Purpose Statement

Gloria is dedicated to the Glory of God, with the purpose of accompanying singing and helping Christians worldwide to maximize their worship and praise.

Make a joyful noise unto God, all ye lands: Sing forth the honor of his name: make his praise glorious (Psalm 66:1-2).

What you can do with Gloria3

Though Gloria3 has many things in common with Glorias 1 & 2, it is a whole new instrument with a lot of exciting new features as well as NEW instructions.

One very useful change is the ability to return to Start-up mode (Recycle) and be able to reconfigure options without turning Gloria Off. Just hold down both Stop and Play keys until the unit recycles.

- 1. You can play hymns from several different hymnals (such as "The Celebration Hymnal"((TCH-English)) and "Celebremos su Gloria" ((CSG-Spanish)), etc., and play them in full 16-channel orchestration or simple four-part harmony plus chords and percussion. (Note: Certain features don't apply to all hymnals).
- 2. You can use *Gloria* for background music, as part of an instrumental group, to accompany singing, to teach melodies and vocal parts, and for personal praise and enjoyment. *Gloria* is especially suitable for family devotions, home Bible studies, religious education classes, funeral services and meetings where there are no musicians.
- 3. You can customize the playback according to your particular needs or those of your congregation.

- 4. You can vary the tempo (speed) to make it faster or slower.
- 5. You can change the pitch to any key.
- 6. Each vocal channel (Melody, Tenor, Alto, Bass, chords, and percussion) is individually adjustable. For each channel you can:
 - Assign a different instrument (except for percussion).
 - Change the volume in relation to the other channels.
 - Isolate the sound from one or several channels for teaching or practice.
 - Play one part on another instrument and let *Gloria* accompany with the other channels.
- 7. You can hold (sustain) any note or pause at any time.
- 8. You can pre-select (pre-program) your choices and variations and save in memory as many as 99 selections.
- 9. You can select how many stanzas you want the unit to play.
- 10. You can choose (in the case of "Celebremos su Gloria") from more than 140 choral responses called *"FANFARES*" and use them separately from the complete hymn or praise song.
- 11. You can play *Gloria* through its own speaker or you can use any outside amplifier, including self-powered computer speakers.
- 12. *Gloria* can be powered by regular alkaline batteries or batteries recharged with small solar panels, so it can be used where there is no electricity.

Contact Information

- 1. For additional *Glorias*, accessories, repairs and/or for information regarding obtaining hymnals, please contact: Gloria Music Corporation P.O. Box 2864 Loves Park, IL 61132 USA
 - Or telephone: Toll-free (877) 454-8320, (815) 637-0554
 - Or Fax: (772) 673-8067
 - Or e-mail to: sales@gloriamusic.com
 - Or by visiting our web-site at <u>www.gloriamusic.com</u> or <u>www.gloriamusic.com/support</u> for more information
- 2. Repairs: e-mail to: service@gloriamusic.com
- 3. Spanish hymnals and related materials e-mail to: <u>hymnal@gloriamusic.com.</u>

Getting started

• How to read this manual

This manual is written in two sections - the first section is a tutorial on how to use the basic features. The second section will show you how versatile this wonderful instrument can be.

We suggest you go through the tutorial and practice each section (with the instrument in your hands), until you feel comfortable using *Gloria3*. Then you can read additional details on how to use the unit in the second section of the manual. Though there are many similarities with earlier versions *Gloria 1-2*, a number of operational changes have been made that warrant careful review of this **all new** *Gloria3* manual.

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♦ CAUTIONS AND CARE FOR GLORIA3

Because the batteries make *Gloria* fairly heavy, be careful not to place it where it could fall and cause injury.

To prolong the life of your *Gloria* Compact Digital Orchestra:

- Do not open the case. <u>There are no user-serviceable parts.</u>
- Do not use or leave it in extremely hot places.
- Protect it from water and insects.
- Use only a damp cloth for cleaning.
- Do not leave batteries in the unit if it will not be used for some time or if it will be shipped.
- Read the instructions for correct power connections.
- Do not drop *Gloria*.
- Do not use with AC adapter during a thunderstorm.
- Do not disconnect the external power cord while *Gloria* is playing.
- Do not leave worn-out batteries in the unit. Leaking batteries can cause permanent damage to *Gloria*.

FCC Compliance

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- -Reorient or relocate the receiving antenna.
- -Increase the separation between the equipment and receiver.
- -Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- -Consult the dealer or an experienced radio/TV technician for help.

• Power and Audio Output

Gloria3 is shipped with a 100-240V AC power adapter but without batteries. You must either insert batteries or connect an external power source such as an AC adapter or vehicle power adapter. *Gloria3* will operate with an input voltage between 6V and 12V nominal, so it can be used with a 6V to 12V rechargeable battery, including batteries charged by solar panels (see Accessory kits, p. 8).

Whenever an external power source is connected, power will be taken from it and not from the batteries inside.

Batteries

The battery compartment is located on the bottom of the unit. Remove the cover by pulling on both release tabs. Four 1.5V D cells are required. Use of ordinary or heavy-duty flashlight batteries is not recommended because much better life will be obtained from **alkaline cells**, especially when using the internal speaker. If the batteries are low, the warning "Low Battery" will appear on the screen. Though not lasting as long as alkaline cells, rechargeable D cells may also be used.

CAUTION: Always remove weak batteries, and also remove batteries if Gloria will not be used for some time or if it will be shipped. Leaking batteries can cause permanent damage.

External Power

If the AC adapter included with your Gloria 3 becomes damaged, please contact your Gloria distributor or Gloria Music Corporation. Further information regarding compatible adapters is available on the Gloria Music website (<u>www.gloriamusic.com</u>).

WARNING: Many inexpensive AC adapters have a voltage output much higher than the rated voltage, and can cause serious damage. Therefore, an unregulated adapter rated at 10V or 12 V output or having the wrong DC polarity should not be used. If you must use an adapter other than the one supplied, make sure the output voltage measured with voltmeter does not exceed 12V before connecting to Gloria, and the center pin is Negative (-).

Car battery cord

You may use a 12V accessory cord that plugs into the car accessory receptacle (cigarette lighter). The DC plug must have clearance for a 2.1 mm pin (internal diameter) and a 5.5 mm external diameter, with the center pin negative. If the adapter comes with several plugs, be sure to choose the proper plug and polarity. This cord should include a 2A fuse for protection against fire.

