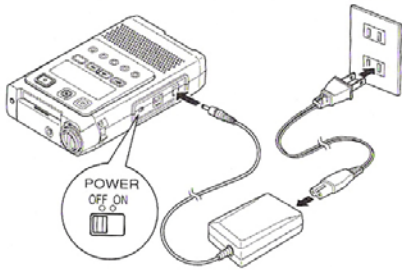


# How to Use the PMD 660 Digital Recorder

## Power Supply



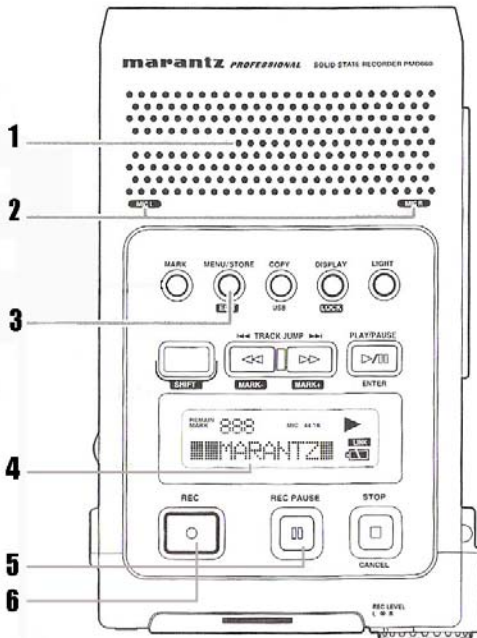
The ideal way to power the recorder is to plug it in (10). You can also insert four AA batteries in the compartment on the underside. If you choose to use battery power then you will want to make sure that you have fresh batteries. If the power runs out while you are recording, there is a small risk that you will lose the entire interview. A battery

indicator will appear in the display (4). If it starts flashing, the battery is very low and the PMD 660 will stop recording and power off. Before doing so, it should save your file. To be on the safe side, you should stop recording when the black stripes disappear from the battery indicator, and you should install fresh batteries before you continue.

## Recording

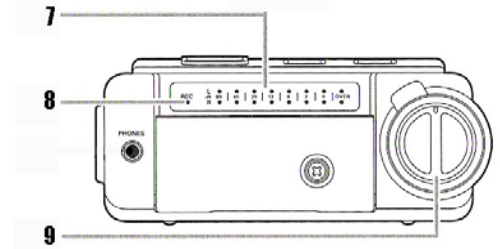
When you turn the power on (12), the screen (4) will light up, say “Loading” and then read 002:58:48 (time remaining on memory card). Additionally it should say Remain 000 (Empty) and then in small letters read ALC (Automatic Level Control), 48K (Recording uncompressed .WAV File), and I.MIC (Internal Microphone). If this is what the screen reads, the machine is empty and ready to go. If not, turn to Section 1 in the troubleshooting guide on the back.

You will have close to three hours of recording time available to you. Place the recorder between yourself and the narrator on a flat surface and do not move the recorder during the interview. Any movement will be picked up by the internal mics (2). Before you start the



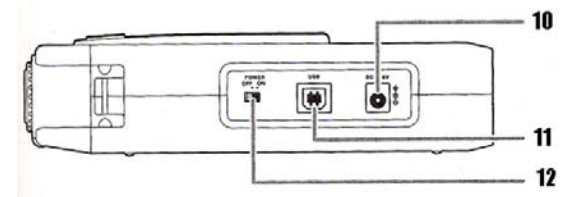
interview, press the Rec Pause button (5) to make sure the mics are picking up the voices – the red recording light (8) will flash on and off. **You are not recording now.** Look at the level meter (7). The lights should go back and forth moving from green to red and hit approx. the 6 and/or 2 reading. If so, you are ready to record. If not, go to Section 2 in the troubleshooting guide on the back. Since the recorder will be set to the Automatic Level Control, the recording level knob (9) will be disabled and its position will not effect the recording in any way.

Press the record button (6) and you are now officially recording. The red recording light (8) will be on (red) and it will no longer flash on and off. If during the interview you need to pause the recording for any reason, you can press the Record Pause button (5). To start recording again, press the Record button again (6). When you are done recording, you must press the stop button. If you unplug the machine without pressing the stop button, you will lose your entire recording. The On/Off switch will be disabled while you are recording or paused. If you need to start recording again after pressing stop, the machine will automatically start a new track. If you need to, your tracks can be combined using audio editing software later. When you are completely done recording (you have made sure that you have pressed stop) then you can turn the machine off and unplug it.



