



**iPod shuffle**  
User Guide

# Contents

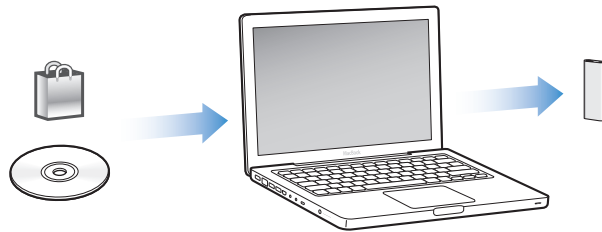
<b>Chapter 1</b>	<b>3</b>	<b>About iPod shuffle</b>
<b>Chapter 2</b>	<b>4</b>	<b>iPod shuffle Basics</b>
	4	iPod shuffle at a Glance
	5	Using the iPod shuffle Controls
	6	Connecting and Disconnecting iPod shuffle
	8	Charging the Battery
<b>Chapter 3</b>	<b>10</b>	<b>Setting Up iPod shuffle</b>
	10	About iTunes
	11	Importing Music into Your iTunes Library
	14	Organizing Your Music
	15	Adding Music to iPod shuffle
<b>Chapter 4</b>	<b>20</b>	<b>Listening to Music</b>
	20	Playing Music
	22	Using the VoiceOver Feature
<b>Chapter 5</b>	<b>26</b>	<b>Storing Files on iPod shuffle</b>
	26	Using iPod shuffle as an External Disk
<b>Chapter 6</b>	<b>28</b>	<b>Tips and Troubleshooting</b>
	31	Updating and Restoring iPod shuffle Software
<b>Chapter 7</b>	<b>32</b>	<b>Safety and Handling</b>
	32	Important Safety Information
	34	Important Handling Information
<b>Chapter 8</b>	<b>35</b>	<b>Learning More, Service, and Support</b>
<b>Index</b>	<b>38</b>	

Congratulations on purchasing iPod shuffle. Read this chapter to learn about the features of iPod shuffle, how to use its controls, and more.



**WARNING:** To avoid injury, read all operating instructions in this guide and the safety information in “Safety and Handling” on page 32 before using iPod shuffle.

To use iPod shuffle, you put songs and other audio files on your computer and then sync them with iPod shuffle.



Use iPod shuffle to:

- Sync songs and playlists for listening on the go
- Listen to podcasts, downloadable radio-style shows, delivered over the Internet
- Listen to audiobooks purchased from the iTunes Store or audible.com
- Store or back up files and other data, using iPod shuffle as an external disk

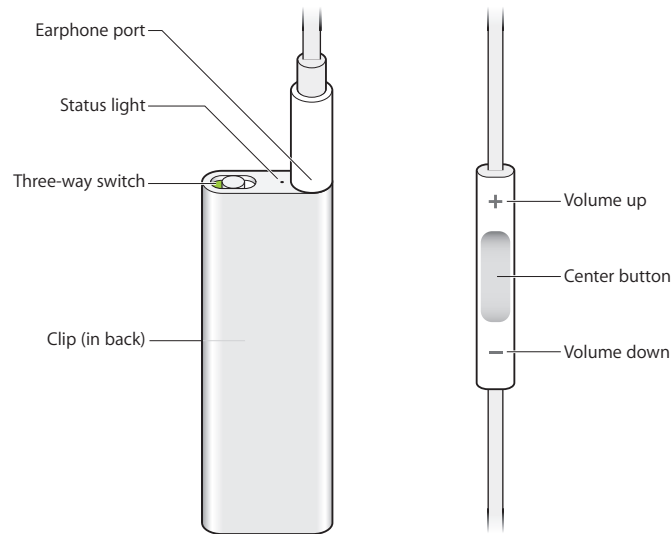
## What's New in iPod shuffle

- Apple Earphones with Remote to control iPod shuffle easily while you're on the go
- Support for multiple playlists and audiobooks
- New VoiceOver feature that announces the song and artist names, a menu of your playlists, audiobooks, and podcasts, and battery status and other messages
- Improved flexibility with syncing music and other content in iTunes

Read this chapter to learn about the features of iPod shuffle, how to use its controls, and more.

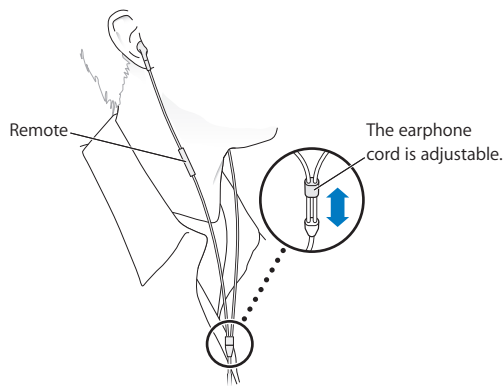
Your iPod shuffle package includes iPod shuffle, the Apple Earphones with Remote, and a USB 2.0 cable to connect iPod shuffle to your computer.

## iPod shuffle at a Glance



### To use the Apple Earphones with Remote:



- Plug the earphones into the earphone port on iPod shuffle. Then place the earbuds in your ears as shown. Use the buttons on the remote to control playback.





**WARNING:** Read all safety instructions about avoiding hearing damage on page 33 before use.

You can purchase other accessories, such as the Apple In-Ear Earphones with Remote and Mic, and the Apple Earphones with Remote and Mic, at [www.apple.com/ipodstore](http://www.apple.com/ipodstore). The microphone capability isn't supported on iPod shuffle.

## Using the iPod shuffle Controls

The simple three-way switch (OFF, play in order , or shuffle ) on iPod shuffle and the buttons on the earphone remote make it easy to play songs, audiobooks, and audio podcasts on iPod shuffle, as described below.

To	Do this on iPod shuffle
Turn iPod shuffle on or off	Slide the three-way switch (green shading on switch indicates iPod shuffle is on).
Set the play order	Slide the three-way switch to play in order (  ) or shuffle (  )
Reset iPod shuffle (if iPod shuffle isn't responding or the status light is solid red)	Disconnect iPod shuffle from the computer. Turn iPod shuffle off, wait 10 seconds, and then turn it back on again.
Find the iPod shuffle serial number	Look under the clip on iPod shuffle. Or, in iTunes (with iPod shuffle connected to your computer), select iPod shuffle under Devices in iTunes and click the Summary tab.

To	Do this with the earphone remote
Play or pause	Click the Center button.
Change the volume	Click the Volume Up (⏮) or Volume Down (⏭) button.
Go to the next track	Double-click the Center button.
Fast-forward	Double-click and hold the Center button.
Go to the previous track	Triple-click the Center button within 6 seconds of the track starting. Triple-clicking after 6 seconds restarts the current track.
Rewind	Triple-click and hold the Center button.
Hear song titles, artist names, and playlist names	To hear the current song title and artist name, click and hold the Center button. To listen to your playlist names, keep holding, and release when you hear a tone; then click to select the playlist you want. For more information, see “Using the VoiceOver Feature” on page 22.

## Connecting and Disconnecting iPod shuffle

Connect iPod shuffle to your computer to sync songs and other audio files, and to charge the battery. Disconnect iPod shuffle when you're done.

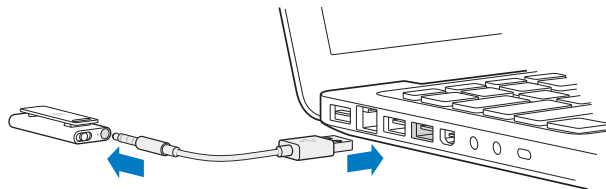
**Important:** Use only the USB 2.0 cable that came with iPod shuffle to connect it to your computer.

### Connecting iPod shuffle

**To connect iPod shuffle to your computer:**

- Plug one end of the included USB cable into the earphone port of iPod shuffle, and the other end into a USB 2.0 port on your computer.

**Note:** Charging or syncing iPod shuffle is faster if you connect it to a high-power USB 2.0 port. On most keyboards, the USB port doesn't provide enough power to charge at optimal speed.



A longer USB cable is available separately at [www.apple.com/ipodstore](http://www.apple.com/ipodstore).

The first time you connect iPod shuffle to your computer, iTunes helps you configure iPod shuffle and sync it with your iTunes library. By default, iTunes automatically syncs songs on iPod shuffle when you connect it to your computer. When iTunes is finished, you can disconnect iPod shuffle. You can sync songs while your battery is charging.

