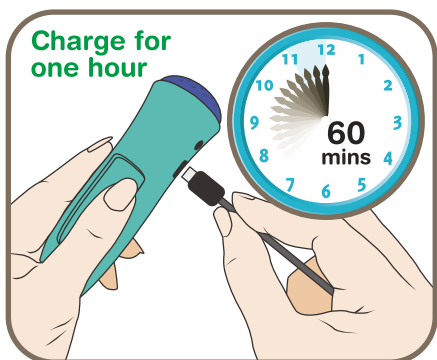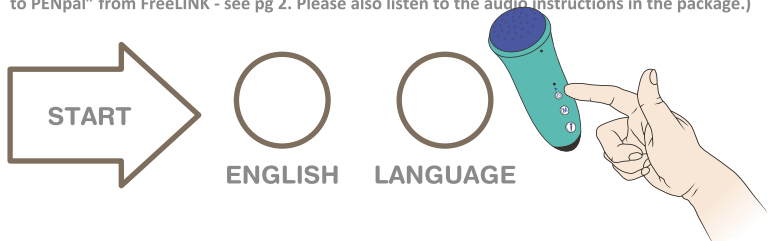# INTRODUCTION TO PENpal

Congratulations, you now have a **PENpal**, an electronic device that retrieves sounds from books, posters, leaflets and stickers. It retrieves sounds faster than smart phones or tablets. This leaflet provides advice and instructions on how to get the best out of your **PENpal**.

Getting started:

Charge for one hour

60 mins

1. PENpal has two rechargeable AAA batteries, which will work for about 20 minutes but we strongly advise that you charge it as soon as possible for about one hour. To charge, connect the USB cable (which is underneath the pen tray) to the pen and a computer or a wall charger and leave for one hour. This will give you at least one day's normal use.
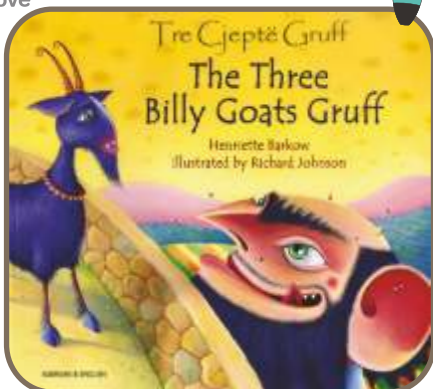
2. There are three simple steps to listen to your first book or poster. First, press the power button on your **PENpal** for two seconds. **PENpal** will say **"welcome to PENpal".** This leaflet is sound enabled, so let's see how to make it speak! (NB: if you have a PENpal already, download "Introduction to PENpal" from FreeLINK - see pg 2. Please also listen to the audio instructions in the package.)

START

ENGLISH   **LANGUAGE**

With the power on, touch the start arrow above and listen.
Penpal will say: **"There are over 100 publications…."**

3. Now lets hear the picture speak. Touch the circle **'ENGLISH'** above and then the corner of the picture printed from our book **'The Three Billy Goats Gruff'** (all page corners have sound).

PENpal will narrate the text. Touch the **'LANGUAGE'** circle and then the same corner. **PENpal** will speak in Polish for example. Switch between languages by touching the circles at any time.
To pause, touch the **'M'** button on **PENpal.** Touch again to continue listening.

Tre Cjeptë Gruff
The Three Billy Goats Gruff
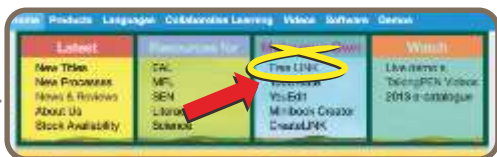Henriette Barkow
Illustrated by Richard Johnson

4. If you have 3 languages for a title, say Polish, French and Spanish, to select Spanish you have to go through the following sequence:
start/language (Polish); start/language (French); start/language (Spanish). The sequence will depend on which languages were first loaded.
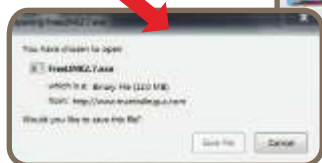
So how do I make PENpal read my books?

