**Before use**

**Inserting battery**

Install AAA alkaline battery (not supplied)

Note:
The date and time initialized on the LCD display will begin to blink when you perform the following: (Set the date and time. See page 3).
- Turning on the power for the first time since purchasing this product.
- Inserting a battery and turning on the power after removing a battery and leaving this product for an extended period of time.
- When the date and time settings are erased after leaving this product for an extended period of time with the battery inserted.

**Built-in stereo microphones (L, R)**

FOLDER/RPT
ERASE
INDEX
STOP/MENU
REC
VOLUME

**Turning the power on and off**

Press the Jog switch. "HELLO" appears briefly on the display and the power turns on.

Then the last selected file number and total playing time appear (Resume function).

To turn the power off, press and hold down the Jog switch for at least 2 seconds. "bye." appears and the power turns off.

**Auto power off function**

- Leaving the unit on for 15 minutes without using it automatically turns off the power.
- Leaving the unit on with recording pause for more than 15 minutes turns off the power after creating the recorded file.

**Hold function**

This prevents operation from stopping by accidentally pressing a button.

Set the ✧ HOLD switch to the left. The hold function is engaged.

- If an operation button is pressed while the hold function is engaged, "HOLD ON" will appear and nothing else happens.

Set the ✧ HOLD switch to the right. "HOLD OFF" appears and the hold function is disengaged.

**To adjust the volume**

Press the VOLUME + or − button. The volume level appears (VOL 0 to VOL 20).

**Date and time setting**

Make absolutely sure that the date and time are correctly set before starting a recording.

1. In the stop mode, press and hold down the STOP/MENU button for at least 2 seconds.
   The first stage menu appears.

2. Move the Jog switch up (▼▼) or down (▼▼) to select "COMMON".

3. Press the Jog switch. The second stage menu appears.

4. Move the Jog switch up (▼▼) or down (▼▼) to select "CALENDAR".

5. Press the Jog switch. The unit enters the date and time setting mode.
   The year display blinks.

6. Move the Jog switch up (▼▼) or down (▼▼) to select the year. Then press the Jog switch. The month display blinks.

7. Set the month, day, hour display (24H or AM/PM), hour and minute by following step 6 above.
   When the minute setting is completed, "CALENDAR" returns.

8. Press the STOP/MENU button twice.

---

For more details, please refer to the Instruction Manual.
Recording

Recording time
The recording time differs as shown below.

**ICR-S240RM**

<table>
<thead>
<tr>
<th>Recording mode</th>
<th>Recording time (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHQ: Super high-quality</td>
<td>1 hour (stereo)</td>
</tr>
<tr>
<td>HQ: High-quality</td>
<td>2 hours 5 minutes (stereo)</td>
</tr>
<tr>
<td>SP: Standard</td>
<td>4 hours 15 minutes (stereo)</td>
</tr>
<tr>
<td>LP: Long</td>
<td>8 hours 35 minutes (monaural)</td>
</tr>
</tbody>
</table>

**ICR-S250RM**

<table>
<thead>
<tr>
<th>Recording mode</th>
<th>Recording time (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHQ: Super high-quality</td>
<td>2 hours 10 minutes (stereo)</td>
</tr>
<tr>
<td>HQ: High-quality</td>
<td>4 hours 20 minutes (stereo)</td>
</tr>
<tr>
<td>SP: Standard</td>
<td>8 hours 40 minutes (stereo)</td>
</tr>
<tr>
<td>LP: Long</td>
<td>17 hours 25 minutes (monaural)</td>
</tr>
</tbody>
</table>

Selecting a recording mode
1. In the stop mode, press and hold down the STOP/MENU button for at least 2 seconds. The first stage menu appears.

2. Move the Jog switch up (▶) or down (◀) to select “VOICE”, then press the Jog switch.

3. Move the Jog switch up (▶) or down (◀) to select “REC MODE”.

4. Press the Jog switch. The selected recording mode blinks (“SHQ”, “HQ”, “SP” or “LP”).

Playback

1. Press the FOLDER/RPT button to select a folder (“A”, “B”, “C”, “D” or “M”).

2. Move the Jog switch up (▶) or down (◀) to select a file.

3. Press the Jog switch to start playback.

   **To stop playback**
   Press the STOP/MENU button.
   - Press the Jog switch to resume playback.
   - Press the Jog switch down (◀) once. and then press the Jog switch. Playback starts from the beginning of the selected file.

Note:
- A few seconds may be required to start playback for large files or an extremely large number of files.
- Depending on the MP3/WMA file, the displayed playing time may be at variance with the actual playing time.
- Some MP3/WMA files may not be able to be played on this unit.

Changing playback speed
Press the Jog switch during playback.
The playback speed changes as follows:

   SLOW (Slow speed playback) → FAST (Fast speed playback) → Normal speed playback

Note:
This function may not work on some files.

Erasing

Erasing the selected file
1. Press the FOLDER/RPT button to select the folder.

2. Move the Jog switch up (▶) or down (◀) to select the file to be erased.

3. Press the ERASE button once.

4. While the display is blinking, press and hold down the ERASE button for at least 2 seconds. The selected file is erased.

Erasing all files in the selected folder
1. Press the FOLDER/RPT button to select the folder to be erased.

2. Press and hold down the ERASE button for at least 2 seconds.

3. While the display is blinking, press and hold down the ERASE button again for at least 2 seconds. All the files in the selected folder are erased.

Note:
If you do not want to erase, press the STOP/MENU button.

Note:
Only MP3/WMA files playable on this unit can be erased. Erasing files in other formats is not possible. Nothing is erased if there are no MP3/WMA files in the playable folders.

For more details, please refer to the Instruction Manual.