



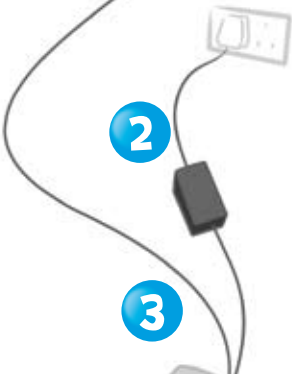
## Manual

listening for learning...

# Headset



1



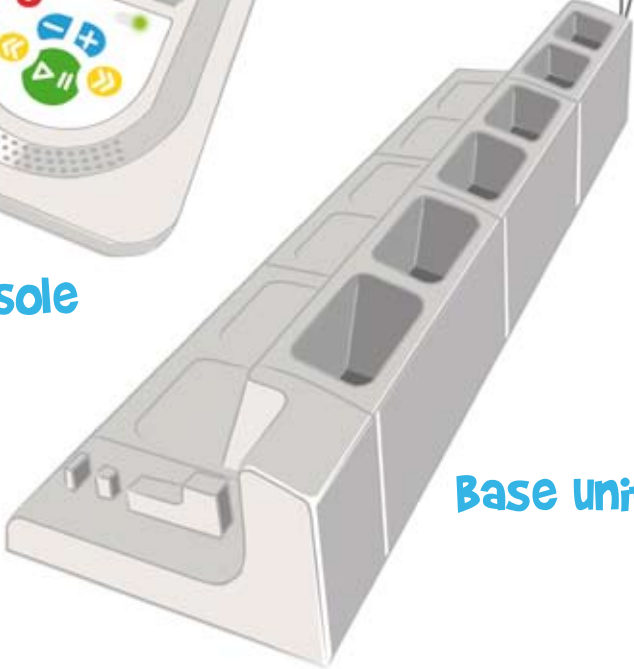
2

3



4

# Remote Console



# Base unit



## Quick Setup

**Simply take your StoryPhones out of the box and press the play button for 2 seconds! Your StoryPhones are ready to play.**

Now, set up your system...  
(more details on pages 3 & 4)

- 1 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.
- 2 Plug the Base Unit into the mains power supply using the power supply unit.
- 3 Connect the Base Unit to the PC with the USB cable.
- 4 Put the Headsets and Remote Console into the Base Unit one at a time and wait for each one to appear in Bookshelf before adding the next player. (It may take a short time for each player to appear as software drivers are installed).

**Your system is ready to use.**



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# Hello and welcome to your StoryPhones AUDIO System.

I developed the concept of StoryPhones during my time as an Early Years Foundation Stage teacher. As a teacher, I understood the importance of nurturing children's listening and communication skills and I felt that there was a need to modernise the way children accessed audio resources in order to develop these skills. StoryPhones 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. The system will give you ease of access to audio resources when planning children's learning.





We hope that you enjoy using your StoryPhones system.

*Eleanor Johnson*

Eleanor Johnson, creator of StoryPhones

# Important Safety Information

## Please read these instructions thoroughly before use.

- Do not attempt any repair or remove any covers except for battery replacement. Ameeca will not be held responsible for any damage caused by unauthorised repairs.
- The StoryPhones system is only to be used as an audio teaching aid and entertainment system, Ameeca will not be held responsible for any misuse. StoryPhones is not a toy.
- StoryPhones should not be taken outside when it is raining.
- StoryPhones should not be immersed in water.
- For health and safety reasons, children should not wear a Headset whilst riding a bike, climbing or running around.
- Should your system need cleaning use a slightly damp cloth to wipe the plastic surfaces.
- StoryPhones 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 Ameeca for replacement batteries. The battery must not be exposed to excessive heat such as direct sunlight, fire etc.
-  Only use the plug-in power supply that comes with the StoryPhones. Consult Ameeca for a replacement if required.
- The equipment must be connected to a mains socket outlet with a protective earth connection and the mains plug must be readily accessible.
- 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.

