PLEXTALK®

PLEXTALK PTN2

User's Guide

IMPORTANT NOTICES

FCC NOTICE

Declaration of Conformity
Model Number: PTN2
Trade Name: PLEXTALK
Responsible party: Shinano Kenshi Co., Ltd.
Address: 6-15-26 Chuo, Ueda-shi, Nagano-ken 386-0012 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 numerique de la classe B est conforme a 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

1. About this guide.

Congratulations on the purchase of your new PLEXTALK. This guide contains all the information you will need to get started with your new PLEXTALK. It has been written in a way, which will allow you to learn progressively, starting with the basic concepts and building up to the more technical operations that you can try as you gain in confidence.

The guide is provided in DAISY 3 text format and as electronic files in text and Microsoft Word formats. The DAISY text version is built in to the PLEXTALK itself as a help file. The MS Word and the text versions are on the User's Guide CD which is included in the box with your PLEXTALK. The electronic files are located in a folder called "Manual".

Once you get to know the structure of the guide, you should find it easy to navigate to any section you wish to read. If you are a beginner to the DAISY format, it is recommended that you read through the guide sequentially, learning as you go. If you are an advanced user, or have had experience of using the PLEXTALK, you may wish to bypass some of the preliminary information. In either

case, before continuing, you may find it useful to review Chapter 4 which gives an overview of the features of your new PLEXTALK.

For those who wish to get started quickly, you may wish to read the "Quick start instructions" in Chapter 7. This gives you an introduction to the features required for using PLEXTALK as a player. If you prefer to learn about the features in more detail, you can bypass this section and work your way more carefully through the main chapters of the guide.

Note: The Quick Start chapter does not cover features in depth, so please be aware that many of the details have been omitted.
Note: Whether you wish to get started quickly or more methodically, you should ensure that you read Chapter 2 and Chapter 5 before progressing. These chapters detail the legal and copyright restrictions, getting started information, safety information and issues relating to looking after your PLEXTALK properly.

2. 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.

2.1. 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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2.2. Licenses and trademarks.

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

2.3. Restrictions on copying.

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.

2.3.1. 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 licenser. Unless you own the copyright or have gained the appropriate permission from the copyright owner or the rightful licenser, 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.

2.3.2. 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.

3. Introduction to DAISY.

This chapter gives an overview of the DAISY format and some of the terminology used. If you are new to the DAISY format, you should read this chapter thoroughly. If you are an experienced DAISY user, you may wish to skim read the chapter or bypass it altogether.

3.1. What is DAISY?

DAISY is an acronym, which stands for Digital Accessible Information System. It is the format, which is being developed as the international standard for digital talking books. DAISY books can be played on a dedicated hardware player or on a computer equipped with the appropriate software.

3.2. Main features of DAISY.

The main features of the DAISY format are as follows:

- Compression of information - with high levels of compression available, it is possible to store up to 90 hours of digital audio on a single CD (700MB).
- Flexible Navigation - the DAISY format includes a range of features, which enable the reader to quickly access the parts of the book they wish to read. These features include navigation on 6 levels, by pages, by groups and phrases. These items will be discussed in more detail later in this chapter.

- Multi-media capability - in addition to digital audio, the DAISY format is able to incorporate text, graphics and even video to provide the reader with a fully synchronized, multi-media reading experience.

3.3. Types of DAISY book.

The DAISY format allows for 6 types of DAISY book, which range from audio books with no navigation structure to books with text and no audio. A brief description of each type is given below:

- Type 1 - Audio without structure: The simplest type of book. Direct navigation to the points within the book is not possible.
- Type 2 - Audio and structure: A marked up text file contains the structure of the book and provides links to features such as headings and page numbers. This allows the reader to navigate directly to those points. The marked up file is called the Table of Contents or ToC.
- Type 3 - Audio with structure and partial text: As well as containing the structure, the marked up file contains some text from the book, for example, for a glossary or index. If listening to the book on a pc the text will appear on screen and the reader will be able to search for words within the text.
- Type 4 - Audio and full text: This is the most time consuming type of book to produce but provides the most accessibility. Audio and text are fully synchronised throughout the book, so that the correct text appears on screen as the audio is being read.
- Type 5 - Full text and partial audio: The book has structure and complete text but only limited audio. The marked up file contains the structure and the text of the book, but there is only audio for part of the text.
- Type 6 - Full text and no audio: This is electronic text structure; there are no audio files.

3.4. DAISY navigation features.

The DAISY format gives the reader a number of options about how to navigate a DAISY book. This section gives brief details about the most common navigation features.

3.4.1. Navigation levels.

A DAISY book can have up to 6 levels of navigation. The number of levels in a book will depend on the structure of the original book. The levels are hierarchical with Level 1 the highest and Level 6 the lowest. This can be thought of as being similar to the hierarchy of a contents listing in a book, in the sense that there are major items and then sub items within them and so on. Every heading that has been coded into a DAISY book will have an associated navigation level between 1 and 6.

There are no fixed rules about how the DAISY navigation levels should be used and people's views on how this should be done would vary. For simple books, which only have chapters, it is likely that only one level will be used. For more complex books, which may have chapters, sections and sub sections, there might be 3 levels used (Level 1 for chapters, Level 2 for sections and Level 3 for sub sections). Once the book has been created, the levels of navigation are fixed and cannot be altered by the reader.

When trying to find a specific part of a book, the reader would tend to use a higher level (perhaps Level 1 or Level 2) to find the main area of interest, and would then change to a lower level of navigation to home in on the information they are looking for. This allows them to bypass large portions of the book that they have no interest in at that time.

3.4.2. Headings.

In order to use the navigation levels mentioned above, the location of all relevant navigation points have to be marked in the recording. In

the context of this guide, these markers are called headings. Once a heading has been inserted into the DAISY recording, it can then be assigned a navigation level depending on the structure of the original book. When headings are inserted, they are numbered automatically from 1 upwards, in the physical order that they appear in the recording.

3.4.3. Pages.

If a DAISY book has been marked for page navigation, the reader can go direct to specific pages or can skip backwards or forward a page at a time. To make this possible, the producer of the book must include the page markers when they create the book. The pages will be automatically numbered from 1 upwards starting from the beginning of the recording. The reader cannot add pages.

Note: Page markers in a DAISY book should always be placed at the start of the text on the relevant print page and not at the bottom, where the page number often appears. This means that, when you go to a page in the finished DAISY book, you will always be at the top of the page when it starts to play.

3.4.4. Groups.

The group marker can be used to identify items in the book that the reader might wish to go to independently of the other navigation structures. For example, diagrams, tables, points of note, safety information and so on. When it is used carefully, it could be extremely useful. Groups cannot be specified by the reader and must be inserted by the DAISY book producer.

3.4.5. Phrases.

When the book is being recorded, the audio files may be automatically divided into segments called "phrases". The recording software will decide on where a phrase starts and ends based on the

amount of silence between one piece of audio and the next. The length of silence permitted before a new phrase is created is called the "pause time" and can be adjusted by the person making the DAISY recording. In order to break the audio up into phrases that are not too long or short, a fast reader might require a short pause time and a slower reader a longer pause time. When the recording is finished, the reader can use the phrases as an additional navigation feature.

3.4.6. Sections.

A Section refers to the segment of audio between one heading and the next. A section is generally made up of a number of phrases but can have as few as one phrase. Each section will have a heading and an associated navigation level. Do not get confused between sections in a DAISY recording and sections of this guide.

3.4.7. Bookmarks.

Once the book is complete, the reader can add bookmarks at relevant places to enable him/her to find the marked locations at a later stage. The number of permitted bookmarks will depend on the DAISY player being used but generally there will be more capacity than the reader requires. Bookmarks are the only navigation item that the reader can insert and remove.

4. Overview of your new PLEXTALK.

This chapter gives you an overview of the PLEXTALK and its main features.

4.1. General concept.

The PLEXTALK PTN2 is a rugged design table top type DAISY-compliant audio/text book player. It offers multiple ways to get DAISY-compliant audio or text books and user-friendly interface of hardware design with features that support unsurpassed accessibility for those who have sighted problem.

4.2. Features of the PLEXTALK.

The main features of the PLEXTALK are as follows:

- DAISY Book Playback
- Text/HTML Contents Playback using Embedded Text-To-Speech Engine
- Music CDs Playback
- MP3 Music Playback
- Support for removable 32GB SD cards and USB flash memory
- Media transfer from USB without PC
- High Quality Speaker
- Battery Rechargeable via AC adapter

5. Getting started.

You are now ready to start using your new PLEXTALK. This chapter will give you information about the terminology which is used throughout the guide. It details the items that you should have received in the box and explains the physical layout of the PLEXTALK unit. It also details how to insert the battery, charge the unit and care for the battery. Basic operations such as turning the unit on and off, and inserting and ejecting SD cards are also described.

5.1. 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.
- **Reminder:** A reminder is used to refresh your memory about points that have been mentioned earlier in the guide. They are generally written before the information to which they refer.

- **SD Card:** PLEXTALK is able to use both "SD " and "SDHC" cards. In this User's Guide, both cards are called "SD cards".
- All key names and function names have been written with initial capitals.
- Menu options have been written with double quotes around the menu option names and an initial capital has been used.
- In order to make the list of instructions more concise, the guide does not always explain every operation in detail. In many cases, PLEXTALK's built in speech gives you sufficient detail that operating features and functions should be clear.

5.2. 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 PTN2
- 1 Mask
- 1 AC adaptor
- 1 Rechargeable battery
- 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.

5.3. The User's Guide CD.

The User's Guide CD, which has been included in your package, contains the following items:

- User's Guide in Microsoft Word format - this version of the guide can be found in a folder on the User's Guide CD called "Manual". The file name is "PTN2 Users Guide.doc".
- User's Guide in text format - this is a plain text version of the User's Guide. This version of the guide can be found in a folder on the User's Guide CD called "Manual". The file name is "PTN2 Users Guide.txt".

5.4. 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.

Holding the unit carefully, take a few moments to locate the top and bottom surfaces. The top has 27 rubber keys on it whereas the bottom has only 5 rubber feet, four of which are near to the corners and one which is the long straight foot. When you have found the bottom of the unit, place the unit carefully down, on the five rubber feet, on a flat surface in front of you.

Locate the perforated surface of the speaker grill of the PLEXTALK. Keep the feet downwards and rotate it until the speaker grill is at the upper right from you. The PLEXTALK should now be set up in its normal operating position. You can confirm this by feeling the longest

side is closest to you. There should be a narrow, but noticeable, straight dip in this edge. It is the CD slot.