If you connect iPod shuffle to a different computer and iPod shuffle is set to sync music automatically, iTunes prompts you before syncing any music. If you click Yes, the songs and other audio files already on iPod shuffle will be erased and replaced with songs and other audio files on the computer iPod shuffle is connected to. For information about adding music to iPod shuffle and using iPod shuffle with more than one computer, see Chapter 4, “Listening to Music,” on page 20.

## Disconnecting iPod shuffle

It’s important not to disconnect iPod shuffle from your computer while audio files are syncing or when iPod shuffle is being used as an external disk. It’s OK to disconnect iPod shuffle if the status light is not blinking orange, or if you see the “OK to disconnect” message at the top of the iTunes window.

**Important:** If you see the “Do not disconnect” message in iTunes or if the status light on iPod shuffle is blinking orange, you must first eject iPod shuffle before disconnecting it. Failing to do so may damage files on iPod shuffle and require you to restore iPod shuffle in iTunes. For information about restoring, see “Updating and Restoring iPod shuffle Software” on page 31.

If you enable iPod shuffle for disk use (see page 26), you must always eject iPod shuffle before disconnecting it.

### To eject iPod shuffle:

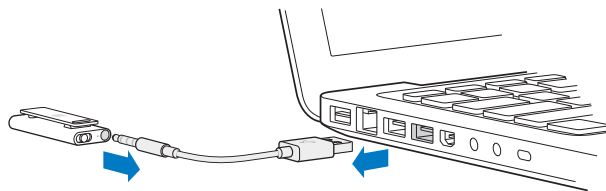
- Click the Eject (⏏) button next to iPod shuffle in the list of devices in iTunes.

*If you’re using a Mac, you can also eject iPod shuffle by dragging the iPod shuffle icon on the desktop to the Trash.*

*If you’re using a Windows PC, you can also eject iPod shuffle in My Computer or by clicking the Safely Remove Hardware icon in the Windows system tray and selecting iPod shuffle.*

### To disconnect iPod shuffle:

- Detach the USB cable from iPod shuffle and from the computer.



## Charging the Battery

iPod shuffle has an internal battery that is rechargeable and not user-replaceable. For best results, the first time you use iPod shuffle, let it charge for about three hours to fully charge it. The battery is 80-percent charged in about two hours and fully charged in about three hours. If iPod shuffle isn't used for a while, the battery might need to be recharged.

You can sync music while the battery is charging. You can disconnect and use iPod shuffle before it's fully charged.

In iTunes, the battery icon next to your iPod shuffle name shows the battery status. The icon displays a lightning bolt when the battery is charging and a plug when the battery is fully charged.

You can charge the iPod shuffle battery in two ways:

- Connect iPod shuffle to your computer.
- Use the Apple USB Power Adapter, available separately.

### **To charge the battery using your computer:**

- Connect iPod shuffle to a high-power USB 2.0 port on your computer using the included USB cable. The computer must be turned on and not in sleep mode.

When the battery is charging, the status light on iPod shuffle is solid orange. When the battery is fully charged, the status light turns green.

If iPod shuffle is being used as an external disk or is syncing with iTunes, the status light blinks orange to let you know that you must eject iPod shuffle before disconnecting it. In this case, your battery may be either still charging or fully charged. You can check the status by viewing the battery icon next to your iPod shuffle name in the list of devices in iTunes.

If you don't see the status light, iPod shuffle might not be connected to a high-power USB 2.0 port. Try another USB 2.0 port on your computer.

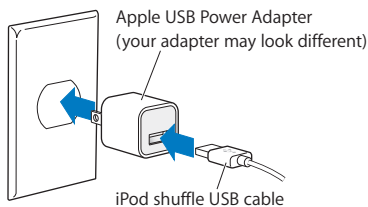
If you want to charge the battery when you're away from your computer, you can connect iPod shuffle to an Apple USB Power Adapter. To purchase iPod shuffle accessories, go to [www.apple.com/ipodstore](http://www.apple.com/ipodstore).

### **To charge the battery using the Apple USB Power Adapter:**

- 1 Connect the AC plug adapter to the power adapter (they might already be connected).
- 2 Plug the USB connector of the USB cable into the power adapter.
- 3 Connect the other end of the USB cable to iPod shuffle.



#### 4 Plug the power adapter into a working power outlet.



**WARNING:** Make sure the power adapter is fully assembled before plugging it into a power outlet. Read all safety instructions about using the Apple USB Power Adapter on page 33 before use.

Rechargeable batteries have a limited number of charge cycles. Battery life and number of charge cycles vary by use and settings. For information, go to [www.apple.com/batteries](http://www.apple.com/batteries).

### Checking the Battery Status

You can check the battery status of iPod shuffle when it's connected to your computer or disconnected. The status light tells you approximately how much charge is in the battery.

#### Status light when connected

● Solid green	Fully charged
● Solid orange	Charging
● ● ● ● Blinking orange	Do not disconnect (iTunes is syncing, or iPod shuffle is enabled for disk use); may be still charging or may be fully charged

If iPod shuffle is on and not connected to a computer, check the battery status without interrupting playback by quickly turning iPod shuffle off and then on again. You can also use VoiceOver to hear battery status information.

#### Status light when disconnected

Status light when disconnected		VoiceOver
● Solid green	Good charge	"Battery full" "Battery 75%" "Battery 50%"
● Solid orange	Low charge	"Battery 25%"
● Solid red	Very low charge	"Battery low"

To set up iPod shuffle, you use iTunes on your computer to import, buy, and organize your music, audio podcasts, and audiobooks. Then you connect iPod shuffle to your computer and sync it to your iTunes library.

Read on to learn more about the steps in this process, including:

- Getting music from your CD collection, hard disk, or the iTunes Store (part of iTunes and available in some countries only) into the iTunes application on your computer
- Organizing your music and other audio into playlists
- Syncing songs, audiobooks, and podcasts (free downloadable radio-style shows) in your iTunes library with iPod shuffle
- Listening to music or other audio on the go

## About iTunes

iTunes is the software application you use to sync music, audiobooks, and audio podcasts with iPod shuffle. To download iTunes version 8.1 or later (required for iPod shuffle), go to [www.apple.com/ipod/start](http://www.apple.com/ipod/start). After you install iTunes, it opens automatically when you connect iPod shuffle to your computer.

This chapter explains how to use iTunes to download songs and other audio to your computer, create personal compilations of your favorite songs (called playlists), sync iPod shuffle, and adjust iPod shuffle settings.

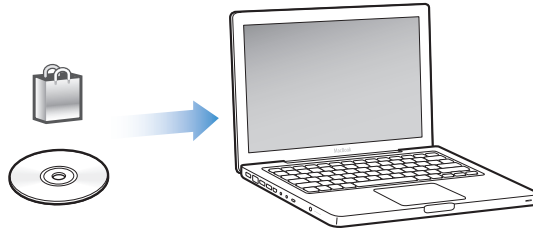
iTunes also has a feature called Genius, which creates instant playlists of songs from your iTunes library that go great together. You can create Genius playlists in iTunes and sync them to iPod shuffle. To learn how to set up Genius in iTunes, see “Using Genius in iTunes” on page 14.

iTunes has many other features. You can burn your own CDs that play in standard CD players (if your computer has a recordable CD drive); listen to streaming Internet radio; watch videos and TV shows; rate songs according to preference; and much more. For information about using these features, open iTunes and choose Help > iTunes Help.

If you already have iTunes installed on your computer and you've set up your iTunes library, you can skip to the next section, "Adding Music to iPod shuffle" on page 15.

## Importing Music into Your iTunes Library

To listen to music on iPod shuffle, you first need to get that music into your iTunes library on your computer.



**There are three ways to get music and other audio into your iTunes library:**

- Purchase music and audiobooks or download podcasts online from the iTunes Store.
- Import music and other audio from audio CDs.
- Add music and other audio that's already on your computer.

## Buying Songs and Downloading Podcasts Using the iTunes Store

If you have an Internet connection, you can easily purchase and download songs, albums, and audiobooks online using the iTunes Store. You can also subscribe to and download free radio-style audio podcasts. Video podcasts can't be synced to iPod shuffle.

To purchase music online using the iTunes Store, you set up an Apple account in iTunes, find the songs you want, and then buy them. If you already have an Apple account, or if you have an America Online (AOL) account (available in some countries only), you can use that account to sign in to the iTunes Store and buy songs.

