

# **4GB Micro-Speak Plus User Guide Text**

## **Important Notes**

Please read all instructions carefully before using this product and retain this document for future reference.

Micro-Speak is not recommended for children under 3 years.

Do not allow your Micro-Speak to come into contact with water.

Micro-Speak contains a non-replaceable, rechargeable battery. Please do not attempt to open the case and remove the battery. Warranty is void if the case is opened for any reason.

To avoid damaging your ears with excessive noise, please adjust the volume level before you play a track.

## **Features**

The following two paragraphs will assist users with a visual impairment to locate buttons and features.

The speaker and microphone are hidden behind the grill on the top half of the unit. The Record Button is located below the speaker grill in a central position. There is an LCD display below the Record Button and three navigation buttons are located below the LCD display. These navigation buttons consist of a square Play/Pause button in the centre with the Previous Button located to the left and the Next Button to the right.

There are volume control buttons and an earphone socket located on the right side. The Power ON/OFF switch is located on the bottom edge to the left side. Slide the switch to the left position to turn ON and slide to the right to turn OFF. A USB Socket is located to the right of the Power Switch.

Audible prompts and beep sound confirmations will assist you with certain functions during use.

## **Welcome message**

When using Micro-Speak for the first time slide the Power Switch to the ON position and the MICRO-SPEAK name will appear on the screen for 3 to 4 seconds. Micro-Speak will then go into Play Mode and the pre-recorded welcome message will be ready to play. Press the Play/Pause button once to hear the message and alter the volume to suit your requirements.

NOTE: After the Micro-Speak is powered ON, you will hear an audio prompt that will state the unit is ready to use followed by the status of the Battery. There are four battery levels, comprising of High, Medium, Low and Empty. Battery charging instructions are detailed below.

## **How to charge the battery**

Before using your Micro-Speak for the first time, please charge the battery as follows.

- a. Connect it to a USB port on a Computer using the USB cable provided.
- b. The battery icon on the screen will flash to indicate charging and you will hear an audio prompt to confirm the USB cable has been connected and the unit is charging.
- c. When the Micro-Speak is fully charged the battery icon will stop flashing and you will hear an audio prompt to confirm charging is complete.
- d. Disconnect the USB cable after the battery has finished charging.

NOTE: For the first 3 times of use we recommend that you charge your Micro-Speak for 12 hours. We also suggest that you use up the power completely before you recharge. This process will help you to achieve the maximum recharging capacity from your Micro-Speak. Subsequent charges should be approximately 2 to 3 hours.

NOTE: Your computer must be turned on for the Micro-Speak to charge via USB.

### **USB Mains Plug Adapter**

As an alternative method of charging, you can connect your Micro-Speak to a USB Mains Plug Adapter using the cable provided. Please visit our website or call us for more details.

### **How to record**

- a. Slide the Power Switch to the ON position, the LED will turn green and you will hear an audio prompt to confirm the unit is ready to use.
- b. Press the Record button once, the LED will turn red and you will hear 1 beep. After 2 or 3 seconds the screen will display the word RECORDING and the time lapse to indicate that recording is in progress.
- c. Speak clearly into the Microphone. Alter your distance from the microphone to suit your application.
- d. If you wish to pause your recording at any time, press the Play/Pause button. You will hear 2 beeps to confirm that recording has paused. To resume recording, press the Play/Pause button again and you will hear 1 beep to confirm that the recording has resumed.
- e. When you have finished recording, press the Record button once and you will hear 3 beeps to confirm that your message has been saved. The LED will turn back to Green.
- f. Repeat the steps above to create additional recordings.
- g. After each recording has been saved, Micro-Speak will automatically return to Play Mode.

NOTE: Depending on the length of your recorded message it may take a few seconds before your message is ready to play. The file name will be displayed on line two of the screen.

NOTES: Each saved recording will be given a unique file name. All the recordings will be saved onto the internal memory within a folder called RECORD.

### **How to playback and pause**

- a. Press the Play/Pause button once to start the playback.
- b. If you wish to pause the playback at any time press the Play/Pause button once. To resume playback press the Play/Pause button again.

