OLYMPUS®

VOICE RECORDER
NOTE CORDER DP-31

Large Speaker

1 Insert batteries.

① Insert the AAA battery in the battery box from the ⊖ side gently without touching the spring.

② Slide the battery's ⊖ side towards the spring and sit the battery completely by pushing down its ⊕ side.

Do not close the battery cover with the battery not completely sit into the battery box.

Spring

Strap eyelet

⚠ · A strap is not supplied with this product.

Battery indicator:
If [🔲] is displayed on the screen, replace batteries as soon as possible. If the battery level becomes too low, [🔲] and [**Battery low**] are displayed and then the recorder automatically turns off.

2 Turn on the power.

Slide the **POWER** switch to **ON**.

Be sure to remove the protective film on the display before using this product.

To turn off the power:
While the recorder is in the stop mode, slide the **POWER** switch to **OFF/HOLD**.

OFF/HOLD

ON

Power save mode
If no operations are performed for more than 10 minutes when the power is on, the display automatically turns off and the recorder enters the power save mode. To exit the power save mode, press any button.

HOLD
If sliding the **POWER** switch to **OFF/HOLD** while the recorder is in operation, all buttons and switches are disabled without interrupting the current operations.

⚠ · The [**Set time & date**] screen appears when you use the recorder for the first time or when the recorder is turned on after more than 30 minutes without power supply.
☞ For details, refer to "**Setting time and date**".

Microphone

🔲 005/005
STOP
00ₘ00ₛ
Length 2H
OLYMPUS

— Mode dial indicator

Current date
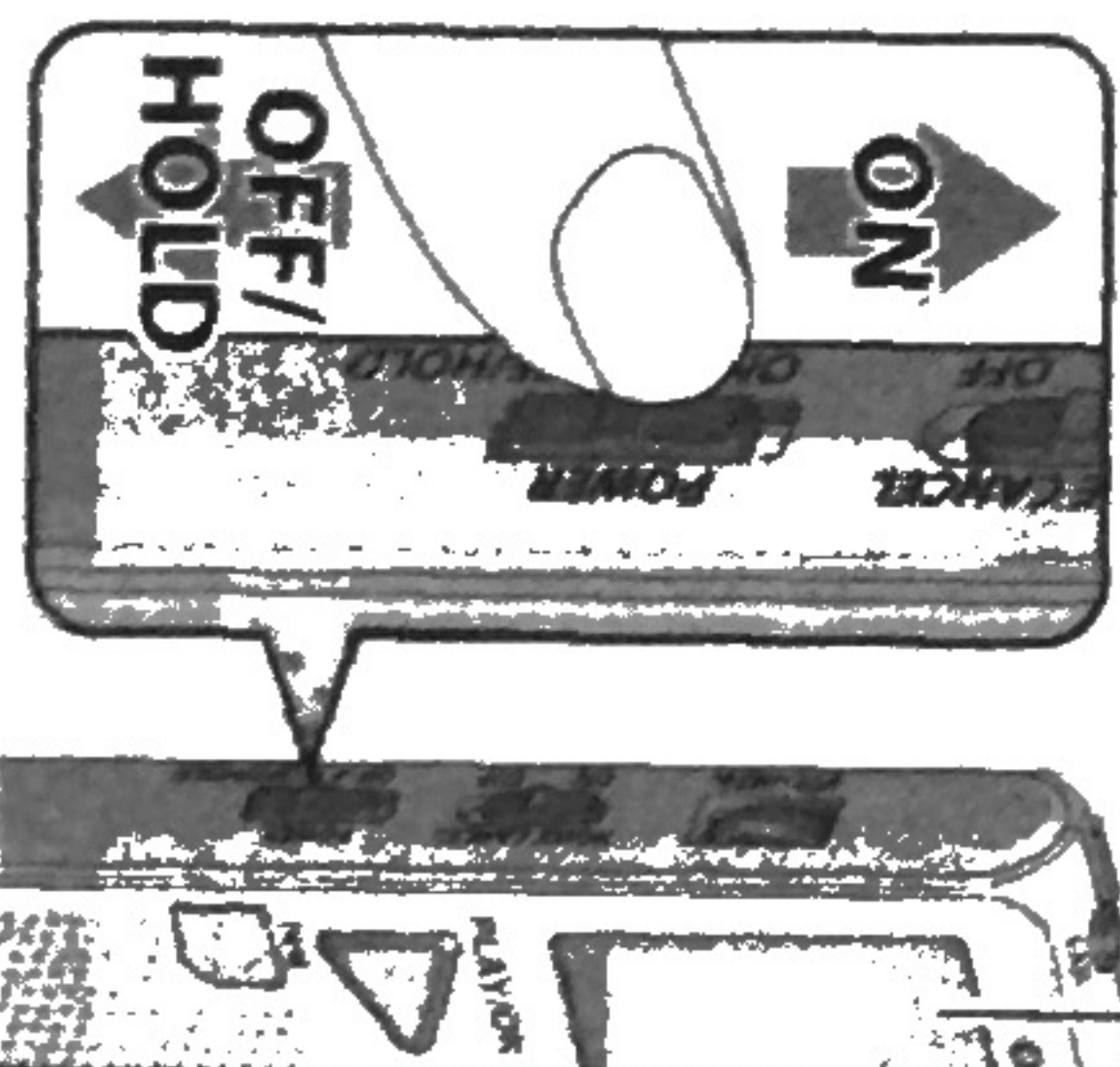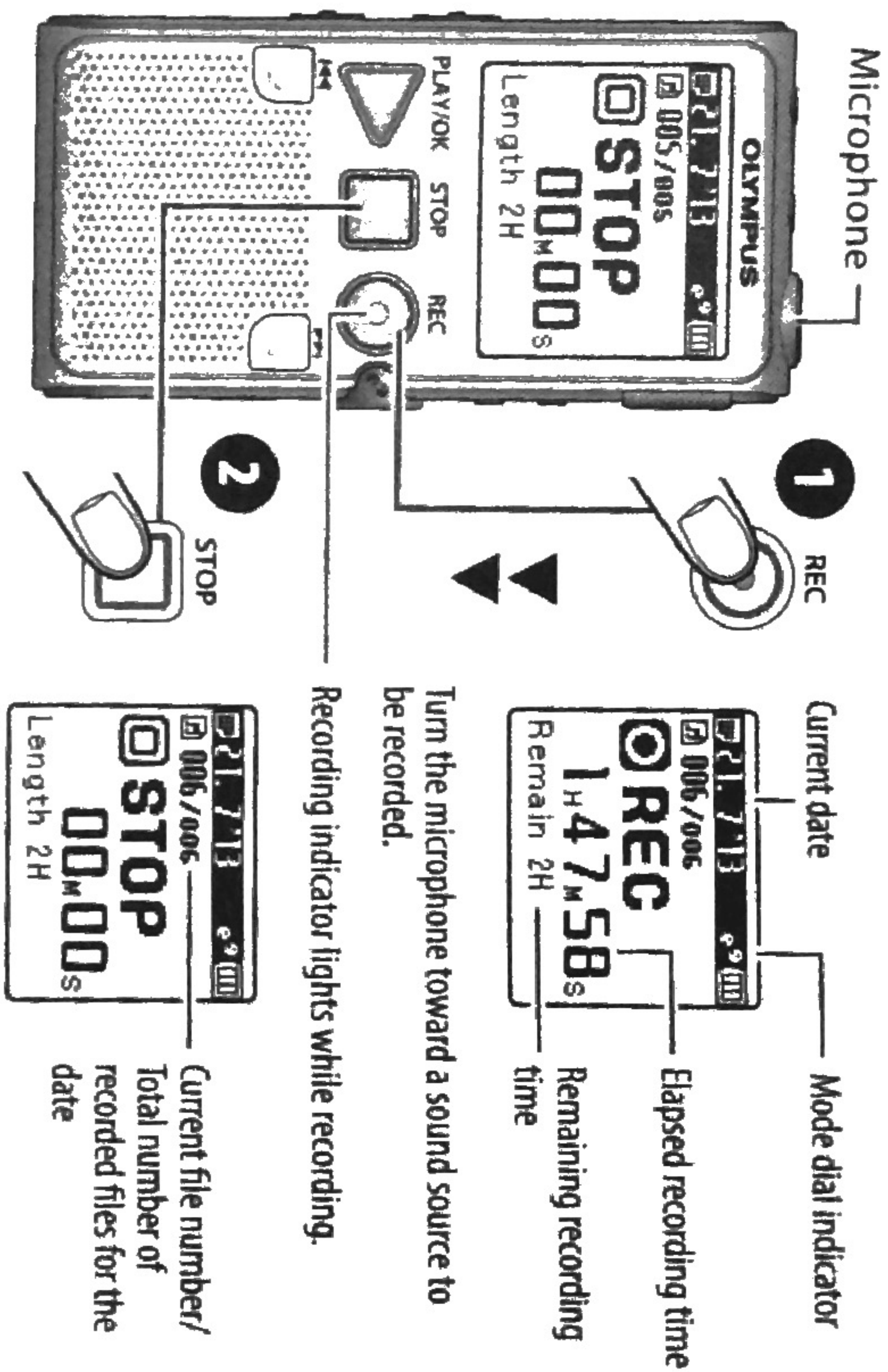
— Turn the microphone toward a sound source to be recorded.

Recording indicator lights while recording.

① REC

🔲 006/006
⦿REC
1ₕ47ₘ58ₛ
Remain 2H
Length 2H

— Elapsed recording time
— Remaining recording time
— Current date

② STOP

🔲 006/006
STOP
00ₘ00ₛ
Length 2H

— Current file number/Total number of recorded files for the date

● To pause recording, press the **REC** (⦿) button while recording. To resume the recording, press the **REC** (⦿) button again.

