

USB Drive Recorder Instruction Sheet

1. Your USB Drive Recorder has been charged before it leaves the office but, just to be certain, the night before your appointment, plug it into a USB port on a computer or into the mains using the adaptor plug provided. When the device is fully charged, the lights will glow blue.



2. Just before your appointment, turn the recorder on, using the sliding switch on the bottom of the device. It's very simple: there are only two positions for the switch; off and on. When you slide the switch to the 'on' position, the blue and red lights will glow briefly, then the blue lights go off and the red lights flash before also going off. The device is now recording.



3. For face-to-face meetings, place the recorder a few metres away from you and the Advisor. Ensure that it's lying flat so the microphone (on the bottom of the device, next to the on/off switch) is not blocked. If you're recording telephone calls, make sure you use your phone on speaker mode and place the recorder about 50cm away.
4. At the end of the meeting/call, move the switch to the 'off' position: both red and blue lights glow briefly and the recording will stop. The file is saved at this point.
5. Repeat this process for all subsequent calls and meetings (your recordings will be safe and subsequent recordings will not overwrite them).

Please note:

The audio device is easy to use: as long as it is fully charged, there is very little that can go wrong!

However, if you are reasonably familiar with computers, you can easily check whether your device has recorded. To do this, plug the device into your computer, locate the USB drive (if it hasn't automatically opened) and look for the folder called "RECORD". Your recordings will be saved here in .WAV format.