



cocoonTM
DIGITAL NOTETAKER
COMPACT AUDIO RECORDER





Model Number: HE413002A



INSTRUCTION MANUAL



Safety Warnings & Cautions

- Keep Digital Notetaker away from liquid
 - Keep away from heat sources such as heaters and ovens
 - If the Digital Notetaker is not to be used for long periods of time, turn off and remove batteries
 - Do not use in dusty conditions
 - Do not drop or jar the Digital Notetaker. Dropping or rough use of the unit will cause damage
 - Do not place near strong magnets or strong electric currents
 - In the case of improper usage or if you have opened, altered and repaired the product yourself, all guarantees are void.
 - The supplier does not accept responsibility for additional or consequential damage other than covered by legal product responsibility.
 - The supplier is not responsible for the end use of this product including any improper use or when used for purposes that are not specified.
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After Sales Support

Telephone: 1300 663 907
 Internet: www.winplus.com.au

Introduction

Congratulations on the purchase of your Cocoon Digital Notetaker. This product is designed to record high quality audio when you need it and provide many years of reliable use. Please read and follow these instructions carefully. If you experience any difficulties setting up or using this product, please see back page for customer support contact details.

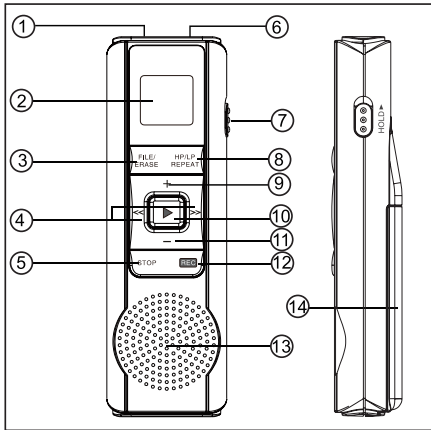
Package Contents

- 1 x Digital Notetaker
- 2 x AAA Batteries

Technical Specifications

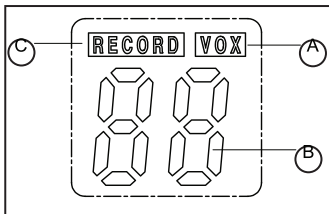
Recording capacity:	99 files per folder, 198 files total.
Recording time:	293hrs (LP) 146hrs (HP)
Internal Memory:	4GB
Input:	1 x 3.5mm mono
Output:	1 x 3.5mm mono
Speaker:	8 ohm dynamic speaker
Speaker Output Power:	80mW
Earphone Output Power:	3mW
R/P Frequency Response:	300Hz to 3,000Hz
Power:	DC 3V, 2 x AAA batteries
Battery Life:	20hrs recording time (HP) 25hrs playback at 2/3 volume
Size:	101mm x 32mm x 19mm

Product Overview



1. Microphone Input Jack
2. LCD Display
3. FILE/ERASE
4. Backward/Forward
5. STOP
6. Earphone Jack
7. Hold Key
8. HP/LP REPEAT
9. Volume +
10. PLAY
11. Volume -
12. REC
13. Speaker
14. Battery Compartment

WHAT'S ON THE DISPLAY?



- A. **VOX** Voice activated recording
- B. Message number
- C. **RECORD** Recording message

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Instructions

1. INSTALLING THE BATTERIES

1. Open the battery compartment cover by sliding the cover as shown.
2. Insert the supplied 2 x AAA batteries as marked.
3. Replace the battery cover.

Battery Warnings

- Use only the size and type of batteries specified
 - Be sure to correctly install batteries according to the polarity markings on the battery compartment. Incorrectly installed batteries may cause damage to the product.
 - Do not mix different types of batteries together (eg. Alkaline and Carbon-Zinc) or old batteries with new.
 - Remove batteries when product is not in use for a prolonged period of time to prevent damage or battery leakage.
 - Do not recharge batteries that are non-rechargeable.
- Follow manufacturer's instructions
- Do not remove the batteries while product is in use.

2. TURNING THE DIGITAL NOTETAKER ON/OFF

Hold down the PLAY button for 2 seconds to turn the Digital Notetaker On/Off.

Note: *The LCD display will turn off after 60 seconds without any key being pressed. The Digital Notetaker will be in standby mode.*

3. SETTING SOUND QUALITY

1. When the Digital Notetaker is in standby mode press the HP/LP REPEAT button to select the sound quality.
2. HP or LP will be shown on the LCD display.
3. For best quality select HP (High Play) with 146hrs recording time
4. For longer recording time select LP (Long Play) with 293hrs recording time.

Note: *By default the Digital Notetaker will be set to HP.*

Instructions

4. SETTING VOLUME LEVEL

1. When the Digital Notetaker is in standby mode, press the + button to increase volume or the – button to decrease volume.
2. There are 10 volume levels, 0 is the lowest with 9 the maximum.

5. LOCKING THE DIGITAL NOTETAKER

1. Slide the Hold switch up to the lock the Digital Notetaker.
2. When locked, the Digital Notetaker cannot play or record any audio.
3. When a button is pressed Hd will be shown on the LCD display.


Note: If your unit is not working, check that the Hold switch is in the off position.