⚠ · The recorder cannot record if [**Memory full**] or [**Reached maximum number of files**] is displayed. Delete unnecessary files to free up some space in memory.
· When the available recording time becomes less than 60 seconds, the recording indicator starts flashing. The indicator flashes faster if the available time decreases to 30 seconds and to 10 seconds.
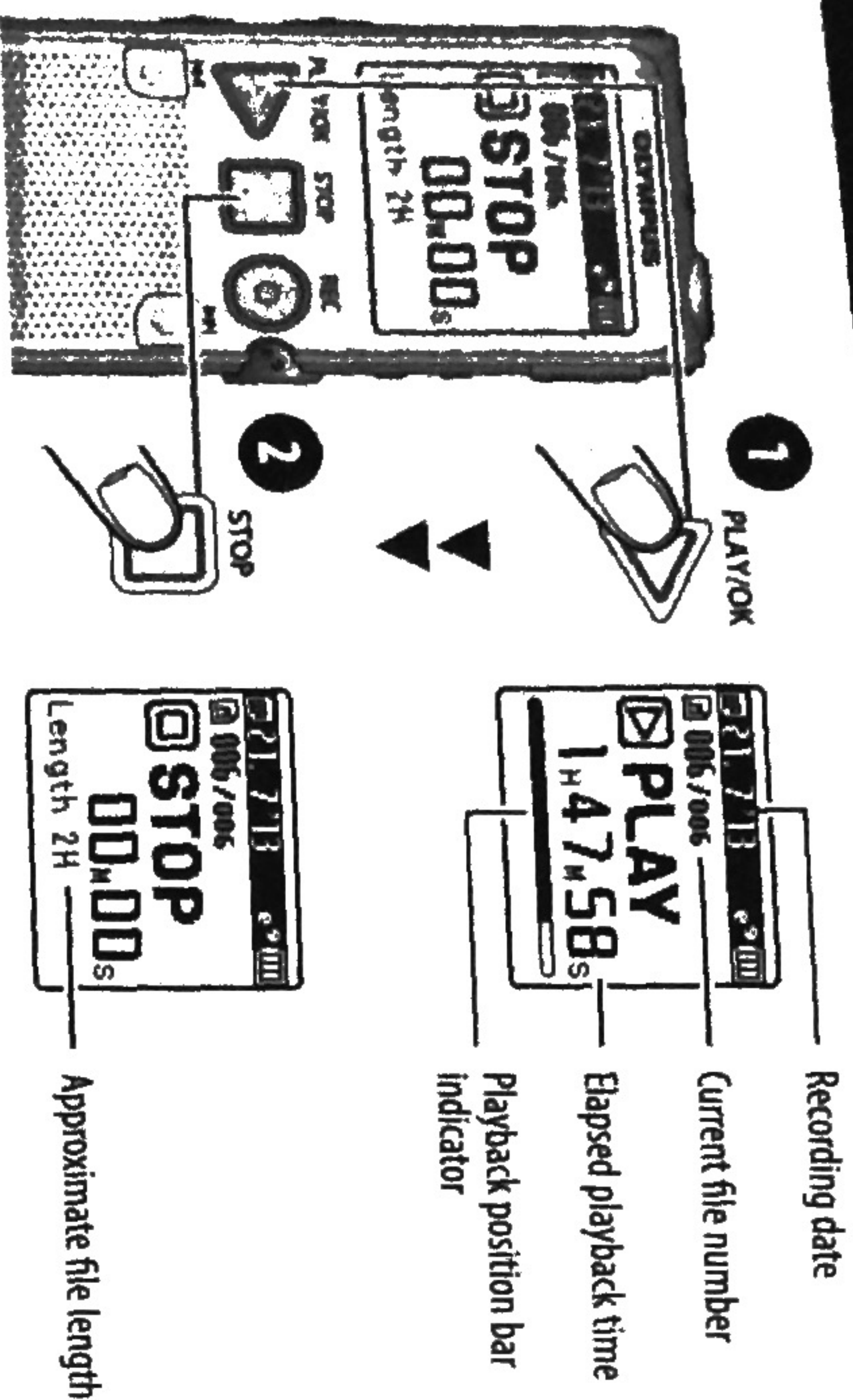· An external microphone or other device can be connected and audio can be recorded.

Changing the recording mode
Turn the mode dial to your preference
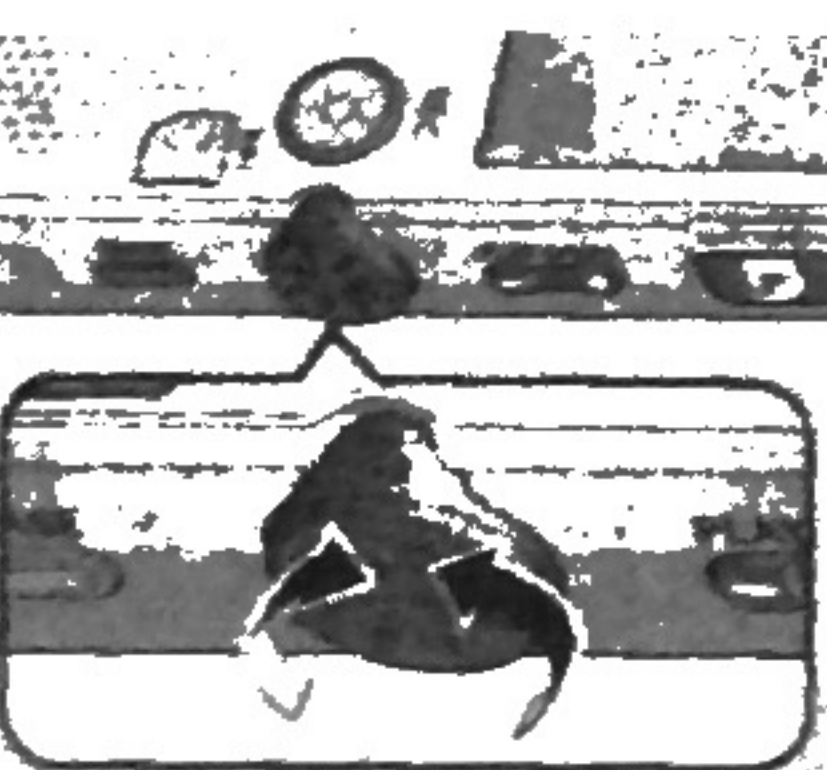
Mode dial	Recording mode	Microphone sensitivity	Usage
🎤	HQ	High	Suitable for Conversation
🎵	HQ	Low	Suitable for loud sounds
🎧	SP	Low	Suitable for Dictation recording

— Recording date

— Current file number

— Elapsed playback time

— Playback position bar indicator

— Approximate file length

● To fast-forward or rewind a file, press and hold I◀◀ or ▶▶I button while playing back a file.
● To skip to the next file or previous file, press I◀◀ or ▶▶I button.
● Fast-forwarding or rewinding continues to the next file.

When an earphone is connected, the speaker is turned off. The sound output will be monaural when using earphones.

Volume

To avoid irritation to the ear, turn down the volume before inserting the earphones. Do not raise the volume too high when using earphones. It may cause hearing impairment and a decrease in hearing ability.

🔲 · Earphones are not supplied with this product.
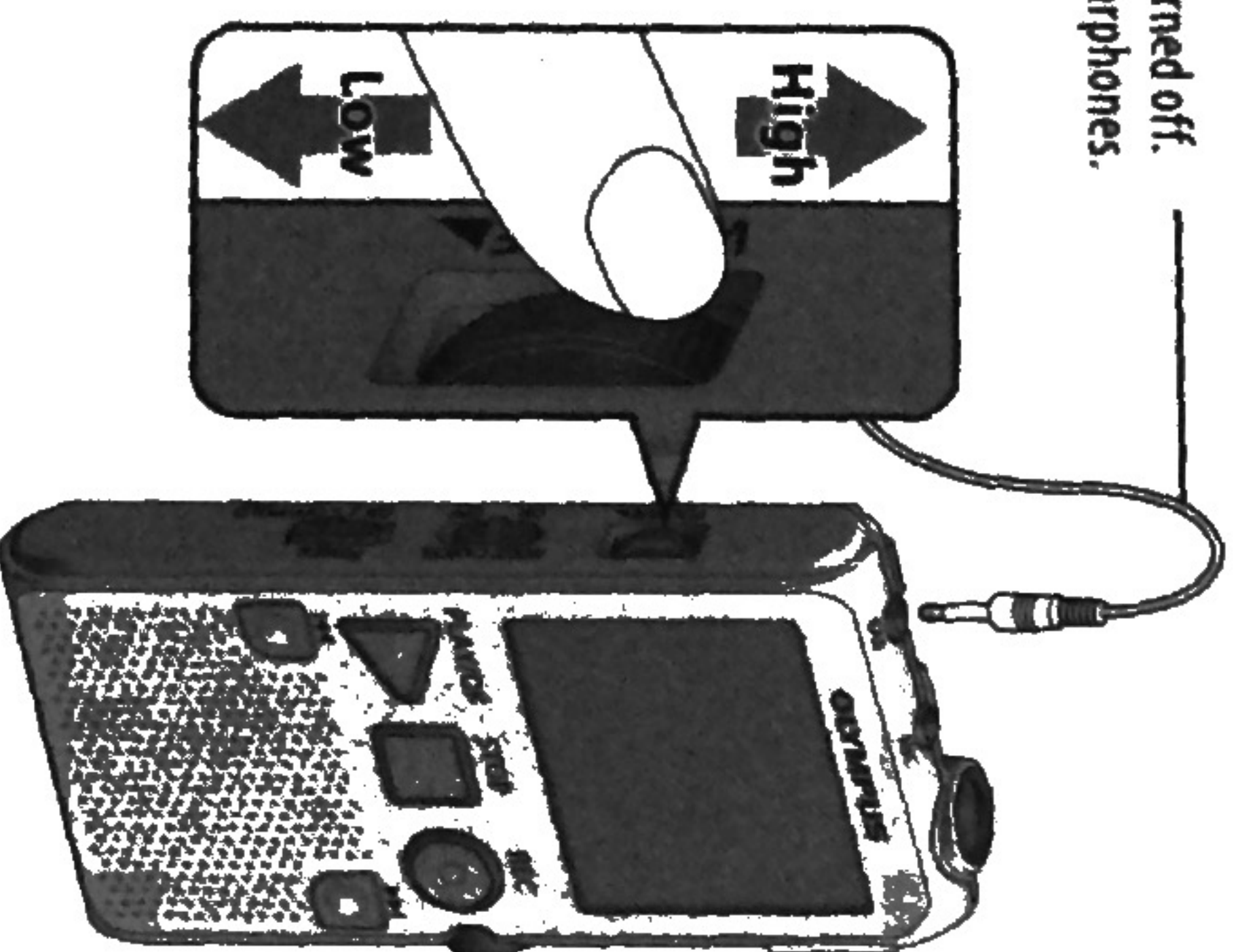
Changing the playback speed

