

Digta 7

>> User Guide

English



turn voice into  action

GRUNDIG
Business Systems

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1. Introduction

Your Digta is a digital handheld dictation machine. When used with the dedicated software, it can be used as a single user station dictation system. It can also be integrated into a network (local network with several authors and transcribers).

Please read the entire operating instruction before usage. Grundig Business Systems cannot accept any liability for damages resulting from non-observance of the operating instruction. Please keep the user manual for future references.

For safety reasons, follow all safety precautions to ensure a safe handling with the device!

Warning! Never open the dictation machine. This voids the warranty. You may open only the cover for the battery compartment.



The CE mark confirms that the device corresponds to the relevant guidelines of the European Union..

1.1 Scope of supply

- Dictation machine Digta 7
- Pouch
- USB-cabel

These operating instructions describe how to use the device with accessories as well as how to operate the device using only the

standard scope of delivery. Accessories that are not included in the scope of delivery are marked with “**”.

1.2 Registration in customer center

Please register your Digta 7 on

<http://www.grundig-gbs.com/en/customer-center>.

Make use of the customer center to administer your dictation technology, firmware-updates etc..

1.3 Accessories

For the latest accessories like Digta Card, Digta Station 447, rechargeable battery pack 962, power supply, foot control and earphone, please visit the Grundig Website on the internet at

www.grundig-gbs.com.

The performance characteristics described by Grundig Business Systems are only valid when using original accessories released by Grundig Business Systems. Grundig Business Systems cannot accept liability for lacks caused through the utilization of accessories which are not Grundig Business Systems genuine accessories. This also applies to accessories which are neither released nor recommended by Grundig Business Systems.

1.4 Explanation of signalwords and symbols in this Operating Instruction

Important notes for your safety are highlighted. Please pay particular attention to these notes in order to avoid accidents and damages to the device:

Warnings

Warnings are indicated by symbols. In addition they are introduced with signal words that express the scope of the hazard.

- All instructions must strictly complied with!
- When working always act cautiously to prevent accidents, personal injury, or property damage!



DANGER

Indicates a hazardous situation which, if not avoided, will result in death or serious injury.



WARNING

Indicates a hazardous situation which, if not avoided, could result in death or serious injury.



CAUTION

Used with the safety alert symbol indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.

NOTICE

Used to address practices not related to personal injury. It indicates specific actions which prevent from damage to the device and from loss of dictations.



Indicates useful tips and recommendations as well as information for efficient and trouble-free operation.

1.5 Safety information

Purpose of use

Please use your Digta only for such purposes as described in this Quick Reference Guide or in the comprehensive manual. The device may only be used for its intended purpose. Any other kind of utilization is forbidden.

- Keep the dictation machine and the accessories out of the reach of children.
- Protect the dictation machine from spray water or rain.
- Do not place the dictation machine directly next to a heater or place it away from direct heat or bright sunlight.
- Do not modify the device.

1.6 Special hazards

Electrical Voltage



DANGER

Danger of life due to electric shock!

The power supply* operates with 230 V alternating current. Improper utilization may result in injury due to electric shock. Follow all safety precautions as follows to avoid accidents:

- Never touch the connector plug of the power supply with wet hands.
- Do not insert metal objects or like into the power supply.
- Never open the power supply or modify the plug or cable.
- Do not use the power supply if the housing or connection cable is damaged or the power supply does not function properly.
- Always unplug the power cable from the wall jack by pulling the connector plug but never use the power cable for plugging off because the cable could tear apart.
- Do not bend, clamp or drive over the power cable, and keep it away from heat.
- Data indicated on the tool identification plate must match the technical data of the mains supply otherwise this may destroy your device.
- If the power supply is dropped, have it checked by an authorized dealer to ensure that it functions correctly and safely.

Disregarding these precautions means risking a fatal electric shock.



WARNING

Danger of fire, explosion and overheating!

- Use the power supply only with the line voltage specified on the rating label.
- Use the power supply only with its original connection cable or adapter (European, UK and USA version). Never use other connection cables or adapters with different plugs.
- Do not place heavy objects on the power supply or connection cable, and do not cover the power supply.
- Use the power supply only in a dry indoor environment. Protect the power supply from moisture in the form of water and high humidity.
- Do not bend the connection cable of the power supply.
- Do not operate or store the power supply near heaters or direct sunlight. Ensure adequate ventilation. The permitted temperature range is:
-4°F (-20°C) to 158°F (70°C) for storage
5°F (-15 °C) to 95°F (35°C) for operation
- Grundig Business Systems power supplies are only to be used with Grundig Business Systems office equipment.
- Pull the power supply out of the socket to separate the device from the power grid.
- Unplug the power supply before cleaning it.

Disregarding these precautions means risking fire, explosion or overheating.

Rechargeable batteries



WARNING

Danger of explosion and burns!

The device operates with batteries and rechargeable batteries*. Follow all safety precautions as follows to avoid accidents:

- Do not throw batteries or rechargeable batteries into fire. Do not try to short-circuit the electric contacts, this may lead to explosion.
- Batteries or rechargeable batteries should not be kept unpacked in a bag and should not be opened or modified. Caution - there is the risk of burns through leakage.
- Rechargeable batteries should only be charged in the dictation machine. The attempt to charge a rechargeable battery beyond its electrical capacity may lead to explosion.

Disregarding these precautions means risking explosions and burns.

NOTICE

Signal interference!

- Do not make recordings near mobile telephones. In case of interferences (such as hissing), increase the distance.

Disregarding these instruction lead to disruption of the recording by interferences.

Traffic



WARNING

Danger of accidents!

- Do not use the device while operating vehicles (such as cars, bicycles, motorcycles, ATVs, etc.).

Disregarding these precautions can lead to traffic accidents.

Particular groups of persons



CAUTION

Risk of injury!

