PTR1

PLEXTOR

Plextalk Portable Recorder

User's Guide

CERTIFIED **USB**

daisy OK DAISY2.0 compatible

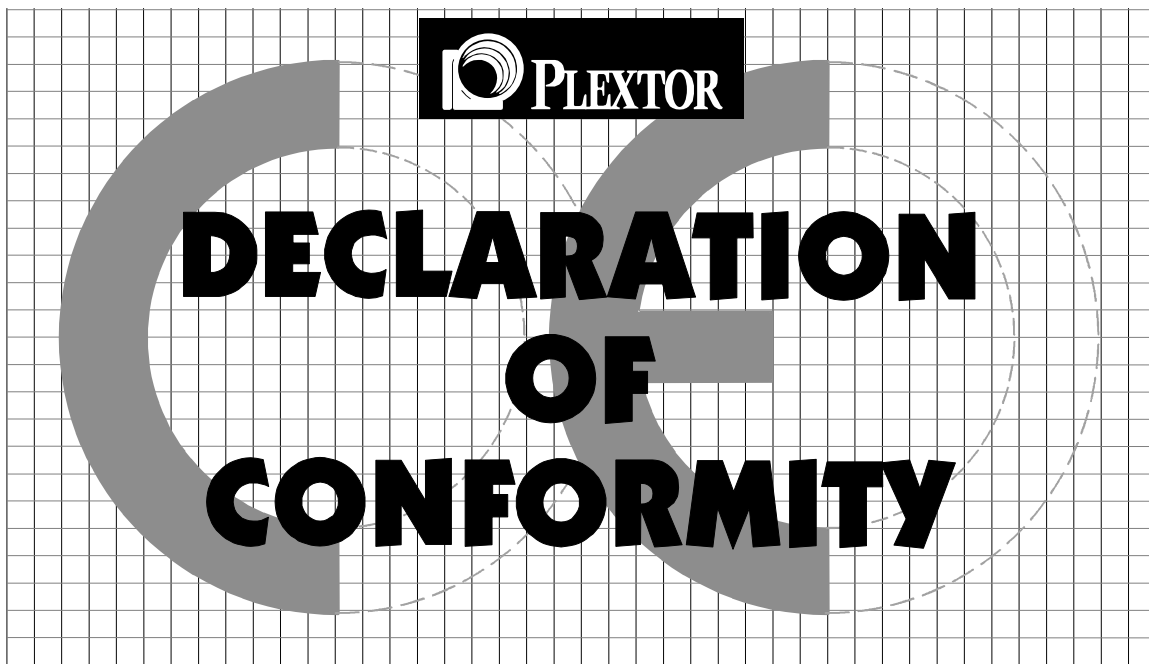**Fraunhofer** Institut
Integrierte Schaltungen
IIS

MPEG Layer-3 audio compression technology licensed by
Fraunhofer IIS and THOMSON multimedia.
http://www.iis.fhg.de/amm/

PLEXTOR

Europe

Declaration of Conformity
according to ISO/IEC Guide 22 and EN 45014


```
Application of Council Directives:    89/336/EEC, 92/31/EEC
                                      73/23/EEC, 93/68/EEC
Manufacturer's Name:                  PLEXTOR S.A./N.V.
Manufacturer's Address:               Excelsiorlaan 9,
                                      1930 Zaventem, Belgium
Importer's Name:                      PLEXTOR S.A./N.V.
Importer's Address:                   Excelsiorlaan 9,
                                      1930 Zaventem, Belgium
                                      Tel: +32.2.725.55.22  FAX: +32.2.725.94.95
Type of Equipment:                    Plextalk Portable Recorder
Model:                                the Plextalk
Conforms to the following standards:       EMC:   EN 55022:1998, EN 55024:1998
                                           EN 61000-3-2: 1995+A1+A2
                                           EN 61000-3-3: 1995
                                      SAFETY: IEC 60950:1991+A1+A2+A3+A4
                                           IEC 60825-1:1993+A1
```

I, the undersigned, hereby declare that the equipment specified above
conforms to the above directive (s) and standard (s).
Place: Zaventem   Date: 1May, 2002

PLEXTOR S.A./N.V

Signature: _____   Position: General Manager

Takashi Adachi

IMPORTANT

CAUTION
Use of controls or adjustments or performance of procedures other than
those specified herein may result in hazardous radiation exposure.
The laser beam emitted from the optical pickup is invisible. Accordingly:
· Do not open the optical pickup housing.

LASER INFORMATION
This product has been designed and manufactured according to IEC 60825-1 on
the Safety of laser products.
This Laser product comes under "Class 1 Laser Product".
The below Laser Caution Marking was attached on the bottom of the product.

CAUTION
INVISIBLE LASER RADIATION WHEN OPEN
AVOID EXPOSURE TO BEAM.

VORSICHT
UNSICHTBARE LASERSTRAHLUNG,
WENN ABDECKUNG GEÖFFNET
NICHT DEM STRAHL AUSSETZEN.

TABLE OF CONTENTS

USING THIS MANUAL

Conventions

Safety Symbols

☣ **DANGER**: The danger notice warns you of a hazard that could cause serious personal injury. Failure to follow the precautions noted by this indicator could result in serious injury or death due to fire, electrical shock or explosion.

! **WARNING**: A warning notice denotes a hazard that could result in personal injury.

◀ **CAUTION**: The caution notice denotes a hazard that could damage or destroy the Plextalk Portable Recorder product, destroy the recording media or destroy or affect your data or your computer configuration.

Other Symbols

☞ This symbol indicates a note, a tip, or important point.

COPYING MUSIC AND DIGITAL SOUND

Review these important rules prior to using the Plextalk Portable Recorder.

About Copying

☞ **NOTE:** This product 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 licensor. Unless you own the copyright or have gained the appropriate permission from the rightful owner or the copyright licensor, your un-authorised 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 Plextor be responsible for the consequences of any illegal copying performed using the Plextalk.

Digital Sound Rules

☞ **NOTE:** This device conforms to SCMS (Serial Copy Management System) standards. This standard regulates "the recording of digital signals as in (copying) between various digital audio devices" as "up to 1 generation". It entails the following principles.

Principles: "Commercially sold digital music software, such as CDs and MDs" and "analog records, FM broadcasts and the like made into digital recordings" can be copied, but copies cannot be made of the copies.

During digital recording, this device constantly verifies the SCMS status track by track. Tracks for which digital recording and copying are prohibited cannot be copied.

Music CDs

☞ **NOTE:** Copies of music CDs are for individual enjoyment and under the Copyright Act cannot be used otherwise without the authorization of the copyright holder. Audio (music recording) CD-R/RWs contain special codes for identifying the addition of compensation money for private recording and CD-R/RWs for data, with the objective of protecting music copyrights in the same manner as devices such as MDs. This player is equipped with a mechanism that checks the identification code to permit recording on audio CD-Rs alone. Audio CD-R/RWs are sold by several companies. When purchasing them, it is necessary to check whether it is an audio type CD-R/RW or a data type CD-R/RW.

About Copyright Information Roles in the Plextalk

☞ **NOTE**: The Plextalk can read the copyright information in the CD or card. And the Plextalk recognizes 4 different kinds of copyright information, which are "MASTER", "COPY", "DAISY", and "No copyright information".

"MASTER" means that you can copy only one time, whenever you have copied from the master, the copyright information changes from "MASTER" to "COPY" which roles give into SCMS standard.

"COPY" means that the Plextalk does not allow you to copy, but you can move from card to CD.

"DAISY" is the Plextalk's original role, you will be able to back up the DAISY title to the blank CD or PC card without limitation.

"No copyright information" means that it's your original contents or No copyright information is in media.

Points: There is copyright information in Music CD for every track. Therefore you may have mixed tracks of "MASTER" and "COPY" copyright information in one media.

FOR SAFETY

Your Plextalk Portable Recorder has been designed with the utmost consideration for safety. Nevertheless, incorrect use can result in serious injury or death, due to fire or electrical shock. Be sure to observe the following precautions.

◀ **Important Note**

Failure to observe the following warnings may invalidate the guarantee and could cause serious injury.

- If the recorder's operation seems impaired or damaged in any way, please contact Plextor on info@plextalk.com as soon as possible.

- If you hear a strange noise, smell smoke or an odor coming from the recorder, turn off the power immediately.

- Use the recorder in a horizontal position only.

- Do not allow sand or dust to come in contact with the recorder as this may lead to a malfunction and could make repair impossible.

- Do not use your recorder in locations where strong radio waves are emitted or where there is radiation.

- Do not use the recorder near electrical equipment such as TVs, radios, or tuners as it may pick up additional noise from these devices.

- For use with AC adapter model No.SA30-09U.

- Do not use a power supply not made for use with the recorder or "electronic transformers" of the type designed for overseas travellers

- Do not use or store the recorder in any of the following places, as this may cause damage.

- Inside cars with the windows closed in the hot sun. In direct sunlight or close to heaters, radiators, etc.

- Locations subject to severe vibration such as on top of a washing machine.

☠ Danger
Observe these danger warnings:

- Do not use the unit during thunderstorms.

- Do not damage the power cord of the AC adapter.

- Do not use the device in a location exposed to water, such as a bathroom.

- Do not insert or remove the power plug with wet hands.

- Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instructions.

! Warnings
Observe these warnings to prevent possible injury:

- Never disassemble, attempt to repair, or modify the unit.

- If liquids or metal fragments should enter your player, remove the power plug immediately.

- Do not listen at high volumes for extended periods as this can lead to impaired hearing especially when using headphones.

- Do not pull the plug out by its cord when removing the power plug from the recorder.

◀ Precautions
If the following precautions are not observed, you could cause damage to the Plextalk Portable Recorder, recording media, or your data:

- Do not pull the plug out by its cord when removing the power plug from the recorder.

- Make sure that the recorder, mains adapter, power cord and mains plug are securely connected.

- The CD rotates at high speed, do not glue anything that is particularly thick, such as a Braille label, onto the surface.

- The recorder is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

！ Battery Safety Warnings

Be sure to observe the following precautions to prevent accidents such as burns or fires due to leakage, heating, combustion, or explosion of the battery:

- Do not expose the battery to fire.

- Do not disassemble the battery.

- Do not heat the battery in a microwave oven, stove, or anything similar.

- Do not put the battery with metal objects such as coins, hairpins, or necklaces; these can cause a short.

- Do not leave the battery in hot locations such as under the hot sun, or in a hot car.

- Do not use the battery if it becomes wet.

- In the event of a fluid leak from the battery, remove it immediately and keep away from any source of fire. There is a danger of the leaked fluid or vapour igniting, causing a fire or explosion.

- If battery fluid gets into your eyes, wash them with water and consult a physician immediately.

- If the fluid gets on your body or clothing, flush the area well with water.

- Only use the specified battery that was included with recorder. Replacements are only available from Plextor.

- Do not subject the battery to shocks, such as dropping or stepping on it.

- Install the battery as instructed, with the terminals placed in the correct orientation.

☝ Plextalk care

To take care of the Plextalk Portable Recorder:

- Wipe dust and dirt from the recorder with a soft cloth dampened with a diluted neutral detergent, then wipe dry with a cloth.

- For safety's sake, remove the power cord from the outlet when cleaning your recorder.

☝ CD care

- Wipe CD-ROM discs with a clean, soft cotton cloth to remove surface dirt such as fingerprints.

- When cleaning, use a straight-line motion, wiping from the centre outwards.

- Do not wipe the disc in a circular motion. Use a straight-line motion, wiping from the center out.

- Do not wipe the disc in a circular motion.

☝ Battery Care

- When using your recorder for the first time or after one month of storage,

- connect to the mains power source for at least 24 hours to recharge the internal clock.

- If the recorder is not used for over a month, remove the battery and store the battery 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, replace the battery with a new one. The usable time may be affected by the ambient temperature and working environment.

- The battery will normally take 4 hours to fully charge. In order to maintain battery performance we recommend the following procedure every six months:

- 1) Fully charge the battery

- 2) Use on battery power until dead

- 3) Recharge for 24 Hours

1 FEATURES OF THE PLEXTALK

Congratulations! Thank you for purchasing the Plextalk.
The Plextalk enables you to perform the following functions:

- Play DAISY recorded books on CD. Play features include:
  - Audio book navigation that allows you to immediately find the position where you want to begin reading.
  - Bookmark function, permitting you to bookmark important positions at will.
  - Voice bookmark function, permitting you to insert annotations.
  - Variable play speed.
  - Extended playback.
  - Voice guide that assists the user with the unit's operation.
  - And much more!

- Play music CDs and an MP3 CD.

- Record classes, conferences, and lectures onto DAISY-compatible CDs.

- Record audio cassette books and music onto DAISY or music CDs.

- Edit (add/erase) recorded books or music from DAISY CDs.

- Insert section and page markers while recording.

- Cut and paste audio clips with the internal "audio clipboard".

- Use an optional PC memory card to record and make backups.

- Connect the Plextalk to a PC via a USB cable, and use it as a quadruple speed rewritable CD-R/RW drive.

- Use the Plextalk like a portable audio notepad.

- Set voice alarms according to date and time.

- Use the Plextalk as a calculator with audio output.

1.1   About DAISY

DAISY is an acronym for Digital Accessible Information System. DAISY is an international standard for Digital Talking Books, and DAISY-compatible CDs have been designed to facilitate the indexing of content of voice information. You can index information from higher to lower levels, such as chapters, sections, and passages based on the table of contents of an original text.

For more information about the DAISY standard, visit the DAISY consortium web site at:
http://www.daisy.org

2   WHAT YOU GET
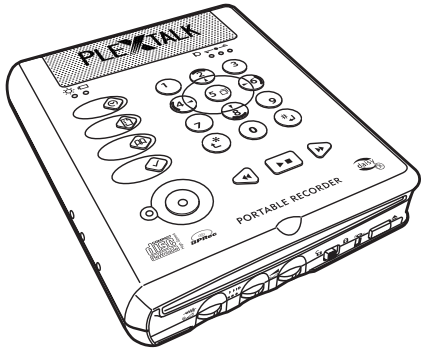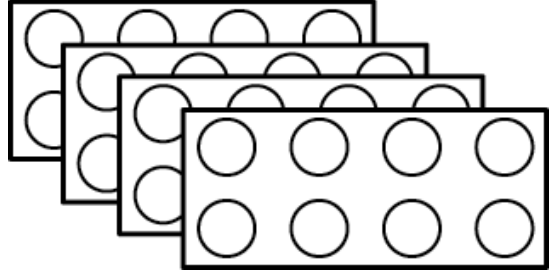
Plextalk portable recorder	**Key description decals**
Power cord – 1	**Battery – 1**
AC adapter – 1	**Audio cable for recording – 1**
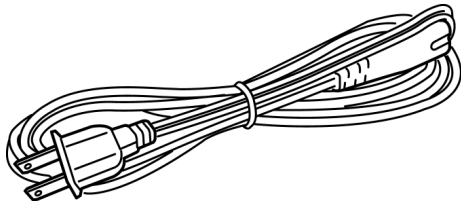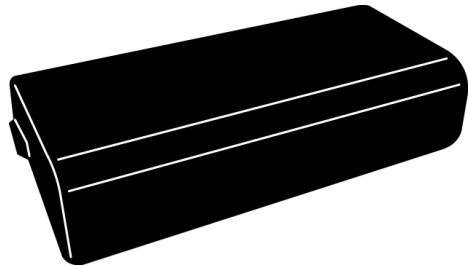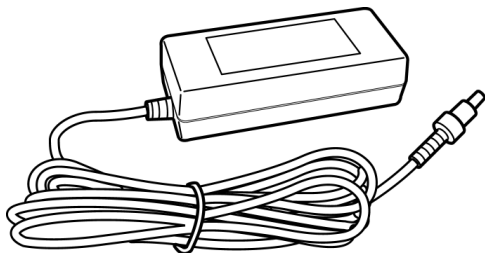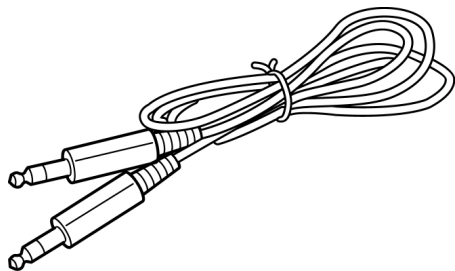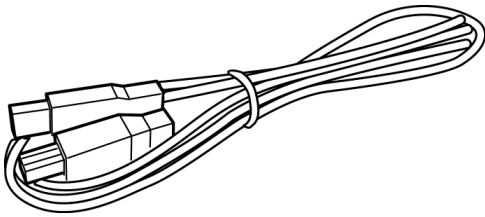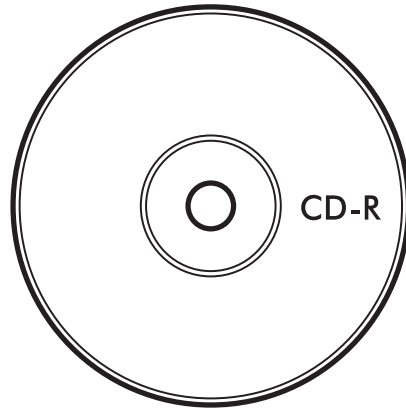
USB cable – 1	**Blank CD-R media – 1**
This User's Guide – 1	**Travel case – 1**
User's Guide CD – 1	**Soft cloth for clean CD media – 1**
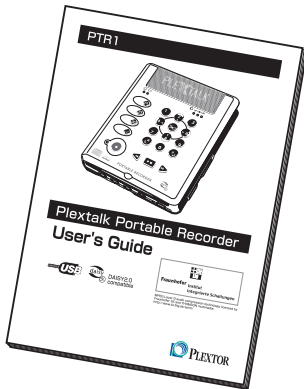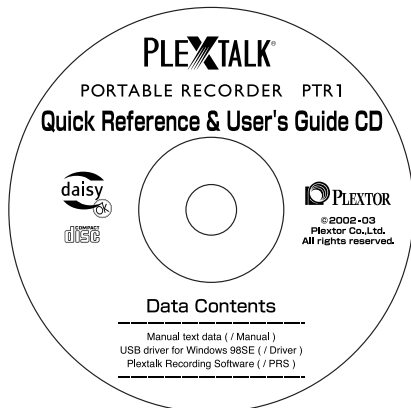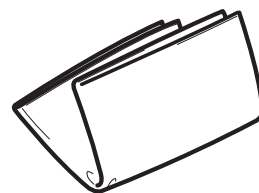
2.1 About the User's Guide CD

The User's Guide CD contains the text of the *Plextalk User's Guide* in DAISY format. It also includes a USB driver for Windows 98SE, as well as the Plextalk Recording Software.

2.2 About the Plextalk Recording Software

Plextalk Recording Software is bundled with the Plextalk.
Designed for Windows PCs, it is a simple editing and recording tool with voice guidance to support use by the visually handicapped. Easily edit, reorganize, and combine recordings made with the Plextalk.

Before you install Plextalk Recording Software on your computer, you will have to connect the Plextalk with the USB cable. See the detail instructions on page 148, Chapter 12 "Connecting to a computer".

Note: You cannot install Plextalk Recording Software without recognition of the Plextalk via USB cable.

When you can success recognition of the Plextalk via USB cable, inserting the User's Guide CD into the Plextalk then you can proceed installation according to the README file on the User's Guide CD.

2.3 Save Your Box!

Be sure to save the box after you have installed the Plextalk. The box and its packing material were designed and drop tested to ensure the Plextalk can endure rough treatment and still arrive in working order.

We hope you will never have to ship the Plextalk back to us. If you do, however, it's best to send it packaged in the original box.

3   CONTROLS AND FUNCTIONS

This chapter explains the Plextalk's components and their functions.

3.1   Shape of the Unit

The Plextalk is in the shape of a book that opens to the left. Like a book, there is a rounded edge on the back cover of the left side. Also like a book, the right side is concave or slightly hollowed out along its edge.

Place the unit so the side with the rounded edge is on the left. The CD insertion slot will then be directly in front of you.

The dimensions of the Plextalk are 7 inches deep, 5.9 inches wide, and 1.5 inches high. It weighs approximately 1.89 pounds.

3.2   Faces of the Unit

The face containing the CD Insertion/Ejection Slot is called the "Front". This is the part nearest you. The side with the Numeric Keypad is called the "Top". The rounded part that serves as the left side is called the "Left Face" and the concave part on the right side is called the "Right Face". The side opposite the front is the "Rear". The side opposite the top is referred to as the "Bottom".
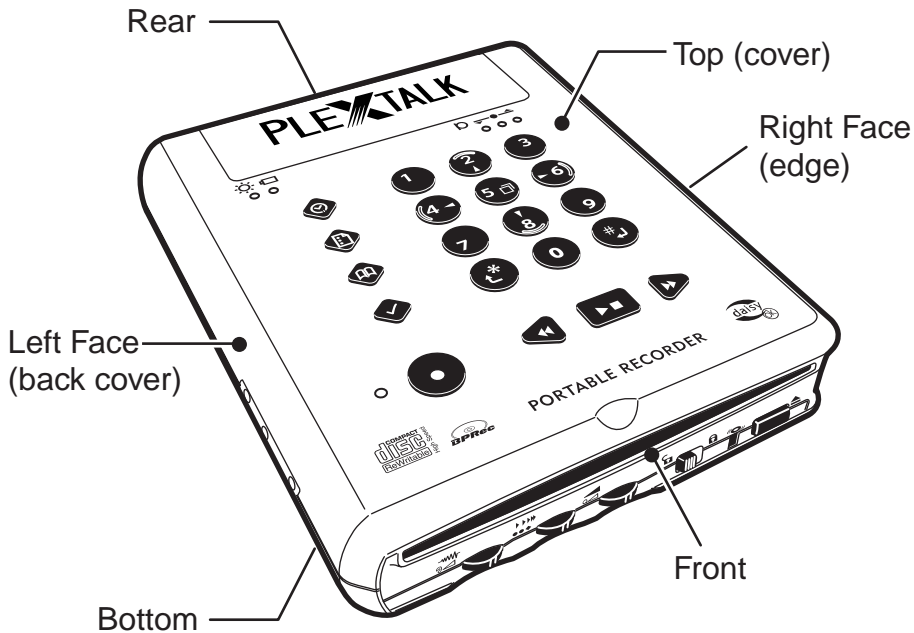
3.3   Front of the Unit

The CD Insertion/Ejection Slot is located at the top on the front of the unit. From the left on the lower front of the unit, there are three dials: a Recording Level/Monitor Volume Level Dial, a Play Speed/Tone Dial and a Volume/Guide Volume Dial.

To the right of the three dials, from the left there is a Key Lock , a Busy LED, and a CD Eject Key.
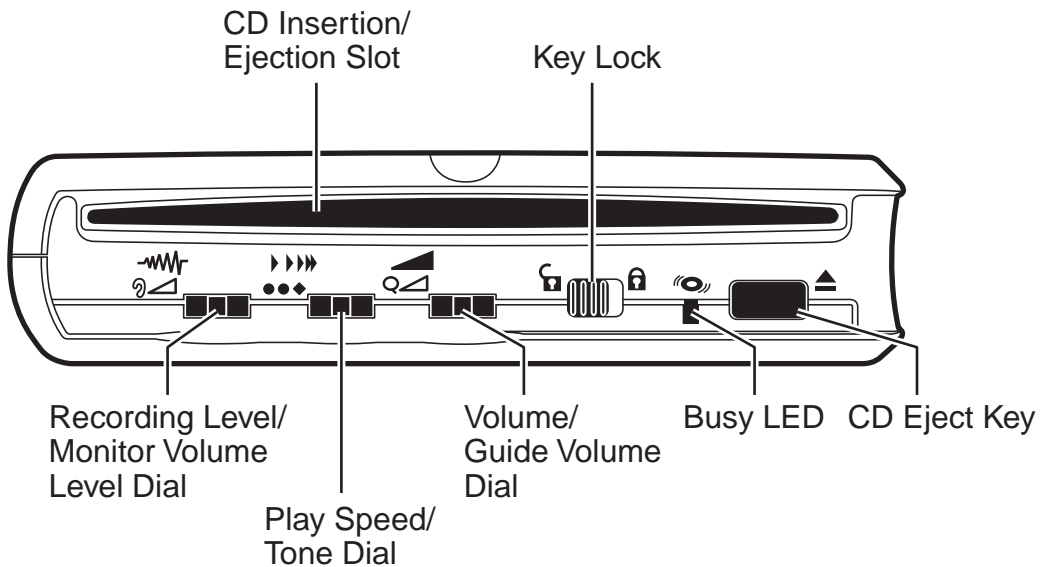
☞ **NOTE**: The Key Lock also sets the key describer function. After you press the key lock to lock the keyboard, pressing and holding any key gives a verbal description of the key function. For instance, if you press and hold the CD Eject Key, you hear "Eject key. Press and hold: Force eject". You can use the key describer to help you learn the operation of the Plextalk keys.

3.3.1   CD Insertion/Ejection Slot

This slot is located at the top on the front of the unit. The recorded book or music CD is inserted into the insertion/ejection slot. Once the CD has been inserted about one-third of the way in, it is drawn in automatically, and the voice guide says "Disc. Please wait".

If the CD is read correctly, the voice guide will state the type of CD, along with the title if it is a DAISY book. If it is a CD that is not suitable for playback, or if the disc is upside down, the voice guide says, "Improper or damaged disc". Push the Eject Key, located to the far right of the front, to eject the disc.

3.3.2 Recording Level/Monitor Volume Level Dial

This is the left-most of the three dials at the front bottom of the unit. It adjusts both the recording level and the monitor volume. Press in on the dial to switch between functions. Turn the dial to the right to increase the volume or recording level; turn it to the left to decrease.

The Recording Level control adjusts the input level of the sound being recorded. This makes it possible to adjust the recording level for the best recording.

The Monitor Volume control enables you to hear and adjust the sound currently being recorded. Use it with headphones to check the volume of music being recorded, or to check the volume of a voice being recorded by an externally mounted microphone.

3.3.3 Play Speed/Tone Dial

This is the center of the three dials at the front bottom of the unit. It adjusts the play speed and the tone quality of the unit speaker or headphones.
Press the dial to toggle between both settings.

Turn the dial to the right to speed up the playback and to the left to slow it down. Press the dial, and then turn the dial to the right to emphasize the treble range and to the left to emphasize the bass range.

3.3.4 Volume/Guide Volume Dial

This is the rightmost of the three dials at the front bottom of the unit. Turn the dial to the right to increase the volume and turn it to the left to decrease it. Press in on the dial to toggle between the playback volume and the voice guide volume settings.

3.3.5 Key Lock

The key lock/describer slider switch can be found in the front of the unit (about 2 inches or 5 centimeters from the right hand side). Key lock is on when it is switched to the right and off when switched to the left.

With the key lock/key describer on, press and hold any key to get a verbal description of the key function. Use the key lock/key describer function to help you learn about what the Plextalk keys can do.

3.3.6   *Busy LED* 🔊

The Busy LED is located to the right of the Key Lock at the front bottom of the unit. When this LED is lit, you must wait, even if you have pressed a key.

3.3.7   *CD Eject Key* ▬ ⏏

The CD Eject Key is located at the very right at the front bottom of the unit. It is used to eject the CD.

3.4   Top of the Unit

The top of the unit contains, from the back, a speaker panel, a set of three Record Level LEDs at the lower right of the speaker panel, a Power LED at the lower left of the panel and a Battery LED to its right. Plextalk has 20 buttons on the top. There is a vertical column of five buttons on the left (four small, blue, diamond shaped buttons and one large, red, round button at the bottom).

The four small diamond buttons are:
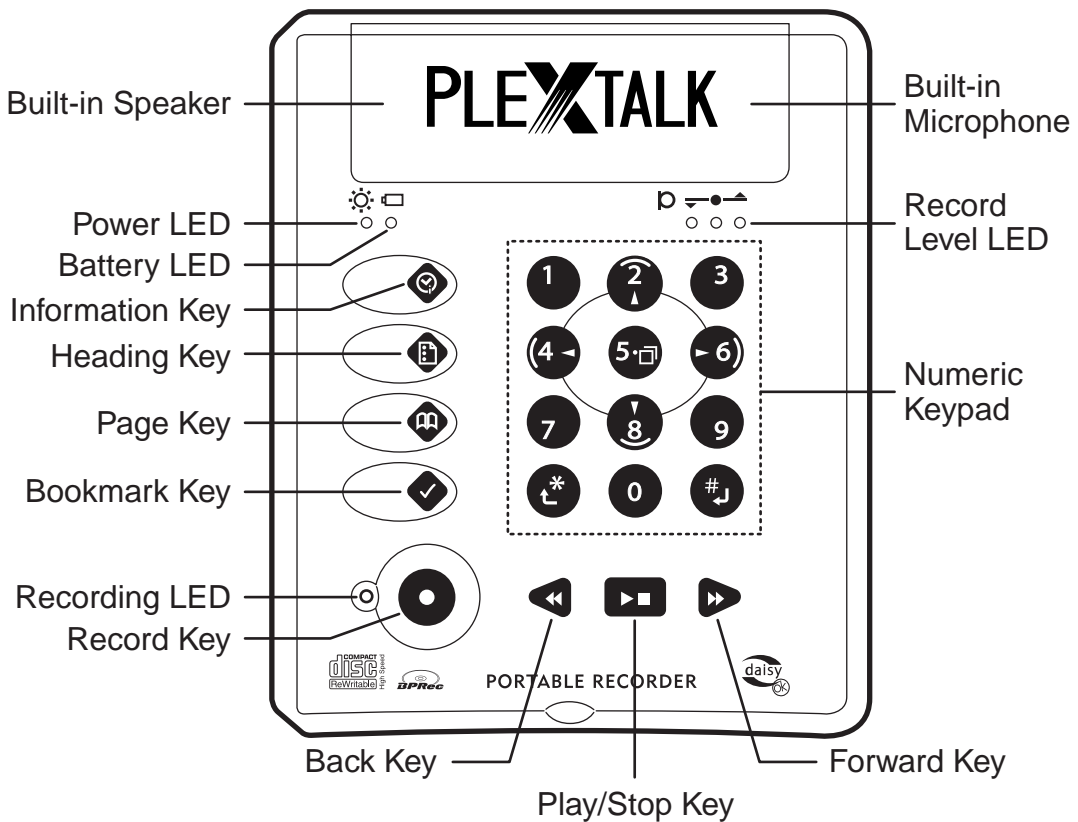
Information Key
Heading Key
Page Key
Bookmark Key

The large, red, round button is the Record Key.
To the left of the recording key is the Recording LED.

The number pad is located towards the right with 12 buttons (4 horizontal rows of 3), like a push button telephone. The number 5 has a small raised dot. Some of the buttons have secondary functions and these are described in brackets.

From the top left these are:

Top row: 1, 2 (arrow up or cancel), 3
Second row: 4 (arrow left = reverse), 5 (Menu), 6 (arrow right = forward)
Third row: 7, 8 (arrow down or enter), 9
Fourth row: star/cancel, 0, pound/enter

Underneath the number pad there are a further 3 buttons: a rectangular button in the middle (Play/Stop Key), to the left is a triangular button (Back Key) and to the right is another triangular key (Forward Key).

Built-in Speaker

Built-in Microphone

Power LED

Battery LED

Information Key

Heading Key

Page Key

Bookmark Key

Recording LED

Record Key

Record Level LED

Numeric Keypad

Back Key

Forward Key

Play/Stop Key

3.4.1   Built-in Speaker and Built-in Microphone

The speaker panel at the back side of the top of the unit contains a Built-in Speaker. There is a Built-in Microphone inside the speaker panel, to the right of the Built-in Speaker.

3.4.2   Power LED

The Power LED is located on the left side of the two indicator lamps lined up at the lower left of the speaker panel on the top of the unit. It is illuminated green when the power is turned on.

3.4.3   Battery LED

The Battery LED is located on the right side of the two indicator lamps lined up at the lower left of the speaker panel on the top of the unit. It is illuminated red when charging and green when the Plextalk has finished charging.
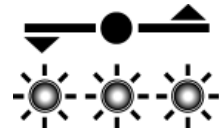
3.4.4   Record Level LEDs

The Record Level LEDs are the three LED lights located at the lower right of the speaker panel on the top of the unit. The illumination of these LEDs indicates the following states.
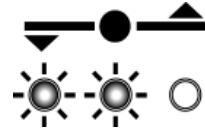
When only the LED on the left is lit, the record level is too low.
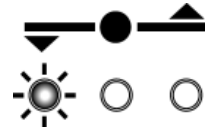
When all three LEDs are lit, the record level is too high.

When only the two LEDs on the left are lit, the record level is good, recording should only be done at the "good" level.

3.4.5   Information Key

This is the top key of the four keys in the vertical column on the left side of the top of the unit. This key provides a variety of information, including time and date.

3.4.6   Heading Key

This is the second from the top of the four keys in the vertical column on the left side of the top of the unit. This key is used to learn heading information and to move to the heading specified by the numeric keypad.

3.4.7   Page Key

This is the third from the top of the four keys in the vertical column on the left side of the top of the unit. This key is used to learn page information during playback, and to move to the page specified by the numeric keypad.

3.4.8   Bookmark Key

This is the bottom-most of the four keys in the vertical column on the left side of the top of the unit. This key is used to attach bookmarks, and to move to the bookmark specified by the numeric keypad.

3.4.9   Numeric Keypad

The numeric keypad comprises the twelve keys located in the center of the top of the unit. They are arranged in the same way as a push-button telephone. The '5'

key has a raised dot so individuals with visual impairments can orient themselves as to the positional relationship of the keys.

Keys 0 to 9 are used for entering numbers. Many of these keys also allow moving through the various voice menus in the Plextalk.

The most important keys you will use are as follows:

- The '#' Key (Enter key) at the lower right of the keypad is used to accept a menu choice.

- The '*' Key (Cancel key) at the lower left of the keypad is used to cancel commands or numbers being entered.

- The '5' key in the center of the keypad is used as the Menu key, to gain access to the voice menus.

- The '1' key at the upper left of the keypad alternates between Insert Mode and Punch-In Mode for recording.

- The '3' key at the upper right of the keypad alternates between standard play and selected playback method.

- The '2' key is used as the Up key for scrolling up through levels. It can also be used as the "*" Key.

- The '8' key is used as the Down key for scrolling down through levels. It can also be used as the '#' Key.

- The '4' key is used as the Reverse key and the '6' key is used as the Forward Key for moving through menus.

- The '7' key is used as the Group key and Undo key.

- The '9' key is used as the Redo key.

3.4.10 Recording LED ◎
The Recording LED is located to the left of the Record Key at the lower left on the top of the unit. It lights while the Plextalk is recording.

3.4.11 Record Key ●
This is the large round red key at the lower left end on the top of the unit. This key is used to record CDs.

3.4.12 Back Key ◀

This is the left-pointing triangular key located at the left of the three keys lined up at the lower right of the top of the unit. It is used to move backward through a CD during the playback.

3.4.13 Play/Stop Key ▶■

This is the square key located in the center of the three keys lined up at the lower right of the top of the unit. This key is used to change back and forth between playback and stop. If you hold down the Play/Stop Key, you can get DAISY book information such as total time, elapsed time, and remaining time.

3.4.14 Forward Key ▶▶

This is the right-pointing triangular key located at the right of the three keys lined up at the lower right of the top of the unit. This key is used to advance the playback position forward.

3.5 Left Face of the Unit

The Power Switch (Power On/Off) is located farthest back on the left face of the unit. On the near side of the left face are three jacks. In line from the closest to you is the Headphone Jack, followed by the External Microphone Jack, and the Line Input Jack.

Power Switch   Line Input Jack (black)   Headphone Jack (green)

External Mic. Jack (blue)
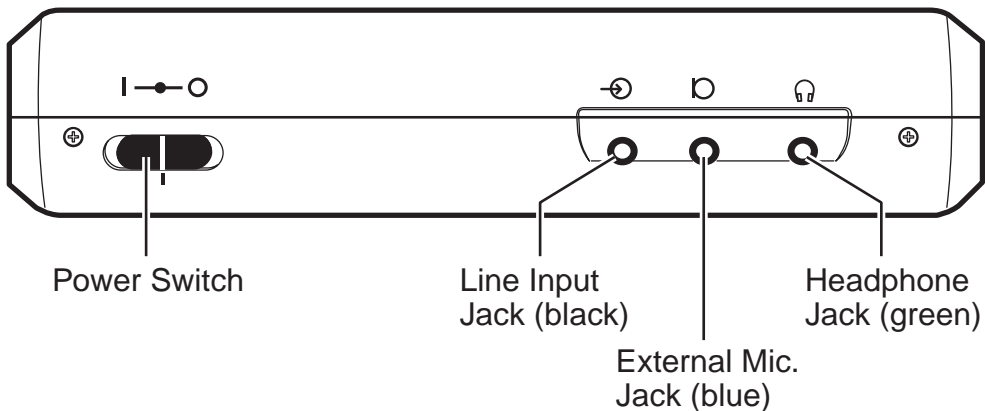
3.5.1   Power Switch

The Power Switch is found farthest back on the left face of the unit. Slide the switch towards the back to turn the Plextalk on and slide it towards you to turn it off.

