

AUDIO MEMORY SYSTEM

YOU'LL REMEMBER™

OWNER'S MANUAL



PERSONAL YOU'LL REMEMBER™
MEMORY SYSTEMS

www.PersonalMemorySystems.com

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GET STARTED NOW

Congratulations on giving yourself a perfect memory! With your new Audio Memory System, you'll never have to fear forgetting someone's name, missing a key suggestion in a meeting, or wanting more time with a loved one. You've taken the first step in guaranteeing that for always, **you'll remember.**

You can begin recording your memories right away, or if your PDA battery is not charged, in just a few hours. Just follow these steps:

1. Charge your PDA battery, by plugging in your PDA to it's charger
2. If we prepared your memory card, insert it into your PDA. It should be already loaded with our software. If not, follow these steps to load it:
 - a. Load the Audio Memory Systems CD into your personal computer (PC) or laptop
 - b. Load your memory card into your Compact Flash adapter and connect to your PC
 - c. Read the section below, called "Installing Your Software"
3. Insert your memory card into your PDA's memory slot.
4. On your PDA, select
 - a. Start in the top, left corner
 - b. Select File Explorer
 - c. You should see Storage Card
 - d. Select AMS Record.exe
5. Select the Record button.
6. **You will receive a warning dialog box** from your Windows Mobile Device that says "This Program is from an unknown publisher. Running it can Possibly Harm your Device. Do you want to continue? Name:AMSrecord.exe, etc..." Select **Yes**. This will happen when you upgrade your software as well.

FURTHER DETAILS

In order to take full advantage of your system, we recommend reading your manual right away to learn about the simple steps necessary to completely collect and archive your memories for as long as you want.

INSTALLING YOUR SOFTWARE:

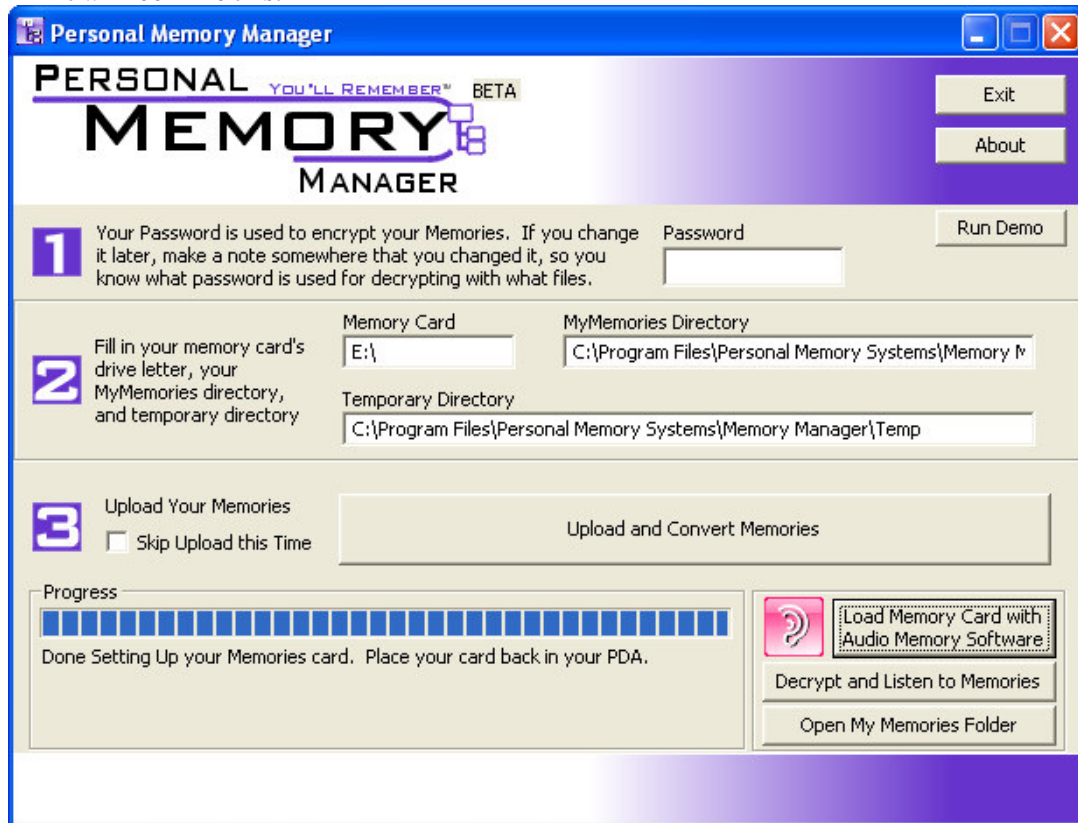
The CD or your Downloaded File

On your CD/Downloaded file, there is a file called **setup.msi**. Execute this on your PC. It installs the Personal Memory Manager™ software for your PC and enables you to copy your Audio Memory System software to your PDA or Smartphone.