5.4.1. Top surface.

The PLEXTALK has 27 rubber keys on the top surface. These are grouped in 5 blocks - a column of 4 keys on the left side, a rectangular block of 12 keys in the centre, a row of 3 keys below the rectangular block, a row of 3 keys above the rectangular block and a column of 5 keys on the right side.

In the column of four keys on the left side, the top key is an ellipse shaped key and the bottom key is a triangle shaped key. The remaining two keys in the centre are diamond shaped keys.

From top to bottom, the four keys are:

- Menu key - used to access the Main Menu.
- Bookshelf key – used to switch media.
- GoTo key - used for page and heading navigation.
- Bookmark key, used for bookmark navigation, insertion and deletion.

The rectangular block of 12 black keys is generally called the Number key and is located at the centre of the top surface. It is laid out exactly like a push button telephone keypad with 4 rows of 3 keys. 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 Hash key. The number 5 key has a small raised dot on it to help you locate it.

The Hash key, which is located at the bottom right of the Number Pad, is used for confirming, so it will be called the Enter key throughout this guide. Similarly, the Star key, which is located at the bottom left of the Number key, is used to cancel, and will be called the Cancel key.

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

Number 2 = Arrow Up or Cancel
Number 4 = Arrow Left or Move Back
Number 6 = Arrow Right or Move Forward
Number 8 = Arrow Down or Enter
Number 9 = Backup files or Move files
Star = Undo
Hash = Redo

Underneath the Number key is the row of 3 keys. The two outside keys are semi circular in shape. The centre key is rectangular in shape and has a distinctive recessed top surface for easy location. From left to right, the names and the uses of these three keys are as follows:

- Rewind key - Back or Fast Rewind (if held)
- Play/Stop key - Play/Stop
- Fast Forward key - forward or Fast Forward (if held)

Above the Number key is the row of 3 keys. The two outside keys are vertically long ellipse in shape and the centre key is larger ellipse in shape. They are divided into the top and the bottom at the centre. From left to right, the names of these keys are as follows:

- Tone key - the upper side is called "Tone up key", the lower side is called "Tone down key."
- Volume key - the upper side is called "Volume up key", the lower side is called "Volume down key."
- Speed key - the upper side is called "Speed up key", the lower side is called "Speed down key."

The last group of keys on the top surface is the 5 keys on the right hand side. The key, which is located in immediate right of the Number 3 or 6 key, is the Information key. It is ellipse in shape. The key, which is located immediately to the right of the Fast Forward key, is the Title key. It is divided into the right and the left at the centre. The right side is called "Next Title key", the left side is called "Previous Title key." The use of these keys are as follows:

- Information key - used to get the information of the DAISY book, audio files and text files. Press and hold the key to hear the current date and time.
- Title key – used to switch media by pressing the right side and left side together. To switch titles, press the right side called "Next Title key" or the left side called "Previous Title key."

The other three keys are arranged linearly on the right side of the unit. The top key is a small round shaped and the bottom key is a small square shaped. The centre of the two keys is a larger round shaped key, which is slightly sunken.

From top to bottom, the three keys are:

- Sleep timer key - used to set sleep timer
- Power button - used for power on/off
- Eject key - used for ejecting CDs.

5.4.2. Front face.

The CD Insertion/Ejection Slot is located at the front of the unit. Insert your DAISY book CD, music CD or MP3CD into the slot. Once the CD has been inserted, the CD will be taken into the unit automatically.

5.4.3. Left side.

On the left side of the unit there are three items. From front to back, there are the SD card slot, the headphone jack and the USB slot. The SD card slot is for both the SD card and SDHC card. The USB slot can be used for USB flash memory.

5.4.4. Right side.

There are no items on the right side of the unit.

5.4.5. Back face.

There is one item on the rear of the unit.   On the centre is a small round hole in a square shaped housing. This is the DC input terminal, which is the socket to take the AC power supply.

5.4.6. Bottom surface.

Carefully turn over your PLEXTALK and place it face down on the flat surface, keeping the front of PLEXTALK towards you.

A little left from the centre of the bottom surface, there are 3 raised ridges. These are at the right end of the battery cover. The battery cover is fixed with the screw located at the lower left of the battery cover. To open the battery cover, remove the screw at first. Then put the thumb of your hand on the 3 ridges, to slide the battery cover to the left only a little, and open the battery cover from the left edge of the cover. It should release fairly easily without putting extra pressure.

5.5. Inserting the battery.

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

- Turn off the power and remove the power adapter.
- Carefully turn over your PLEXTALK and place it face down on the flat surface, keeping the front of PLEXTALK towards you.
- Open the battery cover, as described in the previous section, and pick up the old battery using the projecting part, which is on the left side of the battery.
- Locate the new battery and orientate it so that the one edge, which has five small holes, is facing to your right and the projection is facing to the top.
- Carefully place the battery into the battery slot vertically.
- Close the battery cover and push it from the left side to the right side to close tightly.
- Fix the cover with the screw.

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

5.6. Charging PLEXTALK.

In order to charge the internal battery, you need to connect the PLEXTALK to the mains supply. 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 centre of the back face. Then plug the power adaptor into the mains socket. Charging will start.

5.7. Maintenance and battery care.

It is important that you look after your PLEXTALK properly to ensure that you do not cause accidental damage to it, the battery or the media. It is strongly recommended that you read this section carefully.

5.7.1. Unit care.

When cleaning your PLEXTALK take note of the following points:

- **WARNING:** Always disconnect PLEXTALK from the mains supply before cleaning.
- Carefully wipe any dust and dirt from PLEXTALK with a soft cloth that has been slightly dampened with a diluted, neutral detergent, then wipe dry with a cloth.

5.7.2. 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

5.8. Turning PLEXTALK on and off.

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

- Press and hold down the Power button to turn the unit on. A musical sound indicates that the PLEXTALK is booting up. When the power is on, the Power button will turn green. Shortly after, the PLEXTALK will announce that it is accessing a media.

- Press and hold the Power button to turn off the unit. The unit will beep and then announce that it is shutting down. After a short pause, a different musical sound indicates that the PLEXTALK has completed the shut down process.

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

5.9. Key Describer function.

The Key Describer feature is turned on and off using the Menu key.

Reminder: The Menu key is on the upper left of the unit.

As its name implies, the Key Describer function allows the user to get a description of any key on the PLEXTALK. This is particularly useful for those who are new to the unit and can be a quick way to learn about the key functions.

- Turn on the Key Describer by pressing and holding down the Menu key. The PLEXTALK will beep and announce that the Key Describer is on. 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. The PLEXTALK will beep and announce that the Key Describer is off.

5.10. Inserting and ejecting SD card, USB memory and CD

To insert the SD card, do the following:

- Turn off the power.
- Insert the SD card into the SD card slot on the left side of the unit. 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 front side of the unit.

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- 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.

Note: SD cards have a locking switch that enables you to protect your data if you want. This is located on the longer 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 move and delete titles. If the switch is away from the leading edge, your data will be protected. You must ensure that the switch is in the correct position before inserting the card otherwise you may experience difficulties in performing the operations you wish to carry out. To move the switch, simply use a fingernail to move the switch into the desired position.

To insert the USB memory, do the following:

- Turn off the power.
- Insert the USB memory into the USB slot.

To eject the USB memory, do the following:

- Turn off the power.
- Pull out the USB memory straight from the unit.

To insert a CD into the PLEXTALK, do the following:

- Ensure that the PLEXTALK is turned on.
- Turn the CD so that the label side is upwards.
- Gently push the CD into the CD slot on the front of the PLEXTALK.

- Continue to push the CD into the slot until the PLEXTALK takes over and feeds the CD the rest of the way.

Note: If you accidentally insert a CD upside down, the PLEXTALK will attempt to access it for a while and then will say " There is no content on the disc." You should then eject the CD and ensure that it is inserted the correct way up.

Reminder: The CD eject key is the square key at the bottom right of the unit.

To eject a CD, do the following:

- Press and release the Eject key.
- The PLEXTALK will announce that the disc will be ejected.
- The CD will be ejected. You can now pull the CD the rest of the way out of the slot.

6. Introduction to the menu system.

A number of the features of 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. It is not essential to read it immediately but you will find that an understanding of the menu system is useful in many of the chapters that follow.

6.1. Overview of the menu and its operation.

Although you only ever hear the menu, it can be thought of as being a hierarchical menu system containing a series of horizontal menus, each accessed from the level higher up. At the highest level there is the Main Menu which has 4 items. These are:

- Playback setting - allows you to listen to audio files repeatedly.

- Skippable - allows you to select whether you skip some kind of items or not.
- Media management - allows you to get media information, delete a title in a media except CD.
- System settings - allows you to get system information and to control the way certain features operate or play.

Note: An outline of the menu hierarchy is given in Appendix B. In addition, each function is described in detail in the relevant sections of the guide.

6.2. Accessing and navigating the menu.

Reminder: The Menu key is on the upper left of the unit. The Number 2, 4, 6, 8 keys are in the centre of the unit.

Access the menu by pressing the Menu key once. PLEXTALK will say "Menu, Playback setting". This indicates that it has accessed the "Menu" and that it is on the "Playback setting" option.

To navigate around the menu, use the following methods:

- To select a different option on the same level of the menu, press either the Number 4 key to move to the left or the Number 6 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 Number 8 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. The menu item that you have gone to will be spoken.
- To move up one level in the menu, press the Number 2 key or the Cancel key. The menu option on the higher level menu to which you have moved will be spoken.

- Pressing the Number 2 key or the Cancel key when at the Main Menu level will exit completely from the menu system.
- To exit immediately from the menu system, from any level in the structure, press the Menu key.

Note: Some of the menu options provide you with information that might be difficult to remember after hearing it once, for example, the system version number and PLEXTALK serial number. In these situations, the information is repeated until you choose to cancel the message. If you wish to cancel the message and exit the menu completely, press the Menu key. If you wish to cancel the message and stay in the menu system, press the Number 2 key or the Cancel key (the Star key).

6.3. Getting help when in the menu system.

When you are anywhere in the menu system, you can get a reminder of the item you are on by pressing the Information key once.

7. Quick start instructions.

This chapter is designed to give you information about using your PLEXTALK as a DAISY player. It outlines how to use PLEXTALK's functions but does not describe them in detail. The main sections in this Quick Start chapter relate to the basic controls and playing DAISY titles.

