



**Dear customer**  
Thank you for purchasing this product. For optimum performance and safety, please read these instructions carefully.  
Before connecting, operating or adjusting this product, please read these instructions completely. Please keep this manual for future reference.

**Panasonic**  
**IC Recorder**  
**Operating Instructions**  
Model No. RR-QR160

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## Before use

**Hint 1** Release hold before operation  
There is no power button.

**Hint 2** Recorded contents are stored in folders  
A maximum of 99 files can be stored in each folder.

**Hint 3** Use HQ to record with high sound quality and SP for long recordings  
Recording mode and recording time total of all folders:  
Long recording time:  
SP (Standard play) 8 hours 10 minutes  
FQ (Fine quality) 4 hours 40 minutes  
HQ (High quality) 2 hours 20 minutes

**Hint 4** Change the microphone sensitivity according to the distance  
When recording close to the source: LO  
When recording the source from a distance: HI

## Menu display

File lock, Preventing unnecessary recording, Play speed, Continuous play

Use [ ] to change the menu and [ ] to enter

Press and hold (More than 2 seconds)

E.g.: Microphone sensitivity

- Not displayed during dictation recording
- Displayed only when there is a recorded file.
- Displayed only when the time is set.

This product may receive radio interference caused by mobile telephones or other products during operation. If such interference is apparent, please increase separation between the product and the mobile telephone or other product.

**THE FOLLOWING APPLIES ONLY IN THE U.S.A.**

**CAUTION:**  
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.  
These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:  
• Reorient or relocate the receiving antenna.  
• Increase the separation between the equipment and receiver.  
• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.  
• Consult the dealer or an experienced radio/TV technician for help.  
Any unauthorized changes or modifications to this equipment would void the user's authority to operate this device.  
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This statement is applied to only Canada  
This Class B digital apparatus complies with Canadian ICES-003.

## Recording

- Select meeting or dictation recording
- Select the folder
- Select the recording mode
- Select the microphone sensitivity
- Recording (Monaural recording)

**Meeting recording**  
MEETING → FOLDER/MENU → Folder (A, B, C, D) → REC MODE → HQ, FQ, SP → Press and hold → SENSE → [ ] (Enter) → [ ] (Enter) → HI or LO → (START REC) → (STOP REC)

**Dictation recording**  
DICTATION → FOLDER/MENU → Folder (A, B, C) → REC MODE → HQ, FQ, SP → Press and hold → SENSE → [ ] (Enter) → [ ] (Enter) → HI or LO → (START REC) → (STOP REC)

When dictation recording, the following settings are automatically set:  
(Dictation folder is set) (HQ mode is set) (Dictation recording mode is set)

## Other recording methods

Recording automatically pauses when there is no sound.

**Preventing unnecessary recording**  
1 Enter the menu mode 2 Select " " 3 Select "On"  
Press and hold → [ ] (ENTER) → [ ] (ENTER) → [ ] (ENTER) → [ ] (ENTER)

■ Checking the remaining recording time available  
During recording: Press again to return to the elapsed recording time display.

■ Recording through an external microphone (not included)  
Plug type: 3.5 mm (1/8 in.) monaural Plug-in Power compatible.

## Preparation 1 Inserting batteries

1. Open the battery cover.  
2. Insert AAA, LR03, AM-4 battery (not included).

● If rechargeable batteries are to be used, rechargeable batteries manufactured by Panasonic are recommended. (Rechargeable batteries may not last as long as regular batteries.)

The battery indicator (displayed during operation)

Full Empty  
Replace the batteries

● Replace the batteries within 30 seconds to preserve settings. Recordings remain intact.

## Playing/Erasing

- Select the folder
- Select file or folder
- Play/Erase

**Playing**  
A-D folder: Use [ ] to select → [ ] (Play)  
Dictation folder: (The dictation folder is selected) → Press and hold → Use [ ] to select → ERASE (Erase)

■ Basic operations during play  
Play: Press and hold to turn one file repeat play On/Off.  
Backward: Press to return to the beginning of the file.  
Forward: Press to go to the beginning of the next file.  
Stop play: Press [ ] to resume play.

