storyphones®

Little Listener

Manual

BookShelf Software
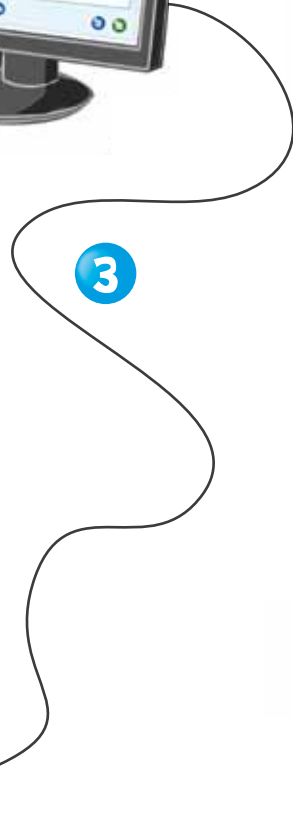

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storyPhones®

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Quick Setup

1 **Simply take your Little Listener out of the box and press the play button for 3 seconds! Your Little Listener is ready to play.**

2 Install the software by inserting the CD into the CD drive of your PC and the software will run. For more information please see page 3.

3 Connect the Little Listener to the PC with the USB cable to transfer/delete content and to recharge the battery.

System Requirements For The Little Listener

PC running Windows XP, Vista, Windows 7 or 8. We recommend 600MB of free disk space and 512MB of RAM. Minimum graphics configuration is 800 x 600 pixels although better performance is achieved with a higher resolution screen. A USB port is required and a CD ROM drive for the installation of the Bookshelf software.

contents

Hello and welcome to your StoryPhones Little Listener by OPSol UK

We understand the importance of nurturing children's listening and communication skills and the way children access audio resources in order to develop these skills. StoryPhones products will give your children a versatile, accessible way of listening to stories, music, songs and games wherever they want. The recording facility will allow children to record their own stories and ideas.

This Manual focuses on how best to use your new Little Listener, and please remember we also have available Personal Headsets and Full Systems.

Have fun!

Important Safety Information

Please read these instructions thoroughly before use.

- Do not attempt any repair or remove any covers. Opsol UK will not be held responsible for any damage caused by unauthorised repairs.

- The Little Listener is only to be used as an audio teaching aid and entertainment system, Opsol UK will not be held responsible for any misuse. The Little Listener is not a toy.

- The Little listener should not be taken outside when it is raining.

- The Little Listener should not be immersed in water.

- Should your Little Listener need cleaning use a slightly damp cloth to wipe the plastic surfaces.

- The little Listener uses the type of rechargeable batteries used in mobile phones and many other appliances. It is important that the batteries are replaced only with the same type.
  ⚠ Caution. Danger of explosion if the battery is incorrectly replaced. Contact Opsol UK for replacement batteries. The battery must not be exposed to excessive heat such as direct sunlight, fire etc.

- The equipment and its component parts must be disposed of in accordance with local and national environmental regulations in place.

Installing the BookShelf Software

The BookShelf software is supplied on CD and the setup program should start automatically when you insert the CD into your computer. If this does not happen, double click on the CDROM Drive icon on your computer to start the setup program.

Click the "Next" button through the various screens that appear. If you are asked to install the ".NET" programs or the C++ libraries then you must do this as some files need updating on your computer for the BookShelf software to work.

If you wish to install the Adobe PDF reader software, you need to check the box alongside the program name on the appropriate screen. The PDF reader program will allow you to view various document downloads that are available on the StoryPhones website and also through the StoryPhones Bookshop. You may already have Adobe PDF Reader installed on your computer and if so, you can leave the box unchecked and skip this install.

If you need to install your software onto a network, please see our support page on the StoryPhones website **www.storyphones.co.uk/support**.

Your StoryPhones User Account

StoryPhones BookShelf software allows you to go online to the BookShelf Store, our online shop where you can buy audio stories, music, rhymes and teaching resources. To do this, you will need to set up an account. You can do ths by clicking on the blue "World" icon within the software. If you need to set up an account, select the 'Register' option, click the 'Next' button and fill in your details. You will be sent an email to confirm your account details and you will have to reply to this email in order to activate your account. Please note that you will need an internet connection to create your account but you do not need an internet connection to use the software, other than to go online to access the BookShelf store.

If your establishment has already created an account or one has been set up for you, select this option, click the 'Next' button and enter the details that you already have. If you do not have an account set up we strongly recommend that you do this so that you can access the BookShelf online store and browse the wide selection of resources that are available. If you do not have the account details or create an account, you will be asked for these details each time you start the software.

