CELA Connect

User Guide

V3

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About CELA Connect

This CELA Connect software allows you to download titles from your CELA Library Direct to Player bookshelf to your Envoy Connect player or computer.

To use CELA Connect you have to be a registered member of the CELA Library and have a Username and Password.

If you are not a member, contact the CELA Library at 1-855-655-2273, or by email: help@celalibrary.ca

CELA Connect is designed for Microsoft Windows 10.

For CELA Connect to work, the computer must be connected to the internet.

How to Install

There are two methods of installing the CELA Connect software:

- Directly from the Envoy Connect player
- Downloading from CELA Library

Installing from the Player

The CELA Connect software can be found in the SYSTEM folder on the Envoy Connect player. The installation file is called 'CELAConnectInstaller.exe.'

To install the software, ensure the player is switched off, then plug it into the computer using the supplied USB data cable. The player will emit a chime to confirm the connection.

Note that Windows File Explorer may open automatically when you connect the player.

The player is called CONNECT in File Explorer. Open this to view the SYSTEM folder on the player.

Within the SYSTEM folder, there is a folder called 'CELA Connect'. The CELA Connect software is in this folder.

Select the 'CELAConnectInstaller.exe' file to begin installation.

During installation, you may be presented with a 'Microsoft Windows Security Warning' asking if you want to install the software. Select the 'Install' button.

An 'CELA Connect' shortcut (icon) will be placed on your desktop when the installation is finished.

Installing from the Website

The CELA Connect software can be downloaded from https://celalibrary.ca/CELA-Connect

Once the CELA Connect software has finished downloading to the Downloads folder on your computer, select the 'CELAConnectInstaller.exe' file to begin installation.

During installation, you may be presented with a 'Microsoft Windows Security Warning' asking if you want to install the software. Select the 'Install' button.

A 'CELA Connect' shortcut (icon) will be placed on your desktop when the installation is finished.

Before you Begin…

There are two main modes of operation for the CELA Connect software:

- Envoy Connect mode (Download to an Envoy Connect player)
- Local Computer mode (Download to the Computer)

The Envoy Connect mode is the default mode.

The alternate modes are described further in the 'CELA Connect Options' section below.

Note that when you run CELA Connect, the title bar displays the current CELA Connect mode (Envoy Connect or Local Computer).

How to Use CELA Connect - Envoy Connect Manual Mode

Envoy Connect Manual mode is the default mode. It allows you to choose titles to remove from the player and choose new titles to download from your Library bookshelf onto the player.

Plug In the Player

Ensure your Envoy Connect player is switched off, then connect your player to the computer using the supplied USB data cable. The player will emit a chime to confirm the connection.

Note that if CELA Connect is running before plugging in the player, it will prompt you to plug it in.

Open CELA Connect

To run CELA Connect, use the CELA Connect icon on your computer desktop.

When you first run CELA Connect a 'Getting Started' guide will appear that provides a brief overview of the CELA Connect software.

You can choose not to display the Getting Started guide next time you run CELA Connect by deselecting the 'Show next time on Startup' checkbox. You can also access Getting Started and this User Guide at any time from the Help menu.

Select the 'Close' button to proceed.

A message will confirm that a player is plugged in.

Select the 'Continue' button to proceed or the 'Cancel' button to return to the main screen.

To login to the Library from the main screen, select the 'Connect to Library' button.

Login

If your player is registered with the Library, the player will be recognised by the system and login automatically.

If your player is not registered, you will be prompted to enter your Library Username and Password.

'Tick' the 'Save Username/Password' checkbox to avoid entering it each time. If your login fails for any reason, the login screen reappears.

Select the 'OK' button to proceed.

CELA Connect will connect to the CELA online Library.

Note that logging in may take a few minutes depending on the size of your Direct to Player bookshelf and the speed of your internet connection. Do not unplug your player.

If there is a message from the Library, a 'popup' window will appear during login. Select the 'Close' button to retain the message or select the 'Delete' button if you do not wish to read it again.

Connection Status

When logging in to the Library and downloading, a status field always shows the progress. This window also shows the Username of the logged in person and the player serial number.

Select the 'Cancel' button if you want to stop the process at any time and return to the main screen.

Note that if you cancel downloading, only those titles that have completed downloading will be playable on the player. When you next run CELA Connect, you will need to reselect the titles from your bookshelf to resume downloading them.

