



## Your Audio Project



The purpose of this presentation is to explain and simplify the process of preparing an audio project and loading it onto the MegaVoice Envoy S audio player.

## Your Audio Project



# Hardware / Software / Equipment

- PC running Windows XP or higher / Mac OS X 10.5 or higher (Intel only)<sup>1</sup>
- At least 5GB of free hard drive space available
- USB 2.0 port or higher (USB hub – optional)
- Audio Converter (software utility)
- File Renamer utility (software utility)
- SLS™ software {Provided by MegaVoice}
- SLS programming cable(s) {Provided by MegaVoice}



# Rules

All files need to be in  
mp3 format

Your audio project must  
be setup with a special  
folder layout.



# Preparing Your Audio Project {6-62}

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# Preparing Your Audio Project

Converting audio files

The first thing you want to do is determine how much data you intend to load on the Envoy S.

**We call this 'Runtime'**



# Preparing Your Audio Project

Converting audio files

## Runtimes for common projects

New  
Testament

20 hours

Full Bible

80 hours

Mini Bible  
College

100 hours



# Preparing Your Audio Project

## Converting audio files

If you have your own custom message that you would like to load (or combine with other standard messages) check the runtime of your files.

You can use this tool to check runtime:

<http://skwire.dcmembers.com/wb/pages/software/playtime.php>



# Preparing Your Audio Project

## Converting audio files

- ✓ The **4GB** Envoy S unit can hold approximately 3400 MB of data.
- ✓ The **8GB** Envoy S unit can hold approximately 7400 MB of data.

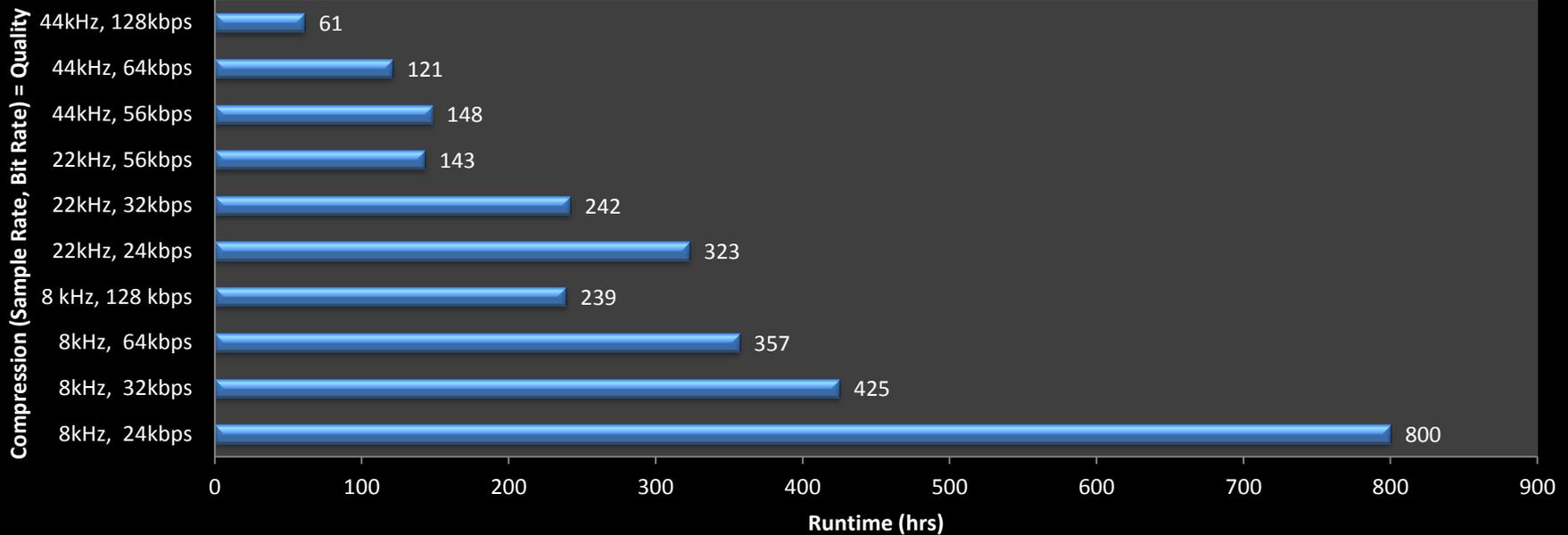
The graphs in the next 2 slides show the available runtimes for 3400 MB & 7400MB at different compression levels.



# Preparing Your Audio Project

## Converting audio files

Runtimes for 3400 MB (Envoy S 4GB)



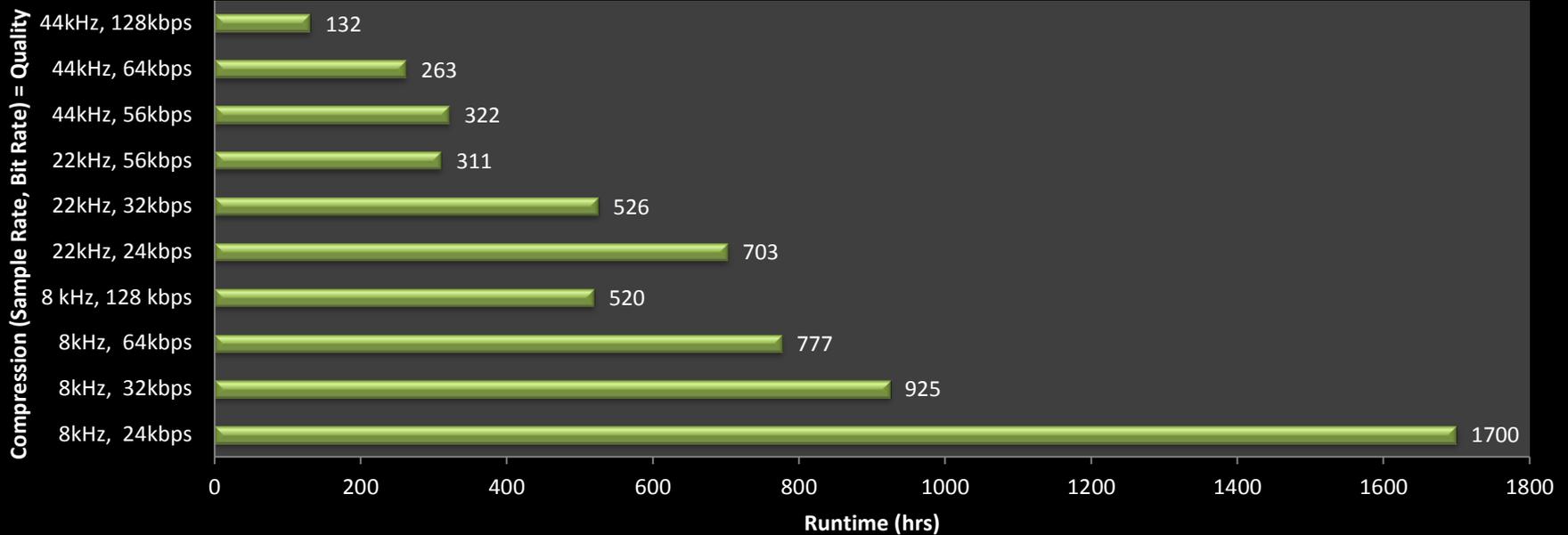
*The lower the quality setting, the longer the runtime available.*



# Preparing Your Audio Project

## Converting audio files

Runtimes for 7400 MB (Envoy S 8GB)



*The lower the quality setting, the longer the runtime available.*



# Preparing Your Audio Project

## Converting audio files

For example, using a mid-range setting (22kHz, Mono, 32kpbs) will allow you to load over 200 hours onto the Envoy S 4GB.

5 New Testaments

100 hours

2 Full Bibles

160 hours

1 Full Bible  
1 MBC

180 hours



# Preparing Your Audio Project

## Converting audio files

### Notes about compression:

Lower compression rates = Less runtime but Higher Quality

Higher compression rates = More runtime but Lower Quality

You can experiment with the settings (sample rate / bitrate)  
but only go lower if your original files are HIGH QUALITY!!!

(please contact Ed Zagofsky [ezagofsky@megavoice.com](mailto:ezagofsky@megavoice.com) or by  
Skype: ezagofsky, for more help on audio compression options)



# Preparing Your Audio Project

## Converting audio files

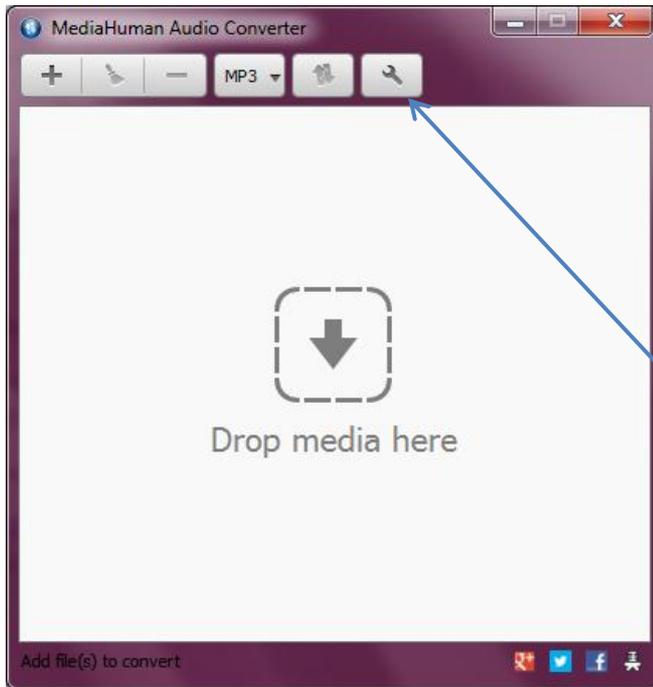
Here is a utility called  
'MediaHuman Audio Converter'

This free program is easy to use and performs quickly. You can also use any other audio converter/editor that you are accustomed to.



