



## The Irish Message Banking Toolkit



# Operating the Zoom H1n Handy Recorder for Message Banking



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A **Zoom H1n Handy Recorder** is used during the recording phase of message banking to capture phrases in your own speech that you want to include in your message bank.


If your speech deteriorates in the future and you wish to use your phrases as part of your communication system, you would not play them out on the Zoom H1n. Rather, the messages would be uploaded onto an electronic communication device such as a smart tablet with a suitable communication app/software.

Your speech and language therapist (SLT) or assistive technology (AT) service will help you with this future step as needed.


## 1. Turning the Zoom H1n On and Off

To **turn on** the Zoom H1n:



On the right side of the Zoom H1n, slide the  Power switch all the way to the left.

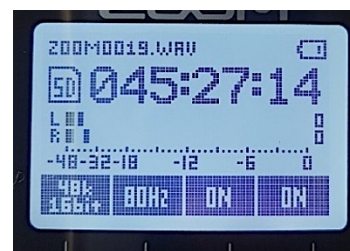


Hold the  Power switch to the left for about 1 second, then release.

The switch will return to the middle.

The screen will light up to say *Now Loading* followed by *SD Card Access*.

When it is fully on, you will see a screen like this.



If the Zoom H1n does not turn on, either you did not hold the power switch to the left for long enough **or** the batteries are dead.



You **turn off** the Zoom H1n the same way you turn it on.

To **turn off** the Zoom H1n:



On the right side of the Zoom H1n, slide the Power switch all the way to the **left**.



Hold the Power switch to the left for about 1 second, then release.

The switch will return to the middle.

The screen will say Goodbye see you! When it is off the screen will go blank.



## 2. Recording a Message

To **start recording** a message:



Press and release the Record button on the front of the Zoom H1n.



When the Zoom H1n is **in record mode**:

- A large black dot will appear on the left side of the screen.
- The number beside this dot indicates the duration of the recording so far.
- The REC indicator light beside the Record button will be solidly RED.



To **stop recording** at the end of a message, it is the same action:



Press and release the Record button on the front of the Zoom H1n.



- Once you press the Record button, **start speaking promptly** to avoid empty space at the beginning of your message. Likewise, **stop recording promptly** when you finish speaking.
- Speak **only one message per recording**.

For further information see

Recording Messages for Message Banking





### 3. Playing a Recorded Message

You can listen back to the messages you have recorded to remind yourself of the phrases you have covered or to check the quality.

To **start playing** the last recorded message:

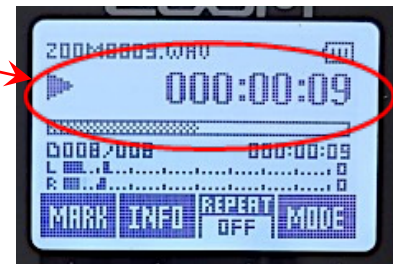


Press and release the  Play/Pause button on the front of the Zoom H1n.



When the Zoom H1n is in **play mode**:

- A forward arrow will appear on the left side of the screen.
- The number beside this arrow indicates the duration of the recording that has played so far.
- A progress line below this indicates the proportion of the recording that has played so far.



When you press the Play button, the Zoom H1n will play the last message then automatically loop to the first recorded message and continue from there. It will keep playing through your messages until you press the Pause or Stop button.

To **pause** a recorded message that is playing:



Press and release the same  Play/Pause button that you pressed to begin playing the message.



When the Zoom H1n is in **pause mode**:

- 2 pause lines will appear on the left side of the screen
- The number beside these lines indicates the place in the recording where you have paused.



To **resume playing** this message:



Press and release the same  Play/Pause button again.

To **stop** playing this message:



Press and release the  Stop button on the front of the Zoom H1n.

You will return to the main screen.






#### 4a. Moving to the Previous/Next Recorded Message


When in **play or pause mode**:



Press and release the  Back arrows button on the front of the Zoom H1n to move to the previous message.

**or**

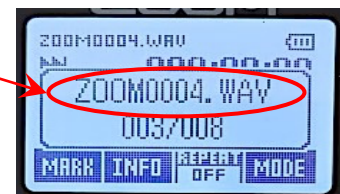


Press and release the  Forward arrows button on the front of the Zoom H1n to move to the next message.



The current message recording number will appear on the screen.


