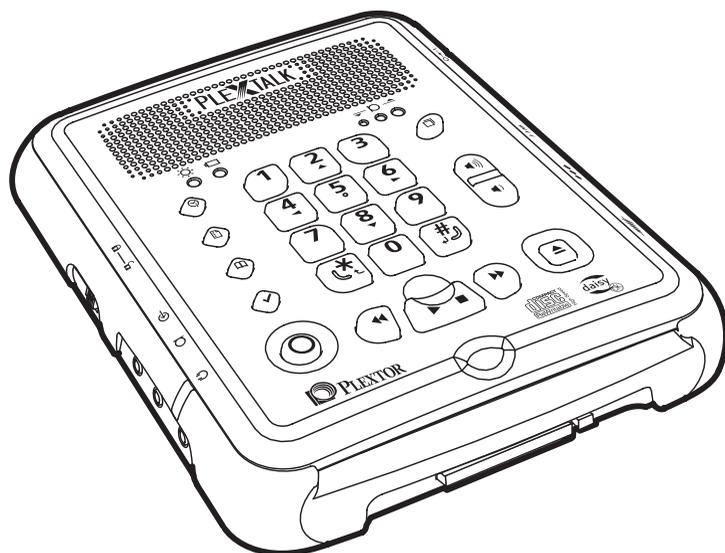


# PLEXTALK<sup>®</sup>

## Portable Recorder

### PTR 2

## User's Guide



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MPEG Layer-3 audio compression technology licensed by  
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<http://www.iis.fhg.de/amm/>



# DECLARATION OF CONFORMITY

*Application of Council Directives:* 89/336/EEC, 92/31/EEC  
73/23/EEC, 93/68/EEC, 93/42/EEC

*Manufacturer's Name:* Shinano Kenshi Co.,Ltd.

*Manufacturer's Address:* 6-15-26 Chuo, Ueda-Shi,  
Nagano-Ken, 386-0012 JAPAN

*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:* Plectalk Portable Recorder

*Models:* PTR2

*Conforms to the following standards:* EMC: EN 55022:1998+A1+A2:2003  
EN 55024:1998+A1+A2:2003  
EN 55014-1:2000+A1+A2  
EN 55014-2:1997+A1  
EN 61000-3-2:2000  
EN 61000-3-3:1995+A1:2001  
SAFETY: EN 60950-1:2001  
IEC 60825-1:1993+A1+A2:2001  
EN 12182:1999  
EN 60335-1:2002  
EN ISO 14971:2000

I, the undersigned, hereby declare that the equipment specified above conforms to the above directive (s) and standard (s).  
*Place:* Zaventem *Date:* 1 April, 2006  
 PLEXTOR S.A./N.V.

*Signature:*   
 Masahiko Takao

*Position:* General Manager

# IMPORTANT

## FCC NOTICE

### Declaration of Conformity

Model Number: PTR2

Trade Name:  PLEXTOR

Responsible party: PLEXTOR Corporation

Address: 48383 Fremont Blvd., Suite 120 Fremont, CA 94538-6509 U.S.A.

Telephone Number:(510)440-2000

This device complies with Part 15 of the FCC Rules, Operation is subject to the following two conditions :

(1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- \_ Reorient or relocate the receiving antenna.
- \_ Increase the separation between the equipment and receiver.
- \_ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- \_ Consult the dealer or an experienced radio / TV technician for help.

### CAUTION:

Any changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

## Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

### 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 IEC60825-1 on the Safety of laser products.

This Laser product comes under "Class 1 Laser Product".

The below Laser Caution Marking was attached on the top of the internal drive.

CAUTION	- CLASS 1M LASER RADIATION WHEN OPEN. DO NOT VIEW DIRECTLY WITH OPTICAL INSTRUMENTS.
VORSICHT	- LASERSTRAHLUNG KLASSE 1M, WENN ABDECKUNG GEÖFFNET. NICHT DIREKT MIT OPTISCHEN INSTRUMENTEN BETRACHTEN.
ADVARSEL	- KLASSE 1M LASERSTRÅLING VED ÅBNING. SE IKKE IND I STRÅLEN MED OPTISKE INSTRUMENTER.
ADVARSEL	- KLASSE 1M LASERSTRÅLING NÅR DEKSEL ÅPNES. SE IKKE DIREKTE MED OPTISKE INSTRUMENTER.
VARNING	- LASERSTRÅLNING KLASSE 1M VID ÖPPEN LUCKA. SE INTE IN I STRÅLEN MED OPTIK.
VARO	- AVATTAESSA OLET ALTTIINA LUOKAN 1M LASERSÄTEILYLLE. ÄLÄ KATSO OPTISELLA LAITTEELLA SUORAAN SÄTEESEEN.

CAUTION	- CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
VORSICHT	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ADVARSEL	- KLASSE 3B USYNLIG LASERSTRÅLING VED ÅBNING. UNNGÅ UDSÆTTELSE FOR STRÅLING.
ADVARSEL	- KLASSE 3B USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
VARNING	- OSYNLIG LASERSTRÅLNING KLASSE 3B VID ÖPPEN LUCKA. UNDVIK EXPONERING FÖR LASERSTRÅLNINGEN.
VARO	- AVATTAESSA OLET ALTTIINA LUOKAN 3B NÄKYMÄTÖNTÄ LASERSÄTEILYÄ. VARO ALTISTUMISTA SÄTEELLE.

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# 1. About this guide.

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Congratulations on the purchase of your new PLEXTALK Portable Recorder PTR2. This guide contains all the information you will need to get started with your new PLEXTALK. It has been written in a way which will allow you to learn progressively, starting with the basic concepts and building up to the more technical operations that you can try as you gain in confidence.

The guide is provided in print, on DAISY CD and as electronic files in both text and Microsoft Word formats. All these versions of the guide should be in the box along with your PLEXTALK. The DAISY version and the electronic files are located on the User's Guide CD, with the electronic files being located in a folder called "Manual".

Once you get to know the structure of the guide, you should find it easy to locate the particular information you are looking for at any time. If you are a beginner to the DAISY format and to digital recording, it is recommended that you read through the guide sequentially, learning as you go. If you are an advanced user, or have had experience of using the PLEXTALK PTR1, you may wish to bypass some of the preliminary information. Chapter 5 details the features of the PTR2 and compares it to the PTR1. You may find it useful to review this information before continuing.

For those who wish to get started quickly, you may wish to read Chapter 8 "Quick start instructions". This gives you an introduction to PLEXTALK features required for using PLEXTALK as a player and recorder. If you prefer to learn about the features in more detail, you can bypass this section and work your way more carefully through the main chapters of the guide.

NOTE: The Quick Start chapter does not cover features in depth so please be aware that many of the details have been omitted.

NOTE: Whether you wish to get started quickly or more methodically, you should ensure that you read Chapter 2, Chapter 4 and Chapter 7 before progressing. These chapters detail the legal and copyright restrictions, the safety information and issues relating to looking after your PLEXTALK properly.

---

## **2. Legal and copyright information.**

---

This chapter contains very important information regarding copyright, licences and trademarks. It also outlines the restrictions which apply when using the PLEXTALK PTR2 for copying or recording digital sound. You are strongly advised to read this chapter thoroughly before continuing.

### **2.1. Copyright information about this guide.**

Shinano Kenshi reserves the right to modify the products described in this guide at any time without prior notice.

Shinano Kenshi makes no representation or warranties with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Further, Shinano Kenshi Co.,Ltd. reserves the right to revise this guide and to make changes in its content, without obligation to notify any person or organization of such revision or change.

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### **2.2. Licenses and trademarks.**

All licenses and trademarks are property of their respective owners.

### **2.3. Restrictions on copying or recording with the PLEXTALK PTR2.**

Before using your PLEXTALK, you should review the following important information to ensure that you understand the legal restrictions that apply to its use for certain operations.

---

### 2.3.1. General information.

PLEXTALK 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 copyright owner or the rightful licensor, your unauthorized 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 Shinano Kenshi be responsible for the consequences of any illegal copying performed using PLEXTALK.

---

### 2.3.2. Digital sound rules.

The PLEXTALK PTR2 conforms to SCMS (Serial Copy Management System) standards. This standard regulates the recording and copying of digital signals between digital audio devices, up to 1 generation from the original.

The main principle of the standard is that commercially sold digital music software, such as CDs, MDs, analogue records, FM broadcasts and the like, made into digital recordings, can be copied, but copies cannot be made of those copies.

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

---

### 2.3.3. Music CDs.

Copies of Music CDs are for individual enjoyment and, under the Copyright Act, cannot be used otherwise, without the authorization of the copyright holder. Music CD-R or CD-RWs, which are special CDs for music format recording, contain special codes to identify that additional money has been paid, as compensation for private recording, with the objective of protecting music copyrights, in the same manner as devices such as MDs.

PLEXTALK is equipped with a mechanism that checks the identification code to permit recording on Music CD-Rs alone. Music CD-R or CD-RWs are sold by several companies. When purchasing them, it is necessary to check whether it is an audio/music type CD-R or CD-RW or a data type CD-R or CD-RW.

---

### 2.3.4. Types of copyright information used by PLEXTALK.

PLEXTALK can read the copyright status of files or tracks in CDs or CF cards. It recognizes 4 different copyright states. These 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 status of the copied file or track changes from "MASTER" to "COPY", which is in accordance with the SCMS standard.
- "COPY" means that PLEXTALK will not allow you to copy a file or track again, but you can move the file or track from CF 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 CF card without limitation.
- "No copyright information" means that it's your original contents or there is No copyright information in the media.

NOTE: On Music CDs, each track has its own copyright information, therefore, in some circumstances, you may have media containing tracks with a mixture of "MASTER" and "COPY" copyright information.

---

## 3. Introduction to DAISY.

---

This chapter gives an overview of the DAISY format and some of the terminology used. If you are new to the DAISY format, you should read this chapter thoroughly. If you are an experienced DAISY user, you may wish to skim read the chapter or bypass it altogether.

### 3.1. What is DAISY?

DAISY is an acronym which stands for Digital Accessible Information System. It is the format which is being developed as the international standard for digital talking books. DAISY books can be played on a dedicated hardware player or on a computer equipped with the appropriate software.

### 3.2. Main features of DAISY.

The main features of the DAISY format are as follows:

- Compression of information - with high levels of compression available, it is possible to store up to 90 hours of digital audio on a single CD.
- Flexible Navigation - the DAISY format includes a range of features which enable the reader to quickly access the parts of the book they wish to read. These features include navigation on 6 levels, by pages, by groups and phrases. These items will be discussed in more detail later in this chapter.
- Multi-media capability - in addition to digital audio, the DAISY format is able to incorporate text, graphics and even video to provide the reader with a fully synchronized, multi-media reading experience.

### 3.3. Types of DAISY book.

The DAISY format allows for 6 types of DAISY book which range from audio books with no navigation structure to books with text and no audio. A brief description of each type is given below:

- Type 1 - Audio without structure: The simplest type of book. Direct navigation to points within the book is not possible.
- Type 2 - Audio and structure: A marked up text file contains the structure of the book and provides links to features such as headings and page numbers. This allows the reader to navigate directly to those points. The marked up file is called the Table of Contents or ToC.
- Type 3 - Audio with structure and partial text: As well as containing the structure, the marked up file contains some text from the book, for example, for a glossary or index. If listening to the book on a pc the text will appear on screen and the reader will be able to search for words within the text.
- Type 4 - Audio and full text: This is the most time consuming type of book to produce but provides the most access. Audio and text are fully synchronised throughout the book, so that the correct text appears on screen as the audio is being read.
- Type 5 - Full text and partial audio: the book has structure and complete text but only limited audio. The marked up file contains the structure and the text of the book, but there is only audio for part of the text.
- Type 6 - Full text and no audio: This is electronic text with structure, there are no audio files.

NOTE: As the PTR2 has no text processing facilities, it can only produce audio only DAISY books i.e. Type 1 or Type 2.

### 3.4. DAISY navigation features.

The DAISY format gives the reader a number of options about how to navigate a DAISY book. This section gives brief details about the most common navigation features.

---

### 3.4.1. Navigation levels.

A DAISY book can have up to 6 levels of navigation. The number of levels in a book will depend on the structure of the original book. The levels are hierarchical with Level 1 the highest and Level 6 the lowest. This can be thought of as being similar to the hierarchy of a contents listing in a book, in the sense that there are major items and then sub items within them and so on. Every heading that has been coded into a DAISY book will have an associated navigation level between 1 and 6.

There are no fixed rules about how the DAISY navigation levels should be used and people's views on how this should be done will vary. For simple books which only have chapters, it is likely that only one level will be used. For more complex books, which may have chapters, sections and sub sections, there might be 3 levels used (Level 1 for chapters, Level 2 for sections and Level 3 for sub sections). Once the book has been created, the levels of navigation are fixed and cannot be altered by the reader.

When trying to find a specific part of a book, the reader would tend to use a higher level (perhaps Level 1 or Level 2) to find the main area of interest, and would then change to a lower level of navigation to home in on the information they are looking for. This allows them to bypass large portions of the book that they have no interest in at that time.

---

### 3.4.2. Headings.

In order to use the navigation levels mentioned above, the location of all relevant navigation points have to be marked in the recording. In the context of this guide, these markers are called headings. Once a heading has been inserted into the DAISY recording, it can then be assigned a navigation level depending on the structure of the original book. When headings are inserted, they are numbered automatically from 1 upwards, in the physical order that they appear in the recording.

---

### 3.4.3. Pages.

If a DAISY book has been marked for page navigation, the reader can go direct to specific pages or can skip backwards or forward a page at a time.

To make this possible, the producer of the book must include the page markers when they create the book. The pages will be automatically numbered from 1 upwards starting from the beginning of the recording. Pages cannot be added by the reader.

NOTE: Page markers in a DAISY book should always be placed at the start of the text on the relevant print page and not at the bottom, where the page number often appears. This means that, when you go to a page in the finished DAISY book, you will always be at the start of that page when it starts to play.

---

#### **3.4.4. Groups.**

The group marker can be used to identify items in the book that the reader might wish to go to independent of the other navigation structures. For example, diagrams, tables, points of note, safety information and so on. Carefully used, these can be extremely useful. Groups can not be specified by the reader and must be inserted by the DAISY book producer.

---

#### **3.4.5. Phrases.**

When the book is being recorded, the audio files are automatically divided into segments called "phrases". The recording software will decide on where a phrase starts and ends based on the amount of silence between one piece of audio and the next. The length of silence permitted before a new phrase is created is called the "pause time" and can be adjusted by the person making the DAISY recording. In order to break the audio up into phrases that are not too long or short, a fast reader might require a short pause time and a slower reader a longer pause time. When the recording is finished, the reader can use the phrases as an additional navigation feature.

---

#### **3.4.6. Sections.**

A Section refers to the segment of audio between one heading and the next. A section is generally made up of a number of phrases but can have as few as one phrase. Each section will have a heading and an associated

navigation level. Do not get confused between sections in a DAISY recording and sections of this guide.

---

### **3.4.7. Bookmarks.**

Once the book is complete, the reader can add bookmarks at relevant places to enable them to find the marked locations at a later stage. The number of permitted bookmarks will depend on the DAISY player used but generally there will be more capacity than the reader requires. Bookmarks are the only navigation item that the reader can insert and remove themselves.

---

## 4. Safety information.

---

This chapter gives you information about how to operate your PTR2 safely, including information about the operating environment and about safe handling of the rechargeable battery. It is essential that you read this information carefully as failure to take note of it may invalidate your guarantee and could cause serious injury to yourself or others.

### 4.1. Safety terminology and symbols used in this guide.

The following terminology and associated symbols, relating to safety and points of note, has been used throughout the guide:



**DANGER:** The danger notice warns you of a hazard that could cause serious personal injury to you or persons around you. Failure to follow the precautions highlighted in this way, 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.



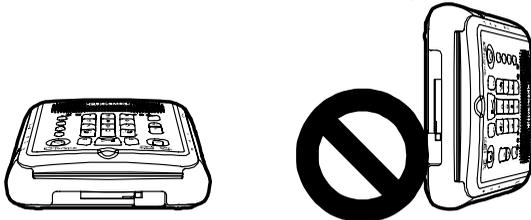
**CAUTION:** A caution notice denotes a hazard that could damage or destroy the PLEXTALK product, destroy the recording media, destroy or affect your data or computer configuration.

### 4.2. General safety information.

Please take careful note of all the following points regarding general safe use of your PLEXTALK:

-  **DANGER:** If you hear any strange noises, smell smoke or an odour coming from PLEXTALK, turn off all power immediately.
-  **DANGER:** Do not insert or remove the power plug with wet hands.
-  **WARNING:** If PLEXTALK appears damaged or its operation seems impaired in any way, please contact local agent.
-  **WARNING:** If liquids or metal fragments should enter your player, remove the power plug immediately.

- ⚠ WARNING: Never disassemble, attempt to repair, or modify your player yourself.
- ⚠ WARNING: Do not listen at high volumes for extended periods as this can lead to impaired hearing, especially when using headphones.
- ⚠ WARNING: Always remove the power cord from the player's outlet when cleaning your PLEXTALK.
- ⚠ WARNING: When operating from the mains supply, always make sure that PLEXTALK, main wall adaptor, power cord and plug are securely connected.
- ⚠ CAUTION: Only use the power cable and transformer which was supplied with your PLEXTALK.
- ⚠ CAUTION: Do not use an "electronic transformer" designed for overseas travellers.
- ⚠ CAUTION: Do not pull the plug out by its cord when removing the power plug from PLEXTALK.
- ⚠ CAUTION: Do not allow sand or dust to come in contact with PLEXTALK as this may lead to a malfunction and could make repair impossible.
- ⚠ CAUTION: Use PLEXTALK in a horizontal position only.



- ⚠ CAUTION: As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.
- ⚠ CAUTION: PLEXTALK is only compatible with round 12 cm CDs. 8 cm CDs and irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.



- ⚠ CAUTION: Please make sure the inserting direction of CF card is correct. Do not squeeze into the slot.

- ⚠ CAUTION: Do not touch the bottom of the PLEXTALK for an extended period of time. It may become hot, and could cause a low-temperature burn.

### 4.3. Environmental issues affecting safety.

The following points should be noted regarding the environment in which PLEXTALK is used:

- ⚠ DANGER: Do not use your player near water, such as in a bathroom or kitchen.
- ⚠ DANGER: Do not use your player during thunderstorms.
- ⚠ CAUTION: Do not use your PLEXTALK in locations where strong radio waves are emitted or where there is radiation.
- ⚠ CAUTION: Do not use PLEXTALK near electrical equipment such as TVs, radios, or tuners as it may pick up additional noise from these devices.
- ⚠ CAUTION: Do not use or store your PLEXTALK in locations subject to strong magnetism such as near speakers.
- ⚠ CAUTION: Do not use or store your PLEXTALK inside cars with the windows closed in the hot sun, in direct sunlight or close to heaters, radiators, etc.
- ⚠ CAUTION: Do not use or store your PLEXTALK in locations subject to severe vibration such as on top of a washing machine.

### 4.4. Safe use of the rechargeable battery.

Please take note of the following points regarding safe use of the rechargeable battery supplied with your PLEXTALK:

- ⚠ DANGER: Never disassemble the battery.
- ⚠ DANGER: Do not heat the battery in a microwave oven, on a cooker, or anything similar.
- ⚠ DANGER: Do not expose the battery to fire.
- ⚠ DANGER: Do not put the battery with metal objects such as coins, hairpins, or necklaces - these can cause a dangerous short circuit in the battery.
- ⚠ DANGER: Do not leave the battery in hot locations such as direct sunlight, or in a hot car.

- ⚠ DANGER: Do not use the battery if the battery becomes wet.
- ⚠ DANGER: 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.
- ⚠ WARNING: If battery fluid gets into your eyes, bathe them with water and consult a doctor immediately.
- ⚠ WARNING: If the fluid gets onto your body or clothing, wash the area well with water.
- ⚠ CAUTION: Only use the specified battery that was included with PLEXTALK. Replacements are only available from Plextor and their agents.
- ⚠ CAUTION: Install the battery as instructed, with the terminals placed in the correct orientation.
- ⚠ CAUTION: Do not subject the battery to shocks, such as dropping or stepping on it.
- ⚠ CAUTION: Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.
- ⚠ CAUTION: Do not touch inside of battery slot.

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## 5. Overview of the PTR2.

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This chapter gives you an overview of the PLEXTALK PTR2 and its main features. It also details the main differences between the PTR1 and the PTR2.

### 5.1. Concept of the PTR2.

The PTR2 is designed to be a high quality recorder with the ability to create DAISY 2.02, audio only, books and Music CDs. It can play DAISY titles, Music CDs and Audio File CDs and CF cards. It can be used as a CD-RW or memory card drive when connected to a computer. For quicker and easier editing of your DAISY content, the PTR2 is supplied with the PLEXTALK Recording Software (PRS). This package gives you all the necessary tools to record, edit and finalise your own audio only DAISY 2.02 books.

The PTR2 can be operated in 2 main modes called "Normal" mode and "Book Creator" mode. You can switch between these 2 modes at any time. The PTR2 will be supplied with Normal mode set as the default.

Normal mode gives you a simplified interface and makes the process of creating a recording very straightforward. This mode of operation is ideal for a beginner or for someone who wants to make a recording quickly and easily. Some of the more advanced recording and editing features are not available to you in this mode.

Book Creator mode gives you all the necessary tools to create a fully structured, audio only, DAISY 2.02 book including insert, punch in and overwrite recording, phrase editing and the ability to set heading levels.

As the features of these 2 modes alter the behaviour and built in menus of the PTR2, this guide is written initially with Normal mode in mind. The additional features in Book Creator mode are discussed in Chapter 19, towards the end of the guide.

## 5.2. Features of the PTR2.

The main features of the PLEXTALK PTR2 are as follows:

- All menus and functions are fully accessible to blind users with the use of high quality built in guide speech.
- Able to play DAISY titles, Music CDs and Audio File CDs.
- HiFi digital sound quality.
- Simple recording using the built in microphone, an external microphone or a line in feed.
- Up to 90 hours of recording on a single CD.
- Creation of multiple title CDs.
- Connection to a PC using a USB cable for direct transfer of data from CD or CF card.
- Notepad for storing voice notes.
- Calculator for simple calculations.
- Inclusion of PLEXTALK Recording Software (PRS) DAISY Version 2.02 authoring software, for production and editing of audio only DAISY books.

## 5.3. Main differences between the PTR1 and PTR2.

Below are listed the main differences between the PLEXTALK PTR1 and the PTR2. This is not an exhaustive list but should give the PTR1 user a good idea of how the two recorders differ.

- The PTR2 now has a separate menu key, Separate volume up and down keys and a relocated eject key.
- The new PLEXTALK has a modified body shape in durable plastic.
- The recording level, speed and tone control switches have been moved to the right side of the unit
- The power switch has been moved to the right side of the unit and can now be locked with the use of the key lock/key describer switch.
- The card slot has been moved to the front of the unit under the CD drive and is now a CF card slot rather than a PCMCIA slot. A CF card is provided with the unit.

- The microphone socket is now stereo rather than mono.
- Automatic gain control (AGC) is now available, if selected, for use with the external microphone and the Line in options as well as the built in microphone.
- The USB interface with a computer can now be used to directly access the CD drive or the CF card.
- The forward and rewind keys can now be used to either skip forward or back by phrases or by 5 second jumps according to the selection made in the menu by the user.
- Groups can now be navigated independently or along with all other structure, according to the selection made in the menu by the user.
- In Normal mode, after the DAISY book plays to the end, the next press of the Play key will start the book at the beginning again.
- The PTR2 has 2 modes of operation. These are Normal mode and Book Creator mode. Normal mode provides a simplified method of producing a DAISY recording. Book Creator mode gives the user access to more advanced editing functions.
- In Normal mode, new recordings can only be appended to the end of the existing recording - no option for insert, punch-in or overwrite is provided.
- In Normal mode, editing options are much simpler with phrase editing removed.
- Heading and page markers can now be positioned using 0.1 second adjustments rather than 'attaching' them to specific phrases.

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## 6. Getting started.

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You should now be ready to get started with using your PLEXTALK. This chapter gives you information about the terminology used throughout the guide, what you should expect to receive, the physical layout of PLEXTALK, how to connect the battery and power cable, how to turn the unit off and on and how to insert and eject CDs and CF cards. It also describes how to use the Key lock/Key describer function which can be extremely useful for beginners, to help them learn the layout of the keys.

### 6.1. Terminology and conventions used in this guide.

This section details the terminology and conventions used throughout this guide. The items are listed in no specific order and are as follows:

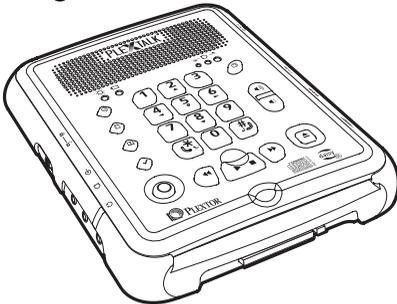
- **NOTE:** A note is used to denote an additional piece of information, a tip or an important point not already mentioned. Generally these are written immediately after the instructions to which they refer.
- **REMINDER:** A reminder is used to remind you about information that has already been given in another section of the guide that you may not have read recently. Reminders are generally written before the information to which they refer.
- **CF Card:** PLEXTALK is able to use both “CF Type I” (Compact Flash) and “CF Type II” (Micro drive) cards. In this User’s Guide, both compact flash cards and micro drives are called “CF cards”.
- Most of the instructions in this guide are detailed for when PLEXTALK is operating in Normal mode. The differences between Normal mode and Book Creator mode are dealt with in Chapter 19.
- All key names and function names have been written with initial capitals.
- Menu options have been written with double quotes around the menu option names and an initial capital has been used.
- In order to make the listing of instructions more concise, they do not always detail everything that PLEXTALK says. In many situations, the meaning of PLEXTALK’s guide speech is given rather than the exact wording. In all cases, the method of using the feature or function should be clear.

## 6.2. What you get in the box.

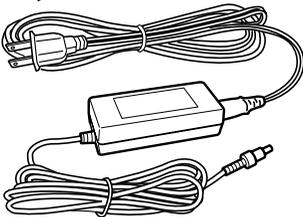
The following is a list of all the items you should get in the box when you receive your new PLEXTALK. You should carefully check that you have received all these items and report any missing items immediately to local agent.

Items you should receive:

- 1 PLEXTALK Portable Recorder PTR2
- 1 CF Card 64 MB (already inserted) (NOTE: The specification of the supplied card may differ from the one specified in the guide)



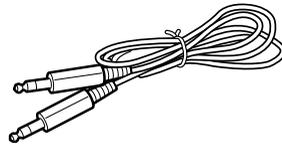
- 1 AC adaptor with fitted cable and power cable appropriate for connection to your local mains



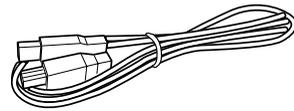
- 1 Rechargeable battery



- 1 Audio cable for connecting to other devices - this has a 3.5 millimetre diameter stereo plug at both ends



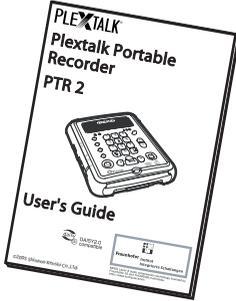
- 1 USB cable for connecting to a computer



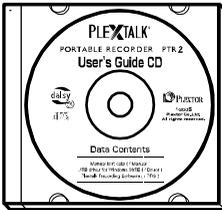
- 1 Travel case



- 1 User's Guide in print



- 1 User's Guide CD (thick case)



- 1 Blank 700 MB CD-R (thin case) (NOTE: The specification of the supplied CD may differ from that specified in the guide)



- 1 Soft cloth for cleaning CD media



NOTE: It is strongly recommended that you retain your box and other packaging in case you need to return your PLEXTALK at any time in the future.

### 6.3. Description of the unit.

This section describes the physical look of the PTR2 and the layout of the keys and other controls to allow you to locate them when referred to in later chapters. The names and main purposes are given here, however, some of the detail of how the keys are used is left out at this stage. This information is covered at the appropriate sections later in the guide.

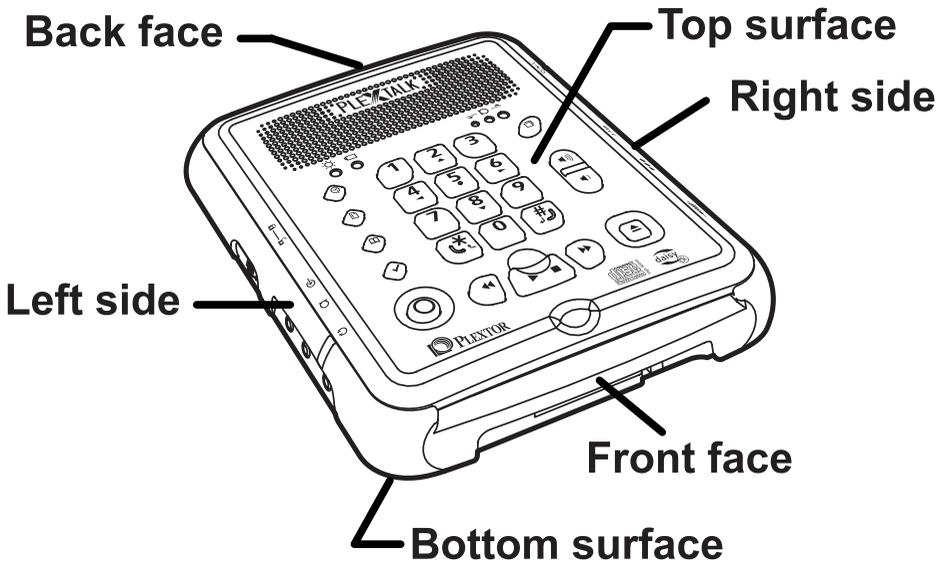
The PTR2 case is made of durable plastic, with the top and bottom faces coloured silver grey. The sides are dark grey coloured. Most of the keys on the top surface are black but 4 are a light blue colour.

Holding the unit carefully, take a few moments to locate the top and bottom surfaces. The top has 24 rubber keys on it whereas the bottom has only 4 rubber feet, three of which are near to the corners and one which is about a third of the way down one of the long sides. When you

have found the bottom of the unit, place the unit carefully down, on the four rubber feet, on a flat surface in front of you.

Locate the perforated surface of the speaker grill on the top of PLEXTALK. Keep the feet downwards and rotate it until the speaker grill is furthest away from you. The PTR2 should now be set up in its normal operating position. You can confirm this by feeling the top edge of the face nearest to you. There should be a narrow, but noticeable, dip in the middle of this edge. It is worth taking note of this as it can be used later to help locate the Play/Stop key and the centre of the CD slot.

Keep the unit in this position as the physical layout is described.



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### 6.3.1. Top surface.

The grill that you used to orientate the unit is where the internal speaker and the built in microphone are located. The speaker is on the right and the microphone is to the left.

Just in front of the grill, on the left side, you should find 2 small bumps. These are LEDs. The one on the left is green and indicates when the unit is switched on or off. It flashes when the unit is shutting down. The one on

the right indicates when mains power is connected and the charging status. If the battery is charging, it will show a red light. When the battery is fully charged, it turns green.

Just in front of the grill, but on the right hand side, there are 3 more LEDs which increase in size from left to right. These LEDs are used during playback and recording. During playback, from left to right, they indicate a low, good or loud volume level. During recording, from left to right, indicate a low, good or high recording level.

PLEXTALK has 24 rubber keys on the top surface. These are grouped in 4 blocks - a column of 5 keys on the left side, a rectangular block of 12 keys in the centre, a row of 3 keys below the rectangular block and a column of 4 keys on the right side.

In the column of five keys on the left side, the four top keys are small, black, diamond shaped keys and the bottom key is a large, round, white key with a red ring printed on it.

From top to bottom, the four small diamond keys are:

- Information key - used to set the date and time and the sleep timer feature. Press and hold the key to hear the date and time.
- Heading key - used for heading navigation, insertion and deletion. Press and hold the key to get heading information.
- Page key - used for page navigation, insertion and deletion. Press and hold the key to get page information.
- Bookmark key - used for bookmark navigation, insertion and deletion. Press and hold the key for bookmark information.

The white, round key with the red ring on it, at the bottom left corner, is the Record key. It has a red LED inside the key. When PLEXTALK is in the recording stand by state, it flashes on and off. When PLEXTALK is recording, it shows as a solid red light.

The rectangular block of 12 black keys is generally called the Number Pad and is located near the centre of the top surface. It is laid out exactly like a push button telephone keypad with 4 rows of 3 keys. The first row has numbers 1, 2 and 3. The second row has numbers 4, 5 and 6. The third row has numbers 7, 8 and 9 and the fourth row has the Star key, Number 0

key and the Pound/Hash key. The number 5 key has a small raised dot on it to help you locate it.

Some of the keys have secondary functions and these are listed below:

Number 2 = Arrow Up or Cancel  
Number 4 = Arrow Left or Move Back  
Number 5 = Navigation level guide  
Number 6 = Arrow Right or Move Forward  
Number 8 = Arrow Down or Enter  
Star = Cancel  
Pound/Hash = Enter

NOTE: In order to avoid any possible confusion that might arise due to language differences, the Pound/Hash key, marked with the "#" symbol, and which is located at the bottom right of the Number Pad, will be called the Enter key throughout this guide. The Star/Cancel key marked with the "\*" symbol, and which is located at the bottom left of the Number Pad will be called the Cancel key.

Underneath the Number Pad is the row of 3 keys. The 2 outside keys are semi circular in shape and are coloured black. The centre key is trapezoidal in shape and is coloured light blue. This centre key also has a distinctive recessed top surface for easy location. The uses of these three keys are as follows:

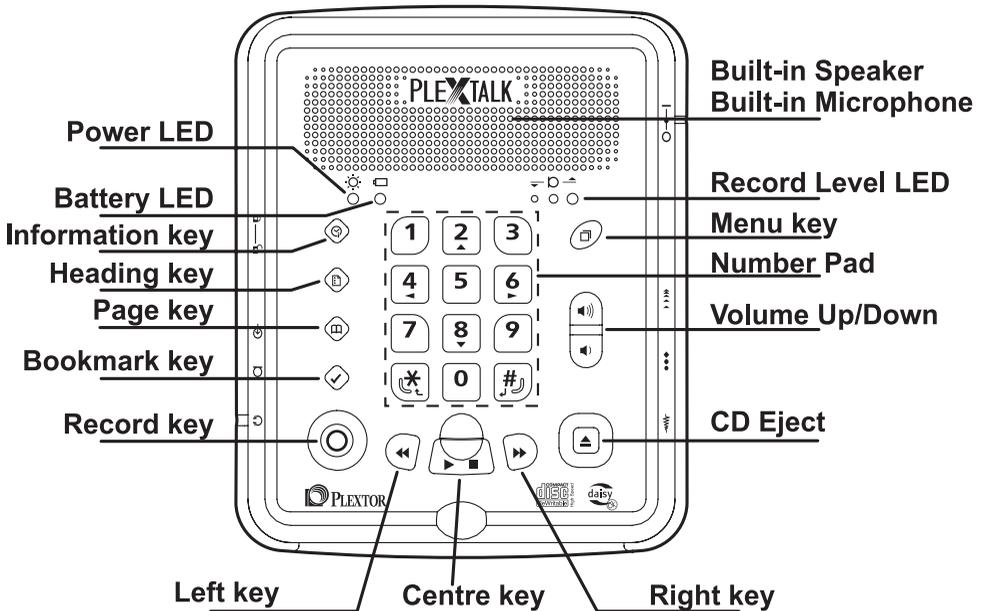
- Left key = Back or Fast Rewind (if held)
- Centre key = Play/Stop or Title Information (if held)
- Right key = forward or Fast Forward (if held)

The last group of keys on the top surface is the column of 4 keys on the right hand side. The top key is black, oval in shape and set at an angle. Combined, the 2 keys in the centre are shaped like a rectangle with a curved top and bottom edge and are light blue in colour. The key at the bottom right is light blue and square.