## Your StoryPhones User Account

StoryPhones allows you to go online to buy audio stories and other content and to access the online store you need a StoryPhones Account. When you first run the BookShelf software after installation, you will see a "Welcome" pop-up screen giving you three options. 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 setting 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 have access to the side range of stories, songs and other audio resources that are available. If you do not enter the account details or create an account you will be asked for these details each time you start the software.

## Auto-updates

When you start BookShelf, you may be asked if you want to update the software. This will provide you with the latest version of BookShelf. To do this click the "Update" button. If the update button is "greyed out" you will not be able to do the update. This is because you need to run the program as an "Administrator" in Windows for the update to work correctly. For help on doing this, consult your IT support. If you do not want to update, click the "Continue" button.



## Setting up Your StoryPhones System

- Plug in the mains power supply to the mains socket and connect the Base Unit to the power supply. Plug the base unit into the USB port of the computer using the USB cable.
- The Base Unit should remain connected to the computer at all times to enable transfer of content and recharging of batteries.
- Start the Bookshelf software which you have already installed. This will show when each player has fully installed.
- Place a Headset into each of the docks on the Base Unit one at a time as shown in the diagram. A yellow light will appear on the Headset switch panel when it is correctly plugged into the Base Unit. Wait for each Headset to appear in Bookshelf before adding the next one. It may take up to several minutes for each Headset to appear on first installation. You may need to click the "Refresh" button alongside the player selection box to make the players appear.
- Place the Remote Console onto the Remote dock located at the end of the base unit and wait for this to appear in Bookshelf.
- The MP3 Headsets and Remote Console only need to remain in the Base Unit for battery recharging and audio content transfer. The players can be used away from the Base Unit and should be returned at the end of the day for recharging.

Your StoryPhones system is now ready for use although the batteries may need up to two hours for full charge. The yellow light will disappear when the player is fully charged.

You do not need to wait for the battery to be empty before recharging: if you wish, you can return the Headset and Remote Console to the Base Unit when they are not in use for convenient storage and a top-up charge.



# Using the StoryPhones System

## How to use the Headsets



- The function buttons control play/pause, skip, and volume up and down (see diagram on the inside back cover of the manual).
- To play a track, simply press the Play/Pause button. A short press when playing will pause the track.
- To stop play, press and hold the Play/Pause button.
- The green light comes on when the Headset is playing and flashes when paused.
- To skip to the start of the next track, press the yellow Skip Forward button.
- The blue buttons control the volume: '+' to increase, '-' to decrease. The volume is changed in steps and you must press the buttons repeatedly to change the volume.
- The function buttons can be disabled in various ways (see the section 'Disabling function buttons' on page 17).

## Automatic Play Control

Automatic Play Control (APC) makes use of a built in motion sensor. When set in this mode and the Headset is not in use, the APC system pauses play. When the Headset is picked up, this triggers the motion sensor and play resumes at the point at which it paused. No part of the song or story is missed.

APC mode can be enabled and disabled via the software (refer to page 16).

## Sleep Mode

The Headset will go into a low power sleep mode if it is stopped for more than an hour. To wake the Headset from sleep mode, press and hold the Play/Pause button for a few seconds.

## Recharging the Battery

When fully charged the battery will allow the Headset to be used for over 8 hours. To recharge the battery, place the Headset in the Base Unit. The Base Unit must be connected to the mains to allow charging.

## How to use the Remote Console MP3 Player



- The function buttons control play/pause, skip forward and back, adjust volume, and record (see diagram on the inside back cover of the manual).
- The Remote Console is controlled in the same way as the Headsets but it is also possible to skip back to the previous track.
- If the Headsets have been set into Remote Control mode using BookShelf, pressing the function buttons on the Remote Console will cause them all to play, pause or stop together.
- The loud speaker can be muted if the Console is being used as a remote control and you do not want to hear the audio. The speaker is muted by holding down the red button and pressing volume down ('-') and is un-muted by holding down the red button and pressing volume up ('+'). Note that the headphones output is not muted allowing a set of wired headphones to be plugged in for private listening or for the audio to be played through an amplified system such as interactive white board speakers.

