

ORPHEO KIT USER'S GUIDE



Southern Visions Traveling Exhibits

Suggested procedures and information for the use and set up of the Orpheo Kit.



Q Media
Productions, Inc.
Audio & Video

541 North Boyd Street
Winter Garden, Florida 34787
USA

Phone: 407-654-7067
Fax: 407-877-0067
Email: solutions@qmediaproductions.com
Website: www.qmediaproductions.com

The Audio Tour Kit Includes:

- One (1) charging/storage case
- One (1) power cord
- Twenty (20) Orpheo Compact Players
- Twenty (20) Lanyards
- One (1) CD with the following files:
 - **“How to use Orpheo Compact – Quick Reference Guide”**: To be used by staff and volunteers distributing the audio guide
 - **“Orpheo Kit Users Guide”**: Suggested procedures, more information on audio guide use
 - **“Orpheo Setting and User Manual”**: Manufacturer’s user guide for Orpheo Compact and Classic Units. Included for reference.

Please verify all items are present. If not, please notify

Jenna Knight, Program Assistant, [South Arts](#), 1800 Peachtree Street NW, Ste 808, Atlanta, Georgia 30309, phone - (404) 201-7932

NOT INCLUDED:

- Surge Protector – It is recommended that you when the charging unit is plugged in you use a surge protector to help protect the electronics in case of power spikes, lightening, or other power related issues.
- Cleaning/disinfectant wipes to clean the audio guides. Non-abrasive, no ammonia.
DO NOT USE CLEANERS CONTAINING AMMONIA (e.g. glass cleaner)

As part of a traveling exhibit, your staff may or may not be familiar with audio guides. The following information will help you and your staff have an enjoyable and easy process with the audio tour component of the exhibit.

UPON ARRIVAL OF THE EXHIBIT

1. Inspect the exterior of the charging unit for any visible damage.
2. Save all packing material for the close of the exhibit.
3. Open the case and make sure all of the components are present.
4. Select a location to set up the case. Make sure it has at least 3” clearance around it for proper airflow and circulation.
5. Plug in the case and charge the units for 2 hours.
6. Once the entire exhibit is in set up and in place, we suggest that staff and volunteers take the audio tour in order to familiarize themselves with both the content and operation of the audio guides.

SUGGESTED START OF DAY PROCEDURES

1. Make sure the charging unit’s power switch is in the OFF position.
2. If necessary, move the case to your chosen distribution location.
3. Turn each unit on, check battery level.
4. Wipe down each unit with a disinfectant cloth.
5. The charging rack may be used as a place to hold the units when they are not being used by a visitor.

SUGGESTED DISTRIBUTION PROCEDURES

To distribute the audio guides to visitors:

1. Request a photo ID.
NOTE – One photo ID per person OR One photo ID for the group.
2. Place the photo ID in a simple card file.
3. Show the visitor how to use the LEFT and RIGHT arrow keys to scroll through the stops.
4. Tell them to look for the audio tour numbers on the panels and cases.

5. Let them know that after they select a number all they need to do is to hold the audio guide next to their ear and the audio will start to play in a few seconds.
6. Point the visitor to where they should listen to the first stop.

To Return:

1. Wipe down the unit with a disinfecting wipe.
2. Return the audio guide to the rack.
3. Give the visitor back their ID.

SUGGESTED END OF DAY PROCEDURES

1. Make sure that all of the audio guides have been returned to the charger.
2. If necessary, move the case to a secure storage location.
3. Plug in and turn on the charging case (*The audio guides can be charged overnight. The audio guides will fully recharge in two hours and the charger slots will automatically shut down after three hours to avoid overheating or damaging the battery.*)

EXHIBIT CLOSE

1. Visually inspect all audio guides. Note any damage and inform Southern Visions
2. Make sure all components (*audio guides, lanyards, power cord, Information CD*) are returned to the charging case.
3. Close the case and re-pack it in the original shipping material.
4. Pack the Orpheo Kit appropriately with the rest of the exhibit material.

(Although the Orpheo Kit is designed to be a stand alone system it is not recommended that the Orpheo Kit be shipped without being placed in protective packaging to avoid shocks to the internal electronics that can happen during shipping and handling.)

Introduction and basic information for Orpheo Kit

The following information introduces the OrpheoKit, the Compact player, and its features to those unfamiliar with them and provides tips to help ensure years of audio guide service.