From the rear of PLEXTALK forwards, the purposes of these keys are:

- Menu key - used to access the Main Menu.
- Volume Up - used for increasing the playback volume and the guide volume.

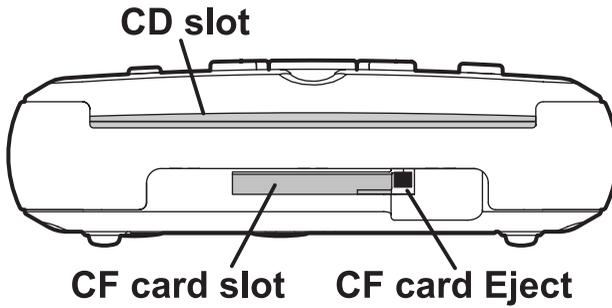
- Volume Down - used for decreasing the playback volume and the guide volume.
- CD Eject - used for ejecting CDs.



### 6.3.2. Front face.

On the front face of the unit are the CD and CF card slots. The CD slot is near to the top edge and extends almost the full width of PLEXTALK. The CF card slot is below the CD Slot, towards the left, and is much narrower.

Just to the right of the CF card slot is the eject button for the card - this becomes easier to locate when the CF card is inserted. The CD eject key is on the top surface as mentioned above.



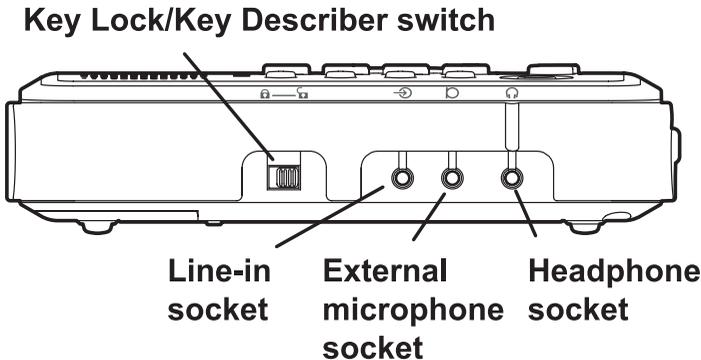
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### 6.3.3. Left side.

On the left side of the unit there are 4 items of note. These are:

In the recess nearest the front, from front to back, there are the headphone socket, the external microphone socket and the line in socket. All the sockets take a 3.5 millimetre diameter stereo jack plug.

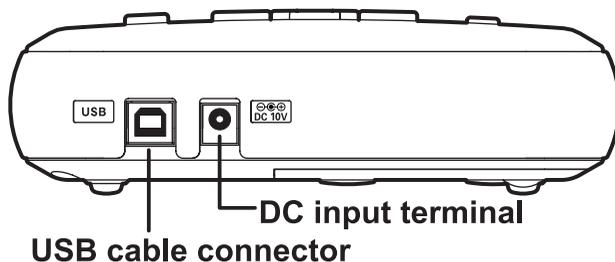
In the recess nearest to the rear of the unit is the Key Lock/Key Describer switch. In the position nearest to the front of the unit, the key lock is "Off" and when pushed towards the rear of the unit the key lock is "On".



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### 6.3.4. Back face.

There are 2 items of note on the back face of the unit. Both are located, in a recess, towards the right side. Nearest to the back right corner, in a square shaped housing, is the USB cable connector. Just to the left of it is a small round hole (DC input terminal) which is the socket to take the AC power supply.



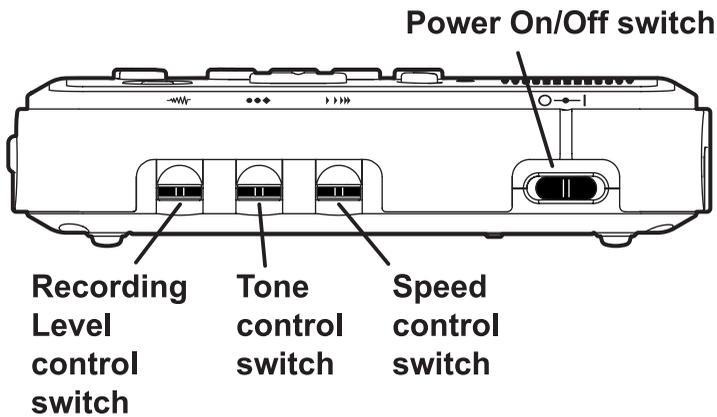
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### 6.3.5. Right side.

On the right side of the unit there are 4 switches as follows:

In the recess nearest to the back, is the Power On/Off switch. Pushing the switch towards the rear of the unit turns it on and pulling it towards the front will turn it off.

In the recess towards the front of the unit, from back to front, are the Speed control, the Tone control and the Recording Level control switches. All these switches can be adjusted by flicking the switch towards the rear of the unit to increase the setting and towards the front of the unit to decrease the setting. The speed and tone settings can quickly be reset to their default position by pressing the switch inwards. Pressing the Recording Level switch inwards allows you to switch the Auto Gain Control On or Off.



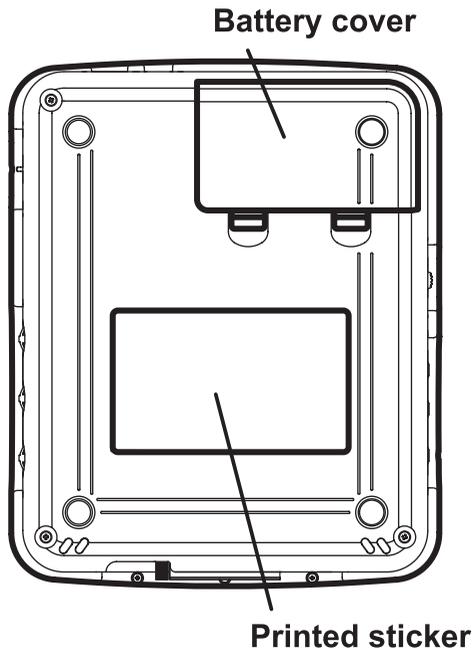
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### 6.3.6. Bottom surface.

Carefully turn over PLEXTALK and place it face down on the flat surface, keeping the front of PLEXTALK towards you.

Near to the front of the bottom surface should be a printed sticker with important information about your PLEXTALK including the serial number and date of manufacture.

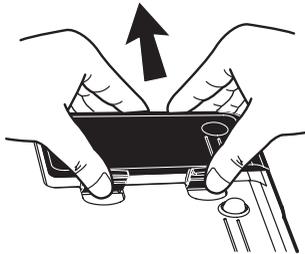
Locate the 4 rubber feet on the bottom surface. These 4 rubber feet are located near to the corners. Battery cover is located the right hand side from the rear of PLEXTALK. On the edge of the cover, nearest to the fourth rubber foot, you should find 2 plastic catches for releasing the cover.



## 6.4. Inserting the battery.

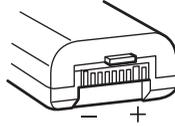
In order to insert or replace the battery, do the following:

- With the unit face down on a flat surface, and the front of PLEXTALK towards you, remove the battery cover by pressing the 2 plastic clips firmly towards the rear and lifting the cover upwards.

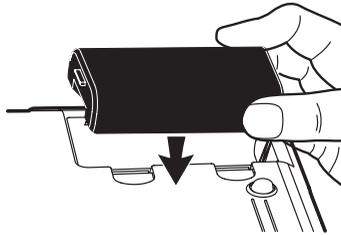


- Ensure that all packaging is removed from the battery.

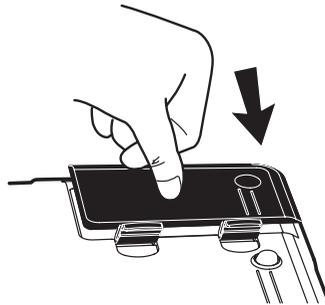
- At one end of the battery you should find a small narrow notch in one of the edges. At the other end there should be a wider notch and a small, plastic tab that sticks out slightly.



- Turn the battery so that the notches are facing downwards towards PLEXTALK and so that the large notch and plastic tab are pointing to the left.
- Carefully place the battery into the battery slot and slide gently to the left a little.



- Replace the battery cover by locating the back edge first and then pressing down on the front edge until the plastic clips snap into position.



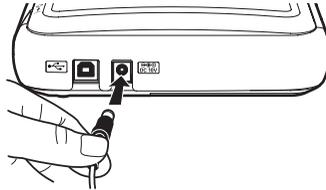
**CAUTION:** Never use force to try to position the battery or to replace the battery cover. If the cover will not close, remove it and double check that the battery is correctly positioned, before trying to fit the cover again.

**CAUTION:** Do not touch inside of battery slot.

## **6.5. Connecting the PLEXTALK to the mains for charging.**

In order to charge the internal battery, you will need to connect PLEXTALK to the mains supply as follows:

- Place PLEXTALK on a flat surface in front of you in the normal operating position described above.
- Locate the AC adaptor and mains power cable that was supplied with your PLEXTALK. The AC adaptor consists of a rectangular transformer block with a fitted cable. At the end of the cable is a small round connector. The mains cable has an oval shaped, 2-pin, female connector at one end and a mains plug at the other end.
- CAUTION: Before proceeding any further, you should ensure that you do have the correct type of mains cable for your country's mains supply. If you don't have the correct cable, you should contact your local PLEXTALK agent for a replacement.
- Plug the small round connector, on the cable that is connected to the transformer block, into the round socket at the back of your PLEXTALK.



- Now connect the oval shaped connector, on the mains cable, to the socket on the transformer block.
- Plug the other end of the mains cable into a suitable mains outlet and ensure that all plugs are firmly fitted.
- You can now turn on the mains power switch. With the power turned on, the mains indicator LED will light up. If the internal battery is not fully charged, the light will be red. This will change to green when it reaches full charge.

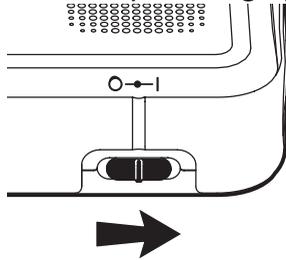
NOTE: The mains indicator LED will light up regardless of whether PLEXTALK itself is on or off.

## 6.6. Turning PLEXTALK on and off.

To turn on the power, do the following:

- locate the Power On/Off switch, which is near the back of the right side of PLEXTALK.

- Push it towards the rear of PLEXTALK. You will hear musical tones that indicate that the unit is powering up.

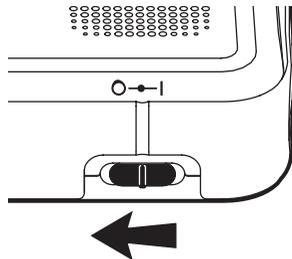


- Release the switch and it should return to a centre position.
- After a short pause, PLEXTALK will either say "No disc", "Disc" or "Card" according to the type of media in PLEXTALK when it is switched on. "No disc" means that there is no disc or card in the unit at that time. "Disc" means that the CD drive is being accessed and "Card" means that the card is being accessed.
- Depending on the type of media in PLEXTALK, a variety of audio outputs may be heard at this time. The details will be discussed later.
- PLEXTALK is now ready for use.

NOTE: Assuming that no media has been removed since its last use, The PTR2 will always attempt to access the disc or card that was in use when the unit was shut down previously.

To turn off the power, do the following:

- Pull the Power On/Off switch towards the front of PLEXTALK and release it. The switch will return to the middle position.



- The unit will beep and then announce that it is shutting down.
- Musical tones will indicate that the unit is busy and, after a short while, a different musical sound indicates that PLEXTALK has completed the shut down process.

## 6.7. Key lock - key describer function.

REMINDER: The Key Lock/Key Describer switch is located on the left side in the recess towards the rear of PLEXTALK.

As its name implies, the Key Lock/Key Describer switch has 2 main purposes as follows:

Firstly it can be used to lock the keys and controls so that they can't be accidentally operated. If PLEXTALK is off when the lock is applied, the power switch will not function. The unit will say "Key Lock" and will then turn off again. If PLEXTALK is on when the lock is applied, all keys and controls will be unable to function, including the power switch.

The second purpose of the Key Lock/Key Describer switch is to allow the user to learn about the function of the keys and controls. With the lock applied, press and hold down any key and a description of the function of that key will be spoken. This feature is particularly useful for beginners.

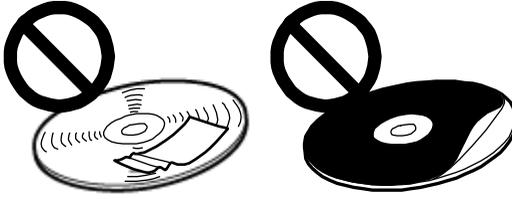
To apply the lock, push the Key Lock/Key Describer switch towards the back of PLEXTALK. If PLEXTALK is on, it will say "Key Lock Key Describer on". No speech will be heard if PLEXTALK is off.

To unlock PLEXTALK, pull the Key Lock/Key Describer switch towards the front of PLEXTALK. If PLEXTALK is on, it will say "Key Lock Key Describer off". No speech will be heard if PLEXTALK is off.

## 6.8. Inserting and ejecting a CD.

CAUTION: 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.

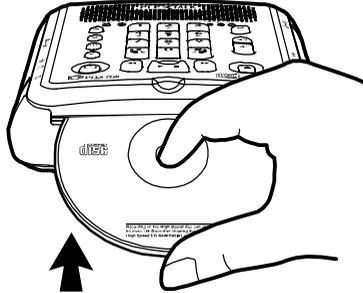
**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.



**REMINDER:** The CD slot is the top slot on the front face of PLEXTALK. The centre of the slot can be located by feeling for the narrow dip on the top edge of this face.

To insert a CD into PLEXTALK, do the following:

- Ensure that PLEXTALK is turned on.
- Turn the CD so that the label side is upwards.
- Gently push the CD into the top slot on the front of PLEXTALK.



- Continue to push the CD into the slot until PLEXTALK takes over and feeds the CD the rest of the way. This will be after approximately three quarters of the CD has been fed into the slot.
- PLEXTALK will say "Disc", followed by musical tones indicating that it is busy.
- After a short pause, the musical tones will stop and the type of CD will be announced.
- In the case of a DAISY CD, PLEXTALK will say "DAISY title" followed by "Title XX, Total titles YY" (where XX is the number of the current title and YY is the number of titles on the CD). Following this, the first phrase of the current title will then be played.
- If a Music CD is inserted, PLEXTALK will say "Music CD".

- If an Audio File CD is inserted, PLEXTALK will say "Audio File CD" followed by "Current album XX, total album YY" (where XX is the number of the current album and YY is the total number of albums on that CD).
- If any blank CD-R or CD-RW is inserted, PLEXTALK will speak an appropriate message relating to that type of blank disc. Further details will be given later about the specifics of these messages.

NOTE: If only one title is on a DAISY CD or only 1 album is on an Audio File CD, no title or album announcement will be heard.

NOTE: If you accidentally insert a CD upside down, PLEXTALK will attempt to access it for a while and then will say "Improper or damaged disc". You should then eject the CD and ensure that it is inserted the correct way up.

NOTE: If PLEXTALK is set to a playing mode other than Standard mode, the current setting of the playing mode will be announced after the type of CD announcement. Further information about playing modes is given in later chapters of this guide.

To eject a CD, do the following:

REMINDER: The CD eject key is the blue, square key at the front right corner of the top of PLEXTALK.

- Press and release the Eject key.
- PLEXTALK will say "Eject" followed by musical tones to indicate that the unit is busy.
- After a short pause, the CD will be ejected and PLEXTALK will say "No disc".
- You can now pull the CD the rest of the way out of the slot.

## 6.9. Inserting and ejecting a CF card.

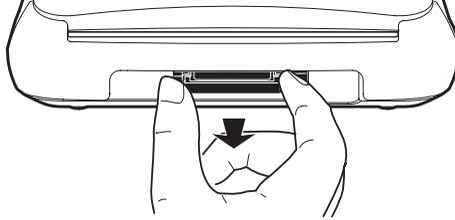
REMINDER: PLEXTALK is able to use both "CF Type I" (Compact Flash) and "CF Type II" (Micro drive) cards. In this User's Guide, both compact flash cards and micro drives are called "CF cards".

REMINDER: The card slot is located on the front face, towards the left of PLEXTALK, immediately underneath the CD slot.

REMINDER: The CF card, which is included as an accessory, has already been inserted in the CF card slot.

In order to insert a CF card, do the following:

- You can insert a CF card into the CF card slot with PLEXTALK either on or off.
- Locate the CF card slot under the CD slot.
- Gently align the CF card with the slot and push it carefully in until it is fully home. A slightly firmer push will be required at the last part of this process to ensure that it is properly inserted.



**CAUTION:** Never be tempted to use excess force as you may cause damage to the CF card or PLEXTALK.

**NOTE:** There is a very small ridge on the front edge of compact flash cards. This ridge should be towards you and facing downwards when the card is inserted. Micro drives have a rough side and a flat side. The micro drive must be inserted with the rough side upwards and the flat side towards you.

**NOTE:** When the CF card is nearly all the way into the slot, the eject button for the card will start to come out of the casing, at the right side of the CF card slot. Ensure that you do not block this area with your fingers.

To eject the CF card, do the following:

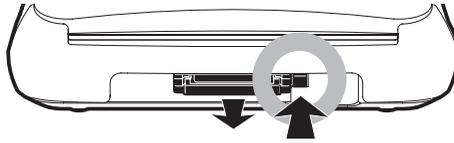
**REMINDER:** The card eject button is located immediately to the right of the CF card slot.

**CAUTION:** Before ejecting the CF card, you must ensure that PLEXTALK has been turned off or that the media selection has been switched to "Disc". Failure to do so may risk losing data from your card.

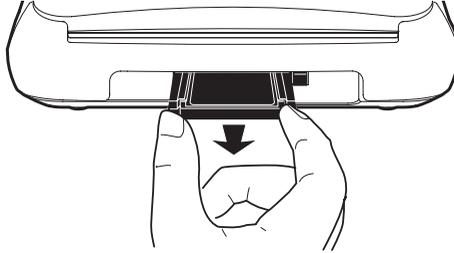
**CAUTION:** If you push the CF Card Eject button while accessing the CF card, the CF card may be damaged.

- Locate the card ejection button.

- Press it into PLEXTALK. As you do so, do not obstruct the CF card as it will move outwards from the card slot.



- Carefully grip the CF card and pull it out of the slot.



- Store the CF card in a safe place.

## 6.10. The User's Guide (DAISY) CD.

The User's Guide CD, which has been included in your package, contains the following items:

- User's Guide in DAISY format - this is an audio only DAISY 2.02 production. It can be navigated on 3 levels and by pages and groups. Level 1 navigates to the title of the guide, the navigation information, the table of contents and to individual chapters. Level 2 navigates to sections and Level 3 navigates to items within sections. The group marker has been used to identify safety information and other notes throughout the guide. The User's Guide will play in any hardware or software DAISY player including your new PLEXTALK PTR2. This version of the guide will be located in a folder called "PTR2\_DAISSY\_ENG" on the User's Guide CD. A file called "discinfo.html", which is necessary for playing the DAISY version of the User's Guide, is also on the CD in the root directory.
- User's Guide in Microsoft Word format - this version of the guide can be found in a folder on the User's Guide CD called "Manual". The file name is "PTR2 Users Guide.doc".

- User's Guide in text format - this is a plain text version of the User's Guide. this version of the guide can be found in a folder on the User's Guide CD called "Manual". The file name is "PTR2 Users Guide.txt".
- PLEXTALK Recording Software Version 2.02 - the installation programme for this software can be found on the User's Guide CD, in a folder called "PRS". The file name of the installation programme is " PRSsetup2\_02\_01\_20E.exe". This folder also contains files called "Readme.txt", which details how to install the PRS software, and "ReleaseNote.txt" which details revisions to the software.
- Help file for the PLEXTALK Recording Software. This file, in HTML format, will be located in the "PRS" folder in a file called "PLEX\_RS\_UM\_E.html".
- Sample projects for PRS software exercises. When you are learning to use the PLEXTALK Recording Software (PRS), the manual refers to a number of sample projects. These are contained in a folder on the User's Guide CD called "\PRS\Sample Projects\".
- Driver software for PLEXTALK PTR2 when used with Windows 98SE. If your computer uses Windows 98SE, you will require to load drivers from the User's Guide CD before the operating system will recognise the PLEXTALK PTR2. These driver files are located on the User's Guide CD in a folder called "Driver".

## 6.11. About the PLEXTALK Recording Software (PRS).

PLEXTALK Recording Software (PRS) is bundled with PLEXTALK. Designed for Windows PCs, it is a simple DAISY recording and editing tool with voice guidance to make it accessible to people who are blind or partially sighted. You can easily edit, reorganize, and combine recordings made with PLEXTALK.

Before you install PLEXTALK Recording Software on your computer, you will have to connect PLEXTALK to your PC using the supplied USB cable and ensure that it has been properly recognised. You should refer to the detail instructions in Chapter 21 to find out how to do this.

When the PTR2 has been successfully recognised by the PC, you can then insert the User's Guide CD and follow the installation instructions for PLEXTALK Recording Software, which will be found in the file called "Readme.txt" in the "PRS" folder of the CD.

Note: You cannot install PLEXTALK Recording Software unless the computer has recognised your PLEXTALK via the USB cable.

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## 7. Maintenance and battery care.

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It is important that you look after your PLEXTALK properly from the outset to ensure that you do not cause accidental damage to PLEXTALK, the battery or the media. It is strongly recommended that you read this chapter carefully.

### 7.1. Unit care.

When cleaning your PLEXTALK take note of the following points:

- **WARNING:** Always disconnect PLEXTALK from the mains supply before cleaning.
- Carefully wipe any dust and dirt from PLEXTALK with a soft cloth that has been dampened with a diluted, neutral detergent, then wipe dry with a cloth.

### 7.2. Battery care.

In order that you get the most out of your rechargeable battery, you should take careful note of the following points:

- When using your PLEXTALK for the first time, or after one month of storage, you should connect to a mains power supply for at least 24 hours.
- If PLEXTALK is not to be used for over a month, remove the battery and store it 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 for practical use, replace the battery with a new one. These can be purchased from local agent. Regarding recycling and disposal of used battery, please ask them.
- 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, the following procedure should be carried out every six months:

- Fully charge the battery
- Use on battery power until dead
- Recharge for 24 Hours

### 7.3. CD care.

You should note the following points when handling or cleaning your CDs :

- Always handle media carefully and avoid touching CDs on the underside.
- Always store CDs and cards in proper sleeves or containers.
- Never expose media to extreme heat, liquids, dirt or grit.
- Carefully wipe CD- discs with a clean, soft cotton cloth to remove surface dirt like fingerprints.
- When cleaning CDs, use a straight-line motion, wiping from the centre outwards. Never wipe the disc in a circular motion.



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## 8. Quick start information.

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This chapter is designed to give you information about using your PLEXTALK as a DAISY player and recorder. It outlines how to use PLEXTALK's functions but does not describe them in detail. The main sections in this Quick Start section relate to the basic controls, playing a DAISY title, recording a DAISY title, simple editing of the recording and finalising the CD.

NOTE: The instructions in this section of the guide relate to use of PLEXTALK in Normal mode. Some instructions are not accurate for using PLEXTALK in Book Creator mode.

NOTE: The instructions in this chapter assume that you are sufficiently familiar with PLEXTALK's layout that you do not require reminders. If you wish to confirm the details of the physical design of your PLEXTALK, you should refer to Section 6.3 before reading this chapter.

### 8.1. Basic control of the unit.

PLEXTALK can be turned on by pushing the power switch towards the rear of the unit. After a short pause PLEXTALK will announce if it is accessing the disc or the CF card. If no media is inserted, PLEXTALK will say "No disc".

Turn off the power by pulling the power switch towards the front of the unit.

When you turn the unit on or off, the power switch returns to the middle position automatically.

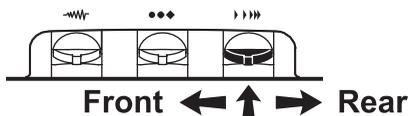
If the Key Lock/Key Describer switch is at the locked position, PLEXTALK will speak a warning message and will then turn off again. When the power is ON in the locked position, you can press and hold down any key to get a brief description of what that key does.

Lock the Key Lock/Key Describer switch by pushing it towards the rear of the unit. Unlock it by pulling it towards the front of the unit.

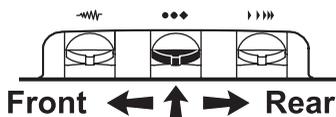
To adjust the playback volume, press the Volume Up key or Volume Down key until the required volume is reached. You can press and hold these keys down to change the volume quickly.

To adjust the guide speech volume, press and hold down the Information key and then press the Volume Up or Volume Down keys until the desired volume is reached.

Adjust the playback speed by flicking the speed control switch towards the rear of the unit, to increase the speed, and towards the front of the unit, to decrease the speed. Set the speed to the normal position by pressing in the speed control switch.



Adjust the playback tone by flicking the tone control switch towards the rear of the unit to make the tone more treble and towards the front of the unit to make the tone more bass. Set the tone to the normal position by pressing in the tone control switch.



Insert a CD by pushing it gently into the CD slot at the front of the unit until PLEXTALK takes over and pulls the CD fully into the slot. Ensure that the CD is inserted with the label side upwards. If it is inserted the wrong way up, PLEXTALK will speak an error message.

Eject the CD by pressing the CD Eject key once.

Insert a CF card by gently pushing it into the CF card slot underneath the CD slot. PLEXTALK will recognise that it has been inserted and will automatically access the card contents.

Eject the CF card by pressing the Card Eject button to the right of the CF card slot. Before ejecting the card, you must ensure that the unit is turned off or you have switched PLEXTALK to access the disc. If you do not do this, you may cause damage to the card contents.

Check the current time on the internal clock by pressing and holding down the Information key. To set the internal date and time, press the

Information key twice and follow the guide prompts. When finished, PLEXTALK will confirm the date and time you have set.

Access the menu system by pressing the Menu key once. Use the Number 4 or 6 key to move through the options on a level and use the Number 8 key or the Enter key to select a menu option. Use the Number 2 key or the Cancel key to exit one level. Press the Menu key to exit immediately from anywhere in the menu system.

## 8.2. Playing DAISY CDs.

In order to try out the features in this section, you may wish to insert a DAISY CD. Why not use the User's Guide CD as this contains the DAISY version of this guide.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

Insert a DAISY CD into your PLEXTALK.

Press the Play/Stop key to start playback. Note that, if you have used it in the unit before, it will automatically start playback from where it finished playing on the previous occasion. Press the Play/Stop key a second time to stop playback.

When PLEXTALK has played a DAISY title to the end, it will stop automatically unless a playing mode that supersedes this has been selected. Pressing the Play/Stop key at this stage will cause PLEXTALK to start playback from the beginning again.

To go to the beginning of the recording, press the Heading key followed by the Enter key. To go to the end of the recording, press the Heading key followed by the Number 0 key and then the Enter key.

Use the Number 2 or 8 key to move through the available navigation options for the current DAISY book. Use the Number 4 or 6 key to move back or forward on the selected navigation option.

You can switch from the disc to the CF card by using the Number 2 or 8 key to go to the "Selecting media" option and then use the Number 4 or 6 key to choose which media you wish to access.

Jump back or forwards a phrase at a time, or move back or forwards by 5 second jumps, by pressing the Back or Forward key. You can select between these 2 types of jump by selecting the appropriate item in the "Select the moving behaviour for forward and back" menu. This is found in the "Control panel" menu.

To fast rewind or fast forward the recording, press and hold down the Back or Forward key.

You can jump back or forward by 1 minute at a time by using the Number 2 or 8 key to go to the "Time" option and then use the Number 4 or 6 key to move back or forward by 1 minute. Press and hold the Number 4 or 6 key at this time and PLEXTALK will jump back or forward in 10 minute jumps.

To get information about the headings in the current title and the titles on the CD or CF card, press and hold down the Heading key.

To get information about the pages in the current title, press and hold down the Page key.

To get information about the bookmarks in the current title, press and hold down the Bookmark key.

Press and hold down the Play/Stop key to get information about the current playback mode, the time elapsed, the time remaining and the total time of the current recording.

To go to headings or titles (if there are more than one title on a disc or CF card), press the Heading key until PLEXTALK says "Go to heading" or "Go to title" as appropriate. Enter the number of the heading or title that you wish to go to and press the Enter key. PLEXTALK will go to the specified heading or title.

To go direct to a page, press the Page key until it says "Go to page" and then enter the number of the page that you wish to go to. Confirm this by pressing the Enter key.

You can use the bookmark feature with all types of media. There are 3 types of bookmark that you have control of: the simple bookmark, numbered bookmarks and voice bookmarks. There is only one simple bookmark for each title. Voice bookmarks are numbered bookmarks with an additional piece of recording associated with them. PLEXTALK can remember the bookmark and other information for up to 1000 DAISY titles or albums.

Insert the simple bookmark by pressing the Bookmark key twice and then the Enter key. Insert a numbered bookmark by pressing the Bookmark key twice and then a number between 1 and 65000. You can have up to 10000 bookmarks total.

Insert a voice bookmark by pressing the Bookmark key three times and then a number between 1 and 65000. Then press and hold down the Record key whilst you record the appropriate message. When the Record key is released the voice bookmark is inserted.

To go to a bookmark that you have inserted, press the Bookmark key once and enter the number of the bookmark that you want to go to, and then press the Enter key. Press the Bookmark key once and then the Enter key on its own to go to the simple bookmark. When you go to a voice bookmark, the recorded message will either play or not depending on the setting you make in the "Setting of playing voice bookmark" option in the "Bookmark" menu in the menu system.

To clear a bookmark, the general procedure is to press the Bookmark key four times and enter the number of the bookmark you wish to remove, and then press the Enter key. For the simple bookmark, press the Bookmark four times and then press the Enter key.

You can clear all bookmarks in the current title or in all titles by making the appropriate selection from the "Bookmark" menu in the menu system.

### **8.3. Recording a DAISY title.**

First you need to select your input source. You can choose from the built in microphone, an external microphone or the line in source.

The built in microphone is handy because you do not require any additional hardware to make a recording, however, it can pick up some noise from the CD drive which may be heard in the recording. Recording to a CF card can reduce this problem significantly.

An external microphone will generally give better quality recordings but you will need to purchase a microphone separately. It is often useful to use an external microphone for recording conferences, lectures or concerts. Wearing headphones whilst recording can help minimise the risk of feedback from the built in speaker.

Using the line in source is ideal for recording from other devices such as CD players, cassette players or radios. Recording directly from one device to another cuts out extraneous noises. You should connect to the other device using the supplied audio cable, connecting to the other device's headphone socket and PLEXTALK's line in socket.

When you connect your input source to the microphone or line in sockets, PLEXTALK will indicate that it recognises that a device has been connected and will automatically make the most recently connected source the default recording source.

When recording from the built in microphone or the external microphone, it is useful to be able to silence the guide speech during recording, in order to avoid guide speech being heard in the final recording. This can be done in 3 ways:

- Plug in headphones.
- Turn the guide speech volume down to zero.
- Set the "Switch over the guidance when recording" option in the "Recording Settings" menu to "Guidance off". With this option, you should be aware that you will lose all voice prompts whilst actually recording. Some of these may be ones that you would prefer to keep. If so, you need to then use the headphones option.

Insert a blank CD or CF card. PLEXTALK will ask you to press the Enter key to create a DAISY title. Press the Enter key and a few seconds later the CD or CF card will have been prepared for recording a DAISY title.

You may now wish to select a recording mode and sound quality setting. PLEXTALK offers you 5 preset recording modes and 1 mode which allows

you to set the variables yourself. The available recording modes are "Standard", "Music", "Analogue cassette", "Radio", "Conference" and "Custom". You can select a recording mode either before or after going into recording stand by.

Before going into recording stand by, press the Menu key and then go to the "Recording setting" option and select it by pressing the Enter key. Then go to the "Select recording mode" option and select it by pressing the Enter key. Follow the voice prompts, using the Number 4 or 6 key to select your preference and the Enter key to confirm your choice.

When you want to select a recording mode after going into recording stand by, press the Menu key once. You will be automatically taken direct to the "Select recording mode" option, mentioned in the previous paragraph. Select this option by pressing the Enter key and proceed as before.

In either case, you then need to select your preferred sound quality setting. There are 6 choices: PCM 44.1 kHz stereo, MP3 256 k stereo, MP3 128 k stereo, MP3 64 k mono, MP3 32 k mono and MP3 16 k mono. The better the quality, the more disc space it uses and, therefore, the less available recording time. Use the Number 4 or 6 key to select your preferred sound quality setting and select it by pressing the Enter key.

To make a simple recording do the following:

- Press the Record key to go into recording stand by. This allows you to adjust the recording level. The red LED in the Record key will start to flash on and off.
- The recording level for the built in microphone will be set automatically using the Auto Gain Control (AGC) feature. For the external microphone and the line in source, you can choose to have the level set automatically or you can set it manually yourself. To switch between AGC and manual level setting, press in the Recording Level switch until your preferred option is spoken. If adjusting the level manually, flick the Recording Level switch towards the rear of the unit to increase the level or towards the front of the unit to decrease the level.
- When the recording level has been set correctly, press the Record key a second time and recording will start. The LED in the Record key turns to a solid red light.

- Press the Record key again at any time and the recording will be paused. The LED in the Record key starts to flash again.
- Restart recording by pressing the Record key again. The LED becomes a solid red light.
- To stop recording, press the Play/Stop key.

NOTE: Each time you start recording in Normal mode, a new section is automatically created at the end of the existing recording. You do not need to navigate to the end before recording new material.

NOTE: At any time in recording stand by, recording pause or during recording, you can switch off and on the recording monitor by pressing the Bookmark key. This allows you to listen to how the recording sounds whilst recording. When recording from the built in microphone or an external microphone, you must be using headphones for this feature to work.

NOTE: In recording pause or during recording, you can turn on the level monitor to get an indication of whether the recording level is "Low", "Good" or "High". Turn on the level monitor by pressing the Information key. Press the Information key again to turn it off.

## **8.4. Editing a DAISY recording.**

Some of the editing features can be used during the recording process or afterwards. The most common of these are the insertion of heading and page codes.

