

Using the EasiSpeak digital microphone



Recording

- Switch on by sliding ON-OFF switch until the Status LED lights **orange** – this means it is on standby
- If the **orange** light is **flashing** this means you are ready to record in **MP3** mode (this is what you want)
- if the **orange** light is **constant** this means you are ready to record in **WAV** mode (NB: Press the * 'snowflake' button to change the mode from WAV to MP3)
- Press and release the red record button and the Status LED lights **red** to show that it is recording
- Speak (for at least 2 seconds)
- When finished the recording, press the red record button again. Status LED lights **orange**
- Press the green play button to hear your recording. The Status LED lights **green** while recording plays.

It can be useful to blue tack the bottom of the mic and fix it upright on the desk top.

Transferring files to a computer

- Take the black cap off the bottom of the microphone to find the USB
- Plug it into your computer
- Your recordings are saved automatically into the folder called **MIC_REC**
- It is important to rename these recordings and save them to your place on the school network and back them up too.