Envoy Connect Audio Quick Start Guide Transcript

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# What’s in the Box?

Included in the box are:

* Envoy Connect Player
* Micro USB cable
* Headphones
* Lanyard

# Player Description

On the front face of the Envoy Connect player at the top is the speaker. Below that is the keypad with six raised buttons. The keypad has two rows of buttons:

* Upper left is the long-shaped volume control, which consists of two separate buttons-one upper button, and one lower button. The upper button is volume up, and the lower button is volume down.
* Upper middle is the round-shaped bookshelf button, marked by four raised dots in a square pattern.
* Upper right is the circular sleep timer button, marked by one raised dot.
* Lower left is the back button; it is slightly raised and shaped like an arrow pointing leftwards.
* Lower middle is the large round power and play button; it is slightly concave.
* Lower right is the forward button; it is slightly raised and shaped like an arrow pointing rightwards.

Additionally, in the very centre of the front of the device, above the power and play button, there is an LED light.

There are three jacks/ports along the bottom edge of the player:

* Left: is the headphone jack.
* Middle: is the Micro USB port.
* Right: is the Micro SD card slot.

On the back of the player is a rectangular-shaped solar panel. Below that is a printed label. A lanyard can be attached through the centre hole on the back of the player.

# Definitions of Terms Used in this Guide

**Press:** means to briefly, but firmly, press the button down and then release it immediately.

**Press and hold:** means to firmly press the button down and then continue to hold it for a period of time (e.g., press and hold the button for 3 seconds).

# Keypad Button Functions

## Volume Control Button (Upper Left Position)

Press the upper volume button to increase the volume. Press the lower volume button to decrease the volume.

You can also press and hold either the volume up or volume down button to increase or decrease the volume rapidly. A double beep will sound when the maximum or minimum volume is reached. It is not possible to turn the volume off completely. The player will remember your last volume setting, even if the player has been turned off or needs recharging.

## Bookshelf Button (Upper Middle Position)

This button cycles through all the books currently on your player. When playback is paused, press once to hear the title of the current book. Press again to hear the next title in your player. You can continue to press the button until you reach the last title in your player. Pressing the bookshelf button again at this point will cycle you back to the first book on your player. Note that you can only go forward while exploring your bookshelf and not backward.

## Sleep Timer Button (Upper Right Position)

The sleep timer button enables a setting on the device that pauses playback of a book and then turns the player off completely after a pre-selected period of time.

* Press once to select a 15-minute sleep timer. A single “knocking” sound will sound to confirm this selection.
* Press again to select 30 minutes. Two knocks will sound to indicate confirmation.
* Press a third time to select 60 minutes. Three knocks will indicate confirmation.
* Press a fourth time to turn sleep timer off. Four knocks at a lower pitch will indicate confirmation.

You may also press and hold the sleep timer button for two seconds at any time except during playback, until you hear four confirmation knocks. This is a shortcut that will cancel the sleep timer.

## Back Button (Lower Left Position)

When playing a book,

* Press to **skip to the previous section or chapter**.
* **Rewind**: Press and hold to move backwards through the audio book. Beeps will sound to indicate that you are moving backwards in 30 second intervals.

The back button only operates during playback.

## Power and Play Button (Lower Middle Position)

**Power On:** To turn the player on, press and hold this button for 3 seconds. Release the button when you hear a single melodic chime. The player will announce the current book title each time it is powered on.

**Play/Pause:** Press this button to start playback of the current book selected on your bookshelf. Press again to pause playback.

**Power Off:** When playback is paused, press and hold the power and play button for around five seconds, or until an audible melodic chime is heard, to turn the player off. The player will also automatically turn itself off after two minutes when playback is paused and if no further action is performed. When you turn the player on again and press play, the player will resume playing from where you left off in your most recently read book.

## Forward Button (Lower Right Position)

When playing a book,

* Press to **skip to the next section or chapter**.
* **Fast forward:** Press and hold to move forward through the audio book**.** Beeps will sound to indicate that you are moving forward in 30 second intervals.

The forward button only operates during playback.

## LED Indicator (Centre Position, between the button rows)

The light above the power and play button provides visual information about the player’s current operational state. The LED:

* is green when the power is on
* blinks quickly when playback is paused
* blinks slowly to indicate charging via USB cable
* flashes on and off if the battery level is low
* blinks during playback when the sleep timer is on
* blinks when rewinding or fast-forwarding

# Bottom of the Envoy Connect

## Headphone Jack (Bottom Edge, Left corner)

Plug headphones or an external speaker into the bottom left 3.5mm audio jack. This will mute the player’s speaker and all audio output from the player will only be heard through the headphones or external speaker until they are removed.

## Micro USB Port (Bottom Edge, Middle)

Plug a Micro USB cable into the bottom middle port. This is used for charging and managing content on the player.

## Micro SD Card Slot (Bottom Edge, Right side)

You can add to the 8 gigabyte memory capacity of the player by inserting a Micro SD card up to 128 gigabytes in size into the slot on the bottom right.

# Charging

When shipped, the Envoy Connect’s battery may only be partially charged. Please charge the player fully before using it for the first time.

To do this, use the included Micro USB cable to plug the player into an active USB port on a computer or a USB wall charger. A single chime will sound when you connect the player to the charger and the LED light will blink while charging. The LED light will stop blinking when the player is fully charged.

Alternatively, you can use the rear solar panel to charge the Envoy Connect in full sun. Please ensure that the plastic film covering the solar panel is removed, and then leave the player in the sun with its back facing up for up to 8 hours to charge it.

You can check the battery’s status by holding down the back button for three seconds when playback is paused. Three beeps indicate the battery is fully charged (over 75%); two beeps indicate a medium charge; and a single beep indicates low battery (under 25%).

The battery will provide between 8 and 10 hours of playback time at full charge.

# Managing Books on the Player

## CELA Connect

Books can be loaded onto and deleted from the player using our CELA Connect software, which must be installed onto a computer. Instructions on how to install the software can be found at the following link: <https://celalibrary.ca/help/envoy-connect>. Alternatively, contact CELA for help.

# Other Features

## Hearing Player Version and Serial Number

Press and hold both the back and forward buttons at the same time when playback is paused. The serial number, player type number, and firmware version of your player will be voiced aloud.

This information can be useful in getting technical help from your point of purchase if you are having problems with your player.

We want your experience using the Envoy Connect Player to be as good as possible. If you require assistance with using the Envoy Connect to access CELA Library services, or if you have questions about using the CELA Connect software, please get in touch with the Contact Centre at 1-855-655-2273 or [help@celalibrary.ca](mailto:help@celalibrary.ca).

For help troubleshooting the hardware itself or for technical assistance, please contact your point of purchase.

We hope you enjoy your player.