☞ When using AC power, connect the power cord to the AC power input on the back of the unit. Insert the plug of the AC adapter power cord into an electrical

   outlet and turn on the Power Switch.
   (Note that the battery must be installed to operate the Plextalk.)

- To use the Plextalk under battery power, charge the battery first, and then turn on the Power Switch to operate the unit.
- To check that the power is on, turn on the Power Switch. When the Plextalk is ready, you will hear the voice guide message give the disc status. In addition, the Power LED lights up at the lower left of the top speaker panel on the top of the unit.

- To turn off the power, slide the Power Switch towards you.
- The Plextalk is set to turn itself off after 30 minutes of inactivity. If no key is pressed for 30 minutes, the power shuts off automatically.

Leave the Power Switch in the neutral (center) position if you are using the Power on timer or the reminder function of the Notepad.

3.5.2   Headphone Jack

This is the first of three jacks located on the left face of the unit. It is the one nearest you. You can plug headphones in here.

3.5.3   External Microphone Jack

This is the center jack of the three located on the left face of the unit. You can plug an optional external microphone in here.

3.5.4   Line Input Jack

This is the farthest back of the three jacks located on the left face of the unit. You can plug in an audio cable here for recording from another source, such as a television, radio, or portable stereo.

3.6   Right Face of the Unit

A PC Card Insertion Slot is located on the near side bottom of the right face of the unit. A PC Card Ejection Lever is located on the far side of the insertion slot.

PC Card Ejection Lever

PC Card Insertion Slot
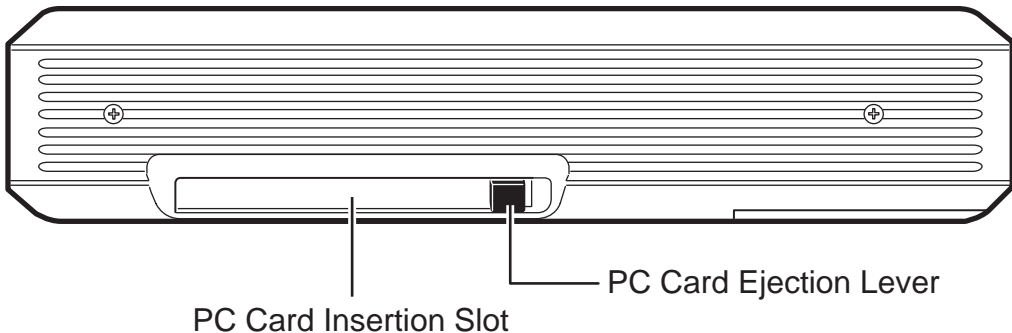
3.6.1   PC Card Insertion Slot

PC cards (also known as PCMCIA cards) can be inserted here. The Plextalk can accept Type II PC memory cards.

3.6.2   PC Card Ejection Lever

This lever is located on the far side of the insertion slot. To eject a PC card, press the head of the ejection lever into the side of the unit to pop the lever head out. Then press the lever into the side of the unit again to eject the end of the PC card, allowing you to grasp the PC card between your fingers and pull it out.

Once the PC card has been ejected, press the PC card ejection lever to place the lever back into the unit.

◀   Before ejecting a PC card, be sure to first shut down the Plextalk, or change the media type to "disc" instead of "card", in order to avoid losing the card's data.

3.7   Back of the Unit

There are two connectors towards the left on the back of the unit. The connector on the right is the DC Input Terminal and the one on the left is the USB Cable Connector.

DC Input Terminal

USB Cable Connector
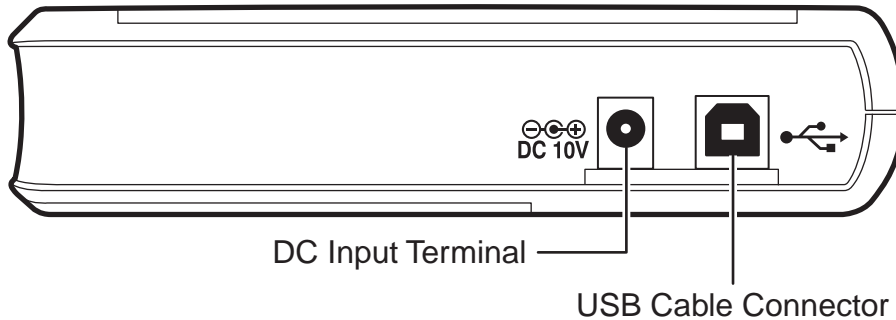
3.7.1   DC Input Terminal

The round hole at the right of the back of the unit is the DC power input. Insert the cord from the AC adapter here.

◀ Use only the AC adapter that came with the Plextalk. Using another AC adapter may damage the Plextalk.

3.7.2   USB Cable Connector

The square hole at the left of the back of the unit is the USB Cable Connector. Connect the square side of the accessory USB cable to the connector. Connect the opposite side of the USB cable to the USB connector of your PC.

☞ **NOTE**: The USB cable is handy for connecting a PC to the Plextalk. However, you won't need to connect the USB cable to listen to or record DAISY books.

3.8   Bottom of the Unit

Battery Cover

Right Face
(edge)

Left Face
(back cover)

Serial Nmber
Label

Front
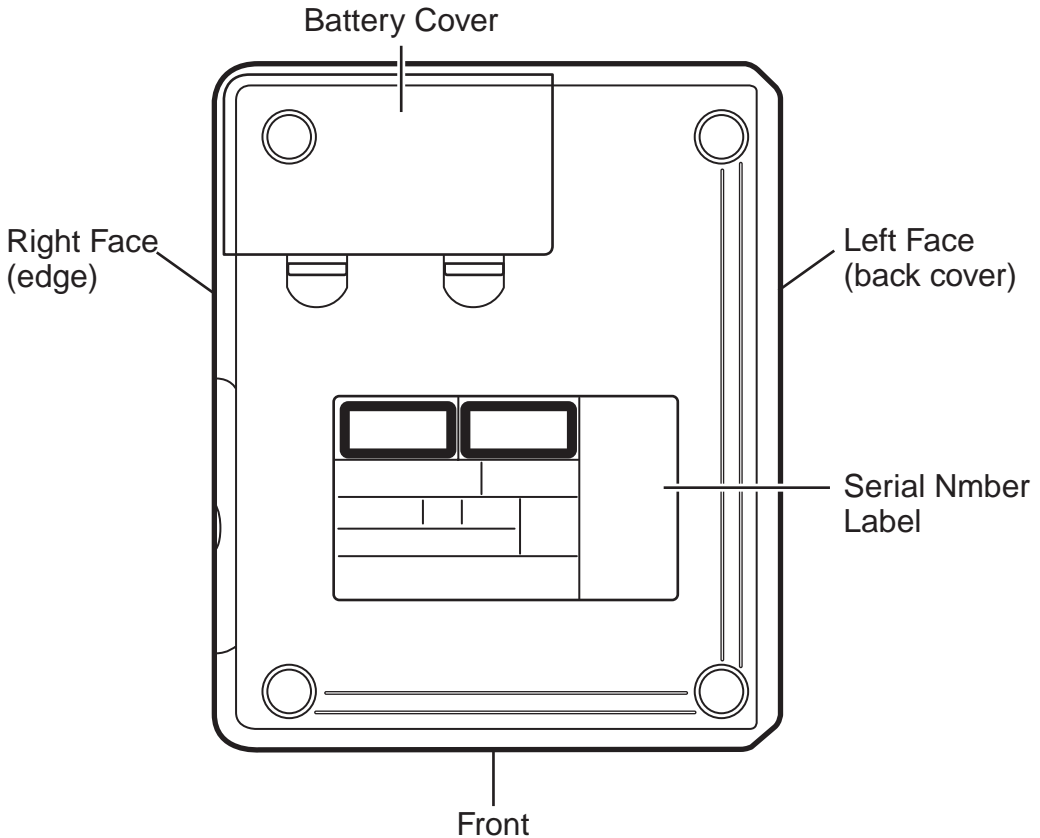
3.8.1   Battery Cover
The Battery Cover is located in the back of the bottom of the unit.

The battery must be installed to operate the Plextalk. To install or replace the battery, refer to "5.1.3 Insert the battery" on page 22.

3.8.2   Serial Number Label
A Serial Number Label is glued to the center of the bottom. The model number and manufacturing number are written on it.

◀   Do not remove this label! The serial number may be required for service or technical support.

4   BEFORE YOU BEGIN... SAFETY PRECAUTIONS

The Plextalk has been designed with the utmost consideration for safety. Nevertheless, incorrect use can result in serious injury or death, due to fire or electrical shock. Be sure to observe the following precautions.

4.1   Examine the Plextalk

Examine the Plextalk once a year to see whether the power cord is damaged, whether dust has accumulated between the power cord plug and the outlet, or whether the unit is being used in a defective state.

If operation seems abnormal, or if you perceive a strange noise, odor, or smoke issuing from the unit:
1. Turn off the power immediately.
2. Remove the Battery.
3. Contact your Plextalk dealer.

4.2   Use the Plextalk in the Right Way

Place the Plextalk in a horizontal position for use.

◀ Observe these precautions:
- Do not allow sand or dust to come in contact with the Plextalk. This may lead to a malfunction and could even make repair impossible.
- Do not use the Plextalk in locations where strong radio waves are emitted or where there is radiation.
- Do not use the Plextalk in the vicinity of a TV, radio, or tuner as it may pick up noise from the devices.
- For use with AC adapter model No.SA30-09U.
- Do not use an adapter or "electronic transformers" of the type designed for overseas travelers.
- Do not use the Plextalk in a bathroom or where liquid could be spilled onto it.
- Do not place the Plextalk in any of the following places, regardless of whether it is being used or not.
- Unusually hot locations.
- Inside automobiles with the windows closed in the hot sun.
- Locations in direct sunlight or close to heaters, radiators, etc.
- Locations subject to severe vibration.
- Locations subject to strong magnetism.
- Locations where there is a lot of sand or dust, especially beaches.

4.2.1   Plextalk care

To take care of the Plextalk

◀ Wipe dirt from the Plextalk with a soft cloth dampened with a diluted neutral detergent, then wipe dry with a cloth.

!   For safety's sake, remove the power cord from the outlet when cleaning the Plextalk.

4.2.2   CD care

Wipe CD-ROM discs with a clean, soft cotton cloth to remove surface dirt such as fingerprints. Use a straight-line motion, wiping from the center out. Do not wipe the disc in a circular motion.

4.3   Danger

☠ Observe these danger warnings:

- Do not use the Plextalk during thunderstorms.
- Do not damage the power cord of the AC adapter.
- Do not use the Plextalk in a location exposed to water, such as a bathroom.
- Do not insert or remove the power plug with wet hands.
- Before use, thoroughly wipe dust from the power plug, the prongs, and the prong installation surface.

4.3.1   Battery Safety Warnings

◀ Be sure to observe the following precautions to prevent accidents such as burns or fires due to leakage, heating, combustion, or explosion of the battery:
- Do not expose the battery to fire.
- Do not disassemble the battery.
- Do not heat the battery in a microwave oven, stove, or anything similar.
- Do not carry or store the battery with metal objects such as coins, hairpins, or necklaces; these can cause a short.
- Do not leave the battery in hot locations such as under the hot sun, or in a hot automobile.
- Do not use the battery if it becomes wet.
- In the event of an abnormality, or if fluid should leak from the battery, immediately take it away from any source of fire. There is a danger of the leaked fluid or vapor igniting, causing a fire or explosion.
- If battery fluid gets into your eyes, wash them with water and consult a physician immediately. If the fluid gets on your body or clothing, flush the area well with water.

4.4   Warnings

! Observe these warnings to prevent possible injury:
- Never disassemble, attempt to repair, or modify the Plextalk.
- If foreign matter (metal fragments, liquids, etc.) should enter the Plextalk, remove the power plug immediately.
- Do not increase the volume too much when using headphones. Listening at high volume for an extended period of time can lead to impaired hearing.

4.5   Precautions

◀ If the following precautions are not observed, you could cause damage to the Plextalk, recording media, or your data:
- When removing the power plug from an outlet, hold the plug firmly while pulling it out.
- Do not leave the Plextalk for an extended time in direct sunlight, such as in an automobile under the hot sun or close to a heat-generating appliance, such as a stove.

4.5.1   Battery safety precautions

- Only use the specified battery that was packaged with the Plextalk.
- Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by Plextor. Discard used batteries according to the local dealer's instructions.
- Do not leave the battery in hot location such as near a fire, under the hot sun, or in a closed automobile, as the protective circuit that prevents hazards within the battery could become damaged.
- Do not subject the battery to shocks, such as by hammering, stepping on it, or dropping it.
- Be sure to install the battery with the terminals oriented in the correct direction.
- Remove the battery when the unit will not be used for an extended time.

4.6   About Battery

4.6.1   Charging

When you use the Plextalk for the first time or when you have not used for more than a month, connect as AC power source and run it for at least 24 hours with the power ON in order to recharge for the internal clock IC.
In order to recharge the battery full, it takes 4 hours.

◀   Make sure that the Plextalk, AC adapter, Power cord (only US and CANADA) and outlet are securely connected.

4.6.2   Management of the battery

Remove the battery when the unit will not be used for over a month, then store the battery at cool and low humidity place.

We recommend hereafter procedure each six months in order to maintain the battery performance.
Procedure: Full charge the battery then use battery power until dead, then recharge the battery half an hour or one hour performance.

4.6.3   About battery life

Battery has life limit which is related how much frequency to use also battery capacity have goes down with time span. When you feel to become short usable time on battery power it may be battery life limit. So please replace new battery soonest. Please note that battery life limit vary depending on operating time and the ambient temperature and working conditions.

4.6.4   About battery operation

How long does the Plextalk play or record under battery operation? It is depends on what format is or what media is. Following table shown operation hours for full charged battery.

CD-R/RW		CD-R/RW		PC Card
Playback		Recording		Play / Recording
DAISY	CD-DA	DAISY	CD-DA	DAISY
4 hours	2.5 hours	2 hours	2 hours	6 hours

◀   The battery life depends on how frequently it is used and recharged. Its capacity to store charge reduces over time. The usable time may be affected by the ambient temperature and working environment.
◀   In case of battery power is low, the voice guidance will be warning 1 minute and 30 seconds before automatically shut off.

4.6.5   Automatic power off

Under the battery operation, the Plextalk shuts itself off automatically 30 minutes no activity, and voice guidance will be warning 1 minute and 15 seconds before automatically shut off.

5   GETTING STARTED

5.1   Getting Ready

At last, it's time to get started using the Plextalk. This chapter give you an introduction into using the Plextalk to listen to DAISY books, and also illustrates the basic steps in recording a DAISY book onto CD-R or CD-RW media.
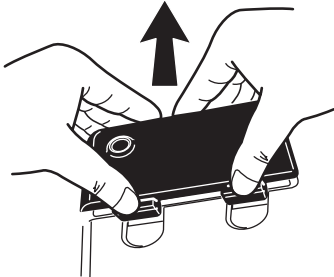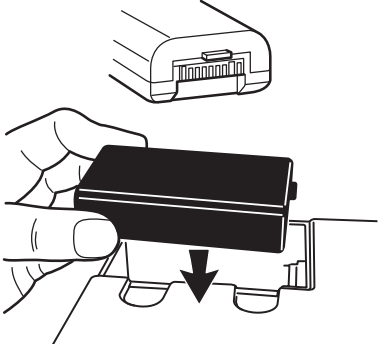
5.1.1   Open the box
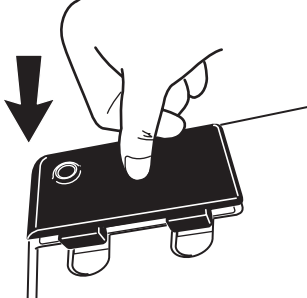
Procedure	Visual Guide
Remove the lock part of the box and open the cover.	–

5.1.2   Check contents

Procedure	Visual Guide
Take out the entire contents (accessories, packing materials, and the unit). (Refer to page 3 to check contents.)	–

5.1.3   Insert the battery
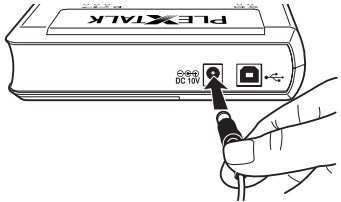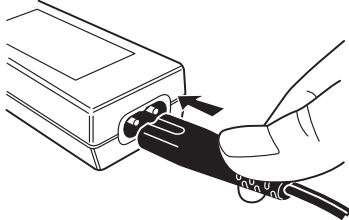
Procedure	Visual Guide
Remove the Battery Cover at the upper left-side of the bottom of the unit by pressing the two clips towards the rear and then open the cover.	
Insert the Battery with the indented side of the battery to the right and underneath. The Battery should slot in easily without needing force.	

Procedure	Visual Guide
Once the Battery is in place, replace the cover.	

- ✍ The battery must be installed in order to operate the Plextalk.
- ◀ Be careful with the battery. If you drop the battery, it may be damaged.
- ✍ Remove the battery if you do not use the Plextalk for a prolonged time (one month or more.)
- ✍ Before removing the battery, shut down the Plextalk, then plug remove the AC adapter.
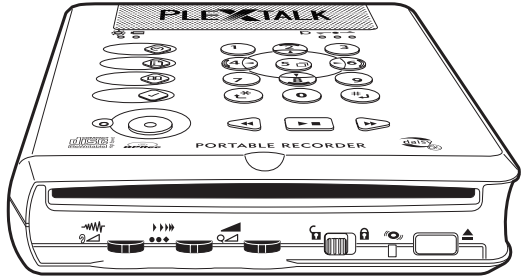
5.1.4 Connect to power source

The mains power/charging unit consists of two cables. One cable has a mains plug to a small oval connector and the other is an AC adapter to a small round plug.

Procedure	Visual Guide	Visual Guide
Insert the small round plug into back of the unit.		—
Connect the oval connector to the AC adapter block and then the mains plug into an electrical outlet.		Battery LED is lit.

- ✍ The battery LED to be indicated status of the charging, red LED means charging, green LED means full charge and it will take 4 hours for full charge.
- ✍ When using the Plextalk for the first time or after one month of storage, connect to the mains power source for at least 24 hours to recharge the internal clock.
- ✍ If the Plextalk is not used for over a month, remove the battery and store the battery in a cool place with low humidity.

5.1.5   Place the Plextalk in front of you
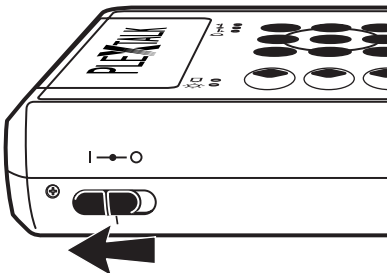
Procedure	Visual Guide
Place the Plextalk on a desk in front of you with the buttons uppermost. Rotate the Plextalk so that the metal grill is at the top of it, the rounded edge is to the left and the concave side is to the right. In this position the CD Insertion/Ejection Slot is at the front of the you.	

✎ Do not try to stand the unit up vertically, as it may not operate normally.

5.2   Introduction to DAISY Book Listening (User's Guide CD)

This procedure explains how to listen to a DAISY book. You will listen to the User's Guide CD that is shipped with the Plextalk.

5.2.1   Turn ON the power

Procedure	Voice Guide	Visual Guide
The Power Switch is found farthest back on the left side of the unit. Push it towards the back to switch it on.	"~ Tones ~" "Disc... Please wait" "No disc"	Power LED is lit

✎ This switch will pop back when released, to its normal position. To turn the Plextalk off, slide the switch towards you. You should feel a click and the Plextalk will say "shut down".

✎ Under the battery operation, you can get current battery status as below by information key.
   Battery Level 3: Full charge
   Battery Level 2: 50% remains
   Battery Level 1: The Battery is too weak to power the Plextalk, recharge the battery.
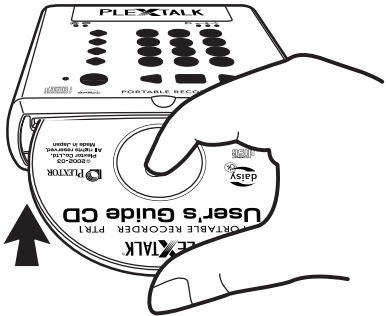
✎ The battery must be installed in order to operate the Plextalk.

5.2.2   Setting the date, year and time

Press the Information Key twice, then input the current date with 4 digits number using Numeric Keypad then press the "#" Key to set the date. Continually it inputs that current year and current time as same way as date input according to the voice guidance.

✧ You can clear the input number by the "✳" Key (cancel), if date or year or time is not necessary to change from voice guide, just press the "#" Key.

✧ You can be switched from 12-hour to 24-hour time setting (Default setting is 12-hour) by menu function, refer to the section "10.2 switching between 12-hour and 24-hour time".

✧ Continually press the Information Key, can be switched from set date to sleep timer. (Press the "✳" Key to cancel date setting or sleep timer setting)

5.2.3   Insert the CD

Procedure	Voice Guide	Visual Guide
 Insert the CD into the slot at the front of the unit	"~ Tones ~" "Disc: Please wait" "~ Tones ~" "DAISY title" "DAISY title" Title: 1 Total title: 2 the Plextalk Quick Guide "~ Tones ~"	 Busy LED flashes

✧ This can be found just below the smooth indent on the front edge. Make sure the CD is placed the right way up, otherwise an error message: "improper or damaged disc", will be announced.
To eject the CD, press the button at the front far right of the Plextalk.
✧ The User's Guide CD (DAISY format) has been recorded by DAISY 2.02 format.

Procedure	Voice Guide	Visual Guide
Press the Heading key twice.	"Go to heading" "Go to title"	—
Press the 2 key ❷.	"2"	—
Press the # Key ⌗↵.	"Enter" "Title: 2"	—

5.2.4   Play the CD

Procedure	Voice Guide	Visual Guide
Press the Play/Stop Key at the front side on the top. The CD begins playing.	"~ Tones ~" Beginning of title User's Guide CD "~Phrase is played~"	Busy LED flashes.
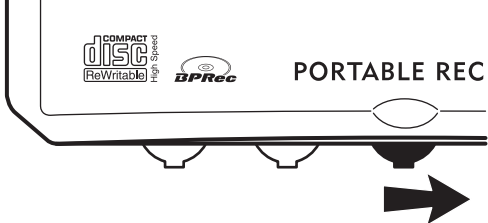
5.2.5   Stop play
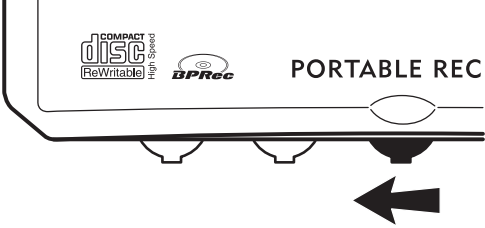
Procedure	Voice Guide	Visual Guide
Press the Play/Stop Key. The CD stops.	"~ Tones ~"	Busy LED is off.

5.2.6   Change the volume

The Volume/Guide Volume Dial is located third from left on the front of the Plextalk, and switches between controlling the volume (e.g. the DAISY book text) and the volume of the guide instructions.
To toggle between the volume and the guide volume, press the Volume/Guide Volume Dial. The volume can be adjusted from 0 to 20 in increments of 1. If you keep pressing it to the right, the volume increases, pressing it to the left, decreases the volume.
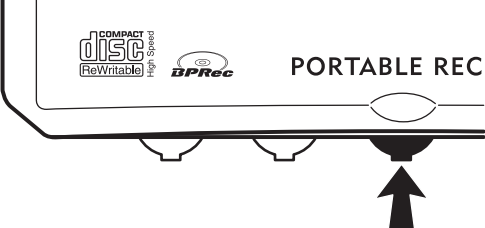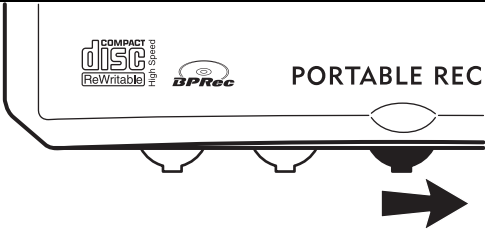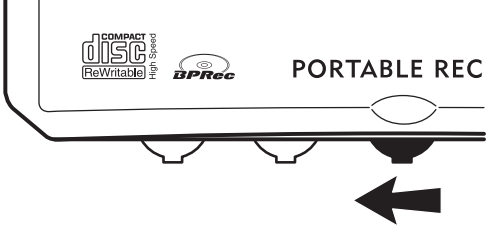
Procedure	Voice Guide	Visual Guide
Press the Play/Stop Key. The CD begins to play from the last position where it stopped.	"~Tones~" "~Phrase is played~"	—
Rotate the Volume/Guide Volume Dial to the right. This dial is third from the left on the front of the unit. The volume of the Build-in Speaker increases.	"~Tones~" "Volume 11"	—

Procedure	Voice Guide	Visual Guide
Rotate the Volume/Guide Volume Dial to the left. The volume of the Build-in Speaker decreases.	"~Tones~" "Volume 10"	—

✋ You can adjust the volume from 0 to 20 in increments of 1.

✋ If you keep pressing it to the right, the volume increases. If you keep pressing it to the left, the volume decreases.

✋ The volume level does not announce during the playback.

5.2.7   Change the guide volume

Procedure	Voice Guide	Visual Guide
Press the Volume/Guide Volume Dial to the rear. This is the third from the left on the front of the unit	"~Tones~" "Guide volume 10"	—
Rotate the Volume/Guide Volume Dial to the right. The guide volume of the build-in speaker increases.	"~Tones~" "Guide volume 11"	—
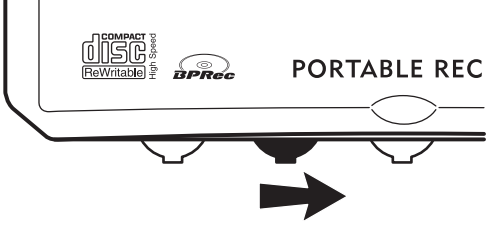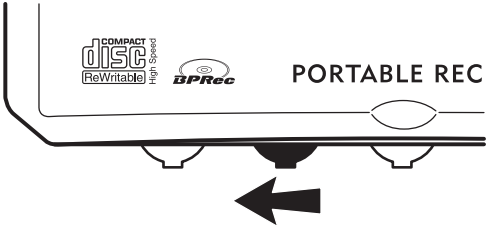
Procedure	Voice Guide	Visual Guide
Rotate the Volume/Guide Volume Dial to the left. The volume of the build-in speaker decreases.	"~Tones~" "Guide volume 10"	—

☞ By pressing this dial, you can change between the Volume and the Guide Volume.

☞ You can adjust the volume from 0 to 20 in increments of 1.

5.2.8   Change the play speed
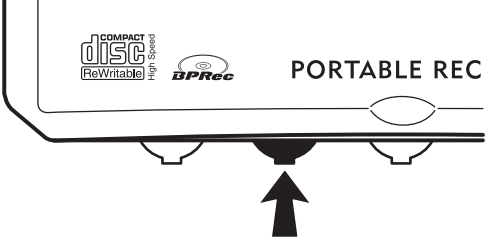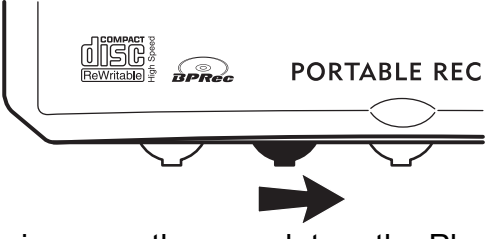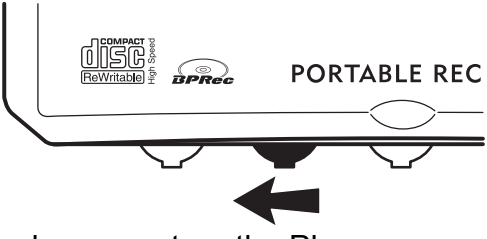
The Play Speed/Tone Dial is located second from left on the front of the Plextalk, switches between controlling play speed and audio tone.

To toggle between controlling play speed and controlling audio tone, press the Play speed/Tone Dial.

Procedure	Voice Guide	Visual Guide
To increase the speed, turn the Play Speed/Tone Dial to the right, located second from left on the front of the unit.	"~Tones~" "Speed + 1"	—
To decrease, turn the Play Speed/Tone Dial to the left, located second from left on the front of the unit.	"~Tones~" "Speed Normal"	—

☞ By pressing this dial, you can change between controlling play speed and tone. You can select play speed in 11 stages, from –2 to +8. (–2 is half speed, +4 is double speed and +8 is triple speed.)

5.2.9   Change the audio tone

Procedure	Voice Guide	Visual Guide
Press the Play Speed/Tone Dial is located second from left on the front of the unit.	"~Tones~" "Tone Normal"	—
To increase the speed, turn the Play Speed/Tone Dial to the right, located second from left on the front of the unit.	"~Tones~" "Tone +1"	—
To decrease, turn the Play Speed/Tone Dial to the left, located second from left on the front of the unit.	"~Tones~" "Tone Normal"	—

☞ You can adjust the tone in 13 stages: from -6 to +6. Turn the control to the right to enhance higher frequency part and turn it to the left to enhance lower frequency part.
Press the dial to the rear to alternate controlling play speed and controlling tone. Check the speed and tone by listening to the voice guide, then make adjustments as desired.

5.3 Moving to a Location

Now you will learn how to move quickly through a CD to find what you are looking for.
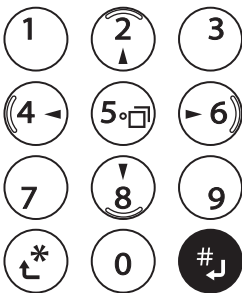
5.3.1 Use fast forward and fast rewind

Procedure	Voice Guide	Visual Guide
To fast forward, press and hold the Forward key just beside of the Play/Stop Key below the numeric keypad on the top of the unit.	"~Tones~" "Whirr, whirr, whirr"	Busy LED flashes
Release the Forward Key, start playback from the moving position.	"~Tones~" "~Phrase is played~"	—
To fast rewind, press and hold the Back Key on the other side of the Play/Stop Key.	"~Tones~" "Whirr, whirr, whirr"	Busy LED flashes
Release the Back Key, start playback from the moving position.	"~Tones~" "~Phrase is played~"	—

☞ In case of DAISY and MP3 CD, while the speed will increase: to 4 times, 8 times, and 16times. At 16 times, you can release the Rewind or Forward Key and the Plextalk will continue to rewind or forward. In case of Music CD, the speed will increase: to 2 times, 4 times. At 4 times, you can release the Rewind or Forward Key, and the Plextalk will continue to rewind or fast forward. Then press the Play/Stop Key at the position you want to listen to. The CD begins to play.

5.3.2 Go to the beginning of the DAISY book
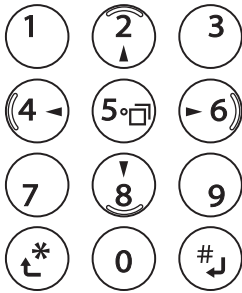
Procedure	Voice Guide	Visual Guide
Press the Heading Key, located second from the top of the vertical row on the left side of the top of the unit.	"~Tones~" "Go to heading" "Tips: Just press Enter to the beginning of title" "Press 0 and Enter to the end." "~Tones~"	—

Procedure	Voice Guide	Visual Guide
(keypad diagram with # key highlighted at lower right) Press the # Key at the lower right of the numeric keypad. The Plextalk moves to the beginning of the CD, then starts to play.	"~Tones~" "Enter" "Beginning of title" "~Phrase is played~"	(LED icon) Busy LED flashes

✆ If you wait a moment, there is an auditory explanation of the configuration of this CD.
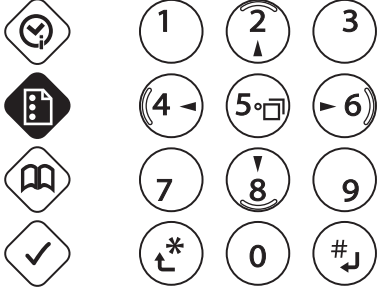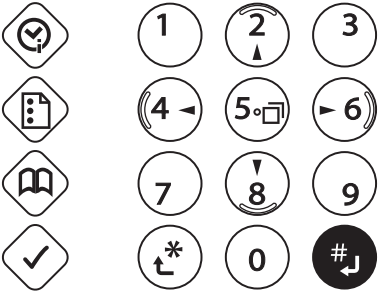
5.3.3 Listen to configuration information
To check the current heading and total number of headings whether the Plextalk is playing or not, press and hold the heading key.

Procedure	Voice Guide	Visual Guide
(keypad diagram with Heading Key highlighted on left side) Press and hold the Heading Key, located second from the top of the vertical row on the left side of the top of the unit.	"~Tones~" "Current heading 1" "Total headings 371" "DAISY Copyright information" "PTR1 Plextalk Portable Recorder User's Guide"	—
Release the Heading Key.	"~Tones~"	—
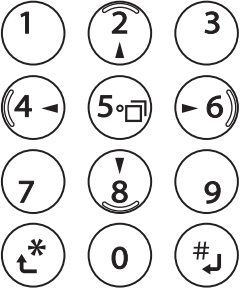
5.3.4 Move by heading

Heading numbers are numbers assigned in sequence to all the level 1 headings in a DAISY book. You can use this procedure to move whether the Plextalk is playing or not.

Procedure	Voice Guide	Visual Guide
Press the Heading Key, located second from the top of the vertical row on the left side of the top of the unit.	"~Tones~" "Go to heading" "Tips: Just press enter to the beginning of title" "Press 0 and enter to the end." "~Tones~"	—
Press the 3 key .	"3"	—
Press the # Key at the lower right of the numeric keypad. Then the Plextalk starts playing from the specified heading number 3.	"~Tones~" "Enter " "Heading 3" "~Phrase is played~"	Busy LED flashes
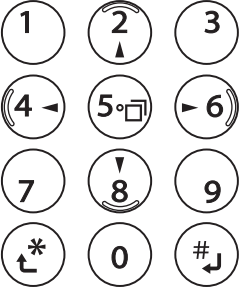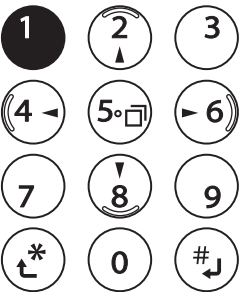
✦ If you have pressed the wrong key, press the * Key to cancel it. At the end of the title, the Plextalk guides "End of title", and stops playing.
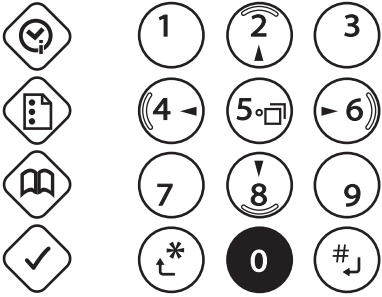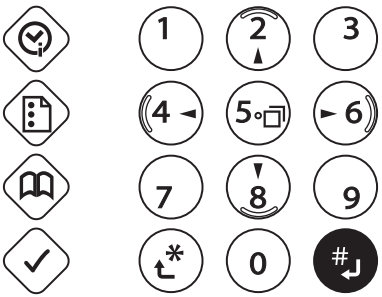
5.3.5 Listen to page information

Procedure	Voice Guide	Visual Guide
Press and hold the Page Key.	"~Tones~" "Current page: front page" "Maximum page: 202" "Total front page: 20"	—

5.3.6 Move by page number

To move to a page number, press the page key, then the number followed by the # Key.

Procedure	Voice Guide	Visual Guide
Press the Page Key.	"~Tones~" "Go to page __" "~Tones~"	—
To move to a page 10, begin by pressing the 1 key.	"One"	—

Procedure	Voice Guide	Visual Guide
 Then press the 0 key.	"Zero"	—
 Then press the # Key.	"~Tones~" "Enter" "Page 10" "~Phrase is played~"	 Busy LED flashes

☞ To move by previous page or following page, press the 8 key or the 2 key until you reach "page", then press the 6 key to move forward to the next page, or the 4 key to move to the previous page.

