

# Sony Audio Recorder Instruction Sheet

The recorder does NOT use rechargeable batteries but we have fitted new batteries which will provide more than enough power to record all your meetings and phone calls.

1

Just before your appointment or call, turn the recorder on, using the sliding switch on the side of the device. Slide the switch down and hold it for a second or two until the screen comes to life.



2

**For telephone meetings and calls:** Position the recorder approximately 50cm away from the telephone (and you must remember to set the telephone to loudspeaker mode for the duration of each call).

**For face-to-face meetings:** Position the recorder out of sight – for example, behind a book or picture on the shelf. The recorder will be able to pick up your conversation as long as it's within a few meters of where you're sat. Ensure the microphone is not covered and is pointing in the direction of your meeting.



3



Press the red REC button to start recording. 'REC' will appear on the screen and the counter will start. This means that the device is recording.



4



Once your call/meeting has ended and the FA has left, press the stop button (marked with a white square).

5

The number on the top left of the screen shows you how many recordings in total you have made.



6

Switch off the recorder by sliding down and holding the switch on the left side of the recorder until 'OFF' appears and the screen goes blank.