# Preparing Your Audio Project

## Converting audio files



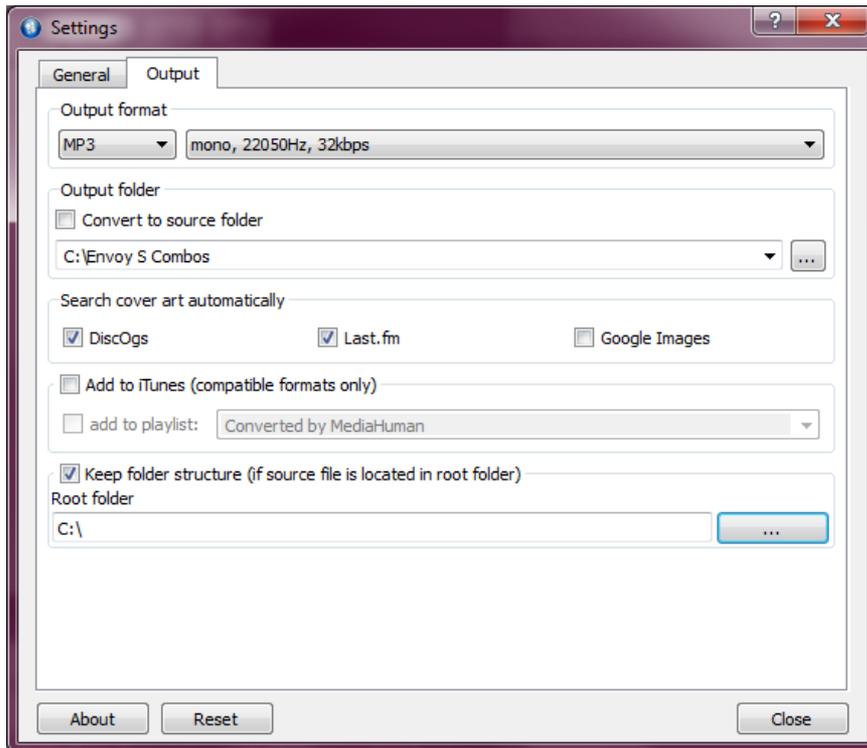
### MediaHuman Audio Converter

- Download and install on your computer.
- Simply drag and drop your entire audio project into the window!
- Click on the 'wrench' to access the settings.



# Preparing Your Audio Project

## Converting audio files

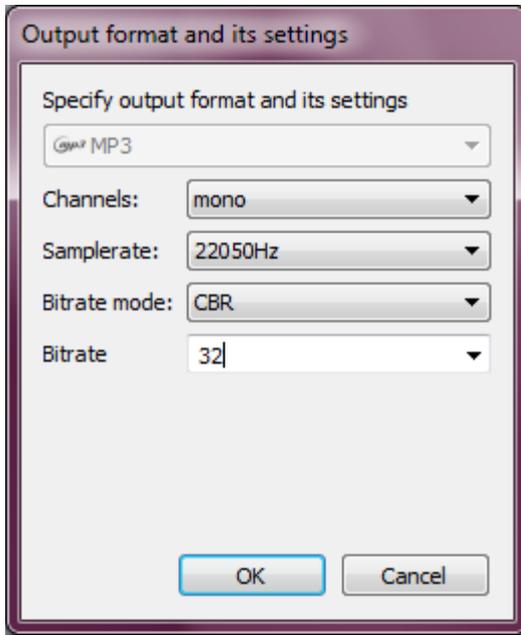


- Choose the Tab 'Output' at the top.
- Choose MP3
- Choose 'Custom' from the drop-down box (on the right)



# Preparing Your Audio Project

## Converting audio files

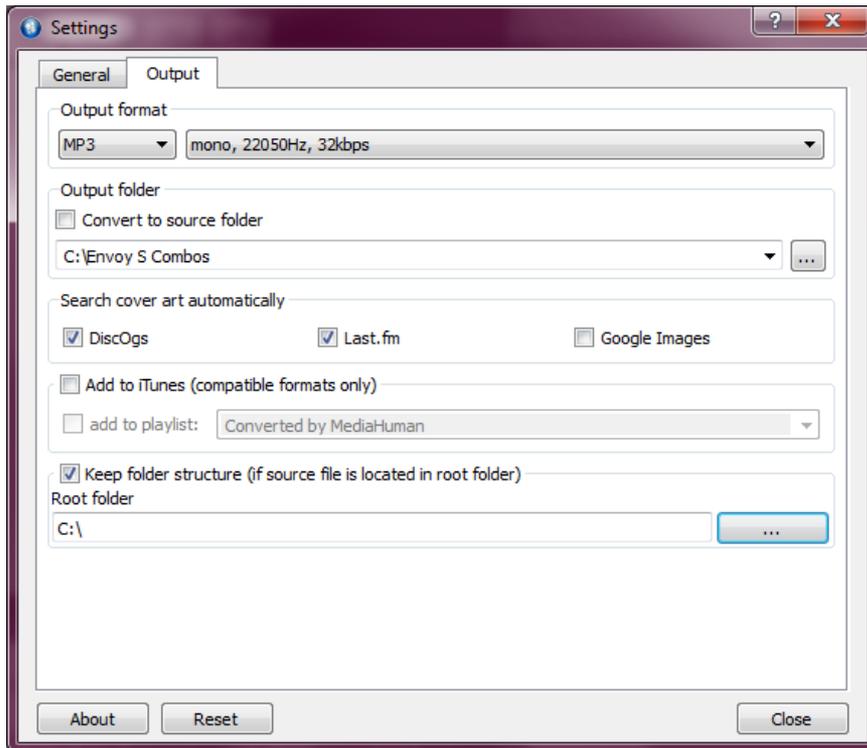


- Choose 'mono'
- Choose a sample rate > Open the drop-down box and select a sample rate. Refer to the Runtime Chart presented previously to choose a sample rate.
- Bitrate mode – choose 'CBR'
- Choose a Bitrate > Type in a custom setting. Do not use the drop-down menu -- the software offers presets which are not suitable for our audio player. Refer to the Runtime Chart presented previously to choose a bit rate.
- Click OK



# Preparing Your Audio Project

## Converting audio files

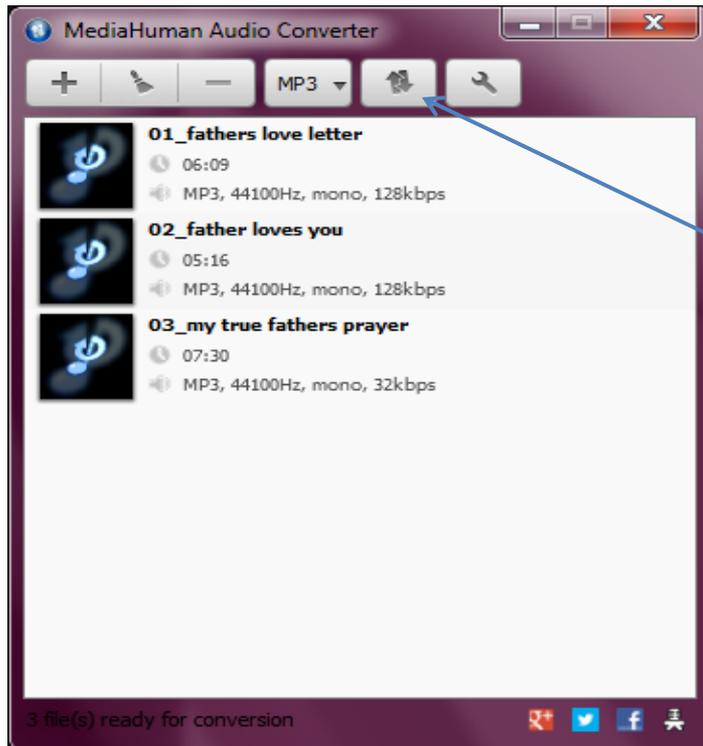


- Under 'Output folder' – browse to the folder where you want to save your converted files.
- **Make sure that 'Keep Folder Structure' is checked. If forgotten, all your files will be lumped into one folder.**
- Browse to the root where your source files are located (such as 'Desktop' , Drive C, Drive D). **Important!**
- Click 'Close'



# Preparing Your Audio Project

## Converting audio files



Now you are ready to begin converting – click the double-arrow icon ‘Start Conversion’ to start.

The processing time greatly depends on your hardware and how much audio you have to process.



# Preparing Your Audio Project

## Converting audio files

Check the size of your compressed files to ensure that they will fit on your player.

- Envoy S 4GB ( $\approx$  max 3400 MB)
- Envoy S 8GB ( $\approx$  max 7400 MB)



# Preparing Your Audio Project

## Converting audio files

If you have exceeded these amounts, you will need to either remove content from your project or choose a higher compression setting.

If you need to recompress your project, start over with the original files. Do not reuse the compressed files.



# Preparing Your Audio Project

## Setting-up folder layout

In order to load your Envoy S player with an audio project, you will need to ***rename*** and ***reorganize*** your folders.

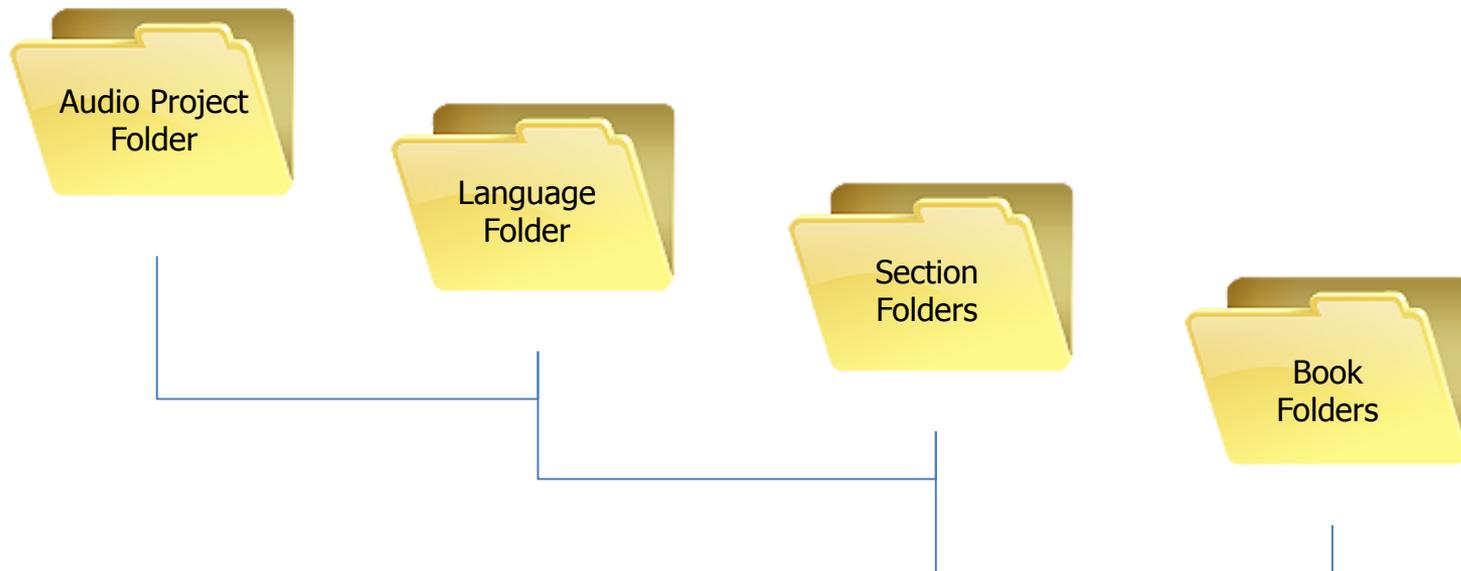
The folder layout is very simple!



