

Instructions for your Audio Guestbook from theVOICEguestbook.com.

A. Starting Out

When you receive the phone, pull the phone out of the box and place it on a flat surface. Plug the headset into the phone and place it on the handle.

Plug the USB into power. Wait 10 seconds. The phone is ready to record messages.

B. Record a test Message.

Pick up the handset. The greeting I loaded onto the phone will play, followed by a tone.

Record your test message after the tone and place the handle back on the hook.

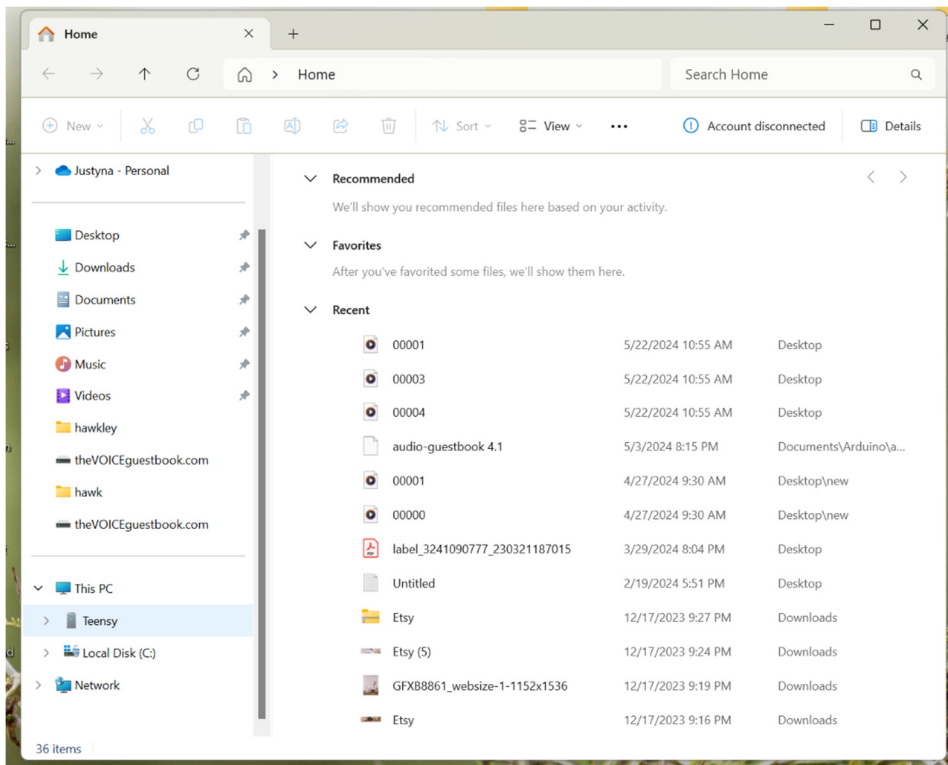
If you are in a quiet area, you will hear 4 short tones once you place the phone back on the handle. After those 4 tones, your message is recorded onto the microSD card of the phone in high-quality WAV format.

