Simple WiFi File Management Guide

# For Healthcare Professionals Using the Tactile Communication Device

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## What This Guide Covers

This guide will help you wirelessly manage files on your patient's tactile communication device. You'll learn how to:

* Add new audio files to the device
* Remove old or unwanted files
* Browse what's currently stored on the device
* Do all of this without cables or removing the SD card

# Getting Started - What You Need

**Before you begin, you'll need:**

* The tactile communication device (powered on)
* A computer, tablet, or smartphone with WiFi
* Audio files you want to add (MP3 format works best)

**\*\*No technical experience required\*\* - this guide uses simple, step-by-step instructions.**

# Step 1: Connect to the Device

## Option A: Use the Device's Built-in WiFi (Easiest)

The device creates its own WiFi network that you can connect to directly.

1. \*\*On your computer/phone, look for WiFi networks\*\*
2. \*\*Find and connect to:\*\* `TCD-Device`
3. \*\*Enter password:\*\* `tcd12345`
4. \*\*Wait for connection\*\* (you'll see "Connected" or similar)

* ✅ \*\*You're now connected!\*\* The device is at address: `192.168.4.1`

## Option B: Connect Device to Your Existing WiFi

If you prefer to use your facility's WiFi network, you'll need to configure the device first (see Advanced Setup section).

# Step 2: Access the File Manager

## Using a Web Browser (Recommended for Beginners)

1. \*\*Open any web browser\*\* (Chrome, Firefox, Safari, Edge)
2. \*\*Type in the address bar:\*\* `http://192.168.4.1/`
3. \*\*Press Enter\*\*

You should see a simple file browser showing the device's contents.

**If you see folders like:**

* `/AUDIO/` - Contains the sound files
* `/CONFIG/` - Contains device settings
* `/ANNOUNCE/` - Contains system announcements
* ✅ \*\*Success!\*\* You're now viewing the device's files.

# Step 3: Managing Files

## Adding New Audio Files

**To upload a new sound file:**

1. \*\*Navigate to the AUDIO folder\*\* by clicking on it
2. \*\*Click "Choose File"\*\* button at the bottom
3. \*\*Select your MP3 file\*\* from your computer
4. \*\*Click "Upload to current path"\*\*
5. \*\*Wait for upload to complete\*\* (you'll see progress)

**File Naming Tips:**

* Use simple names like: `001.MP3`, `002.MP3`, `HELLO.MP3`
* Avoid spaces or special characters
* Keep names short (8 characters or less before the .MP3)

## Removing Unwanted Files

**To delete a file:**

1. \*\*Find the file\*\* you want to remove
2. \*\*Click "Delete"\*\* next to the file name
3. \*\*Confirm\*\* when asked "Are you sure?"

* ⚠️ \*\*Warning:\*\* Deleted files cannot be recovered. Make sure you want to remove them.

## Browsing Existing Files

**To see what's on the device:**

1. \*\*Click on folders\*\* to open them (like `/AUDIO/`)
2. \*\*View file names and sizes\*\* in the list
3. \*\*Click "Download"\*\* to save a copy to your computer

# Step 4: Organizing Patient Files

## Recommended Folder Structure

For easy management, organize files by patient or category:

/AUDIO/  
 ├── PATIENT\_A/  
 │ ├── GREETINGS.MP3  
 │ ├── NEEDS.MP3  
 │ └── RESPONSES.MP3  
 ├── PATIENT\_B/  
 │ ├── FAMILY.MP3  
 │ └── COMFORT.MP3  
 └── COMMON/  
 ├── YES.MP3  
 ├── NO.MP3  
 └── HELP.MP3

## Creating New Folders

**To make a new folder:**

1. \*\*Navigate to where you want the folder\*\*
2. \*\*Upload a file with the folder name in the path\*\*

* Example: Upload to `/AUDIO/PATIENT\_A/HELLO.MP3`
* This creates the `PATIENT\_A` folder automatically

# Troubleshooting Common Issues

## "Cannot Connect to TCD-Device"

**Try these solutions:**

1. \*\*Check device power\*\* - Make sure it's turned on
2. \*\*Move closer\*\* - WiFi range is limited
3. \*\*Restart device\*\* - Power off and on again
4. \*\*Check password\*\* - Use `tcd12345` exactly

## "Page Cannot Be Displayed"

**Try these solutions:**

1. \*\*Check address\*\* - Use `http://192.168.4.1/` exactly
2. \*\*Wait longer\*\* - Device may be starting up
3. \*\*Try different browser\*\* - Chrome usually works well
4. \*\*Disable VPN\*\* - Turn off any VPN software

## "Upload Failed" or "File Not Found"

**Try these solutions:**

1. \*\*Check file size\*\* - Very large files may not work
2. \*\*Use MP3 format\*\* - Other formats may not be supported
3. \*\*Simplify filename\*\* - Use only letters and numbers
4. \*\*Check available space\*\* - Device storage may be full

## "Delete Not Working"

**Try these solutions:**

1. \*\*Refresh the page\*\* - Click browser refresh button
2. \*\*Try exact filename\*\* - Case matters (HELLO.MP3 vs hello.mp3)
3. \*\*Check if file is in use\*\* - Device may be playing the file

# Advanced Setup (Optional)

## Connecting to Your Facility WiFi

If you want the device to connect to your existing WiFi network:

1. \*\*Create a configuration file\*\* with these contents:

SSID=YourWiFiNetworkName  
 PASS=YourWiFiPassword  
 TOKEN=SecurePassword123

1. \*\*Save as:\*\* `WIFI.CFG`
2. \*\*Upload to:\*\* `/CONFIG/WIFI.CFG` on the device
3. \*\*Restart the device\*\* - It will connect to your network

**Benefits:**

* Device gets internet access
* Can be accessed from anywhere on your network
* More secure with password protection

## Using Password Protection

For added security, you can require a password for file changes:

1. \*\*Add to your web browser address:\*\* `?token=SecurePassword123`

* Full address: `http://192.168.4.1/?token=SecurePassword123`

1. \*\*This prevents unauthorized changes\*\* to device files

# Quick Reference

## Essential Addresses

* \*\*Device file manager:\*\* `http://192.168.4.1/`
* \*\*With password:\*\* `http://192.168.4.1/?token=YourPassword`

## WiFi Connection

* \*\*Network name:\*\* `TCD-Device`
* \*\*Password:\*\* `tcd12345`

## File Management

* \*\*Upload:\*\* Choose File → Upload to current path
* \*\*Download:\*\* Click "Download" next to file
* \*\*Delete:\*\* Click "Delete" next to file (be careful!)
* \*\*Browse:\*\* Click folder names to open them

## Best Practices

* - ✅ Use simple filenames (001.MP3, HELLO.MP3)
* - ✅ Keep files organized in folders
* - ✅ Test files after uploading
* - ✅ Make backups of important files
* - ❌ Don't use spaces or special characters in names
* - ❌ Don't delete files unless you're sure
* - ❌ Don't upload very large files

# Getting Help

**If you encounter problems:**

1. \*\*Try the troubleshooting section\*\* above
2. \*\*Power cycle the device\*\* (turn off and on)
3. \*\*Check your WiFi connection\*\*
4. \*\*Contact your IT support\*\* for network issues

**\*\*Remember:\*\* This system is designed to be simple and safe. You cannot damage the device by using the file manager incorrectly.**

\*This guide covers the basic file management features. For advanced technical details, refer to the complete technical documentation.\*

# Quick Help

*Remember: This system is designed to be simple and safe for healthcare professionals. You cannot damage the device by using the file manager. If you have questions, refer to the troubleshooting section or contact your facility's IT support.*