You don't need an iTunes Store account to download or subscribe to podcasts.

**To sign in to the iTunes Store:**

- Open iTunes and then:
  - *If you already have an iTunes account*, choose Store > Sign In, and then sign in.
  - *If you don't already have an iTunes account*, choose Store > Create Account and follow the onscreen instructions to set up an Apple account or enter your existing Apple or AOL account information.

You can browse or search the iTunes Store to find the album, song, or artist you're looking for. Open iTunes and click iTunes Store in the list on the left.

- *To browse the iTunes Store*, choose a category (for example, Music) on the left side of the iTunes Store home page. You can choose a genre, look at new releases, click one of the featured songs, look at Top Songs and more, or click Browse under Quick Links in the main iTunes Store window.
- *To browse for podcasts*, click the Podcasts link on the left side of the iTunes Store home page.
- *To search the iTunes Store*, type the name of an album, song, artist, or composer in the search field. Press Return or choose an item from the list that appears.
- *To narrow your search results*, choose an item from the pop-up menu in the upper left (the default is All Results). For example, to narrow your search to songs and albums, choose Music from the pop-up menu.
- *To search for a combination of items*, click Power Search in the Search Results page.
- *To return to the home page of the iTunes Store*, click the Home button in the status line at the top of the page.

#### **To buy a song, album, or audiobook:**

- 1 Select iTunes Store, and then find the item you want to buy.

You can double-click a song or other item to listen to a portion of it and make sure it's what you want. (If your network connection is slower than 128 kbps, choose iTunes Preferences, and in the Store pane, select "Load complete preview before playing.")

- 2 Click Buy Song, Buy Album, or Buy Book.

The item is downloaded to your computer and charged to the credit card listed in your Apple or AOL account.

#### **To download or subscribe to a podcast:**

- 1 Select iTunes Store.
- 2 Click the Podcasts link on the left side of the home page in the iTunes Store.
- 3 Browse for the podcast you want to download.

- *To download a single podcast episode*, click the Get Episode button next to the episode.
- *To subscribe to a podcast*, click the Subscribe button next to the podcast graphic. iTunes downloads the most recent episode. As new episodes become available, they're automatically downloaded to iTunes when you connect to the Internet.

### **Adding Songs Already on Your Computer to Your iTunes Library**

If you have songs on your computer encoded in file formats that iTunes supports, you can easily add the songs to iTunes.

### **To add songs on your computer to your iTunes library:**

- Drag the folder or disk containing the audio files to your iTunes library (or choose File > Add to Library and select the folder or disk). If iTunes supports the song file format, the songs are automatically added to your iTunes library.

You can also drag individual song files to iTunes.

**Note:** Using iTunes for Windows, you can convert nonprotected WMA files to AAC or MP3 format. This can be useful if you have a library of music encoded in WMA format. For more information, open iTunes and choose Help > iTunes Help.

## **Importing Music from Your Audio CDs into iTunes**

Follow these instructions to get music from your CDs into iTunes.

### **To import music from an audio CD into iTunes:**

- 1 Insert a CD into your computer and open iTunes.

*If you have an Internet connection, iTunes gets the names of the songs on the CD from the Internet (if available) and lists them in the window.*

*If you don't have an Internet connection, you can import your CDs, and later, when you're connected to the Internet, select the songs in iTunes and then choose Advanced > Get CD Track Names. iTunes will bring in the track names for the imported CDs.*

*If the CD track names aren't available online, you can enter the names of the songs manually. See the following section, "Entering Names of Songs and Other Details."*

With song information entered, you can browse for songs in iTunes by title, artist, album, and more.

- 2 Click to remove the checkmark next to any song you don't want to import.
- 3 Click the Import button. The display area at the top of the iTunes page shows how long it will take to import each song.

By default, iTunes plays songs as they're imported. If you're importing a lot of songs, you might want to stop the songs from playing to improve performance.

- 4 To eject the CD, click the Eject (⏏) button.

You can't eject a CD until the import is done.

- 5 Repeat these steps for any other CDs with songs you want to import.

## **Entering Names of Songs and Other Details**

You can manually enter song titles and other information, including comments, for songs and other items in your iTunes library.

### **To enter CD song names and other information manually:**

- 1 Select the first song on the CD and choose File > Get Info.
- 2 Click Info.

- 3 Enter the song information.
- 4 Click Next to enter information for the next track.
- 5 Click OK when you finish.

## Organizing Your Music

Using iTunes, you can organize songs and other items into lists, called playlists, in any way you want. For example, you can create playlists with songs to listen to while exercising, or playlists with songs for a particular mood.

You can also create Smart Playlists that update automatically based on rules you define. When you add songs to iTunes that match the rules, they get added automatically to the Smart Playlist. You can also pick a song and use the Genius feature to create a playlist for you (see the next section for more information). You can't create a playlist on iPod shuffle when it's disconnected from iTunes.

You can create as many playlists as you like, using any of the songs in your iTunes library. Changes you make to any of your playlists in iTunes, such as adding or removing songs, won't change the contents of your iTunes library.

When you listen to playlists on iPod shuffle, all playlists created in iTunes behave the same way. You can choose them by name on your iPod shuffle.

### To create a playlist in iTunes:

- 1 Click the Add (+) button or choose File > New Playlist.
- 2 Type a name for the playlist.
- 3 Click Music in the Library list, and then drag a song or other item to the playlist.

To select multiple songs, hold down the Shift key or the Command (⌘) key on a Mac, or the Shift key or the Control key on a Windows PC, as you click each song.

### To create a Smart Playlist:

- Choose File > New Smart Playlist and define the rules for your playlist.

Smart playlists created in iTunes can be synced to iPod shuffle like any other iTunes playlist.

## Using Genius in iTunes

Genius automatically creates playlists containing songs in your library that go great together. To play Genius playlists on iPod shuffle, you first need to set up Genius in iTunes. Genius is a free service, but you need an iTunes Store account (if you don't have one, you can set one up when you turn on Genius).

### To set up Genius:

- 1 In iTunes, choose Store > Turn on Genius.

- 2 Follow the onscreen instructions.
- 3 Connect and sync iPod shuffle.

You can now use Genius to create a Genius playlist that you can sync to iPod shuffle.

**To create a Genius playlist in iTunes:**

- 1 Click Music in the Library list or select a playlist.
- 2 Select a song.
- 3 Click the Genius button at the bottom of the iTunes window.

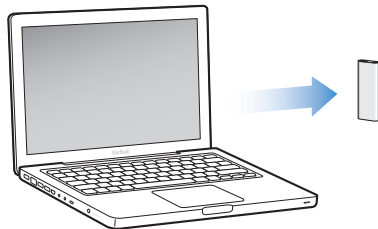


- 4 To change the maximum number of songs included in the playlist, choose a number from the pop-up menu.
- 5 To save the playlist, click Save Playlist. You can change a saved playlist by adding or removing items. You can also click Refresh to create a new playlist based on the same original song.

Genius playlists created in iTunes can be synced to iPod shuffle like any other iTunes playlist.

## Adding Music to iPod shuffle

After your music is imported and organized in iTunes, you can easily add it to iPod shuffle.



To set how music is added from iTunes on your computer to iPod shuffle, you connect iPod shuffle to your computer, and then use iTunes preferences to choose iPod shuffle settings.

**You can set iTunes to add music to iPod shuffle in three ways:**

- *Sync songs and playlists:* When you connect iPod shuffle, it's automatically updated to match the songs and other items in your iTunes library. You can sync all songs and playlists or selected playlists. Any other songs on iPod shuffle are deleted. See the following section for more information.

- *Manually add music to iPod shuffle:* When you connect iPod shuffle, you can drag songs and playlists individually to iPod shuffle, and delete songs and playlists individually from iPod shuffle. Using this option, you can add songs from more than one computer without erasing songs from iPod shuffle. When you manage music yourself, you must always eject iPod shuffle from iTunes before you can disconnect it. See “Managing iPod shuffle Manually” on page 17.
- *Autofill iPod shuffle:* When you choose to manually manage content on iPod shuffle, you can have iTunes automatically fill iPod shuffle with a selection of songs and other content that you specify. See “Autofilling iPod shuffle” on page 18.