C. Retrieve your Message.

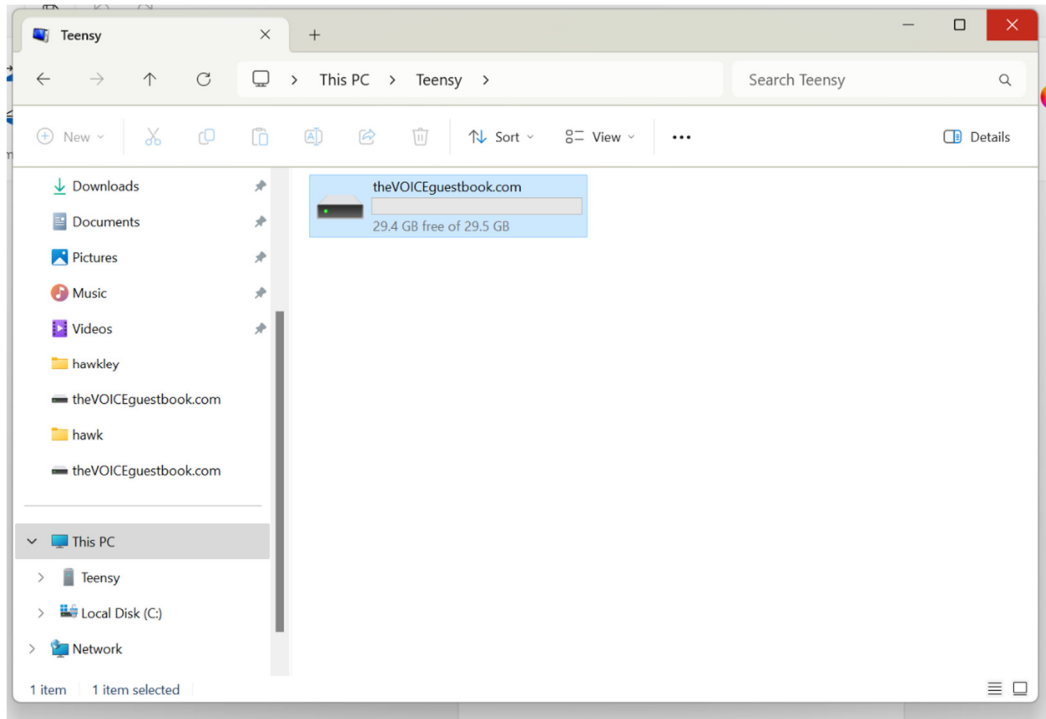
1. Plug the phone's USB cord into your Windows computer. If you are using an Apple computer, please download [OpenMTP](#) before continuing. *OpenMTP is a FREE, open-source, file transfer app for MACs that is compatible with our Audio Guestbooks' software.*
2. Open the File Explorer. You can do this by typing in "File Explorer" into the search bar on your desktop and pressing enter. The File Explorer Window will pop up.



3. In File Explorer, under “This PC”, on the left hand side, you will see “Teensy.” This is the Audio Guestbook memory. Double click to open.



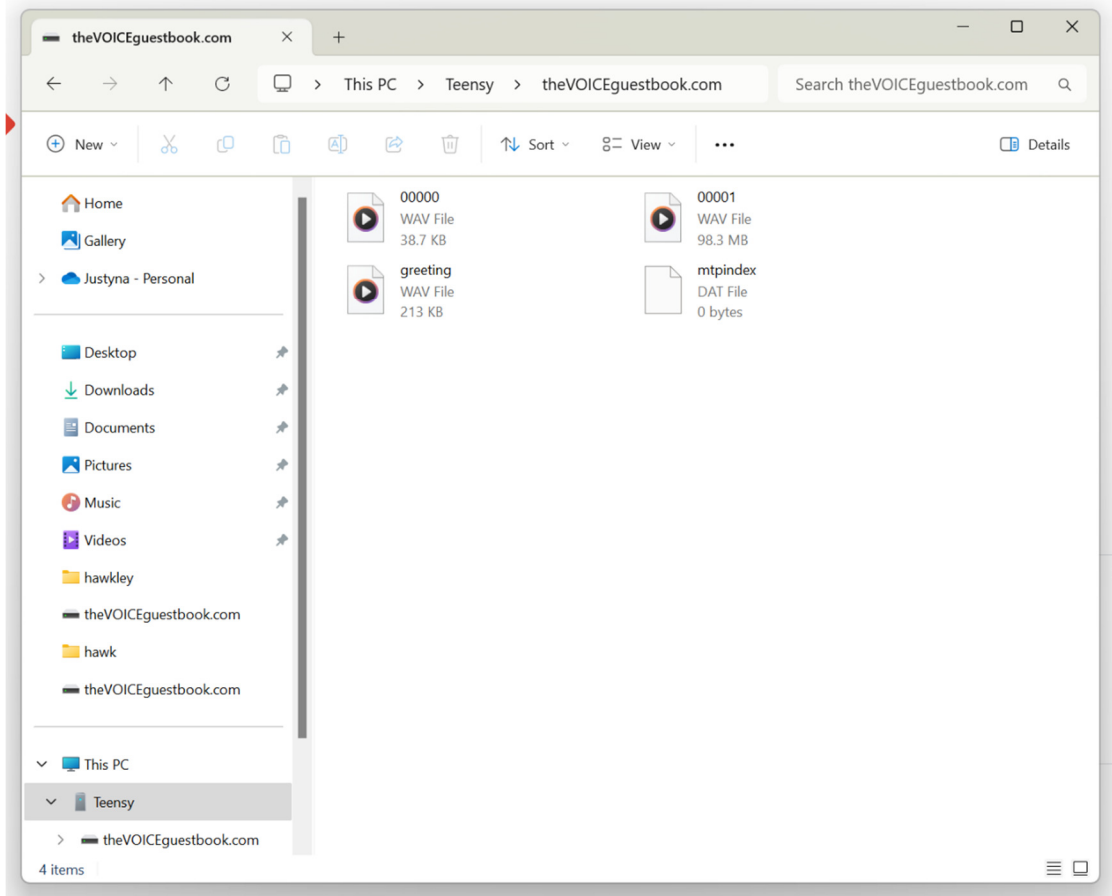
4. A file named “thevoiceguestbook.com” will appear. Double click to open.



