

Extended Instructions for Windows

Flippy Storage

The Flippy Memory Stick can store up to 100 times the information of a standard 3.5HD disk. The Flippy Memory Stick is divided into 100 sectors or sections (think of each sector equal to one disk, or 1.4 megs of memory). The sectors are numbered from 000 to 099 (which equals 100 sectors).

Choosing A Sector To Write To On The Flippy Memory Stick

Before you start writing, you must choose which sector of the Flippy Memory Stick you want your writer to write to. If you do not choose a sector, the Flippy Drive will automatically default to the last chosen sector, or if the battery is removed from the writer, it will default to sector "000", which is the first sector. The Flippy display will show the sector of the Flippy Flash Drive you are writing to (the Flippy sector display is located on the face of the Flippy Drive)

You can change the sector you are writing to with the two black push buttons on the face of the Flippy Drive. The left black button changes the left digit of the display and it can be set from 0 to 9. The right black button changes the right digit of the display and it can be set from 0 to 9. These two buttons allow you to choose which sector your writer will write to on the Flippy Memory Stick. You can set the display from 000 to 099. Once you decide on which sector to use, you are ready to start writing.

**IMPORTANT: Once you start writing, do not change the sector you are writing to.
Do not change the sector until after you end the job.**

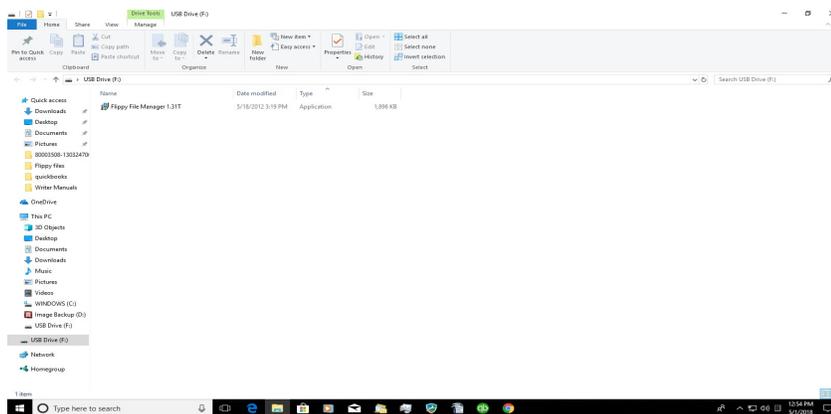
The Flippy Drive comes with three USB memory sticks: two marked "Flippy Memory Stick" (these are the memory sticks used in your writer), and one marked "Flippy File Manager" (this is the program used to read the files from the Flippy Memory Stick and into your PC).

The Flippy File Manager Program allows you to read files from Sector "000" thru Sector "099" of the Flippy Memory Stick.

You do not have to use the Flippy File Manager to read files from Sector "000" if you so decide (this is outlined in the "Quick Start Instructions").

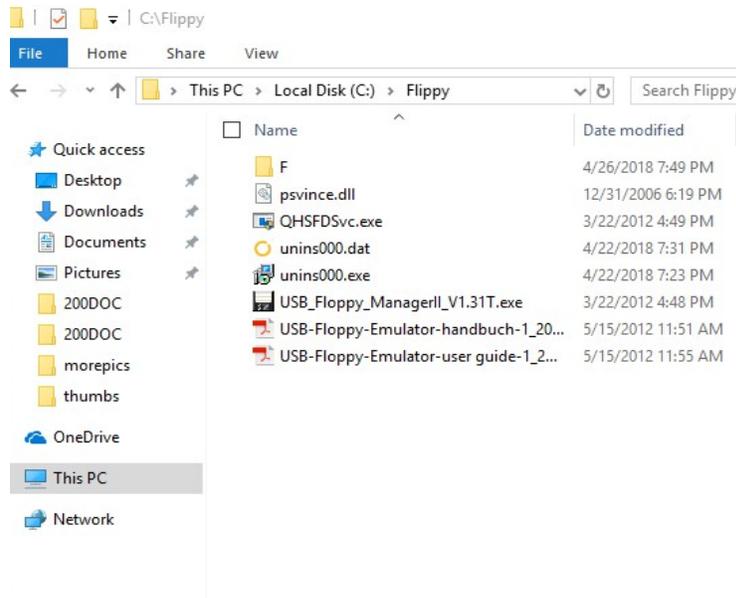
Installing the Flippy File Manager Program

