



Transferring Banked Messages from the Zoom H1n Handy Recorder to a Computer



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Your **screen layout and wording may vary** depending on the make and model of your computer so what you see on your screen may not match exactly the images used here.

1. Connecting Options

When you have finished recording your messages using a Zoom H1n, you should transfer them to a computer for sorting and storage.

You can connect your files to a computer using one of the following methods:

OPTION 1

Using a Micro USB to USB Cable (comes with the Zoom H1n accessory pack or can source separately.)

Most computers have a USB connection point.



OPTION 2

Using a MicroSD Memory Card Adapter (which needs to be purchased/supplied separately for the Zoom H1n recorder)

Look on the front of your computer (or at the side if it is a laptop) to see if it has a slot for a memory card – not every computer has one.





OPTION 1

Using a Micro USB to USB Cable

Both the Zoom H1n and your computer must be **powered ON** to transfer files using a USB cable.




The connectors at each end of the cable are different sizes.



Attach the **smaller end** of the cable to the Zoom H1n.



Attach the **larger end** of the cable to your computer.
A USB connection point on your computer will usually be marked with a symbol like this 



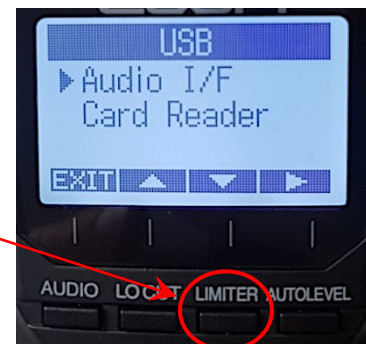
A **USB menu will open** on the screen of the Zoom H1n.

Audio I/F is highlighted as the default menu option. The option you want is *Card Reader*.



To **highlight Card Reader**, press and release the **LIMITER** button which is the 2nd button from the right under the screen.

The onscreen arrow will now point to *Card Reader*.



To **select Card Reader**, press and release the **AUTOLEVEL** button which is the 1st button from the right under the screen.

A *Card Reader* screen will open.



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OPTION 2

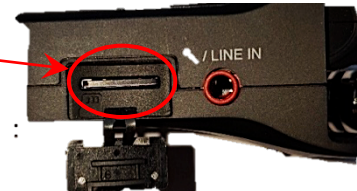
Using a MicroSD Memory Card Adapter



Open the hinged door of the memory card compartment.



Press down on the visible end of the microSD card.



Slide the card out of the slot.



Slide the microSD memory card into the slot at the bottom of the microSD adapter.



Slide the microSD adapter into the slot on the side or front of your computer and press it into position.



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Opening Recordings in the Computer H1n_SD Window

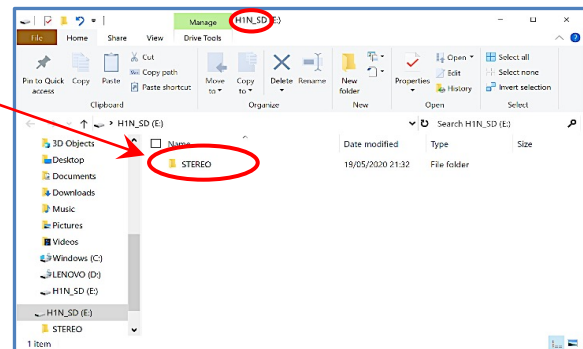
When you have successfully connected your *message bank* recordings to the computer using either a USB cable or a microSD card adaptor, focus on your computer screen. A *H1n_SD* window will open on the computer.



To open your *message bank* files:



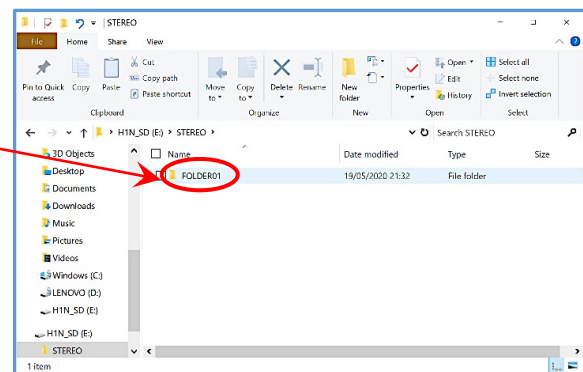
Double click on the **STEREO** folder within the *H1n_SD* window.