To insert a heading during recording, press the Heading key once. To insert a page code during recording, press the Page key once.

In recording pause, press the Heading key or the Page key to insert a heading or page when recording recommences. In recording pause, if you have previously pressed the Heading or Page key, press the Heading or Page key again to cancel the heading or page that you had just created.

After completing the recording, to insert a heading or page, go to the location where you want to insert the heading or page and then press the Heading or Page twice respectively. PLEXTALK will then ask you to confirm the position. Use the Number 4 or 6 key to adjust the position back or forward by 0.1 second increments. Press the Enter key at the location where you want.

After the recording is complete, to remove a heading or page code, go to the heading or page concerned and press the Heading or Page key three times as appropriate. PLEXTALK will ask you to confirm that you want to cancel the code. Press the Enter key to confirm the action.

NOTE: In case of multi title CDs or CF cards, press the Heading key three times to insert a heading and four times to remove a heading.

NOTE: If you don't have headphone inserted, any guide speech may be picked up in the recording.

You can carry out cut, copy and paste operations with the sections in your recording. This is very similar to the cut, copy and paste procedure in a word processor. PLEXTALK has an audio clipboard that can hold information about the previous editing operation. All these operations can be accessed from the "Edit" menu. Use the Number 4 or 6 to move through the available options and the Enter key to select the operation you want. For cut and copy operations, PLEXTALK will require you to specify the starting section and the end section to operate on.

Also from the "Edit" menu, you can select to join a section or sections to create a single section of those selected. Again PLEXTALK will ask for the start section and end section to join. Press the Enter key to confirm at each step.

NOTE: You cannot set section levels in Normal mode - you need to switch to Book Creator mode in order to do this.

If you wish to create a new title, go to the "Edit" menu and select the "Create new title" option. Press the Enter key when PLEXTALK asks you to confirm the action. The new title will be created.

If you wish to erase an existing title, go to the title concerned, then select the "Erase selected title" option, from the "Edit" menu, and select the "Erase selected title" option. Confirm the action by pressing the Enter key when asked by PLEXTALK.

If you are adding to or editing a CD-R disc that has been finalised, you need to make some editing preparations with the Prepare to edit command. When the recorder writes a CD, it uses its own writing format. To make that CD playable on other players, you need to finalise the disc. Once a disc has been finalised, you can no longer edit it on the recorder

unless you first use the prepare to edit command. This command changes the CD back to the recorder 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.

## 8.5. Finalising a DAISY CD.

Finalisation converts the recorded CD into a disc that can be played on other DAISY players besides the PLEXTALK recorder, and on a computer using software. If you do not finalise a CD after recording it, you will not be able to play it on any other players.

Start the disc finalisation process by going to the "Finalise CD" option in the "Media Management" menu.

During finalisation, you choose from two options:

- No additional recording and editing: You cannot add recording after finalization.
- Additional recording and editing enabled: You can record by performing the Prepare to edit command.

Use the Number 4 or 6 key to go to your preferred option and select it by pressing the Enter key.

**CAUTION:** If the battery power fails during operations such as CD backup, disc finalisation or disc erasing, the media may become damaged or unusable. It is strongly recommended that you use mains power during the finalisation process.

**NOTE:** For Music CDs you cannot add any additional recording.

**NOTE:** If you are only going to use a CD-R on the PLEXTALK Portable Recorder, it is not necessary to finalize it. This means you can always add to the recording later.

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## 9. Introduction to the menu system.

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A number of the features of PLEXTALK are accessed through the built in menu system. This chapter aims to give you an understanding of how the menu is structured and how you access it. It is not essential to read it immediately but you will find that an understanding of the menu system is useful in many of the chapters that follow.

### 9.1. Overview of the menu and its operation.

Although you only ever hear the menu, it can be thought of as being a hierarchical menu system containing a series of horizontal menus, each accessed from the level higher up. At the highest level there is the Main Menu which has 10 items. These are:

- Edit - this allows simple editing of a DAISY recording.
- Backup - for backing up data from disc to CF card or vice versa.
- Recording Settings - allows you to select from a variety of recording settings or to set your own customised settings.
- Playing Settings - allows you to specify how you want to listen to the information on the CD or CF card.
- Bookmark - allows you to specify how voice bookmarks play or to delete all bookmarks.
- Power On Timer - allows you to specify 2 times when PLEXTALK will power on automatically.
- Notepad - keep short voice notes including an alarm feature.
- Calculator - carry out simple mathematical calculations (not scientific).
- Media Management - allows you to get media information, finalise CDs, format CD-RW discs or erase CF card data.
- Control panel - allows you to get system information and to control the way certain features operate or play.

NOTE: Access to some of the above menu items will depend on the type of operation and media that you are working with at that time. The PLEXTALK will not let you access features that are not appropriate at that

moment. For example, you will be unable to access the Edit menu when playing a commercial Music CD.

NOTE: A complete listing of the structure of the menu system is given in Appendix B. In addition, each function is described in detail in the relevant sections of the guide.

## 9.2. Accessing and navigating the menu.

To access the Main Menu, do the following:

REMINDER: The Menu key is the black, oval shaped key on the right of the top of PLEXTALK, just in front of the speaker grill. The Number Pad is the block of 12 keys in the centre of the top face with the Enter key at the bottom right and the Cancel key at the bottom left.

- Press the Menu key once.
- PLEXTALK will say "Select from the menu, Edit". This indicates that it has accessed the menu and that it is on the Edit option.

To navigate around the menu, use the following methods:

- To select a different option on the same level of the menu, press either the Number 4 key to move to the left on the menu, or the Number 6 key to move to the right. As you move to a new menu option, it will be spoken.
- On all menus, if you continue in the same direction, you will eventually return to the starting point as the menus are designed to loop round.
- To select a menu option, press the Number 8 key or the Enter key. Assuming that there is a sub menu, and it is accessible at that time, This will take you down one level in the menu structure and leave you on the relevant sub menu. The menu item that you have gone to will be spoken.
- To move up one level in the menu, press the Number 2 key or the Cancel key. The menu option on the higher level menu to which you have moved will be spoken.
- Pressing either the Number 2 key or the Cancel key when at the Main Menu level will exit completely from the menu system.

- To exit immediately from the menu system, from any level in the structure, press the Menu key. You do not need to go to the Main Menu level first.

NOTE: Some of the menu options provide you with information that might be difficult to remember after hearing it once, for example, the system version number and PLEXTALK serial number. In these situations, the information is repeated until you choose to cancel the message. If you wish to stay in the menu system, press the Number 2 key or the Cancel key. If you wish to exit the menu completely, press the Enter key.

### **9.3. Getting help when in the menu system.**

When you are anywhere in the menu system, you can get a reminder of the item you are on by pressing and holding down the Number 5 key. For some keys you will also be given additional help information about the function of that menu item.

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## 10. Setting up your PLEXTALK.

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There are several features of PLEXTALK which it are useful to set up before starting to use it. These can be done at any time but it is sensible to do them sooner rather than later. This chapter details how to set the internal clock and how to select your preferred waiting sound.

### 10.1. Setting the date and time.

To set the date and time for the internal clock, do the following:

REMINDER: The Information key is the black, diamond shaped key at the top of the column of 5 keys on the left side of PLEXTALK. The Back and Forward keys are the black, semi circular keys either side of the Play/Stop key.

- Press the Information key twice. PLEXTALK will ask you to input the day with 4 digits. It will then speak the date that is set at present.
- Use the Number Pad to enter the current date by pressing 2 numbers for the month followed by 2 numbers for the day. Use leading zeros where necessary. Press the Enter key to confirm your entry or the Cancel key to enter the information again.
- When you have confirmed your entry, PLEXTALK will ask you to input the year. It will then speak the year that is set at present.
- Use the Number Pad to enter the current year with 4 digits. Press the Enter key to confirm your entry or the Cancel key to enter the information again.
- When you have confirmed your entry, PLEXTALK will ask you to enter the time with 4 digits. It will also prompt that you can use the Back or Forward keys to select AM or PM for the time setting. Lastly, it will play the time that is set at present.
- Use the Number Pad to enter the current time with 4 digits. Use leading zeros where necessary. Press the Enter key to confirm your entry or Cancel key to enter the information again. If you wish to select the AM or PM setting, before pressing the Enter key, use the Back or Forward keys to make your selection.

- The date and time should now be set correctly and PLEXTALK will automatically exit this feature. By way of confirmation, the date and time that you have just entered will then be spoken back to you.

## 10.2. Selecting the 12 or 24 hour mode for the internal clock.

The PTR2 gives you the option of using the 12 or 24 hour clock method of announcing times. To select the way that you wish to have times announced, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Switch over the 12 or 24 hour setting" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to either the "12 hour" or the "24 hour" setting according to your preference and press Enter to confirm your choice.
- Your preferred option will be set and PLEXTALK will automatically exit from the menu system.

NOTE: The 12 hour setting is the factory default setting.

## 10.3. Selecting a preferred waiting sound.

When PLEXTALK is busy, such as when it is accessing or erasing a CD-RW disc, it plays a sound to indicate that it is carrying out that action. The PTR2 gives you 3 options of waiting sounds to choose from which are "Waiting sound 1", "Waiting sound 2" and "No waiting sound"..

To select your preferred waiting sound, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.

- Use the Number 4 or 6 key to go to the "Select the waiting sound" option and select it by pressing the Enter key. PLEXTALK will speak the name of the currently selected waiting sound and will then play a sample of that sound.
- Use the Number 4 or 6 key to listen to the available options and press the Enter key when you are on the waiting sound you prefer.
- PLEXTALK will confirm your selection has been made and you will automatically be exited from the menu system.

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## 11. Playing features common to all formats.

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All the operations mentioned in this chapter apply equally to playing DAISY titles, Music CDs and Audio File CDs. Before progressing further it is important that these terms are clearly understood, in the context of this guide.

- A DAISY CD or CF card is a CD or CF card containing one or more DAISY titles. Each title will be contained in its own folder. The audio files will either be Wave or MP3 format.
- A Music CD is a CD which can be played in standard CD players. The audio files will be in "CD-DA" format. All tracks are on the same level and there is no hierarchical storage of files on the CD.
- An Audio File CD or CF card can contain multiple folders and multiple files in each folder. PLEXTALK is able to recognise and play audio files in the following file formats: MP3, Wave and Ogg Vorbis.

You may wish to try out the features mentioned in this chapter as you progress. If you wish to do this, insert a CD into PLEXTALK's CD slot, as detailed in Section 6.9, before reading any further. If you are not already using the DAISY version of the User's Guide, this would be a good title to start with.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

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### 11.1. Reinserting a CD or CF card.

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When you insert a CD or CF card into PLEXTALK for the first time, it will play from the beginning of the first title. When you insert the same CD or CF card on another occasion, regardless of the format of the data, PLEXTALK will start playback from the location that playing was stopped in the previous session. This is true of multi title CDs or CF cards as well as on CDs and CF cards with only one title or album.

This is a particularly useful feature if you need to swap CDs or CF cards and then want to return to the first one, for example, if you are studying and need to refer to a variety of books.

## 11.2. Start and stop playback.

To start or stop playback, do the following:

REMINDER: The Play/Stop key is the blue trapezoidal shaped key with the recessed surface, located in the centre of the front edge of PLEXTALK. It is immediately behind the narrow dip in the middle of the front edge.

- To start playback, press the Play/Stop key. PLEXTALK will start playback from the position where it was stopped previously.
- To stop playback, press the Play/Stop key.

NOTE: If a book or album has played all the way to the end, it will stop automatically unless a playback mode which overrides this action has been selected. Pressing the Play/Stop key when the book or album has played to the end, will cause the book or album to commence playback from the beginning again.

## 11.3. Changing the playback volume.

REMINDER: The Volume Up and Volume Down keys are one behind the other in the middle of the right hand side of the top of PLEXTALK. Combined, they are shaped like a rectangle with a curved top and bottom edge. They are blue in colour. The Volume Up key is nearer to the rear of PLEXTALK and the Volume Down key is nearer to the front. Although close together, there is a distinct gap between the 2 individual keys.

The volume can be set on a scale from 0 to 20, in steps of 1, with 0 being silent and 20 being the loudest possible setting.

To increase the playback volume, either press the Volume Up key repeatedly, increasing the level by 1 setting for each press of the key, or press and hold the Volume Up key until the volume reaches the desired level.

To decrease the playback volume, either press the Volume Down key repeatedly, decreasing the level by 1 setting for each press of the key, or press and hold the Volume Down key until the volume reaches the desired level.

When PLEXTALK is not playing, each time you adjust the volume, it will beep and speak the volume level selected, for example, "Volume 16". It will play a higher pitched beep at the top and bottom setting and will play a lower pitched beep at the middle position, where the volume is set to 10. If you press and hold down either of the volume keys, you will hear a series of beeps, to indicate that the volume setting is changing, until you reach the highest or lowest setting. Again the top and bottom settings have a higher pitched beep and the middle setting has a lower pitched beep.

When PLEXTALK is playing, each time you adjust the volume, it will beep but will not speak the volume setting selected. It will play a higher pitched beep at the top and bottom setting and will play a lower pitched beep at the position where the volume is set to 10. If you press and hold down either of the volume keys, you will hear an initial beep but no further beeps until PLEXTALK reaches the highest or lowest possible setting. You will, however hear the playback volume increase or decrease accordingly.

## **11.4. Changing the guide volume.**

The internal speech generated by the PTR2 is called the guide speech. The volume of the guide speech can be adjusted, either along with the playback volume or separately. The guide volume can be set on a scale from 0 to 20, in increments of 1, with 0 being silent and 20 being the loudest possible setting.

If you wish the guide volume and playback volume to be adjusted together, use the procedure detailed in the previous section. The guide volume will increase and decrease as you adjust the playback volume. If you wish to set the guide volume independently, do the following:

To increase the guide volume, press and hold down the Information key and then press the Volume Up key repeatedly until you reach the desired level.

To decrease the guide volume, press and hold down the Information key and then press the Volume Down key repeatedly until you reach the desired level.

NOTE: When adjusting the guide volume, PLEXTALK behaves in the same way if it is playing or not playing except that playback is temporarily stopped as you make your adjustments.

## 11.5. Changing the playback speed.

REMINDER: The Speed Control switch is the rear most switch, of the 3 switches in the recess at the front of the right side of PLEXTALK.

There are 11 speed settings ranging from -2 to +8, which can be adjusted 1 level at a time. Normal speed is at the 0 position. -2 is half of normal speed, +4 is double speed and +8 is triple speed.

To increase the playback speed, flick the Speed Control switch towards the rear of PLEXTALK. The guide will announce the setting you have selected, for example "Speed +2". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

To decrease the playback speed, flick the Speed Control switch towards the front of PLEXTALK. The guide will announce the setting you have selected, for example "Speed -1". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

To quickly set PLEXTALK back to the normal speed position, regardless of where the setting is currently, press the Speed Control switch inwards, towards the body of PLEXTALK. The guide speech will confirm that the setting has been changed back to the normal speed position.

NOTE: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the normal speed position.

NOTE: Pressing and holding the switch towards the front or rear of PLEXTALK, will cause the speed setting to change rapidly in the relevant direction. This saves you having to repeatedly flick the switch .

## 11.6. Changing the audio tone.

REMINDER: The Tone Control switch is the middle switch, of the 3 switches in the recess at the front of the right side of PLEXTALK.

There are 13 tone settings ranging from -6 to +6, which can be adjusted 1 level at a time. The default setting is in the middle of the range and is termed the normal position. Moving from the bottom to the top of the available range, will make the tone move from a more bass sound to a more treble sound.

To increase the tone, flick the Tone Control switch towards the rear of PLEXTALK. The guide will announce the setting you have selected, for example "Tone +5". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

To decrease the tone, flick the Tone Control switch towards the front of PLEXTALK. The guide will announce the setting you have selected, for example "Tone -3". If PLEXTALK is playing, playback will be temporarily halted as you make your adjustments.

To quickly set PLEXTALK back to the normal tone position, regardless of where the setting is currently, press the Tone Control switch inwards, towards the body of PLEXTALK. The guide speech will confirm that the setting has been changed back to the normal tone position.

NOTE: Each time you make an adjustment, a beep will be heard. A higher pitched beep indicates the top or bottom of the available range and a lower pitched beep indicates the normal tone position.

NOTE: Pressing and holding the switch towards the front or rear of PLEXTALK, will cause the tone setting to change rapidly in the relevant direction. This saves you having to repeatedly flick the switch .

## 11.7. Accessing the Navigation menu.

One of the most useful features of PLEXTALK is the ability to choose how you want to navigate. This is done by using the Navigation Menu which is available to you at any time when you are not already in the Main Menu system.

To use the Navigation Menu, do the following:

- Assuming that you are not recording or already in the Main Menu system, use the Numbers 2 or 8 keys to move upwards or downwards. The items you hear spoken are the options available to you from the Navigation Menu, at that time.
- The available options will vary depending on what kind of CD or CF card you are using and the structure of the data on that CD or CF card. For example, on a DAISY CD, if the book does not have pages coded into it, the "Page" option will not appear on the Navigation Menu. On a Music CD, you will never see Level 1, Level 2 etc as these are DAISY navigation features and not relevant to Music CDs. On an Audio File CD, if there is only one album, there will be no "Album" option on the Navigation Menu. In essence, PLEXTALK will only offer you navigation options that are appropriate to you at that time.
- The items "Selecting media" and "Time" are common to all formats and will always appear on this list of navigation options. .
- Having selected your preferred navigation method, you can now use your Number 4 or 6 key to move backwards or forwards at your chosen level of navigation. For example, with your User's Guide CD in PLEXTALK, if you go to the "Page" option with your Number 2 or 8 key, and then use your Number 4 or 6 key, you will be able to move backwards or forwards a page at a time.

NOTE: In Normal mode, you can check your currently selected navigation level by pressing the Number 5 key. This feature is not available in Book Creator mode.

NOTE: The default navigation level for DAISY titles is "Level 1", for Music CDs is "Track" and for Audio File CDs or CF cards is "File". Your currently selected navigation level is not saved when you shut down PLEXTALK.

NOTE: If you do not know what navigation is available to you on a particular disc or card, use the Number 2 or 8 key to quickly find out.

## **11.8. Selecting to use the CD or CF card.**

At times you may wish to switch from using a CD to the CF card or vice versa. You can do this as follows:

- Use the Number 2 or 8 key to go to the "Selecting media" option on the Navigation menu.
- Use the Number 4 or 6 key to select either "Disc" or "Card".
- As you move, if a disc or card is installed, PLEXTALK will announce the type of media in the drive you have selected. In the case of DAISY titles, PLEXTALK will then play the first phrase on the CD or CF card. For an Audio File CD or CF card, PLEXTALK will announce the number of the current album and the total number of albums.
- If no disc or card is inserted, PLEXTALK will say "No disc" or "No card" respectively.
- Assuming that there is a CD or CF card present, if you want to play from where it was last played, press the Play/Stop key.
- If you wish to navigate to another part of the CD or CF card, use the normal navigation features to do this.

## 11.9. Moving to the beginning or end of a title or album.

Moving quickly to the beginning or end of the current title or album is very useful, whether your media contains DAISY titles, music tracks or audio files. Although the guide speech differs slightly, the basic operation is the same for all formats, as follows:

To move to the beginning of a title or album, do the following:

**REMINDER:** The Heading key is the second key down in the column of 5 keys on the left of the top of PLEXTALK. It is black and diamond shaped.

- Press the Heading key once. The guide speech will say "Go to heading", "Go to track" or "Go to file", depending on the type of data you are using. This will be followed by a verbal reminder that the Enter key can be pressed at this point to go to the beginning if you want.
- Press the Enter key and the playing position will move to the start of the current title or album. The guide speech will say "Beginning of title" or "Beginning of album".
- After a short pause, playback will commence automatically from the beginning.

To move to the end of a title or album, do the following:

- Press the Heading key once. The guide speech will say "Go to heading", "Go to track" or "Go to file", depending on the type of data you are using. This will be followed by a verbal reminder that the Enter key can be pressed at this point to go to the beginning if you want.
- Press the Number 0 key followed by the Enter key and the playing position will move to the end of the current title or album. The guide speech will say "End of title" or "End of album".

## **11.10. Jump backwards or forwards by 5 seconds.**

The jump backwards and forwards features use the black, semi circular Back and Forward keys either side of the Play/Stop key. For DAISY titles, you can select to jump backwards or forwards, either by 5 second jumps or by phrase jumps. For Music CDs and Audio File CDs and CF cards, you can only jump by 5 second jumps. The choice of the type of jump is made in the menu system.

To select the 5 second jump option, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select moving behaviour for forward and back" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "5 second moving" option, and select it by pressing the Enter key.
- Your selection will be saved and you will be automatically exited from the menu system.

Having selected the 5 second jump setting, you can jump backwards or forwards as follows:

- To jump backwards, press and release the Back key. Each time you press the Back key, the playing position will move backwards approximately 5 seconds.

- To jump forwards, press and release the Forward key. Each time you press the Forward key, the playing position will move forwards approximately 5 seconds.

## 11.11. Fast forward or fast rewind

The fast rewind and fast forward features use the black, semi circular Back and Forward keys either side of the Play/Stop key.

- To fast rewind, press and hold down the Back key. A high pitched chattering sound will be heard. Playback will start when you release the key.
- To fast forward, press and hold down the Forward key. A high pitched chattering sound will be heard. Playback will start when you release the key.

NOTE: As you hold down the Back or Forward keys, the speed of the fast rewind or fast forward will increase to 2 times and 4 times normal speed for Music CDs and to 4 times, 8 times and 16 times normal speed for DAISY and Audio File CDs or CF cards. If you release your finger at 4 times speed, for Music CDs, or at 16 times speed for DAISY and Audio File CDs and CF cards, the fast rewind or fast forward will continue on its own. In this situation, to start playback at normal speed again, simply press the Play/Stop key.

## 11.12. Using the time jump feature.

In addition to the jump backwards and forwards features mentioned above, you can jump backwards and forwards by 1 minute and 10 minute jumps. This is known as the "Time Jump" feature.

To use the time jump, do the following:

- Press the Number 2 or 8 key to go to the "Time" option on the Navigation Menu.
- To jump backwards 1 minute, press and release the Number 4 key.
- To jump forward 1 minute, press and release the Number 6 key.

- To jump backwards in 10 minute steps, press and hold down the Number 4 key. As you hold the key, PLEXTALK will announce "Minus 10 minutes", "Minus 20 minutes", "Minus 30 minutes" and so on. Release the key when you have gone back the required amount.
- To jump forwards in 10 minute steps, press and hold down the Number 6 key. As you hold the key, PLEXTALK will announce "10 minutes", "20 minutes", "30 minutes" and so on. Release the key when you have gone forward the required amount.

NOTE: Playback will start automatically after any time jump operation, even if PLEXTALK was not playing previously.

### **11.13. Getting information about the item being played.**

It is often useful to be able to get playing information about the item currently in use. You can do this as follows:

- Press and hold down the Play/Stop key.
- If you are using a DAISY title, you will hear the time elapsed, time remaining, total time, the date and time when the index was created and the first phrase of the title.
- If you are using a Music CD, you will hear the elapsed time, remaining time and total time of the current track followed by the elapsed time, remaining time and total time of the disc.
- If you are using an Audio File CD or CF card, you will hear the elapsed time, remaining time and total time for the current file, followed by the date and time when the index was created.
- When you have heard the information you wanted to hear, release the Play/Stop key and PLEXTALK will return to what it was doing previously.

NOTE: The detail of the information spoken differs according to the format of the CD or CF card in use, but the method to get the information is the same.

NOTE: For all types of data, if the playback mode is not set to "Standard" play, the current playback mode will be announced before any of the other information mentioned above.

## 11.14. Using bookmarks.

Bookmarks are a very powerful way of enhancing the navigation options in a DAISY title, Music CD or in an Audio File CD or CF card. This section tells you about the types of bookmark available to you and how to insert, navigate and delete them.

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### 11.14.1. Types of bookmark.

There are 4 types of bookmark you can use in PLEXTALK as follows:

- Simple bookmark - This is the quickest and easiest bookmark to insert and use. You can create one simple bookmark for each title or album. It is always assigned the number 0 by PLEXTALK.
- Numbered bookmarks - You can insert up to 10000 numbered bookmarks in each title or album. Each bookmark is assigned a unique number in the range 1 to 65000. If you try to exceed the 10000 limit, the oldest bookmark is automatically deleted before the new one is created.
- Voice bookmarks - These are numbered bookmarks that have accompanying voice annotations. Voice bookmarks and memos both use memory. The total memory available gives about 30 minutes of recording. The factory default allocation of this memory is 10 minutes for voice bookmarks and 20 minutes for memos. If you try to exceed this allocation, the oldest bookmark is automatically deleted before the new one is created.
- Resume bookmarks - For every title or album, the current playing location will be stored so playback can be resumed from that location the next time the title or album is used.

NOTE: PLEXTALK will remember the bookmark and other information for up to 1000 titles or albums.

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### 11.14.2. Getting bookmark information.

REMINDER: In the column of 5 keys on the left of the top of PLEXTALK, the Bookmark key is the black, diamond shaped key which is fourth from the top.

To find out information about the bookmarks in the current title, whether PLEXTALK is playing or not, do the following:

- Press and hold down the Bookmark key.
- The current bookmark number, the total number of bookmarks and the total number of voice bookmarks will be announced.

NOTE: If there are no bookmarks in the current title or album, PLEXTALK will announce "Bookmark does not exist".

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### 11.14.3. Inserting bookmarks.

This section tells you how to insert simple, numbered and voice bookmarks into your title or album.

To insert the simple bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key twice. PLEXTALK will say "Set the bookmark".
- Press the Enter key and PLEXTALK will say "Set simple bookmark".

NOTE: There is only one simple bookmark per title or album. The position of the existing simple bookmark is moved to the new position when you insert the simple bookmark again in this title.

NOTE The simple bookmark is automatically assigned the number 0.

NOTE: PLEXTALK will not allow you to insert a simple bookmark where another bookmark already exists.

To insert a numbered bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key twice. PLEXTALK will say "Set bookmark".
- Enter the number you wish to assign to this bookmark, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- If you try to assign the same number as an existing bookmark, PLEXTALK gives you the chance to overwrite the existing bookmark or assign a different number. Press the Enter key to

overwrite the existing bookmark or the Cancel key to assign a different number.

- When you have selected a valid number for your bookmark, PLEXTALK will confirm that the bookmark has been set.

NOTE: PLEXTALK will not allow you to set a bookmark in the same position as an existing bookmark.

To insert a voice bookmark, whether PLEXTALK is playing or not, do the following:

REMINDER: The Record key is the round, white key with the red ring on it. It is located at the front left corner of the top of PLEXTALK.

- Press the Bookmark key three times. PLEXTALK will say "Set voice bookmark".
- Enter the number you wish to assign to this voice bookmark, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- If you try to assign the same number as an existing bookmark, PLEXTALK gives you the chance to overwrite the existing bookmark or assign a different number. Press the Enter key to overwrite the existing bookmark or the Cancel key to assign a different number.
- After you have assigned a valid number to your voice bookmark, PLEXTALK will speak a reminder that you should press and hold the Record key whilst recording and will indicate that the recording level will be automatically set.
- Press and hold down the Record key and speak your voice annotation.
- Release the Record key when you have finished. PLEXTALK will confirm that the voice bookmark has been set.

NOTE: The built in microphone is situated under the grill at the back of the top of PLEXTALK.

NOTE: You can select whether voice bookmarks should play or not when you are navigating to the bookmark or listening to the title or album. Further information about how to do this is given at the end of this chapter.

NOTE: Resume bookmarks are inserted automatically by PLEXTALK when you move to a different title or album, or when you shut down the recorder. No action is required from you.

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#### **11.14.4. Navigating to bookmarks.**

This section tells you how to navigate to the various types of bookmark.

To jump to the simple bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key once. PLEXTALK will say "Go to bookmark".
- Press the Enter key and PLEXTALK will go to the simple bookmark position and playback will start automatically.

To jump to a numbered bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key once. PLEXTALK will say "Go to bookmark".
- Enter the number of the bookmark you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When a valid bookmark number has been entered, PLEXTALK will go to the location of that bookmark and playback will start automatically.

NOTE: PLEXTALK will speak an error message if you try to go to a numbered bookmark that does not exist.

To jump to a voice bookmark, whether PLEXTALK is playing or not, do the following:

- Press the Bookmark key once. PLEXTALK will say "Go to bookmark".
- Enter the number of the voice bookmark you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When a valid bookmark number has been entered, PLEXTALK will go to the location of that bookmark and playback will start automatically.

- Depending on the setting you have selected for the playback of voice bookmarks, the voice annotation that you previously recorded will either be heard at this time or not.

NOTE: PLEXTALK will speak an error message if you try to go to a bookmark that does not exist.

Once you have entered bookmarks into a title or album, a "Bookmark" option will become available on the Navigation Menu. In order to navigate to the next bookmark with a lower or higher number, do the following:

- Use the Number 2 or 8 key to go to the "Bookmark" option on the Navigation Menu.
- Press the Number 4 key to move to the next bookmark with a lower number. PLEXTALK will move to the bookmark and announce its number. Playback will start automatically. If you are on the bookmark with the lowest number, pressing the Number 4 key will take you to the bookmark with the highest number.
- Press the Number 6 key to move to the next bookmark with a higher number. PLEXTALK will move to the bookmark and announce its number. Playback will start automatically. If you are on the bookmark with the highest number, pressing the Number 6 key will take you to the bookmark with the lowest number.

NOTE: When navigating in this way, you will move by the numbering sequence of the bookmarks and not by the time sequence that they appear in the title or album. For example, assume you have randomly assigned bookmarks with numbers from 1 to 10 throughout your title or album and you are currently on bookmark 5. Using this method will allow you to move to bookmark 4 or 6 regardless of where they are located, even if there are other bookmarks in between numbers 4 and 5 or between 5 and 6.

NOTE: The simple bookmark is assigned the number 0.

NOTE: If there are no bookmarks in the title, the "Bookmark" option will not be listed on the Navigation Menu.

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## 11.14.5. Clearing bookmarks.

This section tells you how you can clear individual bookmarks or all the bookmarks in the current title or in every title.

To clear the simple bookmark from the current title or album, do the following:

- Press the Bookmark key 4 times. PLEXTALK will say "Clear bookmark".
- Press the Enter key and the simple bookmark will be cleared. PLEXTALK will confirm this by saying "Cleared".

NOTE: If you try to clear the simple bookmark and it has not been assigned, PLEXTALK will speak an error message.

To clear a numbered bookmark or a voice bookmark, the procedure is identical, as follows:

- Press the Bookmark key 4 times. PLEXTALK will say "Clear bookmark".
- Enter the number of the bookmark you wish to clear, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you confirm the number of the bookmark you wish to clear, PLEXTALK will clear this bookmark from the current title or album and will confirm this by saying "Cleared".

NOTE: If the bookmark you have selected is a voice bookmark, the equivalent voice annotation will also be deleted from memory.

NOTE: If you enter an invalid bookmark number, PLEXTALK will speak an error message.

If you wish to clear all bookmarks in the current title or album, do the following:

- Press the Menu key to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Bookmark" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Clear all bookmarks in current title" option and select it by pressing the Enter key.

- PLEXTALK will ask you to confirm this action. If you wish to proceed, press the Enter key and PLEXTALK will say "Cleared". If you have changed your mind, press the Cancel key or the Menu key to exit the menu system entirely.

NOTE: The procedure will only clear bookmarks in the current title or album and will not affect bookmarks in other titles or albums.

If you wish to clear all bookmarks from all titles and albums, do the following:

- Press the Menu key to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Bookmark" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Clear all bookmarks" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm this action. If you wish to proceed, press the Enter key and PLEXTALK will say "Cleared". If you have changed your mind, press the Cancel key or the Menu key to exit the menu system entirely.

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### 11.14.6. Turning on and off voice bookmark speech.

When you are using voice bookmarks, you are able to select whether you want to hear them spoken or not.

To turn voice bookmarks On or Off, do the following:

- Press the Menu key to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Bookmark" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Setting of playing voice bookmark" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select either "Voice bookmark on" or "Voice bookmark off" and press the Enter key to confirm your choice. PLEXTALK will confirm the action by saying "Set"

NOTE: The factory default setting for playing voice bookmarks is "Voice bookmark on".

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## 12. Playing DAISY titles.

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This chapter covers additional features that can be used when you are playing a DAISY title from a CD or CF card. If you don't already have a DAISY CD or CF card in PLEXTALK, it will be useful to do this now. The User's Guide CD is a good choice as it contains many of the features discussed in this section.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

**REMINDER:** In the column of 5 keys on the left side of the top of PLEXTALK, The Heading key is the second key from the top and the Page key is the third key from the top. They are both black, diamond shaped keys.

### 12.1. Getting heading and title information.

To find out information about the titles on the CD or CF card, and about the headings in the current title, whether PLEXTALK is playing or not, do the following:

- Press and hold down the Heading key.
- The current heading number and the total number of headings in the current title will be announced.
- If there is more than one title on the CD or CF card, the current title number and the total number of titles on the CD or CF card will be announced.
- As PLEXTALK supports titles that span across multiple CDs, if more than one CD has been used, the current CD number and the total number of CDs will be announced.
- This will be followed by an announcement of the copyright status of the current section in the DAISY title.
- After these announcements, the first phrase of the current section will be played.

REMINDER: The PTR2 recognises 4 categories of copyright status which are Master, Copy, DAISY or No copyright information. The announcement made by PLEXTALK will include one of these categories.

NOTE: If the playing position is at the beginning or end of the title, because there is no audio at these locations, no copyright information or recorded audio will be heard.

## 12.2. Getting page information.

To find out information about the pages in the current title, whether PLEXTALK is playing or not, do the following:

- Press and hold down the Page key.
- The current page number and the maximum number of pages in the current title will be announced.

NOTE: If there are any front pages or special pages within the DAISY title, the number of front pages and special pages will be announced as well as the other page information.

## 12.3. Title navigation.

In situations where there are more than one title on the CD or CF card, you may wish to switch from the title you are currently reading to another title. You can either do this by using the "Go To Title" feature or by using the Navigation Menu, as follows:

To go direct to a specific title, do the following:

- Press the Heading key until the guide speech says "Go to title".
- Type in the number of the title you want to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid title number and pressed the Enter key, PLEXTALK will switch to the title you selected. If you have entered an invalid title number, the guide speech will speak an error message.

To select a different title by moving through the available titles one at a time, do the following:

- Use the Number 2 or 8 key to go to the "Total Titles" option on the Navigation Menu.
- Use the Number 4 or 6 key to move sequentially through the available titles.
- As you move your selection, you will first hear the number of the title you have selected followed by the first phrase of that title.
- If you wish to play the selected title, press the Play/Stop key. Playback will start from the position in the title where it was stopped previously.
- If you wish to move to a different title, continue to use your Number 4 or 6 key until you find the title you want.

NOTE: If there is only one title on a CD or CF card, PLEXTALK will remove all title navigation options from the system at that time.