DC power

A 6 to 12 volt motorcycle, car, or lantern battery can be used to power *Gloria* using the DC power cord available from Gloria Music Corporation in the Accessory Connector Kit (see below).

Audio Output

External audio connection

For the best sound, especially in a large room or church, *Gloria* may be connected to an external amplifier and speaker system.

- Connect an audio cable between the *Gloria* AUDIO OUT-PUT jack and the amplifier *line* input. (Do not use a *mic-crophone* input.) If necessary, use an appropriate ¹/₄" plug adapter. Several are available in the Accessory kit b.) described below.
- 2. The internal speaker is disabled when a plug is inserted in the *Gloria* AUDIO OUTPUT jack.
- 3. Turn volume control to halfway position.
- 4. Select a hymn and press PLAY.
- 5. Adjust the external amplifier for desired volume. After the amplifier level has been set, the *Gloria* volume control can be used to readjust the volume as desired.

Note: If you use a professional type audio cable with a $\frac{1}{4}$ " phone plug wired for a balanced line – connected to the TIP & RING, it may not work. In this case, try inserting the plug halfway into the **Gloria** audio out put jack or use a stereo-to-mono adapter plug.

Accessory kits available from Gloria Music Corporation (see p.2):

- a.) Connector: DC battery cord (with 2A fuse).
- b.) Adapter plugs: ¹/₄" Phone Plug to RCA Adapter, ¹/₄" Phone Plug to Mini-Phone Plug.

c.) USB to Mini B cable: Computer to Gloria for downloading new hymnals and program updates.

d.) Solar panel with 6V rechargeable battery. The solar panel will fully charge the battery in about 8 hours in bright sunlight. *Gloria* will operate for 1 to 2 hours from this battery. The battery can be inserted into the battery compartment or placed next to *Gloria*.

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PART I - TUTORIAL

This tutorial will guide you through the process of choosing, playing and customizing hymns and praise songs. After finishing this tutorial you should be able to:

- Turn the unit on and off properly;
- Select a hymn or praise song;
- Set the tempo for playback;
- Set the pitch for playback;
- Select instruments for each of the vocal channels (SATB);
- Use the "Ensemble" key;
- Pause the playback;
- Sustain a note.

READ THE **INSTRUCTIONS** THROUGH, THEN TRY OUT THE **"EXAMPLE"** (following each instruction). See Part 2 of this manual for instructions regarding the use of an external speaker or headphones, and ways to pre-program a sequence of hymns, as well as many other useful features.

Turning the unit On and Off/Language selection

Set the volume knob on the right side of case to low or middle range, and not at maximum. (Note: Occasionally during shipping, this knob may be forced against the case, causing it to seem "braked" when turned. This is solved by pulling out the knob until it turns freely. If necessary a screwdriver can be carefully wedged in from the bottom side between the case and the knob to regain space and be able to turn the knob more freely.)

Turn the unit ON by pressing the green PLAY key.

The Welcome screen will appear for 6 seconds, saying:

During the time that the welcome screen is displaying you can press "#" or "*" to enter configuration mode. This allows you to switch hymnals (pp. 12-13), change instrument balance (pp. 17-18), switch Special/Plain (pp. 30-31), change the automatic turnoff delay (p. 11), restore defaults (p. 26), change the language displayed (see below), retrieve the build, Serial number and date code (p. 12), check credits (pp. 39-40), among other features. (Note: Certain features don't apply to all hymnals). Once you press a key during the welcome screen, you will have extra time to make other changes to Gloria's operation. By pressing Stop at any point the Welcome screen is being displayed, the LCD will change to the standard Hymn entry screen. Otherwise, after 6 seconds, the standard Hymn entry screen will appear as below:

Hymn:

If a language other than English appears on the Welcome screen, you can easily change it to English.

Recycle (PRESS and HOLD both Stop and Play keys). Release as soon as start up recycle begins. Press "#" (Right teardrop) repeatedly until "Language" (Idioma) appears. Press Play, then "#" to choose a language and lock it in by pressing Play. The screen will then display:

Language

< English >

EXAMPLE:

- 1. Set the volume knob to minimum
- 2. Turn the unit on by pressing PLAY (►)
- Press the "#" key until "Language" (Idioma) appears. Press Play and then the "#" key until desired language appears on screen. Then press Play to lock in

LANGUAGE CHANGE SHORTCUT: Press Pause key during Start-up or recycle to access Language change option.

Changing the automatic turn-off delay

Turn the unit OFF by pressing the red STOP key for 3 seconds (or until it turns off).

When Gloria is on but not playing, it uses a very small amount of power. However *Gloria3* will automatically turn itself completely off if not used for about 15 minutes. This feature may be customized by doing the following:

Press PLAY **b** to turn power on (or Recycle), and once the welcome screen appears press "#" repeatedly until "Auto Shutoff" appears. Press Play, then key in using key pad the desired number of minutes for Turn Off (ex. "3" and "5" for 35 minutes), and lock in with Play button." Press STOP to leave option mode.

• Please identify your Gloria3

Version (Build) number and other information:

Press the PLAY key to turn unit on (or Recycle) and once the welcome screen appears, press the "#" key repeatedly until "Retrieve Build" appears. Press PLAY to display the Build version.

To retrieve Serial number, press the PLAY key to turn unit on (or Recycle) and once the welcome screen appears, press the "#" key repeatedly until "Get Serial Num" appears. Press PLAY to display the Serial number. This data will be useful if you need to contact Gloria Music Corporation regarding any questions about Warranty or possible upgrades.

Please write down these numbers.

Build:_____ Serial: #__

Date code: (see white label in Gloria handle recess):

I received my Compact Digital Orchestra on_____, 20____.

NOTICE: When you make a selection, the unit will keep that selection on the screen for about 6 seconds, waiting for your next key choice. If you do not press a key during this time, in some cases the screen will return to whatever it indicated prior to your pressing any key. Therefore, if you hesitate too long you may have to start the configuration sequence over to make it work correctly. With just a little practice, trying each sequence a few times, you will know what is expected next.

