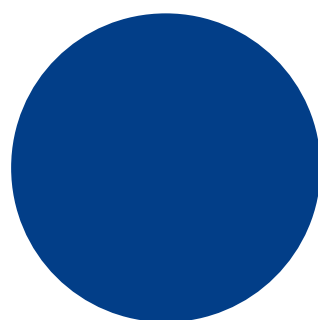
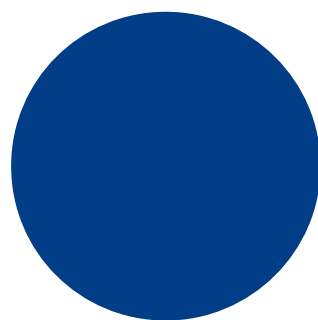


**:::Bones**

**Milestone 312 Ace**

**Manual**

**www.bones.ch**





## **Congratulations on your purchase of the Milestone 312 Ace.**

Your M312 Ace is a powerful, handy multifunction device and as versatile and reliable as a Swiss Army knife. The most important feature of the M312 Ace is its accessibility. Because of the simple user interface the device is easy to understand and operate, yet extremely powerful.

M312 Ace was developed specifically for the needs of blind and visually impaired users in their professional and private lives. You as a user, determine whether you want to use the device as a tool with basic functions or as a professional tool with all software tools and hardware enhancements. Whether you organize your daily schedule or simply want to just use it for entertainment, M312 Ace can be adapted to your individual needs and is ideal as a daily companion.

We ensure that our Milestone products are continually updated to include new, useful features and hope that you will be able to fully appreciate the many functions of your Milestone 312 Ace. Nick from Alameda in the United States tells us: " My Milestone is an absolute necessity for staying organized and as an aid to memory. For me as a blind person, the device is simply indispensable, whether I'm at home or on the road. " This manual is provided as a TXT file in the internal memory of your Milestone 312 Ace and may be accessed at any time from the folder " Manual TXT " in the application " Audio ". If you prefer the manual in another language or require an updated version, please visit our website [www.bones.ch](http://www.bones.ch).

Now we wish you lots of fun and success with M312 Ace.

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# 1. Product Overview

This chapter covers the main applications and the delivery of the device.

## 1.1. Applications of Milestone 312 Ace

Milestone 312 Ace ( M312Ace ) is a multifunctional device , which can be customized according to your wishes. Even the basic version of your M312 Ace includes extensive functionality. With optional applications such as radio and calendar this can be extended if necessary.

### 1.1.1.basic functions

The following list includes all applications that are standard features of the M312 Ace and are included with the basic version.

application	description
<b>Audio</b>	<p>Audio is the most extensive application and allows you to play audio files at various speeds. The storage and management of files is available in a fully accessible, selectable folder structure. The following applications are available under the Audio application:</p> <p>Music Player: With its convenient playback of audio player is designed for optimal music enjoyment.</p> <p>You do not need any knowledge of the technical details of different file formats, because your M312 Ace automatically understands and can play (MP3, AAC, WMA, WAV, M4A, M4V and MP4).</p> <p>Text-To-Speech Player: This function allows you to play text files in TXT and DOC formats. The language and reading voice can be set as desired.</p> <p>Recorder: The recorder creates crystal clear voice memos at your fingertips. Even in noisy environments, such as in trains or planes. The powerful Milestone speaker ensures clear playback. In addition to the built-in microphone you can also use an external microphone to produce quality recordings in stereo.</p> <p>Send Radio (FM Transmitter): With this function you can transfer content from your Milestone 312 Ace wirelessly to a radio receiver, for both devices on the same FM frequency and enjoy audio books, music and text files, as well as voice recordings on the home stereo system, or through your car stereo.</p>
<b>Books</b>	<p>Application Books lets you play smarter audiobooks, for example, in DAISY format. Such audiobooks are equipped with a special structure, which offers useful options for navigating within the book, such as chapter, phrase and Time jump. You can also set bookmarks, adjust the reading speed, and more. With the FM Transmitter function, you can even receive your audiobooks and listen wirelessly through a car radio or home stereo system.</p>
<b>Alarm</b>	<p>An easy -to-use alarm clock with all the necessary adjustment options, wake-up signals and vibrating alert. The time and date can also be requested, as well as countdown timer and stopwatch.</p>

### 1.1.2. Software extras

With software extras you can enhance your M312Ace according to your requirements. The following list provides a summary of these optional applications.

application	Description
<b>Radio</b>	The stereo FM radio features automatic tuning, a transmitter storage, direct frequency input, radio recording and RDS (Radio Data System).
<b>Calendar</b>	Calendar is a useful tool to organize your daily schedule. Besides the typical calendar functions, you can use the calendar and plan ahead special events, such as a radio recording or voice recording at a certain time.

### 1.1.3. Hardware extras (Add-Ons)

In addition to the software tools there are hardware extras, so-called add-ons, with which you can equip your Milestone to extend functionality even further. These enhancements have been designed specifically for M312 Ace and fit perfectly with the design of the basic unit.

With the high-end color detection device "Fame" you can identify the color of your clothes in the closet and put together a matching outfit. Besides colors "Fame" also recognizes light intensity and even tells you if two colors are identical.

The barcode reader "Wood Scan" with its extensive database of currently over 25 million registered products is a useful tool when shopping or for daily product organization. When held exactly over an object, such as a can of food, you will be presented not only with the identification of the item, but also in some cases with information on ingredients and the target price.

For more information about our add-ons go to [www.bones.ch](http://www.bones.ch), or contact your dealer.

## 1.2. Delivery

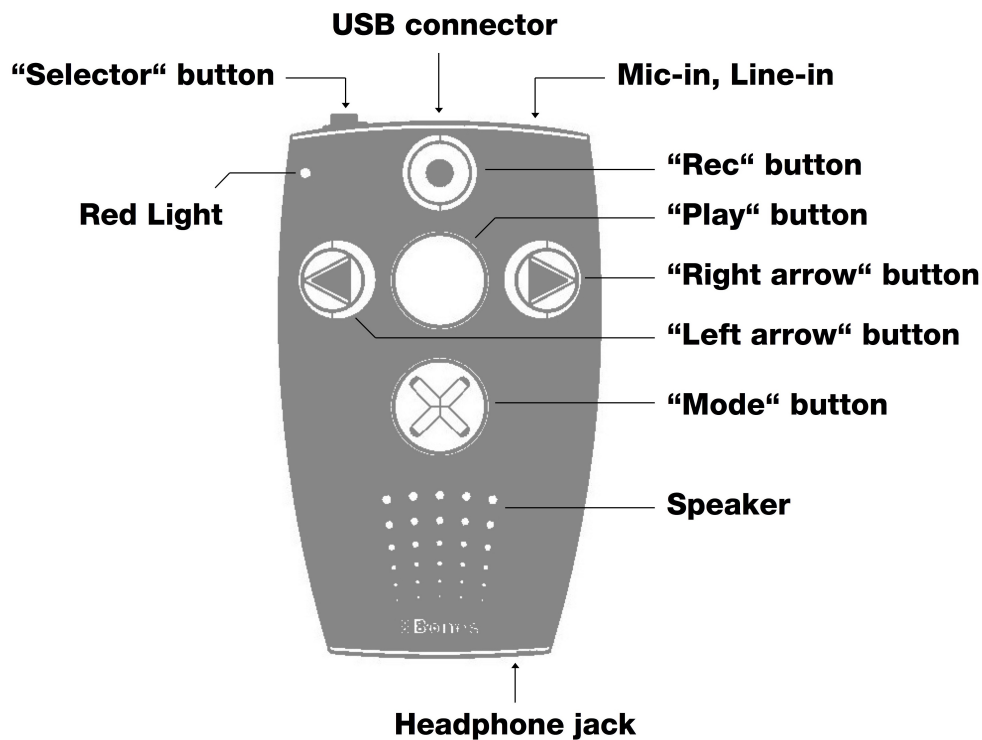
The following items come as standard with your Milestone 312 Ace:

- Milestone 312 Ace (main unit),
- USB 2.0 Hi-Speed cable,
- Charger,
- Lanyard,
- Case,
- SD memory card,
- Printed manual.

If any of these items are not included in your package, please contact your dealer.

## 2. M312 Ace keys and connectors

This chapter describes the buttons, connectors and other tactile areas.



## 2.1. Visual layout

## 2.2. Layout description

### 2.2.1. The operating surface

Holding your Milestone 312 Ace in your hand, you will find five buttons on the Front Face of the machine. In the middle is a large key and four other buttons are arranged around it in the shape of a cross.

The middle button can be identified not only by its size and central location, but also by its smooth surface. The name of this button is "Play". Now we look at the buttons surrounding the "Play" button.

If you move your thumb down, you will feel the "Mode" button. The "Mode" button is the same size as the "Play" button, but marked with a tactile X.

Below this you will feel the small, round holes of the speaker. Returning to the buttons, The other three keys are slightly smaller.

Immediately to the left of the central "Play" button, you will feel the "Left arrow". You will recognize it by the highlighted arrow pointing to the left.

If you move to the right of the "Play" button you will find the "Right arrow", also a tactile arrow but pointing to the right.

The fifth and final key is located above the "Play" button. This is the "Rec" button and you will find a small round indentation in the center.

The four buttons, which are arranged around the "play" button, are often used in the style of a navigation cross. With the "Left arrow" you navigate to the left, the top "Rec" button takes you to the top with the "Right arrow" to the right and the bottom "Mode" button you move down.



Now you are familiar with the user interface of the keys of your Milestone 312 Ace.

In addition to the aforementioned buttons there is a small indentation in the upper left corner for the red LED.

