VOICEBIRD USER GUIDE

GB/US

voicebird

IN THE BOX
Voicebird
USB cable
User guide

ABOUT VOICEBIRD
Voicebird holds up to 8 hours of calls.
System requirements: USB 2.0

Visit **www.voicebird.com** for tips, tricks and
how-to videos

For the best Voicebird experience please visit
www.voicebird.com and sign up for your
personal Voicebird account, and see how
easy it is to manage, share, and transcribe
your conversations.

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CONTENT

01

THE ANATOMY
OF VOICEBIRD

VOICEBIRD WALK-THROUGH

A Green LED indicators for battery level

B Red LED indicator for recording status

C Recording button and on/off

D Button for pairing with a Bluetooth enabled mobile phone

E Blue LED indicates a connection with a mobile phone via Bluetooth (flash when pairing)

F Blue LED indicates correct pairing with a Bluetooth headset (flash when pairing)

G Button for pairing with a Bluetooth headset

H Micro USB port for file transfer and charging

I 3.5mm headset jack
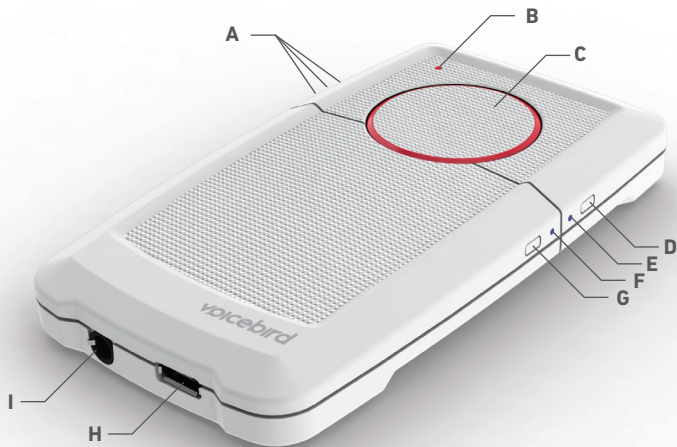
02

PAIRING VOICEBIRD
WITH A MOBILE PHONE

GETTING STARTED

Your Voicebird was shipped with a semi-charged battery but we recommend you charge it fully before using it the first time.

When your Voicebird is fully charged it must be paired with your mobile phone via Bluetooth. To do this simply follow these steps:

PREPARE VOICEBIRD

Turn Voicebird on by pressing the recording button. The red light will flash once to indicate that Voicebird is on.

Activate pairing mode by pressing and holding the top Bluetooth button until the blue light starts to flash. Voicebird will now search for Bluetooth devices for 30 seconds.

PREPARE YOUR PHONE

Turn on Bluetooth

iPhone

Go to Settings > Bluetooth and enable Bluetooth

Blackberry

Go to Settings/Options > Bluetooth and enable Bluetooth

Android (Sony)

Go to Settings > Wireless & Networks > Bluetooth Settings and enable Bluetooth

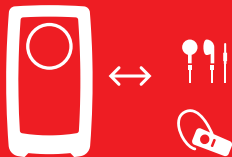### Windows and Android (HTC, Samsung)

Go to Settings > Bluetooth and enable Bluetooth

MAKE THE CONNECTION

1. Go to your phone's Bluetooth settings

2. Add, Search or Scan for devices

3. Select "Voicebird to phone"

4. If asked for a passcode enter "0000"

5. When pairing is complete, the top blue light is on

03

PAIRING / CONNECTING VOICEBIRD
WITH A HEADSET

CONNECTING VOICEBIRD WITH A WIRED HEADSET

Plug in the headset in the bottom of the Voicebird, and you are ready to document your first conversation.

PAIRING VOICEBIRD WITH A BLUETOOTH HEADSET

To be sure your phone or other nearby devices will not interfere with this pairing, we recommend you disable Bluetooth on your phone and other nearby devices, while pairing Voicebird with a Bluetooth Headset.

