

# Envoy ST User Guide

# **Your Audio Project**





Everything you need to prepare an audio project and load it onto the MegaVoice Envoy ST audio player.



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#### **Overview**

The new Envoy ST is the replacement for the slate blue StoryTeller. It looks just like the Envoy S but without the blue Language button in the top right of the keypad. The Envoy ST is built on the Envoy S platform which is much more dependable and reliable than the old StoryTeller.

It offers the same 4-level folder structure as the Envoy S player which provides better organization of the audio and superior navigation to its predecessor.

The Envoy ST provides 512MB of onboard memory which can hold *up to* 50 hours of good\* sounding audio, depending of course on the quality of the audio files\*. The player is programmable using the USB port on the side of the player making it simple and secure to update content. USB hubs allow for multiple players to be loaded at the same time.

An additional advantage is that the battery can be replaced where the old StoryTeller had to be discarded if its battery failed.

\* Audio quality is determined by the settings specified when creating the files. The higher the setting the better the sound quality achieved – but at the expense of larger files. Sound quality is in the ear of the listener. What sounds "good" to one person may not be the same for another.

#### Hardware Requirements

- 4 A Windows PC or Mac (Intel only)
- 4 At least one USB port (2.0 or higher)
- Enough disk space for...
  - The SaberCopy software program (around 10 MB)
  - Each of your audio messages
  - ✤ Additional work area for restructuring message folders
- One SLS USB cable per parallel connected player (available from MegaVoice)
- A powered USB 2.0 (or higher) hub (optional for programming multiple players concurrently)

#### **Software Requirements**

- SaberCopy software (available from MegaVoice)
- PC Operating System: Windows 7, 8.x or 10 (SaberCopy will work on XP but is not recommended since XP is no longer supported)
  - **4** SaberCopy can work on Mac with certain restrictions (<u>see here for details</u>)



## **File Structure**

#### **Structuring Rules**

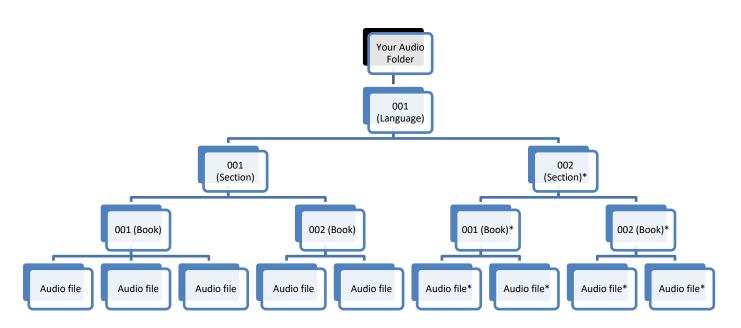
Please refer to the Folder Layout illustration below.

- All audio files must be in MP3 or WAV format.
- Your audio project must be set up with a specific folder layout.
  - Within your audio project folder must be 1 (and only 1) Language folder.
  - Within the Language folder must be at least 1 (and up to 8) Section folders.\*
  - Within each Section folder must be at least 1 (and up to 999) Book folder(s).
  - Within each Book folder must be at least 1 (and up to 999) MP3/WAV audio file(s).
  - The Language, Section and Book folders must be named with a 3 digit number beginning with 001.
  - The MP3/WAV audio files may be named with free text as long as they sort in the order they should be played.
  - There may be no empty folders!

\* The Envoy ST is built on the Envoy S platform and supports the same file structure as the Envoy S which allows for multiple Sections. While there is no explicit navigation button for traversing multiple Sections, playback will naturally flow into additional Sections when the last file in the last Book in a Section is reached. (See <u>Relationship between the Envoy ST keypad</u> <u>and folder layout</u>). Using single or multiple Sections will not affect playback or navigation.

#### The Folder Layout







#### **Relationship between the Envoy ST keypad and folder layout**

The Envoy ST offers convenient navigation through hundreds of MP3/WAV files. In order for this navigation to work, you need to decide how you want your files to be organized.

Let's get to know the Envoy ST keypad and how the navigation buttons correlate to the required folder structure.

This button scrolls backward This button scrolls forward through the **Books** in each through the **Books** in each Section. Section. This button scrolls forward This button scrolls backward through the *MP3/WAV files* ENVOY through the MP3/WAV files (chapters) in each Book. (chapters) in each Book. These buttons rewind or fast-forward through an MP3/WAV file 10 seconds\* at a time.

Figure 2: Relationship between the keypad and folder layout

\* This is a very close approximation. The actual time skipped can vary slightly depending on the compression rates used when creating the file being played.



The Language folder must contain at least one Section.

Each Section may contain one or more "Books". The 🖾 and 🕑 buttons control reverse/forward navigation through the Books.

#### Figure 3: Book navigation buttons



A *short press* on one of these buttons will scroll to the previous/next <u>Book</u> in the current Section.

When the first/last Book in the current Section is reached, a *short press* will navigate to the last/first Book in the previous/next Section.

A long press will skip 3 Books at a time.

Each Book may contain one or more "Chapters". The 🖤 and 🕑 buttons control reverse/forward navigation through the Chapters.

#### Figure 4: Chapter navigation buttons



A short press on one of these buttons will scroll to the previous/next <u>Chapter</u> in the current Book. When the first/last Chapter in the current Book is reached, a short press will navigate to the last/first Chapter in the previous/next Book. A long press will skip 5 Chapters at a time.



The **O** and **O** buttons control rewind/fast-forward navigation through the current audio file (Chapter). The **O** button allows you to pause audio playback.

#### Figure 5: Current chapter and pause navigation buttons



A *short press* on one of these buttons will rewind or fast-forward through the current audio file (Chapter), 10 seconds\* at a time.

A long press will continue to rewind/fastforward until the button is released or the beginning/end of the file is reached. \*The actual time may vary slightly.



## Setting up the folder layout

#### **The Audio Project Folder**

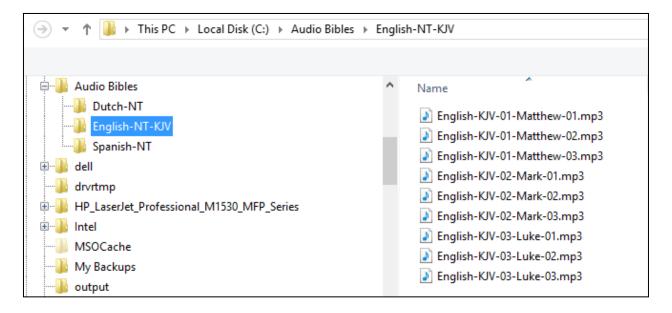
Let's use the following example. We have sets of Audio Bibles in different languages, but the structure is such that all the audio files for each Bible are together in a single folder. The individual audio files are named such that they are easily recognizable and they also sort in the order in which they should be played but that is the extent of the organization. Your audio messages may be organized differently.

We have a folder named "Audio Bibles". Within that folder we have 3 Bibles each in a folder of its own: a Dutch New Testament (Dutch-NT), an English New Testament of the KJV translation (English-NT-KJV) and a Spanish New Testament (Spanish-NT).

