

### To Record:

1. Set all controls on the recorder (*See other side for illustrations and settings.*):  
Set the **INPUT SELECTER** switch, right side of the recorder, to: **MIC/TEL**(middle setting).
2. Plug the microphone plug into the **MIC** jack.
3. To start recording, simultaneously press the **REC** and **PLAY** buttons.  
(Please *do not force* these buttons down. If they won't move, either there is no audiocassette tape in the recorder, or the cassette's record tab has been removed.)

### Playback:

1. While rewinding the tape, reset only the following control on the front of the recorder:
  - Set the **MONITOR** switch to the **out**, or **TAPE** position.
2. To listen to the recording, press the **PLAY** button. Adjust playback volume using the **LEVEL** knob.

### Record a Telephone Interview:

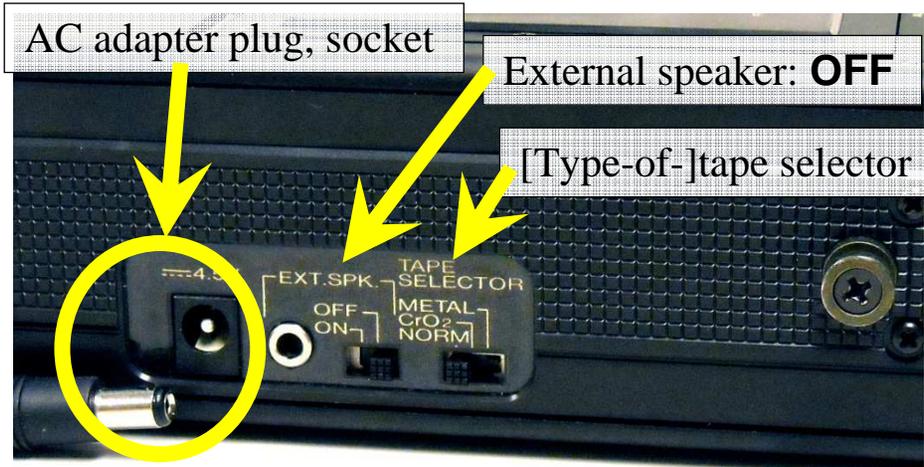
*Note:* This recorder works *only* on analog phone lines. It WILL NOT WORK with a digital phone, as found in most UNC offices!

1. Set all controls on the recorder (*See other side for illustrations and settings.*):  
Set the **INPUT SELECTER** switch, right side of the recorder, to: **DIRECT TELEPHONE** (upper setting).
2. Connect the recorder, telephone, and phone line:
  - a) Insert the **phone jack splitter** (from the carry case) into the recorder's **phone jack** (right side);
  - b) Unplug the **phone line** from the telephone and plug it into the **phone jack splitter**;
  - c) With the Audio Kit's phone cable, plug one end to the **phone jack splitter**; plug the other end into the phone itself.
  - d) Call your interviewee.
3. To start recording, simultaneously press the **REC** and **PLAY** buttons.

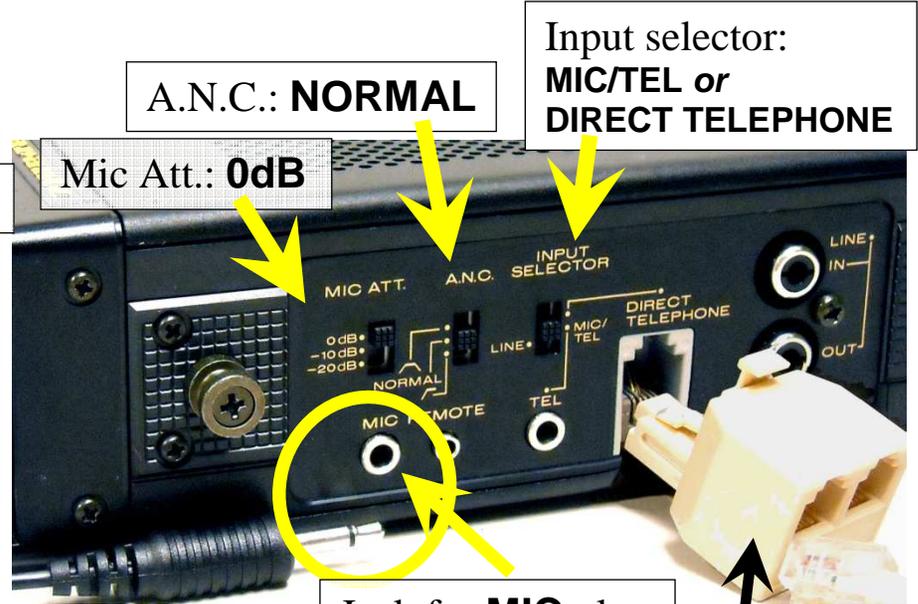
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**Contact AV Services at (919) 966-6536, or in Rosenau 233**  
**Monday–Friday, 8:00 AM–5:00 PM**

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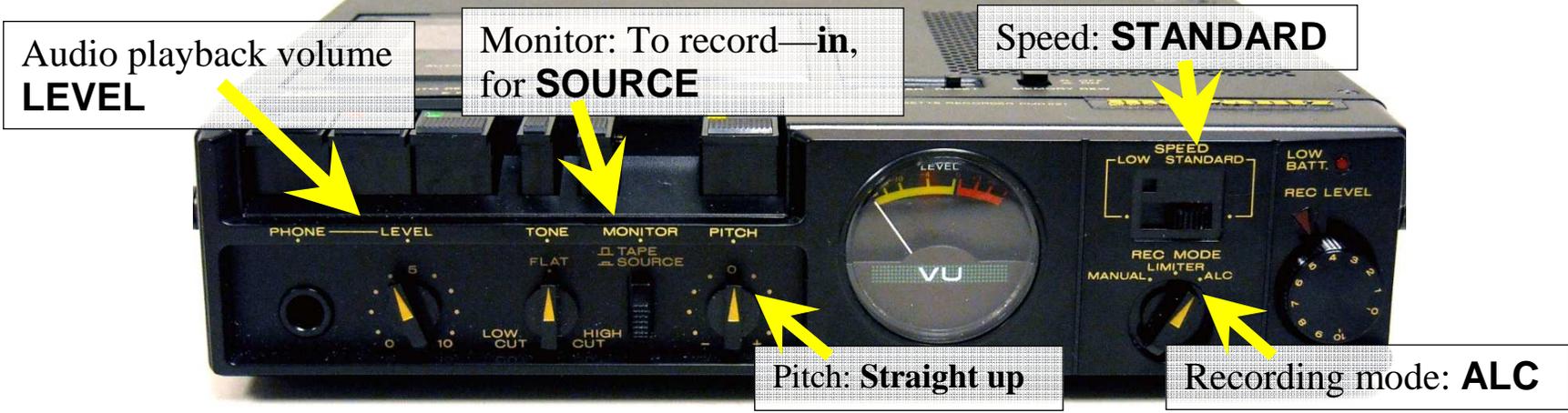
A. Left side



B. Right side

Phone jack splitter

C. Front



Trim this area