# Preparing Your Audio Project

Setting-up folder layout

## Folder Layout – Envoy S



# Preparing Your Audio Project

## Setting-up folder layout

The Envoy S offers convenient navigation through hundreds of mp3 files.

In order to make this navigation work, you need to decide how you want your files to be divided.

Let's get to know the Envoy S keypad.



# Preparing Your Audio Project

## Setting-up folder layout

### Navigation buttons Envoy S



This button scrolls through any **sections** that are created in your audio project.

This button scrolls through the **books** in each section.

This button scrolls through the **mp3 files** in each book.

This button scrolls back through the **books** in each section.

This button scrolls back through the **mp3 files** in each book.

Fast-forward or rewind through an mp3 file, 10-seconds at a time.



# Preparing Your Audio Project

## Setting-up folder layout



### Sections – Blue Button

- Used to speed up navigation between large groups of files
- Can contain up to 8 sections
- Each section can contain up to 999 books



# Preparing Your Audio Project

## Setting-up folder layout



### **Books** – Double Arrow

- Used to navigate between groups of files (books)
- Can contain up to 999 books
- Each book can contain up to 999 mp3 files



# Preparing Your Audio Project

## Setting-up folder layout



### **Mp3 Files – Double Arrow**

- Used to scroll forward and back through the mp3 files or 'chapters' in each book.



# Preparing Your Audio Project

## Setting-up folder layout

For those of you who are familiar with mp3 players or smart phones, it may be helpful to consider how we organize our music:

### ***Songs, Albums, and Artists***

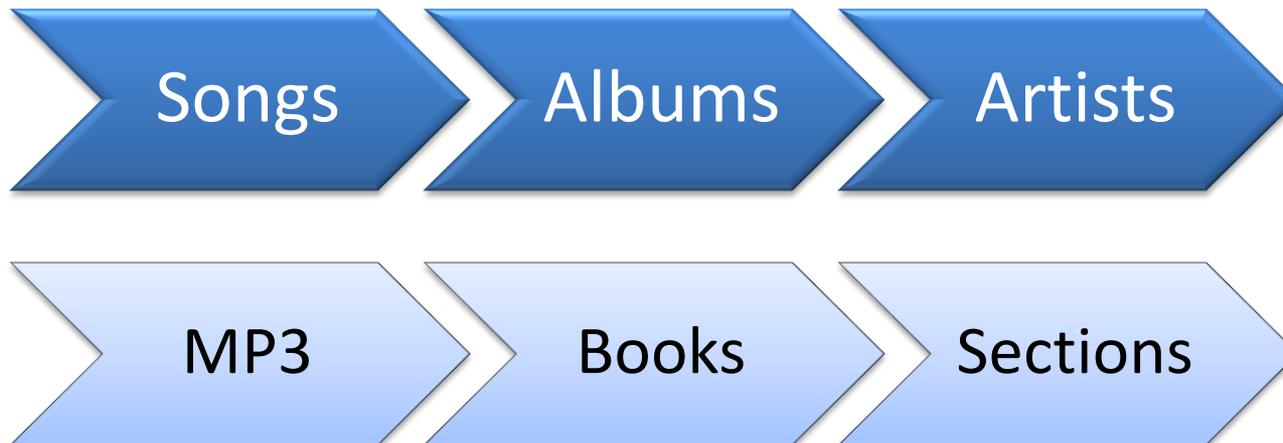
We sort our songs into albums, and then into artists. We do a very similar arrangement with files for the Envoy S!



# Preparing Your Audio Project

Setting-up folder layout

We can make this comparison:



# Preparing Your Audio Project

## Setting-up folder layout

A Bible from the MegaVoice Audio Library is divided into three sections this way:

'001'

Genesis through  
Job  
18 'books'

'002'

Psalms through  
Malachi  
21 'books'

'003'

Matthew through  
Revelation  
27 'books'



# Preparing Your Audio Project

## Setting-up folder layout



Each click on the blue button will take you to the next section.

We chose to separate the books of the Bible into three sections. This makes it easy to scroll through the books of the Bible quickly.



# Preparing Your Audio Project

## Setting-up folder layout



You can choose to divide your audio project in up to 8 sections.

Each click on the blue button will take you to the next section.



# Preparing Your Audio Project

## Setting-up folder layout

Let's get started.

We will use the folder where your mp3 files are located on your hard drive as the starting point for our folder layout. From this point on, we will call it the

***Audio Project Folder***



# Preparing Your Audio Project

Setting-up folder layout

## *Audio Project Folder*

You can use any name you like for this folder, such as 'English Full Bible' or 'Spanish Lessons 1-10' etc.

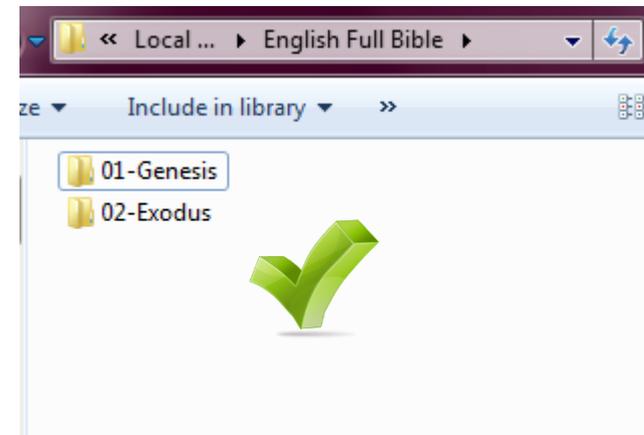
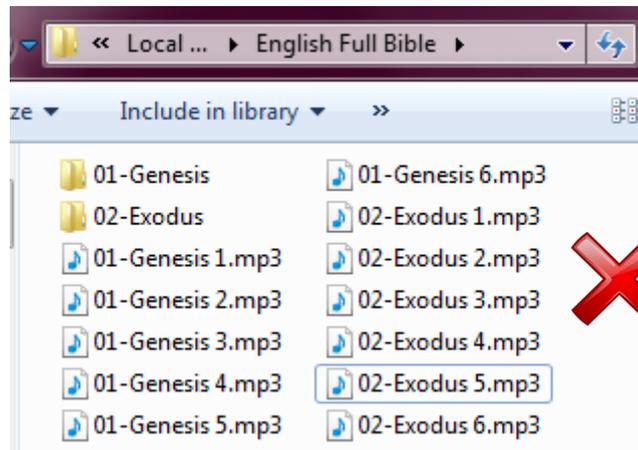


# Preparing Your Audio Project

## Setting-up folder layout

### *Audio Project Folder*

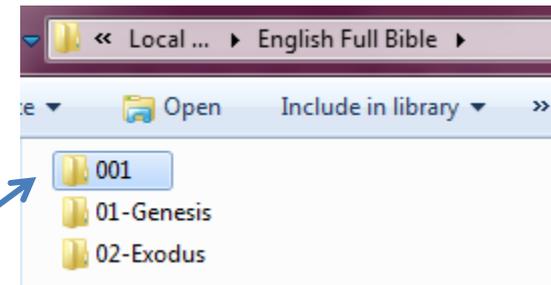
All mp3 files inside this folder need to be stored inside subfolders.



# Preparing Your Audio Project

## Setting-up folder layout

Inside your *Audio Project Folder* - create a new folder, and call it '001'  
We will refer to it as the **'Language Folder.'**



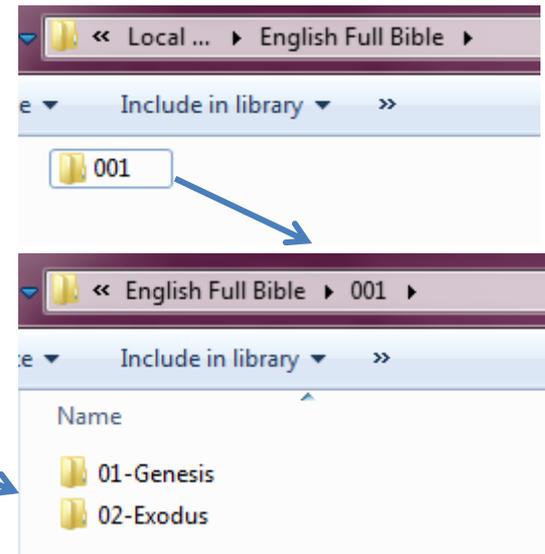
**This folder is vital for the correct functioning of the player!**



# Preparing Your Audio Project

## Setting-up folder layout

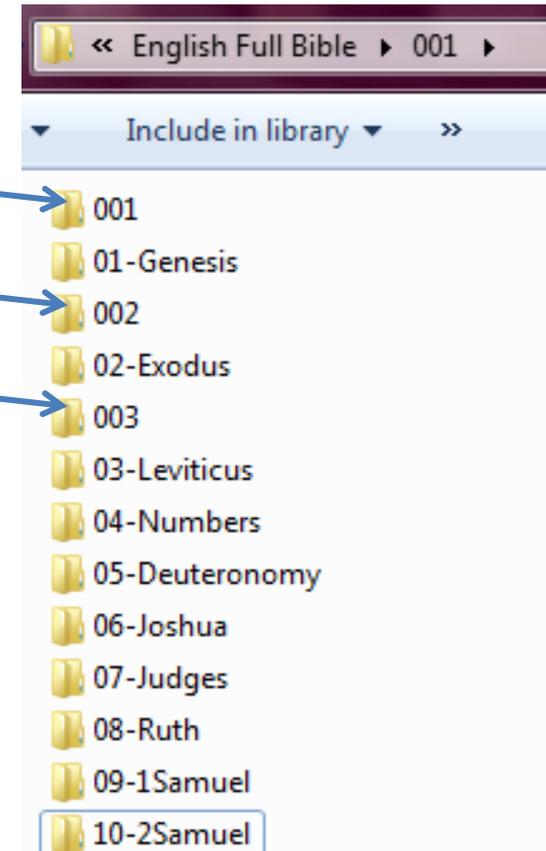
Transfer all your content (subfolders) into the '001' *Language Folder*, and then open it.



