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Kentucky Oral History Commission

marantz

PMD 660

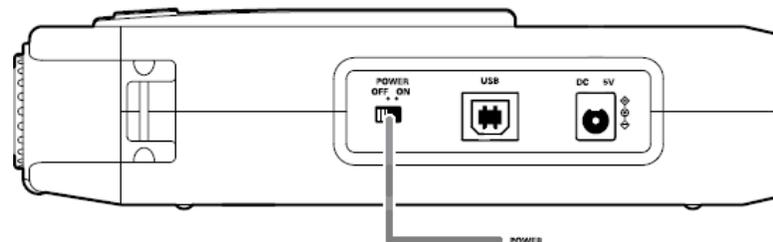
User Tips for Oral History Settings with Kentucky Oral History Commission Borrowed Equipment

- Familiarizing Yourself with the Equipment
- Excerpts from the Marantz PMD 660 User Guide
- Preparing your digital file to send to KOHC archive

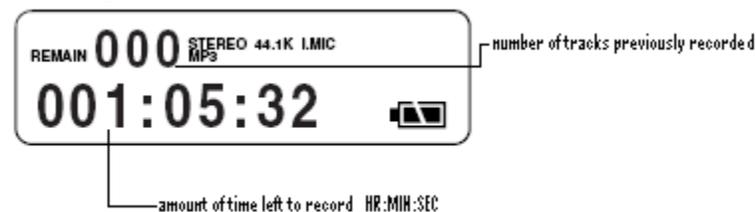
Kentucky Oral History Commission of the
Kentucky Historical Society
100 W. Broadway
Frankfort, KY 40601
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Getting to know the Marantz PMD 660

1. Make sure your recorder has power: plug in your digital recorder to a wall outlet or supply with 4 AA batteries
2. Power On the machine

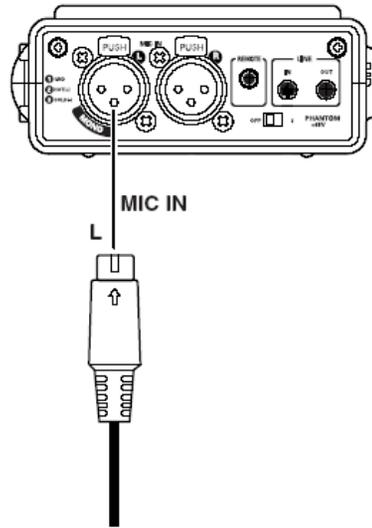


3. Look at the screen on the top of the recorder. It should look something like this:

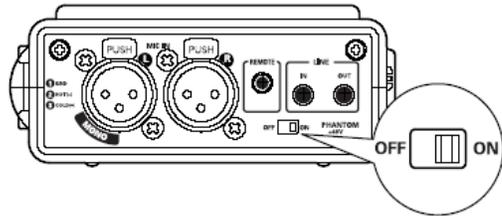


If your screen says MP3 like this example, see information further along on reprogramming your recorder to match KOHC standards. Also, you will most likely be using a MONO microphone, if your screen says STEREO like this example, please follow instructions for reprogramming to a MONO setting.

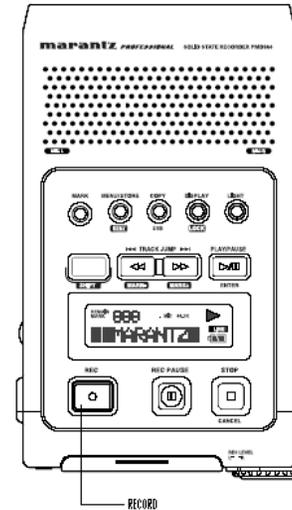
4. You have most likely been given one mono microphone. It came with a microphone cable and will plug into the rear of the machine. Align the three prongs (XLR) from the cable with the microphone input on the left labeled "MONO". It should click into place.



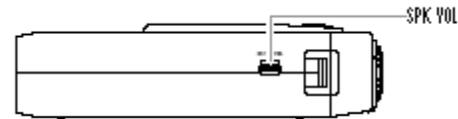
5. The microphone given to you by the KOHC runs on Phantom Power, which means the batteries or wall outlet will power the microphone—no need for batteries in the microphone. In order for this to work, make sure the switch on the rear of the machine labeled PHANTOM+48 is set to the “on” position.



