Setting Up the Zoom **H1** Handy Recorder for Message Banking

1. Unpacking the Zoom H1 Recorder

The Zoom H1 Handy Recorder box contains:

o The recorder

o 1 AA battery

o A clear plastic case with a microSD memory card and adapter

o A quick start manual

2. Inserting the Battery

To open the battery case:

→ Press down on the ridged section of the battery cover.

→ Slide the battery cover to the right.

When the cover is off:

→ Insert one AA battery.
   (+ end to the bottom of the recorder)

→ Replace the battery case cover.

3. Inserting the MicroSD Memory Card

To insert a memory card:

→ On the left side of the recorder, open the hinged door of the memory card compartment by catching the tab with your nail and pulling it forward.

→ Slide the microSD card into the slot. The printed side should be face up and the narrow end goes in first.

→ Press the microSD card into position. You will know it is fully inserted when you hear it click and feel it bounce back slightly.

→ Close the hinged door and press it into place.

What does the microSD card do?

The **microSD card** is where your message bank recordings are stored within the recorder. Without it, you can only record and save one message.

Using the microSD card included with the Zoom H1, you can store 2 gigabytes (GB) of files (.wav recordings of up to a total duration of 3 hours).

4. Selecting the Best Recording Settings

On the back of the Zoom H1, there are 3 switches. Set these to:

LO CUT: OFF ☐ ON ☑

AUTO LEVEL: OFF ☐ ON ☑

REC FORMAT: WAV ☑ MP3 ☐

There is more information below on these settings and what they do if you wish to read it. Otherwise, skip to 5. *Setting the Sample Rate and Bit Depth* (page 4).
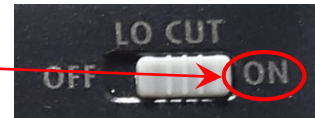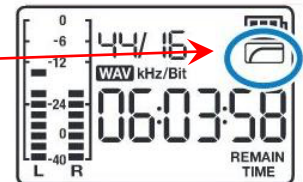
4a. Setting LO CUT

To set LO CUT to **ON**:

Slide the switch all the way across to the **right** to **ON**.

To make sure this setting has been selected, look for the LO CUT symbol in the top right corner of the screen.

What does the low-cut filter (LO CUT) do?

The **LO CUT** filter reduces background noise and any sound made by the movement of your hand while holding the Zoom H1.

4b. Setting Auto Level

To set AUTO LEVEL to **ON**:

Slide the switch all the way across to the **right** to **ON**.

To make sure this setting has been selected:

o   There is no screen icon for AUTO LEVEL, but when the Zoom H1 is in this mode it automatically adjusts the loudness level of the recording, you cannot manually adjust it. Should you try to manually adjust the level by pressing one of the input level buttons on the right side of the recorder LEVEL AUTO will appear on the screen to confirm that AUTO LEVEL is set to ON.

What does AUTO LEVEL do?

AUTO LEVEL automatically adjusts the loudness of the recording to make sure it is right for your voice and recording location – some people speak louder than others and the acoustics of rooms vary.

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4c. Setting the REC Format

Wave (.wav) is a better format than MP3 for making message banking recordings.

To set the recording format to WAV:

Slide the switch all the way across to the **left** to **WAV**.

To make sure this setting has been selected, Look for the WAV symbol in the centre of the screen.

WAV kHz/Bit

What does WAVE (.wav) do?

Wave (.wav) and MP3 are types of sound files.

o Wave is high quality and compatible with different kinds of electronic communication devices.

o MP3 is a compressed sound file which means you will be able to fit more recordings onto the memory card but the quality is lower.

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5. Setting the Sampling Rate and Bit Depth

When the Zoom H1 is not in play or record mode, use the back and forward buttons on the right side to set the sampling rate and bit depth to 48 kHz, 16 bits.

To set the Sampling and Bit rate:

Press the ▶▶Forward arrows or ◀◀ Back arrows button until you see '48/ 16' in the top middle of the screen on the front of the Zoom H1.

To confirm the selection:

Press the Record button ⊙ on the front of the Zoom H1.

What does the sampling rate and bit depth do?

The **sampling rate and bit depth** define the likeness to the original sound. The higher the rate, the better quality the recording but you need more bits when you have a complex sound, less for a simpler sound. **48 kHz, 16 bit** is a good general setting for message banking recordings.

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