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# Multi-Memo recording device (DH341)

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Please retain these instructions for future reference. These instructions are also available in other formats.

## General description

The Multi-Memo is a recording device which is ideal for speaking and listening activities, and is great for capturing a message when writing it may prove difficult. This device records and plays back multiple messages, with a total recording capacity of six minutes (360 seconds).

Up to 60 voice messages can be stored on the device and played back one at a time by using the skip forward and skip back buttons. The Multi-Memo has large tactile buttons which are brightly coloured and provide great colour contrast from the main case of the unit, making this product really easy to use. There is also a lock switch, so messages can't be accidentally erased.

## Orientation

The green Multi-Memo is round in shape and has buttons on the front and switches and the battery compartment on the back.

### Front

Located in the middle is a large round speaker. This is denoted by several holes.

Surrounding the speaker are a series of buttons. Position the memo so the large black button is furthest away from you. This is the **Play** button and has a small tactile arrow pointing right. Directly above the **Play** button is a narrow hole, which is to fit a lanyard through.

Following in a clockwise direction, and you will find the following:

A small red **LED indicator light**, which illuminates when a message is being played or recorded.

A red button with a small tactile circular shape, this is the **Record** button.

A yellow button with two small tactile arrows pointing right - this is the **Skip forward** button which moves to the next message.

A yellow button with two small tactile arrows pointing left - this is the **Skip backward** button which moves to the previous message.

A blue button with a tactile cross, this is the **Erase** button.

A small circular hole - this is the **Microphone**.

### Back

Turn the unit over and position it so the lanyard hole is nearest to you.

Directly above the lanyard hole is the battery compartment, which is locked by one Phillips screw.

To the left of the battery compartment is a two-way slide-switch. This is the **ON/OFF** switch for the device. The top setting is **ON** and the bottom setting is **OFF**.

Above the battery compartment and towards the right edge of the unit is another two-way slide-switch. This is the **LOCK** switch. The left setting is **LOCK** and the right setting is **UNLOCKED**. Use this lock feature to prevent any accidental erasing of messages.

## Using the product

### Switching the Multi-Memo on/off

Locate the **ON/OFF** switch, which is positioned on the back and to the left of the battery compartment, ensuring the switch is moved to the upwards **ON** position.

To turn the unit off, simply move the same switch to the downwards **OFF** position.

### How to record a message

Press and hold the red **Record** button to start recording and speak towards the microphone, which is also situated on the front of the unit. It is recommended that you do not hold the unit too close to your mouth as the recording may become distorted. Instead, hold it a few centimetres away from your mouth.

When the **Record** button is pressed, the red LED will illuminate and you will hear a beep sound, to indicate that recording has begun.

When you have finished your recording, release the **Record** button. The unit will beep again to indicate that the recording has finished.

Repeat these steps to record additional messages. The total recording duration is six minutes (360 seconds). You can record a maximum of 60 separate messages.

### How to play a message

Press the large black **Play** button to playback the last recorded message. If you wish to stop playback at any time, press the **Play** button once.

### How to locate messages

Press the yellow **Skip forward** or **Skip backward** button once and the message will begin to play. Repeat as necessary to find the message you require.

**Please note:** To skip directly to the last message press and hold the **Skip forward** button for three seconds. To skip directly to the first message press and hold the **Skip backward** button for three seconds.

### How to erase a message

Locate the message you wish to erase by pressing either the yellow **Skip forward** or **Skip backward** button and then press the blue **Erase** button once. The red LED indicator will flash once and you will also hear a beep sound to confirm.

**Please note:** To erase all messages, press and hold both the **Erase** button and the **Skip backward** button together for 15 seconds. The red LED indicator will flash once and you will also hear a beep sound to confirm.

### How to protect your messages

There is a **LOCK** switch located on the back of the Multi-memo. The **Erase** button and **Record** button can be disabled by sliding this switch to the left **LOCK** position.

## Battery replacement

The Multi-Memo is fitted with three AG13/LR44 cell batteries.

**Please note:** Some sighted assistance may be required to change the batteries.

Turn the unit over so the bottom is facing towards you, with the battery compartment nearest to you. Remove the small Phillips screw with a small Phillips screwdriver, and remove the battery cover.

Remove the three AG13 cell batteries and replace with three new ones, noting the correct polarity. There are three round holes within the battery compartment to facilitate all three batteries. Each battery should be positioned with the positive (flat) side of the battery facing upwards. Once all batteries are correctly inserted, replace the battery cover and re-tighten the screw.

Replacement batteries are available from RNIB.

**Please note:** RNIB does not guarantee batteries.

## How to contact RNIB

Phone: 0303 123 9999

Email: shop@rnib.org.uk

Address: RNIB, Midgate House, Midgate, Peterborough PE1 1TN

Online Shop: shop.rnib.org.uk

Email for international customers: exports@rnib.org.uk

## Terms and conditions of sale

This product is guaranteed from manufacturing faults for 12 months from the date of purchase. If you have any issues with the product and you did not purchase directly from RNIB then please contact your retailer in the first instance.

For all returns and repairs contact RNIB first to get a returns authorisation number to help us deal efficiently with your product return.

You can request full terms and conditions from RNIB or view them online.

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This product is CE marked and fully complies with all applicable EU legislation.

Please do not throw items marked with this symbol in your bin. Recycle your electricals and electronic devices **free** at your local recycling centre. Search for your nearest recycling centre by visiting www.recyclenow.com.

### Why recycle?

Unwanted electrical equipment is the UK’s fastest growing type of waste.

Many electrical items can be repaired or recycled, saving natural resources and the environment. If you do not recycle, electrical equipment will end up in landfill where hazardous substances will leak out and cause soil and water contamination – harming wildlife and human health.

RNIB are proud to support your local authority in providing local recycling facilities for electrical equipment.

To remind you that old electrical equipment can be recycled, it is now marked with the crossed-out wheeled bin symbol. Please do not throw any electrical equipment (including those marked with this symbol) in your bin.

### What is WEEE?

The Waste Electrical or Electronic Equipment (WEEE) Directive requires countries to maximise separate collection and environmentally friendly processing of these items.

### How are we helping?

In the UK, distributors including retailers must provide a system which allows all customers buying new electrical equipment the opportunity to recycle their old items free of charge. As a responsible retailer, we have met the requirements placed on us by financially supporting the national network of WEEE recycling centres established by local authorities. This is achieved through membership of the national Distributor Take-back scheme (DTS).

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