Total Recall™
Digital Voice Recorder

TARGUS
A TRADITION OF EXCELLENCE

User's Guide

INTRODUCTION

Welcome to the world of portable Digital Voice Recording!

Your Total Recall™ Digital Voice Recorder gives you a convenient way to record your thoughts and ideas while on the go, either while installed in your Visor handheld or as a stand-alone recorder with its external stand-alone shuttle.

With your Voice Recorder and Visor™ handheld, you can upload stored voice messages to your PC using standard Palm O/S® HotSync™ Manager software.

Once on your PC, you can save your voice messages as .wav files using the intuitive Total Recall Voice Desktop software. These .wav files can even be attached to email messages for distribution to your friends and colleagues.

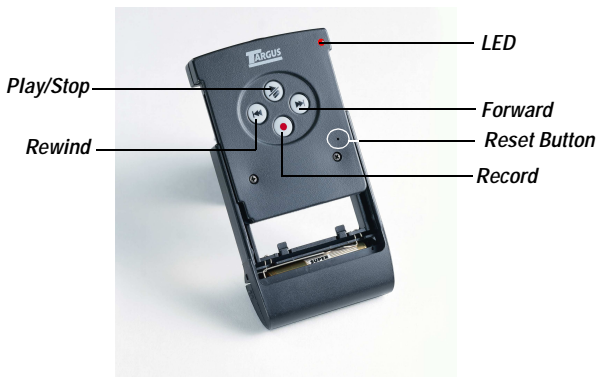# USING THE VOICE RECORDER IN STAND-ALONE MODE

Your Total Recall Digital Voice Recorder can be used in stand-alone mode with the external stand-alone shuttle.

You can control all Voice Recorder operations using the buttons on the front of the recorder.

INSERTING THE VOICE RECORDER INTO THE STAND-ALONE SHUTTLE

To insert the Voice Recorder into the stand-alone shuttle, align the rails of the stand-alone shuttle with the grooves in the Voice Recorder and slide the parts together.

LED
Play/Stop
Forward
Rewind
Reset Button
Record

RECORDING MESSAGES

To record a new message, press the red **Record** button ⏺. The status LED glows red, indicating that recording is in process.

NOTE: In stand-alone mode, all messages are recorded in **Best** quality with Voice Activation **ON**.

To stop recording, press the **Record** button again.

NOTE: If the Voice Recorder is not recording in stand-alone mode, use a small paper clip to press the reset button.

PLAYING BACK MESSAGES

To play back the current recording, press the **Play/Stop** button ⟨⟩.

When a message is playing, you can fast-forward through the recording by pressing the **Forward** button ⟨⟩, or rewind by pressing the **Rewind** button ⟨⟩.

To stop message playback, press the **Play/Stop** button.

To skip to the next message, press and release the **Forward** button.

NOTE: It is not necessary to stop playback or hold down the Forward or Rewind button to skip messages.

To play the previous message, press and release the **Rewind** button.

If you attempt to skip past the last or first message, the status LED will flash once to let you know that you've reached the end.

EDITING AND ERASING MESSAGES

The message editing and erase features are not available when using the Voice Recorder in stand-alone mode.

For additional information, refer to "EDITING VOICE MESSAGES" on page 14 or "DELETING MESSAGES" on page 17.

REPLACING THE BATTERIES IN THE STAND-ALONE SHUTTLE

Your Voice Recorder stores all messages in non-volatile memory, eliminating the need to synchronize your messages to your PC prior to changing the batteries.

WARNING: To avoid damaging the stand-alone shuttle, do not remove the Voice Recorder from the shuttle when replacing the batteries.

To replace the batteries:

1. Hold the Voice Recorder and stand-alone shuttle in one hand with the three grooves on the battery cover facing you.

2. Press in the shuttle door latch with your other thumb, gently open the hinged cover, and remove the used batteries.

NOTE: Using a small pen or coin may help release the shuttle door latch.

3. Install the fresh batteries as indicated on the inside of the pack, and close the hinged cover until the latch clicks into place.

USING EXTERNAL EQUIPMENT

With your Voice Recorder, you can record messages using an external microphone or listen to messages using standard headphones.

