User Guide

Important Information
- Please retain these instructions for future reference as they contain important information.
- Easi-Speak® contains a non-replaceable, rechargeable battery.
- Do not attempt to remove the battery.
- Do not allow your Easi-Speak to come into contact with water or other liquids.
- In the event of an electro-static discharge, your Easi-Speak may malfunction. In this event, please switch it off and then back on to reset it.
- Easi-Speak is available in different colours.

Replacing the battery
- Before replacing the battery ensure that the product is switched off.
- Using the appropriate tool remove the retaining screw to gain access to the battery compartment.
- Replace the battery(s) with the correct battery(s).
- Insert the battery(s) with the correct polarity - see image below for reference.
- Assembly is the reverse of removal.

Easi-Speak® Controls
There are three groups of buttons which are used to control the Easi-Speak.

Play/Pause   Record
(Green)   (Red)
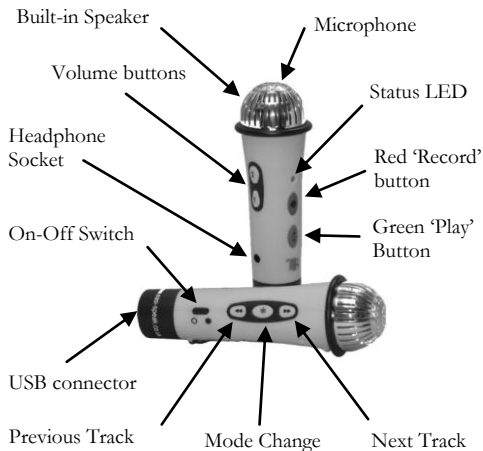
Previous Track   Mode Change   Next Track

Volume Up/Down

Built-in Speaker

Microphone

Volume buttons

Status LED

Headphone Socket

Red 'Record' button

On-Off Switch

Green 'Play' Button

USB connector

Previous Track

Mode Change

Next Track

Recording and Playback

- Switch on the Easi-Speak by sliding the On-Off switch until the Status LED lights orange (steady or flashing), indicating it is waiting in standby.

- Press and release the red record button and the status LED will change to red indicating it is recording.

- Speak or sing clearly into the top of the microphone about 15cm to 30cm away for at least 2 seconds.

- When you are done, press the red record button again to stop the recording, this will then save your recording as the last track. The status LED will again be orange (steady or flashing).

- Alternatively you can press hold the red record button during the whole of the recording and release it when you have finished recording.

- Press the green play button to play your track. The status LED will light green while the track is playing.

- When the track is finished, Easi-Speak will return to standby and the Status LED will be orange.

- The Easi-Speak will not store recordings of less than 2 seconds, so ensure you record for longer than this.

Recording & Playback Modes

Easi-Speak can record and playback files in two formats: MP3 or WAV files. Depending on your application, you may want to use one of these formats rather than another. For instance, much podcasting is done using MP3 files so this would be the best format if you wanted to make podcasts. Press **and hold** the Mode button to swap between the two modes.

Status LED

The Status LED provides you with a clear indication of what is happening with your Easi-Speak. Please take note of the following information so that you can get the best results.

- Flashing Orange: Ready to Play/Record MP3 file
- Steady Orange: Ready to Play/Record WAV file
- Steady Green: Playing (or fully charged)
- Flashing Green: Paused
- Steady Red: Recording
- Flashing Red: Memory nearly full
- Flashing Red/Green: Charging
- Flashing Orange/Green: Battery low

Pausing or Stopping a Track

- Press the green Play button to play a track. The status LED will shine steady green
- Press the green Play button again to pause the track at the current place. The status LED will flash green
- Press the green Play button again to resume playback
- To stop a playing track completely, press and hold the green play button for 2 seconds

Fast Forward & Rewind

While a track is Playing or Paused…
- Press and hold the Previous or Next track button
- The Status LED will flash green and will move within the current track at a fast rate.
- When the button is released, Play or Pause will continue at the new position within the track.
- The Play position will not pass beyond the start or end of the current track.