### **2.2.2. Get to know the top edge of the device**

on the top Left edge of the Milestone is the sixth and last button, the "Selector". This key is narrow and protrudes from the device. In the middle of the top side is an elongated opening. This is the USB port. The cable is connected here for connection to a computer. To charge the battery of your milestone, connect the charging cable to this port. Far right on the top edge you will find the connector for external microphones and line-in connections.

### **2.2.3. Get to know the bottom**

On the lower side is the headphone jack.

### **2.2.4. Get to know the right long side**

On the right lateral side of the device you will find a slot. This opening is the slot for SD cards, for expanding the storage space.

## **2.3. Use of the terminals**

M312 Ace has jacks for headphones, external microphone, USB cable and SD memory cards. The following sections describe the various ports in detail.

### **2.3.1. Charging the battery**

Please connect the charger to an AC outlet and the other end of the cable to the mini-USB port which is located on the top edge of your Milestone. If M312 Ace is properly connected, the start of the charging process is confirmed by a low beep. While charging the battery, the LED lamp flashes at 3-second intervals. Charging takes up to 3 hours. You can retrieve the battery level and other information via "information service". To find out more, see the section "Information Service".

Please note that the battery is also charged while the device is connected via USB cable to a computer.

Your M312 Ace is equipped with a powerful rechargeable lithium polymer battery, which retains power in standby mode for several weeks without recharging or allows continuous operation of up to 20 hours. This value is reached when listening to music or books on headphones with normal playback speed and medium volume. Please note that playback via the built-in speaker requires more energy. Also high playback speeds, high volume and playing text files require more energy and consequently result in a shorter running time per battery charge cycle.

### **2.3.2. Connecting Headphones**

If you do not want to hear playback of your Milestone 312 Ace through the internal speaker, you can connect any headphones with a 3.5 mm jack on the bottom right of the device. The output is then switched from speakers to headphones. Please note that your Milestone 312 Ace has two independent volume levels - one for the internal speakers and one for the headphones.

### **2.3.3. USB connection to computer**

To connect your Milestone 312 Ace to a computer, you can use the supplied USB cable. Connect the cable end with the small mini-USB plug to the mini-USB port on the top of your milestone. The end with the somewhat larger USB plug will fit into any traditional USB port on the computer.

Your M312 Ace confirms a successful connection with the message "Connection activated" and appears as an external drive named "M312ACE" on your computer. Now you can manage the files and folders on both devices, replace, rename, delete or copy. Even with large amounts of data Fast USB 2.0 connection will provide pleasantly short transfer times for DAISY books, music files, voice messages, text files and much more. After the data transfer is complete, please make sure that you treat it as a normal USB flash drive, properly eject the USB drive from your computer before disconnection.

Hint: To prevent data loss, we recommend that you back up your M312 Ace at regular intervals to the computer.

Note: The buttons on your Milestone are locked during an active connection.

### **2.3.4. External microphones and line-in**

For your recordings, you can use the built-in microphone or connect an external microphone with a 3.5 mm plug to the circular connector on the top edge of the Milestone. You can also connect external devices to this line-in jack, if you use a stereo audio cable with 3.5 mm jack. For more information about external microphones and line-in, see the "Recorder" section.

### **2.3.5. SD Memory Card**

Your M312 Ace has an internal memory capacity of 12 gigabytes. With an SD or SDHC memory card you can expand the existing memory to store more books, music, voice notes, and other files.

M312 Ace supports MMC, SD and SDHC memory cards with capacity of up to 32 gigabytes. Such memory cards can be inserted on the right, the narrow side of the device in the elongated opening. Slide the card into the slot until it clicks. Please take care when you insert the card. You can remove the card by gently pushing inwards, to loosen it from the fixing.

SD and SDHC cards are available in different memory sizes from various manufacturers. Bones recommends SD cards from SanDisk, Kingston, Transcend and Toshiba, as these have proven best.

Note: Make sure that the SD memory card is inserted correctly. The card has a ribbed body. There are the electrical contacts. When inserting the card, please make sure that the ribbed side goes into the machine pointing downwards.

Hint: Back up your personal files from time to time on an SD card or on your computer in order to avoid possible loss of data in case your Milestone 312 Ace suffers damage.

Caution: Please do not use SDXC memory cards for your Milestone. These are usually in sizes from 64GB memory.

## **3. General operation**

This chapter covers the general operation of the Milestone 312 (M312) and explains how to use it in combination with a computer.

### **3.1. General Features**

The following key commands enable general functionality of your M312 Ace that work in all applications.

### **3.1.1. Select main application**

Pressing the "Selector" button you can switch between the available main applications. The applications "Audio", "Books" and "alarm" form the basic version of your Milestone 312 Ace. "Radio" and "Calendar" are optional extra applications.

### **3.1.2. On / Off (Sleep Mode)**

M312 Ace has no on / off switch. You can activate the device by pressing any key. If the device is not used for about ten minutes, it automatically falls into sleep mode to conserve battery. When reactivating the milestone, it opens in the last position you were in before turning off the device, for example in an audiobook you are returned to where you left off.

Tip: If your M312 Ace does not activate either the keypad lock is in most cases active, the volume set too low or the battery is empty.

### **3.1.3. Lock keypad**

If you want to prevent accidental and unwanted keypresses on the device, you can lock the keypad. Hold down the "Mode" button while you briefly tap the "Rec" button and then release the "mode" button again.

When you activate the key lock all functions of the device can be suppressed. M312 Ace confirms the key lock with the message "Keyboard locked".

To unlock the keyboard, press the same key combination again, you will hear the message "Keyboard active".

### **3.1.4. Adjust the volume**

To increase the volume, hold down the "Mode" button and tap the "Right arrow" button until the desired volume level is reached. To reduce the volume, use the "Mode" button and the "Left arrow" in the same way. Each time you press an arrow key, the volume is increased or decreased by one step. Any change in volume is confirmed either with the announcement "louder" or "quieter" except during playback of a file. When you reach the maximum or minimum volume level, you will hear a beep.

### **3.1.5. Playback Speed**

Used during playback, the combination "Selector" and an arrow key changes the playback speed. If you hold down the "Selector" button and then press the "Right arrow" button, the playback speed is increased. With the combination "Selector" and "Left arrow", the speed is decreased. Each time you press an arrow key the playback speed changes by 10%. Speed can be up to a maximum of 200% or a minimum of 50%. A short, low beep signals the original speed. For additional settings for the playback speed, see the section on "Menu".

### **3.1.6. Menu**

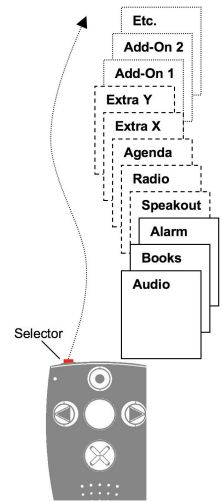
The menu function of your Milestone 312 Ace provides information about the device and the available space. Here you can also make changes to all the basic settings. The menu is divided into three categories "information service", "Local Settings" and "Basic Settings". Each of these categories contains a numbered list of items.

To enter the menu, hold down the "Mode" button for about 2 seconds. You are now in the information service of the menu and will hear the name of the active application, and other information, such as the battery power level.

The next category is called "Local Settings". You can reach the "Local Settings" by pressing the "Right arrow" during the announcement of the Information Service. One more press to the right takes you to the last category, the "Basic Settings", with the "Left arrow" taking you back to the other two categories.

The menu navigation is very simple. Use the four buttons, arranged around the "Play" button as a navigation cross.

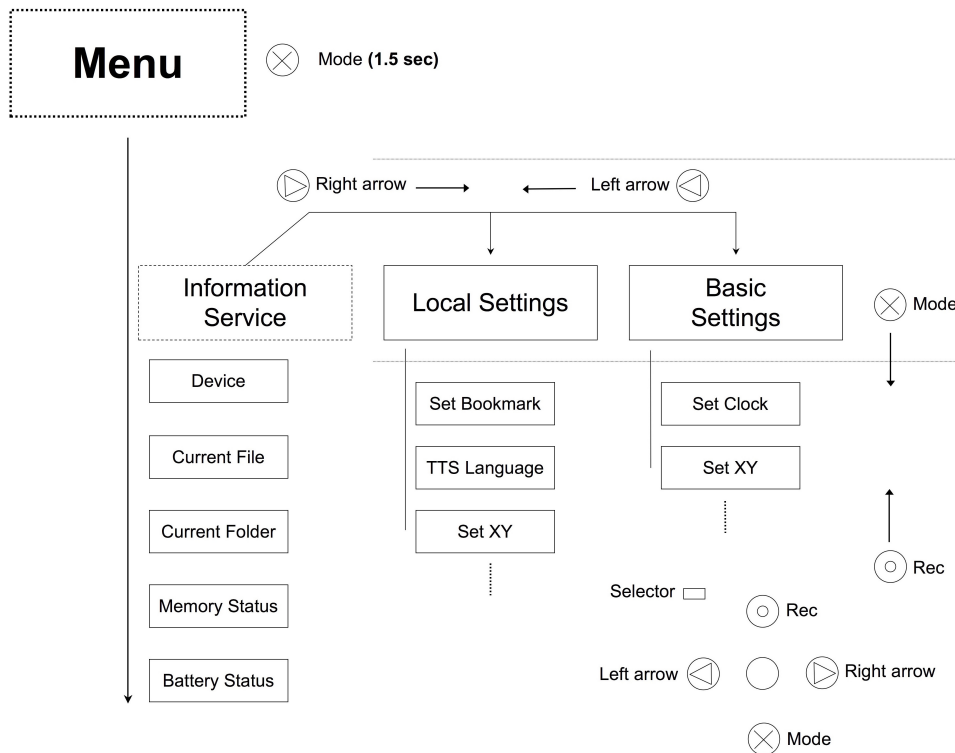
With the "Mode" button to enter or go down one level. With the "Rec" button to go up one level. So in the vertical axis, you navigate with "Rec" and "Mode". With the arrow keys to navigate within a plane on the horizontal axis. To exit the menu, you can always press "Selector". If you do not press any button within 10 seconds, your M312 Ace will exit the menu automatically.