■ Listen to the first 5 seconds of each file (Intro scan)  
1 Select the folder → 2 Press and hold [ ] → 3 Select "On"

## Other play methods

**Changing the play speed**  
1 Enter the menu mode 2 Select "SPEEd" 3 Select the speed  
Press and hold → [ ] (ENTER) → [ ] (ENTER) → [ ] (ENTER)

■ To return to normal play  
While stopped, press and hold (more than 3 seconds) [ ]

**Continuous play**  
1 Enter the menu mode 2 Select " " 3 Select "On"  
Press and hold → [ ] (ENTER) → [ ] (ENTER) → [ ] (ENTER)

■ Displaying the remaining play time  
During playing: Press again to return to the elapsed play time display.

■ Listening with the earphones (not included)  
Plug type: 3.5 mm (1/8 in.) monaural

## Preparation 2 Setting the time

Flashes until the time is set.

● When the year is flashing (e.g. 2004), begin from step 3.

- Enter the menu mode: Press and hold → SENSE → A menu is displayed.
- Select "yEAR": Use [ ] to select → [ ] (ENTER)
- Set the time:
  - Year: Use [ ] to select → [ ] (ENTER)
  - Month/day: Use [ ] to select → [ ] (ENTER)
  - Time display (12/24H): Use [ ] to select → [ ] (ENTER)
  - Time: Use [ ] to select → [ ] (ENTER)

The clock has a monthly accuracy of +/- 60 seconds at room temperature.  
When replacing the batteries, the clock stops and restarts when you reinsert them and close the battery cover.

## Organizing

- Play a file
- Enter the move mode
- Select the destination folder
- Move

Move: (Play the file you want to move) → Press and hold → Use [ ] to select → [ ] (ENTER)

- Select the folder
- Enter the menu mode
- Select " "
- Select the file
- Lock

File lock: A-D folder: Press and hold → Use [ ] to select → [ ] (ENTER) → Use [ ] to select → [ ] (ENTER)

Dictation folder: Press and hold → Use [ ] to select → [ ] (ENTER) → Use [ ] to select → [ ] (ENTER)

■ To unlock → Do the above steps and select the file to unlock in step 4 and press [ ]

## Saving (dubbing)

**Recording to a cassette tape recorder**  
Select the file to dub and play → Recording

Audio cable (not included)  
Monaural mini plug → Stereo mini plug → Stereo MIC  
Monaural mini plug → Monaural mini plug → Monaural MIC

**Recording from a cassette tape recorder**  
Recording → Select the track to dub and play

Audio cable (not included)  
Monaural mini plug → Stereo mini plug → Headphone jack  
Monaural mini plug → Monaural mini plug → Headphone jack

● Read along with the operating instructions of equipment you are connecting.  
● The recorded sound quality may differ from the original recording.  
● Adjust the recording volume on the source to the desired level.

# Using the timer

Preparation: Select the folder and recording mode (⇐ page 2, 3)

**Timer recording**

- Enter the menu mode
- Select "•••, rEC"
- Set the time

Use [FOLDER/MENU] to select "On"

Use [◀▶] to select the start time

Use [◀▶] to select the end time

Press and hold [FOLDER/MENU]

Preparation: Select the file (⇐ page 2, 3)

**Timer play**

- Enter the menu mode
- Select "▶••, PLAY"
- Set the time

Use [◀▶] to select "On"

Use [◀▶] to select the start time

Press and hold [FOLDER/MENU]

- To cancel the timer ⇒ select "OFF" in step 3-③.
  - To confirm the set time ⇒ From the menu (⇐ page 4), select "•••, rEC" or "▶••, PLAY" and press [▶].
- ! Even when "◀" or "▶" are displayed during timer play, the repeat play or continuous play cannot be used.

# Various functions

**Canceling the operation beep**

- Enter the menu mode
- Select "bBEEP"
- Select "OFF"

Press and hold [FOLDER/MENU] → [◀▶] → [▶] → [◀▶] → [▶]

- To turn operation beep on ⇒ select "On" in step 3.

**Preventing accidental button presses (HOLD)**

In order to prevent accidental operations while recording or while stopped, button operations are ignored.

"hold" is displayed if a button is pressed while hold is on.

To release, move down

While stopped, switch to hold to save the batteries.