If you have forgotten your user name or password, you can either use the option on the pop up window when entering the bookstore, email **support@storyphones.co.uk** or phone our support line **01670 590 646**.

How to Use the Little Listener MP3 Player

The Little Listener is a loud speaking MP3 player, ideal for listening out loud and as a recorder using the built in microphone.

There are six buttons on the Little Listener
- Green 'Play/Pause/Stop' button.
- Yellow 'Skip Forward' button.
- Yellow 'Skip Back' button.
- Blue '+ Volume' button.
- Blue '- Volume' button.
- Red 'Record and special function' button.

Using the Buttons

Play
- Press the green button. A green light will show and the track will play.

Pause
- A short press on the green 'Play' button when playing will pause the track. When paused, the green light will flash.
- Another short press will start the track to play from the point at which it was paused.

Stop
- A long press on the green 'Play' button will stop play. The green light will disappear.

Skip Forward
- Press the yellow 'Skip Forward' button to move to the next track.

Skip Back
- Press the yellow 'Skip Back' button to go back to the previous track.

Volume
- Press the blue '+' button to increase the volume and the blue '-' button to decrease the volume.

Record
- Press the red 'Record' button and the green 'Play' button down at the same time. A red light will appear indicating that the player is recording.
- Press the green 'Play' button to stop recording.
- For information how to add your recording to your software, please see page 5.

Recording

The Little Listener has a built-in microphone, allowing you and your children to create your own recordings.

How to Record

- Make sure that the Little Listener is stopped and not paused, do this by holding the green 'Play' button down for around one second until the green light goes out.
- To start recording, press and hold the red 'Record' button and then briefly press the green 'Play' button.
- A red light will show on the Little Listener keypad and the display window will indicate that recording has started.
- Speak clearly into the microphone, holding it around 10 - 20cms away from you.
- When you have finished simply press the green 'Play' button to stop the recording.
- You can also immediately play the recording back. It will appear as Story001 for the first one.

How to Add Your Recording to the Bookshelf Library

- To add the recording to your StoryPhones BookShelf library plug the Little Listener into your PC using the USB lead and a pop-up window will appear listing the recordings you have made.
- If you wish, you can rename the track by clicking on the track name, normally story001, and then typing the required name into the name box. Then click the 'Rename' button.
- Make sure that the recording has a tick in the box alongside the recording and then click the 'Add' button. The recording will be converted and added to your BookShelf library in the folder that is currently displayed.
- The software will only add ticked recordings

How to Record from a Tape Player

If you own the copyright of a tape recording, you can record from tapes and add the content to the StoryPhones library. This is a similar process to recording using the microphone on the Little Listener; however, you will need to use an audio cable to connect your tape player to the Little Listener. The type of audio cable you need will depend on the type of socket on your tape player. At the Little Listener end you will need a 3.5mm standard stereo jack.

How to Convert a tape to MP3 for use with StoryPhones

- Connect the line output of your tape or other player to the line input of the Little Listener using the audio cable. If your tape player does not have a line output you can connect from the headphones socket on the tape to the line input of the Little Listener. A standard jack to standard jack cable will work for this.
- If you are using the headphones output, set the volume on the tape player to a middle level. With a line output, the volume setting doesn't matter.
- Once connected, select the line input for recording on the Little Listener by holding down the red button and pressing the yellow 'Skip-back' button. The display will briefly show 'Line input'
- On the Little Listener, press and hold the red button, then press the green 'Play' button at the same time to begin recording. The Little Listener is now recording. Now press 'Play' on the tape player.
- Once the track has finished on your tape, stop the tape and then press the green 'play' button on the Little Listener to stop the recording.
- If you are using the headphone output of your tape player, you may need to try a few recordings at different volume levels to get a good result.
- To transfer the recording to your StoryPhones BookShelf library, open the folder to which you wish to add the recordings, and connect the Little Listener to the PC using the USB cable.

- A pop-up window will appear. You can rename the recording by clicking on the track name, normally story001, and typing the required name into the name box. Click the 'Rename' button when you're finished.
- When you have finished recording from the tape, return the Little Listener back to recording from the built-in microphone by holding down the red 'record' button and pressing the yellow 'Skip-forward' button.

