

## END USER PRODUCTION INSTRUCTIONS

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 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 each music selection you want to use in production. (If you want to preview, single click on any selection to highlight and press “preview,” then press “stop” when done sampling. Note: You will want to add up the total time of music selected (see Music Selection print out for music times); this information will be used later. 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 box). You will want this number to be something less than the total music selection time calculated earlier. (The production time should be less by at least 20 seconds but could be up to 1 minute or more). To increase the time in yellow 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 box) can also be increased by increasing “time between messages.” Once production is complete, you may preview by clicking on the “preview mix” button, then “stop” when done.
9. Next, click on “Export MP3” button. Note: Prior to doing this, you will want to create a folder (perhaps under “my documents” or on desktop) to save your music on hold productions (may want to name it “MOH Productions”). After selecting “Export MP3,” find the folder you just created by clicking on drop-down button in “save as” box. Name the new production as desired and click “save.” A file ID box will appear. Enter the name of this production (keep at 13 or less characters). This name will appear in the LCD display of Digitizer. Also enter your company name (this too will appear in LCD

display). Note: If you ever intend to modify this production, you will want to save this mix (once it has been converted to an MP3 file, no alterations can be made) by clicking the “save mix” button. From the “save in” box, select the following: Local disc C, Program Files, Message Studio 3.0, Mixes, then name production and press “save.” At some future time, this mix can be accessed and changed by clicking on the “open mix” button and selecting file desired. The music and message list boxes will then be populated.

### **To Download Production into Digitizer:**

1. Set Digitizer power switch to off. Can download without unit plugged into power.
2. Connect download cord to Digitizer and USB port on computer. (your PC may take up to 30 seconds to recognize unit).
3. If "Auto Play" box pops up, select "open folder to view files" otherwise, double click on “my computer” on desktop. Select the removable drive to open folder. If there are two removable drives, the first letter represents the internal memory of the Digitizer, the second letter represents the external memory (SD or secure digital card, if card is present). Internal memory will hold up to 228 minutes of productions. Click on drive desired, and then either copy and paste or drag and drop new production to Digitizer (you may need to delete or save old production if there is not enough memory space).
4. Unplug download cord. Unit is ready to use. See instructions on first page to select production to play and to set volume etc.

### **Selecting Production to play and volume setting:**

1 –Push the “Select” button and you should see the current production name appear in the display. To listen to production, turn on built-in speaker slide switch located on the right side of unit toward the top.

2 – This step is not necessary but performing the “saving settings” step will ensure that in the event of a power outage all settings/changes (ie., productions to play, volume level and designated “repeat” mode) will be “remembered” when power returns. To save changes, press the “Play/Stop” button once (production will stop playing), then press and HOLD the same button again until display shows “Setting Saved” then release. When “Setting Saved” extinguishes, press “Play/Stop” again to start production playing.

3 – To verify proper volume level for callers, place a call into your phone system and adjust volume control on unit as required. Once this change has been made, be sure to save change as described in step #2 above.

4 – To ensure that the on-hold unit plays only the desired production (instead of alternating between standard and holiday productions), make sure that the display shows a “1” in a black box in the top left corner. If not, simply press the “Repeat” button until a black square with a “1” inside appears. In this setting, the production shown in the display (either

standard or holiday) will be the only production to play. Once this change has been made, be sure to save change as described in step #2 above.

### **INSTRUCTIONS TO SWITCH BETWEEN STANDARD PRODUCTION AND HOLIDAY PRODUCTION FOR 'ON-HOLD' PLAYER (16 & 64mb models)**

**Standard Production:** This production is played year-round except during the Nov-Dec holiday period.

**Holiday Production:** This production is played during the Nov-Dec time frame and contains holiday music mixed with same messages as standard production plus generic "holiday greeting" messages.

Sometime during November of each year go to audio digitizer unit and do the following:

1 – Note on the LCD display that the "Standard Production" is currently playing (if display is difficult to see, press the "Play/Stop" button twice to turn on backlight).

2 – Push the "Select" button (either button is fine), and you should see the "Holiday Production" appear in the display. To listen to production, turn on built-in speaker using slide switch located on the right side of unit toward the top.

3 – This step is not necessary but performing the "saving settings" step will ensure that in the event of a power outage all settings/changes (ie., productions to play, volume level and designated "repeat" mode) will be "remembered" when power returns. You will need to know which version your digitizer unit is (either a 64MB or 16MB, most units are the 64MB). To determine which model you have, look at the space immediately below the LCD display. 64MB units will be labeled accordingly whereas the 16MB units will be blank.

To save changes on the 64MB units, press the "Play/Stop" button once (production will stop playing), then press and HOLD the same button again until display shows "Setting Saved" then release. When "Setting Saved" extinguishes, press "Play/Stop" again to start production playing.

To save changes on the 16MB units, press the "Play/Stop" button once (production will stop playing), then press the "Play/Stop" again to start production playing.

4 – On January 1<sup>st</sup>, repeat steps 1-3 to change back to standard production.

### **ADDITIONAL PROGRAMMING NOTES:**

1 – To verify proper volume level for callers, place a call into your phone system and adjust volume control on unit as required. Once this change has been made, be sure to save change as described in step #3 above.

2 – To ensure that the on-hold unit plays only the desired production (instead of alternating between standard and holiday productions), make sure that the display shows a "1" in a black box in the top left corner. If not, simply press the "Repeat" button until a black square

with a “1” inside appears. In this setting, the production shown in the display (either standard or holiday) will be the only production to play. Once this change has been made, be sure to save change as described in step #3 above.

## **INSTRUCTIONS TO INSTALL SD CARD WITH NEW PRODUCTIONS**

1—Turn power switch off.

