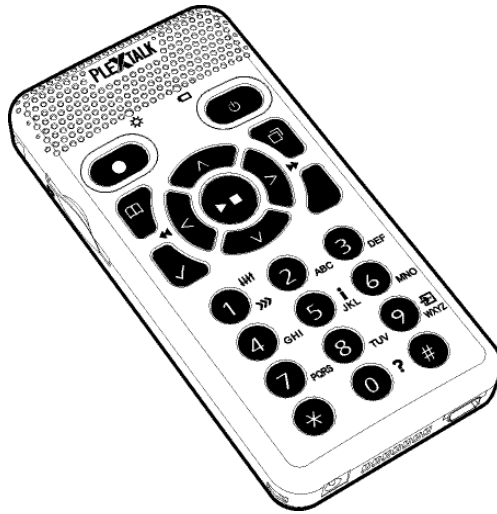


# PLEXTALK®

## PLEXTALK POCKET PTP1

### Ver. 4

## User's Guide



Manual revision 4.0  
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# IMPORTANT NOTICES

## FCC NOTICE

### Declaration of Conformity

Model Number: PTP1

Trade Name: PLEXTALK

Responsible party: Shinano Kenshi Co., Ltd.

Address: 1078, Kami-maruko, Ueda-shi, Nagano-ken 386-0498  
JAPAN

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 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 communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does 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.

**CAUTION:**

Any changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**Canadian Department of Communications Statement**

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

**CAUTION:**

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

# TABLE OF CONTENTS

<b>IMPORTANT NOTICES .....</b>	<b>2</b>
FCC NOTICE .....	2
Canadian Department of Communications Statement .....	3
<b>TABLE OF CONTENTS .....</b>	<b>4</b>
<b>1. Legal and copyright information.....</b>	<b>8</b>
1.1. Copyright information about this guide.....	8
1.2. Licenses and trademarks.....	8
1.3. Restrictions on copying or recording.....	8
<b>2. Getting started.....</b>	<b>10</b>
2.1. Terminology and conventions used.....	10
2.2. What you get in the box.....	10
2.3. Description of the unit.....	11
2.4. Inserting the battery.....	15
2.5. Charging PLEXTALK.....	16
2.6. Maintenance and battery care.....	16
2.7. Turning PLEXTALK on and off.....	18
2.8. Key Describer function.....	19
2.9. Key Lock function.....	19
2.10. Inserting and ejecting SD card.....	19
<b>3. Introduction to the menu system.....</b>	<b>21</b>
3.1. Main menu.....	21
3.2. Accessing and navigating the menu.....	21
3.3. Shortcut for the menu selection.....	22
<b>4. Setting up your PLEXTALK.....</b>	<b>23</b>
4.1. Selecting your preferred synthetic voice.....	23
4.2. Setting the text to speech pitch.....	23
4.3. Setting the date and time.....	24
4.4. Selecting a preferred waiting sound.....	24
4.5. Selecting the Key Press Confirmation Sound.....	25
<b>5. Power management features.....</b>	<b>26</b>
5.1. Battery low warning.....	26
5.2. Automatic power off function.....	26
5.3. Compulsory power off function.....	26
5.4. Sleep timer function.....	27
<b>6. Playing features common to all formats.....</b>	<b>28</b>
6.1. Start and stop playback.....	28

6.2. Fast forward or fast rewind. ....	28
6.3. Changing the playback volume. ....	29
6.4. Changing the playback speed. ....	29
6.5. Changing the audio tone. ....	30
6.6. Changing the guide volume. ....	30
6.7. Changing the guide speed. ....	31
6.8. Accessing the Navigation menu. ....	31
6.9. Selecting the media and title. ....	31
6.10. Title navigation. ....	32
6.11. Folder and category navigation. ....	33
6.12. Getting information about media and title. ....	34
6.13. Getting information on the current status. ....	34
6.14. Selecting a playback mode. ....	35
6.15. Using bookmarks. ....	35
6.16. Understanding how PLEXTALK groups files and folders. ...	39
<b>7. Playing DAISY titles. ....</b>	<b>40</b>
7.1. Heading navigation. ....	40
7.2. Moving to the beginning or end of the title. ....	41
7.3. Page navigation. ....	41
7.4. Group navigation. ....	42
7.5. Phrase navigation. ....	42
7.6. Navigating by screen, paragraph, line, sentence, spell, word or character in case of DAISY text mode. ....	42
7.7. Navigating by percentage. ....	43
7.8. Playback mode. ....	43
<b>8. Playing Audio Files or Music CDs. ....</b>	<b>44</b>
8.1. Track navigation. ....	44
8.2. Album navigation. ....	45
8.3. Playback mode. ....	45
8.4. Announcing albums and tracks by name or number. ....	46
8.5. About playing sequences. ....	46
8.6. Restrictions on Audio Files. ....	47
<b>9. Playing Text Files. ....</b>	<b>48</b>
9.1. Navigating by screen, paragraph, line, sentence, spell, word or character. ....	48
9.2. Navigating by percentage. ....	48
9.3. Playback mode. ....	49
<b>10. Playing Audio Book. ....</b>	<b>50</b>
<b>11. Recording a DAISY title. ....</b>	<b>51</b>

11.1.	Basic information about recording with PLEXTALK. ....	51
11.2.	Recording hardware.....	51
11.3.	Recording media.....	52
11.4.	Recording states. ....	52
11.5.	Basic recording technique.....	53
11.6.	Muting the guide speech when recording. ....	53
11.7.	Connecting and selecting an input source. ....	54
11.8.	Selecting a recording mode and sound quality setting.....	56
11.9.	Selecting the title to record into.....	59
11.10.	Setting the recording level. ....	59
11.11.	Using the level monitor. ....	61
11.12.	Turning the recording monitor on and off.....	61
11.13.	Getting recording information.....	62
<b>12.</b>	<b>Editing a DAISY title.....</b>	<b>63</b>
12.1.	Editing heading markers during recording. ....	63
12.2.	Setting a heading after recording.....	63
12.3.	Cancelling a heading setting after recording.....	64
12.4.	Removing a section or multiple sections.....	64
<b>13.</b>	<b>Media management features.....</b>	<b>66</b>
13.1.	Erasing an SD card.....	66
13.2.	Creating a new title.....	66
13.3.	Deleting a title.....	67
13.4.	Preparing to edit a DAISY title.....	67
13.5.	Building a DAISY title.....	68
<b>14.</b>	<b>Using PLEXTALK's Voice Memo functions.....</b>	<b>70</b>
14.1.	Recording a new Voice Memo.....	70
14.2.	Reviewing existing Voice Memos.....	70
14.3.	Back up Voice Memos to SD card.....	71
14.4.	Deleting Voice Memos.....	71
<b>15.</b>	<b>Backup.....</b>	<b>73</b>
15.1.	General backup information.....	73
15.2.	Back up Voice Memos.....	73
15.3.	Backup a DAISY title, album or text from an SD card to an external USB media.....	74
15.4.	Backup a DAISY title, album or text from an external USB media to an SD card.....	74
15.5.	Backup time for music CD.....	75
<b>16.</b>	<b>Using PLEXTALK as an SD card drive.....</b>	<b>76</b>

16.1. What can PLEXTALK be used for when connected to a personal computer? .....	76
16.2. Connecting PLEXTALK to a computer as an external drive. ....	76
16.3. Disconnecting PLEXTALK from a computer. ....	77
<b>17. Network function. ....</b>	<b>78</b>
17.1. Network setting. ....	78
17.2. Confirmation of the network settings. ....	79
17.3. Network folder function. ....	79
<b>18. Other useful features. ....</b>	<b>81</b>
18.1. Accessing the built in help file. ....	81
18.2. Checking system properties. ....	81
18.3. Reset PLEXTALK to factory defaults. ....	81
<b>Appendix A - Main Specifications. ....</b>	<b>83</b>
<b>Appendix B - Menu Hierarchy. ....</b>	<b>88</b>
<b>Appendix C - Troubleshooting. ....</b>	<b>91</b>
<b>Appendix D - Technical data about recording modes and sound qualities. ....</b>	<b>94</b>
1. Recording mode settings. ....	94
2. Settings for preset recording modes. ....	94
3. Available settings for Custom mode. ....	95
4. Available recording time for the specified sound qualities. ....	96

# **1. Legal and copyright information.**

This chapter contains important information regarding copyright, licences and trademarks. It also outlines the restrictions, which apply when using the PLEXTALK for copying or recording digital sound. You are strongly advised to read this chapter thoroughly before continuing.

## **1.1. Copyright information about this guide.**

Shinano Kenshi reserves the right to modify the products described in this guide at any time without prior notice.

Shinano Kenshi makes no representation or warranties with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Further, Shinano Kenshi Co., Ltd. reserves the right to revise this guide and to make changes in its content, without obligation to notify any person or organization of such revision or change.

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## **1.2. Licenses and trademarks.**

All licenses and trademarks are the property of their respective owners.

## **1.3. Restrictions on copying or recording.**

Before using your PLEXTALK, you should review the following important information to ensure that you understand the legal restrictions that apply to its use for certain operations.

### **1.3.1. General information.**

This PLEXTALK device is designed to help you record and reproduce sound works, to which you own the copyright, or where you have gained permission from the copyright owner or the rightful licensor. Unless you own the copyright or have gained the appropriate permission from the copyright owner or the rightful licensor, your unauthorized recording, reproduction or distribution thereof, may result in severe civil and criminal penalties under copyright laws and international copyright treaties. If you are uncertain about your rights, contact your legal advisor.

Under no circumstances will Shinano Kenshi be responsible for the consequences of any illegal copying performed using this PLEXTALK recorder.

### **1.3.2. Music CDs.**

Copies of Music CDs are for individual enjoyment and, under the Copyright Act, cannot be used otherwise, without the authorization of the copyright holder.

## 2. Getting started.

### 2.1. Terminology and conventions used.

This section details the terminology and conventions used throughout this guide. The details are as follows:

- **WARNING:** A warning notice denotes a hazard that could result in personal injury.
- **CAUTION:** A caution notice denotes a hazard that could damage or destroy the PLEXTALK product, destroy the recording media, destroy or affect your data or computer configuration.
- **Note:** A note is used to give additional important information about a feature that has not already been mentioned. Generally these are listed after the instructions for reference.
- **SD Card:** The PLEXTALK is able to use both "SD" and "SDHC" cards. In this User's Guide, both cards are called "SD cards".

### 2.2. What you get in the box.

Below is a list of all the items you should find in the box with your PLEXTALK. Please make sure that all items are included. If there are any missing items, please contact your local agent.

- 1 PLEXTALK Pocket
- 1 SD Card 2GB (**Note:** The SD card will come already inserted in the unit.)
- 1 AC adaptor
- 1 Rechargeable battery
- 1 Set of stereo headphones
- 1 USB cable (long) for connecting to a computer
- 1 USB cable (short) for connecting to a USB peripheral

- 1 Pouch
- 1 User's Guide CD
- 1 Quick Reference guide
- 1 Safety Instruction guide

**Note:** It is strongly recommended that you retain all packaging, in case you need to return your PLEXTALK for any reason in the future.

## **2.3. Description of the unit.**

This section describes the physical look of the PLEXTALK and the layout of the keys and other controls to enable you to locate them when referred to in later chapters. The names and main purposes are also detailed here.

Whilst holding the unit carefully, take a few moments to locate the front of the unit. The front has the microphone and speaker grill at one end and 23 keys arranged across the rest of the surface. Turn the unit so that you are holding it with the keys uppermost and with the grill away from you. The PLEXTALK should now be set up in its normal operating position. Keep the unit in this position as the physical layout is described.