Playback speed is changed between 0.5x, 0.75x, normal, 1.2x, 1.5x, and 2.0x by each press of the buttons.
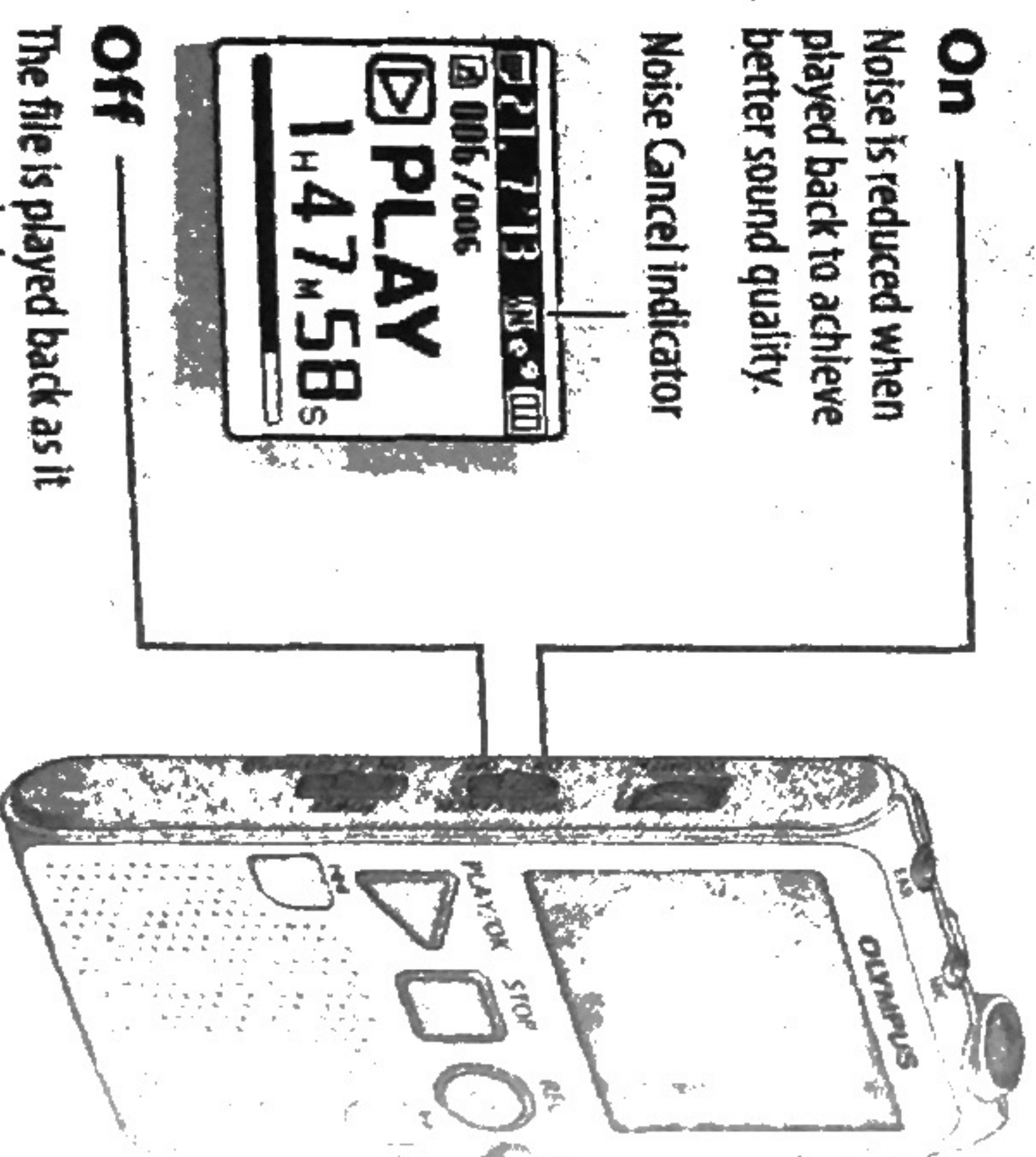
— Fast

— Slow
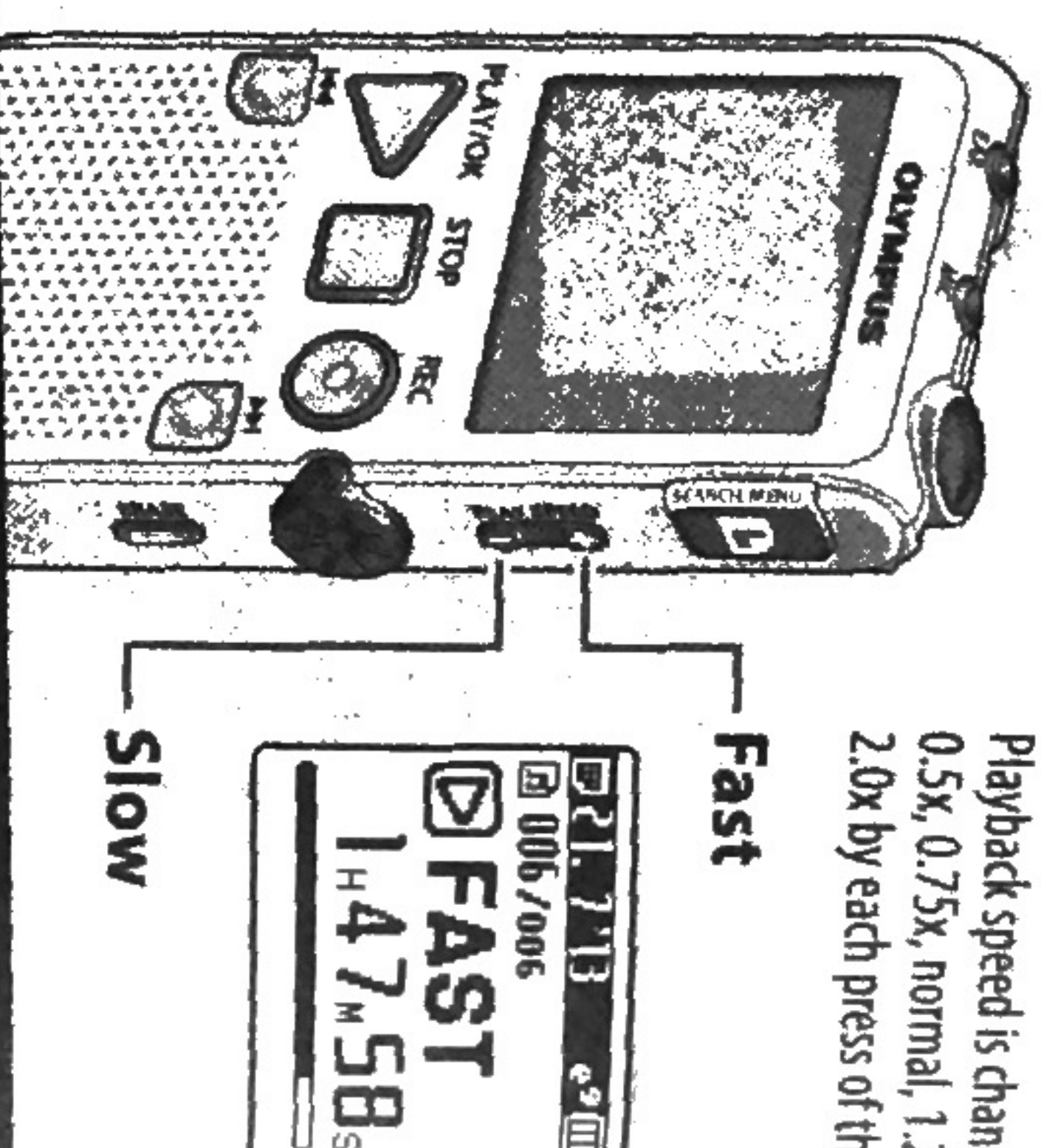
Noise cancel

On
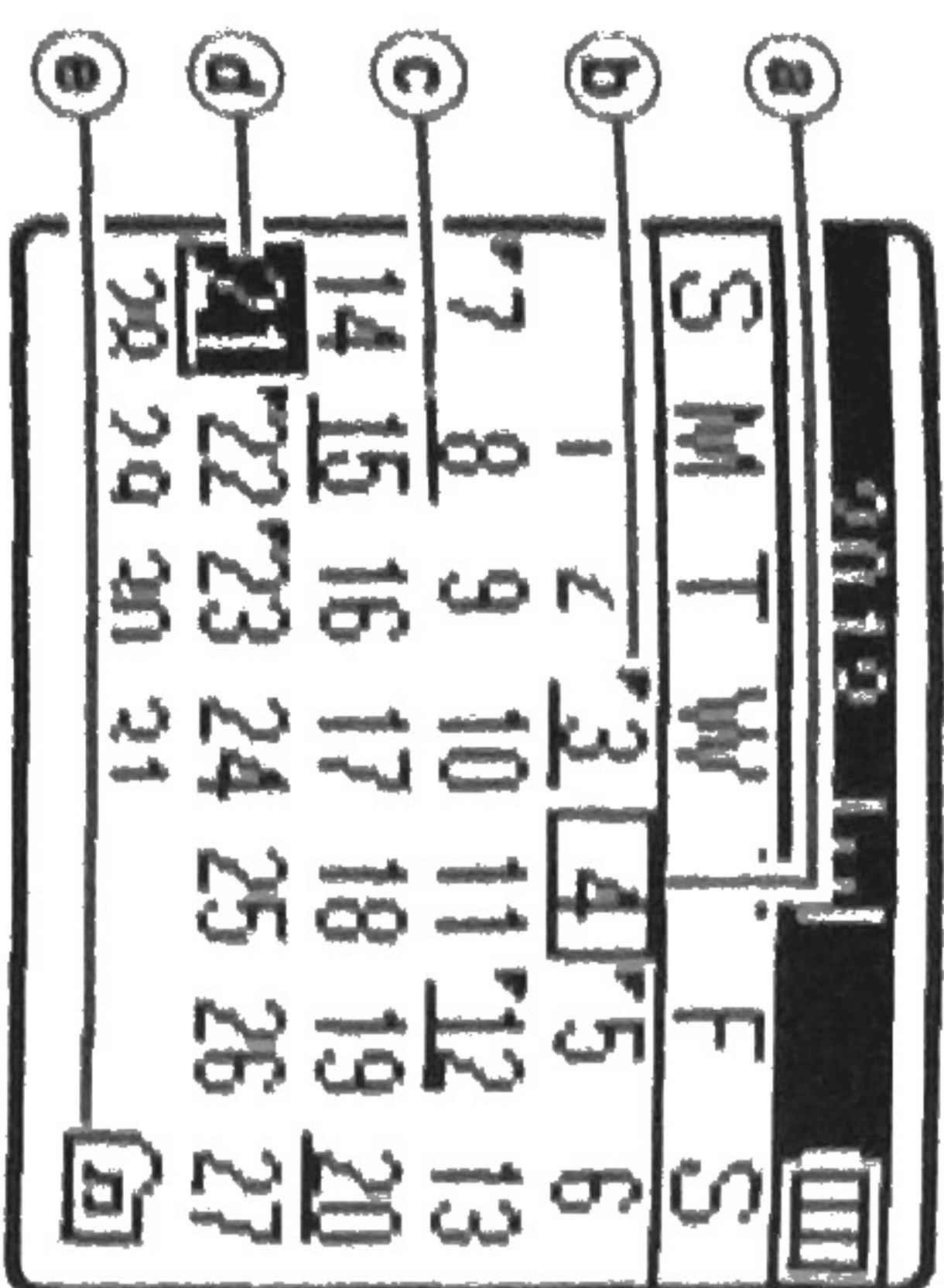Noise is reduced when played back to achieve better sound quality.