☞ If a DAISY title has no page marks, the page command is not available.

☞ If you want to navigate front page or special page, you can select a page by level then move with the 4 and 6 keys.
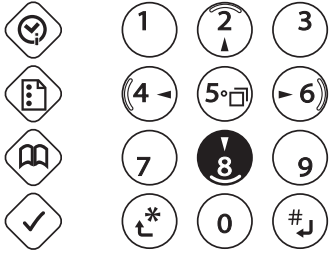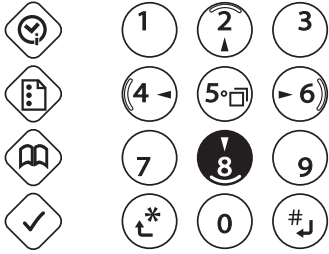
5.3.7 Select a level

Using the navigation keys (2 and 8, 4 and 6 key) allows you to move through the CD according to headings classified as level 1, 2, or 3.

In the User's Guide CD, level 1 represents chapters (for example, Chapter 2), level 2 represents a second level of headings (for example, 2.5) and level 3 represents a third level of headings (for example, 2.5.6), group is either a Note or a Caution or both.

Change the level by pressing the 2 and the 8 key until you've reached the desired level. Move backward through a level by pressing the 4 key and move ahead in a level by pressing the 6 key.

☞ In this User's Guide CD, you can move by media, title level 1, level 2, level 3, group, page and time.

☞ The CD page numbering corresponds with that of the printed manual.

Procedure	Voice Guide	Visual Guide
(keypad diagram with 8 key highlighted) Press the 8 key once.	"~Tones~" "Level 2"	—
(keypad diagram with 8 key highlighted) Press the 8 key each times, the Plextalk selects the next level of heading. Press the 8 key 5 times.	"~Tones~" "Level 3" "~Tones~" "Group" "~Tones~" "Page" "~Tones~" "Time" "~Tones~" "Selecting media: disc" "~Tones~" "Total title: 2 Current title: 1 PTR1 Quick Guide" "~Tones~" "Level 1"	—
Press the 2 key ❷ each times, the Plextalk selects the previous level of heading. Press the 2 key ❷ 7 times.	"~Tones~" "Level 1" "~Tone~" "Total title: 2 Current title: 1 PTR1 Quick Guide" "~Tones~" "Selecting media: disc" "~Tones~" "Time" "~Tones~" "Page" "~Tones~" "Group" "~Tones~" "Level 3" "~Tones~" "Level 2"	—
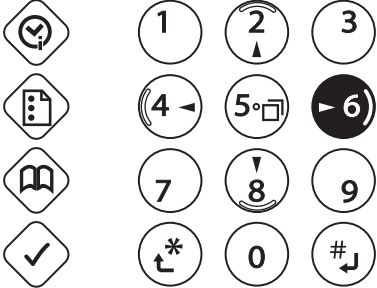
5.3.8   Move by level 1

Procedure	Voice Guide	Visual Guide
Repeatedly press the 2 or 8 key until you have selected level 1.	"~Tones~" "Level 1"	—
Press the 6 key, move to the next level 1 heading.	"~Tones~" "Level 1 heading text:" "~Phrase is played~"	Busy LED flashes
Press the 4 key ④, move to the previous level 1 heading.	"~Tones~" "Level 1 heading text:" "~Phrase is played~"	Busy LED flashes

✍ Moving by level 1 through this User's Guide CD is movement chapter by chapter. As with most menus, you can go back with the 4 key and go forward with the 6 key.

5.3.9   Move by level 2
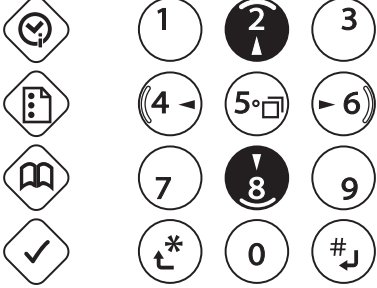
Procedure	Voice Guide	Visual Guide
Repeatedly press the 2 or 8 key until you have selected level 2.	"~Tones~" "Level 2"	—
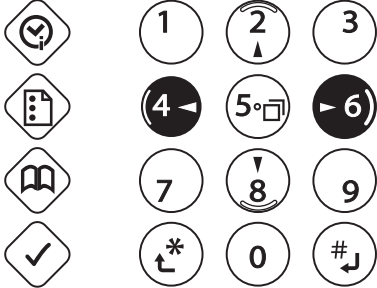
Procedure	Voice Guide	Visual Guide
  Press the 6 key, move to the next level 2 heading.	"~Tones~" "Level 2 heading text:" "~Phrase is played~"	 Busy LED flashes
Press the 4 key ⟨4•⟩, move to the previous level 2 heading.	"~Tones~" "Level 2 heading text" "~Phrase is played~"	 Busy LED flashes

✍ When you move by level 2 through this User's Guide CD, you move heading by heading. Movement includes both level 2 and level 1 (chapter) headings.

5.3.10   Move by group

Moving by group enables you to move through the CD according to items classified as groups.

Procedure	Voice Guide	Visual Guide
  Repeatedly press the 2 or 8 key until you have selected group.	"~Tones~" "Group"	—

Procedure	Voice Guide	Visual Guide
 Press the 6 key, move to the next group. Press the 4 key, move to the previous group.	"~Tones~" "~Phrase is played~" "~Tones~" "~Phrase is played~"	 Busy LED flashes

✋ In the User's Guide CD, a group is either a note or a caution, or both. Movement includes all of levels (headings).

5.3.11 Move by time

Procedure	Voice Guide	Visual Guide
Select *"Time"* with the 2 ❷ or 8 key ❽.	"Time"	—
Press the 6 Key ⬅6. The CD will move in a minute.	"Phrase is played."	—

✋ In case of jumps in 10 minutes, press and hold the 4 and 6 key, release the key when you are near the desired time. At this point, voice guide says "10 minutes". Then skip forward a time at a time by pressing the 4 or 6 key repeatedly until you hear the time.

5.3.12 Move by phrase

Voice separations due to intervals, such as breathing spaces during recording, are referred to as phrases.
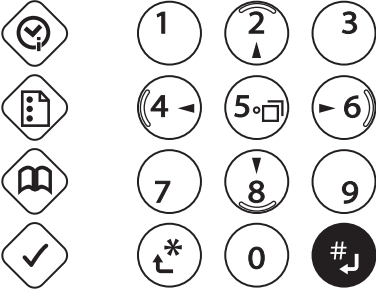
You can use phrases to repeat passages so if you failed to hear something press the Back Key once, or skip a phrase by pressing the Forward Key once.

Procedure	Voice Guide	Visual Guide
Briefly press the right-facing Forward Key.	"~Tones~" "~ Phrase is played ~"	Busy LED sometimes flashes
Briefly press the left-facing Back Key.	"~Tones~" "~ Phrase is played ~"	Busy LED sometimes flashes

5.3.13 Put in a simple bookmark

To add a simple bookmark, press the Bookmark Key twice to select set bookmark, then press the # Key.
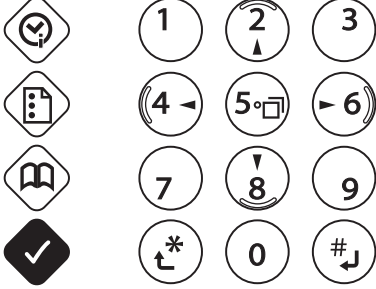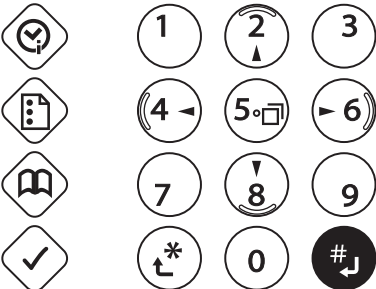
Procedure	Voice Guide
While the CD is playing or stopped, press the Bookmark Key twice at the position where you want to add a simple bookmark.	"~Tones~" "Go to bookmark" "~Tones~" "Set bookmark" "~Tones~"

Procedure	Voice Guide
Press the # Key.	"~Tones~" "Enter" "Set: Simple bookmark" "~Tones~"

✍ You can put in a one simple bookmark per title.

5.3.14 Move to a simple bookmark

To jump to the simple bookmark, press the Bookmark Key and the # Key.

Procedure	Voice Guide
Press the Bookmark Key once.	"~Tones~" "Go to bookmark" "~Tones~"
Press the # Key.	"~Tones~" "Enter" "Simple bookmark" "~Phrase is played~"

5.3.15   To retrieve bookmark information
To retrieve bookmark information, press and hold the Bookmark Key.

Procedure	Voice Guide
(keypad illustration)	"~Tones~" "Current bookmark: Simple bookmark" "Total bookmark: 1" "Total voice bookmark: 0" "Total voice bookmark time: 0 second"
Press and hold the Bookmark Key.	

5.4   Shutting Down
You can stop the CD without shutting down, or you can shut down power to the Plextalk. You can shut down manually with the Power Switch (or you can use an internal sleep timer). In addition, under battery operation the Plextalk shuts itself off automatically 30 minutes when no activity.
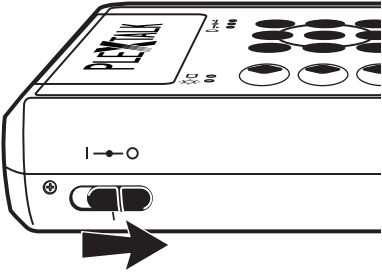
5.4.1   Stop the CD

Procedure	Voice Guide
(playback keys illustration) Press the Play/Stop Key during playback.	"~Tones~"

5.4.2   Eject the CD

Procedure	Voice Guide	Visual Guide
(eject switch illustration) Press the CD Eject Key at the right end of the front of the unit. The CD is ejected.	"~Tones~" "~Tones~" "Eject, please wait." "~Tones~" "No disc."	(LED illustration) Busy LED flashes

5.4.3 Turn the power off

Procedure	Voice Guide	Visual Guide
Slide the Power Switch toward the bottom of the unit.	"~Tones~" "Shutdown" "~Tones~"	Power LED flashes

5.4.4 Automatic power off

If you are operating the Plextalk using battery power, the Plextalk turns itself off after 30 minutes of inactivity. This means that if no key is pressed for 30 minutes, the power shuts off automatically.

The Plextalk does not shut down automatically if the AC adapter is connected.

5.4.5 Shut down function

If the Plextalk cannot shutdown or no enter the any key navigation, you may use compulsory power off function instead of battery removing.
Please slide the Power Switch off then press and hold the Information Key more than 10 seconds, you can shutdown.
Even you cannot shutdown using this function, please remove the battery.

5.5 Recording a CD

This section gets you started in recording CDs on the Plextalk.
It uses the Plextalk's Build-in Microphone and default settings for recording.
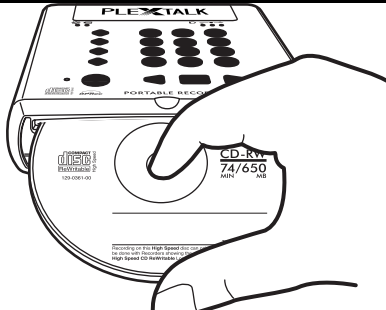
☞ The Plextalk is intended for use only for copies (reproduction for private use or applications for visually handicapped stipulated in Article 37, Clause 3 of the Copyright Act) within the scope permitted under the copyright law.
Illegal copies may be subject to civil or criminal sanctions.

5.5.1 What you need

To record a CD, you need recordable CD media, either CD-R (which you can write once) or CD-RW (which you can erase and rewrite many times).

5.5.2 Insert a blank CD-R or CD-RW disc

Procedure	Voice Guide	Visual Guide
 Insert a blank CD-R or a CD-RW disc into the CD insertion slot on the front of the unit.	"~Tones~" "Disc: Please wait" "~Tones~" "Blank CD" "Title does not exist" "Press record key to prepare for DAISY recording"	 Busy LED flashes

✍ Before inserting the CD, be sure the recording surface is down and the label is up. You can recognize the recording surface because it has a round edge located about 0.4 inches (1 centimeter) from the hole.
If you insert the CD upside down, the voice guide says "Improper or damaged disc".

5.5.3 Check the recording level

Procedure	Voice Guide	Visual Guide
 Press the Record Key.	"~Tones~" "Prepare for DAISY recording" "~Tones~" "Finished" "~Tones~" "Push Record Key" "Record to: Disc" "Current setting: DAISY format" "Reading" "Input: Build-in Microphone"	Recording LED flashes Busy LED is lit.

Procedure	Voice Guide	Visual Guide
Speak into the Build-in Microphone (for example, say "testing, testing, testing") on the back side of the top of the unit, and adjust the recording level.	"Low"	Recording Level LED ▼●▲ ☀ ○ ○
	"Good"	▼●▲ ☀ ☀ ○
	"High"	▼●▲ ☀ ☀ ☀
Adjust the volume of your voice and the distance from your mouth to the Plextalk so that recording level is 'Good'.	"Good"	—

☝ The Build-in Microphone has an automatic gain control, so you don't need to adjust the recording level with the Recording Level Dial.

☝ You will hear: "Prepare for DAISY recording" means the Plextalk create new title for the recording.

5.5.4   *Record to the CD-R or CD-RW*

Procedure	Voice Guide	Visual Guide
● ◀◀ ▶■ ▶▶ Press the Record Key during adjustment of the recording level.	"~Tones~"	Recording LED is lit. ☀
Speak into the Build-in Microphone, at the back of the top of the unit.	—	Recording LED is lit. ☀

☝ Press the Record key during recording, you can pause the recording.
To cancel the pause, press the record key once more.

5.5.5   Stop recording

Procedure	Voice Guide	Visual Guide
(●) (◀◀) [▶■] (▶▶) Press the Play/Stop Key during recording.	"~Tones~" "~Tones~" ("Please wait") "~Tones~"	Recording LED flashes ☀

5.5.6   Listen to something recorded

Procedure	Voice Guide	Visual Guide
(●) (◀◀) [▶■] (▶▶) Press the Play/Stop Key. The last recorded phrase is played back, then the Plextalk stops.	"~Tones~" "~Play last phrase~" "End of title" "~Tones~"	Busy LED flashes
(●) (◀◀) [▶■] (▶▶) To return to the part you want to listen, press and hold the Back Key. Release your hand to begin playing.	"~Tones~" "Whirr, whirr" "~Recording~"	—
(●) (◀◀) [▶■] (▶▶) Press the Play/Stop Key, stops playing.	"~Tones~"	—

5.6 Using the Menu

The Plextalk contains a menu of all functions. You select the various menu commands by pressing the 5 key. Then you use the 6 key to go forward or the 4 key to go backward.

5.6.1   Select the menu

Procedure	Voice Guide
Press the 5 key 5·□.	"~Tones~" "Menu" "~Tones~" "Edit" "~Tones~"
Press the 6 key ⁃6.	"~Tones~" "Backup" "~Tones~"
Repeatedly press the 6 key ⁃6.	"~Tones~" "Recording setting" "~Tones~" "Play" "~Tones~" "Bookmark " "~Tones~" "Power on timer" "~Tones~" "Notepad" "~Tones~" "Calculator" "~Tones~" "Media management" "~Tones~" "Control panel" "~Tones~" "Edit"
Repeatedly press the 4 key ④⁃.	"~Tones~" "Control panel" "~Tones~" "Media management" "~Tones~" "Calculator" (And so on...)

✍ For more detailed information, refer to the section "15 Menu Hierarchies".

5.6.2 Listen to menu help information

After selecting the menu with the 5 key, you can hear the voice guide while press and hold down the 5 key. The guide gives details of the menu being selected, and also provides help information.

Procedure	Voice Guide
Press the 5 key ⑤.	"~Tones~" "Menu" "Edit" "~Tones~"
Press and hold the 5 key ⑤.	"Menu" "Edit" "Edit DAISY title" "~Tones~"
Release the 5 key ⑤, stops the voice guide.	"~Tones~"

5.6.3 Hints for moving

You are now going to practice moving through menus. Keep these hints in mind for moving or for executing any other commands:
- Use the 4 and 6 keys to move through menus.
- To execute a menu item, press the # Key at the lower right of the numeric keypad.
- If you make a mistake, press the ∗ Key (that is, the cancel key) at the lower left of the numeric keypad to cancel the operation.

5.7 Listening to the Key Describer

You use the Key Lock to lock the keyboard and other controls. Locking has two advantages:
☞ It prevents an inadvertent key press (such as when transporting the Plextalk) from being executed.
☞ It provides a key describer, a voice guide to the key's operation when the key is pressed.
◀ The Power Switch does not lock even if key lock is ON.

5.7.1 Lock the keys

Procedure	Voice Guide
Slide the Key Lock to the locked side (right)	"~Tones~" "Key lock: Key describer on."

5.7.2 Listen to the key explanations

Use the key describer to listen to key explanations. The key describer is active when you lock the keys with the Key Lock button.

Procedure	Voice Guide
With the keys locked by the Key Lock , press and hold each key in succession.	
Information Key ⬤	"Information Key" "Switch to sleep timer and setting date" "Press and hold: Time information"
Heading Key ⬤	"Heading Key" "Switch to heading and group function" "Press and hold: Heading, group, and copyright information"
Page Key ⬤	"Page Key" "Switch to page function" "Press and hold: Page information"
Bookmark ⬤	"Bookmark Key" "Switch to bookmark function" "Press and hold: Bookmark information"
Record Key ⬤	"Record Key"
1 key ⬤	"1 key" "Switch to recording mode"
2 key ⬤	"2 key" "Scroll up"
3 key ⬤	"3 key" "Switch to playback mode"
4 key ⬤	"4 key" "Move back"
5 key ⬤	"5 key" "Menu" "Press and hold: Help information"
6 key ⬤	"6 key" "Move forward"
7 key ⬤	"7 key" "Undo"
8 key ⬤	"8 key" "Scroll down"
9 key ⬤	"9 key" "Redo"
∗ Key ⬤	"Star key" "Cancel"
# Key ⬤	"Pound key" "Enter"

Procedure	Voice Guide
0 key ⓞ	"0 key"
Back Key ◀◀	"Back key" "Press and hold: Rewind"
Play/Stop Key ▶■	"Play/Stop key" "Press and hold: Time information.
Forward Key ▶▶	"Forward key" "Press and hold: Fast forward"
Eject Key ▬ ▲	"Eject key" "Press and hold: Force eject"
Recording Level/Monitor Volume Dial (Press in on the dial and hold.)	"Recording level or monitor level dial"
Recording Level/Monitor Volume Dial (Hold the dial to the right or left)	"Recording level or monitor level up/down"
Play Speed/Tone Dial (Press in on the dial and hold.)	"Speed or tone dial"
Play Speed/Tone Dial (Hold the dial to the right or left)	"Speed or tone up/down"
Volume/Guide Volume Dial (Press in on the dial and hold.)	"Volume or guide volume dial"
Volume/Guide Volume Dial (Hold the dial to the right or left)	"Volume or guide volume up/down"

5.7.3   Release the key lock

Procedure	Voice Guide
Slide the Key Lock to the lock released side (left).	"~Tones~" "Key Lock: Key describer off"

6 LISTENING TO DAISY BOOKS
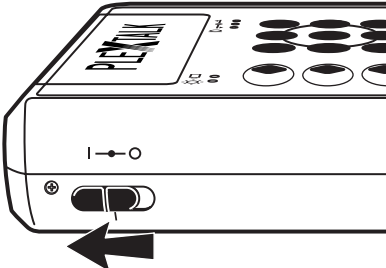
The Plextalk records and plays DAISY books on CD. DAISY-compatible CDs have voice output that has been indexed from higher to lower levels—for example, chapters, sections, and passages—based on the table of contents of an original text.

In this chapter, the Plextalk "User's Guide CD" will be used to the details of operation.

6.1 General Procedures

This section gives the general procedures for using the features of the Plextalk to listen to DAISY books.

6.1.1 Turn on the power

Procedure	Voice Guide	Visual Guide
Slide the Power Switch on the left face of the unit toward the back.	"Disc: Please wait" "No disc."	Power LED is lit

☞ Even if you slide the switch all the way back, it returns to its regular position.
☞ Slide the Power Switch in the neutral (center) position if you are using the Power on timer.

6.1.2 Insert the User's Guide CD

Procedure	Voice Guide	Visual Guide
Insert the CD into the slot at the front	"Disc: Please wait" "DAISY title" "Title 1 Total title: 2 PTR1 Quick Guide"	Busy LED is lit

Procedure	Voice Guide	Visual Guide
of the unit.		

◀ The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

◀ Because the CD rotates at high speed within the drive, do not glue anything that is particularly thick, such as a Braille label, onto the surface.

☞ The User's Guide CD (DAISY format) has been recorded by DAISY 2.02 format.

☞ Confirm data surface of CD is down when insert the CD.

☞ When there are multiple titles on a single CD, guides the number of the current title and the number of total titles.

6.1.3   Play the CD

Procedure	Voice Guide	Visual Guide
Press the square Play/Stop Key ▶■ at the front side on the top. The CD begins playing.	"PTR1 Quick Guide" "~Phrase is played~"	Busy LED flashes.
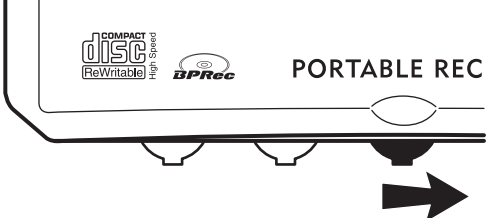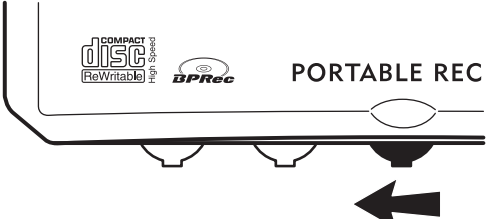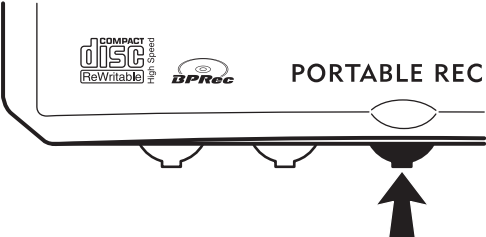
6.1.4   Stop play

Procedure	Voice Guide	Visual Guide
Press the Play/Stop Key ▶■. The CD stops.	—	Busy LED is off.

6.1.5   Change the volume or guide volume

The Volume/Guide Volume Dial, located third from left on the front of the Plextalk, switches between controlling the regular volume—for example, from the DAISY book text—and the volume of the guide instructions. You rotate the control to the right or left to control the volume, and press it to the rear to switch between volume and guide volume.
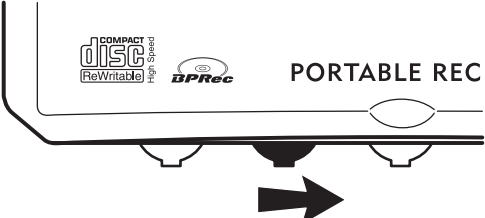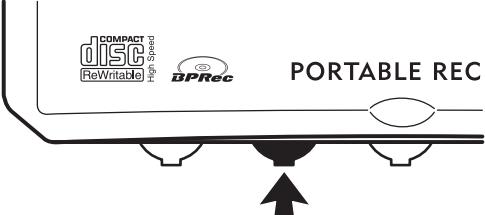
Procedure	Voice Guide
Press the Play/Stop Key ▶■. The CD begins to play from the last position where it stopped.	"~Phrase is played~"

Procedure	Voice Guide
 Rotate the Volume/Guide Volume Dial to the right. This dial is third from the left on the front of the unit. The volume of the Build-In Speaker increases.	"Volume 11"
 Rotate the Volume/Guide Volume Dial to the left. The volume of the Build-in Speaker decreases.	"Volume 10"
 To switch between volume and guide volume, press the Volume/Guide Volume Dial to the rear.	"Guide volume 10"

☝ You can adjust the volume from 0 to 20 in increments of 1.

☝ If you keep pressing it to the right, the volume increases.

☝ If you keep pressing it to the left, the volume decreases.

☝ For detail of the default (factory) setting, refer to the section "10.1 Clear All Settings."

☝ Volume level does not announce during playback.

6.1.6   Change the tone and play speed

The Play Speed/Tone Dial, located second from left on the front of the Plextalk, switches between controlling play speed and audio tone. You rotate the control to the right or left to control the speed or tone, and press it to the rear to switch between speed mode and tone mode.

Procedure	Voice Guide
Rotate the Play Speed/Tone Dial to the right. This dial is the second from the left on the front of the unit.	"Speed + 1"
Rotate the Play Speed/Tone Dial to the left. The speed decreases.	"Speed Normal"
To switch between controlling play speed and controlling audio tone, press the Play Speed/Tone Dial to the rear.	"Tone Normal"

✑   You can select play speed in 11 stages: –2, -1, normal, +1, +2, +3, +4, +5, +6, +7, and +8. (–2 is half speed, +4 is double speed and +8 is triple speed.)

✑   You can adjust tone in 13 stages: -6, -5, -4, -3, -2, -1, normal, +1, +2, +3, +4, +5, and +6. Turn the control to the right to enhance higher frequency part, and turn it to the left to enhance lower frequency part.

✑   Voice guide speed will be synchronized by speed control adjust.

✑   For detail of the default (factory) setting, refer to the section "10.1 Clear All Settings".

6.2   Getting Information about the DAISY Book

The Plextalk lets you get audio information about the DAISY book you are listening to.

6.2.1   About DAISY book information

When you are listening to the DAISY book, it would be convenient to know about the following information.

Item	What It Is
Number of titles	Number of titles in the CD.
Usage, or explanatory note	Explanations of DAISY configurations about levels (chapter, section, sub-section), and paginations.
Number of headings	Number of headings of the title
Number of pages	Current page and total number of pages.

☞ The Plextalk supports Multi volume DAISY books that divided into several CDs, then you can also use searching functions.

6.2.2   Learn from the User's Guide CD

This ensures the CD moves to the front and plays from the start. In a moment an explanation of the configuration of this CD is provided.

Procedure	Voice Guide	Visual Guide
Press the Heading Key 🔘, the second from the top on the vertical row at the left of the top of the unit. Press the # Key 🔘 at the lower right of the numeric keypad. The CD moves to the front and plays from the start. In a moment an explanation of the configuration of this CD is provided.	"Go to heading" "Tips: Just press Enter to the beginning of title" "Press 0 and Enter to the end" "Enter" "Beginning of title" "~Phrase is played~"	Busy LED flashes

6.2.3 Check the Plextalk's clock

The Plextalk has an internal clock. You can check the clock whether the Plextalk is playing or stopped.

Procedure	Voice Guide
Press and hold the Information Key ⌖, the topmost key in the vertical row at the left on the top of the unit.	"Current time: Hours Minutes" "Date: Month Days Years" "AC Battery: charged complete"

6.2.4 Check current heading and total number of headings

To check the current heading and total number of headings whether the Plextalk is playing or not, press and hold the heading key.

Procedure	Voice Guide
Press and hold the Heading Key ⬣, the second from the top in the vertical column at the left top of the unit.	"Current heading: XX "Total headings: XX" "DAISY copyright information: ~Phrase is played~"

✎ When there are multiple titles on a single CD, guide the number of the current title and the number of total titles.
✎ The Plextalk can be managed to classify 4 kinds of copyright information in the CD or card, if and when you back up. There are "MASTER", "COPY", "DAISY", and "No copyright information". For more detailed information, refer to the section "front page xiii About copyright information roles in the Plextalk".
✎ As to "MASTER" and "COPY" copyright information's conforms to SCMS (Serial Copy Management System) standard which prevents the illegal production of multiple generations of digital copies from a copyright-protected original. For more detailed information, refer to the section "front page xii Copying Music and Digital Sound".

6.2.5 Check the current page and maximum page number

To check the current page and maximum page number by press and hold the Page Key.

Procedure	Voice Guide
Press and hold the Page Key ⬣, the third from the top in the vertical column at the left top.	"Current page: XX" "Maximum page : XXX" "Total front page : XX"

✎ If there are front pages and special pages, the Plextalk also guides the number of the total front page and the number of the total special page.

6.2.6   Check the current bookmark and total bookmarks

To check the current bookmark and total bookmarks whether the Plextalk is playing or not, press and hold the bookmark key.

Procedure	Voice Guide
Press and hold the Bookmark Key ✔, the fourth from the top in the vertical column at the left top of the unit.	"Current bookmark: XX" "Total bookmark: XX " "Total voice bookmark: XX" "Total voice bookmark time: XX seconds"

◀ No bookmark will be guided bookmark does not exist.

6.2.7   Check the duration of the current title

To check the duration of the current title whether the Plextalk is playing or not, press and hold the Play/Stop Key.

Procedure	Voice Guide
Press and hold the Play/Stop key ▶ on the rear side of the top.	"Standard play" "Elapsed: XX hours: XX minutes: XX seconds" "Remain: XX hours: XX minutes: XX seconds" "Total: XX hours: XX minutes: XX seconds" "Used space and this title: XX mega bytes" "The date of this index: months days years hours minutes seconds"

✍ By pressing and holding the Information Key, you can get the information, how mega byte CD or Card has free space. And pressing and holding the Play/Stop Key during playback or stop, you can get the information how mega byte CD or Card has been used.

6.3   Navigating within the DAISY book

The User's Guide CD (DAISY format) is used as the example to explain the operation.

6.3.1   Use fast forward and fast rewind

To fast rewind, press and hold the Back Key. The CD begins to play from the position where you release your finger. To fast forward use the forward key in the same way.

Procedure	Voice Guide	Visual Guide
Ensure the CD is playing.	—	Busy LED flashes
To fast rewind, press and hold the Back Key ◀.	"Whirr whirr whirr"	—
The CD begins to play from the position where you release your finger.	"~Text~"	—
To fast forward, press and hold the Forward Key ▶.	"Whirr whirr whirr"	—
The CD begins to play from the position where you release your finger.	"~Text~"	—

☞   After a while the speed will increase: to 4 times, 8 times and 16 times. At 16 times, you can release the Rewind or Forward Key and the Plextalk will continue to forward or rewind. Then press the Play/Stop Key at the position you want to listen to. The CD begins to play.

☞   The Back Key or the Forward Key can be activate whether playing or not.

6.3.2   Move by phrase

Voice separations due to intervals, such as breathing spaces during recording, are referred to as phrases. You can use phrases to repeat passages so if you failed to hear something press the Back Key once, or skip a phrase by pressing the Forward Key once.

Procedure	Voice Guide	Visual Guide
Press the Forward Key once ▶.	"~Text~"	Busy LED sometimes flashes
Press the Back Key once ◀.	"~Text~"	Busy LED sometimes flashes

☞   You can go forward or backward by phrases whether the CD is playing or stopped. When the CD is operated from the stopped state, it begins to play from the position to which it has been moved.

6.3.3   Move by heading number

The Heading Key allow you to easily move from one book element to another, quickly going to desired information. Moving by chapter, section, page, paragraph, title, or other elements defined by the book's producer. In this user's guide CD that heading numbers are numbers assigned in sequence to the level 1 as chapter such as" 1. Features of the Plextalk" which there are 16 chapters and Level 2 such as" 2.2 About the Plextalk Recording Software" and Level 3 such as" 3.3.1. CD insertion /ejection slot. The numbering is sequential beginning with the first heading and continuing to the last, regardless of what the level headings represent.

Procedure	Voice Guide
Press the Heading Key 🔶 once.	"Go to heading" "Tips: Just press enter to the beginning of title" "Press 0 and enter to the end"
Press the 8 Key 🔘 to go to heading number 8.	"8"
Press the # Key 🔘. It begins to play from the specified heading (8, in this case).	"Enter" "Heading 8" "~Phrase is played~"

☝ If you have pressed the wrong key, press the ＊ Key to cancel it.

☝ When you have moved by the Heading Key, whether the CD is playing or not, it begins to play from the position to which play has been moved.

☝ At the end of the CD, the Plextalk guides "End of title", and stops playing.

6.3.4   Move by the 4 and 6 keys

Using the navigation keys (2 and 8, 4 and 6 key) allows you to move through the CD according to headings classified as level 1, 2, or 3. Move backward through a level by pressing the 4 key and move ahead in a level by pressing the 6 key.

Procedure	Voice Guide
Press the 6 Key 🔘 to move ahead to the next level 1 heading.	"Heading text:" "~Phrase is played~"
Press the 4 Key 🔘 to move back to the previous level 1 heading.	"Heading text:" "~Phrase is played~"

☝ In the User's Guide CD, level 1 represents chapters (for example, Chapter 2), level 2 represents a second level of headings (for example, 2.5) and level 3 represents a third level of headings (for example, 2.5.6).

☝ Change the level by pressing the 2 or 8 key until you've reached the desired level.

- ✍ When you have moved by the 4 or 6 key, the CD begins to play from the new location.
- ✍ If you choose "Selecting Media" by the 2 or 8 key, you can change the media on a disc or a PC memory card.
- ✍ Level 1 is default, no resume for level once shut down the Plextalk.

6.3.5   Move by level 2
This procedure allows moving according to headings classified as level 2. In the User's Guide CD, level 2 represents a second level of headings (for example, 2.5).

Procedure	Voice Guide
Press the 8 Key 🎱.	"Level 2"
Press the 6 Key 🔘 to move forward to the next heading.	"Heading text:" "~Phrase is played~"
Press the 4 Key 🔘 to move back to the previous heading.	"Heading text:" "~Phrase is played~"

- ✍ If there is a level 1 heading between level 2 headings, the Plextalk moves to that level 1 before going to the next level 2.

6.3.6   Move by level 3
This procedure allows moving according to headings classified as level 3. In the User's Guide CD, level 3 represents a third level of headings (for example, 6.3.6).

Procedure	Voice Guide
Press the 8 Key 🎱.	"Level 3"
Press the 6 Key 🔘 to move forward to the next heading	"Heading text:" "~Phrase is played~"
Press the 4 Key 🔘 to move back to the previous heading.	"Heading text:" "~Phrase is played~"

- ✍ If there is a level 1 or Level 2 between level 3, the Plextalk moves to that level 1 or 2 before going to the next level 3.

6.3.7   Move by group
Moving by group enables you to move through the CD according to items classified as groups. In the User's Guide CD, a group is either a Note or a Caution, or both. When you create a DAISY book, you can classify almost anything as a group.

Procedure	Voice Guide
Press the 8 Key 🎱.	"Group"

Procedure	Voice Guide
Press the 6 Key ⬤6.	"~Phrase is played~"
Press the 4 Key 4⬤.	"~Phrase is played~"

✦ If there is a heading such as level 1 or 2 or 3 between groups, the Plextalk moves to that heading before going to the next group.

6.3.8   Move by page number

You can move according to page numbers in a DAISY book. In the example below, the Plextalk moves to Chapter 2, which is on page 49.

Procedure	Voice Guide
Press the Page ⬤ Key.	"Go to page"
Press the 4 key 4⬤ and the 9 key ⬤9 and then press the # Key ⬤.	"4" "9" "Enter" "Page 49" "~Phrase is played~"

✦ **NOTE**: "Front pages" indicate pages at the front of the book before the page numbering sequence for the body of the book begins, and "special pages" indicate pages that are no front matter, that do not follow the sequential numbering system.

You cannot move through these pages by numbers with Page Key, but can move using the 4 or 6 key after selecting page level.

6.3.9   Move by previous page or following page

This procedure lets you move to the previous page or the following page in a DAISY book.

Procedure	Voice Guide
Press the 2 ⬤2 or 8 key ⬤8. Then select *Page* and then press the 6 key ⬤6 to move forward. You can jump to the next page.	"Page" "Page XX" "~Phrase is played~"
To move to the previous page, press the 4 key 4⬤.	"Page XX" "~Phrase is played~"

✦ If a DAISY title has no page marks, the page command is not available.

6.3.10   Move by time

Procedure	Voice Guide	Visual Guide
Select *"Time"* with the 2 ② or 8 key ⑧.	"Time"	—

Procedure	Voice Guide	Visual Guide
Press the 6 Key ⑥. The CD will move in a minute.	"Phrase is played."	—

☞ In case of jumps in 10 minutes, press and hold the 4 and 6 key, release the key when you are near the desired time. At this point, voice guide says "10 minutes". Then skip forward a time at a time by pressing the 4 or 6 key repeatedly until you hear the time.