### **2.3.1. Front face.**

The grill that you used to orientate the unit is where the internal speaker and the built in microphone are located. The speaker is on the right and the microphone is in the centre.

Just below the grill, in the centre, there are 2 LEDs. The one on the left is the Power LED. It should be off when the unit is turned off. It becomes orange while booting up. It shows green when the unit is on. The one on the right is the Battery LED and indicates the charging status. It is off when the PLEXTALK is operating on battery power. During charging Phase 1, it will show a red light. During charging Phase 2, it will alternate between red and green, and when the battery is fully charged, it turns solid green.

Below the grill, to the left and right of the LEDs, there are two oval buttons. The key on the left is coloured red and is the Record key, used for DAISY recording, Voice memo recording and for recording Voice Bookmarks. The key on the right is coloured green and is the Power key, used for power on/off and for setting the sleep timer. In the centre of this key there are two prominent tactile dots.

Below the Record key and the Power key, there are 4 function keys - 2 on the left and 2 on the right of the unit. The upper left key is the GoTo key, used for page and heading navigation. The lower left key is the Bookmark key, used for bookmark navigation, insertion and deletion. The upper right key is the Menu key, used to access the main menu. Press and hold this key to turn on or off the Key Describer mode. The lower right key is the Title key, used for changing the title or media.

In between the 4 function keys, at the centre of the unit, is the circular Play/Stop key surrounded by four arrow keys - Up, Down, Left and Right. The Play/Stop key is slightly indented and is coloured blue. It is used to start/stop playback and acts as the Enter key for some operations. The Up key is used for moving up in the list of navigation options. It is also used for increasing the speed and tone settings or to cancel an operation. The Down key is used for moving down in the list of navigation options. It is also used for decreasing the speed and tone settings or to act as the Enter key for some operations. The Left key is used for moving left in menus or to move back in a title. Press and hold the key for fast rewind. The Right key is used for moving right in menus or to move forward in a title. Press and hold the key for fast forward.

Below the function and arrow keys are a further 12 small circular keys, arranged in 4 rows of 3 keys. These are generally called the Number Pad. The Number Pad is laid out exactly like a push button telephone keypad. The first row has numbers 1, 2 and 3. The second row has numbers 4, 5 and 6. The third row has numbers 7, 8 and 9 and the fourth row has the Star key, Number 0 key and the Pound/Hash key. The number 5 key has a small raised dot on it to help you locate it.

Some of the keys have secondary functions and these are listed below:

- Number 1 = Change speed or tone in combination with the Up or Down key
- Number 5 = Information key. Press once for a list of information. Press repeatedly to step quickly through the list of information. Press and hold to get the current date and time
- Number 9 = Backup
- Number 0 = Help. Press once to enter or exit the built in help file.
- Star = Undo/Cancel
- Pound/Hash = Redo/Enter

Throughout this guide, the term "Enter key" refers to the Play/Stop key, the Down key or the Pound/Hash key. The term "Cancel key" refers to the Up key or the Star key.

### **2.3.2. Top edge.**

On the top edge of the PLEXTALK, there are 2 sockets - one towards the left side and one in the centre. The socket on the left is for an external microphone and line in and the centre socket is for headphones. All sockets take 3.5mm diameter stereo mini jack plugs.

In the top left corner, there is a small hole which is designed for fitting a carrying strap if required.

### **2.3.3. Left edge.**

On the left edge of the unit, roughly level with the Record key, there is a slot for the SD card.

### **2.3.4. Right edge.**

On the right edge of the unit, there are 2 switches. The upper switch is for increasing and decreasing the volume. Pushing the switch towards the top of the unit, increases the volume. Pulling the switch towards the bottom of the unit, decreases the volume.

The lower switch is the Key Lock key. This is to prevent accidental activation of any other key, including the Power key. Pushing the switch toward the top of the unit locks all keys. Pulling the switch toward the bottom of the unit releases the lock.

### **2.3.5. Bottom edge.**

There are 2 items on the bottom edge of the unit. On the left is a small round hole in a square-shaped housing. This is the DC input terminal. On the right is a slightly smaller rectangular slot. This is the USB socket.

### **2.3.6. Back face.**

Carefully turn over your PLEXTALK and hold it face down in one hand, keeping the end with the grill away from you.

In the centre of the Back face, there are 2 raised ridges. These are at the top end of the battery cover. Towards the bottom edge of the unit, but still on the Back face, there is a rectangular button which is flush with the surface. This button is at the bottom edge of the battery cover and is used to release the cover.

To remove the battery cover, press down firmly on the rectangular button with the tip of a finger. At the same time, use the thumb of your other hand, on the 2 ridges, to slide the battery cover towards the bottom edge of the unit. It should release fairly easily but you may need to practice a couple of times to master the technique.

## 2.4. Inserting the battery.

In order to insert or replace the battery, do the following:

- Turn off the power and remove the power adapter.
- Remove the battery cover, as described in the previous section, and lay the PLEXTALK and battery cover to one side.
- Locate the new battery and orientate it so that the one edge, which is completely smooth, is facing away from you and the edge, which has 2 obvious projections on it, is facing to your right. These two projections are the battery terminals.
- Assuming that you have done this correctly, there should be 2 further projections, one either side of the bottom left corner. Note these as these are useful when trying to remove the battery later.
- Pick up the PLEXTALK, ensuring that the front face is downwards and the battery housing is towards you. Carefully insert the battery, keeping the two battery terminals on the leading edge. This should mean that you are introducing the battery from left to right across the battery housing.
- Push the battery terminals gently into place and then press down gently on the left side of the battery and it should slip easily into the housing. Do not use force to insert the battery as this should not be necessary.
- Place the battery cover over the battery housing, around 1 centimetre from its normal position. Gently slide the cover back up towards the top of the unit until the rectangular button pops up into the locked position.

**WARNING:** You should only use the recommended battery with this unit. Failure to do so may cause an explosion or fire.

**Note:** To remove an old battery, gently lift the bottom left corner of the battery using a fingernail under one of the 2 projections that are on the bottom left corner and then lift it carefully out of the housing. This takes a bit of practice but is simple once you understand the technique.

## 2.5. Charging PLEXTALK.

In order to charge the internal battery, you need to connect the PLEXTALK to the mains supply or to a computer using the supplied USB cable. Do this as follows:

- Place the PLEXTALK face up in its normal operating position.
- To charge the battery using mains power, plug the supplied AC adapter into the power input terminal on the bottom left edge of the unit. Then plug the power adaptor into the mains socket. Charging will start.
- To charge the battery using the USB connection, plug the smaller end of the long USB cable into the USB socket on the bottom right edge of the PLEXTALK. Then plug the wider end of the cable into a spare USB socket on a computer. Ensure that the computer is turned on and charging will start.

**CAUTION:** Never use force when connecting the USB cable as you may damage the cable in the process.

**Note:** The charging via a USB cable works during power off.

## 2.6. Maintenance and battery care.

### 2.6.1. Unit care.

Carefully wipe any dust and dirt from the PLEXTALK with a soft cloth that has been slightly dampened with a diluted, neutral detergent, then wipe dry with a cloth.

**WARNING:** Always disconnect the PLEXTALK from the mains supply before cleaning.

### 2.6.2. Battery care.

In order that you get the most out of your rechargeable battery, you should take careful note of the following points:

- The battery will normally take 4 hours to fully charge. However, when using your PLEXTALK for the first time, or after one month of storage, you should connect to a mains power supply for at least 24 hours.
- If the PLEXTALK is not to be used for over a month, remove the battery and store it in a cool place with low humidity.
- The battery life depends on how frequently it is used and recharged. Its capacity to store charge reduces over time. When the usable time following a charge becomes too short for practical use, replace the battery with a new one. These can be purchased from your local agent. Your agent should also be able to give you advice about recycling and disposal of used batteries.
- The usable time may be affected by the ambient temperature and working environment.

In order to maintain battery performance, the following procedure should be carried out every six months:

- Fully charge the battery.
- Use on battery power until dead.
- Recharge.

### **2.6.3. Crossed-out dustbin mark.**

Symbol mark called "crossed-out dustbin mark" is printed on the surface of the battery and on the inside of the battery housing.



**Note:** This symbol mark is valid only for EU countries.

This symbol mark is according to the directive 2006/66/EC. This symbol means that batteries and accumulators, at their end-of-life, should be disposed of separately from regular municipal waste. If a chemical symbol is printed beneath the symbol shown above, this chemical symbol means that the battery or accumulator contains a heavy metal at a certain concentration listed below.

Hg: mercury (0.0005%)

Cd: cadmium (0.002%)

Pb: lead (0.004%)

These substances may cause serious hazards to human and the global environment if not cared in an appropriate manner. In the European Union there are separate collection systems for used batteries and accumulators. Please dispose of batteries and accumulators properly at your local community waste collection or recycling center. Our product is designed and manufactured with battery and accumulator components which can be recycled or reused.

## 2.7. Turning PLEXTALK on and off.

To turn the unit on or off, do the following:

- Press and hold down the Power key to turn the unit on. When the power is on, the left LED will turn orange and then green.
- Press and hold the Power key to turn off the unit.

**Note:** The booting up process should take approximately 30 seconds when the unit is first use or after the battery has been replaced.

**Note:** When you turn off the power, if you do not hold the key down long enough, the Sleep Timer will be activated.

**Note:** If Key Lock switch is on, the Power key will not function.

## **2.8. Key Describer function.**

As its name implies, the Key Describer function allows the user to get a description of any key on the PLEXTALK.

- Turn on the Key Describer by pressing and holding down the Menu key for around 5 seconds. Now press any key on the unit and a description of its function will be spoken.
- Turn off the Key Describer function by pressing and holding down the Menu key for around 5 seconds.

## **2.9. Key Lock function.**

Key Lock can be used to lock the keys and controls so that they can't be accidentally operated.

- To apply the lock, push the Key Lock switch towards the top of the unit.
- To unlock the PLEXTALK, pull the Key Lock switch towards the bottom of the unit.

## **2.10. Inserting and ejecting SD card**

To insert the SD card, do the following:

- Turn off the power.
- Hold the SD card so that the cut off corner may be located at the front right corner. In other words, the cut off corner should be nearest to the bottom of the unit.
- Insert the SD card into the card slot on the left edge of the unit.
- Press the card all the way into the slot ensuring that it engages properly, with the outer edge flush with the body of the PLEXTALK. Do not use excessive force when doing so.

To eject the SD card, do the following:

- Turn off the power.
- Push the SD card inwards and then release it. The card should pop out leaving the outside edge of the card protruding.
- Carefully grip the card and pull it out of the slot.

**CAUTION:** The PLEXTALK's SD card slot is only compatible with SD or SDHC cards. Inserting other memory card such as a Memory Stick or MultiMedia Card, will cause a malfunction and should not be used.

**Note:** SD cards have a locking switch which enables you to protect your data if you want. This is located on the left side of the card away from the cut off corner. If the switch is towards the leading edge of the card, you will be able to record and delete titles. If the switch is away from the leading edge, your data will be protected.

### **3. Introduction to the menu system.**

A number of the features of the PLEXTALK are accessed through the built in menu system. This chapter aims to give you an understanding of how the menu is structured and how you access it.

#### **3.1. Main menu.**

At the highest level there is the Main Menu which has 7 items. These are:

- Edit - allows simple editing of a DAISY recording.
- Recording Settings - allows you to select from a variety of recording settings or to set your own customized settings.
- Playback Settings - allows you to select whether you want to listen to a title repeatedly or not.
- Bookmark - allows you to specify how Voice Bookmarks play and allows you to delete all bookmarks.
- Voice Memo - keep short Voice Memos.
- Media Management - allows you to get media information, build recorded DAISY titles, erase SD card data and so on.
- System settings - allows you to get system information and to control the way certain features operate or play.