# Part names

**Display**

- Recording level (When recording/Remaining memory)
- Recording indicator
- Battery indicator
- Recording mode indicator
- Folder
- File
- Recording (play) elapsed time
- Current time (In standby mode)

**External microphone jack**

**Earphone jack**

**Hold**

**Clip**

**Battery cover**

**Handstrap hole**

**Built-in microphone**

**Recording indicator**

**Recording/stop**

**Display**

**Folder/menu**

**Erase**

**Volume (+, -)**

**Meeting/dictation**

**Recording mode**

**Speaker**

**Play/enter [▶], stop [■], fast forward, rewind/select [◀▶▶]**

## Troubleshooting Guide

Before requesting service, make the following checks. If you are in doubt about some of the check points, or if the remedies indicated in the chart do not solve the problem, see "Product information" on page 8 for assistance.

Symptom	Checkpoints
No operation.	<ul style="list-style-type: none"> <li>The hold function is on. (⇐ page 5)</li> <li>Make sure the battery cover is closed.</li> <li>Make sure the batteries are correctly inserted.</li> <li>Make sure the battery cover is attached to the rubber strap</li> </ul>
"U01" appears on the display.	<ul style="list-style-type: none"> <li>The battery has run down.</li> </ul>
"2004" flashes.	<ul style="list-style-type: none"> <li>Set the time. (⇐ page 1)</li> </ul>
There is no sound from the earphone or it is difficult to hear or noisy.	<ul style="list-style-type: none"> <li>Ensure the plug is inserted firmly.</li> <li>Wipe the plug clean.</li> </ul>
Recording stops.	<ul style="list-style-type: none"> <li>VAS (⇐ page 4) may have functioned.</li> </ul>
"- - -" appears instead of the recording date.	<ul style="list-style-type: none"> <li>Set the time. (⇐ page 1)</li> </ul>
Playback speed is too fast or slow.	<ul style="list-style-type: none"> <li>Set play speed to normal. (⇐ page 4)</li> </ul>
"FULL" appears.	<ul style="list-style-type: none"> <li>There are 99 files in the folder.</li> <li>There is no remaining recording time.                             <ul style="list-style-type: none"> <li>Erase unneeded files. (⇐ page 2, 3)</li> </ul> </li> </ul>
No sound from the speaker.	<ul style="list-style-type: none"> <li>There is no sound when you have connected an earphone.</li> </ul>
Cannot erase a file or folder.	<ul style="list-style-type: none"> <li>The file is locked. (⇐ page 2, 3)</li> <li>The folder is already empty.</li> </ul>
Cannot move a file.	<ul style="list-style-type: none"> <li>You cannot move files to folders that already contain 99 files.</li> <li>You cannot move files from A-D folder to the dictation folder. (⇐ page 3)</li> </ul>
A recording disappeared.	<ul style="list-style-type: none"> <li>Recordings can disappear if the unit receives a shock (e.g. it is dropped), or if the batteries and cover come loose during recording.</li> </ul>
Available recording time does not increase correspondingly after erasing files.	<ul style="list-style-type: none"> <li>This can occur after repeatedly recording and erasing files. Unlock all your files, then erase all folders to remedy this.</li> </ul>
Cannot set timer recording/playback.	<ul style="list-style-type: none"> <li>You can set the timers within 24 hours of the current time.</li> <li>Set the time. (⇐ page 1)</li> </ul>
Timer recording/playback does not work.	<ul style="list-style-type: none"> <li>The settings are canceled if the batteries are removed and the clock settings clear.</li> </ul>
Cannot set timer recording/playback at the same time.	<ul style="list-style-type: none"> <li>When you set both, only the one you set last works.</li> </ul>
Timer recording does not work.	<ul style="list-style-type: none"> <li>You cannot set the timer if there is less than one minute of available recording time.</li> </ul>
Cannot use a battery that can be used on other equipment.	<ul style="list-style-type: none"> <li>This unit determines the battery empty even if there is actually life left in it. This is to preserve the clock and other memory items.</li> </ul>
Cannot select a folder.	<ul style="list-style-type: none"> <li>Press [FOLDER/MENU] briefly. You will enter the menu mode if you hold the button down for 2 or more seconds.</li> </ul>
Sound is distorted.	<ul style="list-style-type: none"> <li>When sound other than voice is recorded, this may occur during playback.</li> </ul>

## Maintenance

- To clean this unit, wipe with a soft, dry cloth.
- Never use alcohol, paint thinner or benzine to clean this unit.
- Before using chemically treated cloth, read the instructions that came with the cloth carefully.