1. On your Voicebird, press and hold the bottom Bluetooth button until the bottom blue light starts to flash - Voicebird will search for Bluetooth devices for 30 seconds

2. Follow the headset guide for connecting with a Bluetooth device

3. When pairing is complete, the bottom blue light is on

BLUETOOTH PAIRING CODE

Voicebird has been pre-programmed with the pairing code 0000, which is the passcode for most Bluetooth headsets.

If your headset needs another passcode - e.g. 1111 - you simply adjust the code in your Voicebird. See how this is done in the FAQ on www.voicebird.com

If a Bluetooth Headset AND a wired headset is connected simultaneously, the wired headset will automatically be selected by the Voicebird

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NORMAL USE
OF VOICEBIRD
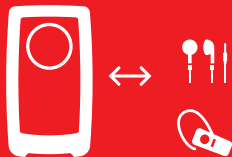
TURNING VOICEBIRD ON

Turn Voicebird on by pressing the recording button. The red light will flash once to indicate that Voicebird is on.

The top blue Bluetooth light turns on to indicate that connection to your mobile phone has been established. If a Bluetooth headset is also connected, the bottom blue light will turn on as well.

You can now talk in your mobile phone through voicebird. Whenever you want to record a conversation, simply press the recording bottom.

Note that on some mobile phones, e.g. iPhone, you must manually select "connect to Voicebird" each time Voicebird or mobile phone has been turned off.

RECORDING A CONVERSATION

If you use a Bluetooth headset the call must be answered from the headset. If by mistake the call is answered from the phone, just activate the call from the headset.

Start recording

Press the recording button and let go - the red light turns on, indicating that Voicebird is recording.

It is not possible to switch between a Bluetooth headset and a wired headset during recording, conversation or playback

End recording

Press the recording button and let go - the red light is off and recording stops.

If Voicebird is connected to a computer while recording you cannot see the file until Voicebird has been disconnected and re-connected.

LISTENING TO A VOICE

Listen to your recorded Voices

Double-click on the recording button – you now hear the last recorded Voice in your headset.

Find previously recorded Voices

Double-click on the recording button and listen to previous Voices in your headset. Each double-click takes you one Voice back.

Finish listening

Press the recording button once. This takes you back to your latest recorded Voice.

TURNING VOICEBIRD OFF

Press and hold the recording button. When the red lights start to flash quickly, release the button and Voicebird is off.

CHARGING VOICEBIRD

You charge Voicebird's internal rechargeable battery by connecting it to a computer using the included USB cable or to a power outlet using a USB power adapter.
When charging, you can still use Voicebird and record conversations.

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VOICEBIRD FILE MANAGEMENT

FROM VOICEBIRD TO A COMPUTER

Voicebird is connected to your Mac or PC via the included USB cable.

Voicebird will appear on your computer as a regular external disk.

When you open Voicebird in Windows Explorer or Mac Finder, your recorded Voices will appear.

You can now transfer them to the computer and listen to them directly.

The best experience however is signing up for a personal account on voicebird.com

FROM VOICEBIRD TO VOICEBIRD.COM

Voicebird.com is the backbone of the Voicebird.

An account on voicebird.com lets you upload, manage, share, and transcribe your Voice-files.

For more information on secure voice storing and sharing, or to sign up for your personal Voicebird account please visit:
www.voicebird.com*

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VOICEBIRD STATUS - FOLLOW THE LIGHT

LIGHTS OVERVIEW

Red LED light on front
Off: no action
On: a call is being recorded
Quick flashing: turning off

Blue LED light on the right side
Top blue: phone is connected to Voicebird via Bluetooth
Bottom blue: headset is connected to Voicebird via Bluetooth

Green LED light on the left side
The green lights indicate battery power level.

A flashing light indicates charging status.

A quickly flashing light indicates that the battery is very low on power.

When all three lights are constantly on the battery is fully charged.