6.3.11   Undo one or many previous moves

The Undo (7 key) allows you to quickly move to the location before the last move.

Procedure	Voice Guide
Press the 7 key ⑦.	"Undo" "~Phrase is played~"

☞ You can successively undo up to 20 movements made with heading, page, bookmark and redo.

6.3.12   Redo

Redo (9 key) lets you quickly reverse an undo operation.

Procedure	Voice Guide
Press the 9 key ⑨.	"Redo" "~Phrase is played~"

☞ You can reverse up to 20 movements made with undo.

6.3.13   Move by title

Some DAISY CDs may have multiple titles. For example, a recording of a conference with several speakers might identify each speaker with a different title.

The Plextalk lets you jump through a DAISY book according to titles.

Procedure	Voice Guide
Insert the multi-title CD.	"DAISY title" "Title: 1" "Total titles: XX"
Press the 2 key ② to select the title.	"Total titles: XX"

Procedure	Voice Guide
	"Current title: 1" "~Phrase is played~"
Press the 6 key 🔘 to select the next title.	"Title: 2" "~Phrase is played~"
Press the 4 key 🔘 to select the previous title.	"Title: 1" "~Phrase is played~"

6.3.14 Move by title number

In a multi-title DAISY CD, you can use the Heading Key to go to a specific title number. The following example illustrates how to go to title 2.

Procedure	Voice Guide
Press the Heading Key 🔘 twice. Press the 2 key (your desired title number), and press the # Key 🔘.	"Go to heading" "Go to title" "2" "Enter" "Title 2" "Text of title"

6.4   Adding Bookmarks

Adding Bookmarks allows you to mark passages of text with numbers, so that you can refer to them later. Once you have marked bookmarks, you can search by bookmark number.
There are following types of bookmark in the Plextalk.

Bookmark Type	Explanation
Numbered bookmark	A numbered bookmark can be assigned any number from 1 to 65,000 per one title.
Simple bookmark	Added quickly and easily. One simple bookmark can be added per one title. The simple bookmark is assigned the number 0 or abbreviated number.
Voice bookmark	Bookmark with accompanying voice annotation.
Resume bookmark	Automatically saved at the last played location corresponding to one title.

☞ The Plextalk remembers bookmarks and other information for up to 1,000 DAISY disc titles.
☞ You can store up to 10,000 numbered bookmarks in the Plextalk's memory. If you attempt to exceed 10,000 bookmarks, the oldest bookmarks is deleted before the new one is added.

✐ You can mark the bookmark whenever doing recording.
✐ Voice bookmarks and memos both use memory space with total of about 30 minutes which is 15 minutes for voice bookmarks and 15 minutes for memos. If you exceed to record voice bookmark, automatically delete oldest bookmark.

6.4.1   Add a simple bookmark

To add a simple bookmark, press the bookmark key twice to select set bookmark, then press the # Key.

Procedure	Voice Guide
While the CD is playing or stopped, press the Bookmark Key ✔ twice at the position where you want to add a simple bookmark.	"Go to bookmark" "Set bookmark"
Press the # Key ⊕.	"Enter" "Set" "Simple bookmark"

✐ The simple bookmark is always assigned the number 0.
✐ There is only one simple bookmark per title. The current simple bookmark is moved when you insert it at another location within same title.

6.4.2   Add a numbered bookmark

Use numbered bookmarks when you want to add multiple bookmarks to a CD. This example illustrates how to add a bookmark numbered 7.

Procedure	Voice Guide
Press the Bookmark Key ✔ twice.	"Set bookmark"
Press the 7 key ⑦, then press the # Key ⊕.	"7" "Enter" "Set bookmark 7"

✐ A numbered bookmark can be assigned any number from 1 to 65,000. However if you attempt to exceed 10,000 bookmarks, the oldest bookmark is deleted before the new one is added.

6.4.3   Add a voice bookmark

To add the bookmark with accompanying voice annotation, you can use a voice bookmark. This example illustrates how to add a bookmark numbered 2 along with the words "Question for instructor" to a location on the CD where you might have a question.

Procedure	Voice Guide	Visual Guide
Press the Bookmark Key ✔ three	"Go to bookmark" "Set bookmark"	—

Procedure	Voice Guide	Visual Guide
times.	"Set voice bookmark"	
Press the 2 key ❷.	"2"	—
Press the # Key ⊕.	"Enter" "Volume setting" "Press and hold Record key while Recording" "Input: Built-in Microphone"	Recording LED flashes ☀
Speak into the Build-in Microphone on the back side of the top, and adjust the volume your voice or the distance between Built-in Microphone and your mouth to guide "Good".	"Good"	☀ Recording LED is lit
Press and hold the Record Key ● to record a voice bookmark. For example, speak "Question for instructor".	—	☀ Recording LED is lit
Release the Record Key ● to stop recording.	"Bookmark 2" "Set"	Recording LED is off

☞ The Build-in Microphone is located under the grill at the top.

☞ To record, press and hold the Record Key while recording your message. Release the Record Key to stop.

☞ You can set playing or not the voice bookmark during playback. Refer to the detail instruction on "6.6.1 Turn off the voice of a voice bookmark".

6.5 Jumping to a Bookmark

There is several choice of ways to jump the bookmark.

6.5.1 Retrieve the nearest bookmark

To check the current bookmark and total bookmarks, press and hold the Bookmark Key.

Procedure	Voice Guide
Press and hold the Bookmark Key ✔.	"Current bookmark: 1" "Total bookmark: 3" "Total voice bookmark: 1" "Total voice bookmark time: XX seconds"

6.5.2　*Jump to the simple bookmark*

You can quickly jump to the simple bookmark without specifying a number.

Procedure	Voice Guide
Press the Bookmark Key ✔.	"Go to bookmark" "Enter" "Simple bookmark" "~Phrase is played~"

6.5.3　*Jump to a numbered bookmark*

Specifying a numbered bookmark lets you jump directly to that bookmark. The following example illustrates how to jump to bookmark number 7.

Procedure	Voice Guide
Press the Bookmark Key ✔.	"Go to bookmark"
Press the 7 key ⑦.	"7"
Press the # Key ⑳.	"Enter" "Bookmark 7" "~Phrase is played~"

6.5.4　*Jump to a numbered voice bookmark*

If you jump to a numbered bookmark that is also a voice bookmark, you hear the voice comment immediately, before playing the CD. In the following example, bookmark number 2 is a voice bookmark.

Procedure	Voice Guide
Press the Bookmark Key ✔.	"Go to bookmark"
Press the 2 key ②.	"2"
Press the # Key ⑳.	"Enter" "Bookmark 2" "~Voice comment~" "~Phrase is played~"

6.5.5　*Jump to the next or the previous bookmark*

You can easily jump to the next bookmark or the previous one without specifying a number.

Procedure	Voice Guide

Procedure	Voice Guide
Select "Bookmark" with the 2 key ❷ or 8 key ❽.	"Bookmark"
Move to the previous bookmark with the 4 key ④◄.	"Bookmark XX" "~Phrase is played~"
Move to the next bookmark with the 4 key ④◄.	"Bookmark XX" "~Phrase is played~"

☝ You can move bookmarks not by the time sequence but by the numerical sequence. For example, if you are at bookmark 33, you can move to bookmark 32 or 34 by using the 4 or 6 key even if there are several intervening bookmarks between bookmark 32 and 33 or bookmark 33 and 34.

☝ The simple bookmark is assigned the number 0.

6.6   Turning Off or Deleting Bookmarks

You can select to play for voice bookmark whether play or not play and you can delete bookmarks one at a time or all at once.

6.6.1   Turn off the voice of a voice bookmark

If you prefer not to hear voice bookmarks during the playback, you need to turn the playing of them off.

Procedure	Voice Guide
Press the 5 key ⑤·□. Then select *Bookmark* with the 4 ④◄ or 6 key ►⑥. Then press the 8 ❽ or # key ⌗↵.	"Menu" "Bookmark" "Enter"
Select *Setting of playing voice bookmark* with the 4 key ④◄ or 6 key ►⑥. Then press the 8 key ❽ or the # key ⌗↵.	"Select bookmark setting" "Setting of playing voice bookmark" "Enter"
To turn off the playing of voice bookmarks, select *No play* with the 4 key ④◄ or 6 key ►⑥, then press the 8 key ❽ or # key ⌗↵.	"Select play voice book mark while playing or not" "Play" "No play" "Enter" "Set"

📌 Specify *Playing*, if you want to play voice bookmarks during the playback. Default setting is *Playing*.

6.6.2   Remove a bookmark
You can remove numbered bookmarks according to their numbers. The following example removes bookmark 7.

Procedure	Voice Guide
Press the Bookmark Key ✔ 4 times.	"Remove bookmark"
Press the numbers using the numeric keypad. For example, press the 7 key ❼.	"7"
Press the # Key ⚫.	"Removed"

📌 If the numbered bookmark is a voice bookmark, removing the recorded voice message too.

6.6.3   Remove all bookmarks in a title
The Plextalk lets you easily remove bookmarks in a title. This procedure removes bookmarks in the selected title only. The bookmarks for other titles remain unchanged.

Procedure	Voice Guide
Press the 5 key ⑤, select *Bookmark* with the 4 ④ or 6 key ⑥ then press the 8 ⑧ or # key ⚫.	"Menu" … "Bookmark" "Enter"
Select *Remove all bookmarks in current title* with the 4 ④ or 6 key ⑥ then press the 8 ⑧ or # key ⚫.	… "Remove all bookmarks in current title." "Enter" "Remove, are you sure?"
Press the 8 key ⑧ or # key ⚫.	"Enter" "Removed"

6.6.4   Remove all bookmarks
You can easily and quickly remove all bookmarks in the Plextalk's memory. This procedure removes all bookmarks, even if there are multiple titles on the CD.

Procedure	Voice Guide
Press the 5 key 5·, select ***Bookmark*** with the 4 4 or 6 key 6 then press the 8 8 or # key #.	"Menu" … "Bookmark" "Enter"
Select ***Remove all bookmarks*** with the 4 4 or 6 key 6 then press the 8 8 or # key #.	… "Remove all bookmarks" "Enter" "Remove, are you sure?"
Press the 8 8 or # key #.	"Enter" "Removed"

6.7   Setting a Play Mode

The Plextalk lets you switch from the Standard play mode to many different other play modes. After you've specified the special play mode, you can switch back and forth between normal and the special mode by pressing the 3 key. Only one special play mode can be set.

6.7.1   Play modes

Play Mode	What It Does	When To Use It
Standard play	Plays normally. (Factory default)	Convenient for listening to the entire title from beginning to end.
Editing play	Play one phrase, then stop.	Convenient for listening to one phrase, or to edit a DAISY title.
Repeat between bookmarks	Plays all text between previous and next bookmarks in the title. (Not based on numerical sequence, but on the time sequence).	Convenient for listening to the specific place as you choose repeatedly.
Repeat section	Plays one section repeatedly.	Convenient for listening to specific section repeatedly.
Repeat title	Plays the entire title repeatedly.	Convenient for listening to the selected title repeatedly.
Repeat all titles	Plays all titles on the multiple CD or the PC card repeatedly.	Convenient for listening to more than one title repeatedly.
Repeat random	Play the section that selected in	Convenient for listening

Play Mode	What It Does	When To Use It
	a random order within a title repeatedly.	to the recorded music randomly.
Custom play	Choose multiple settings. Play unit (page, section, title, bookmark select level), and play setting (pause, repeat, repeat random).	Let's you specify your desired play mode.

6.7.2   Set to editing play

Press the Play/Stop Key to play one phrase and then stop. This play mode is useful whenever you edit a phrase.

Procedure	Voice Guide
Move to the phrase you want to play and stop.	—
Press the 5 key ⁵ᴰ, select **Play** with the 4 ⁴˙ or 6 key ˙⁶, then press the 8 ⁸ or # key #↵.	"Menu" "Play " "Enter" "Select playing setting: XX" " Standard play"
Select **Editing play** with the 4 ⁴˙ or 6 key ˙⁶, then press the 8 ⁸ or # key #↵.	"Editing play" "Enter" "Set"
Press the Play/Stop Key ▶❚. The Plextalk plays one phrase, then stops, each time you press the Play/Stop Key.	"~One phrase is played~"

☞ If you wish to repeat the phrase, press the Play/Stop Key and if you wish to move to a phrase, move backward phrase by pressing the Back Key and move ahead by pressing the Forward key.

6.7.3   Return to standard play

You can use the 3 key to switch between standard play and your selected play mode.

Procedure	Voice Guide
Press the 3 key ³. Current play mode will be guided.	"Editing play"
Press the 3 key ³.	"Standard play"
Press the 3 key ³ again.	"Editing play"

☞ If you set the Plextalk to standard play from the **Play** menu, only standard play can be selected, even if you press the 3 key. This is also the default setting.

6.7.4   Set to repeat between bookmarks

The Plextalk can repeatedly play the text between the previous and the next bookmark.

Procedure	Voice Guide
Press the 5 key ⑤, select *Play* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⌗.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat between bookmarks* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⌗.	"Repeat between bookmarks" "Enter"
Press the Play/Stop Key ▶■. Then plays the text repeatedly between the previous and the next bookmark.	"~Phrase is played~"

☝ Press the 3 key to switch between standard play and your selected play mode.

☝ If you choose the last bookmark position, it plays repeatedly between the last bookmark position and the end of the title.

6.7.5   Set to repeat section

You can use this mode when you want to listen to the current section repeatedly.

Procedure	Voice Guide
Press the 5 key ⑤, select *Play* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⌗.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat section* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⌗.	"Repeat section" "Enter" "Set"
Press the Play/Stop Key ▶■. The current section is played repeatedly.	"~Phrase is played~"

☝ Press the 3 key to switch between standard play and your selected play mode.

6.7.6   Set to repeat title

You can use this mode when you want to listen to the current title repeatedly.

Procedure	Voice Guide
Press the 5 key 5·🗖, select *Play* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat title* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Repeat title" "Enter" "Set"
Press the Play/Stop Key ▶❚. The current title is played repeatedly.	"~Phrase is played~"

☝ Press the 3 key to switch between standard play and your selected play mode.

6.7.7   Set to repeat random

You can use this mode when you want to listen to the section that selected in a random order within a title repeatedly. It would be convenient to listen to the music.

Procedure	Voice Guide
Press the 5 key 5·🗖, select the *Play* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat random* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Repeat random" "Enter" "Set"
Press the Play/Stop Key ▶❚. The section that selected randomly plays within the current title.	"~Phrase is played~"

☝ Press the 3 key to switch between standard play and your selected play mode.

6.7.8   Set to custom play

You can use this mode when you want to listen to the title for special purposes.
For example, if you set "Playing unit" to "Page", and set "Playing setting" to "Pause", then it stops playback automatically before the phrase that set the page.

Procedure	Voice Guide
Press the 5 key 5·🗖, select *Play* with the 4 key ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Play" "Enter" "Select playing setting: XX"

Procedure	Voice Guide
Select *Custom play* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Custom play" "Enter" "Select play unit: Page"
Select *Page* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Page" "Enter" "Select playing setting: XX"
Select *Pause* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Page" "Enter" "Set"
Press the Play/Stop Key ▶◼. It stops playback automatically before the phrase that set the page.	"~Phrase is played~"

6.8   Using the Sleep Timer

The Plextalk contains a built-in sleep timer. You can set it so that the power goes off and the Plextalk shuts down after a specified period of time. This allows you to listen to a book or music, and then have the Plextalk shut off automatically.

6.8.1   Set the sleep time in minutes

For the sleep timer, the time you enter is always in minutes. The following example sets the sleep timer for 30 minutes.

Procedure	Voice Guide
Press the Information Key ⊙ once.	"Sleep timer" "Input minutes to activate"
Press the 3 ③ and 0 ⓪ keys, and then press the # Key ⑨.	"3" "0" "Enter" "30 minutes set"

☝ After 30 minutes, the Plextalk shuts off automatically.

6.8.2   Cancel the sleep timer

If the sleep timer is set, pressing the Information key gives the current number of minutes remaining. To cancel the sleep timer before the time is up, enter 0 minutes.

Procedure	Voice Guide
Press the Information Key ⊙ once while the sleep timer is set.	"Sleep timer: ON" "Remain XX minutes Input minutes to activate" "Press 0 to cancel"
Press the 0 key ⓪, then press the # Key ⑨.	"0" "Enter"

Procedure	Voice Guide
	"Canceled"

6.9   Using the Power On Timer

The Plextalk has the power on timer that you can use like an alarm clock. Two of the power on timers are available, labeled *Power **On timer 1*** and *Power **On timer 2***. You can set a timer to come on daily at the same time, or you can set it to come on only once.

✧   The Power On timer only activate when power switch on neutral (center) position. Ensure the power switch slides on the neutral (center) position if you are using the power on timer.

6.9.1   Set the internal clock

Before set the power on timer, you'll need to set the internal clock. Press the Information Key twice to begin setting the date and time. This example explains how to set the date to July 6, 2002, at 5:58 p.m.

Procedure	Voice Guide
Press the Information Key ⬦ twice.	"Set date" "Input day with 4 digits: XX"
Press the 0 ⓪, 7 ⑦, 0 ⓪, and 6 keys ⑥, then press the # Key #⤶.	"0706" "Enter"
Press the 2 ②, 0 ⓪, twice, and 2 keys ②, then press the # Key #⤶.	"Input year: XXXX" "2002" "Enter"
Press the 0 ⓪, 5 ⑤ twice, and 8 keys ⑧. Then select **p.m.** by pressing the Back Key ◀ and press the # Key #⤶.	"Input time with 4 digits" "Press back or forward key to select a.m. or p.m.: XX" "0558" "PM" "Enter" "Date: July 6, 2002" "Current time: 5:58 p.m." "Set"

✧   Factory default is 12-hour, how to change from 12-hour to 24-hour, time refer to the "10.2. Switching between 12-hour and 24-hour time".

✧   In the case of 12-hour, you can switch between a.m. and p.m. by the Back Key or the Forward Key at the process of the input time.

6.9.2   Set the power on timer

If the power on timer is set, ensure the power switch slides on the neutral (center) position. In this example, you set ***the Power On timer 1*** for 7:00 a.m.

Procedure	Voice Guide
Press the 5 key 5·◌, select *Power On timer* with the 4 4◄ or 6 key ►6, then press the 8 8 or # key #↵.	"Menu" "On timer" "Enter" "Press 4 or 6 key to set power on timer number, press # key to edit power on timer selected"
Select *Power On timer 1* with the 4 4◄ or 6 key ►6, then press the 8 key or # key #↵.	"Power On timer 1: No setting" "Enter"
Press the 0 key 0 7 key 7 , 0 key 0 and 0 key 0 , then press the # Key #↵.	"Input time with 4 digits "Press back or forward key to select a.m. or p.m.: XX" (only 12-hour time setting) "0" "7" "0" "0" "Enter" "Set" "Power on timer 1" "Power on 7:00 a.m." "Setting activate"
Press the 2 2 or * Key * twice, to exit the menu.	"Cancel power on timer" "Cancel"

☝ Performing the power on timer, you must set "the timer switch" to "Activate", and after shutdown the Plextalk, the power switch slides on the neutral (center) position.

6.9.3 Deactivate (turn off) the Power on timer

You can turn off the power on timer before it sounds. This example explains how to turn off the *Power On timer 1*.

Procedure	Voice Guide
Press the 5 key 5·◌, select *Power on timer* with the 4 4◄ or 6 key ►6, then press the 8 8 or # key #↵.	"Menu" "Power on timer" "Enter" "Press 4 or 6 key to set Power on timer number, press # key to edit power on timer selected" "Power On timer 1" "Power on 7:00 a.m. Setting activate" "Enter"

Procedure	Voice Guide
Press the 8 🔵 or # keys 🔵.	"Select timer setting" "Timer switch On or Off" "Enter"
Select *Deactivate* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Deactivate" "Enter" "Set" "Power on timer 1 power on 7:00 a.m." "Setting deactivate"
Press the 2 🔵 or ∗ Key 🔵 twice, to exit the menu.	"Cancel power on timer" "Cancel"

✎ If you set "the timer switch" to "Deactivate", the Power on timer does not perform. If you want to remove the setting of power on timer, refer to the section "6.9.5 Remove an power on timer".

6.9.4 Change the Power on timer time
You can change the time of the Power on timer. The following example changes *Power On timer 1* to come on at 6:00.

Procedure	Voice Guide
Press the 5 key 🔵, select *Power on timer* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Menu" "Power on timer" "Enter" "Press 4 or 6 key to set power on timer number press # key to edit power on timer selected"
Select the *Power on timer 1* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Power on timer 1" "Power on 7:00 a.m., setting deactivate" "Enter" "Select timer setting" "Timer switch on or off"
Select *Change* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Change" "Enter"

Procedure	Voice Guide
Press the 0 ⓪ the 6 ⊙ the 0 keys ⓪ and the 0 key ⓪ , then press the # Key ⓳.	"Input time with 4 digits" "Press back or forward key to select a.m. or p.m. 7:00 a.m." "0" "6" "0" "0" "Enter" "Set" "Power on timer 1 power on 6:00 a.m." "Setting activate"
Press the 2 ② or ∗ Key ⓣ twice, to exit the menu.	"Cancel Power on timer" "Cancel"

☝ If the timer was inactivated before, it activates automatically upon being change the time.

6.9.5 Remove the Power on timer

You can remove (delete) the setting of the power on timer. The following example explains how to remove the *Power on timer 1*.

Procedure	Voice Guide
Press the 5 key ⑤, select *Power on timer* and with the 4 ④ or 6 key ⊙ , then press the 8 ⑧ or # key ⓳.	"Menu" "Power on timer" "Enter" "Press 4 or 6 key to set power on timer number, press # key to edit power on timer selected"
Select *Power on timer 1* with the 4 ④ or 6 key ⊙, then press the 8 ⑧ or # key ⓳,	"Power on timer 1" "Power on 6:00 a.m. Setting activate" "Enter" "Select timer setting" "Timer switch on or off"
Select *Remove* with the 4 ④ or 6 key ⊙, then press the 8 ⑧ or # key ⓳.	"Remove" "Enter"
Press the 8 ⑧ or # key ⓳.	"Power on timer 1" "Remove, are you sure?" "Enter" "Removed" "Power on timer 1: No setting"
Press the 2 ② or ∗ Key ⓣ twice, to exit the menu.	"Cancel power on timer" "Cancel"

7 LISTENING TO MUSIC CDS AND AN MP3 CD

You can use the Plextalk as a CD player, for listening to music CDs and MP3 CD.

7.1 Playing a Music CD

You play music CDs in the Plextalk just as you do in any commercially available CD player. However, the Plextalk actually gives you more capabilities.

☞ **NOTE**: The Plextalk may not be able to play a music CD that is not compliant with the CD digital audio (CD-DA) standard. Some copy-protected music CDs are not compliant with CD-DA, and this can affect their play even on a CD-ROM-based player such as the Plextalk.

7.1.1 Play a music CD

To play a music CD, insert the CD into the Plextalk, press the Play/Stop Key, and listen. Press the Play/Stop Key again to stop play.

Procedure	Voice Guide	Visual Guide
Insert a music CD into the CD Insertion Slot on the front of the unit.	"Disc, please wait" "Music CD"	Busy LED flashes
To start playing, press the Play/Stop Key ▶■.	"Beginning of album" "~Music~"	Busy LED flashes
To stop playing, press the Play/Stop Key ▶■ during the playback.	—	Busy LED is off

◀ The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.
◀ Because the CD rotates at high speed within the drive, do not glue anything that is particularly thick, such as a braille label, onto the surface.

7.1.2   Moving to the Location You Want to Listen

You can check the CD information or move to the track (or the exact location on the track) that you want to listen.

7.1.3   Check the number of tracks

Use the Heading Key to check the CD information, such as the number of tracks.

Procedure	Voice Guide	Visual Guide
Press and hold the Heading Key 🔘.	"Current track: XX" "Total track: XX" "Master Copyright information"	—

☙ For more detailed information, refer to the section "About Copyright information roles in the Plextalk".

7.1.4   Move through a music CD's tracks

Use the 6 or 4 key to move through the tracks on a music CD.

Procedure	Voice Guide	Visual Guide
Press the 6 key 🔘 to move to the beginning of the next track.	"Track: XX" "~Music~"	—
Press the 4 key 🔘 to move to the beginning of the previous track.	"Track: XX" "~Music~"	—

☙ It moves to a beginning of the present track.

7.1.5   Use fast forward or and fast rewind

Use the Forward or Back Key to fast forward or fast rewind.

Procedure	Voice Guide	Visual Guide
To fast forward, press and hold the Forward key ▶.	"Whirr, whirr" "~Music~"	Busy LED flashes
To fast rewind, press and hold the Back key ◀.	"Whirr, whirr" "~Music~"	Busy LED flashes

☙ After a while speed will increase: to 2 times, and 4 times. At 4 times, you can release the Rewind or Forward Key and the Plextalk will continue to forward or rewind. Then press the Play/Stop Key at the position you want to listen to. The CD begins to play.

7.1.6   Move slightly forward or back
A single press of the Forward or Back Key moves the CD approximately 3 seconds.

Procedure	Voice Guide	Visual Guide
Press the Forward Key ▶▶ once.	"~Music~"	—
Press the Back Key ◀◀ once.	"~Music~"	—

7.1.7   Move by specifying a track
Use the Heading Key to move to a specific track. This example explains how to move to track 7. You can use this procedure whether playing or not.

Procedure	Voice Guide	Visual Guide
Press the Heading key 🔷.	"Go to track" "Tips: Just press enter to the beginning" "Press 0 and enter to the end"	—
Press the 7 key ⑦.	"7"	—
Press the # Key #♩.	"Enter" "Track 7" "~Music~"	—

☝ You can also add a bookmark to a music CD in the same manner as a DAISY book.

7.2   Setting the Play Mode for Music CDs

With a music CD, the *Play* menu lets you repeat tracks, repeat entire albums, do random play selection, and even repeat between bookmarks.

Play Mode	What It Does	When To Use It
Standard play	Plays normally.	Convenient for listening to the entire CD from beginning to end.
Repeat track	Plays one track repeatedly.	Convenient for listening to a favorite track repeatedly.
Repeat album	Plays the entire album repeatedly.	Convenient for listening to the album repeatedly.
Repeat random	Plays the track that selected in a random order within the album repeatedly.	Convenient for listening to the music within the album randomly.
Repeat between bookmarks	Plays the music between previous and next bookmarks in the album. (Not based on the numerical sequence, but on the time sequence).	Convenient for listening to the specified place as you choose repeatedly.

7.2.1   Set to repeat track

Use *Repeat track* when you want to play the current track repeatedly.

Procedure	Voice Guide
Press the 5 key, select *Play* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Menu" "Play" "Enter" "Select playing setting"
Select *Repeat track* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Repeat track" "Enter" "Set"
Press the Play/Stop key ▶■. The current track is played repeatedly.	"~Music~"

☞   Press the 3 key to switch between *Standard play* and *Repeat track* play.

7.2.2   Set to repeat album

Use *Repeat album* when you want to play the album repeatedly.

Procedure	Voice Guide
Press the 5 key 🔵, select *Play* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat album* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Repeat album" "Enter" "Set"
Press the Play/Stop key ▶■. The current album is played repeatedly.	"~Music~"

☝ Press the 3 key to switch between *Standard play* and *Repeat album* play.

7.2.3   Set to repeat random

Use *Repeat random* to repeatedly play at random within the current album.

Procedure	Voice Guide
Press the 5 key 🔵, select the *Play* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Menu" "Play" "Enter" "Select playing setting."
Select *Repeat random* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Repeat random" "Enter" "Set"
Press the Play/Stop key ▶■. The Plextalk repeatedly plays at random within the current album.	"~Music~"

☝ Press the 3 key to switch between *Standard play* and *Repeat random* play.

7.2.4   Set to repeat between bookmarks

Use to repeatedly play between the previous and the next bookmark.

Procedure	Voice Guide
Press the 5 key 🔵, select *Play* with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Menu" "Play" "Enter" "Select playing setting: XX"

Procedure	Voice Guide
Select ***Repeat between bookmarks*** with the 4 ④⁻ or 6 key ⁻⑥, then press the 8 ⑧ or # key ⑫.	"Repeat between bookmarks" "Enter" "Set"
Press the Play/Stop Key ▶■. The Plextalk repeatedly plays music between the previous and the next bookmarks.	"~Music~"

✍ Press the 3 key to switch between ***Standard play*** and ***Repeat between bookmarks***.

7.3   Listening to an MP3 CD

The Plextalk can also play MP3 (short for MPEG Audio Layer 3) CD. MP3 is the standard for the compression of voice information. It allows compression ratios of 1/10 or even 1/12, with the music CD quality.

7.3.1   Restrictions on MP3 files
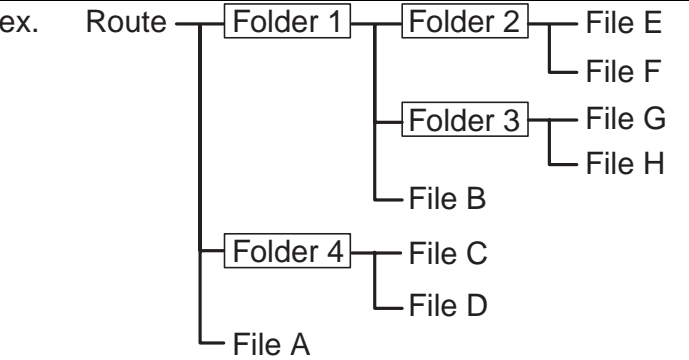
When using the Plextalk to play MP3 files, keep in mind the following restrictions.

Item	Restrictions
Bit rate	Supports bit rate about MPEG1 Layer 3 from 32kbps to 320kbps, and MPEG2 Layer 3 from 8kbps to 160kbps. Supports also VBR (Variable Bit Rate), but the time information is not accurate.
Files	Up to 1,022 files can be contained in a folder. Files in excess of 1,022 are not recognized. File name should not contain up to two priod.
Folders	One folder becomes an album. The Plextalk recognizes up to 8 hierarchies and 254 folders, including a root folder. Folders in excess of that are not recognized. When there is large number of folders, the Plextalk may take longer to read the CD information.
Write method	The Plextalk recognizes the CD that written by "Disc-At-Once", "Track-At-Once", and "Packet Writing (only after finalized)" methods.

✍ The Plextalk cannot guide the information of ID3 Tag, folder names, and file names because there is no speech synthesizer (text to speech processor).
◀ You can play back MP3 files in your PC Card but not allows to add recording or editing. Playback format is only MP3.

7.3.2   Playing sequence

A play list file that the file extension is "m3u" is available in the Plextalk. It determines the play sequence of MP3 files. You can describe freely the MP3 file name that exists in the same folder of the play list file. A play list file allows you to play MP3 files in your desired sequential order.

Items	Descriptions
Playing sequence of MP3 files in the folder.	If the play list exists in the folder, the Plextalk plays MP3 files within the folder according to the play list. If it does not exist, the Plextalk plays MP3 files by the sorting method of file names.
Playing sequence of folders in the an MP3 CD.	ex. Route — Folder 1 — Folder 2 — File E / File F; Folder 3 — File G / File H; File B; Folder 4 — File C / File D; File A Playing sequence as File E → F → G → H → B → C → D → A

7.3.3   MP3 files creation

Speciallized software is required to create MP3 files, and an MP3 CD. When creating an MP3 files, recommend that you should not use local code characters with the name of files or folders.
When creating an MP3 CD, you must select "ISO Level 1" or "ISO Level 2" or "Joliet" as file system properties.

7.3.4   Play an MP3 CD

You play an MP3 CD just as you do a music CD, using the Play/Stop Key.

Procedure	Voice Guide	Visual Guide
Insert an MP 3CD into the CD Insertion Slot on the front of the unit.	"Disc. please wait" "an MP3 CD" "Current album: XX" "Total album: XX"	Busy LED flashes
To start playing, press the Play/Stop Key ▶■.	"Beginning of album" "~Music~"	Busy LED flashes

Procedure	Voice Guide	Visual Guide
To stop playing, press the Play/Stop Key ▶■.	—	Busy LED is off

☞ When there is one album, there is no guide for the number of albums.
◀ The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.
◀ Because the CD rotates at high speed within the drive, do not glue anything that is particularly thick, such as a braille label, onto the surface.

7.3.5   Use fast forward and fast rewind

As with music CDs, you can use the forward and back keys to move through MP3 files.

Procedure	Voice Guide
To fast forward, press and hold the Forward key ▶▶.	"Whirr, whirr, whirr" "~Music~"
To fast rewind, press and hold the Back key ◀◀.	"Whirr, whirr, whirr" "~Music~"

☞ Pressing the key continuously increases the speed to 4 times, 8 times and 16 times. At 16 times, you can release the Rewind or Forward Key and the Plextalk will continue to forward or rewind. Then press the Play/Stop Key at the position you want to listen to. The CD begins to play.

7.3.6   Move slightly forward or back

A single press of the Forward or Back Key moves approximately 3 seconds.

Procedure	Voice Guide
Press the Forward Key ▶ once.	"~Music~"
Press the Back Key ◀ once.	"~Music~"

7.3.7   Check the number of MP3 files

The Heading Key lets you check the number of albums and the number of MP3 files. If there is only one album, there is no guide for the number of albums.

Procedure	Voice Guide	Visual Guide
Press and hold the Heading Key 🄑.	"Current file: XX" "Total file: XX" "Current album: XX" "Total album: XX"	—

7.3.8   Move to the next or previous MP3 file

You can use the 4 or 6 key to move file by file through an MP3 CD.

Procedure	Voice Guide	Visual Guide
Press the 8 **⑧** or 2 key **②**, select *File* and then move with the 4 **④-** or 6 key **-⑥**.	"File: XX" "~Music~"	Busy LED flashes

☝ It moves to a beginning of the present track.

7.3.9   Move by MP3 file number

Use the Heading Key to enable movement by the file number.

Procedure	Voice Guide	Visual Guide
Press the Heading Key **Ⓗ**, and enter the file number, then press the # Key **#J**.	"Go to File" "Tips: Just press enter to the beginning, press 0 and enter to the end". "XX, Enter" "File: XX" "~Music~"	Busy LED flashes

7.3.10   Move to an album

If the CD has more than one album, you can use the 4 or 6 key to move to the previous or next album, and the Heading Key to move directly to any album.

Procedure	Voice Guide	Visual Guide
Press the 8 **⑧** or 2 key **②**, select *Album* and then move with the 4 **④-** or 6 key **-⑥**.	"Album" "Album: XX"	Busy LED flashes
Press the Heading Key **Ⓗ** twice, enter the album number, then press the # Key **#J**.	"Go to Album" "XX, enter" "Album: XX" (Stops playing)	Busy LED flashes

◀ Be sure to adhere to the Copyright Act for MP3 files. Usage in violation of the Copyright Act will be subject to punishment, including compensation for damages.

7.4   Setting the Play Mode for an MP3 CD

Just as with playing music CDs, you can repeat MP3 files, play them in random order, or repeat between bookmarks.

7.4.1   Play modes

Play Mode	What It Does	When To Use It
Standard play	Plays normally.	Convenient for listening to the entire album from beginning to end.
Repeat file	Plays one file repeatedly.	Convenient for listening to a favorite file repeatedly.
Repeat album	Plays the entire album repeatedly.	Convenient for listening to the album repeatedly.
Repeat all albums (Only available for the an MP3 CD that has multiple folders).	Plays all albums on the an MP3 CD.	Convenient for listening to several albums repeatedly.
Repeat random	Plays the file that selected in a random order within all albums repeatedly.	Convenient for listening to the music within all albums randomly.
Repeat between bookmarks	Plays the music between previous and next bookmarks in the album. (Not based on the numerical sequence, but on the time sequence).	Convenient for listening to the specified place as you choose repeatedly.

✎ If you set the Plextalk to *Standard play* from the *Play* menu, only *Standard play* can be selected, even if you press the 3 key. This is also the default setting.

7.4.2   Set to repeat file
Use to repeatedly play the current MP3 file.

Procedure	Voice Guide
Press the 5 key 5, select *Play* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat file* with the 4 or 6 key, then press the 8 or # key.	"Repeat file" "Enter" "Set"
Press the Play/Stop Key. The current file is played repeatedly.	"~Music~"

✎ Press the 3 key to switch between *Standard play* and *Repeat file* play.

7.4.3　Set to repeat album

Use to repeatedly play the current album.

