



## **Preparing the memory stick for duplication**

### ***Preamble***

Now that we are sending out mostly memory sticks each week using the duplicators (instructions below), we need to ensure the tracks will play in the correct order. As you know, this means creating a 'play.m3u' file on the stick using the software on the laptop.

In addition, for Kaleidoscope we need to put any pre-recorded files on to the stick (see instructions "Dealing with files on a mobile recorder" to transfer to the stick) and then in the right places in the list. (see "Recording for Kaleidoscope")

The following instructions assume you have the recordings on the 'active' memory stick, including any pre-recorded files – this should be F:\.

### ***Procedure***

1. Use 'your' stick in the USB flying socket to copy to – usually H:\. This should be a 'Red Dot' memory stick.
2. Note the drive letters of the active (source) stick and the target stick (usually F:\ and H:\).
3. On the desktop, find the icon with a camel on it, and 'play' underneath. Double click on it.
4. A new window will open, with a set of instructions at the top – please read and follow them!
5. When ready type 'y, enter', to continue
6. Put in the source and target drive letters as requested, in the form "f:\ h:\", enter
7. You will then see a list of the files in something like the desired order.
8. Usually you will want them in alphabetical order – if they are not, type 'c, enter' (to collate them)
9. If you need to move, say, one track with 05 beside it to after the track with 12 beside it, then the command is "m 05 12 enter".
10. If not then in the correct order, type "u enter" to undo that move, and start again
11. When all is as wanted, type "b, enter" to burn the files to the target stick.
12. Check that they are on the stick with Windows Explorer. You can drag the file 'play.m3u' to Notepad to check the order is correct – then simply close Notepad. If not, redo from item 2.
13. If all OK, type "q enter" in the play window to exit the program.
14. Eject the target memory stick cleanly, and check the tracks play in the right order and all are present using a Sovereign player.
15. Use this target you have just written as the master in the next operation, below.

## **Duplicating memory sticks - instructions**

### ***Preparation***

Turn on the memory stick duplicator at the wall, and then using the button at bottom right of its panel. It will wake up showing "1.Copy" in the screen at the top.

**Note that the top left USB socket is outlined in white – this is for the master memory stick only.**

**Note too, that the master or sub-master should be a low capacity (500MB) 'Red Dot' stick to ensure it is copied correctly to all the other sticks, old or new.** All the CVTN branded sticks are low capacity.

The procedure below will enable you to copy to all the loaded memory sticks to be sent out. Steps 1 – 5 should first be followed by the technician. After that the duplicators will take over.

The whole process is very quick, especially compared to burning CDs.

## ***Procedure***

1. Ensure the master socket is empty.
2. Insert the master memory stick you have just prepared in the top LH socket – green LED will light above it and become steady.
3. Insert as many memory sticks into the sockets as desired (**not** the master socket). Green LEDs will light above each occupied socket. When all LEDs are steady green press “Ent” – all the green LEDs will flash and then become steady when the process is complete. A message of success appears in the screen, with “N PASS, 0 FAIL” where N is the number of sticks. Press “Esc” to clear it.
4. Remove all the copied sticks and take away to avoid confusion!
5. Take one copied 'Red Dot' stick and check for correct track order in the **player**. If not correct, see below to correct. Note especially for Kaleidoscope (as most sticks will be the 'old' ones).
6. If all OK, then hand over that stick to the duplicators as the sub-master. (The technician will take the master home).
7. Duplicators repeat from step 2 to 4 above as many times as necessary.
8. When finished, switch off on the button, then the wall.

## ***Problems and warnings***

### **Do not remove any stick while its LED is flashing**

If any LED turns red there is a fault with that stick or channel or the copying process. If this happens, the end of copy message will read “N PASS, 1 FAIL”. Please put the stick by the techies laptop with a note for it to be checked. It may just need formatting.

If failures happen consistently on the same channel, please alert Chris Osgood or Tony Parry, and make a note for other duplicators to avoid that channel until the problem is sorted out.

### ***If copied tracks not in correct order***

This should not occur if you have used 'play' to order and create the 'play.m3u' file on the master. If it has occurred, then you need to recreate a master and check it carefully, and re copy the sticks.