Within each Bible folder are all the relevant audio files (MP3/WAV), which are Chapters of the various Books. To keep the files ordered within the single folder, our naming convention is:

#### BibleName-BookNumber-BookName-ChapterNumber

Let's take the English-NT-KJV audio message and prepare it for the Envoy ST. In order to keep the example simple, please note that only select Book and Chapter files appear. We have the first 3 Chapters of the Books Matthew, Mark and Luke.





In order to load the Envoy ST with your audio project, it may be necessary to rename and/or reorganize the files and folders. Before you begin making changes to your Audio Project Folder, MegaVoice recommends that you make a copy of your project folder and make changes *to the copy* to keep your original folder intact. Then use the copy for loading the players.

So let's create a new folder within our Audio Bibles folder and call it MegaVoice. From this point on, we will refer to that folder as the *Audio Project Folder*. We'll copy the contents of the English-NT-KJV folder into it and make our changes here.

| ( → ↑   → This PC → Local Disk (C:) → Audio Bibles → Eng | glish-NT-KJV  |
|--|---|
| Audio Bibles   | <ul> <li>Name #</li> <li>English-KJV-01-Matthew-01.mp3</li> <li>English-KJV-01-Matthew-02.mp3</li> <li>English-KJV-01-Matthew-03.mp3</li> <li>English-KJV-02-Mark-01.mp3</li> <li>English-KJV-02-Mark-02.mp3</li> <li>English-KJV-02-Mark-03.mp3</li> <li>English-KJV-03-Luke-01.mp3</li> <li>English-KJV-03-Luke-02.mp3</li> <li>English-KJV-03-Luke-02.mp3</li> <li>English-KJV-03-Luke-03.mp3</li> </ul> |



As described earlier, we need to end up with the following required structure:

- Audio Project Folder
  - Language Folder (only one named "001")
    - Section Folder (named "001")
      - Book Folder 1 (named "001")
      - Book Folder 2 (named "002")
      - And so on...

#### **The Language Folder**

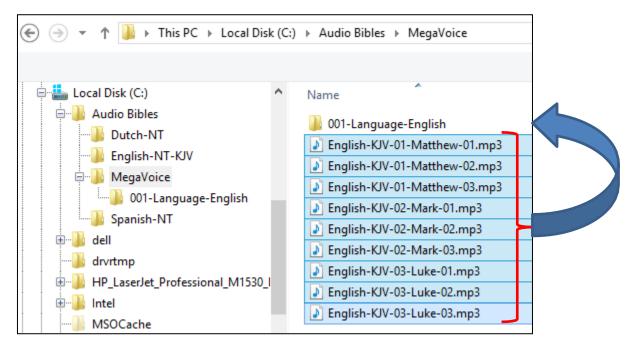
First let's create the Language Folder in the MegaVoice folder. For the Envoy ST, there is only one language folder and it must be named "001". We could from the very beginning use the 3-digit names for the folders, but since a "real" audio message would have lots of folders at different levels with the same 3-digit sequence number, in order to keep things clear we will append a meaningful name to help us distinguish between them all. Let's name it "001-Language-English".

In a later step using a recommended file "renaming" utility we will remove the "meaningful" part of the folder names – but only after the folders are organized properly.

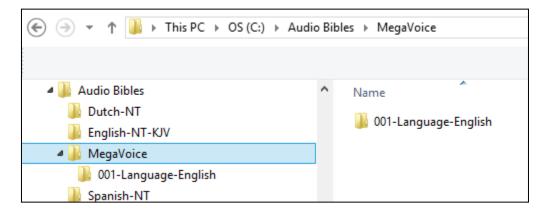


Now let's <u>move</u> all the MP3/WAV files into the new folder "001-Language-English". There are several ways to do this. Use the method you are most comfortable with.

- Highlight all the MP3/WAV files, right-click and choose "Cut", open the "001-Language-English" folder, right-click and choose "Paste".
- Highlight all the MP3/WAV files and then "drag" them to the "001-Language-English" folder and "drop" them.
  - If you choose to use drag/drop, make sure to point to the first file in the group when moving the set. This forces Windows to copy them in proper sequence. If the files are not copied in proper sequence, playback may not be in the desired order.



The MegaVoice folder will now contain only the "001-Language-English" folder.



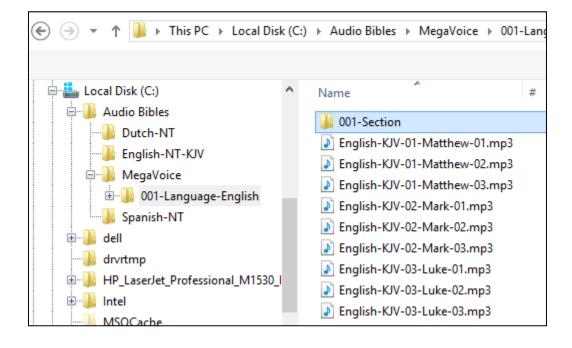


#### **The Section Folder**

As mentioned earlier, since the Envoy ST is built on the Envoy S platform, the file structure actually supports multiple Section folders; however, there is no explicit button navigation among the Section folders.

To keep the example simple, we will use only a single Section folder which will contain all of our Book folders.

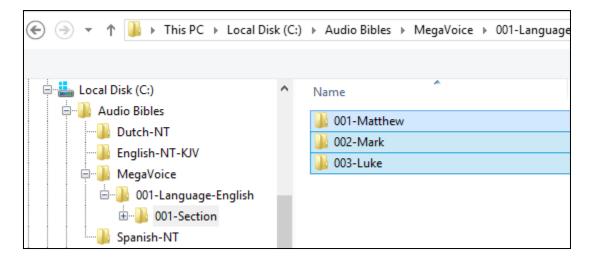
Open the "001-Language-English" folder. Let's create the Section folder: "001-Section".



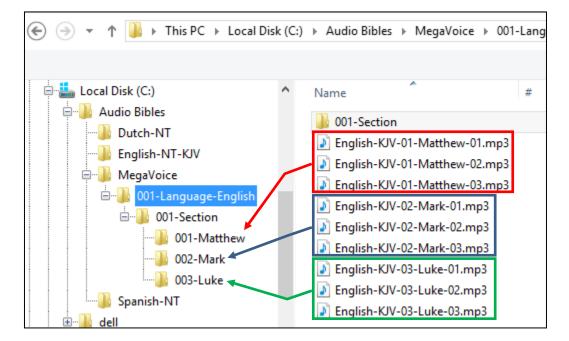


#### **The Book Folders and Chapter Files**

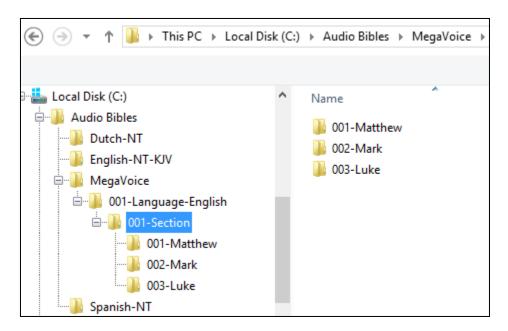
Once our Section folder is created, open it and let's create all of our Book folders there.