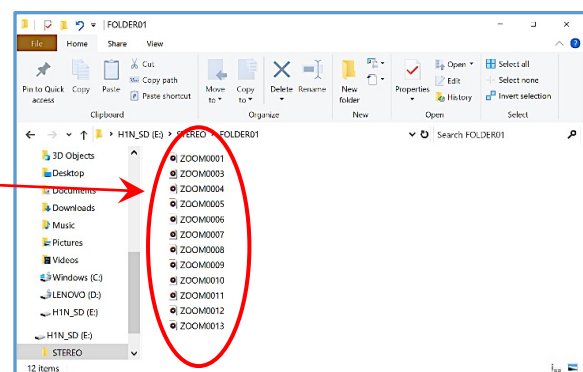
The *STEREO* folder will open.



Double click on the **FOLDER01** folder.



- When the **FOLDER01** folder opens, you will see your *message bank* recordings.
- Your computer will display the recordings as either a list (as shown here) or with icons.
- Your recordings will be labelled with ZOOM and a number in the order that you recorded them.





6. Selecting Message Bank Recordings to Transfer

There are several ways to select your *message bank* recordings in order to copy them to your computer. Use whatever way you are familiar with.

It is usually easiest to copy all of the recordings to your computer and then sort through them later. A handy tip for selecting all of your recordings is to use a keyboard shortcut.

To **select all of your message bank recordings** using your computer keyboard:

On a **Windows PC**



Press the *Control* (Ctrl) button and the *A* button at the same time.



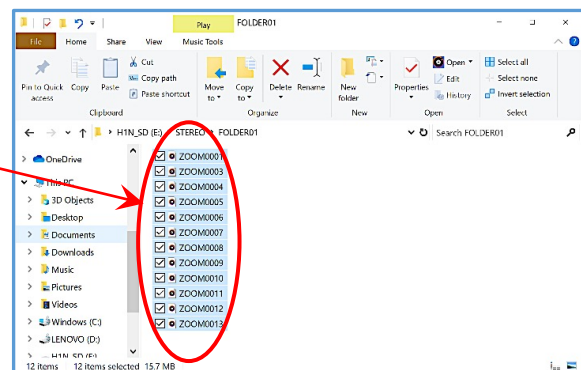
On a **Mac computer**



Press the *Command* (cmd⌘) button and the *A* button at the same time.



Your *message bank* recordings will all become **highlighted** indicating they have all been selected.

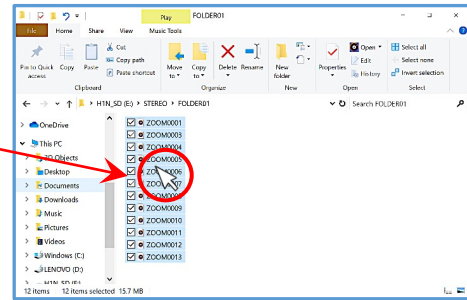




4. Cutting/Copying Selected Messages



Right click somewhere over your selected recording.



A **menu** will appear.

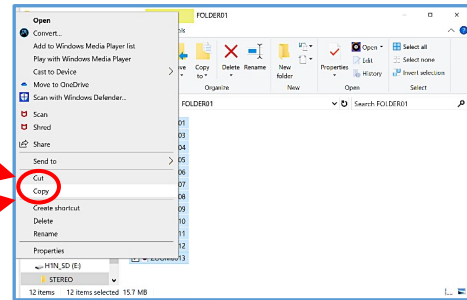


Click **Cut** (to remove your message bank recordings from the Zoom H1n).

or



Click **Copy** (to leave a copy of your message bank recordings on the Zoom H1n).



5. Creating a Message Bank Folder on the Computer

You need to create a new *message bank* folder on your computer where you can transfer your recordings to.

- Create this folder somewhere that is easy for you to find (e.g. on the desktop or in *Documents*) but **not** where it will get accidentally deleted.
- For future use, it would be helpful to label the folder to indicate the content (e.g. *Firstname Surname Message Bank*).

There are several ways to create a folder. Use whatever method you are familiar with. If you need help to create a computer desktop folder, follow these steps:

To **create a new folder** on your desktop:

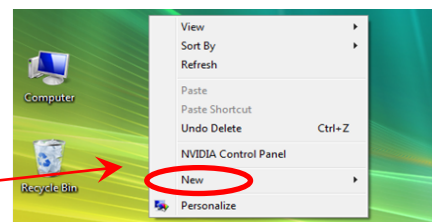


Right click on a blank space anywhere on the main desktop screen of your computer.

A menu will appear on the screen.



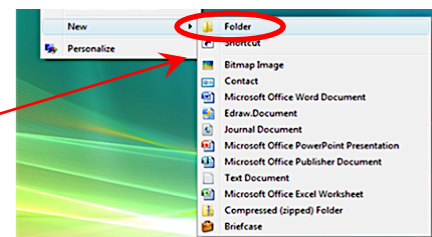
On this menu, click **New**.