• Selecting a hymnal

Gloria3 comes ready to play the hymnal you ordered with your *Compact Digital Orchestra* (such as "The Celebration Hymnal" or "Celebremos su Gloria" (some of the hymnals also come with

several accompaniment versions on Gloria3). If you ordered several hymnals you can bring up the one you want to use by doing the following: Recycle (or Press the PLAY key to turn unit on) and once the welcome screen appears, press the "#" key repeatedly until "Change Hymnal" appears. Press PLAY and then the "#" key repeatedly until you see the desired hymnal, then PLAY to lock it in. Repeat this procedure each time you care to change to a different hymnal.

Selecting and playing a hymn or praise song

Set the volume control knob on the right side of the case at a low level. Turn the unit ON by pressing PLAY. Wait until the welcome screen disappears (or press Stop). The screen should now read:

Hymn:

The cursor should be flashing after the word "Hymn". If your screen shows differently, try pressing the STOP key briefly. This should clear the screen except for the above reading.

You can select a hymn or praise song by using any of the 10 number/letter keys. You can use the alphabetical index to select the music you wish to play. To correct a mistake, press the STOP key to erase. If you've made a valid selection (one that's in the *Gloria* music library), the lowercase "Hymn:" prompt will become uppercase "HYMN:". If the selection isn't available, and you press PLAY, a message will appear: "This Hymn is not available in *Gloria.*"

After completing the selection, simply press **PLAY** to start. If you want to adjust the volume, turn the **VOLUME CONTROL KNOB** on the right side.

You may stop the playback at any time by pressing the **STOP** key. You can then select another hymn or praise song by entering a different number or title name.

EXAMPLE: SELECTION BY NUMBER

- 1. Press 99 to enter # 99 into the screen
- 2. Press PLAY (►) to start the hymn/praise song

When the selection starts playing the screen will display:

Playing:99 INTRO Stanzas

SELECTION BY TITLE:

See Part 2 on pages 24-26 for instructions on this method

Style variations

Each selection will have an introduction. The word "INTRO" is present while the introduction is playing. As soon as the introduction has finished, "INTRO" disappears and the main stanza (verse) starts playing. All the stanzas of the hymn will be played unless you stop it. Many will have a main stanza, followed by another one with different instrumentation, and a final stanza in an alternate key. Some have a fanfare/refrain that may be used as a choral response. If there is a refrain/choral response available, "FAN" (try #100/CSG) appears on the right of the screen when you enter the number or title. If the hymn has 1-2 stanzas using alternate instrumentation and/or a key change, "SPECIAL" (try #4/CSG) appears on the right of the screen after the introduction has finished playing. If the hymn has an alternate instrumentation it will be played during the next to last stanza, and if it has a key change it will play during the last stanza. In this example, if a hymn has four stanzas, the first two will play with the main verse music, the third

verse will play with the alternate instrumentation music and the fourth verse will play with the key change (see Part 2 of this manual should you want instructions for isolating the choral response, omitting the introduction or cancelling the alternate instrumentation and key change. Look for the sections called "Fanfare" (p. 30), "No Introduction" (p. 29), and "Plain" (pp. 30-31)).

• Selecting the tempo (speed of playback)

You may adjust the playback speed by using the **FASTER** and **SLOWER** keys. **FASTER** is the key with the running *rabbit* pictured on it.

SLOWER is the key with the *tortoise* pictured on it.

Note that pressing either of these keys during playback causes a screen to be displayed with the % speed in relation to the recorded speed. Also an indicator or cursor appears showing relative speed. Pressing the **FASTER** and **SLOWER** keys will cause the indicator to move and the hymn will play faster or slower.

The tempo can be increased to 150% (half again as fast as normal) or reduced to 50% (half-speed).

Having pressed either the FAST or SLOW key, you can Press and HOLD the "#" key to speed up to 400% (four times as fast as normal). This "fast forward" will be maintained as long as you hold the key down. When you release the key the tempo will resume its previous value.

EXAMPLE:

1. Start a hymn, press the FASTER

key and note

how the hymn plays faster. Look at the display to see how fast.

\$

2. Press the SLOWER key and note how the hymn slows down.

3. Press the STOP key to stop the hymn and delete all the changes that have been made or press the PLAY key for one second to return *Gloria* to its original settings while keeping the hymn playing.

Adjusting the pitch (key)

Pitch is adjusted similarly to tempo, but uses the keys with musical notes on them. One of the notes seems to point up (raising the pitch) while the other appears to point down (lowering the pitch). Pressing these keys before or during playback will cause *Gloria* to play the hymn in a higher or lower key. The display will indicate the pitch relative to that key in which the original hymn was recorded. You may set the pitch from -9 through 10, giving you 20 different half-step pitches.

If Gloria is playing, pressing the PLAY key for one second will return the pitch (as well as tempo, instrumentation, and channel volumes) to the default setting.

EXAMPLE:

- 1. Start a hymn, press the PITCH UP key and note how the pitch of the hymn rises.
- 2. Press the PITCH DOWN key and note how the pitch lowers.
- 3. Press the STOP key to stop the hymn and delete all the changes that have been made, or press the PLAY key for one second to return Gloria to its original settings while keeping the hymn playing.

Customizing the harmony channels

The individual harmony channels may be tailored to suit your taste. The blue keys at the top of the keypad control them. Press

any of these keys and its name is shown in the upper right corner of the display.



You may mute any channel for any hymn. This will allow you to practice, for instance, only the Alto part of a hymn, or allow you to play the Melody part on your piano, while *Gloria* plays all the other channels.

Set Balance (No percussion)

You can make *Gloria* default to always mute the Drums/Percussion channel. To do this, **Recycle** or turn *Gloria* on and once the welcome screen appears, press the "#" key repeatedly until the screen displays:



Press Play and then "#" until < No Percussion > appears and then Play to lock in the new choice (the new default is to not play the Drums/Percussion channel of any song). From now on you will need to press the Drums key and then the Loudness key repeatedly until the desired Percussion level is achieved. To return to the default of playing always Drums/Percussion, Recycle or turn *Gloria* on and once the welcome screen appears, press the "#" key repeatedly until the screen displays:

< Set Balance > Push Play To Select

Press Play and then "**#**" until < Flat > appears and then Play to lock in the new choice (the new default is to play with Drums/ Percussion).