Now we need to move all of our Chapter files (MP3/WAV) to their respective Book folders. Return to the Language folder and move each set of MP3/WAV files to its own Book folder.

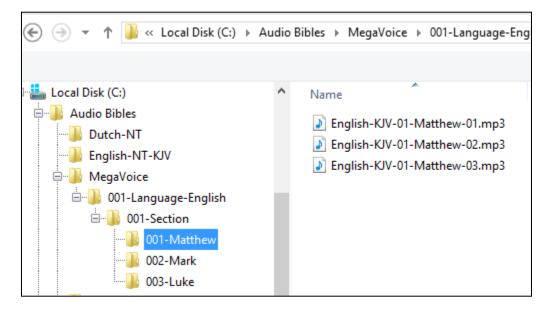






Once you do this, all that the "001-Section" folder should contain is our three Book folders.

And each Book folder will contain its set of MP3/WAV Chapter files.





#### Verifying the Intermediate Folder Structure

Let's verify what we have so far. Using names that were a combination of the required 3-digit sequence number and a meaningful name should make this easy.

Within our Audio Project Folder "MegaVoice" we should only have only <u>one</u> folder which is our Language folder.

Within the Language folder we should have only one Section folder.

Within the Section folder, we should have all of our Book folders.

Within each Book folder we should have the relevant Chapter (MP3/WAV) files for that Book. The Book folders are the <u>only</u> place in the Audio Project Folder where MP3/WAV files should be present with no other file types or folders.





#### **Renaming the Folders**

Now that we have validated our folder structure along with the contents of each, we need to rename our folders to the required 3-digit names.

Because our example is a very simple one, we could easily do this manually using the File Explorer on our PC or Mac. But since most audio projects could have hundreds of audio files spread throughout tens of folders, that could be quite a tedious task and prone to error.

MegaVoice recommends a free file renaming utility that you can install on your PC or Mac. It can be used to rename either files or folders. If you would like it, download it and install the software.

#### http://sourceforge.net/projects/freefilerenamer/

Free File Renamer is a Java-based application so it will require the Java component to be installed on your computer for it to work. The first time you execute Free File Renamer it will automatically check that Java is installed. If not, it will notify you and direct you to a web page where Java can be downloaded and installed.

We'll demonstrate how to use this utility to rename our folders. Because the audio files (MP3/WAV) were already named so that they sorted correctly, they can be left as they are.

Before renaming the folders, MegaVoice recommends that you make *another* backup your audio folder. Preserving the longer meaningful names can help later when trying to troubleshoot problems caused by audio files getting accidentally misplaced in the wrong folders or if there is a need to change the structure.

|            | FFR - Free File Renamer |             |               |                 |          |                |                  | -       |       | ×   |
|------------|-------------------------|-------------|---------------|-----------------|----------|----------------|------------------|---------|-------|-----|
| Home A     | dd C                    | peration    | Help          |                 |          |                |                  |         |       |     |
| Beject fo  | older                   | <u>S</u> av | e names       | Re <u>n</u> ame |          |                |                  |         |       |     |
| Pos.       | C                       | Operation   | n description |                 |          | Preview select | ed file          |         |       |     |
|            |                         |             |               |                 |          |                |                  |         |       |     |
|            |                         |             |               |                 |          |                |                  |         |       |     |
|            |                         |             |               |                 |          |                |                  |         |       |     |
| C:\Audio E | Bibles                  | (MegaVo     | pice          |                 |          |                |                  |         |       |     |
|            |                         | Pos.        | ♦ Original fi | ile name        | New file | name           | Date modified    | Size (t | o)    | Ext |
|            | ✓                       | 1           | 001-Langua    | ge-English      | 001-Lang | juage-English  | 2015-05-27 15:27 | 7:47    | 8,192 |     |
|            |                         |             |               |                 |          |                |                  |         |       |     |
|            |                         |             |               |                 |          |                |                  |         |       |     |
|            |                         |             |               |                 |          |                |                  |         |       |     |



Let's get started. The first thing we need to do is to identify the folder(s) we wish to rename. Free File Renamer can only rename files or folders within a single folder at a time.

On the main screen, make sure you are on the "Home" tab. Click the "Select folder" icon.

|               |            | FFR - Free File Rename |
|---------------|------------|------------------------|
| Home Add Oper | ation Help |                        |
| Select folder | Save names | Rename                 |

The "Open" dialog appears. We can rename our folders in any order desired. Let's start with the Book folders in each Section folder, followed by the Section folders and finally the Language folder. Navigate to \Audio Bibles\MegaVoice\001-Language-English folder. Highlight the Section folder "001-Section" and click "Open".

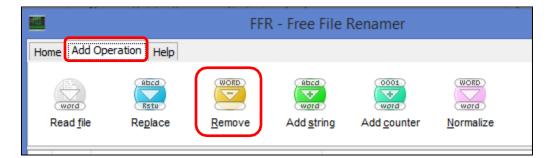
|              | Open                     |   |
|--------------|--------------------------|---|
| Look in:     | \mu 001-Language-English | ~ |
| Recent Items | 001-Section              |   |



In the selected Section folder, we should see the 3 Book folders: "001-Matthew", "002-Mark" and "003-Luke".

|                    | 🖬 FFR - Free File Renamer 🚽 🗕 💌 |                          |             |                       |                     |          |       |  |
|--------------------|---------------------------------|--------------------------|-------------|-----------------------|---------------------|----------|-------|--|
| Home Add Op        | eration Help                    |                          |             |                       |                     |          |       |  |
| Seject folder      | Save names                      | Re <u>n</u> ame          |             |                       |                     |          |       |  |
| Pos. Op            | eration description             |                          |             | Preview selected file |                     |          |       |  |
|                    |                                 |                          |             |                       |                     |          |       |  |
|                    |                                 |                          |             |                       |                     |          |       |  |
|                    |                                 |                          |             |                       |                     |          |       |  |
|                    |                                 | E Ellesse e r            | <b>-</b>    |                       |                     |          |       |  |
| C: (Audio Bibles ( | MegaVoice (001-Lan              | guage-English\001-Sectio | n           |                       |                     |          |       |  |
|                    | Pos.                            | file name                | New file na | ime                   | Date modified       | Size (b) | Exten |  |
| <b>i</b>           | 1 001-Matthe                    | 2W                       | 001-Matth   | ew                    | 2017-01-29 09:14:06 | 4,096    |       |  |
| <b>)</b>           | 2 002-Mark                      |                          | 002-Mark    |                       | 2017-01-29 09:14:10 | 4,096    |       |  |
| <u>)</u>           | 3 003-Luke                      |                          | 003-Luke    |                       | 2017-01-29 09:14:15 | 4,096    |       |  |
|                    |                                 |                          |             |                       |                     |          |       |  |

Now let's define the rules for how we want to rename all the relevant folders. Go to the "Add Operation" tab and click the "Remove" icon.