Note: The instructions in this chapter assume that you are sufficiently familiar with PLEXTALK's layout that you do not require reminders. If you wish to confirm the details of the physical layout of your PLEXTALK, you should refer to Section 5.4 before reading this chapter.

7.1. Basic control of the unit.

Turn on the PLEXTALK by pressing and holding down the Power button. After a short pause, the PLEXTALK will announce if it is accessing the SD card, the USB or the CD. Turn off the power by pressing and holding the Power button.

To lock the keys, press and hold the Fast Forward key and Rewind key at the same time. When the lock is applied, all keys and controls will be unable to function, including the Power button. Locking the keys prevents not to be accidentally operated. To release the key lock, press and hold the Fast Forward key and Rewind key at the same time again.

Access the menu system by pressing the Menu key once. Use the Number 4 or 6 key to move through the options on a level and use the Number 8 key or the Enter key to select a menu option. Use the Number 2 key or the Cancel key to exit one level. Press the Menu key to exit immediately from anywhere in the menu system. Get menu help by pressing the Information key once.

To adjust the playback volume and guide volume together, press the Volume up key to turn up or press the Volume down key to turn down until the required volume is reached. You can press and hold the key to change the volume quickly.

To adjust the guide volume independently, press the Menu key and select "system settings" and "select guide volume", then press the Number 4 or 6 key to set the required volume. Then press the Enter key to confirm and close the menu.

Increase the playback speed by pressing the Speed up key. Decrease the speed by pressing the Speed down key. You can press and hold the key to change the speed quickly.

Raise the playback tone by pressing the Tone up key. Lower the tone by pressing the Tone down key. You can press and hold the key to change the tone quickly.

Insert an SD card by pushing into the SD card slot at the left of the unit. Ensure that the SD card is inserted with the label side upwards

and the cut off corner is on the front right edge, towards the front of the unit. The PLEXTALK will recognise that it has been inserted and will automatically access the card contents.

Eject the SD card by pressing the SD card in and releasing it. Before ejecting the card, you must ensure that the unit is turned off. If you do not do this, you may cause damage to the card contents.

List a range of information about the current media and title by pressing the Information key. Press this key repeatedly to step quickly through the items in the list.

Check the current date and time on the internal clock by pressing and holding down the Information key. To set the internal date and time, press the menu key and select the "Set the date and time" option from the "System settings" menu. Enter the date and time following spoken instructions. When finished, the PLEXTALK will confirm the date and time you have set.

Enter and exit the built in help file by pressing the Number 0 key at any time. The help file is in DAISY 3 text only format.

7.2. Playing DAISY titles.

In order to try out the features in this section, you may wish to open a DAISY title. Why not use the built in help file as this contains a DAISY version of the main chapters of this guide.

Press the Number 0 key once to load the help file. Pressing this key again will exit from the help document.

Press the Play/Stop key to start playback. Note that, if you have used the User's Guide in the unit before, it will automatically start playback from where it finished playing on the previous occasion. Press the Play/Stop key a second time to stop playback.

When the PLEXTALK has played a DAISY title to the end, it will stop automatically. Pressing the Play/Stop key at this stage will cause PLEXTALK to start playback from the beginning again.

To go to the beginning of the DAISY title, press the GoTo key twice followed by the Enter key. To go to the end of the title, press the GoTo key twice followed by the Number 0 key and then the Enter key.

Use the Number 2 or 8 key to move through the available navigation options for the current DAISY book. Use the Number 4 or 6 key to move back or forward on the selected navigation option.

To jump back or forward a phrase, you need to select "Phrase" from the navigation options first and then press the Number 4 or 6 key.

To fast forward or fast rewind the DAISY title, press and hold down the Fast Forward key or Rewind key. For time jumps up to 10 minutes, press and hold down the key and the PLEXTALK will announce how much time it will jump. Release the key when you hear the required time spoken. Beyond 10 minutes, the PLEXTALK will continue incrementing the time jump until the Enter key is pressed.

You can switch the SD card, the USB media and the CD by pressing the Previous Title key and Next Title key together. Then press the Previous Title key or Next Title key to choose which title you wish to play.

To get information about the current title, including headings, pages and bookmarks, press the Information key once. This will also give information about playing time and battery status. Press and hold down the key to hear the current date and time.

Note: If PLEXTALK announces incorrect date and time, set correct date and time according to "Setting the date and time" in the next chapter.

To go direct to a page, press the GoTo key once and then enter the number of the page that you wish to go to followed by the Enter key.

To go to headings, press the GoTo key twice and then enter the number of the heading that you wish to go to followed by the Enter key.

You can use the bookmark feature. Add a bookmark by pressing the Bookmark key twice and then a number between 1 and 65000. You can, however, only have a maximum of 10000 bookmarks in total.

To go to a bookmark that you have added, press the Bookmark key once and enter the number of the bookmark that you want to go to, and then press the Enter key.

To remove a bookmark, the general procedure is to press the Bookmark key three times, enter the number of the bookmark you wish to remove, and then press the Enter key. You can clear all bookmarks in the current title by entering the number 0 and pressing the Enter key.

8. Setting up your PLEXTALK.

There are several features of the PLEXTALK which are useful to set up before starting to use it. These can be done at any time but it is sensible to do them sooner rather than later. This chapter details how to set up the text to speech options, set the system time and how to select your preferred waiting sound.

8.1. Setting up the text to speech options.

The PLEXTALK comes with a built in text to speech system to enable you to read DAISY text only titles, plain text and HTML files. This section shows you how to select your preferred voice and pitch settings for the built in text to speech system.

8.1.1. Selecting your preferred synthetic voice.

You are given the choice of two synthetic voices for the text to speech voice. One is a female voice and the other is male. To select your preferred text to speech voice, do the following:

Reminder: The Menu key is the upper left of the unit.

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "System settings" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 key to go to the "Select the synthetic voice" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 key to select between female voice and male voice and select your preferred voice by pressing the Enter key or Number 8 key.
- PLEXTALK will make your selection the new default text to speech voice and will exit the menu system.

8.1.2. Selecting the pitch of the synthetic voice.

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 Number 4 or 6 key to go to the "System settings" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 key to go to the "Select the pitch of the synthetic voice" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 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 or Number 8 key.
- The PLEXTALK will make your selection the new default setting and will exit the menu system.

8.2. Setting the date and time.

Reminder: To check the current date and time, press and hold down the Information key. The Information key is between the Number 6 key and sleep timer key.

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

- Press the Menu key and select "System Settings" by using the Number 4 or 6 key and then press the Enter key or Number 8 key to confirm.
- Select the "Set the date and time" option from the menu and press the Enter key or Number 8 key. The PLEXTALK will ask you to input the year with 4 digits and will announce the current setting.
- Use the Number Pad to enter the current year with 4 digits and press Enter, or just press Enter to accept the current setting. Press the Cancel key to clear the input number. Press it once more to cancel setting system time.
- When you have confirmed your entry, the PLEXTALK will ask you to input the month. It will then announce the month that is set at present.
- Use the Number Pad to enter the current month with 2 digits and then press Enter, or just press Enter to accept the current setting. Press the Cancel key to clear the input number. Press it once more to return to setting current year.
- When you have confirmed your entry, the PLEXTALK will ask you to input the day. It will then announce the day that is set at present.
- Use the Number Pad to enter the current day with 2 digits and then press Enter, or just press the Enter key to accept the current setting. Press the Cancel key to clear the input number. Press it once more to return to setting current month.
- When you have confirmed your entry, the PLEXTALK will ask you to enter the time with 4 digits. It will also prompt that you can use the Fast Forward or Rewind key to select AM or PM

for the time setting. Lastly, it will play the time that is set at present.

- Use the Number Pad to enter the current time with 4 digits and press Enter. Use leading zeros where necessary. Press the Cancel key to clear the input number. Press it once more to return to setting current day. If you wish to select the AM or PM setting, before pressing the Enter key, use the Rewind key or Fast Forward key to make your selection.
- The date and time should now be set correctly and the PLEXTALK will automatically exit this feature. By way of confirmation, the date and time that you have just entered will be spoken back to you.

8.3. 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. The PLEXTALK gives you 3 choices of waiting sounds which are "Waiting sound 1", "Waiting sound 2" and "No waiting sound".

To select your preferred waiting sound, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "System settings" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 key to go to the "Select the waiting sound" option and select it by pressing the Enter key or Number 8 key. The PLEXTALK will announce the name of the currently selected waiting sound and will then play a sample of that sound.
- Use the Number 4 or 6 key to listen to the available options and press the Enter key or Number 8 key when you are on the waiting sound you prefer.
- The PLEXTALK will confirm your selection has been made and you will exit automatically from the menu system.

9. Power management features.

Before you start to learn how to use your PLEXTALK for playback operations, there are several features related to power management that you may find helpful to know about. The PLEXTALK will warn you when the battery charge is becoming low. It also has an automatic power off function and a sleep timer function. This chapter shows you how these features work.

9.1. 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. Please use mains power" or "Low battery. Player will shut down in one minute." If you wish to continue to use the PLEXTALK, you need to plug in the AC adaptor. If you do not plug in the AC adaptor, the PLEXTALK will shut down automatically when the battery level drops below a certain point.

CAUTION: If the battery power fails during operations such as backup, the data may become damaged or unusable.

9.2. 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.

If you do not want the PLEXTALK to shut down during this warning period, just carry out one of the operating functions, for example, start playback or access the menu system. The PLEXTALK can then be left for a further 15 minutes of inactivity before the same warning will be spoken again.

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

9.3. Compulsory power off function.

If for any reason, 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 remove the battery.

To use the compulsory power off feature, press and hold down the Sleep timer key and Power button together for more than 10 seconds. PLEXTALK should shut down and restart.

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, as detailed in Section 5.5.

9.4. Sleep timer function.

The Sleep Timer feature enables you to specify an amount of time, after which, PLEXTALK will shut down. This can be handy if you want to listen to a DAISY book or music for a set amount of time. This section shows you how to set and cancel the sleep timer.

9.4.1. Setting the sleep timer.

Reminder: The Sleep Timer key is just above the Power button.

To set the sleep timer, do the following:

- Press the Sleep Timer key once. PLEXTALK will say, "Sleep timer. 15 minutes. Set."
- Press the Sleep Timer key again to increase the time for shutting down. The Sleep Timer setting will increase by 15 minutes for each press, up to a maximum of 1 hour. Repeat pressing the Sleep Timer key until you reach the desired setting.

9.4.2. Cancelling the sleep timer.

To cancel the sleep timer, do the following:

- Press the Sleep Timer key. PLEXTALK will tell you that the sleep timer is currently on and the number of minutes remaining before shut down.
- Keep pressing the Sleep Timer key repeatedly until PLEXTALK says "Off".