With over **700** audio files it is impossible to pre-load **PENpal** with all of them. The number keeps growing every week! When you receive **PENpal** it is empty of any audio files. You must load the audio files yourself with our free software called **FreeLINK.** This is a library of all our audio files for **PENpal.**

The following instructions show how you can install whatever you want from the library onto your **PENpal.** It is a very easy process and everytime you start **FreeLINK** tick **'check for updates'** since new audio files are often being added.

1. Go to our website **www.mantraLingua.com** Click **'FreeLINK'** in the **'Make Your Own'** (books).

You will now see the following: click on **Download NOW** and you will see this screen

Click on **'SAVE FILE'. FreeLINK** will be saved onto your computer.

2. Install **FreeLINK.exe** on your computer by double clicking. **FreeLINK** will only work on Windows PC's. (In some schools, for security reasons, you may need the assistance of the system's administrator to do this.)

3. To access files from **FreeLINK** you will first need to register. To do so, run **FreeLINK** by clicking on the **FreeLINK** icon on your desktop...

FreeLINK is loading. With so many files this can take up to two minutes. Please watch the load bar.

All books are listed along with languages. Sort by language or title. Download five languages at a time.

Connect **PENpal** and icon turns green. Click **'download selected files'.** Disconnect pen, touch Start Arrow...

Can I record my own voice or music on to paper?

PENpal has three buttons - power, mode, microphone. With the microphone you can record your own voice on any page of our books, our audio posters or recordable stickers.
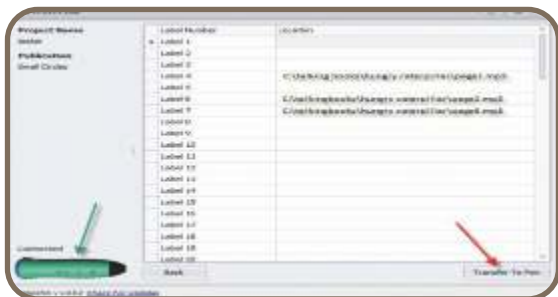
1. Press **'M' button** for 2 secs - light turns **red** and **"Recording mode".**

2. Press **'microphone'** button and <u>keep it pressed down</u>. Find a sound spot you wish to record on. In books, it is on the top corners of any page, with stickers it is everywhere... Touch the sound spot, let go of the **'microphone'** button, and make a recording. Keep pen close to mouth just like a microphone.

3. When you have finished, press the **'microphone'** button once more and let go.

4. Anytime you are on **Record Mode (red light)** you can touch the sound spot and hear your voice!

5. If you do not like this method but prefer the usual In the Record Mode, touch the circle to start recording, touch square to stop recording, and then, any time later, touch triangle to play back recording. This is more familiar but can reduce the aesthetics of a picture book. So it is worth learning the first method for a neater output. See web to buy stickers with

Can I make any book sound activated? Yes you can! With the 'record' button.

Take any recordable stickers - there are over **5000** unique stickers - paste them into every page of a book and make recordings using the process above.

One problem of recording this way is that your recordings can be over-written every time you record on the same sound spot. To keep your recordings permanent, use CreateLINK, the free software.

Go to **www.mantralingua.com** and download **CreateLINK** and install onto your computer. Run **CreateLINK** by clicking this icon:
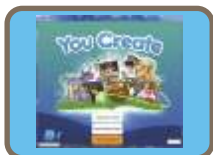

Just 3 steps for your permanent recordings - only you can change the audio files and there is no fear of over-writing. 1. Allocate mp3 file to a label number. 2. When finished transferring all MP3's, click 'transfer to pen'. 3.To play back, pen must be on (your) publication mode **(blue light).** Touch a label and listen. Users can still record in **red light** mode without losing your own MP3 recordings!
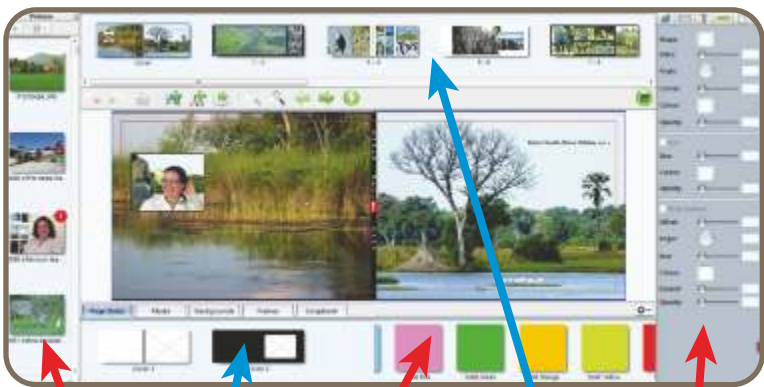
How can I make my own audio books... continued