Noise Cancel indicator

Off
The file is played back as it was recorded.

🔲 · When the NOISE CANCEL switch is set to ON playback speed returns to normal.

Calendar

Press the **SEARCH/MENU** button to switch to calendar display.

ⓐ Selection cursor

ⓑ ▼ Voice memos have been registered to days displaying this symbol.

ⓒ — Recording files have been registered to days displaying this symbol.

ⓓ Today's date (highlighted)

ⓔ This icon will be selectable if the files saved in the [Import] folder of the SD card (sold separately) are playable.
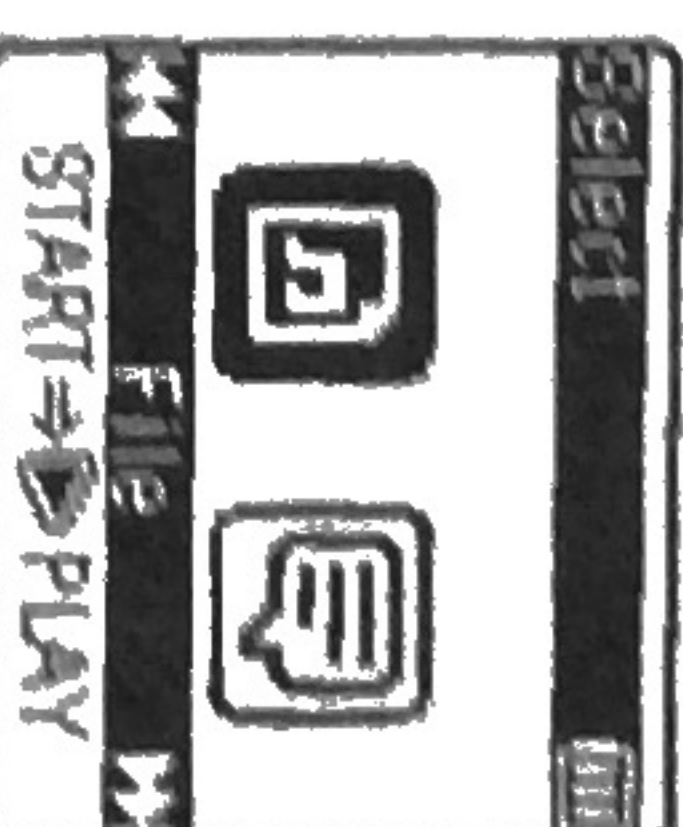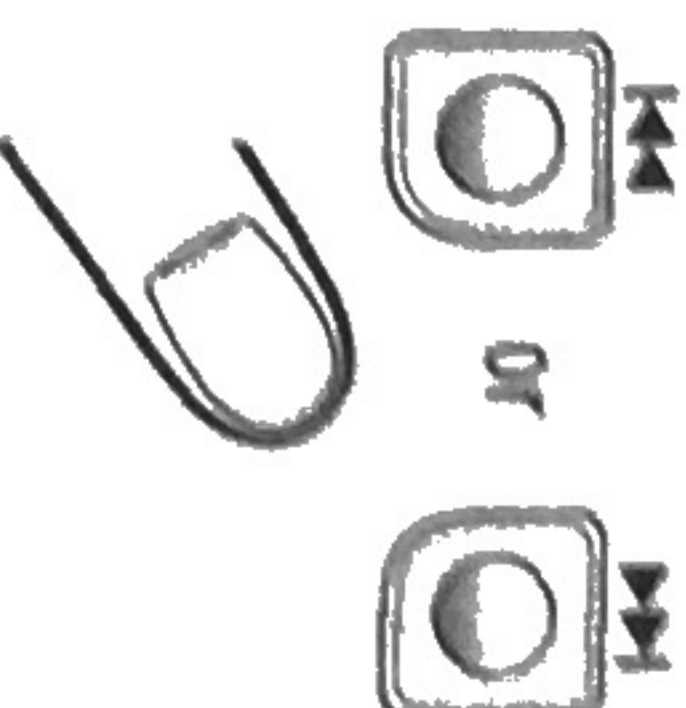
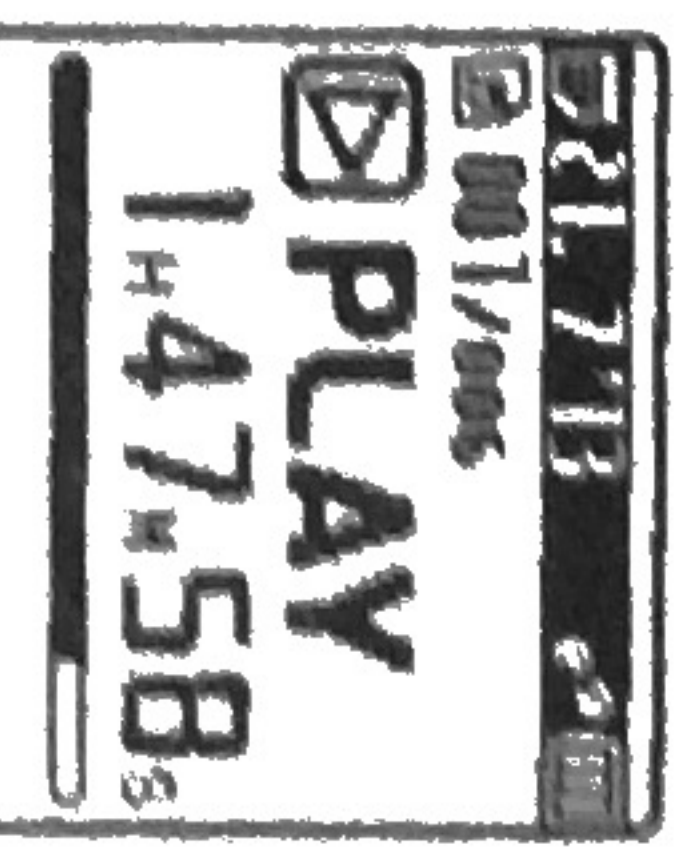☞ For details, refer to "**Memory**".