### 3.1.6.1. Information Service

Hold down the "Mode" button for about 2 seconds to hear a summary of useful information about the active application (eg, "Audio" or "books"). The information varies depending on the application in which you are currently and will be announced in a specific order.

With the "Rec" and "Mode" buttons to select the individual announcements in the list to repeat or skip specific information. To exit the information service, press "Selector" or wait a few seconds until all the information has been issued.



### 3.1.6.2. Local Settings

If you press the "Right arrow" button during the announcement of the previously described information service, you will get to the "Local Settings".

Here you can configure custom settings for the currently selected application. If you are for example in the application "Audio", then you have access to audio-related functions.

Examples include the random playback, the read speed for texts and sending a radio signal to your home radio or your car stereo. Press the "mode" in order to move the list down to the next setting and "Rec" button to scroll up. When you reach a function that you want to change, use the arrow keys. The selected setting is automatically saved.

To exit the menu, press the "Selector" button or wait 10 seconds.

### 3.1.6.3. Basic Settings

In the "Basic Settings", the time, date, and the speed of the spoken messages from the device (prompts) are defined. These are basic settings that affect all applications. You get to the "Basic Settings" by pressing the right arrow button twice during the announcement of the previously described information service. You can then navigate back to the top with the "Mode" button or go down with the "Rec" button.

If you want to change the time, date, or the speed of the prompts, you accomplish this with the arrow keys. The last selected options are saved automatically. To exit the menu, press the "Selector" button or wait 10 seconds.

Note: To adjust the M312 Ace in more detail, advanced users can make additional settings in the config file CONFIG MILESTONE.TXT when needed. This document is located in the internal memory. For more information, see "Customize via CONFIG MILESTONE.TXT" in this manual.

### 3.1.7. List of keyboard shortcuts - General Functions

Function	Operation	Acoustic feedback
Switch on Milestone 312	"Play"	Application
Select application	"Selector"	Application
Increase volume	"Mode" + "Right arrow"	"Volume up" (in paused mode)
Decrease volume	"Mode" + "Left arrow"	"Volume down" (in paused mode)
Change reading rate (during playback)	"Selector" + "Right" or "Left arrow"	None. Speed simply changes.
Lock the keyboard	"Mode" + "Rec"	"Keyboard locked"
Unlock the keyboard	"Mode" + "Rec"	"Keyboard active"
Open menu	"Mode" for 1.5 seconds	Information Service starts

## 3.2. Data management via computer

Before you can listen to music files, texts or books, you must first transfer them to the Milestone 312 Ace on an SD card or to the internal memory with the included USB cable. The structure and names of the folders can be selected freely. The following section explains the procedure in detail.

### 3.2.1. The M312 Ace drives during active computer connection

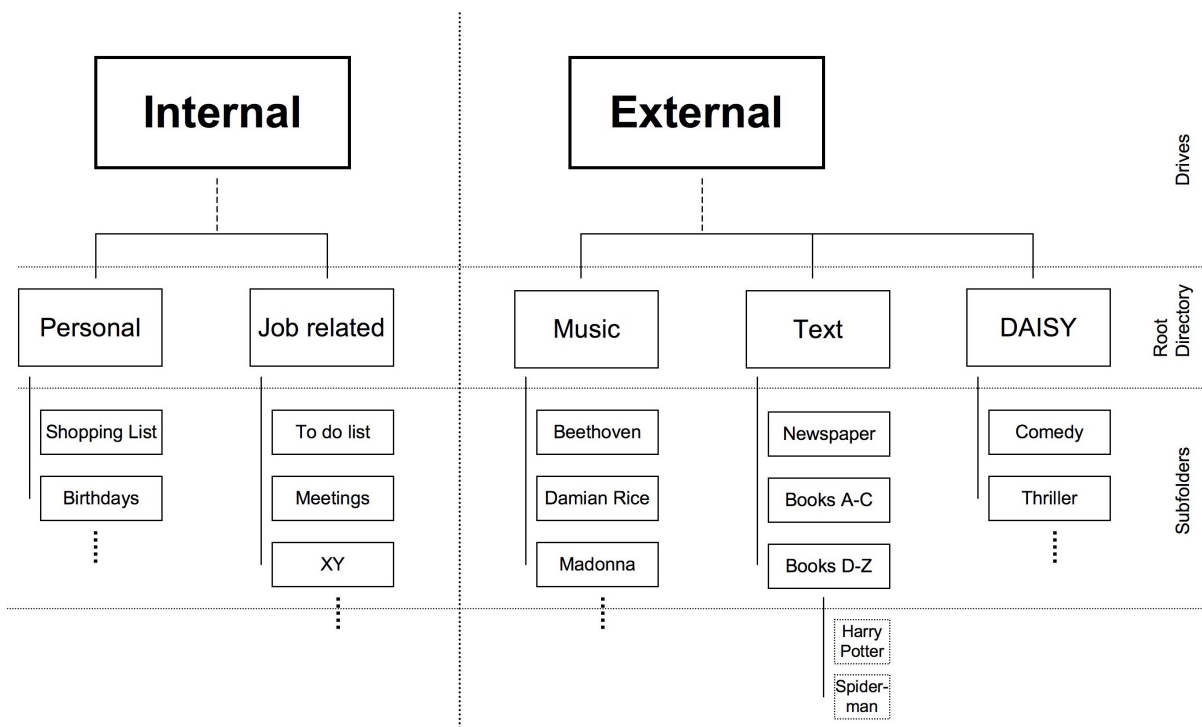
Use the supplied USB cable to connect your Milestone 312 Ace with the computer. When connected your computer recognizes the M312 Ace and the inserted SD memory card as two additional drives. One drive is named "M312ACE". This is the 12 gigabyte internal memory of your Milestone 312 Ace, which is at your full disposal.

The other visible drive is the SD memory card, which is located in the Milestone and is commonly recognized as a "Removable Drive". If your Milestone 312 Ace is not equipped when connected to the computer with an SD card, only the internal memory will appear with the label "M312ACE" on the computer. When the data transfer has been completed successfully, eject your Milestone 312 Ace and the SD card properly from the computer before disconnecting the USB connection.

### 3.2.2. Create a folder structure with the computer

With the computer, you can create your personal folder and directory structure to organize music, voice recordings, text files, books and radio recordings. It is also possible to use any number of subfolders and to rename them individually. This applies to both your available drives the M312 Ace, the 12GB internal memory and the external memory, the SD card. Folders are just containers where your files are stored. Your M312 Ace comes with preinstalled folders that you can always rename or delete on the computer. If you access it later, all the folder names are read by M312 Ace.

The following illustration is an example of a possible folder structure.



**Note:** There are applications which automatically create a specific folder, such as "Radio" the list of station names or recording broadcasts.

### 3.2.3. Save or delete files in the folder structure

#### 3.2.3.1. Data transfer via computer

On M312 Ace you can save text, music, books and more.

Select the desired files on the computer and "Copy". Then open the drive of your Milestone 312 Ace or its inserted SD card and save the previously selected data with the command in the desired folder. Make sure that enough free space for your files exists. In addition to the comprehensive 12 gigabyte internal memory of your Milestone 312 Ace, you can use SD and SDHC cards up to 32 gigabytes to archive your documents.

Please observe the following guidelines.

### **Convert CDs to music files on your computer before you copy them to M312 Ace:**

In the application "Audio" on your Milestone 312 Ace files of formats MP3, AAC, WMA, WAV, MP4, M4A, M4V files can be played, as well as text files in TXT and DOC. These formats can be copied directly to the Milestone. However, commercially available music CDs must first be converted with a program such as CDex, Windows Media Player or iTunes, so that your M312 Ace can play the music files. This is the usual process to save music files to a computer. The above-mentioned programs convert the music tracks into smaller, universally usable formats.

### **Save each book in a separate folder:**

The application "Books" reads your M312 Ace digital books in the DAISY 2 format, DAISY 3, EPUB, Audible AA and AAX. Please store each book in a separate folder to keep track and to avoid mixing with files of other books.

### **3.2.3.2. Delete via computer**

If you want to delete data from your Milestone 312 Ace, you can do this either with the appropriate hotkey or by connecting the M312 Ace to a computer. If you want to delete files or folders on the computer, use the delete command of the PC or Macintosh operating system.

Note: If you delete the data on a Macintosh computer, make sure the trash bin of your computer is emptied. Otherwise, only the link instead of the entire file is deleted and no space released. Eject your Milestone 312 Ace properly from the computer before disconnecting the USB cable.

## **4. Basic Applications**

This chapter describes how to use the three applications "Audio", "Books" and "alarm clock", which are included in the basic functions of your Milestone. The most versatile of these applications is called "Audio" and combines the following main features: Music Player, Text To Speech Player, recorder and radio stations. The application "Books" opens the door to the world of digital audio books. This application will play the book formats DAISY, Audible, EPUB, NLS and BookShare. The application "Clock" is an easy to use alarm clock which makes sure that you will be woken on time and also includes a handy timer and a stopwatch.

### **4.1. Audio**

The application "Audio" is very extensive and plays a wide range of file formats. In audio, you can listen to your music collection or read a text file. Audio combines a music player with a text-to-speech player. In addition, Audio is a full-fledged recording device. You can create your own voice messages with the built-in microphone, or high-quality recordings of concerts, meetings and so on recorded through an external microphone. All files whether music, text or voice memos can be stored in an arbitrary folder structure, like a computer. This folder structure can be created and adapted via a USB connection to the computer.