6. Secure your microphone in the clip of the supplied table top microphone stand---you are ready to start recording.
7. Push the button labeled REC in red lettering on the Marantz.



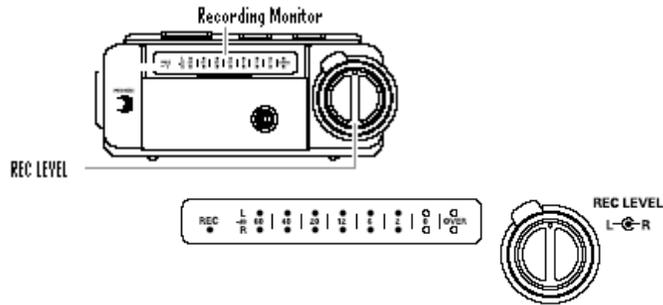
8. If you hear a loud or faint high pitched squeal, it is feedback -- turn your speaker volume down. The control for this is on the left of the machine labeled “HP/SPK VOL”



Make sure the dial is rolled all the way towards the front of the machine (clockwise). If you are using headphones, you will not hear feedback, but must have the volume turned up (counter clockwise) to be able to monitor what is being recorded.

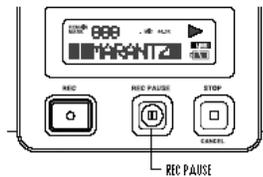
9. Once you have pressed the REC button, you should be able to see numbers on your screen advancing—this is the time that has lapsed on this specific recording. You will also see a record symbol ●▶ on your screen.

10. There is a REC LEVEL monitor on the front of the recorder



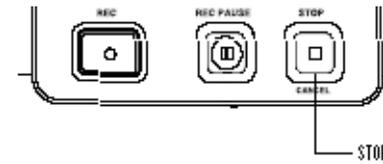
The top row of lights should be moving as you speak or make noise that is captured by the microphone. Your goal is to set the average speaking voice to register somewhere between the 12 and the 6 on the record level, or between the green and the red lights. If you set the record level too high (at the 2 or 0) you will risk digital clipping and may lose bits of what is being recorded. You can adjust the recording level with the dial to the right of the monitor. To boost the recording level, turn the dial to the right (clockwise). To turn it down, turn dial to the left (counter clockwise).

11. To pause the recording during the interview, press the REC PAUSE button to the right of the REC button.



NOTE: to resume recording you must press the REC button, not the REC PAUSE button. Make sure the numbers are advancing and the record symbol  is on your screen.

12. When the interview is complete, press the STOP button to the right of the REC PAUSE button.



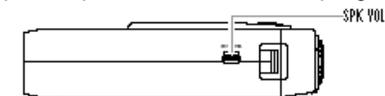
13. Once the recording has been stopped, you may choose to listen back to what has just been recorded. Note: You may not interrupt a track while you are recording to play it back without creating a new track. Once you have pushed the STOP button, you will automatically advance a track when REC is pushed again. To play back the track recorded, note which track number you have just created



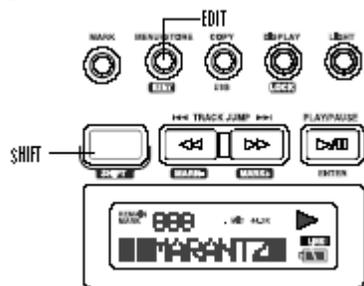
Press the PLAY/PAUSE button above the screen



The recorder should start playing the last track it recorded. For example if you recorded to track number 4, it should start playing track number 4. If you would like to listen to track number 2, you will need to push the track jump button (right or left) << or >> until it shows track number 2. NOTE: in order to hear the recording play back through the speakers, you will need to turn up the speaker volume or unplug any headphones.



