

CRP Artwork Resource Pack

By Emily Peasgood

5. Evistr Dictaphone Operation Guide

Quick Start Guide:

The Dictaphone is provided fully charged. For this activity, you will only need to use the Power, Record [Rec] and Stop buttons.



1. To power on, slide up the switch on the left-hand side.
2. To start recording, press Record. The Record button has a red dot and the word REC above it. After pressing Record, it a message on the screen says: "Please wait!" Hang tight and the device will start recording. When recording, the left and right audio bars start moving on the little screen, and a light at the top blinks red.
3. Press Stop to finish recording. The Stop button has a black square and says STOP above it. When you press Stop, your recording will be automatically saved and the screen will say: "Saved!" Please note, if you turn the Dictaphone off before pressing Stop, your recording will not be saved.
4. Power off with the sliding switch at the side.
5. If the Dictaphone is left on, it will eventually go to sleep. To turn it on again, press and hold Play.

Tip: Create a new recording for each sound, rather than one extremely long continuous recording as you walk around. Once you find a sound you'd like to record, record it for 2-3 minutes then 'Stop' to Save your recording.

Charging: If the Dictaphone runs flat, please see the **Advanced User Guide** below for charging instructions.

Advanced User Guide:

Charge before use, for 1.5-2 hours

Before recording, charge the Dictaphones with the supplied USB cable. Charging takes 1.5-2 hours.

Charging from a computer

When charging a Dictaphone from a computer, before disconnecting the USB cable it is necessary to eject the Dictaphone as you would an external hard drive. If a Dictaphone is not properly ejected, its hard drive can become corrupted. Do not press any buttons on the Dictaphone when it is connected to a computer.

Handle with extreme care

The Dictaphone is small, made of solid metal and slippery. It should be handled with extreme care. If it is dropped and scratches or dents occur to the body, it will not work effectively. **I have made some protective cases for transportation.**

The settings have been pre-loaded

The Dictaphone has several functions that are not beneficial to this activity. For example, the voice-activated function might seem useful but it only works effectively when recording voices as opposed to sounds in our environment. We have therefore pre-loaded appropriate settings for this activity. There is no need to utilise the 'Menu' option to adjust the settings and you are discouraged from doing so. In the event they are adjusted, please return them as follows:

Please note: To navigate the menu, use the Up/Down button on the top right side for selection, 'Menu' to confirm selections, and 'Stop' to return.

Play Settings

Play mode: Repeat: Repeat all

Play mode: Shuffle: OFF

Sound settings: Equaliser: OFF

Record Settings:

Record quality: 1536kpbs (WAV)

Record LED: On

Subsection recording: Close

AVR Mode: OFF

Record Monitor: OFF

System Settings

Sleep timer: OFF

Backlight timer: 30 seconds

Brightness: 15

Date and time: *Ignore this*

Language: English

Avoid using the 'Play' button to pause recordings.

Please avoid using the 'Play' button to pause between recordings. If the device is paused for a long time, it automatically shuts down and the recording will not be saved.

Listening back

After a recording is saved, if you wish to listen back to the recording you can do so through the speaker on the Dictaphone. However, recordings will not sound optimal through the device. You can plug earbuds or headphones into it for an optimal experience.

Volume button

The volume button only affects playback volume. It is not possible to turn the recording microphone up or down.

Dictaphone collection

Jennifer Scott, Learning & Engagement Manager at Turner Contemporary, will organise to deliver and collect loaned Dictaphones. Your recorded sound files will be removed from the Dictaphone by the artist. Please do not remove them from the Dictaphone yourself.

For more information, please contact JScott@turnercontemporary.org

For further troubleshooting, please visit:

<https://docplayer.net/150748302-Thanks-for-purchasing-a-recorder-from-evistr.html>

Or contact Emily Peasgood: CRP.Artwork@gmail.com

This artwork is commissioned by Creative Isle Community Rail Partnership, supported by Southeastern and delivered for Thanet's communities by Turner Contemporary and Thanet District Council. For more information visit: emilypeasgood.com/CRP-Artwork