File search and playback

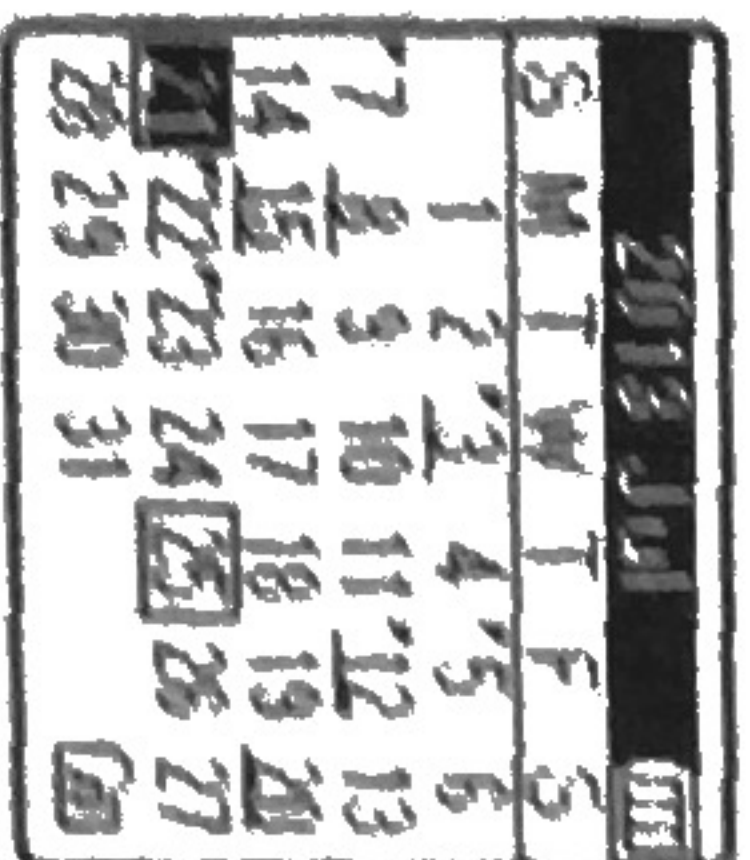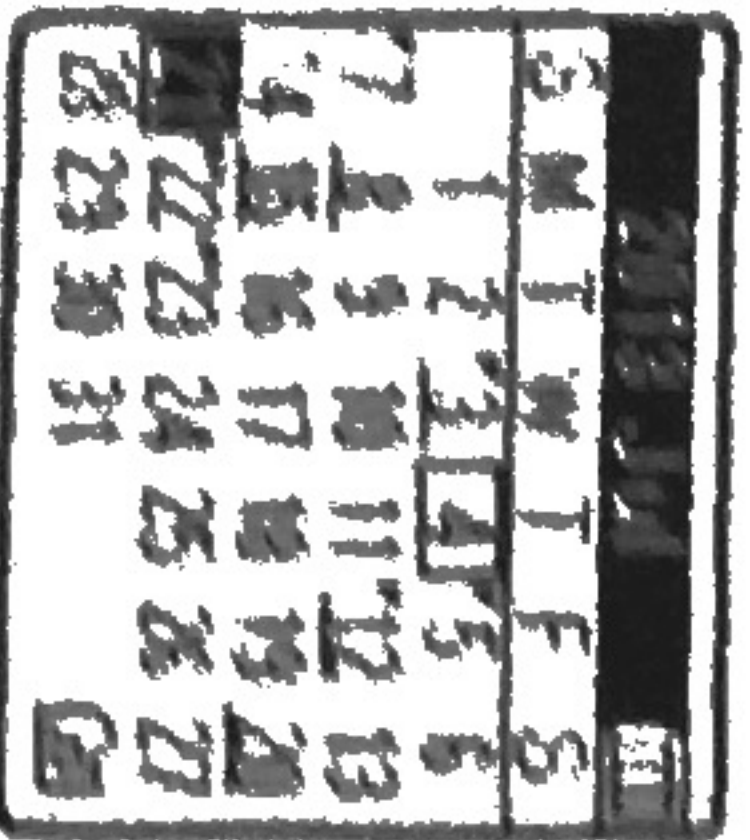Search for files by the date they were recorded or scheduled.
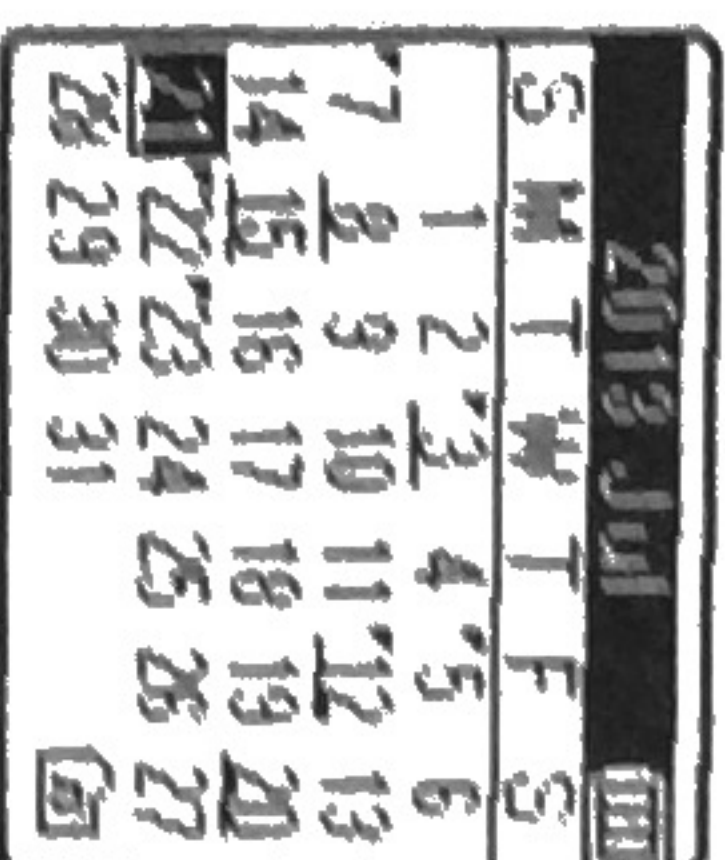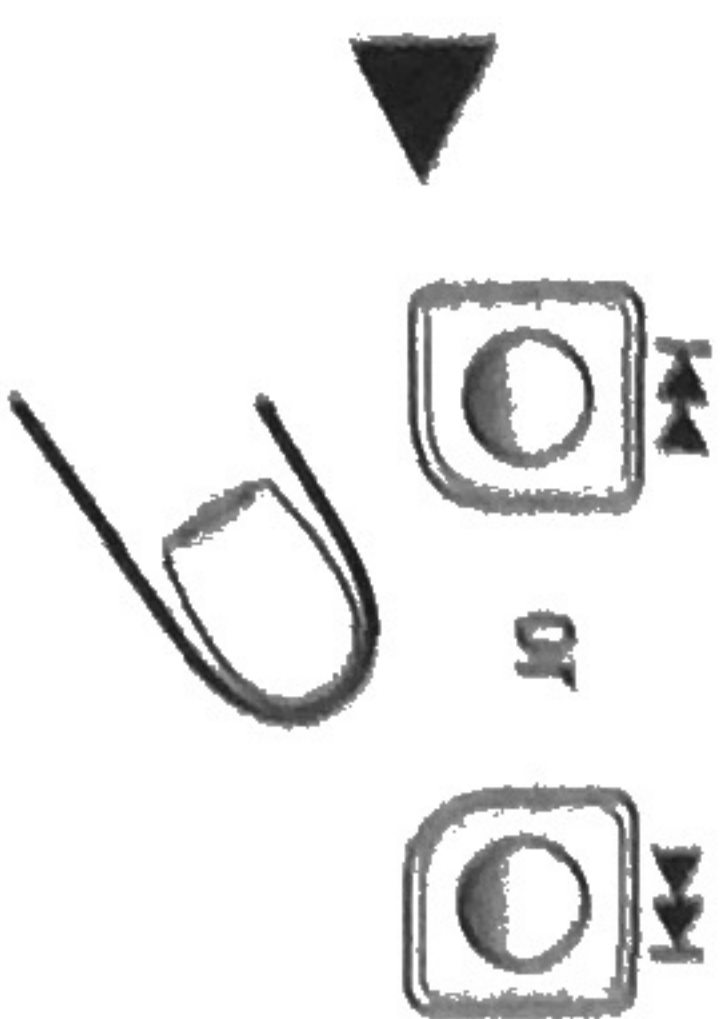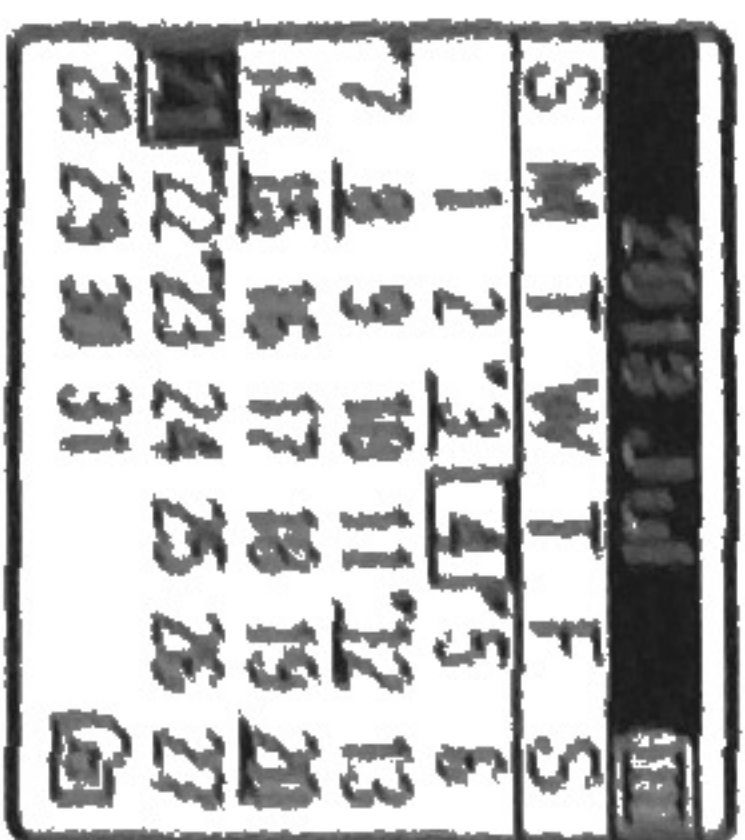
1 Select the date.

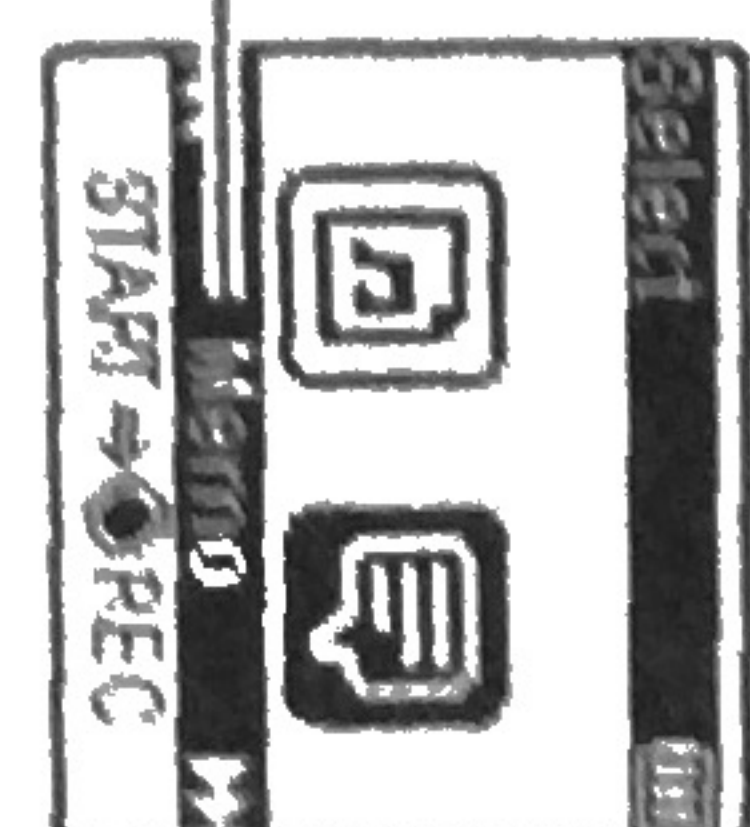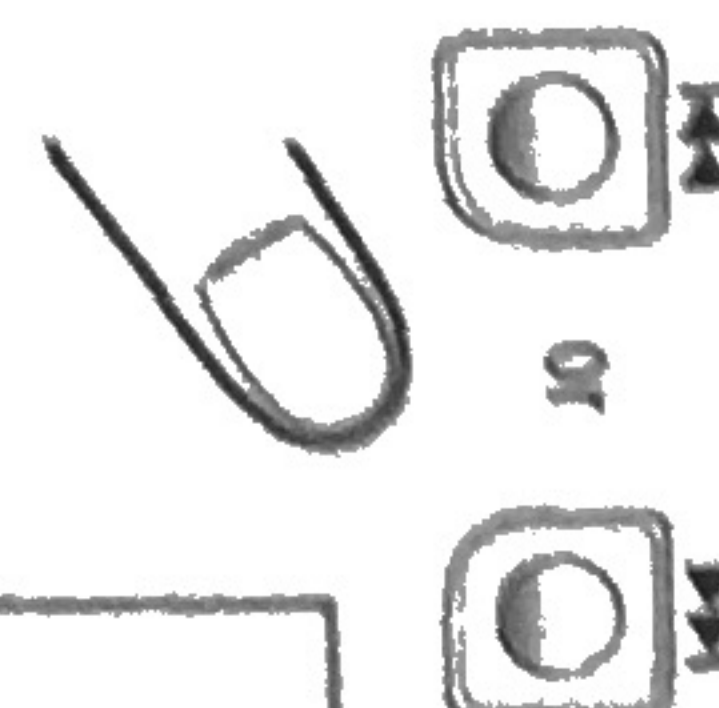**2** Select [File] or [Memo].