- Do not leave the device unattended and use it with extreme caution if children or persons who cannot assess the danger are nearby.
- Keep the device away from persons (including children) who are unable to use it safely due to their physical, sensory or mental limitations, lack of experience or lack of knowledge.

Disregarding these precautions means risking injury.

Obstacle

**CAUTION****Stumbling hazard!**

- Ensure that the power supply is always in a safe position and that neither the power supply nor any cables connected to the device or to the docking station* constitute obstacles.

Disregarding these precautions may lead to a stumbling hazard.

Electronic components

NOTICE**Risk of damage and void warranty!**

- Protect the device from moisture (such as rain or water spray).
- Do not place the device near a heater nor in direct sunlight. The permitted temperature range is:
-4°F (-20°C) to 158°F (70°C) for storage
5°F (-15 °C) to 95°F (35°C) for operation
- Do not open the device under any circumstances.
- Do not modify the device.

Disregarding these instructions can cause the device to be damaged and the warranty to become void.

Cleaning

NOTICE**Risk of damage!**

- Unplug the power supply before cleaning it.
- Clean the device only on the outside with a dry, soft cloth. Do not use any chemical cleaning agents such as alcohol, thinner, gasoline or the like.

Disregarding these instructions can cause the device to be damaged.

Disposal

Electronic waste is not allowed to be disposed of with the domestic waste. Electronic waste has to be returned to collecting points at public recycling authorities set up for this purpose.

Consumers are obliged by law to return batteries or rechargeable batteries at the end of their service lives to the public collecting points at public waste disposal authorities or point of sale set up for this purpose.

Defects

**WARNING****Risk of injury due to a defect device!**

Do not try to repair a defect device. The device may only be repaired by a specialised dealer.

A list of the specialised dealers is available on our website:
www.grundig-gbs.com

2. Comment Controls/Keys and Connections

Illustration 1: Device front



Illustration 2: Connections top/bottom

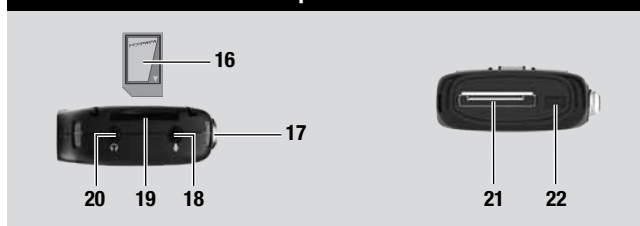


Illustration 3: Slide switch options

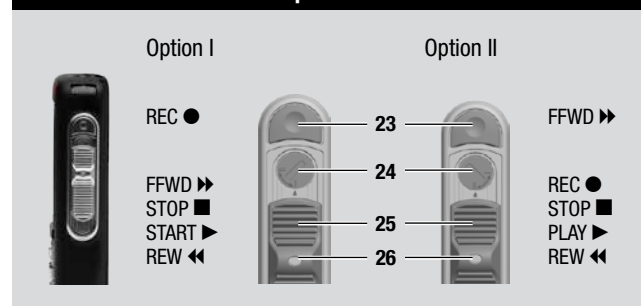
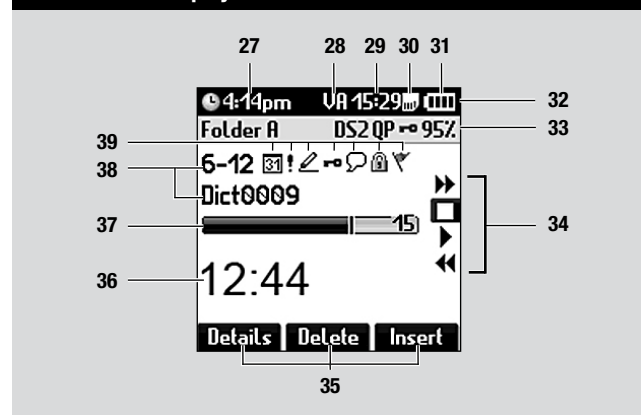






Illustration 4: Display main screen



No	Description	Meaning
1	Microphone hole	internal microphone
2	Thumb button / record button	Option I: Recording/stop of dictation Option II: Fast forward • Only for devices with speech recognition*: Engage the button: Activates speech recognition for input of numbers and letters Disengage the button: Deselection of speech recognition
3	Slide switch	Switch-setting functions are configurable by means of the adjustment screw and in the menu (see illustration 3)
4	Display buttons	Labeling in the display
5	Up-down buttons	Navigation
6	On/Off button	Digital On- and Off switching
7	Battery compartment	For rechargeable 962- or AAA-batteries
8	Unlocking button	Unlocking button for the battery compartment
9	Menu button	Digital menu access
10	OK button	Key button
11	New button	Create a new dictation
12	Left-right buttons	Navigation
13	Display	Operational status indicator and indicator of the adjustable menu functions (for details see illustration 4)
14	Lower function button	• Press button briefly: Help for the current On-/Off-setting of functions • Long pressing: Keylock On/Off switch

No	Description	Meaning
15	Upper function button	• Press button briefly: Display illumination On-/Off • Press button long: EOL* (if activated)
16	Memory card*	Memory medium for recorded dictations
17	Recording LED	Multicolored LED lights up during recording, blinks regularly during recording pause • red = overwrite • orange = insert • green = play-back in USB-audio mode • yellow = USB-connection/data transmission
18	Microphone socket	Connection for external extra microphone
19	Card slot	For memory card
20	Earphone jack	Connection for earphone or headphone
21	Contact strip	Docking station connection
22	USB-connection	Interface for PC and Grundig power supply
23	Thumb button	Function depends on the option
24	Adjustment screw	Option setting for slide switch and thumb grasp button
25	Slide switch	Slide switch function depends on the option
26	Touch Pin	Tangible slide switch setting
27	Clock	Time in hours and minutes
28	Voice Activation	Speech activation On/Off
29	Remaining memory time	Display of free memory space in minutes and seconds