Both microphone (mic) and headphone (ear) jacks are on the top side of the Voice Recorder.

Headphone jack

Microphone jack

USING THE VOICE RECORDER WITH THE VISOR HANDHELD

INSERTING THE VOICE RECORDER INTO THE VISOR HANDHELD

To install the Total Recall Digital Voice Recorder into your Visor handheld:

1. Press the release button on the stand-alone shuttle and slide out the Voice Recorder.

2. Remove the expansion slot cover from the back of the Visor handheld.

3. With the Voice Recorder speaker and the back of the Visor handheld facing you, slide the Voice Recorder into the Springboard™ expansion slot.

Expansion slot
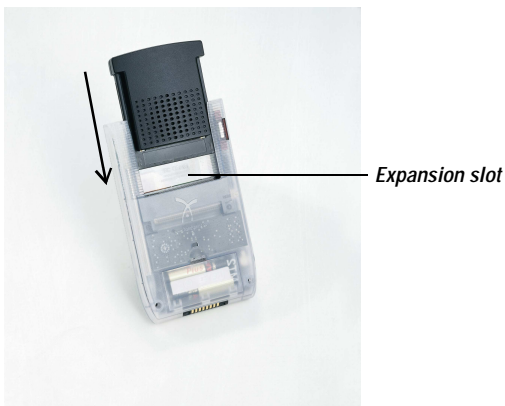
The Total Recall application automatically loads onto the Visor handheld. When complete, the application screen appears.

To start the application, tap on the **Total Recall** icon.

Total Recall

You are now ready to use your Voice Recorder with your Visor handheld.

RECORDING AND PLAYBACK

Recording Voice Messages

CAUTION: Do not remove your Voice Recorder from your Visor handheld while it is recording. To do so may result in a loss or corruption of voice data on your Voice Recorder.
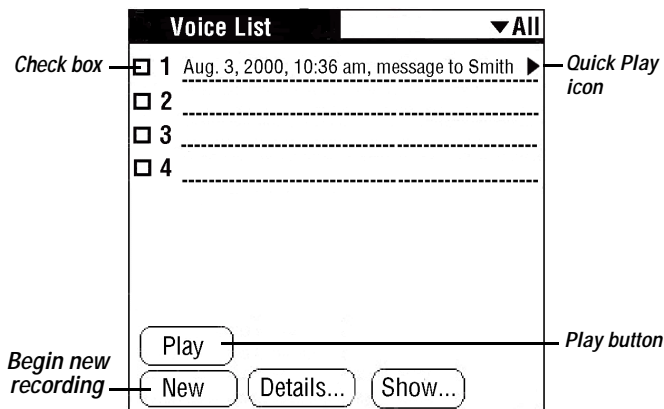
1. From the application screen, tap the **Total Recall** icon.

   The Voice List menu appears.

2. Tap **New** to begin recording.

   The Control Panel appears. Refer to "VOICE RECORDER CONTROL PANEL" on page 11.

3. Tap **Done** to end recording.

Check box	Quick Play icon
Begin new recording	Play button

Voice List ▼All

☑ 1 Aug. 3, 2000, 10:36 am, message to Smith ▶
☐ 2 --
☐ 3 --
☐ 4 --

[Play]
[New] [Details...] [Show...]

NOTE: The Visor handheld auto-off feature temporarily disables when recording a voice message. When recording is complete, the auto-off feature automatically reactivates.

Playing Back Voice Messages

To initiate playback from the Voice List, select the message you want to hear by highlighting it, then tap the **Play** button.

To immediately start message playback, tap the **Quick Play** icon ▶ next to the message of interest.