## Recording



### How to Record using the Built-in Microphone

- Hold down the red button and then press the play button to start the recording process.
- A red light will appear and the display will indicate that the Remote Console is in record mode.
- Pressing the Play/Pause button stops the recording.

## How to ADD Your Recording to the Bookshelf Library

- Return the Remote Console to the Base Unit and open the Bookshelf software. A window will appear asking which recordings you want to transfer to Bookshelf. Follow the instructions in the software section to add the recordings to your Bookshelf Library.

## How to Record from a Tape Player

- You can also record from a tape or other external source using the “line input” socket. You will need an audio lead with a 3.5mm jack socket to plug in to the Remote Console and appropriate connection for your tape player. For more advice, see the StoryPhones website.
- You must tell the Remote Console that you wish to record from the “line input” socket. To select the line-in socket for recording, hold down the red button and press skip-back. This must be done immediately before you record your track from the line input. You can switch back to using microphone by holding the red button and pressing skip-forward.



## Using External Control Switches

The Remote Console has an input to allow up to two external control switches to be connected to control play and skip-forward. An adapter can be used to allow two switches to be connected in to the switch input. Plugging a single switch in to the control input allows control of the play function. More information on switches and adapters can be found on the StoryPhones website.



## Sleep Mode

If the Remote Console has not used for about an hour, it will go into a low power sleep mode to conserve battery power. To wake the Remote console from sleep mode, simply hold the play button for around 2 seconds.



## The MP3 Info and Player Panel

This part of the program allows you to see the details of an audio file in your library and also to listen to the track, maybe just to preview the file to check it is what you want, or to allow children to listen audio content through the computer. To see details of an audio content file, simply click on the file and the information will be displayed. To listen to the file, use the Play, Pause and Stop buttons at the bottom of the panel.

## The Bookshelf Panel

This section shows where all of your audio files are stored and allows you to manage the audio files. 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.

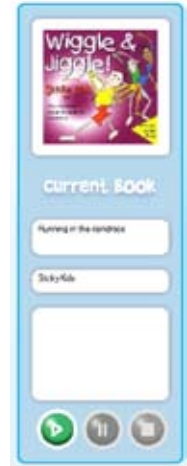
### Renaming a content File

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 Info and Player 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 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 the folder browse button in the pop-up window that appears to navigate to the folder containing the image file. The image file should be a 'jpeg' of no more than 200x200 pixels. Select the image file and then click OK. The image will appear in the tag editor window.
- 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.
- A new folder will be created in the current folder and you can then rename this as follows.

## 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 then release the mouse button.

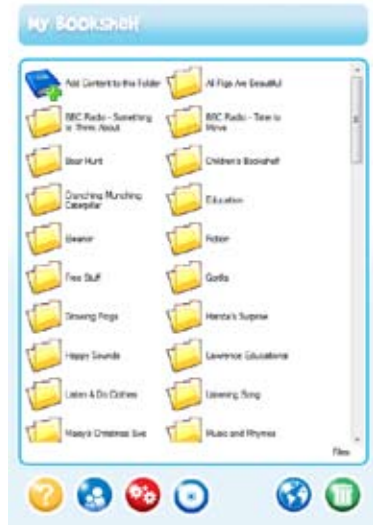
## Adding content to a Folder

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



For further details see pages 18 and 19.

***Please note the copyright message in the software.***



## The Players Panel



This section allows you to list the content on each of the Headsets or Remote Console and also to transfer and delete content from the MP3 players.

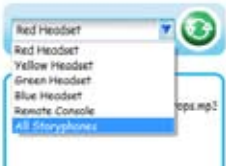
### Copying Audio Content to the Players

The most common task that you will want to do is to copy stories or songs or any other audio file onto the players. This is done by selecting files in the BookShelf pane and copying them over to the Player pane, either by drag and drop or the click of a button. Here is how to do it.

