6846– Keychain Audio Recorder

How to Charge the Battery:
1. Connect the audio recorder to a PC or USB power supply with the provided USB cable
2. Takes2 hours to fully charge
3. RED light flashing = Charging
4. BLUE solid light = Fully Charged
NOTE: when the device is connected to a PC the RED light will blink indicating data transfer. IF the BLUE light is present the device is not in data transfer mode and needs to be reconnected.

How to Record a Continuous audio file:
1. Make sure the headphones/data cable is unplugged
2. Slide the Switch to the **ON** position
3. A **RED LED** light will turn **ON** and begin to blink several times, indicating a recording has begun
4. When finished recording slide the Switch to the **OFF** position to end the recording
5. Wait 10 seconds before making another recording
NOTE: If the device runs out of power during the recording, it will finalize and save the file before the battery dies

How to Record a Voice Activated audio file:
1. Make sure the headphones/data cable is unplugged
2. Slide the Switch to the **ON** position
3. A **RED LED** light will turn **ON**
4. Quickly hold down the **(-) minus** key on the opposite side to the on/off switch until the red LED turns off
5. A voice activation recording has begun
6. When finished recording slide the Switch to the **OFF** position to end the recording
7. Wait 10 seconds before making another recording
NOTE: If the device runs out of power during the recording, it will finalize and save the file before the battery dies

How to Record an audio file while being Plugged in and Charging:
1. Make sure the headphones/data cable is unplugged
2. Slide the Switch to the **ON** position
3. A **RED LED** light will turn **ON** and begin recording
4. Once turned on plug the recorder into your USB charger or computer, then hold down both the minus **(-)** and plus **(+)** key at the same time until you see the red LED indicator turn off
5. Once the LED light has turned off you will be recording with continues power
6. When finished recording slide the Switch to the **OFF** position to end the recording
7. Wait 10 seconds before making another recording

How to Playback files on the Device:
1. Plug your headphones into the recorder.
2. Slide the Switch to the **ON** position
3. A solid LED light will be **ON**
4. A default audio file will begin to play
5. Hold the **(+)** and **(-)** button together for 2 seconds to switch over to your recordings
6. To Play the next file press the **(+)** button
7. To change the **VOLUME** of the recording being played press and HOLD the **(+)** or **(-)** button
8. Turn the switch to **OFF** when done

How to Playback files on a PC:
1. Connect the device to the USB port of the computer
2. When connected the PC will recognize the device as a removable disk
3. Open the **RECORD** folder
4. Click the file you wish to play

How to Playback files on a MAC:
1. Connect the device to the USB port of the computer
2. When connected the MAC will recognize the device as a **removable disk**
3. Open the **RECORD** folder
4. Click the file you wish to play

How to Playback files on a Google Chrome Book:
1. Connect the device to the USB port of the computer
2. A pop up menu may occur, if so select **"View Files"**
3. If a pop up does not occur, select the **O** icon (called the app launcher) "similar to a windows icon button" located in the bottom left corner of the screen
4. Underneath the Google Drive are My Drive, Downloads, New Services, and something else that may be named **"REMOVABLE DRIVE"**
5. Select the Removable Drive. If unsure of this step. Disconnect the device from the Chrome Book and see what is no longer available under the Google Drive from Step 4
6. After selecting the Removable drive you can now navigate the folders in the main folder to find the recorded files.
7. Double Click to play

NOTE: In order to play back the files on these devices you will need to download an APP that can play .WAV format. We recommend VLC media player , available for free at the APP STORE

How to Delete files on the Device:
1. To **DELETE** files from the device, first put the device in **playback mode**
2. Plug your headphones into the recorder.
3. Slide the Switch to the **ON** position
4. A solid LED light will be **ON**
5. A default audio file will begin to play
6. **Hold the (+) and (-) button together for 2 seconds to switch over to your recordings**
7. To Play the next file press the **(+)** butto**n**
8. To **DELETE** the recording press and HOLD the **(+)** or **(-)** button while the audio file your wanting to delete is being played
9. The LED light should then start blinking rapidly
10. Press the **(+)** button to confirm deletion of the file and the device will begin to play the next audio file
11. The previous audio file is now deleted
12. Turn the switch to **OFF** when done

How to Delete the files on a PC:

1. Open the **RECORD** folder
2. Right Click on the file you wish to delete and select Delete in the pop up menu

How to Delete the files on a MAC:

1. Open the **RECORD** folder
2. Click and DRAG the file you wish to delete to the Trash Bin
3. Empty the Trash Bin to permanently delete the file from the device.
Note: If the above step is not completed the files will not be fully deleted from the device and you will have a phantom folder that will contain the deleted files that can only be seen by a Windows Computer

How to set Time/Date stamp:

1) Plug the recorder into your computer via the USB cable.
2) Locate the recorders file folder location in your removable thumb drives.
3) Once you are in the recorders file folder you are going to double click and open the "Text Document" file, located underneath the file titled "Time synchronization instructions". This text document will have the time-setup.
4) Pre-written into the file is the date/time format , written as Year-Month-Day-Hour-Minute-Second (2019-01-01-13-15-10) Remember that the time will be in 24-Hour Format.
5) Adjust the time to your current date/time, click File and click Save.
6) **For Mac's,** go into File, Preferences, click "add .txt extension to
Plain text files" under "Open and Save" section, and make sure "Wrap to Page" is **NOT** clicked under "New Document" section.
7) Click File, click Save.

Specifications:

- MAX Memory capacity: 8GB
- Recording format: .WAV
- Recording capacity: @90 hours
- Battery power consumption: @50hours (continuous) @50hours (voice activated)

How to download and use VLC media (Windows):

1. www.videolan.org
2. Click the Blue "download VLC"
3. It will open a new window and begin downloading
4. If it does not automatically begin downloading, press the Click here and select one of the mirrored sites
5. Once downloading has completed select Run and install
6. Once finished a VLC icon will now be available on your PC
7. To default open a file in VLC media player, right click on the file you wish to open and selec t"open with" and choose VLC
8. To change all files to default open with VLC media player: Right click and choose properties then click on the "Change" button next to "open with" and change it to VLC and press OK. Now the files will default open with VLC

How to **download VLC media (Mac)**

1. www.videolan.org
2. Click the Blue "download VLC"
3. It will open a new window and begin downloading
4. If it does not automatically begin downloading, press the Click here and select one of the mirrored sites
5. Once completed a new file named VLC will be visible on the desktop
6. Open the folder and in the folder move the VLC to the applications folder by drag and drop
7. Once in the application folder the VLC player will complete the installation
8. Open VLC media player in the Applications folder and simply drag your video files to the "drag here" dialog box to open and play
9. If the VLC player is not installing a change to the Security and privacy settings is needed
10. To access your Security and Privacy click on the Apple Icon on the task bar and select "system preferences"
11. Select "security and privacy"
12. Make sure the Lock icon on the bottom of the screen is open and set to Make Changes
13. Select the button "Open Anyways"
14. VLC will now fully install

NOTE: If a folder does not automatically open when connected to PC, disconnect the device and preform the following

1. Open Control Panel by typing "control panel" in the Search bar
2. Select Programs
3. Under Default Programs, Click "Change default settings for media or devices"
4. Under Removable Devices, select "Open folder to view files"
5. Save
6. Reconnect the device to the PC