

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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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).

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.

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**
- 3.b. macOS (Fig. 7c):
Look for **H4N_SD** as an external device/drive:
Finder window sidebar and/or macOS desktop



Fig. 6a. Stop button



Fig. 6b. Screen after pressing Stop button



Fig. 7a. Location of mini-USB slot

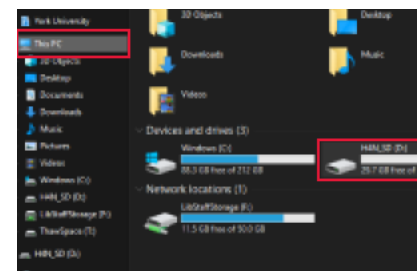


Fig. 7b. H4N_SD in File Explorer (Windows)

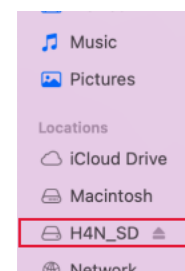


Fig. 7c. H4N_SD in Finder window (macOS)

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

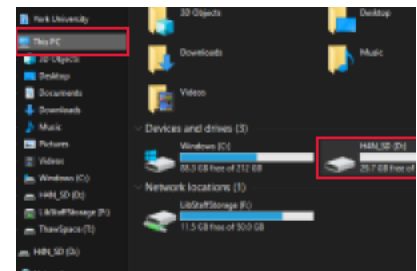


Fig. 7b. H4N_SD in File Explorer (Windows)

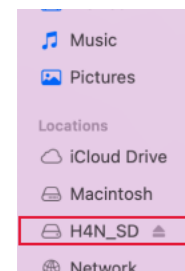


Fig. 7c. H4N_SD in Finder window (macOS)

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

1. Contributors

Media Creation Lab / York University Digital Scholarship Infrastructure

Maykel Faragalla, photographer & contributing writer

Tim Huynh, editor, contributing photographer, & contributing writer

Rafia Naz, lead writer

Ananth Putcha, contributing writer

BonaFide Communications, York University Writing Department

Nicole Bednarski, consultant

Charlotte MacDowell, consultant

Sophie Morgan, consultant

Amanda Naoum, consultant

Lorena Urican, consultant

Patrons of the Media Creation Lab



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