

END USER PRODUCTION INSTRUCTIONS

(for use with MWP-4000 Digitizer)

1. Plug headset microphone (pink end) into the “mic” input of sound card of computer. (If you prefer to listen to your recorded messages through headset rather than PC speakers, plug the green end in as well.)
2. Open the Message Studio 2.5 or 3.0 program (there should be a shortcut icon on desktop).
3. Click on “record msg” button.
4. When ready to actually record a message, press the button with a microphone symbol and begin speaking. When done reading script, press the stop button.
5. Press “file,” then “save as,” enter name of message, then click on save. Repeat steps 3, 4, 5 to record additional messages and then exit.
6. Click the “add” button of the “Music play list” (bottom left). Double click on the (3) different music selection you want to use in the production. (If you want to preview, single click on any selection to highlight and press “preview,” then press “stop” when done sampling. When done, click “apply.”
7. Next, click the “add” button of the “Message play list”. Double click on each message selection you want to use in production. You can likewise preview selection by highlighting and pressing preview, then stop. When done, click “apply.”
8. In the top right of screen, select number of seconds of music you want to play between messages. (usually approx. 5-30 seconds). Then note the total length of production (in yellow or green box). You will want this number to be 7:55 minutes or something just less than this time. (The total memory of digitizer is 8 minutes). To increase the time in yellow or green box, you will need to duplicate the set of messages in play list one or more times (simply select “add” button under “message play list” and double click on same set of messages as previously selected). The total production

time (in yellow/green box) can also be increased or decreased by adjusting “time between messages.” Once production is complete and the time frame adjusted properly, you may preview by clicking on the “preview mix” (or “Play Mix” depending on version of software) button, then “stop” when done.

9. If you want to save this production for future reference, then click on “save mix” button, name the production and save.

To Download Production into Digitizer:

1. Plug the supplied patch cord from the sound card speaker output of your computer to the “audio in” input jack on the back of the audio digitizer. Make sure the digitizer power button is turned to the “on” position.
2. Select the “Preferences” tab at the top left of the Message Studio program. Select “Enable Sync Tones” (the black bullet should be to the left).
Note: If you have an early version of the software (ie, 2.5) there will not be a “Preference” option and you can skip this step.
3. Click on the “Preview Mix” (or “Play Mix” depending on version of software) button and the program will automatically begin to download the production into the digitizer. This process will take approximately 8 minutes. You do not need to ‘baby-sit’ the process—just return sometime after 8 minutes, unplug the patch cord and the digitizer is now ready to play on your phone system.

