



# Supporting people with sight loss

## PENfriend2 labelling PEN DL110

Please retain these instructions for future reference.

### General description

Record information onto a self-adhesive voice label and attach to a wide range of items in and around the home, at school and at work, with this simple and easy-to-use labelling PEN. Store up to 1 hour of recording on any label, 125 hours of recording time on the 4GB internal memory.

### Items supplied with the PENfriend2

- 1 x PENfriend2 labelling PEN
- 127 x mixed sized labels (small round, large round, large square in yellow and orange)
- 3 x magnetic recordable badges (1 hour recording per badge) for cans
- 1 x lanyard
- 1 x storage box

### Orientation

Position the PENfriend2 so that the thin end (tip) is facing downwards and the buttons are facing you.

The blunt top end is where the lanyard fits and contains the loudspeaker. (See **Lanyard attachment** section for details).

On the front of PENfriend2 are 4 buttons. For ease of use the buttons are of different heights with the power button protruding the most and the mode button the least. Starting from the top, they are as follows: the larger round **power on/off** button; the **record** button; the **volume** button, and finally there is the **mode** button.

With PENfriend2 still facing you on the left side there are two ports (holes). The top circular port is for your headphones and the bottom rectangular port is for the USB cable (not included). Please note that you will need a USB cable to access the Label Manager. This can be purchased from the RNIB (Product code: HT263).

On the back of PENfriend2 is the battery compartment (see the **Battery insertion and replacement** section for details.)

## Audio instruction hot spots

The PENfriend2 is supplied in a re-usable plastic box. We recommend that you keep the box to store any new sets of labels, laundry labels, magnetic badges and of course the PENfriend 2. Everything then is kept safely in one place.

The flap in the packaging has eight embossed sound spots which play back audio descriptions of how PENfriend2 works.

The first four hotspots can be found on the front face of the card flap, which rests over the top of the PENfriend2 (when packaged). They run down the right edge and are in the form of small raised circles which you can feel.

From top to bottom these hotspots are:

- Power
- Record
- Volume
- Mode

The remaining four hotspots can be found on the reverse side of the card flap. They run down the left edge and are in the form of small circular indents.

From top to bottom these hotspots are:

- Saving files
- Download
- Batteries
- General information

Switch on the PEN by pressing the large protruded top button for 2 seconds. You will hear a bleep. Simply tap the thin end of PENfriend2 on any of the hotspot and it will read out loud the relevant instructions. Move onto the next embossed hot spot to learn more.

## Getting started

PENfriend2 comes with two AAA batteries installed. To save battery life PENfriend2 switches off after ten minutes of no use. It will give an audible CHING to notify you. If you use headphones then battery life is maximised by not using the speaker.

## Lanyard attachment

Take the PENfriend2 lanyard and attach the metal end by pulling the spring lever back and threading the metal hook through the loop at the end of the pen. Release the lever and the lanyard will stay securely in place. At the opposite end of the lanyard is a plastic connector with a safety latch. Should the lanyard be tugged it will split open to protect your neck. You can snap the plastic back into position to continue.

# Using PENfriend2

There are four buttons of reducing height on your PENfriend2. The most important buttons, the power and record buttons, stand out proud over the body of the pen for easy detection. The volume button only slightly protrudes and the mode button remains flush with the body of the pen.

## Power Button: Turning on the PEN

This is the first button from the top blunt end. Press the power button for 2 seconds. The light turns red and you will hear a BEEP. The volume level will be the same as the last time the PEN was used. To switch off PENfriend2 press the Power button for 2 seconds and you will hear a CHING and power is cut. If it is not used for 10 minutes, it will emit a CHING and switch off to save battery power.

## Record button

This is the second button down. PENfriend2 is always in recording mode when you switch it on. To make a recording press the Record button and keep it pressed down while you touch the thin end of the PEN against the label you wish to record on. You will hear a BEEP to confirm that contact is made and you can start recording. Release the Record button and bring PENfriend2 to your mouth just like a microphone and make your recordings. You will soon find the best distance away from your mouth that matches the volume of your normal voice. When you have finished speaking wait 2 seconds and then click the Record button quickly to save your recording. You will hear a BEEP to confirm that your recording has been saved.

You can overwrite a recording on any label as often as you wish by repeating the above process. No recording is permanent. (If on occasions you wish to protect your recordings from accidental erasure, then use the Label Manager.) If you wish to erase a recording, just repeat the above process, but don't say anything.

Remember the sequence: Press, keep pressed, touch label (BEEP), release, speak, press and release (BEEP).

You can record up to 1 hour on any single label, so PENfriend2 can be used for short messages as well as long ones. The internal memory is 4GB which allows up to 125 hours of recording. If you need more, you can buy replacement SD cards and expand the memory up to 16 GB.

## Playback

To play back a recording, make sure that you are in the default Recording mode (red light). Touch any label with recordings and you will hear it played back. To pause the audio, press and release the Power button quickly. The audio will pause; press and release quickly again and the audio will continue.

## Volume

The third button from the top is both volume up/down. It is nearly flush with the body of the PEN. Click quickly to scroll up and down the volume levels. If you are using headphones, remember that the volume level might need changing.

NB: The volume level you set will become the default when you next switch on the PEN.