3

4 The first file is played back.

Create a new schedule using voice memo

Start recording after selecting the date.

1 Select the date.

2

3 Select [Memo].

If you select [File], the file will be attached to the date in which it was recorded.
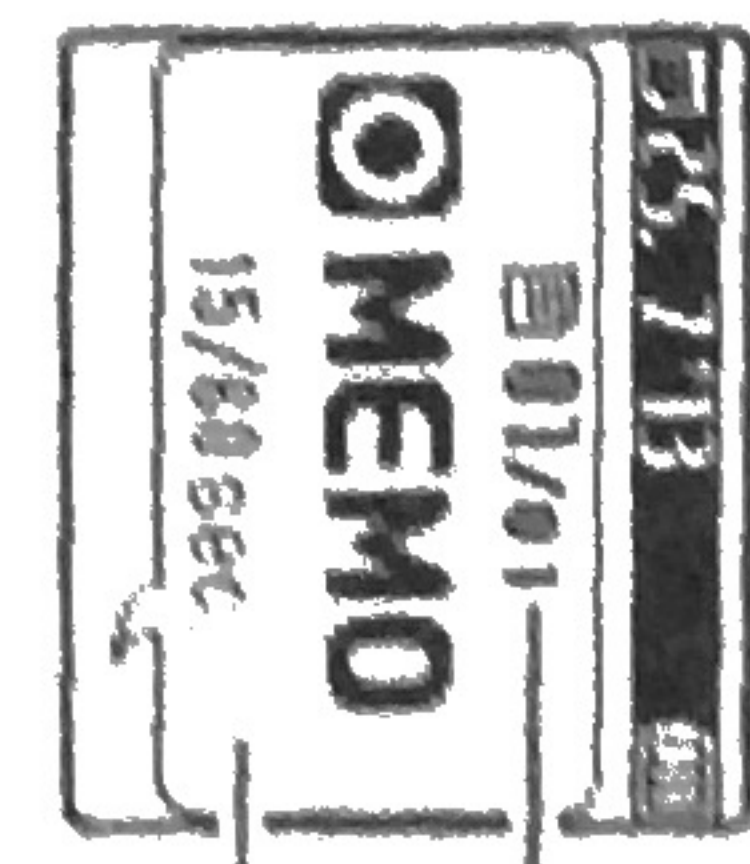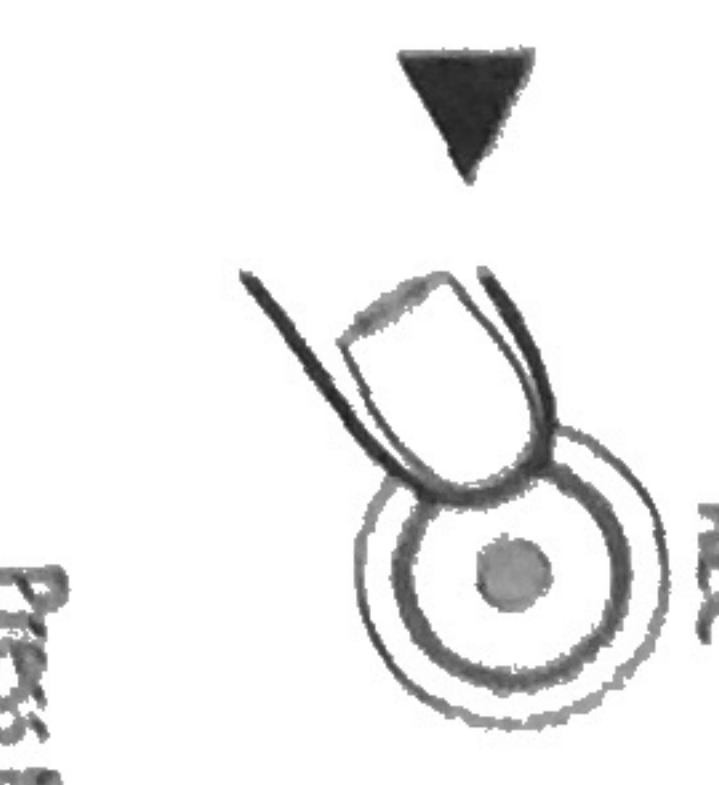
4 Press the SEARCH/MENU button to go back to the calendar screen.

ⓐ Current memo number/Total number of memos for the date

ⓑ Elapsed recording time/Remaining recording time

!
- Up to 10 voice memos per day of a maximum of 1 minute each can be recorded.
- Voice memos are managed in internal memory.

The recorder has different ways to erase files. The menu displayed varies depending on the type of the file to be erased. Select the file you want to erase beforehand.

Example: Erasing an audio file
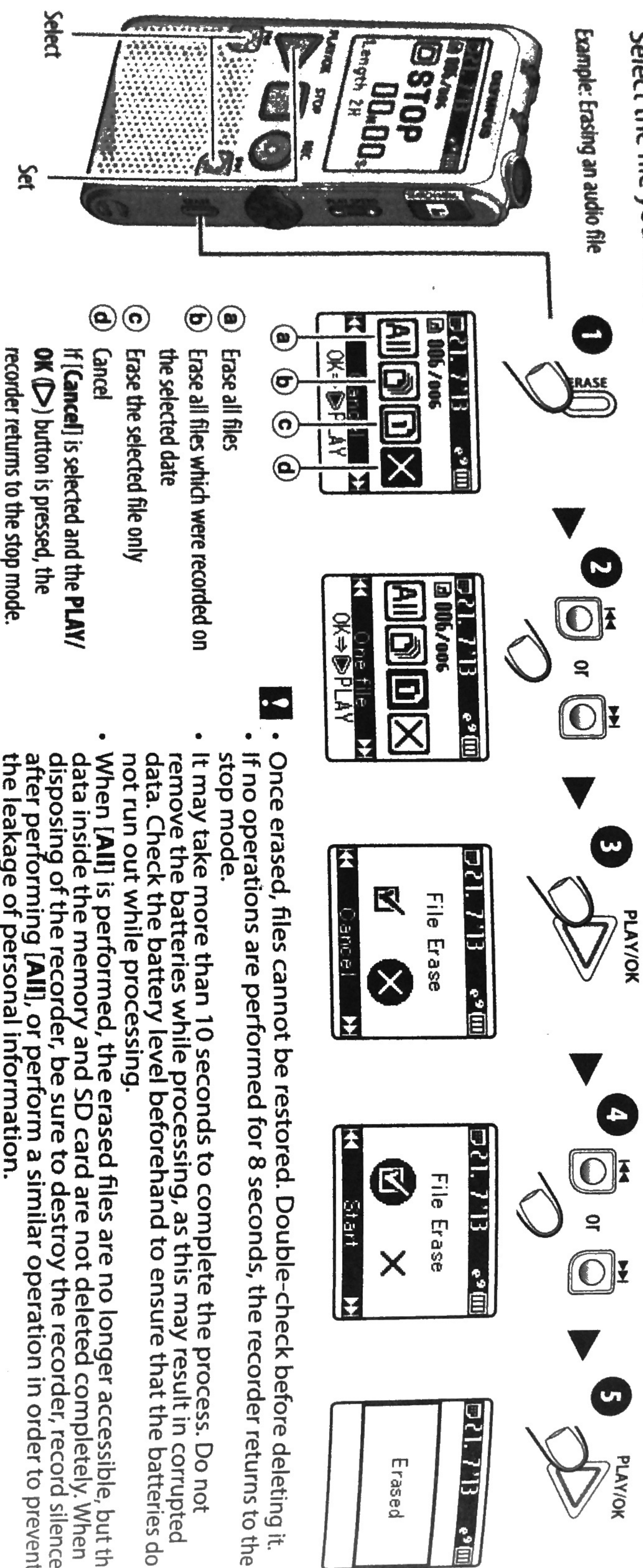
1 ERASE

(a) Erase all files

(b) Erase all files which were recorded on the selected date

(c) Erase the selected file only

(d) Cancel
If [Cancel] is selected and the **PLAY/OK (▷)** button is pressed, the recorder returns to the stop mode.

2 or

3 PLAY/OK ▶

File Erase
Cancel

4 or
File Erase
Start

5 PLAY/OK ▶
Erased

- Once erased, files cannot be restored. Double-check before deleting it.
- If no operations are performed for 8 seconds, the recorder returns to the stop mode.
- It may take more than 10 seconds to complete the process. Do not remove the batteries while processing, as this may result in corrupted data. Check the battery level beforehand to ensure that the batteries do not run out while processing.
- When [All] is performed, the erased files are no longer accessible, but the data inside the memory and SD card are not deleted completely. When disposing of the recorder, be sure to destroy the recorder, record silence after performing [All], or perform a similar operation in order to prevent the leakage of personal information.

Memory

Terminal surface

The SD card allows you to store more files.

Switch to SD card

If you have any recorded data in the internal memory and when you insert a SD card, data transfer screen will be automatically shown. Operate according to the instructions on screen. When you finish transferring the data to the SD card, you may start using with the SD card.

Playing external files

The [Import] folder will be created automatically when you insert the SD card. Copy the MP3 files from computers or other external devices into the [Import] folder. After selecting 🗓 in the calendar, external files can be played back by pressing the **PLAY/OK (▷)** button.