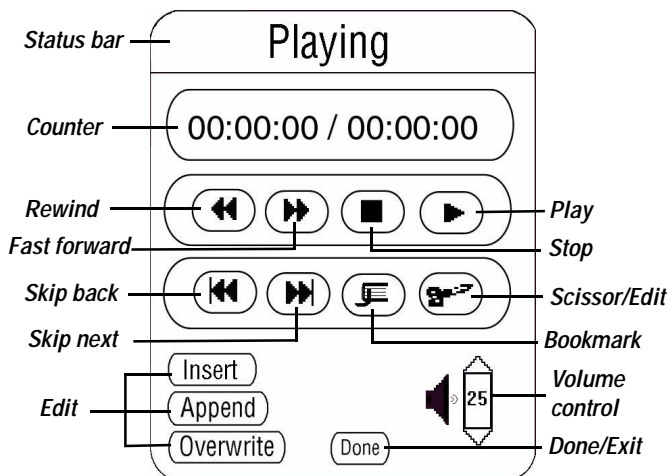The Control Panel appears and the message begins to play.

Setting Playback Volume

The playback volume level range is 0 (mute) to 30 (maximum). The volume is automatically set to level 25. To change the volume setting, tap the **Up/Down** buttons on the volume control.
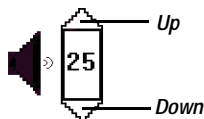
VOICE RECORDER CONTROL PANEL

The Control Panel appears on the Visor handheld LCD and allows you to perform many of the Voice Recorder options, including message play back, stop, pause, fast forward, rewind, skip track, bookmark, edit, time count, and volume control.

Status bar	**Playing**
Counter	00:00:00 / 00:00:00
Rewind	◀◀ ▶▶ ■ ▶ — *Play*
Fast forward	— *Stop*
Skip back	◀◀| ▶▶| ⬛ ✂ — *Scissor/Edit*
Skip next	— *Bookmark*
Edit	Insert / Append / Overwrite — 🔊 25 — *Volume control*
	Done — *Done/Exit*

Record Preferences

The Voice Recorder options enable you to set record and playback preferences to best suit your needs. To change these preferences:

1. Tap the **Menu** icon.

2. Under the Options menu, select **Preferences**.

The Set Preferences window appears.

Set Preferences

Voice Activation: ▼ ON

Recording Quality: ▼ Best

(OK)

3. Tap the preference to alternate among the available settings. Then tap **OK** when complete.

The following table summarizes the available preferences.

Preferences	Description
Voice Activation	Controls the Voice Activation feature for recording. Turning on Voice Activation sets the Voice Recorder to only record when an audible threshold is detected and helps extend your effective recording time in situations during which long pauses in dialog occur.
Recording Quality	Determines the quality of your recording. The higher the setting, the shorter the recording time. See below.

Recording Quality

The following table summarizes the recording qualities you can select from to suit your needs.

Available settings are:

Quality Setting	Algorithm	Recommended Usage	Total Record Time
Best	32 Kbps ADPCM	Conference room discussions or lecture notes	> 15 minutes
Medium	6.8 Kbps CELP	Personal note-taking	>1 hour 15 minutes
Low	5.4 Kbps CELP	Personal note-taking	>1 hour 30 minutes

Best quality is recommended for situations when the speaker is more than 10 feet away, especially if there is a significant amount of background noise.

EDITING VOICE MESSAGES

Your recorder allows you to edit previously recorded messages from the Control Panel.

Scissor/Edit
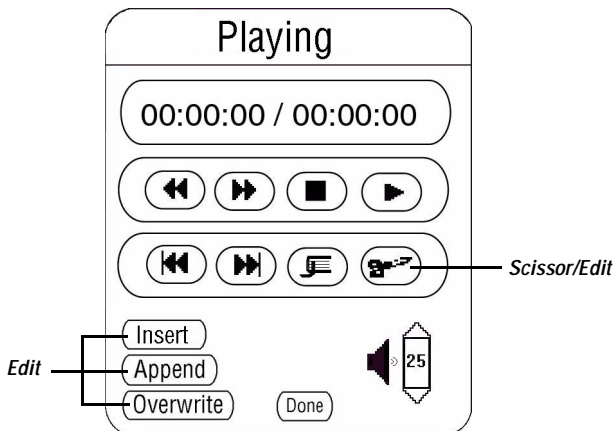
Edit

There are four ways to edit a message:

• **Cut** - erases portions of your voice message

• **Insert** - inserts new recording at any point in your voice message

• **Append** - adds new recording at the end of your voice message

• **Overwrite** - rerecords your voice message

Erasing a portion of a message

1. Select the appropriate message from the Voice List and tap the **Play** button or the **Quick Play** icon ▶ .

   The Control Panel appears and the message automatically begins to play.