Muting

To turn channels off and back on again, press the corresponding channel key, then use the teardrop "*****" and "**#**" keys. For example, to turn the Melody channel off, select that channel by pressing the MELODY key. The screen will show:



will turn the channel off. Pressing the Pressing the key * will turn it back on. The side that the word is diskev played in ALL CAPITALS is the inactive mode. Pressing the TEARDROP closest to it makes that mode become active, and the CAPITAL letters will become lower case. The word that is in lower case letters is the currently active mode. Pressing the TEARDROP by it will have no effect since it is the mode that is currently *activated*. For example, pressing the "#" key when the channel is already on will have no effect. Note: When the Balance feature has been set to "No Percussion" (during Startup or Recycle), the MUTE/on feature is disabled, though the Percussion may be increased for that particular hymn by pressing the Drums key and then pressing repeatedly the Loudness key until the desired Percussion level is attained. In this case, if the hymn is Sequenced to memory, the changes including Drums/ Percussion will have been saved, even though Gloria was in No Percussion Mode setting.

Volume:

The VOLUME keys (1) (loud) (soft) adjust the volume of each channel in relation to the other channels. See instructions in Part 2 of the manual under the section called "Volume of individual channels" (pp. 26-27). MASTER VOLUME KNOB for controlling all the channels together is the knob on the right side of the *Gloria* unit.

EXAMPLE:

- 1. Start a hymn and press the MELODY key
- ê.-
- Press the "*" key * to eliminate (MUTE) the melody and the "#" key # to restore the melody. Listen to the hymn while you do this to hear how each key affects the melody.
- 3. Try the VOLUME keys (Ioud) (soft). The keys with speakers on them control the volume of the channel in relation to the other channels. Press each VOLUME key to see the effect they have on hearing the melody.

Choosing instruments

Gloria provides 99 different instruments to choose from. A different instrument can be selected for some or all of the channels before or after starting to play. The eight primary instrument keys are:



Part 2 will explain how to access the other instruments.

EXAMPLE (to change all channels together):

- 1. Press 99.
- 2. Press the PIANO key.
- 3. Press PLAY once.
- 4. Press the ORGAN key.
- 5. Press and hold the PLAY key to restore original instruments.

As an example for this tutorial we will adjust the Melody, but instrument sounds may be reassigned to any of the four parts plus chords in the same way.

EXAMPLE: (to change one channel at a time)

- 1. Press 99.
- 2. Press the MELODY key.
- 3. Press the PIANO key.
- 4. Press PLAY.
- 5. Press the MELODY key.
- 6. Press the ORGAN key.
- 7. Press and hold the PLAY key to restore original instruments.

The same procedure can be used to alter any of the other channels.

Ensembles

The ENSEMBLE key on the lower left (

puts an array of 18 alternate instrument combinations at the touch of your finger. Each unique instrument group is selected by pressing one of the instrument or number keys, after first pressing the ENSEMBLE key (while *Gloria* is playing or after a hymn number has been cued in). Your Manual comes with a detachable Ensemble/Instrument Family chart to help you identify the various Ensembles available to you on Gloria.

Experiment to familiarize yourself with the sound of each pleasing instrument bouquet, so that you can enhance the playback possibilities by using a variety of combinations that are appropriate to the words and style of any particular hymn. To return to the original instrumentation while playing, simply hold the **PLAY** key down until the default screen appears.

Pausing the playback

You may pause at any moment during playback by pressing the

PAUSE key II. To resume playback, press the PAUSE key again.

EXAMPLE:

- 1. Start a hymn, press the PAUSE key and note that the music has stopped.
- 2. Press the PAUSE key again and note that the music continues (or you may also press the PLAY key).

• Sustaining a sound

By pressing the SUSTAIN key at any time a hymn is playing, *Gloria* will hold whatever notes are currently playing for as long as you hold the key down.

EXAMPLE:

- 1. Start a hymn and press the SUSTAIN key
- 2. Release the SUSTAIN key.

PRACTICE with the **SUSTAIN** key so you get a feel for how long to hold it to get the effect you wish.

Full versatility

Now you can choose any hymn and make it play back the way you want it to sound. You can change the tempo of the entire hymn, change the pitch of the hymn, or individually *tailor* each harmony part by muting it, changing its volume, or *reassigning* the instrument that plays that part.

The rest of this manual will explain each of the features of *Gloria3* in a different format, with additional information so you can maximize your use of this wonderful instrument. But practice makes perfect, so don't be afraid to experiment. If necessary, you can always start over by pressing STOP, and then try again. Or, while a hymn is playing, press and hold PLAY to restore all default settings (including instruments, tempo and key). (Note: Certain features don't apply to all hymnals). PLEASE READ the following instructions in PART 2 of this manual for maximum versatility.

Visit the www.gloriamusic.com website for updates, new hymnal availability, links to additional sites and other helpful items

PART 2 –

INSTRUCTIONS FOR MAXIMUM VERSATILITY

• Listening to the Demo Mode

Press the **PLAY** key to turn the unit on. (By pressing Stop at any point the Welcome screen is displayed, the LCD will change immediately to the standard Hymn entry screen.)

Once the welcome screen is over and "Hvmn" appears, select any hymn number with which you would like to start the Demo mode. Press the PLAY key and hold until the title of the hymn appears and "Demo:##" appears in the lower left corner. Once that hymn is finished, *Gloria* will play the next hymn in the current hymnal, proceeding in order through the last song, and finish off with some "extras" (Special request numbers: Awana Club, wedding marches, etc.). The demonstration mode includes all the numbers in the hymnal you have chosen. If you would like the Demo to begin with a particular topic or Season (Ex. Christmas, Easter, Prayer, etc.), just select a hymn number that corresponds with the beginning of the section of the hymnal with which you would like to start, press and hold PLAY until you see the title of the hymn and "Demo:##" appears in the lower left corner. Gloria will continue playing in numerical order all the hymns in that section of the hymnal (and continue on if you don't stop it).

The screen will indicate the hymn number that is playing after the word "**Demo:**" in the lower left corner. One verse will play of each number plus a "last" verse in a new key if there is one available. Depending on the hymnal that is current, the **Demo** provides over eight hours of continuous play. Both the title and number is displayed on the screen while the playback is in **Demo** mode.

Press the **STOP** key if you want to stop the current hymn or praise song and go on to the next one in the list. Press and **hold** the **STOP** key to stop the demonstration altogether. When there is nothing playing, press and hold the **STOP** key for 3 seconds to turn the unit off.

