



## The Irish Message Banking Toolkit



# Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer



## Contents

	Page
1. Connecting options .....	1
Option 1: Using a Mini USB to USB Cable .....	2
Option 2: Using a MicroSD Memory Card Adapter .....	3
2. Opening Recordings in the Computer H1_SD Window ....	4
3. Selecting Message Bank Recordings to Transfer .....	5
4. Cutting/Copying Selected Messages .....	6
5. Creating a Message Bank Folder on the Computer .....	6-7
6. Pasting the Recordings into the Computer Folder .....	8



Your **screen layout and wording may vary** depending on the make and model of your computer so what you see on your screen may not match exactly the images used here.

## 1. Connecting Options

When you have finished recording your messages using a Zoom H1, you should transfer them to a computer for sorting and storage.

You can connect your files to a computer using one of the following methods:

### OPTION 1

**Using a Mini USB to USB Cable** (comes with the Zoom H1 accessory pack or can source separately.)

Most computers have a USB connection point.



### OPTION 2

**Using a MicroSD Memory Card Adapter** (comes with the Zoom H1 recorder)

Look on the front of your computer (or at the side if it is a laptop) to see if it has a slot for a memory card – not every computer has one.





## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...



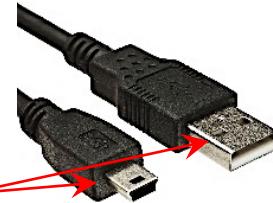
### OPTION 1

#### Using a Mini USB to USB Cable

The Zoom H1 must be **powered OFF** and your computer must be powered ON to transfer files using a USB cable.



The connectors at each end of the cable are different sizes.



Attach the **smaller end** of the cable to the recorder.



A USB connection point on your computer will usually be marked with a symbol like this



Attach the **larger end** of the cable to a USB connection point on your computer.



It takes approximately 15 seconds for the recorder to connect with the computer.

The Zoom H1 **screen will alternate** between the words **USB AUd Io** and **USB CArD** as it establishes the connection.

When it has **fully connected**, the Zoom H1 screen will become static and say **USB**.



Proceed to page 4/...



## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...

7a  
H1

### OPTION 2

#### Using a MicroSD Memory Card Adapter

- Open the hinged door of the memory card compartment.



- Press on the visible end of the microSD.



- Slide the card out of the slot.



- Slide the microSD memory card into the slot at the bottom of the microSD adapter.



- Slide the microSD adapter into the slot on the side or front of your computer and press it into position.



Proceed to page 4/...



## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...

7a  
H1

### Opening Recordings in the Computer H1\_SD Window

When you have successfully connected your message bank recordings to the computer using either a USB cable or a microSD card adaptor, focus on your computer screen. One of the following will occur:

- o An AutoPlay window with a H1\_SD menu will open **or**
- o Your computer might skip this step and open the H1\_SD window directly.



If the **H1\_SD AutoPlay menu** opens: →



Double click on **Open folder** to view files.

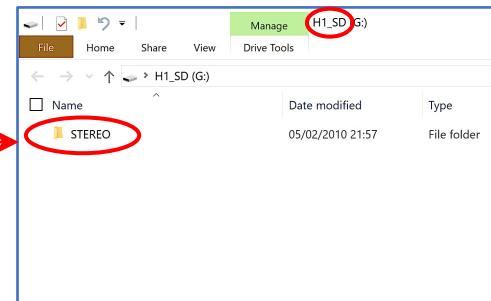
A new window will open.



If you do not see the AutoPlay menu as shown above, a **H1\_SD window** should open directly



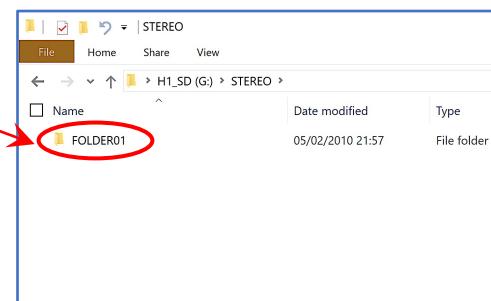
Double click on the **STEREO folder**. →



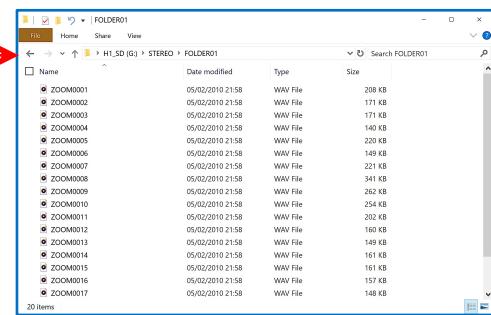
The **STEREO** folder will open.