2. Advance the message to where you want to start erasing.

3. Tap the **Scissors** icon ✂ to begin erasing.

   The message playback remains audible so you can determine when to stop erasing.

   NOTE: The Scissors icon changes from "closed" to "open," indicating that the message is erasing.

4. To stop erasing, tap the **Scissors** icon.

Inserting, Appending, and Overwriting

Inserting a comment, appending to the end of your message, and overwriting a message are very similar in operation.

NOTE: You must begin message playback to use Insert, Append, or Overwrite functions.

1. Select the appropriate message from the Voice List and tap the **Play** button or the **Quick Play** icon ▶ .

   The Control Panel appears and the message automatically begins to play.

2. Do one of the following:

- Tap the **Insert** button, where you want to add new voice text

- Tap the **Append** button at any time

- Tap the **Overwrite** button, where you want to change the existing voice text

The Control Panel status bar displays the mode of recording (Inserting, Appending, or Overwriting) during the editing session.

3. To halt the recording, tap the **Stop** button ■.

SETTING BOOKMARKS ON YOUR VISOR HANDHELD

Bookmarks provide a simple way to return to specific locations in a message. You can set up to 10 bookmarks per message when the Voice Recorder is installed in the Visor handheld.

CAUTION: Once bookmarks are set, you cannot reuse them until you cut or overwrite the part of the message that contains the bookmark, or delete the entire message.

NOTE: If you attempt to set a bookmark and none are available, the Control Panel status bar temporarily displays the message "not bookmarked."

To create a bookmark, tap the **Bookmark** button ⌸ on the Control Panel while the message is playing. The Control Panel status bar temporarily displays the message "Bookmarked."

Once a bookmark is set within a message, you can use the skip backward ◄◄ and the skip forward ►► buttons on the Control Panel to skip to the previous or the next bookmark.

If there are no bookmarks present in the selected direction of skipping, playback skips to either the next or previous message.

DELETING MESSAGES

WARNING: Do not remove the Voice Recorder from the Visor handheld while deleting messages. Unexpected power loss during the process may result in a loss or corruption of voice data.

There are three ways to completely delete voice messages:

Deleting using Details...

1. From the Voice List, select the message you want to delete and tap the **Details...** button.

   The Voice Item Details box appears.

2. Tap the **Delete...** button and tap **OK**.

   The message deletes.

Deleting using the Menu

1. From the Voice List, select the message you wish to delete and tap the **Menu** icon.

2. Under the Voice menu category, select **Delete Item...** and tap **OK**.

Purging multiple messages

Using the Purge command, you can delete multiple voice messages at the same time.

To purge several messages simultaneously:

1. Select the check box next to each message on the Voice List you wish to delete.

   This marks the voice message complete.

2. Tap the **Menu** icon ✎, and select **Purge...** from the Voice menu category.

A status message flashes on your Visor handheld during the message deletion process. Long messages may take over 15 seconds to delete.

NOTE: Voice messages deleted from your Voice Recorder should also be deleted manually from your PC. Synchronizing your Visor handheld with your PC will not delete saved messages from your PC.

USING THE VOICE RECORDER WITH THE PC

INSTALLING SOFTWARE

To automatically install the Total Recall Voice Desktop software on your PC, insert the CD-ROM into your CD-ROM drive and follow the installation wizard directions.

If your PC does not automatically begin installation, click **Start**, then **Run**, and type in D:\totalrecallinstall (Use the drive letter of your CD-ROM drive in the place of D:).

NOTE: During installation one or more messages may appear and cause your PC to restart. This indicates the installation of additional files. After your PC restarts, setup continues normally. Follow any directions that appear on your screen.

After installing the Voice Desktop software, a message prompts to restart your PC. To immediately restart your PC, click **OK**. To return to Windows, click **Cancel**.

NOTE: To use the Voice Desktop application, you must restart your PC to complete the software installation.

