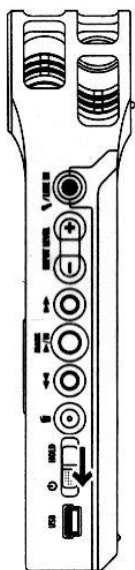


Radio skills - using a mobile phone or portable recorder

Turning the power on/off

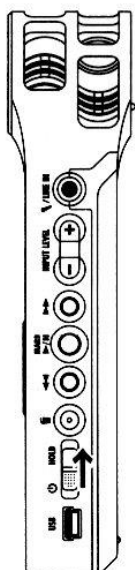
Turning the unit ON and OFF is easy.



1. To turn the unit ON, slide the power switch down for about 1 second.
2. To turn the unit OFF, slide the power switch down for about 1 second again.

Disabling the buttons

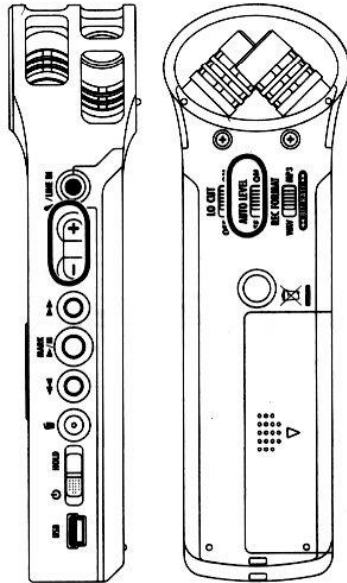
The buttons can be disabled to prevent recording from being stopped accidentally, for example.



1. To disable the buttons, slide the power switch upward to HOLD.
2. To enable use of the buttons again, slide the power switch back to the middle position.

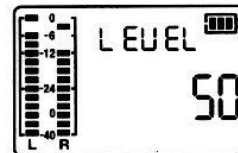
Adjusting the input level

Adjust the level of the input signal. The unit can also be set to automatic adjustment.



- Use the +/- INPUT LEVEL buttons to adjust the level. For automatic adjustment, set the AUTO level switch to ON.

- During adjustment, the value is shown on the screen.

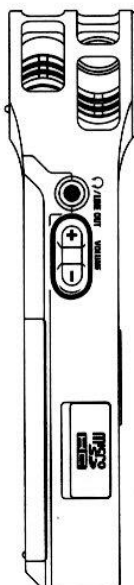


MEMO

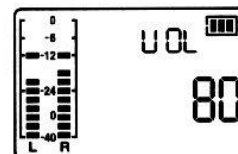
When the AUTO level switch is ON, the input level adjustment buttons have no effect. If the PEAK/REC LED blinks rapidly, the sound might be distorted. In this case, lower the input level.

Adjusting the output level

Adjust the output level (volume) from the line/headphones output jack and built-in speaker.

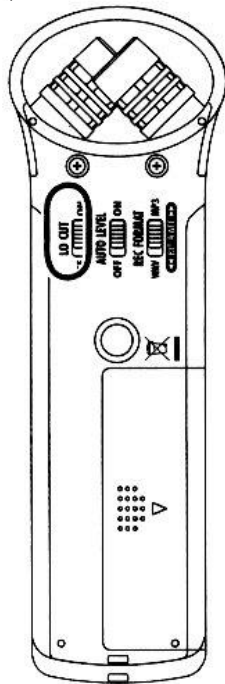


- Use the +/- VOLUME buttons to adjust the level.
- Press and hold the + or - button to change the value rapidly.

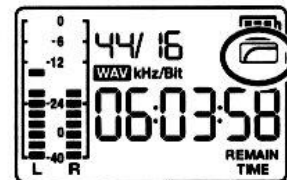


Reducing noise

The lo cut filter can be turned ON or OFF. When ON, the sound of wind and other noise can be reduced.

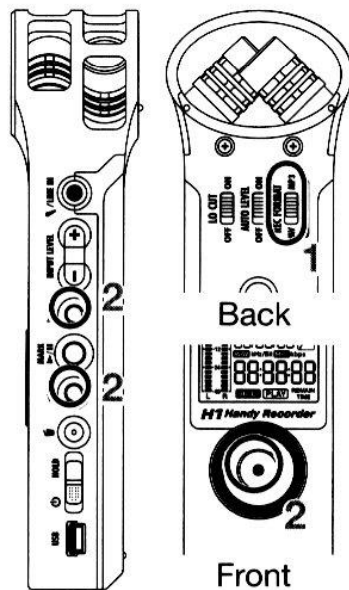


- Slide the LO CUT switch to ON. The LO CUT icon appears on the screen.



Setting the recording format

Set the recording format and bit rate.



1. Select MP3 or WAV format.
 2. Use ◀ and ▶ to select the bit rate and press ●.
- The screen shows the remaining recording time for the current bit rate.

MEMO

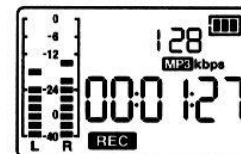
Since the MP3 format uses data compression, its sound quality is not as good as WAV format, but it uses less microSD card capacity. For both formats, higher rates provide higher quality.

Recording

After turning on the unit, you can start recording from the home screen with the press of one button.



1. Press ● to start recording.
- The recording time appears on the screen.
2. Press ● again to stop recording and return to the home screen.



MEMO

If no microSD card is in the unit, you can still record one file of up to 35 seconds using the unit's built-in memory. Be aware that recording again without a card will overwrite the recording already in the built-in memory.



How to use a mobile phone to record interviews

Step 1

If you do not have an active voice recorder on your mobile phone, go into the Play Store or equivalent, depending on the make of your phone and search for “sound recorder or voice recorder.”

You should be able to find a free one.

Tap to open the app information and then tap the “Install” button.

Step 2

Wait for the app to finish installing and then open the app to begin using it.

On the screen you will see a timer set to 00:00, a loading bar, and a button that says “**Record.**”

Whenever you are ready to begin, just tap on that button.

Step 3

You are now recording. The timer at the top of the screen will begin to keep track of how long your recording is.

When you are finished, tap the record button again.

Step 4

You will now be prompted to title and save your recording. Type in whatever you want to name the file and then hit the **save** button.

Step 5

You should now be able to send the audio as an attachment via email to sales@phoenixfm.co.uk. We can then edit it for inclusion in your Show.

Step 6

Please inform us if there are sections of the audio that need deleting, for example names or other personal details that may not be appropriate for broadcasting.

Please note that to protect anonymity we are also able to manipulate a voice with our audio software

Checklist

Does the recorder have a battery in?

or is your phone charged?

Monitor the levels and quality of your recording

Have you checked the recording level prior to starting the interview?

Have you made sure that background noise will be minimal?

Have you emailed any instructions with your audio?

Why is it important to use a suitable space to interview in?