

# Audible® Otis™ User Manual and Quick Start Guide Finished Size: 4 7/8" x 4 7/8" (Same size as CD cover)

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### **Quick Start**

- 1. Included with your Otis<sup>TM</sup> are the following parts and components:
  - Otis<sup>TM</sup> digital audio player
  - Ouick Start Guide / User Manual
  - USB cable
  - Software installation CD-ROM
  - Two (2) AAA batteries
  - Cassette adapter
  - Carrying case
  - Earphone
- 2. Quick Setup of the Otis<sup>TM</sup>

Do not try to connect your  $Otis^{TM}$  to the computer via the USB cable until prompted to do so during installation of AudibleManager®.

- Turn on your computer and establish an Internet connection.
- Insert batteries into your Otis<sup>TM</sup> device; press and hold the "Play" button for 2 seconds to turn the Otis<sup>TM</sup> on. Insert the CD-ROM into your computer's CD-ROM drive.
- At the startup screen, click the first button, "AudibleManager."
- Follow the on-screen prompts to install the AudibleManager® software allowing download and transfer of Audible®, MP3 and Windows Media<sup>TM</sup> Audio to your Otis<sup>TM</sup>.
- 3. Hardware Overview

## (Pictures and button layout here From Don)

- 4. Operating the Otis<sup>TM</sup>:
  - *Turn Otis*<sup>TM</sup> *on:* press and hold the "Play" button for 2 seconds.
  - *Turn Otis*<sup>TM</sup> *off:* press and hold the "Stop" button for 2 seconds. Note that your Otis<sup>TM</sup> is designed to automatically power off if left idle for 5 minutes.
  - *Skip to next track or Audible*® *program:* press the "Fast-Forward" button one time.
  - Reverse to last track or previous Audible® program: press the "Rewind" button one time.
  - Fast-forward within a music file or Audible® program: press and hold the "Fast-Forward" button.
  - Rewind within a music file or Audible® program: press and hold the "Rewind" button.

# 5. LCD Display Overview

- 1) Indicates MODE function has been enabled
- 2) Indicates an AUDIBLE® program is being played
- 3) EQUALIZER option music settings
- 4) Indicates HOLD switch is enabled
- 5) Indicates MulitMediaCard<sup>TM</sup> is inserted into digital audio player (not ncluded)
- 6) Information display; title of file, play-through time
- 7) Current Program Number Display, Current Section number if Audible® file containing multiple sections
- 8) Repeat indicator
- 9) Battery status
- 10) Total Program Number, Total Section Number

# User's Manual

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#### 1. Introduction

Congratulations on your purchase of the Otis<sup>TM</sup>! We believe your Otis<sup>TM</sup> is the best device for playback of audible.com® spoken audio files as well as MP3 and Windows Media<sup>TM</sup> Audio files. Your Otis<sup>TM</sup> comes with 64 MB of on-board memory and can be expanded to 128 MB with a MultiMediaCard<sup>TM</sup> (MMC) (sold separately). You are now ready to begin listening to the best audio on the Web! For your convenience, you can always find the latest information and answers to common questions online at www.audible.com/helpcenter.

## 2. PC System Requirements

- Microsoft® Windows® 98, 98 SE, ME, or 2000 operating system
- Pentium® (or compatible) 200 Mhz or higher PC
- 32 MB available RAM
- 40+ MB RAM recommended for storing audio files
- USB compatible
- Internet connection for downloading Audible® content
- CD-ROM drive with digital audio extraction support

## 3. Device Specifications

- Size: 75 x 56 x19 mm
- Flash Memory: 64 MB on-board, expandable to 128 MB through MultiMediaCard<sup>TM</sup> (MMC) slot
- File Download Speed: Up to 2.5 Mbps internal memory, 900Kbps MMC
- Battery: Two (2) AAA, 1.5V alkaline
- Signal to Noise Ratio: 90 dB
- Interface Port: Universal Serial Bus (USB)
- Play Time (64 MB): Up to 2 hours of music or 20 hours of Audible® content
- Battery Life: Approximately 10 hours of playback time
- Audio Formats: Audible® formats 2 and 3, MP3 (8-320 Kbps, 8-48KHz), and Windows Media<sup>TM</sup> Audio files (64-128 Kbps, 16-48KHz)