## Specifications

**Power output:** 300 mW (max.)

**Frequency response:** 240 Hz - 5,100 Hz (HQ mode)  
230 Hz - 3,400 Hz (FQ/SP mode)

**S/N:** 36 dB (HQ mode)

**Jack:**

**Output jack;** Earphone, 3.5 mm (1/8 in.); 0.5 mW 16 Ω

**Input jack;** Mic, 3.5 mm (1/8 in.); 0.56 mV plug in power

**Speaker:** 28 mm (1 1/8 in.) 8 Ω

**Power requirement:** DC 3 V  
2 AAA size (LR03, AM-4) batteries

**Dimensions (W×H×D):**

**Max dimensions;** 35.0 × 99.6 × 24.0 mm  
(1 3/8 × 3 29/32 × 1 5/16 in.)  
32.8 × 99.3 × 22.5 mm  
(1 1/8 × 3 29/32 × 7/8 in.)

**Cabinet dimensions;**

**Mass:**

**with batteries;** About 61 g (2.2 oz.)

**without batteries;** About 38 g (1.4 oz.)

**Operational temperature range:** 0°C - 40°C (32°F - 104°F)

**Battery life:** [When used at 25 °C (77 °F) on a flat, stable surface]

Batteries	mode	Play back	Recording
Panasonic alkaline batteries	HQ	About 10 hours	About 15 hours
	FQ/SP	About 12 hours	About 20 hours

•The battery life may be less depending on the operating conditions.

**Note:**

- Specifications are subject to change without notice.
- Mass and dimensions are approximate.

## Care and Use

- Unit**
- Avoid using or placing this unit near sources of heat. Do not leave it in an automobile exposed to direct sunlight for a long period of time with the doors and windows closed.
  - To avoid product damage, do not expose this product to rain, water or other liquids.
  - Do not keep this unit and magnetized cards (bank cards, commuter passes, etc.) close together.
  - The speaker does not have magnetic shielding. Do not place it near televisions, personal computers or other devices easily influenced by magnetism.

### Listening caution



Do not play your headphones or earphones at a high volume. Hearing experts advise against continuous extended play.

If you experience a ringing in your ears, reduce volume or discontinue use.

Do not use while operating a motorized vehicle. It may create a traffic hazard and is illegal in many areas.

You should use extreme caution or temporarily discontinue use in potentially hazardous situations.

Even if your headphones or earphones are the open-air type designed to let you hear outside sounds, don't turn up the volume so high that you can't hear what's around you.

Sound can be deceiving. Over time your hearing "comfort level" adapts to higher volumes of sound. So what sounds "normal" can actually be loud and harmful to your hearing. Guard against this by setting your equipment at a safe level BEFORE your hearing adapts. To establish a safe level:

- Start your volume control at a low setting.
- Slowly increase the sound until you can hear it comfortably and clearly, and without distortion.

Once you have established a comfortable sound level:

- Leave it there.

- Batteries**
- Do not peel off the covering on batteries and do not use if the covering has been peeled off.
  - Align the poles ⊕ and ⊖ correctly when inserting the batteries.
  - Do not mix different types of batteries or old and new batteries.
  - Remove the batteries if you do not intend to use the unit for a long time.
  - Do not throw into fire, short-circuit, disassemble, or subject to excessive heat.
  - Do not attempt to recharge dry cell batteries.
  - Mishandling of batteries can cause electrolyte leakage which can damage items the fluid contacts and may cause a fire. If electrolyte leaks from the batteries, consult your dealer. Wash thoroughly with water if electrolyte comes in contact with any part of your body.

- Allergies**
- Discontinue use if you experience discomfort with the earphones or any other parts that directly contact your skin. Continued use may cause rashes or other allergic reactions.

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One Panasonic Way Secaucus, New Jersey 07094

ONLY FOR U.S.A.