Double click on the **FOLDER01 folder**. →



- o When **FOLDER01 opens**, you will see your message bank recordings.
- o Your computer will display the files in a list (as shown here) or as icons.
- o Your recordings will be labelled with ZOOM and a number in the order that they were recorded.



If the H1\_SD window **does not open automatically** when you insert the USB cable or adapter, open your Computer folder and double click on **H1\_SD (Removable Disk)** and follow the above instructions.



## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...



### 3. Selecting Message Bank Recordings to Transfer

There are several ways to select your message bank recordings in order to copy them to your computer. Use whatever way you are familiar with.

It is usually easiest to copy all of the recordings to your computer and then sort through them later. A handy tip for selecting all of your recordings is to use a keyboard shortcut.

To **select all of your message bank recordings** using your computer keyboard:

On a **Windows PC**



Press the Control (Ctrl) button and the A button at the same time.



On a **Mac computer**



Press the Command (cmd ⌘) button and the A button at the same time.



Your message bank recordings will all become **highlighted** indicating they have all been selected.

Name	Date modified	Type	Size
ZOOM0001	20/06/2020 13:29	WAV File	274 KB
ZOOM0003	20/06/2020 13:29	WAV File	594 KB
ZOOM0004	20/06/2020 13:29	WAV File	144 KB
ZOOM0005	18/07/2020 13:01	WAV File	276 KB
ZOOM0006	18/07/2020 13:01	WAV File	245 KB
ZOOM0007	18/07/2020 13:01	WAV File	234 KB
ZOOM0008	18/07/2020 13:01	WAV File	238 KB
ZOOM0009	18/07/2020 13:02	WAV File	215 KB
ZOOM0010	18/07/2020 13:02	WAV File	258 KB
ZOOM0011	18/07/2020 13:02	WAV File	267 KB
ZOOM0012	18/07/2020 13:02	WAV File	198 KB
ZOOM0013	18/07/2020 13:02	WAV File	245 KB
ZOOM0014	05/02/2010 19:54	WAV File	397 KB
ZOOM0015	05/02/2010 19:54	WAV File	357 KB
ZOOM0016	05/02/2010 19:54	WAV File	330 KB
ZOOM0017	05/02/2010 19:54	WAV File	344 KB
ZOOM0018	05/02/2010 19:54	WAV File	317 KB



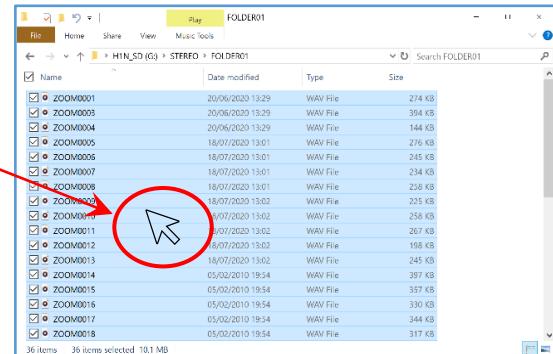
## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...

7a  
H1

### 4. Cutting/Copying Selected Messages



Right click somewhere over your selected recording.



A **menu** will appear.

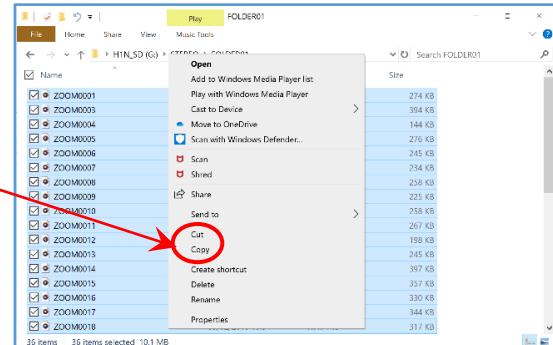


Click **Cut** (to remove your message bank recordings from the Zoom H1).

**or**



Click **Copy** (to leave a copy of your message bank recordings on the Zoom H1).



### 5. Creating a Message Bank Folder on the Computer

You need to create a new message bank folder on your computer where you can transfer your recordings to.

- Create this folder somewhere that is easy for you to find (e.g. on the desktop or in Documents) but **not** where it will get accidentally deleted.
- For future use, it would be helpful to label the folder to indicate the content (e.g. Firstname Surname Message Bank).

There are several ways to create a folder. Use whatever method you are familiar with. If you need help to create a computer desktop folder, follow these steps:

To **create a new folder** on your desktop:



Right click on a blank space anywhere on the main desktop screen of your computer.

A menu will appear on the screen.



On this menu, click **New**.



Continued on next page/...