6. RECORDING AUDIO

1. Power on the unit by holding down the Play button for 2 seconds.
2. Select the Sound Quality by using the HP/LP button.
(See step 3 for more details)
3. Select the File Folder by pressing the File/Erase button
(See step 9 for more details)
4. Press the REC button once. The record icon **RECORD** will be shown on the LCD display.
5. The new file number will be shown on the display
(See step 9 for more details)
6. Press the STOP button once to end the recording.

Warning: Do not remove the batteries while recording or otherwise interrupt the recording process. Doing so may result in lost or damaged recording files.

7. USING A MICROPHONE


1. The Digital Notetaker comes with a 3.5mm input for recording using a microphone (not supplied)
2. Simply insert the microphone jack into the microphone port marked  on the top of the unit.

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Instructions

8. USING EARPHONES

1. The Digital Notetaker comes with a 3.5mm output for audio playback.
2. Simply insert your earphones into the earphone port marked  on the top of the unit.
3. You can adjust the playback volume using the + or – buttons.

Note: *The speaker will automatically turn off when you insert earphones.*

9. SETTING UP VOICE ACTIVATED RECORDING

1. When the Digital Notetaker is in standby mode press and hold the Stop button for 2 seconds.
2. VOX  will be shown on the top right of the LCD display.
3. When VOX is shown, audio will be automatically recorded whenever sound is detected by the unit.
4. To turn off Voice Activation, simply hold down the Stop button for 2 seconds.

10. USING VOICE ACTIVATED RECORDING

1. Enable Voice Activated Recording as shown in section 7.
2. Press the REC button to start Voice Activated Recording.
3. When audio is detected it will be automatically recorded. When there is no audio the recording will be paused.
4. Press the STOP key to stop Voice Activated Recording.

Note: *When there is no audio being detected the RECORD icon will blink until audio is detected and recording resumes.*

Notes for Voice Activated Recording:

1. The first period of sound that activates the unit may not be recorded.
2. A variation in the voice level during recording will not stop the unit. 2 seconds of silence is required to pause the recording.
3. The built-in audio level automatically sets the recording volume
4. For best results, place the Digital Notetaker 10-20cm away from the audio you wish to record.

Instructions

11. SELECTING A FILE FOLDER

1. Press the File/Erase button to select the folder to save recordings to.
2. F1 or F2 will be shown on the LCD display.
3. By default, the Digital Notetaker will be set to F1.
4. Each recording will be assigned a number automatically, the number will be shown on the LCD display.
5. When a folder is full, FL will be shown on the LCD display.

Note: Each file folder can store 99 recordings, you can save up to 198 recordings in total.

12. PLAYBACK RECORDINGS

1. Press the Play button to begin recording playback.
2. While playing a recording, press the Play button again to pause playback. Press Play again to resume.
3. Use the << or >> buttons to navigate stored recordings.
4. While playing recordings you can hold the << or >> buttons to Rewind and Fast Forward.

13. DELETING RECORDINGS

Single Recording

1. When the Digital Notetaker is in standby mode, press the File/Erase button to select the folder your recordings are saved in.
2. Use the << or >> to navigate to the recording you wish to delete.
3. Press the Play button to begin playback.
4. While playing a recording, press the File/Erase button and the recording number will begin to blink.
5. Press the File/Erase button again and the recording will be deleted.

All Folder Recordings

1. Press and hold the File/Erase button until dA is shown on the LCD display.
2. Press the File/Erase button again to delete all recordings in the current selected folder.

Warning: Once the recording(s) are deleted they cannot be recovered.

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Troubleshooting

Problem	Solution
My device will not turn on anymore	<ul style="list-style-type: none"> - Replace the batteries, they might be flat. - Check the batteries have been inserted according to the battery markings.
My LCD display is showing FL	<ul style="list-style-type: none"> - Your recording folder is full. You will have to delete some recordings, see step 13 for details.
The buttons aren't working anymore	<ul style="list-style-type: none"> - Check the HOLD switch is in the off position. See step 5 for details
I can't hear any of the audio I've recorded	<ul style="list-style-type: none"> - Use the + or - buttons to increase or decrease playback volume - Ensure you are placing the Digital Notetaker 10-20cm away from the audio you wish to record - The sound you are trying to record may be too faint.
Voice Activated Recording doesn't pick up everything I want to record	<ul style="list-style-type: none"> - The first few seconds of voice activated recording may not be picked up as the unit activates recording.
The Digital Notetaker doesn't record as long as I need it to	<ul style="list-style-type: none"> - Ensure you have set the recording type to LP for longest recording time
Can I use rechargeable batteries with the Digital Notetaker	<ul style="list-style-type: none"> - You can use rechargeable batteries with the Digital Notetaker as long as they are DC 3V AAA.
Can I record the audio files on the Notetaker to my PC?	<ul style="list-style-type: none"> - Yes, you can connect the Digital Notetaker headphone output to your PC's audio input port using a 3.5mm audio cable. You can then use audio recording software of your choice to record the playback.

Support

For additional support including helpful guides and videos, visit the Cocoon support website at www.winplus.com.au

Telephone:

1300 663 907

Email:

customercare@winplus.com.au

Warranty Details

This product is warranted against defects for a period of One year. If the product is faulty, Winplus will repair or replace the product (at its discretion) at no cost to you provided the Digital Notetaker has been used in accordance with instructions provided. The benefits under our Warranty are in addition to other rights and remedies under consumer law in relation to these goods. Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

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