#### **3.2. Accessing and navigating the menu.**

To navigate around the menu, use the following methods:

- Access the menu by pressing the Menu key once.
- To select a different option on the same level of the menu, press either the Left key to move to the left or the Right key to move to the right. As you move to a new menu option, it will be spoken.

- On all menus, if you continue in the same direction, you will eventually return to the starting point as the menus are designed to loop round.
- To select a menu option, press the Down key or the Enter key. Assuming that there is a sub menu, and it is accessible at that time. This will take you down one level in the menu structure and leave you on the relevant sub menu.
- To move up one level in the menu, press the Up key.
- To exit immediately from the menu system, from any level in the structure, press the Menu key.

### **3.3. Shortcut for the menu selection.**

You can register and select a specific menu item with Number Pad.

To register the specific menu item, do the following:

- Press the Menu key and go to the menu item you want to register.
- While pressing and holding the Menu key, press and hold your favorite Number Pad until confirmation sound. Then the PLEXTALK will register the specific menu item with this number.

To select the specific menu item directly, do the following:

- While pressing and holding the Menu key, press and release the registered Number Pad. Then you can select the specific menu item.

## 4. Setting up your PLEXTALK.

### 4.1. Selecting your preferred synthetic voice.

You are given the choice of two synthetic voices for the text to speech voice.

To select your preferred text to speech voice, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select the text to speech voice" option and select it by pressing the Enter key.
- Use the Left or Right key to select your preferred voice and confirm it by pressing the Enter key.
- PLEXTALK will make your selection the new default setting and will exit the menu system.

**Note:** If you change languages, the PLEXTALK will restart.

### 4.2. Setting the text to speech pitch.

To adjust the pitch of the built in text to speech voice, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Set the text to speech pitch" option and select it by pressing the Enter key.
- Use the Left or Right key to choose your preferred pitch setting, in the range from -5 to +5, with 0 being the normal setting, and select it by pressing the Enter key.

### 4.3. Setting the date and time.

To set the date and time for the internal clock, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Select the "Set the system date and time" option from the menu and press Enter.
- Use the Number Pad to enter the current year with four digits and press Enter, or just press Enter to accept the current setting.
- Use the Number Pad to enter the current month with one or two digits and then press Enter, or just press Enter to accept the current setting.
- Use the Number Pad to enter the current day with one or two digits and then press Enter, or just press the Enter key to accept the current setting.
- Use the Number Pad to enter the current time with four digits and press Enter. Use leading zeros where necessary.
- If you wish to select the AM or PM setting, before pressing the Enter key, use the Left or Right keys to make your selection.
- By way of confirmation, the date and time that you have just entered will be spoken back to you.

**Note:** When entering incorrect number, press the Cancel key to clear the input number.

**Note:** To check the current date and time, press and hold down the Number 5 key.

### 4.4. Selecting a preferred waiting sound.

When the PLEXTALK is busy, such as when it is accessing a media, it plays a sound to indicate that it is carrying out that action.

To select your preferred waiting sound, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select the waiting sound" option and select it by pressing the Enter key.
- Use the Left or Right key to listen to the available options and press the Enter key when you are on the waiting sound you prefer.

#### **4.5. Selecting the Key Press Confirmation Sound.**

The PLEXTALK gives you two choices of Key Press Confirmation Sound on or off.

To select the Key Press Confirmation Sound, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select the Key Press Confirmation Sound" option and select it by pressing the Enter key.
- Use the Left or Right key to select between "Key Press Confirmation Sound On" and "Key Press Confirmation Sound Off", and select it by pressing the Enter key.
- The PLEXTALK will make your selection the new default setting and will restart.

## **5. Power management features.**

### **5.1. Battery low warning.**

When the PLEXTALK is operating on battery power and the power level drops to a level where it needs to be recharged, the PLEXTALK will say "Low battery." Then player will shut down in one minute. If you wish to continue to use the PLEXTALK, you need to plug in the AC adaptor.

### **5.2. Automatic power off function.**

In order to save battery power, the PLEXTALK will automatically shut down after 15 minutes of inactivity even if the battery level is still OK.

**Note:** The PLEXTALK will not automatically shut down if it is running on mains power.

### **5.3. Compulsory power off function.**

If for any reason, the PLEXTALK will not shut down or you are not able to navigate with any keys, you can try using the compulsory power off function, as an alternative to removing the battery.

To use the compulsory power off feature, press and hold down the Power key for more than 10 seconds, then release the Power key. The PLEXTALK should shut down.

**Note:** If this method does not work, and your PLEXTALK is still powered on, you should plug off the AC adaptor, remove the battery and insert the battery again.

## **5.4. Sleep timer function.**

The Sleep Timer feature enables you to specify an amount of time, after which, the PLEXTALK will shut down.

### **5.4.1. Setting the sleep timer.**

To set the sleep timer, do the following:

- Quickly press and release the Power key. The PLEXTALK will say, "Sleep timer. 15 minutes. Set."
- Press and release the Power key again to increase the time for shutting down. The Sleep Timer setting will increase as 30 minutes, 45 minutes, 1 hour, 1 hour 30 minutes, and 2 hours for each press.

### **5.4.2. Cancelling the sleep timer.**

To cancel the sleep timer, do the following:

- Quickly press and release the Power key. The PLEXTALK will tell you that the sleep timer is currently on and the number of minutes remaining before shut down.
- Keep pressing the Power key repeatedly until the PLEXTALK says "Off".

## 6. Playing features common to all formats.

The PLEXTALK is able to play DAISY titles, Audio Files, Text Files and Audio book.

- The PLEXTALK is able to recognise and play audio files in the following file formats: MP3, Wave, WMA, AMR-WB+ and Ogg Vorbis.
- Text files are files that are either in plain text format, in Microsoft Word .doc format or in HTML format.
- Audio books are files that came from "Audible.com".

**Note:** If a CD has multiple kinds of content, for example, DAISY files and Audio files, the PLEXTALK will recognize one kind of content only.

**Note:** Word files and WMA files on external USB CD/DVD media are unable to play.

### 6.1. Start and stop playback.

To start or stop playback, do the following:

- To start playback, press the Play/Stop key. The PLEXTALK will start playback from the position where it was stopped previously.
- To stop playback, press the Play/Stop key.

### 6.2. Fast forward or fast rewind.

The fast rewind and fast forward features use the Left and Right keys either side of the Play/Stop key.

- To fast rewind, press and hold down the Left key. Playback will start when you release the key.

- To fast forward, press and hold down the Right key. Playback will start when you release the key.

When you play a DAISY book with audio or Audio file, as you hold down the Left and Right key, the fast rewind or fast forward will skip 5 seconds, 10 seconds, 20 seconds, 30 seconds, 1 minute, 5 minutes, 10 minutes, 20 minutes and so on. If the key is released before the "10 minutes" option is spoken, playback will start at the place the key is released. If the key is released after this point, the fast rewind or fast forward will continue until the Play/Stop key is pressed to stop the process. Playback will then start automatically.

### **6.3. Changing the playback volume.**

The volume can be set on a scale from 0 to 25, in steps of 1, with 0 being silent and 25 being the Highest possible setting. The volume of the guide speech is also adjusted in conjunction with the playback volume.

- To increase the playback volume, either push the Volume switch up repeatedly, increasing the level by 1 setting each time, or push and hold the Volume switch up until the volume reaches the desired level.
- To decrease the playback volume, either pull the Volume switch down repeatedly, decreasing the level by 1 setting each time, or pull and hold the Volume switch down until the volume reaches the desired level.

### **6.4. Changing the playback speed.**

There are 11 speed settings ranging from minus 2 to plus 8, which can be adjusted 1 level at a time. The normal speed is at the 0 position. Minus 2 is half of normal speed, plus 4 is double speed and plus 8 is triple speed.

- To increase the playback speed, press the Number 1 key once and then press the Up key.

- To decrease the playback speed, press the Number 1 key once and then press the Down key.

**Note:** Pressing and holding the Up or Down key, will cause the speed setting to change rapidly in the selected direction.

## 6.5. Changing the audio tone.

There are 13 tone settings ranging from minus 6 to plus 6, which can be adjusted 1 level at a time.

- To increase the tone, press the Number 1 key twice and then press the Up key.
- To decrease the tone, press the Number 1 key twice and then press the Down key.

**Note:** Pressing and holding the Up or Down key, will cause the tone setting to change rapidly in the relevant direction.

## 6.6. Changing the guide volume.

The volume of the guide speech can be changed. There are 11 volume settings ranging from minus 5 to plus 5, which can be adjusted 1 level at a time.

To set the guide volume, do the following:

- Press the Number 1 key three times.
- Press the Up key to increase the guide volume or press the Down key to decrease the guide volume.

**Note:** When the playback volume is changed, the volume of the guide speech is also changed proportionally corresponding to the playback volume.

## **6.7. Changing the guide speed.**

The speed of the guide speech can be changed independently from the playback speed. There are 11 speed settings ranging from minus 2 to plus 8, which can be adjusted 1 level at a time.

To set the guide speed independently, do the following:

- Press the Number 1 key four times.
- Press the Up key to increase the guide speed or press the Down key to decrease the guide speed.

## **6.8. Accessing the Navigation menu.**

One of the most useful features of the PLEXTALK is the ability to choose how you want to navigate.

To use the Navigation Menu, do the following:

- Use the Up or Down keys to move upwards or downwards in the navigation menu. The items you hear spoken are the options available to you from the Navigation Menu at that time.
- Having selected your preferred navigation method, you can now use your Left or Right key to move backwards or forwards at your chosen level of navigation.
- For example, if you go to the "Level 1" option with your Up or Down key, and then use your Left or Right key, you will be able to move backwards or forwards to the next Level 1 heading.

## **6.9. Selecting the media and title.**

At times you may wish to switch from using an SD card to the USB media or vice versa. You can do this as follows:

- Press the title key repeatedly until your desired media is announced. PLEXTALK will move sequentially through the 3 available options, "SD card", "USB" and "Voice Memo".
- After your desired media is announced, use the Left or Right key to move through the available contents on that media.
- When you are on the item you wish to play, press the Play/Stop key and playback will start at the last playing position in that item.

## 6.10. Title navigation.

In situations where there are multiple items on the SD card or USB media, you may wish to switch from the item you are currently reading to different one.

To navigate by title, do the following:

- Press the Title key repeatedly until you hear the media you want to go to.
- Press the Left or Right key to move sequentially through the available titles.
- If you wish to play the selected title, press the Play/Stop key. Playback will start from the position in the title where it was stopped previously.

To go to a title directly, do the following:

- Press the Title key repeatedly until you hear the media you want to go to.
- Press the Left or Right key to move to the category of the title.
- Type in the number of the title you wish to go to, and press the Enter key.
- Press the Enter key again to play the title.

To select the title you played recently, do the following:

- Press the title key.

- Press the GoTo key to select the "recent titles list".
- Press the Left or Right key to move through the list and press the Enter key to play the title.

**Note:** The recent titles list can memorize maximum 50 titles.

## 6.11. Folder and category navigation.

To navigate by folders, do the following:

- Press the Title key repeatedly until you hear the media you want to go to.
- Press the Up key once to select folder navigation. The PLEXTALK will say "Select folder".
- Press the Left or Right key to move sequentially through the available folders.
- If this folder contains the title you wish to play, press the Down key to change to title navigation. The PLEXTALK will say "Select title".
- Press the Left or Right key to move through the titles in the folder.
- If you wish to play the selected title, press the Play/Stop key. Playback will start from the position in the title where it was stopped previously.