While the demonstration is playing, you may experiment with all the features on the keypad, such as changes in tempo, volume, pitch, harmony, and instruments.

• Selecting a hymn by title

If you don't know the number of the hymn you'd like to play, you can look it up by using the printed index that comes with this manual or by using the alphabetical listing within *Gloria*.

Press the **PLAY** key at the main screen prompt while there is no hymn number entered. That is, when the screen displays:



Then use the digit keys to spell out a hymn title. They represent the alphabet according to the following table:

1 A B C	2 D E F	3 GHI
4 JKL	5 M N O	6 PQR
7 STU	8 V W X	9 Y Z

The letters are printed on the digit keys.

The screen will now display hymn titles on the top line of the screen and hymn numbers on the bottom line. (Following example for CSG hymnal)

Abide	With Me		
<	A #34	3	>

To spell out the title of a hymn, press a digit key once to get its first letter, twice to get its second letter, and three times to get its third letter. For example, to select 'N' press the '5' key twice. The current letter appears on the bottom of the screen to the left of the hymn number. Once the first letter is correct, press the "0" (zero) key as needed, and then proceed to enter the next letter. *Gloria* will display the next hymn in its alphabetical hymn list on the top line. Spaces and punctuation don't count in the search process. They are automatically taken care of. All you need to do is provide the appropriate beginning letters of the title. At any time, instead of continuing to spell out the title, press the "**#**" key or the "*****" key to move up or down the alphabetical list. Of course, the title must be in the hymnal currently loaded in *Gloria* in order to find it.

EXAMPLE:

To select: "I Want to Praise You" (In the case of CSG)

Press the keys as follows: PLAY, 3, 3, 3, 0, 8, 8, 0, 0, 0, 0, 0, 0, 6, then press PLAY.

If you try this, you will see how it works.

• Changing the performance

Although you can make all the performance changes you like while the hymn is playing, often it is preferable to make these changes before the hymn starts playing. This is easy to do: enter the hymn number you want, but before pressing **PLAY** make all the performance changes. You can alter the tempo, pitch, volume, and instruments, change the number of stanzas and customize or mute channels.

Once all the necessary changes have been made, press the PLAY key to start the hymn. The hymn will start playing with the performance changes you've made. Of course, once the hymn stops playing, all those changes will be cleared.

Oops! Correcting mistakes

It's possible to experiment with the different options available for tempo, volume, pitch (key) and instruments, and end up with a strange sounding result. To correct this, press and hold the **PLAY** key for about a second to restore all settings to the factory default. All channels will be switched on, set to 100% volume and returned to their original instruments. The pitch and tempo will be set to normal. If you prefer to experiment with another hymn, press the **STOP** key to immediately stop the hymn and return to the main prompt.

Volume of individual channels

To change the volume of a <u>single</u> channel, first press the appropriate key (MELODY, ALTO, CHORDS, TENOR, BASS or PERCUSSION). The screen will show which one has been selected. Then use the LOUD and SOFT keys to adjust the volume of <u>that channel</u>. After a few seconds of not pressing any keys, the screen will go back to its basic display, and the individual channel will no longer be selected. This means that using the LOUD and SOFT keys will again affect all the channels simultaneously.

For example, when learning a new hymn, it helps if the MELO-DY channel (the tune) is louder than all the other parts. To do this, press the MELODY key, then press the LOUD key until the melody is prominent enough. All channels start off at 100% volume, and this is as loud as any channel will play. Pressing the **LOUD** key while the channel is already at 100%, will not increase that percentage. However, the volume is reduced on the other channels, so the melody channel *seems* to get louder. To check this, press one of the other harmony keys (say, **BASS**) and then one of the volume keys. Note the volume level on the screen to confirm how much louder or softer the channel is now.

Practice pressing down repeatedly the LOUD and SOFT keys to adjust the volume of different channels.

Instrumental changes for individual channels

While *Gloria* is playing or after a hymn number has been cued in, press any of the eight instrument keys to change the instrument (or instruments). Unless an individual channel is selected, pressing an instrument key will assign all five music parts to that instrument. To change the instrument of an individual channel, first select the channel, using the appropriate key (MELODY, ALTO, CHORDS, TENOR or BASS), and then press the instrument of your choice. In this way, you can have up to five different instruments playing at the same time. (Though the volume of the PERCUSSION section can be adjusted by the user, the instruments for this channel can't be modified).

When you press an INSTRUMENT key, the screen displays the instrument group on the upper right (for example, "Sax") as well as the particular instrument being used on the left (in this case, "Soprano Sax"). Each instrument group has ten instruments (the digit keys from 0 to 9). The first instrument in each group is on key 1. This default instrument is the one automatically selected by the instrument key if another digit has not been specified. (For example Violin is the first instrument in the Strings group). While the group name is displayed, press any of the digit keys to select a different instrument within that group. For example, press 6 to select the Clarinet in the Sax group.

<u>Two additional groups of instruments are available</u> by pressing any instrument key and immediately pressing one of the teardrop keys ("*****" or "**#**"). Your Manual comes with a detachable Ensemble/Instrument Family chart to help you find easily where different instruments are located.

Remember that once a channel has been selected, any instrument or volume changes will affect that channel only. If you want to change all the channels together, wait for the screen to return to its basic display.

Once an instrument has been manually selected for a channel (or channels), the hymn will continue playing that instrument through to the end, even if normally the hymn would change instruments part way through. In other words, a manually selected instrument takes priority over the original instrumentation. (Note: Certain features don't apply to all hymnals).

Additional Features

Special Playback Options

Stanzas (verses)

By default, each hymn will be played as many times through as there are stanzas for that song in the particular hymnal you are using. However, you can alter the number of stanzas. When *Gloria* is playing or after a hymn number has been cued in, press the "**#**" key to change it to the following:

# (of hymn)	Stanzas:n
Last One	One More

At the upper right of the screen the display indicates the number of stanzas (verses) after the colon (here represented by the letter "n"). As the stanzas are played, the number gets smaller, but always includes the one currently playing. This number will be 1 when the last stanza is playing. Note that if no keys are pressed, after a few seconds the screen will return to its basic display.

