

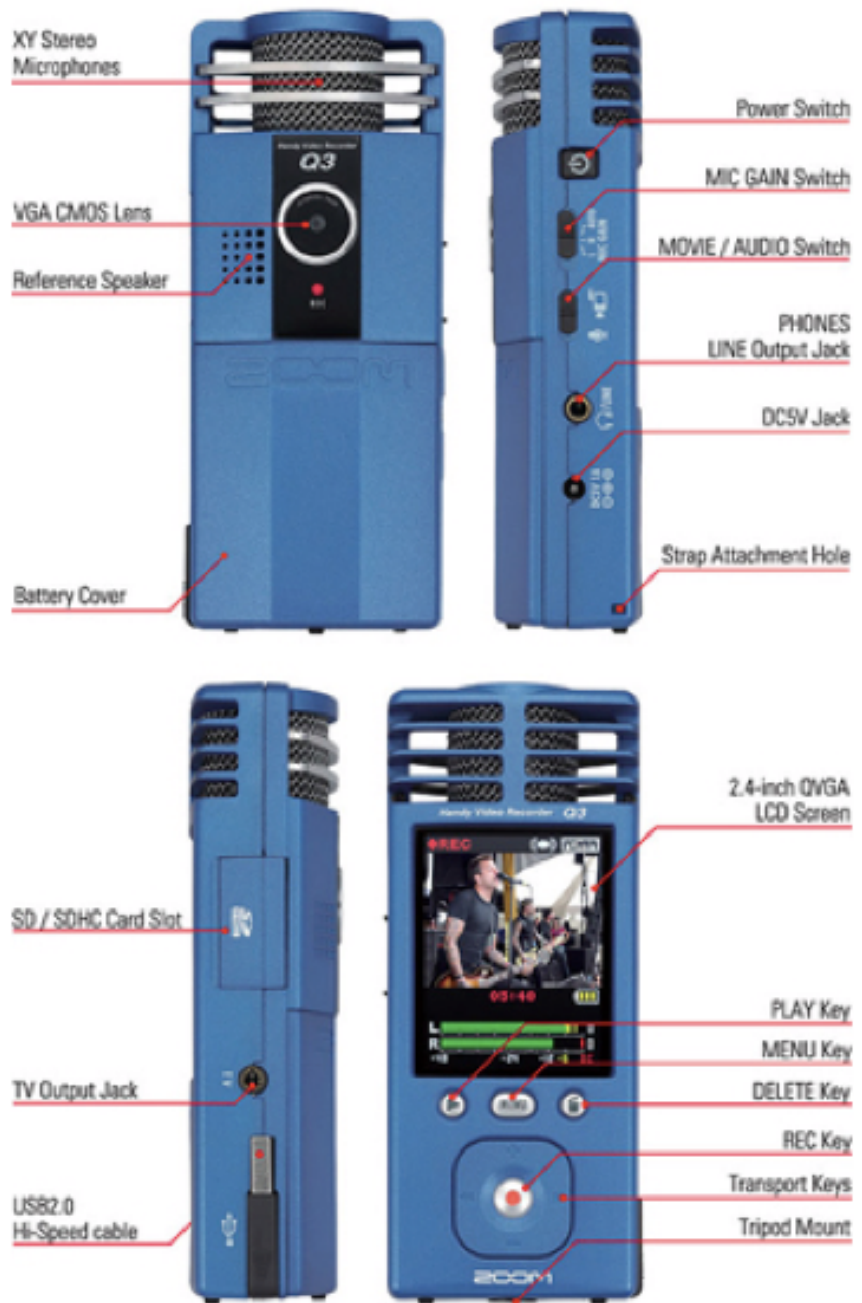
Using the Zoom Q3 Audio/Video Recorders

Before you begin:

Make sure the Zoom Q3 is either plugged in with its mains power adaptor, or has enough battery life for the usage period. We recommend using the power adaptor for recordings above an hour. It will ensure that you don't have any drop-outs during recording and save on batteries.

To use the mains adaptor simply plug it into the power socket on the left side of the Zoom (when looking at the screen) and the plug into mains. To check battery life turn on the Zoom (by holding the power button), on screen you will see a 3-Segment battery display giving an indication of remaining life.

The Zoom also estimates remaining recording time based on space on the Data Card and settings chosen.



Recording Audio/Audio with Video

The Zoom Q3 is capable of recording both Audio and Video with Audio. You can control which using a switch on the left side of the Zoom (when looking at the screen). At one end is an image of a Mic, and the other a video camera). If the device is Powered on the screen will either show the Video or a Mic image dependant on setting.

So you have chosen Audio or Video w/Audio and turned the device on:

1. First you need to decide on audio quality. We recommend 320kbps MP3, it's a good balance between file size and quality of audio. For CD quality recordings you will need to use WAV (PCM for Video) 16bit/44.1kHz. To change settings you need to press the MENU button and go to the audio settings.
2. At the bottom of the screen you will see a stereo level meter, this gives an indication of the level of audio coming into the Zoom. We recommend setting levels (when possible) before the recording. To do this you need to choose from the Gain levels available using the switch on the left side of the device. The settings are **L (Low)**, **H (High)** and **Auto**. Low lowers the gain for louder sound sources, High increases the gain to pick up quieter sources and Auto switches between low and high throughout the recording. Using Low or High is better than Auto as they don't fluctuate, so you get a more realistic recording. The main use of Auto is for longer recording of (for example) lectures, where you may have someone speaking quietly (so the gain will go up to H) followed by a performance that is louder (so the gain drops to L).
3. Levels wise, you want the source to be peaking (at its loudest point) around -1, with a fairly steady level at the top of the green section, just tipping into Yellow with the odd loud note etc. Set the gain and position the zoom closer or further back to get the level you need. This is a bit of a balancing act when doing video, but in general we would say at least 3m from the source for a balanced stereo audio recording.
4. Once you are happy with levels it's time to record. Press the record button to start the recording and then record again to stop. You can playback your recording using the Play button (>) (you can listen with headphones using the headphone socket).
5. Finally, transfer the files off of the Zoom using the USB cable built into the bottom or by removing the SD Card and connecting directly to an SD Card reader (such as the inbuilt one on the Library iMac copying station). It will open on your computer like a USB stick and you can drag and drop or copy the files off. Once finishes please make sure to erase the card (via the MENU or by deleting the files from the computer when it's plugged in), this is so the next user has a clean card with full capacity.