MANAGING MESSAGES

Uploading Messages to Your PC

Your Voice Recorder allows you to upload messages to your PC for editing, review, and

distribution using standard Palm O/S HotSync Manager software.

NOTE: The Total Recall Voice Desktop software must be installed on your PC prior to initial uploading of messages from your Voice Recorder. The Desktop software does not need to be running to complete message upload.

To upload messages to your PC:

1. Connect the Visor handheld cradle to your PC.

2. Insert your Voice Recorder into the Visor handheld.

3. Place the Visor handheld into the cradle and press the **HotSync** button on the cradle.

   Your voice messages, including bookmarks, automatically transfer to your PC.

Playing Back Voice Messages

The Total Recall Voice Desktop application functions similarly to the To Do List manager of your Palm Desktop™ software.

To access the Voice Desktop, click **Start**, **Program Files**, **Total Recall Voice Desktop**, and select **Total Recall Voice Desktop**.

The Voice List appears in the left panel of the Voice Desktop and the message attributes appear in the right panel.
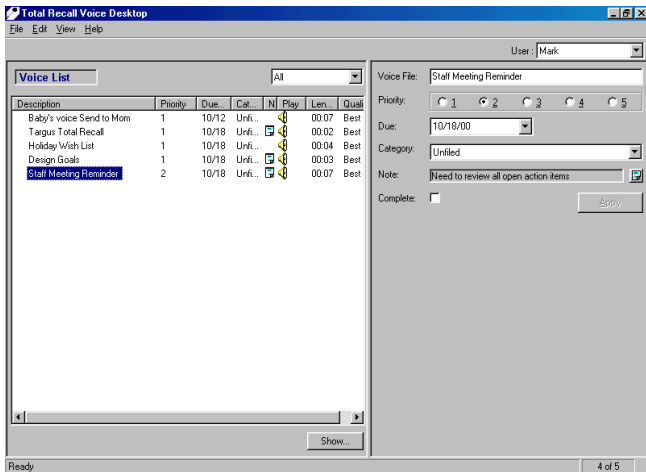
To play back a message, double-click the
Speaker icon .

The Message Playback window appears and
automatically begins playing the message.

Editing Voice Message Attributes on a PC

By highlighting the message you want to edit in the Voice List, you can change the following attributes on the right side of the screen:

- Voice File - type directly into the text box to name or change the name of your message.

- Priority - click on the priority number you want to assign to your message.

- Due date - select a date from the pull down menu by clicking the down arrow or type a date directly into the field.

- Category - select a category from the pull down menu by clicking on the down arrow.

NOTE: The Voice Desktop and the Visor handheld have the same list of categories.

- Note - create or edit a note by clicking on the

  Note icon 🖫 in the file list or at the end of the Note field on the right side of the screen.

- Complete - marking the check box indicates the message is accomplished.

To save changes, click **Apply**.

CAUTION: Your Voice Recorder can not upload messages from the PC. Any changes made to the voice files on your PC will not appear in the Voice Recorder.

Setting Bookmarks on a PC

You can add an unlimited number of bookmarks to your voice messages on the PC by using the Voice Desktop application bookmark feature.

To set a bookmark:

1. Double-click the **Speaker** icon 🔊 to begin playing the message.

   The Message Playback window appears and automatically begins playing the message.

2. Listen for the section of the voice message you desire to mark, then click the **New Bookmark** button ◆.

   A small tick mark appears below the Play bar to denote the bookmark position.

Moving Between Bookmarks

To skip between bookmarks, use the **Prev Cue Index** ◀ and **Next Cue Index** ▶ buttons.

Deleting Bookmarks

1. Click the **Delete Bookmark** button ✕.

   The Delete Bookmarks window opens.

2. From the list of time-stamps for each bookmark, select the bookmarks you wish to delete, and tap **OK**.

Sorting Voice Messages

To organize your Voice List, click the **Show...** button at the bottom of the Voice List to view the Show Options window.

Select an option from the Sort by pull down menu by clicking on the down arrow. Then select View Options by marking the check boxes next to your preferences.