Moving Between Tracks

While a track is Playing or Paused…
- Press the Previous or Next track button to move to the selected track.
- You cannot change track while the unit is in Standby

Deleting a Track

While a track is Paused…
- Press and hold the red Record button
- The Status LED will flicker, then return to orange

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- The track will be deleted from memory
- Do not delete files when the battery is low

Charging the Battery

Easi-Speak is supplied with a partially charged battery and can be used immediately without charging first. The battery can be charged by connecting to the USB port of an active computer or the charger. No software is required:

- Connect Easi-Speak to the USB port or charger
- The Status LED will flash red and green (or orange if connected to the separate charger)
- When Easi-Speak is fully charged the Status LED will change to steady green
- A complete charge of a fully discharged battery will take about 4 hours.
- Do not put a discharged battery into storage for long periods of time. It is recommended that the product is charged before storage.

Connecting to a PC or Apple Mac

- Remove the end cap covering the USB connector, by pulling off, and switch off the Easi-Speak.
- Plug the Easi-Speak into an available USB socket.
- The first time Easi-Speak is connected to the PC, it will install the drivers and may require the PC to be rebooted depending on your operating system.
- If there is not sufficient space around the USB socket, then use the USB extension lead provided
- The PC or Mac will recognise the device as a USB mass storage device and it will appear as a removable drive in the file explorer window.
- The tracks you have recorded will appear in the folder MIC_REC. Use this same folder to copy MP3 or WAV files on to, and for playback on Easi-Speak.
- You can delete from, add files to, or format the Easi-Speak directly from the PC if you wish.

Installing & Using Audacity

- Audacity is free, open source software for recording and editing sounds. It is available for Mac OS/X, Microsoft Windows, GNU/Linux and other operating systems
- Connect Easi-Speak to the PC or Mac and browse to the Audacity folder (contains release 1.2.6)
- For Windows, run the file *audacitywin.exe*
- For Mac OS/X (PPC), run *audacitymac.dmg*
- You may find it easiest to copy the folder to your PC or Mac before doing this
- Instructions, latest versions for all operating systems and licence information for Audacity can be found at http://audacity.sourceforge.net

Technical Specification

- Records directly into MP3 or WAV file format
- 128MB of flash memory, up to 4 hours recording
- MP3:   Bit rate: 128 kbps (44kHz sampling)
          Max time: Approx 2 hours

- WAV: Format: IMA ADPCM
  - Bit rate: 64 kbps (4 bits per sample)
  - Max time: Approx 4 hours
- For maximum recording time, delete the Audacity and user manual folders to give additional memory space
- Built-in 200mAH Lithium-ion Polymer battery
- 28mm loud-speaker and microphone in the top
- 3.5mm headphone socket
- Power consumption:
  - 60mA standby
  - 70-80mA recording
  - 70-120mA playback (depending on volume)
- Battery life approx 3 hours of recording or playback
- Size: 130mm long, 40mm diameter at widest point

Troubleshooting

Easi-Speak is designed to work reliably and predictably in all normal conditions. However, it is possible that problems may occur. Please check the following suggestions before contacting technical support:

Problem	Status LED appears to flash randomly
Solution	Battery is low. Charge the battery.
Problem	**Missing Start or End of Recording**
Solution	Easi-Speak automatically fades in and out of recording & playback. Ensure you leave a second or two at start and end of recording.
Problem	**Files corrupt or buttons don't work**
Solution	Format the drive in Windows (use the FAT format, not FAT32)
Problem	**LED flashes red during Record**
Solution	Memory is full. Delete some files
Problem	**Some tracks do not appear to play**
Solution	Probably because they are in the alternative format. Try swapping between MP3 and WAV formats
Problem	**Status LED doesn't come on**
Solution	Battery completely flat. Recharge

This product is provided with a one year warranty for problems found during normal usage. Mistreating the Easi-Speak® or opening the unit will invalidate this warranty. Any data stored on the unit and any consequential loss is not covered by this warranty. The battery is not user replaceable.

All out of warranty repairs will be subject to a replacement fee.

Technical Support

Please visit **www.tts-group.co.uk** for hints, tips and latest product information.

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Easi-Speak® is a registered trademark of the TTS Group LTD

Product Code: ETTMICB / ETTMICY

WARNING! Not suitable for children under 3 years, due to small parts – choking hazard.