# Preparing Your Audio Project

## Setting-up folder layout

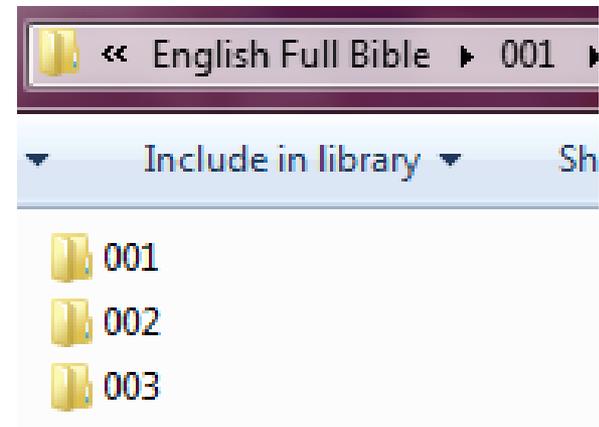
Create **new** folders for each section you want in your project. Name them consecutively: 001, 002, 003, and so on, up until 008.



# Preparing Your Audio Project

## Setting-up folder layout

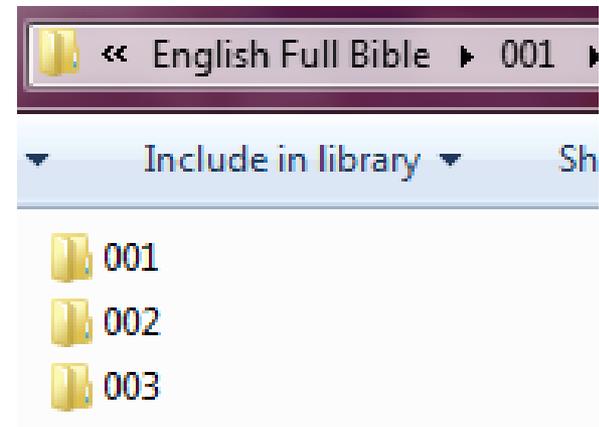
Determine which folders will be in each Section. These will be called Books. You can add up to 999 Books to each section.



# Preparing Your Audio Project

## Setting-up folder layout

Move each Book containing mp3 files into the Section Folders that you just created, until you **only** see Section Folders: 001, 002, 003 and so on.



# Preparing Your Audio Project

## Setting-up folder layout

Let's see what we have now:

The diagram illustrates the folder structure for an audio project. It shows two views of the folder hierarchy:

- Left View:** Shows the 'Audio Project Folder' containing a 'Language Folder' named 'English Full Bible'. Inside this language folder, there are three sections: '001', '002', and '003'. A callout box points to these sections, stating 'Sections inside Language Folder '001''. The breadcrumb path is '<< English Full Bible >> 001 >'. The interface includes 'Include in library' and '>>' buttons.
- Right View:** Shows the 'Audio Project Folder' containing a 'Language Folder' named 'English Full Bible', which in turn contains a 'Section Folder #1'. Inside this section folder, there are three books: '01-Genesis', '02-Exodus', and '03-Leviticus'. A callout box points to these books, stating 'Books inside Section #1'. The breadcrumb path is '<< English Full Bible >> 001 > 001 >'. The interface includes 'Include in library' and 'Share with' buttons.

An arrow points from the '001' section in the left view to the '001' section folder in the right view, indicating the expansion of the folder structure.



# Preparing Your Audio Project

## Setting-up folder layout

Let's see what we have now:

Audio Project Folder

Language Folder

Audio Project Folder

Language Folder

Section Folder #2

Sections inside Language Folder '001'

Books inside Section #2



# Preparing Your Audio Project

## Setting-up folder layout

Let's see what we have now:

Audio Project Folder

Language Folder

Audio Project Folder

Language Folder

Section Folder #3

Sections inside Language Folder '001'

Books inside Section #3

« English Full Bible ▶ 001 ▶

Include in library ▶ ▶▶

001

002

003

« English Full Bible ▶ 001 ▶ 003 ▶

Include in library ▶ Share with ▶

Name

07-Judges

08-Ruth

09-1Samuel

10-2Samuel



# Preparing Your Audio Project

## Setting-up folder layout

And finally, the mp3 files:

The image shows two screenshots of Windows Explorer windows illustrating the folder structure for an audio project. The left window shows a folder path: <math>\ll \text{English Full Bible} \triangleright 001 \triangleright 001 \triangleright</math>. Below the path, there are three folders listed: 01-Genesis, 02-Exodus, and 03-Leviticus. A blue arrow points from the 01-Genesis folder in the left window to the right window. The right window shows the same path, but with an additional folder: <math>\ll \text{English Full Bible} \triangleright 001 \triangleright 001 \triangleright 01\text{-Genesis}</math>. Below this path, there are six MP3 files listed: 01-Genesis 1.mp3, 01-Genesis 2.mp3, 01-Genesis 3.mp3, 01-Genesis 4.mp3, 01-Genesis 5.mp3, and 01-Genesis 6.mp3. Four callout boxes with blue borders and white text are positioned above the right window, each pointing to a specific part of the path: 'Audio Project Folder' points to the final '01-Genesis' folder; 'Language Folder' points to the '001' folder; 'Section Folder' points to the '001' folder; and 'Book Folder' points to the '01-Genesis' folder.

Audio Project Folder

Language Folder

Section Folder

Book Folder

Name

01-Genesis

02-Exodus

03-Leviticus

Name

01-Genesis 1.mp3

01-Genesis 2.mp3

01-Genesis 3.mp3

01-Genesis 4.mp3

01-Genesis 5.mp3

01-Genesis 6.mp3

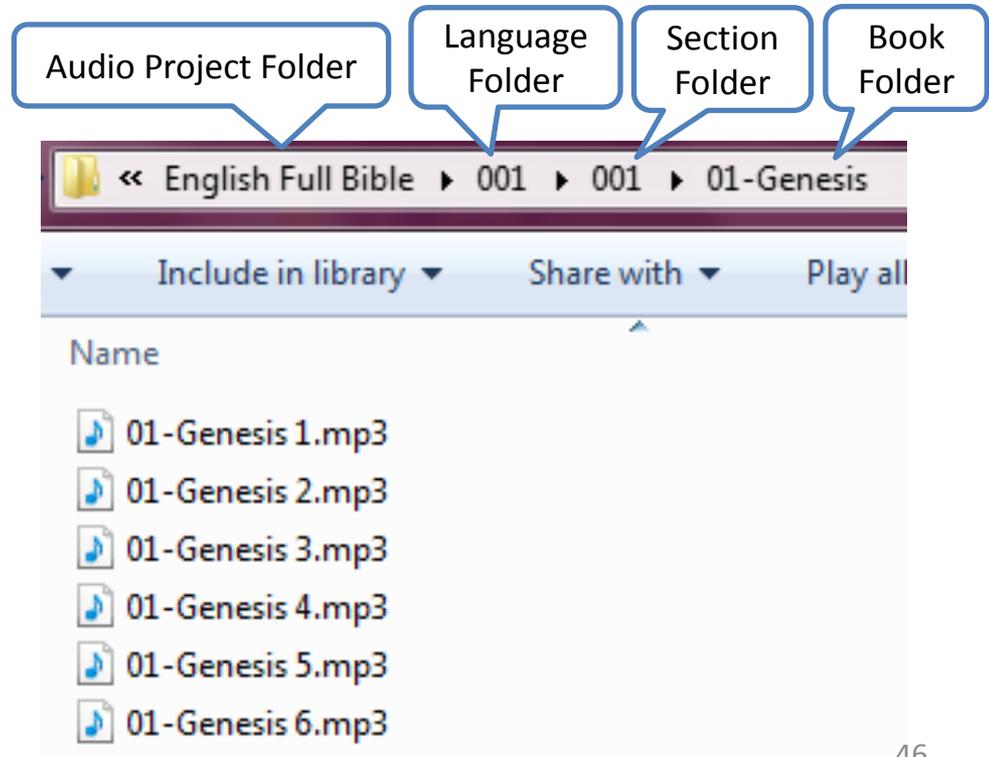
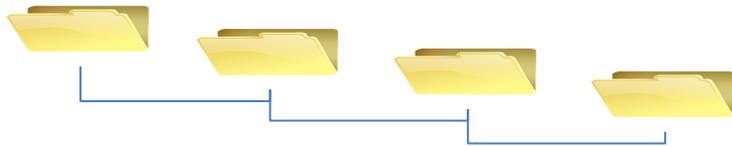


# Preparing Your Audio Project

## Setting-up folder layout

This is the layout needed for the Envoy S:

