**i-access® Kiosk User Guide**

**Version 1.2**

**Getting Started**

The ‘Envoy Connect’ is a portable and simple to use solar powered audio player provided by Vision Australia.

The Envoy Connect player comes with a Windows software utility called i-access Kiosk.

The i-access Kiosk software allows Vision Australia Library members who previously received books on CD, to download books directly from Vision Australia’s i-access online library and automatically load them onto the Envoy Connect player correctly.

The i-access Kiosk software can be found in the System folder on the player, or you can download the i-access Kiosk software from the i-access website.

When you run the software it may ask for your i-access Username and Password.

If you do not have a library Username and Password, or for any other assistance, please call the Library on 1300 654 656 or email: library@visionaustralia.org.

We recommend you read the section on ‘How to install i-access Kiosk’ before downloading and installing the software.

**How to Install i-access® Kiosk**

Each Envoy Connect player is shipped with i-access Kiosk software or you can download it from the i-access website.

This software is contained within the System folder when you view the Player in Windows Explorer. Select the ‘i-access Kiosk.exe’ file to begin installation of i-access Kiosk on your computer. A ‘pop-up’ window will appear that provides instructions.

To download it from i-access (<https://i-accessonline.visionaustralia.org>), log in to i-access using your Library User name and Password. The link to the i-access Kiosk software can be found on the Welcome page and in the Help menu. First download it to your computer then run the same ‘i-access Kiosk.exe’ file to install it on your computer.

If prompted, select the ‘Start Installation’ button to continue the installation of i-access Kiosk.

During installation, you may be presented with a Microsoft Windows warning asking if you want to install the software. Select the ‘Install’ button.

After you press ‘Install’ you may receive a second warning generated by Microsoft Windows. This is normal. If you do receive this warning, select the ‘More info’ link, then select the ‘Run anyway’ button.

Once installed, an icon called i-access Kiosk will appear on your computer and the ‘Getting Started’ window will appear.

**How to Use i-access® Kiosk**

Plug your Envoy Connect player into the PC using a USB cable (supplied with the player).

The Kiosk software may ask for your library Username and Password. At this point you can save your Username and Password to avoid entering it each time.

In i-access, you can search for a title and select 'Add to My Bookshelf' to make the title available to download using the i-access Kiosk software, and then read on your Envoy Connect player.

Alternatively, if you don’t select any books manually, the i-access system will automatically choose a selection of books for you based on your preferences, just as it did when allocating titles to be sent to you on CD.

Once the player is connected and you are logged in, new audio books will be automatically downloaded from your i-access bookshelf onto your player to replace the books that are currently on it.

NOTE: Please ensure you have read all the books on your player before plugging it in and running the software. All books on the player will be replaced with new books, and removed from your i-access bookshelf. For example, they will no longer be available if you are using a second player to access the same bookshelf. You can re-loan a book that has been accidentally removed.

Please do not unplug your player until the download has finished. You will know it has finished when the software states 'Player Update Completed' and the PC will play a sound.

When downloading has finished, you can unplug the Envoy Connect player and use it.

You may also leave the player connected via USB to charge it.

NOTE: You can plug the Envoy Connect player into an active USB port at any time to charge, however, if the i-access Kiosk software is running, it will detect the player and prompt you to update the player with new books. Simply select ‘Exit’ to continue charging without loading new books (which would replace all of the books on it with new ones). You can re-loan a book that has been accidentally removed.

**Updating i-access® Kiosk Software**

The i-access Kiosk software will automatically update itself from time to time.

When this occurs, the software will prompt you to accept the update by selecting the ‘OK’ button.

Please note, for screen reader users, the text describing the update is not automatically read.

If using Jaws and NVDA, you can have this text read by using Insert + B.  If using Narrator, you can use Caps Lock + W.

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