A **second menu** will appear.



At the top of the second menu, click **Folder**.



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An icon of a folder with a label box will appear.

To **label** your folder:



Type a label such as
Firstname Surname Message Bank.

To **close** the label box either:

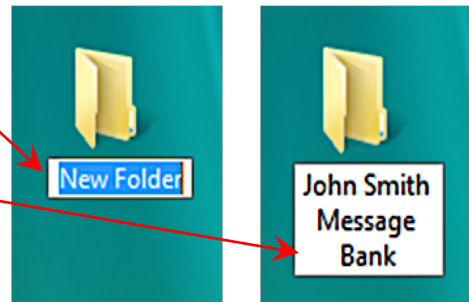


Press the Enter key on your keyboard.

or



Click on the desktop outside the label.



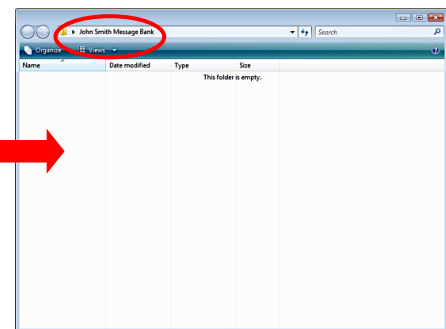
To **open your new message bank folder**:



Double click on the
folder name or icon.



Your message bank folder will open.



6. Pasting the Recordings into the Computer Folder

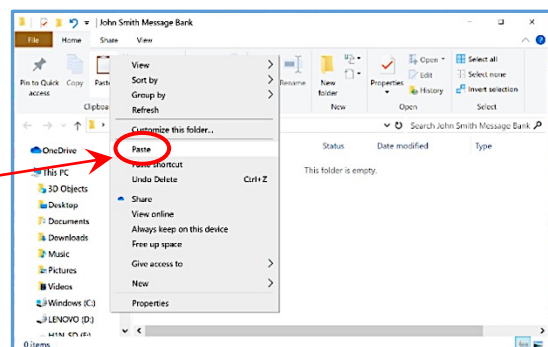


Right click inside your open message
bank folder.

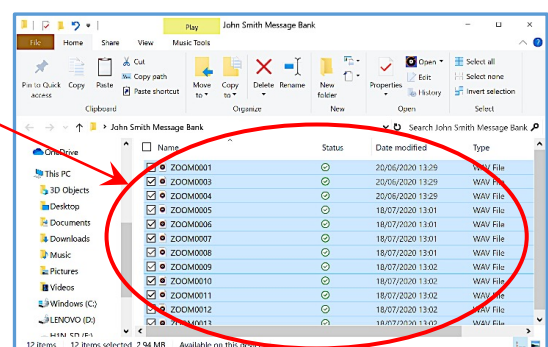
A **menu** will appear.



Click *Paste* on this menu.



Your files will appear in the folder.



You have now successfully transferred
your message bank to your computer.



7. Exiting the Card Reader Screen on the Zoom H1n

Now that you have transferred your *message bank* recordings, you are ready to disconnect the Zoom H1n from the computer. You only need to follow the steps below if you used the USB cable to transfer your recordings.

To exit the Card Reader screen on the Zoom H1n:



Press and release the **AUTOLEVEL** button to select the *Exit* menu option.

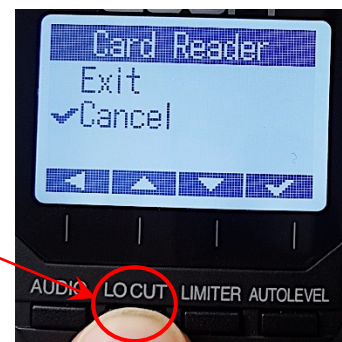


The **Card Reader menu** will appear.

Cancel is highlighted as the default menu option. The option you want is *Exit*.



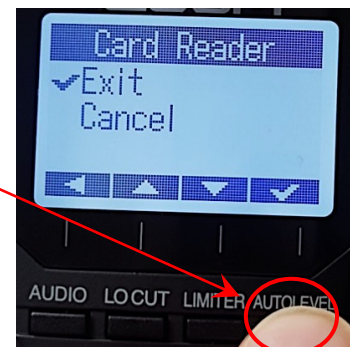
Press the **LOCUT** button to highlight *Exit*.



Exit will become highlighted.



Press the **AUTOLEVEL** button to select *Exit*.



You will see an SD icon on the screen which shows the Zoom H1n is exiting the SD card.



When this completes, you will return to the main Zoom H1n screen.

You can now disconnect the USB cable from the Zoom H1n and computer connection points.

