

# Zoom H4n Pro

## Audio recorder

### Kit contents

1. Zoom H4n Pro recorder
2. SD memory card (SanDisk Ultra, 32 GB) already installed
3. Battery charger (Duracell) for AA batteries
4. USB cable (Mini-USB to USB-A) for file transferring
5. Two (2) rechargeable AA batteries already installed
6. Manufacturer's operation manual
7. Zoom plastic container
8. Carrying case

**Please ensure these contents are included when you return the device.  
Kits with missing items will not be accepted.**



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## **i** Before using the device

- 1. Determine how many sources/directions of sound that you want to record.**
  - 1.a. To record one source (e.g., one person), twist the knobs of the built-in twin mics to their 90 setting.** This setting uses a narrower, 90-degree recording area. For best results, place the recorder parallel to the ground and point the twin mics at the sound source.
  - 1.b To record audio from multiple directions (e.g. two people), twist the knobs of the built-in twin mics to their 120 setting.** This setting uses a wider, 120-degree recording area. For best results, place the recorder upright between the sound sources.
- 2. Consider using wired headphones to listen while recording.** Any headphones with a 3.5 mm plug is compatible.
- 3. Know the difference between recording volume and listening volume.** Recording volume is the volume of recorded files. Listening volume is the volume you hear in the recorder's speakers or your connected headphones. These volumes are independent of each other.
- 4. Prepare for a maximum battery-life of about 3 hours.** You might need to bring extra AA batteries for extended recording sessions.

## Instructions

### 1. Turning on the Zoom H4n Pro recorder

1. Locate the **power/Hold** switch on the left side of the recorder, near the bottom (Fig. 1a).
2. Slide the switch downwards and hold it there for **1 sec.** The display screen will turn on and read “Now Loading.” The recorder might take 1-2 min to load.



**Fig. 1a.** Power Button

### 2. Setting up the Zoom H4n recorder

1. Use the **Menu** button and scroll wheel to select a recording mode:
  - 1.1. Locate and press the **Menu** button on the right side of the recorder (Fig. 2a). The “**Menu**” screen will appear.
  - 1.2. Locate the scroll wheel near the **Menu** button.
  - 1.3. Turn the wheel to highlight “**Mode**” and press it inward to select this option (Fig. 2b). The “**Mode**” screen will appear.
  - 1.4. Use the wheel to highlight and select “**Stereo**,” which is recommended for general cases (Fig. 2c). The recording screen will appear.
  - 1.5. Ensure that the **Stereo** light on the front of the recorder (towards the top) is turned on.
2. (Alternatives) In step 1.4, you can select “**4CH**” or “**MTR**” on the “**Mode**” screen.



**Fig. 2a.** Location of **Menu** Button



**Fig. 2b.** Location of scroll wheel



**Fig. 2c.** “**Stereo**” option and **Stereo** light

- 2.i. “**4CH**” (Four-channel) mode lets you record up to four channels onto two tracks at once. One track has audio from the built-in twin mics. The other track has audio from one or two external devices plugged into the bottom.
- 2.ii. “**MTR**” (Multiple-Track Recording) lets you play up to four tracks while recording two tracks.

## 2. Use the *Input* buttons to select an input source:

**2.1** Locate the three *Input* buttons (*Mic*, **1**, and **2**) on the front of the device (toward the left side). They form a vertical line (Fig. 2d).

**2.2a.** Press the *Mic* (microphone) button to use the built-in twin microphones (on top of recorder).

**2.2b.** (Alternative) Press **1** or **2** to use any external mic(s) plugged into one of the recorder's two bottom ports.

## 3. Put the recorder in standby mode:

**3.1.** Locate the *Rec* (Record) button on the front of the recorder (toward the right side, Fig. 2e).

**3.2.** Press the *Rec* button once to enter standby mode. The button will continuously flash. The screen will flash a 'paused' icon (two vertical bars) in the top-left corner.

**3.3.** Ensure that the screen shows a generated filename of the upcoming recording (Fig. 2f).

## 3. Adjusting the recording volume

### 1. Position the recorder as if actually recording:

**1.1.** Speak into the device. The screen will show moving "*L*" and "*R*" bars to represent the recording volumes of the left- and right-channels (Fig. 3a).

