



# EdMedia Protege Program

## Workshop 3

How To:  
Using Zoom H4N Audio Recorder







## TURN IT ON:

It is generally preferred to use the AC power adapter, and not run on battery power.  
Zoom unit ON/OFF is on left hand side. Slide it down and hold until the unit lights up.

## BASICS:

1. You can either use the onboard microphones or attach external microphones or both. Generally ZOOM will be preset to use the 2 onboard mics.

[Consult with the Adam from the ED Media Group at the TLC before recording.]

2. To activate the onboard mics, simply PRESS the small “mic” button on the face of the unit. (If using external mics then press the 1 &/or 2 buttons after you have attached the mics)

3. To RECORD, press the Record button. This arms the unit, but to ACTUALLY BEGIN RECORDING press the play/pause button. NOTICE the recording levels\*\* and the timecode running.

**\*\*Optimal recording level for voice is -12 DB. If the levels are not reaching that point then adjust the recording levels - found on the right hand side of the unit.**

4. You may press PAUSE to pause the recording and then press pause again to resume recording OR you may press STOP. Stopping the recording means you have to arm the unit again before you start recording again. Each time you STOP recording a new file is created.

## CHANGING SETTINGS:

To change setting you must go through the MENU. Menu is on right hand side of the unit. Use the scroll wheel to access different settings.

### A. To change Recording Format (EG: MP3 to WAV)

- 1) Press MENU, use scroll wheel to move through menu to REC
- 2) PRESS IN Scroll Wheel to SELECT



- 3) Scroll through options, PRESS IN Scroll Wheel to SELECT
- 4) Press MENU to EXIT

NOTE: Changing the recording format will change the length of available recording time and the size of the file. Conventionally, the higher the recording type, say WAV -96kHz/24 bit will provide the largest file and sound range, but for most internet or common uses an MP3 256 kbps will be totally fine.

#### B. To change from Stereo (2 channel) to 4 channel recording

- 1) Press MENU, use scroll wheel to move through menu to MODE
- 2) PRESS IN Scroll Wheel to SELECT
- 3) Choose STEREO or 4CH
- 4) PRESS IN Scroll Wheel to SELECT

NOTE: Using 2 or 4 channels will determine how many mics will be used or available for you to use. Standardly the ZOOM is set to STEREO, which mean you are limited to using EITHER the onboard mics (on the unit itself) OR up to two EXTERNAL mics. With 4 channel recording you may use both the onboard mics AND up to two external mics (connected by XLR or 3/4 inch)

- 5) Press MENU to EXIT

STEREO: Typically a group table discussion (small group in one location) can be handled well by the onboard mics. They have good range (3-4 feet) and are quite sensitive. A lecture or interview where the subject is moving around, attaching an external mic (lapel) is suggested.

4CH: If recording both scenarios at the same time is wanted, changing to 4CH is best.

\*\*\*\*Setting to 4CH will DRAMATICALLY DECREASE the amount of time you have for recording.