



# iPod shuffle

## User Guide

# Contents

5	<b>Chapter 1: About iPod shuffle</b>
5	What's New in iPod shuffle
6	<b>Chapter 2: iPod shuffle Basics</b>
6	iPod shuffle at a Glance
7	Using the iPod shuffle Controls
8	Connecting and Disconnecting iPod shuffle
10	About the iPod shuffle Battery
12	<b>Chapter 3: Setting Up iPod shuffle</b>
12	About iTunes
13	Setting Up Your iTunes Library
14	Organizing Your Music
15	Connecting iPod shuffle to a Computer for the First Time
16	Adding Music to iPod shuffle
22	<b>Chapter 4: Listening to Music</b>
22	Playing Music
24	Using VoiceOver
26	Setting Tracks to Play at the Same Volume
27	Setting a Volume Limit
27	Locking and Unlocking the iPod shuffle Buttons
28	<b>Chapter 5: Storing Files on iPod shuffle</b>
28	Using iPod shuffle as an External Disk
30	<b>Chapter 6: Tips and Troubleshooting</b>
33	Updating and Restoring iPod shuffle Software
34	<b>Chapter 7: Safety and Handling</b>
34	Important Safety Information
36	Important Handling Information

37	<a href="#">Chapter 8: Learning More, Service, and Support</a>
38	Regulatory Compliance Information
41	<a href="#">Index</a>

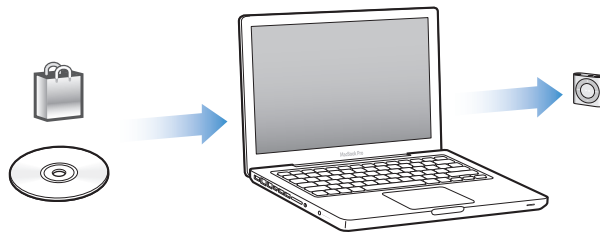


## Congratulations on purchasing iPod shuffle.



**WARNING:** To avoid injury, read all operating instructions in this guide and the safety information in Chapter 7, “Safety and Handling,” 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

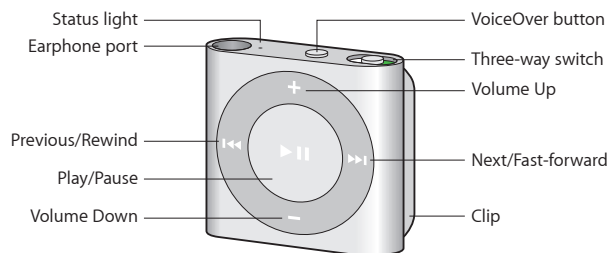
## What's New in iPod shuffle

- A VoiceOver button that announces track titles and artist names, lets you switch playlists, and reports battery status
- Easy and intuitive controls
- Support for syncing Genius Mixes
- Support for syncing iTunes U collections

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

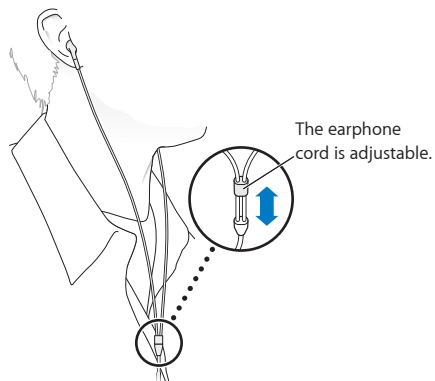
Your iPod shuffle package includes iPod shuffle, the Apple Earphones, and a USB 2.0 cable to connect iPod shuffle to your computer.

## iPod shuffle at a Glance



### To use the Apple Earphones:

- Plug the earphones into the earphone port on iPod shuffle. Then place the earbuds in your ears as shown.



**WARNING:** Read all safety instructions about avoiding hearing damage in “Important Safety Information” on page 34 before using iPod shuffle.

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

## Using the iPod shuffle Controls

The front controls, the VoiceOver button, and the three-way switch make it easy to play songs, audiobooks, audio podcasts, and iTunes U collections on iPod shuffle.

To	Do this
Turn iPod shuffle on or off	Slide the three-way switch (green shading on the switch indicates iPod shuffle is on).
Play or pause	Press Play/Pause (▶  ).
Increase or decrease the volume	Press Volume Up (+) or Volume Down (-). Press and hold the buttons to quickly increase or decrease the volume.
Set the play order	Slide the three-way switch to play in order (↺) or shuffle (↻).
Go to the next track	Press Next/Fast-forward (▶▶).
Go to the previous track	Press Previous/Rewind (◀◀) within 6 seconds of the track starting. After 6 seconds, pressing Previous/Rewind (◀◀) restarts the current track.
Fast-forward	Press and hold Next/Fast-forward (▶▶).
Rewind	Press and hold Previous/Rewind (◀◀).
Hear the track title and artist name	Press the VoiceOver (⏻) button.
Hear a menu of playlists to choose from	Press and hold the VoiceOver (⏻) button. Press Next/Fast-forward (▶▶) or Previous/Rewind (◀◀) to move through the playlist menu. Press the VoiceOver (⏻) button or Play/Pause (▶  ) to select a playlist. Press and hold the VoiceOver (⏻) button again to exit without making a selection.
Lock the iPod shuffle buttons (so nothing happens if you press them accidentally)	Press and hold Play/Pause (▶  ) until the status light blinks orange three times. Repeat to unlock the buttons.
Reset iPod shuffle (if iPod shuffle isn't responding or the status light is solid red)	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 in the list of devices and click the Summary tab.