Repeatedly press the Back or Forward arrows button until you reach the recording number that you are looking for.



#### 4b. Moving to the Previous/Next Recorded Message

When **NOT** in **play or pause mode**:



Press and release the  Back arrows button on the front of the Zoom H1n to move to the previous message.

**or**

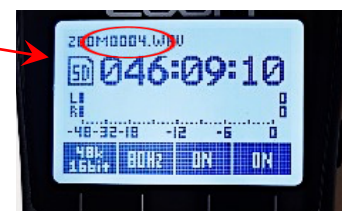


Press and release the  Forward arrows button on the front of the Zoom H1n to move to the next message.



The current sound file number will display in small writing at the very top of the screen.

You can then play the current sound file.








## 5. Deleting One Recorded Message

To **delete ONE** recorded message:

Play the message recording that you want to delete (see page 3).



In play or pause mode, press the Delete button  on the right side of the Zoom H1n.

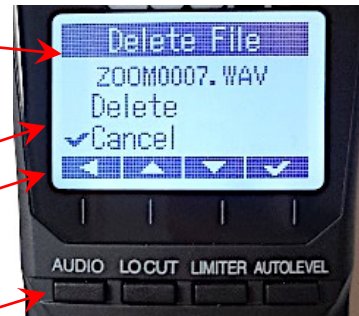


A *Delete File* menu will appear on the screen.

The screen will show the recording number and menu options *Delete* and *Cancel*.

A ✓ select symbol beside *Cancel* indicates that it is highlighted as the default menu option.

Along the bottom of the screen are BACK, UP and DOWN arrow symbols and a ✓ select symbol.

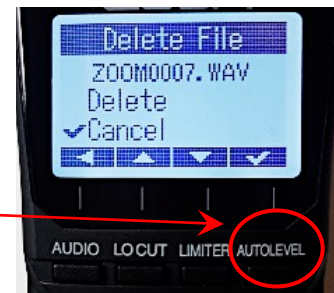


Under the screen there is a row of press down buttons that correspond to these screen options in this mode.

To **cancel the deletion** if you realise that you selected the wrong message recording:



Press and release the AUTOLEVEL button, which is the 1st button from the right under the screen.

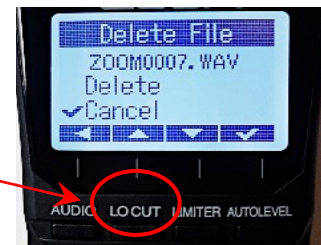


To **continue with the deletion**:



Press and release the LO CUT button, which is the 2<sup>nd</sup> button from the left under the screen.

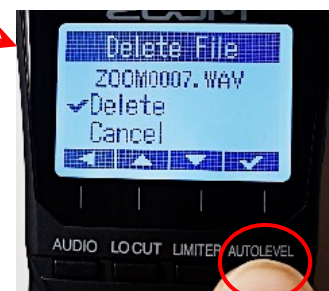
The ✓ on screen is now beside *Delete*.



To **confirm the deletion**:



Press and release the AUTOLEVEL button, which is the 1st button from the right under the screen.



You will see a timer icon on screen while the file is deleting then the screen will say *Done*. This means your message recording has been successfully deleted.





## 6. Deleting ALL Recorded Messages

If you have message recordings left on the Zoom H1n after you have transferred them to a computer or storage device, you can delete all recordings from the Zoom H1n at once by clearing the microSD memory card. **Before** you do this, **check** that you have copied any files you want to keep to your computer. Once you clear the microSD memory card, it will not be possible to retrieve the message recordings.

To **delete ALL** recorded messages from the Zoom H1n:



When the recorder is **turned off**, press and hold the Delete button on the right side of the Zoom H1n.



Continue to press the Delete button and at the same time, slide the  Power switch to the left and **hold for 1 second**. Release both when the screen on the front turns on.



A *SETTING* menu will appear on the screen.

A ► symbol beside *Date/Time* indicates that it is highlighted as the default menu option.

The screen will also show 2 other menu options and a vertical bar to the right indicating that there are more options below if you scroll down.

Along the bottom of the screen are EXIT, UP, DOWN and SELECT symbols.

Under the screen there is a row of *press down* buttons that correspond to the screen options in this mode.