With the Stanza prompt displayed, press the "*****" key to make the stanza that is playing become the last one. This means that the hymn will stop at the conclusion of the current verse. Press the "**#**" key to add one more stanza. Press a higher number to increase the amount of verses. For example, pressing the "5" key will make the hymn play 5 more stanzas (including the verse that's playing). Any time a hymn is playing, digit keys can be pressed and there is no need to go to the **Stanzas** menu first.

Note that although pressing and holding the PLAY key returns the hymn to its default settings, it will not change the number of stanzas to be played. If Last One has been previously selected, the current verse is the last one.

There are also some restrictions regarding the repetition of the next-to-last stanza when it leads to an alternate key. You can possibly reduce the number of stanzas with instrumentation different from the first verse (from 2 down to 1), but you can't increase them. This is because the next-to-last stanza typically includes a musical bridge that leads to another key. If a hymn has an alternate instrumentation, you can increase the number of stanzas at the beginning or while the initial arrangement is playing, but not later when an alternate stanza is playing.

No introduction

After selecting a hymn, press the PAUSE key two or three times in a row to select the "NO INTRO" mode, when you want the hymn to play without an introduction. This is useful for choir practices and other occasions, such as when a hymn is being learned for the first time or when using a medley (see Playlist ((sequence without stopping)), p. 38). Press the PLAY key to start the hymn in this mode.

Special Musical Arrangements Fanfares (refrains)

Some hymns have a "fanfare". This is a brief "stand-alone" segment that can be sung or played by itself as a choral response or "hymn" within a hymn (Illustration: #212 in CSG "He arose! He arose! Hallelujah! Christ arose!"). If the hymn has a fanfare, FAN will appear at the top right of the screen after entering the hymn number.

HYMN:212	FAN
Sequence	Stanzas

Press the PAUSE key repeatedly until the "Hymn:" prompt is replaced with "FANFARE" in order to use the fanfare instead of the entire hymn. Press the PLAY key to play the fanfare. The fanfare will play as many times as there are verses in the hymn, and *Gloria* will automatically pause between each repetition. Press the PAUSE or PLAY keys to continue with the next repetition of the fanfare. Press the STOP key to stop altogether and return to the main prompt. You can select the number of times the fanfare repeats by displaying the Stanzas menu before playing the fanfare (press the "#" key), to set the number of repetitions. The number of times the fanfare will play can also be changed by entering a new number while the fanfare is playing or paused.

The Fanfare is a beautiful feature with unlimited possibilities for adding variety to a service. The number in parenthesis after those CSG hymns in the Topical index that include a fanfare, refers to the meter or number of syllables that fit in the musical segment in *Gloria's* library, so the fanfare can also be used with refrains from other hymns and/or poems.

Plain/Special

Press the PAUSE key repeatedly until the "HYMN" prompt is replaced with "PLAIN", and the whole hymn will be played in the plain version (the one normally used for the first stanza), and none of the alternate verses (new instrument sounds, key change) will be used. Press the **PLAY** key to play the hymn in this mode. Note that if the hymn doesn't have a **Special** version, then the "**PLAIN**" prompt won't appear as an option. The **Plain** alternative is preferred by guitarists and some other musicians when using *Gloria* to facilitate not having to transpose on the final stanza.

You can make *Gloria* default to use the plain version every time. To do this, **Recycle** or turn *Gloria* on and once the welcome screen appears, press the "#" key repeatedly until the screen displays:

< Plain/Special > Push Play To Select

Press Play and then "#" until < All Plain > appears and then Play to lock in the new choice (the new default is to play the "PLAIN" version of every song). From now on you will have to press the PAUSE key until the "HYMN" prompt is replaced with "SPECIAL" to manually turn on the SPECIAL mode for each hymn you want to hear in that mode. To return to the default of playing always in Special mode, Recycle or turn *Gloria* on and once the welcome screen appears, press the "#" key repeatedly until the screen displays:

Press Play and then "#" until < All Special > appears and then Play to lock in the new choice (the new default is to play in Special mode).

Other tunes

A few hymns (such as 45, 557, 611 and 624 in CSG) have two different options available due to regional adaptations or changes to the original version. To choose between the options, press the PAUSE key repeatedly until the prompt changes to "OTHER". Then press the PLAY key to start playing the hymn with the second option. *Gloria* will remember that you played the hymn in its other version, and from then on will use it by default whenever you select that hymn. If you want to switch versions, simply press the PAUSE key before starting to play the hymn until the prompt changes to "NORMAL". Then press the PLAY key to start the hymn. *Gloria* will default to the most recently selected version whenever you select that hymn.

• Setting Up Ahead of Time

Hymns can be set up ahead of time in memory using a sequence (playlist). Up to 99 hymns can be added to the playlist (sequence), each with its own performance changes. All hymns in the sequence are remembered, even when the unit is turned off.

Please note that once the memory is full (99), when you try to enter a new number, Gloria will apparently "save" to memory, but that number with its changes will not be saved. You must first remove other songs to make room for new additions.

When using the playlist feature, pressing PLAY will start *Gloria* playing the sequence. Pressing "*" again may remove a hymn from the playlist. So be careful when using that key. Wait until the screen returns to the standard hymn entry screen on its own, or press PLAY and STOP to return to the standard hymn entry display.

Adding a hymn to a playlist (sequence)

To add a hymn to the list, enter the hymn number and make any necessary performance changes. Next, press the "*****" key. The screen will change to display:

New:nnn Add

Pressing the "*****" key again will add the hymn to the list. The screen will change to indicate this addition, and show that it is the first hymn in the sequence ("1 of 1").

To add another hymn, wait for the screen to return to the standard hymn entry display. Then press the STOP key to remove the previous number from the screen, and repeat the process for the next hymn. Every time you add a new hymn to the sequence it is placed at the end of the list. In other words, you normally add hymns in the order in which you want to play them. Note: New hymns are only recorded as the screen switches back to the standard hymn entry display. Don't turn Gloria off while the screen has the sequence display, or the changes to the sequence won't be recorded. When the screen has returned to the standard hymn entry display, you may continue the programming process, play any hymn, or turn the unit off. Gloria will remember the playlist you have programmed even if you turn off the unit. Gloria3's sequence list will also "remember" from which hymnal you chose each song, thus making it possible to save songs (including changes) from all the hymnals you may have installed on your instrument (TCH, CSG, USF, etc.)

