



## Transferring Banked Messages from the Zoom H1 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 H1, 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 Mini USB to USB Cable** (comes with the Zoom H1 accessory pack or can source separately.)

Most computers have a USB connection point.



#### OPTION 2

**Using a MicroSD Memory Card Adapter** (comes with the Zoom H1 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.





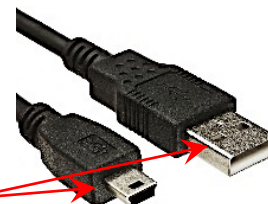
## OPTION 1

### Using a Mini USB to USB Cable

The Zoom H1 must be **powered OFF** 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 recorder.



A USB connection point on your computer will usually be marked with a symbol like this 



Attach the **larger end** of the cable to a USB connection point on your computer.



It takes approximately 15 seconds for the recorder to connect with the computer.

The Zoom H1 **screen will alternate** between the words *USb* *AUd Io* and *USb CArd* as it establishes the connection.

When it has **fully connected**, the Zoom H1 screen will become static and say *USb*.



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## OPTION 2

### Using a MicroSD Memory Card Adapter

- ➞ Open the hinged door of the memory card compartment.
- ➞ Press on the visible end of the microSD.
- ➞ 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 H1\_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. One of the following will occur:

- An AutoPlay window with a H1\_SD menu will open **or**
- Your computer might skip this step and open the H1\_SD window directly.

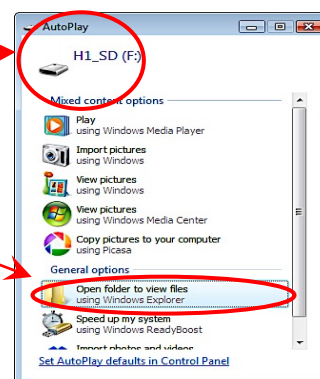


If the **H1\_SD AutoPlay menu** opens:



Double click on **Open folder** to view files.

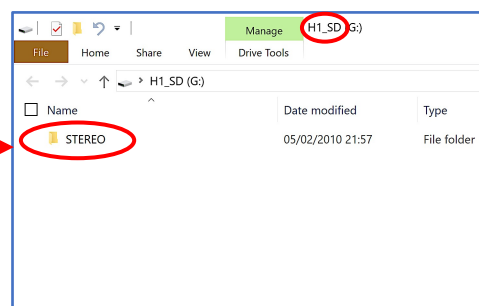
A new window will open.



If you do not see the AutoPlay menu as shown above, a **H1\_SD window** should open directly



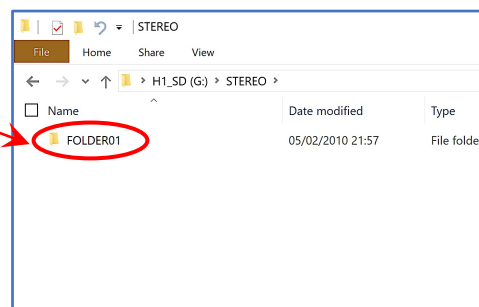
Double click on the **STEREO** folder.



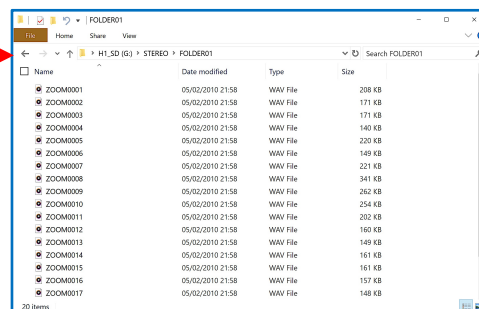
The **STEREO** folder will open.



Double click on the **FOLDER01** folder.



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



If the H1\_SD window **does not open automatically** when you insert the USB cable or adaptor, open your Computer folder and double click on **H1\_SD (Removable Disk)** and follow the above instructions.



### 3. 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.



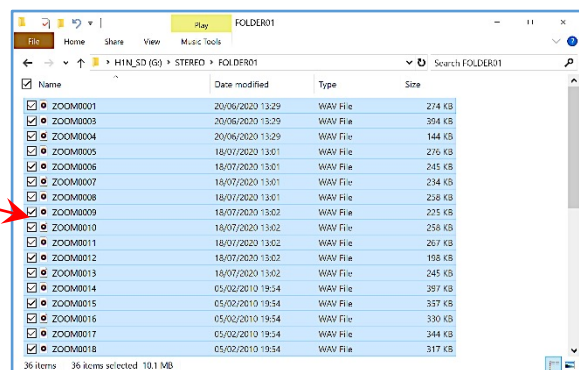
On a **Mac computer**



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.



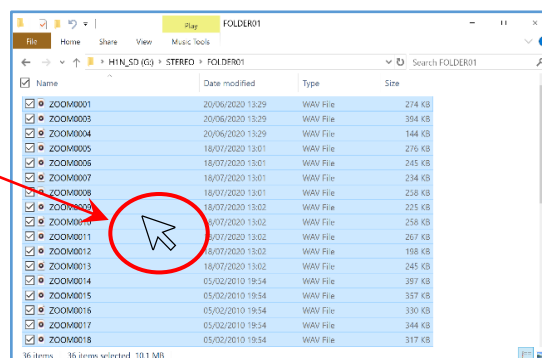




#### 4. Cutting/Copying Selected Messages



Right click somewhere over your selected recording.



A **menu** will appear.