Recharging the Batteries

- To recharge the Little Listener battery, plug it into your computer using the USB lead. The yellow light will appear indicating that the battery is charging. When the yellow light disappears, this means that the battery is fully charged and the Little Listener is ready to use.
- Your computer will need to be on for charging to take place.
- A mains charger is available from Ameeca, contact us to order one.

Using External Control Switches

- The Little Listener has an input socket to allow up to two external control switches to be connected to control play and skip-forward.
- An adapter should be used to allow two switches to be connected in to the switch input.

Sleep Mode

- The Little Listener will go into a low power sleep mode if it is stopped for more than thirty minutes. To wake the Little Listener from sleep mode, press and hold the green 'Play' button for a few seconds until the screen lights up.

The StoryPhones BookShelf Software

The StoryPhones BookShelf software allows you to:

● transfer audio files to the Little Listener from your computer,

● listen to your audio files,

● add files to your library,

● convert CDs,

● link to the StoryPhones online bookshop.

The BookShelf software has two modes of operation: Child Mode and Adult Mode. In Child Mode, many of the functions are disabled so that children cannot delete audio files, move them around or change play settings. All of the on-line functions are also disabled. However, the children are able to select which stories, songs or other content they would like to listen to by copying tracks onto the Little Listener and also to listen to content on the computer using the built-in MP3 player. Everything that you can do in Child Mode you can also do in Adult Mode. The BookShelf software will always open in Child Mode. If you wish to set the software to always open in Adult Mode, you can do this in the setting panel of the software (see page 15).
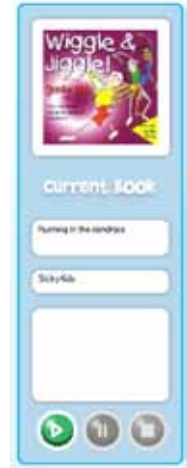
 To access the adult functions, click on the blue 'Mode' button, type your password in the pop-up window that appears and click OK. You can set this password in the settings screen but the default password is simply 'password'. If you have forgotten your password, please click on the link in the password window and our support team will email your password details to you.

The MP3 Preview Panel

This part of the program allows you to listen to an MP3 track, or to allow children or a large group to listen to MP3 tracks through the computer. You can also see the details of an audio file in your library.

- To listen to a MP3 track, click on the green button to play, the blue button to pause and the red button to stop play.
- To see details of an audio content file, simply click on the file to highlight it. The information will be displayed in the panels.

The Bookshelf Panel

- This is your virtual audio bookshelf.
- It shows you all of the audio content that you have in the BookShelf library. This can include music, songs, games, pdf files as well as audio stories.
- You can rename a file or folder, add tags to audio files, create and delete folders and organise the content as you wish. Most functions are accessed by a right mouse click on the file or folder.

Renaming a Content File

- Click the right mouse button on the file and select 'Rename File' from the menu that appears.
- Enter the new name for the file in the popup window that appears and click OK.

Deleting a Content file

- Click the right mouse button on the file and select 'Delete File' from the menu that appears.
- Click OK to delete the file from your computer. **Warning:** you are deleting this file permanently from your computer by doing this. Note that if you accidentally delete a file that you have bought from the StoryPhones Online Bookshop, you can go back online and download the story or song again at no cost.

Edit the ID3 Tags for a file

ID3 tags are used in MP3 files to save information such as title, author, publisher etc. Bookshelf uses these tags to display information about each audio file in the MP3 Preview panel. All of the audio content that you buy from StoryPhones will have tags included but if you add you own files they may not have this information. The tag editor allows you to add this information as follows:

- Click the right mouse button on the file to highlight it and select 'Edit ID3 Tags' from the menu that appears.

- A new window will appear with boxes to allow you to add a title, author information and a description. Just type the details into each of the boxes.

- You can also add a picture for each audio file. To do this, click the 'Browse' button and then in the pop-up window click on the browse button in the top right of the window. Another window will appear showing your folders on your PC. Select the folder containing the image you want to tag. When the images appear in the window, select the one you want then click 'ok'. The image will appear in the tag editor window. (The image file should be a 'jpeg' of no more than 200x200 pixels.)

- When you have finished editing the tags, click OK to close the editor.

Create a Folder

- Click the right mouse button on the white background of the Bookshelf panel and select 'Create a Folder' from the menu that appears.

- You can create a new folder within a folder by following the above procedure.

Renaming a folder

- Click the right mouse button on the folder and select 'Rename Folder' from the menu that appears.

- Type the new name into the popup window that appears and then click the OK button.