**Note:** All Audio Files will be grouped into a single logical folder called "Audio". To enter this folder, you need to press Enter first, before selecting "Album" or "Track" from the Navigation Menu.

To select a specific title by the Number Pad, do the following:

- Press the Title key repeatedly until you hear the media you want to go to.
- Press the Up key twice to select category navigation. The PLEXTALK will say "Select category".

- Press the Left or Right key to move sequentially through the available categories, which are "DAISY title", "Audio", "Text" and "Audio book".
- Using the Number Pad, type in the number of the title you wish to go to.
- Press the Enter key to play or the Cancel key to clear your entry.
- Press the Enter key again to play the title.

## **6.12. Getting information about media and title.**

To get a variety of information about the current media and title, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Media title Information" option and select it by pressing the Enter key.
- PLEXTALK will announce the information on the current media and title.
- When you have noted the relevant information, press the Enter key to exit the menu system.

## **6.13. Getting information on the current status.**

You can get a range of information on the current status, about heading, page, bookmark and so on. Whether PLEXTALK is playing or not, do the following:

- Press the Number 5 key once.
- A range of information will be spoken.
- If you do not wish to listen to all the information, and wish to step through individual items more quickly, you can do this by repeatedly pressing the Number 5 key.

- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.
- Press and hold down the Number 5 key to hear the current date and time.

## **6.14. Selecting a playback mode.**

To select the shuffle and repeat settings from playback modes, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Playback Settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Shuffle and repeat settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to your preferred playing mode and select it by pressing the Enter key.

## **6.15. Using bookmarks.**

### **6.15.1. Types of bookmark.**

There are 3 types of bookmark you can use in PLEXTALK as follows:

- **Numbered Bookmarks;** You can insert up to 10000 Numbered Bookmarks. Each bookmark is assigned a unique number in the range 1 to 65000.
- **Voice Bookmarks;** These are Numbered Bookmarks that have accompanying voice annotations. Voice Bookmarks use memory. The total memory available gives about 30 minutes of recording time. If you try to exceed this allocation, the oldest bookmark that has not been used recently is automatically deleted before the new one is created.

- Resume Bookmarks; For every title, album or text file, the current playing location will be stored so playback can be resumed from that location the next time the title, album or text file is used. Resume Bookmarks are inserted automatically by PLEXTALK when you move to a different title, album, or file, or when you shut down the player. No action is required from you.

**Note:** PLEXTALK will remember the Resume Bookmark for up to 1000 titles, albums or text files.

### 6.15.2. Inserting bookmarks.

To insert a Numbered Bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key twice.
- Using the Number Pad, enter the number you wish to assign to this bookmark. If you allow PLEXTALK to assign a number, do not enter the number or enter the number “0”.
- Press the Enter key to confirm or the Cancel key to clear your entry.

**Note:** When you allow PLEXTALK to assign the number, PLEXTALK selects the smallest number from the unused numbers.

To insert a Voice Bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key twice.
- Using the Number Pad, enter the number you wish to assign to this Voice Bookmark. If you allow PLEXTALK to assign a number, do not enter the number or enter the number “0”.
- Press the Record key once to confirm or the Cancel key to clear your entry.
- Press and hold down the Record key and speak your voice annotation.

- Release the Record key when you have finished. PLEXTALK will confirm that the Voice Bookmark has been set.

### **6.15.3. Navigating to bookmarks.**

To jump to a Numbered Bookmark or a Voice Bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key once.
- Using the Number Pad, enter the number of the bookmark you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When a valid bookmark number has been entered, the PLEXTALK will go to the location of the bookmark and playback will start automatically.

Once you have entered bookmarks into a title, album or file, a "Bookmark" option will become available on the Navigation Menu. In order to navigate to the next bookmark with a lower or higher number, do the following:

- Use the Up or Down key to go to the "Bookmark" option on the Navigation Menu.
- Press the Left key to move to the next bookmark with a lower number. Playback will start automatically.
- Press the Right key to move to the next bookmark with a higher number. Playback will start automatically.

### **6.15.4. Clearing bookmarks.**

To clear a Numbered Bookmark or a Voice Bookmark, the procedure is identical, as follows:

- Press the Bookmark key 3 times.

- Using the Number Pad, enter the number of the bookmark you wish to remove.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you confirm the action, PLEXTALK will remove the specified bookmark from the current title or album and will confirm this with a spoken message.

If you wish to clear all bookmarks in the current DAISY title or Text file, or clear all bookmarks in all albums, do the following:

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Bookmark" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Clear all bookmarks in current title" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm this action. If you wish to proceed, press the Enter key and PLEXTALK will say "Deleted".

**Note:** The procedure will only clear bookmarks in the current DAISY title or Text file and will not affect bookmarks in other titles or files. On music files, this procedure will delete all the bookmarks on all albums in current media.

### **6.15.5. Turning on and off Voice Bookmark speech.**

When you are using Voice Bookmarks, you are able to select whether you want to hear them spoken or not during playback.

To turn Voice Bookmarks On or Off, do the following:

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Bookmark" option and select it by pressing the Enter key.

- Use the Left or Right key to go to the "Playback setting for Voice Bookmarks" option and select it by pressing the Enter key.
- Use the Left or Right key to select either "Voice Bookmark on" or "Voice Bookmark off" and press the Enter key to confirm your choice.

## **6.16. Understanding how PLEXTALK groups files and folders.**

When PLEXTALK accesses the SD card or USB media, it automatically assesses the contents and groups items into "DAISY titles", "Audio Files" and "Text Files", regardless of where these items are stored on the media. When you subsequently navigate through the titles, they will be already ordered for you regardless of where they are physically located on the media.

For example, if you have 3 Text Files in the root folder and 2 more in a sub folder, PLEXTALK will view these as 5 Text Files stored in 2 folders.

For Audio Files, PLEXTALK will carry out a similar assessment but, in addition, will group all Audio Files under a single logical folder. Hence, if there are 10 Audio Files in the root folder, 5 others in Folder A and 5 more in Folder B, PLEXTALK will see them as being in 3 folders but will group all these folders in a single logical folder which it calls "Audio" when you navigate by title.

If there are multiple types of contents such as DAISY titles, Audio Files or Text Files, PLEXTALK will automatically sort them by their type and name.

## 7. Playing DAISY titles.

This chapter covers additional features that can be used when you are playing a DAISY title.

### 7.1. Heading navigation.

There are two ways of navigating to headings within a DAISY title. You can either go to headings direct or you can move through the available headings one at a time.

To go direct to a specific heading, do the following:

- Press the GoTo key twice.
- Using the Number Pad, type in the number of the heading you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.

To navigate headings sequentially, using heading levels, do the following:

- Use the Up or Down key to go to your desired level of navigation, for example Level 1, Level 2 etc.
- Press the Left key to move backwards to the previous heading on the selected level.
- Press the Right key to move forwards to the next heading on the selected level.

**Note:** When navigating in this way, PLEXTALK will stop at all headings that have a level the same as or higher than the level you have selected. For example, if you chose to navigate on Level 3, PLEXTALK will find all Level 1, Level 2 and Level 3 headings as you move backwards or forwards.

## 7.2. Moving to the beginning or end of the title.

To move to the beginning of the title, do the following:

- Press the GoTo key twice.
- Press the Enter key and the playing position will move to the start of the current title.

To move to the end of the title, do the following:

- Press the GoTo key twice.
- Press the Number 0 key followed by the Enter key and the playing position will move to the end of the current title.

## 7.3. Page navigation.

Navigating to pages is very similar to heading navigation.

To go direct to a specified page, do the following:

- Press the GoTo key once.
- Using the Number Pad, type in the number of the page you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.

To navigate pages sequentially, do the following:

- Use the Up or Down key to go to the "Page" option on the Navigation Menu.
- Press the Left key to move backwards to the previous page.
- Press the Right key to move forwards to the next page.

**Note:** If there are no page markers in the title, the "Page" option will not be listed on the Navigation Menu.

## 7.4. Group navigation.

To move backwards or forwards a group at a time, do the following:

- Use the Up or Down key to go to the "Group" option on the Navigation Menu.
- Use the Left key to move backwards to the previous group item in the title.
- Use the Right key to move forwards to the next group item in the title.

**Note:** If there are no group markers in the title, the "Group" option will not be listed on the Navigation Menu.

## 7.5. Phrase navigation.

To move backwards or forwards one phrase, do the following:

- To jump back one phrase, press the Up or Down key to select the "Phrase" option on the Navigation Menu and then press the Left key.
- To jump forwards one phrase, press the Up or Down key to select the "Phrase" option on the Navigation Menu and then press the Right key.

## 7.6. Navigating by screen, paragraph, line, sentence, spell, word or character in case of DAISY text mode.

In addition to DAISY navigation options, DAISY text file will always give you the navigation options "Screen", "Paragraph", "Line", "Sentence", "Spell", "Word" and "Character". These options will automatically appear on the Navigation Menu when you access this type of file.

To navigate by any of these options, the process is identical as follows:

- Use the Up or Down keys to select your preferred navigation method that is screen, paragraph, line, sentence, spell, word or character.
- Use the Left key to jump back in the file by the selected amount.
- Use the Right key to jump forward in the file by the selected amount.

**Note:** "Screen" means 40 lines.

**Note:** The spell navigation announces each word then spells the word.

## 7.7. Navigating by percentage.

You can navigate by a percentage of the file. To navigate by percentage, do the following:

- Press the GoTo key three times.
- Type in a percentage between 0 percent and 100 percent, and press the Enter key.
- PLEXTALK will move the playback position to that position.

## 7.8. Playback mode.

You can select from two playback modes when using a DAISY title. The available options are as follows:

- Normal playback: it plays through the title and stops when finished.
- Repeat title: the current title will repeat continuously until playback is stopped.

## 8. Playing Audio Files or Music CDs.

This chapter covers features that are specific to playing Audio Files or Music CDs.

PLEXTALK is able to play following types of audio file:

- MP3 Files; MPEG1 Layer 3 from 32kbps to 320kbps and MPEG2 Layer 3 from 16kbps to 160kbps.
- WAVE Files.
- WMA Files; PLEXTALK does not support DRM protected WMA files.
- AMR-WB+ Files.
- Ogg Vorbis Files; from 45 kbps to 320 kbps

**CAUTION:** PLEXTALK may not be able to play a Music CD that is not compliant with the CD digital audio (CD-DA) standard, such as copy-protected Music CDs.

**Note:** PLEXTALK cannot be used to record or edit Audio Files on either SD cards or USB media.

**Note:** WMA file on external USB CD/DVD media are unable to play.

### 8.1. Track navigation.

You can either go to tracks direct or you can move through the available tracks one at a time.

To go direct to a specified track, do the following:

- Press the GoTo key once.
- Using the Number Pad, type in the number of the track you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.

To navigate tracks sequentially, do the following:

- Use the Up or Down key to go to the "Track" option on the Navigation Menu.
- Press the Left key to move backwards to the previous track.
- Press the Right key to move forwards to the next track.

**Note:** When moving back a track at a time, if you allow the track to play for more than 3 seconds, the next time you move back a track, you will move to the start of the current track. If you move back a second time within 3 seconds, you will move to the previous track.

## **8.2. Album navigation.**

You can either go to albums direct or you can move through the available albums one at a time.

To go direct to a specified album, do the following:

- Press the GoTo key twice.
- Using the Number Pad, type in the number of the album you wish to go to.
- Press the Enter key to confirm or the Cancel key to clear your entry.

To navigate albums sequentially, do the following:

- Press the Up or Down key and select "Album" from the Navigation Menu.
- Press the Left key to move backwards to the previous album.
- Press the Right key to move forwards to the next album.