14. You cannot unintentionally erase a track or accidentally record over something that has been recorded to the Marantz PMD 660. Every time you push REC from the stopped position it starts a new track and there is no easy delete button. If you *do* wish to erase a track from the machine (hopefully you have saved the tracks onto your computer and a data disk), hold down the SHIFT button at the same time as the EDIT button



Your screen should read Trk Erase. Push the Play/Pause button. The current track number should flash. If this is the track you would like to erase, press the Play/Pause button again. The screen will read EXECUTED then COMPLETED and the next track number (if there is more than one) will begin to flash. You may choose to delete tracks individually this way. Once you have completed erasing a track press the STOP button. If the original track number flashing is not the track you wish to erase, push the TRACK JUMP button until the correct track number is flashing and then push PLAY/PAUSE.

CHANGING THE SETTINGS ON THE MARANTZ PMD 660

1. Input (How to select input(s) for recording)

Audio input(s) for recording are selected using the Input Menu.

1. From stop, push the MENU/STORE EDIT button.
2. Push the ◀◀ or ▶▶ button to select Preset 1, 2 or 3.
3. Push the ENTER button to accept the selected Preset.

4. Push the ◀◀ or ▶▶ button until Input is displayed.
5. Push the ENTER button while Input is displayed.
The input choice(INT MIC, MIC or LINE) is flashing.
6. Push the ◀◀ or ▶▶ button to tab through the input choices.
7. When correct, push the ENTER button.
Display returns to Input.
8. Push the ◀◀ or ▶▶ button to select other Menu choices for editing. When editing the Preset is complete, push the MENU/STORE EDIT button to store the changes, or push the STOP/CANCEL button to exit Menu mode without making any changes.
9. Display returns to stop mode.

Notes:

When you choose the INT MIC input, the I.MIC label is displayed. When you choose the MIC input, the MIC label is displayed. When you choose the LINE input, the LINE label is displayed.

The PMD660 records only from the selected input. For example, if the input selected is LINE and no input source is connected to the LINE IN jacks, the PMD660 will record silence. Watch the level meters while in record pause. If the level stays at one display bar, check for the proper input selection.

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****INPUT SHOULD BE SET TO MIC IF USING EXTERNAL MICROPHONE (LIKE THOSE PROVIDED BY THE KOHC)

4. Rec Format

(How to set or change the Rec Format parameters)

The PMD660 can record in several compression algorithms. See explanation and chart below.

- First, determine the input connection you want to record from; INT MIC, MIC, or LINE.
- Second, set the Preset Menu Input choice to correspond with the connection.

RecChannel in menu	Rec Format in menu	bit rate	file extensions
Stereo	PCM-44.1K	1412k	.wav
	PCM-48K	1536k	.wav
	MP3-44.1K	128k	.mp3
	MP3-48K	128k	.mp3
Mono *	PCM-44.1K	705.6k	.wav
	PCM-48K	768k	.wav
	MP3-44.1K	64k	.mp3
	MP3-48K	64k	.mp3

1. From stop, push the MENU/STORE EDIT button.
2. Push the ◀◀ or ▶▶ button to select Preset 1, 2 or 3.
3. Push the ENTER button to accept the selected Preset.

4. Push the ◀◀ or ▶▶ button so Rec Format is displayed.
5. Push the ENTER button while Rec Format is displayed and flashing. The Rec Format choice(PCM 44.1K, PCM-48K, ~~MP3-44.1K~~ or ~~MP3-48K~~) is flashing.
6. Push the ◀◀ or ▶▶ button to tab through the Rec Format choices.
7. When correct, push the ENTER button.
Display returns to Rec Format.
8. Push the ◀◀ or ▶▶ button to select other Menu choices for editing. When editing the Preset is complete, push the MENU/STORE EDIT button to store the changes, or push the STOP/CANCEL button to exit Menu mode without making any changes.
9. Display returns to stop mode.

****RECORD ONLY TO PCM SETTINGS (or .wav files)

8. Auto Trk

With Auto Trk (Automatic Track incrementing) on, a new track begins automatically at specified intervals of recording time.

- Automatic Tracks are silent. Playback across an Automatic Track does not produce any sound.
- Automatic Track can be set to increment every ~~1, 5, 10, 15 or 30 minutes~~, or every 1, 2, 6, 8, 12 or 24 hours.
- Automatic Track makes finding a particular point in a recording easier.