#### **4.1.1. General functions of Audio**

The following general functions are available in "Audio". To get there, please press the "Selector" until you hear "Audio".

#### **4.1.1.1. Folder navigation in Audio**

The application "Audio" allows M312 Ace to navigate freely through the entire computer folder structure on the internal memory or on the SD memory card. To do this, use the four buttons, which are arranged around "play" as a navigational cross. With "Rec" you go up to a higher level. With "Mode" you reach the next lower level, or move horizontally using the two arrow keys.

Example: Suppose you have an SD memory card in the M312 Ace with two folders, "Music" and "Text". In the folder "Music" you have the subfolders "Rock", "Pop" and "Classic". In the folder "Text" are the two subfolders, "newspaper" and "love stories". Now press "Rec" repeatedly until you hear a short beep, followed by the message "Internal Memory" or "External Memory". "Internal Memory" stands for the 12-gigabyte memory of Milestone 312 Ace and "External Memory" stands for the SD memory card, which is inserted into the Milestone. With "Rec" you can switch from one to the other type of memory and are then in the root directory. To use the contents of your SD memory card, press the "Rec" button until you hear the announcement "External Memory". You are now in the root directory of the external memory, the SD card. Use the arrow keys to switch between the various folders "Music" and "Text". Now select the folder "Text" and then press the "Mode" button to access the contents of the "Text" folder. Immersion into a deeper level is confirmed by a "high-low" beep sequence. Milestone reads the folder names in alphabetical order, in our case, first "Love stories". If you now press "mode" again, you are in the folder "Love stories" and can select the desired text document with the arrow keys.

Tip: When a folder contains many files or subfolders, you have the option to go directly to the first or last position. Press and hold the "Right arrow" and at the same time, press the "Play" button to reach the last item in that folder. With the "Left arrow" and "Play" you reach the first position in the folder.

#### **4.1.1.2. Delete files and folders with M312 Ace**

M312 Ace allows you to directly delete files and folders without connecting to a computer. The following options are available to you for this purpose:

##### **To delete a file:**

Play the file you wish to delete. Press and hold the "Mode" button during playback and then press the "Play" button. When you release the two keys, the file is deleted. This can only be canceled during playback or up to 10 seconds thereafter.

##### **To delete all files in a particular direction:**

To delete all the files in one direction, simultaneously press the "Mode", "Play" and one of the two arrow keys three keys. This combination must be held down for at least two seconds. The deletion of all files will then be executed in the direction indicated by the arrow key, including the file in which you are currently located. A long beep sounds at the beginning of the deletion and is followed by a short one once the files have been removed.

Warning: This function is only available in pause mode.

##### **Deleting a folder:**

Select the folder you want to delete. Press and hold the "Mode" button and press the "Play" button. After 3 seconds Tap again on "Play". Then release the "mode" key. The deletion process for folders with many files may take a few seconds. This process is signaled by a ticking sound.



### 4.1.1.3. Setting up a shortcut to a folder

M312 Ace allows you quick access to frequently used folders. You can select up to five arbitrary folders directly with a key combination, instead of having to navigate laboriously through the entire folder structure.

The linkage of folders with a certain key combination can be achieved by navigating to the desired folder, then select it with the "Mode" button.

Now hold the "Selector" button and press one of the 5 front buttons. If you hold down the two buttons for 3 seconds, the device will accept the selected location and confirm that the previously pressed key combination has been assigned to one of five preset folders.

Overall, you can assign five folders with a hotkey and select them directly. To select a preset folder later, press "Selector" and tap the correspondingly assigned front button.

Note: The five available shortcuts may already be assigned to specific folders in delivery of the unit. This assignment can be changed at any time.

### 4.1.1.4. Naming folders via Voice Recording

You can rename the folder directly via voice recording in your own voice or assign the label on the computer and read aloud via text-to-speech. To assign a folder name using voice recording, first select the folder with the "Mode" button. Now hold down the "Rec" button. Once you hear a clicking sound, hold the "Rec" and the "Mode" buttons until the message "Folder" is heard. Then you can speak the desired folder name into the microphone, then release the two keys. The stop recording is signaled by the tone sequence "high-low". Next time you navigate to the named folder, your voice recording will sound as the folder name. You can overwrite the recorded label attached to any folder as often as you like. To remove a recorded folder name, delete the file "FOLDER.NAM" in the folder using a computer.

You can re-record previously deleted folder names directly using your Milestone 312 Ace, if you re-record the folder in question previously by renaming it as just described with "Rec" and "Mode". Then you will be able to erase the recorded voice label with the key combination "Mode" and "Play". The folder is then reassigned the computer name.

Tip: An SD memory card can also be labeled with your voice. Press "Rec" several times " " until you get to the top level and switch to "External Memory". Perform the same sequence to designate a label for the folder. After that, your recorded name will be announced when the SD card is inserted.

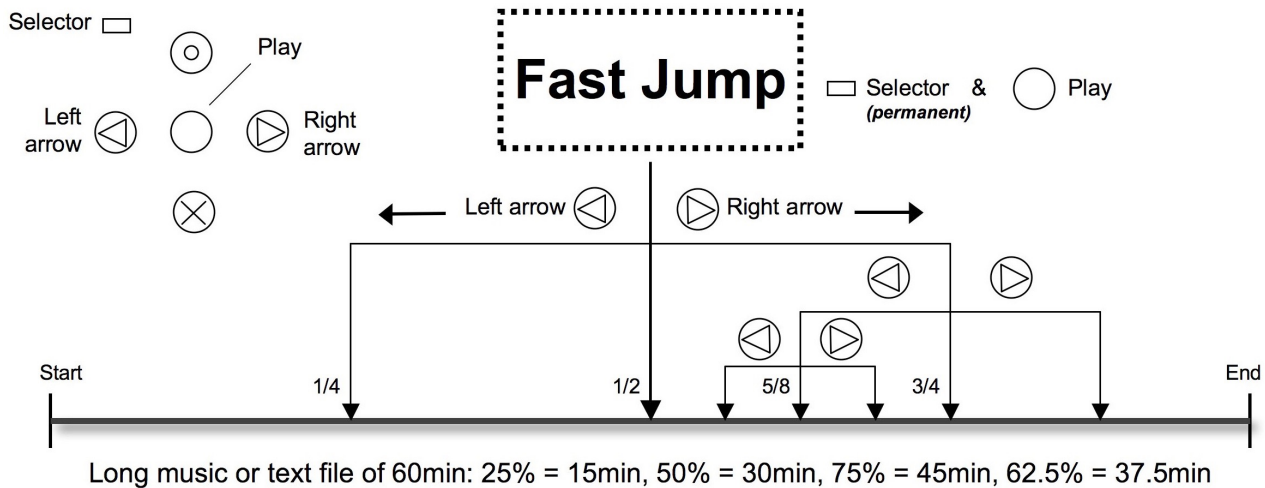
Note: If a folder name has been specified both on the computer, as well as by voice name, only the voice name is played.

### 4.1.1.5. Fast Jump

Fast Jump is a navigation function, which is applicable within the application "Audio" in each file. Fast Jump is especially useful for large files, because then you can jump quickly to a desired portion. To start Fast Jump, during the playback of a file, hold down the "Selector" button and tap "play". With this key combination you are now jump directly to the center of the current file. This Fast Jump is active while the "Selector" button remains depressed throughout its operation, otherwise Fast Jump is terminated. Therefore, Keep "Selector" pressed in order to determine the position in the file. With the "Left arrow" you now reach the middle of the first half. This means you can reach the first quarter, or 25% of the file. Suppose, however at times, that you have the "Right arrow" pressed and thus arrived at 75% of the file. If you press the "Left arrow" you reach 62.5% of the file, so the middle of 50% and 75%. You can proceed with this division until you

reach the desired entry point. After each time you press one of the arrow keys, the playback will start automatically, so you have an idea of where you are right now. If you press "Play" while the "Selector" button continues to be held, this will take you back to the middle of the file.

Note: Fast Jump only works while playing a file. If no file is played, it activates the key combination "Selector" and "Play" for quick access to a particular folder, as previously described.



#### 4.1.1.6. Set and delete audio bookmarks

To set an audio bookmark, press during playback the "Rec" button for 2 seconds. Your M312 Ace confirms the operation with the announcement "Audio Bookmarked" and gives the corresponding number of the bookmark. Audio bookmarks may be used in any compatible files, such as text files, music tracks and radio recordings. you can retrieve Your stored audio bookmark in the "Local Settings". Under "Audio bookmark", move with the arrow keys to scroll through the set bookmarks. Each audio bookmark entry contains a number, file information, and a brief preview of the reading position. When you reach the desired audio bookmark, press "Play" or "Selector" to leave the "Local settings". If you then press "Play", playback will start from the position of the last selected audio bookmark. A total of 12 bookmarks can be set in the application "Audio". To delete a set audio bookmark in the "Local Settings", keep "Mode" pressed and tap "play".

New audio bookmarks are stored on the lowest free position number. Once you've created audio bookmarks from 1 to 7 and now delete the bookmark in position 2, the next audio bookmark you create, will assume position 2.

#### 4.1.2. Play music

Audio includes a high-quality music player for the following formats:

Format	Description
<b>MP3</b>	Digital compressed audio file. Widely used and space-saving.
<b>AAC</b>	Digital compressed audio file.
<b>WMA</b>	Windows Media Audio: Digital, compressed audio file. Used by Windows Media Player.

