Know Your Easi-Speak

Built-in Speaker
Microphone
Volume buttons
Status LED
Headphone Socket
Red 'Record' button
Green 'Play' Button
On-Off Switch

USB connector
Previous Track
Mode Change
Next Track

Recording & Playing your First Track

- 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 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 and save it 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.

Easi-Speak Controls

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

- II/▷ Play/Pause (Green)
- ◐ Record (Red)
- ◀◀ Previous Track
- ◆ Mode Change
- ▷▷ Next Track
- ▼ Volume Up
- ▲ Volume Down

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 & Reverse

- 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.
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 M1C_REC. Use this same folder to copy MP3 or WAV files to 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

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

Deleting a Track

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