

## Madison Library

### TASCAM DR-07 digital recorder\* guide

Using recorder for interviews, oral histories, and spoken word recordings.

#### 1. Turning recorder on

Plug in recorder with power cord

-Or-

If using recorder with battery power, be sure to have 2 extra AA batteries on hand. Battery compartment is on back of unit.

Turn on power by pushing and holding the power button on the left side of the unit.



#### 2. Recording

Digital recorder is set for archival recording: WAV 24bit format, 48k sampling rate.\*\*  
Recorder is also set to use its built-in microphone. **Please do not adjust these settings!**

You should have 2 hours worth of recording time at these settings.

Note: You can use earphones to monitor while recording, but you don't have to. Earphone plug is on right side at top



### 3. Getting ready to record

1. Press RECORD button once to put unit on standby. Red light around the button will start flashing.
2. If using earphones, do some test speaking and adjust REC LEVEL using control on right side of unit.
3. With or without using earphones, you should set the REC LEVEL at the highest it will go (up to 10) without causing the PEAK indicator light to the left of the RECORD button to turn on.



**IMPORTANT:** Write down recording file name on your Oral History Project Recording Log in space indicated. File name appears on the LCD screen on the front of the unit, starting with "DR" followed by six numerals, then by ".wav", for example, "DR000009.wav".

#### 4. Starting recording

1. Press RECORD button again. Red light around the button will stay lit. YOU ARE NOW RECORDING.
2. The LCD display will show the elapsed recording time in large numerals (for example, "00H 00M 03S"), and the remaining recording time under that in smaller numerals (for example, "00:31:54").



#### 5. Pausing and restarting recording

1. To pause recording, press RECORD button; red light around button will start flashing.
2. To restart recording in SAME track, press RECORD button again, When you do, look for red light around button to stay lit.

#### 6. To stop recording

Press the STOP/HOME button to the left of the RECORD button.

#### 7. To record a new track

Start over from #2. Be sure to keep an eye on remaining recording time. If you run out of time, please bring recorder back to the library so we can remove some files. PLEASE DO NOT DELETE ANY FILES.

#### 8. Turning recorder off

Turn off power by pushing and holding the power button on the left side of the unit.



\*For technical details about the Tascam DR-07 recorder, see <http://transom.org/?p=3266>

\*\*For technical information about digital audio formats, see <http://www.jiscdigitalmedia.ac.uk/audio/advice/choosing-a-digital-audio-file-format>