NOTE: If the message "Operation Error" appears on the screen, try pressing STOP, then press once the "*****" key (by "Sequence"). Then press the "**#**" key by "Next" the number of times necessary to reach the last hymn stored in sequence (for example: "21 of 21"). Then press "*****" repeatedly until no songs remain stored in memory. If there is a problem that persists, contact Gloria Music Corporation (see p.2).

ONGOING EXAMPLE, Part a: Creating a three-hymn playlist:

- 1. Press "11", then press the "*****" key twice. Wait for the display to return to the standard hymn entry screen, and then press STOP.
- 2. Press "12", then press the "*****" key twice. Wait for the display to return to the standard hymn entry screen, and then press STOP.
- 3. Press "13", then press the "*****" key twice. Wait for the display to return to the standard hymn entry screen, and then press STOP.
- You have now created a three-hymn sequence of hymns #11, 12, and 13. After entering the hymn number, but before pressing the "*" key (by Sequence), you can modify any of the playback characteristics.

Modifying hymns that have been sequenced

The performance settings of any hymn in the playlist can be changed at any time. Simply go to the sequence display by pressing the "*****" key (by "Sequence") and choose the hymn you want to change by pressing the "**#**" key (by "Next"). Make desired changes. Wait for the screen to return to the standard hymn entry display. The changes are now recorded.

ONGOING EXAMPLE, Part b. Modifying the third hymn in a three-hymn playlist.

- 5. When the screen is in the standard hymn entry mode (if it is not, press STOP), press the "*****" key (by "sequence") and then press the "**#**" key (by "Next") twice to select the third hymn (hymn #13)
- 6. Change hymn #13 by pressing ENSEMBLE, TRUMPET, and the FASTER key to modify the hymn.
- 7. Wait for the screen to return to the standard hymn entry screen and press STOP to clear the hymn number.

Inserting a hymn into a Playlist (sequence)

From the standard hymn entry mode, enter the hymn number you want to insert. Then press the "*" key (by "Sequence") to enter the sequence programming screen. This time, instead of pressing the "*" by "Add" to place the hymn at the end of the sequence, press the "#" key (by "Next"). Continue to press "#" (by Next) repeatedly to advance through the sequence until you reach the spot in the playlist where you want to place the new hymn. Now press the "*" key (by "Insert") to insert the new hymn in that spot. All of the previously entered hymns above the inserted one will be moved one number higher than before.

ONGOING EXAMPLE, Part c. Inserting a hymn (#15) in the second position in a three-hymn playlist.

- 8. When the screen is in the standard hymn entry mode (if it is not, press STOP), enter number 15. Then press the "* " key (by "Sequence") and then press the "#" key (by "Next") to select the second position (2 of 3)
- Press the "*" key (by "Insert") to insert hymn #15 in the second position.
- 10. Wait for the screen to return to the standard hymn entry screen and press STOP to clear the hymn number.

Reviewing the hymn sequence (playlist)

To review the hymns you have sequenced, begin from the main hymn entry screen and press the "*****" key (by "Sequence"), and then press the "**#**" key (by "Next") repeatedly to view the hymn numbers recorded.

ONGOING EXAMPLE, Part d. Reviewing the hymn Sequence.

11. When the screen is in the standard hymn entry mode (if it is not, press STOP), press the "★" key (by "Sequence") to view the sequence.

- 12. Press the "#" key (by "Next") repeatedly to view the hymn numbers. In our example, you should see that hymn #11 is in position "1 of 4"; hymn 15 is in position "2 of 4"; hymn #12 is in position "3 of 4"; and hymn #13 is in position "4 of 4"
- 13. Wait for the screen to return to the standard hymn entry screen and press STOP to clear the hymn number.

Removing a sequenced hymn or deleting a playlist

To remove a hymn from the sequence, select "Sequence" "*" and press the "#" key by "Next" to choose the hymn you want to delete. Press the "*" (Delete) key. The selected hymn will be removed and all the hymns after it in the sequence will be shifted down one place. That is, if you remove the second hymn, the third and fourth hymns will become the second and third hymns respectively.

To delete an entire playlist, select "Sequence" "*" and press "*" repeatedly to eventually remove all the hymns in the sequence so a new sequence can be built.

ONGOING EXAMPLE, Part e. Removing the third hymn in a four-hymn sequence.

- 14. When the screen is in the standard hymn entry mode (if it is not, press STOP), press the "*" key (by "Sequence") and then press the "#" key (by "Next") twice to select the third hymn (hymn #12)
- 15. Press "*****" to delete the third hymn.
- 16. Wait for the screen to return to the standard hymn entry screen and press STOP to clear the hymn number.
- 17. Review the hymn sequence described in the previous section to confirm that the hymn sequence currently

programmed is Hymn #11 ("1 of 3"); Hymn #15 ("2 of 3"); and hymn # 13 ("3 of 3").

Playing the sequence (playlist)

To play the hymns that are in memory, go to the sequence display by pressing the "*****" key and then press the **PLAY** key to start the automatic sequence (If you do not want to start at the beginning of the sequence you have created, press the "**#**" key repeatedly to advance to the hymn you want to start with and then press **PLAY**). All the performance changes made previously will be incorporated in the playback. If you want to make any additional performance changes, you can do so at this time, before pressing **PLAY** (**•**)

When the hymn has stopped playing, the next hymn in the sequence will load automatically, along with any performance changes that were made. It won't start to play automatically, though. Press the **PLAY** key for playback. You can play a whole sequence of hymns by just pressing the **PLAY** key to start each hymn. As each hymn ends, the next one will be loaded and ready to play. *Gloria* will continue to cycle through the sequence over and over again if you continue to press **PLAY**.

If you don't want to play the next hymn in the sequence, press the **STOP** key after a number is automatically loaded. This will exit the automatic sequence mode and allow you to enter a different hymn number. To resume playing a sequence, you will need to go to the sequence display (by pressing the "*****" key), choose the hymn you want by using the "**#**" key, and then press the **PLAY** key. Pressing **STOP** during playback will stop the current hymn and advance to the next hymn in the sequence, and ready to play.

