

# Fitz Hall 163

## Recording and Playback Controls

Revision: 9/22/2015

# Recording

Before starting a recording, the playback volume must be turned all the way down to avoid any feedback.

Use the main volume dial on top of the lectern for this important first step.



Turn the volume dial continuously to the left until the LEDs above show no red bars

# Recording

After turning down the playback volume, recording is easily controlled from the Tascam DA-3000 recorder. (Also found below the lectern)

**Step 1:** Press the **Record** button to put the unit in recording standby

The **Record [TRK INC]** and **[PAUSE]** buttons will light up.



**Step 2:** Press the **Play** button to begin recording

**Step 3:** To Stop recording, simply press the **Stop** button.

The recorded data will be written and an audio file will be created.

# Playback

Recorded files can be played through the room's audio system



**Step 1:** Select the track you want to playback using the **Multi Jog** dial.

If you want to play the last recorded track, you can skip this step.

**Step 2:** Press the **Play** button.



**Step 3:** Control the playback volume from the main volume dial on top of the lectern.

# Deleting Files



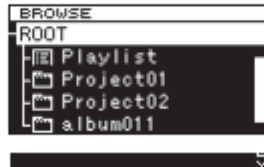
## Step 1.

Press the **MENU** button to open the **GENERAL** page of the menu screen, and turn the **MULTI JOG** dial to select **BROWSE**.



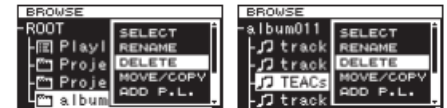
## Step 2.

Press the **MULTI JOG** dial to open the **BROWSE** screen.



## Step 3.

1. Select the folder or file that you want to delete, and press the **MULTI JOG** dial to open the folder or file menu pop-up.
2. Turn the **MULTI JOG** dial to select **DELETE**.



Folder menu

File menu

3. Press the **MULTI JOG** dial.  
A confirmation pop-up message appears.



### NOTE

Press the **EXIT/CANCEL [PEAK CLEAR]** button to cancel deletion.

4. Press the **MULTI JOG** dial again to delete the selected folder or file from the SD card, CF card or USB flash drive. While the folder or file is being deleted, "DELETING FILE..." appears in a pop-up.



After deletion completes, the **BROWSE** screen reopens.



# File Management

## Inserting and ejecting SD and CF cards

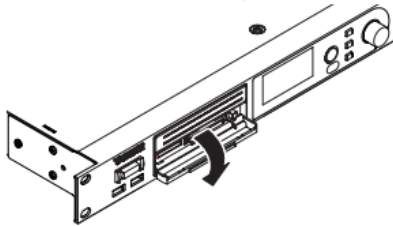
### Inserting SD and CF cards

Insert an SD card or CF card into the appropriate card slot on the front panel to use it for playback and recording.

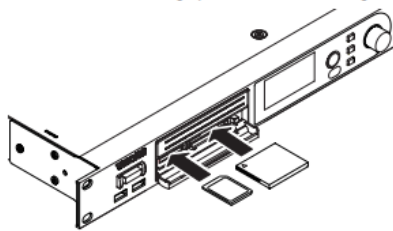
#### NOTE

You can insert SD and CF cards regardless of whether the power is ON or OFF.

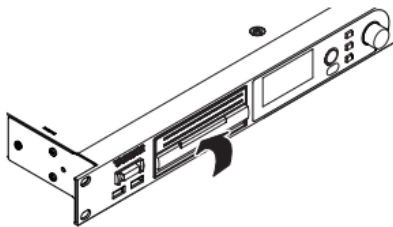
1. Pull the card slot door forward to open it.



2. Insert the SD/CF card with the correct orientation. The label should be facing up and the contacts facing in.



3. Close the card slot door.



#### NOTE

If the SD/CF card slot door will not close, remove the card, and then insert it once again. To remove an SD card, pull it. To remove a CF card, pull it and press the square button located to the right of the slot.

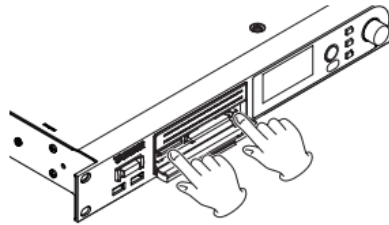
### Ejecting SD and CF cards

Turn the unit off or stop operation before ejecting an SD or CF card.

#### CAUTION

Never remove an SD or CF card when the unit is in use (recording, playing back, writing data to a card, etc.). Doing so could cause recording to fail, recorded data to be damaged, sudden loud noise to be output from monitoring equipment, damage to equipment and harm to hearing.

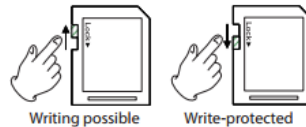
1. Pull the card slot door forward to open it.
2. To eject an SD card, press the SD card in slightly. To eject a CF card, press the square button located to the right of the CF card slot to eject the CF card partially.



3. Pull the SD or CF card out the rest of the way.

### SD card write protection

SD cards have write-protection switches.



If the protection switch is slid into the "LOCK" position, adding and editing files will not be possible. To record, erase or otherwise change files, disable write protection.

#### CAUTION

If a protected SD card is loaded, the unit will check all of the audio files on it each time the device is changed. For this reason, changing devices takes time. Moreover, editing the playlist and other operations are not possible.

Files can be copied to a PC by removing the recorder's Compact Flash (CF) card, and then plugging it into a multi card reader or USB multi card reader adapter to be read by the desired PC.

After file transfer is complete, be sure to place the CF card back in the recorder so the next user can record!

Instructions for how to remove and reinsert the CF card into the recorder.

# File Management

Options for connecting CF card to PC:



USB to CF card adapter

Multi-card reader  
(available on some PCs)

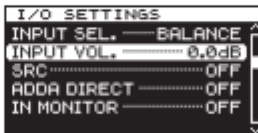


# ADVANCED: Adjusting Input Signal Level

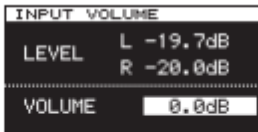


Step 1.

Press the **MENU** button repeatedly to open the I/O SETTINGS menu, and turn the **MULTI JOG** dial to select **INPUT VOL.**.



Press the **MULTI JOG** dial to open the **INPUT VOLUME** screen.



**NOTE**

*The LEVEL item shows the input levels.*

Step 2.

Turn the **MULTI JOG** dial to adjust the **VOLUME** item, which is the input signal level.

Options: MUTE, -60dB - +12dB (default: 0.0dB)

Press the **MULTI JOG** dial to confirm the selection and return to the menu screen.

**NOTE**

*The input signal level setting is retained even when the unit is off.*

**! CAUTION**

This step should only be performed if you have monitored the levels and found them to be high. You should always test using the default settings first.

If you adjust these settings, you must return the levels to the default value of +6db or they will be skewed for the next user. The device does not have the ability to default back by itself.



## Technical Support

Itservicecenter@udayton.edu

937-229-3888

Tascam DA-3000 User's Manual:

[http://tascam.com/content/downloads/products/800/e\\_da-3000\\_om\\_vb.pdf](http://tascam.com/content/downloads/products/800/e_da-3000_om_vb.pdf)