10. Playing features common to all formats.

All the operations mentioned in this chapter apply equally to play DAISY titles, Audio Files and Text Files. Before progressing further it is important that, in the context of this guide, these terms are clearly understood.

- A DAISY title is a DAISY book on either an SD card, a USB media or a CD. These drives can contain one or more DAISY titles. Each DAISY title must be contained in its own folder. The audio files in the DAISY title must be Wave, MP3 or AMR-WB+ format.
- Audio Files, that are not part of a DAISY title, can be stored as individual files or in a folder on an SD card, a USB media or a CD. PLEXTALK is able to recognise and play audio files in the following file formats: MP3, Wave AMR-WB+ and Ogg Vorbis.
- Text files are files that are either in plain text format or in HTML format. They can be stored as individual files or in a folder on an SD card, a USB media or a CD.

You may want to try out the features mentioned in this chapter as you progress. If you wish to do these, before proceeding, insert an SD card, a USB media or a CD containing appropriate content, as detailed in Section 5.10.

CAUTION: PLEXTALK's SD card slot is only compatible with SD or SDHC cards. Inserting other memory card such as a Memory Stick

or MMC i.e. MultiMedia Card, will cause a malfunction and should not be used.

10.1. Reinserting an SD card, USB media or a CD.

When you insert either an SD card, a USB media or a CD into PLEXTALK for the first time, it will play from the beginning of the first title. When you insert the same media on another occasion, regardless of the format of the data, PLEXTALK will start playback from the location where playing was stopped in the previous session. This is a particularly useful feature if you need to swap SD cards, USB media or CDs and then want to return to the first one, for example, if you are studying and need to refer to a variety of books.

10.2. Start and stop playback.

To start or stop playback, do the following:

Reminder: The Play/Stop key is the rectangle shaped key with central depression, located between the Fast Forward key and Rewind key.

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

Note: If a book or album has played all the way to the end, it will stop automatically unless a playback mode which overrides this action has been selected. Pressing the Play/Stop key when the book or album has played to the end, will cause the book or album to commence playback from the beginning again.

10.3. Changing the playback volume.

Reminder: The Volume key, which is divided into the Volume up and the Volume down key, is the top key on the top surface of the unit, between the Speed and the Tone key.

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.

- To increase the playback volume, either press the Volume up key repeatedly, increasing the level by 1 setting each time, or press and hold down the Volume up key until the volume reaches the desired level.

- To decrease the playback volume, either press the Volume down key repeatedly, decreasing the level by 1 setting each time, or press and hold down the Volume down key until the volume reaches the desired level.

When PLEXTALK is not playing, each time you adjust the volume, it will beep and announce the volume level selected, for example, "Volume 16". However, when PLEXTALK is playing, it will beep but will not announce the volume setting selected.

Note: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the middle volume position that is volume 13.
Note: Pressing and holding the Volume up key or down key will cause the volume setting to change rapidly in the selected direction. This saves you having to repeatedly press the key.
Note: Pressing the Volume up key and down key together will lead to middle volume position, volume 13.

10.4. Changing the guide volume.

The internal speech generated by PLEXTALK is called the guide speech. The volume of the guide speech can either be adjusted in conjunction with the playback volume or it can be adjusted independently. If you wish the guide volume and playback volume to

be adjusted together, use the procedure detailed in the previous section. The guide volume will increase and decrease as you adjust the playback volume.

To set the guide volume independently, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "System settings" option and select it by pressing the Enter key or the Number 8 key.
- Use the Number 4 or 6 key to go to the "Select guide volume" option and select it by pressing the Enter key or the Number 8 key.
- Use the Number 4 or 6 key to select your preferred guide volume setting and press the Enter key or the Number 8 key to confirm the setting. PLEXTALK will make this the new guide volume and will exit the menu system.

10.5. Changing the playback speed.

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

- To increase the playback speed, press the Speed up key. If PLEXTALK is not playing, the guide will announce the setting you have selected, for example "Speed +2". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.
- To decrease the playback speed, press the Speed down key. If PLEXTALK is not playing, the guide will announce the setting you have selected, for example "Speed -1". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

Note: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the normal speed position.

Note: Pressing and holding the Speed up key or down key will cause the speed setting to change rapidly in the selected direction. This saves you having to repeatedly press the key.
Note: Pressing the Speed up key and down key together will lead to normal speed position.

10.6. Changing the audio tone.

There are 13 tone settings ranging from -6 to +6, which can be adjusted 1 level at a time. The default setting is in the middle of the range and is termed the normal position. Moving from the bottom to the top of the available range, will make the tone move from a more bass sound to a more treble sound.

- To increase the tone, press the Tone up key. If PLEXTALK is not playing, the guide will announce the setting you have selected, for example "Tone +5". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.
- To decrease the tone, press Tone down key. If PLEXTALK is not playing, the guide will announce the setting you have selected, for example "Tone -3". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

Note: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the normal tone position.
Note: Pressing and holding the Tone up key or down key will cause the tone setting to change rapidly in the relevant direction. This saves you having to repeatedly press the key.
Note: Pressing the Tone up key and down key together will lead to normal tone position.

10.7. Accessing the Navigation menu.

One of the most useful features of PLEXTALK is the ability to choose how you want to navigate. This is done by using the Navigation Menu which is available to you at any time unless you are already in the Main Menu system.

To use the Navigation Menu, do the following:

- Assuming that you are not in the Main Menu system, use the Number 2 or 8 key to move upwards or downwards. The items you hear spoken are the options available to you from the Navigation Menu at that time.
- The available options will vary depending on what kind of contents you are using and the structure of the data. For example, on a DAISY titles, if the book does not have pages coded into it, the "Page" option will not appear on the Navigation Menu. In essence, PLEXTALK will only offer you navigation options that are appropriate to you at that time.
- Having selected your preferred navigation method, you can now use your Number 4 or 6 key to move backwards or forwards at your chosen level of navigation. For example, when using the built in User's Guide, if you go to the "Level 1" option with your Number 2 or 8 key, and then use your Number 4 or 6 key, you will be able to move backwards or forwards to the next Level 1 heading.

Note: The default navigation level for DAISY titles is "Level 1", for Audio File is "Track" and for Text File is "Paragraph". Currently selected navigation levels are not saved when you shut down PLEXTALK.
Note: If you do not know what navigation is available to you in a particular item, press the Number 2 or 8 key repeatedly to quickly find out.

10.8. Understanding how PLEXTALK groups files and folders.

At the beginning of this chapter, you learned about some basic guidelines for the format of the files that PLEXTALK is able to access

and about how they should be stored on an SD card or USB media. In fact, apart from these simple rules, PLEXTALK is able to operate with very few other restrictions on how you store the items you wish to read.

When PLEXTALK accesses the SD card, USB media or CD, 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. This makes title navigation more straight forward. 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.

DAISY titles should be stored, with all necessary files, in a single folder. PLEXTALK will not evaluate any contents in a sub folder of a folder where it has identified a DAISY book.

PLEXTALK's ability to assess the contents of the media in this automatic way, means that you can be very flexible in the way that you file your information, whilst, at the same time, being able to access the information quickly when you need to.

10.9. Selecting the SD card, USB media or CD.

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

- Press the Next Title key and Previous Title key together or press the bookshelf key repeatedly until your desired media is announced. PLEXTALK will move sequentially through the 3 available options, "SD card", "USB" and "CD". The item which was last played in that media will be announced at first.
- If there is no media inserted, PLEXTALK will say "There is no SD card (USB device or CD)." followed by "No title has been selected. Please select another title".
- After your desired media is announced, use the Next Title key or Previous Title 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.

10.10. Getting information about your SD card, USB media or CD.

From time to time, you may wish to check the status of the SD card, USB media or CD. You can get a variety of information as follows:

- With the SD card, USB media or CD, ensure that PLEXTALK is switched to focus on the appropriate media by pressing the Next Title key and Previous Title key together until the desired media is spoken.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key or the Number 8 key.
- Use the Number 4 or 6 key to go to the "Media and title Information" option and select it by pressing the Enter key or the Number 8 key.
- PLEXTALK will announce the type of media, the free space of media, the used space on the media, the total size of the media, the information on the current item and its size. In the case of SD cards, it will also state if the card is locked or not.

- When you have noted the relevant information, press the Enter key to exit the menu system.

Note: Some of the information may not be spoken depending on the status of your SD card, USB media or CD. For example, if you have inserted a finalised CD, because there is no available space on the disc, this information will not be given.

10.12. Fast forward or fast rewind.

The fast rewind and fast forward features use the Rewind key and Fast Forward key either side of the Enter key.

- To fast rewind, press and hold down the Rewind key. Playback will start when you release the key.
- To fast forward, press and hold down the Fast Forward 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 Rewind or Fast Forward key, the fast rewind or fast forward will skip 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. When you play a text only DAISY book, the fast rewind or fast forward will skip 5 phrases, 10 phrases, 15 phrases and so on. If the key is released, playback will start. When you play a text file, the fast rewind or fast forward will skip 5 sentences, 10 sentences, 15 sentences and so on. If the key is released, playback will start.

10.13. Using bookmarks.

Bookmarks are a very powerful way of enhancing the navigation options in a DAISY title, Audio File or Text File. This section tells you

about the types of bookmark available to you and how to add, navigate and delete them.

10.13.1. Types of bookmark.

There are 2 types of bookmark you can use in PLEXTALK as follows:

- Numbered Bookmarks - You can add up to 10000 Numbered Bookmarks. Each bookmark is assigned a unique number in the range 1 to 65000. If you try to exceed the 10000 limit, the oldest bookmark 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.

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

10.13.2. Add bookmarks.

This section tells you how to add Numbered Bookmarks into your title or album.

Reminder: The Bookmark key is the bottom left key of the unit.

To find out information about the bookmarks in the current title, whether PLEXTALK is playing or not, do the following:

- Press the Information key once and PLEXTALK will announce a number of things including information about the Numbered Bookmarks in the current title.
- Press the Information key repeatedly to quickly step through the list of items spoken.
- Press the Enter key to stop speech after you have heard what you want.

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

- Press the Bookmark key twice. PLEXTALK will say, "Add bookmark".
- Using the Number Pad, enter the number you wish to assign to this bookmark.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- If you try to assign the same number as an existing bookmark, PLEXTALK gives you the chance to overwrite the existing bookmark or assign a different number. Press the Enter key to overwrite the existing bookmark or the Cancel key to assign a different number.
- When you have selected a valid number for your bookmark, PLEXTALK will confirm that the bookmark has been set.

