



# FCC information

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## FCC Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

In accordance with FCC requirements, changes or modifications not expressly approved by Thomson Inc. could void the user's authority to operate this product.

This device generates and uses radio frequency (RF) energy, and if not installed and used properly, this equipment may cause interference to radio and television reception.

If this equipment does cause interference to radio or television reception (which you can determine by unplugging the unit), try to correct the interference by one or more of the following measures:

- Re-orient the receiving antenna (that is, the antenna for the radio or television that is "receiving" the interference).
- Move the unit away from the equipment that is receiving interference.
- Plug the unit into a different wall outlet so that the unit and the equipment receiving interference are on different branch circuits.

If these measures do not eliminate the interference, please consult your dealer or an experienced radio/television technician for additional suggestions. Also, the Federal Communications Commission has prepared a helpful booklet, "How To Identify and Resolve Radio TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington, DC 20402. Please specify stock number 004-000-00345-4 when ordering copies.

## For Your Records

In the event that service should be required, you may need both the model number and the serial number. In the space below, record the date and place of purchase:

Date of Purchase:

Place of Purchase:

## Service Information

This product should be serviced only by those specially trained in appropriate servicing techniques. For instructions on how to obtain service, refer to the warranty included in this Guide.

## Ecology



Help protect the environment - we recommend that you dispose of used batteries by putting them into specially designed receptacles.



## Maintenance

Clean the unit with a soft cloth, or a damp chamois leather. Never use solvents.

# Safety Information

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## Precautions for the Unit



- Do not use the unit immediately after transportation from a cold place to a warm place; condensation problem may be resulted.
- Avoid shock to the unit especially during recording. Recorded data can be damaged.
- Do not store the unit near fire, places with high temperature or places with direct sunlight.
- Do not operate or store unit in places with frequent static electricity or electrical noise (e.g. speaker, TV set).
- Clean the unit with a soft cloth or a damp chamois leather. Never use solvents.
- The unit must only be opened by qualified personnel.
- Do not expose this appliance to rain or moisture.

## Precautions for Batteries

- If you do not use the unit for more than one month, be sure to remove the batteries to avoid leakage.
- When installing batteries, be sure that the polarities are correct. Reversing polarity may cause personal injury and damage to the batteries.
- Never mix new batteries with old ones. Do not mix battery types.
- Discard leaking batteries immediately. Leaking batteries can cause skin burns or other personal injury.
- Do not dispose of in fire.
- Do not charge batteries which are not intended to be recharged.

## Power Supply

- (battery power) 2 x "AAA"

 <p>THE LIGHTNING FLASH AND ARROW-HEAD WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF "DANGEROUS VOLTAGE" INSIDE THE PRODUCT.</p>	<p><b>CAUTION</b> RISK OF ELECTRIC SHOCK DO NOT OPEN</p> <p>CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK, DO NOT REMOVE COVER (OR BACK). NO USER-SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED SERVICE PERSONNEL.</p>	 <p>THE EXCLAMATION POINT WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF IMPORTANT INSTRUCTIONS ACCOMPANYING THE PRODUCT.</p>
<p>SEE MARKING ON BOTTOM / BACK OF PRODUCT</p>		

**WARNING: TO PREVENT FIRE OR ELECTRICAL SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.**

# Contents

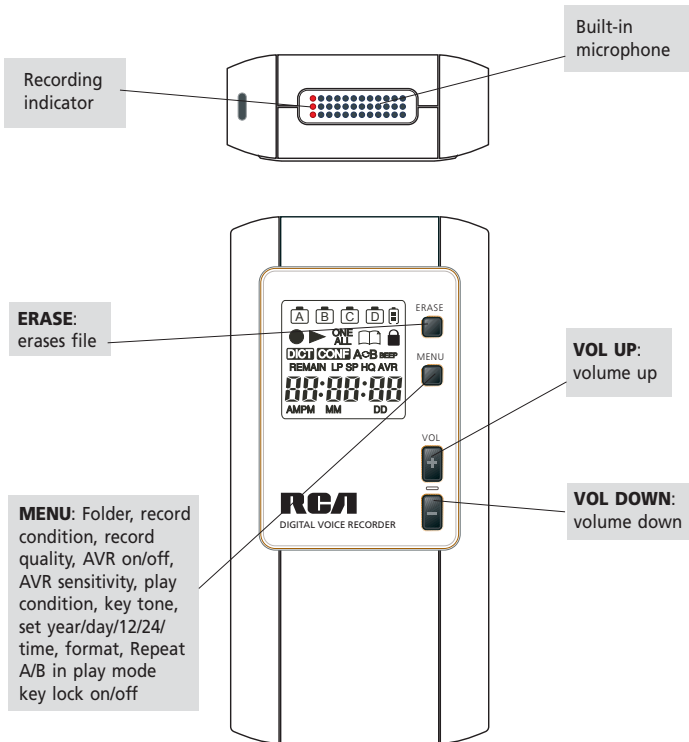
EN

General controls-----	2-3
The display-----	4
Display messages-----	5
Before you begin-----	6
Setting the time-----	7
Basic operation-----	8
Recording mode-----	9

Recording quality / condition -----	10
Playmode-----	11
Bookmark-----	12
Erasing file / folder-----	13
Connecting to computer---	14
RCA voice manager-----	15-16
Troubleshooting tips-----	17
Warranty-----	18-20

# General controls

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Note: Auto power off- the unit will turn off automatically when left idle for 3 minutes.

# General controls

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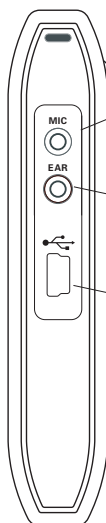
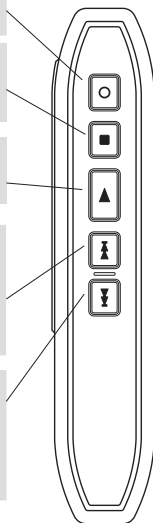
**REC:** starts / pauses recording, adding/delete bookmark

**STOP:** stops playback/recording. Turns off the unit.

**PLAY:** turns the unit on. Starts/ pauses playback.

**FORWARD:** skips and searches forward. Selects/Browes under menu mode, skips to the next bookmark.

**REVERSE:** skips and searches backward. Selects/Browes under menu mode, skips to the previous bookmark.



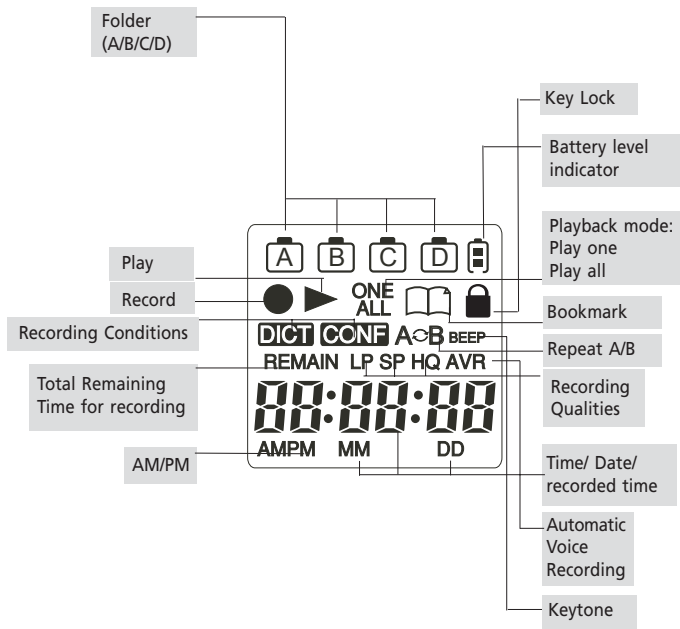
external microphone jack

Connects headphones

USB jack

# The display

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# Display messages

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ALL	Select all (Introductory Play back & Erasing All Files)
FILE:01	File one
del:01	Delete (Erasing Selected File)
01 01	Month / day entry mode.
12 Hr	12 hour time display mode.
12:00	Time entry mode
OFF	Off (Automatic Voice Recording or Beep)
ON	On (Automatic Voice Recording or Beep)
SEN:06	Sensitivity Level (AVR)
VOL:13	Volume (Setting Volume)
2004	Year (Setting Year)
HOLd	key locked
INIt	Memory format initialize
OPeRA	Memory format in progress
FAIL	Memory format failure
dONE	Memory format done
FULL	Folder / bookmark is full



# Before you begin

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## Power supply

This unit can be operated by 2 “AAA” batteries.

## Installing Batteries (not included)

1. Slide the battery compartment door to the bottom and lift up the door to open.
2. Insert 2 “AAA” batteries with polarities matching indications.
3. Replace the battery compartment door.

Refer to the battery level indicator on display for batteries level. Replace with new batteries when this indicator is shown.



## Auto power off

The unit will automatically turn off if left idle for 3 minutes.

## Using headphones and external microphone

- When headphones are connected, sound output from speaker will be muted.
- When external microphone is connected, no record can be made from built-in microphone.

## Starting up the unit

1. Press **PLAY** to turn on the unit. Unit will show the current recorded track duration on screen.
2. Wait about 3 seconds when the unit initializes.
3. The total remaining time will show on screen when the initialization is done.
4. Unit is now ready to start playback or recording.

### Note:



During the initialization, all keys' function will be temporarily disabled, please wait until the total remaining time shows on screen.

# Setting the time

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## Year/Date/12/24/Time Setting

With this function, you can always read on the display the recording date and time of your recorded messages.

Follow the steps below for time setting.

You can still use this unit for normal recording without setting the time. However, no correct recording date and time can be referred for your recorded messages and the display will keep flashing when the unit is turned off.

1. Turn on the unit.
2. Press **MENU** repeatedly to enter Time setting mode.

3. When "2004" flashes, press **REVERSE** or **FORWARD** to change the year, press **MENU** to confirm.

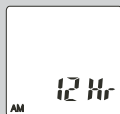


4. Once the year is entered, the digits in the month field will blink (default is 01). Press **REVERSE** or **FORWARD** to increase/decrease the number, press **MENU** to confirm.



5. Once the month is entered, the digits in the day will blink (while the digits in the month field stop blinking). Press **REVERSE** or **FORWARD** to increase/decrease the number, press **MENU** to confirm.

6. Once the date is entered, you can choose between 12/24 hour clock display by pressing **REVERSE** / **FORWARD**, then press **MENU** to confirm.



7. Once the time is entered, the digits in the hour field will blink (default setting is 12 (12 hour mode) & 24 (24 hour mode). Press **REVERSE** or **FORWARD** to increase/decrease the number, press **MENU** to confirm.



### Tip:

Press **STOP** to exit to Stop mode.

# Basic operation

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## Select folder

You can select a specific folder (A/B/C/D) for recording. Default is folder A.

1. Press **MENU** in stop mode.
2. Folder A, B, C or D icon will blink on display.
3. Press **REVERSE** or **FORWARD** to select a folder.
4. Press **STOP** to exit to stop mode in the desired folder.




### Note:

You can record up to 99 files in one folder, not exceeding 396 files in total. When the maximum limit is reached, "FULL" will show on the display.

## Keys lock

This feature avoids accidental key activation during recording or playback.

1. Press and hold **MENU** for 2 seconds, "HOLD" will be shown on display. (LOCK icon  will lit)
2. Press and hold **MENU** for 2 seconds again to unlock keys.

## Normal playback

1. In Stop mode, select a folder (A/B/C/D).
2. Select file by pressing **REVERSE** or **FORWARD**.
3. Press **PLAY** to start playback.
4. Press **PLAY** to pause playback, press again to resume.
5. You can press **VOL UP (+)** or **VOL DOWN (-)** to adjust the volume.
6. Press and hold **REVERSE** or **FORWARD** to make quick search within a file.
7. Press **REVERSE** or **FORWARD** once to skip one file forward or backward.
8. Press **STOP** to stop playback.

## Tones

You can activate this feature so that beep sound can be heard whenever you press on any button except during playback and recording.

1. Press **MENU** repeatedly until "BEEP" shows on display.
2. Press **REVERSE** or **FORWARD** to set beep sound ON/ OFF.
3. Press **MENU** to confirm selection.



# Recording mode

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## Setting recording Mode

You can select between two recording modes - manual recording and AVR (automatic voice recording).

### 1. Manual recording

1. In **STOP** mode, select a folder (A/B/C/D).
2. Press **RECORD** to start recording. (recording time will be displayed once you press **RECORD**)
3. To pause recording, you can press **RECORD** once, press again to resume recording.
4. To stop recording, press **STOP**.



#### Tip:

To view the remaining time and other recording information, you may press **PLAY** during recording.

### 2. AVR (Automatic Voice Recording)

This feature allows the unit to sense sound and to record only when you are speaking into the microphone. When dictation stops for about 3 seconds, recording will stop and then start again automatically when you resume dictation.

1. Select a folder (A/B/C/D).

2. Press **MENU** until "AVR" shows on the display.

3. Press **REVERSE** or **FORWARD** to toggle between AVR on and AVR off.

4. Press **STOP** to exit to STOP mode.

5. Press **RECORD** to enter AVR mode.

6. During recording, adjust the sensitivity of the microphone by pressing **VOL UP** and **VOL DOWN**, SEN with sensitivity value shows on the display (e.g.

increase sensitivity value when recording source is far from the unit or the recording environment is quiet).

7. Start dictation. Recording starts automatically.

8. Press **STOP** to end AVR recording.

9. Repeat step 2 and select AVR OFF for de-selection.



#### Tip:

The first syllable or two may be lost when you start recording because this 'sound' is used to turn on the AVR feature. It is a good practice to make some 'sounds' or say a short word to activate the AVR before you begin actual dictation.

# Recording quality / condition

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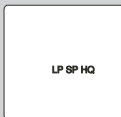
## Setting recording quality

You can select between three recording qualities. Default is SP.

### Definition

- **SP** (Standard Play) - allows about 680 min recording.
- **LP** (Long Play) - allows about 910 min recording.
- **HQ** (High Quality) - allows about 270 min recording.

1. Press **MENU** until "SP / LP / HQ" show on the display.
2. Toggle between SP, LP and HQ by pressing **REVERSE** or **FORWARD**.
3. Confirm selection by pressing **MENU** or **STOP**.



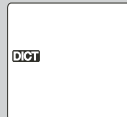
## Setting recording condition

You can select between two recording conditions. Default is DICT.

### Definition

- **CONF** (Conference) - in a more open area and recording source is far from the unit.
- **DICT** (Dictation) - in a more enclosed area and recording source is close to the unit.

1. Press **MENU** twice until "DICT" or "CONF" show on the display.
2. Select recording condition by pressing **REVERSE** or **FORWARD**.
3. Confirm selection by pressing **MENU**. (You may press **STOP** to exit from further selection.)



### Tip:

For conferences, to obtain optimum recording quality, place the recorder with the microphone freely exposed to the sound source as close as convenient. A built-in automatic recording level control will set the optimum record level during manual recording. Avoid recording near unwanted noise sources, such as air conditioners or fans.

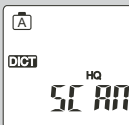
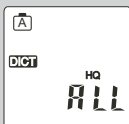
# Playmode

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## IntroScan

This feature allows playback of the beginning 3 seconds of each file in a folder.

1. Select a folder (A/B/C/D).
2. Press **REVERSE** or **FORWARD** until "ALL" shows on the display.
3. Press **PLAY** to start introductory playback, "SCAN" shows on the display.
4. Press **PLAY** to start playing desired file.
5. Press **STOP** to exit Intro Scan sooner.



## Play one / play all

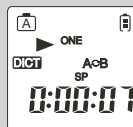
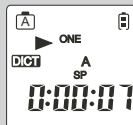
You can choose to play a specific file or all files in a folder.

1. In STOP mode, press **MENU** repeatedly until "ONE" appears on the display.
2. Press **REVERSE** or **FORWARD** to toggle between ONE and ALL.

## Repeat A/B

You can choose to repeat a specific part of a file.

1. In PLAY mode, press **MENU** once to set a specific position A, "A" will show on the display.
2. Press **MENU** again to set position B, and playback from A to B will start to play repeatedly, "A to B" will show on the display.
3. To resume normal playback, press **MENU** again, "A to B" disappears.



### Note:


The bookmark will be lost once you exit repeat A/B mode.

# Bookmark

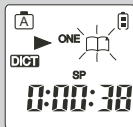
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## Creating a bookmark

This feature allows you to create an interception point in the recorded message for quick reference.

1. During playback, press **REC** once to set a bookmark, the bookmark icon  flashes on the display.


2. You can create multiple bookmarks until the memory is full.



## Deleting bookmark

You can delete bookmark in a file anytime during playback.

1. To delete all the bookmarks within a file (if available), press and hold **REC** for 2 seconds.

2. The bookmark icon  disappears from the display, bookmarks are deleted.



### Tip:

When the memory is full, "FULL" will show on the

display.

## Skipping to a bookmark

You can skip to a bookmark anytime during playback.

1. During playback, press **FORWARD** to go to the bookmark (if available).  
2. Press **FORWARD** again to go to the next bookmark.

# Erasing file / folder

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## Erasing selected file

You can delete a file by the following steps:

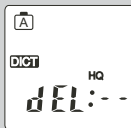
1. Select a folder (A/B/C/D).
2. Select a file.
3. Press **ERASE** once and "DEL" will show on the display.
4. Press and hold **ERASE** to confirm deleting or press **STOP** to cancel.



## Erasing all files in a folder

You can delete all files in a specific folder by the following steps:

1. Turn on the unit.
2. Select a folder (A/B/C/D).
3. In Stop mode, press **FORWARD** continuously until "ALL" appears on the display.
4. Press **ERASE** and "del" will blink on the display.
5. Press and hold **ERASE** for about 2 seconds, all files in the selected folder will be erased completely (or press **STOP** to cancel erasing all files).



### Tip:

File numbers that come after erased one will be moved forward by one automatically.

## Format memory

You can delete all files stored in the memory by the following steps:

1. Turn on the unit.
2. Press **MENU** until "INIT" flashes on the display.
3. Press **ERASE** to start formatting, "OPeRA" will flash on the display.
4. When "dONE" shows on the display, all files stored in the memory are erased completely.





# Connecting to the Computer

## Plugged into the computer

You can transfer files with computer via USB connection.

1. Use the USB cable supplied to connect the unit to the computer.
2. "PC" will show on the display.
3. The unit may appear to be a removable drive in your computer.



### Tip:

Data transfer is possible even if no batteries are installed in the unit.

## Disconnecting from the computer

After you have copied files to or from the unit, do not unplug the USB cable when "PC" is flashing, wait until you are sure that the transfer is completed. You can now safely disconnect the USB cable.



### Tip:

On some operating system, a message warning about "Removing a USB device without stopping it..." might appear, you can press OK to safely ignore it.

## Using your unit as a file storage device

The unit can function as a detachable data storage. You can take along your favorite images and documents wherever you go. Simple cut-and-paste or drag-and-drop files to or from it via USB connection, the unit will appear as a removable disk in Windows Explorer.

# RCA Voice Manager

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RCA voice manager is a software which enables you to convert the messages recorded by your unit to mp3 or WMA format.

## Installing RCA voice manager

1. Insert the software CD into the CDROM.
2. RCA voice manager installation will automatically start, if it doesn't, double click Install.exe in the supplied CD.
3. The following window will appear:



4. Follow the on-screen instructions to complete the installation.



# RCA Voice Manager

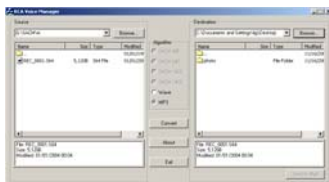
## Using RCA voice manager

1. Run the RCA Voice Manager after successful installation of the software.
2. From the left hand column, select the path which leads to the unit (e.g. Removable Disk f: ).



3. Select the destination path for the converted file.

4. Select a voice message to be converted.



5. Select the output format, you can choose between mp3 and wave format.

6. Press "Convert", the converting progress will start automatically, the time for converting depends on the length of the voice message to be converted.



# Troubleshooting tips

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## Unit doesn't turn on

- Check that batteries are properly inserted and not exhausted.
- Make sure battery compartment door is properly closed.
- Make sure the **LOCK** function is not activated.

## Unit is turned on but the keys do not respond immediately.

- Every time the unit is turned on, it needs to perform an initialization which takes about three seconds. The initialization is complete after the beep sound, and you can operate the unit normally.

## Display keeps flashing when unit is off

- You have not set the time. Refer to section on Time Setting.

## Cannot record

- Make sure the **LOCK** function is not activated.
- Make sure the memory is not full.
- Check the total files in all folders not exceeding 396.
- You have recorded 99 files in one folder. Try record in a new folder.

## Cannot show recording date and time during playback

- You have not set the date and time before recording. Refer to the section on 'Time Setting'.

## Cannot activate the unit after pressing ON keys

- There may be software problem. Remove batteries and wait for 30 seconds to reset the unit, then re-install batteries and try again.

## Recordable time becomes shorter

- You have set the recording quality to 'High Quality', refer to section 'Setting Recording Quality'.

