



# Quick Start Guide

## Olympus WS-110 Digital Recorder

### Overview

The Olympus WS-110 digital recorder is designed for users to easily record high quality audio. The slim, light-weight design of the WS-110 is perfect for recording sound in a variety of places. With 256 MB of internal memory that allows for up to 69 hours of recording time, the WS-110 provides users with the capability of storing a vast amount of individual recordings.

### Getting Started

#### Turn On

To turn on the WS-110 recorder, users must slide the Hold switch downward into the off position. Once the switch has been moved into this position, users can access all the features of the WS-110.



#### Turn Off

To turn off the device, simply slide the Hold switch back up into the on position. When the switch is back into this position, all button operations are disabled. This feature is useful if the recorder is carried in a handbag or pocket. If the recorder is stopped for 5 minutes or longer during recording or playing, it will go into Standby (power-save) mode, in which the display will shut off. To exit Standby mode and turn the display back on, press any button.

## How the Olympus WS-110 Is Organized

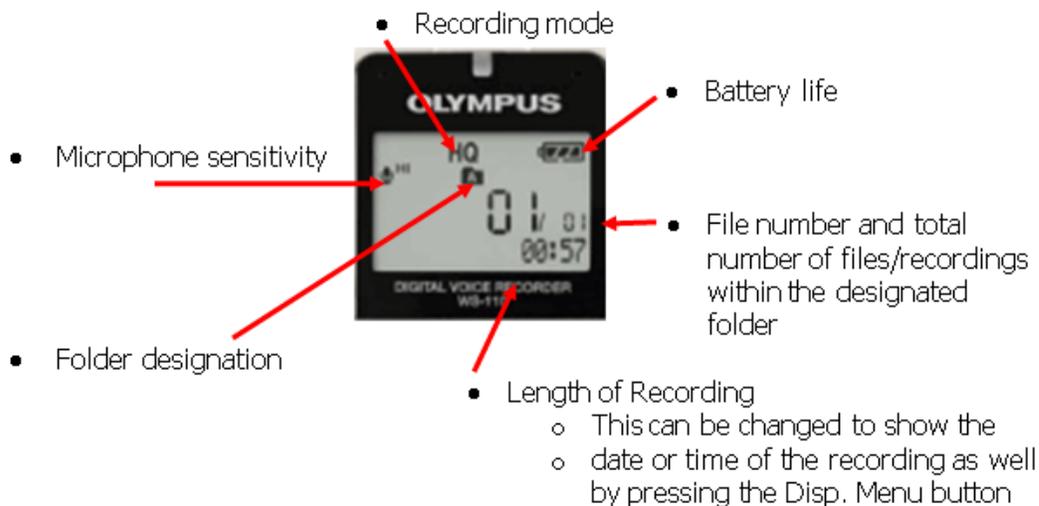
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### Folders

The Olympus WS-110 is designed to allow for easy recording, organizing and navigation of previously recorded audio. The WS-110 comes equipped with 5 separate folders {A B C D E} in which recorded audio can be organized. Users can change the folder selection any time the device is not actively recording. Up to 200 messages can be recorded per folder. If “Folder FULL” or “Memory FULL” appears on the display, no more recording is possible. In such cases, erase unnecessary files or download to PC. To erase a single file, users must first press the Erase button and then the Play/Select button. To erase an entire folder, press the Erase button twice.

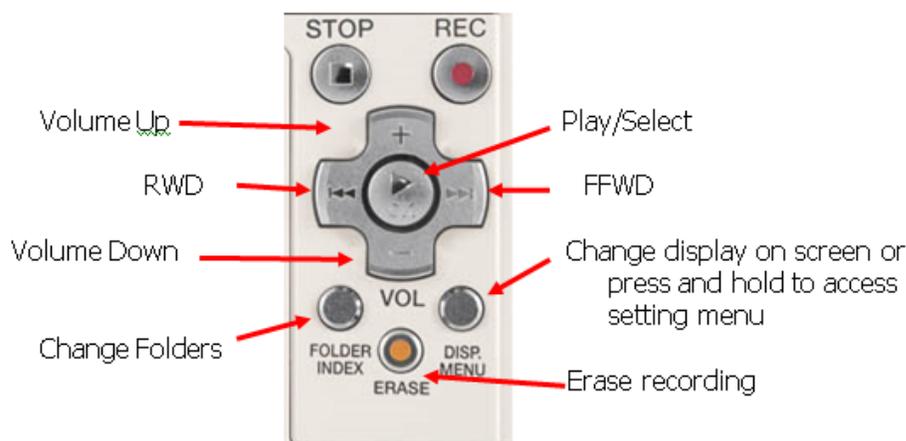
### LCD Screen

Navigating among the different recorded audio files and the other main features of the WS-110 is a simple process due to the device’s LCD screen. This main screen provides users with the following information:



### Tactile Keys

Located just below the main screen of the WS-110 are several tactile keys that allow users to record audio, play-back recorded audio, erase recorded audio, adjust volume, navigate among different recordings and folders, and control the device’s settings. Specific functions of the buttons are as follows:



## How to Record and Playback Audio

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### Recording Audio

To start recording, simply press the Rec. button. The record/play indicator light located at the top of the main screen will turn red to signify that recording has started. To stop recording audio, press the Stop button. Users can pause recordings by pressing the Record Button which will cause “Rec Pause” to flash at the bottom of the main screen. To resume recording users need to again press the Rec. button. This will cause recording to resume at the point of interruption. New recordings are saved as the last file in the folder.