Note: PLEXTALK will not allow you to add a bookmark in the same position as an existing bookmark.
Note: 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.

10.13.3. Navigating to bookmarks.

This section tells you how to navigate to the Numbered Bookmark.

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

- Press the Bookmark key once. PLEXTALK will say, "Go to bookmark".
- 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, PLEXTALK will go to the location of that bookmark and playback will start automatically.

Note: PLEXTALK will announce an error message if you try to go to a Numbered Bookmark that does not exist.

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 Number 2 or 8 key to go to the "Bookmark" option on the Navigation Menu.
- Press the Number 4 key to move to the next bookmark with a lower number. PLEXTALK will move to the bookmark and announce its number. Playback will start automatically. If you are on the bookmark with the lowest number, pressing the Number 4 key will take you to the bookmark with the highest number.
- Press the Number 6 key to move to the next bookmark with a higher number. PLEXTALK will move to the bookmark and announce its number. Playback will start automatically. If you are on the bookmark with the highest number, pressing the Number 6 key will take you to the bookmark with the lowest number.

Note: When navigating in this way, you will move by the numbering sequence of the bookmarks and not by the time sequence that they appear in the title, album or text file. For example, assume you have randomly assigned bookmarks with numbers from 1 to 10 throughout your title, album or file and you are currently on bookmark 5. Using this method will allow you to move to bookmark 4 or 6 regardless of where they are located, even if there are other bookmarks in between numbers 4 and 5 or between 5 and 6.
Note: If there are no bookmarks in the title, the "Bookmark" option will not be listed on the Navigation Menu.

10.13.4. Clearing bookmarks.

This section tells you how you can clear individual bookmarks or all the bookmarks in the current title.

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

- Press the Bookmark key 3 times. PLEXTALK will say "Remove bookmark".
- 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.
- Press the Number 0 key followed by the Enter key to remove all the bookmarks on the current DAISY title or Text file. On music files, this procedure will delete all the bookmarks on all albums in current media.
- When you confirm the action, PLEXTALK will remove the specified bookmark from the current title and will confirm this with a spoken message.

Note: If you enter an invalid bookmark number, PLEXTALK will announce an error message.

10.14. The built in help file.

PLEXTALK is supplied with a built in help file that you can access at any time. The file does not contain the full contents of the User's Guide but it does contain the most important chapters that you may wish to refer to whilst using your PLEXTALK. The file has been created in DAISY 3 text only format and uses the built in synthetic speech.

10.14.1. Accessing the built in help file.

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

- Press the Number 0 key once.
- PLEXTALK will load the help file at the position you were playing the last time you used it.
- Navigate the file in the same way that you navigate other DAISY text only titles. Further information on navigating DAISY titles will be given in the following chapter.

To exit the help file, do the following:

- Either press the Number 0 key once or press the Title key to switch to one of the other media.

10.14.2. Getting information in the help file.

When using the help file, to get a range of information, whether PLEXTALK is playing or not, do the following:

- Press the Information key once.
- A range of information will be spoken. See below for details.
- 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 Information key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

When in the help file, you will hear the following items:

- Title information.
- Page information.
- Heading information.
- Bookmark information.
- Power information - power source, battery level.
- System properties – system version, serial number.

11. Playing DAISY titles.

This chapter covers additional features that can be used when you are playing a DAISY title. Before proceeding with this chapter, it would be useful to have a DAISY title available for trying out the features as you go along. The User's Guide is a good choice as it contains many of the DAISY features discussed in this section.

CAUTION: The SD card slot is only for SD or SDHC cards. Using other memory cards such as Memory Stick or MMC, will cause a malfunction and should not be used.

11.1. Getting heading, page and title information.

To get information about the current DAISY title, whether PLEXTALK is playing or not, do the following:

- Press the Information key once.
- A range of information will be spoken. See below for details.
- 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 Information key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

In a DAISY audio title, you will hear the following items:

- Title information.
- Time information - elapsed time, remaining time and , total time.
- Page information.
- Heading information.
- Bookmark information.
- Power information - power source, battery level.
- System properties – system version, serial number.

During these announcements, the first phrase of the current title and the current section will be played at the appropriate time to help you identify the title and location in the title.

Note: If the playing position is at the beginning or end of the title, because there is no audio at these locations, no recorded audio will be heard.

In a DAISY text title, you will hear the following items:

- Title information.
- Page information.
- Heading information.
- Bookmark information.
- Power information - power source, battery level.
- System properties – system version, serial number.

Note: If there are any front pages or special pages within the DAISY title, the number of front pages and special pages will be announced as well as the other page information.
Note: As PLEXTALK supports titles that span across multiple volumes, if more than one volume has been used, the current volume number and the total number of volumes will also be announced.

11.2. Heading navigation.

There are 2 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.

Reminder: Headings are marked locations in a DAISY title that you may wish to get to quickly, such as the start of chapters, sections and sub sections. The headings in a DAISY title are numbered sequentially from the start of the title. Every heading has an associated navigation level between Level 1 and Level 6.
Reminder: In the column of 4 keys on the left side of the unit, the GoTo key is the second from the bottom.

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

- Press the GoTo key twice. The guide speech will say, "Go to heading".
- 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.
- When you have entered a valid heading number and pressed the Enter key, PLEXTALK will switch to the heading you selected and playback will start automatically. If you have entered an invalid heading number, the guide speech will announce an error message.

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

- Use the Number 2 or 8 key to go to your desired level of navigation, for example Level 1, Level 2 etc.
- Press the Number 4 key to move backwards to the previous heading on the selected level. PLEXTALK will move to the heading and playback will start automatically. If there is no previous heading, PLEXTALK will move to the beginning and say "Beginning of title".
- Press the Number 6 key to move forwards to the next heading on the selected level. PLEXTALK will move to the heading and playback will start automatically. If there is no next heading, PLEXTALK will go to the end and say "End of title".

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. If you have chosen Level 1 navigation, PLEXTALK will only find Level 1 headings as you move.

11.3. Moving to the beginning or end of a DAISY title.

Moving quickly to the beginning or end of the current DAISY title is very useful.

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

- Press the GoTo key twice. The guide speech will say, "Go to heading". This will be followed by a verbal reminder that the Enter key can be pressed at this point to go to the beginning.
- Press the Enter key and the playing position will move to the start of the current item. The guide speech will say "Beginning of title".
- After a short pause, playback will commence automatically from the beginning.

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

- Press the GoTo key twice. The guide speech will say, "Go to heading". This will be followed by a verbal reminder that the Number 0 key followed by the Enter key can be pressed at this point to go to the end.
- Press the Number 0 key followed by the Enter key and the playing position will move to the end of the current item. The guide speech will say "End of title".

11.4. Page navigation.

Navigating to pages is very similar to heading navigation. You can either go to pages direct or you can move through the available pages one at a time. When using PLEXTALK, pages are numbered sequentially from the start of the title.

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

- Press the GoTo key once. The guide speech will say, "Go to page".
- 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.
- When you have entered a valid page number and pressed the Enter key, PLEXTALK will switch to the page you selected and playback will start automatically. If you have entered an invalid page number, the guide speech will announce an error message.

To navigate pages sequentially, do the following:

- Use the Number 2 or 8 key to go to the "Page" option on the Navigation Menu.
- Press the Number 4 key to move backwards to the previous page. PLEXTALK will move back to the previous page marker and playback will start automatically. If there is no previous page, PLEXTALK will go to the beginning and say "Beginning of title".
- Press the Number 6 key to move forwards to the next page. PLEXTALK will move forwards to the next page marker and playback will start automatically. If there is no next page, PLEXTALK will go to the end and say "End of title".

Note: If there are no page markers in the title, the "Page" option will not be listed on the Navigation Menu.
Note: There are three kinds of page which are Normal, Front and Special. Front pages are those at the front of the book before the page numbering for the body of the book begins. Special pages are those that are not front matter and which do not follow the sequential numbering system. You cannot move directly to Front or Special pages using the GoTo key and can only navigate to them using the Number 4 or 6 keys after selecting the "Page" option on the Navigation menu.

11.5. Group navigation.

Reminder: A Group, in the context of the PLEXTALK, is a navigation feature which can be assigned, by the person creating the title, to

items of note throughout a DAISY title. They are separate from other navigation features like headings and pages.

Groups can only be navigated sequentially. PLEXTALK goes to all headings as well as groups.

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

- Use the Number 2 or 8 key to go to the "Group" option on the Navigation Menu.
- Use the Number 4 key to move backwards to the previous group item in the title. PLEXTALK will move backwards to the previous group item and playback will start automatically. If there are no previous group items, PLEXTALK will go to the beginning and say "Beginning of title".
- Use the Number 6 key to move forwards to the next group item in the title. PLEXTALK will move forwards to the next group item and playback will start automatically. If there are no next group items, PLEXTALK will move to the end and say "End of title".

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

11.6. Phrase navigation.

Reminder: Phrases are a DAISY navigation feature which are automatically created when the recording is made. A phrase is the piece of audio between one moment of silence and the next.

- To jump back one phrase, press the Number 2 or 8 key to select the "Phrase" option on the Navigation Menu and then press the Number 4 key. PLEXTALK will move backwards to the start of the previous phrase and playback will start automatically. If there is no previous phrase, PLEXTALK will go to the beginning and say "Beginning of title".
- To jump forwards one phrase, press the Number 2 or 8 key to select the "Phrase" option on the Navigation Menu and then

press the Number 6 key. PLEXTALK will jump forwards to the start of the next phrase and playback will start automatically. If there is no next phrase, PLEXTALK will go to the end and say "End of title".

Note: Sometimes, depending on how long you let the phrase play, you may need to press the Number 4 key twice quickly to move to the previous phrase, otherwise PLEXTALK may only jump back to the start of the current phrase.

11.7. Playback mode.

When playing DAISY titles, provided playback mode is "Normal playback" only.

- Normal playback - this option is the factory default setting. It plays through the title and stops when finished. PLEXTALK will say "End of title". Pressing the Play/Stop key at this stage will start playback from the beginning again.
- Repeat title - the current title will repeat continuously until playback is stopped.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Playback Setting" option and select it by pressing the Enter key or Number 8 key. The currently selected playing mode will be spoken.
- Use the Number 4 or 6 key to go to your preferred playing mode and select it by pressing the Enter key or Number 8 key.
- Your selection will be made and the menu system will be exited automatically.

