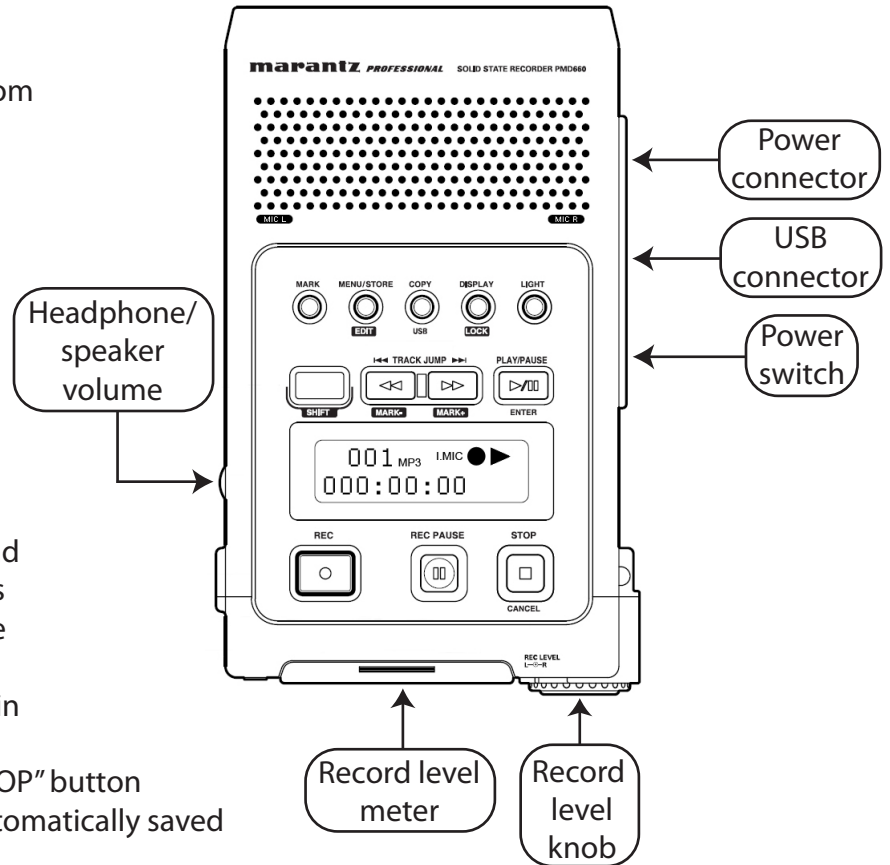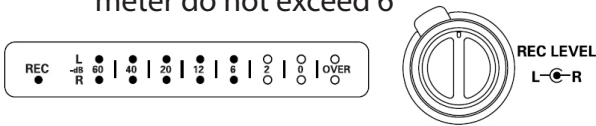# Harvard University Media & Technology Services

Operating a Marantz PMD660 audio recorder

Recording:

1) Position the Marantz no more than 4 feet from the person speaking
2) Plug the power cable into wall socket
3) Power up the Marantz
4) Press the "REC PAUSE" button
5) While speaking at a normal volume, adjust the record level knob so that the lights on the record level meter do not exceed 6

6) To start recording, press the "REC" button and make sure the time counter on screen is advancing and the red "REC" light to the left of the record level meter is lit
7) While recording, press the "REC" button again to create a new MP3 file
8) When you are done recording, press the "STOP" button
9) Power down the Marantz and your file is automatically saved

Power connector

USB connector

Power switch

Headphone/speaker volume

Record level meter

Record level knob

Playback:

1) After stopping your recording, press the "PLAY/PAUSE" button to begin playback
2) Adjust the speaker volume with the "Headphone/speaker volume" knob on the left side of the unit
3) Use the "TRACK JUMP" forward and reverse buttons to switch files, if you have recorded multiple files
4) Hold down the "TRACK JUMP" forward and reverse buttons to fast forward and rewind
5) Press the "STOP" button to end playback

Connecting to a computer (transfer and save your recordings):

1) After the recording is finished, press the "STOP" button
2) Power down the unit using the power switch on the right side of the Marantz
3) Connect the Marantz to your computer using the USB cable
4) While pressing the "USB" button on the Marantz, power up the unit and wait for the Marantz screen to read "USB"
5) Release the "USB" button and the Marantz will appear on your computer as a removable (external) drive
6) Access the Marantz via your computer and the single folder within the Marantz will contain your audio files
7) Copy them to your computer and eject the Marantz drive from your computer as you would any other external USB drive
8) Disconnect the USB cable and power off the Marantz

For assistance, call Media & Technology Services at (617) 495-9460