Another free software is **YouCreate** which can be found on the same site: **www.mantralingua.com** Download **YouCreate** and install it onto your computer. This programme produces the **world's only** Talking Photo Book! Every page has two sound spots at the top and bottom corners to make your own recordings.

Take photos or make your own artwork or put your own text and voices onto many of our picture book artworks such as **'Sahir Goes To…**

Select 'New' or 'edit old' project. Select profile: photo or picture book, calendars. Whatever your selection you will be presented with different sizes and prices. For example, a 20 page soft back talking books costs £15.00
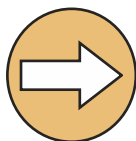

| Add your photo or drawings which are shown here | Create your layout for pictures or select from layout library | Select colour or textures for background | All your pages are shown here. Move sequence of pages easily | Text tools to change fonts, slants, make shadows, lines, etc. |

Touch the Start Arrow to Record and Listen
1034

When finished, go to 'Order', pay and upload your book. Within 7 working days, you will have your own Picture book, authored by yourself! Make temporary recordings using **'red'** light mode on **PENpal**. To keep your audio permanent, use **CreateLINK.** Select the 'Photobook Profile'. Enter the 'Start Arrow' number, e.g.1034 on the bottom of the title page. After that you can enter your MP3 files in the usual

After ordering, you can email friends a 'page turning e-book' of your creation! Share and let others buy if necessary. A unique way to experience creating, authoring and marketing your book! Audio role play with

How can I make my own audio books…continued

The Minibook Creator helps you make your own talking books where every page speaks with **PENpal.** Order special 150-page pads of pre-creased perforated paper for your printer. Print your own talking books instantly!

OK, I bought a pack or poster. How do I get the audio files since these are not shown in FreeLINK?

Although most of the audio files for **PENpal** are free, there are a few that have to be paid for or are part of a pack. E.g. the Phonics Pack, Science Pack, Literacy Pack… Here is how to download them on to **PENpal**.
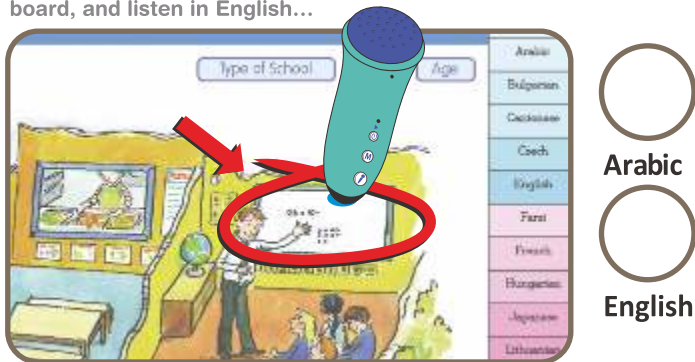
1. Email **support@mantralingua.com** stating your user name and the files you need. We will verify your invoice number and then load up your **FreeLINK** with the files ordered and paid for.

this folder has your own files that you paid for.

2. Open **FeeLINK**, enter your user name. There is a tab at the top called **'Your Files'** and this will list all the extra audio files that you bought. For example, **'How Schools Work in 26 languages' 'Key Phrases'** and many of our new packs. Install in the usual way.