Panasonic Sales Company, Division of Matsushita Electric of Puerto Rico, Inc.,  
Ave. 65 de Infantería, Km. 9.5  
San Gabriel Industrial Park, Carolina, Puerto Rico 00985

## Panasonic Audio Products Limited Warranty

### Limited Warranty Coverage

If your product listed below does not work properly because of a defect in materials or workmanship, Panasonic Consumer Electronics Company or Panasonic Sales Company (collectively referred to as "the warrantor") will, for the length of the period indicated on the chart below, which starts with the date of original purchase ("warranty period"), at its option either (a) repair your product with new or refurbished parts, or (b) replace it with a new or a refurbished product. The decision to repair or replace will be made by the warrantor.

Product or Part Name	Parts	Labor
Radio, Clock Radio, Radio with Tape Player or Recorder, Portable CD Player, IC Recorder, Headphone Stereo, Tape Recorder, Speaker	One (1) Year	One (1) Year
Rechargeable batteries (in exchange for defective item)	Ten (10) Days	Not Applicable
SD Memory Card (in exchange for defective item)	Ninety (90) Days	Not Applicable

During the "Labor" warranty period there will be no charge for labor. During the "Parts" warranty period, there will be no charge for parts. You must mail-in your product during the warranty period. This Limited Warranty excludes both parts and labor for batteries, antennas, and cosmetic parts (cabinet). This warranty only applies to products purchased and serviced in the United States or Puerto Rico. This warranty is extended only to the original purchaser of a new product which was not sold "as is". A purchase receipt or other proof of the original purchase date is required for warranty service.

### To obtain service in the U.S.A. please contact:

Panasonic Services Company, Panasonic Plus Department  
20421 84th Avenue South  
Kent, WA 98032  
Tel: 1-800-833-9626 Fax: 1-800-237-9080

For assistance in Puerto Rico call Panasonic Sales Company (787)-750-4300 or fax (787)-768-2910. When shipping the unit carefully pack and send it prepaid, adequately insured and preferably in the original carton. Include a letter detailing the complaint and provide a day time phone number where you can be reached.

### Customer Services Directory

Obtain Product Information and Operating Assistance: locate your nearest Dealer or Servicenter; purchase Parts and Accessories; or make Customer Service and Literature requests by visiting our Web Site at: <http://www.panasonic.com/support> or, contact us via the web at: <http://www.panasonic.com/contactinfo> You may also contact us directly at: 1-800-211-PANA (7262), Monday-Friday 9 am-9 pm; Saturday-Sunday 10 am-7 pm, EST.

For hearing or speech impaired TTY users, TTY: 1-877-833-8855

## Product service

- Damage requiring service**—The unit should be serviced by qualified service personnel if:
  - Objects or liquids have gotten into the unit; or
  - The unit has been exposed to rain; or
  - The unit does not operate normally or exhibits a marked change in performance; or
  - The unit has been dropped or the cabinet damaged.
- Servicing**—Do not attempt to service the unit beyond that described in these operating instructions. Refer all other servicing to authorized servicing personnel.
- Replacement parts**—When parts need replacing ensure the servicer uses parts specified by the manufacturer or parts that have the same characteristics as the original parts. Unauthorized substitutes may result in fire, electric shock, or other hazards.
- Safety check**—After repairs or service, ask the servicer to perform safety checks to confirm that the unit is in proper working condition.

## Product information

For product information or assistance with product operation: In the U.S.A., contact the Panasonic Customer Call Center at 1-800-211-7262, or the website <http://www.panasonic.com/contactinfo>, or the website (<http://www.panasonic.com/support>). In Canada, contact the Panasonic Canada Inc. Customer Care Centre at 905-624-5505, or visit the website ([www.panasonic.ca](http://www.panasonic.ca)), or an authorized Servicentre closest to you.

The serial number of this product can be found on the back of the cassette compartment cover or inside the battery compartment. Please note it in the space provided below and keep as a permanent record of your purchase to aid identification in the event of theft.

MODEL NUMBER RR-QR160

SERIAL NUMBER \_\_\_\_\_

### User memo:

DATE OF PURCHASE \_\_\_\_\_

DEALER NAME \_\_\_\_\_

DEALER ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_