## Syncing Music Automatically

By default, iPod shuffle is set to sync all songs and playlists when you connect it to your computer. This is the simplest way to add music to iPod shuffle. You just connect iPod shuffle to your computer, let it add songs, audiobooks, and audio podcasts automatically, and then disconnect it and go. If you added any songs to iTunes since the last time you connected iPod shuffle, they’re synced with iPod shuffle. If you deleted songs from iTunes, they’re removed from iPod shuffle.

### To sync music with iPod shuffle:

- Simply connect iPod shuffle to your computer. If iPod shuffle is set to sync automatically, the update begins.

**Important:** The first time you connect iPod shuffle to a computer, a message asks if you want to sync songs automatically. If you accept, all songs, audiobooks, and podcasts are erased from iPod shuffle and replaced with songs and other items from that computer. If you don’t accept, you can still add songs to iPod shuffle manually without erasing any of the songs already on iPod shuffle.

While music is being synced from your computer to iPod shuffle, the iTunes status window shows progress, and you see a sync icon next to iPod shuffle in the list of devices. When the update is done, a message in iTunes says “iPod update is complete.”

If, during iPod shuffle setup, you didn’t choose to automatically sync music to iPod shuffle, you can do it later. You can sync all songs and playlists, or just selected playlists.

### To set up iTunes to automatically sync music with iPod shuffle:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices, and then click the Music tab.
- 3 Select “Sync music.”
- 4 Choose “All songs and playlists,” or choose “Selected playlists” and then select the playlists you want to sync.



You can sync audiobooks when you sync music. Audiobooks appear in the list of selected playlists. You can choose to sync all or none of the audiobooks in your iTunes library.

5 Click Apply.

The update begins automatically.

If “Sync only checked songs” is selected in the Summary pane, iTunes syncs only items that are checked in your Music and other libraries.

## Syncing Podcasts Automatically

The settings for adding podcasts to iPod shuffle are unrelated to the settings for adding songs. Podcast settings don’t affect song settings, and vice versa. You can set iTunes to automatically sync all podcasts or selected podcasts, or you can add podcasts to iPod shuffle manually. You can’t sync video podcasts to iPod shuffle.

### To set iTunes to update the podcasts on iPod shuffle automatically:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices, and then click the Podcasts tab.
- 3 Select “Sync ... episodes of” and choose the number of episodes you want from the pop-up menu.
- 4 Select “All podcasts,” or “Selected podcasts.” If you click “Selected podcasts,” also select the podcasts that you want to sync.
- 5 Click Apply.

When you set iTunes to sync podcasts automatically, iPod shuffle is updated each time you connect it to your computer.

## Managing iPod shuffle Manually

Setting iTunes to let you manage iPod shuffle manually gives you the most flexibility for managing music and other content on iPod shuffle. You can add and remove individual songs, playlists, podcasts, and audiobooks. You can add music and other audio content from multiple computers to iPod shuffle without erasing items already on iPod shuffle.

### To set iTunes to let you manage audio content on iPod shuffle manually:

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the Summary tab.
- 2 In the Options section, select “Manually manage music.”
- 3 Click Apply.

When you manage iPod shuffle manually, you must always eject iPod shuffle from iTunes before you disconnect it.

### To add a song or other item to iPod shuffle:

- 1 Click Music or another Library item in iTunes.

- 2 Drag a song or other item to iPod shuffle.

You can also drag entire playlists to sync them with iPod shuffle. You can select multiple items and drag them all at once to iPod shuffle.

**To remove a song or other item from iPod shuffle:**

- 1 In iTunes, select iPod shuffle in the list of devices.
- 2 Select Music, Audiobooks, or Podcasts under iPod shuffle.
- 3 Select a song or other item and press the Delete or Backspace key on your keyboard.

**To use iTunes to create a new playlist on iPod shuffle:**

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the Add (+) button or choose File > New Playlist.
- 2 Type a name for the playlist.
- 3 Click an item, such as Music, in the Library list, and then drag songs or other items to the playlist.

**To add songs to or remove songs from a playlist on iPod shuffle:**

- Drag a song to a playlist on iPod shuffle to add the song. Select a song in a playlist and press the Delete key on your keyboard to delete the song.

Keep these points in mind if you manually manage your content on iPod shuffle:

- If you make changes to any of your playlists, remember to drag the changed playlist to iPod shuffle when it's connected to iTunes.
- If you remove a song or other item from iPod shuffle, it isn't deleted from your iTunes library.
- If you set iTunes to manage music manually, you can reset it later to sync automatically. For information, see page 16.

## Autofilling iPod shuffle

If you manually manage music, you can have iTunes automatically sync a selection of your songs onto iPod shuffle when you click the Autofill button. You can choose your entire library or a specific playlist to get songs from, and set other Autofill options. Using Autofill gives you more control over the content that gets added to iPod shuffle than automatically syncing, and lets you quickly “top off” your iPod shuffle when you manually manage the contents.

**To autofill music onto iPod shuffle:**

- 1 Connect iPod shuffle to your computer.
- 2 Select Music under iPod shuffle in the list of devices.
- 3 Choose the playlist you want to autofill from using the “Autofill from” pop-up menu.  
To autofill music from your entire library, choose Music.

- 4 Click the Settings button to select from the following options:

*Replace all items when Autofilling:* iTunes replaces the songs on iPod shuffle with the new songs you've chosen. If this option isn't selected, songs you've already synced with iPod shuffle remain and iTunes selects more songs to fill the available space.

*Choose items randomly:* iTunes shuffles the order of songs as it syncs them with iPod shuffle. If this option isn't selected, iTunes downloads songs in the order they appear in your library or selected playlist.

*Choose higher rated items more often:* iTunes autofills iPod shuffle, giving preference to songs that you've rated with a higher number of stars.

- 5 To reserve space for disk use, adjust the slider to set how much space to reserve for iTunes content and how much for data.

For more information about using iPod shuffle as a hard disk, see "Using iPod shuffle as an External Disk" on page 26.

- 6 Click OK in the Autofill Settings dialog, and then click Autofill in the iTunes window.

While music is being synced from iTunes to iPod shuffle, the iTunes status window shows the progress. When the autofill is done, a message in iTunes says "iPod update is complete."

### Fitting More Songs onto iPod shuffle

If you've imported songs into iTunes at higher bit-rate formats, such as iTunes Plus, Apple Lossless, or WAV, you can set iTunes to automatically convert songs to 128 kbps AAC files as they're synced with iPod shuffle. This doesn't affect the quality or size of the songs in iTunes.

**Note:** Songs in formats not supported by iPod shuffle *must* be converted if you want to sync them with iPod shuffle. For more information about formats supported by iPod shuffle, see "If you can't sync a song or other item onto iPod shuffle" on page 29.

#### To convert higher bit-rate songs to AAC files:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices.
- 3 Click the Summary tab.
- 4 Select "Convert higher bit rate songs to 128 kbps AAC."
- 5 Click Apply.

After you set up iPod shuffle, you can listen to songs, audiobooks, and podcasts. Read this chapter to learn about listening to iPod shuffle on the go.

When you disconnect iPod shuffle from your computer, you can click on iPod shuffle and listen to music, audiobooks, and podcasts, while controlling playback with the earphone remote. VoiceOver lets you hear the name of the song you're playing, choose from a spoken menu of playlists, or get battery status.

## Playing Music

After you sync iPod shuffle with music and other audio content, you can listen to it.

### To listen to songs and other items on iPod shuffle:

- 1 Plug the earphones into iPod shuffle and place the earbuds in your ears.
- 2 Slide the three-way switch on iPod shuffle from OFF to play in order (↺) or shuffle (↻).

Playback begins. If iPod shuffle is on when you plug in earphones, playback doesn't start automatically. Click the Center button on the remote or slide the three-way switch off and on again to start playback.

To preserve battery life when you aren't using iPod shuffle, slide the three-way switch to OFF.

When you plug in earphones, wait until the green status light turns off before clicking buttons on the remote. Refer to the table that follows for information about controlling playback with the earphone remote.

**WARNING:** Read all safety instructions about avoiding hearing damage on page 33 before use.

The status light on iPod shuffle blinks in response when you click the buttons on the earphone remote.