## 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.

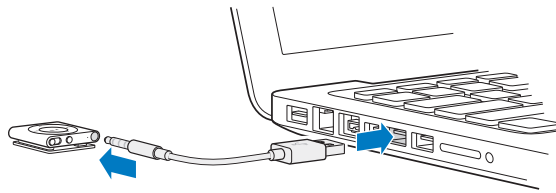
**Important:** To connect iPod shuffle to your computer, use only the USB 2.0 cable that came with iPod shuffle.

### 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 high-power USB 2.0 port on your computer.

**Note:** Don't connect iPod shuffle to a USB port on your keyboard for charging.



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 set up 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. 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 are erased and replaced with songs and other audio files from the new computer iPod shuffle is connected to. For information about adding music to iPod shuffle or using iPod shuffle with more than one computer, see Chapter 4, "Listening to Music," on page 22.



## 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 isn't 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 33.

If you enable iPod shuffle for disk use (see "Using iPod shuffle as an External Disk" on page 28), you must always eject iPod shuffle before disconnecting it.

### To eject iPod shuffle:

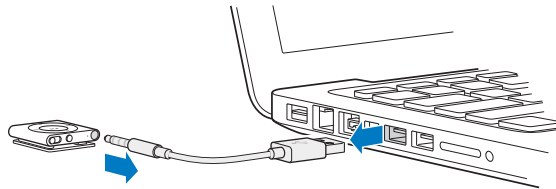
- In iTunes, click the Eject (⏏) button next to iPod shuffle in the list of devices.

*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:

- Disconnect the USB cable from iPod shuffle and from your computer.



## About the iPod shuffle Battery

iPod shuffle has a rechargeable internal battery that should be replaced only by an Apple Authorized Service Provider.

For best results, the first time you use iPod shuffle, let it fully charge for about three hours. 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.

## Charging the iPod shuffle Battery

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 iPod shuffle USB cable. The computer must be turned on and not in sleep mode (some Mac models can charge iPod shuffle while in sleep).

When the battery is charging, the status light on iPod shuffle is solid orange. When the battery is fully charged, the status light is green. In iTunes, the battery icon next to the name of your iPod shuffle also shows the battery status. The icon displays a lightning bolt when the battery is charging, and a plug when the battery is fully charged.

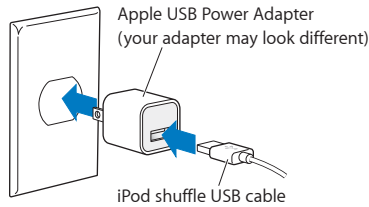
If iPod shuffle is being used as an external disk or is syncing with iTunes, the status light blinks orange to let you know that you must eject iPod shuffle before disconnecting it. In this case, your battery may either be still charging or fully charged.

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, available separately. 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 included iPod shuffle USB cable to the power adapter, and plug the other end into iPod shuffle.
- 2 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 in Chapter 7, “Safety and Handling,” on page 34 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.

If iPod shuffle is on and not connected to a computer, you can use VoiceOver to hear the battery status by pressing the VoiceOver button twice.

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

Status light when connected to computer	
● 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

Use iTunes on your computer to set up iPod shuffle to play music and other audio content. Then connect iPod shuffle to your computer and sync it to your iTunes library.

Read on to learn more about getting started with iPod shuffle, 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, podcasts, and iTunes U collections in your iTunes library with iPod shuffle
- Listening to music or other audio on the go

## About iTunes

iTunes is the free software application you use to set up, organize, and manage your content on iPod shuffle. iTunes can sync music, audiobooks, and audio podcasts with iPod shuffle. If you haven't already installed iTunes 10 or later (required for iPod shuffle) on your computer, you can download it at [www.itunes.com/download](http://www.itunes.com/download).

After you install iTunes, it opens automatically when you connect iPod shuffle to your computer. You can use iTunes to import music from CDs and the Internet, buy songs and other audio from the iTunes Store, create personal compilations of your favorite songs (called playlists), sync iPod shuffle, and adjust iPod shuffle settings.

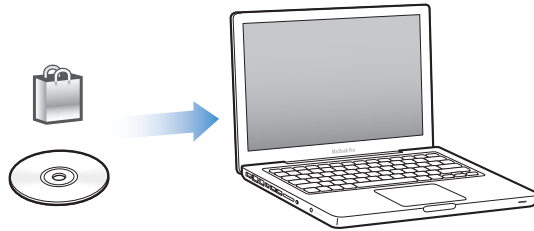
iTunes also has a feature called Genius, which creates instant playlists and mixes of songs from your iTunes library that go great together. You can sync Genius mixes and playlists from iTunes to iPod shuffle. To use Genius, you need an iTunes account. To learn how to set up Genius, see "Using Genius in iTunes" on page 15.