To begin sorting your voice messages, click **OK**.
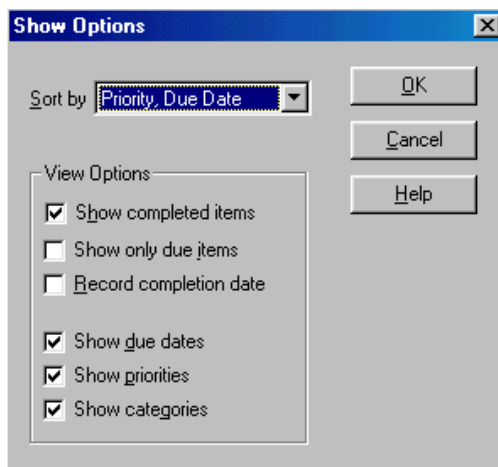
Deleting Voice Messages

To delete voice messages from your PC, right-click the message in the Voice List and click **Delete**.

Saving Voice Messages as .wav Files

To send voice messages as email attachments, save your messages on the PC as .wav files.

To save your voice messages:

1. Highlight the message you want to save in the Voice List.

2. Click **File**, then **Save As...** or right-click on the message and select **Save**.

3. Select the folder you want to save the message in and enter the file name.

You are now able to attach the voice message as a .wav file to an outgoing email.

SPECIFICATIONS

Current	Maximum Drain 100mA
Voltage	3.3V Maximum
Audio Bandwidth	3.4 KHz
Recording Types	32Kbits/sec ADPCM, 5.4 and 6.8 Kbits/sec CELP
Recording Media	Digital non-volatile flash memory (4 MB)
Power Source	Handspring Visor or 2 AAA batteries for stand-alone operation
Battery Life	Handspring Visor—operation please consult Visor handheld manual Stand-alone operation—2-3 months (approx) with alkaline batteries
Dimensions h x w x d	Without stand-alone shuttle: 2 11/16 x 2 4/16 x 1/2 inches With stand-alone shuttle: 3 1/4 x 2 5/16 x 5/8 inches
Weight	Without stand-alone shuttle: 1.2 oz (34g) With stand-alone shuttle: 2.4 oz (68g)
PDA Compatibility	Visor Handhelds with Springboard Module slot
Operating Systems	PDA—Palm OS v3.1 and v3.5 Voice Desktop Application—Windows 98 and Windows 2000

NOTICES

FCC Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant of Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that the interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following:

- Reorient or relocate the receiving antenna.

- Increase the separation between equipment and receiver.

- Connect the equipment into an outlet on a circuit different from the to which the receiver is connected.

- Consult the dealer or an experience radio/TV technician for help.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Proper connectors must be used for connection to the host computer and/or peripherals in order to meet the FCC emission limits.

Technical Support

If you encounter a problem with your Targus accessory, contact our technical support team at:

> Email: techsupport@targus.com
>
> Internet: http://www.targus.com/tech_support.asp

Our knowledgeable staff is also available to answer your questions through one of the following numbers:

North America

> Monday through Friday, 8:00 a.m. (08:00) to 6:00 p.m. (18:00) Eastern time:
>
> US & Canada: 800-283-6325

Europe

Belgium	+32 (0) 02-717-2451
Denmark	+45 (0) 35-25-8751
France	+33 (0) 1-64-53-9151
Germany	+49 (0) 21-16-579-1151
Italy	+39 (0) 24-827-1151
Netherlands	+31 (0) 53-484-9470
Spain	+34 (0) 91-745-6221
Sweden	+46 (0) 8-751-4058
Switzerland	+41 (0) 1-212-0007
UK	+44 (0) 20-7744-0330
Eastern Europe and Others	+31 (0) 53-484-9479

Warranty

Targus warrants this product to be free from defects in materials and workmanship for one year. If your Targus accessory is found to be defective within that time, Targus will repair or replace it. This warranty does not cover damage from everyday wear and tear, or from transportation by a common carrier.

Under no conditions is Targus liable for loss of, or damage to, a computer; nor loss of, or damage to, programs, records, or data; nor any consequential or incidental damages, even if Targus has been informed of the possibility. This warranty does not affect your statutory rights.

Warranty registration at:

http://www.targus.com/product_registration.asp

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