The "Add Operation: Remove" dialog appears. Make sure "Remove all" is checked and click the "Add" button.

| Add Operation: Remove |  |   |  |  |  |  |
|-----------------------|--|---|--|--|--|--|
| Remov                 | e <u>a</u> ll Include e <u>x</u> tension |   |  |  |  |  |
| Before:               | Before: 001-Matthew                      |   |  |  |  |  |
| After:                | ter: 001-Matthew                         |   |  |  |  |  |
|                       | Cancel Add                               | ) |  |  |  |  |

Making sure we are still on the "Add Operation" tab, click the "Add counter" icon.

|                           | FFR - Free File Renamer |        |                    |                     |                           |  |  |  |  |
|---------------------------|-------------------------|--------|--------------------|---------------------|---------------------------|--|--|--|--|
| Home Add Ope              | ration Help             |        |                    |                     |                           |  |  |  |  |
| word<br>Read <u>fi</u> le | Replace                 | Remove | Add <u>s</u> tring | Add <u>c</u> ounter | word<br>word<br>Normalize |  |  |  |  |

The "Add Operation: Add sequence" dialog appears. Change the "Start" field to "1". Leave the rest of the fields to default and click the "Add" button.

| •                 | Add Operation: Add sequence |        |   |     |  |  |  |
|-------------------|-----------------------------|--------|---|-----|--|--|--|
| Start:            | 1                           | End: 1 |   |     |  |  |  |
|                   | : filename:<br>ginning<br>d |        | ✓ Auto <u>padding</u> ☐ Include extension |     |  |  |  |
| Before:<br>After: | 1                           |        |   |     |  |  |  |
|                   |                             |        | Cancel                                    | Add |  |  |  |



Still on the "Add Operation" tab, click the "Add string" icon.

|                           | FFR - Free File Renamer |        |            |                     |                           |  |  |  |
|---------------------------|-------------------------|--------|------------|---------------------|---------------------------|--|--|--|
| Home Add Ope              | eration Help            |        |            |                     |                           |  |  |  |
| word<br>Read <u>fi</u> le | Replace                 | Remove | Add string | Add <u>c</u> ounter | word<br>word<br>Normalize |  |  |  |

The "Add Operation: Add string" dialog appears. Here we are going to determine how many leading zeroes to add. <u>Note that this must be a "per folder" consideration</u>. If there are fewer than 10 folders to rename (in the currently selected folder), type "00" (2 zeroes) in the first field. But if there are 10 or more, type a "0" (single zero) in it. Once you set that value and click anywhere else on the dialog, the "Before/After" display at the bottom of the dialog will show you the results. Click the "Add" button.

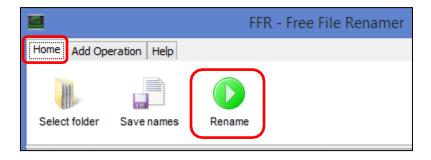
| Add Operation: Add string |                   |  |  |  |  |
|---------------------------|-------------------|--|--|--|--|
| 00                        |                   |  |  |  |  |
| Insert at filename:       | Include extension |  |  |  |  |
| ⊖ <u>e</u> nd             |                   |  |  |  |  |
| Before: 1<br>After: 001   |                   |  |  |  |  |
|                           | Cancel Add        |  |  |  |  |



We have now added the "operations" necessary to rename the 3 Book folders. Returning to the main screen, we see the 3 operations we added listed in the order they will be performed. We can also verify that our operations are correct by comparing the "Original file name" column against the "New file name" column in the list at the bottom of the screen. In this case, the "001-Matthew" folder will be renamed to "001", "002-Mark" will be renamed to "002" and "003-Luke" to "003" – exactly what we want.

|                    |  |                 | FFR -              | Free File Ren | amer              |                     | -        |    |       | × |
|--------------------|--|-----------------|--------------------|---------------|-------------------|---------------------|----------|----|-------|---|
| Home Add Ope       | eration Help                                     |                 |                    |               |                   |                     |          |    |       |   |
| word               | Retu   | WORD            | Abcd<br>word       | 0001          | WORD              |                     |          |    |       |   |
| Read <u>f</u> ile  | Replace  | <u>R</u> emove  | Add <u>s</u> tring | Add counter   | <u>N</u> ormalize |                     |          |    |       |   |
| Pot. Op            | Pos. Operation description Preview selected file |                 |                    |               |                   |                     |          |    |       |   |
|                    | 1 Remove all characters from base name.          |                 |                    |               |                   |                     |          |    |       |   |
|                    | ert a sequence n                                 | -               | t 1 as a suffix.   | 1             |                   |                     |          | ^  | v     | x |
| 3 Ins              | ert the prefix '00'                              |                 |                    | 001           |                   |                     |          | ^  |       | x |
|                    |  |                 |                    |               |                   |                     |          |    |       |   |
|                    |  |                 |                    |               |                   |                     |          |    |       |   |
| C: \Audio Bibles \ | /legaVoice\001-La                                | nguage-English∖ | 001-Section        |               |                   |                     |          |    |       |   |
| F                  | Pos. 🔷 Origina                                   | al file name    | Nev                | w file name   |                   | Date modified       | Size (b) | 1  | Exter | n |
| <b>I</b>           | 1 001-Matt                                       | hew             | - 00:              | L             |                   | 2017-01-29 09:14:06 | 4,0      | 96 |       |   |
| <u> </u>           | 2 002-Mark                                       |                 | 002                | 2             |                   | 2017-01-29 09:14:10 | 4,0      | 96 |       |   |
| <u>)</u>           | 3 003-Luke                                       |                 | 003                |               |                   | 2017-01-29 09:14:15 | 4,0      | 96 |       |   |
|                    |  |                 |                    |               |                   |                     |          |    |       |   |
|                    |  |                 |                    |               |                   |                     |          |    |       | _ |

Click on the "Home" tab, and then click the "Rename" icon.

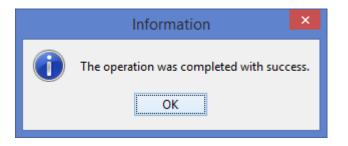




The "Confirm" dialog appears. Click the "Yes" button to execute the rename.

| Confirme |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|
| ?        | Do you want to rename the selected files from the original names to the new names? |  |  |  |  |  |  |
|          | <u>Y</u> es <u>N</u> o   |  |  |  |  |  |  |

The "success" dialog will appear. Click the "OK" button to continue.



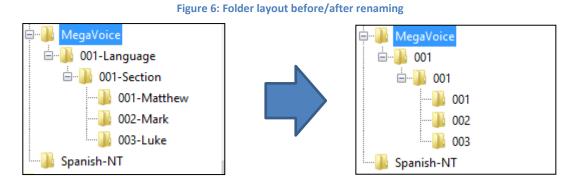
Because the utility *remembers* the renaming operations (as long as the program is open), all we need to do now is to navigate up a level, select the "001-Section" folder and simply click the "Rename" icon.

Repeat this process for the Audio folder "MegaVoice" to rename the "001-Language" folder.

Once we have renamed all the folders in the MegaVoice audio project folder...

This...

Should look like this...



We are ready to load our audio project folder to the Envoy ST...