## **8.3. Playback mode.**

When playing Audio Files, you can select a number of different playback modes. The available options are as follows:

- Standard play - It plays through the current album and stops when finished.
- Repeat track - The current track will repeat continuously until playback is stopped.
- Repeat album - The current album will repeat continuously until playback is stopped.
- Repeat entire albums - All albums will be repeated sequentially until playback is stopped.
- Shuffle repeat - The files in all the album will be continuously played in random order until playback is stopped.

#### **8.4. Announcing albums and tracks by name or number.**

When navigating albums or tracks, PLEXTALK announces albums and tracks by name or number. Either setting to read the name or the number can be selected.

For this setting, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Playback Setting" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Reading audio file name" option and select it by pressing the Enter key.
- Use the Left or Right key to select between " Read audio file name " and " Read audio track number", and select it by pressing the Enter key.

#### **8.5. About playing sequences.**

This section gives you information about the playing sequence used for playing files and folders.

- Playback of files; PLEXTALK will playback the files in the order of their file names.

- Playback of folders; If more than one folder exists on the SD card or USB media, the audio files will be played in the order of the folder names.

## 8.6. Restrictions on Audio Files.

Restrictions on numbers of files and folders:

- The maximum number of files that can be stored in a folder is 1024. Files in excess of 1024 are not recognized.
- The maximum number of files that can be stored in a media is 6000. Files in excess of 6000 are not recognized.
- The maximum number of folders is 1024, including a root folder. Folders in excess of 1024 are not recognized.
- PLEXTALK treats file folders as albums and recognizes up to 8 hierarchies including root.
- If a folder contains a DAISY book, PLEXTALK does not search the other contents under the folder.

**Note:** When there are a large number of folders, PLEXTALK may take longer to read the SD card or USB information.

## 9. Playing Text Files.

In the context of this guide, Text Files can either be plain text, Microsoft Word .doc files or HTML files.

**Note:** Word file on external USB CD/DVD media are unable to play.

### 9.1. Navigating by screen, paragraph, line, sentence, spell, word or character.

A Text File will always give you the navigation options "Screen", "Paragraph", "Line", "Sentence", "Spell", "Word" and "Character". These options will automatically appear on the Navigation Menu when you access this type of file. For Word and HTML files that have been coded with headings, you will be given an additional navigation option on the Navigation Menu. This will be called "Level".

To navigate by any of these options, the process is identical as follows:

- Use the Up or Down key to select your preferred navigation method that is screen, paragraph, line, sentence, spell, word or character.
- Use the Left key to jump back in the file by the selected amount.
- Use the Right key to jump forward in the file by the selected amount.

**Note:** "Screen" means 40 lines.

**Note:** The spell navigation announces each word then spells the word.

### 9.2. Navigating by percentage.

In Text Files, you can navigate by a percentage of the file. To navigate by percentage, do the following:

- Press the GoTo key once.
- Type in a percentage between 0 percent and 100 percent, and press the Enter key.
- PLEXTALK will move the playback position to that position in the Text File.

### **9.3. Playback mode.**

When playing Text Files, you can select a preferred playback mode. The available options are as follows:

- Standard play; It plays through the title and stops when finished.
- Repeat title; the current title will repeat continuously until playback is stopped.

## 10. Playing Audio Book.

PLEXTALK is able to play the "Audio Book" which is supplied from "audible.com". Audio book navigations are similar to a DAISY book except some points.

- Heading and percentage navigation is available by GoTo key.
- About the previous and next navigation, you can select heading, ten minutes, 30 seconds, and bookmark by Up or Down key.
- Two playback modes, "Normal playback" and "Repeat title" options, can be selected from playback setting.

## **11. Recording a DAISY title.**

### **11.1. Basic information about recording with PLEXTALK.**

Before you start recording with PLEXTALK, you should be clear about several important points as detailed below.

- PLEXTALK is only able to record to an SD card or to its internal memory. The internal memory is only used for recording Voice Memos or Voice Bookmarks.
- PLEXTALK cannot record directly onto any USB media.
- When recording to an SD card or to the internal memory, PLEXTALK will always record in the DAISY format.

### **11.2. Recording hardware.**

Your PLEXTALK is supplied with the basic accessories that you require to make an initial voice recording. You may, however, wish to consider purchasing additional accessories to enhance the quality of your recordings and to enable you to record from external sources such as tape recorders, CD players, radios and other similar devices.

The basic items that you require, or may wish to consider purchasing, are as follows:

- SD card; You can record to and edit information on an SD card.
- External Microphone (Optional); Dynamic microphones and plug-in power stereo microphones can be used. Select any suitable microphone that uses a 3.5 millimetre diameter mini jack plug.

**CAUTION:** When a condenser microphone is used, it must be plug-in power compatible and must be used correctly, otherwise it may be damaged. Please read the microphone manual carefully before use.

- Audio cable (Optional); Assuming that other devices have a suitable connection, you can use an audio cable with 3.5 millimetre diameter stereo mini jack plugs to record direct from a cassette player, CD player, radio or other similar device.
- Headphones; A set of stereo headphones with 3.5 millimetre diameter stereo mini jack plug is included.

### 11.3. Recording media.

This section highlights a number of issues that you should be aware of before recording to an SD card.

- With PLEXTALK, you can use an SD card to record and edit DAISY titles and you can erase and rerecord as many times as you want.
- PLEXTALK will work with SD cards with a range of capacities up to a maximum of 32 gigabytes. Before purchasing an additional SD card for use with PLEXTALK, you should ensure that it is compatible. Contact your PLEXTALK dealer for advice.

**CAUTION:** Whenever you erase an SD card using a personal computer, make sure you select "FAT 16" or "FAT 32".

### 11.4. Recording states.

In terms of recording, PLEXTALK has three main states. These are "Recording stand by", "Recording pause" and "Recording".

- In recording stand by, you can adjust the recording level and select a recording mode and sound quality setting. No

recording is taking place at this time. The Power LED will turn orange and will flash on and off constantly.

- In recording pause, you can adjust the recording level but cannot alter the recording mode or sound quality settings. Again, no recording is taking place at this time. The Power LED will turn orange and will flash on and off constantly.
- During recording, audio input is being recorded to the SD card. You can adjust the recording level but cannot adjust the recording mode or sound quality setting. The Power LED will be orange and will be on constantly.

## **11.5. Basic recording technique.**

This section outlines the normal steps used in the recording process.

The basic steps for recording with PLEXTALK are as follows:

- Insert the SD card you wish to record onto, ensuring that it is unlocked.
- Connect the appropriate hardware and select the input source you wish to use.
- Press the Record key once to go into recording stand by.
- Select a title you wish to record into.
- Set the recording level either manually or using the Auto Gain Control.
- Press the Record key again to start recording.
- Press the Record key again to pause recording at any time.
- Press the Record key to start recording again.
- Press the Play/Stop key to stop recording.

**Note:** You can pause recording as often as you need to.

## **11.6. Muting the guide speech when recording.**

For best quality recordings, it is recommended that you mute the internal guide speech when you are recording through the built in

microphone or through an external microphone. This is to avoid the guide speech being heard in your final recording. You can mute the guide speech in the following three ways:

- Turn down the guide volume to zero; This option works well for those that can see the recording status light but is more difficult for blind users who require the guide speech to confirm whether PLEXTALK is recording or paused.
- Plug in headphones; All output from PLEXTALK is heard through the headphones and no guide speech is recorded.
- Turn off the guide speech during recording; PLEXTALK provides you with the ability to automatically turn off guide speech when you start recording. When you are recording, no guide speech is heard but guide speech returns automatically when you pause or stop recording.

Guide speech during recording can be turned off or on as follows:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Turn guidance on or off when recording" option and select it by pressing the Enter key.
- Use the Left or Right key to select "Guidance on" or "Guidance off" and press the Enter key to confirm your selection.

## **11.7. Connecting and selecting an input source.**

When making live recordings of voices, conferences, lectures, presentations and concerts, you may find that you get better quality by connecting an external microphone. To record from devices such as tape recorders, Music CD players and radios, you should connect to PLEXTALK through the external microphone and line in socket, using a suitable audio cable.

To connect either an external microphone or an audio cable, do the following:

- Insert the microphone or audio cable jack plug into the combined external microphone and line in socket.
- PLEXTALK will confirm that it is connected by saying "Microphone mode" or "Line in mode".
- If PLEXTALK says "Microphone mode", this indicates that the "Switch external audio input jack" setting is set for a microphone.
- If PLEXTALK says "Line in mode", this indicates that the setting is set for a line in input.
- If you have connected a microphone and PLEXTALK says "Line in mode", or if you have connected an audio cable and PLEXTALK says "Microphone mode", you need now to change the setting in the menu. See later in this section for details on how to do this.

**Note:** At this stage, PLEXTALK does not know if you have connected a microphone or an audio cable. The speech that you hear only indicates what the "Switch external audio input jack" setting is currently set to.

To change the external input source setting, do the following:

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select external audio input jack" option and select it by pressing the Enter key.
- Use the Left or Right key to select either "Microphone mode" or "Line in mode" and press the Enter key to confirm your selection.

**CAUTION:** When you connect from the line output of a CD player to PLEXTALK's Line Input socket, the recorded sound may sometimes be distorted, even if you adjust the recording level. If this happens, you should connect from the CD player's headphone socket to PLEXTALK's Line Input socket and then adjust the CD player's headphone output volume for recording.

## 11.8. Selecting a recording mode and sound quality setting.

### 11.8.1. About recording modes and sound quality.

When recording, PLEXTALK gives you the ability to select from 6 recording modes. The 6 modes are as follows:

- Default; for making general recordings and voice recordings where there is relatively low background noise.
- Conference; for recording environments, such as conferences, lectures and classrooms, where the background noise is expected to be high.
- Audio; for recording from audio devices such as CD players.
- Analogue cassette; for recording from analogue cassettes.
- Radio; for recording from radio broadcasts.
- Custom; if none of the above options gives you the kind of recording that you want, this recording mode allows you to set all the parameters manually.

In addition PLEXTALK allows you to choose from a number of sound quality settings for each recording mode. By choosing a high quality setting, you reduce the available recording time on the SD card. By choosing a low sound quality, you can maximise the available recording time but the audio quality will not be so good.

The available sound quality settings are as follows:

- PCM 44.1kHz stereo
- PCM 22.05kHz mono
- MP3 256kbps 44.1kHz stereo
- MP3 128kbps 44.1kHz stereo
- MP3 64kbps 44.1kHz mono
- MP3 32kbps 22.05kHz mono

Note: Technical data about recording modes and sound qualities are detailed in Appendix D.

## 11.8.2. Selecting a preset recording mode.

You can either select a recording mode and sound quality setting before or after going into recording stand by.

To choose a recording mode and sound quality setting before going into recording stand by, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the mode you want and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting.
- Use the Left or Right key to move through the available options and select the one you want by pressing the Enter key. PLEXTALK will confirm that your selection has been set.

To choose a recording mode and a sound quality setting after going into recording stand by, do the following:

- Press the Record key once and PLEXTALK will go into recording stand by.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the mode you want and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting.
- Use the Left or Right key to move through the available options and select the one you want by pressing the Enter key. PLEXTALK will confirm that your selection has been set.
- You will be returned to recording stand by when you have made your selection.

**Note:** In both the situations above, the option you select will remain the default setting until you change it in the future.

### **11.8.3. Selecting the Custom recording mode.**

When you select the Custom recording mode, you have to specify what settings you want for each of the 5 recording parameters.

