

## Dictaphone Instructions for the Recording of Vivas



### **To switch on:**

Move the slide on the left hand side of the Dictaphone in a downward direction. The screen will illuminate at this point.

### **Before recording:**

Point the microphone (top of the dictaphone) towards viva participants.

Ensure volume is set at level 30 by pressing either of the volume +/- controls located on the right hand side of the dictaphone.

### **To record:**

Press the round Rec/Pause button on the front of the Dictaphone. A red light will illuminate at the top of the Dictaphone (above the "Sony" label), while on the display itself the word "REC" will appear in a black box, and the timer will start.

### **To pause at any point:**

Re-press the Rec/Pause button. The word "Pause" will appear at the top of the display.

Press the same button again to recommence recording.

### **At the end of the viva:**

To stop the recorder, press the middle of 3 buttons (bearing a silver square) just above the speaker.

### **To switch off the recorder:**

Move the slide on the left hand side of the Dictaphone to the lower position and hold until the words "Power Off" appear on the display and it subsequently goes blank. Release the slide.

### **Returning the recorder to the Doctoral School**

The recorder and the full viva pack contents should be returned to the Doctoral School in Founder's South Tower S1-05. Doctoral School opening times 10am - 4pm.