12. Playing Audio Files or Music CDs.

This chapter covers features that are specific to playing Audio Files or Music CDs. There is a lot of similarity between these commands and the equivalent ones for DAISY titles, so you should find them simple to learn. Before continuing with this chapter, ensure that you have inserted an SD card, USB media or CD which contains Audio Files in the correct audio format, or a Music CD, so you can try out the features as you progress.

Reminder: In this guide, the term "Audio Files" refers to files that have been created using a PC or IC recorder. As previously mentioned, PLEXTALK is capable of playing audio files which are in any of the following file formats: Wave, MP3 or AMR-WB+.

CAUTION: The SD card slot is only for SD or SDHC cards. Using other types of memory cards, such as Memory Stick or MMC, will cause a malfunction and should not be used.
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.

12.1. About audio files.

This section gives you some more technical information about the types of audio files that can be used with your PLEXTALK. The file types are as follows:

- MP3 Files - MP3 (short for MPEG1/2 Audio Layer 3) is a standard for the compression of audio data. It allows compression ratios of 1/10 or even 1/12, with Music CD quality. PLEXTALK supports the following bit rates: MPEG1 Layer 3 from 32kbps to 320kbps and MPEG2 Layer 3 from 16kbps to 160kbps. It also supports VBR (Variable Bit Rate).

Note: For VBR, the reporting of the elapsed time and remaining time is not accurate and should be viewed as an estimate only.

- WAVE Files - The Wave format is Microsoft's standard audio file format. PLEXTALK supports Wave files in PCM (Pulse Code Modulation) format only.

- AMR-WB+ - This is a standard for compression of audio data. PLEXTALK supports all bit rates for this audio standard.

- Ogg Vorbis Files - Ogg Vorbis is a free licensed audio compression format.

12.2. 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. In this case, numbers take precedence over alphabetical characters. For example, if one file is called "123ABC" and a second file is called "ABC", the file "123ABC" will play before the file called "ABC".

- 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.

Example:
At the Root level there is Folder 1, Folder 4, and File A.
Under Folder 1 there is Folder 2, Folder 3, and File B.
Under Folder 2 there is File E and File F.
Under Folder 3 there is File G and File H.
Under Folder 4 there is File C and File D.
In the above example, the playing sequence would be: A, B, E, F, G, H, C, and D.

12.3. Restrictions on Audio files.

When playing an Audio File SD card, USB media or CD, you should bear in mind the following restrictions:

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 data.

12.4. Getting file and album information.

To get information about the current track and album, whether PLEXTALK is playing or not, do the following:

- Press the Information key once.
- A range of information will be spoken. See below for details.
- 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 Information key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

In an Audio File, you will hear the following items:

- Track information.
- Time information - elapsed time, remaining time and total time.
- Album information.

- Bookmark information.
- Title information - Audio
- Power information - power source, battery level.
- System properties – system version, serial number.

12.5. Track navigation.

Navigating to tracks is very similar to page navigation. You can either go to tracks direct or you can move through the available tracks one at a time. Tracks are numbered sequentially from the start of the album.

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

- Press the GoTo key once. The guide speech will say, "Go to track".
- 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.
- When you have entered a valid track number and pressed the Enter key, PLEXTALK will switch to the track you selected and playback will start automatically. If you have entered an invalid track number, the guide speech will announce an error message.

To navigate tracks sequentially, do the following:

- Use the Number 2 or 8 key to go to the "Track" option on the Navigation Menu.
- Press the Number 4 key to move backwards to the previous track. PLEXTALK will move back to the previous track and playback will start automatically. If there is no previous track, PLEXTALK will go to the beginning and say "Beginning of album".
- Press the Number 6 key to move forward to the next track. PLEXTALK will move forward to the next track and playback

will start automatically. If there is no next track, PLEXTALK will go to the end and say "End of album".

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.
Note: The navigation behaviour described above will vary depending on the number of albums and the currently selected playing mode. For example, in Normal mode, if you have more than one album, when you reach the last track in the current album and you are jumping forward by track, PLEXTALK will then jump to the first track in the next album rather than saying "End of album".

12.6. Moving to the beginning of an album.

Moving quickly to the beginning of the current album is very useful.

To move to the beginning of an album, do the following:

- Press the GoTo key once. The guide speech will say, "Go to track". This will be followed by a verbal reminder that the Enter key can be pressed at this point to go to the beginning.
- Press the Enter key and the playing position will move to the start of the current item. The guide speech will say "Beginning of album".

After a short pause, playback will start automatically from the beginning.

12.7. Album navigation.

Navigating to albums is very similar to track 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. The guide speech will say "Go to album".
- Using the Numeric 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.
- When you have entered a valid album number and pressed the Enter key, PLEXTALK will switch to the album you selected and playback will start automatically. If you have entered an invalid album number, the guide speech will announce an error message.

To navigate albums sequentially, do the following:

- Press the Number 2 or 8 key and select "Album" from the Navigation Menu.
- Press the Number 4 key to move backwards to the previous album. PLEXTALK will move back to the previous album, announce the album number and then start playback automatically.
- Press the Number 6 key to move forward to the next album. PLEXTALK will move forward to the next album, announce the album number and start playback automatically.

12.8. Selecting a playback mode.

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

- Normal playback - this option is the factory default setting. It plays through the current album and stops when finished. PLEXTALK will say "End of album". Pressing the Play/Stop key at this stage will start playback from the beginning of the album again.
- 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 all 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.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Playback Setting" option and select it by pressing the Enter key or Number 8 key. The currently selected playing mode will be spoken.
- Use the Number 4 or 6 key to go to your preferred playing mode and select it by pressing the Enter key or Number 8 key.
- Your selection will be made and the menu system will be exited automatically.

Note: When you select a playback mode, it will remain the default playback mode for Audio Files until you change it again, even if the unit is turned off and back on.

13. Playing Text Files.

Reminder: In the context of this guide, Text Files can either be plain text or HTML files. No pre-recorded audio is associated with Text Files so PLEXTALK will automatically use the built in text to speech engine when accessing these files.

Whilst many of the details of playing a Text File with PLEXTALK are very similar to play a DAISY title, this chapter highlights a number of important differences.

13.1. Getting text file information.

To get information about the current Text File, whether PLEXTALK is playing or not, do the following:

- Press the Information key once.
- A range of information will be spoken. See below for details.
- 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 Information key.
- If you have heard what you want to hear, you can stop the spoken information by pressing the Enter key.

When using a Text File, you will hear the following items:

- Title information.
- Current position - expressed as a percentage.
- Bookmark information.
- Power information - power source, battery level.
- System properties – system version, serial number.

13.2. Differences between plain text and HTML files.

Although this guide refers to both plain text files and HTML files as Text Files, you should note the following difference between these two types of file as it affects the navigation options you have.

Plain text files will only have the structure that is contained in its paragraphs, sentences, words and characters. There will be no additional structure such as headings. HTML files will have paragraphs, sentences, words and characters navigation but might also have heading level information if this has been coded into the original HTML document. If the HTML file has headings, you will be able to use these to enhance your navigation in these files.

Note: If the HTML file contains headings at multiple levels, you will only be offered a single level for heading navigation. In other words, all headings in an HTML file will be treated as Level 1 headings.

13.3. Navigating by percentage.

Text Files do not allow you to navigate directly to headings, pages or groups, like DAISY books. Consequently these options are not available to you when you press the GoTo key. However, PLEXTALK does allow you to navigate by a percentage of the file that has been played.

To navigate by percentage, do the following:

- Press the GoTo key once. The guide speech will say "Go to percent".
- Type in a percentage between 0% and 100% and press the Enter key.
- PLEXTALK will move the playback position to that position in the Text File.
- If you accidentally enter a number larger than 100%, PLEXTALK will take you to the end of the Text File.

13.4. Moving to the beginning or end of a text file.

Moving quickly to the beginning or end of the text file is very useful.

To move to the beginning of a text file, do the following:

- Press the GoTo key once. The guide speech will say "Go to percent."
- Press the Number 0 key followed by the Enter key and the playing position will move to the start of the current text file. The guide speech will say "0 percent. Beginning of title".
- After a short pause, playback will start automatically from the beginning.

To move to the end of a text file, do the following:

- Press the GoTo key once. The guide speech will say "Go to percent."

- Press the Number key "1", "0", "0" followed by the Enter key and the playing position will move to the end of the current text file. The guide speech will say "100 percent. End of title". Playback will stop automatically.
- If you accidentally enter a number larger than 100%, PLEXTALK will take you to the end of the Text File.

13.5. Navigating by paragraph, sentence, word or character.

As mentioned above, a Text File will always give you the four navigation options "Paragraph", "Sentence", "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 Number 2 or 8 key to select your preferred navigation method i.e. paragraph, sentence, word or character.
- Use the Number 4 key to jump back in the file by the selected amount. If you reach the start of the file, PLEXTALK will say "Beginning of title".
- Use the Number 6 key to jump forward in the file by the selected amount. If you reach the end of the file, PLEXTALK will say "End of title".

13.6. Navigating by level (HTML files only).

For 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". This differs from navigating in a DAISY title because all headings, regardless of their level, will be accessed through one entry on the Navigation Menu. For example, if an HTML file contains Level 1, Level 2 and Level 3 headings, there will only be a single option on the Navigation Menu called "Level". You will not be able to navigate by a specific level.

To navigate by level, do the following:

- Use the Number 2 or 8 key to select the "Level" option on the Navigation Menu.
- Use the Number 4 key to jump back in the file to the previous heading. If you reach the start of the file, PLEXTALK will say "Beginning of title".
- Use the Number 6 key to jump forward in the file to the next heading. If you reach the end of the file, PLEXTALK will say "End of title".

13.7. Playback mode.

When playing Text Files, provided playback mode is "Normal playback" only.

- Normal playback - this option is the factory default setting. It plays through the title and stops when finished. PLEXTALK will say "End of title". Pressing the Play/Stop key at this stage will start playback from the beginning again.
- Repeat title - the current title will repeat continuously until playback is stopped.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Playback Setting" option and select it by pressing the Enter key or Number 8 key. The currently selected playing mode will be spoken.
- Use the Number 4 or 6 key to go to your preferred playing mode and select it by pressing the Enter key or Number 8 key.
- Your selection will be made and the menu system will be exited automatically.

14. Media management features.

PLEXTALK enables you to backup your data, erase titles. This chapter describes how to carry out these processes for DAISY titles, Audio Files and for Text Files. It also indicates the limitations that apply.

14.1. Available media.

This section describes the types of media that can be handled by PLEXTALK. The media types are as follows:

SD card, USB media:
- Used for playback of DAISY content, Audio Files and Text Files.
- Used for moving items from other media.

CD:
- Used for playback of DAISY content, Audio Files or Text Files.

Note: If a CD has multiple kinds of content, for example, DAISY files and Audio files, PLEXTALK will recognize one kind of content only.
Note: External USB CD/DVD drive can not be used with PLEXTALK.

14.2. Deleting a title.

PLEXTALK enables you to delete a title, album or text file on an SD card or USB media. When you erase a title, you delete the title and all the audio from that title.

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 Number 4 or 6 key to go to the "Media management" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 key to go to the " Delete selected title" option and select it by pressing the Enter key or Number 8 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.

Note: The titles on the optical disc can not be deleted.

14.3. General backup information.

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

- When back up data from a media to the other media, the former is called "source media" and the latter is called "target media."
- You can backup a variety of data from CD to other media. CD drive can only be used as a source for backup purposes.
- If you backup from a Music CD, you can choose the audio compression to be used. It will be backed up as Audio Files and not in DAISY format.
- In the back up process, PLEXTALK gives a verbal warning if there is insufficient space available on the target media.

14.4. Backing up DAISY titles.

This section describes how to backup DAISY titles from a media to other media.

14.4.1. Backup a DAISY title from a CD to other media.

To backup a DAISY title from CD to other media, do the following:

- If you backup a title to SD card or USB media, insert SD card or USB media with sufficient free space. Ensure that SD card is unlocked.
- Insert the source CD into the CD slot.

- Navigate, on the CD, to the DAISY title that you wish to backup.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will say, "Select a target media." Press the Number 4 or 6 key to choose the SD card, USB media or Internal Memory. Then press the Enter key or Number 8 key to confirm.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key or Number 8 key again 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: If there is not enough space available in the target media, PLEXTALK will indicate the necessary capacity.
Note: The backup time will depend on the size of the source title and numbers of files.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

14.4.2. Backup a DAISY title from a media to other media.

To back up a DAISY title from a media to other media, do the following:

- If you use SD card or USB media, insert SD card or USB media with sufficient free space. Ensure that SD card is unlocked.
- Navigate, on the source media, to the title that you wish to back up.
- Press the Number 9 key once to access the backup feature.
- PLEXTALK will say, "Select a target media." Press the Number 4 or 6 key to choose the target media. Then press the Enter key or Number 8 key to confirm.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key or Number 8 key again 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: If there is not enough space available in the target media, PLEXTALK will indicate the necessary capacity.
Note: The time for backup will depend on the size of the source title and numbers of files.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

14.5. Backing up audio files/music CD.

PLEXTALK enables you to backup audio files from a media to other media. You can back up a whole album at once. This section details how you should carry out this process.

14.5.1. Backup audio files/music CD to other media.

To backup Audio Files/Music CD to other media, do the following:

- If you backup an album to SD card or USB media, insert SD card or USB media with sufficient free space. Ensure that SD card is unlocked.
- Insert the source CD into the CD slot.
- If there are multiple albums, navigate to the album that you wish to backup.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will say, "Select a target media." Press the Number 4 or 6 key to choose the target media. Then press the Enter key or Number 8 key to confirm.
- When backing up from a Music CD, press the Number 4 or 6 key to go to your preferred audio compression and press the Enter key or Number 8 key to confirm your selection.
- PLEXTALK will ask you to confirm that you wish to proceed with the backup. Press the Enter key or Number 8 key again to proceed or the Cancel key to abort.

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

Note: The audio compression option is only available when backing up a Music CD.
Note: If there is not enough space available in the target media, PLEXTALK will indicate the necessary capacity.
Note: The backup time will depend on the size of the source title and numbers of files. See the later section called "Backup time for music CD" for further information.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

14.5.2. Back up audio files from a media to other media.

To back up Audio Files from a media to other media, do the following:

- If you use SD card or USB media, insert SD card or USB media with sufficient free space. Ensure that SD card is unlocked.
- Navigate, on the source media, to the album that you wish to back up.
- Press the Number 9 key once to access the backup feature.
- PLEXTALK will say, "Select a target media." Press the Number 4 or 6 key to choose the target media. Then press the Enter key or Number 8 key to confirm.
- PLEXTALK will ask you to confirm that you wish to proceed with the backup. Press the Enter key or Number 8 key to proceed or the Cancel key to abort.
- If you choose to proceed, PLEXTALK will start the backup. PLEXTALK will announce when the backup is complete.

Note: If there is not enough space available in the target media, PLEXTALK will indicate the necessary capacity.
Note: The backup time will depend on the size of the source title and numbers of files.
Note: If you wish to cancel the backup process whilst it is running, press the Cancel key.

14.5.3. 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 70 minutes of audio from a music CD to SD card:

- PCM 44.1kHz Stereo: 80 minutes approximately.
- MP3 256K Stereo: 50 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.

14.6. Backing up a text file.

This section details how to backup Text Files between a media and other media.

14.6.1. Backup a text file from a CD to other media.

To backup a Text File from a CD to other media, do the following:

- If you backup a Text File to SD card or USB media, insert SD card or USB media with sufficient free space. Ensure that SD card is unlocked.
- Insert the CD containing the Text File you wish to backup.
- Navigate, on the CD, to the Text File that you wish to backup.
- Press the Number 9 key once to access the Backup feature.
- PLEXTALK will say, "Select a target media." Press the Number 4 or 6 key to choose the target media. Then press the Enter key or Number 8 key to confirm.

- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key again 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: If you wish to cancel the backup process whilst it is running, press the Cancel key.

14.6.2. Back up a text file from a media to other media.

To back up a Text File from a media to other media, do the following:

- If you use SD card or USB media, insert SD card or USB media with sufficient free space. Ensure that SD card is unlocked.
- Navigate, on the source media, to the Text File that you wish to back up.
- Press the Number 9 key once to access the backup feature.
- PLEXTALK will say, "Select a target media." Press the Number 4 or 6 key to choose the target media. Then press the Enter key or Number 8 key to confirm.
- PLEXTALK will ask you to confirm that you wish to continue with the backup. Press the Enter key or Number 8 key again 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: If you wish to cancel the backup process whilst it is running, press the Cancel key.

14.7. 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 Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key or Number 8 key.
- Use the Number 4 or 6 key to go to the "Erase SD card" option and select it by pressing the Enter key or Number 8 key.
- PLEXTALK will ask you to confirm that you wish to continue with the formatting process. Press the Enter key or Number 8 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: When the SD card is erased, PLEXTALK will behave as if you have inserted a blank SD card.
Note: If the "Erase SD card" function is executed, all data on the SD card will be deleted.

15. Other useful features.

This chapter details how to check the system properties and how to set the "Skippable" settings.

15.1. Checking system properties.

In the event of requiring to contact your local agent, you may be required to quote the system version and/or the PLEXTALK serial number. The system version refers to the version of the internal firmware and the serial number is the unique identifier for your PLEXTALK.
If you require finding out the system version or the serial number of your PLEXTALK, this is easily done as follows:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "System settings" option and select it by pressing the Enter key or Number 8 key.

- Use the Number 4 or 6 key to go to the "System properties" option and select it by pressing the Enter key or Number 8 key.
- The system version and serial number will be played repeatedly.
- When you have noted the information that you require, press the Enter key or Number 8 key to exit the menu system.

Note: The serial number should also be printed on the label on the bottom surface.

15.2. "Skippable" settings.

Some DAISY books have items that you are able to skip. PLEXTALK enables you to select whether you skip the item or not. This feature is called "Skippable." Skippable items are as follows:

- Page number
- Footnote
- Note reference
- Annotation
- Line number
- Sidebar
- Producer note

To set the "Skippable" settings, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Skippable" option and select it by pressing the Enter key.
- Use the Number 2 or 8 key to select Skippable item and use the Number 4 or 6 key to select "Skip" or "Play."
- After deciding all the Skippable items to be skipped or not, press the Enter key. Then PLEXTALK will make your selection the new default setting and will exit the menu system.

15.3. Reset PLEXTALK to factory defaults.

If, for any reason, you need to set all the PLEXTALK settings back to their factory defaults, this can be achieved very simply. This section details what the default settings are and how to reset the PLEXTALK.

15.3.1. Factory default settings.

The following is a list of all the default settings for the PLEXTALK. If the "Initialise all settings to default" function is used, all these settings will be reset to the values listed.

- Playback volume (Main volume): 13
- Playback speed: Normal
- Playback tone: Normal
- Playback setting: Normal playback
- Skippable: Play
- Guide volume: Normal
- Synthetic voice: Female voice
- Select waiting sound: Waiting sound 1
- The pitch of the synthetic voice: Normal

15.3.2. Resetting 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 Number 4 or 6 key to go to the "System settings" option and select it by pressing the Enter key.
- Use the Number 4 or 6 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.

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 PTN2.

General specifications.

CD Loading system:
> Slot insertion

Compatible CDs:
> 12cm diameter CD, CD-R and CD-RW discs. PLEXTALK is only compatible with round 12cm CDs. 8cm CD and irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

SD card slot:
> SD/SDHC card

Playable contents:
> Books conforming to DAISY 2.0, 2.02 and 3.0 standards
> Audio files in MP3, AMR-WB+, Ogg Vorbis and Wave (PCM) formats
> Music CDs (CD-DA)

Playable audio formats for DAISY books:
> MP3, AMR-WB+, DAISY ADPCM2, PCM.

Audio input and output:
> Headphone terminal (Stereo)
> Built in speaker (Monaural)

Externally connected terminal:
> USB 2.0

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 219 mm
Width 170 mm
Height 56 mm
Weight Approx. 1300g

Power consumption (maximum):
25W

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

Built In Speaker:
Output impedance 4 ohm
Output 2.0W

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 Information key)

Search function:
      DAISY book: Heading, Group, Page, Phrase, Bookmark
      Audio: Album, Track, Bookmark
      Text file: Paragraph, Sentence, Word, Character, Bookmark
      HTML file: Level, Paragraph, Sentence, Word, Character,
            Bookmark

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 0.5 times 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

Memory function:
      Bookmarks, maximum is 10000

Battery specifications.

Type: Ni-MH

Dimensions:
      Length 53.64 mm
      Width 56.68 mm
      Height 29.00 mm

Capacity: 1800 mAh

Charging time: 4 hours approximately

Operating time:
      DAISY format, CD playing, 5 hours
      Music CD (CD-DA) format, CD playing, 2 hours
      DAISY format, SD card playing, 8 hours

Note: All times are approximate
Note: The charging time and operating time vary depending on the ambient temperature and working conditions.