Format	Description
<b>WAV</b>	Digital audio file. Requires a lot of space.
<b>MP4</b>	Standard video and audio Container: The audio track is played by M312 Ace, unless they are encoded within the MP4 file to AAC; This is usually the case. Please note that MP4 files require a certain initialization time.
<b>M4A</b>	Digital, compressed audio file used by iTunes. (Apple Lossless is not supported)
<b>M4V</b>	Digital video format of iTunes. Milestone plays the audio track of the video. Please note that M4V files require a certain initialization time.

To listen to music, please activate the "Selector" button on the application "Audio". As described in the chapter "Folder navigation in Audio", you can select your music files and play them. If you have found the desired file, press the "Play" button. The same button will execute the pause function when it is pressed again during playback. Use the arrow keys to move from one file to the next. Hold the arrow key to fast forward or rewind. For example, if the "Right arrow" is pressed and held, the fast forward starts after about one second. The fast forward speed increases the longer the button is pressed. If you hold the "Left arrow", Milestone rewinds accordingly. When you release the arrow button, playback is performed at the normal speed.

Note: In the "Local Settings" of the "Audio" application you can activate the random playback. Select it first with "Mode" from the folder that contains the files you want to play in random order. Then open the "Local Settings" and choose at random playback "Yes". M312 Ace then generates the file "RANDOM.YES" and can be activated by pressing the "Play" button in the folder and its subfolders. If you go with the "Rec" button up one level, and then press "Play", the files are played in the normal order.

### 4.1.3. Play Text

Audio includes a text-to-speech player that can read the following file formats:

Format	Description
<b>TXT</b>	Plain text file, saved in specific codepage (1250, 1251, 1252, 1253, 1254 or 1256). Unicode Versions are not supported.
<b>DOC</b>	Standard Microsoft Office Word Dokument. (DOCX not supported)

M312 Ace works with the powerful text-to-speech software from Acapela. This provides you with a wide variety of different languages and authentic, natural sounding voices.

Please note that when you play a text file, the file name will be read first. Then press "Play", playback of the actual text takes place. When you open a file in .doc format for the first time, the conversion may take a few seconds. Please be patient when using this type of file. The conversion process is signaled by a ticking sound.

Dealing with text files is similar to music files. You can select the text file with the arrow keys and press the "Play" button to pause. If you hold down the arrow keys, Milestone will rewind or fast forward. During fast forward, you hear periodic clicks. With every click you jumped a step forward or backward. How big such a step is, depends on the setting, which you can select during

playback of the text file by pressing "Rec" or "Mode". You have the choice between "Screen" (equivalent to approximately 25 lines), "Paragraph" or "sentence".

In addition to the default language M312 Ace can also play text files in other languages or with other voices. To do this, open the "Local Settings" menu and select "Language". When changing the languages and voices with the arrow keys, the Milestone speaks in the selected language.

If you want to add to your Milestone 312 Ace additional languages and voices, please visit the support area at [www.bones.ch](http://www.bones.ch).

Note: If you change the reading speed in a text file, it is stored by your M312 Ace. The next time you play a text file, that speed is automatically adopted. In addition to the appropriate key combination, the reading speed can be changed from "Audio" in the "Local Settings".

#### **4.1.4. Recorder**

The application "Audio" includes a recorder, with which you can create, within a few seconds, voice recordings via the integrated microphone. The rapid recording of shopping lists and phone numbers, interviews or other notes is thus very simple. In order to produce high quality recordings, you can connect an external microphone. You have various settings available to achieve the best results.

##### **4.1.4.1. Short Recording your voice**

To create a short recording, press and hold the "Rec" button. A short clicking sound signals the beginning of the recording. The recording stops when you release the "Rec" button.

Tip: By pressing the "Rec" button you can record directly from idle mode, a voice recording, which is saved in the folder "Things to Do" in the internal memory. By means of the "Selector" button, you can exit the application "Voice Memo" and return to the "Audio" application.

#### **1. Continuously recording a voice memo**

To start a continuous recording, press and hold the "Rec" button and press "Play". Your M312 Ace acknowledges the start of the continuous recording with the sound sequence "low-high". To terminate continuous recording, press the "Rec" button. Stopping the recording will be confirmed with the sound sequence "high-low". To pause during a continuous recording, press the "Play" button. Pressing "Play" will resume the recording.

##### **4.1.4.2. Location of a voice memo**

Milestone 312 Ace stores your voice note exactly where you are at the time you begin your recording, be it in the internal memory or on the SD memory card.

If you have created a folder structure, you go first to the desired folder and then record your voice message with the "Mode" button to open the folder in question, which is confirmed by the sound sequence "high-low". It is also possible to store voice recordings along with other files in the same folder. After listening to a voice memo in the "Audio" application, Milestone will stop playing. Music and text files on the other hand are played continuously in sequence.

Note: The application "Audio" allows you quick access to up to five folders. The keyboard shortcuts can be used, for example, to return to your voice recording folder without navigating through the entire folder structure. More information can be found in the section "Setting up a shortcut to a folder".

##### **4.1.4.3. Listening to a voice memo**

To play back your recording, press the “play” button when recording is stopped. If you have recorded more than one message, use the arrow keys to select a voice memo.

#### **4.1.4.4. Recordings via the internal microphone**

By default M312 Ace records via the integrated microphone. The internal microphone is optimized for voice recording and reliably filters out noise. Even recordings on the bus, train or plane are captured in high quality. To achieve optimum results, please speak at a normal volume and hold the device about a hand’s length away from your mouth. The integrated microphone is located in the upper left corner, near the small red LED light. Recordings via the internal microphone are saved as MP3 files with a quality of 128 kbps.

#### **4.1.4.5. Recordings from an external microphone or other line-in sources**

In order to improve the quality of your voice recording, you can connect an external microphone. It is also possible to use a stereo audio cable to connect external audio sources to the line-in port on your Milestone 312 Ace. As described in the section entitled "External microphones and line-in" M312 Ace automatically switches from the internal microphone to record on the external microphone or line-in. When recording with an external microphone, it does not change the mode of operation, but the recording quality is considerably improved.

Once an external microphone or a stereo audio cable is connected, "Local Settings" recording-related choices appear in the menu which you should definitely consider and change them if necessary before recording something. The options are:

- Recording source: External microphone or line-in.
- Recording environment conference, outdoor, studio or your own settings.
- Recording quality: MP3 128-320 kilobits per second (kbps).
- Channels: Stereo or Mono.
- Recording volume: Automatic or 10 to 100 percent.
- Noise Filter: On / Off.

Make the changes you want to achieve the best possible quality.

Keep in mind please that the correct specification of the recording source is important. Your M312 Ace distinguishes between an external microphone and a line-in source. If you connect, for example, a radio, CD, DVD player or PC sound card and in the "Local Settings" select an external microphone instead of Line-in to specify the recording source, connected devices could (in very rare cases) be damaged.

Check the other options in the "Local Settings". From the item "Recording environment" you can choose between 3 predefined profiles and 3 custom profiles (for example, "Own setting 1"). The latter can be defined by yourself. For this you can use the settings "recording quality", "channels", "Recording Volume" and "Noise Shield" which are all available. In the case of the predetermined profiles, such as "studio", the parameters are not changed.

Note: The "Noise Filter" reduces noise and allows voice recordings in vehicles. The rumble of gears or motors is effectively suppressed by a high pass filter at 100 Hertz.

Note: Recordings via external microphone or line-in can be monitored through headphones.

Caution: Do not change the recording source if an "External microphone" is used. This setting provides the connection with 2 volts and could damage connected devices, which can not handle additional power.

### 4.1.5. Send Radio (FM Transmitter)

One of the most interesting innovations of M312 Ace is sending content via VHF to a household or car radio. This allows all content within about 10 meters to be received on a regular radio receiver in very high quality. Typical applications are listening to books or audio on a home stereo system or on the road in a car.

Send Radio is activated from the menu "Local Settings" in the functions Audio, Books and Radio. When appropriate menu item is selected, right arrow activates and left arrow deactivates Send Radio. the transmission frequency can be increased by pressing the "Right arrow" the frequency is increased by a few steps until it reaches 108 megahertz and will then be decreased down to 87.5 megahertz. To switch off transmitting, press the "Left arrow".

To transmit effectively, an antenna is required. Plug a pair of headphones into the headphone jack. Audio will sound simultaneously from the built-in speakers. In practice, simple, inexpensive headphones prove very effective. Please insert keeping the wire straight and untangled. Please do not use knotted cable or cable with coils.

The active condition of "Send Radio" is retained when the Milestone is switched on. The frequency is also stored in the control file CONFIG MILESTONE.TXT.

If you switch on the radio function, receiving radio transmission is automatically switched off and resumed when selecting another function.

