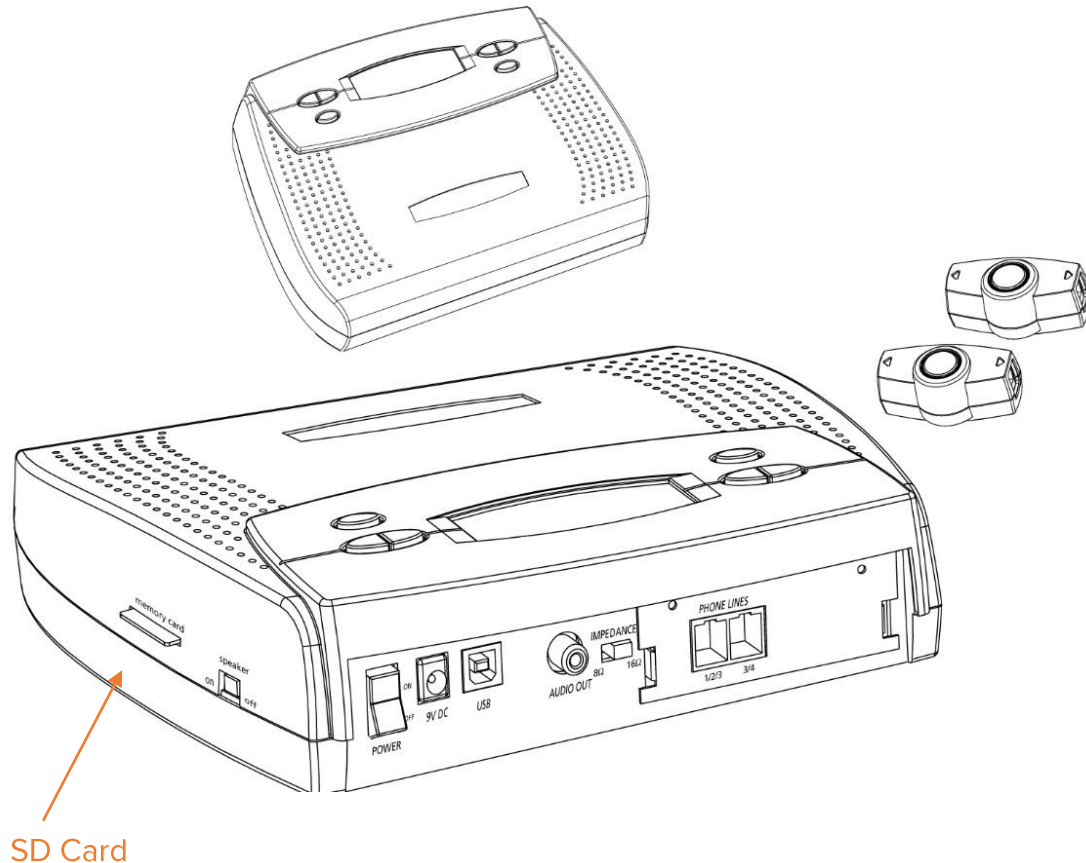


# Loading Your SD On-Hold Messaging Player



1. Turn off Voice Solutions messaging unit and unplug the SD Card by pushing the SD card in (it should pop out after making a light clicking sound)
2. Plug the SD card into the SD card reader (the opposite end is a USB drive)
3. USB drive into any available USB port on your PC.
4. Wait for a few moments for your PC to recognize the drive. This process can take some time, please be patient, otherwise you can go to “start” menu, then “my computer”, and look for “removable disk” or “voice solutions” usb (not all computers will automatically recognize a new piece of hardware-the USB stick).
5. DELETE all files in the folder that opened on the USB
6. Drag/drop mp3 file attached to this email to the folder that opened (to the USB)
7. Wait a few moments, unplug USB stick from computer and remove SD card from card reader
8. Make sure the USB stick is “safely removed” from the computer, instead of just pulling the usb out... this can damage the files or the usb itself. To safely remove the USB, click the icon in the bottom right hand corner of the page, or by right click the usb in “my computer” and select eject or safely remove. Then the USB stick can be removed from your computer
9. Plug SD card back into slot and turn player on.
10. Make sure unit is on, and ensure the proper file name is scrolling on the lcd screen- there should be a play triangle next to it.
11. Use the speaker button on the side of the player to ensure proper file is playing