Before recording with the Zoom H2, you’ll need to ensure that any previous material recorded to the device has been erased. Additionally, you will need to ensure that the proper settings have been applied via the menu.

**Formatting the Zoom H2 (actually, formatting the SD card that’s inside of it):**

1. Turn the Zoom H2 on. (Power switch on left).
2. Press “Menu” button on the device.
3. Use “Forward” and “Rewind” buttons to navigate to “SD Card” in menu.
4. Press the red “Record” button to enter the “SD Card” options of the menu.
5. In the “SD Card” area, use the “Forward” or “Rewind” buttons to select “Format.”
6. When asked, “Are You Sure?” select “Yes.” (This will erase EVERYTHING on the Zoom H2’s SD card).

**Setting Automatic Gain Control on the Zoom H2:**

1. Press the “Menu” button on the device.
2. Use “Forward” and “Rewind” buttons to go to and select “AGC/COMP” (using red “Record” button).
3. In “AGC/COMP” area, use “Forward” and “Rewind” buttons to go to and select “AGC2 SPEECH” (using red “Record” button).
4. Press the “Menu” button to exit the menu area and return to the recording interface.
5. Note: the microphone’s directional setting should always be set to “FRONT 90” (the default setting). Other directional options (“SURROUND” or “REAR 120”) will not yield optimal sound results for your interview.

![Directional Settings](image)

**Recording with the Zoom H2:**

1. Plug your earbuds (or those provided in the kit) into the “phones/line out” plug on the left side of recorder. Put buds in your ear.
2. Turn on the power switch on the left side of recorder by pushing the switch up. The display screen on the front of the recorder will appear with a row of zeros at the top.
3. Press the red “Record” button ONCE. You are NOT yet recording!
4. A red light under “PLAY/REC” should flash. Hold the Zoom H2 roughly six to eight inches in front your mouth. Test audio level by speaking into the top microphone (same side as control surface). The black horizontal lines in the display screen should extend to the right about 75% (give or take) for a good audio level. Be sure you can hear the audio clearly in your ear.
5. When satisfied with audio level, press the red “Record” button a second time. The red light will no longer flash, but remain on. The Zoom H2 is now recording. You are ready to conduct your interview or record natural sound.
6. Hold the top microphone (same side as control interface) roughly six to eight inches in front of your interviewee’s mouth. Glance at the black horizontal lines in the display screen to be sure audio level is still good.
7. To stop recording, press the red “Record” button again.

**Playing back your audio:**

1. Plug earbuds into the “phones/line out” plug on the left side of recorder. Put buds in your ear.
2. Press the “play/pause” button under the red “record” button on front of recorder. Listen to recorded tracks. Use the “Forward” and “Rewind” buttons to select different tracks. If the volume is low, press the + volume switch on the left side of the recorder. If the volume is too high, press the – volume switch. You will hear all recorded tracks, including any of your recording tests.

**Transferring audio files to a computer:**
1. Log on to a computer in Merrill 214 or one of the Johnston Hall labs (G23, G24 or in the radio lab G31. DO NOT USE G35)

2. Double-click on the icon labeled “Connect to Class Folder” on the Desktop. Log in to Class Folders using your ePanther ID and password. Select your course and class section: 204-801, 204-802, or 204-803... and click OK.

3. Find the folder with your name on it and double-click.

4. Now you’re ready to transfer your audio files. Make sure your Zoom H2 recorder is turned OFF. A USB cable comes with the recorder kit. Plug the small end of the cable into the “USB” port on the right side of the recorder. Plug the large end into a USB port on the back of the monitor on the Mac.

5. The display screen of the Zoom should say “Storage.”

6. Press the red “Record” button once. A white disk icon will appear on the computer Desktop labeled “Untitled.”

7. Double-click on the “Untitled” icon. You will see a set of folders labeled 01-10. You will only need to work in Folder 01. That’s where all your audio files are stored. Double-click on Folder 01.

8. In Folder 01 you will see files with labels like “STE-001.” COPY ALL THESE FILES TO YOUR OWN CLASS FOLDER by using copy/paste or by highlighting the files and dragging them to your folder! In your folder they should look like this: