LMI Audio User's Guide

Registering a new account

- New users of the LMI Audio App will need to register an account by clicking the "Register Now" link on the opening screen of the app.
- Current users of the previous version of the LMI Audio App do not need to register a new account. Please see the "Current Users" section below.

- Complete all required information
- Click the "Submit" button
- You will receive an email to confirm your email address
- Please check spam/junk if you do not receive the email
- Click the link in the email to confirm your email address
- You may then return to the app and login

Current Users

- Current users will use the "Forgot Password?" link on the opening screen of the LMI Audio App to reset your password
- You will receive an email with a link and verification code to reset your password
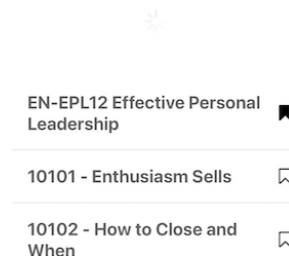- After following the link in the email and resetting your password, you can then return to the LMI Audio App and login with your new password
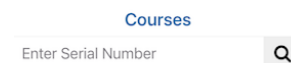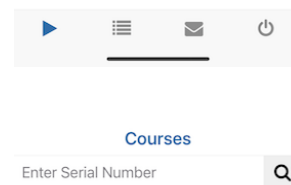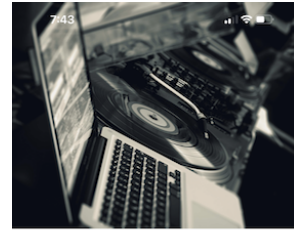
Playlist and Courses

- The first time you login to the LMI Audio App, all users will see the playlist screen, which is currently empty
- Click large + sign to view your previously registered courses or to add a new course using an LMI issued serial number

- For new users, the courses list will currently be empty
- Current users will see their previously registered courses (see below for adding courses to your playlist)
- To add a new course, enter the serial number, including dashes, and press the magnifying glass icon
- Your registered course should now appear in your playlist

Adding courses to your playlist

- Once your serial number is validated, add the course to your playlist by clicking the bookmark icon to the right of the course name
- If you do not see all of your registered courses, swipe down on the course list to refresh it. You should then see all of your registered courses.

Courses

Enter Serial Number

Courses

Enter Serial Number

EN-EPL12 Effective Personal Leadership

10101 - Enthusiasm Sells

10102 - How to Close and When

Playlist

- Once you have added your course or multiple courses to your playlist, click on the triangle playlist icon at the bottom left of the app to view your current playlist
- If you do not see your course, you can return to the Courses screen and bookmark it to add it to your playlist

Download and delete audio files

- Click on a course in your playlist to view all available audio files for that course
- Files that have not been downloaded yet will show a download icon. Click each icon to download the files. A progress percentage will be shown as each file is being downloaded.
- Files that have already been downloaded will show a trash can icon, which can be used to remove the audio file from your device and free up storage space.

Removing courses

- You can remove an entire course and it's audio files from your playlist and device by dragging the course to the left on your playlist screen
- This will display the trash can icon, which will delete all course audio files from your device and remove the course from your playlist
- Use the blue X button to cancel
- Courses that are deleted can be bookmarked from the courses screen and downloaded to the same device again
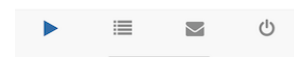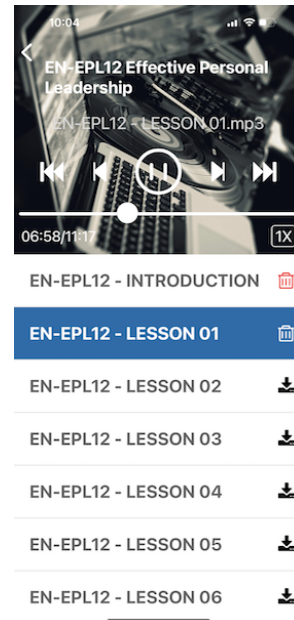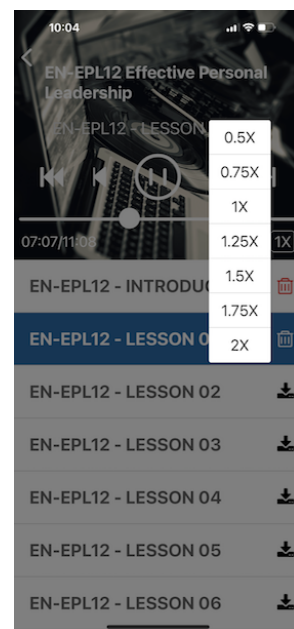
Audio player controls

- Select the audio file from the list and click the play icon to start playback
- The double arrows on the left and right will skip backwards/forwards 15 seconds in the currently playing file
- The single arrows to the left and right will skip backwards/forwards to the previous/next track in the course
- If you are working on multiple courses, moving between the courses on your playlist will always bring you back to the previously playing file at the playback time where you last paused

Changing playback speed
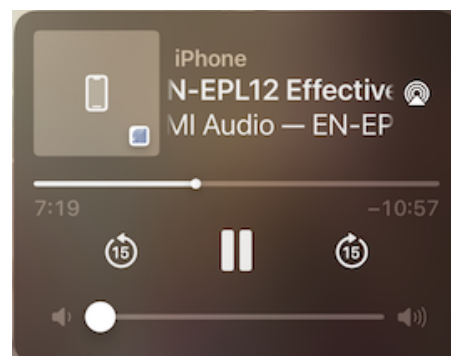
- When you start playing an audio file, it will default to normal speed (1X)
- You can speed up or slow down playback by clicking the 1X button on the player and selecting a faster or slower playback speed
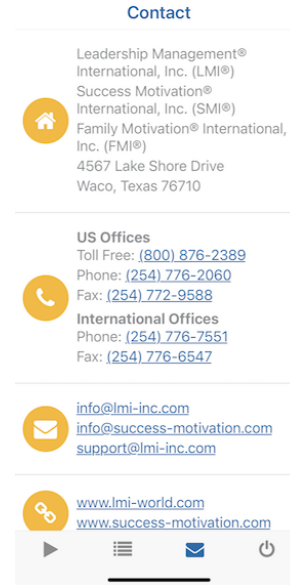
Lock screen controls

- Audio playback is now available with your phone locked
- Standard playback controls, including skip forward/backward 15 seconds are available on the lock screen

Contact LMI

- Clicking the envelope icon at the bottom of the LMI Audio App will display all LMI contact information

Contact

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Account management

- Clicking the power icon at the bottom of the LMI Audio App will allow you to update your account profile, logout of the app or delete your account
- Please note that deleting your account will permanently delete all previously registered courses. You will need to register a new account and obtain new serial numbers to use the LMI Audio App

Profile

John

Smith

johnsmith@gmail.com

United States

555-555-5555

Update

Logout

Delete Account