

- click the Media folder to open the Music folder. Resize the My Computer window so the eAudiobook can be seen on the Desktop.
- Using 'drag and drop,' drag the WMA icon representing the downloaded eAudiobook file from the Desktop into the opened Music folder. The file will be copied to the Sansa. 'Drag and drop' means to click on the icon with the left mouse button, move the cursor to the destination, and release the mouse button; it's a copy-and paste technique.
  - Disconnect the USB cable from the computer and from the Sansa (squeeze the sides of the large connector before gently unplugging). Plug in earphones, turn it on, find your title (see next page) and GO!

### **Method #2**

- Connect the large connector into the port at the bottom of the Sansa. Connect the small USB cable end to the USB port on the computer USB port.
- The Sansa will power on, and its display will read 'Connected.'
- An MTP Media Player window will open; opt to 'Synchronize Media Files.'
- Windows Media Player will open with screen divided in two: Sansa will be displayed in the right pane.
- Drag icon of file from Desktop onto the left pane of Windows Media Player, under 'Synch list.'
- Click 'Start Synch'.
- Status message will indicate 'synch in progress; Sansa will display 'writing'.
- When file is transferred, disconnect the USB cable from the computer and from the Sansa (squeeze the sides of the large connector before gently unplugging). Plug in earphones, turn it on, and GO!

NOTE: DO NOT ATTEMPT to use the Sansa while connected to the computer or charging.

### **Disconnecting the Sansa from the PC**

Remove the cable from the computer, squeeze the sides of the large connector before gently unplugging it from the Sansa.

### **Locating files on the Sansa**

Audiobooks can be found in the 'Music' folder. Author's names will be found under 'Artists,' and book titles will be found as 'Unknown' under 'Album Titles.'

### **Playing files on the Sansa**

- Press the Power button
- Turn the thumbwheel clockwise to scroll through the menu (or increase volume)
- Turn the wheel counterclockwise to scroll up through the menu (or to decrease volume).
- To power OFF, press the Power button and hold for 2 seconds, until 'Goodbye' is displayed.

### **Bookmarking**

- Turn off while playing
- Turn on.
- Press play/pause (>||). Starts where you left off.

NOTE: It's a good idea to note time elapsed, as a placeholder if it DOES go back to the beginning of the book. If that happens, get back to your place faster by holding down the fast forward button (the longer it's held down, the more the forwarding speed increases).

### **Charging the Sansa**

When fully charged, the internal battery lasts for 21 hours. Although the Sansa will be charged before each use, connecting it to a PC with the USB cable will charge it, as will using the AC charger with a wall outlet.

### **Deleting files from the Sansa**

Files may be deleted from the Sansa through the "My Computer" folder.

**BE SURE TO INCLUDE ALL THE ACCESSORIES WHEN RETURNING THE SANSA MP3 PLAYER!**

### **Gold Coast Public Library MP3 PLAYER LOAN PROCEDURE**

Borrowers must register to borrow the MP3 players, and agree to the Loan Rules. Registration is done once, and can be done when the player is checked out for the first time. The agreement form will be kept on file.

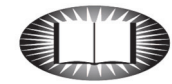
MP3 Players may be reserved using the designated reserve card. Reserve cards are available at any public service desk, or a reserve may be placed by calling the Reference Desk, so a librarian can fill out the card. The MP3 player may not be reserved online.

Individuals may come into the Library to create a Nassau Digital Doorway account and receive assistance from a staff member. Accounts may be created from Internet-connected computers at home.

When an MP3 player is available to fill the request, a call will be made for pickup. It will be held for 5 days, the same as a book.

Special arrangements can be made for titles to be pre-loaded onto the Sansa e250 MP3 player, for those without broadband Internet access, a computer, or who own a Mac. Please allow one week for this service.

**Have questions?  
Call 759-8300 for help!**



# MP3 Player Loan Program



**Learn how to download  
eAudiobooks to the  
Sansa e250 MP3 Player  
and enjoy  
*Books on the Go!***

**Gold Coast Public Library  
50 Railroad Ave.  
Glen Head, NY 11545  
516-759-8300  
[www.goldcoastlibrary.org](http://www.goldcoastlibrary.org)**

Dear Gold Coast Library Cardholder:

The MP3 Loan Program is a brand-new service, tailored for those who love reading, yet are constantly on the go. Combined with the Library's extensive Books on CD and Playaway digital audio book collection, the MP3 Player Loan Program caps off the "Books on the Go" initiative.