## Loading audio files to the Envoy ST

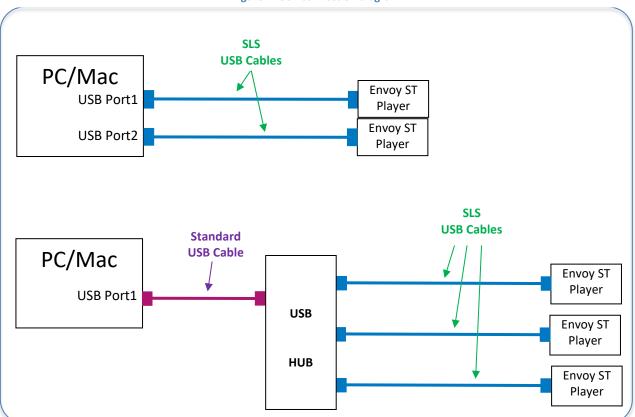
#### **Connecting the players**

To load your audio files to the Envoy ST, MegaVoice recommends using the SaberCopy software program (provided by MegaVoice).

You may program multiple players at a time, using either multiple USB ports on your PC/Mac or by using a USB expansion HUB. MegaVoice recommends using USB 2.0 (or higher) <u>powered</u> HUBs, directly connected to the computer (not daisy-chained), and with up to 7 players connected per HUB.

SLS USB cables must be used to connect the players to the PC/Mac. Standard USB to mini-USB cables will not work. When connecting players using a USB HUB each player must have its <u>own</u> SLS USB cable.

See illustration below:



#### Figure 7: USB connection diagram

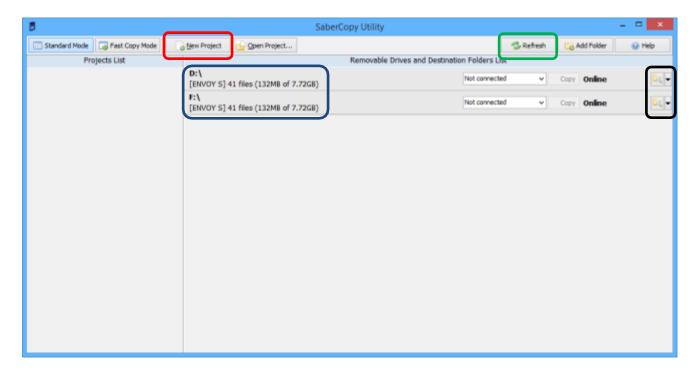


#### Loading the audio using SaberCopy

The following is an excerpt from the User Guide <u>Using SaberCopy to Program MegaVoice Players</u>. The example refers to Envoy S players specifically but the procedure is exactly the same for Envoy ST.

In this example, we will program 2 MegaVoice Envoy S players with a small message from our audio library.

- 1. Connect the players to the computer using the proper SLS cable. SaberCopy usually detects players automatically when they are connected and disconnected. In some cases it does not but all you have to do is to click the "Refresh" button (circled in green) for them to be recognized.
- There are 2 Envoy S MegaVoice players already connected and SaberCopy has identified them as volumes D: and F:, providing a summary of current content for each (circled in blue).
- One of the nice features SaberCopy provides is that you can always review the contents of a connected player by clicking on the "Open Explorer" icon at the very end of each player line (circled in black).
- 4. In order to provide the information for the load process we will need to create a new project. Click on the "New Project" button (circled in red).





- 5. The screen image below shows the Project dialog. It consists of 6 tabs, each containing various settings for the project. The first tab, "Files in Project", is mandatory and is always the first to be displayed.
- 6. In this example, we want to use the message folder "B1100\_cm\_samburu" in our "Test Messages" folder.
- 7. If you intend to save this project so that you can easily re-use it later, add a project title (circled in red). If not, leave the suggested name by SaberCopy ("New Project 1").

SaberCopy will use the Project Title as the default name for the project file when saving it. It is highly recommended to use the same name for both the external project file name and project title. Make the title meaningful, but not too long. It appears in the drop-down list of options for each player and longer names tend to truncate when displayed in that list.

- 8. On the "Files in Project" tab, we must specify the source for the copy operation. The easiest way to do this is to <u>drag</u> the desired folder onto the list on the right and <u>drop</u> it. SaberCopy populates the Source File Spec column for us (circled in blue) and the Destination Folder column (circled in green).
  - Alternatively, you can highlight your audio message folder on the left and then click on the "Add" button at the very bottom of the screen (not shown here but also explained in detail in <a href="mailto:Example 8 of the full\_SaberCopy document">Example 8 of the full\_SaberCopy document</a>).

| 5                        |  |             |                 |             |                       | Sal              | –<br>berCopy Project I | Details          |                    |
|--------------------------|--|-------------|-----------------|-------------|-----------------------|------------------|------------------------|------------------|--------------------|
| Project Title: New Proje | ect 1  | )           | Project         | contains 4  | 1 files (131.8        | MB)              |                        |                  |                    |
| Files in project         | Audio Annoi  | uncements   | Text To Speech  | Outpu       | t Options             | Detail file list | Copy and Check         |                  |                    |
| D - 📙 B04                | 102_fbl_kjv_e  | nglish      |                 | ^           | Source File S         | Spec             | ר                      |                  | Destination Folder |
|                          | B0402_fbl_kjv_english HQ   |             |                 | C:\Test Mes | sages\B1100_cm_sambur | 1                |                        | B1100_cm_samburu |                    |
| <b>.</b>                 | 001<br>001<br>001<br>001<br>002<br>002<br>003<br>004<br>005<br>006<br>000_cm_samb<br>274 fbl frenc | uru - Copy  |                 | ¥           |                       |                  |                        |                  |                    |
| Name                     | Size   | Item type   | Date modified   |             |                       |                  |                        |                  |                    |
| 001                      |  | File folder | 7/27/2016 11:44 |             |                       |                  |                        |                  |                    |

9. Because we want the folders and files in the source folder to be duplicated exactly to the players, we need to clear the "Destination Folder" field so that it is blank (as in the image below). This tells SaberCopyto duplicate the contents of the folder in the "source" to the "root" of each target player. This is the equivalent of specifying "\*.\*" for "all files".

| Source File Spec                  | Destination Folder |
|-----------------------------------|--------------------|
| C:\Test Messages\B1100_cm_samburu |                    |
|                                   |                    |



- 10. Next, click on the "Output Options" tab (circled in red). You will get a screen similar to that below.
- 11. The first time this screen is displayed after starting the application, these are settings initially shown as suggested default values.

On most of the project tabs, SaberCopy will suggest values from the last project opened as defaults. It is always a good idea to verify the settings on each of the tabs to make sure they are what you want any time you begin a new project.