Deleting a folder

- Click the right mouse button on the folder and select 'Delete Folder' from the menu that appears.

- If the folder contains content files then you will not be allowed to delete it. Otherwise click OK in the popup window to remove the folder.

Moving a Content File

You can also move content files between folders by dragging and dropping the files onto folders. Simply press and hold the left mouse button on the item to be moved, drag it onto the required folder and the release the mouse button.
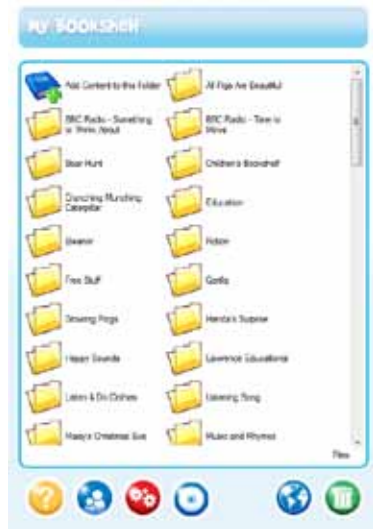
Adding Content to a Folder

You can add audio files to your BookShelf software using this button.

For further details see page 16.

Please note the copyright message in the software.

Playlists

Creating a playlist allows you to combine stories from a number of files which can be then copied onto a player. These playlists can be saved for later use and allow you to link them to your planning.

To create a playlist:

- Open your software in Adult Mode, right click on the central bookshelf panel and choose the 'create playlist' option in the pop up window.

- You can add tracks to a play list in two ways:
  - Simply drag the file that you want to add onto the playlist icon, or
  - Right click on an audio file and choose the 'add to playlist option'. If you have created more than one playlist, a window will then appear allowing you to choose the correct list.

- Right mouse click on the playlist which opens a window allowing you to choose whether to open it, delete it or rename the file.

- Opening a playlist will allow you to organise the order of your tracks or delete them.

- To transfer a playlist to the Little Listener, click on the playlist and then drag and drop the playlist onto the player panel or use the yellow transfer button.

Copying Audio Content to The Little Listener

(This can be done in Child or Adult Mode.)

- In the BookShelf panel find the file that you wish to copy to the player and click on it to highlight it.

- Click the yellow 'Transfer' button or drag and drop the file onto the player panel on the right.

- You can add more than one track to the copy list in the player panel by repeating the above steps.

- When you have selected all of the tracks you wish to add, click on the large blue 'Send Stories' button below the player panel. A window will appear asking you if you want to copy these activities to the Little Listener. Click 'Yes' to transfer the content and the files will be copied across to the player. **Do not disconnect the Little Listener until the copying is complete as this may corrupt the player.**

- Copying the files over may take a minute or two, if you are copying more than one file a pop up will appear showing the progress of the file transfer. When this disappears the player is now loaded with the content and ready to use.

- The mouse icon or a progress bar will indicate when the copying is complete.

- Remember, you can check what is currently stored on the Little Listener by connecting it to the PC using the USB cable. A list will appear in the Player Panel.

Deleting audio Content from The Little Listener

(This can be done in Child or Adult Mode.)

- In the Player panel, select and highlight the track to be deleted

- Click on the delete button (the Bin!) in the bottom right corner.

- A window will appear asking if you want to delete the content from the player. Click 'Yes' if you want to do this. **This will delete the content from the player only; it will not delete the content from the BookShelf.** Click on 'No' if you want this content to remain.

Deleting all tracks on The Little Listener

- To delete all tracks from the player in one go, hold down the shift key on the keyboard then click on the delete button and follow the prompts in the pop up window.

Function Buttons

The buttons below the Bookshelf panel provide a number of different functions.

Help!

Click this button to get help on Bookshelf.

Operating Mode

The StoryPhones software normally opens in Children's Mode. If you wish to set the software to always open in Adult Mode, please see the Settings section.

Clicking this button will swap between Child and Adult Mode, you will need to be in Adult Mode to access all of the function buttons and the online store. To change to Adult Mode, click the blue mode icon and type your password into the pop up window. In Child Mode it is not possible to delete files, move audio files around or access the Settings panel. The online bookshop is also not available.

Delete Buttons

- There are two delete buttons on the adult page.
- The button under the Bookshelf panel will permanently delete the audio file from your computer. If you do this accidentally on content that you have bought from the StoryPhones Bookshop, you can go back on-line and download the content again at no cost.
- The delete button under the Player panel will delete the audio file from the Little Listener only.
- There are no delete buttons on the children's page.