# 4. Memory Card Instructions

The Otis<sup>TM</sup> is compatible with MultiMediaCard<sup>TM</sup> (MMC) removable flash memory (sold separately). MMC cards enable you to expand your device's memory capacity so it can store more audio programming. When inserting a MMC card, make sure the device is powered off to prevent possible damage to the memory card. MMC cards are inserted completely into the unit with the gold contacts facing down and towards the front of the device.

# 5. Software CD Components

The enclosed CD-ROM contains all the components necessary to download, playback, and transfer Audible® files and music files to your Otis<sup>TM</sup>.

AudibleManager® is capable of transferring Audible®, MP3, and Windows MediaAudio files to the Otis<sup>TM</sup>. Windows Media<sup>TM</sup> Player allows you to put your music in Windows Media<sup>TM</sup> Audio format for transfer to your Otis<sup>TM</sup> device.

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### 6. How to Install AudibleManager®

Installing AudibleManager® is a simple process. After installation, you will be able to download content from audible.com®, playback the audio from your desktop, and transfer the audio to your Otis<sup>TM</sup> for playback. To begin installation, insert the Otis<sup>TM</sup> CD-ROM into your computer's CD-ROM drive.

# You will then see the following screen:

Click the first button, "AudibleManager," to begin the installation of AudibleManager®. NOTE: You will need to establish an Internet connection as the installation process downloads newly updated files from the audible.com® site. The total size of these files is less than 1 MB.

#### [Insert LAYER 10 from Install AM.psd]

At the next screen click the "Install" button, which will install AudibleManager® at the following location: C:\Program Files\Audible. If you wish to install AudibleManager® to a different location, choose "Browse" and specify the new path. We recommend using the default location.

Next, click the "I Accept" button if you have completely read and accept the Terms and Conditions for using AudibleManager®.

#### [Insert LAYER 3 from Install AM.psd]

The next screen prompts you to insert batteries into the Otis<sup>TM</sup> and attach the device to your computer's USB port with the USB cable (batteries and cable included with your device). Click the "OK" button to continue after completing these tasks.

#### [Insert LAYER 4 from Install AM.psd]

AudibleManager® components will now begin downloading to your computer. While this is in progress, an audio clip will play giving you an overview of the Audible® service.

#### [Insert LAYER 5 from Install AM.psd]

At this point, you may need to restart your computer. If you see the screen below (A), click the "Yes" button. When your computer restarts, double-click the Audible® icon on your desktop to continue with the installation process, which will continue with screen (B). If you do not need to restart, you will be taken directly to screen (B).

- (A) [Insert LAYER 6 from Install AM.psd]
- (B) [Insert LAYER 11 from Install AM.psd]

At the next screen, enter your Audible® username and password. If you have forgotten your username and password, go to <a href="www.audible.com/helpcenter">www.audible.com/helpcenter</a> for help. Click the "Next" button and then again at the screen below.

# [Insert LAYER 9 from Install AM.psd]

Audible® will now register your device with our server so that it can playback Audible® content (formats 2 and 3) purchased under your account. You are now ready to begin downloading and listening to Audible®, Windows Media<sup>TM</sup> Audio and MP3 content on your Otis<sup>TM</sup>.

## 7. How to Use AudibleManager®

AudibleManager® is easy to use. You may play content on your desktop by highlighting the title then clicking on the blue "Play" toolbar button. AudibleManager® automatically imports all Audible®, MP3, and Windows Media<sup>TM</sup> Audio each time it is started. If you choose to manually import files, click the "Import" tool button at the top of AudibleManager®. Once imported, these files can be played back on your desktop through AudibleManager®, and can be transferred to your device using the same transfer sequence used with Audible® programming. The Otis<sup>TM</sup> is capable of holding both Audible® and music files at the same time.