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 10 or later installed on your computer and you've set up your iTunes library, you can skip to the next section, "Connecting iPod shuffle to a Computer for the First Time" on page 15.

## Setting Up 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 to your iTunes library.

## Purchasing Songs and Download 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 (available in selected countries). You can also subscribe to and download audio podcasts, and you can download free educational content from iTunes U. Video podcasts can't be synced to iPod shuffle.

To purchase music online using the iTunes Store, you set up a free iTunes account in iTunes, find the songs you want, and then buy them. If you already have an iTunes account, you can use that account to sign in to the iTunes Store and buy songs.

You don't need an iTunes Store account to play or download podcasts or iTunes U classes.

To enter the iTunes Store, open iTunes and click iTunes Store (under Store) on the left side of the iTunes window.

## 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 learn how to get songs from your computer into iTunes, open iTunes and choose Help > iTunes Help.

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

iTunes can import music and other audio from your audio CDs. 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. When you add the songs to iPod shuffle, the song information is included. To learn how to import music from your CDs into iTunes, open iTunes and choose Help > iTunes Help.

## Entering Song Names of and Other Information

If you don't have an Internet connection, if song information isn't available for music you import, or if you want to include additional information (such as composer names), you can enter the information manually. To learn how to enter song information, open iTunes and choose Help > iTunes Help.

## Organizing Your Music

In 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 automatically get added to the Smart Playlist.

You can turn on Genius in iTunes and create playlists of songs that go great together, based on a song you select. Genius can also organize your iTunes library automatically by sorting and grouping songs into collections called Genius Mixes.

You can create as many playlists as you like, using any of the songs in your iTunes library. You can't create a playlist on iPod shuffle when it's disconnected from iTunes. Adding a song to a playlist or later removing it doesn't remove it from 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 learn how to set up playlists in iTunes, open iTunes and choose Help > iTunes Help.

## Using Genius in iTunes

Genius finds songs in your iTunes library that go great together and uses them to create Genius playlists and Genius Mixes. Genius is a free service, but you need an iTunes Store account to use it. If you don't have an account, you can set one up when you turn on Genius.

A Genius playlist is based on a song that you select. iTunes then compiles a Genius playlist of songs that go great with the one you selected.

Genius Mixes are preselected compilations of songs that go great together. They're created for you by iTunes, using songs from your iTunes library. Each Genius Mix is designed to provide a different listening experience each time you play it. iTunes creates up to 12 Genius Mixes, based on the variety of music in your iTunes library.

To create Genius playlists and Genius Mixes, you first need to turn on Genius in iTunes. For information, open iTunes and choose Help > iTunes Help.

Genius playlists and Genius Mixes created in iTunes can be synced to iPod shuffle like any other iTunes playlist. You can't add Genius Mixes to iPod shuffle manually.

## Connecting iPod shuffle to a Computer for the First Time

The first time you connect iPod shuffle to your computer after installing iTunes, iTunes opens and the Setup Assistant appears. If iTunes doesn't open automatically, open it yourself.

### To use the iPod shuffle Setup Assistant:

- 1 Enter a name for iPod shuffle. This name will appear in the device list on the left side of the iTunes window.
- 2 Select your settings.

Automatic syncing is selected by default. If you keep this option selected and Genius is turned on, iTunes syncs Genius Mixes from your iTunes library to iPod shuffle. If Genius isn't turned on, iTunes fills iPod shuffle with songs from your iTunes library and places them in the "All Songs" playlist. For more information about automatic and manual syncing, see the next section.

VoiceOver is also selected by default. Keep this option selected to hear track titles and artist names, change your playlists, and hear battery status while you listen to iPod shuffle. For more information, see "Using VoiceOver" on page 24.

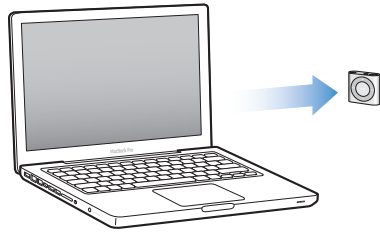
- 3 Click Done.

You can change the device name and settings any time you connect iPod shuffle to your computer.

After you click Done, the Summary pane appears. If you selected automatic syncing, iPod shuffle begins syncing.

## Adding Music to iPod shuffle

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



To manage how songs and other audio content are added to iPod shuffle from your computer, you connect iPod shuffle to your computer, and then use iTunes preferences to choose iPod shuffle settings.

### Adding Content Automatically or Manually

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

- *Automatically syncing:* When you connect iPod shuffle to your computer, iPod shuffle is automatically updated to match the songs and other items in your iTunes library. If Genius is turned on the first time you sync iPod shuffle, iTunes uses up to four Genius Mixes created from your iTunes library to fill iPod shuffle. If any free space remains, iTunes syncs additional songs from your iTunes library. If Genius isn't turned on, iTunes syncs songs and playlists from your iTunes library to fill iPod shuffle.