1. Plug the USB memory stick marked "Flippy File Manager" into your PC.
2. "File Explorer" will open, indicating the drive letter your PC has assigned to the USB memory stick (see the below illustration).
3. Left double click on the file named "Flippy File Manager 1.31T". This will launch the installation setup of the program.
4. A window will open asking you to select a language. The default is English. Left click "OK".
5. A window named "Welcome to the Flippy Emulator Setup Wizard" will open. Left click "Next".
6. A window named "Select Destination Location" will open. Type in the box "C:\Flippy" and left click "Next".
7. A window named "Select Start Menu Folder" will open. Type in the box "flippy" and left click "Next".
8. A window named "Install" will open. Left click "Install".
9. A window named "Completing the Flippy Emulator Setup Wizard" will open. Left click "Finish".
10. The program is now installed.



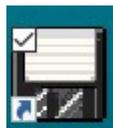
Pinning a shortcut to your desktop to run the Flippy File Manager program

1. **“Windows File Explorer”** should already be open, if not, two ways to open “File Explorer are outlined below.
A: From the Windows desktop, right click on the Windows logo (located in the bottom left-hand corner of the screen) and then left click on **“File Explorer”** from the drop-down list.
B: Left click on the manilla file folder (located on the task bar at the bottom of you desk top screen).
2. Once **“File Explorer” is open**, left click on **“This PC”**.
3. Left click on **“Local Disk Drive (C:)”**.
4. Left click on the file folder **“Flippy”** (your screen should look similar the the illustration below).
5. Right click on the icon that looks like a disk and is named **“USB_Floppy_ManagerII-V1.31T”**.
6. From the drop-down list place your cursor on **“Send to”**, a drop-down list will appear and left click **“Desktop (create shortcut)”**.
7. Close all windows and go to your Windows desktop.

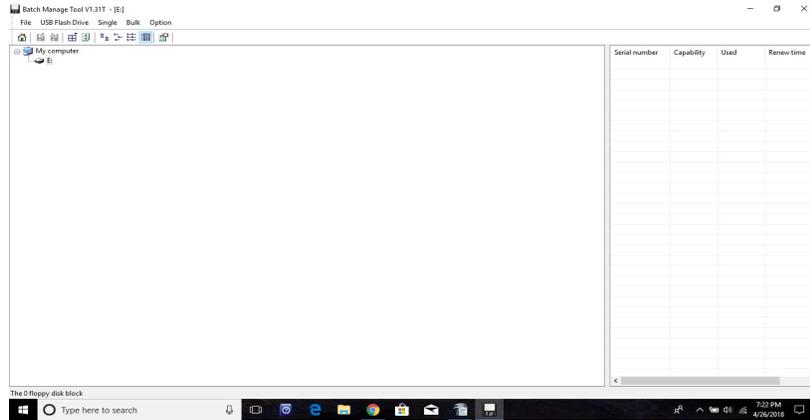


Opening the Flippy File Manager Program

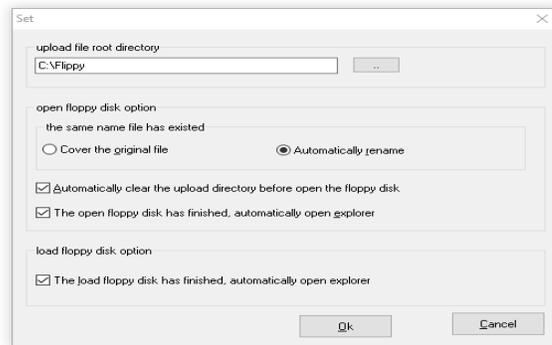
1. From your Windows desktop, right click on the icon similar to the illustration below.
2. A drop-down list will appear. Left click on **“Run as Administrator”**, the drop-down list will close.