To Do:

Here are the steps you should take to get everything ready:

- On your Windows XP PC, run **setup.msi** by double-clicking it.
- Once the installation is complete, go to your Start button on the PC, Select Programs | Personal Memory Systems | **Install Windows Media Player 9**
- Once that is done, launch Personal Memory Manager from the icon on your Desktop or by Selecting Programs | Personal Memory Systems | Personal Memory Manager
- **It will look like this:**



- Insert your media card into your media card reader and connect it to your PC
- Note the drive letter (D:, E:, F:) that your media card appears as.
- Type that drive letter into the "Memory Card" text box in row 2 of the Memory Manager software
- Press the "Load Memory Card with Audio Memory Software" button on the bottom right next to the ear icon.
- Remove your card once you can see the AMSRecord.exe file on your media card.
- Insert it into your PDA

- **On your PDA** choose the Start Windows icon in the top left
- Choose **Programs** from the drop down
- Choose **File Explorer**
- Click File Explorer's drop down menu (It may start out by showing **My Documents** – **click that**) and choose your Media Card ("CF Card" for Compact Flash or "SD Card" for Secure Digital cards)
- Click on AMSRecord.exe
- If the Record button is already grayed out, your Audio Memory System is recording. If not, click the Record button, and it will begin recording.

SETTING UP YOUR MICROPHONE

As you know, your Windows Mobile Device has a microphone for recording your memories. It comes with a default setting. In order to maximize the amount of activity in your surrounding area that you can hear later, we recommend you increase the microphone's recording level to the maximum level. If, after you try this, you prefer the automatically controlled gain level that works fine too.

- Choose The **Start Windows Icon** in the top left of your device.
- Choose **Settings** from the drop down menu
- Choose **Microphone**
- Slide the slider to **High**
- Select **OK**
- There is an Input setting you can use to set the voice recording format. This is used for the built in Notes that the Windows mobile device has, not your Audio Memory System. Changing it will have no effect on you recordings

SETTING UP YOUR DEVICE FOR LONG TERM RECORDING

You can use your Audio Memory System to record 24 hours per day, 7 days per week. In order to do so, you will want to keep the device from going to sleep. In order to minimize disturbances, and breaks in your recording times, here are a few tweaks to your system that will help your Windows Mobile Device perform at its best.

- Choose The **Start Windows Icon** in the top left of your device.
- Choose **Settings** from the drop down menu
- Choose the **Brightness Icon**
- On the **Brightness** tab, For batter Power, set it to the lowest brightness setting before it turns off the backlight
- On the Battery Power Tab, choose to Dim the Device, if ideal for more than 15 or 30 seconds.
- Select **OK**
- Choose the **Power** icon
- On the **Advanced** tab, **uncheck** the “**Turn of Device if not used**”. Just because programs are running on your device, does not mean it will not turn off. This is more for PDAs and less for SmartPhones.
- Select **OK**
- Choose the **Sounds & Notifications** icon
- We find it is less intrusive for our day to day use, when the device does not make sounds. This setting is up to you, and is recommended for PDAs. **Uncheck Enable Sounds** for everything.

OTHER IMPORTANT SETUP ITEMS

Fill out the **Owner Information** in your Windows Mobile device. You will appreciate the kind soul who returns your several hundred dollar product.

Owner Information

- Choose The **Start Windows Icon** in the top left of your device.
- Choose **Settings** from the drop down menu
- Choose the **Owner Information** Icon
- On the **Identification** tab, Fill out your **name and other contact information**. It may have already been placed there during your initial Synchronization session.
- On the **Options** tab, select “When the device is turned on, Display: **Identification Information**”
- Select **OK**

Time of Day

You may need to set your PDA time, if you are not allowing that to be done automatically by an Active Sync operation. **If you do not have the correct time and date on your device, your memories, which are named by the time and date, will be time and date stamped to the wrong time and date.** Here are the steps for this:

- Choose The **Start Windows Icon** in the top left of your device.
- Choose **Settings** from the drop down menu
- Choose the **Clocks & Alarms** Icon
- On the **Time** tab, Use the drop down menus to set your time zone and time of day.
- Select **OK**
- When the popup menu asks you if it is ok to change the time settings, select **Yes**