Later, you can modify automatic syncing options to include selected playlists, artists, albums, and genres. You can also automatically sync other audio, including podcasts, audiobooks, and iTunes U collections. See the following sections for more information.

- *Manually managing music:* When you connect iPod shuffle, you can drag individual songs and playlists to iPod shuffle, and delete individual songs and playlists 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 manually, you must always eject iPod shuffle from iTunes before you can disconnect it. See “Managing iPod shuffle Manually” on page 20.

### 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 audio content to iPod shuffle—you just connect iPod shuffle to your computer, let it add songs, audiobooks, audio podcasts, and iTunes U collections 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 as space allows. 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:** If you connect iPod shuffle to a computer that it hasn't synced with, a message asks if you want to sync songs automatically. If you accept, all songs and other audio content 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, you see the "iPod sync is complete" message in iTunes. A bar at the bottom of the iTunes window displays how much disk space is used by different types of content.

If you don't choose to automatically sync music to iPod shuffle during setup, you can do it later.

If there isn't enough space on iPod shuffle for all your music, you can set iTunes to sync only selected playlists, artists, albums, and genres.

### To set iTunes to sync music from selected playlists, artists, genres, and albums to 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," and then choose "Selected playlists, artists, genres, and albums."
- 4 Select the playlists, artists, genres, and albums you want.
- 5 To set iTunes to automatically fill any remaining space on iPod shuffle, select "Automatically fill free space with songs."

If you have Genius Mixes, iTunes uses them to fill the space first. If there's no room for another Genius Mix, iTunes fills the remaining space on iPod shuffle with other songs.

- 6 Click Apply.

The update begins automatically.

If you select "Sync only checked songs" in the Summary pane, iTunes syncs only items that are checked.

## Syncing Genius Mixes to iPod shuffle

You can set iTunes to sync Genius Mixes to iPod shuffle. Genius Mixes can only be synced automatically, so you can't add Genius Mixes to iPod shuffle if you manage your content manually.

If your Genius Mixes don't fill the available space and you select the "Automatically fill free space with songs" option, iTunes selects and syncs additional songs from your iTunes library.

### To set iTunes to sync selected Genius Mixes to iPod shuffle:

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the Music tab.
- 2 Select "Sync music," and then choose "Selected playlists, artists, genres, and albums."
- 3 Under Playlists, select the Genius Mixes you want.
- 4 Click Apply.

If "Sync only checked songs" is selected in the Summary pane, iTunes syncs only items that are checked.

## 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 or selected podcasts, or you can add podcasts to iPod shuffle manually.

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

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the Podcasts tab.
- 2 In the Podcasts pane, select "Sync Podcasts."
- 3 Select the podcasts, episodes, and playlists you want, and set your sync options.
- 4 Click Apply.

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

If "Sync only checked songs" is selected in the Summary pane, iTunes syncs only items that are checked.

## Adding iTunes U Collections to iPod shuffle

iTunes U is a part of the iTunes Store that features free lectures, language lessons, audiobooks, and more, which you can download and sync to iPod shuffle. The settings for adding iTunes U collections to iPod shuffle are unrelated to the settings for adding other content. iTunes U settings don't affect other settings, and vice versa. You can set iTunes to automatically sync all or selected iTunes U collections, or you can add iTunes U content to iPod shuffle manually.

### To set iTunes to sync iTunes U content automatically:

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the iTunes U tab.
- 2 In the iTunes U pane, select "Sync iTunes U."
- 3 Select the collections and items you want, and set your sync options.
- 4 Click Apply.

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

If "Sync only checked songs" is selected in the Summary pane, iTunes syncs only items that are checked.

## Adding Audiobooks to iPod shuffle

You can purchase and download audiobooks from the iTunes Store or audible.com, or import audiobooks from CDs, and listen to them on iPod shuffle.

Use iTunes to add audiobooks to iPod shuffle. If you sync iPod shuffle automatically, each audiobook in your iTunes library is synced as a separate playlist, which you can select using VoiceOver. If you manage your content on iPod shuffle manually, you can add audiobooks one at a time.

### To sync audiobooks to iPod shuffle:

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the Books tab.
- 2 Select Sync Audiobooks, and then do one of the following:
  - Select "All audiobooks."
  - Select "Selected audiobooks," and then specify the books you want.
- 3 Click Apply.

The update begins automatically.

## Managing iPod shuffle Manually

If you manage iPod shuffle manually, 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.

You can add Genius playlists, but not Genius Mixes, to iPod shuffle manually.

Setting iPod shuffle to manually manage music turns off automatic sync options in the Music, Podcasts, and iTunes U panes in iTunes. You can't manually manage some content and automatically sync other content at the same time.

If you set iTunes to manage content manually, you can set it later to sync automatically.

### To manually manage audio content on iPod shuffle:

- 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 In iTunes, click Music or another item in the Library list.
- 2 Drag a song or other item to iPod shuffle in the list of devices.

You can also drag entire playlists to sync them with iPod shuffle, or 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 then press the Delete or Backspace key on your keyboard.

If you manually remove a song or other item from iPod shuffle, it isn't deleted from your iTunes library.

