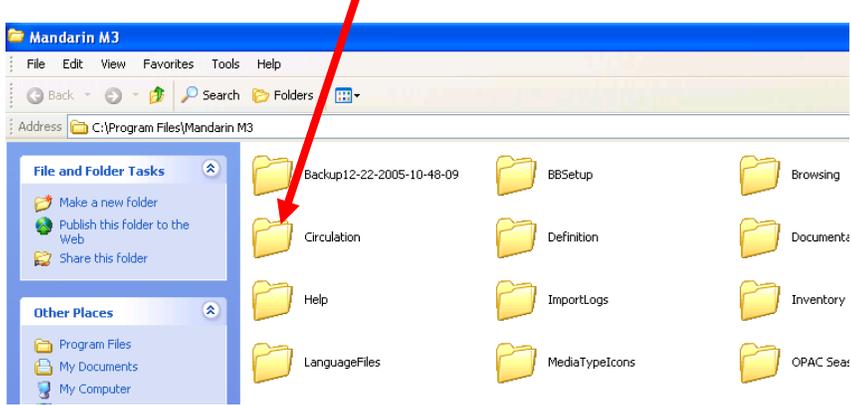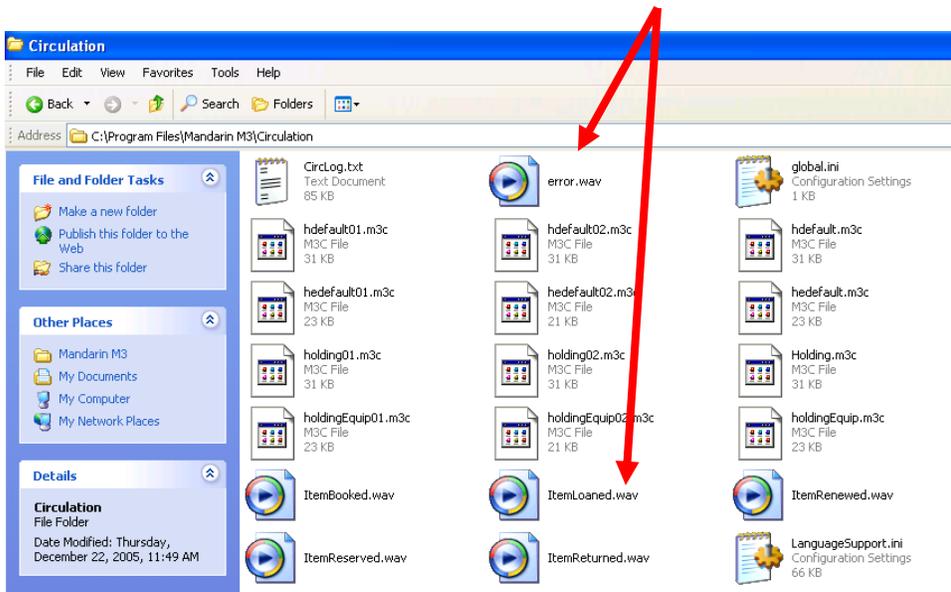<u>CUSTOMIZING YOUR CIRCULATION SOUNDS</u>

1. In your Mandarin M3 folder, find the Circulation subfolder. Double Click to open it.

2. Your Circ sounds are the ones that end with .wav. *(Note: if you do not see extensions on your files, go to the Tools menu at the top of the screen, then choose Folder Options…View…and uncheck "Hide extensions for known file types.")* The name of each file indicates the sound event with which it is associated (e.g., "ItemLoaned," "ItemReturned," "Error," etc.

3. It's recommended to keep a backup of the files, just in case! To do that, right click the file you want to change and rename it; appending something to the end of the name suffices.
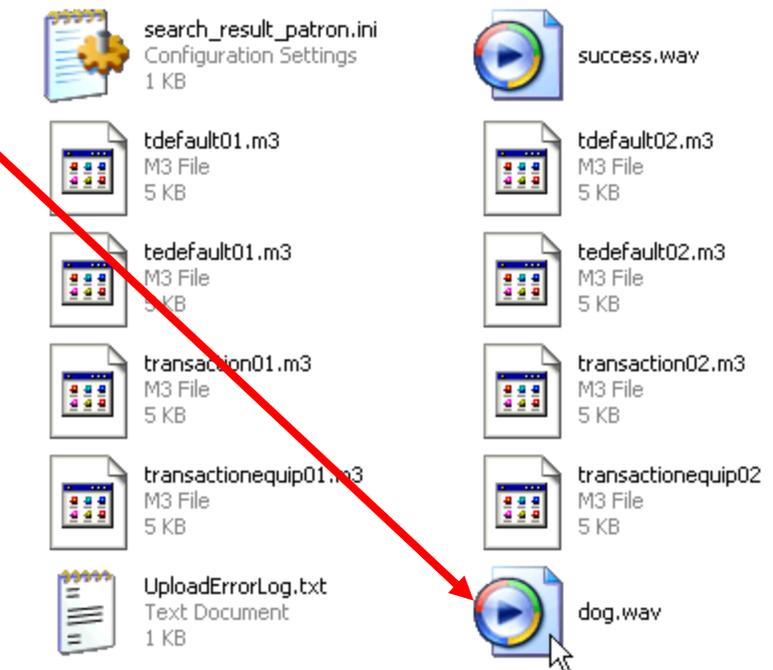
4.

4. Find the sound file you want to use instead of the default one, and either copy or save it to the Circulation folder. (*Note: It needs to be in WAV format and should be very short - 3 seconds or less.*)

5. Back in the M3 Circulation folder, right click the new sound file and rename it to the appropriate sound event. See the list below:

Error.wav = the three beeps you usually hear when there's a problem with a transaction
ItemBooked.wav = Booked
ItemLoaned.wav = Loan
ItemRenewed.wav = Renew
ItemReserved.wav = Reserve
ItemReturned.wav = Return
Message.wav = the sound you hear when an informational message appears
Success.wav = the single beep you hear when a transaction is successful

NOTE: when you have finished customizing, you must close Circulation and reopen it to hear the changes. You also need to be sure that sound is enabled in Circulation by going to the Settings menu and choosing Circulation Options, then clicking the sound tab. Make sure that sound is enabled and the Sound Card is selected.