## **12.4. Heading navigation.**

Navigating to headings is very similar to title navigation. You can either go to headings direct or you can move through the available headings one at a time.

REMINDER: Headings are marked locations in the DAISY title that you may wish to get to quickly, such as the start of chapters, sections and sub sections. The headings in a DAISY title are numbered sequentially from the start of the title. Every heading has an associated navigation level between Level 1 and Level 6.

To go direct to a specific heading, do the following:

- Press the Heading key until the guide speech says "Go to heading".
- Type in the number of the heading you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.

- When you have entered a valid heading number and pressed the Enter key, PLEXTALK will switch to the heading you selected and playback will start automatically. If you have entered an invalid heading number, the guide speech will speak an error message.

To navigate headings sequentially, using heading levels, do the following:

- Use the Number 2 or 8 key to go to your desired level of navigation, for example Level 1 or Level 2.
- Press the Number 4 key to move backwards to the previous heading on the selected level. PLEXTALK will move to the heading and playback will start automatically. If there is no previous heading, PLEXTALK will move to the beginning and say "Beginning of title".
- Press the Number 6 key to move forwards to the next heading on the selected level. PLEXTALK will move to the heading and playback will start automatically. If there is no next heading, PLEXTALK will go to the end and say "End of title".

NOTE: When navigating in this way, PLEXTALK will stop at all headings that have a level the same as or higher than the level you have selected. For example, if you chose to navigate on Level 3, PLEXTALK will find all Level 1, Level 2 and Level 3 headings as you move backwards or forwards. If you have chosen Level 1 navigation, PLEXTALK will only find Level 1 headings as you move.

## 12.5. Page navigation.

Navigating to pages is very similar to heading navigation. You can either go to pages direct or you can move through the available pages one at a time. When using PLEXTALK, pages are numbered sequentially from the start of the title.

To go direct to a specified page, do the following:

- Press the Page key until the guide speech says "Go to page".
- Type in the number of the page you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.

- When you have entered a valid page number and pressed the Enter key, PLEXTALK will switch to the page you selected and playback will start automatically. If you have entered an invalid page number, the guide speech will speak an error message.

To navigate pages sequentially, do the following:

- Use the Number 2 or 8 key to go to the "Page" option on the Navigation Menu.
- Press the Number 4 key to move backwards to the previous page. PLEXTALK will move back to the previous page marker and playback will start automatically. If there is no previous page, PLEXTALK will go to the beginning and say "Beginning of title".
- Press the Number 6 key to move forwards to the next page. PLEXTALK will move forwards to the next page marker and playback will start automatically. If there is no next page, PLEXTALK will go to the end and say "End of title".

NOTE: If there are no page markers in the title, the "Page" option will not be listed on the Navigation Menu.

NOTE: There are three kinds of page which are Normal, Front and Special. Front pages are those at the front of the book before the page numbering for the body of the book begins. Special pages are those that are not front matter and which do not follow the sequential numbering system. You cannot move directly to Front or Special pages using the Page key and can only navigate to them using the Number 4 or 6 keys after selecting the "Page" option on the Navigation menu.

## **12.6. Group navigation.**

REMINDER: A Group, in the context of the PTR2, is a navigation feature which can be assigned to items of note throughout a DAISY title. They are separate from other navigation features like headings and pages. In the DAISY version of the User's Guide, groups are used to highlight points of safety and notes.

Groups can only be navigated sequentially, however, in the menu system, you are able to specify whether you want PLEXTALK to go to groups only or to all headings as well as groups. The ability to navigate groups independent of other structure makes navigation quicker, whereas navigating groups with the headings, gives a better idea of where the groups are in the structure.

In order to select your preferred method of navigation, do the following:

REMINDER: The Menu key is the black, oval shaped key on the right side of the top of PLEXTALK, just in front of the speaker grill.

- Press the Menu key once.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select moving behaviour for a group" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select between "Stop all structure" or "Stop the group only", pressing the Enter key to confirm your selection.
- Having made your choice, PLEXTALK will exit from the menu system automatically.

To move backwards or forwards a group at a time, do the following:

- Use the Number 2 or 8 key to go to the "Group" option on the Navigation Menu.
- Use the Number 4 key to move backwards to the previous group item in the title. PLEXTALK will move backwards to the previous group item and playback will start automatically. If there are no previous group items, PLEXTALK will go to the beginning and say "Beginning of title".
- Use the Number 6 key to move forwards to the next group item in the title. PLEXTALK will move forwards to the next group item and playback will start automatically. If there are no next group items, PLEXTALK will move to the end and say "End of title".

NOTE: If there are no group markers in the title, the "Group" option will not be listed on the Navigation Menu.

## 12.7. Phrase navigation.

REMINDER: Phrases are a DAISY navigation feature which are automatically created when the recording is made. A phrase is the piece of audio between one moment of silence and the next.

As discussed in an earlier section, PLEXTALK enables you to specify whether you want the Back and Forward keys to function as phrase jump or 5 second jump keys. Before you can navigate backwards or forwards a phrase at a time, you must set this option for phrase jumps.

To set the Back and Forward keys for phrase jumps, do the following:

- Press the Menu key once.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select the moving behaviour for forward and back" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Phrase moving" option and select it by pressing the Enter key.
- After making this selection, you will be automatically exited from the menu system.

Having set this option, to move backwards or forwards a phrase at a time, do the following:

To jump back one phrase, press the Back key once. PLEXTALK will move backwards to the start of the previous phrase and playback will start automatically. If there is no previous phrase, PLEXTALK will go to the beginning and say "Beginning of title".

To jump forwards one phrase, press the Forward key once. PLEXTALK will jump forwards to the start of the next phrase and playback will start automatically. If there is no next phrase, PLEXTALK will go to the end and say "End of title".

NOTE: Phrase jumping only works when listening to a DAISY title.

NOTE: Sometimes, depending on how long you let the phrase play for, you may need to press the Back key twice quickly to move to the previous phrase, otherwise PLEXTALK may only jump back to the start of the current phrase.

## 12.8. Selecting a playback mode.

You can select a number of different playback modes when using a DAISY title. The available options are as follows:

- Standard play - this option is the factory default setting. It plays through the title and stops when finished. PLEXTALK will say "End of title". Pressing the Play/Stop key at this stage will start playback from the beginning again.
- Repeat between bookmarks - if you have inserted bookmarks into your title, the audio between the bookmarks either side of your current position in the title will be repeated continuously until playback is stopped. The beginning and end of the title are treated like bookmarks in this playback mode.
- Repeat section - the current section will repeat continuously until playback is stopped.
- Repeat title - the current title will repeat continuously until playback is stopped.
- Repeat all titles - playback will continuously play all titles in order until playback is stopped.
- Repeat random - the sections within the current DAISY title will be continuously played in random order until playback is stopped.

NOTE: In this situation, the order of bookmarks is not based on their numerical sequence but on their time sequence in the title.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Playing Settings" option and select it by pressing the Enter key. The currently selected playing mode will be spoken.
- Use the Number 4 or 6 key to go to your preferred playing mode and select it by pressing the Enter key.
- Your selection will be made and the menu system will be exited automatically.

NOTE: When you select a playback mode, it will remain the default playback mode until you change it again, even if the unit is turned off and back on.

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## 13. Playing Music CDs.

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This chapter covers features that are specific to playing Music CDs. There is a lot of similarity between these commands and the equivalent ones for DAISY titles, so you should find them simple to learn. Before continuing with this chapter, ensure that you have inserted a Music CD, so you can try out the features as you progress.

**CAUTION:** 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 playing, even on a CD-ROM-based player such as PLEXTALK.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

### 13.1. Track navigation.

Navigating to tracks is very similar to heading or page navigation. You can either go to tracks direct or you can move through the available tracks one at a time. Tracks are numbered sequentially from the start of the album.

To go direct to a specified track, do the following:

- Press the heading key once. the guide speech will say "Go to track".
- Type in the number of the track you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid track number and pressed the Enter key, PLEXTALK will switch to the track you selected and playback will start automatically. If you have entered an invalid track number, the guide speech will speak an error message.

To navigate tracks sequentially, do the following:

- Use the Number 2 or 8 key to go to the "Track" option on the Navigation Menu.
- Press the Number 4 key to move backwards to the previous track. PLEXTALK will move back to the previous track and playback will start automatically. If there is no previous track, PLEXTALK will go to the beginning and say "Beginning of album".
- Press the Number 6 key to move forwards to the next track. PLEXTALK will move forwards to the next track and playback will start automatically. If there is no next track, PLEXTALK will go to the end and say "End of album".

NOTE: When moving back a track at a time, if you allow the track to play for more than 3 seconds, the next time you move back a track, you will move to the start of the current track. If you move back a second time within 3 seconds, you will move to the previous track.

## 13.2. Selecting a playback mode.

As for a DAISY title, when playing a Music CD you can select a number of different playback modes. The available options are as follows:

- Standard play - this option is the factory default setting. It plays through the album and stops when finished. PLEXTALK will say "End of album". Pressing the Play/Stop key at this stage will start playback from the beginning again.
- Repeat track - the current track will repeat continuously until playback is stopped.
- Repeat album - the current album will repeat continuously until playback is stopped.
- Repeat random - the tracks within the current album will be continuously played in random order until playback is stopped.
- Repeat between bookmarks - if you have inserted bookmarks into your album, the audio between the bookmarks either side of your current position in the album will be repeated continuously until playback is stopped. The beginning and end of the album are treated like bookmarks in this playback mode.

NOTE: In this situation, the order of bookmarks is not based on their numerical sequence but on their time sequence in the title.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Playing Settings" option and select it by pressing the Enter key. The currently selected playing mode will be spoken.
- Use the Number 4 or 6 key to go to your preferred playing mode and select it by pressing the Enter key.
- Your selection will be made and the menu system will be exited automatically.

NOTE: When you select a playback mode, it will remain the default playback mode until you change it again, even if the unit is turned off and back on.

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## 14. Playing an Audio File CD or CF card.

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This chapter looks at issues relating to playing Audio File CDs and CF cards. In this guide, the term "audio files" refers to files that have been created using a PC or IC recorder. As previously mentioned, PLEXTALK is capable of recognising and playing audio files which are in any of the following file formats: Wave, MP3 or Ogg Vorbis.

Before proceeding with this section, you may wish to insert a CD or CF card containing files in one or more of these formats into PLEXTALK so you can try out the features as you proceed.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

**NOTE:** PLEXTALK cannot be used to record, edit or back up audio files on CDs or CF cards.

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### 14.1. About audio files.

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This section gives you some more technical information about the types of audio files that can be used with your PLEXTALK. The file types are as follows:

- **MP3 Files** - MP3 (short for MPEG1/2 Audio Layer 3) is a standard for the compression of audio data. It allows compression ratios of 1/10 or even 1/12, with Music CD quality. PLEXTALK supports the following bit rates: MPEG1 Layer 3 from 32kbps to 320kbps and MPEG2 Layer 3 from 8kbps to 160kbps. It also supports VBR (Variable Bit Rate).

**NOTE:** For VBR, the reporting of the elapsed time and remaining time is not accurate and should be viewed as an estimate only.

**NOTE:** PLEXTALK does not support MPEG2.5 Audio Layer 3 file format.

- WAVE Files - The Wave format is Microsoft's standard audio file format. PLEXTALK supports Wave files in PCM(Pulse Code Modulation) format only.
- Ogg Vorbis Files - Ogg Vorbis is a free licensed audio compression format using bit rates from 45kbps to 320kbps. PLEXTALK supports all Ogg Vorbis bit rates.

NOTE: Please visit the web site, <http://www.vorbis.com/> for further details about this format.

## 14.2. About playing sequences.

This section gives you information about the playing sequence used for playing files and folders.

- Playback of files - If there is a text file called "play list" in the folder, PLEXTALK will follow the playing sequence specified in this file. If a file of this type does not exist in the folder, PLEXTALK will playback the files in the order of their file names. In this case, numbers take precedence over alphabetical characters. For example, if one file is called "123ABC" and a second file is called "ABC", the file "123ABC" will play before the file called "ABC".

NOTE: The "play list" file normally has a file name extension of "m3u" and the names of the audio files are written in the order that you want them played.

- Playback of folders - If more than one folder exists on the CD or CF card, the audio files will be played from the lowest level of the folder structure in the first folder upwards before then playing the files at the lowest level of the next folder structure. Finally, any files at the root level will be played. The following example demonstrates this idea:

At the Root level there is Folder 1, Folder 4, and File A.  
 Under Folder 1 there is Folder 2, Folder 3, and File B.  
 Under Folder 2 there is File E and File F.  
 Under Folder 3 there is File G and File H.  
 Under Folder 4 there is File C and File D.

In the above example, the playing sequence would be: E, F, G, H, B, C, D, A.

### 14.3. Restrictions on Audio Files.

When creating an Audio File CD or CF card for use in your PLEXTALK, you should bear in mind the following restrictions:

Restrictions on numbers of files and folders:

- The maximum number of files that can be stored in a folder is 1022. Files in excess of 1022 are not recognized.
- The maximum number of folders is 254, including a root folder. Folders in excess of 254 are not recognized.
- PLEXTALK treats file folders as albums and recognizes up to 8 hierarchies.

NOTE: When there is a large number of folders, PLEXTALK may take longer to read the CD or CF card information.

Restrictions when recording:

- When creating an Audio File CD or CF card, you should only use a blank CD or CF card to record on. Do not create a DAISY title on the blank media before burning your audio files to CD or CF card. If you do, the DAISY files will take precedence over the audio files and the disc or card will not play properly.
- PLEXTALK recognizes CDs that are written by the following methods: "Disc-At-Once", "Track-At-Once", "Session-At-Once" and "Packet Writing (only after finalized)".
- When creating an Audio File CD, you must select "ISO9660 Level 1" or "ISO9660 Level 2" or "Joliet" or "Romeo (Windows)" as the file system properties.
- When creating an audio file, it is recommended that you do not use local code characters in the names of files or folders.
- Specialised CD writing software is required to create the Audio File CD.

## 14.4. Checking the number of files and albums.

To check the number of files in the current album and the number of albums on the CD or CF card, do the following:

Press and hold down the Heading key.

The number of the current file, the total number of files, the number of the current album and the total number of albums will be spoken.

NOTE: If there is only one album on the CD or CF card, only the file information will be spoken.

## 14.5. File navigation.

Navigating to files is very similar to track navigation on Music CDs. You can either go to files direct or you can move through the available files one at a time. Files are numbered sequentially from the start of the album.

To go direct to a specified file, do the following:

- Press the heading key once. the guide speech will say "Go to file".
- Type in the number of the file you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid file number and pressed the Enter key, PLEXTALK will switch to the file you selected and playback will start automatically. If you have entered an invalid file number, the guide speech will speak an error message.

To navigate files sequentially, do the following:

- Use the Number 2 or 8 key to go to the "File" option on the Navigation Menu.
- Press the Number 4 key to move backwards to the previous file. PLEXTALK will move back to the previous file and playback will start automatically. If there is no previous file, PLEXTALK will go to the beginning and say "Beginning of album".
- Press the Number 6 key to move forwards to the next file. PLEXTALK will move forwards to the next file and playback will

start automatically. If there is no next file, PLEXTALK will go to the end and say "End of album".

NOTE: When moving back a file at a time, if you allow the file to play for more than 3 seconds, the next time you move back a file, you will move to the start of the current file. If you move back a second time within 3 seconds, you will move to the previous file.

## 14.6. Album navigation.

Navigating to albums is very similar to file navigation. You can either go to albums direct or you can move through the available albums one at a time.

To go direct to a specified album, do the following:

- Press the heading key twice. the guide speech will say "Go to album".
- Type in the number of the album you wish to go to, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid album number and pressed the Enter key, PLEXTALK will switch to the album you selected. If you have entered an invalid album number, the guide speech will speak an error message.
- Press the Play/Stop key to start playback.

To navigate albums sequentially, do the following:

- Use the Number 2 or 8 key to go to the "Album" option on the Navigation Menu.
- Press the Number 4 key to move backwards to the previous album. PLEXTALK will move back to the previous album and announce the album number.
- Press the Number 6 key to move forwards to the next album. PLEXTALK will move forwards to the next album and announce the album number.

## 14.7. Selecting a playback mode.

As for a DAISY title or a Music CD, when playing an Audio File CD or CF card, you can select a number of different playback modes. The available options are as follows:

- Standard play - this option is the factory default setting. It plays through the current album and stops when finished. PLEXTALK will say "End of album". Pressing the Play/Stop key at this stage will start playback from the beginning of the album again.
- Repeat file - the current file will repeat continuously until playback is stopped.
- Repeat album - the current album will repeat continuously until playback is stopped.
- Repeat all albums - all albums will be repeated sequentially until playback is stopped.
- Repeat random - the files in all the album will be continuously played in random order until playback is stopped.
- Repeat between bookmarks - if you have inserted bookmarks into an album, the audio between the bookmarks either side of your current position in the album will be repeated continuously until playback is stopped. The beginning and end of the album are treated like bookmarks in this playback mode.

NOTE: In this situation, the order of bookmarks is not based on their numerical sequence but on their time sequence in the title.

In order to select a playback mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Playing Settings" option and select it by pressing the Enter key. The currently selected playing mode will be spoken.
- Use the Number 4 or 6 key to go to your preferred playing mode and select it by pressing the Enter key.
- Your selection will be made and the menu system will be exited automatically.

**NOTE:** When you select a playback mode, it will remain the default playback mode until you change it again, even if the unit is turned off and back on.

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## 15. Power management features.

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Now that you have learned how to use your PLEXTALK for playback operations, there are several features related to power management that you may find helpful to know about. PLEXTALK will warn you when the battery charge is becoming low. It also has an automatic power off function a sleep timer and the ability to power itself on at specified times. This chapter shows you how these features work.

### 15.1. Battery low warning.

When PLEXTALK is operating on battery power and the power level drops to a level where it needs to be recharged, PLEXTALK will say "Low battery. Please plug in AC adaptor". This message may be repeated several times. If you wish to continue to use PLEXTALK, you need to plug in the AC adaptor and switch on the mains power. If you do not plug in the AC adaptor, PLEXTALK will shut down automatically when the battery level drops below a certain point.

**CAUTION:** If the battery power fails during operations such as CD backup, disc finalisation or disc erasing, the media may become damaged or unusable.

### 15.2. Automatic power off function.

In order to save battery power, PLEXTALK will automatically shut down after 30 minutes of inactivity. Before shutting down, PLEXTALK will give you a 1 minute warning followed by a 15 second warning. After this 15 seconds, PLEXTALK will shut itself down automatically.

If you do not want PLEXTALK to shut down during this warning period, just carry out one of the operating functions, for example, start playback, start recording or access the menu system. PLEXTALK can then be left for a further 30 minutes of inactivity before the same warning will be spoken again.

NOTE: PLEXTALK will not automatically shut down if it is running on mains power.

### 15.3. Compulsory power off function.

If for any reason, PLEXTALK will not shut down or you are not able to navigate with any keys, you can try using the compulsory power off function, as an alternative to removing the battery.

To use the compulsory power off feature, pulling the Power On/Off switch towards the front for more than 10 seconds. PLEXTALK should shut down.

NOTE: If this method does not work, and your PLEXTALK is still powered on, you should remove the battery and replace it, as detailed in Section 6.4.

### 15.4. Sleep timer function.

The Sleep Timer feature enables you to specify an amount of time, after which, PLEXTALK will shut down. This can be handy if you are wanting to listen to a DAISY book or music for a set amount of time or if you want to record something that you know in advance how long it lasts. This section shows you how to set and cancel the sleep timer.

---

#### 15.4.1. Setting the sleep timer.

REMINDER: The Information key is the top key in the column of 5 keys on the left of the top of PLEXTALK. It is a black, diamond shaped key.

To set the sleep timer, do the following:

- Press the Information key once. PLEXTALK will say "Sleep timer. Input minutes to activate".
- Enter a number between 1 and 999, using the Number Pad.
- Press the Enter key to confirm or the Cancel key to clear your entry.
- When you enter a valid number of minutes, PLEXTALK will confirm that the sleep timer has been set to the number of minutes you entered.

---

## 15.4.2. Cancelling the sleep timer.

To cancel the sleep timer, do the following:

- Press the Information key once. PLEXTALK will tell you that the sleep timer is currently on and the number of minutes remaining before shut down. It will then tell you to enter a number or to press 0 if you wish to cancel the setting.
- Enter the number 0, using the Number Pad.
- Press the Enter key to confirm and PLEXTALK will say "Cancelled".

## 15.5. Power On timer function.

PLEXTALK gives you the ability to set 2 times when the unit will automatically turn itself on. These are called "Power on timer 1" and "Power on timer 2". These work similar to the way an alarm clock radio works. You can set the timers to come on at the same time each day.

This section shows you how to activate, deactivate and modify the power on timer settings.

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### 15.5.1. Check the time on the internal clock.

Before setting the power on timer function, you should double check that the date and time on your PLEXTALK's internal clock is correctly set. Press and hold down the Information key to hear the current date and time spoken. If the date or time is not correct, you should refer to Section 10.1 - Setting the date and time for instructions on how to reset the date and time.

---

### 15.5.2. Activating the power on timer.

To activate or turn on one of the power on timers, do the following:

- Press the Menu key once to access the Main Menu.

- Use the Number 4 or 6 key to go to the "Power on timer" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select either "Power on timer 1" or "Power on timer 2". Assuming that you have not previously set either of these timers, you will hear the name of the timer followed by "No setting" as you go to each of the timer names.
- Press the Enter key to select the timer you wish to set. PLEXTALK will ask you to enter a time with 4 digits. It will also prompt that you can use the Back or Forward keys to select AM or PM for the time setting.
- Enter your required time, using leading zeros where necessary and press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid time, PLEXTALK will confirm your entry and announce that the timer setting has been activated.

NOTE: For a power on timer to work it must be activated. PLEXTALK's power on timers are automatically activated when the time is set or reset.

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### 15.5.3. Deactivating the power on timer.

To deactivate or turn off a power on timer, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Power on timer" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select either "Power on timer 1" or "Power on timer 2" according to which timer you wish to deactivate. As you go to the timer name, PLEXTALK will speak the name and the current setting for that timer.
- Press the Enter key to select the required timer.
- Use the Number 4 or 6 key to go to the "Switch the timer whether on or off" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Deactivate" option and press the Enter key. PLEXTALK will confirm your setting by speaking the timer name, the time it is set for and the fact that it is now deactivated.

NOTE: Deactivating the power on timer will stop it from switching on PLEXTALK at the specified time but the time setting is not erased.

---

### 15.5.4. Changing the power on timer time

If you wish to change the time that a power on timer is set for, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Power on timer" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select either "Power on timer 1" or "Power on timer 2" according to which timer you wish to change the time setting for. As you go to the timer name, PLEXTALK will speak the name and the current setting for that timer.
- Press the Enter key to select the required timer.
- Use the Number 4 or 6 key to go to the "Setting time of day" option and select it by pressing the Enter key.
- PLEXTALK will ask you to enter a time with 4 digits. It will also prompt that you can use the Back or Forward keys to select AM or PM for the time setting.
- Enter your required time, using leading zeros where necessary and press the Enter key to confirm or the Cancel key to clear your entry.
- When you have entered a valid time, PLEXTALK will confirm your new setting and announce that the timer setting has been activated.

NOTE: PLEXTALK will always activate the power on timer automatically when you set or reset the time.

---

### 15.5.5. Clearing the power on timer settings.

If you wish to clear all time settings for a specified power on timer, do the following:

- Press the Menu key once to access the Main Menu.

- Use the Number 4 or 6 key to go to the "Power on timer" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select either "Power on timer 1" or "Power on timer 2" according to which timer you wish to clear the time setting for. As you go to the timer name, PLEXTALK will speak the name and the current setting for that timer.
- Press the Enter key to select the required timer.
- Use the Number 4 or 6 key to go to the "Clear the time" option and select it by pressing the Enter key.
- PLEXTALK will ask you if you are sure. Press the Enter key to confirm or the Cancel key to abort this action.
- When you press the Enter key, PLEXTALK will confirm that the time has been cleared and will then speak the timer name and the fact that there are no settings for that timer.

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## 16. General information about recording.

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PLEXTALK enables you to record live during lectures or conferences, and from other media such as cassette tapes, CDs, television or radio. This chapter gives you general information that applies to all recordings made with PLEXTALK. Features that are specific to recording DAISY titles or Music CDs, are described in Chapter 17 and Chapter 18 respectively.

Before recording, assemble the recording hardware you will need and decide which input source you will use. With PLEXTALK you can choose from the Build in Microphone, External Microphone or Line Input socket.

### 16.1. Recording hardware.

Your PLEXTALK is supplied with all the accessories that you require to make an initial recording, either direct into PLEXTALK or from external sources such as tape recorders, CD players, radios and other similar devices. You may, however, wish to consider purchasing some additional accessories to enhance the quality of your recordings and your ability to monitor the recording process.

The basic items that you require, or may wish to consider purchasing, are as follows:

- CF card.

A 64 MB CF card is supplied as an accessory. You can record to and edit information on a CF card. You can also backup from the CD-R or CD-RW disc content to the CF card.

NOTE: The specification of the supplied card may differ from that specified in the guide.

- CD-R or CD-RW disc.

A blank 700 MB CD-R disc is included as an accessory. You can record to and edit information on a CD-R or CD-RW disc. You can also back up from the CF card content to the CD-R or CD-RW disc.

NOTE: The specification of the supplied CD-R may differ from that specified in the guide.

- External Microphone (Optional).

Dynamic microphones and plug-in, power stereo microphones can be used. Select any suitable microphone that uses a 3.5 millimetre diameter mini jack plug. For further information, refer to the section called "Recommended Microphones" in Appendix A.

**CAUTION:** When a condenser microphone is used, it must be plug-in power compatible and must be used correctly, otherwise, it may get damaged. Please read the microphone manual carefully before use.

- Audio cable.

An audio cable with 3.5 millimetre diameter stereo mini jack plugs at both ends is included as an accessory. You can use this cable when recording from a cassette player, CD player, radio or other similar device.

- Headphones (Optional).

With the use of stereo headphones, Music CDs and recorded materials can be listened to in stereo using your PLEXTALK. During recording, you may find it useful to use headphones for monitoring the Line in or External Microphone Inputs.

## 16.2. Recording media.

You can use PLEXTALK to record to CD-R or CD-RW discs and to CF cards. This section highlights a number of issues that you should be aware of prior to recording with any of these media.

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### 16.2.1. About CD-R and CD-RW discs.

Apart from storage capacities, there are 2 main types of CD for recording on. Firstly there are CD-R discs which are recordable compact discs and, secondly, there are CD-RW discs, which are rewriteable compact discs. CD-R discs can only be recorded on until they are full and cannot be erased. CD-RW discs can be recorded on and erased on numerous occasions.

With either of these types of CD, when using PLEXTALK, additional audio can be added to the disc until it is full. Use of PLEXTALK's editing functions to cut sections of the recording, will not free up space on either type of disc, it only makes those pieces of audio 'invisible' to the listener. You can only free up space on a CD-RW disc by using PLEXTALK's erasing function or by reformatting the CD-RW using a computer.

In addition to categorising CDs by whether they can be used more than once or not, they can also be categorised by whether they are "data" CDs or "music" CDs. Data CDs can be used on a computer to create many different types of finished CD such as file backups, picture CDs, Audio File CDs and so on. In PLEXTALK, data CDs can only be used to create DAISY format recordings. If you want to create a Music CD, which can be played in a standard CD player, you need to use blank Music CD-R or CD-RW discs. In PLEXTALK, Music CDs cannot be used to make DAISY recordings and can only be used to make Music CDs. PLEXTALK will automatically detect the type of CD that you insert. Blank Music CDs tend to be more expensive than blank data CDs.

On all CDs, on one of the sides, a small ridge can be found about 1 centimetre away from the centre hole. The side with the ridge is where the data is burned. Data cannot be burned to the disc properly if there are scratches or fingerprints on the area outside the ridge.

**CAUTION:** Before using a CD for recording, check for dirt, fingerprints or scratches on the surface of the disc. If there are any marks, clean the CD using the supplied soft cloth.

**CAUTION:** Whenever you erase a CD-RW on a PC, make sure that you choose the "Full erase" setting.

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## 16.2.2. About CF cards.

In PLEXTALK, you can use a CF card to record and edit DAISY titles and you can erase and rerecord as many times as you want.

PLEXTALK will work with CF cards with a range of capacities. Before purchasing an additional CF card for use with PLEXTALK, you should ensure that it is compatible. You are advised to read the section called "Recommended CF cards" in Appendix A, or contact your PLEXTALK dealer for advice.

You can erase a CF card in PLEXTALK or in a PC if you have a suitable card reader.

**Caution:** Whenever you erase a CF card using a PC, make sure you select "FAT-16" or "FAT-32".

## 16.3. Inserting a blank CD or CF card.

In order to start any recording, you will need to insert a suitable CD or CF card into PLEXTALK. In Section 6.9, you saw how to insert and eject CDs and CF cards in general terms. This section details how PLEXTALK behaves when a blank CD or CF card is inserted ready for recording.

Assuming that no disc or CF card is in PLEXTALK, and that there is no external source connected to the microphone or line in sockets, PLEXTALK will behave in the ways detailed below.

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### 16.3.1. Inserting blank data CDs.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

When you insert a blank data CD-R or CD-RW disc, the following happens:

- PLEXTALK will say "Blank disc. Title does not exist. Press Record key to create DAISY title". This indicates that PLEXTALK will only permit the recording of a DAISY title on a data CD.
- Now press the Record key.
- PLEXTALK will say "Creating DAISY title" and will then proceed to create the DAISY title on the CD. This may take a few seconds.
- When complete, PLEXTALK will say "Finished. Push Record key, record to disc. Level monitor auto". PLEXTALK will then say "Auto" repeatedly.

- This indicates that the DAISY title has been created on the disc and that PLEXTALK has automatically gone into the recording stand by state. It also indicates that the recording level will be set using the automatic gain control (AGC).
- At this point you are ready to record to the CD using the built in microphone. If you do not want to record at this time, press the Cancel key to exit from recording stand by.

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### 16.3.2. Inserting blank CF cards.

When you insert a blank CF card, the following happens:

- PLEXTALK will say "Card. Title does not exist. Press Record key to create DAISY title". This indicates that PLEXTALK will only permit the recording of a DAISY title on a CF card.
- Now press the Record key.
- PLEXTALK will say "Creating DAISY title" and will then proceed to create the DAISY title on the CF card.
- When complete, PLEXTALK will say "Finished. Push Record key, record to card. Level monitor auto". PLEXTALK will then say "Auto" repeatedly.
- This indicates that the DAISY title has been created on the CF card and that PLEXTALK has automatically gone into the recording stand by state. It also indicates that the recording level will be set using the automatic gain control (AGC).
- At this point you are ready to record to the CF card using the built in microphone. If you do not want to record at this time, press the Cancel key to exit from recording stand by.

---

### 16.3.3. Inserting blank Music CDs.

CAUTION: 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.

CAUTION: As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

When you insert a blank Music CD-R or CD-RW disc, the following happens:

PLEXTALK will say "Digital audio recordable disk. Push Record key". This indicates that PLEXTALK has recognised that the CD is a recordable Music CD and that it is ready to record in digital audio format.

Now push the Record key.

PLEXTALK will say "Record to disc. Level monitor auto". PLEXTALK will then say "Auto" repeatedly.

- This indicates that PLEXTALK has automatically gone into the recording stand by state. It also indicates that the recording level will be set using the automatic gain control (AGC).
- At this point you are ready to record to the blank Music CD using the built in microphone. If you do not want to record at this time, press the Cancel key to exit from recording stand by.

## **16.4. Getting information about your CD or CF card.**

Whatever type of media you intend to record on, you may wish to check the status of the CD or CF card from time to time. You can get information about the CD or CF card as follows:

- With the CD or CF card inserted, ensure that PLEXTALK is switched to the appropriate media.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Media Information" option and select it by pressing the Enter key.
- PLEXTALK will announce the type of media, the used space in the title or album, the free space on the CD or CF card and, in the case of CDs, whether it has been finalised or not.
- The information will be repeated continuously.
- When you have noted the relevant information, press the Enter key to exit the menu system.

NOTE: Some of the information may not be spoken depending on the status of your CD or CF card. For example, if you have inserted a finalised disc, because there is no available space on the disc, this information will not be given.

## 16.5. General recording tips.

The quality of your recording will be affected by many factors. This section gives you some general tips about how to get the best recordings with your PLEXTALK. You should observe the following points where possible:

- When making a voice recording, try to choose a location where there is minimal background noise.
- When reading from printed materials, pause the recording when you turn pages.
- Try to avoid extraneous noises like doors shutting, sipping drinks, trains and planes passing and so on.
- Try to choose a recording environment where there are not too many hard surfaces as these can create echoes in your recording. Draping material on table tops and walls can help. Closing curtains is also useful.
- Avoid vibrations and shocks during recording, CD finalisation and backup. Setting PLEXTALK on a level surface, on a towel or other soft material can help.
- If using the built in microphone, do not handle PLEXTALK because your hand movements may be detected in the recording.
- If using an external microphone, try not to handle the microphone more than necessary, because your hand movements will be detected. Use a microphone stand or try resting the microphone on a soft surface such as a cloth or cushion.
- When using an external microphone, try to keep the microphone away from PLEXTALK to avoid feedback from the speaker.
- Don't speak too close to the microphone as this can cause distortion.
- Always try to use clean CDs as finger prints and dust on the recording surface can cause poor quality recordings.
- Where possible, make a test recording and check that the results are as you want them.

## 16.6. Muting the guide speech when recording.

For best quality recordings, it is recommended that you mute the internal guide speech when you are recording through the internal microphone or through an external microphone. This is to avoid the guide speech being heard in your final recording. You can mute the guide speech in the following 3 ways:

- Turn down the guide volume to zero - this option works well for those that can see the recording status light but is more difficult for blind users who require the guide speech to confirm whether PLEXTALK is recording or paused.
- Plug in headphones - all output from PLEXTALK is heard through the headphones and no guide speech is recorded. This method works well for all users but means having additional hardware connected.
- Turn off the guide speech during recording - PLEXTALK provides you with the ability to automatically turn off guide speech when you start recording. When you are recording, no guide speech is heard but guide speech returns automatically when you pause or stop recording.

Guide speech during recording can be turned off or on as follows:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Switch over the guidance while recording" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select between "Guidance on" or "Guidance off" and press the Enter key to confirm your selection. The menu system will be exited automatically.

NOTE: The selection you make will remain the default setting until you change it again. The factory default is "Guidance on".

## 16.7. Connecting and selecting an input source.

REMINDER: The headphone, external microphone and line in sockets are all located in the front most recess on the left side of PLEXTALK. From front to back they are Headphone socket, external microphone socket and line in socket.

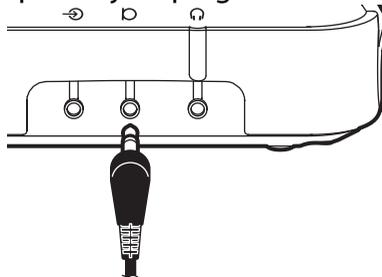
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### 16.7.1. Connecting a microphone or line in source.

