be connected and the sound can be recorded.

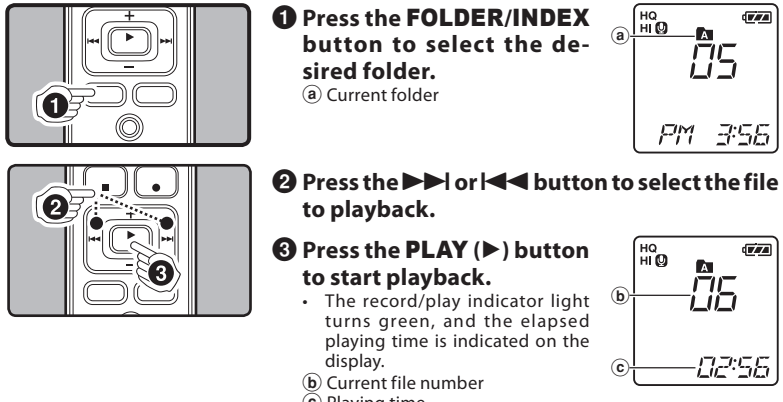
- When using an external microphone, select adequate microphone, such as a Noise-Cancellation microphone or Electret condenser microphone (optional).
- To connect the recorder to an external device, use the connecting cord KA333 (optional), and the stereo/monaural converting plug adapter supplied with KA333.
- The input level cannot be adjusted on this recorder. When you connect the recorder to an external device, execute a test recording and adjust the output level of the external device.

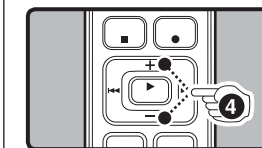
LCD Display Information

You can select an option for the display of the recorder. This will help review and confirm different recorder settings and file information.

State of the recorder	Operation	Display
While in stop mode	Press and hold the STOP (■) button	The total number of files recorded in the folder and remaining recording time appears on the display.
While in record mode	Press the DISP/MENU button	The display switches between current recording time and remaining recording time.
While in stop mode or playback mode	Press the DISP/MENU button	Playing time → Remaining playing time → Recording date of the file → Recording time of the file → Playing time ...

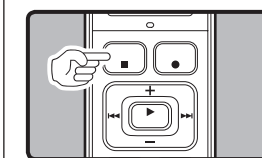
Playback

- 
- Press the FOLDER/INDEX button to select the desired folder.
 - Current folder
 - Press the ▶▶ or ◀◀ button to select the file to playback.
 - Press the PLAY (▶) button to start playback.
 - The record/play indicator light turns green, and the elapsed playing time is indicated on the display.
 - Current file number
 - Playing time



- Press the + or - button to select the proper sound volume.
 - The display shows the volume level. You can choose between [00] to [30].

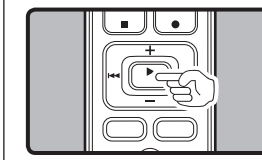
Canceling Playback



To Stop:

Press the STOP (■) button.

- The recorder stops in the middle of the file being played.

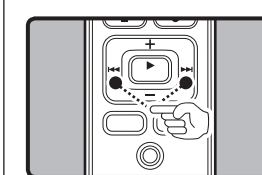


To Resume Playback:

Press the PLAY (▶) button again.

- Playback will resume at the point of interruption.

Forwarding and Rewinding



Fast Forward:

While the recorder is during playback mode, press and hold the ▶▶ button.

- When you release the ▶▶ button, the recorder will resume normal playback.

Rewind:

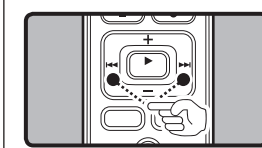
While the recorder is during playback mode, press and hold the ◀◀ button.

- When you release the ◀◀ button, the recorder will resume normal playback.

Notes:

- The end of the file is located by pressing and holding the ▶▶ button during fast forwarding. The recorder will pause at the end of the file. If you do not release the ▶▶ button, the recorder will continue to fast forward.
- The beginning of the file is located by pressing and holding the ◀◀ button during rewinding. The recorder will pause at the beginning of the file. If you do not release the ◀◀ button, the recorder will continue to rewind.
- When the index mark is shown in the middle of a file, it will stop temporarily in the position of the index mark.

Locating the Beginning of the File:

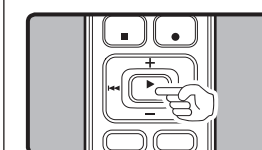


While the recorder is during playback mode (playback or playback in slow/fast mode), press the ▶▶ or ◀◀ button forwards or rewinds to the beginning of the next file or the file being played respectively.

Notes

- If an index mark is encountered midway, playback begins at that point. (See "Index Marks" for details)

Changing Playback Speed:



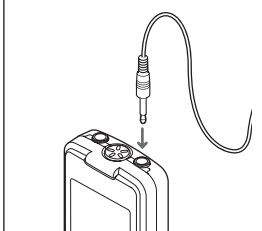
While the recorder is during playback mode, press the PLAY (▶) button.



Notes:

- When the slow playback mode is selected, the [S] appears and, for the fast playback mode, [F] appears on the display while the recorder is playback.
- The recorder stops playback when you press the STOP (■) button while playback in the slow/fast mode, or when it reaches to the end of the file. If you once press the STOP (■) button and start playback again, the recorder will playback files in normal speed as well.

Listening with Earphone



You can listen to files by connecting earphones to the earphone jack. If an earphone is connected, the speaker doesn't emit sound. Sound will be played back monaurally.

Notes:

- To avoid irritation to the ear, insert the earphone after you turn down the volume level.
- When you listen with the earphone during playback, do not raise the volume too much. It may cause hearing impairment and loss in hearing ability.
- Earphones are not supplied. You can use any standard 3.5mm monaural earphone or headphone.

