

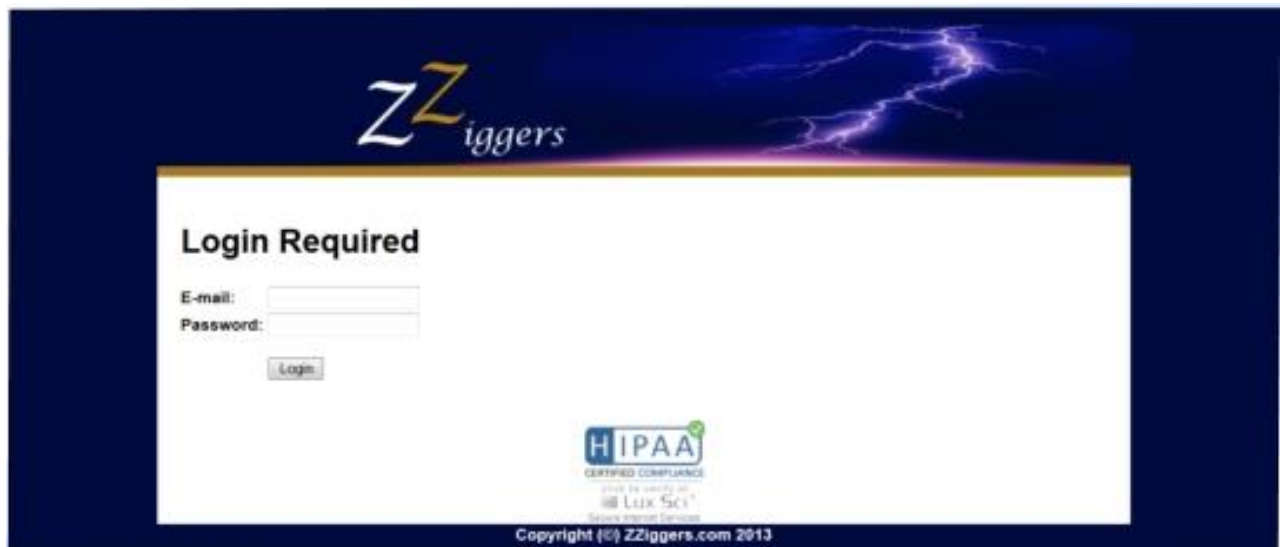
ZZIGGERS RECORDER INSTRUCTIONS

INSTALLATION INSTRUCTIONS

The recorder is downloaded from the main menu bar of the secure website page. You will see these options ONLY after you have logged into the system. While on the site, you can follow any of the links available to update your account information, download your completed reports when ready, change your password, etc. Follow these easy steps and in less than two minutes, you are up and running.

Plug in your microphone now.

1. Go to <https://zziggers.comd722/pro>
2. Log onto the system with your email address you registered with and the temporary password you received in the email. Be sure to change your password once in the system.



NOTE: Now is the time to plug in your microphone.

3. Click on the "Download Software" link in the main menu bar.



4. The install window will open. You can chose to save the file, but that is not necessary. Click open and the program will install on your system.



Once installed, the program will automatically open for you to begin recording.



5. The recorder program remains installed on your system for future use. You will not need to install it again.

NOTE: You must plug in your microphone before opening the program.

The screenshot shows the Vocal Imaging Recorder application window. It has three main steps: Step 1: Select and Confirm Audio Recording and Playback Devices. Step 2: Enter Client Details (all required). Step 3: Record Audio and Upload Data. In Step 1, there are dropdown menus for "Primary Sound Capture Driver" and "Primary Sound Driver", and buttons for "Test Record" and "Test Playback". In Step 2, there are input fields for "Client ID", "Gender" (Male/Female), and "Age" (Select one). In Step 3, there are buttons for "Record" and "Play" for each of the four scenarios: Ambient Room, Base, Best Case, and Worst Case. There are also buttons for "Add Another", "Delete Last", and "Upload Files To vocalimaging.com".

6. Click on the input selection menu and choose your microphone from the list. Test the audio input by clicking the Test Record button.

7. Fill out Step two information. **All fields must be filled in before proceeding.**

8. Click the first recording button. This recording is taken without anyone talking with the room quiet.

9. Follow the recording instructions to take the rest of the prints, and click the upload button to begin the submission.