PLEXTALK will default to using the built in microphone if no other source is connected, therefore, to use this microphone, you do not need to take any specific action.

When making live recordings of voices, conferences, lectures, presentations and concerts, You may find that you get better quality by connecting an external microphone. Having selected a suitable microphone, with a 3.5 millimetre diameter stereo jack plug, you can connect it to PLEXTALK as follows:

- Insert the microphone jack plug into the microphone socket.



- PLEXTALK will confirm that it is connected by saying "Input external microphone".

NOTE: Whenever an external microphone is connected, it becomes the default input source automatically.

To record from devices such as tape recorders, Music CD players and radios, you should connect to PLEXTALK through the line in socket. Do this as follows:

Using the audio cable supplied, connect one end to the headphone socket on the device from which you want to record and the other end to the line in socket on PLEXTALK. PLEXTALK will say "Input line in".

**CAUTION:** When you connect from the line output of a CD player to PLEXTALK's Line Input socket, the recorded sound may sometimes be distorted, even if you adjust the recording level. If this happens, you should connect from the CD player's headphone socket to PLEXTALK's Line Input socket and then adjust the CD player's headphone output volume for recording.

**NOTE:** Whenever a line in cable is connected, it becomes the default input source automatically.

**NOTE:** If an external microphone and a line in source are both connected, the last one connected will become the default input source.

**NOTE:** Even if more than one input source is connected, you can only use one input source at a time.

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## 16.7.2. Selecting a specific input source.

In certain situations, you may have more than one input source connected to PLEXTALK at any one time. As you learned above, PLEXTALK will default to using the last connected source, however, you may wish to specify one of the other sources for a particular purpose.

To specify a specific input source, do the following:

- Press the menu key to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select input device" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to your preferred input source and select it by pressing the Enter key.
- Your selection will be made and PLEXTALK will exit from the menu system.

NOTE: When selecting your preferred input source, you will only be able to select from sources that are connected at that time. If you have connected to the external microphone socket and the line in socket, your choices will be "Built in microphone", "External microphone" and "Line in".

## 16.8. Setting the recording level.

When making any recording, it is important to ensure that the recording level is set correctly. If the level is too low, the volume of the finished recording will be too low. If the recording level is too high, the end recording quality is likely to be distorted.

PLEXTALK gives you 2 methods of adjusting the recording level. It has an automatic gain control (AGC) facility which can be used with the built in microphone, an external microphone or with a line in source. Alternatively, the recording level can be adjusted manually. Manual adjustment of the recording level can only be used with the external microphone and the line in source. The internal microphone level cannot be adjusted manually.

For either an external microphone or a line in source, you can switch between using the AGC or the manual recording setting as follows:

REMINDER: The Recording Level control switch is located in the front most recess on the right side of PLEXTALK. Of the 3 switches in the recess, it is the switch nearest to the front.

- Press the Recording Level control switch in towards the body of PLEXTALK.
- Each time you press it, PLEXTALK will say either "Auto gain control on" or "Auto gain control off".
- Press this switch until your preferred option is spoken.

For external microphones or a line in source, you can manually adjust the recording level as follows:

REMINDER: You must have an external source connected to be able to adjust the recording level manually.

- Press the Record key once to go into recording stand by.

- Set the automatic gain control to "Off", using the method detailed above. This means that you have enabled manual setting of the recording level. The recording level can be set in the range 0 to 20 in steps of 1.
- Flick the Recording Level control switch towards the rear of PLEXTALK. Each time you flick the switch, the recording level will increase by one step.
- Flick the Recording Level control switch towards the front of PLEXTALK. Each time you flick the switch, the recording level will decrease by one step.
- Each time you adjust the recording level, a beep will be heard. A higher pitched beep will be heard when you reach the top or the bottom setting and a lower pitched beep will be heard when you reach the middle setting of 10.
- For larger adjustments of the recording level, you can push and hold the switch towards the rear or front of PLEXTALK. PLEXTALK will continue to increase or decrease the level until you release the switch or the maximum or minimum setting is reached.
- As you make the adjustments, PLEXTALK will announce the new recording level and will say either "Low", "Good" or "High" to indicate that the recording level is too low, about right or too high. The recording level LEDs will also light up as these announcements are made. You should aim to get PLEXTALK to say "Good" more often than "Low" or "High".

**CAUTION:** When you record audio material with the auto gain control ON, you may not get the recording quality you want. In this situation, redo your recording with the auto gain control off and adjust the recording level manually.

**CAUTION:** When you connect from the line output of a CD player to PLEXTALK's Line Input socket, the recorded sound may sometimes be distorted, even if you adjust the recording level. If this happens, you should connect from the CD player's headphone socket to PLEXTALK's Line Input socket and then adjust the CD player's headphone output volume for recording.

**NOTE:** In addition to the method above, for certain types of recording, like recording human speech, you may be able to get a good recording level by adjusting the position of the person relative to the microphone or by speaking more loudly or more quietly.

## 16.9. About recording modes and sound quality.

Whatever type of recording you are making, PLEXTALK gives you the ability to select from a number of recording modes. For DAISY recording there are 6 options and for recording Music CDs, there are only 2 options.

The recording modes for DAISY recording are: Standard, Music, Analogue cassette, Radio, Conference and Custom. The recording modes for Music CD are: Music standard and Music custom.

These modes have been set up to enable you to quickly set up PLEXTALK for a variety of types of recording. However, if the settings in the preset options are not adequate for your recording needs, you are able to use the "Custom" or "Music custom" modes to adjust the settings yourself.

In addition, for DAISY recordings, PLEXTALK allows you to choose from a number of sound quality settings. By choosing a high quality setting, you reduce the available recording time on a disc or CF card. By choosing a low sound quality, you can maximise the available recording time. For Music CD recording, the quality is fixed so these options are not available.

As the method of setting the recording modes and sound quality differ slightly for DAISY recordings and for Music CD recording, these processes will be dealt with in Chapter 17 and Chapter 18 respectively.

## 16.10. Basic technique of recording.

This section describes how PLEXTALK functions when you are making a recording. The information applies to making recordings in any format.

In terms of recording, PLEXTALK has 3 main states. These are "Recording stand by", "Recording pause" and "Recording".

In recording stand by, you can adjust the recording level and select a recording mode and sound quality setting. No recording is taking place at this time. The red LED in the Record key will flash on and off constantly.

In recording pause, you can adjust the recording level but cannot alter the recording mode or sound quality settings. Again, no recording is taking

place at this time. The red LED in the Record key will flash on and off constantly.

During recording, audio input is being recorded to disc or CF card. You can adjust the recording level but cannot adjust the recording mode or sound quality setting. The red LED in the Record key is on constantly.

The basic steps for recording with PLEXTALK are as follows:

- Insert the CD or CF card you wish to record onto.
- Select the input source you wish to use and connect the appropriate hardware.
- Select the recording mode and sound quality (this is described later. It can be done before or after going into recording stand by).
- Press the Record key once to go into recording stand by.
- Set the recording level.
- Press the Record key again to start recording.
- Press the Record key again to pause recording at any time.
- Press the Record key to start recording again.
- Press the Play/Stop key to stop recording.

NOTE: You can pause recording as often as you need to. Every second time you press the Record key, PLEXTALK will pause recording. Every other time you press the Record key, PLEXTALK will start recording again.

NOTE: In Normal mode, when you start recording, a new section or track will be created automatically. The audio will be appended to the end of any existing audio and you do not need to navigate to the end before recording.

## **16.11. Turning the recording monitor on and off.**

PLEXTALK enables you to monitor any recording as it is being made, so you can gauge how the recording will sound in the end. This section details how to turn on and off the recording monitor.

You can turn the recording monitor on or off in recording stand by, recording pause or during recording. This is done as follows:

- If required, connect a set of stereo headphones to the headphone socket on the left side of PLEXTALK. (See the note below)
- Press the Bookmark key once to turn the recording monitor off.
- Press the Bookmark key again to turn the recording monitor on.
- As you switch the recording monitor on or off, PLEXTALK will announce which setting is active.

NOTE: In order to avoid acoustic feedback, when recording using the internal microphone or an external microphone, you will only be able to control the recording monitor when you are wearing headphones. You do not require headphones when recording from a line in source.

NOTE: For all recordings, PLEXTALK will automatically turn on the recording monitor by default.

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## 17. Creating a DAISY title.

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In Chapter 16, you learned how to set up your PLEXTALK for recording, how to set the recording levels and how to make a basic recording. This chapter gives you all the additional information that you need to create a DAISY title including recording, editing the recording and finalising the CD for use in other devices. If you have not already read Chapter 16, it is recommended that you do to ensure that you understand the basics of recording that apply to all formats.

In order that you can try out the features in this chapter, you might wish to insert a blank CD or CF card into PLEXTALK. If you want to be able to erase the test recordings when you have finished, it is suggested that you consider using the CF card that was supplied with PLEXTALK.

NOTE: This chapter describes the features of PLEXTALK that are available in normal mode. Some of this information does not apply in book creator mode so please do not get confused. Your PLEXTALK should have arrived preset to Normal mode.

### 17.1. Basics of recording in DAISY format.

In Chapter 16, you learned that PLEXTALK has 3 recording states, recording stand by, recording pause and recording. You also learned that you can pause and restart recording as many times as you want in one session and can stop recording using the Play/Stop key. This section gives you some further important information that is specific to recording in DAISY format.

In normal mode, Each time you start recording, a new section is automatically created at the end of the current DAISY title. You do not require to move the playback location to the end of the title. In this mode, there is no insert, punch in or overwrite mode as in the PLEXTALK PTR1.

For more advanced PLEXTALK users, these features are still available by selecting the "Book Creator" mode. This option is described in Chapter 19.

## 17.2. Technical data about recording modes and sound qualities.

This section gives you further information about the available recording modes and sound quality settings. It details the parameters that are used with each of the recording modes and lists the available recording times for each of the sound quality settings.

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### 17.2.1. Recording modes and sound qualities.

In Chapter 16, you learned that PLEXTALK allows you to choose from 6 different recording modes when you are creating a DAISY title. As a reminder, these are:

- Standard - for making general recordings and voice recordings where there is relatively low background noise.
- Music - for recording from audio devices such as CD players.
- Analogue cassette - for recording from analogue cassettes.
- Radio - for recording from radio broadcasts.
- Conference - for recording environments, such as conferences, lectures and classrooms, where the background noise is expected to be high.
- Custom - if none of the above options gives you the kind of recording that you want, this recording mode allows you to set all the parameters manually.

In addition to selecting a recording mode, you can choose from a range of 6 sound quality settings. The available sound quality settings in PLEXTALK are as follows:

- PCM 44.1 kHz stereo
- MP3 256 k stereo
- MP3 128 k stereo
- MP3 64 k mono
- MP3 32 k mono
- MP3 16 k mono

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## 17.2.2. Recording mode settings.

Each recording mode has predetermined settings for the following 5 parameters:

- Auto section setting - PLEXTALK can be set to automatically create a new section, in a DAISY recording, after a specified amount of time with no audio input, for example 2 seconds. Use the setting "No setting" to create a continuous recording with no new sections.
- Time to auto stop recording when no sound - This is the time that PLEXTALK will continue to record with no audio input. After this time, recording stops automatically.
- Timing of start recording - Recording can be set to start either when you press the Record Key or when input audio is detected.
- Background noise level of input sound - If you are recording in a low noise environment, such as a studio, use the "low" setting. If your recording environment is noisy, such as a conference or lecture, use the "High" setting.
- Record speed setting - This setting can be used to choose between normal speed recording and double speed recording. This can be useful for dubbing from a double speed cassette.

The preset parameters for the 5 recording modes are as follows:

- Standard mode  
Auto section setting: No setting  
Time to auto stop recording when no sound: No setting  
Timing of start recording: When push Record key  
Background noise level of input sound: Normal (-28dB)  
Record speed setting: Normal speed
- Music mode  
Auto section setting: 2 seconds  
Time to auto stop recording when no sound: 1 minute  
Timing of start recording: When push Record key

Background noise level of input sound: Low (-40 dB)

Record speed setting: Normal speed

- Analogue Cassette mode  
Auto section setting: 4 seconds  
Time to auto stop recording when no sound: 1 minute  
Timing of start recording: When detect the sound  
Background noise level of input sound: Normal (-28 dB)  
Record speed setting: Normal speed
- Radio mode  
Auto section setting: No setting  
Time to auto stop recording when no sound: 1 minute  
Timing of start recording: When detect the sound  
Background noise level of input sound: Normal (-28 dB)  
Record speed setting: Normal speed
- Conference mode  
Auto section setting: No setting  
Time to auto stop recording when no sound: No setting  
Timing of start recording: When push Record key  
Background noise level of input sound: High (-20 dB)  
Record speed setting: Normal speed
- Custom mode  
In Custom mode you can set each parameter to the settings listed below:

Auto section setting can be set to "No setting", "1 second", "2 seconds", "3 seconds", "4 seconds" or "5 seconds".

Time to auto stop recording when no sound can be set to "No setting", "30 seconds", "1 minute", "2 minutes", "3 minutes", "4 minutes" or "5 minutes".

Timing of start recording can be set to either "When push Record key" or "When detect the sound".

Background noise level of input sound can be set to "Low (-40 dB)", "Normal (-28 dB)" or "High (-20 dB)".

Record speed setting can be set to "Normal speed" or "Double speed".

NOTE: The settings for the Standard, Music, Analogue cassette, Radio and Conference modes cannot be changed. The settings for the Custom mode can be changed to suit your requirements.

NOTE: When recording with the built in microphone, the "Background noise" setting will automatically be set to "High".

NOTE: If you select a stereo quality sound setting, you cannot record using the "Double speed" setting.

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### 17.2.3. Available recording time for the sound quality settings.

The available recording time will depend on the sound quality setting you select. The higher the sound quality, the less recording time. Below are listed the approximate recording times you can expect to get with 5 media types.

- PCM 44.1 kHz stereo
  - CD-R or CD-RW, Type 74, 650MB: 60 minutes
  - CD-R or CD-RW, Type 80, 700MB: 65 minutes
  - CF card, 64MB: 6 minutes
  - CF card, 256MB: 24 minutes
  - CF card, 1GB: 100 minutes
- MP3 256 k stereo
  - CD-R or CD-RW, Type 74, 650MB: 5 hours
  - CD-R or CD-RW, Type 80, 700MB: 6 hours
  - CF card, 64MB: 30 minutes
  - CF card, 256MB: 2 hours
  - CF card, 1GB: 9 hours
- MP3 128 k stereo
  - CD-R or CD-RW, Type 74, 650MB: 10 hours
  - CD-R or CD-RW, Type 80, 700MB: 11 hours
  - CF card, 64MB: 1 hour
  - CF card, 256MB: 4 hours
  - CF card, 1GB: 17 hours

- MP3 64 k mono  
CD-R or CD-RW, Type 74, 650MB: 20 hours  
CD-R or CD-RW, Type 80, 700MB: 22 hours  
CF card, 64MB: 2 hours  
CF card, 256MB: 8 hours  
CF card, 1GB: 35 hours
- MP3 32 k mono  
CD-R or CD-RW, Type 74, 650MB: 40 hours  
CD-R or CD-RW, Type 80, 700MB: 45 hours  
CF card, 64MB: 4 hours  
CF card, 256MB: 16 hours  
CF card, 1GB: 70 hours
- MP3 16 k mono  
CD-R or CD-RW, Type 74, 650MB: 80 hours  
CD-R or CD-RW, Type 80, 700MB: 90 hours  
CF card, 64MB: 8 hours  
CF card, 256MB: 32 hours  
CF card, 1GB: 140 hours

NOTE: The above recording times are approximations and may vary depending on the number of headings and other structure in the recording.

## **17.3. Selecting a recording mode and sound quality setting.**

For DAISY recordings, the processes of selecting a recording mode and a sound quality are part of the same procedure. There are 2 ways to do this. You can either select a recording mode and sound quality setting before or after going into recording stand by. Both methods are explained below, though they are very similar in detail.

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### **17.3.1. Selecting a preset recording mode.**

To choose a recording mode and sound quality setting before going into recording stand by, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the mode you want and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting from the 6 options listed above.
- Use the Number 4 or 6 key to move through the available options. As you do this, PLEXTALK will announce the sound quality setting and also the amount of recording time that this would give you on the current CD or CF card.
- Once you have chosen the sound quality that you want, select it by pressing the Enter key. PLEXTALK will confirm that your selection has been set.

To choose a recording mode and a sound quality setting after going into recording stand by, do the following:

- Press the Record key once and PLEXTALK will go into recording stand by.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the mode you want and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting from the 6 options listed above.
- Use the Number 4 or 6 key to move through the available options. As you do this, PLEXTALK will announce the sound quality setting and also the amount of recording time that this would give you on the current CD or CF card.
- Once you have chosen the sound quality that you want, select it by pressing the Enter key. PLEXTALK will confirm that your selection has been set.
- You will be returned to recording stand by when you have made your selection.

NOTE: In both the situations above, the option you select will remain the default setting until you change it in the future. The factory default settings vary depending on the recording mode selected.

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### 17.3.2. Selecting the Custom recording mode.

When you select the Custom recording mode, you have to specify what settings you want for each of the 5 recording parameters. With the preset recording modes, this is not necessary.

To set the Custom recording mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the Recording settings" option and select it by pressing the Enter key (This is not necessary if you started this process from recording stand by).
- Use the Number 4 or 6 key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Custom" option and select it by pressing the Enter key.
- PLEXTALK will then offer you a chance to select a sound quality setting from the 6 options listed above.
- Use the Number 4 or 6 key to move through the available options. As you do this, PLEXTALK will announce the sound quality setting and also the amount of recording time that this would give you on the current CD or CF card.
- Once you have chosen the sound quality that you want, select it by pressing the Enter key. PLEXTALK will confirm that your selection has been set.
- You will now be given the chance to choose your preferred setting for each of the 5 recording parameters in turn.
- PLEXTALK will speak the name of the parameter.
- Use the Number 4 or 6 key to go to the option you want and select it by pressing the Enter key.
- PLEXTALK will then speak the name of the next parameter.
- Repeat this process until you have selected a setting for the "Record speed setting" parameter.

- When you have made this last selection, PLEXTALK will confirm that the settings have been set. It will then exit the menu system and return you to the status you started the process from.

NOTE: As for the preset recording modes, selecting the Custom recording mode can be carried out either before or after going into recording stand by.

NOTE: The Custom mode will remain the default recording mode until you change it again.

## **17.4. Checking the recording level during recording.**

In DAISY format recordings, it is possible to check the recording level at any time by using the level monitor. The default setting is for the level monitor to be automatically muted when recording starts. You can, however, recall the level monitor at any time during recording in order to adjust or check the recording level.

Whilst in recording pause or during recording, do the following:

- Press the Information key once and PLEXTALK will say "Level monitor on" followed by "Low", "Good" or "High" to indicate a low, good or high recording level.
- Make the relevant adjustments to the recording level.
- Press the Information key once more and PLEXTALK will say "Level monitor off".

NOTE: Within the recording settings, you must have the guide speech set to "Guidance on" in order to hear the level monitor during recording.

NOTE: If you wish to use this feature and you are recording using the built in microphone or an external microphone, it is recommended that you use headphones during recording to avoid the monitor being picked up in the recording.

## **17.5. Getting recording information.**

In any of the 3 recording states, you can get information about the current status of the recording as follows:

In recording stand by, press and hold down the Information key. PLEXTALK will say "Level monitor" followed by the available recording time on the CD or CF card.

In recording pause mode, press and hold down the Information key . PLEXTALK will say "Pause" followed by the amount of recorded time in the current section and the available recording time left on the CD or CF card.

During recording, press and hold down the Information key. PLEXTALK will say "Recording" followed by the amount of recorded time in the current section and the available recording time left on the CD or CF card.

NOTE: If voice guidance during recording is set to "Guidance off", you will not hear any of the above information during recording. You will still hear the information in the recording stand by and recording pause states.

NOTE: In addition to the information given above, PLEXTALK will announce the current battery status, the currently selected recording mode and sound quality setting and the input source.

## **17.6. Editing heading and page markers during recording.**

Having already learned how to make a basic recording, you may now want to start adding in some of the DAISY navigation features. PLEXTALK enables you to set and cancel heading and page information either during or after making the recording. Both methods work well and you will find that the method you use will depend on the type of recording you are making.

This section tells you how to set and cancel heading and page markers during the recording process.

REMINDER: A heading is a marker that is inserted at the start of each section in the DAISY title. A section in a DAISY title is the piece of audio between one heading and the next.

Heading and page markers can be set either when recording is paused or during recording. Both methods are detailed below:

To set a heading during recording, press the Heading key once. PLEXTALK will say "Heading XX". The new heading will be set immediately.

To set a page marker during recording, press the Page key once. PLEXTALK will say "Page XX". The new page marker will be set immediately.

To set a heading when recording is paused, press the Heading key once. PLEXTALK will say "Heading XX". The heading will be inserted when recording recommences.

Whilst still in recording pause, you can cancel the heading by pressing the Heading key a second time. PLEXTALK will say "Cancel heading XX".

To set a page marker when recording is paused, press the Page key once. PLEXTALK will say "Page XX". The page marker will be inserted when recording recommences.

Whilst still in recording pause, you can cancel the page marker by pressing the Page key a second time. PLEXTALK will say "Cancel page XX".

NOTE: In all the above items, "XX" is the number of the heading or page marker that has been set or cancelled.

## **17.7. Editing heading and page markers after recording.**

This section describes how to set and cancel heading and page markers after the recording has been made. As before, the method for setting or cancelling markers is similar for headings and pages.

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### **17.7.1. Setting a heading.**

To set a heading after completing the recording, do the following:

- Navigate through your recording to the approximate location where you wish to set the heading.
- During playback or when the playback is stopped, press the Heading key until PLEXTALK says "Set heading XX. Are you sure" (where "XX" is the number of the heading you are about to set).
- You will then hear 3 seconds of audio played repeatedly from the location you are in the recording.

- PLEXTALK will then ask you to adjust the heading position by using your Number 4 or 6 key.
- Use these keys to move the heading position backwards or forwards by 0.1 second increments.
- When you are happy that the heading is positioned where you want it, press the Enter key to finish the process.
- PLEXTALK will confirm that the heading has been set by saying "Set heading XX" (where "XX" is the number of the heading that has just been set).

NOTE: Depending on how many titles you have on your CD or CF card, you will have to press the Heading key twice or three times to get to the appropriate option.

NOTE: Headings in the recording will be renumbered automatically from the beginning.

NOTE: The heading marker will be set at the start of the 3 second audio clip.

---

### 17.7.2. Cancelling a heading setting.

If you set a heading in the wrong place, or if a heading was created automatically where you did not intend it to be, you can easily remove it.

To cancel a heading after completing the recording, do the following:

- Navigate to the location of the heading you wish to cancel.
- During playback or when the playback is stopped, press the Heading key until PLEXTALK says "Cancel heading XX. Are you sure" (where "XX" is the number of the heading you are about to cancel).
- You will then hear the first 3 seconds of audio, from the current section, played repeatedly.
- If you wish to cancel this heading, press the Enter key.
- PLEXTALK will confirm that the heading has been cancelled by saying "Cancelled heading XX" (where "XX" is the number of the heading that has just been cancelled).

NOTE: Remaining headings will be renumbered automatically from the beginning.

---

### 17.7.3. Setting a page.

To set a page marker after completing the recording, do the following:

- Navigate through your recording to the approximate location where you wish to set the page marker.
- During playback or when the playback is stopped, press the Page key twice. PLEXTALK will say "Set page XX. Are you sure" (where "XX" is the number of the page you are about to set).
- You will then hear 3 seconds of audio played repeatedly from the location you are in the recording.
- PLEXTALK will then ask you to adjust the position by using your Number 4 or 6 key.
- Use these keys to move the page marker position backwards or forwards by 0.1 second increments.
- When you are happy that the page is positioned where you want it, press the Enter key to finish the process.
- PLEXTALK will confirm that the page has been set by saying "Set page XX" (where "XX" is the number of the page that has just been set).

NOTE: Page markers will be renumbered automatically from the beginning.

NOTE: The page marker will be set at the start of the 3 second audio clip.

---

### 17.7.4. Cancelling a page setting.

If you have set a page marker in the wrong place, you can easily cancel it.

To cancel a page marker after completing the recording, do the following:

- Navigate to the location of the page marker you wish to cancel.
- During playback or when the playback is stopped, press the Page key three times. PLEXTALK will say "Cancel page XX. Are you sure" (where "XX" is the number of the page you are about to cancel).
- You will then hear the first 3 seconds of audio, from the current page, played repeatedly.
- If you wish to cancel this page, press the Enter key.

- PLEXTALK will confirm that the page has been cancelled by saying "Cancelled page XX" (where "XX" is the number of the page that has just been cancelled).

NOTE: Remaining page markers will be renumbered automatically. from the beginning

## **17.8. Editing a DAISY recording from the menu.**

The Edit menu in PLEXTALK operates in a similar way to the Edit menu on a PC. You can cut, copy, and paste sections within a DAISY title, just as you do with characters or words in a word processing file. PLEXTALK even has an "audio clipboard" that operates much like the clipboard in Windows. This section details how to carry out the basic editing operations including how to save and search for edited information and how to cut, copy, paste and join sections.

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### **17.8.1. Saving editing information.**

At any time, PLEXTALK allows you to save information about the recording and editing that you have carried out in the current session up to that point. If the information has been saved, the "Search for edited information in the disc" function can be used to try to roll back your recording to the condition it was in when the "Save editing information" function was last executed. This might be useful in situations where there have been writing errors or other problems with your current recording.

The "Save editing information" function works with DAISY recordings on CD-R, CD-RW or CF cards. In the case of CD-R or CD-RW discs, the editing information is automatically saved whenever the CD is ejected, the power is turned off or the disc is finalised. In the case of CF cards, it is automatically saved whenever the power is turned off or you change the selected media from "Card" to "Disc".

Additionally, to save the editing information manually, at any time, do the following:

- Press the Menu key once to access the Main menu.

- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Save editing information" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to proceed. Press the Enter key to save the editing information or the Cancel key to abort.
- If you confirm that you wish to proceed, PLEXTALK will save the information which may take a few seconds. It will then say "Disc" or "Card", depending on which media you are working with. Finally it will say "DAISY title" and the title that is being used.

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## 17.8.2. Searching for editing information.

In the unlikely event that PLEXTALK cannot read the CD-R or CD-RW disc because of a writing error or other problem, you can use the "Search for edited information in the disc" function to try to roll back your recording to the condition it was in when the last "Save editing information" function was carried out.

For example, if you have recorded and edited information in the current title on 3 separate occasions and have shut down PLEXTALK each time, there will be 3 sets of information saved about your recording and editing. The first time you execute the "Search for edited information in the disc" function, PLEXTALK will try to roll back your recording to the condition it was in at the end of the second session. This will make it appear that the whole of the third session has disappeared. If you execute the "Search for edited information in the disc" function again, the recording will be rolled back to the condition it was in at the end of the first session, giving the impression that the second session has disappeared. This can be continued until there are no further occurrences of saved information on the disc. At this point PLEXTALK would say "No more edited information available for search".

Whilst carrying out this process, if you get to a position where you wish to save your recording, execute the "Save editing information" function or finalise the CD.

If you do not wish to save the recording in any of its rolled back conditions, simply eject and reinsert the CD and it will be returned to the condition it was in before you executed any of the "Search for edited information in the disc" operations.

NOTE: The "Search for edited information in the disc" function is only effective with DAISY recording on CD-R or CD-RW discs.

To execute the "Search for edited information in the disc" function, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Search for edited information in the disc" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to search for previously edited information. Press the Enter key to confirm or the Cancel key to abort.

CAUTION: It can sometime take several hours for the "Search for edited information in the disc" function to execute. For this reason, you are advised to connect PLEXTALK to a mains supply before proceeding.

NOTE: If the "Search for edited information in the disc" function successfully recovers editing information, you should immediately execute the "Save editing information" function, Finalise the CD or backup the title from disc to CF card.

NOTE: Even if you successfully restore the CD, please do not continue to use this disc, in case writing errors occur again.

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### 17.8.3. Cutting sections.

In a DAISY title, the "Cut section" function can be used to delete a single section, or multiple sequential sections of audio, by cutting them to the audio clipboard. It can also be used, in conjunction with the "Paste section" function, to move the cut audio to another location in the title.

To cut a section or sections, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Cut section" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the beginning of the section to cut.
- Use the Number 4 or 6 key to move through the recording by sections until the first section you want cut is spoken. Select this as the first section to cut by pressing the Enter key.
- PLEXTALK will ask you to select the end section to cut.
- Use the Number 4 or 6 key to move through the recording by sections until the last section you want cut is spoken. Select this as the last section to cut by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will cut the selected sections to the audio clipboard and confirm it by saying "Finished".

NOTE: As you are moving through the sections, PLEXTALK will speak the heading numbers. The first 15 seconds of the section will also be played. If you wish to stop this audio or hear a section again, press the Play/Stop key.

NOTE: This operation can only be used for cutting multiple sections that are sequential.

NOTE: If you only wish to cut one section, you should specify the section as both the beginning and end of the audio to be cut.

NOTE: If the cut audio contains any page markers or bookmarks, these will be deleted. Remaining headings and Pages will be renumbered automatically.

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#### 17.8.4. Copying sections.

In a DAISY title, the "Copy section" function can be used to copy a single section, or multiple sequential sections of audio, to the audio clipboard. It can then be used, in conjunction with the "Paste section" function, to copy the audio to another location in the title.

To copy a section or sections, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Copy section" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the beginning of the section to copy.
- Use the Number 4 or 6 key to move through the recording by sections until the first section you want copied is spoken. Select this as the first section to copy by pressing the Enter key.
- PLEXTALK will ask you to select the end section to copy.
- Use the Number 4 or 6 key to move through the recording by sections until the last section you want copied is spoken. Select this as the last section to copy by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will copy the selected sections to the audio clipboard and confirm it by saying "Finished".

NOTE: As you are moving through the sections, PLEXTALK will speak the heading numbers. The first 15 seconds of the section will also be played. If you wish to stop this audio or hear a section again, press the Play/Stop key.

NOTE: This operation can only be used for copying multiple sections that are sequential.

NOTE: If you only wish to copy one section, you should specify the section as both the beginning and end of the audio to be copied.

NOTE: If the cut audio contains any page markers or bookmarks, these will be deleted. Remaining headings and Pages will be renumbered automatically.

---

### 17.8.5. Pasting sections.

Once you have cut or copied sections to the audio clipboard, you can paste the audio anywhere in the current title.

To paste a section, do the following:

- Press the Menu key once to access the Main Menu.

- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Paste section" option and select it by pressing the Enter key.
- PLEXTALK will now ask you to select the position of the paste.
- Use the Number 4 or 6 key to go to the location where you wish to paste the audio that is currently on the audio clipboard.
- Press the Enter key when you have made your selection. PLEXTALK will confirm that the paste has been done by saying "Finished".

NOTE: PLEXTALK will paste the audio immediately in front of the section you specify in the above process.

NOTE: As you are moving through the sections, PLEXTALK will speak the heading numbers. The first 15 seconds of the section will also be played. If you wish to stop this audio or hear a section again, press the Play/Stop key.

---

### 17.8.6. Joining sections.

If you wish, within a DAISY title, you can join sequential sections together to make a single section.

To join one or more sections together, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Join section" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the beginning section to join.
- Use the Number 4 or 6 key to move through the recording by sections until the first section you want to join is spoken. Select this as the first section to join by pressing the Enter key.
- PLEXTALK will ask you to select the end section to join.
- Use the Number 4 or 6 key to move through the recording by sections until the last section you want joined is spoken. Select this as the last section to join by pressing the Enter key.

- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will join the selected sections together and confirm it by saying "Finished".

NOTE: As you are moving through the sections, PLEXTALK will speak the heading numbers. The first 15 seconds of the section will also be played. If you wish to stop this audio or hear a section again, press the Play/Stop key.

NOTE: When headings are joined, the remaining headings will be renumbered automatically.

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### 17.8.7. Cancel previous editing.

The "Cancel previous editing" function lets you cancel a previously performed edit. You can cancel previous edits after the following operations: Cut section, Copy section, Paste section, Join section, Set or cancel a heading and Set or cancel a page.

To cancel the previous edit, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Cancel previous editing" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will cancel the previous editing and confirm it by saying "Finished".

NOTE: You can not cancel previous edits following these operations: Prepare to edit, Create a new title, Erase a title and Setting heading or page during recording.

NOTE: You can only cancel the edit which has just been made. Cancelling multiple edits is not possible.

## 17.9. Editing preparation.

If you wish to do additional recording or edit a DAISY title, on a CD disc that has been finalised, you need to prepare the CD for editing with the "Editing preparation" function.

To prepare a finalised CD for further recording or editing, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Editing preparation" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will prepare the CD for editing and confirm it by saying "Finished".

NOTE: You cannot use this command after finalising the CD with the " No additional recording and editing" option.

## 17.10. Creating a new title.

Multiple DAISY titles can be created on a single CD or CF card. For example, you may wish to have the January issue of an audio magazine as the first title, the February edition as the second title and so on.

In order to create a new title on the CD or CF card, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Create new title" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.

- If you press the Enter key, PLEXTALK will create a new title, switch to the new title and confirm it by saying "Finished" followed by the number of the new title and the total number of titles.

## **17.11. Erasing a title.**

PLEXTALK enables you to delete titles on a CD or CF card. When you erase a title, you delete the title and all the audio from the title.

To delete a title, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Erase selected title" option and select it by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will delete the selected title, switch to the first title on the CD or CF card and confirm it by saying "Finished" followed by the number of the title it switched to and the total number of titles.

NOTE: If you delete the last title on the CD or CF card, PLEXTALK will behave as if the CD or CF card is blank.

## **17.12. Finalising a DAISY format CD.**

The finalisation process converts a recorded CD into a CD that can be played on DAISY hardware players, other than the PLEXTALK PTR2, and on a PC using DAISY playback software. If you do not finalise a CD after making the recording, you will not be able to play it on any players other than PLEXTALK. This section shows you how to run the finalisation process.

During finalisation, you can choose from the following two disc options:

- "No additional recording and editing" - You cannot add any additional recording after finalisation.
- "Additional recording and editing enabled" - You can add additional recording to your CD by first performing the "Prepare to edit" command.

To perform the finalisation process, do the following:

Press the Menu key once to access the Main Menu.

Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.

Use the Number 4 or 6 key to go to the "Finalise CD" option and select it by pressing the Enter key.

If you do not have PLEXTALK connected to mains power at this time, PLEXTALK will speak a warning and ask you to confirm that you wish to proceed. If you are connected to the mains source, this warning will not be heard.

If you wish to continue, press the Enter key or press the Cancel key to abort the process.

If you choose to continue, use the Number 4 or 6 key to go to either " No additional recording and editing " or " Additional recording and editing enabled ", according to your preference, and select it by pressing the Enter key.