Settings Button

The settings function allows you to manage your Little Listener. You can select the operating mode, including renaming it, add MP3 files to your library and set the Adult Mode password. The Settings window is split into a number of panels.

General Settings

This box tells you where the Bookshelf audio files are stored on your computer.

Security Settings

- You set up your User Name for your Little Listener at installation and this cannot be changed.
- The Adult Password allows you access to all of the adult functions including the online shop. This will be set to the password used when you created your StoryPhones account. You can set this to something that is easy for you to remember but do remember that this password provides access to your online BookShelf account and other settings on your Little Listener so this should be a secure password. You can change the password by clicking in on the 'Change Button' and providing the current password and the new one that you want to use in the dialogue box that appears.
- If you wish to set up your software to always open in Adult Mode click on the check the box in this section and remember to save your settings before leaving the section.

StoryPhones settings

This box allows you to change the settings for your Little Listener.

Continuous Play

- This means one track will automatically play after another to the end of the playlist, then go back to the beginning.

Play Single Track

- This means the Little Listener will only play 1 track then pause until the green 'Play' button is pressed.

Disable the Record Button

- In the Button 'Mode' drop down panel click on 'Record Disable'.
- To revert back to using the record button, choose 'use all' buttons option.
- Remember to click on the blue 'Save' button before closing the window

Save the Settings

Once you have made the changes to the settings click the 'Save' button. Click the OK button to close the window and return to the main Bookshelf page.

Importing Audio Content to The Bookshelf Library

- You can import MP3 tracks that you have downloaded from web sites or other sources. MP3 tracks with bit rates up to 256 kilobits per second can be used with StoryPhones. **You need to be in Adult Mode to do this.**

- In the BookShelf software, move to the folder in which you wish to add the tracks and double click on the 'add content' icon on the bookshelf.

- A pop up window will now appear. Select the option to 'Import files from my PC...'

- You can now browse to the folder or USB memory stick containing the files to be imported. When you've found them click OK.

- The MP3 files contained within the folder will be displayed and you can click on the box next to each track to select it for import.

- Click the 'Import Checked' button to add the files to the BookShelf library. Once the files have been imported, the window will disappear and the tracks will show in the currently displayed folder. You can now edit the tags for these files if you wish. For more information on this, see the section on ID3 tag editing on page 10.

- Alternatively, you can click the blue 'Add MP3 files...' button in the settings window and follow the same process.

Converting CDs to MP3 format

- If you own the copyright of a CD, it is easy to convert the tracks and add them to your StoryPhones BookShelf library. **You need to be in Adult Mode to do this.**

- In the BookShelf software, move to the folder in which you wish to add the tracks and double click on the 'Add Content' icon on the bookshelf. Alternatively, you can click the blue convert button located beneath the bookshelf panel.

- A pop up window will now appear. Select the option to 'Import by copying them from an audio CD'.

- Put the CD into the CD drive on your computer and a window will appear with a list of the tracks on the CD and a tick alongside each one, ready for conversion. You can un-select tracks for conversion by selecting the track and then clicking on the tick box.

- You can rename the selected track by clicking on the track, then in the Rename box, type the title and click on the 'Rename' button.

Click on the 'Convert' button to convert the tracks and add them to your BookShelf.

StoryPhones BookShelf Online store

Accessing the StoryPhones BookShelf on-line store

- To access the on-line store you need to have already set up an account and be connected to the internet. If you do not have an account, please see the section on 'Running the BookShelf software for the first time', on page 3.

- To purchase downloads you must have content credit on your account. You can order this from StoryPhones by contacting us either through the web site or by phone. Once you have done this you will be able to buy downloads up to the value of your credit.

- When you have used all of your credit, you can simply top it up. There is no time limit on spending your content credit.

Buying downloads

- To access the on-line store, click the 'Blue World' button beneath the BookShelf panel, and enter your password. The on-line store will appear in the central BookShelf panel.

- You can browse around the store in three ways: By clicking on the category links such as Education or Fiction. By clicking on the quick tags on the left hand side, or by entering a search phrase in the search box at the top of the screen.

- Once you've found the download that you wish to buy, click on the 'Purchase Using Existing Credit' button, a confirmation screen will appear, click ok. Now click on the 'Add to Basket' button to add your download to your basket. The right hand panel is your shopping basket, and the title you have chosen will appear there.