In the Players panel, click on the drop down arrow and a list of the MP3 Headsets and Remote players connected will appear. This will only show the players which are currently in the Base Unit and available for the transfer of audio content.

Select the MP3 Headset you want to use from the list. In the content window below, a list of the content on this player will appear. Copy new content to the selected player as follows:

- Choose an audio file on the Bookshelf window and click on it, this will then be highlighted.
- Next, click on the top arrow in the centre panel. The content will appear in the content window. Alternatively you can drag the desired file from the Bookshelf panel over to the Players panel.
- If you wish to add more content to the selected player, repeat steps 1 and 2.
- When you have finished choosing your content, click on the 'Send Stories' button at the bottom of the Players panel. A window will appear asking you if you want to copy these activities to your chosen player. Click 'Yes' to transfer the content.





- Copying the files over may take a minute or two and if you are copying more than one file a window will appear showing the progress of the file transfer. When this disappears the player is now loaded with content and ready to use.
- Remember, you can check what is currently stored on the players by returning them to the base unit and selecting the player in the Player panel. The content will appear in the content window.



**Tip:** If the software has not recognised some of the players, you can click on the refresh button to make it check for them.

## Deleting audio Content from the Players



- Click on an item of content in the Players panel, this will then be highlighted.
- 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.
- If you wish to select all players, a window will appear asking if you want to synchronise the players. If you choose to do this, then all content from all of the players will be deleted.

## Synchronising StoryPhones

### (Or... Putting the same Content on all of them)

If you select "All StoryPhones" from the drop down list in the Players panel, all of the StoryPhones that are in the Base Unit will receive the same content. They can then be used in group work activities, or this may just be a convenient way of programming the same audio files on to all of the players.

When you select “All StoryPhones”, you will be warned that the content will be deleted from all of the players in the Base Unit, which is OK because the content is still stored on your computer. Just click “Yes” to this.

You can now add audio files to the players in the normal way and when you click the “Send Stories” button, the files will be copied onto all of the players.

## Function Buttons

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



### Help!



Click this button to get help on Bookshelf.

### Operating Mode



As mentioned earlier in the manual, you can set up the software to allow children to have independent access to Bookshelf and the StoryPhones system. Clicking this button will swap between child and adult mode and to get into adult mode it is necessary to type in the adult password (initially set to the same as your account password). In child mode it is not possible to delete files, move audio files around or access the Settings panel to configure the System. The online bookshop is also not available.

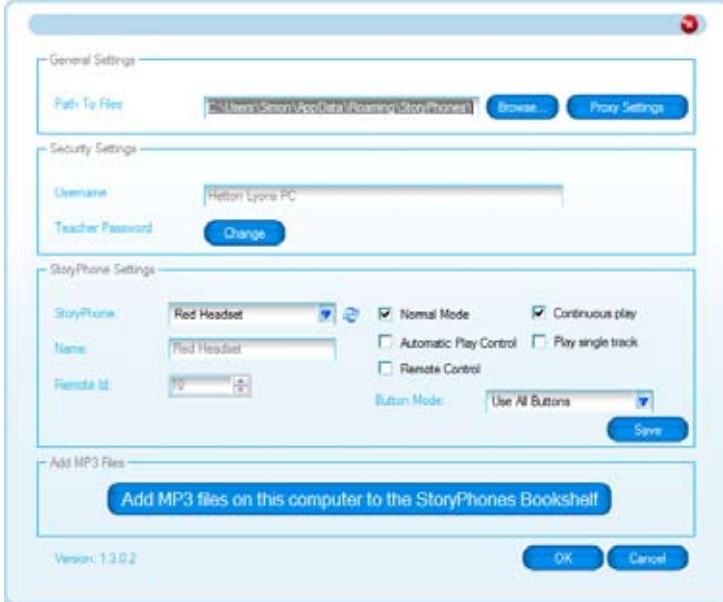
### Settings Button



The settings function will allow you to manage your StoryPhones Headsets and the Remote Console. You can select the operating mode of each player, including renaming them, 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