ARTLINCO A/S

Designed by Artlinco in Denmark
www.artlinco.com

ECT

Electronics and software by ECT in Denmark
www.ect.dk

BHE

Assembled by BHE in Denmark
www.bhe.dk

voicebird

For further information see
www.voicebird.com

07

PRODUCT
INFORMATION

CONGRATULATIONS ON YOUR NEW VOICEBIRD BLUETOOTH® RECORDER

Voicebird makes it easy for you to document, remember and share all the important details in your telephone conversations. When Voicebird is paired with a mobile phone and a wired headset or a Bluetooth® headset you simply press the record button to activate Voicebird and record every word of a conversation.

Connect Voicebird to your computer by the included USB cable and every Voice appears as an audio-file. By uploading your Voice- files to voicebird.com you can listen to, save, transcribe or share your Voices. That is, Voicebird provides documentation and efficiency in one user-friendly unit.

CALL RECORDING LEGISLATION

On voicebird.com FAQ, we have outlined the general rules on call recording, and before using Voicebird, you should consult the telephone recording laws specific to your country.

READ THE USER GUIDE

We recommend that you read the user guide and familiarise yourself with Voicebird's functions before the first recording.

MORE COMING

On voicebird.com you can read more about the advantages Voicebird gives you as well as download software-updates. Voicebird has been tested with the prevalent chargers, mobile phones and headsets on the market. Should you come across a phone or a headset that for some reason is incompatible with Voicebird, we would appreciate to know, e.g. via our customer support, which you find on **www.voicebird.com**

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IMPORTANT INFORMATION ON
SECURITY, USE AND HANDLING

Voicebird must only be used for recording telephone conversations. It must not be exposed to damaging temperature or pressure influences or physical or technical intervention. Voicebird must be protected against short circuits and it must not be painted or exposed to water or dust influences.

Do not use Voicebird in environments with danger of explosions, e.g. near fuel depots and chemical facilities or in any other places in which you are asked to turn off electronic devices, e.g. mobile phones.

If these security rules are violated, it can lead to malfunction and the risk of damaging human health and the environment.

Voicebird has an internal rechargeable Polymer Li- ion battery, which is not to be removed. Although the battery is rechargeable it has a limited life, and its capacity will decrease over time.

The recommended storage temperature for the battery is 15°-25°C. Extreme temperatures reduce its capacity and life. A unit with a hot or cold battery may stop working.

NOTICE: *If the unit is connected to equipment that does not have a correct ground connection, the unit may be exposed to electrical shock. The product comes with a USB cable, which can be connected to a desktop or notebook computer for charging purposes. You must ensure that your computer has a proper ground connection before connecting the unit to the computer. The computer must be plugged into a power outlet with ground connection, which has been installed by an electrician in line with all norms and regulations.*

If the volume is turned up and/or the headset is used over a longer time, it can cause hearing damage.

All national rules and local restrictions should be consulted and must be complied with, e.g. concerning the use in airplanes, cars and hospitals as well as near other electronic devices.

In certain countries it is illegal to record conversations without having informed about it in advance, just as there may exist legislation about the passing of recordings. Therefore, you should investigate the national legislation before using Voicebird. Voicebird ApS. is not responsible for illegal use of Voicebird.

EUROPEAN UNION – ELECTRONICS AND BATTERY DISPOSAL INFORMATION:
The WEEE symbol (bin logo) means that according to local laws and regulations your product and its battery should be recycled separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities for the recycling of electronic equipment. The improper disposal of waste electronic equipment from the consumer may be subject to fines.

The separate collection and recycling of your product and its battery at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

STATEMENT OF FULFILMENT OF EU REQUIREMENTS
This product is CE branded and in compliance with the provisions in the R&TTE directive (1995/5/EC), the Low Voltage Directives (2006/95/EC) and the Electromagnetic Compatibility Directive (2004/108/EC). Voicebird ApS. hereby declares that this product meets the basic requirements and other relevant provisions in the mentioned directives.

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For further information see
www.voicebird.com