- Inserting the SD card in the wrong way or at an angle could damage the contact area or cause the SD card to jam.
- If the SD card is not inserted all the way, data may not be recorded on the SD card.
- Quickly moving your finger away after pushing the SD card inward may cause it to eject forcefully out of the slot.
- Even with the SD card inserted, voice memos will be saved to internal memory.
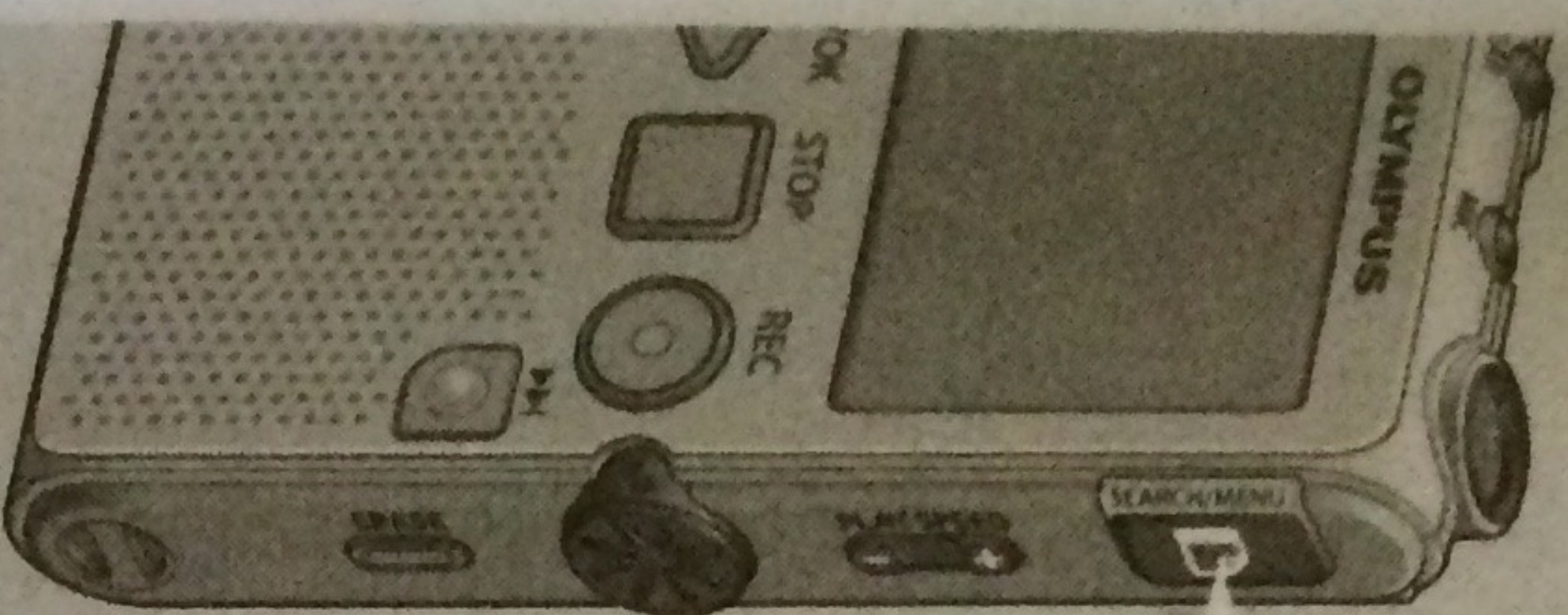- An SD card is not supplied with this product.

About MP3 files
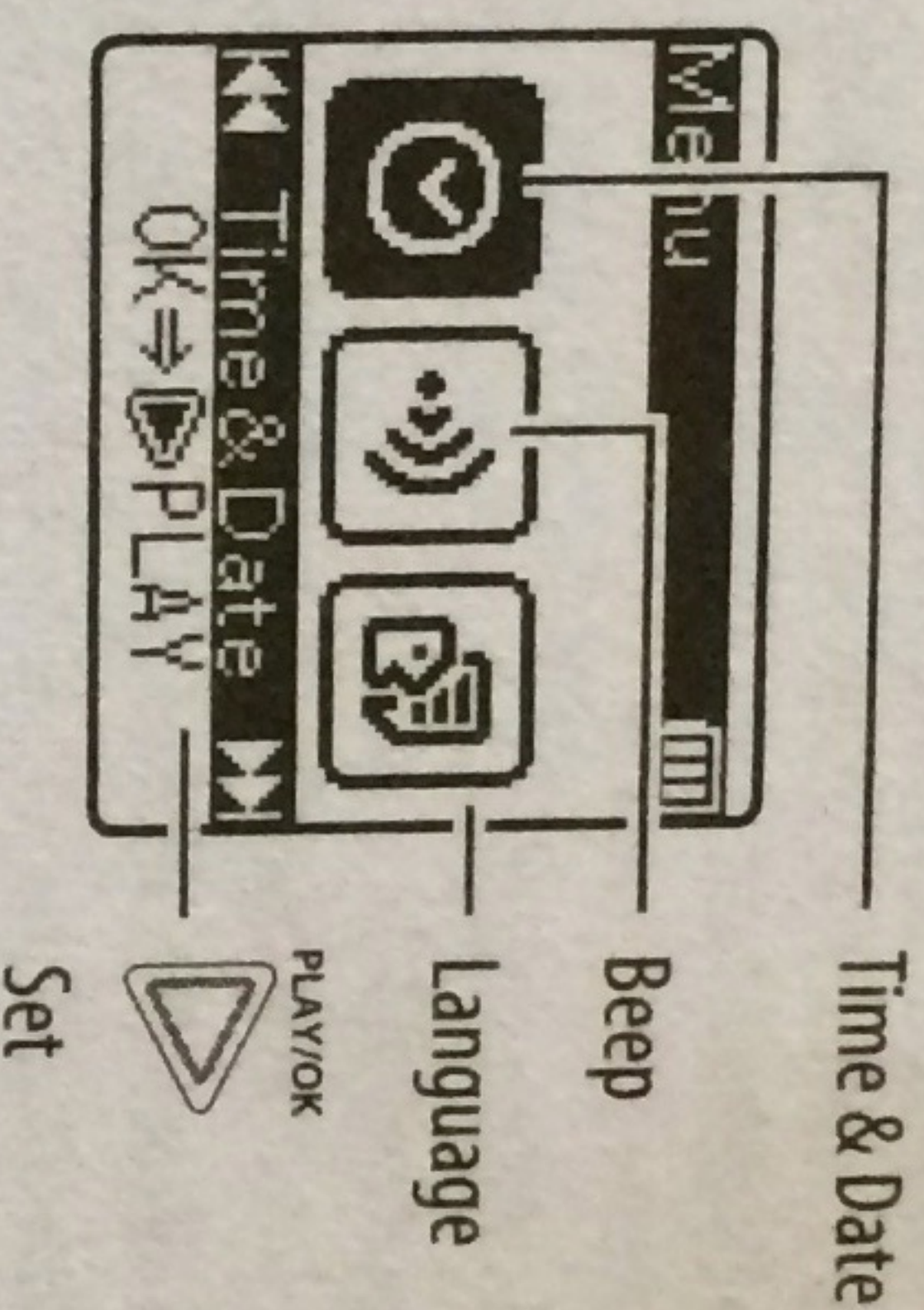
- Variable bit rate MP3 files may not be played back properly.
- Even if the file format is compatible for playback on this recorder, the recorder does not support every encoder.

1

Press SEARCH/MENU for more than 1 second.

SEARCH/MENU

2

Press ▮◀◀ or ▶▶▮ to highlight the item you want to set, then press PLAY/OK (▷).

Menu

OK⇒▷PLAY

Time & Date

Beep

Language

Set

Turning the beep On/Off

3

Use the ▮◀◀ and ▶▶▮ buttons to turn the operating sound On/Off.

Beep
On
OK⇒▷PLAY

4
PLAY/OK

Changing the display language

3

Use the ▮◀◀ and ▶▶▮ buttons to select the display language.

- Čeština
- Dansk
- Deutsch
- English
- Español
- Français
- Italiano
- Nederlands
- Polski
- Русский
- Svenska
- 简体中文
- 繁體中文

4
PLAY/OK

Language
English
OK⇒▷PLAY

Setting time and date

In order to manage the files conveniently, it is recommended to set the time and date.

3

Use the ▮◀◀ and ▶▶▮ buttons to change the values.
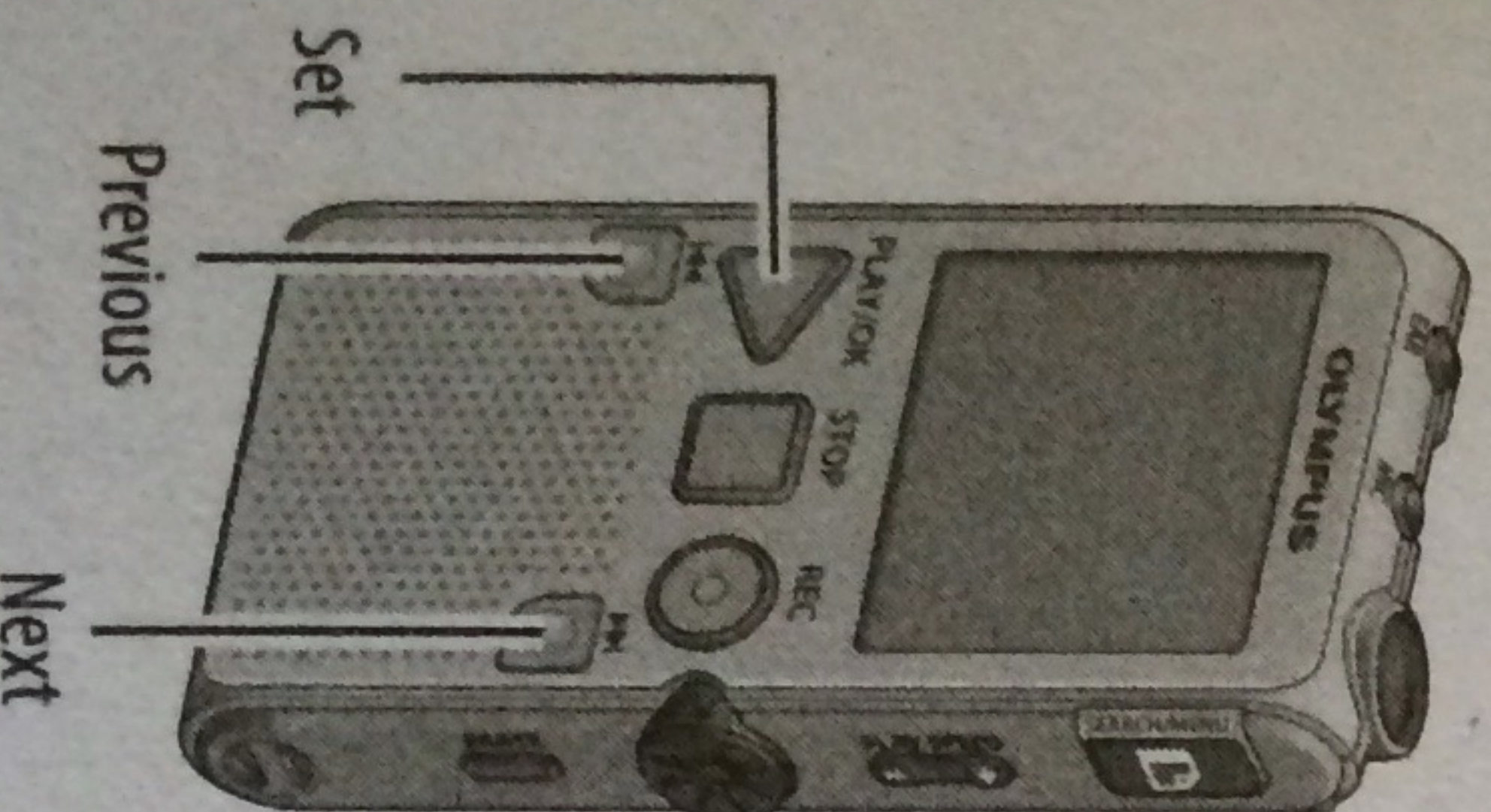
Time & Date
2013
Jan
26
12:00AM
OK⇒▷PLAY

4
PLAY/OK

The clock will start from the set date and time. Press the PLAY/OK (▷) button according to the time signal.