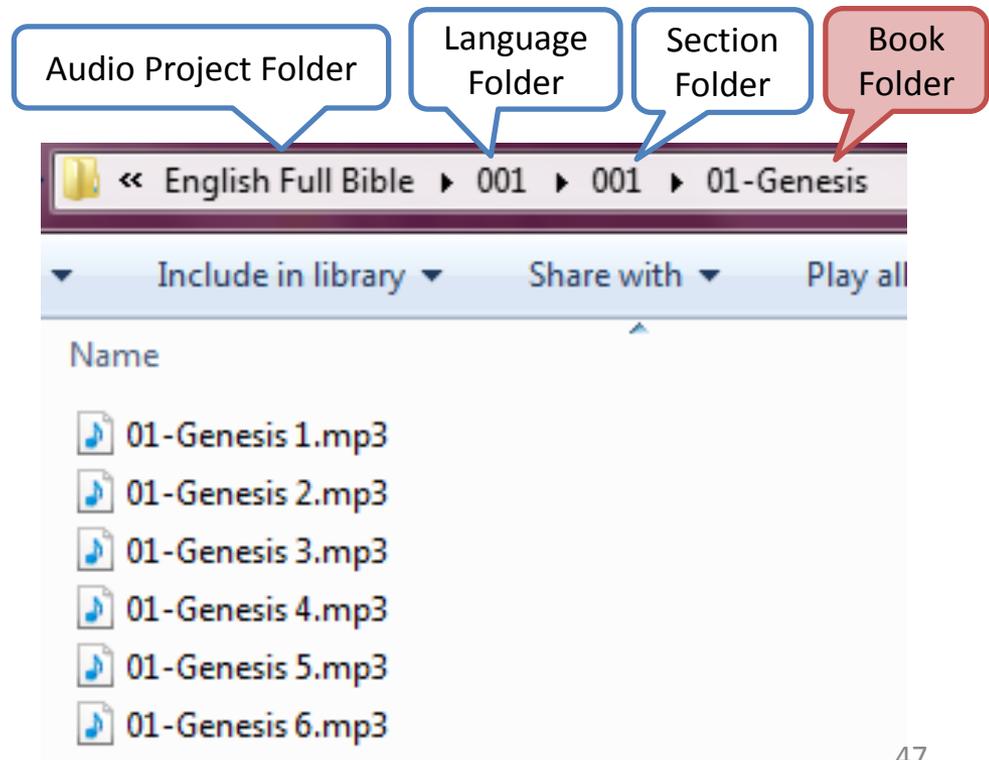
- Audio Project Folder
  - Language Folder
    - Section Folder
      - Book Folder



# Preparing Your Audio Project

## Renaming 'book' folders

The Book Folders need to be renamed with 3-digit consecutive numbers also -without any other characters. 001, 002, 003, and so on.



# Preparing Your Audio Project

## Renaming 'book' folders

You can rename your book folders manually, but if you have many Book folders, it is best to use a 'rename' utility.

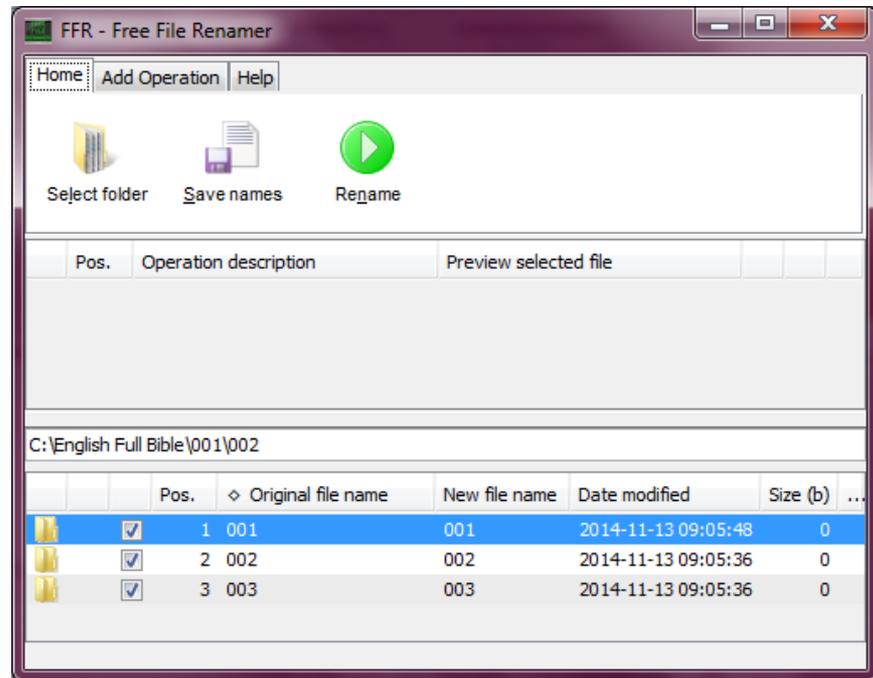
We recommend the utility called 'Free File Renamer'. It's free and can be downloaded here: <http://sourceforge.net/projects/freefilerenamer>



# Preparing Your Audio Project

## Renaming 'book' folders

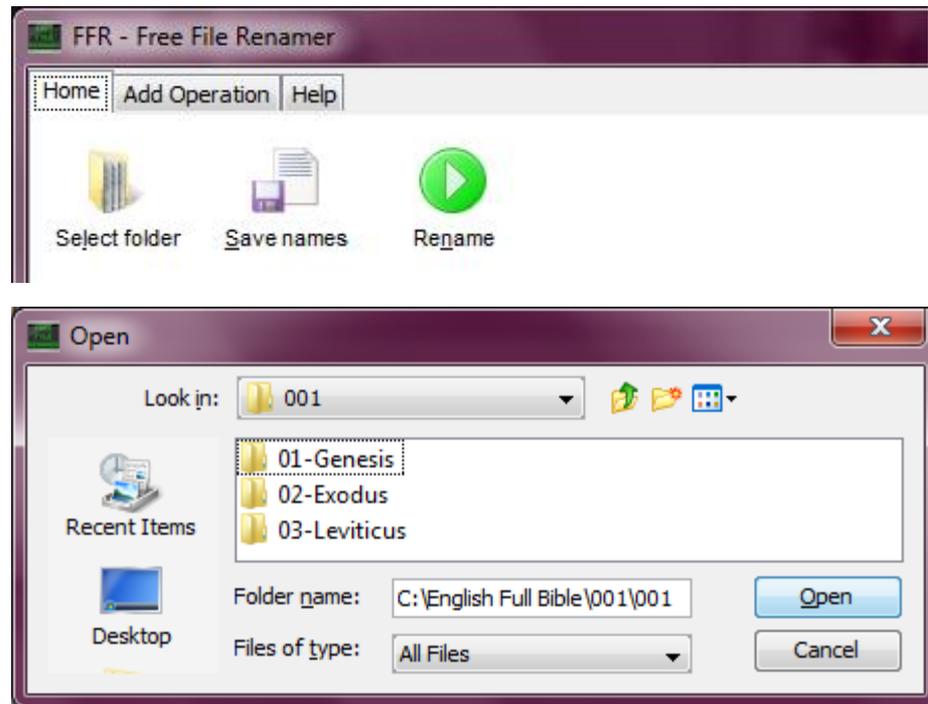
If needed,  
download and  
install the  
software.



# Preparing Your Audio Project

## Renaming 'book' folders

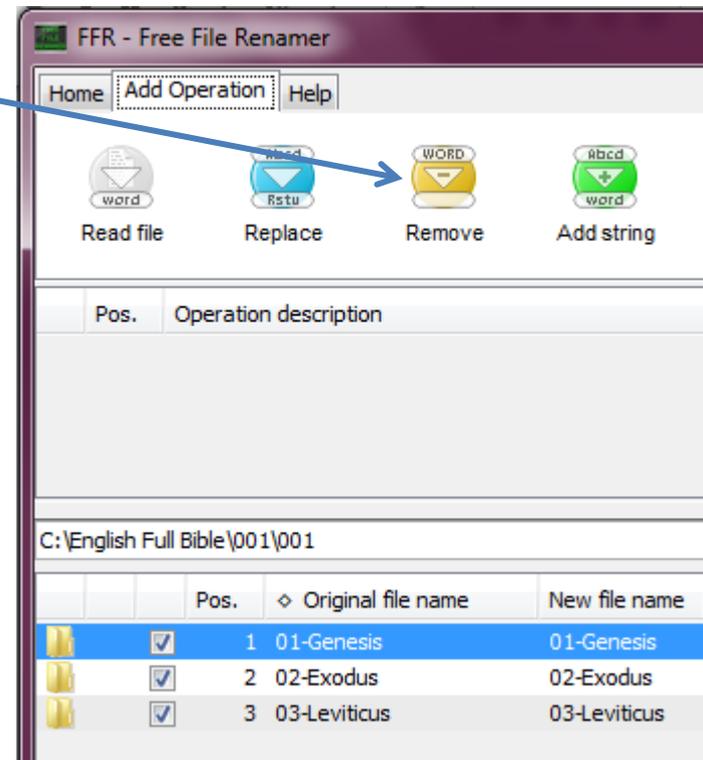
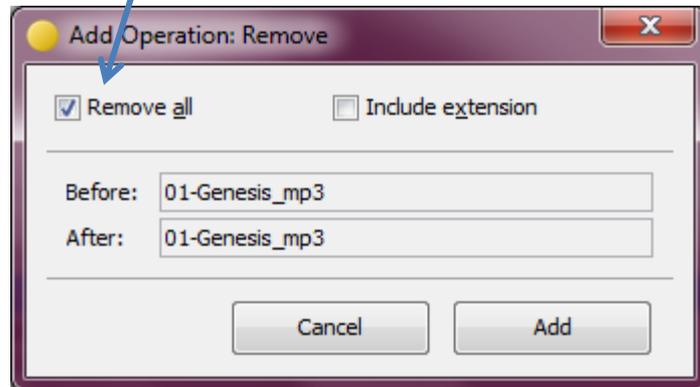
On the top left-hand corner, click on 'Select Folder' and browse to the first Section Folder in your project (001). Click the Tab 'Add Operation.'