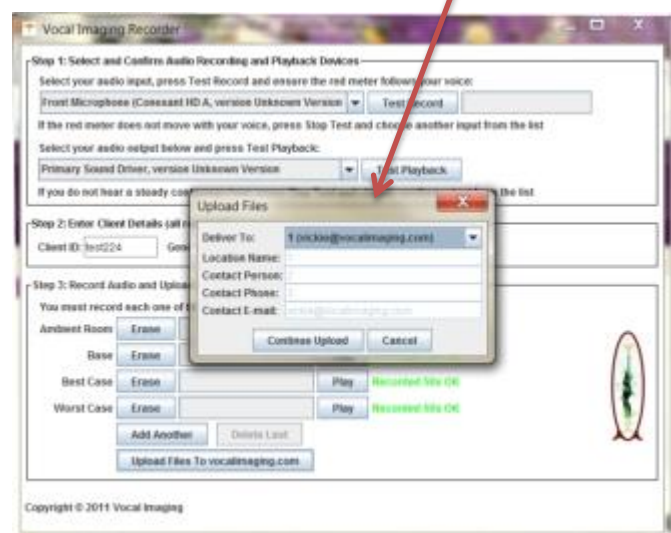
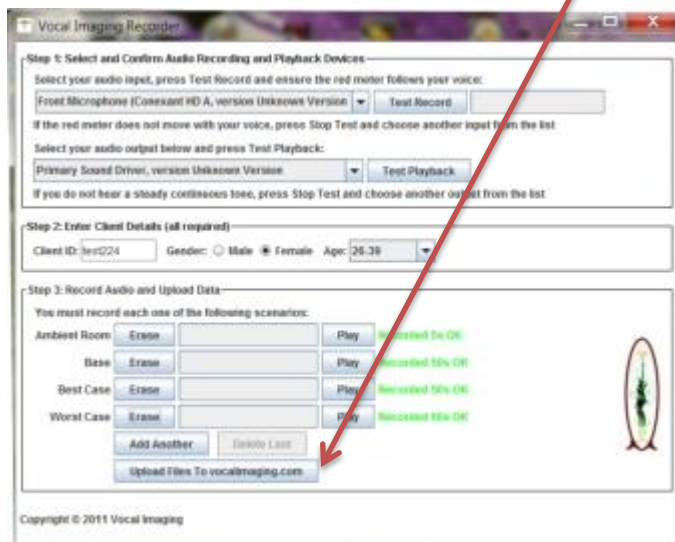
10. You may submit any additional information or requests pertaining to this submission from the website.

Notice how the buttons change as you use the recorder. This allows you to erase and record a new file if required. You will see a status on the right side of each recording. You will also see how much recording time is left, and notice that the recording will pause if the subject stops talking. In this way the subject does not have to stress out over trying to talk continuously to produce a viable print. They can relax and take as much time as they need.



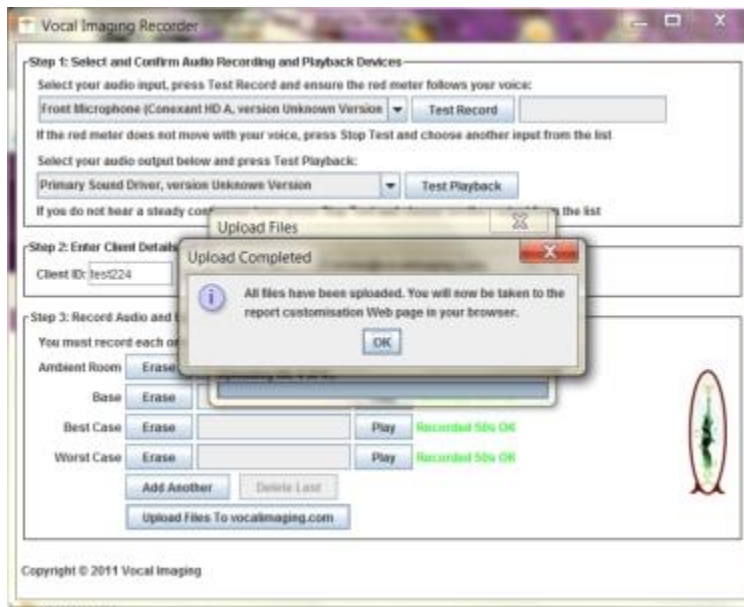
After all prints are recorded properly, the upload button will become active.