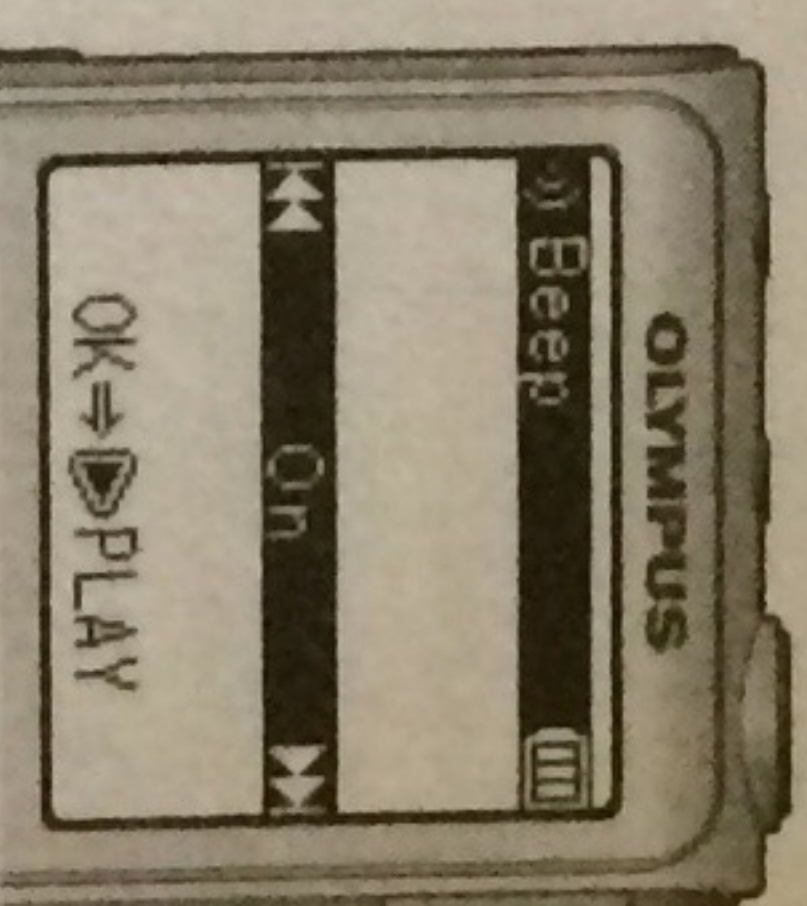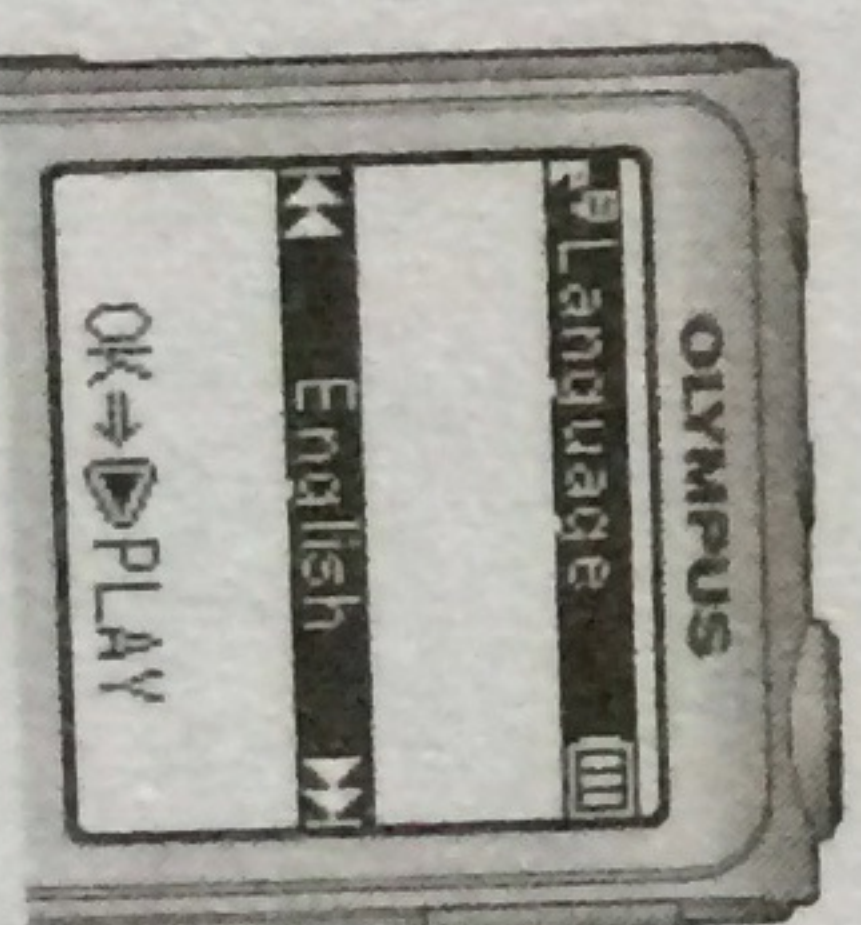Check the time and date settings before using the product again if it is left unused for long periods of time.
When the recorder is in stop mode, press and hold the STOP (□) button to display the [Time & Date] and [Remain].

Set

Previous

Next

EN

Troubleshooting

Q1: The power cannot be turned on.
A1: • Batteries are exhausted.
• Batteries are inserted incorrectly.
Check ⊖ and ⊕ before inserting new batteries.
• Terminals are soiled.
Clean them with a dry cloth.

Q2: Nothing happens when a button is pressed.
A2: • The **POWER** switch is set to **OFF/HOLD** position.
Slide the **POWER** switch to the **ON** position.

Q3: The sound is quiet or there is no sound from the speaker during playback.
A3: • The earphone plug is plugged into the recorder.
• The volume is set to the low level.

Q4: Recording is not possible.
A4: • By pressing the **REC** (○) button:
• Check if the display shows [**Memory full**].
• Check if the display shows [**Reached maximum number of files**].
Delete unnecessary files before recording.
A maximum of 999 files can be recorded in a day.

Q5: The playback speed is too fast (slow).
A5: • The recorder is set to fast (slow) Playback.
Use the **PLAY SPEED** button to set to normal playback.

Specifications

Recording medium:
Built-in memory: 2GB
SD card: 512 MB to 32 GB

Overall frequency:
♪/♫: 70 to 11,000 Hz
🎤: 70 to 3,800 Hz

Guide to recording times (Internal memory):
♪/♫: Approx. 62 h.
🎤: Approx. 166 h.

Microphone:
Electret Condenser Microphone (monaural)

Speaker:
Built-in ø 36 mm round dynamic speaker

Maximum power:
200 mW

Maximum headphone output:
≤ 150 mV (according to EN 50332-2)

MIC jack (monaural):
ø 3.5 mm mini-jack, impedance 2 kΩ

EAR jack (monaural):
ø 3.5 mm diameter, impedance 8 Ω or more

Power supply:
2 x AAA alkaline batteries (Manganese batteries cannot be used in this recorder)

Guide to alkaline battery life:
During recording mode
♪/♫: Approx. 60 h.
🎤: Approx. 81 h.
During playback mode (Built-in speakers)
♪/♫: Approx. 23 h.
🎤: Approx. 24 h.
During playback mode (Earphone)
♪/♫: Approx. 57 h.
🎤: Approx. 62 h.

Dimensions:
105.5 (L) mm x 53 (W) mm x 19.7 (T) mm (without protrusions)

Weight:
96 g (including battery)

Operating temperature:
0°C - 42°C

• Battery life is measured by Olympus. It varies greatly according to the type of batteries used and the conditions of use.
• Your recorded contents are for your personal use or pleasure only. It is prohibited to record copyrighted material without permission of the copyright holders according to copyright law.
• Specifications and design are subject to change without notice for improvement of performance.

The "CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.
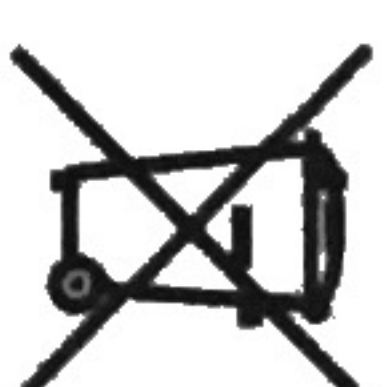
This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product. Applicable Product: DP-311
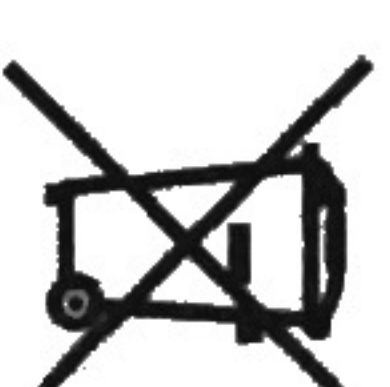
This symbol [crossed-out wheeled bin Directive 2006/66/EC Annex II] indicates separate collection of waste batteries in the EU countries. Please do not throw the batteries into the domestic refuse. Please use the return and collection systems available in your country for the disposal of the waste batteries.