This program is designed to enhance usage of the Downloadable eAudiobooks collection from Nassau Digital Doorway, which allows downloading onto home PCs and personal MP3 players.

Register to borrow one of the Sansa e250 devices, and follow the instructions on these pages.

It is our hope you will take advantage of this service to improve your train commute, exercise routine, or add some spice to your active lifestyle.

Are you simply curious?

Go ahead, check one out!

Have questions?

Call 759-8300 for help!

### What is an MP3?

It's a digital audio file format which has become popular because its relatively small size allows multiple files to be stored on a computer or MP3 player.

### What are MP3 Players?

These are portable devices that can store a variety of audio files, such as songs or eAudiobooks, that are listened to with headphones (Your own headphones may be compatible and used with the Sansa e250 player).

### What are eAudiobooks?

eAudiobooks are essentially digital versions of recorded books that are listened to on a portable device through the use of headphones.

### What is Nassau Digital Doorway?

Nassau Digital Doorway is an electronic resource, available from the Library's website, which provides a platform for both eAudiobooks and eBooks (eBooks are digitized texts of books, that can be downloaded onto personal computers, and 'borrowed' for a period of 21 days, same as eAudiobooks).

### Are Nassau Digital Doorway eAudiobooks MP3 files?

No. Nassau Digital Doorway eAudiobooks are protected Windows Media (WMA) files and are only compatible with Windows Media Player version 9 and above. This service is not compatible with Apple products, including the iPod, at this time.

### How Do I Get Started?

Just follow these steps:

- Register at the Library to borrow the Sansa e250 MP3 player.
- Place a reserve on the player by filling out the MP3 player reserve card, or by calling.
- Create a Nassau Digital Doorway account, either from home or at the Library.

- Follow the instructions in this pamphlet to find and download the title of your choice to a home PC, then, using Windows Media Player Software, transfer the title to the Sansa.

### **NOTES:**

- *It's important to download both the title AND a digital license to play it on the Sansa e250.*
- *These instructions were written specifically for a PC running Windows XP; those with other operating systems or Macs may request pre-loading of titles to the Sansa e250. Please allow a week for this service.*
- *If pop-up blocking software is installed on your computer or enabled in your Internet browser, for best results, either disable, or allow pop-ups for Nassau Digital Doorway.*

### Can I use my Mac with Nassau Digital Doorway and the Sansa e250?

No. Unfortunately, Nassau Digital Doorway eAudio-Books are in a format that can only be recognized by Windows Media Player. If you own a Mac and would like to try the Sansa, the Library can pre-load the device for you. Please allow up to a week after requesting a title for this service.

### How to create a Nassau Digital Doorway account from home:

1. Go to [www.goldcoastlibrary.org](http://www.goldcoastlibrary.org)
2. Click on the Nassau Digital Doorway link.
3. Click on My Account in upper right hand corner of the page.
4. Select Gold Coast Library and enter your library bar number.

### How Do I download a title from

#### Nassau Digital Doorway?

1. Click the Nassau Digital Doorway link found on the Library's website: [www.goldcoastlibrary.org](http://www.goldcoastlibrary.org).

2. Enter your account using your library card number.
3. Click on Fiction or Nonfiction on the left hand side.
4. Once you have located the audio book that you wish to download, add it to your cart.
5. When you are ready to checkout click on **Proceed to Checkout**.
6. Click **Confirm Checkout**.
7. Click on **Download Software** if you have not downloaded the software to use Nassau Digital Doorway.
8. Then Click on **Download** located under the book's cover.
9. The best place to save the file is on the **Desktop** where you can find it easily once it has finished downloading.

### How do I transfer files to the Sansa?

#### Method #1

1. Using the black USB cable, connect the large connector into the port at the bottom of the Sansa. Connect the small USB cable end to the USB port on the computer.
2. The Sansa will automatically come on, and the display will read 'Connected.'
3. Open My Computer to ensure the Sansa shows up as an additional drive under 'Audio' devices.
4. Double-click the Sansa icon, then double click the Media Folder to open it. Double