### 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 Music or another item in the Library list, and then drag songs or other items to the playlist.

If you make changes to any of your iTunes playlists, remember to drag the changed playlist to iPod shuffle when it's connected to iTunes.

**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.

**To set iTunes to sync music and other audio content automatically:**

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

The update begins automatically.

## Fitting More Songs on iPod shuffle

If your iTunes library contains songs in higher bit-rate formats, such as iTunes Plus, Apple Lossless, or WAV, you can set iTunes to convert songs to 128 kbps AAC format as they’re synced with iPod shuffle. This doesn’t affect the quality or size of the songs stored in iTunes.

**To convert higher bit-rate songs to AAC format:**

- 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.

**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 to iPod shuffle” on page 31.

Read this chapter to learn about listening to iPod shuffle on the go.



When you disconnect iPod shuffle from your computer, you can clip on iPod shuffle and listen to music, audiobooks, podcasts, and iTunes U content. VoiceOver lets you hear the name of the track (song or chapter in an audiobook or podcast) you're playing, choose a different playlist, or hear battery status.

## Playing Music

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

**WARNING:** Before using iPod shuffle, read all safety instructions, especially the section on hearing damage, in Chapter 7, "Safety and Handling," on page 34.

### 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.

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

To	Do this
Play or pause	Press Play/Pause (▶  ).
Increase or decrease the volume	Press Volume Up (+) or Volume Down (−). You hear a tone if you change the volume while iPod shuffle is paused.
Go to the next track	Press Next/Fast-forward (▶▶).
Go to the previous track	Press Previous/Rewind (◀◀) within 6 seconds of the track starting. After 6 seconds, pressing Previous/Rewind (◀◀) restarts the current track.
Fast-forward	Press and hold Next/Fast-forward (▶▶).
Rewind	Press and hold Previous/Rewind (◀◀).
Hear the track title and artist name	Press the VoiceOver (⌘) button.
Hear the playlist menu	Press and hold the VoiceOver (⌘) button. When you hear the name of the playlist you want, press the VoiceOver (⌘) button or Play/Pause (▶  ) to select it. You can press Next/Fast-forward (▶▶) or Previous/Rewind (◀◀) to cycle quickly through your playlists.
Exit the playlist menu	Press and hold the VoiceOver (⌘) button.

The status light blinks green once in response to most of your actions (playing, rewinding, fast-forwarding, using VoiceOver, changing the volume, and so on). If you pause iPod shuffle, the status light blinks green steadily for 30 seconds. If you reach the upper or lower volume limit, the status light blinks orange three times. The battery status lights are described in “Checking the Battery Status” on page 11.

## 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. When you turn on shuffle, books, podcasts, and Genius Mixes aren’t shuffled; they play in their iTunes order.

### 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.

### 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 VoiceOver

iPod shuffle can help provide more control over your playback options by speaking track titles and artist names, and announcing playlists for you to choose from. VoiceOver also tells you battery status and speaks other messages.

To hear these announcements, enable VoiceOver in iTunes. You can enable VoiceOver when you first set up iPod shuffle, or do it later. VoiceOver is available in selected languages.

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

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

- 1 Connect iPod shuffle to your computer.
- 2 Follow the onscreen instructions in iTunes. The Enable VoiceOver option is selected by default.
- 3 Click Continue.
- 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 tracks, 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 any time:

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

When syncing is finished, VoiceOver is enabled.



### To disable VoiceOver:

- 1 In iTunes, select iPod shuffle in the list of devices, and then click the Summary tab.
- 2 Under Voice Feedback, 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 menu of numbered playlists. You won't hear track titles and artist names.

### Hearing Track Info

VoiceOver can speak the current track title and artist name while you're listening to iPod shuffle.

#### To hear info for the current track:

- Press the VoiceOver (⌘) button during playback.

You hear the current track title and artist name.

You can use VoiceOver to navigate to another title.

#### To navigate using track info:

- If iPod shuffle is playing, press the VoiceOver (⌘) button to hear info for the current track; press Next/Fast-forward (⏭) to skip to the next track and hear its info; press Previous/Rewind (⏮) to move to the previous track and hear its info.
- If iPod shuffle is paused, press the VoiceOver (⌘) button to hear info for the current track; press Next/Fast-forward (⏭) to hear info for the next track; press Previous/Rewind (⏮) to hear info for the previous track. Press the VoiceOver button or Play/Pause (⏯) to play the track.

### Changing Playlists

When VoiceOver is enabled, you can hear the playlist names and choose any playlist you've synced to iPod shuffle. If audiobooks or audio podcasts are synced to iPod shuffle, their titles are also read as part of the playlist menu. If VoiceOver is disabled in iTunes, playlists are identified by numerical order (for example, "Playlist 1, Playlist 2," and so on), rather than by name.

The playlist menu announces items in this order:

- The current playlist (if applicable)
- "All Songs" (playlist of all the songs on iPod shuffle)
- All playlists, including Genius playlists, in alphabetical order
- All Genius Mixes, in alphabetical order
- All podcasts, in alphabetical order
- All iTunes U collections, in alphabetical order
- All audiobooks, in alphabetical order

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

- 1 Press and hold the VoiceOver (⌘) button. You hear the names of your playlists.
- 2 When you hear the name of the playlist you want, press the VoiceOver (⌘) button or Play/Pause (▶) to select it. The first item in your playlist plays.

