**Zoom H4n Quick Start Guide**

**Make a recording**

1. Push the POWER switch on the side of the H4n towards the symbol.
2. Confirm that the STEREO indicator light on the front is lit.
3. The MP3 format is fine for most interview needs. Press the WAV/MP3 button to switch to the higher quality, larger size .wav audio file format.
4. Press the REC button once to make sure the H4n is picking up sound. The level meters should move.
5. Press REC again to begin recording. You should see the time counter increasing.
6. Press ■ to stop the recording.
7. Repeat steps 4-6 for new recordings. The H4n will automatically create new files without overwriting the old ones.

**Copy files to computer**

1. With the recorder off, connect it to your computer via the included USB cable.
2. Press the scroll wheel in to select STORAGE.
3. The H4n will appear as an external drive on your computer desktop.
4. Navigate to the folder where your audio is stored, usually Stereo > Folder01.
5. Your files can be dragged and dropped to your computer.

**Erase your audio**

1. Press the MENU button on the side of the recorder.
2. Use the scroll wheel on the side to highlight SD CARD. Press the wheel in to select.
3. Select FORMAT > YES

**Turn off**

1. Push the POWER switch on the side of the H4n towards the symbol.
2. Hold the switch there until the unit tells you goodbye.

**Helpful Hints**

1. Always test the recording process before you get to your interview!
2. If possible, monitor the interview with headphones so you know you’re getting good sound.
3. Get the recorder as close as possible to your subject, and angle the microphones towards the source of the sound.
4. Always use the A/C power adapter rather than batteries if you have a plug nearby.
5. Put the included windscreen over the stereo microphones if you are outside, even if it doesn’t seem windy to you.