# Preparing Your Audio Project

## Renaming 'book' folders

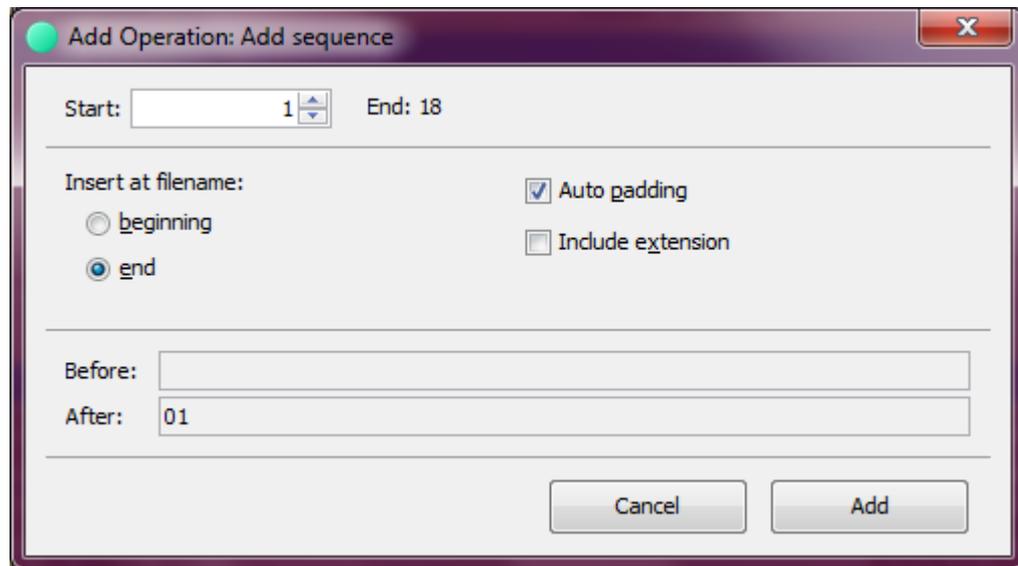
Choose 'Remove'  
'Remove all' needs to  
be checked, then click  
'Add.'



# Preparing Your Audio Project

## Renaming 'book' folders

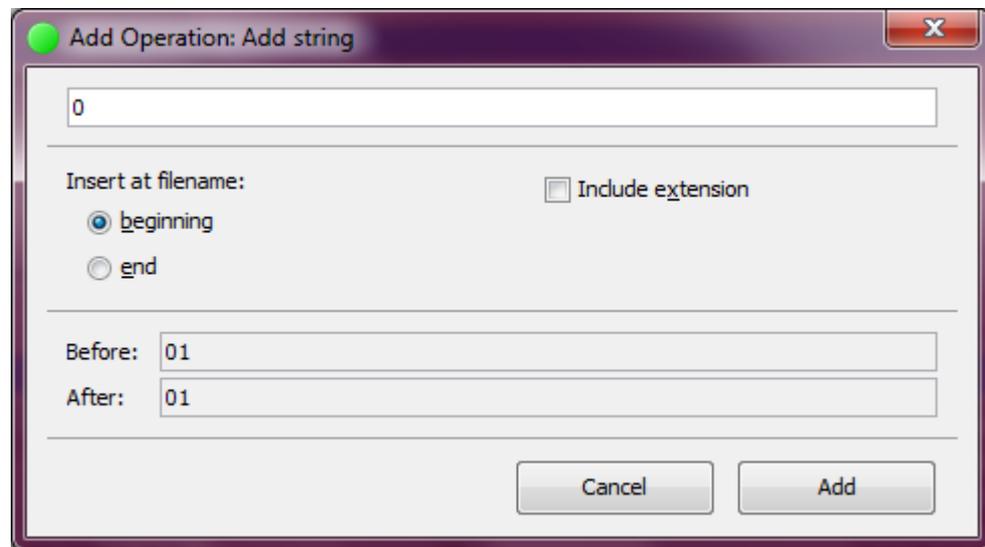
Choose 'Add Counter.'  
Type '1' in the 'Start' field.  
Then click 'Add.'



# Preparing Your Audio Project

## Renaming 'book' folders

Choose 'Add String.'  
Type '0' in the top field.  
Then click 'Add'.



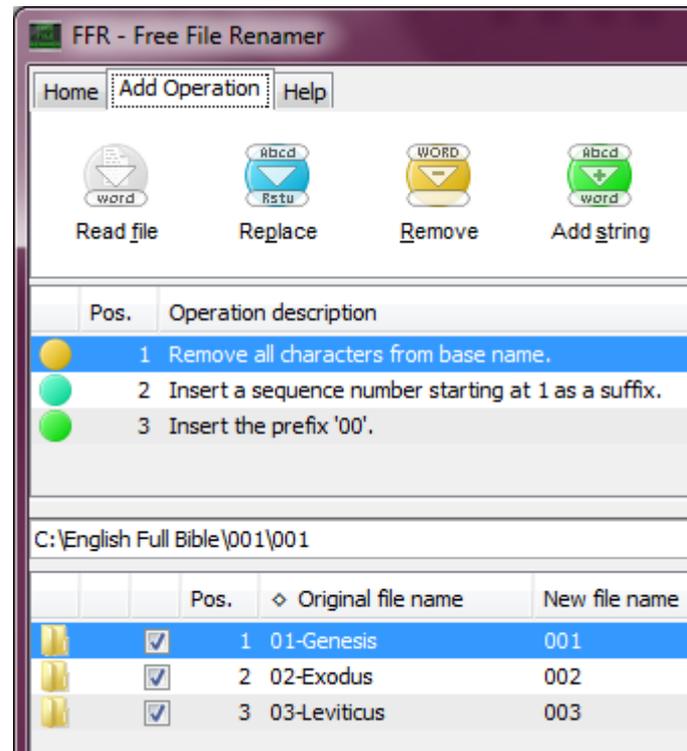
If your Section Folders contain fewer than 10 Book Folders, type '00' instead.  
*(NOTE: Always make sure to look at the 'New File Name' preview to ensure that you have **three-digit** folder names.)*



# Preparing Your Audio Project

## Renaming 'book' folders

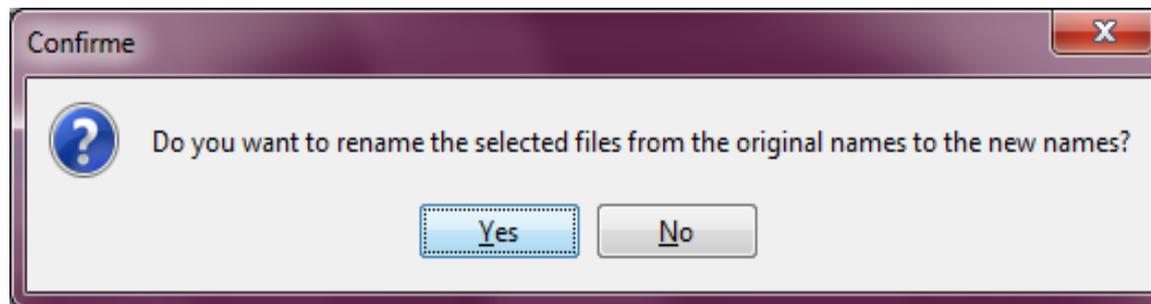
You should now see the new file names in the column 'New File Name.'



# Preparing Your Audio Project

## Renaming 'book' folders

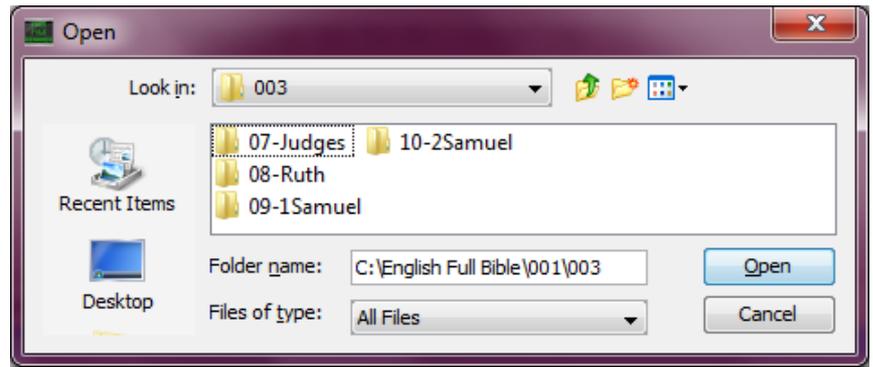
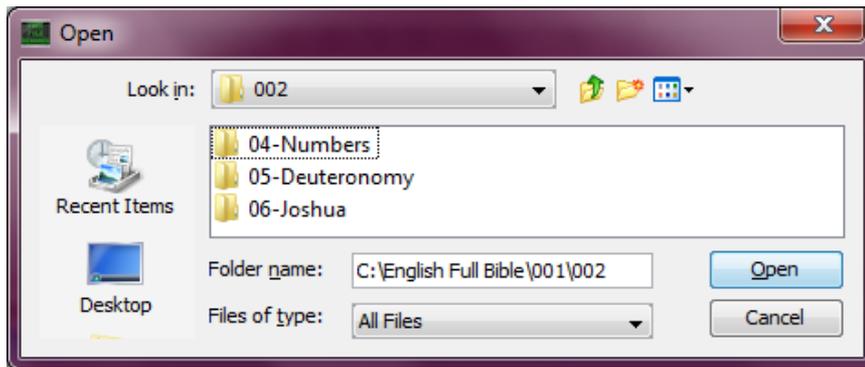
Click the Tab 'Home' and then 'Rename.'  
Click 'Yes' to confirm.



# Preparing Your Audio Project

## Renaming 'book' folders

Now browse to the next Section Folder (002). Click 'Rename' to perform the same actions to your next Section Folder. Continue in this way until you have renamed all subfolders inside your Section Folders so that they only have 3-digit names string with '001.'



# Preparing Your Audio Project

## Renaming 'book' folders

Browse through your Section folders to make sure that you have renamed all the Book folders to 001, 002, 003 and so on.

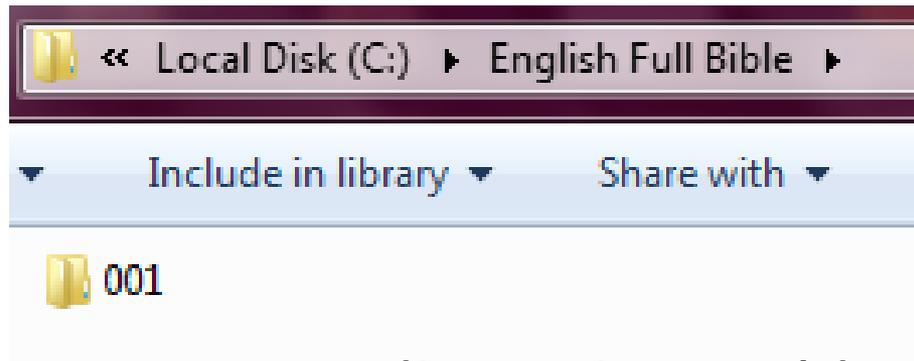
Keep in mind that your mp3 files have retained their original custom names which will help you to identify which Book folder you are looking at.