To set the Custom recording mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key. As above, this is not necessary if you started this process from recording stand by.
- Use the Left or Right key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Custom" option and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting.
- Use the Left or Right key to move through the available options and select the one you want by pressing the Enter key.
- You will now be given the chance to choose your preferred setting for each of the remaining 4 recording parameters in turn.
- PLEXTALK will speak the name of the parameter.
- Use the Left or Right key to go to the option you want and select it by pressing the Enter key.
- PLEXTALK will then speak the name of the next parameter.
- Repeat this process until you have selected a setting for the "Background noise level of input sound" parameter.
- When you have made this last selection, PLEXTALK will confirm that the settings have been set. It will then exit the menu system and return you to the status you started the process from.

## **11.9. Selecting the title to record into.**

This section details how you can select to record into an existing title or into a new title.

To record into an existing DAISY title, do the following:

- Navigate to an existing DAISY title on the SD card, as shown earlier, and stop playback.
- Press the Record key to go into recording standby.
- Alternatively, you can select which title you wish to record into by using the Left and Right keys whilst in recording standby.
- Press the Record key again to start recording. A new section will be created at the end of the current title. All new audio recorded will be appended to the end of the current title, regardless of where you were in the recording when you started this process.

To record into a new title, you can either create a new title first and then record into it or you can create a new title during the recording process. This section details how to create a new title during the recording process.

Create a new DAISY title during recording as follows:

- Press the Record key to go into recording standby.
- Whilst in recording standby, use the Left and Right keys to select which title you wish to record into. As you move right you will find that PLEXTALK generates a title called "New title".
- Highlight the "New title" item and press the Record key.
- PLEXTALK will start recording into the new title.

## **11.10. Setting the recording level.**

When making any recording, it is important to ensure that the recording level is set correctly.

PLEXTALK gives you two methods of adjusting the recording level. You can either choose to have the level set automatically or you can set it manually.

You can switch between Automatic Gain Control and manual recording level setting as follows:

- Press the Menu key to access the Main Menu.
- Use the Left or Right key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Auto Gain Control" option and select it by pressing the Enter key.
- Use the Left or Right key to select "Auto gain control off" or "Auto gain control on" and press the Enter key to confirm your selection.

**Note:** If you have turned on the Auto Gain Control, in recording standby, you will hear PLEXTALK say "Auto" repeatedly to indicate that the level will be set automatically.

You can manually adjust the recording level as follows:

- Set the Automatic Gain Control to "Off", using the method detailed above. This means that you have enabled manual setting of the recording level. The recording level can be set in the range 0 to 20 in increments of 1.
- Press the Record key once to go into recording standby.
- Press the Up key. Each time you press the key, the recording level will increase by one step.
- Press the Down key. Each time you press the key, the recording level will decrease by one step.
- For larger adjustments of the recording level, you can press and hold down the key. PLEXTALK will continue to increase or decrease the level until you release the key or the maximum or minimum setting is reached.

- As you make the adjustments, PLEXTALK will announce the new recording level and will say either "Low", "Good" or "High" to indicate that the recording level is too low, about right or too high. You should aim to get PLEXTALK to say "Good" more often than "Low" or "High".

**Note:** If the level monitor is off, you will not hear the "Low", "Good" or "High" announcements.

**Note:** When you record audio material with the Auto Gain Control ON, you may not get the recording quality you want. In this situation, redo your recording with the auto gain control off and adjust the recording level manually.

### **11.11. Using the level monitor.**

The level monitor is PLEXTALK's way of indicating if the recording level is low, good or high or if it is being set automatically. PLEXTALK's default setting is for the level monitor to be on when you enter recording standby. The level monitor will be automatically muted when you subsequently start recording.

To turn the level monitor on or off at any time during recording standby, recording pause or during recording, do the following:

- Press the Title key once.
- PLEXTALK will either say, "Level monitor on" or "Level monitor off".
- Each press of the Title key will toggle between these two settings.

**Note:** If the guidance during recording is turned off, PLEXTALK will not announce your key presses during recording. If you require this facility, you are advised to use headphones and turn on the guidance to avoid the level monitor being picked up in the recording.

### **11.12. Turning the recording monitor on and off.**

PLEXTALK enables you to monitor any recording as it is being made, so you can gauge how the recording will sound in the end.

You can turn the recording monitor on or off in recording stand by, recording pause or during recording. This is done as follows:

- Connect a set of stereo headphones to the headphone socket on the top edge of PLEXTALK.
- Press the Bookmark key once to turn the recording monitor off.
- Press the Bookmark key again to turn the recording monitor on.

**Note:** You do not require headphones when recording from a line in source.

**Note:** For all recordings, PLEXTALK will automatically turn on the recording monitor by default.

### **11.13. Getting recording information.**

You can get information about the current status of the recording by pressing the Number 5 key.

**Note:** If voice guidance during recording is set to "Guidance off", you will not hear any of the above information during recording. You will still hear the information in the recording stand by and recording pause states.

## 12. Editing a DAISY title.

### 12.1. Editing heading markers during recording.

Heading markers can be set either when recording is paused or during recording. Both methods are detailed below:

- To set a heading during recording, press the GoTo key once. The new heading will be set immediately.
- To set a heading when recording is paused, press the GoTo key once. The heading will be inserted when recording recommences.
- Whilst still in recording pause, you can cancel the heading by pressing the GoTo key a second time.

**Note:** PLEXTALK will automatically number headings sequentially from the beginning of the title.

### 12.2. Setting a heading after recording.

To set a heading after completing the recording, do the following:

- Navigate through your recording to the approximate location where you wish to set the heading.
- During playback or when the playback is stopped, press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Set heading" option and select it by pressing the Enter key.
- PLEXTALK will then tell you that you are about to set Heading XX and will ask you to set the position.
- You will then hear 3 seconds of audio played repeatedly from the location you are in the recording.

- Adjust the heading position by using your Left or Right key.
- Use these keys to move the heading position backwards or forwards by 0.1 second increments.
- When you are happy that the heading is positioned where you want it, press the Enter key to finish the process.
- PLEXTALK will confirm that the heading has been set.

**Note:** Headings in the recording will be renumbered automatically from the beginning.

### **12.3. Cancelling a heading setting after recording.**

To cancel a heading after completing the recording, do the following:

- Navigate to the location of the heading you wish to cancel.
- During playback or when the playback is stopped, press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Cancel heading" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm the cancellation of the specified heading.
- If you wish to cancel this heading, press the Enter key.
- PLEXTALK will confirm that the heading has been cancelled.

**Note:** Remaining headings will be renumbered automatically from the beginning.

### **12.4. Removing a section or multiple sections.**

PLEXTALK enables you to remove one or more sections from a DAISY title. Do this as follows:

- Navigate to the title from which you want to remove one or more sections.

- Move back or forward in the title to the approximate position of the first section you wish to remove.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Remove section" option and select it by pressing the Enter key.
- PLEXTALK will now ask you to select the first section to be removed.
- Use the Left or Right key to move back or forward in the title until you hear the section and select it by pressing the Enter key.
- PLEXTALK will now ask you to select the last section that you want to remove.
- Use the Left or Right key to move back or forward in the title until you hear the section and select it by pressing the Enter key.
- Finally, PLEXTALK will ask you to confirm that you wish to proceed.
- Press Enter to confirm the action or Cancel to abort.

**Note:** If you only wish to remove a single section, simply press Enter on the same section for both the start section and end section and proceed as for removing multiple sections.

**Note:** You can only remove multiple sections that are contiguous. To remove multiple sections that are not contiguous, you need to remove each section individually.

**Note:** PLEXTALK will automatically reorder the heading numbering for the remaining sections in the title.

## 13. Media management features.

### 13.1. Erasing an SD card.

PLEXTALK allows you to erase an SD card as many times as you want. To erase an SD card, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Delete SD card" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to continue with the formatting process. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the formatting process will start. PLEXTALK will announce when the process is complete.

**Note:** If the SD card is erased, all data on the SD card will be deleted.

### 13.2. Creating a new title.

To create a new title on the SD card when not in recording standby, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Create a new title" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.

### **13.3. Deleting a title.**

PLEXTALK enables you to delete a title on an SD card or USB.

To delete a title, do the following:

- Go to the title that you wish to delete.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Delete the selected title" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.

### **13.4. Preparing to edit a DAISY title.**

If you have already built a recorded title or, if you have received a title from elsewhere and you wish to edit it, you first need to prepare the title for editing.

To prepare a title for editing, do the following:

- Go to the title you wish to prepare for editing.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Prepare for editing" option and select it by pressing the Enter key.
- PLEXTALK will speak a message asking you if you wish to proceed.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.
- During the process, PLEXTALK will speak progress messages and will announce when it is complete.

- If you wish to cancel the process whilst it is running, press the Cancel key.

**CAUTION:** When the battery level is low, the process may be aborted. Therefore, it is recommended that you connect to a mains power source before performing this process.

### **13.5. Building a DAISY title.**

The Build book process converts a DAISY title, recorded on the PLEXTALK, into a DAISY book that can be played on other DAISY hardware players and on a personal computer using DAISY playback software.

To perform the Build book process, do the following:

- Go to the title you wish to build.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Build book" option and select it by pressing the Enter key.
- PLEXTALK will speak a message asking you if you wish to proceed.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.
- PLEXTALK will speak progress messages and will announce when it is complete.
- If you wish to cancel the process whilst it's running, press the Cancel key.

**CAUTION:** When the battery level is low, the process may be aborted. Therefore, it is recommended that you connect to a mains power source before performing this process.

**Note:** The Build book process, for a DAISY title, will require between 30MB and 40MB of space on the SD card.

**Note:** The Build book process is not performed on a DAISY title that has more than 1000 headings.

## 14. Using PLEXTALK's Voice Memo functions.

In addition to using PLEXTALK as a DAISY player, music player and as a DAISY recorder, you are also able to use it for recording simple Voice Memos.

### 14.1. Recording a new Voice Memo.

To record a new Voice Memo, do the following:

- Press and hold down the Record key and speak the memo.
- Release the key when you are finished.
- PLEXTALK will insert a new Voice Memo into the internal memory and will then return you to the title you were in before recording the new Voice Memo.

**Note:** You cannot record a continual Voice Memo that lasts for more than 1 minute. When you exceed 1 minute, PLEXTALK automatically stops recording.

**Note:** The total amount of available recording time for Voice Memos is 30 minutes. The maximum number of individual memos is 200.

**Note:** If the recorded time exceeds 30 minutes, or the number of memos exceeds 200, you will hear a warning message. You should then delete any unnecessary Voice Memos or backup your Voice Memos to an SD card.

**Note:** For Voice Memos, the audio compression is fixed at MP3 32kbps monaural.

### 14.2. Reviewing existing Voice Memos.

You can review your existing Voice Memos either sequentially or by going direct to a specific Voice Memo.

To listen to your existing Voice Memos sequentially, do the following:

- Press the Title key repeatedly until PLEXTALK says "Voice Memo".
- Use the Left or Right key to move sequentially through the existing Voice Memos.
- If you wish to hear the current Voice Memo again, press the Play/Stop key.

To go direct to a specific Voice Memo, do the following:

- Press the GoTo key once.
- Use the Number Pad to enter the number of the required Voice Memo, followed by the Enter key.

**Note:** You can go direct to the last Voice Memo by pressing the GoTo key and entering 0 followed by the Enter key.

### **14.3. Back up Voice Memos to SD card.**

Please refer to Section 15.2. for information about Back up Voice Memos.

### **14.4. Deleting Voice Memos.**

If you wish to delete a single Voice Memo, do the following:

- Navigate to the Voice Memo you wish to delete, as detailed previously.
- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Voice Memo" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Delete the selected Voice Memo" option and press the Enter key.
- PLEXTALK will ask you to confirm that you wish to continue.
- Press the Enter key again to continue or the Cancel key to abort.

