

**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 as such, 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.