Passwords

- **You might consider setting your Password**, as the memory files collected on your Windows Mobile device are **not encrypted yet**. To do so, Select the **Password** icon while still under Settings
- Check “Prompt if device unused for ”
- Choose the amount of time you are comfortable with from the drop down menu.
- Fill in your password and the confirm box.
- NOTE: **DON'T FORGET YOUR PASSWORD. WE CANNOT HELP YOU RESET THIS.**
- On the **Hint** Tab, set a Hint to help yourself

USING THE RECORDING SCHEDULER

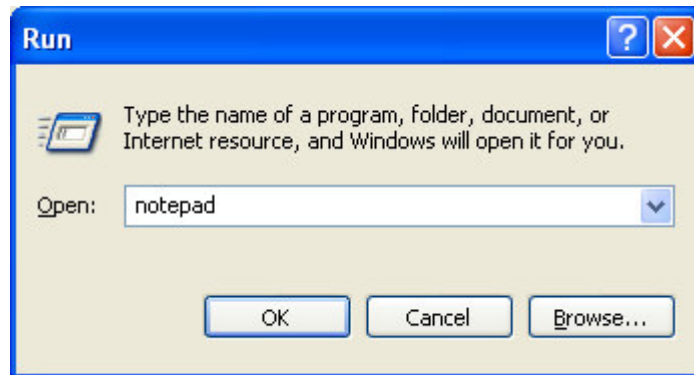
Some customers only want to record during a certain block of time during the day, either because they do not want to record the hours when they are asleep, or they want to manage the limited memory card resources they have on their device. By setting the scheduled recording block, you can also manage the amount of time you have to wait between uploading your memories.

For example, a 4Gigabyte media card will let you record continuously for 5.75 days. A 1Gigabyte card should last you nearly a couple days of non-stop 24/7 recording time. We'll show you how to set up a simple file, called an "ini file" that limits recording to a certain block of hours during the day, like 6am to 6pm for example, which will extend the recording time between uploads from your card.

Example:

You can set your schedule to a weekly upload on the weekends, for example, by not recording 4 hours of the day. Then each weekend you can get into a cycle of uploading your memories, rather than trying to remember every 5 days. (There is a handy memory gauge to help you remember to do this, so check it every once and a while to be sure you haven't forgotten.)

- Creating the **amsecord.ini** file:
 - On your **Windows PC**, select the Start button
 - Select **Run** on the menu
 - Type in **notepad** as shown & press **OK**



- In Notepad, Type the following two lines:
startrecordingat=0
stoprecordingat=4
- On the main menu, Press File, Save
- After connecting your media card to your PC, Navigate to your media card
- Fill in the following **YOU MUST HAVE THE DOUBLE QUOTES**
"amsrecord.ini"
- Press **Save**
- Disconnect your card, put it back in your Windows Mobile Device, and run it as usual.

The **startrecordingat** and **stoprecordingat** times are in military time. So if you want to start recording at 9pm at night, you would set **startrecordingat=21**

This is a daily block of time; every day your Audio Memory System will record the same block of time. It will tell you on the screen the schedule it has read, and it will tell you when it is **skipping** the current hour's recording.

SETTING UP YOUR DEVICE FOR 1 BUTTON OPERATIONS

Some customers may only want to use their Audio Memory System as a quick on quick off recorded that is friendlier than other recording devices, and they prefer not to use the Notes feature built into their Windows Mobile device.

You can set up the Audio Memory Systems software to be launched by your hardware Record button, if you have one, or one of the other buttons on your device. You can also set it up to just be available on the Start dropdown menu for quicker operations.

Adding the AMSRecord icon to your Start Menu:

- Insert the memory card containing your **AMSRecord** software into your PDA.
- Choose The **Start Windows Icon** in the top left of your device.
- Choose **Programs** from the drop down
- Choose **File Explorer**
- Click File Explorer's drop down menu (It may start out by showing **My Documents** – **click that**) and choose your Media Card ("CF Card" for Compact Flash or "SD Card" for Secure Digital cards)
- **Click & Hold** on AMSRecord.exe, waiting for the right-click menu to appear
- Select **Copy**
- Click File Explorer's drop down menu, select **My Device**
- Select **Windows**
- Select **Start Menu**
- Select **Programs**
- In the bottom right, select **Menu**
- Select **Edit**
- Select **Paste Shortcut**
- **Click & Hold** on Shortcut to AMSRecord, waiting for the right-click menu to appear
- Choose **Rename**
- Rename to **AMSRecord** (essentially delete the "Shortcut to" part)
- Select the **AMSRecord** icon
- That should register the icon in your Start Menu for later

Assigning a hard button on your Device, like your Record Button to launch Your Audio Memory System Software:

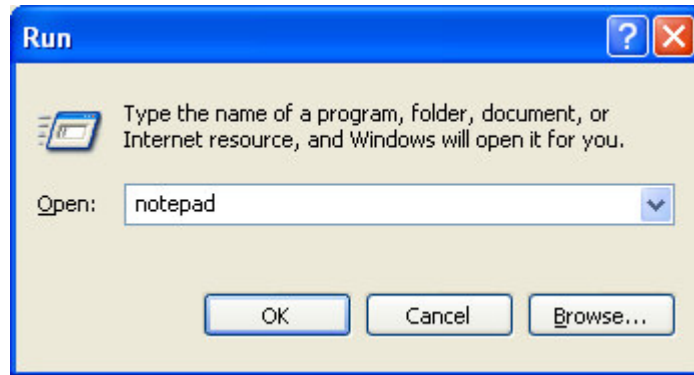
Now that your Audio Memory System software is listed in your Programs Start menu, you can assign a hardware button to launch it.

- Insert the memory card containing your **AMSRecord** software into your PDA.
- Choose The **Start Windows Icon** in the top left of your device.
- Choose **Settings** from the drop down
- Choose the **Buttons** icon
- Choose the button that you want to assign to your AMSRecord software.
- Use the "**Assign A Program**" Drop down/Drop up list menu at the bottom to choose **AMSRecord**
- Select **OK**
- Press your hardware button, and the Audio Memory System software should run.

Setting up your Audio Memory System software to run automatically

We'll show you how to set up a simple file, called an "ini file" that tells the software to start recording right when it is launched, and to exit just a quickly

- Creating the **amsecord.ini** file:
 - On your **Windows PC**, select the Start button
 - Select **Run** on the menu
 - Type in **notepad** as shown & press **OK**



- In Notepad, Type the following two lines:
exitonok=1
recordonlaunch=1
- On the main menu, Press File, Save
- After connecting your media card to your PC, Navigate to your media card
- Fill in the following **YOU MUST HAVE THE DOUBLE QUOTES**
"amsrecord.ini"
- Press **Save**
- Disconnect your card, put it back in your Windows Mobile Device, and run it as usual.
- Your Audio Memory System should automatically start recording.

RECORDING YOUR MEMORIES:

File Recording with AMSRecord.exe:

The software on your PDA has been designed to run 24hours a day 7 days a week. It can be started or stopped at will by pressing the record and stop buttons. To make reviewing your memories more convenient, the recordings get sliced into hour-long chunks.

File Names:

When files are initially recorded, they have the following format:

yy.mm.dd. hh:mm:ss.wav

where

yy is the year,

mm is the month

dd is the day
hh is the hour
mm (the second one) is the minute and
ss is the second the recording began.

The filenames have been formatted for easy sorting on your windows PC. If you sort by name, you can see them in sequential order. After compression the extension become .wma and after encryption, they'll have another extension based on the encryption software you use.

Adding Notes:

You can also add a quick note for easy reference by later by writing in the note you want into the text box above the "Add this Note to Last Filename" button and then pressing the button. If you want to add a note to the past few minutes, press the stop button, and then press the add button. **We recommend adding a quick note to a file when something significant has happened to you**, as this will make it easier to search out these key moments later. Here are some examples of key moments we might note:

- Going to a tradeshow and meeting contacts
- Having a conversation with a key person and getting good advice but not having a pen to write it down
- Your baby's first words
- Your loved one's last month with you
- Going to see a great movie whose lines you may want to remember
- You name it!

Remember you won't want to comment everything that happens, as that will get cumbersome. You'll know if something is important enough to comment. Note you can also do this on your PDA using File Explorer or your PC using Windows Explorer (not Internet Explorer).

UPLOADING, COMPRESSING, AND ENCRYPTING YOUR MEMORIES:

How Often:

The format in which your memories are recorded is somewhat large, making it difficult for you to save your files without taking up large amounts of space on your PDA, your computer and eventually on your DVD's. **Follow these steps weekly** to upload and remove your memories from your PDA to your computer and compress them for later storage.

Uploading:

In order to upload your memories, stop the PDA software from recording. Pull the Compact Flash (CF) out of the PDA, insert it into the Compact Flash adapter. Insert your CF adapter into your PC or laptop. Once the CF shows up as a hard drive (probably E:, F:, G:, etc...), launch the Personal Memory Systems Software.

Select the Upload and Compress button, choose the source drive letter, and choose the target folder. Your Target folder will be on whatever drive you choose. For example that would be "C:\MyMemories\2005\November". Though your filenames do have all the date information in them, the folders have been named to make your memories easy to search later.