No	Description	Meaning
30	Card indicator	Memory card is inserted in the device, the data is saved on the external memory card.
31	Battery/rechargeable battery*	Charge level of battery; blinks when the batteries are low
32	Status bar	Device settings (see No 27-32)
33	Advanced status bar	<ul style="list-style-type: none"> • Folder name • File format/recording quality of the next recording • Encryption • Load: charge level in % • Discharge: display of remaining battery charge in hours and minutes
34	Slide switch functions	Switch-setting functions are configurable by means of the adjustment screw and in the menu <div> <div>● Recording</div> <div>◀◀ Rewind</div> <div>▶▶ Fast forward</div> <div>■ Stop / ▶ Play-back</div> <div>⏮ End of play-back</div> <div> Record pause</div> <div>⏪ End rewinding</div> <div>⏩ End forwarding</div> </div>
35	Display button labeling	Function of display buttons in the current operational status mode
36	Dictation time	<ul style="list-style-type: none"> • After dictation selection: length of dictation • During recording and play-back: dictation time at the current recording-/play-back position

No	Description	Meaning
37	Progress bar	Shows the current dictation position and marks <div> <div> Insert</div> <div> Info*</div> <div> Overwrite</div> <div> Index*</div> </div>
38	Dictation field	Dictation data (dictation name, position number, dictation ID/bar code)
39	Dictation information	Marks further information of each dictation: Deadline, priority, postponed, encryption, speech recognition, dictation lock, status message

3. Initial Setup



WARNING

Danger of explosion and burns!

The device operates with batteries and rechargeable batteries*. Follow all safety precautions as follows to avoid accidents:

- Do not throw batteries or rechargeable batteries into fire. Do not try to short-circuit the electric contacts, this may lead to explosion.
- Batteries or rechargeable batteries should not be kept unpacked in a bag and should not be opened or modified. Caution - there is the risk of burns through leakage.
- Rechargeable batteries should only be charged in the dictation machine. The attempt to charge a rechargeable battery beyond its electrical capacity may lead to explosion.

3.1 Battery operation

With fully charged alkaline batteries, you can work with the dictation machine for approx. 25 hours. To operate the device, you need 2 x 1.5 V AAA batteries, for instance LR 03/AM-4.

Inserting batteries

- ➔ Press the unlocking button of the battery compartment and lift it up to open it.

- ➔ Open the battery compartment.

Battery compartment



Battery compartment with batteries

- ➔ Make sure that the polarity is correct and insert the batteries.
- ➔ Close the battery compartment.

3.2 Operating using rechargeable batteries

Instructions for rechargeable battery pack 962

New rechargeable batteries do not reach their full capacity until after several chargings. Therefore, the battery life with a new rechargeable battery may occasionally be less than 3 hours.

With a full rechargeable battery, you can work with the dictation machine for up to 25 hours (DSS standard play) (test criteria according to Grundig Business Systems).






Battery compartment





Battery compartment with rechargeable battery pack 962

To ensure optimal operation with the rechargeable battery*, you should always switch off the dictation machine following dictation and insert it into the Digta Station* so that it can be recharged.

The charge level is shown on the display screen of the dictation machine:

- »  « Battery full
- »  « Battery approx. 75%
- »  « Battery approx. 50%
- »  « Battery approx. 25%
- »  « Battery nearly empty

If the rechargeable battery is nearly empty, a short warning signal will sound and the battery symbol »  « will flash on the display. No warning signal will sound during recording. You can still record and play-back for several more minutes until the dictation machine switches off automatically.

We recommend charging the dictation machine or connecting it to a power supply once the warning signal sounds and the battery symbol »  « begins to flash.

You can display details about the battery/rechargeable battery* under the battery symbol in the extended status line.

- Charge (dictation machine switched on): charge level in %
- Charge remaining (dictation machine switched on and not connected to the USB or power supply): remaining battery charge in hours and minutes

The operating system of the dictation machine is “shut down” when switched off (as with a PC). This requires that an adequate amount of power remains.

NOTICE

Data loss

If you switch on the device after an automatic shut down without first charging the battery or connecting it to the power supply, your saved dictations could be permanently lost.

Inserting rechargeable batteries

- ➔ Press the unlocking button of the battery compartment and lift the cover upward.
- ➔ Open the battery compartment.

- ➔ Observe the correct polarity and insert the rechargeable battery*.
- ➔ Close the battery compartment.

Charging the rechargeable battery



WARNING

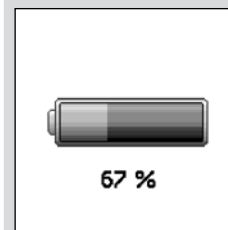
Danger of explosion and burns!

- Rechargeable batteries should only be charged in the dictation machine.
- Do not use damaged batteries.
- Insert the plug of the power supply only into power sockets which provide the line voltage specified on the rating label. Otherwise there is a danger of fire, explosion and overheating.


Disregarding these precautions means risking fire, explosion or burns.

- ➔ Switch your Digta off.
- ➔ Plug the power supply* plug to the wall outlet.
- ➔ Connect the other end of the mains supply cable - the USB plug - with the "USB-connection" of your dictation machine.
Shortly afterwards, the animated load indicator appears on the display. The current loading level is shown in percentage.

Load indicator



Rechargeable battery charged 67%

The rechargeable battery is fully charged after approx. 4 hours.
"  " appears in the display.

- ➔ Disconnect the power supply* from the socket and the USB plug of the power supply cable from the "USB-connection" of your device.

3.3 Operation with USB power supply


You can operate your dictation machine while it is connected to your PC using a USB cable (included with delivery).

The dictation machine is then supplied with power from the PC. You can then use the Digta for recording and play-back as you would when operating using a battery or a rechargeable battery. Switch from USB mode to dictation mode.