- You can add more titles to the basket. When you have found all that you need, click the 'Download' button to download the titles from the store and add them to your library. It may take several minutes to download the titles.

- Downloaded titles will be added to folders on your StoryPhones Bookshelf which reflect their category, so you will need to look in these folders to find the files.

- When you buy a title you are buying a site licence which allows the file to be used on any number of computers or StoryPhones players in your school, setting or home.
- For details of the licence agreement, see the terms and conditions in the on-line store.
- Any computer in your school or setting which uses the same account details will be able to download the title at no extra cost once it has been purchased on one computer.
- If you accidentally delete a title that you have already bought from the on-line store, you can download it again and won't be charged.

Taking Care of your Little Listener

The little Listener has been designed to be used by young children. Although the Little Listener is not a toy, it has passed the EN71 European Toys Standard and is safe for children from three years upwards to use. It has also passed all required electrical safety tests.

- The Little Listener should not be taken outside when it is raining.
- The Little Listener should not be immersed in water.
- Should the Little Listener need cleaning, use a slightly damp cloth to wipe the plastic surfaces.
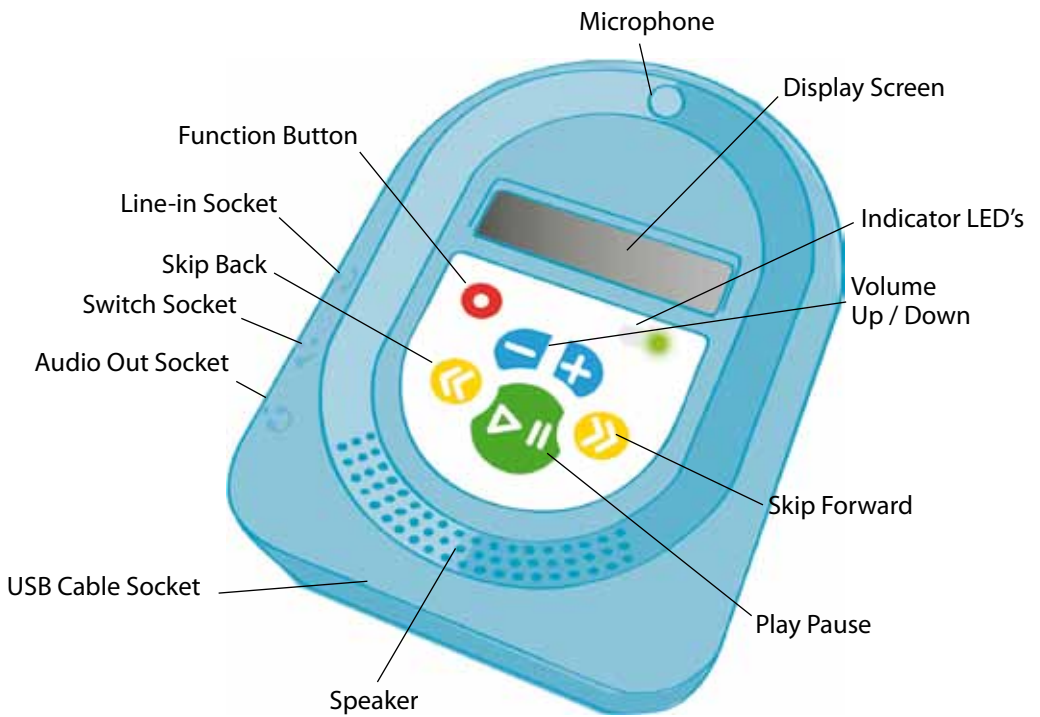
Technical Support

If you are having problems with your Little Listener which you cannot solve, please visit the StoryPhones web site for technical support options **www.storyphones.co.uk/support.** If you cannot find the solution in the manual or on our website, please call **01670 590 646.**

Guarantee

Your StoryPhones System comes with 12 months manufacturers warranty against failure due to faulty workmanship or component breakdown. Should any component or part fail during this guarantee period it will be repaired or replaced free of charge. The guarantee does not cover damage resulting from incorrect use or consequential damage.

Any claim under this guarantee should be made to Opsol UK. The claims procedure is described on the StoryPhones web site. Please go to the Contact Us page on the StoryPhones web site at **www. storyphones.co.uk** for further information.

Microphone

Display Screen

Function Button

Line-in Socket

Indicator LED's

Skip Back

Volume
Up / Down

Switch Socket

Audio Out Socket

Skip Forward

USB Cable Socket

Play Pause

Speaker

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