UNIVERSITY OF LEEDS

Zoom H1 Digital Voice Recorder

User Guide

Overview

The Zoom H1 Digital Voice recorder is a portable audio recorder which enables you to make high quality audio recordings, play them back, and save them as MP3 files. The recorder is set to record as an MP3 with a bit rate of 128Kbps. The recording quality is good enough for you to use the recorder to record musical performances as well as speech and it can be used to capture audio to accompany high quality video recordings because of the clarity of sound. It can be connected to a tripod or a video camera.

Quick Start

ON/OFF switch

Red button

To switch on/off: Slide the ON/OFF switch down for about 1 second.

To record:
1. Press the red button in the centre of the recorder to start recording. The recording time will appear on a screen in the centre of the recorder.
2. When you have finished press the red button again to stop the recording.

To play back:
Press the **play** button on side of the recorder.

To obtain an MP3 file of the recording:
1. Power off the recorder by sliding the ON/OFF switch. Connect the recorder to a Mac or PC using a micro-USB cable. Select USB from the recorder by pressing the red button.
2. The recording can be found on the recorder in a sub folder named (FOLDER01) inside the "STEREO" folder. Copy or email yourself the recording.
3. You can also play your recording back using WMP or the free software Wavelab installed on the SD card and this can be used for editing. See instructions inside the box and online.

To delete your audio recordings: Press the "litter bin" button during playback of the file you want to delete and then the red button in the centre of the recorder to confirm.

Suggested Uses in Learning and Teaching

- Record an audio file introduction to your course or teaching session and post on the VLE (either as a single file or create a podcast)

- Audio record sections of your teaching sessions to capture student discussion and promote recall and onward learning

- Encourage student recording of group work on projects and posting of the audio file in a reflective blog in the VLE

- Record student reflection on learning as part of a portfolio of study

- Audio record student assessment presentations to facilitate moderation and external examining

- Prepare verbal feedback on an assessment for your group of students quickly outlining strengths and weaknesses of the assessment sat and areas for development. Post to the group ("quick and dirty" feedback)

- Record individual feedback to your students on their assignments and either post the audio file in the VLE or email direct to your students

More information

Product: for full details and purchasing information of the Zoom H1 see: http://www.samsontech.com/zoom/products/handheld-audio-recorders/h1/ A full user manual is at: http://www.zoom.co.jp/downloads/h1/manual/

For podcasting and audio at Leeds see http://www.sddu.leeds.ac.uk/online_resources/podcasting/case_studies.html
For audio in feedback at Leeds see the Leeds Building Capacity project http://www.sddu.leeds.ac.uk/lbc/

For further support on use of audio recorders in teaching at the University of Leeds contact: Rebecca Dearden in SDDU at r.dearden@adm.leeds.ac.uk

Produced for Teaching Technology Support by Rebecca Dearden, SDDU – August 2012.

This technology is part of a small library of loan technology funded by the Blended Learning and Learning Technologies Innovations Group (BLLTIG) for staff who want to try new technology in their teaching. It is intended for experimentation rather than repeated reuse by individuals.

Please read below the Terms & Conditions for the loan of the equipment from TTS.

1. **Bookings**
1.1 For all booking enquiries, please can you email the Estate Services Helpdesk eshelp@leeds.ac.uk or call 0113 3435555 (EXT 35555) and someone will make contact with you.
1.2 Equipment can only be loaned out by University staff with valid photo ID cards.
1.3 No bookings will be accepted until a booking form has been fully completed and an account code has been provided in case of any loss or damaged equipment.
1.4 The maximum duration for hire is (5) days excluding weekends.

2. **Safe storage of equipment**
2.1 The user must adequately make sure the equipment is secure when not under personal control (overnight, Lunch & coffee breaks etc) by keeping it locked in a secure room or a lockable cupboard.
2.2 If any equipment is left in a vehicle it must not be left visible from outside of the vehicle and must never be left unattended unless the vehicle is locked in a secure garage.
2.3 if any equipment is lost or stolen, charges will be made to the school/hirer for replacement.

3. **Collection & return of the loans equipment.**
3.1 Any equipment not collected by the stated time may be loaned out to another user.
3.2 All equipment must be returned at the agreed times & date as it may impact other bookings
3.3 All equipment must be collected & returned to the Roger Stevens Building, PCB reception, Level 6,
3.4 Items can only be collected by the person named on the booking form with a valid Staff ID or unless arrangements have been made prior to collection.
3.5 Any unused dot paper must be returned at the end of the hire period.

4. **Use of equipment**
4.1 Equipment should always be used in accordance with the safety instructions if provided and the user is responsible to comply with the user guide provided.
4.2 Equipment must not be used if the user has reason to think the equipment maybe faulty and it must be returned ASAP.
4.3 The user must report any damage to the equipment during the hire period, and if the equipment is found to be beyond repair, the school/hirer will be held responsible for the costs to replace the equipment.
4.4 If any equipment is lost or stolen, charges will be made against the account code provided for replacement.
4.5 If the user has any doubts about the use of the equipment then advice from the loans staff must be sought before use.
4.6 The equipment must only be used for University purposes.
4.7 The equipment can be loaned to lecturers for **supervised** use with students
4.8 The equipment user guides will be provided by TTS Loans and will also be available online from the TTS website http://www.leeds.ac.uk/estate_services/cts/ and SDDU http://www.sddu.leeds.ac.uk/.

For any further advice please speak with a member of staff from the Teaching Technology Support team.