## Uploading Audio Files

Take the machine to your computer and remove the grey USB cord from the pocket of the carrying case. Before turning the recorder on, plug the square end of the cord into the USB port of the machine (11) and plug the other end into a USB port on your computer. Plug the PMD 660. Before you turn it on, press and keep pressing the COPY/USB button (3). Keep holding that button down while you turn the machine on until the display (4) says USB. A folder should open up on your computer automatically. If not, go to my computer and click on the Lexar Media drive. If you still cannot find the Lexar Drive, go to the troubleshooting guide Here you will see two files and a folder that says MPGLANG1. Do not mess with



the files. Open up the folder and there you will find your digital recording. There will be a .WAV file for every track you have recorded. The files will be named MZ000001.WAV, MZ000002.WAV, etc. Copy these files onto your hard drive in a place that you will be able to locate later. An hour interview will be approximately 350 Mb and take approximately 8 minutes to upload. After you are done uploading your files, you should delete the files from the PMD 660 MPGLANG1 folder. Now the machine will be ready to go again. You can click on your files and you should be able to hear high quality recording of your interview. Before you do anything else, you should burn a copy of your files onto a CD, DVD or put them on an external hard drive in order to ensure that they are backed up and you do not lose them. Congratulations!

## **Troubleshooting Guide Section 1**

### **Card Not Empty**

If the display does not read 2:58:27 and Remain has some other number than 000, then the recorder has material already stored on its memory card. The number after remain will indicate how many tracks are on the card. If they are your recordings and you have not had time to upload them to your computer yet, then you are ready to go and should proceed with recording. You will only have the ability to record as much time as the display indicates.

If you know the tracks are not yours, then you should erase them before you begin. To do this, press the shift button and the edit button at the same time. The display will read, "TRK Erase," and you will press the Play/Pause/Enter button. The track number will start blinking to make sure you want to go through with erasing it, press the Enter button again and it will say "Completed." Do this for all the tracks on the machine.

If you are not sure whether the tracks are yours or not, you can listen to them by pressing the Play button. You can switch to different tracks by using the track jump keys. If you find one that you would like to erase, follow the procedure above. When you have deleted the tracks you want to delete, press the Stop button and the remaining tracks will remain on the memory card.

### **Wrong Presetting**

If the small letters on the display do not read ALC, 48k, and I.MIC, then you are on the wrong presetting. Press the Menu/Store/Edit button by itself. Using

the Track Jump keys, switch the preset so that it says Preset-1. Then press the Menu/Store/Edit key again. The display will read Completed, and then the three readings should appear and you are ready to go.

## **Section 2**

### **Machine Not Properly Positioned or People Not Talking Loudly Enough**

If the meter lights are moving with the voices, but they are not hitting the 6 or the 2 readings, then the machine is either too far away from the speakers or the speakers are not talking loudly enough. Do the best you can to improve the situation, however, as long as the lights are moving, you are recording something. You can use digital editing software to amplify the volume of a soft recording, however this will not produce ideal results.

### **Meter Lights are not Moving**

If the meter lights are not moving at all when you press the Rec/Pause button or the Record button then the PMD 660 is in the wrong presetting. Follow the instructions above to get the presetting back to Preset-1.

## **Section 3**

### **Folder Not Appearing on Computer**

If the folder does not appear, you may have another device occupying the F Port. Right Click on the My Computer icon and click on Manage. Click on disk management under the storage section. Scroll down the various disks listed in the bottom right frame. If Lexar Media appears, right click on it and go to change drive letters and paths. Then click the change button and assign a letter very high in the alphabet, such as x, to the Lexar Media drive. Press the OK buttons and the drive should now appear under My Computer. If not, you will need to upload to a different computer and then burn the files to a CD to get them on your workstation. This process may have to be repeated for each separate recorder you use.

### **Other: Running Out of Recording Time**

If you are running out of recording time, stop your recording and follow the directions above to switch the presetting to Preset-2. This will record in a compressed format and provide you with a lot more time. The quality of the recording will not be as high.