### 2. Use the *Rec Level* buttons (+ and -) to adjust recording volume as needed:

**2.1.** Locate the *Rec Level* (recording level) buttons on the right side.

**2.2.** Press the + and - buttons to adjust the recording volume. The screen will show the "*Mic Level*" value (Fig. 3b). The max is **100**.

**2.3.** (Recommended) Adjust the "*Mic Level*" so the "*L*" and "*R*" volumes peak between the "**-12**" and "**-6**" markers on the recording screen.



Fig. 2d. *Mic 1* and *Mic 2*



Fig. 2e. Record (*Rec*) button



Fig. 2f. Recording screen



Fig. 3a. Moving "*L*" and "*R*" bars



Fig. 3b. + and - buttons affect "*Mic Level*" value

## 4. Adjusting the playback volume

### 1. Use the *Vol* buttons (+ and -) to adjust playback:

- 1.1. (Optional) Locate the 3.5 mm port on the left side.
- 1.2. (Optional) Insert your wired headphones into this port (Fig. 4a).
- 1.3. Locate the **Vol** (listening volume) buttons on the left side.
- 1.4. Press the + and - buttons to adjust the listening volume. The screen will show the “**Volume**” value (Fig. 4b). The max is **100**.



**Fig. 4a.** Headphones inserted into 3.5 mm port



**Fig.4b.** Vol buttons

## 5. Start recording (from standby mode)

### 1. Press the *Rec* button (or Play/Pause button) to start recording from standby mode:

- 1.1. Ensure that the **Rec** button is flashing, which shows that the recorder is ready to record.
- 1.2. Press the **Rec** button or Play/Pause button. The former will stop flashing and the screen will show the recording duration, which increases while recording (Fig. 5a).



**Fig. 5a .** Recording duration on display screen

### 2. (Recommended) Lock the recorder while recording:

- 2.1 Slide the power switch upwards to the **Hold** label (Fig. 5b). The screen will display “**Key Hold.**” This feature disables button presses to prevent accidental input.



**Fig. 5b.** Hold (“Key Lock”) button

### 3. (Optional) Press the Play/Pause button to pause an active recording or to resume a paused recording.

4. (Optional) Press the **Rec** button while recording to create (book)marks within the recording. The screen will display “**Mark [number]**” for each button press.

## 6. Stopping a recording

### 1. Use the Stop button to stop recording and create a recording file:

- 1.1 Press the **Stop (square icon)** button (Fig. 6a).
- 1.2 Ensure that the screen shows a **“Please wait”** message. After some time, it shows the filename of the recording (Fig. 6b).



Fig. 6a. Stop button



Fig. 6b. Screen after pressing Stop button

## 7A. Transferring audio files to a computer by USB cable

### 1. Connect the recorder to your computer by using the mini-USB to USB-A cable:

- 1.1. Insert the mini-USB end of the cable (smaller plug) into the **USB** port on the recorder's left side (Fig. 7a).
- 1.2. Insert the USB-A end of the cable into a compatible port on your computer.



Fig. 7a. Location of mini-USB slot

### 2. Use the recorder's Menu button and scroll wheel to enable its USB mode:

- 2.1. Turn on the recorder and press the **Menu** button. The **“Menu”** screen will appear.
- 2.2. Use the scroll wheel to highlight and select **“USB”** -> **“Storage.”** The screen will show an image depicting a recorder-computer connection.

### 3. Find the recorder on your computer's operating system:

#### 3.a. Windows 10/11 (Fig. 7b):

Look for **H4N\_SD** as an external device/drive:  
**File Explorer** -> **This PC** -> **Devices and Drives**

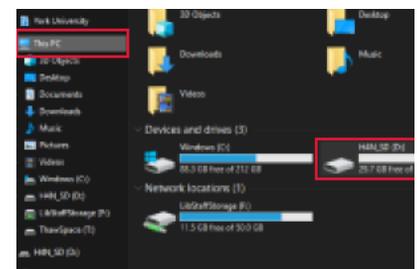


Fig. 7b. H4N\_SD in File Explorer (Windows)