### Playing back audio

To playback recorded audio, users must first locate the correct folder and file number of the audio they want to hear. Once the file is located, press the Play button. The record/play indicator light will turn green and the elapsed playing time will be indicated on the display. Users can also fast forward or rewind during playback by pressing and holding the FFWD and RWD buttons. Once pressed, the options of “Cancel” and “Erase” will flash alternately. Users then press the FFWD button first then the Play/Select button.

### Settings Menu

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The settings of the WS-110 can be adjusted by entering the Main Menu. To do this, press and hold the Disp. Menu button for 1 second or longer. Once in the Main Menu, users can change a variety of settings. To navigate in the Main Menu, users can switch the items of the display screen by using the FFWD and RWD buttons. Once the desired option is located, users can then select it by pressing the Play/Select button. To exit the Main Menu, press the Stop button. The different settings in the Main Menu are as follows:

## Record Mode

The recording mode can be chosen from HQ (high quality sound recording), SP (standard recording), and LP (long-term recording). The recording time available on the WS-110 will change according to which mode is chosen. While approximations of these times are provided in the User's Manual, it should be noted that recording audio with a higher quality setting decreases the overall recording time available on the device.

## Microphone Sensitivity

The microphone sensitivity can be changed to either Conference which is High- sensitivity (records sounds in all directions) or Dictation which is Low-sensitivity. Conference is the most appropriate setting while using the WS-110 to record audio during class lectures.

## VCVA

This stands for Variable Control Voice Actuator. This feature works by sensing when sounds reach a preset threshold volume. Once this level is reached, the VCVA starts recording automatically, and it then stops recording once the volume drops below the threshold. The VCVA can extend recording time by stopping the recording of silent periods.

## Low Cut

This feature controls the Low Cut Filter function. This filter can minimize low-frequency sounds, such as noise from a projector, to help record voices more clearly.

## Voice Filter

The voice filter enables clearer audio play back by cutting both low and high-frequency tones during slow, normal, and fast playback.

## Slow Playback Speed

Users can slow the speed according to need, such as reviewing spots that you couldn't catch during a class lecture. The playback speed of the audio can be changed between .5 and 1.5 times speed in increments of .125. The voices on the recording will continue to sound natural because the tone is adjusted digitally.

## Fast Playback Speed

Users can increase speed according to need, such as listening to a lecture for general content. The playback speed of the audio can be changed between .5 and 1.5 times speed in increments of .125. The voices on the recording will continue to sound natural because the tone is adjusted digitally.

## All Play

This feature allows users to have all files in a folder played back continuously. When the last file in the folder is finished being played back, "File End" will appear on the main screen and playback will end.

## Sub Menu

This feature allows users to access another menu with additional setting options. The different options available in the Sub Menu are as follows:

1. Main Menu – allows you to return to Main Menu
2. Time and Date
3. Beep
4. LED
5. Contrast
6. Format
7. System Verification

For further description of these options and how to change them, please refer to the User's Manual.

## File Lock

This feature allows users to lock files to ensure that important data is not accidentally erased. Files that are locked are not erased even if a user chooses to erase all files from a folder at once.

## Connecting to the Computer



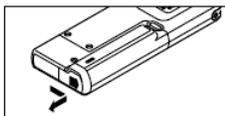
The WS-110 features an easy-to-use direct PC link, which allows users to simply plug the recorder directly into a computer without the need for a USB cable. This allows users to increase the memory available on their device by storing old files on their computer. All files are saved in a WMA (Windows Media Audio) format and can be played back using Windows Media Player. Users can access the USB terminal by detaching the bottom section of the device.

**\* Important Note: Before detaching the bottom of the recorder, set the Hold switch in the on position and make sure that the display is turned off. Failure to do this could result in damaged data. For further directions on the managing files on the computer, refer to the User's Manual.**

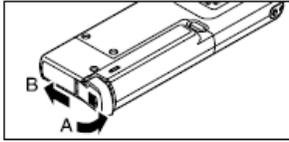
## Changing the Battery

The WS-110 runs on one AAA alkaline battery that is inserted in the back of the device. When  appears on the display, replace the battery as soon as possible. To insert a new battery:

1. Press down light on the arrow and slide the battery cover open.



2. Close the batter cover completely by pressing to the direction A then sliding to direction B.



## Manufacturer Information

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