To	Do this	Status light response
Play	Click the Center button once.	● Blinks green once
Pause	Click the Center button once.	● ● ● ● Blinks green for 30 seconds
Change the volume	Click the Volume Up (+) or Volume Down (–) button to increase or decrease the volume. You hear a tone when you change the volume while iPod shuffle is paused.	● Blinks green for each volume increment ● ● ● Blinks orange three times when the upper or lower volume limit is reached
Go to the next track (or audiobook chapter)	Double-click the Center button.	● Blinks green once
Go to the previous track (or audiobook chapter)	Triple-click the Center button within 6 seconds of the track starting. To restart the current track, triple-click <i>after</i> 6 seconds.	● Blinks green once
Fast-forward	Double-click and hold the Center button.	● Blinks green once
Rewind	Triple-click and hold the Center button.	● Blinks green once
Hear song title and artist names	Click and hold the Center button.	● Blinks green once
Hear playlist menu	Click the Center button until you hear a tone, and then release to hear the playlist menu. When you hear the name of the playlist you want, click to select it. You can click + or – to move quickly through the playlist menu.	● Blinks green once
Exit the playlist menu	Click and hold the Center button.	● Blinks green once

## Setting iPod shuffle to Play Songs in Order or Shuffle Songs

You can set iPod shuffle to shuffle songs or play them in the order in which they're organized in iTunes. You hear a tone when you slide the three-way switch.

### To set iPod shuffle to play songs in order:

- Slide the three-way switch to play in order (↺).

After the last song plays, iPod shuffle starts playing the first song again.

**Important:** When you listen to audiobooks or podcasts, slide the three-way switch to play in order so chapters or episodes play in the recorded order.

### To set iPod shuffle to shuffle:

- Slide the three-way switch to shuffle (↻).

To reshuffle songs, slide the three-way switch from shuffle (↻) to play in order (↺) and back to shuffle again.

## Using the VoiceOver Feature

iPod shuffle can provide more control over your playback options by speaking your song titles and artist names, and announcing a menu of playlists for you to choose from. VoiceOver also tells you battery status and other messages. VoiceOver is available in selected languages.

To hear these announcements, install the VoiceOver Kit and enable the VoiceOver feature in iTunes. You can enable VoiceOver when you first set up iPod shuffle, or you can do it later.

You set VoiceOver options on the Summary tab in iTunes. The following sections describe how to turn on and customize this feature.

### To enable VoiceOver when you set up iPod shuffle:

- 1 Connect iPod shuffle to your computer.
- 2 Follow the onscreen instructions in iTunes. Enable VoiceOver is selected by default.
- 3 Click Continue, and then follow the onscreen instructions to download and install the VoiceOver Kit.
- 4 In the Summary tab, under Voice Feedback, choose the language you want from the Language pop-up menu.

This sets the language for your spoken system messages and playlist names, as well as many of the song titles and artist names.

**Note:** To pick a different language for specific songs, select them in iTunes, choose File > Get Info, choose a VoiceOver language from the pop-up menu on the Options tab, and then click OK.

- 5 Click Apply.

When setup is complete, VoiceOver is enabled on iPod shuffle.

### To enable VoiceOver at a later time:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices, and click the Summary tab.
- 3 Under Voice Feedback, select Enable VoiceOver.
- 4 Click Apply.
- 5 Follow the onscreen instructions to download and install the VoiceOver Kit.
- 6 Choose the language you want from the pop-up menu under Voice Feedback.
- 7 Click Apply.

When syncing is finished, VoiceOver is enabled.

### To disable VoiceOver:

- 1 In iTunes, select iPod shuffle in the list of devices, and click the Summary tab.
- 2 Under Voice Feedback, click to deselect Enable VoiceOver.
- 3 Click Apply.

When syncing is finished, VoiceOver is disabled. You'll still hear some system announcements in English on iPod shuffle, such as battery status, error messages, and a generic numbered playlist menu. You won't hear song titles and artist names.

### Hearing Song Announcements

The VoiceOver feature can speak the current song title and artist name while you're listening to iPod shuffle. If you don't want to hear song titles and artist names, you can disable VoiceOver in iTunes (see "Using the VoiceOver Feature" on page 22).

#### To hear the current song announcement:

- Click and hold the Center button on the remote.

You hear the current song title and artist name. If you're listening to an audiobook, you hear the book title.

You can use VoiceOver to navigate to another song when you're listening to song announcements.

#### To navigate using song announcements:

- If *iPod shuffle* is playing, click and hold the Center button to hear the current song announcement; double-click to hear the next announcement while the next song plays; triple-click to hear the previous announcement while the previous song plays.
- If *iPod shuffle* is paused, click and hold the Center button to hear the current song announcement; double-click to hear the next announcement; triple-click to hear the previous announcement. Press the Center button to play the announced song.

### Using the Playlist Menu

When VoiceOver is enabled, you can choose from a spoken menu to listen to any playlist you've synced from iTunes to iPod shuffle. If audiobooks and audio podcasts are synced to iPod shuffle, their titles are also read as part of the playlist menu. If VoiceOver is disabled in iTunes, you hear an abbreviated menu of playlists in numbered order, but not by name (for example, "Playlist 1, Playlist 2," and so on).

The playlist menu announces items in this order:

- The current playlist (if applicable)
- “All Songs” (default playlist of all the songs on iPod shuffle)
- Any remaining playlists in order
- “Podcasts” (if you choose this, you go to the first podcast in your list; you can navigate from there to other podcasts)
- Audiobooks (each audiobook title is a separate playlist announcement)

**To choose an item from the playlist menu:**

- 1 Click and hold the Center button on the remote.
- 2 Continue holding after you hear the current song announcement, until you hear a tone.
- 3 Release the Center button at the tone. You hear the names of your playlists.

When you’re listening to the playlist menu, you can click the Volume Up (+) or Volume Down (–) button to move forward or backward in the playlist menu.

- 4 When you hear the name of the playlist you want, click the Center button to select it. You hear a tone, and then the first item in your playlist plays.

To restart a playlist, follow these steps to select the playlist you want.

**To exit from the playlist menu:**

- Click and hold the Center button on the remote.

## Setting Songs to Play at the Same Volume Level

The loudness of songs and other audio may vary depending on how the audio was recorded or encoded. You can set iTunes to automatically adjust the volume of songs so they play at the same relative volume level, and you can set iPod shuffle to use those same iTunes volume settings.

**To set iTunes to play songs at the same volume level:**

- 1 In iTunes, choose iTunes > Preferences if you’re using a Mac, or choose Edit > Preferences if you’re using a Windows PC.
- 2 Click Playback and select Sound Check.

**To set iPod shuffle to use the iTunes volume settings:**

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices.
- 3 Click the Summary tab.
- 4 Select Enable Sound Check.
- 5 Click Apply.

If you haven’t turned on Sound Check in iTunes, setting it on iPod shuffle has no effect.



## Setting a Volume Limit

You can set a limit for the volume on iPod shuffle. You can also set a password in iTunes to prevent anyone else from changing this setting.

If you've set a volume limit on iPod shuffle, the status light blinks orange three times if you try to increase the volume beyond the limit.

### To set a volume limit for iPod shuffle:

- 1 Set iPod shuffle to the desired maximum volume.
- 2 Connect iPod shuffle to your computer.
- 3 In iTunes, select iPod shuffle in the list of devices, and then click the Summary tab.
- 4 Select "Limit maximum volume."
- 5 Drag the slider to the desired maximum volume.

The initial slider setting shows the volume iPod shuffle was set to when you selected the "Limit maximum volume" checkbox.

- 6 To require a password to change this setting, click the lock and then enter and verify a password.

If you set a password, you must enter it before you can change or remove the volume limit.

**Note:** The volume level may vary if you use different earphones or headphones.

### To remove the volume limit:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices.
- 3 Click the Summary tab.
- 4 Deselect "Limit maximum volume."

Enter the password, if required.

If you forget the password, you can restore iPod shuffle. See "Updating and Restoring iPod shuffle Software" on page 31.

## Use iPod shuffle to carry your data as well as your music.

Read this chapter to find out how to use iPod shuffle as an external disk.

### Using iPod shuffle as an External Disk

You can use iPod shuffle as an external disk to store data files.

To sync iPod shuffle with music and other audio that you want to listen to, you must use iTunes. You can't play audio files that you've copied to iPod shuffle using the Macintosh Finder or Windows Explorer.

#### To enable iPod shuffle as an external disk:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices.
- 3 Click the Summary tab.
- 4 In the Options section, select "Enable disk use."  
You may need to scroll down to see the disk settings.
- 5 Click Apply.

When you set iTunes to autofill iPod shuffle, you can reserve space for disk use. See "Autofilling iPod shuffle" on page 18.