PLEXTALK will ask you to confirm that you wish to continue. Press the Enter key to start CD finalisation or the Cancel key to abort the process.

You can check the progress of the finalisation process by pressing any key on PLEXTALK, at any time.

After a while CD finalisation will be complete and PLEXTALK will say "Finished".

**CAUTION:** If the battery runs down during CD finalisation, you may end up with a CD that is not playable. It is strongly recommended that you connect to a mains power source before performing CD finalisation.

**NOTE:** The finalisation process, for a DAISY title, will require between 30MB and 40MB of disc space, in order to close the session.

**NOTE:** In the case of a Music CD, you are not given these 2 options as you cannot add any additional recording after finalising the CD.

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## 18. Creating a Music CD.

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In Chapter 16, you learned how to set up your PLEXTALK for recording, how to set the recording levels and how to make a basic recording. This chapter gives you all the additional information that you need to create a Music CD including recording and finalising the CD for use in other devices. If you have not already read Chapter 16, it is recommended that you do to ensure that you understand the basics of recording that apply to all formats.

In order that you can try out the features in this chapter, you might wish to insert a blank Music CD into PLEXTALK.

**CAUTION:** 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.

**CAUTION:** As the CD rotates at a high speed, do not stick any thick items, like Braille labels, onto the surface of the disc.

### 18.1. General information about Music CDs.

With your 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 all CD players support the CD-R format, only some players can play CD-RW discs.

Before recording, you should refer to Section 2.3 "Restrictions on copying or recording with PLEXTALK".

## 18.2. Principles for recording in Music CD format.

When recording in Music CD format, always keep the following principles in mind:

- You can only record Music CD format to digital audio recordable CDs.
- PLEXTALK cannot record in Music CD format on a CF card.
- You cannot edit a recording in Music CD format. If you need to edit, record to a CF card in another format, perform the desired editing, and then back up from the CF card to a CD in Music CD format.
- PLEXTALK can record a maximum of 99 tracks.
- You cannot record in Music CD format to a CD that contains a recorded DAISY title.

## 18.3. Technical data about recording modes in Music CD format.

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### 18.3.1. Recording modes in Music CD format.

In Music CD format there are only 2 available recording modes to choose from. These are "Music Standard" and "Music Custom". The parameters for "Music Standard" mode are preset and cannot be altered. The parameters for "Music Custom" can all be altered to suit your needs.

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### 18.3.2. Recording mode settings.

The Music Standard mode has predetermined settings for the following 4 parameters:

- Auto track setting - PLEXTALK can be set to automatically create a new track, in a Music CD recording, after a specified amount of time with no audio input, for example 2 seconds. Use the setting "No setting" to create a continuous recording with no new tracks.

- Background noise level of input sound - If you are recording in a low noise environment, such as a studio, use the "low" setting. If your recording environment is noisy, such as a conference or lecture, use the "High" setting.
- Time to auto stop recording when no sound - This is the time that PLEXTALK will continue to record with no audio input. After this time, recording stops automatically.
- Record speed setting - This setting can be used to choose between normal speed recording and double speed recording. This can be useful for dubbing from a double speed cassette.

The preset parameters for Music Standard mode are as follows:

Auto track setting: 2 seconds

Background noise level of input sound: Low (-40 dB)

Time to auto stop recording when no sound: 1 minute

Record speed setting: Normal speed

In Music Custom mode you can set each parameter to the settings listed below:

Auto track setting can be set to "No setting", "1 second", "2 seconds", "3 seconds", "4 seconds" or "5 seconds".

Background noise level of input sound can be set to "Low (-40 dB)", "Normal (-28 dB)" or "High (-20 dB)".

Time to auto stop recording when no sound can be set to "No setting", "30 seconds", "1 minute", "2 minutes", "3 minutes", "4 minutes" or "5 minutes". Record speed setting can be set to "Normal speed" or "Double speed".

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### 18.3.3. Available recording time in Music CD format.

When recording in Music CD format, you can expect to get the following recording times with the type of discs listed:

- CD-R or CD-RW, 650MB, Type 74: 74 minutes approximately.

- CD-R or CD-RW, 700MB, Type 80: 80 minutes approximately.

## 18.4. Selecting a recording mode.

You can select a recording mode either before or after going into recording stand by. Both methods are explained below, though they are very similar in detail.

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### 18.4.1. Selecting the preset Music Standard recording mode.

To select the Music Standard recording mode, before going into recording stand by, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Recording settings" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Music Standard" option and select it by pressing the Enter key.
- PLEXTALK will confirm that your selection has been set.

To select the Music Standard recording mode, after going into recording stand by, do the following:

- Press the Record key once and PLEXTALK will go into recording stand by.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Music Standard" option and select it by pressing the Enter key.
- PLEXTALK will confirm that your selection has been set.
- You will be returned to recording stand by when you have made your selection.

NOTE: In both the situations above, the option you select will remain the default setting until you change it in the future.

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## 18.4.2. Selecting the Music Custom recording mode.

When you select the Custom recording mode, you have to specify what settings you want for each of the 4 recording parameters. With the preset Music Standard recording mode, this is not necessary.

To set the Music Custom recording mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the Recording settings" option and select it by pressing the Enter key (This is not necessary if you started this process from recording stand by).
- Use the Number 4 or 6 key to go to the "Select recording mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Music custom" option and select it by pressing the Enter key.
- You will now be given the chance to choose your preferred setting for each of the 4 recording parameters in turn.
- PLEXTALK will speak the name of the parameter.
- Use the Number 4 or 6 key to go to the option you want and select it by pressing the Enter key.
- PLEXTALK will then speak the name of the next parameter.
- Repeat this process until you have selected a setting for the "Record speed setting" parameter.
- When you have made this last selection, PLEXTALK will confirm that the settings have been set. It will then exit the menu system and return you to the status you started the process from.

NOTE: As for the preset recording modes, selecting the Music Custom recording mode can be carried out either before or after going into recording stand by.

NOTE: The Music Custom mode will remain the default recording mode until you change it again.

## 18.5. Getting recording information.

In any of the 3 recording states, you can get information about the current status of the recording as follows:

In recording stand by, press and hold down the Information key. PLEXTALK will say "Level monitor" followed by the available recording time on the CD.

In recording pause mode, press and hold down the Information key. PLEXTALK will say "Pause" followed by the amount of recorded time in the current track and the available recording time left on the CD.

During recording, press and hold down the Information key. PLEXTALK will say "Recording" followed by the amount of recorded time in the current track and the available recording time left on the CD.

NOTE: If voice guidance during recording is set to "Guidance off", you will not hear any of the above information during recording. You will still hear the information in the recording stand by and recording pause states.

NOTE: In addition to the information given above, PLEXTALK will announce the current battery status, the currently selected recording mode and sound quality setting and the input source.

## 18.6. Editing tracks during recording.

Having already learned how to make a basic recording, you may now find it useful to be able to add in tracks at specific times. PLEXTALK enables you to set and cancel track information during recording. Tracks cannot be cancelled after recording has been finished or after the CD has been finalised.

This section tells you how to set and cancel tracks during the recording process. Tracks can be set either when recording is paused or during recording. Both methods are detailed below:

To set a track during recording, press the Heading key once. PLEXTALK will say "Track XX". The new track is set immediately.

To set a track when recording is paused, press the Heading key once. PLEXTALK will say "Track XX". The track will be inserted when recording recommences.

Whilst still in recording pause, you can cancel the track by pressing the Heading key a second time. PLEXTALK will say "Cancel track XX".

**CAUTION:** When you try to create track that are shorter than 2 seconds long, a warning alarm will be heard and the track number will be placed in the recording.

**NOTE:** Don't forget that the Music Standard recording mode will automatically insert new tracks if there is silence for more than 2 seconds in the input sound. If you wish to retain tighter control of the setting of tracks, you may prefer to use the Music Custom recording mode and set the tracks manually.

**NOTE:** In all the above items, "XX" is the number of the track that has been set or cancelled.

## 18.7. Finalising a Music CD.

When a CD is finalised, it can be played on a commercially sold CD player. If you do not finalise a CD after recording it, you will not be able to play it on players other than PLEXTALK. Once you finalise a Music CD, you cannot add any further recording. This section details how to run the CD finalisation process.

To perform the finalisation process, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Finalise CD" option and select it by pressing the Enter key.
- If you do not have PLEXTALK connected to mains power at this time, PLEXTALK will speak a warning and ask you to confirm that you wish to proceed. If you are connected to the mains source, this warning will not be heard.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.

- PLEXTALK will then ask you to confirm that you wish to continue. Press the Enter key to start CD finalisation or the Cancel key to abort the process.
- You can check the progress of the finalisation process by pressing any key on PLEXTALK, at any time.
- After a while CD finalisation will be complete and PLEXTALK will say "Finished".

**CAUTION:** If the battery runs down during CD finalisation, you may end up with a CD that is not playable. It is strongly recommended that you connect to a mains power source before performing CD finalisation.

**NOTE:** When you have finalised a Music CD, you will not be able to add further recording at a later stage.

**NOTE:** If your commercially available CD player does not support CD-RW, your recordings on CD-RW media may not be playable on that player.

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## 19. Book Creator mode.

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As mentioned earlier, your PLEXTALK has 2 main modes of operation, namely Normal mode and Book Creator mode. Book Creator mode gives you additional functionality and enables you to further edit and structure your DAISY recordings. So far in this guide, all the features described are available in Normal mode. This chapter details the main differences between Normal mode and Book Creator mode and describes how to use the additional functions. For users who have experience of using PLEXTALK PTR1, most of these features will be familiar.

NOTE: Book Creator mode is intended for use by more advanced users. It is recommended that beginners become familiar with the functions in Normal mode before progressing on to try the Book Creator mode functions.

NOTE: Whilst Book Creator mode functions are listed in this chapter, they are not described in detail as it is assumed that this is not necessary for advanced users.

### 19.1. Switching from Normal mode to Book Creator mode.

In order to switch from Normal mode to Book Creator mode, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Select the mode" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to choose between "Normal mode" or "Book Creator mode" and confirm your selection by pressing the Enter key.
- When you have made your choice, PLEXTALK will confirm that the setting has been made by saying "Set".

## 19.2. Differences between Normal mode and Book Creator mode.

This section details the differences between Normal mode and Book Creator mode for the functions concerned.

The main differences are as follows:

- The factory default setting for the "Moving behaviour for forward and back" function is "5 seconds moving for Normal mode and "Phrase moving for Book Creator mode.
- In Book Creator mode, an additional playing mode called "Editing play" is available.
- In Book Creator mode you can change the playing setting by pressing the Number 3 key. This is not possible in Normal mode.
- The feature of Undo (Number 7 key), or Redo (Number 9 key) is available in Book Creator mode but not in Normal mode.
- In Normal mode, the Number 5 key can be used to confirm the current navigation level. In Book Creator mode, the Number 5 key acts in the same way as the Menu key.
- In Book Creator mode, you can change the recording method by pressing the Number 1 key. This is not available in Normal mode.
- In Book Creator mode you can choose between "Insert" and "Punch-in" recording methods. Both of these also give you access to the "Overwrite" recording method. These feature are not available in Normal mode.
- An additional recording mode called "Reading" is available in Book Creator mode but not in Normal mode.
- In Normal mode, new headings/sections will be created automatically at the end of the current recording. In Book Creator mode, you need to move to the place where you want the new audio before starting to record.
- In Book Creator mode, you are able to specify a setting for an extra recording parameter called "Split phrase setting when no sound". This is not possible in Normal mode.
- When setting the position of a heading or page marker, you can adjust the position by 0.1 second increments in Normal mode, and by phrases in Book Creator mode.

- In Book Creator mode, you can edit the recording at phrase level. In Normal mode, you can only edit at section level.
- Book Creator mode allows you to set and cancel groups. This is not possible in Normal mode.
- In Normal mode it is not possible to set the section levels. In Book Creator mode you can set the level for any section heading between Level 1 and Level 6.

## **19.3. Differences when playing a DAISY title.**

This section describes the different/additional playback features that are provided in Book Creator mode.

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### **19.3.1. Function of the Play/Stop key.**

In Book Creator mode, if the DAISY title has played to the end, pressing the Play/Stop key will not automatically restart playback from the beginning of the title, as it does in Normal mode. If you wish to start playback from the beginning again, you must first navigate to the beginning manually.

NOTE: For Music CDs and Audio File CDs, pressing the Play/Stop key when playback has reached the end of the album, will still cause PLEXTALK to restart playback automatically from the beginning.

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### **19.3.2. Editing play mode.**

In Book Creator mode, an additional playing mode is available. This is called "Editing play". This mode enables you to move through your recording one phrase at a time. This can be extremely useful for editing your recording.

In Editing play mode, use the Back or Forward key to move backwards or forwards one phrase. PLEXTALK will automatically play the phrase that it has moved to.

NOTE: Pressing the Play/Stop key in Editing play mode will only play the current phrase. If you wish to listen to the recording normally, you need to switch to Standard play mode.

---

### 19.3.3. Switching playing mode.

In Book Creator mode, you can use the Number 3 Key to switch between standard play and your selected play mode. Pressing the Number 3 key repeatedly will switch between Standard play and the playing mode you have selected from the "Playing settings" menu. The last spoken playing mode of these 2 will become the default playing mode until you change it again.

NOTE: The factory default setting enables you to select between "Standard play" and "Editing play" modes.

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### 19.3.4 Undo and Redo.

In Book Creator mode, the Number 7 key becomes the Undo key. It allows you to quickly move to the location that you were at before the last move. The Number 9 key becomes the Redo key which lets you quickly reverse an undo operation.

NOTE: You can successively undo up to 20 heading, page, bookmark or redo moves. You can also reverse up to 20 moves made with the undo function.

## 19.4. Differences when recording a DAISY title.

This section describes the recording features that are added when you use Book Creator mode.

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## 19.4.1. Differences in recording and sound quality settings.

In Book Creator mode, the additional recording parameter called "Split phrase setting when no sound" is added. This enables PLEXTALK to create a new phrase after a specified time with no audio input. There are 5 available settings to choose from. These range from 0.2 seconds up to 1 second in 0.2 second steps. The default setting for all DAISY recording modes is 0.4 seconds.

The additional sound Quality setting "PCM 22.05kHz Mono", can be used in Book creator mode. The available recording time with this sound quality, for a range of different media, is detailed below:

CD-R or CD-RW, Type 74, 650MB: 4 hours  
CD-R or CD-RW, Type 80, 700MB: 4.3 hours  
CF card, 64MB: 24 minutes  
CF card, 256MB: 1.5 hours  
CF card, 1GB: 6.5 hours

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## 19.4.2. Switching recording method.

In Normal mode, all new recordings are automatically appended to the end of the DAISY title. In Book Creator mode, you are able to select between 2 methods of recording. These are "Insert" and "Punch-in". You can use the Number 1 Key to switch between these 2 recording methods. The first time you press the Number 1 key, PLEXTALK will speak the currently selected recording method. After this, each press of the Number 1 key will switch between "Insert" and "Punch-in" recording.

The last selected recording method will remain the default setting until you change it again.

NOTE: Both "Insert" and "Punch-in" recording enable you to use a third recording method called "Overwrite". This method of recording is only available to you during recording in one of the other 2 methods and cannot be selected as a recording method on its own.

---

### 19.4.3. Insert recording.

Insert recording enables you to insert new audio at any point in your existing recording. All existing audio is preserved and will not be overwritten or erased.

To use the Insert recording method, do the following:

- Press the Number 1 key until PLEXTALK says "Insert".
- Navigate, in your existing recording, to the location where you wish to insert the new audio. It is important that you move to the correct location prior to recording to avoid inserting the new audio at the wrong place.
- Press the Record key twice to start recording.
- When you have recorded the new audio, press the Play/Stop key to stop recording.

When you review your recording, you will find that the new audio has been inserted immediately after the phrase you were on when you started recording. All the phrases that were after the insertion point, will have been 'moved over' to make room for the newly inserted audio.

NOTE: PLEXTALK is unable to insert new audio in the middle of an existing phrase. If you start an insert recording operation in the middle of an existing phrase, PLEXTALK will insert the new audio immediately after that phrase.

---

### 19.4.4. Punch-in recording.

Punch-in recording allows you to insert new audio at the same time as specifying a number of existing phrases that are to be erased in the same operation.

To use the Punch-in recording method, do the following:

- Press the Number 1 key until PLEXTALK says "Punch-in".
- Navigate, in your existing recording, near to the location where you wish to insert the new audio.

- Press the Record key once. PLEXTALK will ask you to select the first phrase that you want to cut from the recording.
- Use the Number 4 or 6 key to move to the first phrase you want to cut and select it by pressing the Enter key. PLEXTALK will then ask you to select the last phrase to cut.
- Use the Number 4 or 6 key to move to the last phrase to cut and select it by pressing the Enter key.
- Press the Record key again and recording will start.
- When you have recorded the new audio, press the Play/Stop key to stop recording.

When you review your recording, you will see that the phrases that you specified for deletion have been replaced with the new audio.

NOTE: You do not need to worry about the length of the new audio as PLEXTALK will automatically fit it into the existing recording.

---

### 19.4.5. Overwrite recording.

Overwrite recording enables you to correct mistakes during the recording process. This method can be used during both the "Insert" and "Punch-in" methods of recording, but is only available in the recording pause state.

To use the Overwrite recording method, do the following:

- Initiate recording in the "Insert" or "Punch-in" method as detailed above.
- During recording, when you notice an error, press the Record key once to pause recording.
- Repeatedly press the Back key to move to the location of the first phrase to be rerecorded. PLEXTALK will play each phrase as you move.
- Press the Record key to start recording again.
- When you have recorded the new audio, press the Play/Stop key to stop recording.

When you review the recording, you will see that the initially recorded error has been replaced by the correction.

NOTE: The overwrite will replace all audio from the phrase played onwards, including the phrase itself.

NOTE: Overwrite will not be available if you accidentally press the Play/Stop key rather than pausing the recording.

## 19.5. Differences when editing a DAISY title.

This section describes the editing features that are added when you use Book Creator mode. In this mode you can edit your recording down to phrase level.

---

### 19.5.1. Cutting phrases.

You can delete a single phrase or multiple sequential phrases of audio from your recording by performing the cut phrase operation. Phrases that are cut will be placed on the audio clipboard.

To cut a phrase, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Cut phrase" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the beginning phrase to cut.
- Use the Number 4 or 6 key to move through the recording by phrases until the first phrase you want cut is spoken. Select this as the first phrase to cut by pressing the Enter key.
- PLEXTALK will ask you to select the end phrase to cut.
- Use the Number 4 or 6 key to move through the recording by phrases until the last phrase you want cut is spoken. Select this as the last phrase to cut by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will cut the selected phrases to the audio clipboard and confirm it by saying "Finished".

NOTE: You are not able to cut parts of phrases. If you wish to cut a part of a phrase, you must first split the phrase into smaller parts and then cut the required parts of the original phrase.

NOTE: If the cut phrase contains a page or heading, cutting it deletes that page or heading and renumbers subsequent pages and headings automatically.

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## 19.5.2. Copying phrases.

You can copy a single phrase or multiple sequential phrases of audio from your recording by performing the cut phrase operation. Phrases that are copied will be placed on the audio clipboard.

To copy a phrase, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Copy phrase" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the beginning phrase to copy.
- Use the Number 4 or 6 key to move through the recording by phrases until the first phrase you want copied is spoken. Select this as the first phrase to copy by pressing the Enter key.
- PLEXTALK will ask you to select the end phrase to copy.
- Use the Number 4 or 6 key to move through the recording by phrases until the last phrase you want copied is spoken. Select this as the last phrase to copy by pressing the Enter key.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will copy the selected phrases to the audio clipboard and confirm it by saying "Finished".

NOTE: Only the audio of the selected phrases is copied. The heading, page and group markers are not copied.

NOTE: You are not able to copy parts of phrases. If you wish to copy a part of a phrase, you must first split the phrase into smaller parts and then copy the required parts of the original phrase.

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### 19.5.3. Pasting phrases.

Having cut or copied phrases to the audio clipboard, you can then paste them back into the current title recording at another location.

To paste phrases that have previously been cut or copied, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Paste phrase" option and select it by pressing the Enter key.
- PLEXTALK will now ask you to select the position of the paste.
- Use the Number 4 or 6 key to go to the location where you wish to paste the audio that is currently on the audio clipboard.
- Press the Enter key when you have made your selection. PLEXTALK will confirm that the paste has been done by saying "Finished".

NOTE: PLEXTALK will paste the audio immediately in front of the phrase you specify in the above process.

---

### 19.5.4. Splitting phrases.

In Book Creator mode, you can split a phrase into 2 separate phrases. You may wish to do this if the phrase is too long or if you want to be able to insert navigation, such as headings or pages, at a point that is part way through the existing phrase. The splitting position can be adjusted in 0.1 second increments backwards or forwards.

To split a phrase, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Split phrase" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the phrase to split.

- Use the Number 4 or 6 key to move through the recording by phrases until you are at the phrase you wish to split and select it by pressing the Enter key.
- PLEXTALK will then ask you to press the Enter key to select the splitting position and will play the selected phrase repeatedly.
- As the phrase is played, press the Enter key at the point where you want the phrase split. This sets an approximate splitting position.
- PLEXTALK will then ask you to confirm that you wish to proceed and offer you the chance to adjust the splitting position backwards or forwards in 0.1 second increments. Use the Number 4 or 6 key to make these adjustments to the splitting position.
- Once you are happy with the splitting position, press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will split the selected phrase at the specified location and confirm it by saying "Finished".

---

### 19.5.5. Joining phrases.

In a DAISY title, you can create a single phrase by joining one phrase to the phrase that follows it.

To join a phrase to the next phrase, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Join phrase" option and select it by pressing the Enter key.
- PLEXTALK will ask you to select the phrase to join.
- Use the Number 4 or 6 key to move through the recording by phrases until you are at the phrase you wish to join.
- Press the Enter key to select it.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to confirm or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will join the selected phrase to the phrase following it and confirm it by saying "Finished".

NOTE: You can only join phrases that were sequential in the original recording. You cannot join a phrase with another which has been cut or copied from another part of the DAISY title.

---

## 19.5.6. Setting and cancelling a group marker.

Book Creator mode enables you to set and cancel group markers in your DAISY title, either during or after the recording. This section describes both processes.

During recording, to set a group, press the Number 7 key once. PLEXTALK will say "Group" and The new group will be set immediately.

During recording pause, to set a group, press the Number 7 key once. PLEXTALK will say "Group". The group will be inserted on the first phrase after recording recommences.

Whilst still in recording pause, you can cancel the group by pressing the Number 7 key a second time. PLEXTALK will say "Group setting cancelled".

After recording, to set a group marker, when PLEXTALK is playing or not, do the following:

- Move to the location where you wish to set a group marker.
- Press the Heading key until PLEXTALK says "Set group setting. Are you sure?". The phrase you are on will be played repeatedly.
- Press the Enter key and PLEXTALK will set a group marker at this location and confirm it by saying "Finished".

After recording, to cancel a group marker, do the following:

- Move to the location of the group marker you wish to cancel.
- Press the Heading key until PLEXTALK says "Cancel group setting. Are you sure?". PLEXTALK will play the phrase you are on repeatedly.
- Press the Enter key and PLEXTALK will cancel the group marker and confirm it by saying "Group setting cancelled".

NOTE: You may find it easier to accurately place your group marker on a specific phrase by using the Editing play rather than Standard play mode.

---

### 19.5.7. Setting section levels.

Book Creator mode enables you to specify a navigation level for each section in your DAISY title. You can choose a navigation level from Level 1 to Level 6.

To set the section levels, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Edit" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Set the section level" option and select it by pressing the Enter key.
- PLEXTALK will say "Use the 4 and 6 keys to move through headings and 2 and 8 keys to up or down the section level". It will then speak the current section's level and the heading number and play the first phrase of the current section.
- Select the sections, for which you want to alter the section level, using the Number 4 or 6 key. As you move to a new section, the level of that section and its heading number will be spoken and the first phrase of the section will be played.
- Use the Number 2 or 8 key to move the level up or down respectively.
- Having made all the alterations to section levels that you want, press the Enter key.
- PLEXTALK will ask you to confirm that you want to set the section level. Press the Enter key to confirm or Cancel to make further alterations to the level settings.
- If you press the Enter key, the modifications will be confirmed and PLEXTALK will say "Set".

NOTE: During this process, if you wish to hear the whole section and not just the first phrase of the section, press the Play/Stop key and the whole section will be played.

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## 20. Media management features.

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Having learned how to create your DAISY title or Music CD, it is important that you are able to manage your media properly. PLEXTALK enables you to backup your data, erase discs and CF cards and erase unwanted audio files. This chapter details how to carry out these processes for DAISY titles and for Music CDs. It also indicates the limitations that apply.

### 20.1. Backing up DAISY titles.

This section details how to backup a DAISY title from a CD or a CF card.

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#### 20.1.1. General information about backing up DAISY titles.

For backing up DAISY titles, you have a number of possibilities using your PLEXTALK. The following general points should be noted:

- You can back up from a CD to a CF card, then back up from a CF card to a CD-R or CD-RW disc. If you are using PLEXTALK to backup from one CD to another, without connecting to a computer, you need to use a CF card as an intermediate storage location.
- When you back up from a CD to a CF card, then copy from a CF card to a CD-R or CD-RW disc, you need a CF card that has a larger capacity than the DAISY title (the source data). This is because any editing information adds to the source data. PLEXTALK gives a verbal warning if there is insufficient space available. The maximum backup capacity is 700 MB of data in one CD.
- If you record directly to a CF card, you can backup this title to a CD in either DAISY format or Music CD format. You will be able to choose between these 2 formats during the backup process. In the case of a DAISY title on a CF card, that was generated by a previous backup process, you can only select the DAISY format as the destination CD format.

- When the backup source is in DAISY format with multiple titles, you cannot backup all the titles at once. You must Backup one title at a time.

NOTE: A 64MB CF card has been included with your PLEXTALK, however, if you wish to purchase an additional CF card, you should refer to the section called "Recommended CF cards" in Appendix A.

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## 20.1.2. Backup a DAISY title from a CD to a CF card.

To backup a DAISY title from a CD-R or CD-RW disc to a CF card, do the following:

- Insert a CF card with sufficient free space.
- Insert the source CD.
- Navigate PLEXTALK to the title on the CD that you wish to backup.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Backup" option and select it by pressing the Enter key.
- If you do not have PLEXTALK connected to mains power at this time, PLEXTALK will speak a warning and ask you to confirm that you wish to proceed. If you are connected to the mains source, this warning will not be heard.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.
- If you press the Enter key, PLEXTALK will then ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. When the process is complete, PLEXTALK will say "Finished".

NOTE: The backup time will depend on the size of the source title. See the later section called " Backup time for a DAISY CD" for further information.

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### 20.1.3. Backup a DAISY title from a CF card to a CD.

To backup a DAISY title from a CF card to a CD-R or CD-RW disc, do the following:

- Insert a CD-R or CD-RW disc with sufficient free space.
- Insert the source CF card.
- Navigate PLEXTALK to the title on the CF card that you wish to backup.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Backup" option and select it by pressing the Enter key.
- If you do not have PLEXTALK connected to mains power at this time, PLEXTALK will speak a warning and ask you to confirm that you wish to proceed. If you are connected to the mains source, this warning will not be heard.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.
- If you press the Enter key, you now need to select the format for the backup. Use the Number 4 or 6 key to select either "DAISY format" or "Music CD format" and press the Enter key to make your selection.
- PLEXTALK will then ask you to confirm that you wish to continue with the backup. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the backup process will start. When the process is complete, PLEXTALK will say "Finished".

NOTE: If you have previously backed up the title from a DAISY CD, you will not be able to select the "Music CD format" option.

NOTE: If there is not enough space available in the destination CD, PLEXTALK will indicate the necessary capacity.

NOTE: The backup time will depend on the size of the source title. See the next section called " Backup time for a DAISY CD" for further information.

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## 20.1.4. Backup time for a DAISY CD.

Backing up a CD, of approximately 600MB capacity, from CD to CF card will take around 25 minutes.

Backing up 600MB of data from CF card to CD will take approximately 30 minutes.

## 20.2. Backing up Music CDs.

PLEXTALK enables you to back up a Music CD with a CF card. You can back up all tracks at once, or only a selected track. This section details how you should carry out both these processes.

---

### 20.2.1. General information about backing up Music CD format.

For backing up Music CD format discs or tracks, you have a number of possibilities using your PLEXTALK. The following general points should be noted:

- You can back up from a Music CD disc to a CF card, then back up from a CF card to a Music CD-R or CD-RW disc. If you are using PLEXTALK to backup from one CD to another, without connecting to a computer, you need to use a CF card as an intermediate storage location.
- When you back up from a CD to a CF card, then copy from a CF card to a CD-R or CD-RW disc, you need a CF card that has a larger capacity than the source audio. This is because any editing information adds to the source audio. PLEXTALK gives a verbal warning if there is insufficient space available. The maximum backup capacity is 80 minutes of digital audio in one CD.

- When backing up from a Music CD to a CF card, you can select a recording format from "PCM Stereo", "MP3 256kbps" or "MP3 128kbps". If you select "PCM Stereo", you will get the same quality as the Music CD format, but you will use a large amount of the capacity of the CF card E.g. 650MB. However, if you select "MP3 128kbps", you will get approximately the same sound quality as the Music CD format, and only need a tenth of the storage space E.g. 65MB.
- When backing up from a CF card to a Music CD, where the copyright information of the backup source is "Copy", the source data in the CF card will be deleted after the backup process is complete.

NOTE: A 64MB CF card has been included with your PLEXTALK, however, if you wish to purchase an additional CF card, you should refer to the section called "Recommended CF cards" in Appendix A.

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## 20.2.2. Backup an album or track to CF card.

When backing up a Music CD to a Music CD, you have to first backup the album or selected tracks to a CF card and then backup the required tracks to a Music CD. In the first stage of the backup, you can select from the two choices, "Selected album" or "Selected track". This section details how to carry out the backup process.

Stage 1 - To backup an album or tracks from a Music CD to a CF card, do the following:

- Insert a CF card with sufficient space for the required backup.
- Insert the Music CD from which you want to back up the album or selected tracks.
- If you want to backup a single track, move to the track concerned.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Backup" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to select between "Backup the selected album" or "Backup the selected track" and press the Enter key to make your selection.

- If there are already one or more DAISY titles on the destination CF card, you can now select from "Backup to new title" or any of the existing title numbers.
- Use the Number 4 or 6 key to go to your preferred choice of backup location and select it by pressing the Enter key.
- Now use the Number 4 or 6 key to select your preferred sample rate or bit rate from the 3 available choices. Press the Enter key to confirm your selection.
- PLEXTALK will ask you to confirm that you wish to proceed with the backup. Press the Enter key to proceed or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will start the backup. After a while, the backup will be complete and PLEXTALK will say "Finished".

Stage 2 - To backup from a CF card to a Music CD, do the following:

- Insert a Music CD with sufficient space to take the information you want to backup.
- Insert the CF card from which you want to backup information.
- Navigate to the title and section that you want to backup.
- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Backup" option and select it by pressing the Enter key.
- You will now be given the choice of the format in which you want to backup the source information. To backup to a Music CD, use the Number 4 or 6 key to go to the "Music CD format" option and select it by pressing the Enter key.
- Next you can choose between "Backup the selected title" and "Backup the selected section". Use the Number 4 or 6 key to select your preference and press the Enter key to confirm your selection.
- PLEXTALK will ask you to confirm that you wish to proceed with the backup. Press the Enter key to proceed or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will start the backup. After a while, the backup will be complete and PLEXTALK will say "Finished".

NOTE: When backing up to Music CD format, be sure to use a recordable disc specified for "Audio" or "Digital Audio" use.

NOTE: When backing up to Music CD format, PLEXTALK will automatically insert a silence of approximately 2 seconds between tracks.

---

### 20.2.3. Backup time for a Music CD.

For the range of available sample rates or bit rates, the approximates are given below: backup times

- Backing up about 70 minutes of audio from a Music CD to a CF card:

PCM 44.1kHz Stereo: 35 minutes approximately.

MP3 256K Stereo: 80 minutes approximately.

MP3 128K Stereo: 70 minutes approximately.

- Backing up around 70 minutes of audio from a CF card to a Music CD:

PCM 44.1kHz Stereo: 20 minutes approximately.

MP3 256K Stereo: 30 minutes approximately

MP3 128K Stereo: 30 minutes approximately.

## 20.3. Erasing CD-RW discs.

PLEXTALK enables you to erase CD-RW discs in order that you can record new data. You can do this as follows:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Erase CD-RW" option and select it by pressing the Enter key.
- If you do not have PLEXTALK connected to mains power at this time, PLEXTALK will speak a warning and ask you to confirm that you wish to proceed. If you are connected to the mains source, this warning will not be heard.
- If you wish to continue, press the Enter key or press the Cancel key to abort the process.

- If you press the Enter key, PLEXTALK will ask you to confirm that you wish to continue with the erasing process. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the erasing process will start. When the process is complete, PLEXTALK will say "Finished".

CAUTION: It is strongly recommended that, when erasing a CD-RW disc, you should ensure that PLEXTALK is connected to a mains source. Failure to do so may result in the process not completing properly.

CAUTION: If you use PC software such as Eased Creator or Nero to erase CD-RW discs, ensure that you use the Full Erase setting. If you use PLEXTALK to record onto a "Quick Erased" CD-RW disc, the disc will not be playable on other devices.

NOTE: When the CD-RW is erased, PLEXTALK will behave as if you have inserted a blank CD-RW disc.

NOTE: The information in this section applies only to CD-RW type discs. CD-R discs cannot be erased .

## 20.4. Erasing a CF card.

PLEXTALK allows you to erase a CF card as many times as you want. To erase a CF card, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Erase card" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to continue with the erasing process. Press the Enter key again to continue or the Cancel key to abort.
- If you choose to continue, the erasing process will start. When the process is complete, PLEXTALK will say "Finished".

NOTE: When the CF card is erased, PLEXTALK will behave as if you have inserted a blank CF card.

## 20.5. Erasing unnecessary audio files in a DAISY title.

You can erase any unnecessary audio files from a DAISY title on a CF card or CD disc. In the case of a CF card, unnecessary audio files are erased physically. In the case of a CD-R or CD-RW disc, unnecessary audio files are erased virtually. By using PLEXTALK's "Erase unnecessary audio files" function, you can prevent these files from being transferred in the backup process from CD to CF card.

If you have made a recording and have then edited it, cutting one or more sections in the process, there may be audio files that are no longer required by your DAISY project. If you wish to erase these unwanted files, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Media Management" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Erase unnecessary audio files" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to proceed. Press the Enter key to continue or the Cancel key to abort.
- If you press the Enter key, PLEXTALK will start the erasing process. Shortly afterwards, the process will be completed and PLEXTALK will say "Finished".

NOTE: This function only works for DAISY titles. You cannot erase Music CD audio files.

NOTE: This function will only work for audio files that are no longer referenced by the remaining DAISY title.

NOTE: If all audio files are still in use, PLEXTALK will say "All audio files are used in this title".