- 12. For the Envoy S Series players, we just need to make sure that "Target Device" is set to "Standard MP3 Player, Smartphone, Tablet, USB".
- 13. The "Custom Options" section in the bottom of the screen is addressed in more detail in Example 2 of the full SaberCopy document.

|                  |                                |                |                             | 5                       | SaberCopy Project De |
|------------------|--------------------------------|----------------|-----------------------------|-------------------------|----------------------|
| t Title: New Pro | oject 1                        | Project        | t contains 41 files (131.8M | ИB)                     |                      |
| Files in project | Audio Announcements            | Text To Speech | Output Options              | Detail file list        | Copy and Check       |
| Target Device    |                                |                |                             |                         |                      |
| Standard MP3     | Player, Smartphone, Tablet,    | USB            |                             |                         |                      |
| ◯ GRN Saber 1 P  | layer                          |                |                             |                         |                      |
| O Megavoice Sto  | oryTeller LP Player            |                |                             |                         |                      |
| O Megavoice Sto  | oryTeller SP Player            |                |                             |                         |                      |
| O Custom Outpu   | it Options                     |                |                             |                         |                      |
| Custom Options   |                                |                |                             | ~                       |                      |
| Add sequence     | e number to folder and file na | ames           | Add Megav                   | oice StoryTeller "OFF"  | "signal              |
|                  |                                |                | Only allow file             | extensions:             |                      |
| Copy only sin    | gle level of folders           |                | 1122-012200003              |                         |                      |
| Copy all folde   | ers into the first one         |                | 0 💽 MB                      | free space to be left o | n drive              |
| Strip MP3 Title  | e tags                         |                | 0 📑 GB 1                    | maximum size of drive   |                      |



- 14. Now click on the "Copy and Check" tab. You will be presented with a screen like that below.
- 15. Notice the project name was changed to something meaningful "B1100".
- 16. In the top right, there are initialization options. For this example, we want Quick Format which will clear all current contents (SLS did this by default).

When either of the format options is chosen, you may also specify the "File System" and "Allocation Unit Size". In the majority of cases, this should be left set to "No change" for both because the player should already be configured properly. You can, however, change it to one of the available choices, but we strongly recommend first consulting MegaVoice technical support for optimum settings.

- 17. Under "Test and Copy Options", we want to execute the "read/write test before copying".
- 18. Under "Verification Options" we want to perform some basic verification once the copy completes so we have checked "Verify everything, don't stop on error", "Check file timestamps" and to compare the first 4K of each file on each player against the same in the source.

SaberCopy uses an MD5 checksum calculation for the file contents verification. Note that there are more complex options available for file verification (First 64K, Whole file). The more complete the verification the longer the process takes.

19. When finished, click the OK button to close the Project Details dialog.

Figure 8: SaberCopy Copy and Check Options

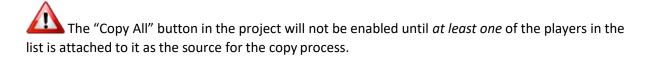
|  |                             |                           |                              | S   | aberCopy Project E | Details      |  |  |
|--|-----------------------------|---------------------------|------------------------------|---|--------------------|--------------|--|--|
| roject Title: B1100  |                             | Projec                    | t contains 41 files (131.8   | MB)   |                    |              |  |  |
| Files in project A   | Audio Announcements         | Text To Speech            | Output Options               | Detail file list  | Copy and Check     |              |  |  |
| <ul> <li>Delete all files and</li> <li>Quick format drive</li> </ul> | ies - leave files in root d | ickly                     | Perform re<br>Write Drive Vo | Test and Copy Options   Perform read/write test before copying  Write Drive Volume:  Verification Options |                    |              |  |  |
| Filesystem<br>No change  | Allocation                  | n Unit Size<br>ange 08192 | Check file                   | rything, don't stop on er<br>timestamps   | ror                |              |  |  |
| ○ FAT  | 0 1024                      | ○ 16K                     | Check file cont              | ents  |                    |              |  |  |
| ◯ FAT32  | 0 2048                      | ○ 32K                     | ○ None                       |   |                    | ◯ First 64KB |  |  |
|  | 0 4096                      | ○ 64K                     | First 4KB                    |   |                    | ◯ Whole file |  |  |



- 20. At this point, the main screen should look like the example below.
- 21. Now we need to set the "source" of the copy for each player. When all the players connected are being loaded from the same source, the easiest thing to do is to click on the "Attach All" button in the project (circled in blue). SaberCopy will assign all of them (no matter how many) to the project for you.
- 22. Alternatively, within the line for <u>each</u> player, we could click on the drop-down list and change the setting for each individually to the project "B1100" (circled in red).

| 5   | SaberCopy Utility                               |                                     |                     |
|---|---|-------------------------------------|---------------------|
| Standard Mode G Fast Copy Mode  | o terre Project Open Project                    | 📑 Refresh                           | G Add Folder 🔒 Help |
| Projects List   | Removable D                                     | Prives and Destination Folders List |                     |
| 81109 E   | D:\<br>[ENVOY_S] 325 files (67.9M8 of 7.72G8)   | Not connected                       | Online              |
| Test drive; Empty except root; Target Standard M<br>Player, Smartphone, Tablet, USB * | 3 E:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB) | Disabled                            | Online 🔄            |
| Print   |   | Set as Master                       |                     |
| P Attach All Copy All Cancel Al   |   | <u> 81100</u>                       |                     |

- 23. Notice that the rows containing the players turned red. This is because SaberCopy will perform a compare *before and after* loading a player from a project. These particular players were loaded with audio different from the B1100 project so they display as "Unmatched".
- 24. To begin the copy process, all we need to do now is click on the "Copy All" button (circled in red).



25. Note that you could also click on the "Copy" button appearing in each player line (circled in green), but using "Copy All" is a bit more convenient when you want to load all of the connected/selected players and not just some of them.

| Fast Copy Mode                       | New Project  |   |  |
|--------------------------------------|--|---|--|
|                                      | Sector direction and the sector of the secto | S Refrest   | h 🦲 Add Folder 💮 Help  |
| s List                               | Removable  | Drives and Destination Folders List   |  |
| 8                                    | D:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB) B1100  |   | D Copy Unmatched   |
| oot; Target Standard MP3<br>I, US8 * | E:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB)  | 81100   | Copy Unmatched   |
| e 🖨 Print                            |  |   |  |
| y Al Cancel Al                       |  |   |  |
|                                      | et. Target Standard MP3<br>, USB *   | D:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB)           bot: Target Standard MP3<br>USB *           E:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB)           E:\           E:\           E:\           E:\ | D:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB)         B1100           sot: Target Standard MP3         E:\<br>[ENVOY_S] 325 files (67.9MB of 7.72GB)         B1100           c.usb *         D:\         D:\         D:\ |



26. When you use "Copy All", you will get a single pop-up confirmation dialog listing all of the assigned players warning that the current content will be deleted. If this is OK, click "Yes" to continue; otherwise, you can

click "No" (don't delete anything but continue the copy), or "Cancel". When using the individual "Copy" button per player, a pop-up dialog is displayed for <u>each</u> player separately.

| Confirm   | ×       |  |  |  |  |  |
|---|---------|--|--|--|--|--|
| You are about to DELETE ALL FILES AND FOLDER<br>2 drives -  | ۲S from |  |  |  |  |  |
| D:\ [ENVOY_S]<br>E:\ [ENVOY_S]  |         |  |  |  |  |  |
| Are you sure you wish to delete these files?  |         |  |  |  |  |  |
| Select [Yes] to go ahead with delete and copy, [No] to<br>copy without deleting, and [Cancel] to stop everything. |         |  |  |  |  |  |
| Yes <u>N</u> o C  | ancel   |  |  |  |  |  |

27. Once the actual copy completes, SaberCopy performs another compare of the project against the selected players. If they match, the line for that player will turn green and the final message will be "Complete". If they do *not* match (for some reason), the line for the player will be red and the final message will be