### 4.1.6. List of keyboard shortcuts - Audio

Function	Description	Acoustic Feedback
Playback / Pause	"Play"	-
Go to next file or folder	"Right arrow"	-
Go to previous file or folder	"Left arrow"	-
Go down, enter a folder	"Mode"	"High pitched-low pitched"
Go up, leave a folder	"Rec"	"Low pitched-high pitched"
Fast forward	"Right arrow" press and hold	-
Rewind	"Left arrow" (press and hold)	-
Jump to last file	"Right arrow" + "Play"	-
Jump to first file	"Left arrow" + "Play"	-
Short recording	"Rec" (press and hold)	"Click"
Start continuous recording	"Rec" + "Play"	"Low pitched-high pitched"
Pause / resume continuous recording	"Play"	Short beep
End continuous recording	"Rec"	"High pitched-low pitched"
Fast Jump	"Selector" + "Play".	"Fast Jump"
Erase current file	"Mode" + "Play"	Erasing sound
Erase all files in one direction	"Mode" + "Play" + "Right arrow" or "Left arrow"	Beep for start and end of erasing

Erase current folder	“Mode” + “Play”, + “Play” again after 3 seconds	Erasing sound
Voice labeling of current folder	“Rec” + “Mode” (press and hold)	Start of record with “Folder” and end with “high pitched-low pitched”
Use shortcut for a folder	“Selector” + “desired front button”.	Name of folder / location
Playback / Pause	“Play”	-
Send radio	See menu „Local Settings“	On/off and frequency

## 4.2. Books

This application is a book player for navigable audio books, for example, the DAISY format. The significant advantage of DAISY books over traditional audio books is the versatile navigation options. These are made possible by the structure of DAISY books. The following formats can be played on your Milestone:

Book type	Description
<b>DAISY 2.02.</b> (text and audio).	DAISY stands for Digital Accessible Information System. It is a format for digital talking books with extensive navigation. The 2.02 version is the most common type of audio DAISY books.  More information about DAISY can be found at <a href="http://www.daisy.org">www.daisy.org</a> .
<b>DAISY 3.0.</b> (text and audio, version 2002 & 2005).	DAISY stands for Digital Accessible Information System. It is a format for digital talking books with extensive navigation. The version 3 is the newest standard. More information about DAISY can be found at <a href="http://www.daisy.org">www.daisy.org</a> .
<b>EPUB 2.0.1</b> unprotected. (text books).	EPUB or Electronic PUBLication is an open standard for text based e-books by the International Digital Publishing Forum (IDPF). E.g: Google EPUB books. Please not that only unprotected EPUB is played by Milestone.
<b>Audible Library.</b> AA & AAX.	Audible.com is a popular internet provider of spoken audio entertainment, information, and educational programming. More information as well as books and subscription plans can be found at <a href="http://www.audible.com">www.audible.com</a> .
<b>NLS Library.</b> Encrypted DAISY 3.0 audio.	NLS stands for National Library Service and is a big provider of talking books in the USA.
<b>Bookshare Library.</b> DAISY 3.0 text.	Bookshare is a provider of accessible talking books in the USA.

### 4.2.1. Play and pause a book

When reading a book, you can start, stop or continue a book with the "Play" button. If you have not yet played any books, Milestone will begin with a clicking sound and an automatic search.

Of Your M312 Ace will commence of its internal and external storage and it will start to play the audiobook first found. To pause playback, press the "Play" button. To select another book, please refer to Section 4.2.4. "Selecting a book" section below.

## 4.2.2. Navigate in a book

You can move to the beginning or end of a book, skip whole chapters, delve into different sections or highlight interesting passages bookmarked.

The available navigation options depend on which book format you are listening to and what options are provided by this format.

When an audiobook is chosen, use the "Rec" and "Mode" buttons to select the available options. With "Rec" you move one item up, while you can use "mode" to move one item down.

For example, select "Phrase jump", then jump using the arrow keys phrase by phrase forward or backward.

With the left arrow key you go back to the beginning of the current phrase.

Press the left arrow key twice, you move to the previous phrase.

If you press the right arrow key, you jump to the next phrase.

When pressed twice, the right arrow key will jump 2 phrases.

In each navigation option or setting, you can use the arrow keys as control or to make a selection.

Please note that most books only offer a limited selection of all possible navigation options, due to their format. How many of these navigational possibilities are available, depends on both the type of book, as well as the editing by the respective publishers. Below is a list of options:

Navigation	Description
<b>Phrase jump</b>	Jump to next or previous phrase by using the arrow buttons. A phrase is the smallest navigation possibility and for example may correspond to a sentence. The exact definition depends how the book was published.
<b>Time jump</b>	Jump 2 minutes of reading in the desired direction by using the arrow buttons. You can adjust the amount of a time jump in the Local Settings.
<b>Beginning or end of book</b>	Jump to the beginning or to the end of the book by using the arrow buttons.
<b>Bookmarks</b>	Select previously inserted bookmarks by using the arrow buttons.
<b>Bookshelf</b>	Scroll between all available books by pressing the right or the left arrow button. Press "Play" to start a book.
<b>Activate sleep timer</b>	Activate sleep timer by pressing the "Right arrow" button. By pressing the "Left arrow" button sleep timer is deactivated. With sleep timer Milestone 312 Ace will pause playback at the desired time. Afterwards it will wait for 10 minutes. If there is no further input it will turn off automatically. The reading position is saved.



Navigation	Description
<b>Set time for sleep timer</b>	Select how long Milestone 312 Ace remains active before sleep timer switches it off. Use the arrow buttons to adjust the duration.
<b>Pages jump</b>	<p>Jump to the next or previous page by pressing the arrow buttons.</p> <p>To enter a desired page directly push and hold "Selector" and then enter the page number using the "Left arrow", "Play" and "Right arrow" buttons. With each push on "Left arrow" you select between the three-digit figures: 100, 200, 300 et cetera., with "Play" you select the two-digit figures 10 to 90 and with "Right arrow" you select between the single-digit figures from 1 to 9.</p> <p>If you wanted to go to page 223 for instance, press the "Selector" button and hold it down, press "Left arrow" twice, press "Play" twice and press "Right arrow" 3 times (223).</p> <p>Release "Selector" button to start reading the desired page.</p>
<b>First level (Chapter)</b>	Jump to the next or previous main chapter by pressing the arrow buttons. For example from chapter 1 to chapter 2.
<b>Second level</b>	Jump to the next or previous sub-chapter by pressing the arrow buttons. For example from chapter 1.2 to chapter 1.3.
<b>Third level</b>	Jump to the next or previous third level sub-chapter with the arrow buttons. For example from chapter 1.2.1 to chapter 1.2.2.
<b>Fourth level</b>	Jump to the next or previous fourth level sub-chapter by pressing the arrow buttons. For example from chapter 1.2.1.1 to chapter 1.2.1.2.
<b>Footnotes</b>	Jump to the next or previous footnote with the arrow buttons.
<b>Marginalia</b>	Jump to the next or previous marginal note by using the arrow buttons. Marginalia are text parts in frames or separate columns.
<b>Producer notes</b>	Jump to next or previous producer note by using the arrow buttons.

### 4.2.3. Select a book

If you have multiple books on the internal memory or your SD card, you can choose one of them with the navigation option "Bookshelf". Press "Rec" or "Mode" until you hear "bookshelf". Using the arrow keys, you can select a book. In the "Bookshelf" all compatible audio books are listed, regardless of whether they were stored in the internal memory or on the SD card. Press "Play" to start the book you want. Please note that Milestone directly selects the function "Phrase jump".

### 4.2.4. Create and Delete a bookmark

Press the "Rec" button for 2 seconds to set a bookmark at a specific location in the book. You will receive the confirmation "Bookmarked" and details of the bookmark number. A bookmark can be set during playback or pause of an audio book. Bookmarks are saved directly in the book. To go from one bookmark to the next, select using the "Rec" or "Mode" button, the navigation option "Bookmark". Use the arrow keys to select between the set bookmarks. Bookmarks always appear in the order of the reading direction.

To delete a set bookmark, pause playback immediately at the point at which you have set your bookmark. press and Hold the "mode" button and then press "Play". You will hear the message "bookmark delete" as confirmation..

#### 4.2.5. Send Radio (FM Transmitter)

The sending via radio is one of the most interesting innovations of M312 Ace. Please consult the appropriate section in the chapter "Audio", 4.1.5.

#### 4.2.6. List of keyboard shortcuts - Books

Function	Operation	Acoustic feedback
Playback / pause	"Play"	-
Go to next part	"Right arrow"	-
Go to previous part	"Left arrow", if within 3 seconds of start of playback	-
Insert bookmark	"Rec" for minimum 2 seconds	"Bookmark set"
Erase bookmark	"Mode" + "Play"	"Bookmark erased"
Erase all bookmarks	"Mode" + "Play" + "Rec"	"All bookmarks erased"
Go to the next higher navigation option	"Rec"	Name of the navigation option
Go to the next lower navigation option	"Mode"	Name of the navigation option
Send radio	See menu „Local settings“	On / off and frequency

### 4.3. Alarm clock

With the application "Clock", you can wake up in the morning with a melody or vibration alarm, set a timer or use the stopwatch.

You can query with the "Play" button the time, and the current date. The structure of the alarm functions corresponds to a list. To enter the list of settings going upwards, press "Rec". To go down, press "Mode". The desired parameter of a setting you can select with the arrow keys.

#### 4.3.1. Handling the alarm

Press the "Selector" button until you hear the announcement "Alarm". The following settings are possible in the Alarm Clock:

Setting	Description
<b>Alarm on / off</b>	With the arrow buttons you can select whether you want to set the Alarm to "on" or "off". Please be aware that changing the alarm time automatically activates the alarm. To reach the next lower setting press "Mode". The previous setting is automatically saved.
<b>Alarm Hour</b>	Choose the hour you would like with the arrow buttons. The next setting allows you to select the minutes.

Setting	Description
<b>Alarm Minute</b>	Use the arrow buttons to scroll through the minutes, which will be added to the selected hour.
<b>Repeat</b>	Choose between a once only alarm, a daily alarm, an alarm except for weekends or an alarm except for Sundays with the arrow buttons.
<b>Alarm Sound</b>	Choose a wake up sound with the arrow buttons. It is also possible to set vibration only (no sound).
<b>Vibration</b>	Choose vibration to go with the alarm sound, with the arrow keys.
<b>Stopwatch</b>	To measure the time you start the stopwatch with the " Right arrow" . You can press the "Right arrow " key again to hear the elapsed time. You can stop the watch with the " Left arrow" . You can resume the stopwatch With " Right arrow". If you press and hold the " Left arrow" , the timer is reset to zero . The stopwatch continues to run if M312 Ace is off.
<b>Timer (egg timer)</b>	The last setting is a simple timer. It works independently of the other settings. Choose with the "Right arrow" a duration up to 60 minutes. The countdown starts immediately. To stop the timer before it is due, reduce the number of minutes to zero, by using the "Left arrow" button.

