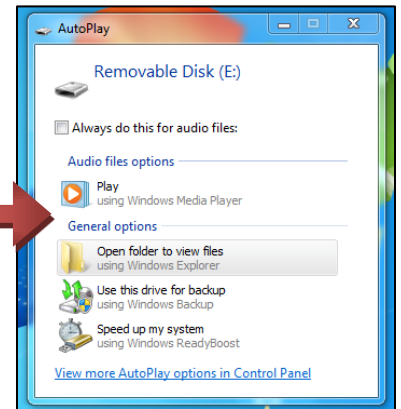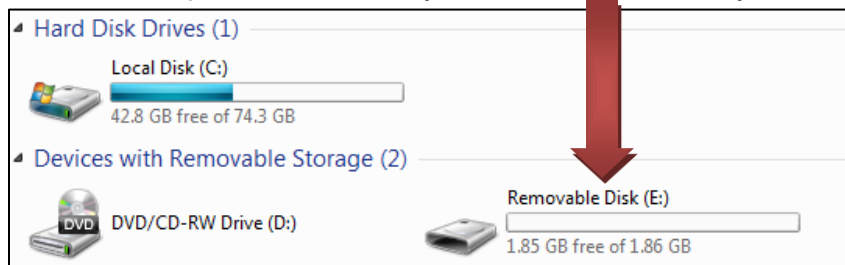## MESSAGE PROGRAMMING & OPERATION FOR MESSAGER USBi

Follow these simple steps to add or remove .MP3 files from a USB flash drive for use with the Messager USBi;

Step 1: Save the MP3 file sent to you by your audio content provider to a spot on your computer you can easily locate. It may be easiest to save it to your desktop.
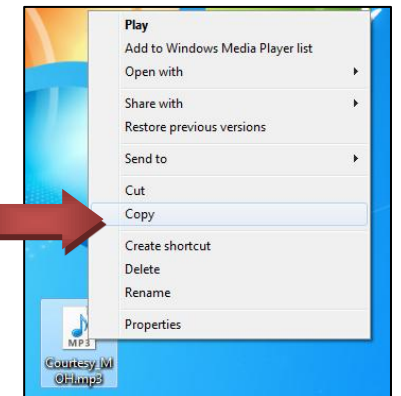
Step 2: Plug the USB flash drive into a USB port on your computer. Once the USB flash drive is inserted, it will automatically connect to your computer. A screen should open showing you the options available on the USB drive. You can then select "Open folder to view files." (See picture at right)
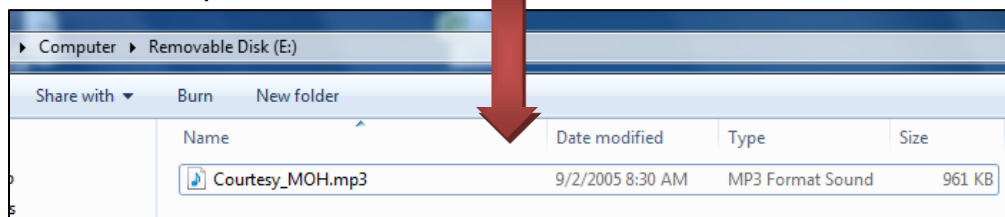
If this does not occur, you can find the files by going to your "computer" or "my computer" drive on your desktop & opening the folder. The folder will show several drives, including your hard drives & your USB drive, typically labeled as a removable drive (named "Removable Disk (E:) in the picture below); click the icon for your USB flash drive to open the screen and you will be able to access your files.

Step 3: Copy & paste the new audio file(s) to the USB drive folder. You can do this by right-clicking on your MP3 file & selecting "Copy" (See picture at right).

Go back to the folder you opened on the USB flash drive, right click in the folder & select "Paste" to add the file to the USB flash drive. Your file should now be on the USB flash drive. (See picture below)

If removal of files is required, select the file(s) by right clicking on it & pressing the <delete> key on your keyboard or right click on the file & use the drop-down menu to select "delete".

Step 4: Prior to removing the USB flash drive, right click on the icon for the USB drive in the bottom, right of your taskbar & eject the USB flash drive. Remove the USB flash drive from the computer.

Step 5: Plug (hot-swap) the USB flash drive into the Messager USBi while power is ON to load audio. The blue Status LED will SLOW BLINK while audio is loaded to the internal memory. A standard MOH production will take about 1 minute to load.

Step 6: When the blue Status LED is SOLID the transfer is complete and the unit will begin playing from internal memory. The USB flash drive can be left in the Messager USBi or removed.