

# Quick Start Guide

## ZOOM H5 Recorder



1. Turn on recorder by holding down the power button on the left side of the device (“H5”) until the screen comes on and you see “Now Loading.” H5 will read the SD card and then go to the Home screen.
2. If using the H5 indoors, place the foam windscreen over the dual microphones on top of the recorder. If using the H5 outdoors, use the hairy windscreen instead.
3. Push the L and R buttons on the front of the H5 to turn on the dual microphones (will light up red). [Note: Do not press/turn on the 1 and 2 buttons. These control outputs for external microphones that we will not be using.]
4. When you make noise, you will see the L and R levels on the screen jump from left to right. Using the dial at the top of the H5, adjust the audio until the L and R levels peak somewhere between -12 and -6 at your loudest. This may take some experimenting. It is best to adjust these levels when you are in your interview spot and have the recorder placed accordingly.
5. If this is your first time using this device, record a sample to check audio playback. Press the Record button (red circle) and begin your sample. When you are finished, press the stop button (white square).
6. To play back your recording, press the play/pause button (white triangle/two lines). Adjust audio levels as needed. If you wish to delete your samples, press the Menu button on the right side of the device and click the scrolling wheel to select FILE LIST. Your sample recording(s) will be listed. Follow on-screen prompts to play or delete files.
7. When are ready to record, make note of the Folder and File Name on the Home screen and write it down on your Audio Log. See example below.

File No.: FILE0001.WAV

Contents: Test sample

File No.: FILE0002.WAV

Contents: Interview introduction

8. Record your interview. When you want to stop recording, press the Record button or the Stop button. To resume recording, press the Record button again.
9. If you press play, the H5 will play back the most recently recorded file. To play a specific file, press Menu and use the scrolling wheel to navigate to FILE LIST and find your file. Press the Play/Pause button to play.
10. When you are done recording and want to transfer your files to your computer, turn off the H5 recorder by holding down the power button until you see “Goodbye See You!” on the screen. The device will power off.

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11. When the device is fully off, connect it to a computer using the provided USB cord. Plug the USB end into your computer and the small end into the H5 just above the power button. **DO NOT REMOVE THE SD CARD TO TRANSFER YOUR FILES.**
12. When the device is connected via cable, power the H5 back on. You will need to press Menu and scroll down to select USB. Next select SD CARD READER. Your computer should now recognize that the H5 is connected.
13. Using the file explorer on your computer, navigate to the H5 device, which is usually listed as H5\_SD (D:).
14. On your computer, navigate to the STEREO folder. Your recorded files should be in FOLDER01 unless you manually choose to save your files in a different folder. You may now transfer the files to your computer.
15. Library staff will remove all files from the H5 upon checking in the Oral History kit. If you wish to remove the files yourself, **DO NOT REFORMAT THE SD CARD.** Delete the files from the H5 folder using your computer, or delete them via device by going to MENU → FILE LIST.
16. If you need assistance, please contact the Digital Archives Lab or view the ZOOM H5 Recorder's full manual online at the following link: <https://bit.ly/47CCfV6>

### Notes:

- **DO NOT REMOVE SD CARD.**
- **The Volume buttons on the left side of the device DO NOT control the volume of the recorded audio. These buttons only control playback volume when using headphones.**
- **The H5 Recorder runs on battery power but can also be used with AC power if needed.**