

## Audio Recorder Policies

- I agree to pay the overdue fine of **\$5.00/hour per part**, if I fail to return the Audio Recorder or its accessories to the Media and Reserve Library's desk on time.
- I understand that while this Audio Recorder is in my possession, I am responsible for it at all times. **I WILL NOT GIVE THE AUDIO RECORDER TO ANYONE ELSE. I will NOT leave the Audio Recorder unattended.** Audio Recorders **MUST** be returned **ONLY** to the Media and Reserve Library.
- I will immediately report any loss or damage of the Audio Recorder or its accessories to the Media and Reserve Library. I agree to pay all costs associated with damage to, loss of, or theft of the Audio Recorder and its accessories (up to the **\$175.00** replacement fee) while it is checked out to me.
- I will return the equipment clean and free of foreign substances or risk being charged an equipment cleaning fee.
- Library Audio Recorders are for educational and research purposes, and I will abide by the Student Code of Conduct and all other applicable UWM policies. The Audio Recorders may not be used for illegal activities including, but not limited to: disruption of other users/ services/ equipment and harassment.

- I agree that the Library is not responsible for any loss of or damage to, audio files during the Audio Recorder loan period. **ALL RECORDINGS MUST BE DOWNLOADED prior to the return of the recorder.**\*\*\*Memory is erased upon return.
- **All Audio Recorders must be returned before the Media and Reserve Library closes.**
- I will not leave the Audio Recorder on the Media and Reserve Library desk unless a staff member is present. I will wait for Library staff as they fulfill obligations to inventory components, test Audio Recorder operations, and provide me with a receipt if requested.
- Borrowers should be proficient in the use of the hardware/software they plan to access. Library staff does not provide assistance in the use of either hardware or software.
- I acknowledge that all equipment has been examined by library staff prior to checkout and that only complete and functioning equipment and accessories will be circulated to me. I will perform an inspection myself before leaving with any borrowed equipment, to ensure that everything is functioning properly.

## Questions?

### Media and Reserve Library

(414) 229-4673

Email: [libmedia@uwm.edu](mailto:libmedia@uwm.edu)

Website: <http://uwm.edu/libraries/media/>

re: 11/13/17



## UWM LIBRARIES AUDIO RECORDERS Zoom H2

### Brief Guide



**Related Equipment:  
Wind Screen**

## Audio Recorder

The UWM Libraries are pleased to make Zoom H2 Audio Recorders available for use by current UWM students, faculty and staff with their current, valid UWMID. The Audio Recorder comes with a carrying case, AC Power Supply, memory card and USB cable.

### GETTING STARTED

- Slide the On/Off switch on the side to ON.
- Plug headphones into the **Phones/Line out** to monitor the sound during recording and playback.

### BATTERY LIFE

- The recorder batteries should last approximately 4 hours. Some activities will deplete the battery more quickly. When the batteries are running low, a warning message will appear.
- Batteries cannot be charged in the recorder. Plug in the AC adaptor or change the batteries. **\*\*\*Make sure to return the original batteries**

## RECORDING

- Press the Red record button ***TWICE*** to record (**RECORD LIGHT WILL STAY LIT**).
- To stop: Press the Red record button.

**PLEASE NOTE:** This unit is sensitive – moving/shifting the unit will result in crackling noises on recording. Set the recorder in place before pressing record.

- To play back the recording – press the play/pause button located below the record button. Volume can be adjusted on the side of the recorder. Headphones must be used.

The location of the Microphone pattern can be adjusted – Press the right and left arrow buttons on either side of the Menu button to move between settings.

Front 90 degrees - Records from the front (screen side) of the recorder microphone

Rear 120 degrees – records from the back side of the recorder microphone

Surround 2 channel – records from both front and back of the microphone

Surround 4 channel – records from both front and back of the microphone in 4 channels.

## DELETING FILES

- Press the Menu button. Use the left arrow button to scroll down to File.
- Press the Record button to choose File.
- Use the left arrow button to scroll down to the File you want to delete.
- Press the Record button to choose the File.
- Use the left arrow to scroll down to Delete. Press the Record button to choose Delete.
- Use the left arrow to scroll to YES to delete.

## UPLOADING FILES TO COMPUTER

- Turn the recorder off.
- Connect the recorder to the computer with the USB cord. The USB jack is on the side of the recorder.
- Press the Record button to choose storage.
- To copy audio files to the computer – double-click on the H2 icon shown on the computer and access one of the FOLDER01-FOLDER10 folders or the 4CH folder. Then drag and drop the desired file(s) to the computer.
- To finish. Click on the “Safely Remove Hardware” icon on the computer task tray and select the H2 as the device to remove.