## 21. Using PLEXTALK as a CD or memory card drive.

You can connect PLEXTALK to a PC using the Universal Serial Bus (USB) 1.1 interface to use it as an external CD-R/CD-RW drive or as an external memory card drive. The factory default setting is for PLEXTALK to be used as an external CD-R/CD-RW drive. If, at any time, you wish to install the PLEXTALK Recording Software (PRS), you must have first connected PLEXTALK to the PC on which you want to install the software. This chapter describes how to connect and disconnect PLEXTALK to computers that have a range of operating systems and how to switch PLEXTALK from acting as an external CD-RW drive to an external memory card drive.

NOTE: It is not possible to use PLEXTALK as an external CD-R/CD-RW drive and an external memory card drive at the same time.

### 21.1. What can PLEXTALK be used for when connected to a PC?

With PLEXTALK connected as a CD-R/CD-RW 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 - using software like 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.

NOTE: The Daisy book generating software, "PLEXTALK Recording Software (PRS)" is included in your PLEXTALK accessories, but no CD Recording/Mastering software is included.

NOTE: To use PLEXTALK as an external CD-R/CD-RW drive, your PC's operating system must be Windows 98 Second Edition, ME, 2000 or XP.

With PLEXTALK connected as an external memory card drive, you can:

- Transfer recorded data from a CF card and edit it using the PLEXTALK Recording Software (PRS).
- Transfer audio files, in Mp3, Ogg Vorbis or Wave formats, from a PC to a CF card, and listen to them using PLEXTALK.

NOTE: To use PLEXTALK as an external memory card drive, your PC's operating system must be Windows ME, 2000 or XP. With Windows 98 Second Edition, you will not be able to use PLEXTALK as an external memory card drive.

## **21.2. PLEXTALK's capabilities when connected as an external CD drive.**

When connected to a PC, PLEXTALK can:

- Write to CD-R (recordable CD) media at up to 8X speed.
- Write to CD-RW (rewritable CD) media at up to 8X speed. This reduces to 4X speed in the case of Multi speed media.
- Reads all CD-ROM and CD-R media at a maximum of 8X speed.

NOTE: In the above statements, because the interface is USB1.1, the actual value is about 5X or 6X speed rather than 8X.

## **21.3. Switching PLEXTALK between CD-R/CD-RW drive and memory card drive.**

In order to use PLEXTALK as an external CD-R/CD-RW drive or as an external memory card drive for a PC, you first need to set PLEXTALK up correctly. This involves making a change in PLEXTALK's settings to tell the PC which device it is connected to via the USB cable.

To switch the USB destination, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Switch USB destination" option and select it by pressing the Enter key.

- Use the Number 4 or 6 key to choose between "CD drive" and "Card drive" and select your choice by pressing the Enter key.
- PLEXTALK will confirm that this has been done by saying "Set". If you have altered the setting, it will automatically restart after this.

**CAUTION:** When you use PLEXTALK as an external CD-R/CD-RW drive or memory card drive, it is recommended that you use the AC adaptor and connect it to a mains supply. If PLEXTALK's battery fails during the writing process, the CD may become unusable or data may be lost.

## **21.4. Connecting PLEXTALK to a PC as an external drive.**

This section describes how to physically connect PLEXTALK to a PC for PCs with a range of operating systems.

**NOTE:** Before proceeding, you need to determine what operating system your PC uses. If you are not sure, consult your PC manual or supplier.

---

### **21.4.1. Connecting to a PC running Windows ME, 2000 or XP.**

If you have a PC with Windows Me, Windows 2000 or Windows XP, use the following procedure to connect PLEXTALK:

- Turn ON your PC system.
- Connect the AC adaptor to PLEXTALK.
- Turn PLEXTALK's power switch ON.
- Set PLEXTALK's USB destination to "CD drive" or "Card drive" as required. Refer to Section 21.3 above for information on how to do this.
- Connect the USB cable from PLEXTALK to the PC.
- The PC recognizes PLEXTALK as an external CD-R or CD-RW drive automatically.

**NOTE:** With these three operating systems, you can connect PLEXTALK as either an external CD-R/CD-RW drive or as an external memory card drive.

NOTE: When PLEXTALK is connected as an external memory card drive, it will only become listed, as a removable disc in "My Computer" and "windows Explorer", when the CF card is inserted.

NOTE: As soon as PLEXTALK recognises the connection to the PC, it becomes an external drive for the PC and loses all its player and recorder functionality.

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## 21.4.2. Connecting to a PC running Windows 98 Second Edition.

REMINDER: PLEXTALK cannot be used as an external memory card drive with PCs running Windows 98 Second Edition.

If you have a PC with Windows 98 Second Edition (Windows 98SE), you will have to install two small pieces of software, known as a controller and a driver, on your PC, before PLEXTALK will be recognised as an external CD-R/CD-RW drive. The controller and driver software is included on the User's Guide CD.

To install the necessary software for Windows 98 Second Edition, do the following:

- Turn ON your PC system.
- Insert the User's Guide CD into your PC's CD drive. Do not insert the User's Guide CD into PLEXTALK as it has not yet been recognised by your PC.
- Connect the AC adaptor to PLEXTALK.
- Turn PLEXTALK's power switch ON.
- Connect the USB cable from PLEXTALK to the PC.

- On your PC, when you see a dialogue box that asks you to install the USB Storage Adaptor, click "Next".



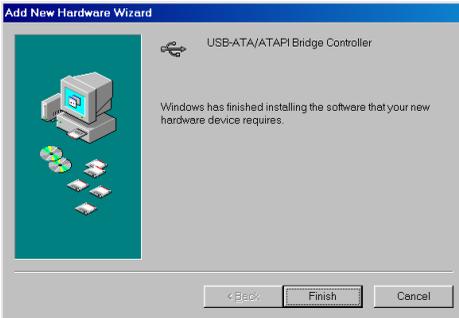
- Ensure that the option "Search for the best driver for your device (Recommended)" is checked, then click "Next".



- A dialogue box asking for the location of the driver will appear. Check the "Specify search location" check box and browse to the location where the User's Guide CD is located (E.g. "D:/Driver" or "E:/Driver"), and then click "Next".



- When Windows has searched the specified location, it will list "USB-ATA or ATAPI Bridge Controller". Click "Next" and Windows will display a progress bar, followed by a dialogue box indicating that the installation of the driver was successful. Click "Finish" to indicate that you have completed the installation of the controller.



- You will then see a dialogue for installing the "USB ATA or ATAPI Mass Storage driver". Click "Next" to begin installing the driver.



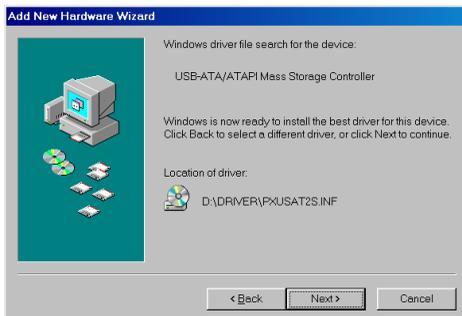
- Ensure that the option "Search for the best driver for your device (Recommended)" is checked, then click "Next".



- A dialogue box asking for the location of the driver will appear. Check the "Specify search location" check box and browse to the location where the User's Guide CD is located (E.g. "D:/Driver" or "E:/Driver"), and then click "Next".



- When Windows has searched the specified location, it will list "USB-ATA or ATAPI Mass Storage Controller". Click "next" and Windows will display a progress bar followed by a dialogue box indicating that installation of the driver was successful. Click "Finish".



The above procedure loads the necessary drivers into the PC. After this, PLEXTALK drive should be recognized automatically by Windows 98SE on your PC.

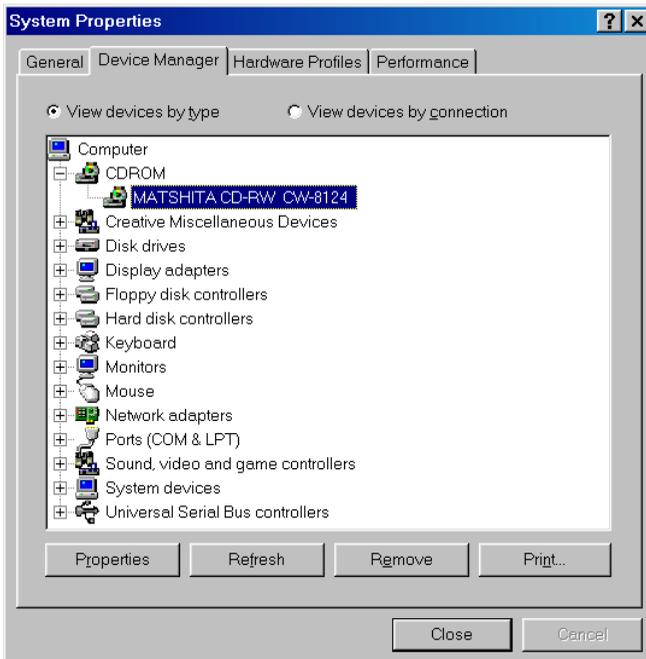
NOTE: As soon as PLEXTALK recognises the connection to the PC, it becomes an external drive for the PC and loses all its player and recorder functionality.

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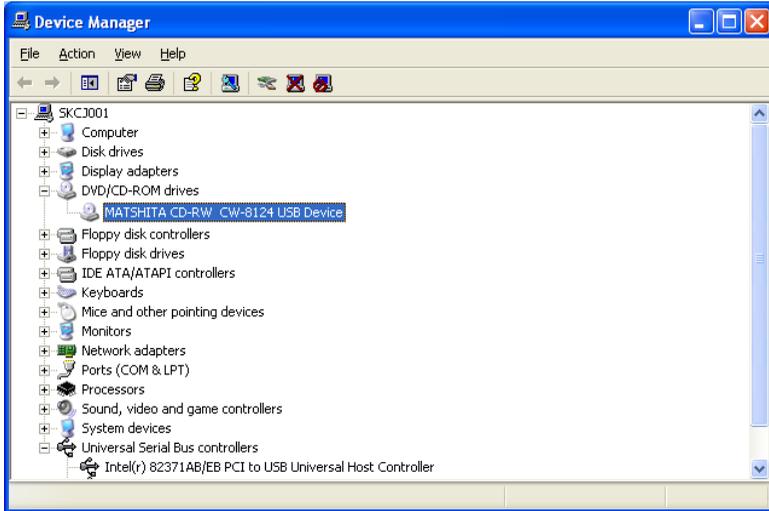
### 21.4.3. Making sure PLEXTALK is recognized.

After installation, you should make sure that PLEXTALK has been recognized by your PC. You can do this as follows:

- Turn the PC ON and ensure that PLEXTALK is connected as detailed above.
- Open Windows Explorer or My Computer and ensure there is an icon for PLEXTALK. PLEXTALK may be listed as "D:", "E:" or another drive letter.
- In Windows 98SE or Me, once the system comes up, click the "Start" button, then "Settings", then "Control panel". In the Control panel, double click on the "System" icon, then click on the "Device Manager" tab. Click the + sign next to the CD-ROM heading and make sure you find the "MATSHITA CD-RW CW-8124" listed underneath.



- In Windows XP or 2000, right-click on the "My Computer" icon and select "Properties". Click on the "Hardware" tab, and then click on the "Device Manager" key. Click the + sign next to the CD-ROM heading and make sure you find the "MATSHITA CD-RW CW-8124 USB Device" listed underneath.



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 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.

## 21.5. Disconnecting PLEXTALK from a PC.

If you need to disconnect PLEXTALK from a PC, choose the appropriate procedure below, according to your PC's operating system:

**CAUTION:** When PLEXTALK is connected to a PC, as an external CD-R/CD-RW drive or as an external memory card drive, you should always avoid Switching off PLEXTALK, Unplugging the USB cable or Removing the CF card, without first following the procedure detailed in this section.

## 21.5.1. Disconnecting from a PC.

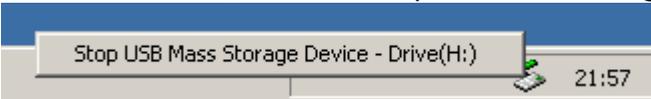
- Make sure that PLEXTALK and the PC are connected via the USB connection and that both are turned ON.
- Left click the "USB" or "Remove Hardware" icon located in the Task Tray at the lower right of the PC screen.
- In Windows 98 SE, left click "Stop USB-ATA/ATAPI Mass Storage Controller".



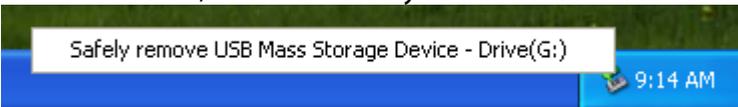
In Windows Me, left click "Stop USB CD-ROM" or "Stop USB Disk".



In Windows 2000, left click "Stop USB Mass Storage Device"



In Windows XP, left click "Safely remove USB Mass Storage Device".



- In Windows 98 SE, The message box ("Device can safely remove from the system. ") will appear, then click "OK".



In Windows Me, the message box ("The 'USB CD-ROM G: ' device can now be safely removed from the system. ") will appear,then click "OK".



In Windows 2000, the message box ("The 'USB Mass Storage Device 'device can now be safely removed from the system. ") will appear,then click "OK".



In Windows XP,the message box ("The ' USB Mass Storage Device' device can now be safely removed from the system") will appear,then click the message.



- Turn OFF PLEXTALK's power switch and disconnect the USB cable.

---

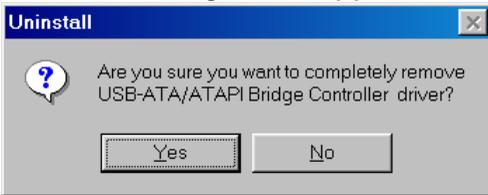
## 21.5.2. Uninstalling the driver from Windows 98 Second Edition.

In order to allow a USB connection between PLEXTALK and your PC, Windows loads a controller and a driver, from the User's Guide CD, onto your PC. In most cases, you will be able to run other USB devices with this driver still installed. However, if you have problems with other USB devices, you may need to remove PLEXTALK's controller and driver.

**CAUTION:** Generally speaking, "If it's not broken, don't fix it" applies here. If everything works with PLEXTALK's driver and controller installed, you probably don't need to remove it.

To remove PLEXTALK's controller and driver from a Windows 98 Second Edition PC, do the following:

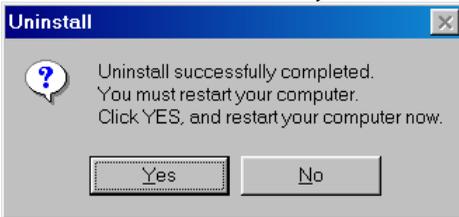
- Make sure that PLEXTALK and the PC are connected via the USB connection and that both are turned ON.
- Insert the User's Guide CD into the PC.
- Browse the User's Guide CD to the "\Driver" folder and locate the file called "Uninst.exe". Double click on this file.
- When the dialogue box appears, click "Yes (Y)".



- Remove the USB cable and click "OK".



- Click "Yes (Y)" to restart your PC.



When your PC restarts, PLEXTALK's controller and driver should have been removed.

---

## 22. Using PLEXTALK's notepad and calculator functions.

---

In addition to using PLEXTALK as a player and as a recorder, you are able to use it as a notepad and simple calculator. This chapter details how to use these 2 utilities.

### 22.1. Using the notepad.

You can use PLEXTALK's notepad function to record and retrieve voice notes. In addition you can assign a date and time to a voice note which enables it to be automatically played at a specified time, similar to an alarm feature in some diaries. This section shows you how to manage the notepad feature.

---

#### 22.1.1. Entering and exiting the notepad.

To go into the notepad feature, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Notepad" option and select it by pressing the Enter key.
- PLEXTALK will say "Press Record key to start the notepad recording" followed by "Press 4 or 6 key to select a notepad". If you have not yet recorded any notes, PLEXTALK will also say "No notepad", otherwise it will play one of the existing notes.
- You are now in the notepad ready to record a new voice note or manage existing voice notes.

To exit the notepad feature, press the Menu key once.

---

#### 22.1.2. Modified key assignments in the notepad.

When you are in the notepad, the Information, the Heading, the Page and the Bookmark keys take the following functions:

The Information key is used to set a date and time for a voice note and to specify the frequency with which it should occur.

The Heading key is used to turn the reminder function On or Off.

The Page key is used to delete unwanted voice notes.

The Bookmark key is used to export voice notes to a CD or CF card.

---

### **22.1.3. Recording a new voice note.**

When you are in the notepad, to record a new voice note, do the following:

- Press the Record key once. PLEXTALK will go into recording stand by.
- Adjust your recording level as detailed in Chapter 16.
- Press and hold down the Record key to record a new voice note and release the key when you are finished.
- PLEXTALK plays and saves the voice note you have just recorded and returns to the main notepad interface.

NOTE: By default, the voice note will be marked with the date and time at which it was recorded. See a later section about how to specify a different date and time.

NOTE: You can not record a continual note that lasts for more than 1 minute. When you exceed 1 minute, PLEXTALK automatically stops recording.

NOTE: The factory default for the amount of available recording time in the notepad is 20 minutes. If you need to change the available time, refer to Section 23.3 called "Managing PTR2 memory".

NOTE: If the recorded time exceeds the allocated time, you will hear a warning message. You should then delete any unnecessary voice notes or backup the notepads to a CD or CF card.

---

### **22.1.4. Checking an existing note.**

You can check and existing voice note as follows:

- Go into the notepad as detailed above.
- Use the Number 4 or 6 key to move sequentially through the existing voice notes. Voice notes will be played automatically as you move to them. If you are at the beginning or end of the list of existing voice notes, a high pitched beep will be heard.
- If you wish to hear the current voice note again or listen to its current settings, press the Play/Stop key. PLEXTALK will speak the date and time that the voice note was created and an indication of whether the reminder option is Off or On. The audio of the voice note will then be played.

---

### 22.1.5. Setting the alarm for a voice note.

Having recorded a voice note, you can choose to set it to play automatically at a specified date and time. This will happen even if PLEXTALK is powered off at that time.

To set the alarm for a voice note, there are 2 operations. First you need to specify a date and time for the alarm to be activated. Secondly, you need to turn the alarm for that voice note On or Off.

To set a date and time for a voice note, do the following:

- Go into the notepad as detailed above.
- Record a new voice note or move to the existing voice note for which you want to set a new date and time.
- Press the Information key once.
- Use the Number 4 or 6 key to go to the "Setting date" option and select it by pressing the Enter key.
- PLEXTALK will ask you to input the day with 4 digits. It will then speak the date that is set at present.
- Use the Number Pad to enter the required date for the voice note by pressing 2 numbers for the month followed by 2 numbers for the day. Use leading zeros where necessary. Press the Enter key to confirm your entry or the Cancel key to enter the information again.
- When you have confirmed your entry, PLEXTALK will ask you to input the year. It will then speak the year that is set at present.

- Use the Number Pad to enter the required year for the voice note with 4 digits. Press the Enter key to confirm your entry or the Cancel key to enter the information again.
- When you have confirmed your entry, PLEXTALK will ask you to enter the time with 4 digits. It will also prompt that you can use the Back or Forward keys to select AM or PM for the time setting. Lastly, it will play the time that is set at present.
- Use the Number Pad to enter the required time for the voice note with 4 digits. Use leading zeros where necessary. Press the Enter key to confirm your entry or Cancel key to enter the information again. If you wish to select the AM or PM setting, before pressing the Enter key, use the Back or Forward keys to make your selection.
- The date and time should now be set correctly for the voice note and PLEXTALK will automatically exit this feature and return to the notepad main interface.

NOTE: When a date or time is entered, voice notes will be automatically reordered in Date and time order.

To turn ON or Off the alarm for a voice note, do the following:

- Go into the notepad as detailed above.
- Use the Number 4 or 6 key to move to the voice note which you want to turn ON or Off.
- Press the Heading key once.
- Use the Number 4 or 6 key to move to "On" or "Off" as appropriate and confirm your choice by pressing the Enter key.
- PLEXTALK will say "Set" and you will return to the main notepad interface.

NOTE: When the specified date and time is reached, the voice note will be played 3 times.

NOTE: The alarm will operate at the specified date and time, regardless of whether PLEXTALK is itself On or Off. If the power is Off, PLEXTALK will turn on, play the voice note 3 times and then, is not used before the end of the 3 repetitions, power OFF automatically.

NOTE: If you have the reminder set to On, the alarmed will be heard, even if PLEXTALK is playing at the time.

---

## 22.1.6. Setting a recurring alarm option.

PLEXTALK allows you to set a number of recurrence options for a voice note. The options are:

- Yearly - the voice note will be played every year on the same date and at the same time.
- Monthly - the voice note will be played on the same day each month and at the same time.
- Daily - the voice note will be played every day at the same time.
- Set each day - you can specify different times for each day of the week. You can also specify if the voice note will be turned on for some days in the week but off for others.

All of the above are similar to setting an individual date and time but, depending on the option, do not require some of the information. For example, the Yearly alarm setting does not ask for the year to be entered and the Daily setting only asks for a time.

To set a recurrence setting for the alarm, do the following:

- Go into the notepad as detailed above.
- Use the Number 4 or 6 key to move to the voice note for which you want to select a recurrence setting.
- Press the Information key once.
- Use the Number 4 or 6 key to select "Yearly", "Monthly", "Daily" or "Set each day" and confirm your selection by pressing the Enter key.
- Follow the guide instructions to set the required information for your selected option, pressing the Enter key at each stage to confirm your entry.
- Eventually PLEXTALK will say "Set" and return you to the main notepad interface.

NOTE: In the "Set each day" option, you need to use the Number 4 or 6 key to choose a day and the Number 2 or 8 key to turn On or Off the selected day's alarm setting. If you are setting an alarm for more than one day of the week, you need to repeat the above process for each day.

---

### 22.1.7. Backing up voice notes to CD or CF card.

If you wish to clear space in PLEXTALK's memory or you wish to be able to access your voice notes in DAISY format, you can export this information from the notepad to either CD or to a CF card. You can do this as follows:

- Insert a CD or CF card with sufficient spare capacity.
- Go into the notepad as detailed above.
- Press the Bookmark key once. PLEXTALK will ask you to specify the target media.
- Use the Number 4 or 6 key to move to go to either "Disc" or "Card" and press the Enter key to confirm your choice.
- PLEXTALK will then ask you to confirm that you wish to proceed. Press the Enter key to export your voice notes or the Cancel key to abort.
- If you press the Enter key, the voice notes will be exported to a new DAISY title on the specified media. When complete, PLEXTALK will say "Finished".

NOTE: The export function will not erase voice notes automatically and this needs to be done manually, as a second operation.

---

### 22.1.8. Erasing voice notes.

To erase one or more voice notes, do the following:

- Go into the notepad as detailed above.
- If you wish to erase a single voice note, use the Number 4 or 6 key to move to the voice note you wish to erase.
- Press the Page key once to enter the erasing function.
- Now use the Number 4 or 6 key to select between "Erase selected notepad", "Erase all previous notepads" and "Erase all notepads" and press the Enter key to confirm your choice.
- PLEXTALK will ask you to confirm that you do wish to erase the selected voice notes.
- Press the Enter key to confirm or the Cancel key to abort.

- If you press the Enter key, the voice notes will be erased and the relevant memory space will be cleared. PLEXTALK will confirm that the operation has been successful by saying "erased".

NOTE: If you erase all voice notes, PLEXTALK will also say "No notepad" after erasing the last note.

## **22.2. Using the calculator.**

PLEXTALK provides a basic, non-scientific calculator feature which you can use to make simple calculations.

---

### **22.2.1. Entering and exiting the calculator.**

To enter the calculator, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Calculator" option and select it by pressing the Enter key.
- PLEXTALK will say "Calculator" and you will then be at the calculator main interface.

To exit from the calculator, simply press the Menu key once.

---

### **22.2.2. Modified key assignments in the calculator.**

In the calculator feature, some of PLEXTALK keys are assigned new meanings as follows:

The Information key becomes the Plus key.  
The Heading key becomes the Minus key.  
The Page key becomes the Multiply key.  
The Bookmark key becomes the Divide key.  
The Record key becomes the decimal point.  
The Enter key becomes the Equals key.  
The Cancel key becomes the Clear key.

The Play/Stop key can be used to check the currently entered number or the end result.

---

### 22.2.3. Entering a calculation.

The operation of the calculator is very simple. In outline, enter a number, followed by an operator, followed by a number, and so on until all the required calculation has been entered. When you want to hear the result, press the Enter key.

In addition, the following points should be noted:

- The normal precedence order for the four arithmetic operators can be disregarded. The calculation will be done by the order in which they are input.
- The calculator accumulates results, so your next mathematical operation can use the previous result.
- The maximum number of digits that can be input in one number, is 12.
- The maximum number of digits in the result is 12.
- The least significant digit is rounded down.

---

### 22.2.4. Clearing the calculator memory.

After entering a calculation, to clear the calculator memory, press the Cancel key. PLEXTALK will confirm that this has been done by saying "Cleared".

NOTE: Using the Clear function, with the use of the Cancel key, will clear the entire calculation and not just the last entered number.

---

## 23. Other useful features.

---

This chapter details how to check the system properties, how to reset the unit back to factory defaults and how to manage the PLEXTALK memory.

### 23.1. Checking system properties.

In the event of requiring to contact local agent, you may be required to quote the system version and/or the PLEXTALK serial number. The system version refers to the version of the internal firmware and the serial number is the unique identifier for your PLEXTALK.

If you require to find out the system version or the serial number of your PLEXTALK, this is easily done as follows:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "System properties" option and select it by pressing the Enter key.
- The system version and serial number will be played repeatedly.
- When you have noted the information that you require, press the Enter key to exit the menu system.

NOTE: The serial number should also be printed on the label on the underside of PLEXTALK.

### 23.2. Reset PLEXTALK to factory defaults.

If, for any reason, you need to set all the PLEXTALK settings back to their factory defaults, this can be achieved very simply. This section details what the default settings are and how to reset PLEXTALK.

---

## 23.2.1. Factory default settings.

The following is a list of all the default settings for the PLEXTALK PTR2. If the "Clear all settings" function is used, all these settings will be reset to the values listed.

Volume: 10

Guide volume: 10

Speed: Normal

Tone: Normal

Recording level: 10

Bookmark: All cleared

Simple Bookmark: All cleared

Voice Bookmark: All cleared

Resume Bookmark: All cleared

Setting of playing voice bookmark: Voice bookmark on

Notepad: All cleared

Allocation of the memory (Voice Bookmark): 10 minutes

Allocation of the memory (Notepad): 20 minutes

Switch over the guidance while recording: Guidance on

Switch over the 12 or 24 hours setting: 12 hours

Playing setting: Standard play

Recording setting (DAISY format): Standard

Recording setting (Music CD format): Music standard

Recording monitor: On

Automatic gain control: Off

Sleep timer: Cancelled

Power on timer: All cleared

Select the waiting sound: Waiting sound 1

Select moving behaviour for group: Stop all structure

Select moving behaviour for forward and back: 5 seconds moving

Switch USB destination: CD drive

---

## 23.2.2. Resetting factory defaults.

To reset all settings back to the factory defaults, do the following:

- Press the Menu key once to access the Main Menu.

- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Clear all settings" option and select it by pressing the Enter key.
- PLEXTALK will ask you to confirm that you wish to proceed. Press the Enter key to clear all settings or the Cancel key to abort.
- After a short while, all settings will be cleared and PLEXTALK will say "Finished".

**CAUTION:** If you use the "Clear all settings" function when the "Switch USB destination" option is set to "Card drive", PLEXTALK will reboot automatically.

### **23.3. Managing PTR2 memory.**

PLEXTALK has internal memory that is used for voice bookmarks and voice notes in the notepad. A total of 30 minutes of recording is available. The default factory setting allocates 20 minutes for the notepad and 10 minutes for voice bookmarks. You can reallocate this internal memory to suit your particular needs. For instance, if you use the notepad a lot, you may want to allocate more memory to it and reduce the amount of memory available for voice bookmarks.

**NOTE:** The memory setting is given in terms of minutes of use.

To reallocate the available 30 minutes of memory, do the following:

- Press the Menu key once to access the Main Menu.
- Use the Number 4 or 6 key to go to the "Control panel" option and select it by pressing the Enter key.
- Use the Number 4 or 6 key to go to the "Allocation of the memory" option and select it by pressing the Enter key.
- PLEXTALK will speak the current settings for voice bookmarks and for the notepad.
- Use the Number 4 or 6 key to move through the available 7 options and select the setting you want by pressing the Enter key.
- PLEXTALK will confirm that the new memory allocation setting has been set.

NOTE: The total available memory in all settings is 30 minutes.

NOTE: As you move through the available options, you will increase one setting by 5 minutes and decrease the other setting by 5 minutes.

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## Appendix A - Main specifications.

---

NOTE: Shinano Kenshi reserves the right to modify the products specification at any time without prior notice.

### Main Specifications.

This section details the main specifications for the PLEXTALK PTR2.

Loading system:

- Slot insertion

Compatible CDs:

- 12cm diameter CD, CD-R and CD-RW discs. PLEXTALK is only compatible with round 12cm CDs. 8cm CD and irregularly shaped CDs, such as the business card type, will cause a malfunction and should not be used.

Playable contents:

- Books conforming to DAISY 2.02 and DAISY 2.0 standards
- Music CDs (CD-DA)
- Audio file CD or CF cards. Audio files include MP3, Ogg Vorbis and Wave (PCM)

Playable audio formats for DAISY books:

- MP3, MP2, DAISY ADPCM2, PCM.

Recording methods:

- DAISY 2.02
- Music CD format (CD-DA)

Recording audio formats for DAISY 2.02:

- PCM 44.1kHz Stereo
- PCM 22.05kHz Mono (Book creator mode only)
- MP3 256kbps Stereo
- MP3 128kbps Stereo
- MP3 64kbps Mono
- MP3 32kbps Mono

- MP3 16kbps Mono

Audio input and output:

- Headphone terminal (Stereo)
- Line input terminal (Stereo)
- External microphone terminal (Stereo)
- Build in microphone (Monaural)
- Build in speaker (Monaural)

Externally connected terminal:

- USB1.1, type B

CF card slot:

- Compact Flash Association card (Type I and Type II)

Clock precision:

- Approximately 60 seconds per month

Power source:

- AC adaptor, AC 100 V to 240 V, 50 or 60 Hz

Dimensions and weight:

- Length 205 mm
- Width 167 mm
- Height 50 mm
- Weight Approx. 940g

Power consumption (maximum):

- 20W

Working temperature and humidity:

- Fahrenheit from 40 to 104
- Celsius from 5 to 40
- Humidity from 20% to 80%, no moisture.

## **Audio Features.**

Headphones (line output):

- Compatible impedance 32 ohm unbalanced

- Jack 3.5mm diameter stereo mini jack

#### External Microphone:

- Input impedance 2.2k ohm unbalanced
- Jack 3.5mm diameter stereo mini jack

#### Line Input:

- Input impedance 20k ohm unbalanced
- Jack 3.5mm diameter stereo mini jack

#### Build In Speaker:

- Output impedance 8 ohm
- Output voltage 150mW

#### Build-in Microphone:

- Mode Electric condenser microphone

#### Record Level LED:

- Under level "Low" -25 dB (from peak)
- Proper level "Good" -12 dB (from peak)
- Over level "High" -3 dB (from peak)

### **Main Functions.**

#### Voice guide:

- Guides operation by voice.
- Provides key explanation. (Press and hold key when key lock is on.)
- Menu explanation. (Press and hold the 5 key when a menu item is selected)

#### Search function:

- Heading, Page, Time, Bookmark, Group
- Album, Track, File

#### Volume adjustment:

- 0 to 20 (in increments of 1)

#### Guide volume adjustment:

- 0 to 20 (in increments of 1)

Play speed adjustment:

- 11 settings from -2, through 0, to +8 (in increments of 1).
- Normal speed is at 0.
- -2 is 0.5 times speed, +4 is double speed, +8 triple speed.

Tone adjustment:

- 13 settings from -6, through 0, to +6 (in increments of 1)
- Normal tone is at 0

Recording time (for CD-R or CD-RW Type 80, 700MB):

(NOTE: All times are approximate)

- Music CD (CD-DA) 80 minutes
- DAISY PCM 44.1KHz stereo 65 minutes
- DAISY PCM 22.05kHz mono 4.3 hours
- DAISY MP3 256kbps stereo 6 hours
- DAISY MP3 128kbps stereo 11 hours
- DAISY MP3 64kbps monaural 22 hours
- DAISY MP3 32kbps monaural 45 hours
- DAISY MP3 16kbps monaural 90 hours

Recording level adjustment:

- 0 to 20 (in increments of 1)

Memory function:

- Bookmarks and voice bookmarks, maximum is 10000
- Notepad and Voice bookmarks, Total 30 minutes

Calculator:

- Addition, subtraction, multiplication and division.

**Battery.**

Type: Lithium ion

Dimensions: Length 40 mm, Width 75 mm and Height 20 mm

Capacity: 2200 mAh

Charging time: 5 hours approximately\*

Operating time:

(NOTE: All times are approximate)

- DAISY format, CD recording, 2.5 hours
- DAISY format, CD playing, 6 hours
- DAISY format, CF card recording, 8 hours
- DAISY format, CF card playing, 8 hours
- DAISY format, Micro drive recording, 7 hours
- DAISY format, Micro drive playing, 7 hours
- Music CD (CD-DA) format, CD recording, 2.5 hours
- Music CD (CD-DA) format, CD playing, 4 hours

NOTE: The charging time and operating time vary depending on the ambient temperature and working conditions.

## CD-R/RW Drive Specifications.

### Disc.

Useable CD formats:

- CD-Audio, CD-ROM (Mode1 and Mode2), CD-ROM XA (Mode2, Form1/2), CD-I (Mode2, Form1 and Form2), CD-I Ready, CD-I Bridge, CD-R, CD-RW, Photo CD, Video CD, Enhanced Music CD and CD-TEXT.

Writing modes:

- Disc-at-once
- Session-at-once
- Track-at-once
- Packet writing (Fixed/variable)
- Multi-session

Disc:

- Diameter 12 cm, Type 74 and Type 80

### Performance.

Transfer rate:

- Read speed 4 times to 6 times CAV
- Writing speed 8 times CLV (see note below)

- Rewriting speed High Speed CD-RW 8 times CLV (see note below)
- Multi Speed CD-RW 4 times CLV

NOTE: At the USB1.1 interface, the actual value is about 5X or 6X speed.