## Transferring audio to your Otis<sup>TM</sup> device

To transfer audio programs to the Otis<sup>TM</sup>, select the audio program you wish to transfer by clicking (highlighting) the title. Then click on the toolbar icon "Add to Audible® Otis." The program will begin transferring to your device momentarily.

To transfer portions of an Audible® title, follow the steps outlined above. Before transfer begins, AudibleManager® will display a pop-up box allowing you to enter the time desired, or select the segment of the program that you would like to transfer to your device.

To configure AudibleManager® to automatically transfer a newly downloaded program to the Otis<sup>TM</sup>, go to the "Tools" menu, and then select "Options." Under the "General" tab, select "Automatically transfer program to device after download."

To configure AudibleManager® to automatically download new subscription issues when they are available, select the *Subscription shortcut* from the left side of the screen. Next, choose *Synchronize Subscriptions* from the "Audible" menu at the top of the screen. You will be required to enter your Audible® username and password. AudibleManager® will contact the Audible® server to get a list of your subscriptions that will appear in the *Subscriptions folder*. Click on the "Properties" button in the upper, right corner. When the *Properties window* opens select "Latest Issue" under the "Deliver to PC" box. The next time you open AudibleManager®, it will check to see if a new

subscription edition is available and download it automatically. If you want this process to occur without having to launch AudibleManager®, you will need to leave it running in the system tray.

To refresh the Audible® content on your Otis<sup>TM</sup> with new content from the same file (such as loading the second eight hours of a sixteen hour audiobook), connect your device and click the "Auto Sync" button from the toolbar. This will overwrite just the audio you have listened to with new content. Your device will remember the point where you last left off.

To delete audio programs from the Otis<sup>TM</sup>, select the program you want to delete from the bottom pane of AudibleManager® (listing all programs on your device) then click on the "Delete" button on the toolbar.

For more information about the features of AudibleManager®, visit <a href="https://www.audible.com/helpcenter">www.audible.com/helpcenter</a>.

## 8. How to Download Content from "My Library" at audible.com®

"My Library" is the repository for all the audio programs you have purchased from audible.com®. You can access your programs from "My Library" at any time and download or stream them when you are ready to listen to the file. For your convenience, we have divided "My Library" into two sections: *Individual Programs* and *Subscription Programs*. You'll find audiobooks, lectures, and speeches in the *Individual Programs* section. Audio programs are organized in the following way to make them easier to locate:

- New Brand-new programs that you have not yet streamed or downloaded.
- Heard Programs you have already downloaded or streamed.
- Archive Programs you want to store away from the rest of "My Library" Subscription Programs

You'll find editions of magazines, newspapers, radio shows, and Audible® Original programs in *Subscription Programs*. Audio editions are organized in this way to make them easier to locate:

- New The three most recent editions of your subscriptions.
- Archive All older editions of your subscriptions.

Once you have identified a program in "My Library" that you want to hear, follow the steps below:

- 1. Click the "Get it now" button next to the program you want to hear.
- 2. Select an audio format. (Otis<sup>TM</sup> can play back formats 2 and 3)
- 3. Choose to stream or download by clicking the appropriate button.

4. If you choose to download the program, open your AudibleManager® software, if it is not already open, and select the program to listen.

As a service to our customers, audible.com® allows you to download any program you have purchased as often as you like. Just click on the "My Library" link at the top of any page of our Web site. Then select the title you wish to download and click on the "Get it now" button.

9. How to Install and Use the Windows Media™ Player

The installation of Windows Media<sup>TM</sup> Player allows you to playback MP3 and Windows Media<sup>TM</sup> Audio on your computer and to put music from your personal CD collection into a format that can be played on your Otis<sup>TM</sup>. To install Windows Media<sup>TM</sup> Player, click the "Windows Media Player 7.1" button after inserting the enclosed CD-ROM into the CD-ROM drive of your computer.