Select Titles to Remove

Once CELA Connect has logged on, CELA Connect will display the 'Select Titles to Remove' window.

This is the list of titles currently on your Envoy Connect player.

Select one or more titles from the list to remove them from your player. This will also remove them from your Direct to Player bookshelf.

Removing titles will allow more titles to be added to your Direct to Player bookshelf to replace those that you remove.

You can also use the 'Select All' or 'Deselect All' buttons.

Note that you do not need to remove any titles, however, eventually the memory on the player will become full preventing you from downloading more titles.

Select the 'Next' button to proceed.

Select Titles to Download

CELA Connect will display the 'Select Titles to Download' window.

This is the list of titles currently on your Direct to Player bookshelf that you can download.

Select one or more titles from the list to download to your player.

You can also use the 'Select All' or 'Deselect All' buttons.

Note that if this list is empty, your new titles are being prepared in the background. Populating your bookshelf may take up to24 hours. Continue to the next step and check the list again later.

Select the 'Next' button to proceed, or the 'Back' button to return to the previous screen.

Confirm Content Update

CELA Connect will ask you to confirm the selections you have made in the previous windows.

Select the 'Next' button to proceed with the content update (removing and downloading).

If you wish to review or change your selections, select the 'Back' button.

Note that if you use the 'Back' button you will need to reselect any titles you had previously selected.

You can select the 'Cancel' button if you want to ignore all previous steps and return to the main screen.

Note that downloading content onto your player may take some time depending on how many titles you have selected and the speed of your internet connection.

Once the downloading of content commences, the Status field will keep you informed of progress.

Do not disconnect the player or exit the program until CELA Connect confirms 'Your content has been updated'.

Update Completed

The 'Content Updated' confirmation message will be displayed once the download of content has finished.

It is now safe to disconnect the player. Note that it is always good practice to use the Windows USB Eject feature when removing USB devices.

Select the 'OK' button to return to the main screen of CELA Connect. Select the 'Exit' button to close the CELA Connect software.

How to Use CELA Connect - Local Computer Mode

The instructions for Local Computer mode are the same as Envoy Connect Manual mode, except that the content is downloaded to your local computer instead of to your Envoy Connect.

How to Use CELA Connect - Envoy Connect Automatic Mode

Important Note: Only use Automatic mode after you understand how it works as described below.

Envoy Connect Automatic mode always removes all content from your Library bookshelf as well as your player. It downloads all of the new titles from your bookshelf onto the player without user input or confirmation.

Be sure you wish to always automatically remove all content from your player and bookshelf before selecting this mode.

Login

The instructions for logging on and monitoring progress are the same as Manual mode.

Removing All Titles h2

Once you are logged on in Automatic mode, all content is immediately removed from the player and also from your Direct to Player bookshelf.

Once all titles are removed, new titles will be added to your Direct to Player bookshelf in the background. Populating your bookshelf may take up to 24 hours.

CELA Connect will ask you to wait for 24hours before continuing. Select the 'OK' button to return to the main screen of CELA Connect while you wait.

Note that if this is the first time you are connecting a new player, there are no titles on the player to remove. CELA Connect will immediately begin to download the current bookshelf.

Downloading All New Titles

After waiting for up to 24 hours, run CELA Connect with the player plugged in.

Downloading will begin automatically and the Status field will keep you informed of progress.

Do not select the 'Cancel' button, disconnect the player or exit the program until CELA Connect confirms 'Your Content has been updated'. Interrupting the download will result in the removal of titles that have only partially downloaded and CELA Connect cannot re-download them.

When the 'Content Updated' confirmation message appears, select the 'OK' button to return to the main screen of CELA Connect. Select the 'Exit' button to close the CELA Connect software.

It is now safe to disconnect the player. Note that it is always good practice to use the Windows USB Eject feature when removing USB devices.

Using Two Players

In Automatic mode, a new list of titles is generated on the bookshelf every time a player is connected. This allows a person to use two Envoy Connect players, each with a different list of titles.

For example, a user can listen to one player while their second player is taken away to be updated by, say, a family member or friend.

CELA Connect Content Folder

When you select Local Computer mode, a new folder called 'CELA Connect Content' is placed on your computer desktop. This is where all downloaded titles are saved in Local Computer mode.

Note that depending on your computer settings, this folder may contain a file called '_Bookshelf.xml'. Do not move or delete it. Doing so may affect the content update process. If you accidentally move or delete this file, please contact CELA for assistance.