5. You will see three types of files:

- **Greeting** is the recorded greeting in .wav format that I preloaded for you.
- Files numbers **0000, 0001**, and so on, are the recorded messages in .wav format.
- Ignore the file named **mtindex**. NEVER DELETE THIS FILE.

Your recorded test message was saved as numbered file (0000 if it is your first recording). Remove this file from the Teensy onto your desktop. Play the file from your desktop to hear your recordings. Always remember to remove the file onto your hard drive (ex. Desktop) BEFORE you play the file, otherwise it may become corrupted.

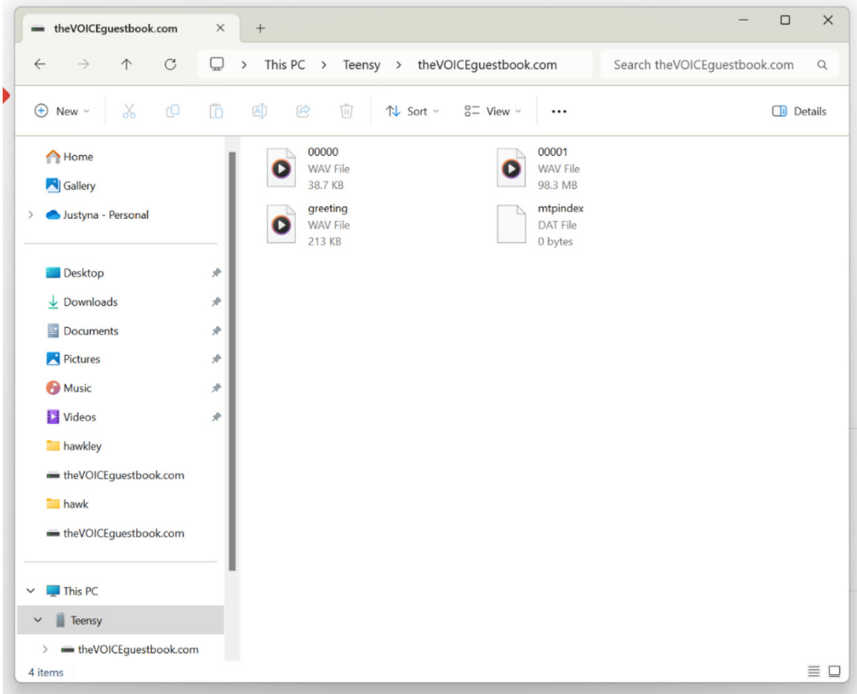


D. To Delete Messages (for your next client or another event)

Simply delete all of the numbered files (recordings).

E. To Record a new Greeting (for your next client or another event)

1. Delete the old **Greeting** file shown below.



2. Unplug the USB from the computer. Wait 10 seconds and plug back in. Wait 10 seconds.
 - When you pick up the phone, you will hear 4 tones play indicating that there is no greeting on the phone
 - After the tones, record your greeting and hang up to save the greeting. All Set!
3. Unplug the USB from the Computer. Plug it back in.
 - Once you open up the Teensy in your File explorer, you will notice that a new **Greeting** file appears in “theVOICEguestbook.com” folder.
 - The next time you pick up the handle, your new greeting will play, followed by a tone.
 - You can repeat this process as many times as you like until you are satisfied with your greeting.

F. At the Event

1. Place the handset on the phone on a hard flat surface.
2. Plug the phone into a power source. Wait 10 seconds.
3. The phone is ready to record!