If you wish to delete all Voice Memos, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "Voice Memo" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Delete all Voice Memos" option and press the Enter key.
- PLEXTALK will ask you to confirm that you wish to continue.
- Press the Enter key again to continue or the Cancel key to abort.

## **15. Backup**

### **15.1. General backup information.**

Before backing up any data, the following points should be noted:

- You can backup a variety of data from SD card to external USB media, or vice versa. However, an external USB CD/DVD drive can only be used as a source for backup purposes.
- In the back up process, PLEXTALK gives a verbal warning if there is insufficient space available on the target media.
- If you backup from a Music CD using an external USB CD/DVD drive, you can choose the audio compression to be used. It will be backed up as Audio Files and not in DAISY format.
- When the battery level is low, the backup process may be aborted. Therefore, it is recommended that you connect to a mains power source before backup.
- If you wish to cancel the backup process whilst it is running, press the Cancel key.

### **15.2. Back up Voice Memos.**

This section details how to backup all Voice Memos from the internal memory to SD card.

- Insert an SD card with sufficient free space.
- Press the Title key to Navigate to Voice Memo and press the Enter key.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key to continue or the Cancel key to abort.

- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

**Note:** The internal memory for Voice Memos can only be backed up to SD card.

**Note:** Voice Memos are saved as a DAISY title with level 1 navigation. Each memo is saved as a separate section.

**Note:** When backing up Voice Memos, all the Voice Memos are backed up. You cannot back up a particular Voice Memo.

### **15.3. Backup a DAISY title, album or text from an SD card to an external USB media.**

To backup a DAISY title, album or text from an SD card to an external USB media, do the following:

- Connect an external USB media with sufficient free space.
- Insert the source SD card.
- Navigate, on the SD card, to the title, album or text that you wish to backup, and press the Enter key.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

**Note:** You cannot back up to an external USB CD/DVD drive.

**Note:** The Back up process is not performed on a DAISY title that has more than 1000 headings.

### **15.4. Backup a DAISY title, album or text from an external USB media to an SD card.**

To backup a DAISY title, album or text from an external USB media to an SD card, do the following:

- Insert an SD card with sufficient free space and ensure that it is unlocked.
- Connect the external USB media.
- Navigate, on the external USB media, to the title, album or text that you wish to backup, and press the Enter key.
- Press the Number 9 key once to access the Backup feature.
- When backing up from a Music CD, press the Left or Right key to go to your preferred audio compression and press the Enter key to confirm your selection.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. PLEXTALK will announce when the backup is complete.

**Note:** The Back up process is not performed on a DAISY title that has more than 1000 headings.

## **15.5. Backup time for music CD.**

For the range of available sample rates or bit rates, the approximate backup times are given below:

### **Backing up about 50 minutes of audio from a music CD to SD card:**

- PCM 44.1kHz Stereo ; 35 minutes approximately.
- MP3 256K Stereo High Quality ; 50 minutes approximately.
- MP3 256K Stereo ; 40 minutes approximately.
- MP3 128K Stereo High Quality ; 55 minutes approximately.
- MP3 128K Stereo ; 40 minutes approximately.

**Note:** All times are approximate. The backup time will depend on the size of the source title and numbers of files. It will also depend on the writing speed of the SD card.

## **16. Using PLEXTALK as an SD card drive.**

You can connect PLEXTALK to a personal computer, using the USB (Universal Serial Bus) 2.0 interface, to use it as an external card drive. This chapter describes how to connect and disconnect PLEXTALK to computers that have a range of operating systems.

**Note:** To use PLEXTALK as an external memory card drive, your personal computer's operating system must be Windows 2000, XP, Vista or Windows 7.

### **16.1. What can PLEXTALK be used for when connected to a personal computer?**

With PLEXTALK connected to a computer as a card drive, you can perform standard file management functions such as:

- Transfer DAISY titles, Audio Files and Text Files between the SD card and the computer.
- Create, delete and rename folders on the SD card.
- Delete and rename files on the SD card.
- Transfer audio files from a computer to an SD card, and listen to them using the computer, in other words, use PLEXTALK as a file store for music files.

### **16.2. Connecting PLEXTALK to a computer as an external drive.**

To connect PLEXTALK to a computer, use the following procedure:

- Turn on your computer system.
- Connect mains power to the PLEXTALK and turn it on.
- Connect the USB cable from PLEXTALK to the computer directly.

- The computer recognizes PLEXTALK as an external memory card drive automatically.

**CAUTION:** When PLEXTALK is connected to a computer, as an external memory card drive, you should always avoid Switching off PLEXTALK, Unplugging the USB cable or Removing the SD card. Failure to do so may result in damage to or loss of data.

**Note:** As soon as PLEXTALK recognizes the connection to the computer, it becomes an external memory card drive for the computer and loses all its player and recorder functionality.

### **16.3. Disconnecting PLEXTALK from a computer.**

When disconnecting PLEXTALK from a computer, use the procedure below:

- Left click the "USB" or "Safely remove hardware" icon located in the System Tray at the lower right of the computer screen.
- Choose this drive at the Safely Remove Hardware option in the System Tray.

**Note:** If you have difficulty finding or clicking icon in the Task Tray, shut down the computer and PLEXTALK, and then disconnect the cable.

## 17. Network function.

PLEXTALK have Wireless LAN capability.

PLEXTALK can preset 5 access points and tries to connect to an access point from preset 1 to 5 automatically.

**WARNING:** Refrain from using the wireless LAN function according to the instructions of an airline company in an aircraft.

### 17.1. Network setting.

Following network settings are available:

- IP address settings: DHCP or fixed IP address.
- Wireless LAN settings: SSID, Security settings, Priority of access point. (You can preset 5 access points.)
- Network folder function settings: Network device name, User ID, Password.

You can configure the Network setting of PLEXTALK by loading the network settings file on a SD card.

You can generate the network settings file by using the network setting file generation software. The software and the manual are available at PLEXTALK web site. <http://www.plextalk.com/in/>

To load network settings, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Network settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Load network settings" option and select it by pressing the Enter key.

- PLEXTALK will ask you to confirm that you wish to proceed. Press the Enter key to load settings or the Cancel key to abort.

**Note:** The name of the network settings file is “NetworkSetting.ini” and please put the file on the root of SD card.

## 17.2. Confirmation of the network settings.

To confirm network settings, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Network settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Confirm network settings" option and select it by pressing the Enter key.
- Network settings will be announced repeatedly.

## 17.3. Network folder function.

By using the network folder function, your personal computer can access to the SD card in the PLEXTALK via Wireless LAN network as a network shared folder.

You can configure the Network device name, User ID and password by network setting. Default values are:

- Network device name: PTP1-(Last 4 digits of serial number), for example “PTP1-1234”
- User ID: Last 4 digits of serial number, for example “1234”
- Password: Last 4 digits of serial number, for example “1234”

To start network folder function, do the following:

- Press the Menu key once to access the Main Menu.

- Use the Left or Right key to go to the Media Management option and select it by pressing the Enter key.
- Use the Left or Right key to go to the Network folder option and select it by pressing the Enter key.
- Network connection is started and PLEXTALK will announce the network status when it connected.
- Then you can access the SD card in PLEXTALK from your personal computer.

To finish the Network folder function, do the following:

- Press the Cancel key.
- PLEXTALK will ask you to confirm that you wish to finish.
- Press the Enter key to finish the function or the Cancel key to continue.

During the network folder function, following function is available:

- To confirm current network status, press the Number 5 key.

## **18. Other useful features.**

### **18.1. Accessing the built in help file.**

To access the built in help file, do the following:

- Press the Number 0 key once.
- Navigate the file in the same way that you navigate other DAISY text titles.

To exit the help file, do the following:

- Press the Number 0 key once.

### **18.2. Checking system properties.**

To find out the system version or the serial number of your PLEXTALK and PDTB key information, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "System properties" option and select it by pressing the Enter key.
- The system version, serial number will be played repeatedly. Also, the PDTB key information will be played only if you have installed the key.
- When you have noted the information that you require, press the Enter key to exit the menu system.

### **18.3. Reset PLEXTALK to factory defaults.**

To reset all settings back to the factory defaults, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Left or Right key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Left or Right key to go to the "Initialize all settings to default" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to proceed. Press the Enter key to set all settings to factory defaults or the Cancel key to abort.
- After a short while, PLEXTALK will restart.

The following is a list of all the default settings for the PLEXTALK.

- Select waiting sound: Waiting sound 1
- Text to speech setting, pitch: 0
- Audio source: External microphone
- Recording mode: Default
- Auto section setting: No Setting
- Background noise level: Normal
- Time to auto stop recording: No Setting
- Trigger of starting recording: When press Record key
- Auto Gain Control: On
- Guidance while recording: Guidance on
- Voice bookmark: Play
- Recording volume: 10
- Playback setting: Standard play
- Playback speed: 0
- Playback tone: 0
- Guidance volume: 0
- Playback volume: 13

## **Appendix A - Main Specifications.**

**Note:** Shinano Kenshi reserves the right to modify the products specification at any time without prior notice.

This section details the main specifications for the PLEXTALK Pocket PTP1.

### **General specifications.**

SD card slot:

SD/SDHC card

Playable contents:

Books conforming to DAISY 2.0, 2.02 and 3.0 standards

Audio files in MP3, WMA, AMR-WB+, Ogg Vorbis, Wave (PCM) formats and Audible Format 4(.aa).

Music CDs (CD-DA)(External USB CD/DVD drive)

Recording methods:

DAISY 2.02

Recording audio formats for DAISY 2.02:

PCM 44.1kHz Stereo

PCM 22.05kHz Mono

MP3 256kbps Stereo

MP3 128kbps Stereo

MP3 64kbps Mono

MP3 32kbps Mono

Recording audio formats for Voice Memo:

MP3 32kbps Mono

Audio input and output:

Headphone terminal (Stereo)

External microphone/ Line input terminal (Stereo)

Built in microphone (Monaural)

Built in speaker (Monaural)

Externally connected terminal:

USB 2.0

USB OTG (USB bus power)

Clock precision:

Approximately 60 seconds per month

Electric Power Source:

AC adaptor, AC 100 V to 240 V, 50 or 60 Hz

Dimensions and weight:

Length 112 mm

Width 55 mm

Height 16 mm

Weight Approx. 110g

Power consumption (maximum):

20W

Working temperature and humidity:

Fahrenheit from 40 to 104

Celsius from 5 to 40

Humidity from 20% to 80%, no moisture.

## **Audio features.**

Headphones (line output):

Compatible impedance 32 ohm unbalanced

Jack 3.5mm diameter stereo mini jack

External Microphone (Plug-in power):

Input impedance 2.2k ohm unbalanced

Jack 3.5mm diameter stereo mini jack

Line Input:

Input impedance 20k ohm unbalanced

Jack 3.5mm diameter stereo mini jack

Built In Speaker:

Output impedance 8 ohm

Output 150mW

Build-in Microphone:

Mode Electric condenser microphone

## **Main functions.**

Guide voice:

Gives spoken information about the current operation

Provides key descriptions in Key Describer mode

Speaks menu items

Gives help information (press the Number 5 key)

Search function:

Heading, Group, Page, Phrase, Bookmark,

Album, Track,

Level, Screen, Paragraph, Line, Sentence, Spell, Word,  
Character

Volume adjustment:

0 to 25 (in increments of 1)

Guide volume adjustment:

-5 to +5 (in increments of 1)

Play speed adjustment:

11 settings from -2, through 0, to +8 (in increments of 1).