- ➔ Press „**MENU**“.
- ➔ Use the up-down buttons to navigate to the „**Dictation mode**“ menu item and confirm by pressing „**OK**“.

If the dictation machine is switched on and a power supply is connected to the USB socket, the dictation machine is supplied with power by the power supply.

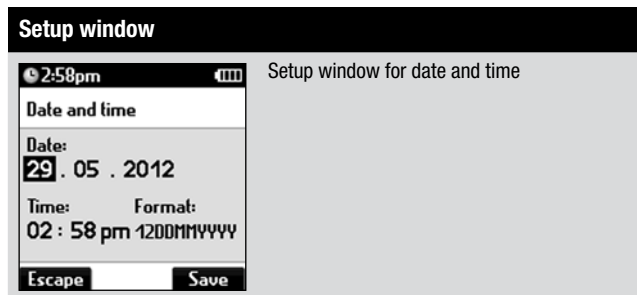
In both cases, the batteries are not drained and rechargeable batteries are charged.

When operating using a power supply, the  symbol appears on the display.

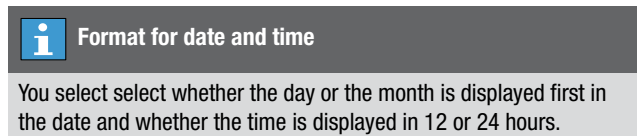
3.4 Switching the device on/off

Switching on for the first time

- ➔ Press „**MENU**“ until the first display appears.
A list of the possible user languages opens. You must select a language when switching the device on for the first time.
- ➔ Select the desired language for the list of possible languages using the up-down buttons.
- ➔ Confirm your selection using „**OK**“ and „**Save**“.
The setup window for the date and time appears. You must enter the date and time when switching on the device for the first time.

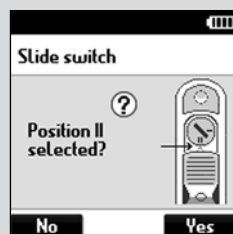


- ➔ Enter the day, month, year, hour and minutes using the up-down buttons and confirm each using „**OK**“.
- ➔ Select the format for the date and time using the up-down buttons.



- ➔ Complete the entry using „**Save**“.
The date and time settings are saved.
A prompt requesting confirmation that the adjustment screw has been properly positioned will appear.

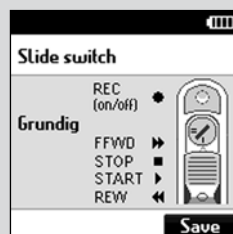
Slide switch position



- ➔ If the position of the adjustment screw on the slide switch is correct, confirm by pressing the **“Yes”** button.
- ➔ If the adjustment screw is not in the position indicated on the display, press the **“No”** button and confirm your answer in the next step by pressing **“Yes”**.

The current setting of the slide switch with the slide switch functions will now be displayed.

Slide switch functions



- ➔ Confirm the setting by pressing the **“Save”** button.

The Digta returns to the main screen and opens an example dictation. You can begin play-back or record a new dictation.

Slide switch configuration

In contrast to cassette dictation machines, there are no motor noises or tape hiss to distinguish between the “recording” and “paused” states on digital dictation machines. With previous digital dictation machines, it was necessary to look at the recording LED.

The Digta offers a “sense slider” switch with a “touch pin”. A gentle but clearly noticeable click makes it easy to select among the four positions of the slide switch. In the stop position, the touch pin protrudes. During operation, you can feel with your thumb whether the device is recording or paused.

There are two different options when using the Digta slide switch. The personally selected option can be set by means of the supplied slider key and device settings.



- (I) Option I with top button as “Recording”



- (II) Option II with top button as “Fast forward”



Slide switch operation options

In the operation instruction, the different options for slide switch operations are highlighted by means of the numbering. Please follow only those steps which are marked for the option you have selected.

In order to change the configuration of the slide switch to make it similar to the hand-held dictation machines from Philips or Olympus, the settings can be changed in the menu at any time.

- ➔ Press „**MENU**“.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Slide switch**” subitem using the up-down buttons.
- ➔ Confirm your selection using “**OK**”.

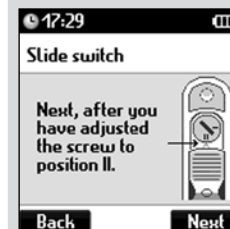
The current settings appear on the display.

Settings for the slide switch

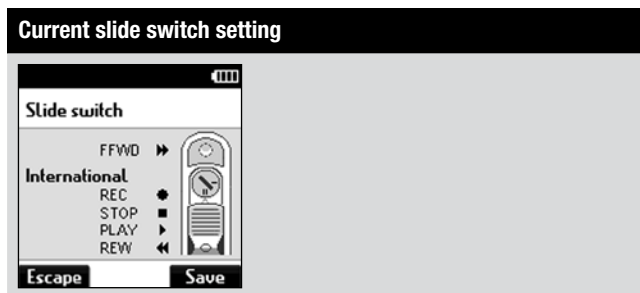


- ➔ Press the “**Escape**” button if you want to keep the current settings. The setting will remain unchanged.
- ➔ To change the current setting, navigate with the up-down buttons to the desired slide switch setting and confirm with the “**OK**” button. Instructions for setting the adjustment screw appear on the display.

Change position



- ➔ If necessary, turn the adjustment screw of the Digta with the slider key as indicated on the display.
- ➔ When the correct position is reached, confirm with the “**Next**” button. The current setting of the slide switch with the corresponding slide switch functions are displayed.



- ➔ Confirm the setting with the **“Save”** button.
The setting is saved and the corresponding functions for the different slide switch positions are activated.
- ➔ If you do not wish to proceed with the reconfiguration of the slide switch, press **“Escape”**.