## Cannot perform playback

- Make sure you have selected folder with recorded messages.
- Make sure the **LOCK** function is not activated.

## Cannot erase recorded file(s)

- Make sure you follow each step under section "Erasing Selected File" carefully.

## No sound from the speaker during playback

- Make sure the volume level is not set to 0.
- Headphones is connected.



### Note:

This unit may temporarily cease to function if subjected to electrostatic disturbance. To resume

normal operation, it may be necessary to cycle the power off and back on or to remove and reinstall the batteries.

# U.S. limited warranty

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## **What your warranty covers:**

- Defects in materials or workmanship.

## **For how long after your purchase:**

- One year from date of purchase.

The warranty period for rental units begins with the first rental or 45 days from date of shipment to the rental firm, whichever comes first.

## **What we will do:**

- Provide you with a new, or at our option, a refurbished unit. The exchange unit is under warranty for the remainder of the original product's warranty period.
- Proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period must be presented to obtain warranty service. For rental firms, proof of first rental is also required.

## **How to make a warranty claim:**

- Properly pack your unit. Include any cables, etc., which were originally provided with the product. We recommend using the original carton and packing materials.
- Include evidence of purchase date such as the bill of sale. Also print your name and address and a description of the defect. Send via standard UPS or its equivalent to:

**Thomson Inc.  
Product Exchange Center  
11721 B Alameda Avenue  
Socorro, Texas 79927**

- Insure your shipment for loss or damage. Thomson accepts no liability in case of damage or loss en route to Thomson.
- Pay any charges billed to you by the Exchange Center for service not covered by the warranty.
- A new or refurbished unit will be shipped to you freight prepaid.

## **What your warranty does not cover:**

- Customer instruction. (Your Owner's Manual provides information regarding operating Instructions and user controls. For additional information, ask your dealer.)
- Installation and setup service adjustments.
- Batteries.
- Damage from misuse or neglect.
- Products which have been modified or incorporated into other products.
- Products purchased or serviced outside the USA.
- Acts of nature, such as but not limited to lightning damage.

# U.S. limited warranty

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## **Limitation of Warranty:**

- **THE WARRANTY STATED ABOVE IS THE ONLY WARRANTY APPLICABLE TO THIS PRODUCT. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE HEREBY DISCLAIMED. NO VERBAL OR WRITTEN INFORMATION GIVEN BY THOMSON INC., ITS AGENTS OR EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY.**
- **REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS THE EXCLUSIVE REMEDY OF THE CONSUMER. THOMSON INC. SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT OR ARISING OUT OF ANY BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. THIS DISCLAIMER OF WARRANTIES AND LIMITED WARRANTY ARE GOVERNED BY THE LAWS OF THE STATE OF INDIANA. EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.**

## **How state law relates to this warranty:**

- Some states do not allow the exclusion nor limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you.
- This warranty gives you specific legal rights, and you also may have other rights that vary from state to state.

## **If you purchased your product outside the USA:**

This warranty does not apply. Contact your dealer for warranty information.

# Canadian limited warranty

EN

Thomson multimedia Ltd. warrants to the purchaser or gift recipient that if any manufacturing defect becomes apparent in this product within 1 year from the original date of purchase, it will be replaced free of charge, including return transportation.

This warranty does not include damage to the product resulting from accidents, misuse or leaking batteries.

Should your product not perform properly during the warranty period, either:

1. Return it to the selling dealer with proof of purchase for replacement,  
OR
2. Remove the batteries (where applicable), and pack product complete with accessories in the original carton (or equivalent). Mail prepaid (with proof of purchase) and insured to:

**Thomson multimedia Ltd.  
6200 Edwards Blvd.,  
Mississauga, Ontario, L5T 2V7  
Canada**

The provisions of this written warranty are in addition to and not a modification of or subtraction from the statutory warranties and other rights and remedies contained in any applicable legislation, and to the extent that any such provisions purport to disclaim, exclude or limit any such statutory warranties and other rights and remedies, such provisions shall be deemed to be amended to the extent necessary to comply therewith.

If you are unable to find a qualified servicer for out of warranty service, you may write to:

Thomson Inc.  
P.O. Box 0944  
Indianapolis, Indiana, U.S.A., 46206-0944

Attach your sales receipt to this booklet for future reference. This information is required if service is needed during the warranty period.

PURCHASE DATE

NAME OF STORE