Clicking on that will open the "Upload Files" window.



The "Upload Files" window is where you chose your delivery options for that submission. You will not see any choices listed until you go into the system and set up this information. If you only have one location, just click "Continue Upload". This feature allows multi-member accounts with multiple locations to keep the reports in the proper member page and allows log on access to the report to be restricted to the appropriate parties.

The upload process will then be completed, and you will see this message. Click the OK button.



You will then be taken to the website to customize your report. It is here that you can add any of the in-depth analyses listed, enter discount codes, request expedited processing, and complete your submission.

Some members have an “account” option in the billing method menu. Select that payment option if you have an established account unless you prefer to pay separately for the report.

Choose your report type and add any extra reports here.

The Express Report option will put that report in your on-line folder within 1 hours’ time for a small nominal fee.

If you have a promo code, prepaid certificate number or discount code, this is where that goes in.

Click the submit button and you are done. You will receive an email confirming your submission, and another when your report is ready for download.

RECORDING INSTRUCTIONS

The **MOST IMPORTANT** thing to keep in mind while making these recordings is that you want these to be as close to a true representation of the speaker as possible for best results.

You want to be nourished, hydrated, and relaxed.

Do not make these recordings within 2 hours after eating or while in a high stress state.

For example; do not make these recordings right after having an argument with someone, or after an equally stressful event. These recordings will be reflective of a stress profile and could possibly mask other concerns. Keep in mind that these recordings are like a snap-shot in time, reflecting what is going on with you at that particular time, so be in as normal of a state as possible when making these recordings.

We recommend the headset microphone we have available on our website. This allows you to simply place the set around your neck with the microphone in front of your mouth, and you are ready to go.

The built in microphones inside of computers are not suitable for making these recordings. These devices do not have the required frequency response. If you have a desktop or a hand held microphone, you need to be aware of where the microphone is during the recordings. Hold or place the microphone directly in front of your mouth no more than six to eight inches away, and start recording. Make sure the microphone stays directly in front of your mouth during the recordings.

You should see the red recording bar go half way across the window for optimum recording volume. Some systems will have the volume control for the microphone turned down by default. Adjusting your computer microphone volume may be required. Due to the variety of systems, you will need to consult your OS or audio card instruction on how to do that. On Windows XP and Vista systems, you can access the recording settings by Opening the “Sound” options in “Control Panel”. Make sure the volume is turned up, and open the program.

NOTE: You *must* plug in the microphone BEFORE opening the recorder program. You may have to adjust this setting for the correct microphone. Simply click on the arrow, and choose your microphone from the list. If you do not see your microphone listed, close the program, make sure your system recognizes the microphone, and then open the program again. It should now appear in the list.

Simply follow the instructions in the recorder. First, you will need to fill in the recording identification windows with the appropriate information, and choose the gender and age box that fits.

Sit straight up in a chair and do not cross your legs or arms. Lying down is OK too. You will be making three recordings, each 50 seconds in length.

RECORDING

To begin recording, simply click on the record button. The program will automatically stop recording after 50 seconds and the buttons will reset. A message is displayed that the recording is acceptable, or it is not. If it is not, check your system and record again. Make sure each recording is acceptable before proceeding. Talk in a normal tone of voice for all recordings. Speaking English is *not* a requirement.

RECORDING 1

The first recording is a baseline recording. Talk about factual information and stay away from anything emotional. Click on the record button and make your recording. Once the recording is complete, the program will stop automatically. Make sure the message to the right says the recording is acceptable. If not, you will need to check your system for adequate volume and connections.

RECORDING 2

Recording two is a “best case scenario” recording. The idea is to get into the best possible mental/emotional state. Think about the best time you had in your life or what the future in your “perfect world” would look like, and talk about it.

RECORDING 3

Recording three is where we bring in the stress factor. Talk about what the most aggravating things are or what the major sources of stress are in your life *right now*. The idea is to elicit a negative emotional response.

Once done, just click the upload button. The wave files are then uploaded to our servers and you are directed to the website where you will log in, and complete your submission.