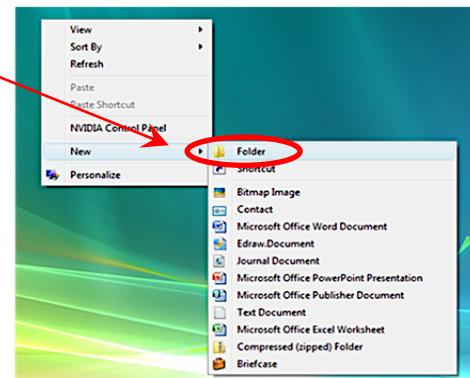


## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...

7a  
H1

A **second menu** will appear.

- At the top of the second menu, click **Folder**.

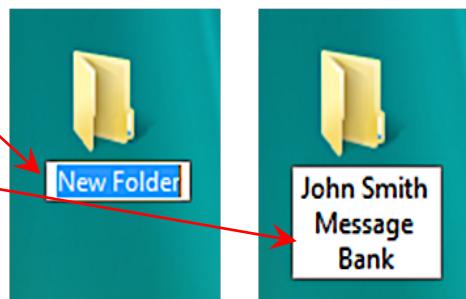


An **icon of a folder** with a label box will appear.

To **label** your folder:



Type a label such as  
Firstname Surname Message Bank.



To **close** the label box either:



Press the Enter key on your keyboard.

or

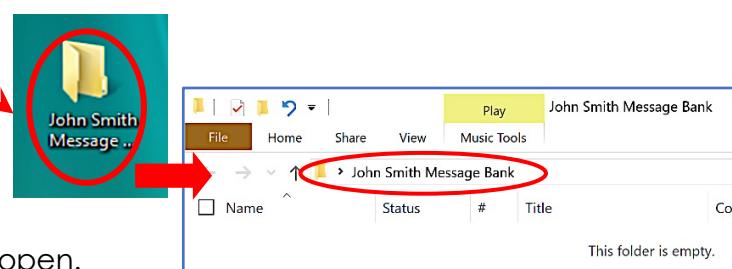


Click on the desktop outside the label.

To **open** your **new message bank folder**:



Double click on the  
folder name or icon.



Your message bank folder will open.



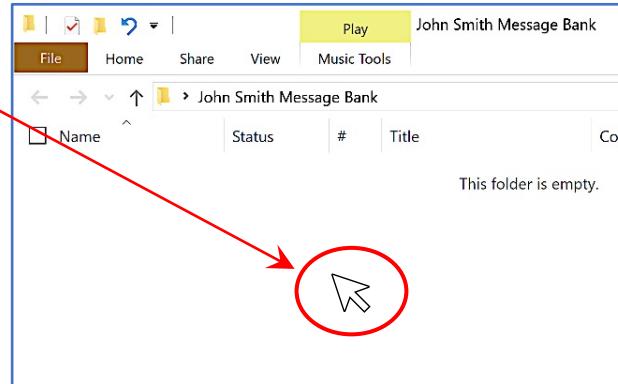
## Transferring Banked Messages from the Zoom H1 Handy Recorder to a Computer cont./...

7a  
H1

### 6. Pasting the Recordings into the Computer Folder



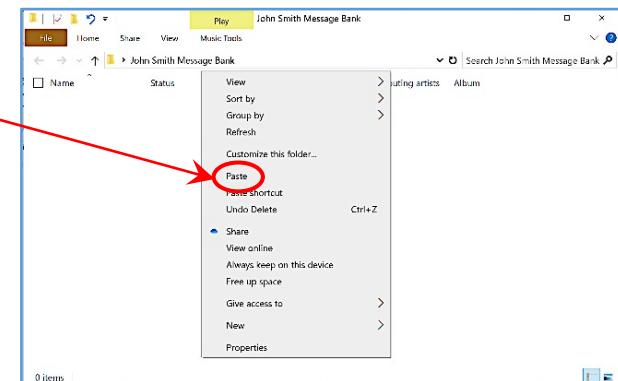
Right click inside your open message bank folder.



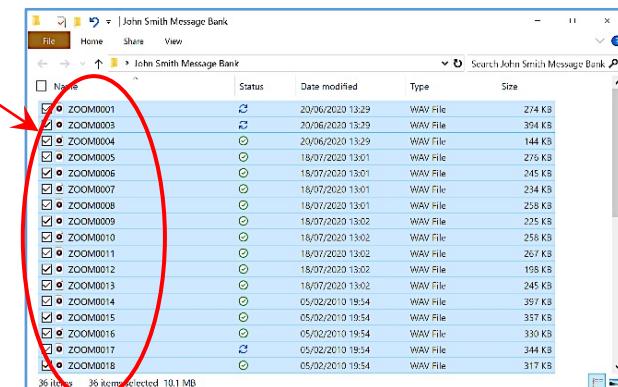
A **menu** will appear.



Click **Paste** on this menu.



Your files will appear in the folder.



You have now successfully transferred your message bank to your computer.

This document may be photocopied