If you hold down the "Mode" for 2 seconds, you access the menu and get a quick summary of your alarm settings.

#### 4.3.2. Dismiss the alarm

To stop the alarm melody or vibration, press the "Play" button.

#### 4.3.3. Retrieving Time and Date

Press the "Play" button to retrieve the time. Keep the button pressed to hear the date announcement.

#### 4.3.4. Time and date settings

The time and date can be changed in the menu under " Basic Settings". Keep the "Mode " button pressed for 2 seconds until you hear the information about the alarm settings . If you then press twice on the " Right arrow" , you will hear the message " Basic Settings" . With the " mode " button you can now select the individual settings such as hour, minute , day, month and year and there enter the correct values with the arrow keys . The settings will be saved automatically . The menu allows you to leave with "Selector" again. If you press no keys within a few seconds , M312 Ace leaves the menu automatically.

#### 4.3.5. List of keyboard shortcuts - Alarm Clock

Function	Operation	Acoustic feedback
Jump between settings	"Rec" or "Mode"	Name of setting

Select between parameters of an active setting	“Right arrow” or “Left arrow”	Name of parameter
Request time and date	“Play” (press and hold)	Time and date
Stop alarm	“Play”	-

## 5. Extra applications

This chapter describes the available functions and their use for the M312 Ace Software Tools. Note that the applications described below, "Radio" and "Calendar" are not included in the basic version.

Please contact a Milestone dealer to request the “Radio” and Agenda”.

### 5.1. Radio

The application "Radio" is a fully featured FM radio in stereo, with features such as automatic tuning, storing frequencies, direct frequency input and radio recording.

Note: Please use headphones when operating the radio, because the headphone cable is used as an antenna.

#### 5.1.1. Use Radio

To enable the channel scan, press for a second the left or the right arrow key. The subsequent search stops automatically as soon as the next radio station is received. To fine tune the frequency in 0.1 MHz steps, press briefly on one of the arrow keys.

Press "Play" to listen to the radio station on the set frequency. If you press "Play" again, the radio is switched off.

Note: In "Local Settings" of the "Radio" application, you can choose between mono and stereo playback and adjust the search sensitivity. You also have the option to send a radio signal to be received on M312 Ace from another device. For details, please see the chapter "Audio" at the beginning of this manual.

To listen to the radio through the internal speaker of the M312 Ace, hold "Selector" key while you press the "mode" button. To return to normal playback, pause playback with "Play". If you press "Play", playback will switch to headphones.

#### 5.1.2. Manual Frequency Input

While holding "Selector", select the "Left arrow" in increments between the frequencies 80, 90 or 100 megahertz. With the "Play" button to determine the digit number 1-9 megahertz and the "Right arrow" defines the area behind the decimal point from 0.1 to 0.9 megahertz.

For example, to enter the radio-frequency 104.2 MHz, press and hold the "Selector" button until you have entered all the digits of the frequency. Now when you press "Left arrow" twice, the message "One hundred-point-zero" is heard. Then press four times on "Play" to listen to the message "A hundred four-point-zero". Finally, press twice on the "Right arrow" and the desired frequency of "One Hundred Four-Two-point" is played as soon as you release the "Selector" button again.

#### 5.1.3. Saving and naming a radio station

If you want to store the frequency of a radio station that you are listening to, press "Play" for 2 seconds. A beep confirms that your Milestone 312 Ace has memorized the radio station and the current frequency is saved. There are a total of twelve presets for radio stations available. With "Rec" or "Mode" you can switch between the memory locations. You can rename the preset radio stations with their own voice memo. Use the same key combination as for naming a folder. Hold down the "Rec" button and press the "mode" button. Hold down both buttons during the process. Milestone tells you the file number, and after a single click, you can record the name of the radio station. When you release the button, the recording is finished. This is confirmed by the sound sequence "high-low". When you select that station the next time, you hear your voice recording.

#### 5.1.4. Record radio signal

For this, use the same key combination as you would in the application "Audio" for continuous recording. press and hold "Rec" and press "Play". To stop recording, press "Rec". The radio signal is recorded as an MP3 file at 128 kbps. You can have your radio recordings each in the application "Audio" when you open the folder "Radio" in the internal memory.

#### 5.1.5. Send Radio

Please consult the appropriate section in the chapter "Audio", 4.2.5. Send Radio comes as standard on the device.

#### 5.1.6. List of keyboard shortcuts - Radio

Function	Operation	Acoustic feedback
Playback / pause	"Play"	-
Seek: Jump between radio stations	"Right arrow" or "Left arrow" for 1 second	-
Fine tuning, 0.1 MHz steps	"Right arrow" or "Left arrow"	-
Save frequency	"Play" for 2 seconds	Short beep
Jump between memorized stations	"Rec" or "Mode"	Number or voice message
Voice labeling of current memorized station	"Rec" + "Mode" (push and hold)	Start of record with "low pitched-high pitched" and end with "high pitched-low pitched"
Set direct frequency	Hold "Selector" and combine with "Left arrow", "Play", "Right arrow"	Announcement of current frequency input
Record radio signal	Start with "Rec" + "Play" and stop with "Rec" again	Start of record with "low pitched-high pitched" and end with "high pitched-low pitched"

## 5.2. Agenda

In the application "Agenda" you can enter your appointments and establish certain events, which are triggered by M312 Ace. For example, you can have a morning wake up with music, plan ahead to record a certain radio program or play voice notes at the specified time.

When you press the "Selector" button on the "Agenda", it announces the current date. You can adjust the current day using the arrow keys.

The structure of this application is similar to "books" and "clock". With the "Rec" button to select the list of possible settings up, with "mode" going down. The desired parameter of a setting can be selected using the arrow keys. With the "Play" button, you can get a summary of the settings and make an appointment, so to create an event To illustrate, we will at the end of this chapter create a calendar item for the birthday of an acquaintance.

### 5.2.1. Current time and date query

Make sure in the "Information Service" that the current time and date are correct, as they will be used when you create a new appointment.

Hold down the "mode" button for at least 2 seconds to hear the corresponding announcement. You are informed about the current day, date, time, and the calendar week. The "Information Service" can be canceled with the "Selector" button.

### 5.2.2. Appointment creation and management

With the options described below, you can enter and check your appointments. The first 8 settings are used for date acquisition. The two subsequent items list your appointments on certain criteria. With the last adjustment, "alert", you can silence the application "Agenda"

Setting	Description
<b>Day</b>	Select the day for your event with the arrow buttons. To complete the date for your event please also use the two following settings "Month" and "Year".
<b>Month</b>	Select the month for your event with the arrow buttons.
<b>Year</b>	Select the year for your event with the arrow buttons.
<b>Hour</b>	Select the hour for your event with the arrow buttons. With the following setting "Minute" you can complete the time for your event.
<b>Minute</b>	Select the minute for your event with the arrow buttons.

Setting	Description
<b>Event</b>	<p>Select an event type with the arrow buttons:</p> <p><b>Beep sound</b> - Gives a beep at preset time and date. Without interruption, this reminder lasts for 2 minutes.</p> <p><b>Voice message playback</b> - Plays your voice record at the preset time and date and repeats it during 2 minutes. In order to do this, create a voice message. Push and hold the “Rec” button. After you hear a click speak your message. For example “Appointment with the dentist in Zürich. Do not forget to clean your teeth”. To finish the recording release “Rec”. If you do not like your recording just create a new one. The previous one is automatically erased.</p> <p><b>Voice record without playback</b> - Is the same as “Voice message playback” but without an announcement at the preset time. Events marked only appears in “List by date” and “List by repetition”.</p> <p><b>Audio playback</b> - Plays the files of a special folder once at preset time and date. Agenda takes the files, which are located in the subfolder “playback” of the folder “Agenda” on the internal memory. If you store more than one file in this folder Milestone plays in alphabetical order.</p> <p><b>Radio playback</b> - Plays the radio signal at preset time and date. Agenda plays from the frequency which is set in the application “Radio”.</p> <p><b>Radio recording</b> - Records the radio signal at the preset time and date. Milestone 312 records from the frequency, which is set in the application “Radio”. The recording is saved as MP3 file in the folder “Radio” on the internal memory.</p> <p><b>Microphone recording</b> - Records from the internal or an external microphone at preset time and date. The recording is saved as MP3 file in the subfolder “records” inside the folder “Agenda” on the internal memory.</p>
<b>Repeat</b>	<p>Select between “Once”, “Daily”, “Monday to Friday”, “Weekly”, “Monthly” and “Yearly”.</p>
<b>Duration</b>	<p>Add a time frame to an event with the arrow buttons. For the events “Beep sound”, “Voice message playback” and “Voice message without playback” you can add the duration as additional information in “List by date” and “List by repetition”. So if a meeting lasts 50 minutes you can add this information.</p> <p>The other events with an executive characteristic: “Audio playback”, “Radio playback”, “Radio recording” and “Microphone recording” you can limit with “Duration”. For example, set the time of “Duration” to 45 minutes to record a 45 minutes report on the radio.</p>
<b>List by date</b>	<p>“List by date” gives you an overview of all events chronologically ordered and starting on a date and time you specify. You define its starting point with the settings “Day”, “Month”, “Year”, “Hour” and “Minutes”. If you go to “List by date” you hear first the presets of these settings. For example “June 21, 2011, 5 o’clock in the afternoon”. This is your starting point. Go to the next event with “Right arrow”. To go back use “Left arrow”.</p>
<b>List by repetition</b>	<p>Be aware that the name of this setting always depends on what is preset in the setting “Repeat”. If you choose for example “Yearly” the name is “List yearly events”. When using the arrow buttons you switch between all events, which appear yearly.</p>

Setting	Description
<b>Reminder</b>	Select "off" to make sure events do not trigger a reminder, recording or playback. This is important if you do not want your Milestone to disturb you, for example during a meeting. When "on", you allow the Milestone to play reminders, recordings and playback at any time, even during playback of a book, radio et cetera.