1. From stop, push the MENU/STORE EDIT button.
2. Push the ◀◀ or ▶▶ button to select Preset 1, 2 or 3.
3. Push the ENTER button to accept the selected Preset.
4. Push the ◀◀ or ▶▶ button so Auto Trk is displayed.
5. Push the ENTER button while Auto Trk is displayed. The Auto Trk choice (~~Off, 1, 5, 10, 15 or 30 minutes~~, or 1, 2, 6, 8, 12 or 24 hours) is flashing.
6. Push the ◀◀ or ▶▶ button to tab through the Auto Trk choices.
7. When correct, push the ENTER button. Display returns to Auto Trk.
8. Push the ◀◀ or ▶▶ button to select other Menu choices for editing. When editing the Preset is complete, push the MENU/STORE EDIT button to store the changes, or push the STOP/CANCEL button to exit Menu mode without making any changes.
9. Display returns to stop mode.

Note:

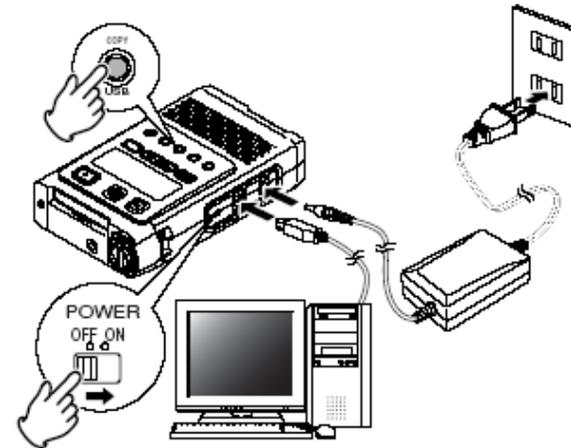
If you intend to transfer your PMD660 audio recording to a CD, the Auto Track function makes the CD easily navigable without requiring any post production to divide files into tracks.

****MAKE SURE THE AUTOMATIC TRACK IS SET TO OFF OR 1-2 HOURS

How to connect via the USB port

The CF card in the PMD660 appears as an external drive on a connected computer.

1. Connect the cable to the PMD660 and your computer.



2. From power off, push and hold the COPY/USB button while turning on the PMD660's POWER switch. "USB" is displayed.

USB

- The PMD660 cannot be used while in USB mode.
- The CF card in the PMD660 appears as a removable device on your computer.
- The audio files are in a folder that is named MPGLANG1.
- Power off and back on to resume recording or playback on the PMD660.

Notes:

- If the PMD660 is not connected to the AC adapter, "Need DC IN" is displayed.
- The USB connection can only be made active when the PMD660 is off (neither during recording nor playback).

****CF Card (Compact Flash) the memory card used for recording media with this device

Preparing Your Digital File to Send to the KOHC Archive

Once you have successfully transferred the digital files from the recorder to your computer, it is important to make a CD backup, not only for yourself in case of computer failure, but for the KOHC or another archive you may be working with as well.

When recording to digital media, the Kentucky Oral History Commission requests data version of the recordings on CD, as opposed to audio CDs. You can save the original data in its raw format and recording quality on a data CD, but unfortunately you are not able to do this as an audio CD. NOTE: If you are giving copies to your interviewees, it is better to offer them audio CD copies so they can listen to them on a home stereo or in their car.

Making a data CD:

Most computers now come with some sort of CD burning software, whether this is software such as Roxio or Nero. Take some time to familiarize yourself with your specific software. You should be given an option, whether burning a CD directly from the Microsoft Window's CD drive folder or through specific software, whether you would like to make a Data or Audio CD. DO NOT choose to MOVE the original files to the CD burning folder, always choose to COPY these files in case the burn process is interrupted and information may be lost.

Please label each specific file or track on the CD with the name of the interviewee, for example:



Emma Holder

If you have more than one interview or more than one track with the same interviewee, please label the interview numbers after the names.



James Johnston.1



James Johnston.2