

SRL Audio Recording Kit

HOW DO I USE THE TAPE RECORDER?

Whether you're using the Sony TCM-359V or the Sony TCM-S66V, these are some basic guidelines that will improve your recording.

- 1 . Be prepared** to purchase audiotapes and batteries. The lab does **not** provide these items – they are the responsibility of the borrower.
- 2 . VOR** should be set to off in the majority of instances. This feature will jeopardize the quality of your recording by stopping the recorder when speaker's pauses or speech is subdued. This muting, caused by the voice-automated feature, will cause you to lose subtleties of the interview by cutting short the “beginnings” and “ends” of statements.
- 3 . PAUSE** is the sliding button on the top of the recorder that may be on if the recorder doesn't appear to work. If this feature is operating, it will continue to quietly drain the power of the recorder, so don't use Pause for more than a minute at a time.
- 4 . MIC SENS** controls the sensitivity of the recorder's built-in microphone. In most instances, you will want to set this feature to “H,” or High. To be sure, run and test a listen for evidence of distortion.
- 5 . “FLIPPING” THE TAPE.** Depending on the model of the recorder, you may not be notified by a “clicking” stop at the end of side “A.” Be sure to keep an eye on the tape spool, which is visible through the recorder window, throughout the interview.

HOW DO I USE THE PHONE TAP AND SPLITTER?

1. Plug the larger of the two plugs into the microphone insert on the tape recorder. The smaller plug is of no use in this instance and should not be employed.
2. Leave the phone tap on “Record.”
3. Unplug the phone cord from the back of the phone (do not disconnect anything from the wall) and plug it into the gray slot in the splitter.
4. The black irremovable cord should be plugged into the back of the phone.
5. Push the Record and Play buttons on your tape recorder together to begin recording.



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RECORDING TIPS

1. Try to record in a quiet environment. If possible, turn off or move away from air conditioners, fans, televisions and stereos, clocks that chime or tick loudly, and other people who are not directly participating in the interview.
2. Regardless of the noise level in the environment, try to get the recorder's microphone close to you and the respondent.
3. Make sure that you do not try to record on the first 10-15 seconds on each side of a cassette tape. There is 'leader' tape at the beginning that does not pick up sound, and the ends of a tape tend to stretch and lose quality quickly.
4. Use 90-minute cassettes or shorter. 120 minute cassettes and longer tend to break more easily and have poorer sound quality.
5. High-bias cassettes cost more, but are worth the price in terms of fidelity.

Instructions

1. To record, set cassette machine to record mode. Then move RECORD/PLAYBACK switch on the Multi-Phone Recording Control to RECORD. When you lift the receiver either to make a call or to receive one, your recorder will automatically record.

Note: A fully rewound standard cassette may not record the first 10 seconds of a conversation because of the tape leader. To avoid this, turn on the recorder and let it run briefly. Better still, use a RadioShack leaderless cassette.

When conversation is ended, hang up the telephone receiver and recording will stop automatically.

2. To play back, move the RECORD/PLAYBACK switch on the recording control to PLAYBACK. Rewind and play back in the usual manner.

3. When you do not wish to record a conversation, simply set your recorder so it will not record.

CAUTION: It is illegal in some states to record a conversation without the consent of all parties to the conversation, including the telephone company. Check the laws in your area before using the two-way record feature. Do not use the Multi-Phone Recording Control on a party line since it would record conversations in which you are not a participant. This would be unlawful.

Complete instructions enclosed

Complies with all applicable FCC rules