3.5 Switching the device on/off

Switching on

- ➔ Press the **“MENU”** button until the initial display view appears on the display.
After a few seconds, the Digta changes to the main screen and is ready for operation.

- ➔ When a request for a PIN appears, please input the digits by means of the up-down buttons and confirm each individual digit with the **“OK”** button.
- ➔ Please select your name when an authors list appears by means of the up-down buttons and confirm it with the **“OK”** button.
- ➔ When a profile list appears, please select the required profile by using the up-down buttons and confirm it by pressing the **“OK”** button.

Switching off

- ➔ Press the **“MENU”** button until the device switches off.

3.6 Profiles

The Digta allows you to switch between a number of predefined user profiles (max. 10). For each profile, you can save device settings, add or remove items from the display and turn entire functions on or off. Your system administrator can create and manage these profiles.



Profiles

The profiles can be created using the configuration software and transferred to the dictation machine.



Default settings of profiles

The Easy Mode and the Menu Mode are available in form of predefined default profiles. However, the system administrator can change these profiles by means of the configuration software and transferred them to the device.

Easy Mode

All functions needed for dictating, play-back, deleting or inserting of dictations are available in the Easy Mode. In the Easy Mode, the menu functions are in an off-state.

The display is organized more clearly in the Easy Mode. The risk that operating errors are made is diminished because only the most important functions can be activated.

Easy Mode



Display im Easy Mode

In the menu of Easy mode, you can view important information about your Digta under “Device info”, e.g. serial number, version of the device software (firmware) or the current status of the memory capacity. To allow you to use the majority of the settings in the menu, switch to Menu mode under “Profiles”.

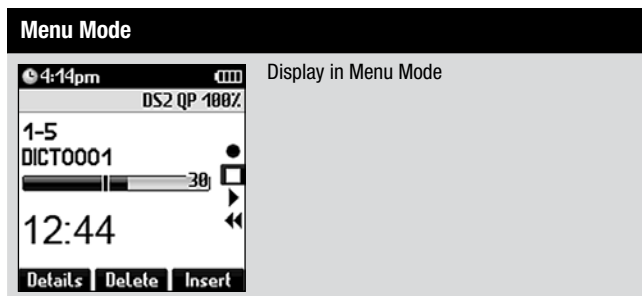
Limited menu functions



Main menu in Easy mode

Menu Mode

The full range of functions are available in the Menu Mode. You can adjust your Digta to your personal requirements by means of the menu functions. This includes adding/removing information from the display, adjusting the microphone sensitivity and activating workflow functions.



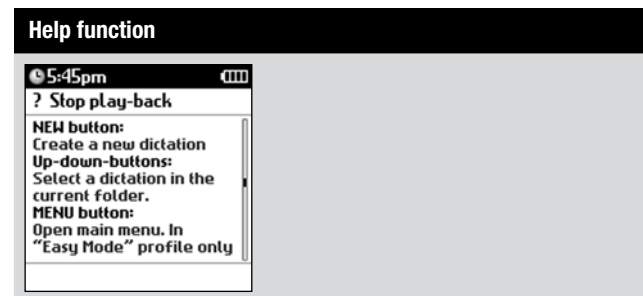
Change of profile

- ➔ Press „**MENU**“.
- ➔ Use the up-down buttons to navigate to the “**Profile**” menu item and confirm by pressing “**OK**”.
A list of possible profiles appears on the display.
- ➔ Please select the required profile by using the up-down buttons and confirm it by pressing the “**OK**” button.
- ➔ Press the “**Escape**” button if you do not want to adopt the changes made.
After a few seconds, the Digta changes to the main screen and is ready for operation.

3.7 Help function

The Digta offers a help function. Brief help texts shall support you by using your dictation machine correctly. Additional information is put at disposal when special operating situations occur, for example, during the recording of dictations or in the menu.

- ➔ Please press briefly the lower function button until the brief help texts are displayed.



- ➔ You can scroll through longer quick help texts using the up-down buttons.
- ➔ Press the lower function button again or the “**OK**” button in order to close the help texts.
You will be resettled to the initial situation/screen.

3.8 Navigation

Button functions

You can navigate through the Digta using the three display buttons, the up-down buttons and “**NEW**”, “**OK**”, and “**MENU**”.

The functions of the display buttons change according to the mode of operation.

NEW button

- Create a new dictation



Modified button configuration

Your Digta's buttons can be freely modified*. For instance, for left-handed use, a different button, such as a one of the side function buttons, could be given the function of the “NEW” button.

More information about free modification of the buttons can be found in the chapter “Possible configurations with the PC software ‘Digta Configurator’/Free configuration of buttons”.

OK button

- Confirm part of an entry (e.g. accept a character in the editing bar in text editor, confirm a digit of the PIN, confirm an entry field when entering date and time)
- Open subitem of a selected menu item

- Add check/bullet to activate a feature
- After you have pressed the OK button, the “Escape” and “Save” buttons will pop up, if the check mark or the point is set at another feature as before. You can now decide whether you want to confirm (Save) or to cancel the modification (Escape).
- Remove check/bullet to deactivate a property

MENU button

- Turn device on/off by pressing and holding
- Open device settings menu
- Close device settings menu

Up-down buttons

- Navigate up and down in the menu
- Increase or decrease when entering a number
- Increase and decrease the speed or volume during play-back

Display buttons in menu

Left display button:

- Escape: go up one menu level without accepting changes
- Back: up one menu level

Middle display button:

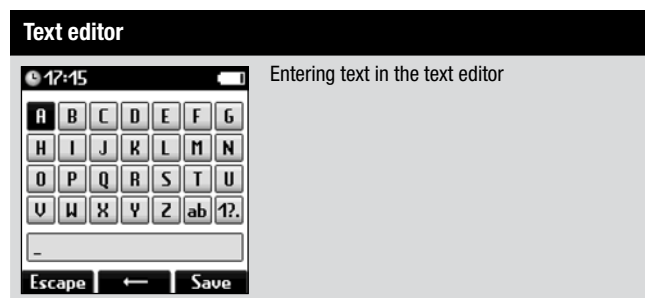
- : delete last character in an entry line

Right display button:

- Save: Save all changes and jump up one menu level

Text editor

The Digta offers you a text editor for entering characters and digits when using certain functions, for instance changing file names. It contains three types of entry: capital letters, lowercase letters and numbers/symbols. Entry starts out with capital letters by default.