Main CELA Connect Screen

This window allows you to connect to the Library and start the content update process. It also provides access to your 'CELA Library' website, desktop content folder, as well as the File and Help menus.

Select the 'Connect to Library' button to connect to the CELA Library, view your Direct to Player bookshelf and update content on your player or computer.

Select the 'CELA Library' button to access your Library account. The website will open in a separate window. Using the CELA Library website, you can set user preferences as well as search and add titles to your bookshelf.

Select the 'Exit' button if you are finished using the CELA Connect software.

Note that the CELA Connect title bar displays the current mode (Envoy Connect or Local Computer).

File Menu

Options

Device Type

You can select two main devices to be used by CELA Connect.

Envoy Connect Player

Select this option to download from your Direct to Player bookshelf onto your Envoy Connect player.

This is the default option when you install CELA Connect.

Local Computer

Select this option to download from your Direct to Player bookshelf onto your computer.

Player Loading Mode

There are two loading modes when you choose to load to an Envoy Connect Player.

Manual

This option allows you to choose new titles to download from your Library bookshelf onto your player, and titles you would like to remove from the player.

Automatic

This option automatically updates the player without any user input or confirmation.

It immediately removes all titles from the player and Direct to Player bookshelf, generates a new list of titles and downloads all new titles from your bookshelf onto the player.

Automatic mode allows use of two Envoy Connect players, each with a different list of titles.

Use this mode with caution. Any time you connect your player all content will be removed from both your player and your Direct to Player bookshelf. CELA Connect cannot re-download titles once they are deleted.

Show 'Getting Started' on Startup

You can choose to display or not display the Getting Started guide each time you run CELA Connect by using the 'Show Getting Started on Startup' checkbox.

Clear Saved Username and Password

If you previously chose to save your username and password when logging in, you can select the 'Clear Saved Username and Password' button so that you are prompted to enter them again when you next run CELA Connect.

This is useful if your CELA Connect is to be used by someone else to prevent them logging into your account.

Use Default Content Location

The 'Use default location in Local Computer mode' checkbox is selected by default. This saves downloaded titles to the 'CELA Connect Content' folder on your computer desktop.

You can choose a different location by 'unticking' the checkbox and selecting 'Browse'. This opens a 'Browse for Folder' window where you can choose a different location or create a new folder by using the 'Make New Folder' button. Select the 'OK' button to save your preferred location. Use the 'Cancel' button to return to the Options menu without saving your changes.

The 'Content Location' field displays the file path.

Note: when choosing a different folder location, be sure not to choose the CONNECT Drive. This drive is the Envoy Connect player. If you wish to download to the player, choose Envoy Connect Mode from the Options menu.

Exit the Options Menu

After you set your preferences, select the 'OK' button to save your changes and return to the main screen.

Note that CELA Connect will remember the currently selected settings each time you run the software.

Select the 'Cancel' button to return to the main screen without saving your changes.

Open Content Location

This opens the 'CELA Connect Content' folder from your desktop in Windows File Explorer.

Within this folder there is another folder called Downloads. This is where all downloaded titles are saved if you use Local Computer mode.

Note that this menu item is only visible if you are using Local Computer Mode.

'CELA Library' Website

This opens the CELA Library website in a separate window. Here you can access your Library account to set user preferences as well as search and add titles to your bookshelf.

Exit

Select Exit to close CELA Connect.

Help Menu

Getting Started

Opens the 'Getting Started' guide.

You can choose if the Getting Started guide is displayed when you run CELA Connect by selecting or deselecting the 'Show next time on Startup' checkbox.

Select the 'Close' button to return to the main screen.

User Guide

Opens the 'User Guide'.

Select the 'Close' button to return to the main screen.

About

Information about CELA Connect, including the version number and CELA contact details.

Select the 'OK' button to return to the main screen.

New Versions of CELA Connect

Each time you run CELA Connect, it checks if a newer version is available. If a software update is available, it will automatically update.

When a software update occurs, a progress status screen will appear momentarily. You do not need to do anything. When the software update is finished, CELA Connect will open as normal.

If a software update has occurred, the 'Getting Started' guide will be displayed and describe 'What's New' in the latest version of CELA Connect.

Contact and Support

We want your experience using CELA Connect to be the best possible. If you have any questions or comments, please contact CELA on 1-855-655-7723 or email: help@celalibrary.ca

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