When you're listening to the playlist menu, you can press Next/Fast-forward (⏭) or Previous/Rewind (⏮) to move forward or backward in the playlist menu.

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

**To exit from the playlist menu:**

- Press and hold the VoiceOver (⌘) button.

## Setting Tracks to Play at the Same Volume

The loudness of songs and other audio may vary depending on how the tracks were recorded or encoded. You can set iTunes to automatically adjust the volume of tracks so they play at the same relative volume, and you can set iPod shuffle to use that iTunes volume setting. Sound Check is on by default in iTunes, but not on iPod shuffle.

**To set iTunes to play tracks at the same volume:**

- 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 setting:**

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

If you set a volume limit for 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 In the Options section, 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 connected it to your computer.

**WARNING:** 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, and then click the Summary tab.
- 3 In the Options section, deselect “Limit maximum volume.”

## Locking and Unlocking the iPod shuffle Buttons

You can lock the buttons on iPod shuffle so that nothing happens if you press them accidentally. This feature requires software version 1.0.1 or later (connect iPod shuffle to iTunes to update the software).

### To lock the iPod shuffle buttons:

- Press and hold Play/Pause (▶||) for three seconds.

The status light blinks orange three times when the buttons become locked. If you press a button when the buttons are locked, the status light blinks orange once.

### To unlock the buttons:

- Press and hold Play/Pause (▶||) again for three seconds.

The status light blinks orange three times when the buttons become unlocked.

If you're wearing earphones, you hear a tone when you lock or unlock the buttons.

## 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 copy to iPod shuffle using the Macintosh Finder or Windows Explorer.

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

- 1 Connect iPod shuffle to your computer.
- 2 In iTunes, select iPod shuffle in the list of devices, and then click the Summary tab.
- 3 In the Options section, select "Enable disk use."

You may need to scroll down to see the disk settings.

- 4 Click Apply.

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.

## Copying Files Between Computers

When you enable disk use on iPod shuffle, you can copy 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 copy files between computers with different operating systems.

### To copy files between computers:

- 1 After enabling disk use on iPod shuffle, connect it to the computer you want to copy 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, or 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, and then click the Summary tab.
- 3 In the Options section, deselect "Open iTunes when this iPod is connected."
- 4 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 33.

### 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 33.

### 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 33.

### 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 27.
- iPod shuffle might be paused. Try pressing Play/Pause (▶||).

#### **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 <http://www.itunes.com/download>.
- 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 on.
- Make sure you have the required computer and software. See “If you want to double-check the system requirements” on page 32.
- Try restarting your computer.
- You might need to restore iPod software. See “Updating and Restoring iPod shuffle Software” on page 33.
- 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 to 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) (8 to 320 kbps)
- Protected AAC (from the iTunes Store)
- Apple Lossless (a high-quality compressed format)
- MP3 (8 to 320 kbps)
- MP3 Variable Bit Rate (VBR)
- Audible (formats 2, 3, 4, Audible Enhanced Audio, AAX, and AAX+)
- WAV
- AA (audible.com spoken word, formats 2, 3, and 4)
- AIFF

A song encoded in Apple Lossless format has near CD-quality sound, but takes up only about half as much space as a song encoded in 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 on iPod shuffle" on page 21.

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, open iTunes and choose Help > iTunes Help.

### **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 v10.5.8 or later, Windows Vista, or Windows XP Home or Professional with Service Pack 3 or later
- Internet access (a broadband connection is recommended)
- iTunes 10 or later (you can download iTunes from [www.itunes.com/download](http://www.itunes.com/download))

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 copy files from one operating system to the other. See Chapter 5, “Storing Files on iPod shuffle,” on page 28.

## 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 update*, the software is updated but your settings, songs, and other data aren’t affected.
- *If you 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.itunes.com/download](http://www.itunes.com/download).
- 2 Connect iPod shuffle to your computer.
- 3 In iTunes, select iPod shuffle in the list of devices, and then 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. Restoring 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.

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

**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.

**iPod shuffle repairs** Never attempt to repair or modify iPod shuffle yourself. 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. iPod shuffle doesn't contain any user-serviceable parts. Disassembling iPod shuffle, including the removal of the back cover, may cause damage that is not covered under warranty. 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/support/ipod/service/battery](http://www.apple.com/support/ipod/service/battery).

**Apple USB Power Adapter** If you use the Apple USB Power Adapter (available 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.

**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 27.

**Headphones safety** Use of earphones (even if used in only one ear) while driving a vehicle or riding a bicycle is not recommended and is illegal in some areas. Check and obey the applicable laws and regulations on the use of earphones and devices such as iPod shuffle in the areas where you drive or ride. 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 "Disposal and Recycling Information" on page 39.

**Compliance Information** For compliance information about your iPod shuffle, see "Regulatory Compliance Information" on page 38.