Procedure	Voice Guide
Press the 5 key 5⁻, select *Play* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⌇.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat album* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⌇.	"Repeat album" "Enter" "Set"
Press the Play/Stop Key ▶■. The current album is played repeatedly.	"~Music~"

☞ Press the 3 key to switch between *Standard play* and *Repeat file* play.

7.4.4　Set to repeat all albums

Use to repeatedly play all albums on the CD.

Procedure	Voice Guide
Press the 5 key 5⁻, select *Play* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⌇.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat all albums* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⌇.	"Repeat all albums" "Enter" "Set"
Press the Play/Stop Key ▶■. The Plextalk repeatedly plays all albums on the CD.	"~Music~"

☞ Press the 3 key to switch between *Standard play* and *Repeat all albums* play.

7.4.5 Set to repeat random

Use to repeatedly play at random within the current album.

Procedure	Voice Guide
Press the 5 key 5⁻ᑐ, select the *Play* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⁻.	"Menu" "Play" "Enter" "Select playing setting: XX"
Select *Repeat random* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⁻.	"Repeat random" "Enter" "Set"
Press the Play/Stop key ▶■. The Plextalk repeatedly plays at random within the current album.	"~Music~"

✍ Press the 3 key to switch between *Standard play* and *Repeat random* play.

7.4.6 Set to repeat between bookmarks

Use to repeatedly play between the previous and the next bookmark.

Procedure	Voice Guide
Press the 5 key 5⁻ᑐ, select *Play* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⁻.	"Menu" "Play" "Enter" "Select playing setting"
Select *Repeat between bookmarks* with the 4 4⁻ or 6 key ⁻6, then press the 8 8 or # key #⁻.	"Repeat between bookmarks" "Enter" "Set"
Press the Play/Stop key ▶■. The Plextalk repeatedly plays music between the previous and the next bookmarks.	"~Music~"

✍ Press the 3 key to switch between *Standard play* and *Repeat between bookmarks*.
✍ Even an MP3 CD you can set the bookmark as same as DAISY title.

8   RECORDING FROM LECTURES, CDS, TAPES, AND RADIO

The Plextalk lets you record live during lectures or conferences, and from other media such as cassette tapes, CDs, television or radio.

Before recording, review the rules for "Copying Music and Digital Sound" on page xii.

8.1   Recording Formats and Settings

The Plextalk is designed for recording in DAISY format, you can select from a variety of settings to correspond to the recording environment and time and the equipment to be used.

8.1.1   Recording with the Plextalk

This table shows what equipment you should have for recording with the Plextalk.

Plextalk Set For	Use It For	Surrounding Noise	Input to the Plextalk
Reading	Recording of narration. Recording of talking book cassette tapes. Recording of lessons.	Studio, or location where there is not too much noise	Connect external microphone to External Mic Jack or use Build-in Microphone
Conference	Recording of conferences, lecture classes, and memos.	Noisy location	Connect External Microphone to External Mic Jack or use Build-in Microphone
Analog cassettes with standard recording	Recording from standard cassette tape player	No related	Connect cassette player, etc, to the Line Input Jack
Analog cassettes with double speed recording	Recording from double speed cassette tape player	No related	Connect cassette player, etc, to the Line Input Jack
Music, PCM stereo	High quality recording (equivalent to music CDs)	No related	Connect CD player, cassette player, etc., to the Line Input Jack

Plextalk Set For	Use It For	Surrounding Noise	Input to the Plextalk
Music, MP3 stereo	Long play recording with high quality equivalent to music CDs. Playable on commercially sold MP3-compatible CD players.	No related	Connect CD player, cassette player, etc., to the Line Input jack
Custom settings	Recording at optional settings	—	—

8.1.2 Details of Plextalk recording settings

This chart gives the details of standard menu settings for recording in the Plextalk. Use the *Custom* menu selection to specify your own settings.

Plextalk menu setting	Sample rate or bit rate	Timing of start recording	Increment section setting when no sound	Split phrase setting when no sound	Noise level of input sound	Time to stop record-ing when no sound	Double speed record setting
Reading	MP3 monaural 64 kbps	Press of Record key	None	0.4 sec.	Stand-ard[1] (-28dB)	None	Normal speed
	MP3 monaural 32 kbps	Press of Record key	None	0.4 sec.	Stand-ard[1] (-28dB)	None	Normal speed
Conference	MP3 monaural 32 kbps	Press of Record key	None	0.4 sec.	High (-20dB)	None	Normal speed
Analog cassette, standard recording	MP3 monaural 64 kbps	Audio detected	2 sec.	0.4 sec.	Standard (-28dB)	5 min.	Normal speed
Analog cassette, double speed recording	MP3 monaural 64 kbps	Audio detected	2 sec.	0.4 sec.	Standard (-28dB)	5 min.	Double Speed
Music, PCM stereo	PCM stereo	Press of Record key	2 sec.	1 sec.	Low (-40dB)	None	Normal speed
Music, MP3 stereo	MP3 stereo 256 kbps	Press of Record key	2 sec.	1 sec.	Low[2] (-40dB)	None	Normal speed
	MP3 stereo 128 kbps	Press of Record key	2 sec.	1 sec.	Low[2] (-40dB)	None	Normal speed

Plextalk menu setting	Sample rate or bit rate	Timing of start recording	Increment section setting when no sound	Split phrase setting when no sound	Noise level of input sound	Time to stop record-ing when no sound	Double speed record setting
Custom setting[3]	PCM stereo	Audio detected or press of Record key	1 sec. 2 sec. 3 sec. 4 sec. 5 sec. None	1 sec. 0.2 sec. 0.4 sec. 0.6 sec. 0.8 sec.	Low (-40dB) Normal (-28dB) High (-20dB)	30 sec. 1 min. 2 min. 3 min. 4 min. 5 min. None	Normal speed
	MP3 Stereo 256kbps						
	MP3 stereo 128 kbps						
	MP3 monoural 64 kbps						Normal speed or double speed
	MP3 monaural 32 kbps						
	MP3 monaural 16 kbps						

[1] For External Microphone or line Input Jack, input noise level is automatically set up as standard, and Build-in Microphone is set up as high level.
[2] When used with line-in, input noise is automatically set up as low level, Build-in Microphone as high, and External Microphone as standard.
[3] Custom setting allows you to manually set up each item except speed setting for PCM stereo, MP3 stereo 256 kbps and 128 kbps, these sampling rates are automatically set up as Normal speed.

8.1.3 Recording and custom settings

- **Timing of start recording**: Depending on the setting, recording starts either when you press the Record Key or when input audio is detected.

- **Increment section setting when no sound**: Depending on the setting, the Plextalk creates a new section after the specified time (such as 2 seconds) with no audio input. Use a setting of "None" for continuous recording with no new sections.

- **Split phrase setting when no sound**: Depending on the setting, the Plextalk creates a new phrase after the specified time (such as 1 second) with no audio input.

- **Noise level of input sound**: If you are recording in a low-noise environment such as a studio, use the *low* setting. If recording narration in a building, select *standard* and if recording in a conference , select *high*

- **Time to stop recording when no sound**: This is the duration the Plextalk will continue to record with no audio input. After this duration, recording halts automatically.

- **Double speed record setting**: For dubbing from a double speed cassette, select the double speed setting.

8.1.4   *Recording sound quality and recording time*

This chart shows the recording time and sound quality of the different Plextalk recording menu selections.

Sound quality	Type 74 CD-R/RW, 650 MB	Type 80 CD-R/RW, 700 MB	PC Card, 64 MB	PC Card, 128 MB	PC Card, 256 MB
PCM stereo	Approx. 60 min.	Approx. 65 min.	Approx. 6 min.	Approx. 12 min.	Approx. 24 min.
MP3 256-kbps Stereo	Approx. 5 hours	Approx. 6 hours	Approx. 30 min.	Approx. 1 hour	Approx. 2 hours
MP3 128-kbps stereo	Approx. 10 hours	Approx. 11 hours	Approx. 1 hour	Approx. 2 hours	Approx. 4 hours
MP3 64-kbps	Approx. 20 hours	Approx. 22 hours	Approx. 2 hours	Approx. 4 hours	Approx. 8 hours
MP3 32-kbps	Approx. 40 hours	Approx. 45 hours	Approx. 4 hours	Approx. 8 hours	Approx. 16 hours
MP3 16-kbps	Approx. 80 hours	Approx. 90 hours	Approx. 8 hours	Approx. 16 hours	Approx. 32 hours

Sound quality	PC Card, 512 MB	PC Card, 1 GB	PC Card, 2 GB	PC Card, 5 GB
PCM stereo	Approx. 48 min.	Approx. 100 min.	Approx. 3 hours	Approx. 8 hours
MP3 256-kbps Stereo	Approx. 4 hours	Approx. 9 hours	Approx. 17 hours	Approx. 43 hours
MP3 128-kbps stereo	Approx. 8 hours	Approx. 17 hours	Approx. 34 hours	Approx. 85 hours
MP3 64-kbps	Approx. 16 hours	Approx. 35 hours	Approx. 70 hours	Approx. 175 hours
MP3 32-kbps	Approx. 32 hours	Approx. 70 hours	Approx. 140 hours	Approx. 350 hours
MP3 16-kbps	Approx. 64 hours	Approx. 140 hours	Approx. 280 hours	Approx. 700 hours

☞ On CD media, even if you delete recorded data using the **Edit** menu, the data is not actually erased from the CD. For this reason, your recording time may be shorter than is shown in the table above. To check the remaining time for recording, press and hold the Information Key.

☞ If you have TK-300/TK-300B, both players can not be played back the stereo format.

☞ Actually, an available recording time for PC card may be shorter than above mentioned time.

8.2   Preparing to Record

Before recording, assemble the recording hardware you will need, and decide which input source you will use. You can choose the Build-in Microphone, External Microphone, or Line Input Jack.

8.2.1   Recording hardware

Item	How It Is Used
CD-R/RW disc	You can record and edit directly on CD-R/RW disc.
	You can back up from a PC card contents to CD-R/RW disc.
External Microphone	Select any suitable microphone that uses a 3.5Φ mini plug. Refer to the section "14.7.1 and 14.7.2 Recommended Microphones".
Audio cable	Use the standard audio cable when recording from a cassette player or audio equipment.
Headphone	During recording, you may want to use a headphone for monitoring the line-in or external microphone inputs. You can also use headphones to monitor recording or to avoid creating a howling noise between the External Microphone and the Built-in Speaker.
PC memory card	If you have an optional PC card, you can directly record to PC card. Using a card also lets you back up or copy a CD to CD-R/RW media.

8.2.2   Set up to use the Built-in Microphone

If you are using the Built-in Microphone, we recommend you turn off the voice guide, so it is not included in the recording.

There are several ways of doing this:
- Connect the headphones to the Headphone Jack.
- Adjust voice guide volume to 0.
- Use the menu to turn off *Setting of playing guidance while recording.*
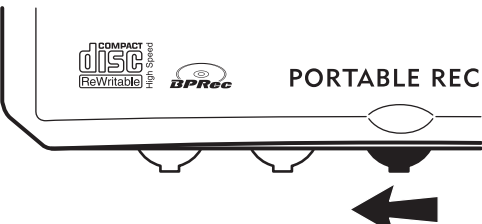
To turn off playing guidance:

Procedure	Voice Guide
Press the 5 key 5, select *Control panel* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Control panel" "Enter" "Select control item"

Procedure	Voice Guide
Select *Setting of playing guidance while recording* with the 4 ④⁻ or 6 key ⁻⑥, then press the 8 ⑧ or # key ⑦.	"Setting of playing guidance while recording" "Enter" "Select: Setting of playing guidance while recording: Play"
Select *No play* with the 4 ④⁻ or 6 key ⁻⑥, then press the 8 ⑧ or # key ⑦.	"No play" "Enter" "Set"

To set voice guide volume to 0:

Procedure	Voice Guide
You also manually setting playing guidance as "No play" that press the Volume/Guide Volume Dial ◁▬▬, set it to *Guide Volume*, and then turn it to the left. Set the Guide Volume to '0'.	"Guide volume" "Guide volume 0"
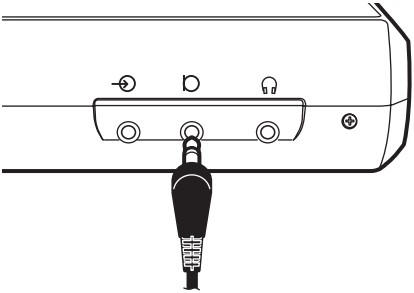
Headphones:

Use headphones to monitor recording or to avoid creating a howling noise between External Microphone and Built-in speaker.

Procedure	Voice Guide
Connect the headphone to the Headphone Jack, which is the nearest to you on the left side of the unit.	"Headphone"

8.2.3   Set up to use an External Microphone

External Microphone:
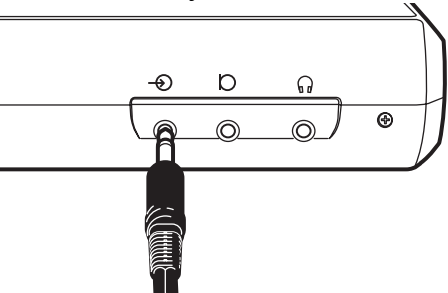
For better sound quality an External Microphone is often best for recording conferences, lectures, presentations, and concerts. (Select a suitable microphone that has a 3.5 diameter plug.)

Procedure	Voice Guide
Connect the External Microphone to the External Microphone Jack, which is the second nearest to you on the left side of the unit.	"Input External Microphone"

✍ Though you can also record with the Build-in Microphone, to record with better tone quality, you should use an External Microphone suited to what you want to record.

✍ If you use a stereo microphone, it will only record on the left input creating a mono recording when recording setting mono and when recording setting is stereo, only the left input will be created to left and right.

8.2.4   Set up to use an external source
Connect to the Line Input Jack of the Plextalk to record from a source such as a cassette tape, CD player, etc.

Procedure	Voice Guide
Connect to the Line Input Jack of the unit, the third from you on the left side.	"Input Line In"

✍ Use the audio cable supplied for the best quality recording.

✍ If the Plextalk is connected to both an External Microphone and the Line Input, it automatically records the sound from the input terminal that was connected last.

✍ You cannot use the External Microphone, the Line Input and the Build-in Microphone at the same time.

◀ If your CD player has the line output, not to connect to the Plextalk's Line Input Jack due to too large input level. So please use the Headphone Output in the CD player.

8.3 Recording

For the best recording quality, avoid any vibration during recording. Set the Plextalk on a level surface and a towel or other soft material to absorb any vibration.

8.3.1 Insert a recordable CD-R or CD-RW disc

You can write CD-R media only once and it cannot be erased (although you can add to the disc in different sessions until it is full). If you use CD-RW media, you can erase and rewrite many times. Whenever you erase CD-RW media using a PC, be sure to select "Full erase".

Procedure	Voice Guide	Visual Guide
Insert a new CD-R or CD-RW disc into the slot on the front of the unit.	"Disc: Please wait" "Blank CD" "Title does not exist" "Press Record key to prepare for DAISY recording"	Busy LED flashes

◀ Scratches on the media considerably lower the recording quality.

◀ For the best recording quality, avoid any vibration during recording or backup or finalization. Set the Plextalk on a level surface and a towel or other soft material to absorb any vibration.

◀ The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

◀ Because the CD rotates at high speed within the drive, do not glue anything that is particularly thick, such as a Braille label, onto the surface.
It may occur error or problem as can not eject the CD, scratched CD or can not play/recording.

◀ If you are erasing CD-RW media with a PC, be sure to select the "full erase" option. If you choose "quick erase", you cannot record on that media using the Plextalk.

◀ If you delete recorded data using the **Edit** menu, the data is not actually erased from the CD. For this reason, your recording time may be shorter than expected. To check the remaining time for recording, press and hold the Information Key.

☝ In order to listen to a recorded CD-RW disc on an MP3-compatible CD player, the Plextalk must be CD-RW compatible.

☝ If you are using the battery as a power source, we recommend using as the optional PC card for recording to save power.

☞ You can record (write) CD-R media only once (although you can add to the disc in different sessions until it will be full.)

☞ If you use CD-RW media for the recording, you can erase and rewrite many times. (For more detailed information, refer to the section "8.10 Erasing a CD-RW")

☞ Only you can post edit or additional record or all delete for the contents which was created by Plextalk or bundled Plextalk Recording Software.

8.3.2 *Function of the save edited information and search for edited information*

Save edited information:

This function is featured; you can save the edited information in case of recording and editing. This function may combine to use with **Search for edited information** function, and you may restore the information at the point in case of writing error, that you have been done for the save edited information command. This function is effective with the DAISY recording on CD-R or CD-RW or PC cards. In case of CD-R or CD-RW, this function is automatically executed whenever eject the CD or power off or CD finalization. In case of PC cards, this function is automatically executed whenever power off or change **the selecting media** from **Card** to **Disc**.

Procedure	Voice Guide
Press the 5 key 5️, select **Edit** with the 4 4️ or 6 key 6️, then press the 8 8️ or # key #️.	"Menu" "Edit" "Enter" "Select editing items"
Select **Save edited information** with the 4 4️ or 6 key 6️, then press the 8 8️ or # key #️.	"Enter" "Save edited information: Are you sure?"
Press the 8 8️ or # key #️.	"Enter" "Saving" "Disc: Please wait" "DAISY title"

Search for edited information:

◀ You should use this function in the unlikely event that the Plextalk cannot read the CD-R or CD-RW disc due to the writing error etc.

This function may combine to use with **Save edited information** function, and is only effective with DAISY recording on CD-R or CD-RW disc. Using this function, there is a chance that you can search the restore the information points by **Save edited information** function.

Procedure	Voice Guide
Press the 5 key 5·⊡, select **Media management** with the 4 4► or 6 key ◄6, then press the 8 8 or # key #↵.	"Menu" "Media management" "Enter" "Select media management"
Select **Search for edited information** with the 4 4► or 6 key ◄6, then press the 8 8 or # key #↵.	"Enter" "Search for previously edited information: Are you sure?"
Press the 8 8 or # key #↵.	"Enter" "Disc: Please wait" "DAISY title"

☞ If the **Search for edited information** function becomes successful, you should execute the **Save edited information** or **CD finalization** or backup the title from CD-R or CD-RW to PC card.

☞ Even if you can restore the CD, please do not add the recording anymore in order to avoid writing error again.

☞ Sometime takes several hours to execute the searching for previously edited information.

8.3.3   *Check the recording volume and set the recording*
This example shows how to record from the Line In source to a new CD-R disc.

Procedure	Voice Guide	Visual Guide
Press the Record key ●. Then adjust the recording level by use of the Recording Level/Monitor Volume Level Dial at the front of the unit until the level is good.	"Prepare for DAISY recording" "Finished" "Push record key" Record to Disc "Current setting: DAISY format" "Reading" "MP3 64k" "Input: Line in" "Good"	Record Level LED is lit ➖●▲ ☀☀○ Recording LED flashes ☀

☞ Prepare for DAISY recording are preparing to new title in order to start the DAISY recording.

☞ Level of the Build-in Microphone is controlled by an automatic gain control in the Plextalk.

✐ Whenever you wish to stop above procedure, press the ✳ Key or the Play/Stop key.

✐ You can check the recording level during recording by pressing the Information Key once. The guide will be announced high, good or low. To shut off the recording level monitor, press the Information Key once again, then voice guide "Level OFF".

8.3.4 Choose the setting for recording

The recording setting menu is to select suitable setting for recording situation. This example explains the setting for an analog cassette recording.

Procedure	Voice Guide	Visual Guide
Press the 5 key 5·⊡ during preparing for the recording level, then select *Line In* with the 4 ④- or 6 key -⑥, and press the 8 ⑧ or # Key #↵.	"Select input device" "Line In" "Enter" "Select recording type: XX"	Recording LED flashes
Select *Analog cassettes with standard recording* with the 4 ④- or 6 key -⑥, then press the 8 ⑧ or # Key #↵.	"Analog cassettes with standard recording" "Enter" "Set"	—

✐ The previous recording settings can be memorized, so make sure to check the current settings before you start recording.

✐ You can only select *External Microphone* when a microphone is connected to the External Microphone Jack.

✐ If you record through an External Microphone, the recording is monaural. If you use a stereo microphone, recording is monaural on the left side only.

8.3.5 Record on to disc

With the CD-R or CD-RW disc inserted and all settings made, you can begin to record.

Procedure	Voice Guide	Visual Guide
Be sure to rewind the cassette tape. Then start playing the cassette tape and press the Record Key ●. The Plextalk begins recording.	"~Recording content~"	Recording LED is lit ☀

✐ Since a DAISY title has already been created, the Plextalk starts recording immediately on the CD, even if the CD has been previously recorded.

8.3.6 Pause during recording

Use the Record Key to pause or to restart the recording.

Procedure	Voice Guide	Visual Guide
Press the Record Key ⏺ during recording.	"Pause"	Recording LED flashes ☀

☝ During a recording pause, you can mark a heading, page, or group. You can also cancel.

8.3.7   Stop recording

Procedure	Voice Guide	Visual Guide
Press the Play/Stop key ▶■.	—	Recording LED is off

☝ When you need to edit your recorded contents, refer to the section "8.5 Editing by the Edit Menu".

8.3.8   Check the recording time
Use the Information Key to check the recording time and the remaining available recording time by pressing and holding the Information Key.

Procedure	Voice Guide
To obtain the current time and available recording time, press and hold the Information Key ◈ during playback or stopping.	"Current time: XX. Date: XX" "Available recording time: XX"
To obtain the actual recorded time along with the recording time still available, press and hold the Information Key ◈ during recording or recording pause.	"Recorded : XX" "Available recording time: XX"

☝ During recording, you can not get the time information whenever **Setting of playing guidance while recording** is **No play**. But during a recording pause, you can get the time information.
   For more detailed information, refer to the section "8.2.2 Set up to use the Build-in Microphone: To turn playing guidance".

☝ By pressing and holding the Information Key, you can get the information, how mega byte CD or Card has free space. And pressing and holding the Play/Stop Key during playback or stop, you can get the information how mega byte CD or Card has been used.

8.4 Editing while Recording

You can edit while recording (for example during conferences or lessons) to create heading and page marks that will provide easy navigation later.

8.4.1 Set a heading while recording

When you set a heading during recording, it is automatically numbered from the beginning of the title.

Procedure	Voice Guide
While the Plextalk is recording, press the Heading key ⬢. The heading is automatically inserted.	"Heading : XX"

☞ The heading numbers are automatically re-numbered from the beginning of the title when the recording ends.

☞ You can set the increment section setting from **Recording setting** menu so that heading will be automatically created selected time from 1 sec. to 5 sec. when no sound detected.

8.4.2 Set the heading during a recording pause

You can set a heading during a recording pause.

Procedure	Voice Guide
While recording, press the Record Key ⬤ to pause the recording immediately before recording the phrase for which you want to set a heading.	"Pause"
Press the Heading Key ⬢.	"Heading: XX"
Press the Record Key ⬤. The Plextalk resumes recording.	—

☞ When you need to set a section level, refer to the section "8.5.9 Set a section level".

8.4.3 Cancel a heading setting

If you change your mind after setting a heading, you can cancel the last heading set during a recording pause.

Procedure	Voice Guide
While recording, press the Record Key ⬤ to pause the recording immediately before recording the phrase for which you want to set a heading.	"Pause"

Procedure	Voice Guide
Press the Heading Key 🔼. (After press the Heading key, you wish to cancel the position to set.)	"Cancelled Heading: XX."
Press the Heading Key 🔼 once more to cancel the last heading you set.	"Heading: XX cancelled"

☞ Pressing the Heading Key alternates between set and cancel the heading.

8.4.4 Set a page while recording
Use the Page key to create a page while recording.

Procedure	Voice Guide
While recording, press the Page Key 🔽.	"Page : XX"

☞ When you add a page, the numbers are renumbered in sequence from the beginning of the title.

8.4.5 Set a page during a recording pause
You can also create a page during a recording pause.

Procedure	Voice Guide
While recording, press the Record Key ⬤ to pause immediately prior to recording the phrase for which you want to create a page.	"Pause"
Press the Page Key 🔽.	"Page : XX"
Press the Record Key ⬤. The Plextalk continues recording.	—

8.4.6 Cancel a page
If you change your mind during a recording pause, you can cancel the last page set.

Procedure	Voice Guide
While recording, press the Record Key ⬤ to pause immediately prior to recording the phrase for which you want to create a page.	"Pause"
Press the Page Key 🔽. (After press the Page key, you wish to cancel the position to set)	"Page : XX"

Procedure	Voice Guide
Press the Page Key 🔘 once more to cancel the last page you set.	"Page : XX cancelled"

☞ Pressing the Page Key alternates between *Set* and *Cancel the page*.

8.4.7   Set a group while recording
You can specify a group while recording.

Procedure	Voice Guide
While recording, press the 7 key 7. This sets a group.	"Group"

8.4.8   Set a group during a recording pause
You can also specify a group during a recording pause.

Procedure	Voice Guide
While recording, press the Record Key 🔘 to pause immediately prior to recording the phrase for which you want to create a group.	"Pause"
Press the 7 key 7.	"Group"
Press the Record Key 🔘. The Plextalk continues recording.	—

8.4.9   Cancel a group setting
During a recording pause, you can cancel the last group set.

Procedure	Voice Guide
While recording, press the Record Key 🔘 to pause immediately prior to recording the phrase for which you want to create a group.	"Pause"
Press the 7 key 7. (After press the 7 key, you wish to cancel the position to set)	"Group"
Press the 7 key 7 once more to cancel the last group you set.	"Group setting cancelled"

☞ Pressing the 7 key alternates between **Set** and *Cancel the Group*.

8.4.10 Overwrite at a specific location

Overwriting is a method of on-the-spot error correction for mistakes noticed during recording.

Procedure	Voice Guide
For example, let's imagine that while you're reciting A B C D, you realize that you made a mistake in reciting C.	"A,B,C,D"
To correct the mistake, first press the Record key ● to pause recording. (overwriting will be unavailable if the Playback/Stop key is pressed accidentally.)	"Pause"
Press the Back Key ◁ repeatedly until reaching the first phrase to be re-recorded in our example, you would return to the starting point of C.	"D,C"
Press the Record Key ● to start recording again, and add new content after A and B as you replace C.	"C,D"

☞ In overwriting, recording from C will replace not only C but the content after C as well.

8.5   Editing by the Edit Menu

The Edit menu in the Plextalk operates similarly to the Edit menu on a PC. You can cut, copy, and paste just as you do with a text file on a PC. The Plextalk even has an "audio clipboard" that operates much like the clipboard in Windows.

☞ If you edit (delete or cut or paste or join) phrases or sections which has marked the bookmark, it will be not available to jump by bookmark and will be guided "Bookmark does not exist". Also special play mode such as **Repeat between bookmarks** does not work.

☞ Using the Play Speed/Tone Dial to slow down play speed makes editing easier.

8.5.1   Cutting phrases

Cut phrase from the Edit menu can be used to erase mistaken speech or noisy sections.

Procedure	Voice Guide
Play the CD, and stop when it plays the phrase you want to delete.	—

Procedure	Voice Guide
Press the 5 key 5·⊡, select *Edit* with the 4 ④- or 6 key -⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Edit" "Enter" "Select editing items"
Select *Cut phrase* with the 4 ④- or 6 key -⑥, then press the 8 ⑧ or # key #↵.	"Cut phrase" "Enter"
Select the beginning phrase with the 4 ④- or 6 key -⑥, then press the 8 ⑧ or # key #↵.	"Press 4 or 6 key to set the beginning to cut" ~Phrase is played~ "Enter"
Select the end phrase with the 4 ④- or 6 key -⑥, then press the 8 ⑧ or # key #↵.	"Press 4 or 6 key to set the end to cut" ~Phrase is played~ "Enter" "Cut phrase: Are you sure?"
Press the 8 ⑧ or # key #↵.	"Enter" "Finished"

✍ The part to be erased must be in phrases separate from the part to be kept. Here too, cut phrase must be used to separate them if they are recorded in the same phrase.

✍ When you have performed a wrong operation, such as a menu selection, you can cancel it by the 2 or * key.

✍ If the cut phrase has a page or heading, cutting it automatically deletes that heading or page number and renumbers subsequent pages and headings.

8.5.2   Copy a phrase

Copy phrase from the Edit menu can be used to copy and paste the same phrase to another location. You can copy the phrase to an audio clipboard that works much like the clipboard in Windows.

Procedure	Voice Guide
Find and move to the phrase you want to copy.	—
Press the 5 key 5·⊡, select *Edit* with the 4 ④- or 6 key -⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Edit" "Enter"
Select *Copy phrase* with the 4 ④- or 6 key -⑥ then press the 8 ⑧ or # key #↵.	"Select editing items" "Copy phrase" "Enter"

Procedure	Voice Guide
Select the beginning of the phrase to be copied with the 4 4️⃣ or 6 key 6️⃣, then press the 8 8️⃣ or # key #️⃣.	"Press 4 or 6 key to set the beginning to copy" "~Phrase is played~" "Enter"
Select the end of the phrase to be copied with the 4 4️⃣ or 6 key 6️⃣, then press the 8 8️⃣ or # key #️⃣.	"Press 4 or 6 key to set the end to copy." "~Phrase is played~" "Enter" "Copy phrase: Are you sure?"
Press the 8 8️⃣ or # key #️⃣.	"Enter" "Finished"

☞ Only the audio of the selected phrase is copied. The heading, page, group, etc. are not copied.

8.5.3   *Paste a phrase*
The *Paste phrase* command lets you paste a phrase you have copied or cut.

Procedure	Voice Guide
Stop at the phrase immediately following the location where you want to paste.	—
Press the 5 key 5️⃣, select *Edit* with the 4 4️⃣ or 6 key 6️⃣, then press the 8 8️⃣ or # key #️⃣.	"Menu" "Edit" "Enter"
Select *Paste phrase* with the 4 4️⃣ or 6 key 6️⃣, then press the 8 8️⃣ or # key #️⃣.	"Select editing items" "Paste phrase" "Enter"
Use the 4 4️⃣ or 6 key 6️⃣ to select desired position to paste where is just behind of previous phrase, then press the 8 8️⃣ or # key #️⃣.	"Press 4 or 6 key to set the position to paste" "~Phrase is played~" "Enter" "Paste phrase: Are you sure?"
Press the 8 8️⃣ or # key #️⃣.	"Enter" "Finished"

After pasting, you will have phrases in the order shown below.

Before pasting:

Previous phrase	*Following phrase*

Desired   Stop and paste here
position

After pasting:

Previous phrase	*New pasted phrase*	*Following phrase*
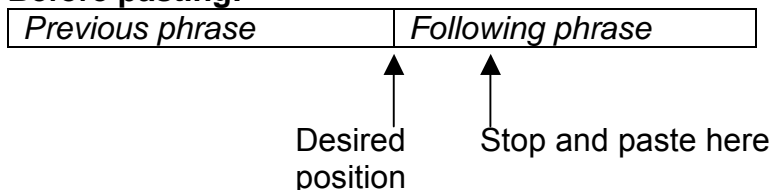
8.5.4   Split a phrase

DAISY editing is performed on the phrase level. Thus, the moment for the start of a new title must be specified by a phrase division. If no phrase division exists at the desired moment, split the phrase yourself using **Split phrase** from the **Edit** menu. For example, consider the phrase "Chapter 1 How to use the Plextalk. In this chapter". Here, the words "In this chapter" should not be a part of the heading. So you split it into two phrases.

Procedure	Voice Guide
Find and move to the phrase you want to split, and while the phrase you want to split is playing, stop play.	—
Press the 5 key 5, select *Edit* with the 4 4 or 6 key 6, then press the 8 8 or # key #.	"Menu" "Edit" "Enter"
Select *Split phrase* with the 4 4 or 6 key 6, then press the 8 8 or # key #.	"Select editing items" "Split phrase" "Enter"
Select the phrase to be split with the 4 4 or 6 key 6, then press the 8 8 or # key #.	"Press 4 or 6 key to select phrase to split". "~Phrase is played~" "Enter"
The phrase you want to split will be repeated. Now press the # Key # at the position (timing) where you want the split to occur.	"Press # key to select the position to split". "~Selected phrase is played repeatedly~" "Enter" "Split phrase: Are you sure?"

Procedure	Voice Guide
Use the 4 or 6 key to check the two phrases that result from the split, then press the 8 or # key. If the split is not what you want, use the ＊ Key to undo the split.	"Press 4 or 6 key to check out split" "Enter" "Finished"

☝ You can make it easier to accurately locate where to split a phrase by slowing the play speed.

8.5.5　Join phrases

DAISY editing is performed on the phrase level. Thus, the moment for the start of a new title must be specified by a phrase division. For example, if a title should appear as "Chapter 2: Let's Try It Out" but is split into the two phrases "Chapter 2" and "Let's Try It Out", only "Chapter 2" would be explained for the section identification when the Heading key is pressed and held. In such a case, join the two phrases using **Join phrase** in the **Edit** menu.

Procedure	Voice Guide
Find and move to the phrase you want to join, and stop play before the phrase you want to join while it is playing.	—
Press the 5 key, select **Edit** with the 4 or 6 key, then press the 8 or # key.	"Menu" "Edit" "Enter"
Select **Join phrase** with the 4 or 6 key, then press the 8 or # key.	"Select editing items" "Join phrase" "Enter"
Use the 4 or 6 key to select the first phrase to join with the next phrase, then press the 8 or # key.	"Press 4 or 6 key to select phrase to join." "~The first phrase is played~" "Enter" "Join phrase: Are you sure?"
Press the 8 or # key.	"Enter" "Finished"

☝ You need to select only the first phrase, then you can join the first phrase and the next phrase.

☝ The joining function is only available for recorded phrases in succession. You can not join phrases that using the audio clipboard function, such as cut and paste commands.

☝ **Editing play** mode is helpful since this feature can play and stop each phrase unit. Refer to the section "6.7.2 Set to editing play".

8.5.6   Cut a section

You can delete a single or sequential multiple sections of audio by cutting it to the audio clipboard. You can also paste sections if you want to insert it elsewhere.

Procedure	Voice Guide
Find and move to the section you want to cut.	—
Press the 5 key ⑤, select **Edit** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Menu" "Edit" "Enter"
Select **Cut section**, with the 4 ④ or 6 key ⑥ then press the 8 ⑧ or # key #.	"Select editing items" "Cut section" "Enter"
Select the first section to be cut with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	Press 4 or 6 key to select the first section. ~Section is played~ "Enter"
Select the final section to be cut with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Press 4 or 6 key to select the final section" ~Section is played~ "Enter" "Cut section: Are you sure?"
Press the 8 key ⑧ or # key #.	"Enter" "Finished"

✍ If you made a mistake, press the 2 or * key to undo the cut operation.

✍ If the deleted section has a page or bookmark attributes, they are deleted automatically, and numbers of pages and headings are renumbered.

8.5.7   Copy a section

You can copy a single or sequential multiple sections of audio by copying it to the audio clipboard. You can also paste sections if you want to insert it elsewhere.

Procedure	Voice Guide
Find and move to the section you want to copy.	—
Press the 5 key ⑤, select **Edit** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Menu" "Edit" "Enter"

Procedure	Voice Guide
Select *Copy section* with the 4 or 6 key, then press the 8 or # key.	"Select editing items" "Copy section" "Enter"
Select the first section to be copied with the 4 or 6 key, or then press the 8 or # Key.	"Press 4 or 6 key to select the first section. ~Section is played~" "Enter"
Select the final section to be copied with the 4 or 6 key, then press the 8 or # key.	"Press 4 or 6 key to select the final section. ~Section is played~" "Enter" "Copy section: Are you sure?"
Press the 8 key or # key.	"Enter" "Finished"

✍ Only the audio of sections is copied, therefore pages, groups, and bookmarks are not copied.

8.5.8 Paste a section
Once you have cut or copied sections to the audio clipboard, you can paste it anywhere.

Procedure	Voice Guide
Find and move to the position you want to paste.	—
Press the 5 key, select *Edit* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Edit" "Enter"
Select *Paste section* with the 4 or 6 key, then press the 8 or # key.	"Select editing items" "Paste section" "Enter"
Select the section where is just prior of location to be pasted with the 4 or 6 key.	Press 4 or 6 key to set the position to paste. "Enter" "Paste section: Are you sure?"
Press the 8 or # key.	"Enter" "Finished"

✍ You can paste sections before the selected position.

