

INSTRUCTIONS FOR USING THE CREATIVE ZEN V-PLUS MP3 PLAYER/RECORDER

Things to know before you begin:

- The player will go into sleep mode if left unused for 5 minutes. The screen only stays lit for 30 seconds. These things save the battery.
- The battery is rechargeable and comes to you fully charged. This player will not use disposable batteries.
- The microphone is the tiniest hole on the top edge of the player (the far left-hand hole).
- The button in the middle of the green circle is the Joystick and works by pushing to the four directions (East, West, North, and South) but also by pressing in. Use this button to change the settings.
- The Play-Pause Button is the ► || button.
- To go to the previous screen, use the ↶ button (Back).
- There are two buttons on the right side of the player: The long green button is the Volume Control. You do not use this in the recording mode. The Record Button is the small red dot beneath the green button.
- When you receive the player, it should be in the Microphone Mode. If it is not, press the ↶ until you see the word MENU at the top of the screen. Use the joystick to move down until the word MICROPHONE is highlighted. Press the joystick in to go to the Microphone Mode.

Now that you are ready to begin: (You may want to practice a bit before your event. The practice sessions will be deleted after the player is returned. Simply start your practice sessions with the words "TESTING TESTING".)

1. With the screen facing you, turn on the player by sliding down the black switch on the left side of the player.
2. Make sure you are in the Microphone Mode. When you are ready to record, press the Record Button. It will say PREPARING RECORDING. Press the Play-Pause button to place the recording on pause until you are ready to begin. Set the player/recorder directly in front of the speaker within a couple of feet of the speaker.
3. Within two minutes, press the Play-Pause button again to begin the recording. The screen will go black to save the battery, but it will continue recording.
4. When you are ready to stop recording, press the Play-Pause Button again and then press the Record Button. The player will say PROCESSING... SAVING...
5. Slide the Power button down and the player will say SHUTTING DOWN.

Now that you are finished:

Return the MP3 player to the Ziploc bag and slide it closed. Place the bagged player in the bubble-wrap envelope and insert it into the smaller Priority Shipping Box. Mail it to the address below with insurance and make sure it is trackable. Your group is responsible for the cost of returning the player to CJIOA.

CJIOA
PO Box 284
Woodbridge, NJ 07095

Be sure to include the address where the deposit check is to be returned.