Copying:

The software will first copy all the files from your Compact Flash to a temp directory on your computer. It will then tell you, so you can pull your CF back out of the computer and put it back into your PDA and continue collecting memories. It will pop up a directory showing you the temp directory, so you can verify they've been safely copied over. It will ask you whether it is ok to delete the files from your Compact Flash. Select yes, if you see them in the temp directory.

Compressing:

The software will then copy and convert your memories into Windows Media Audio files and store them in the target directory you chose. These play just like your original memories that have been recorded by your PDA; they just take up much less space. Your memories can be played on any Windows XP system with Window's built-in Media Player. If you don't have Media Player installed, you can download it from www.Microsoft.com

Encrypting Memories:

We recommend you protect your files, so that no one can listen to them but you. You can do this with a thumb print scanner. If you ordered one from us, it was provided in your kit, and you can install the thumbprint reading software for that scanner. You "register" your thumb and fingers, along with **passwords that we recommend are passwords you can easily remember**. Remember, that with encryption software, if you don't know the password or can't provide a thumb, **you cannot get those memories back!** This also applies if you lose the scanner. So don't forget the password, even though you are using a thumbprint scanner.

Using the thumb print scanner, you can select, right-click and encrypt your memories. The encryption process takes a while, but is automated, so you can walk away. Note it does not change your file name, so

you can still do a text search later for easy access. It may change the extension, though, which is normal. When you decrypt the memory later, the extension will be restored.

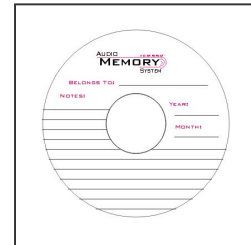
BACKING UP YOUR MEMORIES:

How Often:

Even though we compress your memories, in order to save space on your computer, eventually you'll fill up your computer's hard drive with your memories. **This is why you need to have a DVD burner.** Your Memory Manager software compresses the memories down enough, so that one month's worth of memories can fit onto a standard 4GB DVD. **Once a month, burn your latest month's worth of memories onto a DVD.**

Labels:

We have included a beginner set of DVD labels for your first year of memories. They are located in your binder that came with your Audio Memory System Kit. Each label has a line for your **name**, the **month** and **year** of the recording, and **notes**. In the notes section, you can list a few key events that occurred this month for easy reference later. **We recommend adding good notes to your DVD's when something significant has happened to you**, as this will make it easier to search out these key moments later. In addition we have provided DVD sleeves in your binder, so that you can store your DVD's in one handy place for easy access later.



Finally, on your installation CD is a PDF of the labels, in case you prefer to print them yourself. It is also available on our website at www.personalmemorysystems.com. We also have a refresher kit of another year's labels you can purchase from the site, so you don't have to print them.

REVIEWING YOUR MEMORIES:

This is where your investment pays you back! It's the time when you need to get that memory that would have been lost forever to the normal person. But with your Audio Memory System, you'll be recalling that experience in no time. Look back over the DVD's you've collected and the notes you made on each DVD, where you think the event occurred. Put that DVD into your computer, and use Windows Explorer to look at the DVD. If you added notes to your memories, you can use Windows' built-in search engine to look for filenames with those notes. Press F3 or use your mouse to click the Start button and Search. Search the DVD for your keyword. In the returned list of files, you can select and play your memories.

Encrypted Memories

If you chose to encrypt your files, using a thumb print scanner, you'll need to decrypt the files using your thumbprint scanner. You can right-click on the files returned in the search, to which you want to listen, and

select the option to decrypt those files. Then you can listen to your memories using Windows Media Player.

OTHER USER TIPS:

- When reviewing your memories in public places, consider using headphones. Remember all your memories are private. This will allow you to comfortably review your memories without an invasion of privacy.
- Sometimes people may feel uncomfortable with you recording their conversation. We have created a list of items you can use to tell them about your Audio Memory System, so that they can understand what you are trying to accomplish. If these work, that's wonderful, and remember to respect that person's privacy later on when you are reviewing your memories. If they don't work, turn off the recording software, and lay the PDA in front of them until your conversation is complete. This will help build their confidence, and hopefully they will eventually allow you to record your experiences with them in the future.
 - "I protect your privacy and mine, by encrypting my memories with 32 bit encryption and then lock those files out with a thumbprint scanner. No one, not even my wife (husband) can listen to these. They are mine only."
 - "These memories are only for me to hear later, and I only listen to them, if I really need to. I am a busy person and only revisit experiences when I need to."
 - "We've already had this conversation once, when I hear it. It's just for reference, if I ever need it."
 - "Can I have your permission to record my memories of our conversation? Again it's only for me."