When you use iPod shuffle as an external disk, the iPod shuffle disk icon appears on the desktop on a Mac, or as the next available drive letter in Windows Explorer on a Windows PC.

When iPod shuffle is enabled as a hard disk and you connect it to your computer, the status light blinks orange continuously. Be sure to eject iPod shuffle in iTunes before you disconnect it from your computer.

## Transferring Files Between Computers

When you enable disk use on iPod shuffle, you can transfer files from one computer to another. iPod shuffle is formatted as a FAT-32 volume, which is supported by both Macs and PCs. This allows you to use iPod shuffle to transfer files between computers with different operating systems.

### To transfer files between computers:

- 1 After enabling disk use on iPod shuffle, connect it to the computer you want to get the files from.

*Important:* If iPod shuffle is set to sync automatically, when you connect iPod shuffle to a different computer or user account, a message asks if you want to erase iPod shuffle and sync with the new iTunes library. Click Cancel if you don't want to erase what's on iPod shuffle.

- 2 Using the computer's file system (the Finder on a Mac, Windows Explorer on a PC), drag the files to your iPod shuffle.
- 3 Disconnect iPod shuffle, and then connect it to the other computer.  
Again, click Cancel if you don't want to erase what's on iPod shuffle.
- 4 Drag the files from iPod shuffle to a location on the other computer.

## Preventing iTunes from Opening Automatically

You can keep iTunes from opening automatically when you connect iPod shuffle to your computer.

### To prevent iTunes from opening automatically:

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices.
- 3 Click the Summary tab.
- 4 In the Options section, deselect "Open iTunes when this iPod is connected."
- 5 Click Apply.

Most problems with iPod shuffle can be solved quickly by following the advice in this chapter.

## The 5 Rs: Reset, Retry, Restart, Reinstall, Restore

Remember these five basic suggestions if you have a problem with iPod shuffle. Try these steps one at a time until the problem is resolved. If one of the following doesn't help, read on for solutions to specific problems.

- *Reset* iPod shuffle by turning it off, waiting 10 seconds, and then turning it back on again.
- *Retry* with a different USB 2.0 port if you cannot see iPod shuffle in iTunes.
- *Restart* your computer, and make sure you have the latest software updates installed.
- *Reinstall* iTunes software from the latest version on the web.
- *Restore* iPod shuffle. See “Updating and Restoring iPod shuffle Software” on page 31.

### **If the status light glows red persistently or you hear the error message “Please use iTunes to restore”**

Connect iPod shuffle to your computer and restore it in iTunes. See “Updating and Restoring iPod shuffle Software” on page 31.

### **If iPod shuffle won't turn on or respond**

- Connect iPod shuffle to a high-power USB 2.0 port on your computer. Your iPod shuffle battery may need to be recharged.
- Turn iPod shuffle off, wait 10 seconds, and then turn it on again.
- You may need to restore iPod shuffle software. See “Updating and Restoring iPod shuffle Software” on page 31.

### **If iPod shuffle isn't playing music**

- iPod shuffle might not have any music on it. If you hear the message "Please use iTunes to sync music," connect iPod shuffle to your computer to sync music to it.
- Slide the three-way switch off and then on again.
- Make sure the earphone or headphone connector is pushed in all the way.
- Make sure the volume is adjusted properly. A volume limit might be set. See "Setting a Volume Limit" on page 25.
- iPod shuffle might be paused. Try clicking the Center button on the earphone remote.

### **If you connect iPod shuffle to your computer and nothing happens**

- Connect iPod shuffle to a high-power USB 2.0 port on your computer. Your iPod shuffle battery may need to be recharged.
- Make sure you've installed the latest iTunes software from [www.apple.com/ipod/start](http://www.apple.com/ipod/start).
- Try connecting the USB cable to a different USB 2.0 port on your computer. Make sure the USB cable is firmly connected to iPod shuffle and to the computer. Make sure the USB connector is oriented correctly. It can be inserted only one way.
- iPod shuffle might need to be reset. Turn iPod shuffle off, wait 10 seconds, and then turn it back on again.
- If iPod shuffle doesn't appear in iTunes or the Finder, the battery may be completely discharged. Let iPod shuffle charge for several minutes to see if it comes back to life.
- Make sure you have the required computer and software. See "If you want to double-check the system requirements" on page 30.
- Try restarting your computer.
- You might need to restore iPod software. See "Updating and Restoring iPod shuffle Software" on page 31.
- iPod shuffle may need to be repaired. You can arrange for service on the iPod shuffle Service & Support website at [www.apple.com/support/ipodshuffle/service](http://www.apple.com/support/ipodshuffle/service).

### **If you can't sync a song or other item onto iPod shuffle**

The song might have been encoded in a format that iPod shuffle doesn't support. The following audio file formats are supported by iPod shuffle. These include formats for audiobooks and podcasts:

- AAC (M4A, M4B, M4P) (up to 320 kbps)
- Apple Lossless (a high-quality compressed format)
- MP3 (up to 320 kbps)
- MP3 Variable Bit Rate (VBR)
- WAV
- AA (audible.com spoken word, formats 2, 3, and 4)
- AIFF

A song encoded using Apple Lossless format has near full CD-quality sound, but takes up only about half as much space as a song encoded using AIFF or WAV format. The same song encoded in AAC or MP3 format takes up even less space. When you import music from a CD using iTunes, it's converted to AAC format by default.

You can have iPod shuffle automatically convert files encoded at higher bit rates to 128 kbps AAC files as they're synced with iPod shuffle. See "Fitting More Songs onto iPod shuffle" on page 19.

Using iTunes for Windows, you can convert unprotected WMA files to AAC or MP3 format. This can be useful if you have a collection of music encoded in WMA format.

iPod shuffle doesn't support WMA, MPEG Layer 1, MPEG Layer 2 audio files, or audible.com format 1.

If you have a song in iTunes that isn't supported by iPod shuffle, you can convert it to a format iPod shuffle supports. For more information, see iTunes Help.

#### **If your podcasts or audiobooks don't play correctly**

- Make sure the three-way switch on iPod shuffle is set to play in order (↻). If a playlist includes mixed tracks (songs, podcasts, and audiobooks, for example), audiobooks and podcasts won't play if iPod shuffle is set to shuffle (🔀).
- If the chapters of an audiobook were added to iPod shuffle out of order, connect iPod shuffle to your computer and rearrange the tracks using iTunes.

#### **If you want to double-check the system requirements**

To use iPod shuffle, you must have:

- One of the following computer configurations:
  - A Macintosh with a USB 2.0 port
  - A Windows PC with a USB 2.0 port or a USB 2.0 card installed
- One of the following operating systems: Mac OS X v10.4.11 or later, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- Internet access (a broadband connection is recommended)
- iTunes 8.1 or later (iTunes can be downloaded from [www.apple.com/ipod/start](http://www.apple.com/ipod/start))

*If your Windows PC doesn't have a high-power USB 2.0 port, you can purchase and install a USB 2.0 card.*



High-power USB 2.0 port

### If you want to use iPod shuffle with a Mac and a Windows PC

If your iPod shuffle is set to manually manage music, you can add content to it from more than one iTunes library, regardless of the operating system on the computer. If your iPod shuffle is set to sync automatically, when you connect iPod shuffle to a different computer or user account, a message asks if you want to erase iPod shuffle and sync with the new iTunes library. Click Cancel if you want to keep the contents of iPod shuffle as is.

You can use iPod shuffle as an external disk with both Macintosh computers and PCs, allowing you to transfer files from one operating system to the other. See Chapter 5, “Storing Files on iPod shuffle,” on page 26.

## Updating and Restoring iPod shuffle Software

You can use iTunes to update or restore the iPod shuffle software. It's recommended that you update iPod shuffle to use the latest software. You can also restore the software, which returns iPod shuffle to its original state.

- *If you choose to update*, the software is updated but your settings, songs, and other data aren't affected.
- *If you choose to restore*, all data is erased from iPod shuffle, including songs and any other data. All iPod shuffle settings are restored to their original state.

### To update or restore iPod shuffle:

- 1 Make sure you have an Internet connection and have installed the latest version of iTunes from [www.apple.com/ipod/start](http://www.apple.com/ipod/start).
- 2 Connect iPod shuffle to your computer.
- 3 In iTunes, select iPod shuffle in the list of devices, and click the Summary tab.  
The Version section tells you whether iPod shuffle is up to date or needs a newer version of the software.
- 4 Do one of the following:
  - *To install the latest version of the software*, click Update.
  - *To restore iPod shuffle to its original settings*, click Restore. This erases all data from iPod shuffle. Follow the onscreen instructions to complete the restore process.

