

VOICEBIRD MINI USER GUIDE

GB/US



voicebird



IN THE BOX

Voicebird Mini
USB cable
Audio cable
User guide

ABOUT VOICEBIRD MINI

Voicebird Mini holds up to 16 hours of calls.
System requirements: USB 2.0

Visit **www.voicebird.com** for tips, tricks and how-to videos and to download user guides in other languages.

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

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01

THE ANATOMY
OF VOICEBIRD MINI



VOICEBIRD MINI WALK-THROUGH

- A** ON/OFF switch
- B** 3.5mm wired headset port
- C** Green LED indicator for recording status and ON/OFF mode
- D** Recording button
- E** Playback button
- F** Previous/next buttons
- G** Volume up/down buttons
- H** USB connection port
- I** Red LED indicator for battery status
- J** 3.5mm port for connecting to phone



02

CONNECTING VOICEBIRD MINI
TO YOUR PHONE





CONNECT YOUR PHONE

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

When your Voicebird Mini is fully charged, you can connect it to your phone. This is done by inserting the audio cable into the headset port on your Phone and the connection port at the bottom of Voicebird Mini.

03

CONNECTING VOICEBIRD MINI
TO YOUR WIRED HEADSET



CONNECT YOUR HEADSET

You connect your Voicebird Mini to your wired headset by inserting the headset cable into the top of the Voicebird Mini.

Note: Voicebird Mini uses the same standard as most phones and headsets. Use an OMTP to CTIA converter if necessary.



04

NORMAL USE
OF VOICEBIRD MINI



GETTING READY

When Voicebird Mini is connected to your phone and wired headset, you can talk on the phone without having to turn on Voicebird Mini.

RECORDING A CONVERSATION

Start recording

When receiving or making a call you would like to record, turn on Voicebird Mini and press the recording button. The green LED light at the top will start flashing, indicating that Voicebird Mini is recording.

Save battery life by only turning on Voicebird Mini when you want to record a conversation.

End recording

To end the recording, press the recording button - the green LED light will stop flashing and the recording stops.

Note: *It is not possible to record a telephone conversation when Voicebird Mini is connected to a computer.*

To preserve battery life, turn off Voicebird Mini when not in use.

LISTENING TO A VOICE

To listen to a recorded Voice conversation, press the play button. By default, Voicebird Mini will play the most recently recorded Voice first. After this, Voicebird Mini will loop back and play the first recorded Voice, followed by the second, the third, etc.

Click the previous/next buttons to skip to the previous or next Voice.

Finish listening

To finish listening to your Voices, press the play button on the Voicebird Mini.



CHARGING VOICEBIRD MINI

When Voicebird Mini is low on power, the red LED light at the bottom will flash.

You charge Voicebird Mini'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 (not included).

A full charging takes 10-15 minutes. Voicebird Mini has two hours of operating time on a fully charged battery.

Note: *You cannot record conversations while Voicebird Mini is charging.*

05

VOICEBIRD MINI
FILE MANAGEMENT



FROM VOICEBIRD MINI TO A COMPUTER

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

Note: *Voicebird Mini must be turned on when you connect it to a computer.*

Voicebird Mini will appear on your computer desktop as an external disk. Double click on the external disk and your recorded Voices will appear in the folder *VBMINI*.

You can now transfer your Voices to the computer and listen to them.

You will, however, get the best experience by signing up for a personal account at voicebird.com.

FROM VOICEBIRD TO VOICEBIRD.COM

Sign up for a personal voicebird.com account for the full experience.

An account 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***

06

VOICEBIRD MINI STATUS
- FOLLOW THE LIGHT



LIGHTS OVERVIEW

Green LED light on the top

Off: Voicebird Mini is turned off.

On: Voicebird Mini is turned on.

Flashing: Voicebird Mini is recording.

Red LED light on the bottom

If the red LED light flashes, Voicebird Mini must be recharged.

The red LED light will stay on during the charging.

07

PRODUCT
INFORMATION



CONGRATULATIONS ON YOUR NEW VOICEBIRD MINI RECORDER

Voicebird Mini makes it easy for you to document and share important details in your phone conversations. When you have connected it to a phone and a wired headset, you simply press the record button to record every word of a conversation, or you can use Voicebird Mini as a dictaphone.

Connect Voicebird Mini to your computer with the included USB cable, and every Voice will appear as an audio-file. Uploading Voice-files to voicebird.com, lets you listen to, save, transcribe or share them. Voicebird Mini offers documentation and efficiency in one user-friendly unit.

CALL RECORDING LEGISLATION

The general rules of call recording are outlined in the FAQ section of www.voicebird.com. Before using Voicebird Mini, please consult the phone recording laws specific to your country.

READ THE USER GUIDE

We recommend that you read the user guide and familiarise yourself with the functions of Voicebird Mini before the first recording. User guides in other languages can be downloaded on www.voicebird.com.

MORE COMING

On www.voicebird.com, you can read more about the advantages Voicebird Mini gives you as well as download software updates. Voicebird Mini has been tested with the prevalent chargers, mobile phones and headsets available. In case you come across a phone or headset that is incompatible with Voicebird Mini, please give us a shout.

08

IMPORTANT INFORMATION ON
SECURITY, USE AND HANDLING



Voicebird Mini must only be used for recording telephone conversations and as a dictaphone. 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 Mini 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 Mini has an internal rechargeable 110 mAh Lithium 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 device with a hot or cold battery may stop working.

NOTICE: If the device is connected to equipment that does not have a correct ground connection, it may be exposed to electric shock. The device 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 device 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 use. Voicebird ApS is not responsible for illegal use of Voicebird Mini.

EUROPEAN UNION - ELECTRONICS AND BATTERY DISPOSAL INFORMATION

The WEEE symbol (bin logo) means that according to local laws and regulations your device and its battery should be recycled separately from household waste. When this device stops working, 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 device 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 device meets the basic requirements and other relevant provisions in the mentioned directives.



Designed by Artlinco in Denmark - www.artlinco.com

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For further information see www.voicebird.com

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For further information see
www.voicebird.com