Burst read or write:

- 12Mbps (USB1.1)

Access time:

- Random (Typical) 120ms
- Full stroke (Typical) 270ms

Buffer: 2MB

Uncorrectable error rates:

- Mode1 and Mode2 Form1, Less than 1 in 10 E12
- Mode2 Form2 and CD Audio, Less than 1 in 10 E9

### **Minimum system requirement.**

- Computer: PC/AT compatible (DOS/V machine)
- Minimum CPU: Celeron 400MHz  
Minimum memory: 128 MB
- Interface: USB1.1
- Minimum HDD size: 2GB free space
- Operating systems: Windows 98 Second Edition, Me, 2000 or XP

### **Memory Card Drive Specifications.**

- Available card: Compact Flash Association Type I and Type II
- File system: FAT32/16
- Computer: PC/AT compatible (DOS/V machine)
- Minimum CPU: Celeron 400MHz
- Minimum memory: 128 MB
- Interface: USB1.1
- Minimum HDD size: 2GB free space
- Operating systems: Windows Me, 2000, XP

## **Recommended CD-R/CD-RW as of Feb. 2006**

The following types of CD-R and CD-RW discs are recommended for the purposes indicated:

For DAISY recording:

- Data CD-R: Verbatim, TDK, TAIYO YUDEN or Maxell.
- Data CD-RW Verbatim, Ricoh (Multi speed or High speed).

For Music recording:

- Audio CD-R: TDK, TAIYO YUDEN or Maxell
- Audio CD-RW TDK

## **Recommended CF Cards as of Feb. 2006**

The following CF cards are recommended for use with the PLEXTALK PTR2:

- Sandisk, Compact Flash card, SDCFB-256-A10, 256MB
- Sandisk, Compact Flash card, SDCFB-512-A10, 512MB
- Sandisk, Compact Flash card, SDCFB-1024-A10, 1GB
- Sandisk, Compact Flash card, SDCFB-2048-A10, 2GB
- HITACHI, Microdrive, 3K2, 2GB
- HITACHI, Microdrive, 3K4, 4GB
- HITACHI, Microdrive, 3K6, 6GB

## **Recommended Microphones as of Feb. 2006**

The following microphones are recommended for use with the PLEXTALK PTR2:

- SHURE, Vocal Microphone, SM58
- Audio Technica, Condenser Microphone, Plug-in power, AT9841
- SONY, Condenser Microphone, Plug-in power, ECM-DS30P

**CAUTION:** The plug-in power microphone must be used under the usage of the condenser microphone. If it is not used in this way, or if the microphone is not used properly, it may be damaged or broken. Please read the microphone instruction manual very carefully and make sure that the correct usage is applied for plug-in power use.

## Options as of Feb. 2006

The following item can be purchased as an accessory for your PLEXTALK PTR2:

Lithium ion battery pack, 013-6537901, 2200 mAh

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## Appendix B - Menu hierarchy.

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This appendix lists all menu items in the Main Menu along with their corresponding sub menu hierarchy.

In order to help you quickly find items when using the electronic file versions of this User's Guide, the following convention has been used:

- Main menu items are written in block capitals, they have been marked with a leading greater than sign ">" and are justified to the left margin. In the DAISY version of the User's Guide, you can navigate to each Main Menu item on Level 2.
- Sub menu items are marked with a plus sign "+" and are justified to the left margin.
- Third level menu items are marked with a dash sign "-" and are indented once from the left margin.
- Fourth level items are marked with a less than sign "<" and are indented twice from the left margin.
- Voice prompts that are spoken by PLEXTALK are indented one indent more than the menu option from which they were initiated. These are often prefixed by "[Enter key]" to indicate that the voice prompt will be spoken once the Enter key has been pressed.

### >EDIT

+Save editing information

[Enter key] Save editing information: Are you sure?

+Cut phrase (Book creator mode only)

[Enter key] Select beginning of a cut

[Enter key] Select end of a cut

[Enter key] Cut phrase: Are you sure?

[Enter key] Finished

+Copy phrase (Book creator mode only)

[Enter key] Select beginning of a copy.

[Enter key] Select end of a copy.

[Enter key] Copy phrase: Are you sure?

[Enter key] Finished

+Paste phrase (Book creator mode only)

[Enter key] Select position of a paste.

- [Enter key] Paste phrase: Are you sure?
- [Enter key] Finished
- +Split phrase (Book creator mode only)
  - [Enter key] Select the phrase.
  - [Enter key] Press enter key to select the position to split.
  - [Enter key] Split phrase: Are you sure?
  - Adjust the position by 4 and 6 key.
  - [Enter key] Finished
- +Join phrase (Book creator mode only)
  - [Enter key] Select the phrase.
  - [Enter key] Join phrase: Are you sure?
  - [Enter key] Finished
- +Cut section
  - [Enter key] Select beginning of a section.
  - [Enter key] Select end of a section.
  - [Enter key] Cut section: Are you sure?
  - [Enter key] Finished.
- +Copy section
  - [Enter key] Select beginning of a section.
  - [Enter key] Select end of a section.
  - [Enter key] Copy section: Are you sure?
  - [Enter key] Finished.
- +Paste section
  - [Enter key] Select position of paste.
  - [Enter key] Paste section: Are you sure?
  - [Enter key] Finished.
- +Join section
  - [Enter key] Select beginning of a section.
  - [Enter key] Select end of a section.
  - [Enter key] Join section: Are you sure?
  - [Enter key] Finished.
- +Set the section level (Book creator mode only)
  - [Enter key] Use the 4 and 6 keys to move through headings and 2 and 8 keys to up or down the section level.
  - [Enter key] Set the section level: Are you sure?
  - [Enter key] Set
- +Cancel previous editing
  - [Enter key] Cancel previous editing: Are you sure?
  - [Enter key] Finished.
- +Prepare to edit
  - [Enter key] Prepare to edit: Are you sure?
  - [Enter key] Finished.

+Create new title

[Enter key] Create new title: Are you sure?

[Enter key] Finished.

+Erase selecting title

[Enter key] Erase selecting title: Are you sure?

[Enter key] Finished

## >BACKUP (CD-DA to CF card when CD selected)

+Back up the selected album

-PCM 44.1kHz stereo

[Enter key] Back up the selected album: Are you sure?

[Enter key] Finished.

-MP3 256k stereo.

[Enter key] Back up the selected album: Are you sure?

[Enter key] Finished.

-MP3 128k stereo.

[Enter key] Back up the selected album: Are you sure?

[Enter key] Finished.

+Back up the selected track

+Back up to new title

-PCM 44.1kHz stereo

[Enter key] Back up the selected track to new title. Are you sure?

[Enter key] Finished

-MP3 256k stereo

[Enter key] Back up the selected track to new title. Are you sure?

[Enter key] Finished

-MP3 128k stereo

[Enter key] Back up the selected track to new title. Are you sure?

[Enter key] Finished

+ Back up to Title XX

-PCM 44.1kHz stereo

[Enter key] Back up the selected track to title XX: Are you sure?

[Enter key] Finished

-MP3 256k stereo

[Enter key] Back up the selected track to title XX: Are you sure?

[Enter key] Finished

-MP3 128k stereo

[Enter key] Back up the selected track to title XX: Are you sure?

[Enter key] Finished

### >BACKUP (DAISY format CD to CF card when CD selected)

[Enter key] Back up desired title from disc to card: Are you sure?

[Enter key] Finished

### >BACKUP (CF card to disc when CF card selected)

#### +DAISY Format

[Enter key] Back up the selected title: Are you sure?

[Enter key] Finished

#### +Music CD Format

-Back up the selected title

[Enter key] Back up the selected title: Are you sure?

[Enter key] Finished

-Back up the selected section

[Enter key] Back up the selected section: Are you sure?

[Enter key] Finished

### >RECORDING SETTING (when inserting and selecting digital audio recordable CD)

#### +Select recording mode

-Music standard

-Music custom

<Auto track setting

No setting.

1 second

2 seconds

3 seconds

4 seconds

5 seconds

<Background noise level of input sound

Low

Normal

High

<Time to auto stop recording when no sound

No setting

- 30 seconds
- 1 minute
- 2 minutes
- 3 minutes
- 4 minutes
- 5 minutes

- <Change the record speed setting

- Normal speed
- Double speed

- +Switch over the guidance while recording

- Guidance on
- Guidance off

- +Select input device

- Build-in microphone
- External microphone
- Line in

## >RECORDING SETTING (when inserting and selecting data CD or card)

- +Select recording mode

- Standard

- <Select sound quality

- PCM 44.1kHz stereo
- MP3 256k stereo
- MP3 128k stereo
- MP3 64k mono
- MP3 32k mono
- MP3 16k mono

- Music

- <Select sound quality (Same choices as Standard)

- Analogue cassettes

- <Select sound quality (Same choices as Standard)

- Radio

- <Select sound quality (Same choices as Standard)

- Conference

- <Select sound quality (Same choices as Standard)

- Custom

- <Select sound quality

- PCM 44.1kHz stereo (\*\*see note)
- MP3 256k stereo (\*\*see note)
- MP3 128k stereo (\*\*see note)
- MP3 64k mono

MP3 32k mono

MP3 16k mono

<Auto section setting

No setting.

1 second

2 seconds

3 seconds

4 seconds

5 seconds

<Time to auto stop recording when no sound

No setting

30 seconds

1 minute

2 minutes

3 minutes

4 minutes

5 minutes

<Timing of start recording

When push record key

When detect the sound

<Background noise level of input sound

Low

Normal

High

<Change the record speed setting

Normal speed

Double speed

<Split phrase setting when no sound (Book creator mode

only)

0.2 seconds

0.4 seconds

0.6 seconds

0.8 seconds

1 second

+Switch over the guidance while recording

Guidance on

Guidance off

+Select input device

Build-in microphone

External microphone

Line in

**\*\*NOTE:** If you select "PCM 44.1KHz stereo", "MP3 256k stereo" or "MP3 128k stereo" as the sound quality, you will be unable to record at double speed.

### >PLAYING SETTING (when DAISY title is selected)

- Standard play
- Repeat between bookmarks
- Repeat section
- Repeat title
- Repeat all titles
- Repeat random

### >PLAYING SETTING (when Music CD is selected)

- Standard play
- Repeat track
- Repeat album
- Repeat random
- Repeat between bookmarks

### >PLAYING SETTING (when Audio File CD or Card is selected)

- Standard play
- Repeat file
- Repeat album
- Repeat all albums
- Repeat random
- Repeat between bookmarks

### >BOOKMARKS

- +Setting of playing voice bookmark
  - Voice bookmark on
  - Voice bookmark off
- +Clear all bookmarks in current title
  - [Enter key] Clear: Are you sure?
  - [Enter key] Cleared
- + Clear all bookmarks
  - [Enter key] Clear: Are you sure?
  - [Enter key] Cleared

## >POWER ON TIMER

### +Power on timer 1

-(When Power on timer is not set.)

[Enter key] Input time with 4 digits

[Enter key] Set

-(When Power on timer is already set.)

<Switch the timer whether on or off

Activate[Enter key] Set

Deactivate[Enter key] Set

<Setting time of day

[Enter key] Input time with 4 digits

[Enter key] Set

<Clear the time

[Enter key] Clear the time: Are you sure?

[Enter key] Cleared

### +Power on timer 2 (Same as Power on timer 1.)

## >NOTEPAD

(For starting to record a voice note)

[Record Key] Adjust the recording level.

[Press and hold Record Key] Record the note.

(For changing the notepad setting)

[Information key]

### +Set date select type of notepad

-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

[Heading key]

+Reminder

On

Off

[Page key]

+Select erase notepad

Erase selected notepad

Erase all previous notepads.

Erase all notepads.

[Bookmark key]

+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: Enter Key

Clear: Cancel Key

## >MEDIA MANAGEMENT

+Media information

Type of media, Used space

+Finalize CD

Additional recording and editing enabled

No additional recording and editing

+Erase CD-RW

+Erase Card

+Search for edited information in the disc

+Erase unnecessary audio file

## >CONTROL PANEL

+Clear all settings

+System properties

System version: XX, Serial number: XX

- +Select the waiting sound
  - Waiting sound 1
  - Waiting sound 2
  - No waiting sound
- +Switch over the 12 or 24 hours setting
  - 12 hours
  - 24 hours
- +Allocation of the memory
  - 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.
- +Select moving behaviour for group
  - Stop all structure
  - Stop the group only
- +Select moving behaviour for forward and back
  - 5 seconds moving
  - Phrase moving
- +Select the mode
  - Normal mode
  - Book creator mode
- +Switch USB destination
  - CD drive
  - Card drive

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## Appendix C - Trouble shooting.

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### Symptoms and solutions.

Symptom: You turn on the Power Switch, but the power does not come on.

Possible cause 1: Loose power cord or AC adaptor.

Solution: Firmly reinsert the mains power cable into the outlet and the AC adaptor and ensure that the mains plug is firmly inserted.

Possible cause 2: Key Lock is On.

Solution: Turn off the key lock.

Symptom: The power is on, but PLEXTALK does not operate.

Possible cause 1: Battery has not been inserted.

Solution: Insert Battery.

Possible cause 2: Key Lock is On.

Solution: Turn off the key lock.

Symptom: PLEXTALK will not shut down and no keys can be operated.

Possible cause: Unknown error.

Solution: Pulling the Power On/Off switch towards the front for more than 10 seconds. If this does not work, remove the AC Adaptor and Battery from the unit and then reinsert them.

Symptom: CD cannot be inserted into PLEXTALK.

Possible cause 1: The power is not on.

Solution: Turn the Power Switch on and insert the CD.

Possible cause 2: Another CD has already been inserted.

Solution: Eject the CD and reinsert the one you wish to use.

Symptom: CD cannot be ejected from PLEXTALK.

Possible cause 1: The power is not on.

Solution: Check whether the power is on and cables are securely connected.

Possible cause: CD is damaged, making it difficult to eject.

Solution: Continue to press the Eject Key.

Symptom: CD will not play.

Possible cause 1: The CD has been inserted upside down.

Solution: Eject the CD and reinsert it with the label side upwards.

Possible cause 2: Writing failed while in progress.

Solution: Use the "Search for edited information in the disc" feature to try to recover recording data. For further detail refer to Section 17.8.2.

Possible cause 3: The CD is blank.

Solution: Make your recording and then play it back or eject the CD and use a different CD.

Symptom: CDs or cards cannot be recorded on.

Possible cause: Fault with the input.

Solution: Check the input source and then correct the input setting.

Symptom: The recording level cannot be adjusted.

Possible cause: You are recording using the built in microphone.

Solution: Change the input source by connecting to the External Microphone or the Line In socket.

Symptom: PLEXTALK is not recognized as a CD-R or CD-RW drive on the PC.

Possible cause: The operating system is Windows 98SE, and the driver is not installed.

Solution: Install the driver. Refer to Section 21.4.2 for detailed instructions on how to do this.

Symptom: The same CD location is repeatedly played.

Possible cause: A repeat play mode has been selected.

Solution: Switch to "Standard play" mode in the "Playing settings" menu. In Book Creator mode you can also do this by pressing the Number 3 Key.

Symptom: There is no voice guidance.

Possible cause 1: The guide volume has been set to '0'.

Solution: Increase the guide volume so that the guide speech can be heard.

Possible cause 2: The "Switch over the guidance while recording" is set to "Guidance off".

Solution: Change the setting to "Guidance on".

## **Response to spoken error messages.**

### **Errors during DAISY playback.**

Voice Guide: "Improper or damaged disc."

Possible cause 1: An unsupported CD has been inserted.

Solution: Insert a CD-DA, DAISY title, or an Audio File CD.

Possible cause 2: The inserted CD is upside down.

Solution: Eject the CD and reinsert it the right way up.

Possible cause 3: A writing error has occurred on the CD.

Solution: Use the "Search for edited information in the disc" feature to try to recover recording data. For further detail refer to Section 17.8.2.

Voice Guide: "Unsupported card."

Possible cause: The CF card has been formatted with an unsupported file system.

Solution: Insert a CF card which has been formatted as FAT or FAT32.

Voice Guide: "Page does not exist."

Possible cause: The specified page does not exist in the current title.

Solution: Specify a valid page. Press and hold down the Page key to get information about the pages in the current title. Then press the Page key once and enter a valid page number to go to.

Solution: Select "Page" with the Number 2 or 8 key and then use the Number 4 or 6 key to move back or forward a page at a time.

Voice Guide: "Title does not exist."

Possible cause: The specified title does not exist in the DAISY CD or CF card.

Solution: Press and hold down the Heading Key to get information about the titles on the current CD or CF card. Then press the Heading key twice to specify a valid title number to go to.

Solution: Select "Title" with the Number 2 or 8 Key, and then move between available titles with the Number 4 or 6 Key.

Voice Guide: "Heading does not exist."

Possible cause: The specified heading does not exist in the DAISY title.

Solution: Press and hold the Heading Key to confirm the heading information.

Solution: Select the navigation level with the Number 2 or 8 Key, and then move back or forward with the Number 4 or 6 Key.

Voice Guide: "Bookmark does not exist."

Possible cause: There is no bookmark or the specified bookmark does not exist.

Solution: Press and hold the Bookmark Key to confirm the bookmark information.

**Solution:** Select "Bookmark" with the Number 2 or 8 Key, and then move back or forward with the Number 4 or 6 Key.

**Voice Guide:** Read error.

**Possible cause:** Title can't be played back.

**Solution:** Press the Number 4 or 6 key to select an alternative title.

### **Errors during Music CD or Audio File CD playback.**

**Voice Guide:** "Album does not exist."

**Possible cause:** There is only one album or the specified album does not exist in the Audio File CD.

**Solution:** Press and hold the Heading Key to confirm the album information.

**Voice Guide:** "File does not exist."

**Possible cause:** The specified file does not exist in the album.

**Solution:** Press and hold the Heading Key to confirm the file information.

**Voice Guide:** "Track does not exist."

**Possible cause:** The specified track does not exist in the Music CD.

**Solution:** Press and hold the Heading Key to confirm the track information.

### **Errors during recording.**

**Voice Guide:** "Unrecordable disc."

**Possible cause:** Trying to record an unrecordable disc.

**Solution:** Insert a recordable CD-R or CD-RW disc.

**Voice Guide:** "Writing error."

**Possible cause 1:** Vibration or shock has occurred during recording.

**Solution:** Use the "Search for edited information in the disc" feature to try to recover recording data. For further detail refer to Section 17.8.2.

**Possible cause 2:** There are fingerprints or dust on the CD.

**Solution:** Carefully clean the CD with the soft cloth provided.

**Voice Guide:** Unsupported card.

**Possible cause:** The card has been formatted with an unsupported file system.

**Solution:** Insert a CF card which has been formatted as FAT or FAT32.

Voice Guide: Page does not exist.

Solution: Specify a valid page. Press and hold down the Page key to get information about the pages in the current title. Then press the Page key once and enter a valid page number to go to.

Solution: Select "Page" with the Number 2 or 8 key, and then use the Number 4 or 6 key to move back or forward a page at a time.

Voice Guide: Heading does not exist.

Possible cause 1: The specified heading does not exist in the DAISY title.

Solution: Press and hold down the Heading key to confirm the heading information and then press the Heading key once and enter a valid heading number to go to.

Possible cause 2: A recommended CD-R, CD-RW or CF card has not been used.

Solution: Use a recommended CD or CF card. For more detailed information, refer to the sections called "Recommended CD-R/CD-RW" and "Recommended CF cards" in Appendix A.

Voice Guide: "Drive error."

Possible cause: Heavy vibration or hardware failure has occurred during recording.

Solution: Follow the voice guidance and restart PLEXTALK. The content of the recording may not be recoverable.

## **Errors during editing.**

Voice Guide: "Unrecordable and uneditable on this CD"

Possible cause: You are trying to edit a CD that has been finalised with the "No additional recording and editing" option. It could also be a Music CD, Audio File CD, a rented DAISY CD from a library, a Multi volume DAISY CD, or a PDTB CD (a Protected Digital Talking Book).

Solution: You are unable to edit these discs.

Voice Guide: "No undo object."

Possible cause: You are trying to run "Cancel previous editing" without previously doing any editing.

Solution: Use the feature after editing. Refer to Chapter 17 from Section 17.6 onwards for more information.

Voice Guide: "Unable to join these phrases." (Book Creator mode only)

Possible cause: You are trying to join 2 phrases that are not sequential.

Solution: Rerecord these phrases.

## **Errors during backup.**

Voice Guide: " Unrecordable and uneditable on this CD "

Possible cause: You are trying to backup to an unrecordable disc.

Solution: Insert a blank CD-R or CD-RW disc.

## **Errors when using the notepad.**

Voice Guide: "Not enough space available."

Possible cause: Not enough memory for recording a new voice note.

Solution: Free up some memory by deleting unnecessary voice notes.

Refer to Section 22.1.8 for more information.

Solution: Increase the available recording time for the notepad. Refer to Section 23.3 for more information.

## **Errors when using the calculator.**

Voice Guide: "Answer error, answer clear."

Possible cause 1: The answer has more digits than the permitted maximum.

Solution: The maximum number of digit in the answer to a calculation is 12 digits.

Possible cause 2: You are trying to divide by 0.

Solution: You cannot divide by 0. Enter a valid calculation.

Voice Guide: "Numeric overflow."

Possible cause: You have input more than 12 digits.

Solution: The maximum number of digits you can input is 12 digits.

## **Errors when using media management.**

Voice Guide: "Unable to finalise in this disc."

Possible cause 1: You are trying to finalise a CD that has been finalised with the "No additional recording and editing" option. It could also be a Music CD, Audio File CD, or a rented DAISY CD from a library.

Solution: It is unnecessary to finalise these discs.

Possible cause 2: The inserted DAISY CD was created by a recorder or software other than PLEXTALK.

Solution: You will be unable to finalise these discs.

Possible cause 3: You are trying to finalise a blank CD-R or CD-RW disc.

Solution: You cannot finalise a blank CD-R or CD-RW disc. Run finalisation after recording.

Voice Guide: "Unerasable disc."

Possible cause: The inserted CD is not a CD-RW disc.

Solution: You are unable to erase a CD unless it is a CD-RW type disc.

## **Troubleshooting when using PLEXTALK as a CD-R or CD-RW Drive.**

Symptom: Drive does not work.

Possible cause 1: The USB cable is not connected correctly.

Solution: Reinsert the USB cable. Check the cable, the connector and whether the pins are dented, bent or damaged.

Possible cause 2: The power is not on.

Solution: Check that the power cord and AC adaptor are securely connected.

Possible cause 3: The operating system is Windows 98 Second Edition, and the driver is not installed.

Solution: Install the USB driver from the User's Guide CD. Refer to Section 21.4.2 for more information.

Possible cause 4: The Power cord and AC adaptor are not genuine products.

Solution: Use the accessory Power cord and AC adaptor that were supplied with PLEXTALK.

Symptom: Cannot write.

Possible cause 1: A type of CD other than a recommended brand is being used.

Solution: Use recommended CDs. Refer to the "Recommended CD-R/CD-RW" section in Appendix A.

Possible cause 2: The disc has been inserted upside down.

Solution: Eject the CD and reinsert it the correct way up.

Possible cause 3: There is not enough space on the PC hard disk.

Solution: The required hard disc space differs for each writing methods. However, to write data to a CD, you generally need about 1.2 to 2 times the data capacity on the hard disc.

Possible cause 4: The power is not on.

Solution: Check that the Power cord and AC adaptor are securely connected, and turn on the Power Switch.

Possible cause 5: The USB cable has not been connected correctly.

Solution: Reinsert the USB cable. Check the cable, the connector and whether the pins are dented, bent or damaged.

Possible cause 6: The CD-R or CD-RW is scratched or of poor quality.

Solution: Carefully clean the CD and try again. If this fails, try using a recommended brand of CD.

Symptom: Traces of writing are visible on the recording surface despite the fact that the data on the CD-RW has been erased.

Possible cause: This is not a problem.

Solution: Once a CD-RW is written, there are traces of the writing, even if it is erased.

Symptom: Nothing can be added to the media.

Possible cause 1: There is not enough space in the disc for added data.

Solution: The information capacity for writing to a CD-R or CD-RW is 650 MB for a Type 74 disc. This includes the table of contents and read in and read out data. If the free capacity is insufficient to add the data, you should use a blank CD-R or CD-RW disc.

Possible cause 2: The CD-R or CD-RW was previously written to by a CD-R or CD-RW drive of another company.

Solution: Use CD-R or CD-RW discs that have been written to by PLEXTALK.

Possible cause 3: The CD-R or CD-RW was written using "Disc-at-once" or was closed after writing by "Track-at-once".

Solution: You are unable to add data to these discs. You should use a blank CD-R or CD-RW disc.

Symptom: Previous sessions of the media which were written two or more times cannot be read.

Possible cause 1: The previous session could not be read due to the writing software used.

Solution: A CD-R or CD-RW that has been written, in a state where the previous session was not read by the writing software, can in principle only have the final session read. When the data is written, the 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. Rewrite the data to a blank CD-R or CD-RW.

Possible cause 2: The CD-R or CD-RW is of poor quality.

Solution: Check for dirt, fingerprints or scratches on the surface of the disc. If necessary, carefully clean the disc using the soft cloth provided.

Possible cause 3: The CD has been inserted upside down.

Solution: Eject the CD and reinsert it the correct way up.

Symptom: Read error has occurred.

Possible cause 1: The CD-R or CD-RW is of poor quality.

Solution: Check for dirt, fingerprints or scratches on the surface of the disc. If necessary, carefully clean the disc using the soft cloth provided.

Possible cause 2: The CD has been inserted upside down.

Solution: Eject the CD and reinsert it the correct way up.

Symptom: There is some noise when reading.

Possible cause 1: A bad quality disc has been inserted.

Solution: Use a different disc.

Possible cause 2: A sticker has been placed onto the surface of the CD.

Solution: Strip the sticker from the surface. Be careful not to scratch the CD when you do this.

Symptom: CD cannot be ejected from PLEXTALK.

Possible cause 1: The power is not on.

Solution: Turn on the power.

Possible cause 2: A problem in the ejection operation has occurred.

Solution: Continue to press the Eject Key.

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## Appendix D - Glossary.

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### **Audio type CD-R or CD-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/music type CD-R or CD-RW and PC type CD-R or CD-RW media. This prevents you from recording in Music CD format, even when trying to record using an audio CD-R or CD-RW recorder.

### **Automatic gain control (AGC).**

This is a feature that allows the recording level to be adjusted automatically. When the level is low, it will be increased by 6dB. When the level is high, it will be reduced to below 3dB.

### **Auto section setting.**

PLEXTALK contains a setting for automatic section division. When input is silent for the specified number of seconds, PLEXTALK automatically creates a section at that point. To use this function, set the required time in the Custom recording settings. Select "No setting" if you do not wish to use this function.

### **Background noise level of input sound.**

With PLEXTALK, this is 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.

### **Bit rate.**

Bit rate is a measure of data transmission speed. It refers to the number of bits of data transmitted in one second.

### **CD Extra.**

This is a CD format. It records the first session as a 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 above.

## **CD formats.**

A CD format is a way of writing information to a CD-R or CD-RW disc. PLEXTALK is compatible with the following formats: CD-DA, CD-ROM Mode 1, Mix Mode CD, CD-ROM XA Mode 2, Video CD, CD Extra and CD TEXT.

### **CD TEXT.**

This is a CD format. This is the standard for inserting text information, such as album titles and names of music, onto a Music CD. Approximately 6000 half-size characters can be stored. Up to eight languages can also be recorded.

### **CD-DA.**

This is a CD format. CD-DA is short for CD-Digital Audio. Music CDs that play on audio equipment are saved in this format.

### **CD-R.**

CD-R is short for Compact Disc-Recordable. It refers to a writable CD which can be written only once. You cannot erase or alter data that has been written. If, however, there is remaining capacity in a multi-session CD, you can add to a CD-R up to a maximum of 99 times.

### **CD-ROM Mode 1.**

This is a CD format which is normally used for saving general computer data.

### **CD-ROM XA Mode 2.**

This is a CD format which is suited to multimedia and reinforces the linkage of data with voice and images.

### **CD-RW.**

CD-RW stands for Compact Disc-Rewritable. It refers to a CD that can be written and erased. You can write to and erase a CD-RW approximately 1,000 times.

### **CD-R or CD-RW drive.**

A drive that writes to CD-R media and that can also write to and erase CD-RW media.

### **CF card.**

A CF card must be manufactured under the Compact Flash Association standards. In this User's guide, both compact flash card Type I, Type II and

micro drive are called CF cards. When moving about with your PLEXTALK, it is recommended that you use a compact flash card, and not a micro drive, because it is susceptible to vibrations and shocks. Microdrives are ideal when you are not carrying PLEXTALK about.

### **Complete erase.**

This refers to an erasing mode for CD-RW discs, which will erase the entire recording surface of the medium.

### **Condenser microphone.**

In a condenser microphone, a voltage is applied between electrodes, changing the microphone's electrostatic capacity and converting sound to an electrical signal. This means that a condenser microphone requires a power source to operate. When compared to a dynamic microphone, a condenser microphone is superior in the high range characteristics, however, they are sensitive to vibration and humidity.

### **Copyright information.**

This is information about the year of publication and the owner of a book's copyright.

### **DAISY book.**

DAISY is short for Digital Accessible Information System. A recording made in the DAISY format is generally known as a DAISY book or DAISY title. The DAISY format allows the book producer to code in a hierarchical navigation structure with up to 6 levels. Further information about the DAISY format is given in Chapter 3 of this guide.

### **dB.**

This is an abbreviation for "decibel". A decibel is a unit of measure for volume.

### **Disc-at-once.**

This is a disc 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.

### **Enhanced CD.**

Same as CD Extra.

### **Erasing modes.**

This refers to a modes for erasing data from a CD-RW disc. The erasing mode for PLEXTALK is complete erase mode. Quick erase mode is not applicable with PLEXTALK. Erase modes are only used with CD-RW media.

### **External microphone.**

With PLEXTALK, you can record by connecting a variety of commercially available external microphones. Microphones are generally classified into two types: dynamic and condenser.

### **Finalise CD.**

The Finalise CD process makes it possible to play Music CD format discs or DAISY format disc on a standard CD player or DAISY Player.

### **Front pages.**

Pages at the front of some books. These are usually characterized by page numbering that is in Roman numerals or by alphabetic characters instead of Arabic numerals. In PLEXTALK, these are recorded as front pages. You cannot use the Page Key to move to this type of page, however, you can move to a page of this type by going to the "Page" option on the Navigation menu and move backwards or forwards using the Number 4 and 6 Key.

### **Group.**

A group is a DAISY navigation feature that allows the user to find specific items quickly. For example, groups might be used to mark diagrams, tables or images. In the User's Guide, Notes, Cautions and Warnings have been marked as groups.

### **Heading.**

The first phrase of a section and the place where the section changes is often called a heading.

### **Insert recording.**

This is a PLEXTALK recording method that allows you to record new audio between existing phrases in your recording. NOTE: This is only available in Book Creator mode.

### **Level.**

The producer of a DAISY book can use up to 6 levels of navigation. Levels are generally used for identifying such things as chapters, sections and

sub sections in the recording. When the structure has been created, the user can bypass information that they do not wish to read at that time.

### **Line in or line Input.**

This refers to an audio input from sound equipment to the Line in socket on the PLEXTALK.

### **Maximum page.**

This is the number of the highest numbered page in the selected title.

### **Media.**

This refers to the media on which PLEXTALK writes. PLEXTALK can use CD-R and CD-RW discs and CF cards. You can switch the media that PLEXTALK accesses using the Navigation menu.

### **Menu.**

PLEXTALK has a menu system from which many of the functions are accessed. In order to access this menu, press the Menu key. The menu includes "Edit", "Backup", "Recording setting", "Playing setting", "Bookmark", "Power on timer", "Notepad", "Calculator", "Media management" and "Control panel".

### **Mix Mode CD.**

This is a CD format in which 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.**

This is an abbreviation for MPEG Audio Layer 3 (ISP or IEC 13818-3:1995). It is a standard for the compression of voice information and can obtain compression ratios of one tenth or even one twelfth 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 or RWs on which only one session is written.

### **Multi-title disc.**

Recorded books in which multiple titles are compiled on 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.**

This is a CD 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-run is not common.

### **Phrase.**

In the DAISY format, a phrase is the recorded audio between one moment of silence and the next. The length of the silence to be detected before creating a new phrase, is called the phrase pause time.

### **Play list.**

A play list is a file, with a ".M3U" extension, that determines the play sequence of audio files in an Audio File CD.

### **Prepare to edit.**

The "Prepare to edit" function needs to be performed if you wish to add extra recording or editing to a finalised CD.

### **Punch-in recording.**

This is a PLEXTALK recording method which allows you to select a phrase or phrases that will be replaced by the new audio that you record. between existing phrases in your recording. NOTE: This is only available in Book Creator mode.

### **Quick erase.**

This is an erasing mode for CD-RW discs. It erases a CD-RW more quickly than a complete erase. PLEXTALK cannot record to a CD-RW that has been erased using the Quick Erase method.

### **Redo.**

Redo is used to return to the operation that was cancelled by an Undo command. PLEXTALK allows you to reverse up to 20 past movements using the Number 7 (Undo) key. You can then Redo these operations using the Number 9 key (Redo). between existing phrases in your recording. NOTE: This is only available in Book Creator mode.

## **SCMS.**

This stands for Serial Copy Management System, and is a standard for recording. This standard regulates the copying of digital signals between digital audio devices. In essence, a copy can be made but copies of those copies are not permitted. During digital recording, PLEXTALK constantly verifies the SCMS status track by track. Tracks for which digital recording and copying is prohibited cannot be copied.

## **Section.**

A section in a DAISY title is the piece of audio between one heading and the next. Headings are used to mark such things as chapters, sections and sub sections in a book. Do not confuse a section in a DAISY title and a section in a book. See Chapter 3 for further information about DAISY structures.

## **Session-at-once.**

This is a CD writing mode. In this mode you record all items at once from the beginning to the end of a session. Compatible writing software is necessary.

## **Session close.**

When you have finished creating a CD, your software must carry out a Close session process, which involves writing the lead-in and lead-out areas of the disc. You will not be able to read the CD in a normal CD-ROM drive until the Close session process has occurred.

## **Single-session.**

CD-R and CD-RW discs on which only one session is written. Compare this with a multi-session CD.

## **Special pages.**

This is a DAISY feature that allows pages to be appended by rules that are different from the text pages. For example, attached tables and figures in the midst of a book, are recorded as special pages. You cannot navigate to a special page using the Page key but you can navigate to them sequentially using the "Page" option on the Navigation menu.

## **Split phrase setting when no sound.**

PLEXTALK contains a setting for automatically splitting phrases. When there is no input sound for a specified number of seconds, PLEXTALK automatically creates a new phrase in the recording.

### **Time to auto stop recording when no sound.**

When there is silence in the input sound for a specified time, recording is stopped automatically.

### **Timing of start recording.**

PLEXTALK contains a setting for specifying when recording is to start. Depending on this setting, recording starts either when you press the Record Key or when input audio is detected.

### **Title (DAISY 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.**

This is a CD writing mode. This mode allows you to add to a single CD-R or CD-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. NOTE: This is only available in Book Creator mode.

### **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.**

This is a 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.**

This is 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. Always ensure that you have enough space on your hard drive when extracting songs from a CD to Wave files. For example, a 4 minutes song, when written as a Wave file, takes about 40-50 MB. 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 44.1KHz, 16-Bit, stereo. This is equivalent to audio tracks on Music CD.

### **Writing modes.**

These are modes for writing to a CD-R or CD-RW. PLEXTALK supports the following writing modes: disc-at-once, track-at-once, session-at-once, packet writing and multi-session.

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