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.

In order to help you quickly find items when using the electronic file versions of this User's Guide, the following convention has been used:

- Main menu items start a new paragraph, are written in block capitals and are formatted as Heading3 style. They all have a colon ":" at the end of the line they appear on. They are justified to the left margin.
- Sub menu items are written with an initial capital and are formatted in normal style. They are prefixed with a plus sign "+". They are indented once from the left margin.
- Third level menu items are written with an initial capital and are formatted as normal style. They have no prefixed symbol. They are indented twice from the left margin.

PLAYBACK SETTINGS (DAISY titles and Text Files):
+Normal playback
+Repeat title

PLAYBACK SETTINGS (Audio Files):
+Normal playback
+Repeat track
+Repeat album
+Repeat all albums
+Shuffle repeat

SKIPPABLE:
+Select page number

Play
Skip
+Select footnote
Play
Skip
+Select note reference
Play
Skip
+Select annotation
Play
Skip
+Select line number
Play
Skip
+Select sidebar
Play
Skip
+Select producer note
Play
Skip

MEDIA MANAGEMENT:

+Media and title information
+Erase Internal Memory
+Delete selected title (album)

SYSTEM SETTINGS:

+System properties
System version
Serial number
+Select guide volume (On scale -5 to +5)
+Select the synthetic voice
Female voice
Male voice
+Select the waiting sound
Waiting sound 1
Waiting sound 2

No waiting sound
+Set the date and time
+ Select the pitch of the synthetic voice (On the scale -5 to +5)
+Initialise all settings to default

Appendix C - Troubleshooting.

General operating problems.

Symptom: You turn on the Power button, but the power does not come on.
Possible cause: Loose power cord or AC adaptor.
Solution: Firmly reinsert the mains power cable into PLEXTALK and ensure that the AC adaptor is firmly inserted.

Symptom: The power is on, but PLEXTALK does not operate.
Possible cause 1: Battery has not been inserted.
Solution: Insert Battery.
Possible cause 2: Key Lock is On.
Solution: Turn off the key lock by pressing the Rewind key and Fast Forward key at the same time.

Symptom: PLEXTALK will not shut down and no keys can be operated.
Possible cause: Unknown error.
Solution: Press and hold down the Sleep timer key and Power button together for more than 10 seconds, then PLEXTALK will reboot. If this does not work, remove the AC Adaptor and Battery from the unit and then reinsert them.

Symptom: The same album or same track is repeatedly played.
Possible cause: A repeat play mode has been selected.
Solution: Switch to "Normal playback" mode in the "Playback setting" 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 power is off.
Solution: Turn the power on.

Spoken errors during DAISY playback.

Guide voice: "Unsupported SD card" or "Unsupported USB device."
Possible cause: The SD card or USB media has been formatted with an unsupported file system.
Solution: Insert an SD card which is formatted as FAT-16 or FAT-32.

Guide voice: "Page does not exist."
Possible cause: The specified page does not exist in the current title.
Solution 1: Specify a valid page. Press the Information key to get information about the pages in the current title and then press the GoTo key once and enter a valid page number.
Solution 2: Select "Page" with the Number 2 or 8 key and then use the Number 4 or 6 key to move back or forward a page at a time.

Guide voice: "No Title has been selected. Please select another title."
Possible cause: There is no media in the source location.
Solution: Insert either an SD card, a USB media or a CD with appropriate content. Then select a title with the Previous Title key or Next Title key.

Guide voice: "Heading does not exist."
Possible cause: The specified heading does not exist in the DAISY title.
Solution 1: Press the Information key to get heading information and then press the GoTo key twice and try entering a valid heading number.
Solution 2: Select the navigation level with the Number 2 or 8 key, and then move back or forward with the Number 4 or 6 key.

Guide voice: "Bookmark does not exist."
Possible cause: There are no bookmarks or the specified bookmark does not exist.
Solution 1: Press the Bookmark key once and enter a valid bookmark number.

Solution 2: Select "Bookmark" with the Number 2 or 8 key, and then move back or forward with the Number 4 or 6 key.

Guide voice: Read error.
Possible cause: Title cannot be played back.
Solution: Press the Previous Title key or Next Title key to try to select a different title, or switch the media including a different title.

Errors during music CD or audio file CD playback.

Guide voice: "Number xx does not exist." (When trying to navigate to a numbered album)
Possible cause: There is only one album or the specified album does not exist in the Audio File media.
Solution 1: Press the GoTo key twice and enter a valid album number.
Solution 2: Use the Number 2 or 8 key to select "Album" from the Navigation Menu and then use the Number 4 or 6 key to select the album you want.

Guide voice: "Number xx does not exist." (When trying to navigate to a numbered track)
Possible cause: The specified track does not exist in the Music CD or Audio File media.
Solution 1: Press the GoTo key once and enter a valid track number.
Solution 2: Use the Number 2 or 8 key to select "Track" from the Navigation Menu and then use the Number 4 or 6 key to go to the track you want.

Errors using media management.

Guide voice: " There is no target media".
Possible cause: You have not inserted a suitable backup media.
Solution: Insert either an SD card or a USB media with sufficient storage space to perform the backup and then try again.

Guide voice: "The SD card is locked"

Possible cause: You have locked the SD card using the lock switch on the side of the card.
Solution: Eject the card, move the locking switch to the unlocked position, reinsert it into PLEXTALK and try again.

Appendix D - Glossary.

AMR-WB+.

This is a standard for the compression of audio data and is one of the 3 standards that PLEXTALK is able to recognize and play. It stands for Adaptive Multi Rate - WideBand plus. It is an audio codec that extends AMR-WB. It adds support for stereo signals and higher sampling rates.

Bit rate.

Bit rate is a measure of data transmission speed. It refers to the number of bits of data transmitted in one second.

CD-DA.

This is a CD format. CD-DA is short for CD-Digital Audio. Music CDs that play on audio equipment are saved in this format.

Copyright information.

This is information about the year of publication and the owner of a book's copyright.

DAISY book.

DAISY is short for Digital Accessible Information System. A recording made in the DAISY format is generally known as a DAISY book or DAISY title. The DAISY format allows the book producer to code in a hierarchical navigation structure with up to 6 levels. Further information about the DAISY format is given in Chapter 3 of this guide.

dB.

This is an abbreviation for "decibel". A decibel is a unit of measure for volume.

Front pages.

Pages at the front of some books. These are usually characterized by page numbering that is in Roman numerals or by alphabetic characters instead of numbers. In PLEXTALK, these are recorded as front pages. You cannot use the Title Key to move to this type of page, however, you can move to a page of this type by going to the "Page" option on the Navigation menu and move backwards or forwards using the Number 4 and 6 Key.

Group.

A group is a DAISY navigation feature that allows the user to find specific items quickly. For example, groups might be used to mark diagrams, tables or images.

Heading.

The first phrase of a section and the place where the section changes is often called a heading.

HTML.

This is an abbreviation for "HyperText Markup Language". HTML is the predominant mark-up language used to structure the information on web pages. It is a structured language that allows items such as paragraphs, headings, pages, links, images and tables to be specified in a standardised way so that they are properly recognised by web browsers.

Level.

The producer of a DAISY book can use up to 6 levels of navigation. Levels are generally used for identifying such things as chapters,

sections and sub sections in the recording. When the structure has been created, the user can bypass information that they do not wish to read at that time.

Maximum page.

This is the number of the highest numbered page in the selected title.

Media.

This refers to the media from which PLEXTALK reads data. PLEXTALK can use SD cards, USB media and CD. You can switch the media that PLEXTALK accesses using the Title key.

Menu.

PLEXTALK has a menu system from which many of the functions are accessed. In order to access this menu, press the Menu key. The menu includes "Playback setting", "Skippable", "Media management" and "System Settings".

MP3.

This is an abbreviation for MPEG Audio Layer 3 (ISP or IEC 13818-3:1995). It is a standard for the compression of audio information and can obtain compression ratios of one tenth or even one twelfth with CD quality.

Multi-title disc.

Recorded books in which multiple titles are compiled on a single CD.

Multi-volume disc.

This is a DAISY title CD in which one book is recorded on multiple CDs. Indexing can move by headings, pages, bookmarks, etc., spanning across discs.

Phrase.

In the DAISY format, a phrase is the recorded audio between one moment of silence and the next. The length of the silence to be detected before creating a new phrase, is called the phrase pause time.

SD card.

Secure Digital (SD) is a flash memory card format developed by Matsushita, SanDisk and Toshiba for use in portable devices. Today it is widely used in digital cameras, handheld computers, PDAs, mobile phones, GPS receivers, and video game consoles.

SDHC card.

This stands for Secure Digital High Capacity and is a flash memory card format that supports capacities greater than 4GB.

Section.

A section in a DAISY title is the piece of audio between one heading and the next. Headings are used to mark such things as chapters, sections and sub sections in a book. Do not confuse a section in a DAISY title and a section in a book. See Chapter 3 for further information about DAISY structures.

Special pages.

This is a DAISY feature that allows pages to be appended by rules that are different from the text pages. For example, attached tables and figures in the midst of a book, are recorded as special pages. You cannot navigate to a special page using the Title key but you can navigate to them sequentially using the "Page" option on the Navigation menu.

Text to Speech (TTS).

This is a means of converting normal language text into synthetic speech to give access to information that may otherwise not be accessible.

Title (DAISY definition).

The title page presents the full title of the book, the name of the author, editor or translator and the name and location of the publishing house. If the book is a new edition of a work previously published, the number of the edition may also appear on the title page following the title. Additional items such as publishing year and colophon sometimes appear on the title page.

USB.

Universal Serial Bus. This is a PC interface specification for connecting peripheral equipment. It is intended to communalize such peripherals as a mouse, keyboards, printers, modems and speakers, which had been separate in the past.

Wave file.

This is a digitized sound file format for Microsoft Windows, which has ".WAV" as the filename extension. Most pre-mastering software will extract CD (CD-audio) tracks and write them to the hard disk as a Wave file. Always ensure that you have enough space on your hard drive when extracting songs from a CD to Wave files. For example, a 4 minutes song, when written as a Wave file, takes about 40-50 MB. This is a digital conversion, and when done properly, will result in a perfect copy of the original song or audio track. Wave files can have various qualities of sound depending on how they are created or saved, but the most common is 44.1kHz, 16-Bit, stereo. This is equivalent to audio tracks on Music CD.

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