

USB DIGITAL VOICE RECORDING PEN



THANK YOU FOR PURCHASING THE USB DIGITAL VOICE RECORDING PEN

Please read this manual before operating the digital voice recording pen and keep it handy.

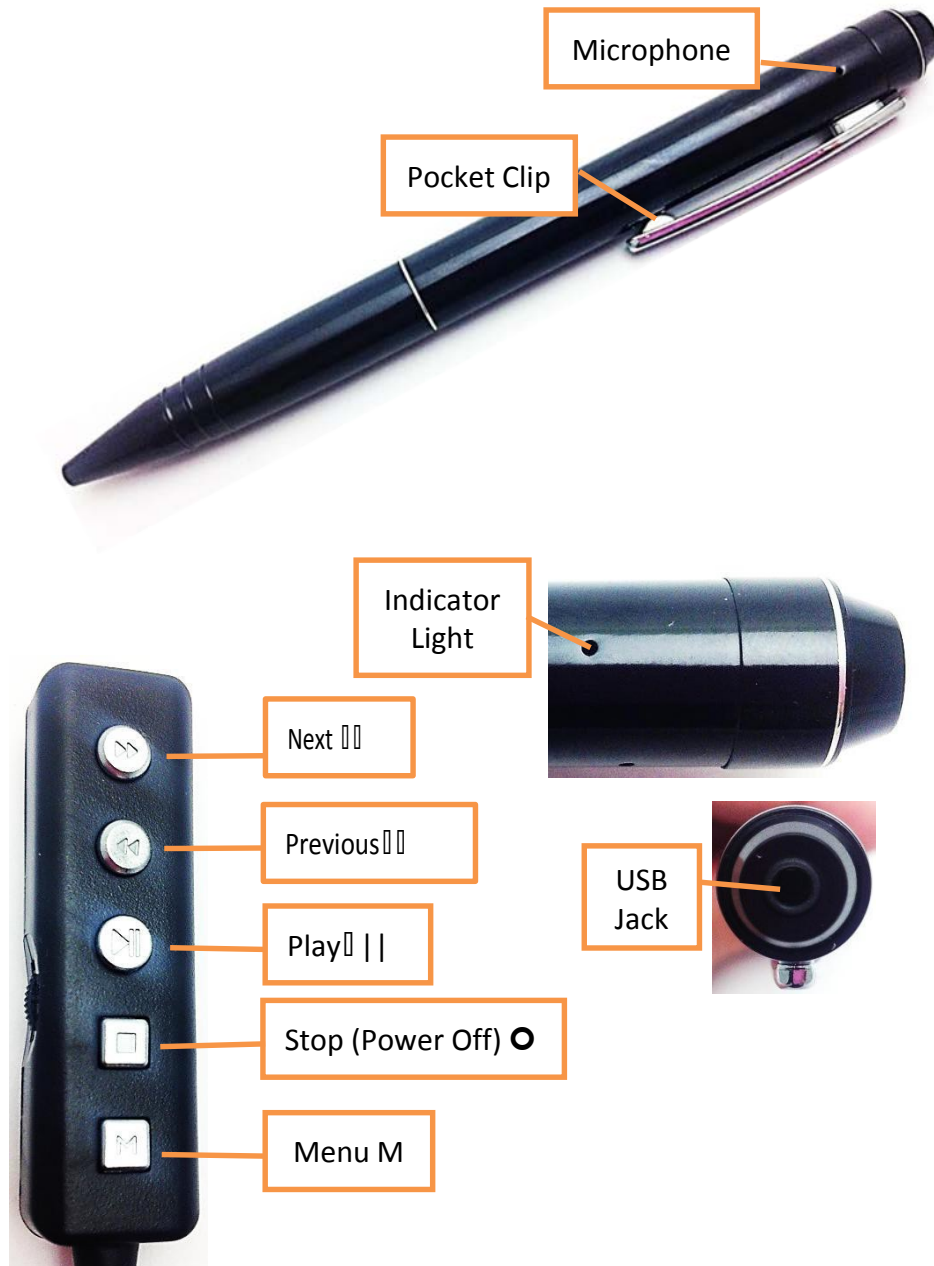
This fully functional pen comes in two different models. The 256MB model captures 8 hours of Very High Quality audio. The 1GB model captures up to 35 hours of Very High Quality audio; even while you're writing. It is perfect for secret shoppers, journalists, and private investigators taking covert footage. Also convenient for business people and students who want a quick way to take memos or record meetings and lectures for later review.

Usability is easy. Start and stop recording simply by pushing the pocket clip forward and back. Easily transfer your files or charge your pen's battery using the included USB cable. The software includes several ways to search your files and an automatic file introduction feature that can play the first few seconds of audio until you find the file you want.

Your purchase should include:

- 1 x Recording Pen in Gold
- 1 x Plug-in Recording Controller
- 1 x USB Cable
- 1 x Earphones
- 1 x Instruction Booklet

GET FAMILIAR WITH YOUR RECORDING PEN



OPERATING THE RECORDING PEN

IMPORTANT NOTICE: Allow the device to charge 4 – 6 hours before using.