How do I change languages on posters which have many languages like "How Schools Work"

1. Touch the Start arrow in the usual way. The touch the language you want, for example, Arabic. Touch the white board in the picture below and **PENpal** will explain in Arabic. Touch English, then the same white board, and listen in English…

Arabic

English

What is the guarantee for PENpal

The Limited Warranty is provided by Mantra Lingua and is applicable to the Product (here in defined as PENpal) purchased through an authorised dealer. The Warranty shall not extend to anyone other than the original purchaser or the person for whom the product was purchased as a gift.

This Warranty is valid only in the UK, South Asia, Europe, Australia and North America and is valid only upon presentation of a bill of sale (either invoice receipt) or registing on our website. The Product is warranted against defective materials or workmanship for two years from the date of original purchase, and is limited to repair and/or replacement of defective parts. This Warranty covers all defects encountered in normal use of the Product. This Warranty does not cover normal wear and tear such as scratches, dents, cracks, etc., nor does it apply to defects due to abuse, mishandling, repair by a non-authorised agent, unsuitable storage, transport damage, sand damage, liquid damage, fungus damage, import damage, or tampering.

Mantra Lingua specifically disclaims any implied warranty of merchantability or fitness for a particular purpose. Any implied liability of merchantability is limited to the physical pen.

Limitations of liability

The entire and exclusive liability and remedy for breach of this Limited Warranty shall be limited to the replacement of the defective Product and shall not extend to any claim for or right to recover any other damages. In no event will Mantra Lingua's liability for any damages to you or any other person ever exceed the purchase price of the Product, regardless of the form of the claim. Some countries do not allow the exclusion of incidental or consequential damages so some of the above may not apply to you.

Warranty Claim Instruction

While the Product is under the term of this warranty, if you have a claim, please return it either to the dealer you purchased it from or to Mantra Lingua. Include with the Product the bill of sale and a description of the defective claim. If Mantra Lingua determines the product to be defective, we will repair or replace it at NO CHARGE.

Shipping Instruction Policy

If you return the Product by mail delivery service, be sure to pack it in its original box or comparable packaging and insure it. Please keep this Warranty Slip which is your permanent record of warranty terms and conditions applicable to your PENpal. It will be required for warranted service and if lost it will not be reissued.

How do I register my PENpal?

You will need to register your PENpal or any of our other electronic devices online at www.mantralingua.com/warranty. Select Home and login. Then on 'my accounts' you will have a link to the above warranty page. This looks like the image below. You will need to have your invoice number. The registration is only valid for first time users and this is used to calculate the warranty days.

Frequently asked questions (F.A.Q's)

The best place to go first to answer any queries is our website: **www.mantralingua.com.** Look up the video's tab and there you will find a lot of information on how to work the pen, examples, areas of use, etc.

There is also a **'frequently asked questions'** section on the top of the site

The three most asked questions are:

1. I got my pen, but it does not start. **(Please charge the pen first by linking it with the supplied USB cable to your computer, laptop or a wall plug)**

2. I got my pen charged but nothing plays back when I touch a soundspot. **(Please first register with FreeLINK and then download the appropriate audio file for your book)**

3. I have an old talking book designed for the purple pen. How can I make it work with my new pen? **(This book belongs to our first generation pens. In order to work with PENpal you will need to get appropriate stickers from us, Please email us at support@mantralingua.com)**

Resources for your PENpal
Books:

There are about **700** books which are sound enabled for use with **PENpal** (as of Summer 2013). This list is always growing and the best way to keep up to date is open **FreeLINK**. This will have all the audio files that are available for **PENpal**. Please visit our website, **www.mantralingua.com** and search for new titles or books or packs. Books come in various genres and age ranges. Board Books, famous Picture Books, Folk tales, Myths, Contemporary, Reference…

Posters / Packs / Games:

Your **PENpal** will work with over **300** posters and packs and **100 Collaborative Learning** activities and games

Stickers and Badges

Your **PENpal** will work on over **4500** unique recordable and re-recordable stickers, each holding up to 1 hour of content. It will also record onto water proof labels which will withstand 50 degree C washes in detergent. Ideal for labelling. There are recordable key-rings, fridge magnets and pin-on badges. **Great for celebrations and rewards!**

PENpal comes with 2 re-chargeable batteries, silicone protective sleeve. <u>Under the pen tray</u> are a usb cable and 100 sample recordable stickers.

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