"Unmatched". For details on researching "Unmatched" see the complete SaberCopy user guide.

| 8   | SaberCopy Utility - |         |                           |   |                 |                      |             |         |         | ×      |
|---|---------------------|---------|---------------------------|---|-----------------|----------------------|-------------|---------|---------|--------|
| Standard Mode   | Fast Copy Mode      | O N     | ew Project                | 🔓 Open Project                              |                 |                      | 🛸 Refresh   | Add Fok | der 💧   | ) Help |
| Pr  | ojects List         |         |                           |   | Removable Drive | es and Destination F | olders List |         |         |        |
| B1100<br>41 files (134MB)<br>Test drive; Empty drive; Tarpet Standar<br>Smartphone, Tablet, USB * |                     | ×       |                           | D:\<br>[ENVOY_5] 41 files (134MB of 8095MB) |                 | 81100                | v           | ≱ Сору  | Complet | e 📃    |
|   |                     | 2000 C  | ] 41 files (134MB of 809) | 5MB)  | B1100           | v                    | ▶ Сору      | Complet | e 🔯     |        |
| Edit 🔚 Savi   | e 📄 Print 🕨 Co      | opy All |                           |   |                 |                      |             |         |         |        |

28. Disconnect the players and test each to see that the audio plays as expected.



#### Listen to the message

After disconnecting each player, you can listen to the message by holding down the ON/OFF button for one second and your message should begin to play automatically. If it does not, see the section on <u>Troubleshooting</u> at the end of this document.

Figure 9: On/Off button

| button |
|--------|
|        |
|        |



### **The Bookmark**

#### **Setting the Bookmark**

To set the bookmark, while in playback mode briefly press the  $\mathbf{0}$  (pause) button. The player will beep once and be placed in pause mode. The bookmark is now set to the current position.

You may press the pause button briefly to resume playback or turn the player off by pressing the  $\Psi$  (power) button.

The next time the player is turned on, playback will resume from the bookmarked position.

#### Resetting the Bookmark to the beginning

To reset the bookmark to the beginning of the message, while in playback mode, briefly press the  $\mathbf{O}$  (pause) button to place the player in pause mode (the LED will blink intermittently). Then, while paused, press and hold the  $\mathbf{O}$  (volume up) button until the player beeps once. The bookmark is now reset to the beginning of the message.

You may briefly press the **(**(pause) button to resume playback or turn the player off.

The next time the player is turned on, playback will start from the *beginning* of the message.



## **Battery care and charging**

With proper care, the player's Lithium-Ion battery should perform well for several years. When shipped, the battery is only partially charged. You can easily charge the player using one of the methods below:

For fastest charge, connect any standard "USB" charger (regulated +5VDC, minimum 300mA) to the mini-USB port on the player for about 2 hours (or until the LED stops blinking). While charging, the LED will blink.

Plug the player into any standard computer USB port using a "USB to mini-USB" cable for about 3 hours or until the LED stops blinking. Any MegaVoice SLS, regular or charge-only cable is sufficient.

For solar charging, place the player with the solar panel facing bright sunlight for at least 8 hours.

Before storing the player for prolonged periods, make sure the battery is at least partially charged. If stored for extended periods, it is recommended to recharge the player *at most* every 6 months in order to prevent the battery from losing its ability to charge. For optimum battery life, try to store the player at room temperature or cooler.

Should the battery become damaged and unable to accept a charge, you can still operate the player using the power cord (charger).



### **MegaVoice Limited Warranty**

MegaVoice Ltd. ("MEGAVOICE") warrants that the retail hardware product herein ("PRODUCT") is free of material defects in materials and workmanship that result in PRODUCT failure during normal usage, according to the following terms and conditions:

**1.** This limited warranty ("WARRANTY") extends only to the original end-user purchaser and holder of this WARRANTY ("YOU" or "YOUR") and is not transferable or assignable to any subsequent purchaser.

**2.** The PRODUCT must have been purchased from an authorized MEGAVOICE agent, or distributor, as <u>new</u>, and YOU must provide proof of purchase of said PRODUCT by making available a dated itemized receipt, or invoice, ("PROOF OF PURCHASE") to be eligible for this WARRANTY.

**3.** It is YOUR responsibility to return the defective MEGAVOICE PRODUCT to the organization that provided it to YOU ("PROVIDER") together with a clear description of any alleged defect(s).

**4.** During the WARRANTY period (as defined below), MEGAVOICE will, at its sole discretion, repair or replace any defective parts or any parts that will not properly operate for their intended purpose, with new or refurbished parts if such repair or replacement is needed.

**a)** The WARRANTY for the PRODUCT extends for **one (1) year** from the date as determined by PROOF OF PURCHASE ("WARRANTY PERIOD"). The WARRANTY PERIOD will be extended by each whole day that the PRODUCT is out of YOUR possession for repair under this WARRANTY.

**b)** MEGAVOICE will pay for the labor charges incurred by MEGAVOICE in repairing or replacing the defective parts during the WARRANTY PERIOD.

c) YOU will not have to pay for any such replacement parts.

**d)** MEGAVOICE also warrants that the repaired or replaced parts will be free from defects in material and workmanship for a period of ninety (90) days from the date of repair or replacement, or for the remainder of the WARRANTY PERIOD, whichever is greater.

**5.** MEGAVOICE does not warrant uninterrupted or error-free operation of the PRODUCT. MEGAVOICE is not under any obligation to support the PRODUCT for all operating environments, including but not limited to, interoperability with all existing and/or future versions of software or hardware.

**6.** If a problem develops during the WARRANTY PERIOD, please contact YOUR PROVIDER for instructions on where to send YOUR PRODUCT.

a) The PROVIDER must provide to MEGAVOICE PROOF OF PURCHASE of the PRODUCT.

**b)** YOU will bear the cost of shipping the PRODUCT to your PROVIDER (or to MEGAVOICE, per the instructions of the PROVIDER). MEGAVOICE will bear the cost of shipping the PRODUCT back to YOU after completing the WARRANTY service.

c) YOU should only return the defective item(s). MEGAVOICE will not be responsible for other products or accessories returned together with the defective item.



7. The WARRANTY does not apply to the following:

a) Damage caused by normal wear and tear, abnormal use or conditions, misuse, neglect, abuse, accident, improper handling or storage, exposure to moisture, unauthorized modifications, alterations, or repairs, improper use of any electrical source, undue physical or electrical stress, operator error, non-compliance with PRODUCT instructions or other acts which are not the fault of MegaVoice, including damage or loss during shipment.

**b)** Damage from external causes such as floods, storms, fires, sand, dirt, earthquakes, an Act of God, weather, moisture, heat, corrosive environments, electrical surges, battery leakage or theft.

**c)** Damage to either the MEGAVOICE PRODUCT or to any foreign device or media caused by connecting the MEGAVOICE PRODUCT to any foreign device or media not specifically approved and recommended by MEGAVOICE technical support.

d) Any PRODUCT that has had its serial number altered, defaced or removed.

e) Any defect occurring <u>after</u> the expiration of the WARRANTY PERIOD or where MEGAVOICE was not advised in writing of an alleged defect or malfunction within seven (7) days after the expiration of the WARRANTY PERIOD.

