GMI Flash Drive Duplicator
Operating Instructions

RECORDING THE SESSIONS

You must record each session using the Behringer X32 soundboard, by plugging in a flash drive (there is a black 32GB SanDisk Cruzer flash drive that is to remain at Charis at all times, and is usually inserted into the soundboard USB port by default) and recording.

IMPORTANT: Whatever flash drive you use, it MUST be formatted in the MS-DOS (FAT) format, or the Behringer X32 will not recognize/be able to use the flash drive!

1. Plug the flash drive to the USB port on the X32 (located to the left of the display screen).
2. Click the VIEW button beside the USB port to get to all settings and recording options.
3. You will see STOP, PLAY/PAUSE, REWIND, FAST FORWARD, RECORD, and PLAY TRACK as options under the VIEW screen.
4. Push the knob under the RECORD option to begin recording.
5. You should see the cassette tape animate, and begin spinning (indicating recording is now in progress).
6. Use the STOP option knob to stop recording, when the session is over.
7. *VERY IMPORTANT: Wait for the "Access" light to go off (underneath the USB port) when you stop recording, BEFORE you pull out the flash drive! If you pull out the flash drive while the "Access" light is on, you will destroy the recording!*
8. Remove the USB flash drive after the "Access" light goes away, and plug it into either the iMac there, or a personal computer with a sound editing program on it.
9. You will see that the X32 records the audio files in .WAV format, which is a lossless format (and very large). You will need to use your audio program to export a finalized MP3 file, for each session:
    a. Trim the front and back ends of the audio file, leaving only the relevant teaching content from the speaker (no long gaps/intros/outros, music, ministry time, etc.).
    b. Export an MP3 file with standard settings (anywhere from 64Kbps to 128Kbps quality).
    c. Be sure to name the exported MP3 file with the speaker name, and session title.

BEFORE YOU START DUPLICATING

You must first create the source flash drive, combining all the files from the event:

1. Create a new folder on the computer's desktop.
2. Create two subfolders inside of this folder called AUDIO and POWERPOINT.
3. Copy each finalized MP3 audio track from each session into the AUDIO subfolder.
4. Convert each speaker's PowerPoint into a PDF:
   a. Open PowerPoint.
   b. Click "Export…" and choose "PDF" as the file type.
   c. Save it into the POWERPOINT subfolder you created (repeat for each session).
5. You should end up with two subfolders filled with audio (in the AUDIO folder) and the converted PDF PowerPoints (in the POWERPOINT) folder.
6. Take out one of the event flash drives from the box and plug it into the computer.
7. Copy these two AUDIO and POWERPOINT subfolders directly over onto this flash drive inserted into the computer.
8. You now have your master flash drive you'll use in the steps below.

DUPLICATING THE FLASH DRIVES

1. Get the total for how many flash drives you'll be duplicating (1 per attendee, or 1 per couple depending on the GMI event), count them out, and set them in a pile beside the unit (it's also a good idea to have a basket or container handy for the finished drives, as you pull them out when they're done).
2. Turn the duplicator unit on (black button on bottom right front corner).
3. Ensure the unit is set to mode #1. It should read "Copy (Data)" on the LCD screen.
4. Plug your master flash drive you just created into the first port on the duplicator unit. This is the port with the white box around it (upper left port). This is the "source" port, that the other flash drives will receive the data from.
5. Press the ENT button on the duplicator.
6. It will read the master flash drive, and then show "0 to start…"
7. Now begin inserting blank flash drives into the remaining ports on the duplicator unit.
8. The duplicator will immediately begin executing the copy function as you insert each blank flash drive.
9. During the copying process, each port's green LED will blink. DO NOT take out a flash drive while the green light is blinking! When the process is completed, the green light will become steady. It is now safe to take out that flash drive, and insert a new one. You'll

simply swap drives in and out like this when they are finished copying, until you've got the total number you need (see the note below on asynchronous copy method).

10. Once all the drives are done, simply pull out the master flash drive, and place it into the box that the duplicator came in (it will be put on file as the master drive for the event).

11. Power the unit off and pack it back into the box along with its power cord.

NOTES:

- This duplicator unit copies flash drives using an *asynchronous method:* as soon as a flash drive has finished copying (when the green LED light is steady), you can immediately pull it out and put in a new one to keep the copying process going. You don't have to wait for all of the drives to finish copying, before you start another batch. This speeds up the copying process tremendously (typically takes less than 10 minutes to copy an entire box of flash drives).

- The number of successful copies will be displayed on the duplicator's LCD screen, along with any failed drives and drives that are working (still in progress).

- If a drive fails to copy (and this does happen from time to time), simply pull it out and replace it with another one. Throw away this drive that failed to copy, so it doesn't get used again.