Microsoft has a great online tutorial detailing how to use the Windows Media<sup>TM</sup> Player. To find the online help, go to <a href="https://www.microsoft.com">www.microsoft.com</a> and search on "Windows Media Player," or go to <a href="http://www.microsoft.com/windows/windowsmedia/EN/default.asp">http://www.microsoft.com/windows/windowsmedia/EN/default.asp</a>.

10. How to use Microsoft® Windows Media <sup>TM</sup> Player to Prepare Music from Your Personal CDs for Playback on Your Otis<sup>TM</sup>

To begin, open Windows Media<sup>TM</sup> Player and maximize to full screen view. Click the "CD Audio" button on the left side of the screen. Next, go to the "Tools" menu and select "Options," and then select the "CD Audio" tab. Unclick the box titled, "Enable Personal Rights Management." Click the "OK" button to save your changes. Note: If the box is left checked, music will not play in your Otis<sup>TM</sup>.

Next, insert the CD to be copied into the CD-ROM drive. You will see all the songs listed in the Windows Media<sup>TM</sup> Player. To select the files you want to copy, click the check box to the left of the title. The default is that all files will be checked and will be copied. After you have selected the desired files, press the red "Copy Music" button near the top of the screen. This will begin copying the selected music files to your computer's hard drive.

Once this process is finished, close Windows Media<sup>TM</sup> Player and launch AudibleManager®. When asked if you would like to import files, click "yes." AudibleManager® will search for and display the music files. Once in AudibleManager®, you may transfer your music files to your Otis<sup>TM</sup>.

### 11) Using the Otis<sup>TM</sup> with Audible® and Music Content

Your Otis<sup>™</sup> offers a variety of navigation and user controls. Below is a listing of all button functions and how to use your device both with Audible® content, as well as with music content.

#### Play button:

- Press once and hold 3 seconds to turn device on.
- With device on, press once to begin playback of audio files.
- With audio playing, press once to pause, once again to resume playback.
- With Audible® audio playing, press and hold for 2 seconds to place a bookmark that you may navigate back to later.

#### Stop button:

- With audio playing, press to stop playback. Pressing play will resume from the point where you left off in an Audible® file, or from the beginning of the audio file if listening to music.
- If in Mode Function, pressing stop will exit out of current function.
- Pressing and holding stop for 3 seconds will power Otis<sup>TM</sup> off.

#### Fast-Forward button:

- If pressed, audio skips to next Audible® or music file.
- If pressed and held, user can fast-forward within a music or Audible® file. When held for up to 10 seconds, navigation is 2x. When held for 10-30 seconds, navigation is 1 minute per second. When held for more than 30 seconds, navigation is 5 minutes per second.
- In search mode, pressing once will proceed to the next music type.
- During mode selection, mode function will be selected by pressing the fastforward button

#### Rewind button

- If pressed, audio skips to the previous Audible® or music file.
- If pressed and held, rewinds through current music or Audible® file. When held for up to 10 seconds, navigation is 2x. When held for 10-30 seconds, navigation is 1 minute per second. When held for more than 30 seconds, navigation is 5 minutes per second.
- In search mode, pressing once will proceed to the next music type.
- In search mode, pressing once will proceed to the previous music type.

#### Volume up (+) button:

- Pressing during playback increases volume.
- During EQ setting, pressing increases bass level.

#### Volume down (-) button:

- Pressing during playback decreases volume.
- During EQ setting, pressing decreases bass level.

#### Section navigation up (+) button:

- During Audible® playback, pressing will proceed to next section within file (if present).
- If pressed and held for 2 seconds, it will toggle to ALL -> RPT1 -> Random.

## Section navigation down (-) button:

- During Audible® playback, pressing will proceed to the previous section within file (if present).
- If pressed and held for 2 seconds, it will navigate through the set bookmarks.

#### Mode button:

The Mode button allows users to customize their listening preferences. Pressing the Mode button allows a choice of: *Music Play mode, Audible mode, and Equalizer mode*.