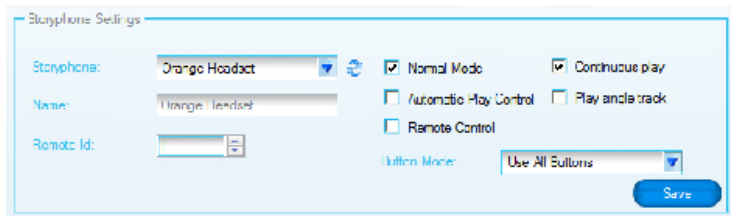
- You setup your User Name for your system at installation and this cannot be changed.
- The Adult Password allows you access to all of the adult functions including the online shop. You can set this to something that is easy for you to remember but do remember that this password provides access to your online bookshop account and other settings on your StoryPhones system so this should be a secure password. Note that this is initially set to the same password that you used during the installation process.
- You can change the password by clicking in on the change button in this section and providing the current password and the new one that you want to use in the dialogue box that appears.

# StoryPhones Settings

## Setting the OPERating MODE of each Player

The Headsets can be used in one of three modes:

- **Normal mode:** in this mode, the Headset does not use the Automatic Play control function and is not controlled by the Remote Console. You can select which buttons are available from the Button Mode drop-down list.



- **Automatic Play Control mode:** in this mode the motion sensor is activated and so the Headset will stop play when it is put down and start again when picked up. You can also allow some of the buttons to be used in this mode.
- **Remote Control mode:** in this mode the Headset will be controlled by the Remote Console. You can choose to disable all buttons or allow the user to control the volume of the Headset.

## Disabling the control Buttons on the Headset

When you have selected the operating mode for the Headset (or Remote Console), you can then select which of the buttons will be available on the player. Various button modes are available depending on the operating mode selected:

- **UseAllButtons** allows full use of all buttons on the Player Headsets.
- **DisableAllButtons** stops the use of all functions on the MP3 Headsets. This mode is only available if Automatic Play Control or Remote Control mode are enabled.
- **PlayPauseOnly** allows the use of the play/pause button only on the MP3 Headsets.
- **VolumeOnly** allows for volume control only.
- **SkipDisabled** disables the Skip button, ensuring that the audio tracks are listened to in the correct order.



To select the button mode, click on the drop-down arrow and select from the list that appears.

## Continuous or Single Play?

You can set the player to play a continuous stream of audio files or to play a single track and then stop and wait until the Play button is pressed to start playing the next track. This is convenient for some activities (such as 'Listen and Do' or Treasure Hunt activities). Click on "Continuous Play" or "Single Play" to select the play mode that you need.

## Setting the Remote ID

The Remote ID setting determines which Remote Console controls which particular player. The number refers to the Remote Console, not the player. You must ensure that the Remote ID for the Headsets matches that for the Remote Console that you are using and also that each class in your school uses a different Remote ID setting for their Remote Console and Headsets. If not the Remote Console in one class may control the Headsets in another class – this can be very confusing!

## Save the Settings

Once you have made the changes to the settings for a Headset click the Save button to save the changes before moving on to another Headset or the Remote Console. When all of the MP3 Headsets have been set, click the OK button to close the window and return to the main Bookshelf page.

## Importing Audio Content to The Bookshelf Library

You can add any MP3 files on your computer to the StoryPhones Bookshelf library. They can then be used on any Headset or Remote Console. You do this from the Settings window as follows:

- Click on the 'Add MP3 Files From My Computer' button.
- Click on the 'Browse button' to navigate to the folder containing the files that you wish to import.
- For each file that you wish to import, click on the file and click on the check box.
- Once all files are selected, click on the 'Import checked' button. When the import is complete the Import window will disappear.
- The MP3 files will have been added to the folder that is currently open in Bookshelf. You can then right click on the files to rename them and to add ID3 tags.

