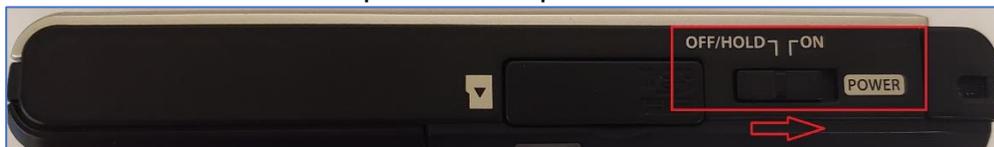


Olympus WS-852 Digital Recorder Guide

This handheld device can be used to record and transfer audio files to a desktop computer. This digital recorder requires two AAA batteries to work. There is an area to open the battery compartment on the back of the device to insert the batteries.



To begin, turn the device on by finding the slider on the right side of the device, labeled **POWER**. Push the slider up to the **ON** position.



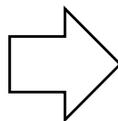
Changing Date and Time

Your device may have the incorrect date/time. Though this won't impact your ability to record or upload recordings, ensuring that these are correct may make it easier to find your recordings on the desktop later. To check or change these settings:

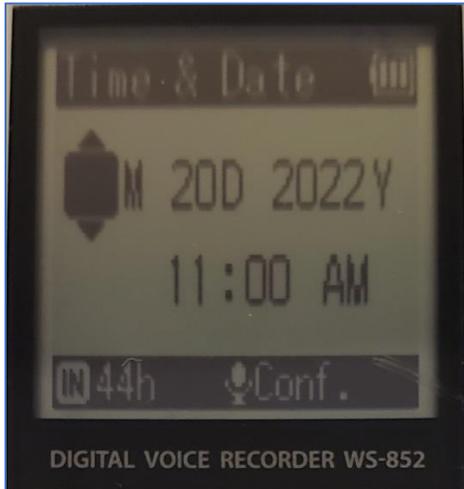
1. Turn on the device
2. Click the **"Menu"** button on the lower left side.



3. Use the up and down buttons (+/- above and below the OK button) to move through the menu and select **"Device Menu"**. On this new menu, move to **"Time & Date"**.



4. Check this screen to see if the date and time are correct. If they are not, use the side keys (left and right of the OK button) to move between month, day, year, and time, and use the up and down buttons to change each one. When the date/time is correct, press the center “OK” button.



Press the “**Menu**” button again to return to the main screen.

Recording Audio

Folders

Your device comes with 5 folders, labeled A B C D & E. To move between the folders, press the “**FOLDER INDEX**” button on the right side. On the FOLDER INDEX button, you will see which folder you are on, how many recordings are in that folder, and which recording you are currently viewing, in the top upper left corner of the screen.



Ensure that the recording is stopped before you move between folders.

Record and Playback

1. To start recording, press the orange “REC” button on the upper right-hand side once.



2. To pause the recording, press the record button again. Press again to continue the recording.



3. Press the **“STOP”** button when you’re done recording. This will stop and save the recording to your device.



4. When you’re done, you can play back the recording by pressing the center OK button.



5. Press the + and – buttons (above and below OK) to change the volume of the recording playback. You may change the volume while the playback is in progress or while it is stopped

- Press the OK button while the recording is playing to change the playback speed. + and – will increase or decrease the speed while this menu is up.

Delete Recordings

To delete a file, press the ERASE button on the lower left. A menu will come up and ask whether you want to delete all files in the current folder, or just the file you are on. Use the +/- and OK buttons to navigate this menu.