# Preparing Your Audio Project

## Verifying folder layout

Let's make sure that your folders are setup correctly and renamed.



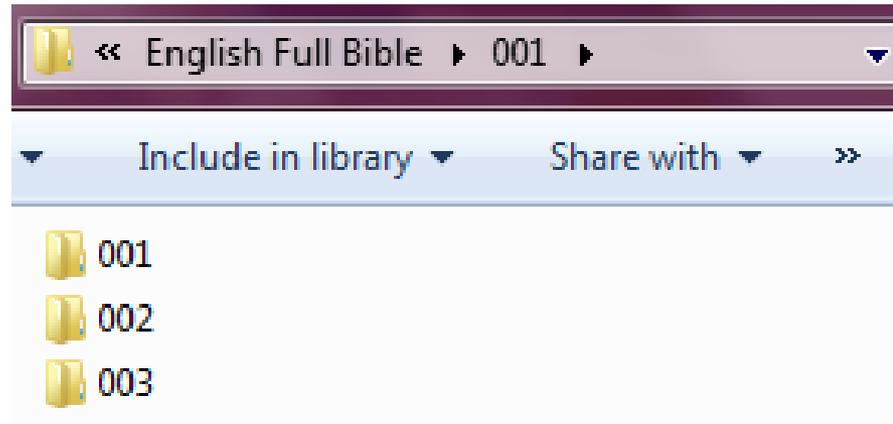
Browse to your Audio Project Folder. Inside, you should only see one '001' Language Folder.



# Preparing Your Audio Project

## Verifying folder layout

Inside the '001' Language Folder, you should only see Section Folders: 001, 002, 003 and so on.



# Preparing Your Audio Project

## Verifying folder layout

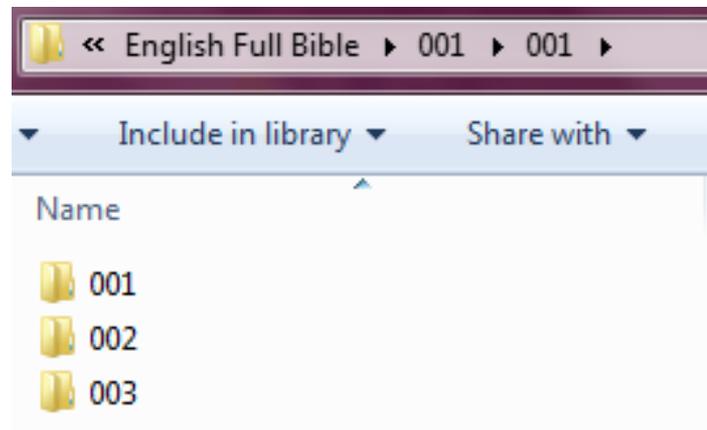
Inside each Section Folder:

**You need to have one or more Books.**

**Make sure there are no empty Section Folders.**

**Make sure that the 1<sup>st</sup> Book Folder is named '001'.**

**Check that there are no mp3 files visible.**



# Preparing Your Audio Project

## Verifying folder layout

Checking the address bar of your window is a great way to ensure the correct folder layout and to help find your way around.

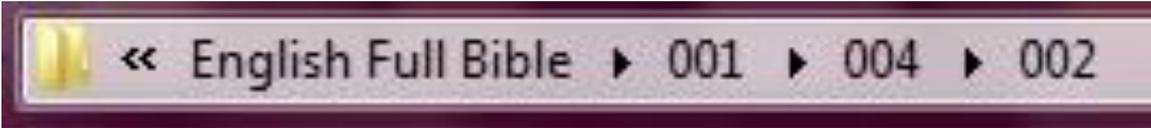


This address shows Section 1, Book 1. This Book contains the first files in your audio project.



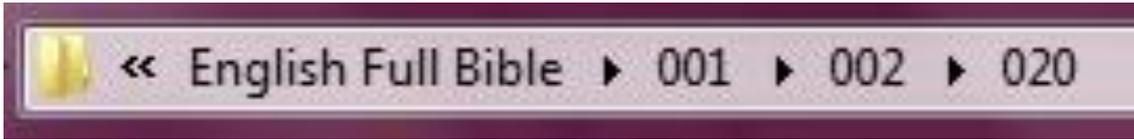
# Preparing Your Audio Project

## Verifying folder layout



<math>\ll \text{English Full Bible} \triangleright 001 \triangleright 004 \triangleright 002</math>

This address shows Section 4, Book 2



<math>\ll \text{English Full Bible} \triangleright 001 \triangleright 002 \triangleright 020</math>

This address shows Section 2, Book 20

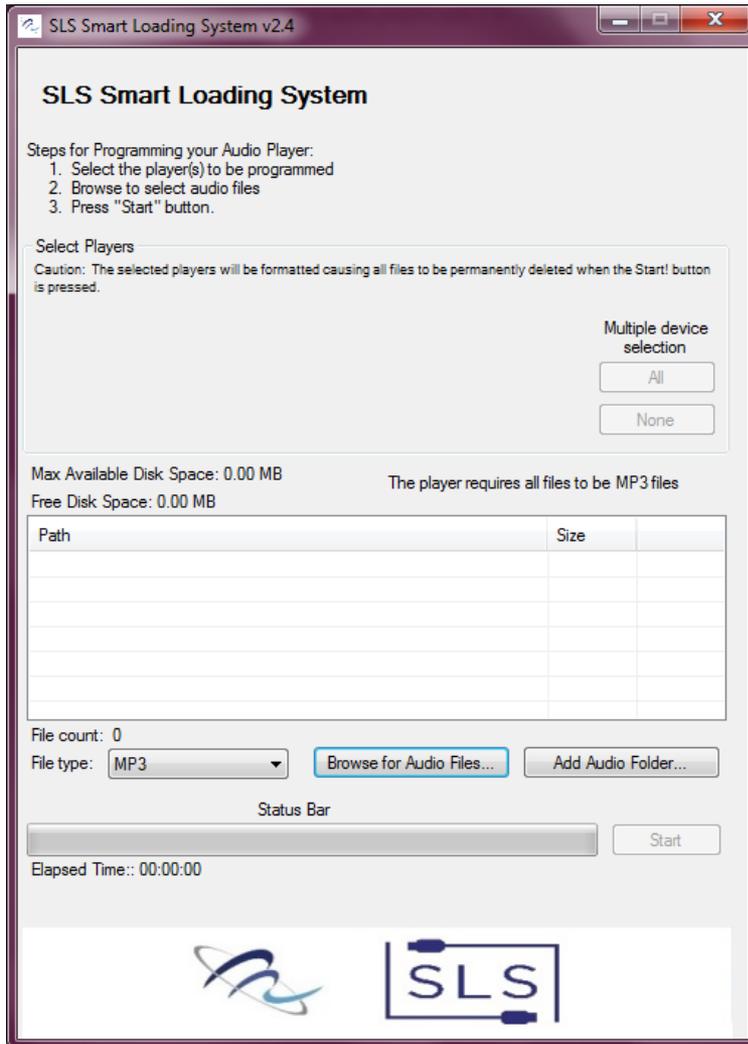


# Loading the Envoy S

Open your copy of the SLS software program that you received and click 'Run' if prompted.



# Loading the Envoy S



# Loading the Envoy S

Begin to connect your Envoy S units to the computer via the SLS cable(s) that you have.

**Note: You must use SLS cables. Standard cables will not work.**

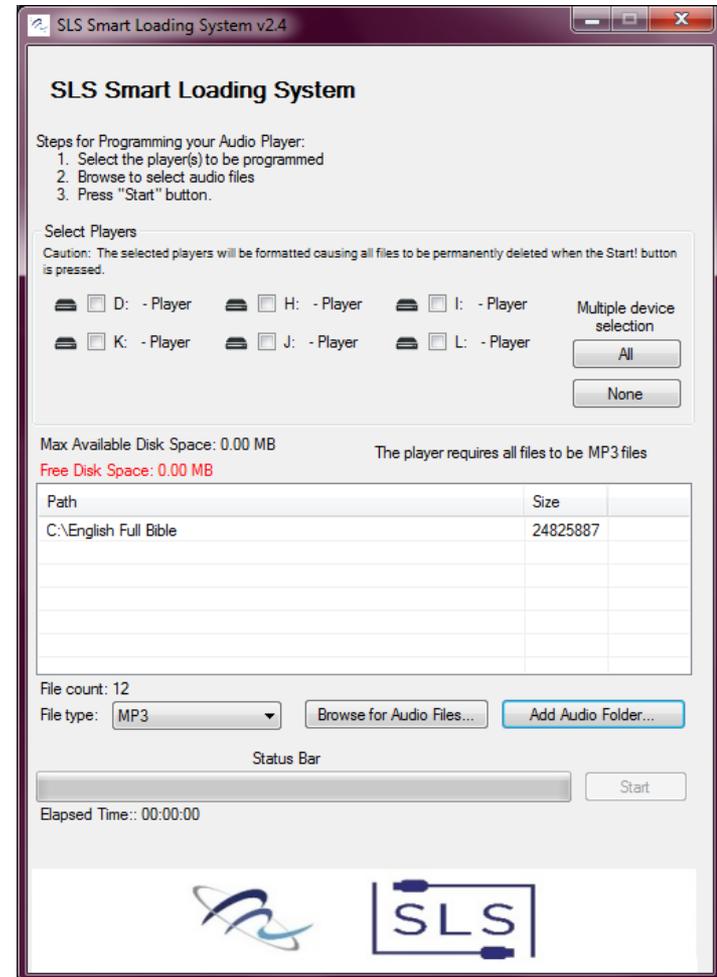
It is helpful to have a USB hub for programming more than one player at a time.

Each player will show up as a drive in the SLS software window.