This chapter contains important safety and handling information for iPod shuffle.



Read all safety information below and operating instructions before using iPod shuffle to avoid injury.

Keep this user guide for your iPod shuffle handy for future reference.

## Important Safety Information

**WARNING:** Failure to follow these safety instructions could result in fire, electric shock, or other injury or damage.

**Handling iPod shuffle** Do not drop, disassemble, open, crush, bend, deform, puncture, shred, microwave, incinerate, paint, or insert foreign objects into iPod shuffle.

**Avoiding water and wet locations** Do not use iPod shuffle in rain, or near washbasins or other wet locations. Take care not to spill any food or liquid on iPod shuffle. In case iPod shuffle gets wet, unplug all cables, turn off iPod shuffle (slide the three-way switch to OFF) before cleaning, and allow it to dry thoroughly before turning it on again. Do not attempt to dry iPod shuffle with an external heat source, such as a microwave oven or hair dryer.

**Repairing iPod shuffle** Never attempt to repair or modify iPod shuffle yourself. iPod shuffle doesn't contain any user-serviceable parts. If iPod shuffle has been submerged in water, punctured, or subjected to a severe fall, do not use it until you take it to an Apple Authorized Service Provider. For service information, choose iPod Help from the Help menu in iTunes or go to [www.apple.com/support/ipod/service](http://www.apple.com/support/ipod/service). The rechargeable battery in iPod shuffle should be replaced only by an Apple Authorized Service Provider. For more information about batteries, go to [www.apple.com/batteries](http://www.apple.com/batteries).



**Using the Apple USB Power Adapter (available separately)** If you use the Apple USB Power Adapter (sold separately at [www.apple.com/ipodstore](http://www.apple.com/ipodstore)) to charge iPod shuffle, make sure that the power adapter is fully assembled before you plug it into a power outlet. Then insert the Apple USB Power Adapter firmly into the power outlet. Do not connect or disconnect the Apple USB Power Adapter with wet hands. Do not use any power adapter other than the Apple USB Power Adapter to charge your iPod shuffle.

The Apple USB Power Adapter may become warm during normal use. Always allow adequate ventilation around the Apple USB Power Adapter and use care when handling.

Unplug the Apple USB Power Adapter if any of the following conditions exist:

- The power cord or plug has become frayed or damaged.
- The adapter is exposed to rain, liquids, or excessive moisture.
- The adapter case has become damaged.
- You suspect the adapter needs service or repair.
- You want to clean the adapter.

**Avoiding hearing damage** Permanent hearing loss may occur if earbuds or headphones are used at high volume. Set the volume to a safe level. You can adapt over time to a higher volume of sound that may sound normal but can be damaging to your hearing. If you experience ringing in your ears or muffled speech, stop listening and have your hearing checked. The louder the volume, the less time is required before your hearing could be affected. Hearing experts suggest that to protect your hearing:

- Limit the amount of time you use earbuds or headphones at high volume.
- Avoid turning up the volume to block out noisy surroundings.
- Turn the volume down if you can't hear people speaking near you.

For information about how to set a volume limit on iPod shuffle, see “Setting a Volume Limit” on page 25.

**Driving safely** Use of iPod shuffle alone, or with earphones (even if used in only one ear) while operating a vehicle is not recommended and is illegal in some areas. Be careful and attentive while driving. Stop using iPod shuffle if you find it disruptive or distracting while operating any type of vehicle, or performing any other activity that requires your full attention.

## Important Handling Information

**NOTICE:** Failure to follow these handling instructions could result in damage to iPod shuffle or other property.

**Carrying iPod shuffle** iPod shuffle contains sensitive components. Do not bend, drop, or crush iPod shuffle.

**Using connectors and ports** Never force a connector into a port. Check for obstructions on the port. If the connector and port don't join with reasonable ease, they probably don't match. Make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

**Keeping iPod shuffle within acceptable temperatures** Operate iPod shuffle in a place where the temperature is always between 32° and 95° F (0° and 35° C). iPod shuffle play time might temporarily shorten in low-temperature conditions.

Store iPod shuffle in a place where the temperature is always between -4° and 113° F (-20° and 45° C). Don't leave iPod shuffle in your car, because temperatures in parked cars can exceed this range.

When you're using iPod shuffle or charging the battery, it's normal for iPod shuffle to get warm. The exterior of iPod shuffle functions as a cooling surface that transfers heat from inside the unit to the cooler air outside.

**Keeping the outside of iPod shuffle clean** To clean iPod shuffle, unplug all cables, turn it off (slide the three-way switch to OFF), and use a soft, slightly damp, lint-free cloth. Avoid getting moisture in openings. Don't use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean iPod shuffle.

**Disposing of iPod shuffle properly** For information about the proper disposal of iPod shuffle, including other important regulatory compliance information, see "Regulatory Compliance Information" on page 36.

You can find more information about using iPod shuffle in onscreen help and on the web.

The following table describes where to get iPod-related software and service information.

To learn about	Do this
Service and support, discussions, tutorials, and Apple software downloads	Go to: <a href="http://www.apple.com/support/ipodshuffle">www.apple.com/support/ipodshuffle</a>
Using iTunes	Open iTunes and choose Help > iTunes Help. For an online iTunes tutorial (available in some areas only), go to: <a href="http://www.apple.com/itunes/tutorials">www.apple.com/itunes/tutorials</a>
The latest information about iPod shuffle	Go to: <a href="http://www.apple.com/ipodshuffle">www.apple.com/ipodshuffle</a>
Registering iPod shuffle	To register iPod shuffle, install iTunes on your computer and connect iPod shuffle.
Finding the iPod shuffle serial number	Look under the clip on iPod shuffle. Or, in iTunes (with iPod shuffle connected to your computer), select iPod shuffle in the list of devices, and click the Summary tab.
Obtaining warranty service	First follow the advice in this booklet, the onscreen help, and online resources, and then go to: <a href="http://www.apple.com/support/ipodshuffle/service">www.apple.com/support/ipodshuffle/service</a>

## Regulatory Compliance Information

### FCC Compliance Statement

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. See instructions if interference to radio or television reception is suspected.

### Radio and Television Interference

This computer equipment generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple’s instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer system is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer system does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the computer to one side or the other of the television or radio.
- Move the computer farther away from the television or radio.
- Plug the computer into an outlet that is on a different circuit from the television or radio. (That is, make certain the computer and the television or radio are on circuits controlled by different circuit breakers or fuses.)

If necessary, consult an Apple-authorized service provider or Apple. See the service and support information that came with your Apple product. Or, consult an experienced radio/television technician for additional suggestions.

**Important:** Changes or modifications to this product not authorized by Apple Inc. could void the EMC compliance and negate your authority to operate the product.

This product was tested for EMC compliance under conditions that included the use of Apple peripheral devices and Apple shielded cables and connectors between system components.

It is important that you use Apple peripheral devices and shielded cables and connectors between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices. You can obtain Apple peripheral devices and the proper shielded cables and connectors through an Apple Authorized Reseller. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.

*Responsible party (contact for FCC matters only):*

Apple Inc. Corporate Compliance  
1 Infinite Loop, MS 26-A  
Cupertino, CA 95014-2084

### Industry Canada Statement

This Class B device meets all requirements of the Canadian interference-causing equipment regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

### VCCI Class B Statement

情報処理装置等電波障害自主規制について

この装置は、情報処理装置等電波障害自主規制協議会 (VCCI) の基準に基づくクラス B 情報技術装置です。この装置は家庭環境で使用されることを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。

取扱説明書に従って正しい取扱をしてください。

### Korea Class B Statement

B급 기기용 경고문

B급 기기 (가정용 정보통신기기)

이 기기는 가정용으로 전자파적합등록을 한 기기로서 주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

Russia



### European Community

Complies with European Directives 2006/95/EEC and 89/336/EEC.



### Disposal and Recycling Information



This symbol indicates that your product must be disposed of properly according to local laws and regulations. When your product reaches its end of life, contact Apple or your local authorities to learn about recycling options.