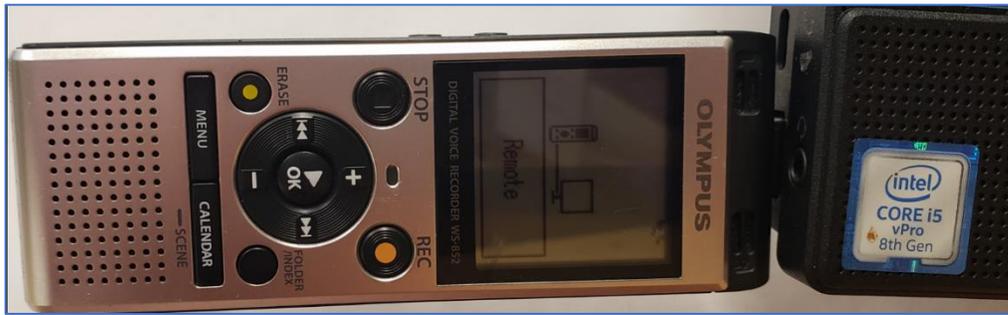


Transfer files to PC

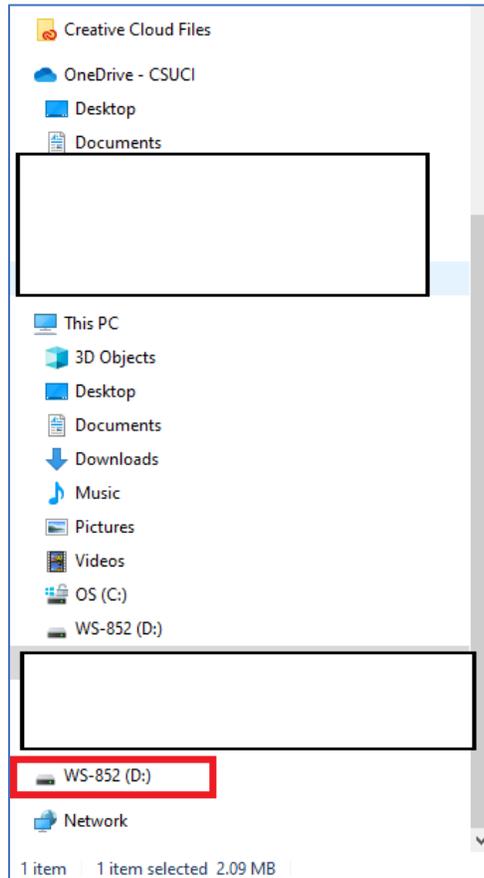
To move your recordings over to a computer, start by flipping your recorder over to the back. Find the slider, while pressing the small circular button, push it upward. This will reveal the retractable USB connector.



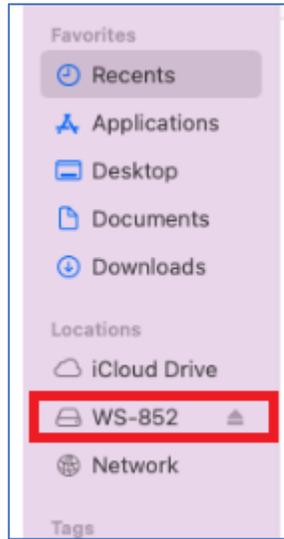
- Plug the recorder directly into your computer's USB port. =



2. Open File explorer for Windows,  or Finder for Mac, .
3. In the left-hand side bar, locate and select the WS-825 (D:):
 - For Windows it will look like this:



- For Mac it will look like this:

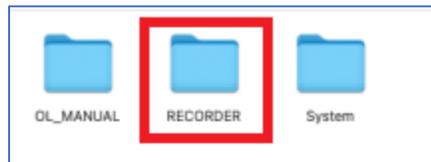


4. The folder should contain three folders. Select the one titled **RECORDER**.

- For Windows:

Name	Date modified	Type	Size
OL_MANUAL	11/12/2018 8:49 AM	File folder	
RECORDER	1/1/2015 12:11 AM	File folder	
SYSTEM	1/1/2015 12:00 AM	File folder	

- For Mac:

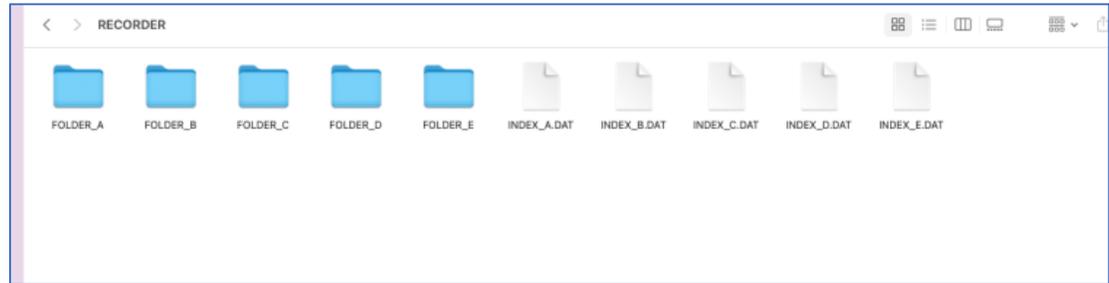


5. Now you will see the five folders, A-E. Select the folder containing the recording that you want.

- For Windows:

FOLDER_A	1/1/2015 12:11 AM	File folder	
FOLDER_B	1/1/2015 12:11 AM	File folder	
FOLDER_C	1/1/2015 12:11 AM	File folder	
FOLDER_D	1/1/2015 12:11 AM	File folder	
FOLDER_E	1/1/2015 12:11 AM	File folder	
INDEX_A.DAT	12/19/2022 12:54 PM	DAT	4 KB
INDEX_B.DAT	12/19/2022 12:54 PM	DAT	4 KB
INDEX_C.DAT	12/19/2022 12:54 PM	DAT	4 KB
INDEX_D.DAT	12/19/2022 12:54 PM	DAT	4 KB
INDEX_E.DAT	12/19/2022 12:54 PM	DAT	4 KB

- For Mac:

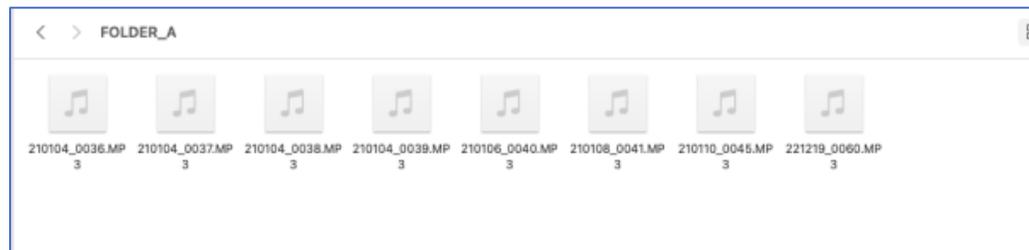


6. Your recording should be in that folder. Double-click to listen to the playback, right-click or drag the file to save elsewhere on your computer.

- For Windows:

Name	Date modified	Type	Size
 210104_0036.MP3	1/4/2021 12:16 PM	MP3 Audio File (V...	61 KB
 210104_0037.MP3	1/4/2021 12:47 PM	MP3 Audio File (V...	44,594 KB
 210104_0038.MP3	1/4/2021 2:21 PM	MP3 Audio File (V...	61,848 KB
 210104_0039.MP3	1/4/2021 3:48 PM	MP3 Audio File (V...	65,174 KB
 210106_0040.MP3	1/6/2021 12:52 PM	MP3 Audio File (V...	58,879 KB
 210108_0041.MP3	1/8/2021 7:14 AM	MP3 Audio File (V...	63,976 KB
 210110_0045.MP3	1/10/2021 7:12 AM	MP3 Audio File (V...	67,671 KB
 221219_0060.MP3	12/19/2022 12:37 PM	MP3 Audio File (V...	149 KB

- For Mac:



7. When you are done, right click the WS-852 folder in the side bar. Select “Eject” and remove the recorder from your computer.



Retract the USB connector back into the device to ensure its longevity.