Welcome to the Center for Media Production. In this tutorial, you will learn how to record audio on location using the Zoom H4n. Before you begin recording, insert fresh AA batteries into the Zoom. Slide the back panel off, insert new batteries and replace the battery hatch. Make sure STAMINA is in the OFF position.

Power on the Zoom by pushing and holding the power button in a downward direction.

If you are recording one person, twist the two built-in microphones to the 90 degree pickup pattern. If you are recording two people side-by-side, twist the built-in microphones to the 120 degree pickup pattern.

The Zoom you received is set to record wav format, 48kHz, 16 bit. You will be able to record 2 hours and 48 minutes at this setting.

Make sure that the Mic1 input is selected (indicated by a red light) by pressing that button.

Screw the pedestal into the bottom of the Zoom.

Place the Zoom on a table, with the Zoom built-in microphones directed at your mouth. The Zoom should be positioned 6 inches away from your mouth.

Push the Record button once to go into Record Pause mode. You will see the blinking red light. Test the volume of your recording by speaking into the Zoom's microphones. Watch the VU meters; the volume should register between -12 and -6 decibels. Adjust the Recording Level up or down to achieve the correct volume.

Press the Record button a second time to start recording. You will see timecode advancing on the display. Please avoid drumming fingers on the table, rattling papers, or touching the microphone during recording.

If this is two-person interview, please avoid speaking over one another's recordings. If you do override another person's comments, repeat your statements again.

Stop recording by pressing the Stop button.

To copy the file from the Zoom SD card to your computer, please do the following:

- Plug one end of the USB cable into the Zoom and the other end into your computer.
- On the right side of the Zoom, press the Menu button and use the dial to scroll down to USB.
- Push the dial in. Push the dial in again and choose Storage.
- The H4N_SD icon will show up on your desktop. Double-click the icon, and open Stereo Folder 1. Drag the wav file from this folder onto your desktop to copy it.

Safely eject your Zoom device from your computer.

Disconnect the USB cable from the Zoom and turn off the Zoom by pushing and holding the power button in a downward direction.

Please make sure all Zoom accessories are stored back in its case.