To **scroll down** through the *SETTING* menu:



Press and release the LIMITER button, which is the 2nd button from the right under the screen

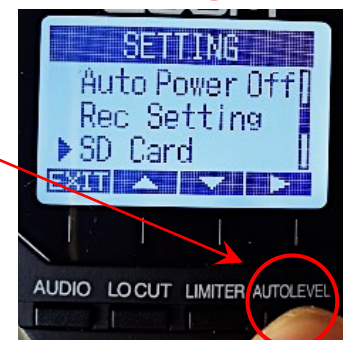
Press this button multiple times until the on screen arrow is pointing to *SD Card*.



To **select SD Card**:



Press and release the AUTOLEVEL button, which is the 1st button from the right under the screen.



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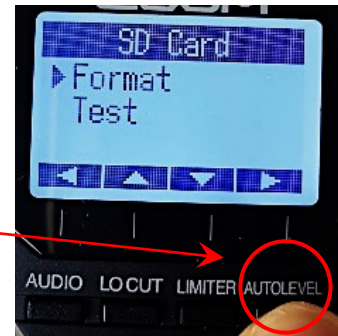
An **SD Card** menu will appear on the screen.

**Format** is highlighted as the default menu option and is the option you want.

To select **Format**:



Press and release the **AUTOLEVEL** button again.



The **Format** menu will appear on the screen.

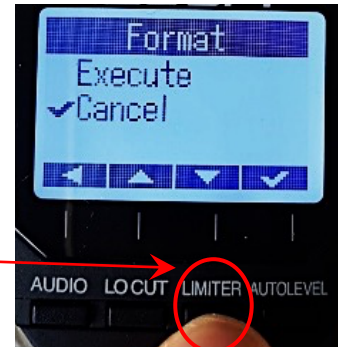
**Cancel** is highlighted as the default menu option.

The option you want is **Execute**.

To **scroll to the Execute** menu option:



Press and release the **LIMITER** button.

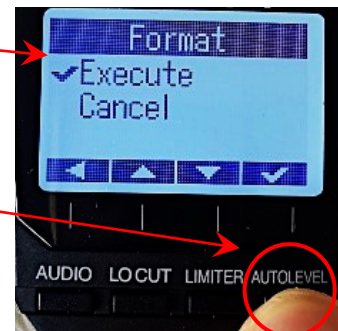


The on screen arrow should now be pointing to **Execute**.

To **confirm** that you want to format the microSD memory card to delete all the message recordings:



Press and release the **AUTOLEVEL** button.



You will see a timer icon on the screen while the files are deleting



The screen will then say **Done**, which indicates that you have now deleted all of your recordings from the Zoom H1n.



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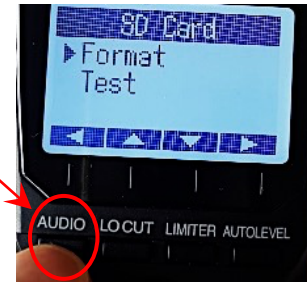


The screen will return to the SD Card menu.

To **exit the SD Card menu**:



Press and release the AUDIO button, which is the 1st button from the left under the screen

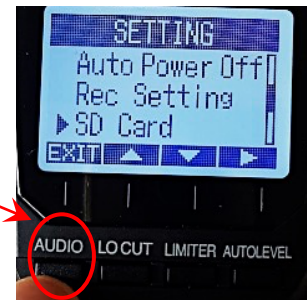


The screen will then return to the SETTING menu.

To **exit the SETTING menu**:

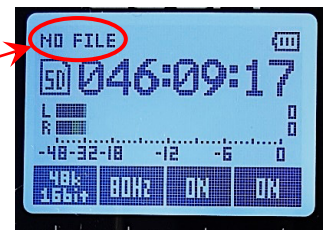


Press and release the AUDIO button again.



The Zoom H1n will return to **show the main screen**.

In the very top left of the screen, you will see **NO FILE** which confirms that the SD card is now empty.



## 7. Adjusting the Play Volume

For listening back to recorded messages, you can set the volume from 0 -100.

To change the playback **volume**:



Press the **+** or **-** Volume button on the left side of the Zoom H1n.



The screen will display the current volume setting number.



### If you find it hard to hear the playback:

- The play speaker is on the lower front just above the H1n label. Hold this part to your ear to get the clearest play sound.
- Alternatively, you can use headphones by plugging a jack connector into the / LINE OUT port on the top left side of the Zoom H1n.

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