Turn on the recorder using the switch on the left side.

Find the beginning of the first recording using the Rewind button. To hear the recording, all you do is press the PLAY button.

Press and hold the rewind button or the fast forward button to move forward. As you continue pressing the button, the amount you move forward or backward increases fairly quickly, so you should pay attention to the time display. If you press stop, the recording will stay at the same point.

One convenient feature of these recorders is the ability to mark places in the recordings by pressing the T-MARK button. For example, you could mark the beginning of each response, or points that need review, so that it is easier to return to them. To move between these points, just briefly press the rewind or fast forward buttons, but don’t hold them down.

Don’t erase anything unless your coordinator specifically instructs you to do so. To erase one recording, press the red ERASE button on the right side. You will have to confirm this action by using the rewind or fast forward buttons to select YES.

Once you are done with the recorder, turn it off with the power switch on the left side.

If you find listening on the recorders difficult, you can just plug it into your computer as a USB device. You should make sure that you do not import the files or copy them to your machine: most software that might do this automatically gives warnings before it does so, so pay watch very carefully when you plug it into your computer. Open the recorder just like any other USB drive and click on the .mp3 audio files to play them.