## Mode functions

The fourth button down is the Mode button and least used. It is flush with the body of the PEN. When held down, this enables you to switch between each of the PEN's three different functions:

- Recording mode (1 beep)
- Audio book mode (2 beeps)
- MP3 mode (3 beeps)

### Recording mode

When you first power on the PEN it is in the recording mode. In this setting you can record, store and play back voice recordings to be used in the PENfriend2's labelling function. (See the **Record button** section.)

### Audio book mode

When PENfriend2 is switched on, press and hold the Mode button for 2 seconds. You will hear two beeps to confirm that you have moved into Audio book mode. The light turns blue. It has 2 features: There may be occasions where you do not wish to overwrite your recordings, you want them to be permanent. These can be converted into audiobooks. The 2<sup>nd</sup> feature is that you can purchase a growing range of children's books and posters from [www.mantralingua.com/sen](http://www.mantralingua.com/sen) and use PENfriend2 to play back audio renditions page by page by just touching PENfriend2 at the top corners of pages. You can also make your own sound enabled photobooks and posters.

### MP3 mode

When in audio book (blue light) mode, press and hold the Mode button again. You will hear three beeps. This indicates you are now in the MP3 mode and can listen to your own music. Transfer your music onto PENfriend2 using the USB port and a Windows computer. If there is no MP3 content on PENfriend2, it will chime and automatically return to Record mode.

## Listening to a recorded label

Each time you switch on PENfriend2 it automatically starts in the correct mode for finding or recording labels. Touch the recorded label with the thin end of the PENfriend2 to hear your recording.

## Reusing labels

You can record onto a label as many times as you like since all the labels are reusable. Remember that the previous recording will automatically be replaced with the new recording.

## Backup

Sighted assistance will be required.

If you have access to a Windows based computer you can backup and manage your recordings with the free **Label Manager software**. This can be downloaded via the following link: <http://uk.mantralingua.com/penfriend>.

First you have to install **Label Manager**. This is a very simple process but you can only run it on a Windows based computer. After you have installed the programme, double click on the **Label Manager** icon and open the programme on your computer. You will be presented with the Label Manager home screen. Option 1 is the Audio interface, which is the Jaws ready simple backup system. Option 2 is the Graphic interface for more experienced users. We will explain only Option1 here. This will allow you to Back up, Restore, Add and Delete files.

1. Click on 1. Audio Interface.
2. Connect PENfriend2 to the computer with a USB cable. The computer will give a BEEP to indicate connection has been made..
3. Click on Backup Files and automatically all your files will be copied onto your computer. You will not lose any files on the PEN.
4. Disconnect PENfriend2 and you will hear a BEEP to confirm that backup has been made and your pen is fully disconnected.
5. Any time you wish you can restore past recordings by connecting again, this time clicking Restore Files.
6. Sometimes, you may want to start all over again. In this case by clicking Delete files all files will be erased.
7. If you wish to add a single file to a single label then click the add file button. (if however you wish to manage all your files, moving audio around labels, add a bunch of audio files, etc, then go to the Graphic Interface. But you will need sighted assistance.)

## Battery replacement

PENfriend2 has an audible “battery low” alert to let you know when the batteries need replacing. When this alert sounds replace the two AAA batteries. Your recordings will not be affected when replacing the batteries.

At the thin end of the back cover is a clip. Gently push the clip towards the blunt speaker end and lift. The battery lid will come off. PENfriend2 runs on normal AAA batteries. Place the lid carefully on the table, noting the end that has the clip. Remove the 1<sup>st</sup> battery that is in the blunt speaker end, then let the 2<sup>nd</sup> battery slide towards the speaker end before removing. Do not try to remove the 2<sup>nd</sup> battery at the thin end since the design ensures it cannot be taken out. Similarly, when you put in new batteries make sure that the flat end (negative) is facing the thin end of the PEN. Slide it down until it reaches the spring, then plug-in the 1<sup>st</sup> battery with the flat end in contact with the 2<sup>nd</sup> battery. Replace the battery cover by inserting the small nodule at the top of the cover into the hole at the blunt end of the battery compartment, then push the cover down. Pull the clip gently towards the thin end and you will hear a click when it is in place, indicating that the cover has been locked. If you insert the batteries the wrong way round, no damage will be done but the PEN will not start.

Replacement batteries are available from RNIB (product code CP05).

**Please note:** RNIB does not guarantee batteries

## How to contact RNIB

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Postal address:

RNIB, PO Box 173, Peterborough PE2 6WS, U.K.

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Web address: [www.rnib.org.uk](http://www.rnib.org.uk)

Email for international customers: [exports@rnib.org.uk](mailto:exports@rnib.org.uk)

## Terms and conditions of sale

This product is guaranteed from manufacturing faults for 12 months from the date of purchase. If you have any issues with the product and you did not purchase directly from RNIB then please contact your retailer in the first instance.

For all returns and repairs contact RNIB first to get a returns authorisation number to help us deal efficiently with your product return.

You can request full terms and conditions from RNIB or view them online.

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This product is CE marked and fully complies with all applicable EU legislation.



At the end of the product's life you can return it to the supplier or manufacturer for free of charge disposal. This is to comply with 'The Waste Electrical and Electronic Equipment Directive' (WEEE).

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