

# Quick User's Guide

## Spy Pen Digital Voice Recorder



USB & Earphone Connection Jack

Unscrew & Insert a AAA Battery

Retractable Ballpoint Pen  
Twist Action

Green Indicator LED

On when the unit is turned on  
Off when the unit is turned off  
Blinks when in Playback  
Turns off when Recording

Red Indicator LED behind M-Button

Blinks when Recording  
Turns off when in Audio Playback Mode

M-Button

To turn the unit On

Press down until Green LED turns on

To turn the unit Off

Press down until Green LED turns off

To change into Audio Playback Mode

Press once and  
Red LED behind turns off

To change into Voice Playback Mode

Press once again and  
Red LED behind turns on

F-Button

To Playback & Stop

Press once to start Playback and  
Press again to stop Playback

To Record

Press down until Green LED turns off  
and Red LED behind M-Button blinks

To stop Recording

Press once and Green LED turns on and  
Red LED behind M-Button stops blinking

S-Button

Fast Forward

Press down for  
Next file location to be played

Skip to Next File

Press once while in playback

R-Button

Fast Rewind

Press down for  
Previous file location to be played

Backward to Previous File

Press once while in playback

### Delete Files

1. Decide which files to be deleted either Audio or Voice file
2. Change the unit mode into either Audio or Voice Playback mode pressing M-Button according to where the deleting files located
3. Locate a file to be deleted using F, S, or R button one by one
4. Turn the unit into the standby mode not operating any of functions
5. Press R-Button once to turn into Deleting Mode and Green & Red indication lights blink simultaneously  
\*Deleting action can be cancelled anytime pressing R-Button again
6. Then press S-Button to confirm deleting a file at last