HOW TO CHARGE THE PEN

1. Plug the charging cable into the jack on the pen
2. Plug the USB stick into your PC or an AC adapter (not included)
 - The green indicator light will be solid while charging
 - The green indicator light will flash when fully charged

HOW TO CHECK THE REMAINING BATTERY LIFE

1. When the pen is off, plug the remote into the penjack
2. Wait 3 seconds
 - Low battery (less than 30%): Green light is off
 - Medium battery (30%–60%): Green light is blinking
 - High battery (60%–100%): Green light is on

HOW TO SELECT RECORDING MODE

1. When the pen is off, plug the remote into the penjack
2. Push and hold the M on the remote for 3 seconds
3. Push the to cycle through recording modes.
 - XHQ High Sound Quality: Blue light is on or flashing
 - HQ Standard Sound Quality: Green light is on or flashing
 - LP Long Time Sound Quality: Red light is on or flashing
4. Push and hold the M button to save the recording mode

HOW TO USE VOICE OPERATED RECORDING (VOS)

1. When the pen is off, plug the remote into the penjack
2. Push and hold the M on the remote for 3 seconds
 - The indicator light will turn on
3. Push the on the remote to toggle VOS on and off
 - VOS off: the indicator light is solid
 - VOS on: the indicator light is blinking
4. Press and hold the M button to save your setting

HOW TO RECORD

1. Push the pocket clip towards the head of the pen
 - The pen is now recording audio
 - There is no indicator light while the pen is recording
2. Push the pocket clip towards the tail of the pen
 - The pen has stopped recording audio and powered off

Note: If you have the remote and headphone connected while recording, you will hear what the microphone is recording. The remote cannot be used while recording.

HOW TO PLAYBACK RECORDINGS

1. Plug the remote into the pen jack
2. Plug the earphone into the remote jack
3. Push **| |** to start playback
4. Push **| |** to pause playback
5. Push **| |** to skip to the next file
6. Push **| |** to skip to the previous file
7. Push **●** to stop playback

HOW TO USE AUTO SEARCH

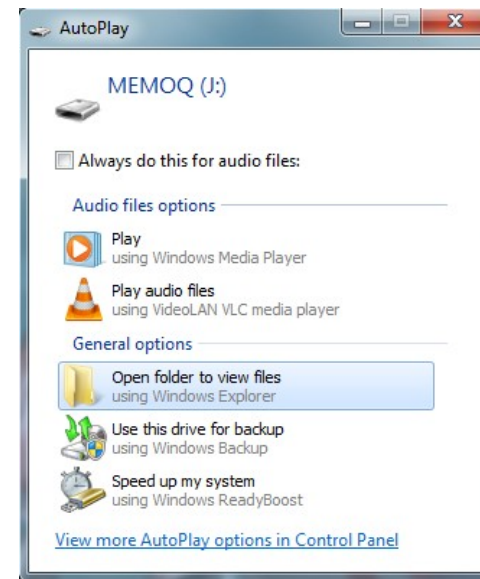
1. Plug the remote into the pen jack
2. Plug the earphone into the remote jack
3. Push and hold **| |** for 3 seconds
 - Starting with the first audio file, the first 5 seconds of each file will play before automatically going to the next
4. Push **| |** again when you hear the file you want to listen to entirely

HOW TO DELETE FILES USING THE REMOTE

1. Push and hold the **●** for 3 seconds
 - You will hear a beep
 - The file will begin to play.
2. Push the **●** on the remote to delete the file
 - You will hear a 2-second beep to indicate your file is deleted

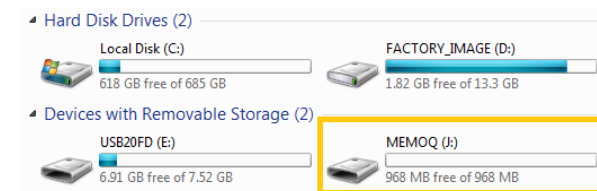
RETRIEVE THE FILES TO YOUR PC

1. Plug the device into your PC using the USB cable.
2. Locate “MEMOQ” inside the (My) Computer folder.
 - AutoPlay MEMOQ > Open folder to view files



Or...

- Go to Start > Computer > Removable Disk



3. Open the MEMOQ drive.
4. Open the VOICE folder.
5. Double click the file you want to view.

TROUBLESHOOTING

THE DEVICE WON'T TURN ON OR RECORD

- Charge the device for at least 4 hours before the first use.
- Make sure the charging cable is securely inserted into the device and into the power source.
- You can test the pen to see if it is recording by connecting the remote and headphone to the pen while it is set to the record position. If it has a charge and is recording, you will hear what the microphone is picking up.
- Reformat the device storage when connected to your computer. Your computer's manufacturer should have more information on how to reformat a storage device.

THE DEVICE ISN'T CHARGING

- If you are charging via a wall power source, you may need to charge via your PC.

MY COMPUTER DOESN'T RECOGNIZE THE DEVICE

- Unplug the device from your PC and reboot the device.
- Unplug the device from your PC and reboot your PC.
- Try using a different USB slot on your PC.
- Replace the USB cable.

THE SOUND IS UNCLEAR

- The device needs charging.
- Choose a high quality recording mode is available

I HEAR A 5-SECOND BEEP IN THE EARPHONE

- The battery is low
 - Charge the device
- There are 99 individuals audio files on the pen
 - Delete files you no longer need
 - Cut and paste files from the pen to your PC

OTHER ISSUES

- Call our technical support at **770-694-6923**

SPECIFICATIONS

Recording Time	12 hours
Sound Detection	Yes
Audio Format	MP3
Water Resistant	No
Battery Life	12 hours
Type of Memory	Internal Storage
Memory Capacity	256MB or 1GB
256MB Recording Capacity	LP ≈ 33 hours HQ ≈ 16 hours XHQ ≈ 8 hours
1GB Recording Capacity	LP ≈ 140 hours HQ ≈ 70 hours XHQ ≈ 35 hours
USB Interface	2.0 USB
Player Software	VLC recommended
Operating Systems	Windows 2000 Windows Me Windows XP Windows Vista Windows 7 Windows 8.1 Mac OSX Linux