**8.** MEGAVOICE's limit of liability under the WARRANTY is the actual cash value of the PRODUCT at the time YOU return the PRODUCT for repair (e.g., the purchase price of the PRODUCT less a reasonable amount for usage). MEGAVOICE will not be liable for any other losses or damages. These remedies are YOUR exclusive remedies for breach of WARRANTY. Any action or lawsuit for breach of WARRANTY must be commenced within eighteen (18) months following the purchase of the PRODUCT.

**9.** The foregoing WARRANTY is YOUR sole and exclusive remedy and is in lieu of all other warranties, expressed or implied. To the extent permitted by applicable law, MEGAVOICE hereby disclaims the applicability of any implied warranty of merchantability, fitness for a particular purpose or use for the PRODUCT. If such a disclaimer is prohibited by applicable law, the implied warranty is limited to the duration of the foregoing limited written WARRANTY.

**10.** MEGAVOICE will not be liable for any indirect, incidental, special, punitive or consequential damages, or damages, including but not limited to any lost profits, savings, data, or usability, any third party claims, and any injury to property or bodily injury (including death) to any person, arising from or relating to the use of this PRODUCT, or arising from breach of the WARRANTY, breach of contract, negligence, tort, or strict liability, even if MEGAVOICE has been advised of the possibility of such damages.

**11.** This WARRANTY gives YOU specific legal rights. YOU may also have other rights, which vary from state to state and country to country. Some states and countries do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to YOU. This is the entire WARRANTY between YOU and MEGAVOICE and supersedes all prior and contemporaneous agreements or understandings, oral or written, relating to the PRODUCT, and no representation, promise or condition not contained herein will modify the afore-mentioned stated terms.



## **Charging and communication modes**

When connecting the Envoy ST to a computer, it can be done in one of two modes: charging or communication.

\* Changing to *computer communication mode* is essential to allow programming of the player.

#### Connecting a player to a computer for programming purposes:

- Connect the player to a computer using a mini-USB SLS cable (for onboard programming). The player will automatically enter *computer communication mode\**.
- \* While in *computer communications mode*, the player will be charging as well.

#### Connecting a player to a computer for <u>charging</u> purposes:

Connect the player to a computer using a mini-USB SLS cable, a Standard mini-USB Data cable or a Charge Only mini-USB cable.

- If connected via SLS/Data cable, and you want to disconnect from computer communication mode and continue charging your player, press briefly on the Power button on the keypad or eject the player's volume via the operating system. If the player was on prior to connecting it to the computer, the player will return to the mode it was last in.
  - For the computer to recognize the player again, the player will need to be unplugged from the computer, and reconnected.
- Depending on the connection type, and the player's battery level, the LED will blink (indicating communication activity or charging level)
- Physically unplugging the player from the computer will stop the battery charging process.



## Warnings and advisories

Make sure to set the volume at the lowest level that can be heard comfortably. Prolonged exposure to loud sound can cause gradual hearing loss.

DO NOT expose the player or battery to fire or extreme heat.

Stop use if you observe abnormal heat, odor, discoloration, leakage or deformation, especially near battery. Refer to a qualified technician for service.

If the battery is removed from the player, handle it with care. Keep the exposed battery out of reach of children. DO NOT burn, puncture, disassemble, or modify the battery.

If the battery leaks, dispose of it carefully in accordance with all local laws. Wash any skin or clothing exposed to battery liquid and avoid swallowing or contact with eyes. In the case of swallowing or contact with eyes, seek medical care immediately.



# **Technical Support**

The MegaVoice web site:

https://megavoice.com/audio-tools/request-support-for-loading-audio-content-on-audio-bibles/



# Troubleshooting

| Symptom                                | Cause/Solution  |
|--|---|
| Unit LED does not light up when        | USB port has not been initialized.                                |
| connected to the computer              | Switch to a different USB port                                    |
|  | USB HUB is not working  |
|  | Make sure the HUB has power                                       |
|  | Make sure all USB cables are properly connected                   |
|  | SLS USB cable might be faulty                                     |
|  | Replace with a working SLS USB cable                              |
|  | Try connecting a different player                                 |
|  | • Replace the SLS cable with a regular USB charging cable. If the |
|  | LED lights-up, the SLS cable is faulty.                           |
|  | Player is turned off  |
|  | Turn the player on  |
|  | Player is faulty  |
|  | Replace the player  |
| Unit LED flashes quickly when first    | Low Battery   |
| connected to the computer with a USB   | See <u>Battery care and charging</u>                              |
| cable                                  |   |
| Unit does not respond or register when | Player may be frozen  |
| connected to the computer with the     | • Press the Power button for 10 seconds, until the player resets  |
| SLS cable                              | USB port has not been initialized                                 |
|  | Switch to a different USB port                                    |
|  | SLS cable might be faulty   |
|  | Replace with a working SLS USB cable                              |
|  |   |



# Troubleshooting continued...

| Symptom  | Cause/Solution   |
|--|--|
| Slow "write" speed when programming<br>with the SaberCopy software | <ul> <li>Cause/Solution</li> <li>Invalid folder layout</li> <li>Empty folders</li> <li>Onboard memory is blank</li> <li>Unsupported files encountered during playback</li> <li>See structuring rules to make sure the audio message loaded to the player adheres to those rules.</li> <li>If the folder layout was faulty, reload the player with the corrected folder layout.</li> <li>Reset the player if needed (see <u>Resetting the player</u>).</li> <li>Weak CPU capacity on your computer</li> <li>Too many units connected through a single USB Hub</li> <li>The source audio is somewhere other than the local PC's hard</li> <li>drive (i.e. on a network computer or portable device)</li> <li>Unless you have a high-speed external device where your audio files are stored, we recommend always having your source audio on the local computer's hard drive when loading players.</li> <li>We also recommend using <u>powered</u> Hubs, with each Hub directly connected to the computer (not daisy-chained together) with up to 7 players connected per Hub.</li> <li>Allocation unit size is too small</li> <li>SaberCopy allows you to specify the allocation unit size</li> </ul> |
| Resetting the player   | <ul> <li>when formatting a device. The larger the size, the faster data can be copied. The recommended setting is 8192 KB. See Figure 8: SaberCopy Copy and Check Options for details.</li> <li>Hold down the power button for 10 seconds.</li> <li>If unsuccessful, reconnect to the computer with a USB cable and hold down the power button for another 10</li> </ul>   |
|  | <ul> <li>seconds.</li> <li>If unsuccessful, remove the black screw on the back of the unit and open the battery door. Remove the battery from the Molex connector. Try to reload the player before replacing the battery.</li> </ul>   |
| Player beeps 3 times and pauses                                    | <ul> <li>Invalid file structure</li> <li>Empty folders</li> <li>See structuring rules to make sure the audio message loaded to the player adheres to those rules.</li> <li>If the folder layout was faulty, reload the player with the corrected folder layout.</li> </ul>   |
| Playback is unusually fast   | <ul> <li>Bookmark is corrupt</li> <li>See <u>Resetting the Bookmark to the beginning</u>.</li> </ul>   |