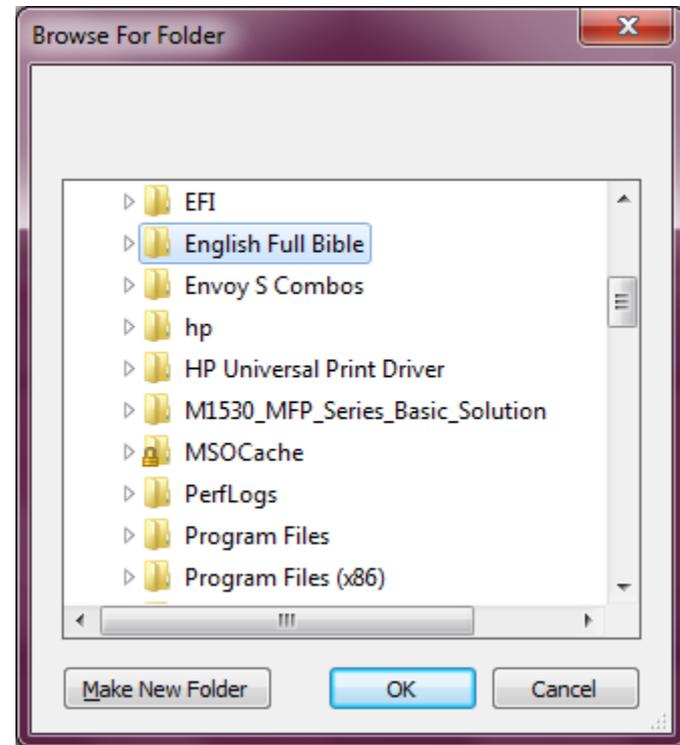
# Loading the Envoy S

Click 'All' under 'Multiple Device Selection' to select all players for programming. Click 'OK' on the warning that pops up.



# Loading the Envoy S

Now click on the 'Add Audio Folder.'  
Browse to your Audio Project Folder.  
Select it once and then click OK.

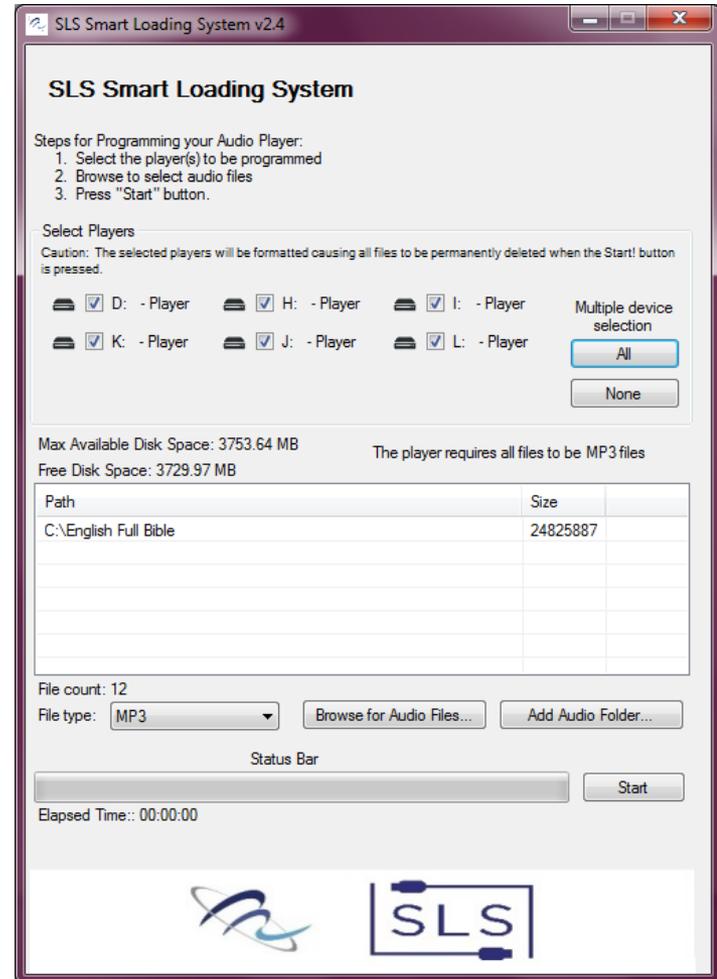


# Loading the Envoy S

Click 'Start' to begin loading the unit(s).

The software will notify you when the loading has completed.

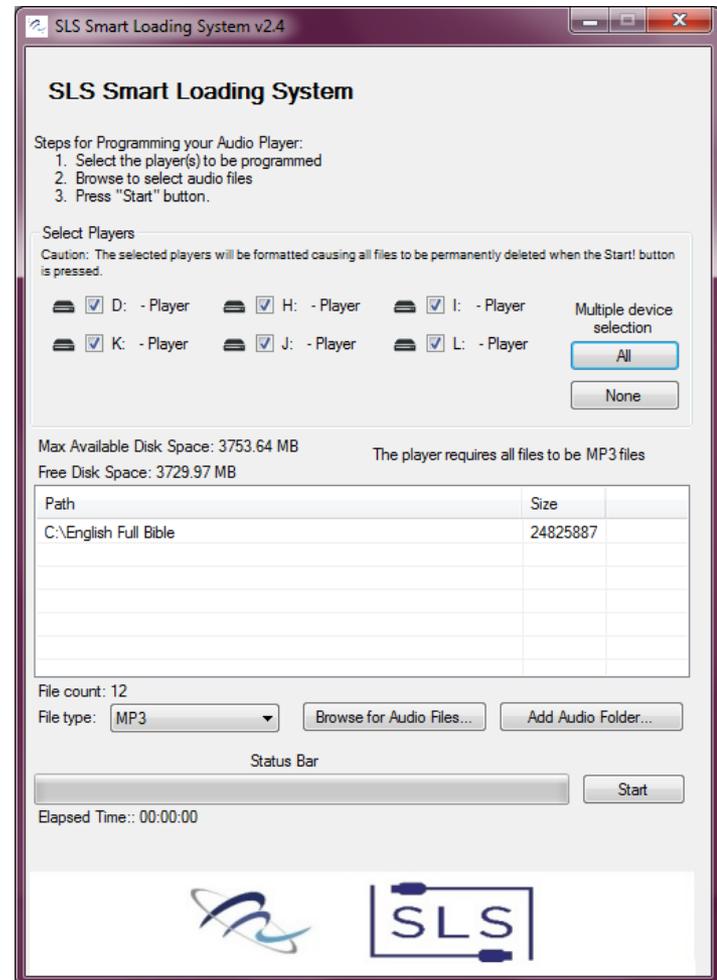
Note: The progress bar does not show accurate progress.



# Loading the Envoy S

You have now  
successfully loaded  
your Envoy S!

Unplug the unit(s)  
from the SLS cable.



# Hear the Message

Hold down the ON/OFF button for one second and your message will begin to play automatically.





We hope that you were successful in loading your Envoy S. If you have any problem, please look over the next few pages which contain troubleshooting information. If you need any further support, please contact:

Technical Support:

- Emanuel Tsuela: [emanuel@megavoice.com](mailto:emanuel@megavoice.com)
- Ed Zagofsky: [ezagofsky@megavoice.com](mailto:ezagofsky@megavoice.com)
- Skype: ezagofsky

Support in the USA: Darrel Templeton

- Email: [dtempleton@megavoice.com](mailto:dtempleton@megavoice.com)
- Cell: 757-634-5230
- Skype: darrel\_templeton



# Troubleshooting

Symptom	Cause / Solution
Unit does not light up when connected to the computer.	<p><i>USB port has not been initialized.</i></p> <ul style="list-style-type: none"><li>• Switch to a different USB port.</li></ul> <p><i>SLS cable might be faulty.</i></p> <ul style="list-style-type: none"><li>• Replace with a working SLS cable.</li><li>• Try connecting a different player.</li><li>• Replace the SLS cable with a regular USB charging cable. If the player lights-up, the SLS cable is faulty.</li></ul> <p><i>Player is faulty</i></p> <ul style="list-style-type: none"><li>• Replace the player.</li></ul>



# Troubleshooting

Symptom	Cause / Solution
Unit does not respond or register when connected to the computer through the SLS cable.	<p><i>Player may be frozen</i></p> <ul style="list-style-type: none"><li>• Press the Power button for 10 seconds, until the player resets.</li></ul> <p><i>USB port has not been initialized.</i></p> <ul style="list-style-type: none"><li>• Switch to a different USB port.</li></ul> <p><i>SLS cable might be faulty.</i></p> <ul style="list-style-type: none"><li>• Replace with a working SLS cable.</li></ul>



# Troubleshooting

Symptom	Cause / Solution
Unit 'locks up' during navigation.	<p><i>Improper folder layout</i></p> <p>Check that</p> <ul style="list-style-type: none"><li>• The '001' Language Folder exists</li><li>• You have your Sections and Books inside the Language Folder</li><li>• No folders are empty</li><li>• Each section folder has at least one book folder</li><li>• Each book folder has at least one mp3 file</li><li>• All folders are numbered sequentially</li></ul> <p>Reset the player (press the on/off button for 10 seconds) if needed. Reload the player with the corrected folder layout.</p>



# Troubleshooting

Symptom	Cause / Solution
Unit LED flashes quickly when first connected to the computer through a USB cable.	<p><i>Low Battery</i></p> <ul style="list-style-type: none"><li>• Leave the unit connected to the computer through the USB cable for 1-3 hours to recharge.</li><li>• If the unit registers as 'connected' through the SLS software, you don't have wait until it is charged in order to load audio.</li><li>• You can also charge the unit with a power charger.</li></ul>



# Troubleshooting

Symptom	Cause / Solution
Slow 'write' speed	<ul style="list-style-type: none"><li>• Mac version for SLS is considerably slower than the Windows version.</li><li>• Too many units connected through a single USB HUB.</li></ul> <p>We recommend using powered Hubs, directly connected to the computer (not daisy-chained), with up to 7 players connected per HUB.</p> <ul style="list-style-type: none"><li>• Poor CPU power on your computer</li></ul>



# Troubleshooting

To reset the unit:

Hold down the power button for 10 seconds.

If unsuccessful, reconnect to the computer with a USB cable and hold down the power button for another 10 seconds.

If unsuccessful, remove the black screw on the back of the unit and open the battery door. Remove the battery from the Molex connector. Try to reload the player before returning the battery.