### **How to Fast Forward and Fast Reverse**

While a track is being played back you can press and hold the Previous or Next button. This will move the playback status back or forward at a fast rate to enable you to find a chosen time point. As you press and hold the button, the screen will display the time lapse to indicate your position within the track. Release the button when you wish to resume playback.

### **How to find tracks**

While a track is paused or being played back, press the Previous or Next button to select and play a different track. The screen will display the name to help you find the track you require.

### **Volume Control**

To increase the volume press the + button and to decrease the volume press the – button. The screen will display the selected volume levels between 0 and 20.

### **Earphone Socket**

Use the earphone socket on your Micro-Speak for personal listening, but please remember to adjust the volume level before you wear your earphones.

### **How to delete a track**

- a. Select the track you wish to delete and press the Play/Pause button.
- b. While the track is being played, press and hold the Play/Pause button. You will hear an audible prompt to confirm the playback has been paused. You will then be asked if you wish to delete the file or not.
- c. Press the Previous or Next button to move the cursor onto either <YES> or <NO>. When the cursor is on <NO> you will hear 2 beeps and when the cursor is on <YES> you will hear 1 beep. Press the Play/Pause button to confirm your choice and you will hear an audible prompt.

NOTE: You can also delete files by connecting your Micro-Speak to a Computer or Mac using the USB cable provided.

### **Connect to a Computer or Apple Mac**

- a. Connect Micro-Speak to an available USB socket on a Computer or Mac using the USB cable provided.
- b. The first time Micro-Speak is connected to a Computer, it will install the drivers and may require the Computer to be rebooted depending on your operating system.
- c. The Computer or Mac will recognise Micro-Speak as a USB mass storage device and it will appear as a 'Removable Drive' within the file explorer window.
- d. Your recordings will appear in a folder named RECORD. You can move or copy tracks to and from your Computer as you would with any USB storage device. Use the RECORD folder to store new tracks to play on your Micro-Speak, but please note that you can only playback WAV or MP3 files.

### **Power Saving**

The backlight for the LCD screen will turn off after 30 seconds to save power. Simply press any button and the backlight will come back on.

If the Micro-Speak is left with the power ON and not used for 15 minutes the unit will automatically power OFF. To turn the Micro-Speak back on again simply slide the power switch to OFF position and then slide the power switch to the ON position.

### **Technical Specification**

Recording format: WAV, 192kbps, 48kHz, 16 bit, Mono

Recording capacity: 48 hours

Memory size: 4GB

Playback formats: WAV and MP3

Built-in Battery: 400mAH Lithium-ion Polymer battery

Battery Life: Approx. 4 hours recording or playback

Signal to noise: 70dB

Frequency response: 160Hz to 16kHz

Operating Temp: 0 to 40 Deg C

Storage Temp: -10 to +55 Deg C

Certification: CE, RoHS and EN-71

Size: 105 x 60 x 22mm

Product Code: MIC-4GB-APY

### **Trouble shooting**

Micro-Speak has been designed to work reliably in normal conditions, but it is possible that problems may occur. Please check the following suggestions before contacting our Customer Service department.

Problem: No Green LED and nothing on the screen?

Solution: Battery may be flat. Recharge the battery.

Problem: Track will not play?

Solution: Micro-Speak will only play WAV or MP3 tracks

Problem: Can't record?

Solution: The memory might be full. Try deleting some files.

Problem: Playback has frozen?

Solution: Try reboot. Switch the unit OFF and ON.

TIP: We advise you to back up your recordings to a Computer on a regular basis. Save them to a folder on your hard drive to avoid accidental loss.

## **Support and Warranty**

Micro-Speak is provided with a one-year warranty for problems found during normal usage. Mistreating your Micro-Speak or opening the case will invalidate this warranty. Any data stored on your Micro-Speak and any consequential loss is not covered by this warranty. The battery can NOT be replaced.

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

## **Contact Us**

For assistance and technical support, please contact our Customer Service team via email on [info@TalkingProducts.com](mailto:info@TalkingProducts.com)

Talking Products Ltd  
Unit C8  
The Premier Centre  
Abbey Park Industrial Estate  
Romsey  
Hampshire  
SO51 9DG  
ENGLAND

Tel: 01794 278327

Web Site: [www.TalkingProducts.com](http://www.TalkingProducts.com)