You can navigate in the Digta's text editor using **"NEW"**, **"MENU"** and the up-down buttons.

You can jump between lines using the up-down buttons. The **"NEW"** and **"MENU"** buttons serve as left-right buttons to move between characters in a line.

You can change between the three types of entry by selecting among the symbols **"AB"**, **"ab"** and **"1?"** and pressing **"OK"**.

- ➔ Select among the symbols using **"NEW"**, **"MENU"** and the up-down buttons. Confirm your selection using **"OK"**.
- ➔ If you have made a mistake in the entry, press **"←"**.

The entry is deleted one character at a time and can then be reentered.

- ➔ Finish retyping the entry and confirm using **"Save"**.
- ➔ If you wish to cancel the entry, press **"Escape"**.



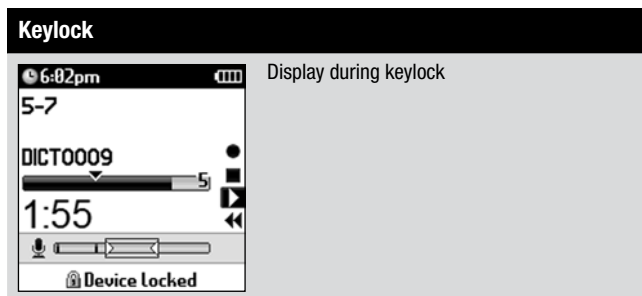
Limited character (reference) selection

For quicker selection of characters, the set of possible characters can be limited by the system administrator, for example if only digits (patient number) are permissible.

Keylock

The key lock helps to avoid that the active recording or play-back process can be switched off by mistake.

- ➔ Please press the lower function button until a locking symbol and **»Device locked«** are indicated on the display.



Except when recording and playing back, you can switch off the device normally even when the buttons are locked.

When your Digta is switched off, the button lock feature prevents the device from inadvertently being switched on, e.g. in your briefcase. When the device is switched on, the message **“Device locked”** is displayed. You can remove this lock by pressing the lower function button until the main screen is fully visible. The buttons are now unlocked. If you do not deactivate this function, the device switches off automatically.

3.9 Memory options

Internal/External memory

Dictations are stored on the internal memory of the Digta as long as no external, removable memory card (Digta Card*) is inserted. As soon as a Digta Card is inserted, all dictations will be stored on this memory card.

Copying between the internal memory and the external memory card is impossible.

Display “memory card active”



The icon “memory card active” pops up on the display.

Directories and files with administrative data are saved in both the internal and the external memory. Therefore, not all of the memory capacity is available for recording dictations.

If a memory card is used, access to the internal memory is blocked.

Instructions for memory card

You can use memory cards (not included with delivery) in place of the internal memory. We recommend the Digta Card from Grundig Business Systems’ line of accessories. Not all SecureDigital Cards (SD) can be used.

If a full memory card (for instance with over 300 dictations) is inserted into a dictation machine with factory settings (or with a reset dictation counter), it can take up to 20 seconds before a new dictation is created.

This time is required because the dictation machine searches for the first free dictation number beginning at “1”. This time is also dependent on the manufacturer of the memory card and can thus vary.



Condition of the memory card

Ensure that the electrical contacts on the bottom of the memory card are not exposed to any strong mechanical pressure.

Although the cards are not sensitive to dirt and moisture, they may only be inserted into the dictation machine if they are clean and dry.

Inserting memory card



Correct insertion

Do not apply excessive force when inserting the memory card. Only gentle pressure is required.

- ➔ Insert the slanted side of the memory card into the card slot.
A symbol on the top of the reverse side of the device shows the correct position of the slanted corner.
- Data regarding the memory capacity of the inserted memory card will appear on the display shortly.

Memory capacity

2:26pm	
External memory	
Capacity	1,8 GB
free	155 h 54 min
used	8 h 12 min
Back	

Display of memory capacity

Removing memory card

- ➔ Press gently on the memory card until the snap-lock mechanism releases the card.

NOTICE

Data loss

Never remove the card during active recording or during data transfer to or from a PC. This can lead to data loss.

Formatting memory card

New memory cards – even pre-formatted cards – must be formatted using the dictation machine before they can be written for the first time.

If an error message appears when an unformatted memory card is inserted, confirm it by pressing “**OK**”.

The memory card cannot be formatted as a removable storage device using the formatting function of a PC.

We recommend reformatting the memory card using a PC after several re-recordings. Formatting defragments the memory card. This allows further dictations to be accessed more quickly.

4. Operating



Slide switch variants

Observe the different options when using the Digta slide switch (see also Fig. 3). Details can be found in the section “Initial setup / Switching the device on/off / Slide switch configuration”.

4.1 Recording of new dictation

➔ Move the slide switch to the “■” position.

➔ Press the “NEW” button.

The dictation machine switches over to the recording pause “II”, the LED-indicator blinks red.

➔ Move the slide switch to the “●” position. Dictate your new text.

The recording indicator blinks red. The progress bar increases as well as the dictation length.

➔ To interrupt the recording please move

(I) the slide switch to the “II” position.

The dictation machine switches over to the recording pause “II”, the LED-indicator blinks red.

(II) move the slide switch to the “■” position.

➔ Continue with the recording, by moving the slide switch to the “●” position. Continue dictating your text.