8.5.9 Join section
You can join each recorded sections.

Procedure	Voice Guide
Before each sections you want to join, press the Play/Stop Key ▶◼,	—
Press the 5 key ⑤·▭, select "Edit" with the 4 ④◂ or 6 key ▸⑥. And then press the 8 ⑧ or # key ⟨#⟩.	"Menu" "Edit" "Enter"
Select "Join section" with the 4 ④◂ or 6 key ▸⑥, press the 8 ⑧ or # key ⟨#⟩.	"Join section" "Enter"
Select a beginning of the section you want to join with the 4 ④◂ or 6 key ▸⑥, press the 8 ⑧ or # key ⟨#⟩.	"　Section　"
Select a finishing of the section you want to join with 4 ④◂ or 6 key ▸⑥, press the 8 ⑧ or # key ⟨#⟩.	"　Section　"
press the 8 ⑧ or # key ⟨#⟩.	"Enter" "Finished"

✒ When you select the beginning to join the section, which automatically play back first phrase in the section. If you want to hear the section more, press the Play/Stop Key once. So the section will be played. To stop the playback, press the Play/Stop Key again.

8.5.10　Set a section level

Section levels are available for moving around a DAISY book. With the Plextalk, you can set levels from 1 through 6.

Procedure	Voice Guide
Find and move to the section you want to set a section level.	—
Press the 5 key ⑤·▭, select *Edit* with the 4 ④◂ or 6 key ▸⑥, then press the 8 ⑧ or # key ⟨#⟩.	"Menu" "Edit" "Enter"
Select **Set of section level** with the 4 ④◂ or 6 key ▸⑥, then press the 8 ⑧ or # key ⟨#⟩.	"Select editing items" "Set of section level" "Enter"

Procedure	Voice Guide
Select the section where you want to set the level with the 4 **(4‑)** or 6 key **(‑6)**, and change the section level with the 2 **(2)** or 8 key **(8)**. (You can set multiple section levels sequentially at once.)	"Press 4 or 6 key to select section, press 2 or 8 key to set level. " "Level XX" "~Section title is played~" "~Section level you want to set~"
After completing the section level setting, press the 8 **(8)** or the # Key **(#ᴊ)**.	"Enter" "Set of section level: Are you sure?"
Press the 8 key **(8)** or the # Key **(#ᴊ)**.	"Enter" "Set"

☝ You can allocate the level for the plural section at once until press the 8 or # key to confirm with set.

8.5.11 Cancel the previous edit

The *Cancel previous editing* command lets you cancel a previously performed edit. You can cancel previous edits following these operations: Cutting phrase, Paste a phrase, Split a phrase, Join phrases, Cut a section, Paste a section, Set a section level, Set or cancel a heading, Set or cancel a group, Set or cancel a page.

Procedure	Voice Guide
Press the 5 key **(5‑◻)**, select *Edit* with the 4 **(4‑)** or 6 key **(‑6)**, then press the 8 **(8)** or # key **(#ᴊ)**.	"Menu" "Edit" "Enter"
Select *Cancel previous editing* with the 4 **(4‑)** or 6 key **(‑6)**, then press the 8 **(8)** or # key **(#ᴊ)**.	"Selecting editing items" "Cancel previous editing" "Enter" "Cancel previous editing: Are you sure?"
Press the 8 **(8)** or # key **(#ᴊ)**.	"Enter" "Finished"

☝ You can cancel previous edits except following these operations: Insert recording, punch-in recording, overwrite recording, prepare for editing, create new title, delete title, or setting heading, group or page during recording.

8.5.12 Prepare to edit

If you are adding to or editing a CD-R disc that has been "finalized", you need to make some editing preparations with the *Prepare to edit* command.

When the Plextalk writes a CD, it uses its own writing format. To make that CD playable on other players, you need to "finalized" the disc.

Once a disc has been finalized, you can no longer edit it on the Plextalk unless you first use the *Prepare to edit* command. This command changes the CD back to the Plextalk format and allows you to edit the CD.

If a CD has not been finalized, you can go ahead and edit it without using the *Prepare to edit* command.

Procedure	Voice Guide
Press the 5 key 5, select *Edit* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Edit" "Enter"
Select *Preprare to edit* with the 4 or 6 key, then press the 8 or # key.	"Selecting editing items" "Prepare to edit" "Enter"
Press the 8 or # key.	"Prepare to edit: Are you sure?" "Enter" "Finished"

☞ You can not use this command after CD finalization by **Disc closed**.

8.5.13 Create a new title

Multiple DAISY titles can be created on a single CD. For example, you might specify the January issue of an audio magazine as the first title and the February issue as the second title.

Procedure	Voice Guide
Press the 5 key 5, select *Edit* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Edit" "Enter"
Select *Create new title* with the 4 or 6 key, then press the 8 or # key.	"Select editing items" "Create new title" "Enter" "Create new title: Are you sure?"
Press the 8 or # key.	"Enter" "Prepare for DAISY recording" "Finished" "Current title: XX" "Total title: XX"

8.5.14 Erase a title
When you erase a title, you can delete the title and all the audio from the title.

Procedure	Voice Guide
Move to the title you want to delete.	—
Press the 5 key 5, select *Edit* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Edit" "Enter"
Select *Erase selected title* with the 4 or 6 key, then press the 8 or # key.	"Erase selected title" "Enter" "Erase selected title: Are you sure?"
Press the 8 or # key.	"Enter" "Finished" "Disc please wait " "DAISY title" "Current title: XX" "Total title: XX"

8.6 Setting Headings, Groups, and Pages in Recorded Material

This section explains how to place headings, groups, and pages in material recorded on a CD-R or CD-RW disc or in PC card.

☞ If you edit (delete or set the heading) phrases or sections which has marked the bookmark, it will be not available to jump by bookmark and will be guided "Bookmark does not exist". Also special play mode such **Repeat between bookmarks** does not work.

8.6.1 Set a heading

While playing a phrase for which you want to set a heading, you can quickly set a heading by pressing the Heading key twice.

Use the following procedure when you want to create a new heading.

Procedure	Voice Guide
Find and move to the spot where you want to set a heading.	—
Press the Play/Stop key when the phrase for which you want to set a heading plays.	—
Press the Heading key 🔘 twice to set the heading. In case of multi-title, press the Heading key 🔘 thrice to set the heading.	"Set heading : XX : Are you sure?"
Press the 8 🔘 or # key 🔘.	"Enter" "Finished"

☞ The heading numbers are automatically re-numbered from the beginning of the title after setting a heading.

8.6.2 Cancel a heading setting

If you specify a heading in the wrong place, or if there was heading created automatically where you intended it to be, you can remove the heading you have set. The actual recorded content is not deleted; only the heading specification is deleted.

Procedure	Voice Guide
Find and move to the heading that you want to cancel.	—

Procedure	Voice Guide
Press the Heading key 🔘 four times to cancel the heading. In case of multi-title, press the Heading key 🔘 five times to cancel the heading.	"Cancel heading :XX : Are you sure?"
Press the 8 🔘 or # key 🔘.	"Enter" "Finished"

☝ The heading numbers are automatically re-numbered from the beginning of the title after canceling a heading.

8.6.3   Set or cancel a group
The commands for *Group setting* and *Cancel group setting* operate similarly to the *Heading setting* and *Cancel heading setting* commands.

Set a group:

Procedure	Voice Guide
Press the Heading key 🔘 thrice. In case of multi-title, press the heading key 🔘 four times.	"Set group setting: Are you sure?"
Press the 8 🔘 or # key 🔘.	"Enter" "Finished"

☝ You can set a group while recording as same procedure as above.

Cancel a group:

Procedure	Voice Guide
Press the Heading key 🔘 five times. In case of multi-title, press the heading key 🔘 six times.	"Cancel group setting: Are you sure?"
Press the 8 🔘 or # key 🔘.	"Enter" "Finished"

8.6.4   Set or cancel a page
The commands for *Page setting* and *Cancel page setting* operate similarly to the *Heading setting* and *Cancel heading setting* commands.
Set a page:

Procedure	Voice Guide
Press the Page key 🔘 twice.	"Set page: XX: Are you sure?"
Press the 8 🔘 or # key 🔘.	"Enter" "Finished"

☝ You can set a page while recording as same procedure as above.

Cancel a page:

Procedure	Voice Guide
Press the Page key 🟤 thrice.	"Cancel page: XX : Are you sure?"
Press the 8 🟤 or # key 🟤.	"Enter" "Finished"

8.7   Adding to the Recording

Use the Insert Mode or the Punch-In Mode by using the 1 key to switch between these modes. Insert Mode preserves all recorded material and Punch-in Mode replaces specific phrases.

8.7.1   *Insert content into a recording*

This function allows new content to be added between recorded passages. Access it by pressing the 1 key and selecting Insert Mode. For example, while you're recording A B C D, you decide to insert new parts E and F between B and C.

Procedure	Voice Guide	Visual Guide
First, stop after playing the part immediately before the insertion point. In our example, just after playing B.	"A , B"	—
Next, press the Record key ⏺ and check the recording level with the Level Recording Level/Monitor Volume Dial 〰.	"Volume setting" ~ Current setting guidance ~ "Good"	Record Level LED
Press the Record key ⏺ to start recording E and F.	"E , F "	—
Press the Play/Stop key ▶⏹ to stop recording.	"A , B , E , F , C , D "	—

After inserting, you will have the phrases in the order shown below.

Before recording:

Previous phrase	Following phrase
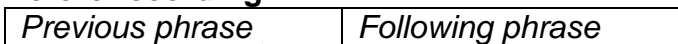
Stop and record here

After recording:

Previous phrase	New inserted phrase	Following phrase

✍ If you wish to record at the beginning of title, moving beginning of title position, then immediately press the Play/Stop key before playback the title.

✍ If you wish to record at the end of title, moving end of title position, then press the Recording key.

8.7.2 Punch-In recording

Punch-In recording refers to replacing part of a recording with new content. Of course, this feature is available even when the preceding and following parts are of different lengths. Press the 1 key and select **Punch-In** for the recording mode.

For example, while you're recording A B C D, you decide to erase B and C and insert new parts E, F, and G.

Procedure	Voice Guide	Visual Guide
Stop playback at the position for phrase replacement.	"A , B"	—
Press the Record key ⬤.	"Punch-In" "Press 4 or 6 key to set the beginning to cut."	—
Find B which is beginning of the unnecessary phrase with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⃰.	"B" "Enter"	—
Find C which is end of the unnecessary phrase with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⃰.	"Punch-In" "Press 4 or 6 key to set the end to cut." "C" "Enter"	—
Check the recording level with the Recording Level/Monitor Volume Level Dial ⃰.	~ Current setting guidance ~ "Good"	Record Level LED
Press the Record key ⬤ to start recording E, F, and G.	"E, F, G "	—
Press the Play/Stop key ▶⬛ to stop recording.	"A, E, F, G, D "	—

☝ Remember that this editing function involves specifying the start and end of the portion to be deleted.

The following illustration explains the effect of Punch-In.

Before punch-in:

Phrase A	*Phrase B*	*Phrase C*

Phrase to be replaced

After punch-in:

Phrase A	*New punched-in phrase*	*Phrase C*
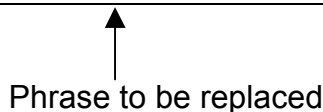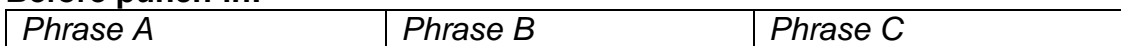
8.8   Finalizing a Recorded CD

Finalization converts the recorded CD into a CD that can be played on other DAISY players besides this one, and on a PC using playback application software. If you do not finalize a CD after recording it, you will not be able to play it on any players other than a the Plextalk.

◀ If the battery runs down during CD finalization, you may get a CD that is not playable. Be sure to connect to a mains power source before performing CD finalization.

✆ From 30MB to 40MB data will be required when executes CD finalized due to session close.

DAISY format Discs:
Note that you can add recording to a DAISY CD that has been finalized. During finalization, you choose from two disc options:
• **Disc closed**: You cannot add recording after finalization.
• **Disc recordable**: You can record by performing the **Prepare to edit** command.

Music CD format Discs:
Note that once you have finalized a music CD, you can not add any additional recording.

✆ If you are only going to use a CD-R on the Plextalk, it is not necessary to finalize it. This means you can always add to the recording later.

8.8.1   Finalize a CD
The **Media management** menu has options for finalizing a CD.

Procedure	Voice Guide	Visual Guide
Press the 5 key ⑤, select **Media management** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Menu" "Media management" "Enter"	—
Select **CD finalization** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Select media management" "CD finalization" "Enter"	—
Select **Disc closed** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Select disc option after CD finalization" "Disc closed" "Enter"	—

Procedure	Voice Guide	Visual Guide
Press the 8 ⑧ or # key ⑨.	"Are you sure?" "Enter"	Recording LED is lit ☀
The CD is finalized a few minutes later.	"Finished" "Disc: Please wait" "DAISY title" "~ Title ~"	Recording LED is off

☞ If the disc option is *Disc closed*, you cannot add to or edit the CD.

☞ You can check the status of finalize a CD, just press anykey while finalization.

☞ Once a CD has been finalized, you can no longer edit it on the Plextalk unless you first use the **Prepare to edit** command. This command changes the CD back to the Plextalk format and allows you to edit the CD.

8.9 Backing Up a Recorded CD

The Plextalk enables you to back up CD-ROM data such as Music CDs and DAISY titles with using an optional PC card. Our recommended PC card listed in this manual, refer to the section "14.6.2 Optional PC Cards".
Before recording, review the rules for copying music and digital sound on page xii.

8.9.1   *What you need for backing up*

PC memory card:
If you are using the Plextalk to backing up from one CD to another, you need to use an optional PC card.

Capacity:
When you back up from a CD to a PC card, then copy from that memory to a CD-R or CD-RW disc, you need a PC card that has a larger capacity than the source data. This is because any editing information adds to the source data. The Plextalk gives a verbal warning if not enough space is available.
Maximum backup capacity is 700 MB of data in one CD.

8.9.2   *General backup procedures*

You have a variety of possibilities for backing up DAISY recordings with the Plextalk. In general, you can back up from a CD to a PC card, then back up from a PC card to a CD. The following table explains the general procedures for backing up.

General procedure for backing up:

Backup source	Backup destination	Recording format
CD (Direct recording)	PC card	DAISY
PC card (Backing up)	CD	DAISY
PC card (Direct recording)	CD	DAISY
		Music CD

☞ If you record directly to the PC card in the DAISY format, you can backup this title to the CD in the DAISY format or the Music CD format. You can select from these two formats. But If you record directly to the CD in the DAISY format, you cannot select the Music CD as the destination CD format.

8.9.3   Backup time

Backing up time:

Capacity	Backup source	Destination	Required Time
Approx 600 MB	DAISY CD	PC card	Approx 10 minutes.
	PC card	DAISY CD	Approx 20 minutes.

8.9.4   Back up a disc to a disc

You back up first from a CD to the optional PC card, then from the PC card to a CD-R or CD-RW disc.

Step 1: Back up from a DAISY CD to a PC card:

Procedure	Voice Guide	Visual Guide
Insert a CD which you wish to back up the DAISY CD.	"Disc please wait, DAISY title"	—
Insert a PC card into the unit.	"Card: Please wait" "Title does not exist" "Press record key to prepare for DAISY recording"	—
Select *Selecting media* with the 2 ❷ or 8 key ❽, then select *Disc* with the 4 ④ or 6 key ➏. In case of multi title, to select the title which you wish to back up.	"Selecting media" "Disc"	—

Procedure	Voice Guide	Visual Guide
Press the 5 key 5·⊡, select *Backup* with the 4 ④◄ or 6 key ◄⑥, then press the 8 ⑧ or the # Key #↵.	"Menu" "Backup" "Enter" "Back up selected title from disc to title: Are you sure?"	—
Press the 8 key ⑧ or the # Key #↵.	"Enter"	Recording LED is lit ☀
A few minutes later, the backup is completed.	"Finished"	Recording LED is off

Step 2: Back up from the PC card to a CD-R or CD-RW disc:

Procedure	Voice Guide	Visual Guide
Insert a new CD-R or CD-RW disc into the unit.	"Disc: Please wait" "Blank CD" "Title does not exist" "Press record key to prepare for DAISY recording"	—
Choose *Selecting media* with the 2 ② or 8 key ⑧, then select *Card* with the 4 ④◄ or 6 key ◄⑥.	"Selecting media" "Card"	—
Press the 5 key 5·⊡, select *Backup* with the 4 ④◄ or 6 key ◄⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Backup" "Enter"	—
Select **DAISY format** with the 4 ④◄ or 6 key ◄⑥, then press the 8 ⑧ or # key #↵.	"Select type of format from card to disc" "DAISY format " "Enter"	—
Press the 8 ⑧ or # key #↵.	"Back up the selected title: Are you sure?" "Enter"	Recording LED is lit ☀
A few minutes later, the backup is completed.	"Finished"	Recording LED is off

✍ When the backup source is a DAISY format with multiple titles, you cannot back up all the titles at once. Back it up one title at a time.

✍ If there is not enough space available in the destination media, the Plextalk indicates the necessary capacity.

☝ By pressing and holding the Information Key, you can get the information, how mega byte CD or Card has free space. And pressing and holding the Play/Stop Key during playback or stop, you can get the information how mega byte CD or Card has been used.

8.10 Erasing a CD-RW

The Plextalk allows you to erase a CD-RW disc so you can record on it again. (Note that you cannot erase a CD-R disc.)

◀ If you use PC software such as EasyCD Creator or Nero to erase CD-RW media, be sure to use the "Full Erase" setting. If you use the Plextalk to record onto a "Quick Erased" CD-RW disc, the disc will not be playable.

8.10.1 Erase a CD-RW disc
Use the ***Erase CD-RW*** command to erase a CD-RW disc.

Procedure	Voice Guide	Visual Guide
Press the 5 key 🔵, select ***Media management*** with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Menu" "Media management" "Enter"	—
Select ***Erase CD-RW*** with the 4 🔵 or 6 key 🔵, then press the 8 🔵 or # key 🔵.	"Select media management" "Erase CD-RW" "Enter"	—
Press the 8 🔵 or # key 🔵.	"Erase: Are you sure?" "Enter"	Recording LED is lit ☀
Approx. 20 minutes later the action is completed.	"Erased" "Disc: Please wait" "Title does not exist" "Press record key to prepare for DAISY recording"	Recording LED is off

◀ Erasing a CD-RW under battery power may result in battery depletion during erasing. In this case, the CD-RW erasing may not end normally. For this reason, be sure to connect the AC adapter before performing CD-RW erasing.

8.11 Recording on a PC Card

The plextalk can accept PC cards conforming to the PC Card Type II interface. (The PC card is an option.)

The plextalk accepts two types of PC cards. One is semiconductor memories like compact flash cards, and another is hard disk type memories, like micro drivers or mobile disks.

◀ In some cases of PC cards (Compact flash cards or micro drivers), you need PC Card Type II adapter to use.

Semiconductor memories are available in various capacities, including 64MB, 128MB, 256MB, 512MB, and 1GB. They offer faster access times for reading and writing; therefore compared with editing on CD media, tasks can be performed in a semiconductor memory. In addition, their greater energy efficiency makes them perfect for recording over longer periods on battery power.

The advantage of hard disk type memories, on the other hand, is their greater memory capacity. Available in 1GB, 2GB, and 5GB types, these memory products support the backup of entire CDs and the parallel recording and editing of multiple DAISY books. However, driving their internal hard disk drives requires more power than for semiconductor memories, so they cannot be operated on battery power for as long.

The deleting and overwriting of data on PC cards is the same as for CD media specifically, when phrases or sections are cut, the data itself remains intact on the PC card. When titles are erased, however, the data is deleted to free space for the recording of new data.

◀ One important fact to keep in mind when using PC cards is that when the card is ejected from the Plextalk, either *Selecting media* and *Disc* must be chosen or the Plextalk must be turned off. Failure to do so may cause the recorded data to be unreadable. The surest method is probably simply to switch off the power before ejecting cards. In addition, protect the PC card interface edge from dirt and dust. After ejecting a PC card, be sure to store it in the case.

You need a PC card that has enough capacity for recording, depending on the recording time and desired sound quality.

8.11.1 Insert a PC Card
This explains inserting a PC card into the PC Card Insertion Slot.

Procedure	Voice Guide	Visual Guide
Insert a PC card into the PC Card Insertion Slot.	"Card: Please wait" "Title does not exist" "Press record key to prepare for DAISY recording"	—

☝ When you insert a PC card, the Plextalk's media selection automatically changes to *Card*.

☝ To select the card manually, select *Selecting media* with the 2 or 8 key, then select *Card* with the 4 or 6 key.

8.11.2 Record on a PC card
You can record the same as recording to a CD. Refer to the section "8.3 Recording".

8.11.3 Editing
Editing is also just like editing a CD. Refer to the section "8.5 Editing by the edit Menu".

☝ Deleting from the **Edit** menu or over writing on PC cards is the same as for CD media specifically, when phrases or sections are deleted, the data itself remains intact on the PC card.

8.11.4 Listen to what you recorded
You can listen to what you have recorded on a PC card just as you listen to a CD. Refer to the section "6 LISTENING TO DAISY BOOKS".

8.11.5 Back up from a card to a CD-R/RW disc
You can even back up from a PC card to CD-R or RW disc. For more detailed information, refer to the section "8.9.4 Back up a disc to a disc".

Back up from PC card to a disc:

Procedure	Voice Guide	Visual Guide
Insert a PC card into the PC card Insertion Slot.	"Card: Please wait" "DAISY title "	—
Insert a blank CD into the CD Insertion Slot.	Disc: Please wait" "Blank CD" "Title does not exist" "Press Record key to prepare for DAISY recording"	—
Select *Selecting media* with the 2 ❷ or 8 key ❽, then select *Card* with the 4 ④⁃ or 6 key ⁃❻.	"Selecting media" "Card"	—

Procedure	Voice Guide	Visual Guide
Press the 5 key 5·⊡, select ***Backup*** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Menu" "Backup" "Enter"	—
Select **DAISY format** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Select type of format from card to disc" "DAISY format" "Enter"	—
Press the 8 ⑧ or # key #↵.	"Back up selected title: Are you sure?" "Enter"	Recording LED is lit ☀
A few minutes later, the backup is completed.	"Finished"	Recording LED is off

✎ When backing up, you can select DAISY format or Music CD format for writing.

✎ You cannot play back card contents using the LP player (the DAISY playback software) on a PC. However, you can play back a card's contents using the Plextalk Recording Software that is on the attached CD-ROM.

8.11.6 PC Card clean up

You can clean up the audio file on PC card physically. The clean up function will be effective only non-referenced audio file, which has edited by phrase cut or section cut.

Procedure	Voice Guide	Visual Guide
Press the 5 key 5·⊡, select ***Media management*** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Enter" "Select" "Media management"	—
Select "***Card clean up***" with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #↵.	"Card clean up" "Enter"	—
Press the 8 ⑧ or # key #↵.	"Are you sure?"	
Press the 8 ⑧ or # key #↵.	"Enter." " Tones "	—

◀ When the audio files which can be cleaned up are not existed, voice guide says " All audio file is used in this title."

8.11.7 Erase a PC card

The Plextalk allows you to erase a card so you can record on it again.

Procedure	Voice Guide	Visual Guide
Press the 5 key ⑤, select *Media management* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⃰.	"Menu" "Media management" "Enter"	—
Select *Erase card* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⃰.	"Select media management" "Erase card" "Enter"	—
Press the 8 ⑧ or # key ⃰.	"Erase: Are you sure?" "Enter"	—
A short while later the action is completed.	"Erased" "Card: Please wait" "Title does not exist" "Press record key to prepare for DAISY recording"	—

8.11.8 Eject a PC card

To eject the PC card, be sure to turn the Plextalk power OFF. Or else choose *Selecting media* with the 2 or 8 key, then select *Disc* with the 4 or 6 key.

Procedure	Voice Guide	Visual Guide
Turn OFF the Power Switch of the unit I—•—O	"Shut down"	Power LED is flash and off

Procedure

Press the head of the PC Card Eject Lever slot on the right side of the unit. Pop the lever head out.
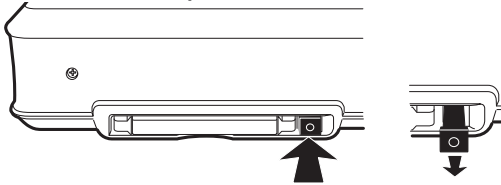
Then press the lever into the side of the unit again to eject the PC card.
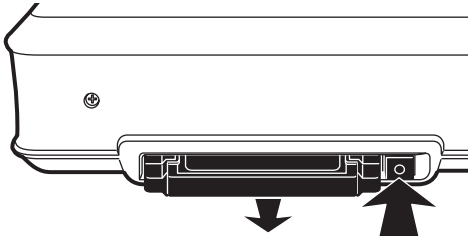
Grasp the PC card between your fingers and pull it out.
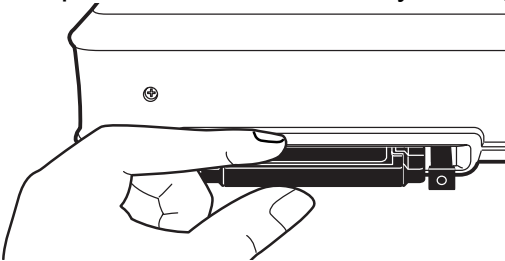
Once the PC card has been ejected,
Press the eject lever back into the PC Card Insertion Slot.
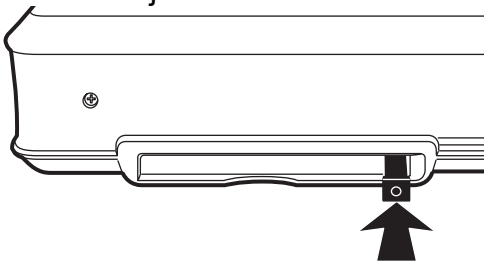
◀ While using the PC card, be sure to press head of the eject lever into the unit. Press the lever accidentally during recording or playback, the PC card may be damaged.

9   RECORDING IN MUSIC CD FORMAT

With the Plextalk, you can record on CD-R or CD-RW discs which come in 650MB and 700MB capacities (referred to as "Type 74" and "Type 80" discs, respectively), and are classified for use in recording data or music. Data discs can be used for recording in DAISY format, but music discs are required for recording in music CD format to ensure compatibility with regular CD players.

In fact, music discs are required for recording in music CD format, regardless of whether the recording source is a commercial music CD or your own musical performance or recitation. CDs for recording music include a code that distinguishes them for this purpose, and their higher prices are due to an added fee for music copyright protection and an ID code. It should also be kept in mind that while the CD-R format is supported by all CD players, only some players can play CD-RW discs.

Before recording, refer to the section "COPYING MUSIC AND DIGITALSOUND".

9.1   Principles for Recording in Music CD Format

When recording in music CD format, keep these principles in mind:
- You should record music CD format only to digital audio recordable CD.
- The Plextalk cannot record in music CD format on PC cards.
- You cannot edit a recording in music CD format. If need to edit, record to a PC card in another format, perform the desired editing, and then back up the PC card or a CD in music CD format.
- The Plextalk can record a maximum of 99 tracks.
- You cannot record in music CD format to a CD that is a recorded DAISY title.

9.1.1   Hints for better music recording
- Scratches or dust on the CD surface will result in low-quality recording.
- Make sure to set the Plextalk so it operates without any vibration or shock during recording, back up, and CD finalization.
- The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.
- If you use PC software such as EasyCD Creator or Nero to erase CD-RW media, be sure to use the "Full Erase" setting. If you use the Plextalk to record onto a "Quick Erased" CD-RW disc, the disc will not be playable.

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9.1.2   Recording settings

You can use **Default** setting, or you can select and specify item by item in *Custom setting*.

Record-ing type	Increment track setting when no sound	Noise level of input sound	Time to stop recording when no sound	Double speed recording setting
Default	2 sec.	Low (-40dB)	No setting	Normal speed
Custom setting	1 sec. 2 sec. 3 sec. 4 sec. 5 sec. No setting	Low (-40dB) Normal (-28dB) High (-20dB)	30 sec. 1 min. 2 min. 3 min. 4 min. 5 min. No setting	Normal speed Double speed

9.1.3   Recording time

Media	Capacity	Recording Time
CD-R, CD-RW	650MB (Type 74)	Approx. 74 min.
CD-R, CD-RW	700MB (Type 80)	Approx. 80 min.
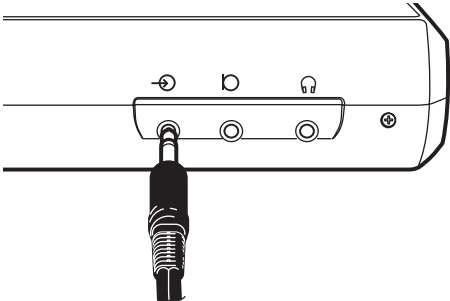
9.2   Getting Ready for Music CD Recording

This section explains how to prepare for music CD recording.

☞ Making multi-format recording is not possible so that you can not add music format recording into DAYSY format CD.

9.2.1   Connect to Line Input Jack

Connect to the Line Input Jack of the Plextalk to record from a cassette tape, CD player, etc. For best quality, use the accessory audio cable for recording.

Procedure	Voice Guide
Connect an external microphone to the External Microphone Jack, or an audio source to the Line Input Jack, on the left side of the unit. 	"Input" "Line In."

☞ If the Plextalk is connected to both the External Microphone and the Line Input, it records the sound from the input terminal that was connected last.

☞ You cannot use an External Microphone, a Line Input and a build-in microphone at the same time.

9.2.2   *Insert a recordable CD-R/RW disc*

For music recording, you can use only digital audio recordable CD-R or CD-RW disc. These discs are marked as suitable for "Audio" or "Digital Audio".

Procedure	Voice Guide	Visual Guide
Insert a new digital audio (CD-DA) recordable CD-R or CD-RW disc into the CD Insertion Slot on the front of the unit.	"Disc: Please wait" "Digital audio recordable disc" "Push record key"	Busy LED flashes

◀ Check for dirt, fingerprints or scratches on the surface of the media. If there is dirt or fingerprints, clean the CD-R/RW using the attached soft cloth.

◀ For the best recording quality, avoid any vibration during recording. Set the Plextalk on a level surface and a towel or other soft material to absorb any vibration.

◀ The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

◀ The CD rotates at high speed, do not glue anything that is particularly thick, such as a Braille label, onto the surface.

☞ If you use CD-RW media, you can erase and rewrite many times. Whenever you erase CD-RW media using a PC, be sure to select "Full erase".

9.2.3   *Set the recording volume and the recording setting*

The Plextalk has menus that let you set the recording volume and the setting. In this example, the *Default* setting is used.

Procedure	Voice Guide	Visual Guide
Press the Record key ⬤.	"Volume setting" "~ (Guide current settings) ~".	Recording LED flashes ☀

Procedure	Voice Guide	Visual Guide
Press the 5 key 5·⬚, to confirm input device as Line input, then press the 8 ⑧ or # key ⬚.	"Select input device: Line in." "Enter"	—
Select *Default* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⬚.	"Select recording type: Default" "Enter" "Set"	—
Adjust recording level with the Recording Level/Monitor Volume Level Dial. 〰 ⤶▭▬.	"Recording level: XX" "Recording level: XX" "Good"	Record Level LED ⥂●⥃ ☀☀○

☞ When you connect from the line output of the CD player to the Line Input Jack of the Plextalk, sometimes the recorded sound may be distorted even if you adjust the recording level. If this happens, connect from the headphone output of the CD player to the Line Input Jack of the Plextalk. Then adjust the CD player's headphone output volume for recording.

◀ If you record at the "high" level, the sound may be distorted.

☞ You cannot make additions in music CD format to a CD that has been recorded in DAISY format.

9.3   Recording in Music CD Format

This explains how to record in Music CD (CD-DA) format.

9.3.1   Record music

Procedure	Voice Guide	Visual Guide
To begin recording, press the Record key ●.	—	Recording LED is lit ☀

Using the **Default** setting, if the input is mute for more than two seconds between tracks, the Plextalk automatically creates a new track.

If you cannot record satisfactorily with the **Default** setting, you can select *Custom setting,* and set increment track setting when no sound, noise level of input sound, and time to stop recording when no sound.

9.3.2   *Edit while recording*

You can create a new track while recording by pressing the Heading key.

Procedure	Voice Guide	Visual Guide
During recording, press the Heading key ⬛. This sets a new track.	"Track"	Recording LED is lit ☀

☞ Press the Heading key when the previous music ends. The Plextalk starts a new track as soon as you press the Heading key.

☞ When recording is finished, tracks are renumbered automatically from the beginnig of the album.

9.3.3   *Check the time of recording*

The Plextalk lets you use the Information key to check the recording time and remaining time during recording.

Procedure	Voice Guide	Visual Guide
While recording, press and hold the Information key ⬛.	"Recorded: XX" "Available recording time: XX"	Recording LED is lit ☀

☞ By pressing and holding the Information Key, you can get the information, how mega byte CD or Card has free space. And pressing and holding the Play/Stop Key during playback or stop, you can get the information how mega byte CD or Card has been used.

9.3.4   *Stop recording*

Use the Play/Stop key to stop recording.

Procedure	Voice Guide	Visual Guide
Press the Play/Stop key ▶■. The Plextalk stops recording.	—	Recording LED is off

9.3.5   *Create a new track*

Before the CD finalization, you can do added recording. Once recorded, a new track is created next to the last track.

Procedure	Voice Guide
During playback or stop, press the Record key ⬤ twice.The track is set automatically at the latest position, and starts recording.	—

☝ Tracks are renumbered automatically from the beginning of the album.

9.4   CD Finalization of Music CD

When a CD is finalized, it can be played on a commercially sold CD player. Once you finalize a music CD, you cannot do any added recording.

If you do not finalize a CD after recording it, you will not be able to play it on players other than a Plextalk.

◀ If the battery runs down during the CD finalization, you may get a CD that is not playable. Be sure to connect the AC adapter before performing the CD finalization.

☝ If you are finalizing a music CD, you cannot select the disc option.

☝ If your commercially avallable CD player does not support CD-RW, your recordings on CD-RW media may not be playable on that player.

9.4.1   Finalize a music CD

The **CD finalization** command lets you finalize a music CD.

Procedure	Voice Guide	Visual Guide
Press the 5 key 5·▢, select *Media management* with the 4 4- or 6 key -6, then press the 8 8 or # key #↵.	"Menu" "Media management" "Enter"	—
Select *CD finalization* with the 4 4- or 6 key -6, then press the 8 8 or # key #↵.	"Select media management" "CD Finalization" "Enter" "Are you sure?"	—
Press the 8 8 or # key #↵.	"Enter"	Recording LED is lit ☀
The action is completed a few minutes later.	"Finished"	Recording LED is off

9.5   Backing Up a Music CD Format Disc

The Plextalk enables you to back up music CD with PC cards. You can back up all tracks at once, or only a selected track.

9.5.1   What you need for backing up

PC card:
If you are using the Plextalk to backing up from one CD to another, you need to use an optional PC card.

Capacity:
When you back up from a CD to a PC card, then copy from that memory to a CD-R or CD-RW disc, you need a PC card that has a larger capacity than the source audio. This is because any editing information adds to the source audio. The Plextalk gives a verbal warning if not enough space is available.
Maximum backup capacity is 80 min. of digital audio in one CD.

9.5.2   General music CD backup procedures

You have a variety of possibilities for backing up music CDs with the Plextalk. In general, you can back up from a music CD to a PC card, then back up from a PC card to a CD-R or CD-RW disc.

General procedure for backing up from one disc to another:

Backup source	Backup destination	Recording format	
Music CD	PC card	(*1) DAISY	PCM 44.1kHz Stereo
			MP3 256kbps Stereo
			MP3 128kbps Stereo
PC card (PCM 44.1 kHz Stereo or MP3 256kbps Stereo or MP3 128kbps Stereo)	Music CD	(*2) Music CD format	
		DAISY	

(*1)
When backing up from a Music CD to a PC card, you can select the recording format from "PCM Stereo" or "MP3 256kbps" or "MP3 128kbps". If you select "PCM Stereo", you'll get the same quality as Music CD, but need large capacity of the PC card. (E.g. 650MB) If you select "MP3 128kbps", you'll get the approximate equivalent sound quality as Music CD, and only need tenth part of the PCM Stereo data. (E.g. 65MB)
(*2)
When backing up from a PC card to a Music CD and the copyright information of the backup source is "copy", the source data in the PC card will be deleted after backing up.