Note: Please ensure that your Milestone 312 Ace is set to the correct time and date. In the "Basic Settings", you can adjust time and date. Your Milestone will change to the corresponding application if a fixed date is linked to it. For example, the application "Radio" will become active as soon as the "Agenda" deadline is reached and will "Record Radio" with the command. "Radio" based events need the optional software "Radio", and connected headphones, which are used as an antenna. If multiple entries fall on the same date and time, you receive a reminder for each of these dates. Related Tasks for recording are then, however, not carried out because simultaneous events are not possible. If your Milestone is connected to the USB port on your computer, the "Agenda" is inactive.

### 5.2.3. Appointment Preview and Save an Appointment

If you have made the settings for your appointment, press and hold "Play" button for one second to save the appointment. You can always save, regardless of the position within the calendar. As confirmation you receive the message "Date Added". In order to obtain an overview of the selected settings before saving an appointment, you press "Play".

### 5.2.4. Deleting a Scheduled Record

Go to "List by date" or "List by repetition" and select the appointment to delete. You can then delete the appointment during the announcement or up to 10 seconds. To remove an appointment, press and hold the "Mode" key and press "Play". The deletion is confirmed with an appropriate sound. To remove all appointments in the calendar, connect your Milestone 312 Ace to the computer and delete the subfolder "Events" located on the internal memory in the folder "Agenda".

Note: In the "Local Settings" of the calendar you can delete every single appointment that is older than one month by pressing the "right arrow".

### 5.2.5. Stopping an appointment reminder

When an appointment reminder is active, you can stop playback with the "Play" button. Associated with appointment reminders records are stopped with "Rec".

### 5.2.6. Example of a date entry

Create an appointment to be reminded on May 5, the birthday of your friend Mike. To capture this date, starting with the "Day". Use the arrow keys to select the fifth day of the current month. Then press "mode" to go down one position, for setting "Month". Navigate with the arrow keys from the month of May.

Because it is all-day, recurring annual events for birthdays, you can use the following three settings "Year", "Hour" and "Minute" with the "mode" button and the same to go to the item "event". Using the arrow keys, you can now specify the desired event. Select "Playing a voice memo". Now hold down the "Rec" button and speak after the tone your message, for example, "Birthday of my good friend Mike". Release "Rec" to complete the recording. Press the "Mode" button to enter the setting "Repeat". There are annual events for birthdays, select here with the arrow keys "annually" so that your Milestone 312 Ace reminds you every year by a voice memo



on this date. Check your entries by pressing briefly on "Play" to hear the summary of all settings made. If everything is correct, you can save the event. Hold the "Play" button for one second until the confirmation "date is added" is heard.

Note: reminders can be stopped by pressing "Play".

### 5.2.7. List of keyboard shortcuts - Agenda

Function	Operation	Acoustic feedback
Jump between settings	"Rec" or "Mode"	Name of setting
Select between parameters of a setting	"Right arrow" or "Left arrow"	Name of parameter
Recording for event "Voice message playback" and "Voice message without playback"	"Rec" (push and hold)	"Click"
Event preview	"Play"	Information about all settings
Create an event	"Play" for 2 seconds	"Event is added"
Erase an event	"Mode" and "Play"	Erasing sound
Stop reminder	"Play"	-

## 6. Further information

### 6.1. Technical specifications

- Internal Memory: 12 GB available capacity.
- External memory: SD, SD-HC or MMC memory card with capacity of up to 32GB.
- capacity of the internal memory: about 420 hours or 17 days.
- capacity of the external memory: 32GB (1110 hours or 46 days)
- Bit rate during recording over built-in microphone: 128 kbps mono.
- Bit rate during recording over external microphone: Selectable 128-320 kbps stereo.
- Sampling rate when recording: 44.1 kHz.
- Recording Resolution: 24 bits internally, conversion & storage 16 bit (CD quality).
- Bitrate when playing: 8 kbps to 320 kbps, or VBR (variable bit rate).
- USB 2.0 high-speed connection.
- Headphone jack: Standard 3.5 mm jack, impedance 16 to 32 ohms.
- Line-in connection for an external microphone: 3.5 mm jack.
- Housing made of impact-resistant plastic.
- Dimensions: 85 x 54 x 14 mm.
- Weight: 53 grams.
- Built-in rechargeable lithium polymer battery with a maturity of up to 20 hours.
- Maximum charging time: 3 hours.

### 6.2. Advice

## **6.2.1. SD Memory Cards**

### **6.2.1.1. For use with the M312 Ace we recommend media**

SD cards made by SanDisk, Kingston, Transcend and Toshiba, which have been proven to be very reliable.

### **6.2.1.2. Secure contents of a SD memory card**

If you have important files stored on an SD card or to archive the data on the media in question, there can be found on the side of the SD card a small switch, which allows you to prevent the deletion of files on this card. M312 Ace observes this setting and cannot delete files when this switch is set to write protection.

## **6.2.2. Configuration options for advanced users**

In the main directory of the internal memory of Milestone 312 Ace is the file "CONFIG MILESTONE.TXT". The values within this file can be modified via a USB connection on the computer to change the M312 Ace configuration.

With this file you can enable or disable applications and features and make other custom settings. This configuration file thus serves to adjust your device according to your wishes. If you delete this file, your device falls back to the factory settings and all of your previously selected settings are lost (but not your data, such as your voice records or books).

## **6.2.3. Protect your Milestone**

Please protect your Milestone 312 Ace against strong force, humidity and water. The warranty does not cover damage caused by improper handling, overload or opening the device.

## **6.2.4. Backing Up Your Data**

Create a backup of your Milestone 312 Ace on another storage medium. You can never completely exclude data loss, defect or theft, so you are well prepared and can still have access to your important documents. It is therefore recommended to keep your data from the internal memory of Milestone 312 Ace on the computer or an SD card for security.

To back up your data, connect the M312 Ace with your computer, as described in "USB connection" and then copy all folders from M312 to your computer, to ensure your personal data security.

## **6.2.5. Nothing works anymore - Troubleshooting**

First, take a deep breath, relax and please do not beat poor Milestone. At least not before you have performed the following steps:

Step 1:

Connect your Milestone 312 Ace to an electrical outlet or the computer and make sure that the battery is charging. Charge the battery for at least half an hour. Now press the "Play" button for about half a second. Should the device not respond, go to step. 2

Step 2:

Check whether the keypad is locked. Hold down the "Mode" button and press the "Rec" button. Release both "Rec" and "mode". If necessary, repeat this process until you "hear keyboard active" If you hear no message, skip to step. 3

Step 3:

Please keep pressed all front buttons except "Play". This key combination reboots the device. If the error still can not be fixed then, please install the software (firmware) as described in the next section under "Software Update" or contact your dealer.

## **6.3. Service and Support**

### **6.3.1. General information**

Service and support is available from the dealer from whom you bought your Milestone 312 Ace. Your dealer is familiar with the device and can give you information about the operation of the product and assist in repair matters.

On our homepage [www.bones.ch](http://www.bones.ch) see section "" a list of all trading partners and more information about our products.

### **6.3.2. Software Update**

Keep your device up to date, as we carry out regular improvements and features. New software brings additional applications, facilitates operation and fixes minor bugs. If you want to upgrade your device with the latest software, please visit your dealer or perform the update via the Internet by directly downloading the required file from the "Support" section on our homepage [www.bones.ch](http://www.bones.ch).

We encourage you to register on our customer list to be contacted by Bones AG automatically for newly available software. A short informal message to [info@bones.ch](mailto:info@bones.ch) is sufficient for this purpose.

To check the version number of the currently installed software, press and hold the "Mode" button for 2 seconds and then immediately tap twice on the "Right arrow" button to go to the "Basic Settings". Under the second from last menu item in the "Basic Settings", the version number of the installed software is indicated.

Look to see if a newer software version is available for download on the site [www.bones.ch](http://www.bones.ch). Follow the link "Support" on the product "Milestone 312 Ace". On this page you will always find the latest software.

If the available software version number is higher than that on your Milestone 312 Ace, download the newer file and save it in the root directory of your SD card.

Connect Milestone 312 Ace to your computer, as per the manual in Section 2.3.3. "USB connection Copy the file to the root directory of the inserted SD memory card and safely eject the M312 Ace when completed from your computer. As confirmation Following completion you will hear the message "software is updating. Please wait". Then if all goes well, "update completed".

## **6.4. About Bones AG**

Bones AG is an innovative Swiss engineering company located in Feuerthalen, the canton of Zurich. For over 10 years we produce and market high-quality audio players and portable digital assistants.

We have made it our mission to improve the quality of life of people with visual impairment and to allow an effortless interaction without compromise.

Our Milestone products can provide the necessary independence visually impaired people to be more independent, conveniently integrate into modern society and to remain competitive.

The Milestone family of products allows you to record voice notes, play audiobooks, convert text to speech and the use of diverse media formats. We make everyday life easier and enhance productivity and quality of life of visually impaired people.

In order to guarantee customer-oriented solutions, we work closely with selected organizations and individuals of the Community.

Customer requests, criticism and comments are welcome, because we improve Milestone 312 Ace constantly. Your dealer will pass on feedback to us.

Visit [www.bones.ch](http://www.bones.ch) our website to learn more about the products from the Milestone-family or contact your dealer.