

## Professional Recording Kit Policies

- I agree to pay the overdue fine of **\$5.00/hour per part**, if I fail to return the Professional Recording Kit or any of its accessories to the Media and Reserve Library's desk on time.
- I understand that while this Professional Recording Kit is in my possession, I am responsible for it at all times. **I WILL NOT GIVE THE PROFESSIONAL RECORDING KIT TO ANYONE ELSE. I will NOT leave the Professional Recording Kit unattended.** Professional Recording Kits **MUST** be returned **ONLY** to the Media and Reserve Library.
- I will immediately report any loss or damage of the Professional Recording Kit 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 Professional Recording Kit and its accessories (up to the **\$665.00 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 Professional Recording Kits are for educational and research purposes, and I will abide by the Student Code of Conduct and all other applicable UWM policies. The Professional Recording Kits 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 Professional Recording Kit loan period. **ALL RECORDINGS MUST BE DOWNLOADED prior to the return of the recorder.** \*\*\*Memory is erased upon return.
- **All Professional Recording Kits must be returned before the Media and Reserve Library closes.**
- I will not leave the Professional Recording Kit 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 the Professional Recording Kit 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: 4/2/18



## UWM LIBRARIES

# PROFESSIONAL RECORDING KIT Featuring a Zoom H5 Recorder

## Brief Guide



## PROFESSIONAL RECORDING KIT

The UWM Libraries are pleased to make Professional Recording Kits available for use by current UWM students, faculty and staff with their current, valid UWM ID. The Professional Recording Kit comes with a carrying case, Zoom H5 Audio Recorder with clear case, AC power supply (2 pieces), memory card, XLR microphone, XLR cable, microphone stand; wind screen and USB cable.

### BATTERIES

- The recorder batteries should last approximately 4 hours. Batteries cannot be charged in the recorder. Plug in the AC adaptor or change the batteries. **\*\*\*Make sure to return the original batteries**

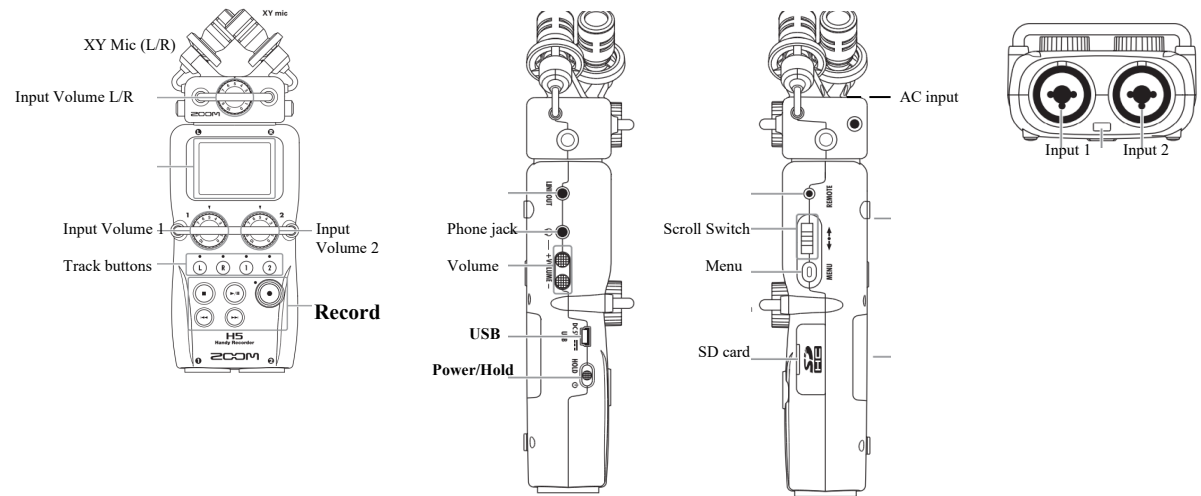
### (1) GETTING STARTED

- Slide and Hold the Power/Hold switch down to turn the recorder ON or OFF. Plug headphones into the **Phones jack** to monitor the sound during recording and playback.

### (2) SET RECORD MODE (Rec Mode)

- Set the Record Mode: Press the Menu button and then use the scroll switch to go to Rec Mode and then press the Scroll Switch in to choose it.  
**STEREO FILE mode:** The Left/Right inputs from the XY mic on the top OR Inputs 1 and 2 from the bottom are recorded together as a single WAV file.  
**MULTI FILE mode:** The Left/Right inputs from the XY mic on top are recorded to the Left/Right tracks, and Inputs 1 and 2 from the bottom are recorded to tracks 1 and 2 as separate files. (up to 4 tracks)

## FEATURES



### (3) SET RECORD FORMAT (Rec)

- Press the Menu button and then use the Scroll Switch to go to “Rec” - press the Switch in to choose it. Press the Scroll Switch in to choose “Rec Format”.
- Use the Scroll Switch to choose the format. Press the Scroll Switch in to choose it.
  - Use the WAV format for recording high-quality audio.
  - The MP3 format reduces file size through compression, but this also reduces the audio quality.

### (4) RECORDING

Record using the XY Mic on top of the recorder and/or plug in the XLR microphone to input 1 on the bottom of the recorder. Adjust the volume of the mics with the corresponding volume dial.

- Press the L/R Track buttons and/or the 1/2 Track buttons depending on the Rec Mode chosen.
- Press the record button to stop and start the recording.

To play back the recording – press the Play/Pause Button located to the left of the Record Button. Volume can be adjusted on the side of the recorder.

### DOWNLOADING FILES

- Press the Menu Button on the side of the recorder.
- Use the Scroll Switch to go to USB and then press the Scroll Switch in to select it.
- Choose SD Card Reader and press the Scroll Switch in to select it.
- Connect the recorder to the computer with the USB cable.
- Download the files.  
\*\*When done – Follow the computer’s steps to “Safely Remove Hardware.”
- Unplug the recorder from the computer and press the Menu Button to return to the main screen.