For information about Apple's recycling program, go to: [www.apple.com/environment/recycling](http://www.apple.com/environment/recycling)

### Battery Replacement

The rechargeable battery in iPod shuffle should be replaced only by an authorized service provider. For battery replacement services, go to: [www.apple.com/batteries/replacements.html](http://www.apple.com/batteries/replacements.html)

### Battery Disposal Information

Your iPod shuffle contains a battery. Dispose of your iPod shuffle according to your local environmental laws and guidelines.

**Deutschland:** Dieses Gerät enthält Batterien. Bitte nicht in den Hausmüll werfen. Entsorgen Sie dieses Gerätes am Ende seines Lebenszyklus entsprechend der maßgeblichen gesetzlichen Regelungen.

### China:

警告：不要刺破或焚烧。该电池不含水银。

**Nederlands:** Gebruikte batterijen kunnen worden ingeleverd bij de chemokar of in een speciale batterijcontainer voor klein chemisch afval (kca) worden gedeponeerd.



### Taiwan:

警告：請勿戳刺或焚燒。此電池不含汞。



廢電池請回收

### European Union—Disposal Information:



This symbol means that according to local laws and regulations your product should be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. Some collection points accept products for free. The separate collection and recycling of your product at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

### Apple and the Environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products.

For more information, go to: [www.apple.com/environment](http://www.apple.com/environment)

© 2009 Apple Inc. All rights reserved. Apple, the Apple logo, iPod, iTunes, Mac, Macintosh, and Mac OS are trademarks of Apple Inc., registered in the U.S. and other countries. Finder and Shuffle are trademarks of Apple Inc. Apple Store and iTunes Store are service marks of Apple Inc., registered in the U.S. and other countries. Other company and product names mentioned herein may be trademarks of their respective companies.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. Apple assumes no responsibility with regard to the performance or use of these products. All understandings, agreements, or warranties, if any, take place directly between the vendors and the prospective users. Every effort has been made to ensure that the information in this manual is accurate. Apple is not responsible for printing or clerical errors.

019-1531/2009-04

## A

- AAC, converting songs to 19
- albums, purchasing 12
- announcements
  - playlist menu order 24
  - song title and artist name 23
  - song titles and artist names 23
- Apple Earphones with Remote 5
- Apple USB Power Adapter 33
- artist names, announcing 23
- audiobooks
  - hearing name 23
  - listening to 21
  - purchasing 12
  - syncing 17
- audio file formats 29
- autofilling iPod shuffle 18

## B

- battery
  - charge status 8
  - charging 8, 28
  - checking status in iTunes 8
  - rechargeable 9
  - replacement information 32
  - status 9
  - status lights when connected 9
  - status lights when disconnected 9
- bit-rate formats 19
- browsing iTunes Store 12

## C

- CDs, importing into iTunes 13
- charging the battery
  - about 8, 28
  - using the Apple USB Power Adapter 8
  - using your computer 8
- choosing playlists 23
- compressing songs 19
- computer
  - charging the battery 8
  - connecting iPod shuffle 6

- problems connecting iPod shuffle 29
- requirements 30
- connecting iPod shuffle
  - about 6
  - charging the battery 8
- controls
  - status light response 21
  - using 5
- converting songs to AAC files 19
- converting unprotected WMA files 30

## D

- data files, storing on iPod shuffle 26
- deleting songs 18
- disconnecting iPod shuffle
  - about 6
  - during music update 7
  - eject first 7
  - instructions 7
- disk, using iPod shuffle as 26
- downloading podcasts 12

## E

- earphone remote 5, 21, 23, 24
- Eject button in iTunes 7
- ejecting iPod shuffle before disconnecting 7
- enabling VoiceOver feature 22
- entering song information manually 13
- exiting the playlist menu 24
- external disk, using iPod shuffle as 26

## F

- fast-forwarding 6
- features of iPod shuffle 3
- fitting more songs onto iPod shuffle 19
- formats, audio file 29

## G

- Genius
  - button in iTunes 15
  - creating a playlist in iTunes 15
- getting help 35

## H

headphones. *See* earphones  
hearing damage, avoiding 33  
help, getting 35  
higher bit rate songs 19  
high-power USB port 6, 8, 28, 29, 30

## I

importing CDs into iTunes 13  
iTunes

- ejecting iPod shuffle 7
- getting help 35
- importing CDs 13
- iTunes Store 12
- setting not to open automatically 27
- version required 30

iTunes Library, adding songs 13  
iTunes Store

- browsing 12
- downloading podcasts 12
- purchasing audiobooks 12
- purchasing songs and albums 12
- searching 12
- signing in 11

## L

library, adding songs 13  
listening to an audiobook 21

## M

Mac OS X version 30  
manually managing music 17  
maximum volume limit, setting 25  
music

- iPod shuffle not playing 29
- purchasing 12
- tutorial 35

*See also* songs; syncing music

## N

names

- spoken song titles 23

navigating by song title 23  
next track 6

## O

operating system requirements 30  
overview of iPod shuffle features 3

## P

pausing a song 6  
playing

- previous song 6
- songs 6
- songs in order 5

play in order 5, 21  
playlist menu

- choosing an item 24
- exiting 24
- order of announcements 24

playlists

- choosing from spoken menu 23
- Genius 15
- hearing spoken menu of 23
- restarting 24
- See also* playlist menu

podcasts

- browsing for 12
- downloading 12
- hearing name 23
- listening to 21
- syncing 17

ports

- earphone 4, 5
- high-power USB 6, 8, 28, 29, 30
- troubleshooting iPod shuffle connection 29
- USB 2.0 28, 29, 30

power adapter, USB 8  
Power Search in iTunes Store 12  
power switch 4  
preventing iTunes from opening automatically 27  
previous track 6  
problems. *See* troubleshooting  
purchasing songs, albums, audiobooks 12

## R

random play 5  
rechargeable batteries 9  
registering iPod shuffle 35  
relative volume, playing songs at 24  
remote, earphone. *See* earphone remote  
removing songs 18  
requirements

- computer 30
- iTunes version 30
- operating system 30

resetting iPod shuffle 5, 28  
reshuffling songs 21  
restart current track 6, 21  
restarting a playlist 24  
restoring iPod software 31  
rewinding 6

## S

Safely Remove Hardware icon 7  
safety considerations 32  
searching iTunes Store 12  
serial number, locating 5, 35  
service and support 35  
setting play order of songs 5

- settings
    - autofill 19
    - manually manage music 17
    - playing songs at relative volume 24
    - shuffle songs 21
    - speech options 22
    - volume limit 25
  - shuffling songs 5, 21
  - sleep mode and charging the battery 8
  - software, updating and restoring 31
  - songs
    - autofilling 18
    - deleting 18
    - entering information manually 13
    - fast-forwarding 6
    - hearing title of currently playing song 23
    - playing and pausing 6
    - playing at relative volume 24
    - playing in order 5
    - playing next or previous 6
    - purchasing 12
    - removing 18
    - reshuffling 21
    - rewinding 6
    - shuffling 5, 21
    - skipping to the next 6
    - syncing manually 17
  - song titles
    - announcing 23
    - navigating by 23
  - Sound Check, enabling 24
  - speech options 22
  - status light
    - battery 8, 9
    - location 4
    - response to controls 21
  - storing, data files on iPod shuffle 26
  - subscribing to podcasts 12
  - supported audio file formats 29
  - supported operating systems 30
  - switch, three-way 4
  - syncing audiobooks 17
  - syncing music
    - disconnecting iPod shuffle 7
    - overview 15
    - tutorial 35
  - syncing podcasts 17
  - syncing songs manually 17
  - system requirements 30
- T**
- three-way switch 4
  - tracks. *See* songs
  - troubleshooting
    - connecting iPod shuffle to computer 29
    - connecting to USB port 29
    - cross-platform use 31
    - iPod shuffle not playing music 29
    - iPod shuffle not responding 28
    - resetting iPod shuffle 5, 28
    - safety considerations 32
    - updating and restoring software 31
  - turning iPod shuffle on or off 5
  - tutorial 35
- U**
- unresponsive iPod shuffle 28
  - unsupported audio file formats 30
  - updating and restoring software 31
  - USB 2.0 port 28, 29
  - USB Power Adapter 8
- V**
- VoiceOver
    - battery status 9
    - disabling 23
    - enabling 22
    - song announcements 23
    - using 22
  - volume
    - changing 6
    - enabling Sound Check 24
    - setting limit 25
- W**
- warranty service 35
  - Windows
    - supported versions 30
    - troubleshooting 31
  - WMA files, converting 30