Browse...

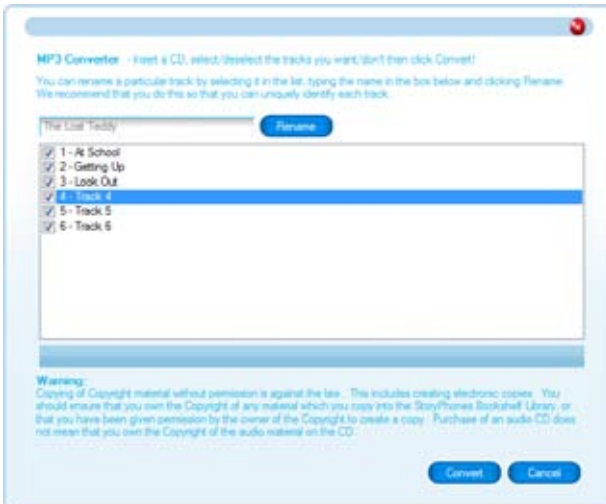
Add MP3 Files

Add MP3 Files From My Computer

## Converting CDs to MP3 format

You can add the tracks from CDs to the Bookshelf library using the built-in converter. You may want to create a new folder to hold the tracks that you are going to add before converting the CD. If so do this as previously described and then open the folder.

- Put the CD into the CD drive on your computer and click on the 'Convert' button. A window will appear with a list of the tracks on the CD and a tick alongside each one. It may take a little time for the list to appear.
- A tick in the box by the track name will mean that the track will be converted. You can un-select tracks for conversion by selecting the track and then clicking on the 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.
- The new files will appear in the currently open folder on your Bookshelf.
- When you have decided which tracks you want to convert, click on the convert button.
- The green bar along the bottom of the window will show the conversion progress. It can take several minutes to convert a number of tracks. When the conversion is complete the window will disappear.



## Online StoryPhones Shop



- Click on the Online Shop button. This will directly link you to the StoryPhones shop and the shop will open in the Bookshelf panel.
- When you have chosen your content follow the steps to purchase and download this to your bookshelf. More help on using the shop is available on-line.

## 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 transfer section will delete the audio file from the player only.
- There are no delete buttons on the children's page.

## Taking Care of your StoryPhones System

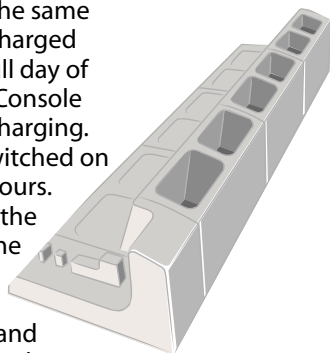
StoryPhones have been designed to be used by young children. They are made with very durable and high quality plastics to the highest standards. Although StoryPhones is not a toy, the systems have passed the EN71 European Toys Standard and are safe for children from three year upwards to use. They have also passed all required electrical safety tests. There are though some points to note about the sensible use of StoryPhones.

- StoryPhones should not be taken outside when it is raining.
- StoryPhones should not be immersed in water.
- For health and safety reasons, children should not wear a Headset whilst riding a bike, climbing or running around.
- Should your system need cleaning, use a slightly damp cloth to wipe the plastic surfaces.



## Charging the Batteries

Your StoryPhones system uses Lithium Ion batteries, the same technology used for mobile phones. They can be re-charged many times and a full charge will normally last for a full day of use. At the end of the day, the Headsets and Remote Console must be placed securely back in the Base Unit for re-charging. The Base Unit must be plugged into the mains and switched on while charging takes place and this can take several hours. We recommend that the system is left switched on at the mains permanently. Once the batteries are charged the Base Unit consume very little power (around 1W). If you switch the Base Unit off or disconnect it from the mains over night, you must ensure that the Headsets and Remote Console have at least two hours of charging at the start or end of the day to allow use for a full day.