Playing an entire sequence (playlist) WITHOUT stopping

If you are playing hymns from the playlist, a new label appears at the bottom left of the screen: "Sequence". Pressing the "*" key while the hymn is playing will change the screen to display:

List:nnn	INTRO
Single	Stanzas

That is, "**Playing**" will change to "**List**". Now, when this hymn has finished, the next hymn in the playlist will load and automatically start playing. *Gloria* will continue playing the rest of the hymns that have been cued into the sequence. Follow the instructions on p. 29 to remove the introductions during set-up for a medley. Pressing the "*****" key at any time (selecting "**Single**") will revert to playing just one hymn at a time, stopping at the end of each hymn.

Musical bridges (interludes) for playlists

The Spanish hymnal *Celebremos su Gloria* has 51 musical medleys (see Index #667). Any of these may be recorded to Gloria's memory to play in sequence as explained above. For each medley it is recommended that the 2nd and 3rd hymn of the medley be added with "**No Intro**" (see page 29). To facilitate the transition for the 3 medleys that change key, you may insert the corresponding musical bridge in the playlist:

EXAMPLE:

Medley: #59-60-<u>960</u>-61, (add #960) Medley: #215-<u>915</u>-216-217 (add #915) Medley: #382-<u>982</u>-383-384 (add #982)

• Speaker Control

Using an external amplifier or headphones

By default, hymns are played through *Gloria's* internal audio amplifier and speaker. The volume control knob on the side controls the volume of the sound coming from this speaker, and it also controls the volume of the sound coming from the Line Out jack on the side of the case. When you have the unit connected to an external amplifier the internal speaker is disabled. This saves power, extending battery life. If you want to listen to hymns privately on headphones, plug the headphones into the Line Out jack which disables the internal speaker. *Gloria* is capable of powering most headphones from this jack.

♦ Miscellaneous

Adding hymnals

Gloria3 has the capability of adding hymnals downloaded from our website (www.gloriamusic.com) as well as user songs using a USB cable. Please check our website for new product and detailed instructions or contact Gloria Music (sales@gloriamusic.com).

Tuning tones

Tuning tones for Guitars (E A D G B E)(#951) and other instruments (#952-954) are found in the Topical Index under "Misc".

Credits

When *Gloria* is off, press the PLAY key to turn unit on (or Recycle) and once the welcome screen appears, press the "#" key repeatedly until "Show Credits" appears. Press the PLAY key while the "Show Credits" message is on the screen and the following *Gloria* production credits and copyright notice will scroll across the screen:

This *Gloria* Digital Orchestra is dedicated to the glory of God, to accompany singing and to enhance the worship and praise of Christians all over the world. Tunes with the © symbol are protected by copyright. *Gloria* uses them with permission from their owners. The music arrangements, software and hardware of *Gloria3* are also protected by copyright © 2000, 2005 and 2011 Gloria Music Corporation. They may not be copied nor reproduced without permission.

**Leadership: Tim Anderson, Rolf Egeland and Ken Booster ** Design: Stephen Röthlisberger, Pacific DesignWorks Inc. and others ** Music: John Wilson, Bernie Hirsch, Mauricio Rodríguez and others ** Production: Ken Lundgren ** 'I thank my father, Andrew Röthlisberger, who with love and patience created my interest in electronics, making *Gloria* possible'. Stephen ** 'We are grateful to the Lord for His provision of a marvelous group of encouragers and enablers from many countries for this exciting project'. Tim & Lynn.

Once the credits have ended, the unit will go to its main screen. You can also press the **STOP** key to halt the credits and go directly to the main screen.

Note: The music that is under copyright in this *Gloria* Compact Digital Orchestra has been licensed by the owners of the music to Celebremos/Libros Alianza in the case of "Celebremos su Gloria" and to Gloria Music Corporation in the case of "The Celebration Hymnal". (See list of owners in Index)

Owing to restrictions by certain owners, songs #169, #358 and #426 in **"Celebremos su Gloria"** cannot be used in North America (U.S., Canada and Mexico). If you are using **Gloria3** in some other area of the world, please contact us (see page 2) and we will help you activate these hymns. Hymn #218 in **"Celebre**mos su Gloria" is not available in Gloria3." Other hymnals also have a few restrictions.

Conclusion

That's all there is to operating *Gloria!* Easy, isn't it? Experiment with all the different features, and get to know what *Gloria3* can and can't do. You won't damage it by pressing the wrong key (just be gentle with the keys!) and you can always press and hold the **STOP** key at any time to return to the beginning. (And remember: Certain features don't apply to all hymnals). Be patient, and *Gloria* will reward you with many hours of musical enjoyment.

Warranty

If you are not satisfied with *Gloria*, or if it just doesn't meet your needs, you can return it within 30 days of receipt of the unit for a full refund of the purchase price, provided that it is in resalable condition.

Gloria Music Corporation also warranties the *Gloria Compact Digital Orchestra* for ninety (90) days from the receipt of the unit. Gloria Music Corporation warrants the product will be free from defective workmanship and materials, and agrees that it will, at its option, either repair or replace the defective unit or part thereof at no charge to the purchaser for parts or labor, other than shipping. This warranty does not apply to a unit which has been defaced or damaged due to misuse, moisture, or insects, abnormal service or handling, or which has been altered or modified in design or construction. (Nor does it cover any voltage adapter shipped with unit). Neither the seller nor manufacturer shall be liable for any injury, loss, or damage, direct or consequential, arising out of the use of or the inability to use the product.

Specifications

General	
Dimensions	9" (L) x 6.5"(W) x 3.5"(H) (228mm x
	165mm x 89mm)
Weight	2.0 lbs (0.9 kg) without batteries
	3.4 lbs (1.5 kg) with batteries
Storage temperature	-4°F to 122°F (-20°C to 50°C)
Operating temperature	32°F to 104°F (0°C to 40°C)
Batteries	Four 1.5V alkaline "D" cells or
	6V 1.3Ah sealed rechargeable

Electrical

Input voltage Input current	6V to 12V nominal 50mA max in standby (ON but not playing) 150mA max while playing, with internal speaker OFF 1A max while playing with internal speaker ON
Audio Output	-10dBV (0.32Vrms) Controlled by Volume Control. Can use with 32 ohm or higher headphones

Connectors

DC Input	DC Power Jack–5.5mm outside
	with 2.1mm center pin. Center pin
	is negative.
Audio Output	¹ /4" (6.3mm) stereo phone jack
USB In/Out	USB to Mini B cable

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