

How to use the ZOOM H4n for recording meetings:

Note: Please plug in unit to electrical source. The batteries are for backup only.

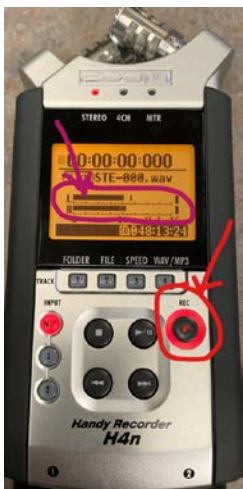
To turn on recorder, pull down and hold the **Power Switch** (on the left side of unit) until display shows "Now Loading..."



To begin recording, make sure the "input" is set to MIC (if needed press button and it will light red)



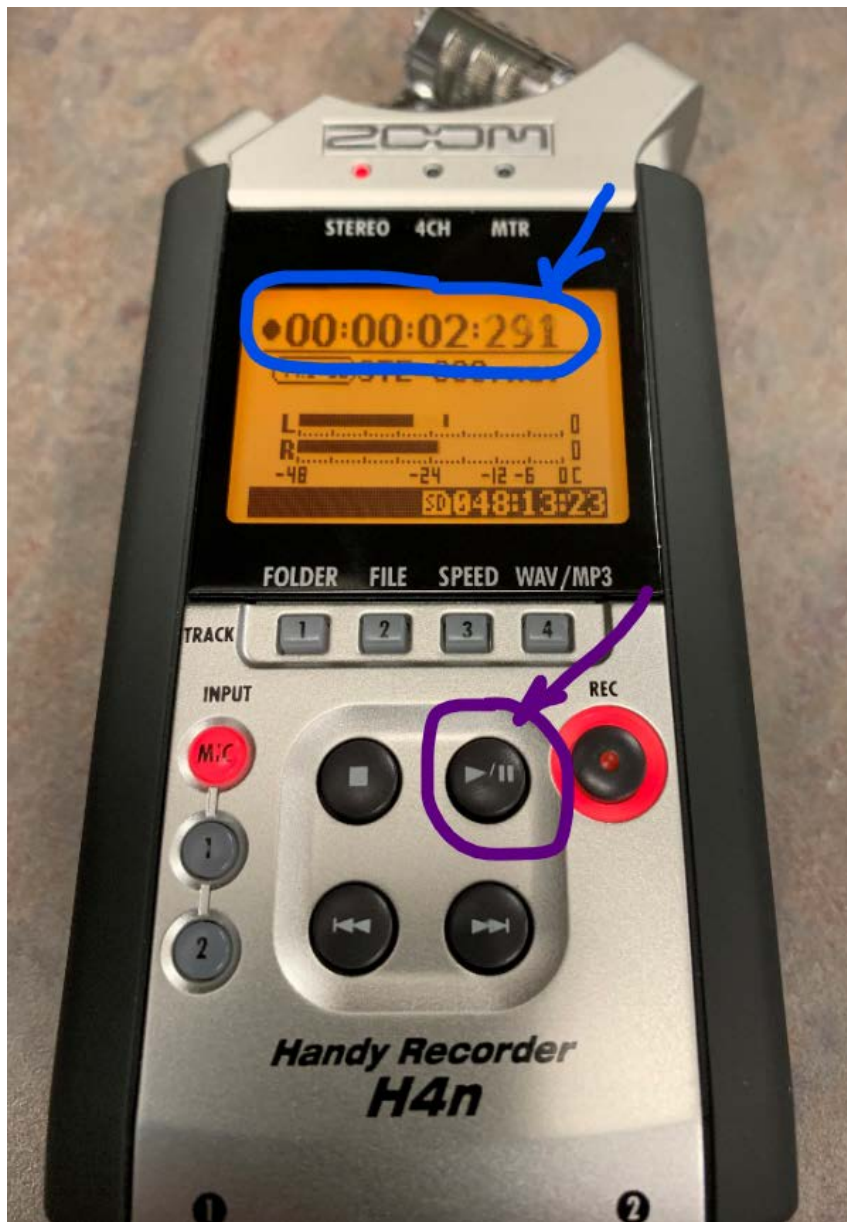
Next, **Press** the REC button (it will blink red).



The **Signal Meters** will move to the sounds in the room. (continued on next page)

To start recording, press the **Play/Pause** button.

The **Recording Timer** will start (this shows that the recording is working)



To end the recording, press the Play/Pause button and the Recording Timer will stop.

Then press the Stop button, this will stop the recording. Pull down on the Power Switch on left side of unit (until "GoodBye See You!" is displayed) to turn off.