You will know when the batteries are charging in the Base Unit as a yellow light will appear on the Headset or Remote Console. The yellow light will go out when the battery is fully charged.

## Technical Support

If you are having problems with your StoryPhones System which you cannot solve, please visit the StoryPhones web site for technical support options [www.storyphones.co.uk/support](http://www.storyphones.co.uk/support). If you cannot find the solution in the manual or on our website, please call **0845 652 0907**.

## Guarantee

Your StoryPhones System is guaranteed for twelve months from the date of delivery to the original owner 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 Ameeca Ltd. 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](http://www.storyphones.co.uk) for further information.

## System Requirements for StoryPhones


PC running Windows XP, Windows 2000 or Windows Vista.  
We recommend 200Mb of free disk space and 1Gb or 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.

## Replacing the foam Pads

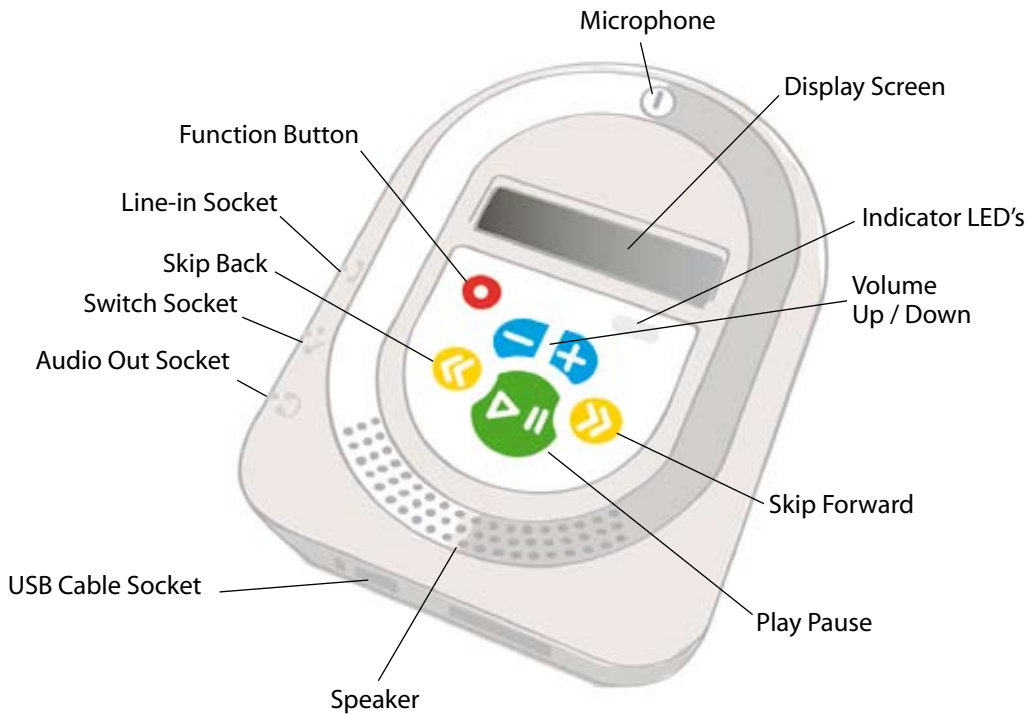
The foam pads can be replaced; these are available to order via our website [www.storyphones.co.uk](http://www.storyphones.co.uk). The process is simple:

- Remove the screw from the foam covers.
- Replace the foam with new pad.
- Replace the covers and secure the screws.

## Instructions for Battery Replacement

 Caution. Danger of explosion if battery is incorrectly replaced. Replace only with battery of same type. Contact Ameeca for replacement batteries.

It is recommended that the battery should be replaced when the Headset or Remote Console fails to last for more than 3 hours after a full charge. The replacement battery must be ordered from Ameeca. See [www.storyphones.co.uk/store](http://www.storyphones.co.uk/store) to order a replacement.





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