➔ Stop the recording by

(I) pressing the recording button or by moving the slide switch either to the “II” or “◀” position.

(II) move the slide switch to the “■” position.



Dictation volume

Record several test dictations and pay attention to the volume indicator. The volume bars should remain inside the window marked on the display.



During play-back, ensure that the dictation has been recorded at an easily understandable volume. The dictation should be able to be heard clearly and without distortion at the middle volume setting.

If your test dictation is too loud or too quiet, adjust the dictation machine's microphone sensitivity to your voice.

Details on this adjustment can be found in the section “Menu functions/Recording/Microphone sensitivity”.

4.2 Play-back dictation



Select dictation after switching on the device

If you do not select a new dictation after switching the dictation machine on, the last dictation that was being worked on will be played back from the point it was at before the device was switched off.

Select dictation

- ➔ Move the slide switch to the “■” position.
- ➔ Press one of the up-down buttons.

Listen to dictation

- ➔ Move the slide switch to the “■” position.
- ➔ Move the slide switch to the “▶” position to listen to the dictation.
In the display the progress bar advances. The current dictation position in minutes and seconds increases.
- ➔ Pause the play-back by moving the slide switch to the “■” position.

Setting the volume

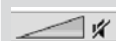
Volume control



Volume control display

- ➔ Press the up-down buttons during play-back.
The volume indicator appears on the display.
- ➔ Set the play-back volume as desired by means of the up-down buttons.
The play-back volume can be turned up/down or soundless.

Speaker off



Speaker icon is struck through when the speaker is muted

- ➔ The default average volume can be restored by pressing the “OK” button.



WARNING

Danger of hearing impairment

Do not hold the dictation machine near an ear during play-back, particularly when the volume is turned up to a maximum in order to save you from hearing damages.

Fast forward and rewind

You can jump ahead/back in recorded dictations using the fast-forward and rewind functions.

➔ Move the slide switch to

(I) "►►" (fast forward) or "◄◄" (rewind).

(II) "◄◄" (rewind) or press the **"Fast Forward"** button.

The progress bar increases or decreases and the dictation position changes.

Fast play-back

➔ Move the slide switch to the **"■"** position.

➔ Move the slide switch to the **"►"** position, in order to listen to the dictation. The progress bar on the display increases. The minutes and seconds of the current dictation position shown on the display increase.

Play-back

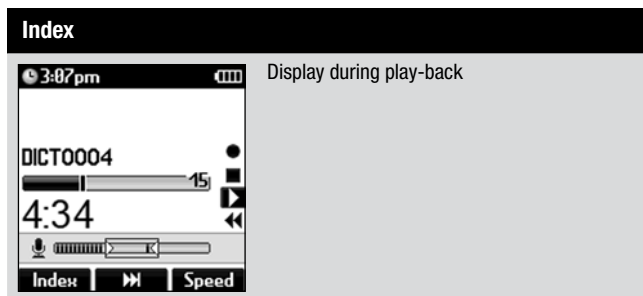


Display during play-back

- ➔ Press the button **"Speed"**.
- ➔ Set the play-back speed as desired by means of the up-down buttons.
- ➔ Move the slide switch to the **"■"** position in order to interrupt the play-back process.

Set an index mark during play-back

- ➔ Move the slide switch to the **"■"** position.
- ➔ Move the slide switch to the **"►"** position to listen to the dictation. In the display the progress bar advances. The current dictation position in minutes and seconds increases.



- ➔ At the desired position in the dictation press “**Index**”.
The word »**Index**« and a corresponding number appear in the display and a mark is placed in the progress bar.
Play-back of the dictation continues.

4.3 Change a dictation

Insertion of a dictation part



Insertion of a dictation part

The “Insert dictation part” function is not available in the MP3* recording format.

Additional dictation parts can be inserted at any position desired.

- ➔ Move the slide switch to the “●” position.

- ➔ Select the desired dictation by using the up-down navigation buttons.
- ➔ Move the slide switch to the “▶” position, in order to listen to the dictation.
- ➔ Move the slide switch at the respective dictation position to the “■” position.
- ➔ Press the display button “Insert”. If this display button does not appear, please change the recording mode under “Recording” (see “Menu functions, Recordings” chapter) in the menu.

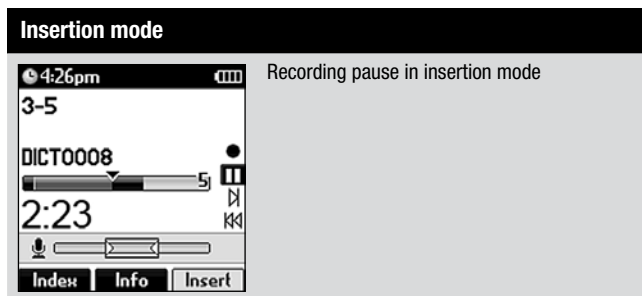
Insertion mode

Dict0009



The insertion mode is marked through a triangle in the progress bar.

- ➔ Start the recording by moving the slide switch to the “●” position.
Dictate the text which shall be inserted.



- ➔ Stop the insertion by
 - (I) pressing the recording button or by moving the slide switch either to the “▶” or “◀” position.
 - (II) move the slide switch to the “■” position.

Overwrite dictation parts

NOTICE

Overwrite a dictation part

The “Overwrite dictation part” function is not available in the MP3* recording format.

You can overwrite a dictation from any dictation position on.

- ➔ Move the slide switch to the “■” position.

- ➔ Select the desired dictation by using the up-down navigation buttons.
- ➔ Move the slide switch to the “▶” position, in order to listen to the dictation.
- ➔ Move the slide switch at the respective dictation position to the “■” position.
- ➔ Control if the overwriting mode is activated.