9.5.3   Back up an album or a track

When backing up a music CD, you can select from two choices: *Selected album* or *Selected track*. You can also select the audio format from *PCM 44.1kHz stereo* or *MP3 256k stereo* or *MP3 128k stereo*.

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Step 1: Back up from a music CD to a PC card

Procedure	Voice Guide	Visual Guide
Insert a PC card.	"Card: Please wait" "Title does not exist" …..	—
Choose *Selecting media* with the 2 ❷ or 8 key ❽, then select *Disc* with the 4 ④ or 6 key ⑥.	"Selecting media" "Disc: Please wait" "Music CD"	—
Press the 5 key ⑤, select *Backup* with the 4 ④ or 6 key ⑥, then press the 8 ❽ or # key ⌗.	"Menu" "Backup" "Enter"	—
Select *Backup the selected album* with the 4 ④ or 6 key ⑥, then press the 8 ❽ or # key ⌗.	"Select source to backup from disc to card" "Back up the selected album" "Enter"	—
Select *Backup to new title* with the 4 ④ or 6 key ⑥, then press the 8 ❽ or # key ⌗.	"Select to destination: back up to new title" "Enter"	—
Select *MP3 128k stereo* or *MP3 256k stereo* or *PCM 44.1kHz stereo* with the 4 ④ or 6 key ⑥, then press 8 ❽ or # key ⌗.	"Select sample rate or the bit rate" "MP3 128k stereo" or "MP3 256k stereo" or "PCM 44.1kHz stereo" "Enter"	—
Press the 8 ❽ or # key ⌗.	"Back up the selected album: Are you sure?" "Enter"	Recording LED is lit ☀
A short while later the action is completed.	"Finished"	Recording LED is off

Step 2: Back up from a PC card to a CD-R or CD-RW disc

Procedure	Voice Guide	Visual Guide
Insert a new CD-R or CD-RW disc.	"Disc. Please wait" "Digital audio recordable disc" "Push record key"	—
Choose *Selecting media* with the 2 ② or 8 key ⑧, then select *Card* with the 4 ④ or 6 key ⑥.	"Selecting media" "Card"	—
Press the 5 key ⑤, select *Backup* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Menu" "Backup" "Enter" "Select type of format from card to disc."	—
Select *Music CD format* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Music CD format" "Enter" "Select source to backup"	—
Select *Backup the selected title* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⑨.	"Back up the selected title: Are you sure?" "Enter"	—
Press the 8 ⑧ or # key ⑨.	"Back up the selected title: Are you sure?" "Enter"	Recording LED is lit ☀
A short while later the action is complete	"Finished"	Recording LED is off

✍ When backing up to music CD format, be sure to use a recordable disc specified for "Audio" or "Digital Audio".

✍ When backing up to music CD format, it will be inserted the silence (Approx. 2 seconds) automatically between each tracks.

9.5.4   Backup time for music CD format
The following table explains the backup time for music CD format discs using the Plextalk.

Backing up from a music CD to a PC card

CD Capacity	Audio Format	Required Time
Approx. 70 minutes	PCM 44.1kHz Stereo	Approx. 20 minutes
	MP3 128k stereo	Approx. 40 minutes

Backing up from a PC card to a music CD

CD Capacity	Audio Format	Required Time
Approx. 70 minutes	PCM 44.1kHz Stereo	Approx. 20 minutes
	MP3 128k stereo	Approx. 30 minutes

10 USING OTHER PLEXTALK FEATURES

This section covers a variety of other capabilities of the Plextalk.

10.1 Clear All Settings

You can use the menu to clear all settings, and return the Plextalk to its default factory settings. Whenever you selected the clear all setting menu, following items will be initialized.

Item	Status	Detail
Volume item	Initialized	Volume→10, Guide volume→10, Speed→Normal Tone→Normal, Recording level→10, Monitor Level→5
Bookmark	All cleared	Bookmark, Simple bookmark, Voice bookmark, Resume bookmark
Playing voice bookmark while play or not	Initialized	Play
Notepad	All cleared	
Memory management	Initialized	Voice book mark:15 minutes Notepad :15 minutes
Playing guidance while recording	Initialized	Play
12-hour or 24-hour setting	Initialized	12-hour
Play	Initialized	Standard play
Recording setting	Initialized	DAISY format→Reading, Music CD format→Default
Undo/Redo	All cleared	
Sleep timer	Canceled	
Power on timer	All cleared	
Selecting media	No change	
Selecting level	No change	
Edit	Initialized	Copy, Cut and Cancel previous editing.
Waiting Sound	Initialized	Waiting Sound 1

Procedure	Voice Guide
Press the 5 key 5, select *Control panel* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Control panel" "Enter"

Procedure	Voice Guide
Select *Clear all setting* with the 4 ④⁻ or 6 key ⁻⑥, then press the 8 ⑧ or # key #ᴶ.	"Select control item" "Clear all setting" "Enter"
Press the 8 ⑧ or # key #ᴶ.	"Reset all setting: Are you sure?" "Enter" "Finished"

10.2 Switching between 12-Hour and 24-Hour Time

Although a 12-hour clock is set prior to factory shipment, you can switch to a 24-hour clock. The following example explains how to change to a 24-hour clock.

Procedure	Voice Guide
Press the 5 key ⑤·□, select *Control panel* with the 4 key ④⁻ or 6 key ⁻⑥, then press the 8 key ⑧ or # key #ᴶ.	"Menu" "Control panel" "Enter"
Select *12 or 24-hour setting* with the 4 ④⁻ or 6 key ⁻⑥, then press the 8 ⑧ or # key #ᴶ.	"Select control item" "12 or 24-hour setting" "Enter"
Select *24-hour* with the 4 ④⁻ or 6 key ⁻⑥, then press the 8 ⑧ or # key #ᴶ.	"24-hour" "Enter" "Set"

10.3 Set the Waiting Sound

You can change the waiting sound.

Procedure	Voice Guide
Press the 5 key ⑤·□, select *Control panel*, and press the 8 key ⑧ or # key #ᴶ.	"Menu" "Control panel" "Enter"
Select " select the waiting sound", press the 8 ⑧ or # key #ᴶ.	"Waiting sound 1" "Waiting sound 2" "None of the waiting sound"

Procedure	Voice Guide
Select the waiting sound you like, press the 8 🔘 or # key 🔘.	"Enter" "Set"

10.4 Managing Plextalk Memory

The Plextalk has internal memory that is used for voice bookmarks and aural notepads. Memory management capabilities let you reallocate this internal memory; for instance, if you use a lot of notepads, you may want to allocate more memory to the notepad function.

The default factory setting allocates 15 minutes for notepads and 15 minutes for voice bookmarks.

10.4.1 Reallocate memory

The memory setting is given in terms of minutes of use. The following example explains how to specify 25 minutes for the notepad function and 5 minutes for voice bookmarks.

Procedure	Voice Guide
Press the 5 key 🔘, select *Control panel* with the 4 🔘 or 6 key 🔘, then press the 8 🔘 or # key 🔘.	"Menu" "Control panel" "Enter"
Select *Memory management* with the 4 🔘 or 6 key 🔘, then press the 8 🔘 or # key 🔘.	"Select control item" "Memory management" "Enter"
Select *Voice bookmark: 5 minutes. notepad: 25 minutes* with the 4 🔘 or 6 key 🔘, then press the 8 🔘 or # key 🔘.	"Select memory management" "Voice bookmark: 5 minutes, notepad: 25 minutes" "Enter" "Set"

Voice bookmark	30min.	25min.	20min.	15min	10min	5min	0min
Notepad	0 min.	5 min.	10min.	15min	20min	25min	30min

◀ When you allocate more memory to the notepad function even you have already used memory capacity up to maximum for voice bookmark, the Plextalk automatically executes to delete voice bookmark. During execution for deleting, you may experience to keep silence from the Plextalk. Please do not any navigation or shut down until come up the Setting announce. This process will take approximately 10 minutes to complete in which required time is in proportion to a difference between how long you have been used for voice bookmark in memory and setting for new allocation time.

10.5 Checking the Version and Serial Number

The Plextalk has a handy way for you to check both the serial number and the version of the unit.

10.5.1 Check the Plextalk's system properties

The system version refers to the internal firmware of the Plextalk. In the event of a problem with the Plextalk, Plextor's technical support staff may want to know which version you have. The serial number is the specific number of the unit.

Procedure	Voice Guide
Press the 5 key 5·▢, select *Control panel* with the 4 4- or 6 key -6, then press the 8 8 or # key #↵.	"Menu" "Control panel" "Enter"
Select *System properties* with the 4 4- or 6 key -6, then press the 8 8 or # key #↵.	"Select control item" "System properties" "Enter"
Press the 4 4- or 6 key -6 to hear the serial number and the system version.	"Select information" "Serial number: XXXX" "System version: YYYY"
Press the # Key #↵ or the Play/Stop key ▶■ , return to status you were before entering menu.	―

10.6 Using the Notepad Function

You can use the notepad of the Plextalk like an aural memo which can be navigated by index level (by day, by week, by month, by year and each). Then you can re-play notes with a command, or you can use an alarm that replays the note at the setting time.

The recordable time for the notepad is 15 minutes as default setting. When you need to change that time, refer to the section "10.3.1 *Reallocate memory*".

If the recorded time goes over the setting time, you will have the warning message, then you should delete unnecessary notepad. Also you can backup notepads to a CD or a PC cord.

10.6.1   Record a note in the notepad

When you input an aural note, the note is cataloged according to the date and time the note was recorded. The following example records the contact information for Ms. Kool.

Procedure	Voice Guide	Visual Guide
Press the 5 key 5, select *Notepad* with the 4 or 6 key, then press the 8 or # key.	"Menu" "Notepad" "Enter" "Press 4 or 6 key to select notepad, press 2 or 8 key to select index level, press record key to start recording." "Date: July 7, 2002" "No index"	—
Press the Record key once. Then speak into the microphone, and adjust the recording level.	"Volume setting. Press and hold record key while recording" "Input Build-in Microphone" "Good"	Recording LED flashes ☀ Recording Level LED ☀ ☀ ○
Press and hold the Record Key and record the notepad; for example, "Ms. Vera Kool, 4311 Iceberg Lane, Coldstream, California". Release your finger from the Record Key when you are done.	"~ Recorded content ~" "July 7, 2002" "8:30 a.m." "Reminder: Off"	Recording LED is lit ☀
Press the * Key to finish the notepad entry. Press the 8 or # key.	"Cancel" "Finish notepad: Are you sure?" "Enter"	Recording LED is off

☝ Press and hold the Record Key while recording. The notepad automatically stops recording when release your finger from the Record Key.

☝ You can not record a continual note in excess of 1 minute. When you exceed 1 minute, it automatically stops recording.

10.6.2 *Check a note in the notepad*
This explains how to check a note you have recorded previously.
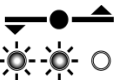
Procedure	Voice Guide	Visual Guide
Press the 5 key 🄋, select ***Notepad*** with the 4 🄋 or 6 key 🄋, then press the 8 🄋 or # key 🄋.	"Menu" "Notepad" "Enter" "Press 4 or 6 key to select notepad, press 2 or 8 key to select index level, press record key to start recording." "~ Note is played ~" "~ Date is played ~" "~ Time is played ~" "Reminder: Off"	—
Select movement units with the 2 🄋 or 8 key 🄋. Then move through the notepads with the 4 🄋 or 6 key 🄋 until you come to the one you want.	"By day" "By week" "By month" "By year" "Each" "Ms. Vera Kool, 4311 Iceberg Lane, Coldstream, California." "July 7 2002" "11:21" "Reminder: Off"	—

✍ To reconfirm the note, press and hold the Play/Stop key.

10.6.3 Record an alarm note

You can record a notepad note, then set a date and time for it to be played back automatically. For instance, you can record it to signal you on August 31, 2002, at 10:00 a.m. (30 minutes before your appointment).

Procedure	Voice Guide	Visual Guide
Press the 5 key ⑤, select *Notepad* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key Ⓙ.	"Menu" "Notepad" "Enter" "Press 4 or 6 key to select notepad, press 2 or 8 key to select index level, press record key to start recording." "Date: July 7, 2002" "No index"	—
Press the Record key ⬤ once. Then speak into the microphone, and adjust the recording level.	"Volume setting. Press and hold record key while recording" "Input Build-in Microphone" "Good"	Recording LED flashes ☀ Recording Level LED ●▲ ☼☼ ○
Press and hold the Record key ⬤ and record the note; for example, "Wake up! Meet Ms. Kool in 30 minutes, on August 31, 2002, at 10:30 am at the Frostline". Release your finger from the Record Key when you are done.	"~ Recorded content ~" "July 7, 2002" "8:30 a.m." "Reminder: Off"	Recording LED is lit ☀
Press the # Key Ⓙ, select *Set date* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key Ⓙ.	"Enter" "Select notepad setting" "Set date" "Enter"	—
Select *Setting date* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key Ⓙ.	"Select type of index" "Setting date" "Enter"	—
Press the 0 key ⓪, 8 key ⑧, 3 key ③ and 1 key ①, then press the # Key Ⓙ.	"Setting date" "Input date with 4 digits" "0,8,3,1" "Enter"	—

Procedure	Voice Guide	Visual Guide
Press the 2 key ②, 0 key ⓪, 0 key ⓪ and 2 key ②, then press the # Key ⌗.	"Input year" "2,0,0,2" "Enter"	—
Press the 1 key ①, 0 key ⓪, 0 key ⓪ and 0 key ⓪. Press the Back Key ◄ or the Forward Key ► to select **a.m.,** and then press the # Key ⌗.	"Input time with 4 digits" "Press back or forward key to select a.m. or p.m." "1" "0" "0" "0", "a.m." "Enter" "Set"	—
The recorded note is played automatically, then press the # Key ⌗ to enter it.	"~ Recorded content ~" "August 31. 2002" "10:00 a.m." "Reminder: Off" "Enter" "Select notepad setting" "Set date"	—
Select *Reminder* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⌗.	"Reminder" "Enter" "Reminder on or off" "Off"	—
Select **On** with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key ⌗.	"On" "Enter" "Set" "~ Recorded content ~" "August 31, 2002" "10:00 a.m." "Reminder: On"	—
Press the ✳ Key ✳ to finish the notepad. Press the # Key ⌗ to exit notepad.	"Cancel" "Finish notepad: Are you sure?" "Enter"	—

✐ If you are using reminder when the power is off, slide the power switch in the neutral (center) position.
✐ If you are using reminder when the power is on, it will be alarmed even in the process of playback or recording.
✐ Either the Back key or the Forward key can change between a.m. and p.m.

10.6.4 *Delete a note*

To delete a note, you select it by moving through the notepad, then deleting the note you want. For example, this is how to delete the note for August 31, 2002.

Procedure	Voice Guide
Press the 5 key ⑤, select *Notepad* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Menu" "Notepad" "Enter" "Press 4 or 6 key to select notepad, press 2 or 8 key to select index level, press record key to start recording." "Date: July 7, 2002" "No index"
Select movement units as *Each* with the 2 ② or 8 key ⑧, then move with the 4 ④ or 6 key ⑥. When the note to be deleted is played, press the # Key #.	"Each" "~ Recorded content ~" "August 31, 2002" "10:00 a.m." "Reminder: On" "Enter"
Select *Remove* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Select notepad setting" "Remove" "Enter"
Select *Selected index* with the 4 ④ or 6 key ⑥, then press the 8 ⑧ or # key #.	"Select delete index: selected index" "Enter" "Remove: Are you sure?"
Press the 8 ⑧ or # key #.	"Enter" "Removed"

☞ Selecting *Remove* lets you select from *Selected index*, *Past index*, *Future index*, and *All*.

10.6.5 *Back up a note to CD*

You can back up a notepad note to a CD or a PC card. This example explains how to back up a selected note to a CD.

Procedure	Voice Guide	Visual Guide
Press the 5 key 5, select **Notepad** with the 4 4 or 6 key 6. Select your desired note to back up with the 4 4 or 6 key 6. Then press the # Key to determine where to export.	"Menu" "Notepad" "Enter" "Press 4 or 6 key to select notepad, press 2 or 8 key to select index level, press record key to start recording." "~ Recorded content ~" "Enter" "Select notepad setting"	—
Select **Export into DAISY** with the 4 key 4 or 6 key 6, then press the 8 8 or # key .	"Export into DAISY" "Enter"	—
Select **Disc** with the 4 4 or 6 key 6, then press the 8 8 or # key .	"Select target media" "Disc" "Enter"	—
Press the 8 8 or # key .	"Are you sure?" "Enter" "Finished"	Recording LED is lit ☀

☞ All notepad are exported into DAISY format.

10.7 Using the Calculator

The Plextalk makes a handy portable audio calculator. Keys that you use for calculation are as follows:

Symbol	Function (Voice guide)	Key
0 - 9	Numeric character	Numeric keys
+	Addition (Plus)	Information Key
−	Subtraction (Minus)	Heading Key
X	Multiplication (Multiply)	Page Key
÷	Division (Divided by)	Bookmark Key
.	Decimal point (Point)	Record Key
=	Equal (Equal)	# Key
	Clear all (Clear)	∗ Key
	Confirmation of result	Play/Stop Key

	Finish calculator	∗ Key 🔘 twice and # key 🔘.
	Help guide	Press and Hold the 5 key 🔘.

✍ The clear function by the ∗ Key is not a part of clear but all clear, therefore you must input all numbers again.

✍ Maximum digit number of input is 12.

✍ Maximum digit number of calculation is 12.

✍ The least significant digit is rounded down.

✍ The precedence order for the four arithmetic operations may disregard, operation will be done by input order.

10.7.1 Calculate results

This example explains how to use the calculator to add two numbers: 10 + 5.

Procedure	Voice Guide
Press the 5 key 🔘, select *Calculator* with the 4 🔘 or 6 key 🔘, then press the 8 🔘 or # key 🔘.	"Menu" "Calculator" "Enter" "Calculator"
Press the 1 key 🔘 and the 0 key 🔘.	"1" "0"
Press the *Information* key 🔘.	"Plus"
Press the 5 key 🔘.	"5"
Press the # Key 🔘.	"Equal" "15"

✍ The calculator accumulates results. So your next mathematical operation can use the previous result.

✍ Press the Play/Stop key to reconfirm the result.

10.7.2 Clear the results of the calculator

To clear the results of the calculator and start with a clean state, use the ∗ Key.

Procedure	Voice Guide
Press the ∗ Key 🔘.	"Clear"

10.7.3 Cancel calculator mode

To cancel the calculator you need to leave calculator mode. This procedure returns the Plextalk to the state where keys perform their normal menu functions.

Procedure	Voice Guide
Press the ∗ Key 😀 twice.	"Clear" "Cancel" "Finish calculator: Are you sure?"
Press the 8 😀 or # key 😀.	"Enter"

11 USING YOUR PLEXTALK AS A CD-R/RW DRIVE

You can use the Plextalk as a high-quality CD-R or CD-RW drive that can connect to a PC via the Universal Serial Bus (USB) 1.1 interface. With this drive you can:

- Record audio onto recordable or rewritable CD media.
- Play music CDs or Video CDs.
- Save photos and other images on rewritable or recordable CDs.
- Share information with colleagues—just use software such as Roxio DirectCD to drag and drop files onto CD-R or CD-RW media, then continue adding files and sharing the same CD disc.
- Archive images and video to CD.

11.1 What Are CD-R and CD-RW?

A CD-R (Compact Disc-Recordable) is a CD that permits writing. You can only write data to a CD-R once. Data that has been written cannot be erased or altered. However, if there is remaining capacity, up to 99 additional recordings can be made on it by the method referred to as multi-session.

A CD-RW (Compact Disc-ReWriteable) is a CD that can be written and erased. A CD-RW can be written and erased approximately 1,000 times.

Some PCs are equipped with drives that can write to CD-Rs and that can write and erase CD-RWs. And in conjunction with your PC, the Plextalk can do the same thing.

11.2 About the CD-R and CD-RW Capabilities

As a player/recorder, the versatile and remarkable Plextalk:

- Writes to CD-R (recordable CD) media at up to 4X speed.
- Writes to CD-RW (rewritable CD) media at up to 4X speed.
- Reads all CD-ROM and CD-R media at a maximum of 6X speed.

☞ You must have Windows 98 Second Edition (SE) or later. The Plextalk cannot be used as a CD-R/RW drive on a PC prior to Windows 98SE.
☞ CD Recording/Mastering software is not bundled in accessories.

◀ When you use the Plextalk as an external CD-R/RW drive, we recommend that you use the AC adapter and connect it to a power outlet. If the Plextalk's battery capacity is inadequate during writing, the CD may become unusable in mid-writing.
◀ When you use the Plextalk as an external CD-R/RW drive, you need reasonable operating environment on your system, refer to the section "14.5.3 Minimum system requirement". PLEXTOR has no obligation to guarantee beyond operating environment.

☝ When the operating system of the connected PC is Windows 98SE, a USB driver must be installed from the User's Guide CD. (Installation is not required if you have Windows Me, Windows 2000, or Windows XP.) For more detailed installation instructions, refer to the section "12.3 If You Have Windows 98 Second Edition".

11.3 CD-R/RW Features

Feature	Why It's Important
Image file	An image file is a single file where pieces of data to be written onto CD-R/RW discs are gathered and since all the data is contained in a single file, the data transfer rate can be maintained at a constant rate preventing a write error (buffer underrun error) caused by a delay in data transfer.
On the fly mode	In On-the-Fly mode, reading data from a hard disk or another CD-ROM drive and writing the data onto CD-R/RW media occurs simultaneously. However, a CD-ROM drive with low reading speed or a low speed CPU may bring about a write error (buffer underrun) caused by delays in data transfer. In this case, use with the buffer underrun-prevention function enabled.
Supports USB 1.1 Interface	Connecting the Plextalk to a PC with the accessory USB cable lets the Plextalk act as a high-quality CD-R and CD-RW drive.
Buffer Underrun Proof technology	The Plextalk incorporates Buffer Underrun Proof technology that protects from writing errors due to buffer underruns. Since writing errors are prevented, you can write with confidence, without wasting media, while you're using the PC for other tasks.
Broad compatibility with CD-R/RW.	The Plextalk supports CD-R and CD-RW media from many different manufacturers. The Plextalk is compatible with Type 80 discs, which can pack up to 700 megabytes onto one CD.
Compatible with CD Text	The Plextalk is compatible with the writing and reading of CD Text format. When played on a PC, the playback software must be compatible with CD Text. When playing on audio equipment, the audio equipment must be compatible with CD Text.

12 CONNECTING TO A PC

This section explains how to physically connect the Plextalk to the PC.

12.1 Determining Your PC's Operating System

First, you will need to know which operating system your PC uses. To determine your PC's operating system:
1. Select the Start menu, then select Programs and choose Windows Explorer.
2. In Windows Explorer, select Help. The about line explains your operating system. (For example, "About Windows 2000".)

☝ Your PC must be running Windows 98SE, Windows 2000, Windows Me or Windows XP. If you are not running one of these operating systems, you cannot use the Plextalk as an external CD-R/RW drive with your PC. You cannot use Plextalk with early versions of Windows 98; it must be Windows 98SE (Second Edition).

If your PC has Windows 2000, Windows XP, or Windows Me, skip directly down to the section "12.2, Connecting the Plextalk to Your PC (Windows XP, 2000 or Me)" now.

If your PC has Windows 98 SE, you must install the USB driver of the Plextalk. Refer to the section "12.3, If You Have Windows 98 Second Edition,"

12.2 Connecting the Plextalk to Your PC (Windows XP, 2000 or Me)

If you have a PC with Windows XP, Windows 2000 or Windows Me, use the following procedure to connect the Plextalk.

1. Turn ON your PC system.
2. Connect the AC adapter to the Plextalk as shown in the figure below.
3. Turn the Plextalk's power switch ON.
4. Connect the USB cable from the Plextalk to the PC.
5. The PC recognizes the Plextalk as an external CD-R/RW drive automatically.

② Connect AC adapter to Plextalk
③ Turn ON Plextalk
① Turn ON PC
④ Connect USB cable to Plextalk and PC
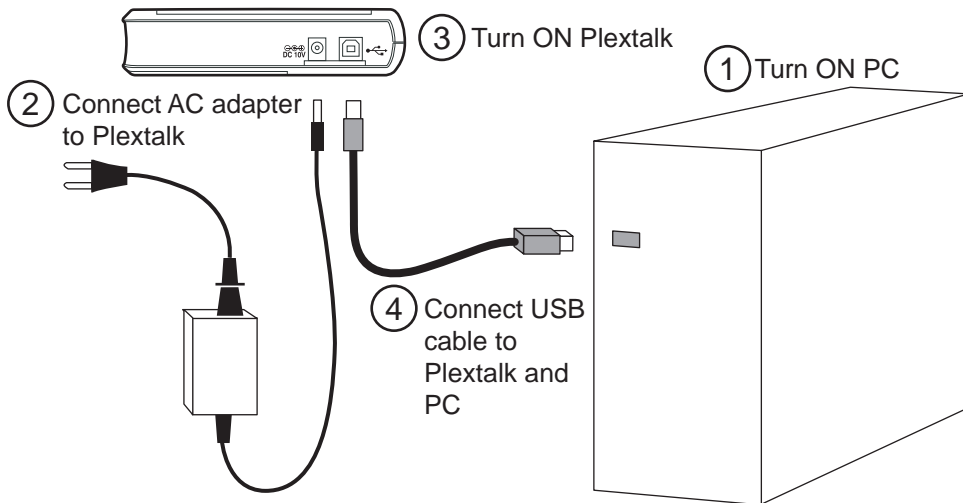
12.3 If You Have Windows 98 Second Edition

If you have Windows 98SE (Second Edition), you will have to install two small pieces of software—known as a controller and a driver—on your PC. You must install this software to connect the Plextalk.

The controller and driver software is included on the User's Guide CD. To install the necessary software for Windows 98 Second Edition:

1. Turn ON your PC system.
2. Connect the AC adapter to the Plextalk as shown in the figure above.
3. Turn the Plextalk's power switch ON.
4. Connect the USB cable from the Plextalk to the PC. On your PC, you see a dialog box that asks you to install the USB Storage Adapter. Then click Next.
5. Check the option that "Search for the best driver for your device (Recommended)", then click Next. You see a dialog box asking for the location of the driver.
6. Check the box that "Specify search location", and navigate to the browse location where the User's Guide CD is located (E.g. "D: \Driver" or "E: \Driver"), then click Next. Windows driver searched "USB-ATA/ATAPI Bridge Controller".
7. Click Next for you see a bar showing progress, followed by a dialog box indicating that installation of the driver was successful.
8. Click Finish to indicate you are done installing the controller. You see a dialog to install the "USB ATA/ATAPI Mass Storage driver".
9. Click Next to begin installing the driver.
10. Check the option that "Search for the best driver for your device (Recommended)", then click Next. You see a dialog box asking for the location of the driver.
11. Check the box for Specify search location, navigate to the browse location where the User's Guide CD is located (E.g. "D: \Driver" or "E: \Driver"), then click Next. Windows driver searched "USB-ATA/ATAPI Mass Storage Controller".

12. Click next for you see a bar showing progress, followed by a dialog box indicating that installation of the driver was successful.
13. Select Finish.

The procedure above loads the necessary drivers into the PC. After this procedure, the Plextalk drive should be recognized automatically by Windows 98SE on your PC.

12.4 Making Sure the Plextalk Is Recognized

After installation, make sure the Plextalk is recognized by your PC. To check whether it is recognized:

1. Turn the PC ON. PC.
2. Open Windows Explorer or My Computer and ensure there is an icon for the Plextalk. The Plextalk may be D: or E: or another designator.

3. In Windows 98SE or Me, once the system comes up click the Start key, then Settings, then Control Panel, then double-click on System icon, then click on Device Manager tab. Click the + sign next to the CD-ROM heading and make sure you find the "PLEXTOR CD-R PX-S88T" listed underneath.

   In Windows XP or 2000, right-click on the My Computer icon and select Properties. Click on the Hardware tab, then click on the Device Manager button. Click the + sign next to the CD-ROM heading and make sure you find the "PLEXTOR CD-R PX-S88T" listed underneath.

4. If you do not see this drive listed as one of the devices, or if it has a yellow diamond with an exclamation point (!), contact your PC or motherboard manufacturer for help, and to troubleshoot your USB controller or driver compatibility or conflicts. It may just be a matter of obtaining the latest USB driver, or a motherboard BIOS update, from the manufacturer.

12.5 Using the Plextalk as a CD-R/RW Drive

CD-RW media comes in more than one type. If you are writing at 4X speed or greater, use media marked as "high-speed" media. If you are writing at speeds from 1-4X, you can use standard CD-RW media.

12.6 Removing the Plextalk from Your PC

If you need to remove the Plextalk from your PC, choose the appropriate procedure below.

12.6.1   Remove the Plextalk from Windows Me PC

To remove the Plextalk if your PC is running Windows Me:
1. Make sure the Plextalk and the PC are connected via USB and that both are ON.
2. Left-click the Remove Hardware icon located in the task tray at the lower right of the screen.
3. Left-click Stop USB large capacity storage device.
4. Click OK.
5. Turn OFF the Plextalk power switch and disconnect the USB cable.

12.6.2   Remove the Plextalk from Windows 2000 PC

To remove the Plextalk if your PC is running Windows 2000:
1. Make sure the Plextalk and the PC are connected via USB and that both are ON.
2. Left-click the Remove Hardware icon, located in the task tray at the lower right.
3. Left-click Stop USB large capacity storage device.
4. Click OK.
5. Turn OFF the Plextalk power switch and disconnect the USB cable.

12.6.3   Remove the Plextalk from Windows XP PC

To remove the Plextalk if your PC is running Windows XP:
1. Make sure the Plextalk and the PC are connected via USB and that both are ON.
2. On the Windows screen, left-click the Remove Hardware located in the task tray at the lower right.
3. Left-click Stop USB large capacity storage device.
4. Click OK.
5. Turn OFF the Plextalk power switch and disconnect the USB cable.

12.6.4   Remove the Plextalk from Windows 98SE PC

To remove the Plextalk if your PC is running Windows 98SE:
1. Make sure the Plextalk and the PC are connected via USB and that both are ON.
2. In Windows, left-click the USB icon located in the task tray at the lower right of the screen.
3. Click Remove Mass Storage Controller.
4. Click OK.
5. Turn OFF the Plextalk power switch and disconnect the USB cable.

12.6.5   Uninstall the driver from Windows 98SE PC

In order to allow a USB connection between the Plextalk and your PC, the User's Guide CD loads a controller and a driver onto your PC.

In most cases you will be able to run other USB devices with this driver installed. If you have problems with other USB devices, however, you may need to remove the Plextalk controller and driver.

◀ The old adage "If it's not broken, don't fix it" applies here. If everything works with the Plextalk driver and controller installed, you probably don't need to remove it.

1. Make sure the Plextalk and the PC are connected via USB and that both are ON.
2. Insert the User's Guide CD-ROM into the PC.
3. On the CD-ROM, click the file of "\Driver \Uninst. exe".
4. Click Yes (Y).
5. Remove the USB cable and click OK.
6. Click Yes (Y) to restart your PC.

13 GLOSSARIES

Audio type CD-R/RW disc
When a CD-R or CD-RW disc is intended for use as an audio disc, an audio application code is recorded onto the blank disc during manufacture. This identification code makes it possible to differentiate between audio type CD-R/RW and PC type CD-R/RW media. This prevents the recording of a disc without an audio identification code (in other words, media intended for a PC) even if it is inserted into an audio CD-R/RW recorder.

Automatic phrase division
The Plextalk contains a setting for automatic phrase division. When input is mute for the specified number of seconds, the Plextalk delimits a phrase at that point.

Automatic recording stop
When the Plextalk has been set on mute for a specified time, recording is stopped automatically.

Automatic section division
The Plextalk contains a setting for automatic section division. When input is mute for the specified number of seconds, the Plextalk delimits a section at that point. To use this function, you set the corresponding number of seconds. You select none when you do not want to use this function.

Bit rate
Bit rate implies data transmission and refers to the number of bits transmitted in one second.

CD Extra
CD format. This format records the first session on the music track and the second session as an XA Mode 2 data track. It is also referred to as "CD-Plus" and "Enhanced CD".

CD-Plus
Same as CD Extra.

Enhanced CD
Same as CD Extra.

CD finalization
CD finalization makes it possible to play music CD format discs or DAISY format disc on a general CD player or DAISY player.

CD formats
Ways of writing information to a CD-R or CD-RW. The Plextalk is compatible with these formats: CD-DA, CD-ROM Mode 1, Mix Mode CD, CD-ROM XA Mode 2, Video CD, CD Extra, CD TEXT.

CD TEXT
CD format. This is the standard for inserting text information, such as album titles and names of music, onto a music CD. Approximately 6,000 half-size characters can be stored. Up to eight languages can also be recorded.

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

CD-R
CD-R (Compact Disc-Recordable) refers to a writable CD. A CD-R can be written only once. You cannot erase or alter data that has been written. However, if there is remaining capacity under multi-session, you can add to a CD-R up to a maximum of 99 times.

CD-R/RW drive
A drive that writes to CD-R media, and that can also write to and erase CD-RW media.

CD-ROM Mode 1
CD format. This is the format generally used for saving general computer data.

CD-ROM XA Mode 2
CD format. This format is suited to multimedia and reinforces the linkage of data with voice and images.

CD-RW
CD-RW (Compact Disc-ReWritable) is a CD that can be written and erased. You can read and erase a CD-RW approximately 1,000 times.

Complete erase
Erasing mode for CD-RW. Erases the entire recording surface of the medium.

Condenser microphone
In a condenser microphone, voltage is applied between electrodes, changing the microphone's electrostatic capacity and converting sound to an electrical signal. (Consequently, the condenser microphone requires a power source for operating the microphone.)

Compared to a dynamic microphone, the condenser microphone is superior in the high range characteristics. However, condenser microphones are sensitive to vibration and humidity, and it require a power source.

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

DAISY recorded book
DAISY is short for Digital Accessible Information System. Using the DAISY format, the voice information has been structured in various levels based on the table of contents of the original work. For example, a book composed of chapters, sections, and sub section is subdivided such that the chapter is the uppermost level and the sub section is the lowermost level. These levels are correlated as individual voice data.

dB
This is for "decibel", a unit indicating the strength of sound.

Disc-at-once
Writing mode. In this mode you complete the recording of the data by writing once to a CD-R or CD-RW disc.

Dynamic microphone
This is a type of microphone. Compare to condenser microphone.

Editing preparation
Editing preparation is necessary when adding editing to a CD finalized disc.

Erasing modes
These are modes for erasing data from a CD-RW disc. Used only with CD-RW media. The erasing mode for the Plextalk is complete erase mode only, not applicable quick erase mode.

External microphone
With the Plextalk, you can record by connecting a variety of commercially available external microphones. Microphones are generally classified into two types: dynamic and condenser.

Front pages
Pages at the front of some books. These are usually characterized by page numbering that is by Roman numerals or by alphabetic characters instead of Arabic numerals. In the Plextalk, these are recorded as front pages. You cannot use the Page Key to move by through these pages; however, you can select a page by level and move with the 4 and 6 keys.

Group
In the DAISY hierarchy, a level of information found between headings, sub-heads, etc. For example, in the User's Guide CD, Notes and Cautions are considered groups. If there are headings between groups, the Plextalk moves to the intervening headings as well.

Heading
The first phrase of a section and the position where the section changes is often expressed as a heading. In the User's Guide CD, for example, the position that begins with the phrase "1 FEATURES OF THE PLEXTALK" is referred to as a heading.

Input sound noise level
With the Plextalk, a way of specifying a noise level other than the voice or music that is being input. For example, if inputting sound from a tape, the tape hiss can be specified as noise.

Insert recording
The Plextalk allows recording an insertion between phrases.

Level
A book is normally made up of several levels. In general, a book chapter corresponds to level 1, a section to level 2, a sub section to level 3, and so on. Levels are used for searching a book. The maximum value of level is 6.

Line in, or line Input
Input from sound equipment

Maximum page
The highest-numbered page of the selected title.

Media
Media on which the Plextalk writes. The media handled by the Plextalk are CD-R and CD-RW discs and PC cards. Media are selected using the keypad.

Menu
The function selection menu is entered by pressing the 5 key, The menu includes *Edit*, *Back Up*, *Recording Setting*, *Play*, *Bookmark*, *Power on timer*, *Notepad*, *Calculator*, *Media management* and *Control panel*.