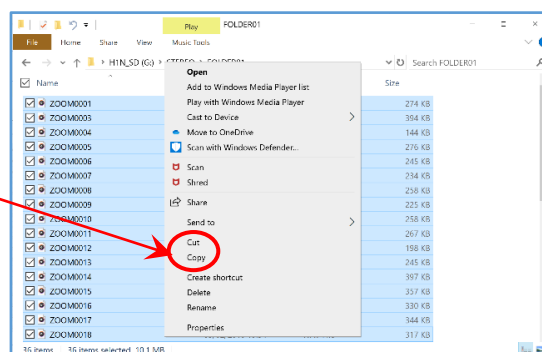


Click **Cut** (to remove your message bank recordings from the Zoom H1).

or



Click **Copy** (to leave a copy of your message bank recordings on the Zoom H1).



#### 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:

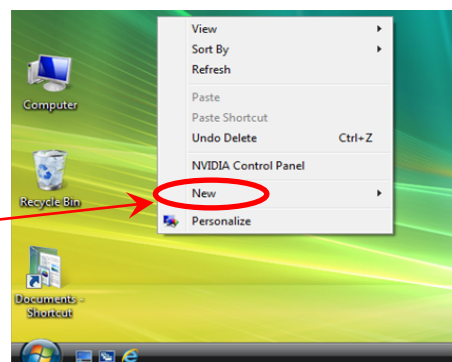


Right click on a blank space anywhere on the main desktop screen of your computer.

A menu will appear on the screen.



On this menu, click **New**.



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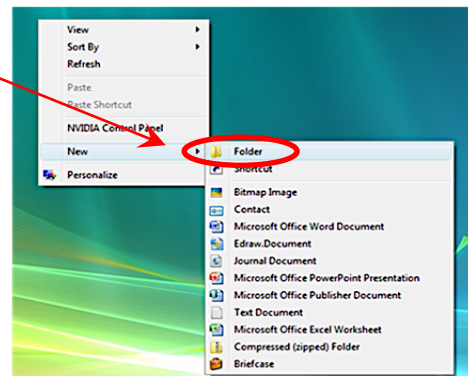
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A **second menu** will appear.



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

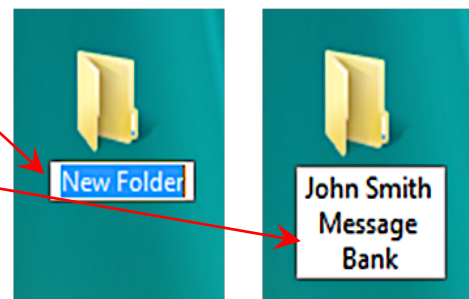


An icon of a folder with a label box will appear.

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

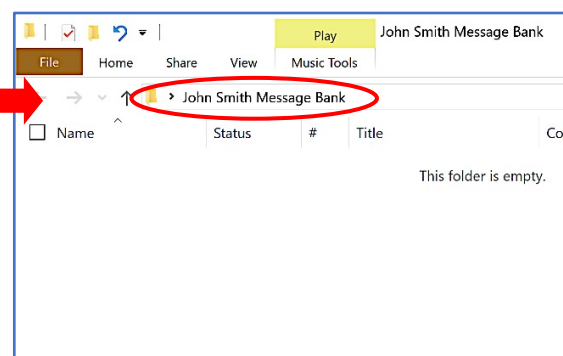


Click on the desktop outside the label.

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



Double click on the  
folder name or icon.



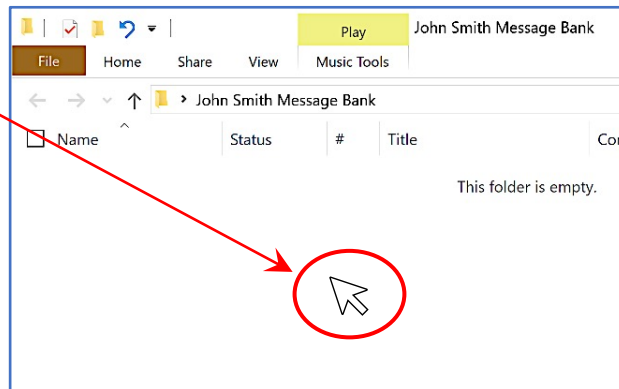
Your message bank folder will open.



## 6. Pasting the Recordings into the Computer Folder



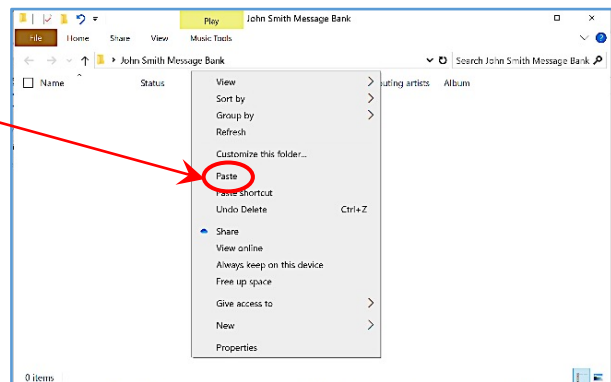
Right click inside your open message bank folder.



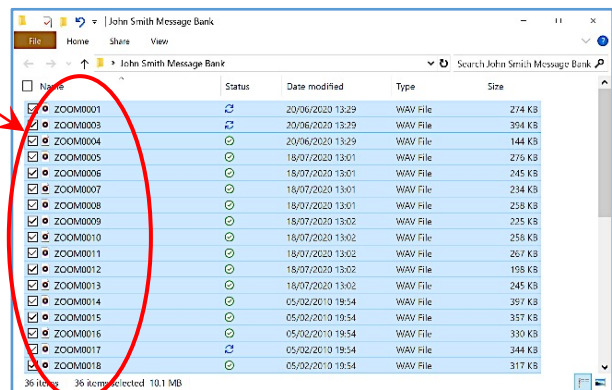
A **menu** will appear.



Click **Paste** on this menu.



Your files will appear in the folder.



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