- Left double click on the Icon similar to the illustration below. The Flippy File Manager program will launch and you will see a screen similar to the illustration below.



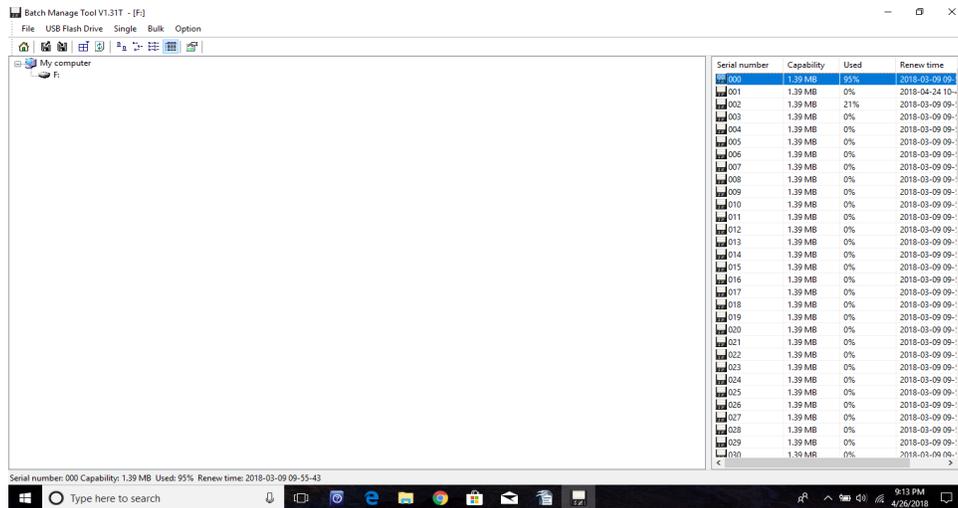
- Press “Ctrl “ and the “Q” on the keyboard. You will see a window similar to the illustration below.



- The upload file root directory box should read “C:\Flippy”, if not, please type it into the box.
- Select “**Automatically rename**”
- Check the box for, “**Automatically clear the upload directory before open floppy disk**”
- Check the box for “**The open the floppy disk has finished, open explorer**”
- Check the box for “**The load the floppy disk has finished, open explorer**”
- Left click “**OK**”. You are now finished setting up the Flippy File Manager Program parameters.

Reading your steno files into the Flippy File Manager

1. Your Flippy File Manager Program should already be open. If not, launch it by left double clicking on the icon that looks like a disk from your Windows Desktop.
2. Plug the Flippy Memory Stick into a USB receptacle of your PC. Your PC will assign a drive letter to the Flippy Memory Stick.
3. In the Flippy File Manager Program a drive letter corresponding to the Flippy Memory Stick will show up under "My computer" (this may take a few seconds).
4. In the illustration below it shows the drive letter assigned to the Flippy Memory Stick as "F:" (your PC may show a different drive letter). Left click on the drive letter, in this case "F:", the left side of your screen will populate. Under the column "Serial number" you will see disks numbered from 000 to 099. The Serial number is the same as a sector number. In the illustration below, it shows serial number 002 (or sector number 002) has 21% of its memory spaced used.



5. Left double click on the little disk icon corresponding to sector 002 (your files may be in a different sector). File Explorer will open; save and display the steno files in sector 002. It will look similar to the illustration below. In this illustration, it shows the steno files were saved to your PC in the Directory C:\Flippy\F\FLOPPY002 (C: is the drive letter the files are being saved to, Flippy is the folder the files are being saved in, F is the drive letter that was assigned to your Flippy Memory Stick and FLOPPY002 is the sector that was read into your PC).
6. From here you can go into your court reporting software and instruct your software to read the steno files from "C:\Flippy\F\FLOPPY002". Some older court reporting softwares are unable to read from a sub-directory and can only read from a root directory. If this is your situation, then you will have to copy the steno files from the sub-directory to a USB flash memory and instruct your software to read from the USB flash memory to which you copied the files.