The *Music Play mode* is used to select the order in which the Otis<sup>TM</sup> will play audio files. To get started, press the Mode button, which will display "Music Play" on the LCD Screen. Press the Mode button once again to select "Music Play" mode. Using the FF button, you may select from the following playback functions: Normal, Random, and Repeat. Press the Mode button to finalize your choice and return to the main screen.

The *Audible*® Mode: The Audible® Mode is used to navigate to bookmarks set within Audible® audio files. You may also delete bookmarks and playback positioning marks within the Audible® [Tony can there be ® here?] Mode. To begin, press the Mode button, and with the FF button navigate to the "Audible®" setting. Press the Mode button to select and enter the Audible® setting. Use the FF button to select between B-Mark Set, B-Mark Del or Backup Del, then press the mode button once more to enter the desired setting. In the "B-Mark Set" mode, use the FF button to navigate to the particular bookmark you would like to skip back to and then press the "Play" button. The Audible® Audible will start from the point where you set the bookmark. Use the "B-Mark Del" mode to delete bookmarks by pressing mode once you have chosen "B-Mark Del". You will see "Erase?" and by pressing the mode button once more, all bookmarks will be deleted. You may use the "Backup Del" setting to delete the Playback position, which means that when you begin playing the Audible® audio file again, you will start from the very beginning of the program, not where you last left off.

The *Equalizer mode* is used to adjust the sound settings and levels of the Otis<sup>TM</sup>. To begin, press the Mode button, and then use the FF button to navigate to the "Equalizer" setting. Press the Mode button to select and enter the Equalizer setting. Use the FF button to select either Equalizer or User EQ settings. Press the Mode button again to enter the desired settings. In Equalizer mode, pressing the FF button will allow you to choose from the preset EQ Select settings: Flat, Dance, Latin, Jazz, or Rock. In User EQ setting, you are able to select from five EQ bands which you can visualize as the five

sliding buttons on a home equalizer, each controlling levels of treble and bass. Pressing the FF button navigates from BAND1, BAND2, BAND3, BAND4, BAND5. Pressing the Volume + or Volume – buttons, control the settings numbers 00 through 15 of each BAND. Press the Mode button after selecting the desired settings.

## 12) Handling and Storage

The Otis<sup>TM</sup> is designed not to skip during normal use, however, the unit could be damaged if struck or crushed. Make sure to keep the Otis<sup>TM</sup> out of direct sunlight and away from dust, dirt and sand. Always store in a cool dry area. Never leave this device, or any other electrical device, in a car where it can be exposed to extreme temperatures.

## 13) Warranty

Customers are entitled to warranty service for a period of one (1) year from the date of purchase. Warranty service does not apply to defects resulting from customer fault or acts of God.

Non-warranty service shall apply to defects resulting from:

- 1. Infiltration of foreign matter, such as water, liquid, or sand.
- 2. Breakage due to dropping or severe impact.
- 3. Damage to or deformation of the outer case caused by organic solvents suck as benzene.
- 4. Use of parts other than those certified by the manufacturer.
- 5. Loss or breakage of any parts or components caused by unauthorized disassembly.
- 6. Repair or modification done by any persons other than manufacturer authorized personnel.
- 7. Acts of God, such as lightning, storm, or flood.

For more warranty information and service options, please see the Audible Limited Warranty and how to receive service cards enclosed in the Otis<sup>TM</sup> package. You may also visit the Audible® Web site at audible.com® for more information.

# 14) FCC Compliance Statement:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference I 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 in radio communication. However, there is no guarantee that 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 measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receive is connected.
- Consult the dealer or an experienced radio or TV technical for help.
- Only shielded interface cable should be used.

Finally, any changes or modifications to the equipment by the user not expressly approved by the grantee or manufacturer could void the users authority to operate such equipment.

This device complies with part 15 of the FCC rules, operation is subject to the following two conditions: (1) This device may cause harmful interference, and (2) This device must accept any interference received including interference that may cause undesired operation.

FCCID: PCMOTIS Made by Korea

# 15) Miscellaneous Legal Disclaimers

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