



The Irish Message Banking Toolkit



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Operating the Zoom H1 Handy Recorder for Message Banking



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A **Zoom H1 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 H1. 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 H1 On and Off

To **turn on** the Zoom H1:



On the right side of the Zoom H1, 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 *Hi* followed by *Card Access*.



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




If the Zoom H1 does not turn on, either you did not hold the power switch to the left for long enough **or** the battery is dead.




You **turn off** the Zoom H1 the same way you turn it on.

To **turn off** the Zoom H1:



On the right side of the Zoom H1, 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!* then go blank when it is off.



2. Recording a Message


To **start recording** a message:



Press and release the  Record button on the front of the Zoom H1.

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 H1.



When the Zoom H1 is **in recording mode**:

- The light under the microphones will be solidly RED, **not** flashing.
- **REC** will appear in a black block in the lower part of the screen.
- The number on the screen above REC shows the duration of the recording so far.



- 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** your recorded messages:



Press and release the **MARK** Play/Pause button on the right side of the Zoom H1.



When the Zoom H1 is in play mode:

- **PLAY** will appear in the lower part of the screen.
- The number above PLAY shows the duration of remaining play time for the current file.



When you press the Play button, the Zoom H1 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.

See the next page for information on how to skip to a particular message.

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



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



To **resume playing** this message:



Press and release the same **MARK** Play/Pause button again.



To **stop** playing this message:



Press and release the **Record** button on the front of the Zoom H1.



You will return to the main screen. This will not start a new recording; to **start a new recording** you will need to press the Record button again.



4. Moving to the Previous/Next Recorded Message

When in **play or pause mode**, to move to the previous/next recorded message:



Press and release the ◀◀ Back arrows button on the right side of the Zoom H1 to move to the previous message.

or



Press and release the ▶▶ Forward arrows button on the right side of the Zoom H1 to move to the next message.



The current message recording number will be shown at the top of the screen.



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

5. 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 H1.

The screen will display the current volume setting number.



If you find it hard to hear the playback:

- The play speaker is on the bottom of the Zoom H1. Hold this part to your ear to get the clearest play sound.
- Alternatively, using headphones helps. Plug headphones with a jack connector into the **LINE OUT** port on the top left side of the Zoom H1.






6. 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 and release the  Delete button on the right side of the Zoom H1.



To **confirm the deletion**:



Press and release the  Record button on the front of the Zoom H1.




Delete done will appear on the screen



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

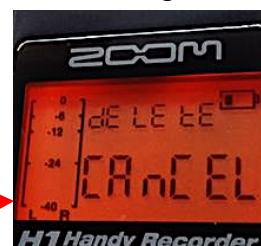


On the **right side** of the Zoom H1, press and release one of the following:

- The  Back arrows button or
- The  Play/Pause button or
- The  Forward arrows button



Delete cancel will appear on the screen.



7. Deleting All Recorded Messages

If you have a large number of message bank recordings on the Zoom H1, you can delete them all at once by clearing the microSD memory card. Before you do this, always check that you have copied any message recordings you want to keep to your computer. Once you clear the memory card, it is not possible to retrieve any recordings that you have not already saved elsewhere.

To delete **ALL** sound files:

When the Zoom H1 is **turned off**:

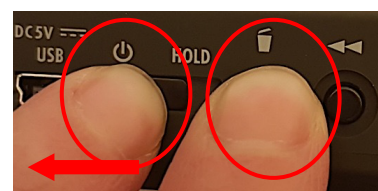


Press and hold the  Delete button.

Continue to press the Delete button and at the same time, slide the Power  switch left to ON and hold it left for about 1 second.

Release both buttons when the Zoom H1 turns on.

The screen will turn on. It will read 'Hi' then 'Format Press REC'.



To **confirm the deletion**:



Press the  Record Button on the front of the Zoom H1.

Format done will appear on the screen which confirms that the memory card has been cleared.