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	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 then 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 TV 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

### 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。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 기기(가정용 방송통신기기)

이 기기는 가정용(B급)으로 전자파적합등록을 한 기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다.

### Russia



ME67

### European Community

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



## 中国

有毒或 有害物质	零部件		
	电路板	电池	附件
铅 (Pb)	X	O	X
汞 (Hg)	O	O	O
镉 (Cd)	O	O	O
六价铬 (Cr, VI)	O	O	O
多溴联苯 (PBB)	O	O	O
多溴二苯醚 (PBDE)	O	O	O

O: 表示该有毒有害物质在该部件所有均质材料中的含量均在 SJ/T 11363-2006 规定的限量要求以下。

X: 表示该有毒有害物质至少在该部件的某一均质材料中的含量超出 SJ/T 11363-2006 规定的限量要求。

根据中国电子行业标准 SJ/T11364-2006 和相关的中国政府法规，本产品及其某些内部或外部组件上可能带有环保使用期限标识。取决于组件和组件制造商，产品及其组件上的使用期限标识可能有所不同。组件上的使用期限标识优先于产品上任何与之相冲突的或不同的环保使用期限标识。



## Disposal and Recycling Information

Your iPod must be disposed of properly according to local laws and regulations. Because this product contains a battery, the product must be disposed of separately from household waste. When your iPod 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/recycling](http://www.apple.com/recycling)

## Battery Replacement and Disposal Information

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)

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.

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

## Taiwan:



廢電池請回收

**Türkiye:** EEE yönetmeliğine (Elektrikli ve Elektronik Eşyalarda Bazı Zararlı Maddelerin Kullanımının Sınırlandırılmasına Dair Yönetmelik) uygundur.

## 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.

## Union Européenne — informations sur l'élimination

Le symbole ci-dessus signifie que vous devez vous débarrasser de votre produit sans le mélanger avec les ordures ménagères, selon les normes et la législation de votre pays. Lorsque ce produit n'est plus utilisable, portez-le dans un centre de traitement des déchets agréé par les autorités locales. Certains centres acceptent les produits gratuitement. Le traitement et le recyclage séparé de votre produit lors de son élimination aideront à préserver les ressources naturelles et à protéger l'environnement et la santé des êtres humains.

## Europäische Union — Informationen zur Entsorgung

Das Symbol oben bedeutet, dass dieses Produkt entsprechend den geltenden gesetzlichen Vorschriften und getrennt vom Hausmüll entsorgt werden muss. Geben Sie dieses Produkt zur Entsorgung bei einer offiziellen Sammelstelle ab. Bei einigen Sammelstellen können Produkte zur Entsorgung unentgeltlich abgegeben werden. Durch das separate Sammeln und Recycling werden die natürlichen Ressourcen geschont und es ist sichergestellt, dass beim Recycling des Produkts alle Bestimmungen zum Schutz von Gesundheit und Umwelt beachtet werden.

## Unione Europea — informazioni per l'eliminazione

Questo simbolo significa che, in base alle leggi e alle norme locali, il prodotto dovrebbe essere eliminato separatamente dai rifiuti casalinghi. Quando il prodotto diventa inutilizzabile, portarlo nel punto di raccolta stabilito dalle autorità locali. Alcuni punti di raccolta accettano i prodotti gratuitamente. La raccolta separata e il riciclaggio del prodotto al momento dell'eliminazione aiutano a conservare le risorse naturali e assicurano che venga riciclato in maniera tale da salvaguardare la salute umana e l'ambiente.

**Europeiska unionen—uttjänta produkter** Symbolen ovan betyder att produkten enligt lokala lagar och bestämmelser inte får kastas tillsammans med hushållsavfallet. När produkten har tjänat ut måste den tas till en återvinningsstation som utsetts av lokala myndigheter. Vissa återvinningsstationer tar kostnadsfritt hand om uttjänta produkter. Genom att låta den uttjänta produkten tas om hand för återvinning hjälper du till att spara naturresurser och skydda hälsa och miljö.

**Brazil—Disposal information**



**Brasil: Informações sobre descarte e reciclagem**

O símbolo indica que este produto e/ou sua bateria não devem ser descartadas no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite [www.apple.com/br/environment](http://www.apple.com/br/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)

© 2010 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.

019-1974/2010-11



# Index

## A

- AAC, converting songs to 21
- announcements
  - battery status 11
  - track titles and artist names 25
  - VoiceOver order 25
- Apple Earphones 6
- Apple USB Power Adapter 11, 35
- artist names, announcing 25
- audio file formats 31
- audiobooks
  - hearing name 25
  - manually managing 20
  - syncing 19

## B

- battery
  - and sleep mode 10
  - charge status 10
  - charging 10, 30
  - checking status in iTunes 10
  - disposal information 39
  - preserving charge 22
  - rechargeable 11
  - replacement information 34
  - status lights 11
- bit-rate formats 21
- buttons, locking or unlocking 7, 27