#### 3.b. macOS (Fig. 7c):

Look for **H4N\_SD** as an external device/drive:  
Finder window sidebar and/or macOS desktop

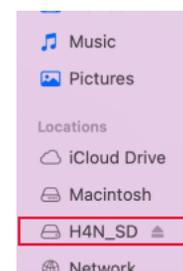


Fig. 7c. H4N\_SD in Finder window (macOS)

#### 4. Find your desired file(s) and copy them to your desired location(s):

- 4.1. Open the recorder (its avatar) on your computer. Its three primary folders will appear (**Stereo**, **4CH**, and **MTR**).
- 4.2. Open the relevant primary folder based on the recording mode(s) that you've used.
- 4.3. Open the relevant secondary folder(s). Each primary folder has 10 secondary folders (**Folder01** to **Folder10**).
- 4.4. Cut/copy and paste files as needed.

## 7B. Transferring audio files to a computer by SD card

### 1. Ensure that the recorder is turned off.

### 2. Remove the SD card from its slot on the right side:

- 2.1. Locate the SD card slot (cover) on the recorder's right side.
- 2.2. Open the slot cover.
- 2.3. Press downward/inward on the exposed side of the SD card. It will release from the slot.
- 2.4. Remove the SD card.

### 3. Insert SD card into your computer's compatible slot.

### 4. Find the SD card on your computer's operating system as an external device/drive:

#### 4.a. Windows 10/11 (Fig. 7b):

Look for **H4N\_SD** as external device/drive:  
**File Explorer** -> **This PC** -> **Devices and Drives**

#### 4.b. macOS (Fig. 7c):

Look for **H4N\_SD** as an external device/drive:  
Finder window sidebar and/or macOS desktop

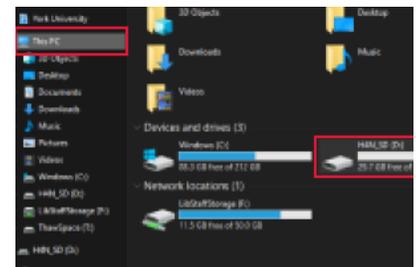


Fig. 7b. **H4N\_SD** in File Explorer (Windows)

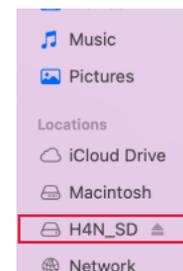


Fig. 7c. **H4N\_SD** in Finder window (macOS)

## After using the device

1. Digitally remove (safely eject) the recorder (*H4N\_SD*) from your computer.
- 2.a. Physically remove the USB cable your computer.
- 2.b. Physically remove the SD card from your computer and insert into the recorder.
3. If applicable, turn off the recorder:
  - 3.1. Slide the power button downward and hold it there for 1 sec. The screen will show a “**GoodBye! See You**” message before it turns off.
4. (Optional) Remove and recharge the AA batteries:
  - 4.1. Locate the battery compartment on the back of the recorder.
  - 4.2. Slide the door/cover to the right and remove it.
  - 4.3. Pull the ribbon to remove the two AA batteries.
  - 4.4. Place the batteries into the provide charger and plug it into an outlet.

## Helpful tips and usage notes

1. For extended recordings, consider stable positions that don't require holding the recorder.
  - 1.a. Try placing it upright or lying on a flat surface.
  - 1.b. Try attaching it to a tripod. The recorder has a 1/4 in screw thread on the back.
2. For interviews, consider using the (book)mark function of the **Rec** button (section 5, step 4).
  - 2.1. Press the **Rec** button whenever you're going to ask a noteworthy/pertinent question. This action creates a mark.
  - 2.2. While playing the recording, skip among your marks using the Previous/Rewind button and Next/Forward button.
3. You can use the **Folder** and **File** buttons (on front and below the screen) to more quickly navigate among files saved on the recorder.
  - 3.i. **Folder** shows the 10 secondary folders within the currently selected recording mode (**Stereo**, **4CH**, or **MTR**).
  - 3.ii. **File** shows all files within the current secondary folder (**Folder01**, etc).

# Attributions

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