2—Remove existing SD Card (if installed). It is located on the right side of the unit. Pushing the card inward releases the card from its locked position.

3—Plug in new card. On older models (16mb), the copper contacts face up and go in slot first. On newer models (64mb) the copper contacts face down and go in first. If the card does not begin to insert easily, turn it over and try the other side. (**Note:** Most units are the newer 64MB style. To determine which model you have, look at the space immediately below the LCD display. 64MB units will be labeled accordingly whereas the 16MB units will be blank).

4—Turn power switch back on. The unit will self-initialize and start playing in a few moments. Note that on the LCD display in the top right corner will be the symbol of an “SD Card” and then below see “**Int 64Mb**” or “**Int 16Mb**” (meaning the internal memory size is 64mb or Int 16Mb) and below that “**Ext 1.0 Gb**” (meaning the SD card size is 1 gb, or whatever size card was plugged in). If the unit does not play, make sure that the display is showing some amount of memory on the **Ext** line. If it shows ‘0’, then repeat steps 1-4 above making sure that the card is properly seated.

5—See “Instructions for Switching Productions” for setting production to play, repeat mode and volume.

## **MUSIC SELECTIONS**

### **Easy Contemporary**

- 5. Acoustic 3:17
- 6. Across the U.S. 3:38
- 7. Autumn Breezes 3:56
- 8. Carefree Days 3:41
- 10. Contemporary 3:31
- 11. Cruise Control 2:33
- 12. Dreamscape 4:11
- 13. European Dream 2:23
- 14. Free and Easy 3:50
- 15. Kicking Back 2:47
- 16. Latin Love 3:24
- 17. Life is Good 3:08

- 18. Soft Jazz 3:34
- 19. Tranquil Days 3:35
- 79. Relaxation 1:00
- 81. Smooth Ride 1:00
- 83. Starlight 1:00
- 87. Countryside 1:00
- 93. Break Time 2:50
- 94. Sonorous Morn 2:00
- 95. Sonorous Eve 2:00
- 96. Easy Piano 3:01
- 97. Blue Skies 3:12
- 98. Easy Guitar 2:18
- 99. Laid Back 2:37
- 100. Just Dreamin' 2:43
- 101. Slow Piano 2:28
- 102. Smooth Times 3:09
- 103. Chillin' Out 2:47
- 118. Country Windmillin 3:56
- 119. Country Dashboard 8:34

### **Bright Contemporary**

- 20. Big City Lights 2:02
- 21. Corporate 2:29
- 22. Country Highway 2:59
- 23. Cruising Jazz 3:48
- 24. Jazzy Pop 4:16
- 25. Moving Forward 2:47
- 26. Night Out 2:39
- 27. Reggae Pop 3:25
- 28. Sax Appeal 2:41
- 29. Simple Pleasures 3:24
- 30. Tropical 3:09
- 31. Winner's Circle 2:50
- 80. Just Chillin' 1:00
- 82. Just for Fun 1:00
- 84. Feelin' Good 1:00
- 85. Bright Eyes 1:00
- 86. Steady Beat 1:00
- 104. Day Runnin' 3:05
- 105. Cool Themes 3:05
- 115. Horn & Strings 3:30
- 116. Evening Energy 2:56
- 117. Coming Alive 2:37
- 120. Country Darling 2:24

## **Specialty Genre**

- 32. Alternative Rock 2:30
- 33. Beach Party 3:05
- 34. Boogie Rockin 2:56
- 35. Boots and Jeans 3:46
- 36. Classic Rock 3:36
- 37. Cool Shuffle 4:02
- 38. Count Basie Boogie 3:38
- 39. Country 3:20
- 40. Cruisin Blues 2:54
- 41. Dance Pop 2:59
- 42. Dips and Salsa 2:58
- 43. Ethno Funk 2:30
- 44. Groove Funk 2:08
- 45. Groovin 2:49
- 46. Hip Hop 3:05
- 47. Hot Salsa 2:55
- 48. Laid Back Blues 2:44
- 49. Miller Swingin 3:17
- 50. Smooth Jazz 3:17
- 51. Southside Slide 3:33
- 52. Sports Action 2:56
- 53. Sports Roundup 2:40
- 54. Sultry Jazz 3:40
- 55. Techno Beat 3:29
- 56. Toe Tappin 3:08
- 57. Tropical Street Party 2:17
- 58. Turn It Up 2:33
- 59. World Beat 3:20
- 88. Sassy Reggae 1:00
- 90. Bluegrass 1:00
- 92. Dixieland 1:00

## **Destination Themes**

- 60. African Trail 3:04
- 61. Caribbean Fever 3:29
- 62. El Cortez 5:06
- 63. Gypsy Dance 3:07
- 64. Hawaiian Luau 2:59
- 65. Latin Partaay 3:07
- 66. Latin 3:38
- 67. Luck o' the Irish 2:00
- 68. Mexican Fiesta 2:27
- 69. Mysteries of the Orient 2:02

- 70. Oktoberfest 3:03
- 71. Southeast Asian Skies 3:02
- 72. Spanish Hideaway 2:58
- 73. Zen Garden 3:54
- 89. Tejano 1:00

### **Holiday**

- 74. 12 Days of Christmas 1:42
- 75. Deck the Halls 1:32
- 76. Holiday Glitter 3:19
- 77. Holiday Jazz 2:38
- 78. Holiday Mellow 1:40
- 114. Holiday Bells 2:35

### **Classical**

- 9. Classical 2:44
- 91. Simply Classical 1:00
- 106. Classical #1 3:22
- 107. Classical #2 3:02
- 108. Classical #3 3:14
- 109. Classical #4 2:13
- 110. Classical #5 2:55
- 111. Classical #6 3:37
- 112. Classical #7 4:33
- 113. Classical #8 1:31