Normal speed is at 0.

-2 is half speed, +4 is double speed, +8 triple speed.

Tone adjustment:

13 settings from -6, through 0, to +6 (in increments of 1)

Normal tone is at 0

Recording time (for SD card, 2 gigabytes):

(**Note:** All times are approximate)

DAISY PCM 44.1kHz stereo 3 hours

DAISY PCM 22.05kHz mono 12 hours

DAISY MP3 256kbps stereo 15 hours

DAISY MP3 128kbps stereo 30 hours

DAISY MP3 64kbps mono 60 hours

DAISY MP3 32kbps mono 120 hours

Recording level adjustment:

Select input between External Microphone and Line input

0 to 20 (in increments of 1)

Available Auto Gain Control

Memory function:

Bookmarks and voice Bookmarks, maximum is 10000

Voice Bookmarks, Total 30 minutes recording

Voice Memo, Total 30 minutes recording, 200 items

## **Battery specifications.**

Type: Lithium polymer

Dimensions:

Length 40 mm

Width 75 mm

Height 20 mm

Capacity: 1500 milli-ampere hour

Charging time:

4 hours approximately via an AC adapter

4.5 hours approximately via a USB cable

Note: The charging via a USB cable works during power off.

Operating time:

DAISY format, MP3 recording, 8 hours

DAISY format, MP3 playing, 10 hours

**Note:** All times are approximate.

**Note:** The charging time and operating time vary depending on the ambient temperature and working conditions.

## **Memory Card Drive Specifications.**

Card type: SD/SDHC card

File system: FAT-32/16

Operating systems: Windows 2000, XP, Vista or Windows 7

## **Wireless communication function**

Wireless LAN: IEEE802.11b/g

## **Copyright information about Ogg Vorbis.**

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## **Appendix B - Menu Hierarchy.**

This appendix lists all menu items in the Main Menu along with their corresponding sub menu hierarchy.

### **EDIT:**

- Set heading
- Cancel heading
- Remove section

### **RECORDING SETTINGS:**

- Select recording mode
  - Default
  - Conference
  - Audio
  - Analogue cassettes
  - Radio
  - Custom
- Then select sound quality from the following
  - PCM 44.1kHz stereo
  - PCM 22.05kHz mono
  - MP3 256kbps 44.1kHz stereo
  - MP3 128kbps 44.1kHz stereo
  - MP3 64kbps 44.1kHz mono
  - MP3 32kbps 22.05kHz mono.
- Turn guidance on or off when recording
  - Guidance on
  - Guidance off
- Select external audio input jack
  - Microphone mode
  - Line in mode
- Auto gain control
  - Auto gain control on
  - Auto gain control off

## **PLAYBACK SETTINGS:**

- Shuffle and repeat settings
  - Standard play
  - Repeat title (DAISY, Text, Audio book)
  - Repeat track (Audio Files)
  - Repeat album (Audio Files)
  - Repeat entire albums (Audio Files)
  - Shuffle repeat (Audio Files)
- Reading audio file name
  - Read audio file name
  - Read audio track number

## **BOOKMARK:**

- Playback setting for Voice Bookmark
  - Voice Bookmark on
  - Voice Bookmark off
- Clear all bookmarks in current title

## **VOICE MEMO:**

- Delete the selected voice memo
- Delete all voice memos

## **MEDIA MANAGEMENT:**

- Media title information
- Delete SD card
- Create a new title
- Delete the selected title
  - (Delete the selected album, Delete all Voice Memos)
- Prepare for editing
- Build book
- Network folder

## **SYSTEM SETTINGS:**

- System properties

- System version
- Serial number
- Installed key (if obtained.)
- Select the text to speech voice
  - Voice 1
  - Voice 2
- Select the waiting sound
  - Waiting sound 1
  - Waiting sound 2
  - No waiting sound
- Select the key press confirmation sound
  - Key press confirmation sound on
  - Key press confirmation sound off
- Set the system date and time
- Set the text to speech pitch (On the scale -5 to +5)
- Network settings
  - Confirm network settings
  - Load network settings
- Initialize all settings to default

## **Appendix C - Troubleshooting.**

### **General operating problems.**

Symptom: You turn on the Power Switch, but the power does not come on.

Possible cause 1: Loose power cord or AC adaptor.

Solution: Firmly reinsert the mains power cable into PLEXTALK and ensure that the AC adaptor is firmly inserted.

Possible cause 2: Key Lock is On.

Solution: Turn off the key lock.

Symptom: The power is on, but PLEXTALK does not operate.

Possible cause: Key Lock is On.

Solution: Turn off the key lock.

Symptom: PLEXTALK will not shut down and no keys can be operated.

Possible cause 1: Key Lock is On.

Solution: Turn off the key lock.

Possible cause 2: Unknown error.

Solution: Press and hold down the Power key for more than 10 seconds. If this does not work, remove the AC Adaptor and Battery from the unit and then reinsert them.

Symptom: Cannot record to an SD card.

Possible cause 1: Fault with the input.

Solution: Check the input source and then correct the input setting.

Possible cause 2: There is no available space on the SD card.

Solution: Either delete some unnecessary contents from the current SD card or insert a different SD card with sufficient space.

Possible cause 3: The SD card is locked.

Solution: Remove the SD card in the correct way, switch the lock to the "Unlocked" position and reinsert it into PLEXTALK.

Symptom: The recording level cannot be adjusted.

Possible cause: You have the Auto Gain Control turned on.

Solution: Turn the Auto Gain Control off in the "Recording settings" menu.

Symptom: There is no voice guidance.

Possible cause 1: The volume has been set to '0'.

Solution: Increase the volume so that the guide speech can be heard.

Possible cause 2: The Turn guidance on or off when recording" option is set to "Guidance off".

Solution: Change the setting to "Guidance on".

## **Spoken errors during DAISY playback.**

Guide voice: "Unsupported card."

Possible cause: The SD card has been formatted with an unsupported file system.

Solution: Insert an SD card which is formatted as FAT-16 or FAT-32.

Guide voice: Read error.

Possible cause: Title cannot be played back.

Solution: Press the Title key followed by the Left or Right key to try to select a different title.

## **Errors using the Voice Memo.**

Guide voice: "Not enough space in the voice memo area."

Possible cause: Not enough internal memory for recording a new Voice Memo.

Solution: Free up some memory by deleting unnecessary Voice Memos. You may also wish to backup your memos before carrying out this process.

## **Errors when using PLEXTALK as an SD card drive on a computer.**

Symptom: Drive does not work.

Possible cause 1: The USB cable is not connected correctly.

Solution: Reinsert the USB cable. Check the cable, the connector and whether the pins are dented, bent or damaged.

Possible cause 2: The power is not on.

Solution: Check that the power cord and AC adaptor are securely connected and that PLEXTALK itself is turned on.

Symptom: Cannot write to the SD card.

Possible cause 1: The SD card is locked.

Solution: Eject the SD card, move the lock to the unlocked position, reinsert it and try again.

Possible cause 2: The power is not on.

Solution: Check that the Power cord and AC adaptor are securely connected, and turn on the Power Switch.

Possible cause 3: The USB cable has not been connected correctly.

Solution: Reinsert the USB cable. Check the cable, the connector and whether the pins are dented, bent or damaged.

Symptom: Nothing can be added to the SD card.

Possible cause 1: There is not enough space on the SD card for added data.

Solution: Free up some space on the SD card and try again.

Possible cause 2: The SD card is locked.

Solution: Eject the SD card, move the lock to the unlocked position, reinsert it and try again.

# Appendix D - Technical data about recording modes and sound qualities.

## 1. Recording mode settings.

Each recording mode has predetermined settings for the following 4 parameters:

- Auto section setting; PLEXTALK can be set to automatically create a new section, in a DAISY recording, after a specified amount of time with no audio input, for example 2 seconds. Use the setting "No setting" to create a continuous recording with no new sections.
- Time to auto stop recording when no sound; This is the amount of time that PLEXTALK will continue to record with no audio input. After this time, recording stops automatically.
- Trigger of starting recording; Recording can be set to start either when you press the Record Key or when input audio is detected.
- Background noise level of input sound; If you are recording in a low noise environment, such as a studio, use the "low" setting. If your recording environment is noisy, such as a conference or lecture, use the "High" setting.

## 2. Settings for preset recording modes.

The preset parameters for the 5 recording modes are as follows:

### Default mode:

- Auto section setting: No setting
- Time to auto stop recording when no sound: No setting
- Trigger of starting recording: When press Record key
- Background noise level of input sound: Normal (-28dB)

### Conference mode:

- Auto section setting: No setting
- Time to auto stop recording when no sound: No setting
- Trigger of starting recording: When press Record key
- Background noise level of input sound: High (-20 dB)

#### **Audio mode:**

- Auto section setting: 2 seconds
- Time to auto stop recording when no sound: 1 minute
- Trigger of starting recording: When press Record key
- Background noise level of input sound: Low (-40 dB)

#### **Analogue Cassette mode:**

- Auto section setting: 4 seconds
- Time to auto stop recording when no sound: 1 minute
- Trigger of starting recording: When detect the sound
- Background noise level of input sound: Normal (-28 dB)

#### **Radio mode:**

- Auto section setting: No setting
- Time to auto stop recording when no sound: 1 minute
- Trigger of starting recording: When detect the sound
- Background noise level of input sound: Normal (-28 dB)

### **3. Available settings for Custom mode.**

In Custom mode you can set each parameter to the settings listed below:

- Auto section setting can be set to: "Off", "1 second", "2 seconds", "3 seconds", "4 seconds" or "5 seconds".
- Time to auto stop recording when no sound can be set to: "Off", "30 seconds", "1 minute", "2 minutes", "3 minutes", "4 minutes" or "5 minutes".
- Trigger of starting recording can be set to either "When record key is pressed" or "When sound is detected".
- Background noise level of input sound can be set to: "Normal (-28 dB)", "Low (-40 dB)" or "High (-20 dB)".

**Note:** The settings for the Default, Conference, Audio, Analogue cassette and Radio modes cannot be changed. The settings for the Custom mode can be changed to suit your requirements.

**Note:** When recording with the built in microphone, the "Background noise" setting will automatically be set to "High".

#### **4. Available recording time for the specified sound qualities.**

The available recording time will depend on the sound quality setting you select. The higher the sound quality, the less recording time. Below are listed the approximate recording times you can expect to get with 4 media types.

##### **PCM 44.1kHz stereo:**

- SD card, 1GB: 90 minutes
- SD card, 2GB: 3 hours
- SD card, 4GB: 6 hours
- SD card, 8GB: 12 hours

##### **PCM 22.05kHz mono:**

- SD card, 1GB: 6 hours
- SD card, 2GB: 12 hours
- SD card, 4GB: 24 hours
- SD card, 8GB: 48 hours

##### **MP3 256 k stereo:**

- SD card, 1GB: 7.5 hours
- SD card, 2GB: 15 hours
- SD card, 4GB: 30 hours
- SD card, 8GB: 60 hours

##### **MP3 128 k stereo:**

- SD card, 1GB: 15 hours
- SD card, 2GB: 30 hours
- SD card, 4GB: 60 hours

- SD card, 8GB: 120 hours

**MP3 64 k mono:**

- SD card, 1GB: 30 hours
- SD card, 2GB: 60 hours
- SD card, 4GB: 120 hours
- SD card, 8GB: 240 hours

**MP3 32 k mono:**

- SD card, 1GB: 60 hours
- SD card, 2GB: 120 hours
- SD card, 4GB: 240 hours
- SD card, 8GB: 480 hours

**Note:** The above recording times are approximations and may vary depending on the number of headings and other structure in the recording.