Zoom H4n Quick Guide

(1) First insert the data card (found in the upper right slot of the case) in its compartment on the RIGHT side of the device. Turn it on using the button to the LEFT side.

(2) To record, hit the REC button on the front of the device. This prepares it to record. To actually begin recording, hit REC again, or press the PLAY button. STOP will always stop the recording.

(3) You can switch between separate recordings by pressing the FORWARD and BACK buttons on the front of the Zoom H4n.

(4) You have more options to choose files, delete them, and set file types in the MENU view. To bring it up, either hit one of the corresponding numbers on the front, or choose the MENU button on the RIGHT side. The only way to move up and down in the menu or select an option is by using the wheel on the RIGHT, moving it up or down to navigate and pressing it down to select.
(5) When uploading files onto your computer, make sure that the Zoom H4n is OFF. Plug in the USB cable that is in the lower left corner of the case. The Zoom H4n will turn on and present you with a menu. Choose STORAGE using the menu wheel on the RIGHT side. The Zoom 4Hn should be detected by your computer.

(6) Your files will be either in a default folder or a folder of your choosing. The file tree will look as follows (regardless of Mac or PC):

![File Tree]

**Quick Recording Tips**

(1) Make sure you have minimized background noise.

(2) Make sure your recording subject is close enough to the Zoom H4n for a clear audio recording.

(3) Test out your sound conditions with a quick recording before you begin.

(4) You may want to consider using the windscreen included in your kit. The windscreen helps to keep the voice sounding steady and even without the hissing and spitting noises that a normal speaking voice can have. A windscreen should be used when speaking over a microphone to a large group or when recording both the spoken word and singing.