## C

- charging the battery
  - about 10, 30
  - using the Apple USB Power Adapter 11
  - using your computer 10
- choosing playlists 25
- compressing songs 21
- computer
  - charging the iPod shuffle battery 10
  - connecting iPod shuffle 8, 31
  - problems connecting iPod shuffle 31
  - requirements 32
- connecting iPod shuffle
  - about 8

- charging the battery 10
- controls
  - locking or unlocking 27
  - status light response 23
  - using 6
- converting songs to AAC format 21
- converting unprotected WMA files 32

## D

- data files, storing on iPod shuffle 29
- deleting songs 20
- disconnecting iPod shuffle
  - about 8
  - eject first 9
  - instructions 9
  - while syncing 9
- disk, using iPod shuffle as 28
- disposal and recycling information 39
- downloading podcasts 13

## E

- earphone remote 22
- Eject button in iTunes 9
- ejecting iPod shuffle before disconnecting 9
- enabling VoiceOver 24
- exiting VoiceOver 26
- external disk, using iPod shuffle as 28

## F

- fast-forwarding 7
- filling free space on iPod shuffle 17
- fitting more songs onto iPod shuffle 21
- formats, audio file 21, 31
- free space, filling automatically 17

## G

- Genius Mixes
  - about 14
  - syncing to iPod 18
- Genius playlists 15
- getting help 37

## H

- hearing damage, avoiding 35
- help, getting 37
- higher bit-rate songs 21
- high-power USB port 8, 10, 31, 32

## I

- iTunes U 13, 19
- iTunes
  - ejecting iPod shuffle 9
  - getting help 37
  - setting to not open automatically 29
  - version required 32

## L

- locking iPod shuffle buttons 7, 27

## M

- Mac OS X version 32
- manually managing iPod shuffle 20
- maximum volume limit, setting 27
- music
  - iPod shuffle not playing 30
  - tutorial 37
  - See also* songs; syncing music

## N

- navigating by song title 25
- next track 7

## O

- operating system requirements 32

## P

- playing or pausing a song 7
- playing songs in order 7, 23
- playlists
  - choosing 25, 26
  - exiting VoiceOver 26
  - hearing menu 25
  - order of announcements 25
  - restarting 26
- podcasts
  - downloading 13
  - hearing name 25
  - manually managing 20
  - syncing 18
  - video 13
- ports
  - earphone 6
  - high-power USB 8, 10, 31, 32
  - troubleshooting iPod shuffle connection 31
- power adapter, USB 11
- preventing iTunes from opening automatically 29
- previous track 7

problems. *See* troubleshooting

## R

- random play 7
- rechargeable battery 10, 11, 34
- registering iPod shuffle 37
- relative volume, playing songs at 26
- removing songs 20
- requirements
  - computer 32
  - iTunes version 32
  - operating system version 32
- resetting iPod shuffle 7, 30
- reshuffling songs 23
- restarting a playlist 26
- restarting current track 23
- restoring iPod software 33
- rewinding 7

## S

- Safely Remove Hardware icon 9
- safety considerations 34
- serial number, locating 7, 37
- service and support 37
- setting play order of songs 7
- settings
  - manually managing iPod shuffle 20
  - playing songs at relative volume 26
  - shuffle songs 23
  - speech options 24
  - volume limit 27
- shuffling songs 7, 23
- skipping to next or previous track 7
- sleep mode and charging the battery 10
- software, updating and restoring 33
- songs
  - announcing track info 25
  - deleting 20
  - fast-forwarding 7
  - navigating by track info 25
  - next or previous 7
  - playing and pausing 7
  - playing in order 7
  - relative volume 26
  - removing 20
  - reshuffling 23
  - rewinding 7
  - shuffling 7, 23
  - syncing manually 20
- Sound Check, enabling 26
- speech options 24
- spoken track info 25
- status light
  - battery 10, 11
  - location 6
  - response to controls 23

- storing data files on iPod shuffle 29
- supported audio file formats 31
- supported operating systems 32
- switch, three-way 6
- syncing music
  - disconnecting iPod shuffle 9
  - manually 20
  - overview 16
  - tutorial 37
- system requirements 32

- troubleshooting 33
- WMA files, converting 32

## T

- three-way switch 6
- tracks. *See* songs
- troubleshooting
  - connecting iPod shuffle to 31
  - connecting to USB port 31
  - cross-platform use 33
  - iPod shuffle not playing music 30
  - iPod shuffle not responding 30
  - locking iPod shuffle buttons 7
  - resetting iPod shuffle 7, 30
  - safety considerations 34
  - updating and restoring software 33
- turning iPod shuffle on or off 7
- tutorial 37

## U

- unlocking iPod shuffle buttons 27
- unresponsive iPod shuffle 30
- unsupported audio file formats 32
- updating and restoring software 33
- USB 2.0 port 30, 31
- USB Power Adapter 11, 35

## V

- video podcasts, not supported 13
- VoiceOver
  - battery status 11
  - button 7, 25, 26
  - disabling 25
  - enabling 24
  - exiting 26
  - playlist order 25
  - song announcements 25
  - using 24
- volume
  - changing 7
  - enabling Sound Check 26
  - setting limit 27

## W

- warranty service 37
- Windows
  - supported versions 32