Mix Mode CD
CD format. In this format, data tracks are recorded on the first track of the CD and the audio tracks are recorded on the second and subsequent tracks in one set.

MP3
Short for MPEG Audio Layer 3 (ISP/IEC 13818-3:1995).
It is standard for the compression of voice information and it is available to obtain compression ratios of 1/10 or even 1/12, with CD quality.

Multi-session
CD-R and CD-RW discs that are added to a number of times by track-at-once are referred to as multi-session discs. Compare these to single-session discs, which are CD-R/RWs on which only one session is written.

Multi-title disc
Recorded books in which multiple titles are compiled within 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.

Packet writing
Writing mode. In this mode you write in packets. This writing mode includes sequential and random writing (CD-RW only) and has the advantage that buffer under-running is not prone to occur.

PC card
Common name for a PCMCIA card.

PCMCIA card
This is a standard for card-type peripheral equipment for PSs. This standard was created jointly by the PCMCIA (Personal Computer Memory Card International Association) and JEIDA (Japan Electronics Industry Development Association). For a size of 85.6 mm × 54 mm, the standards range from Type I to III, depending on the credit card size and thickness. The Plextalk can accept PC cards conforming to the PC Card Type ll interface.

Phrase
When a sound is followed by a mute period and then by another sound, the Plextalk creates a phrase. A phrase is a delimiter.

Playlist
A playlist is a *.m3u file that determines the play sequence of MP3 files. The playlist can be continuous play, random play, repeat play, and so on.

Punch-in recording
You can select a phrase (or several) and substitute them into the recording. Punch-in recording lets you overwrite a phrase. You can replace a section, rather than simply add to it.

Quick erase
Erasing mode for CD-RW. Erases in a shorter time than complete erase. The Plextalk cannot record to the quick erased CD.

Redo
Redo is used to return to the operation that was cancelled by Undo. The Plextalk allows you to reverse up to 20 past movements using the 7 (Undo) key.

SCMS
Serial Copy Management System, a standard for recording. This standard regulates "the recording of digital signals as in (copying) between various digital audio devices" as "up to 1 generation". During digital recording, the Plextalk constantly verifies the SCMS status track by track. Tracks for which digital recording and copying is prohibited cannot be copied.

Section
The recording content divided into DAISY title chapters, items and sub-items are referred to as sections in this manual. For example, everything beginning at a specific location in chapter 1, and continuing to where chapter 1 ends, is referred to as a section.

Session-at-once
Writing mode. In this mode you record all at once from the beginning to the end of a session. Compatible writing software is necessary.

Session close
When you've finished creating a CD, your software must carry out a Close session, which involves writing the lead-in and lead-out areas of the disc. You won't be able to read the CD in a normal CD-ROM drive until the Close session process has occured.

Single-session
CD-R and CD-RW discs on which only one session is written. Compare with multi-session.

Special pages
Pages that are appended by rules different from the text pages, such as attached tables and figures in the midst of a book, are recorded as special pages. You cannot use the Page key to move by number specification. You can select a page by level and move with the 4 or 6 key.

Title (DAISY's 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.

Track-at-once
Writing mode. This mode allows you to add to a single CD-R/RW. You can add up to a maximum of 99 times, provided there is available capacity remaining.

Undo
Undo is used to return to the playback position prior to moving. Plextalk allows you to reverse up to 20 past movements that used the Heading key, the Page key, the Bookmark key and the Redo key.

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.

Video CD
CD format. Video CDs can be played not only on a PC, but also on compatible DVD players, compatible game devices and compatible Laser Disc players.

Wave file
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. Be certain to have enough space on your hard drive when extracting songs from a CD to Wave files. For example, a 4minutes song when written as a Wave file takes about 40-50MB. 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 44,100 Hz, 16Bit, stereo (equivalent to audio tracks on CD).

Writing modes
Modes for writing to a CD-R or CD-RW. The Plextalk supports the following writing modes: disc-at-once, track-at-once, session-at-once, packet writing, multi-session.

14 MAIN SPECIFICATIONS AND OPTIONS

14.1 Main Specifications

Item	Specification
Loading system	Slot insertion
Compatible CDs *1	12 cm CD, CD-R, and CD-RW 8 cm CD, CD-R, and CD-RW (play only)
Playable contents	Books conforming to DAISY 2.02 and DAISY 2.0 standards CD-DA and MP3CDs (CDs on which MP3 files have been written to the discs)
Recording methods	DAISY 2.02 and CD-DA
Recording time	DAISY: Maximum 90 hours (MP3 monaural 16 kbps, 700 MB CD-R/RW)
	CD-DA: 74 minutes(CD-DA 650 MB CD-R/RW)
Voice input/output	Headphone terminal (stereo), line input terminal (stereo), external microphone terminal (monaural), build-in microphone (monaural), build-in speaker (monaural)
Externally connected terminal	USB 1.1, type B
PC card slot	FAT 32 file system, ATA card, CF card and adapter conforming to PCMCIA Type II
Clock precision	Approximately 60 seconds/month
Power source	AC adapter AC 100 V to 240 V, 50/60 Hz
Dimensions & weight	Length 7 in (180 mm), width 5.9 in (150 mm), height 1.5 in (38 mm) Weight approx.1.89 lbs (860 g)
Power consumption (maximum)	25W using 100 Volt AC power source Conditions: CD recording, Plextalk charging
Working temperature and humidity	40º - 104º F (5º - 40º C), 20 - 80%, no moisture
Charging time	Approximately 4 hours from no charge to full charge. (If you are using the Plextalk for the first time, charge the battery for at least 24 hours.)

*1 The Plextalk is only compatible with round CDs. Irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

☝ No shock-proofing for CD-DA.

14.2 Audio Features

Item	Characteristics	
Headphones (line output)	Compatible impedance	(600 Ω average unbalanced) 32 Ω unbalanced
	Jack	Ø 3.5 stereo mini-jack, with switch Green
External Microphone	Input impedance	2.2k Ω unbalanced
	Connector	Ø 3.5 monaural mini-jack, with switch Blue
Line Input	Input impedance	20k Ω unbalanced
	Connector	Ø 3.5 stereo mini-jack, with switch Black
Build-in Speaker	Output impedance	8Ω
	Output power	150mW
Build-in Microphone	Mode	Electric condenser microphone
Record Level LED	Over level, "High" LED lit	-3 dB (from peak)
	Proper level, "Good" LED lit	-12dB (from peak)
	Under level, "Low" LED lit	-25 dB (from peak)

14.3 Main Functions

Item	Specifications		
Voice guide	Guides operation by voice Provides key explanation (Press and hold key when key lock is on) Menu explanation (Press and hold menu key when selected menu command)		
Search function	Heading, page and bookmark		
Volume adjustment	0~20 (increments of 1)		
Guide volume adjustment	0~20 (increments of 1)		
Play speed adjustment	11 adjustments: -2, -1, standard, +1, ~ +8 (increments of 1) -2 is 0.5 times speed, +4 is double speed, +8 triple speed		
Tone adjustment	13 adjustments: -6 ~ -1, standard, 1~6 (increments of 1)		
Recording time (for CD-R/RW Type 80, 700 MB)	CD-DA		Approx. 80 min.
	DAISY	PCM 44.1kHz stereo	Approx. 65 min.
		MP3 128 kbps stereo	Approx. 11 hours
		MP3 64 kbps monaural	Approx. 22 hours
		MP3 32 kbps monaural	Approx. 45 hours
		MP3 16 kbps monaural	Approx. 90 hours
Recording level adjustment	0~20 (increments of 1)		
Monitor volume adjustment	0~10 (increments of 1)		
Memory function	Bookmarks and voice bookmarks		10,000 instances
	Notepad notes and voice bookmarks		Total 30 min.
Calculator	Addition, subtraction, multiplication, division		

☝ Plextor reserves the right to modify the products specification at any time without prior notice.

14.4 Battery

Item			Specifications	
Charging time			Approx. 4 hours (Charging time from complete discharge)	
Operating time	DAISY	CD	Recording: Approx. 2 hours Playing: Approx. 4 hours	
		PC card	Recording: Approx. 6 hours Playing: Approx. 6 hours	
	Music CD	CD	Recording: Approx. 2.5 hours	
			Playing: Approx. 2 hours	
Battery used			Lithium ion battery	
Max. outside dimensions			2.9 in (75 mm) x 1.6 in (40 mm) x 0.9 in (20.3 mm)	

☝ Charging time and operating time vary depending on the ambient temperature and working conditions.

☝ When you use a hard disk type PC card, the battery life will be shorter than with a semiconductor memory type PC card.

☝ Plextor reserves the right to modify or improve the design or specification of such products at any time without prior notice.

14.5 CD-R/RW Drive Specifications

14.5.1 Disc

Item	Specifications		
Useable CD formats	**Format**	**Writing**	**Reading**
	CD-DA	o	o
	CD-ROM Mode 1	o	o
	Mix Mode	o	o
	CD-ROM XA Mode 2 Form1/2	o	o
	Photo CD	o	o*
	Video CD	o	o*
	CD-Extra (CD Plus, Enhanced CD)	o	o
	CD-I movie (MPEG)	×	o*
	CD-G	o	o*
	CD-Text	o	o
	* Playing software or a player are required		
Writing modes	Track-at-once		
	Session-at-once		
	Disc-at-once		
	Packet writing (Sequential writing: CD-R/RW. Random writing: CD-R/RW)		
	Multi-session		
Disc Diameter	12 cm, Type 74, Type 80		

14.5.2 Performance

Item	Specifications
Data transfer rate	CLV Write/CAV Read
Writing speed	4 x (600 KB/s)
Rewriting speed	4 x (600 KB/s)
Reading speed	6 x (900 KB/s)
Burst read/write	12Mbps (USB1.1)
Average random access	140ms
Buffer	2 MB
Spindle motor	Brushless
Error rate	Mode 1: Block/10^{12} Bits Mode 2: Block/10^{9} Bits (reference value)

14.5.3 Minimum system reguirement

Item	Specifications
PC	PC/AT compatible (DOS/V machine)
Operating systems	Windows 98SE/Me/2000/XP
Minimum CPU	Celeron 400MHz
Minimum memory	128 MB
Interface	USB1.1
Minimum HDD size	2GB free space

14.5.4 Recommended disc   *As of Aug. 2003*

Recording	Purpose for use	Media	Manufacturer
DAISY recording	For PC data.	CD-R	Taiyo Yuden, Mitsubishi Chemical, Mitsui Chemical, TDK, Ricoh, Maxell, Fuji Film and Kodak.
		CD-RW (Normal and High speed)	Mitsubishi Chemical, Ricoh.
Music recording	For audio.	CD-R	Taiyo Yuden, TDK, Fuji Film and Mitsubishi Chemical.
		CD-RW	TDK, Fuji Film and Mitsubishi Chemical.

☝ Plextor reserves the right to modify or improve the design or specification of such products at any time without prior notice.

14.6 Options

14.6.1 Battery

Product	Product No.	Capacity
Lithium ion battery pack	013-6537-00	1900mAh

14.6.2 Optional PC Memory Cards

The Plextalk supports PC memories in the form of ATA cards incorporating the Sandisk and Hitachi control IC. The Plextalk can accept memory cards conforming to the PC Card Type II interface.

As of Aug. 2003

Manufacture	Name	Model No.	Capacity
Toshiba	Mobile disk	PAMHD005	5GB
Sandisk	CF card	SDCFB-128-A10	128MB
Sandisk	CF card	SDCFB-256-A10	256MB
Sandisk	CF card	SDCFB-512-A10	512MB
Sandisk	CF card	SDCFB-1000-A10	1GB
Sandisk	CF card	SDCFB-2048-A10	2GB

✑ This information is current as of August 2004.

✑ It will be required to use PCMCIA card adapter for micro drive or CF card.

✑ Sandisk Compact Flash(CF) PC card adapter Part number: SDCF-38.

◀ Some PC cards may be incompatible with the Plextalk in case PC card manufacturers change the specification without notice.

14.7 Recommended Microphones

14.7.1 Recommended Microphones for Recitation Recording

Use any good commercially available dynamic microphone.
Recommended microphones include the following:

As of Aug. 2004

MFR.	Name	Model No.
SONY	Unidirectional Natural Sound Vocal Microphone.	F-V420
SONY	Unidirectional Natural Sound Vocal Microphone.	F-V620
SHURE	Vocal Microphone	SM 58

14.7.2 Recommended Microphones for Conference Recording

☞ A condenser microphone of the type that supplies power from the Plextalk cannot be used. Use a condenser microphone with a built-in battery type.

Recommended microphones include the following:

As of Aug. 2004

Manufacturer	Name of product	Model Name
SONY	Electret condenser microphone	ECM-F8
SONY	One-Point Stereo Business Microphone	ECM-S80
SONY	Tabletop Noise Reduction Microphone	ECM-R300
Panasonic	One-Point Stereo Microphone	RP-VC300
SOUNDMAN	In ear stereo microphones (You can do the live recording in stereo)	OKM II CXS Studio A3 Classic

15 MENU HIERARCHIES

The available menus vary depending on the conditions, the media that is inserted, and the cable that is connected.

5 Key
Edit
Backup
Recording setting
Play
Bookmark
Power on timer
Notepad
Calculator
Media management
Control panel

Edit
+Save edited information
        [# key] Save edited information: Are you sure?
+Cut phrase
        [# key] Press 4 or 6 key to set the beginning to cut
        [# key] Press 4 or 6 key to set the end to cut
        [# key] Cut phrase: Are you sure?
        [# key] Finished
+Copy phrase
        [# key] Press 4 or 6 key to set the beginning to copy.
        [# key] Press 4 or 6 key to set the end to copy.
        [# key] Copy phrase: Are you sure?
        [# key] Finished
+Paste phrase
        [# key] Press 4 or 6 key to set the position to paste.
        [# key] Paste phrase: Are you sure?
        [# key] Finished
+Split phrase
        [# key] Press 4 or 6 key to select phrase to split.
        [# key] Press pound key to select the position to split.
         [# key] Split phrase: Are you sure?
                Press 4 or 6 key to check out to split.
        [# key] Finished
+Joint phrase
        [# key] Press 4 or 6 key to select phrase to join.
        [# key] Join phrase: Are you sure?
        [# key] Finished

+Cut section
       [# key] Press 4 or 6 key to select the first section.
       [# key] Press 4 or 6 key to select the final section.
       [# key] Cut section: Are you sure?
       [# key] Finished
+Copy section
       [# key] Press 4 or 6 key to select the first section.
       [# key] Press 4 or 6 key to select the final section.
       [# key] Copy section: Are you sure?
       [# key] Finished
+Paste section
       [# key] Press 4 or 6 key to set the position to paste.
       [# key] Paste section: Are you sure?
       [# key] Finished
+Join section
       [# key] Press 4 or 6 key to select a beginning of the section.
       [# key] Press 4 or 6 key to select the end of the section.
       [# key] Join section: Are you sure?
       [# key] Finished.
Set of section level
       [# key] Press 4 or 6 key to select section,
           Press 2 or 8 key to set level.
       [# key] set of Section Level: Are you sure?
       [# key] Set
+Cancel previous editing
       [# key] Cancel previous editing: Are you sure?
       [# key] Finished
+Prepare to edit
       [# key] Prepare to edit: Are you sure?
       [# key] Finished
+Create new title
       [# key] Create new title: Are you sure?
       [# key] Finished
+Erase selecting title
       [# key] Erase selecting title: Are you sure?
       [# key] Finished

Back up (CD-DA to PC card when CD selected)
+Back up selected album
     -PCM 44.1kHz stereo
         [# key] Back up selected album: Are you sure?
         [# key] Finished
     -MP3 256k stereo.
         [# key] Back up selected album: Are you sure?
         [# key] Finished
     -MP3 128k stereo.
         [# key] Back up selected album: Are you sure?
         [# key] Finished
+Back up selected track.
     +Back up to new title
         -PCM 44.1kHz stereo
             [# key] Back up selected track to new title. Are you sure?
             [# key] Finished
         -MP3 256k stereo
             [# key] Back up selected track to new title. Are you sure?
             [# key] Finished
         -MP3 128k stereo
             [# key] Back up selected track to new title. Are you sure?
             [# key] Finished
     + Back up to Title XX
         -PCM 44.1kHz stereo
             [# key] Back up selected track to title XX: Are you sure?
             [# key] Finished
         -MP3 256k stereo
             [# key] Back up selected track to title XX: Are you sure?
             [# key] Finished
         -MP3 128k stereo
             [# key] Back up selected track to title XX: Are you sure?
             [# key] Finished

Back up (DAISY format CD to PC card when CD selected)
     [# key] Back up selected title from disc to card: Are you sure?
     [# key] Finished

Back up (PC card to disc when PC card selected)
  -DAISY Format
         [# key] Back up the selected title: Are you sure?
         [# key] Finished
  +Music CD Format*
     -Back up selected title
         [# key] Back up the selected title: Are you sure?
         [# key] Finished
     -Back up selected section

[# key] Back up the selected section: Are you sure?
[# key] Finished

*You can only back up digital audio recordable disc.

Recording setting (when inserting and selecting digital audio recordable CD)
-Select Input device
Build-in microphone
External microphone
Line in.
+Select recording type
Default
+Custom setting
-Increment track setting when no sound.
No setting.
1 second
2 seconds
3 seconds
4 seconds
5 seconds
-Noise level of input sound.
Low
Normal
High
-Time to stop recording when no sound.
No setting.
30 seconds
1 minute
2 minutes
3 minutes
4 minutes
5 minutes
-Double speed record setting.
Normal
Double Speed

Recording setting (when inserting and selecting data CD or card)
-Select input device.
      Build-in microphone
      External microphone
      Line in
+Select recording type
      +Reading.
        -Select sample rate or bit rate.
            MP3 64kbps
            MP3 32kbps
      Analog cassettes with standard recording.
      Analog cassettes with double speed recording.
      Conference
      +Custom setting
        -Select sample rate or bit rate.
            PCM 44.1kHz stereo *
            MP3 256k stereo *
            MP3 128k stereo *
            MP3 64kbps
            MP3 32kbps
            MP3 16kbps
        -Timing of start recording.
            When detect the sound
            When push record key
        -Increment section setting when no sound.
            No setting.
            1 second
            2 seconds
            3 seconds
            4 seconds
            5 seconds
        -Split phrase setting when no sound.
            0.2 seconds
            0.4 seconds
            0.6 seconds
            0.8 seconds
            1 seconds
        -Noise level of input sound
            Low
            Normal
            High
        -Time to stop recording when no sound
            No setting
            30 seconds
            1 minute
            2 minutes

                    3 minutes
                    4 minutes
                    5 minutes

              -Double speed record setting
                    Normal
                    Double speed

          +Music
            -Select sample rate or bit rate.
                    PCM 44.1kHz stereo
                    MP3 256k stereo
                    MP3 128k stereo

*When selected the sample rate or bit rate with "PCM 44.1KHz stereo" or MP3 256k stereo" or "MP3 128k stereo", unable to select to "double speed" recording setting.

Play (when DAISY title is selected)
Standard play
Editing play.
Repeat between bookmarks
Repeat section
Repeat title.
Repeat all titles
Repeat random
+Custom play
        +Select play unit
          Page
          Section
          Title
          +Bookmark
                -Select playing setting
                    Pause
                    Repeat
                    Repeat random

        +Select Level
                -Level X*
                    Play
                    No play

*You can set from level 1 to 16.

Play (when music CD is selected)
Standard play
Repeat track

Repeat album
Repeat random
Repeat between bookmarks

Play (when MP3 CD is selected)
Standard play
Repeat file
Repeat album
Repeat all albums
Repeat random
Repeat between bookmarks

Bookmark
Select bookmark setting
　　　　+Setting of playing voice bookmark
　　　　　-Select play voice bookmark while playing or not
　　　　　　　　Play
　　　　　　　　No play
　　　　　-Remove all bookmarks in current title.
　　　　　　　[# key] Remove: Are you sure?
　　　　　　　[# key] Removed.
　　　　　 -Remove all bookmarks
　　　　　　　[# key] Remove: Are you sure?
　　　　　　　[# key] Removed.

Power on timer
　　　　+Power on timer 1
　　　　(When Power on timer is not set.)
　　　　　　　[# key] Input time with 4 digits by numerical keys.
　　　　　　　[# key] Set.
　　　　(When Power on timer is already set.)
　　　　　　　+Timer switch on or off
　　　　　　　　　-Activate.　　　[# key] Set.
　　　　　　　　　-Deactivate　　[# key] Set.
　　　　　　　-Change
　　　　　　　　　[# key] Input time with 4 digits by numerical keys.
　　　　　　　　　[# key] Set.
　　　　　　　-Remove
　　　　　　　　　[# key] Remove: Are you sure?
　　　　　　　　　[# key] Removed.
　　　　+Power on timer 2 (Same as Power on timer 1.)

Notepad
For start recording of note:
　　　　[Record Key] Adjusting the volume level.
　　　　[Press and hold Record Key] Record the note.

For selecting index level: [Using 2 or 8 key]
      By year
      By month
      By week
      By day
      Each

For changing the notepad setting:
      [# key]
      +Set date
            +Select type of index
                  -Setting date
                            Input date with 4 digits.
                            Input year.
                            Input time with 4 digits.
                  -Yearly
                            Input date with 4 digits.
                            Input time with 4 digits.
                  -Monthly
                            Input date.
                            Input time with 4 digits.
                  -Daily
                            Input time with 4 digits.
                  -Set each day
                            Press 4 or 6 key to select the day of week.
                            Press 2 or 8 key to set ON or OFF.
                            Input time with 4 digits.
      -Reminder
            On.
            Off.
      +Remove
            -Select delete index.
                    Selected index
                    Past index
                    Future index
                    All
      +Export into DAISY
            -Select target media.
                    Disc
                    Card

Calculator.
      Addition (Plus): Information Key
      Subtraction (Minus): Heading Key
      Multiplication (Multiply): Page Key

Division (Divided by): Bookmark Key
Equal: Pound Key
Clear: Star Key

Media management
+CD finalization
-Disc option after CD finalization.*
Disc recordable
Disc closed
-Erase card
-Erase CD-RW
-Search for edited information
-Card clean up
*Can be selected when DAISY CD is inserted.

Control panel.
-Clear all setting
-System properties
Serial number: XX
System version: XX
-Setting of playing guidance while recording
Play
No play
-Select the waiting sound
Waiting sound 1
Waiting sound 2
None of the waiting sound
-12 or 24 hour setting
12- hour
24- hour
-Memory management
Voice bookmark: 30 minutes. Notepad: 0 minutes.
Voice bookmark: 25 minutes. Notepad: 5 minutes.
Voice bookmark: 20 minutes. Notepad: 10 minutes.
Voice bookmark: 15 minutes. Notepad: 15 minutes.
Voice bookmark: 10 minutes. Notepad: 20 minutes.
Voice bookmark: 5 minutes. Notepad: 25 minutes.
Voice bookmark: 0 minutes. Notepad: 30 minutes.

16 TROUBLESHOOTING

16.1 Symptom and solutions

Symptom	Possible Causes	Solutions
You turn on the Power switch, but the power does not come on.	Power cord	Firmly reinsert the power plug into the outlet and the AC adapter.
	AC adapter	
The power is on, but the Plextalk does not operate.	Battery has not been inserted.	Insert battery.
	Key lock has been On.	Off the key lock.
The Plextalk cannot shut down or no enter the any key navigation.	Unknown error.	Slides the power switch Off then press and hold the information Key more than 10 seconds. But yet the Plextalk cannot be shut off, remove AC Adapter and Battery from the Plextalk then reinsert them.
CD cannot be inserted the Plextalk.	The power is not on.	Turn the Power Switch on and insert the CD.
	CD has previously been inserted.	Eject the disc.
CD cannot be ejected from the Plextalk.	The power is not on.	Check whether the power is on and cables are securely connected.
	CD is damaged, making it difficult to eject.	Continue to press the Eject key █ ⏏,
CD cannot be Played back.	Insert CD with the recording face down.	Check which is the front and back of the CD before inserting it.
	Writing failed while in progress.	Follow the guidance in order to recover the failed.
	New CD. You can record with the Record key.	This is a CD that has not been recorded. Record on it, then play.
CD or cards cannot be recorded on.	Wrong input.	Check the input method, and correct the input setting.
The recording volume cannot be adjusted.	Input is set up the Build-in Microphone.	Change the input device by connecting to the External Microphone Jack or the

Symptom	Possible Causes	Solutions
		Line Input Jack.
The Plextalk is not recognized as a CD-R or RW drive on PC.	The operating system is Windows 98SE, and the driver is not installed.	Install the driver. Refer to the section "12.3 If you Have Windows 98 Second Edition".
The same CD location is repeatedly played.	*Repeat play* has been set in the *Play* menu.	Switch *Standard play* with the 3 key.
No voice guide	The guide volume has been set to '0'.	Adjust guide volume with the Volume or Guide Volume Dial so that the guide volume can be heard.
	Setting of playing guidance while recording is set as *NO. Play*.	Change *Setting of playing guidance while recording* to *play*.

16.2 Response to Voice Guides

16.2.1 Playback (DAISY)

Voice Guide	Possible Causes	Solutions
Improper or damaged disc.	Unsupported CD has been inserted.	Insert a CD-DA or DAISY title, or an MP3 CD.
	CD that is upside down has been inserted.	Confirm the right side of CD, then insert it.
	CD which is occurred the writing error has been inserted.	Follow the voice guide in order to recover the failed. Refer to the section "8.3.2 Function of the save edited information and search for edited information".
Unsupported card.	The card is formatted by unsupported file systems.	Insert the card which the file system is FAT or FAT32. You can format the card by these formats, refer to the section "8.11.7 Erase a PC card".
Page does not exist.	There is not a specified page in the DAISY title.	Specify the existing page within the DAISY title. Press and hold the Page Key, you can get the page information in the title.

Voice Guide	Possible Causes	Solutions
		Select *Page* with the 2 ② or 8 key ⑧, then move with the 4 ④ or 6 key ⑥.
Title does not exist.	The specified title does not exist in the DAISY CD or PC card.	Press and hold the Heading Key ⓑ to confirm the information of title. Press Heading Key twice, you can jump directly to the specified title.
		Select *title* with the 2 ② and 8 key ⑧, then move with the 4 ④ or 6 key ⑥.
Heading does not exist.	The specified heading does not exist in the DAISY title.	Press and hold the Heading Key ⓑ to confirm the heading information.
		Select the level with the 2 ② or 8 key ⑧, then move with the 4 ④ or 6 key ⑥.
Bookmark does not exist.	There is no bookmark or the specified bookmark does not exist.	Press and hold the Bookmark Key ✔ to confirm the bookmark information.
		Select *Bookmark* with the 2 ② and 8 key ⑧, then move with the 4 ④ or 6 key ⑥.
Read error	Title can't be played back.	Press the 4 or 6 key to select the title.

16.2.2 Playback(Music CD or MP3 CD)

Voice Guide	Possible Causes	Solutions
Album does not exist.	There is only one album or the specified album does not exist in the MP3CD.	Press and hold the Heading key ⓑ to confirm the album information.

| File does not exist. | The specified file does not exist in the album. | Press and hold the Heading key 🔷 to confirm the file information. |
| Track does not exist. | The specified track does not exist in the music CD. | Press and hold the Heading key 🔷 to confirm the track information. |

16.2.3   Recording

Voice Guide	Possible Causes	Solutions
Unrecordable disc.	Trying to record an unrecordable disc.	Insert a recordable CD-R/RW disc.
Writing error.	Vibration or shock has been occurred during recording	Follow the voice guidance in order to recover the failed. Refer to the section "8.3.2 Function of the save edited information and search for edited information".
	Fingerprints and dust are attached to CD.	Remove fingerprints or dust with the ancillary soft cloth.
Unsupported card.	The card is formatted by unsupported file systems.	Insert the card which the file system is FAT or FAT32. You can format the card by these formats, refer to the section "8.11.7 Erase a PC card".
Page does not exist.	There is not a specified page in the DAISY title.	Specify the existing page within the DAISY title. Press and hold the Page Key, you can get the page information in the title.
		Select *Page* with the 2 🔷 and 8 key 🔷, then move with the 4 🔷 or 6 key 🔷.
Heading does not exist.	The specified heading does not exist in the DAISY title. A recommended CD-R/RW or PC card is not used.	Press and hold the Heading key 🔷 to confirm the heading information. Use a recommended media. For more detailed information, refer to the section "14.5.4 Recommended disc" and

		"14.6.2 Optional PC Memory Cards".
Drive error.	Heavy vibration or fail has been occurred during recording.	Follow the voice guidance, and restart the Plextalk. But the content of recording may not be recoverd.

16.2.4 Edit

Voice Guide	Possible Causes	Solutions
This disc cannot be edited.	Trying to edit a finalized CD with the option is *Disc closed*, music CD, MP3CD, or rented DAISY CD from library.	Unable to edit these discs.
This title cannot be edited.	Trying to edit the Multi volume DAISY CD or PDTC CD (a Protected Digital Talking Book).	Unable to edit these discs.
No undo object.	Trying to run *Cancel previous editing* without editing.	Trying to run after editing. Refer to the section "8.5.11 Cancel the previous edit".
Unable to join these phrases.	Unable to join unconnected two phrases.	Re-recording these phrases.

16.2.5 Backup

Voice Guide	Possible Causes	Solutions
Disc is closed. Insert disc available for backup.	Trying to back up to unrecordable disc.	Insert a new CD-R/RW disc or a recordable disc.

16.2.6   Recording setting

Voice Guide	Possible Cause	Solutions
Unrecordable disc.	Trying to record a DAISY CD with the option is *Disc closed*, a finalized Music CD, MP3CD, or rented DAISY CD from library.	Unable to record these discs. Insert a new CD-R/RW disc or a recordable disc.

16.2.7   Notepad

Voice Guide	Possible Causes	Solutions
Not enough space available.	Not enough space for notepad recording in the memory of the Plextalk.	Remove unnecessary note notes. Refer to the section "10.6.4 Deleted a notepad".
		Increase the recording time for notepad. Refer to the section "10.4.1 Reallocate memory".

16.2.8   Calculator

Voice Guide	Possible Causes	Solutions
Answer error, answer clear.	Answer is over than maximum digit number.	Maximum digit number of calculation is 12.
	Divide by 0.	Unable to divide by 0.
Numeric overflow.	Input over 13 digits.	Maximum number of digits is 12.

16.2.9   Media management

Voice Guide	Possible Causes	Solutions
Unable to finalize.	Trying to finalized a DAISY CD with the option is *Disc closed*, a finalized Music CD, MP3CD, or rented DAISY CD from library.	Unnecessary to finalize these disc.
	Inserted the DAISY CD was created by any recorders or software other than the Plextalk.	Unable to finalize these disc.
	Trying to finalize a blank CD-R/RW disc.	Unable to finalize a blank CD-R/RW disc. Run after the recording.

Unerasable disc.	Inserted other than a CD-RW disc.	Unable to erase other than CD-RW disc. Insert a CD-RW disc.

16.3 Troubleshooting the CD-R/RW Drive

Symptom	Possible Causes	Solutions
Drive does not work.	The USB cable has not been connected correctly.	Re-insert the USB cable. Check the cable and connector and whether the pins are dented, bent or damaged.
	The power is not on.	Check that the Power cord and AC adopter are securely connected.
	The operating system is Windows 98SE, and the driver is not installed.	Install the USB driver from the User's Guide CD (DAISY format). Refer to the section "12.3 If You Have Windows 98 Second Edition".
	The power cord or AC adapter are not genuine products.	Use the accessory Power cord and AC adapter.
Cannot write.	Other then the recommended CD-R/RW disc has been used.	Use the recommended media. For more detailed information, refer to the section "14.5.4 Recommended disc".
	The disc has been inserted upside down.	Check the front and back of the disc and re-insert it.
	There is not enough space in the hard disk drive of the PC.	Although the to be used in hard disc is different by writing methods, to write the data, generally an available capacity of 1.2 to 2 times the data is required.
	The power is not on.	Check that the Power cord and AC adopter are securely connected, and turn on the Power Switch.

Symptom	Possible Causes	Solutions
	The USB cable is not connected correctly.	Re-insert the USB cable. Check the cable and connector and whether the pins are dented, bent or damaged.
	The CD-R/RW is scratched or of poor quality.	There is possibility that the media is scratched, dusty or of poor quality. Use the recommended media. For more detailed information, refer to the section "14.5.4 Recommended disc".
Traces of writing are visible despite the fact that the data on the CD-RW has been erased.	This is not a problem.	Once a CD-RW is written, there are traces of the writing, even if it is erased.
Nothing can be added to the media.	There is not enough space in the disc for added data.	The information capacity for writing to a CD-R/RW is 650 MB (74 minutes type), including the table of contents and read-in and read out data. If the free capacity is insufficient to added the data, you should use a blank CD-R/RW disc.
	The CD-R/RW was written by the CD-R/RW drive of another company.	Use a CD-R/RW disc that written by the Plextalk.
	The CD-R/RW was written by disc-at-once or was closed after writing by track-at-once.	Unable to add the data these disc. You should use a blank CD-R/RW disc.

Symptom	Possible Causes	Solutions
Previous sessions of the media which were written two or more times cannot be read.	The previous session could not be read due to the writing software.	A CD-R/RW that has been written in a state where the previous session was not read by writing software can in principle be read only the final session. When the data is written second or more, read the previous session and write as a multi-session. The data session written previously is closed, preventing the reading of the added session. Re-write the data to a blank CD-R/RW.
	Bad quality of CD-R/RW.	Check for dirt, fingerprints or scratches on the surface of the media. If there is dirt, or fingerprints, clean the CD-R/RW.
	The CD has been inserted upside down.	Check the CD and re-insert it.
Read-error has occurred.	Bad quality of the CD media.	Check for dirt, fingerprints or scratches on the surface of the media. If there are dirt or fingerprints, clean the CD media.
	The CD has been inserted upside down.	Check the CD and re-insert it.
There is some noise when reading.	A bad disc has been inserted.	Use another disc.
	A seal is glued onto the surface of the CD.	Peel off the surface seal. Be careful not to scratch the CD when peeling it off.
CD cannot be ejected from the Plextalk.	The power is not on.	Turn on the power.
	A problem for the ejection operation has occurred.	Continue to press the Eject Key.

APPENDIX A: TECHNICAL SUPPORT (US & CANADA)

If you experience a problem while operating your Plextalk Portable Recorder PTR1, please refer first to the relevant sections of this manual. If you do not uncover the section there, please refer next to the troubleshooting chapter. It contains solutions to the most common types of problems.

If you have not been successful in your quest, you should first contact the dealer where you purchased your product. They will attempt to resolve your problem.

APPENDIX B: WARRANTY (US & CANADA)

PLEXTOR CORP. ("Plextor"). Warrants your Plextalk Portable Recorder PTR1 against any defect in material and workmanship, under normal usage, for a period of one year following its date of purchase. In the event this product is found to be defective within the warranty period, PLEXTOR will, at its option, repair or replace the defective unit.

This warranty is void: a) if the unit is operated or stored under abnormal use and maintenance conditions; b) if the unit is repaired, modified or altered, unless such repair, modification or alteration is expressly authorized in written by PLEXTOR; c) if the unit is subjected to abuse, neglect, lightning strike, electrical fault, improper packaging, or accident: d) if the unit is installed improperly; e) if the serial number of the unit is defaced or missing; or f) if the unit is damaged due to excessive shock, such as from dropping.

PLEXTOR will not, under any circumstances, be liable for direct, special, or consequential damages, such as, but not limited to, damage or loss of property or equipment, loss of profits or revenue, cost of replacement goods, or expense or inconvenience caused by service interruptions. Under no circumstances will any person be entitled to any sum greater than the purchase price paid for the unit.

To obtain warranty service, you should first contact the dealer where you purchased your product. They will attempt to diagnose and correct your problem. If the unit does not function properly, they will ask you to contact Plextalk Technical Support about a Return Material Authorization (RMA) number. At that time you may be asked to present proof-of-purchase documents to confirm that the unit is still under warranty.

All Plextalk units returned must be securely packaged and shipped postage prepaid. All product returns must be authorized in advance by Plextalk Technical Support. Authorization is confirmed by issuance of the RMA number, which must be written prominently on the outside of the box in which the defective unit is retuned to Plextalk Technical support. PLEXTOR is not responsible for any damages during shipment due to insufficient packaging.

INDEX

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