The Orpheo Kit

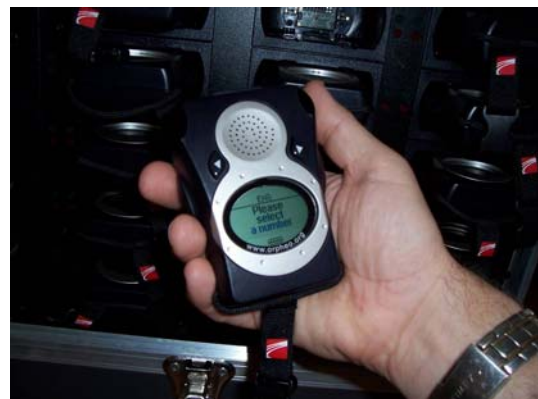


- This is a stand alone charger rack which holds 20 Orpheo Compact Audio Guides.
- The Compact guide can stay in this rack without consequence during operating hours and be a distribution point for the audio guides. ***[Caution – Turn the charger off during the day and only use the rack as a stand. Leaving the charger on will shorten the life of the rechargeable batteries.]***
- The rack will power up an audio guide to full power in 2 hours and also will stop charging the audio guide after three to help avoid overheating or unneeded battery usage.

One suggestion for using the charger is to allow the audio guides to charge overnight and then turn the rack off during the day—since the Compacts have rechargeable batteries with an estimated 1000 recharging cycle lifespan it's important not to cycle a recharge of the guides battery every time it is inserted into the powered on charging rack. The audio guides will provide 10 hours of continuous playback with a full charge so this charging procedure is suggested for optimum battery life.

The Orpheo Compact

- This audio guide has many features designed for the audio tour applications and is designed to stand up the rigors of audio tour use and public handling.



- The unit is water resistant but not water proof—it can handle light moisture but will not survive being immersed into water.
- It is also advised that a light cleaning is done between users for hygiene reasons—a moist sanitary toilette will suffice to clean the player. **NOTE – Do not use cleansers containing ammonia.**

BASIC FUNCTIONS

Let's now cover some of the basic functions of the audio guide and charger:

1. Turn the charging unit ON:

- Plug the provided power cord into the charging rack at the lower left front of the unit.
- The On/Off power button is a small rocker switch located in front of the power cord input.
- The charger unit should be placed in a well ventilated area for cooling while it's on and also be attached to a surge protector to help protect the electronics in case of power spikes or other power related issues.



2. Turn on the Orpheo Compact Audio guide and check the battery level

- While looking at the face of the unit press and hold down the right arrow key for approximately 2 – 3 seconds.
- The audio guide will now power on and be ready for operation.
- If you continue to hold down the right arrow button, the screen will display the battery's charge level. **NOTE – the screen will flash between and series of numbers and an indicator bar. Continue to hold the button down until the indicator bar has quit moving to the right. This indicates the amount of charge remaining on the battery.**



3. Select a track to play:

- The left and right arrow keys above the front display allow the user to scroll to the desired audio stop.
- After a number is selected the unit will automatically start playing audio in approximately three seconds.



4. Adjust the Volume:

- The right side pad buttons will allow the user to raise or lower the volume.
- The top pad raises the volume while the bottom pad lowers it.



5. Pause or Stop a track:

- The left side pad buttons will allow the user to pause or stop a track.
- Pressing the top pad will pause the current track and pressing the lower pad will stop a track.



6. Headphone Jacks

- The Orpheo Compact is designed to allow a visitor to use headphones if desired.
- There are two headphone jacks located in the top of the unit and will allow the use of two sets of headphones to be used at the same time.



7. Turn the audio guide off:

- The Compact audio guide cannot be turned off by the visitor once it has been turned on.
- It will automatically turn itself off when it is placed into the charging rack.
- Staff can turn off the device by pressing and holding down the lower pad on the left side of the audio guide for several seconds.

8. Red and Green charging lights

- When the audio guide is placed into the charging rack the charger will display either a red or green light that indicates if the audio guide is being charged.
- A red light means that the audio guide is charging and a green light indicates the audio guide has reached full charge.
- An audio guide will reach full charge in two hours but if a quick charging is needed a “flash charge” can be sent to the audio guide by placing it briefly in the charger (approximately 5 minutes) that will allow up to two hours of use.



NOTE - It's not uncommon to see the audio guides in different stages of recharging with some having red lights or other having green lights at the same time. A charging slot will display a red indicator until an audio guide has reached full-charge and the green light will display.

9. Resetting an audio guide:

If an audio guide does not appear to be responding to commands, it may need to be reset.

- Along the top of the charging case you will see two small red buttons – “reset” and “load.”
- This reset button will not erase any of the loaded audio data.
- To reset an audio guide simply place it in the charger (make sure the charger is ON) and press the “reset” button.
- This can be done with either a single audio guide placed into the charger or for as many as all the audio guides.
- This procedure will reset the audio guide back to normal operating mode in case for some reason it has malfunctioned and isn't responding to normal commands.
- The “load” button is used on when uploading audio content to the audio guides and is not used during normal tour operation.