Overwriting mode

Dict0009



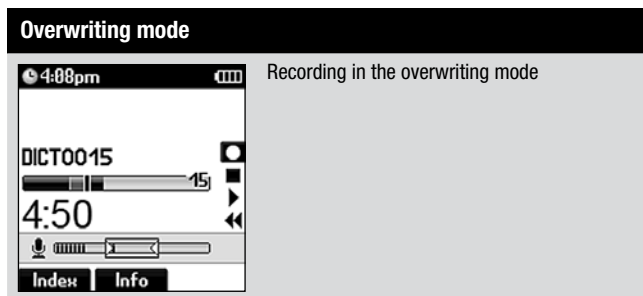
The overwriting mode is marked by means of a line in the progress bar.

NOTICE

Overwriting of data

The dictation will be overwritten from the selected dictation position on.

- ➔ Start the recording by
 - (I) pressing the recording button and then moving the slide switch to the “●” position. Dictate the modified text.
 - (II) move the slide switch to the “●” position. Dictate the modified text.



- ➔ Stop the modification by
 - (I) pressing the recording button or by moving the slide switch either to the “▶▶” or “◀◀” position.
 - (II) moving the slide switch to the “■” position.

Adding of dictation parts

An additionally recorded text can be added at the end of a recorded dictation.

- ➔ Move the slide switch to the “■” position.
- ➔ Select the desired dictation by using the up-down navigation buttons.
- ➔ Move the slide switch to the “▶” position, in order to listen to the dictation.
- ➔ Press the “▶▶” button (skip to the end).



Skip mark aim

The cursor skips to (▶▶) the next mark when dictation infos or indices exist (see the comprehensive manual, chapter “Operating/ Info/Index-function”). Skip until the dictation end is reached.

- ➔ Move the slide switch to the “■” position.
- ➔ Start the recording by
 - (I) pressing the recording button and then moving the slide switch to the “●” position. Dictate the text which you like to add.
 - (II) moving the slide switch to the “●” position. Dictate the text which you like to add.
- ➔ Accomplish the attachment by
 - (I) pressing the recording button or by moving the slide switch either to the “▶▶” or “◀◀” position.
 - (II) moving the slide switch to the “■” position.

4.4 Changing of dictation features

The dictation features of stored dictations can be adapted subsequently.

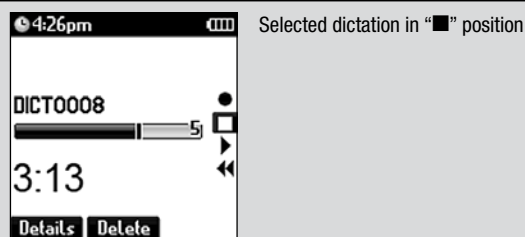


Dictation features

The “Changing dictation features” function is not available in the WAV* and MP3* recording format

- ➔ Move the slide switch to the “■”. position
- ➔ Select the desired dictation by using the up-down navigation buttons.

Select dictation



- ➔ Press the “**Details**” button.
The menu for changing the dictation features appears on the display.
The cursor is placed on the feature chosen last.

Menu “Details”



- ➔ Select the desired feature by navigating using the up-down buttons.



Differing menu navigation

Depending on which menu item you choose, changing the selected features will require different procedures.

- ➔ Proceed according to the feature selected as described in the following sections.

Status message

If the “status message” function is activated, the author receives message (message function) when the dictation has been transcribed. The message is transferred by DssMover to the dictation device as soon as the device is connected to a PC (to send new dictations, for instance).

Dictation lock

With the dictation lock function, you can prevent a dictation from inadvertently being changed or deleted on the dictation machine. This write/delete protection also applies to the note accompanying the dictation.

The dictation can then only be changed or deleted within the entire Grundig PC dictation system when the dictation lock is switched off from a PC or a dictation machine.

- ➔ Activate or deactivate the dictation lock by pressing **“OK”**.
The check mark after the feature appears or disappears. The feature is activated or deactivated.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press **“Escape”**.

Encryption

The dictation is encrypted against unauthorized access on PCs or other dictation machines.



DSS Pro function

The encryption function is only available on DSS Pro dictation machines (.ds2, QP). Details can be found in the section “Menu functions/Recording/Recording format”. The device must be configured by the system administrator with a user-specific encryption password.

- ➔ Activate or deactivate the encryption by pressing **“OK”**.

The check mark after the feature appears or disappears. The feature is activated or deactivated.

- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press **“Escape”**.

Priority

With the »priority« feature, you can determine whether a dictation is selected as a priority.

Details can be found in the section “Menu functions/Workflow/Priority”.

- ➔ Activate or deactivate the priority function by pressing **“OK”**.
The check mark after the feature appears or disappears. The feature is activated or deactivated.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press **“Escape”**.

Speech recognition

By means of the »Speech recognition« feature you determine, whether the selected dictation is send to the speech recognition unit during transfer to a DigtaSoft network (via DssMover). To do so, installation and the appropriate configuration of the DigtaSoft Voice speech recognition function are requested.

- ➔ Deactivate or activate the feature by pressing the **“OK”** button.

The check mark for this feature disappears or appears.

If there is a check mark the dictation is transformed into text by the speech recognition function and transferred to the secretary afterwards for further editing. The DssMover can be configured such that the recognised text is returned back to you. If there is no check mark the secretary receives your recorded dictation without typed document.

- ➔ Confirm the modification with the **“Save”** button.
- ➔ If you do not want to accept the modification press the **“Escape”** button.

Postponed

With the “postponed” feature you can label a dictation as incomplete. It will not be sent with the completed dictations during the automatic transfer to the PC (by the DssMover) and will not be sent to the secretary. You can complete the dictation at a later time.

- ➔ Activate or deactivate the feature by pressing **“OK”**.
The check mark after the feature appears or disappears. The feature is activated or deactivated.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press **“Escape”**.

Deadline

With the “deadline feature” you can set the time by which the secretary should have the dictation transcribed.



Existing deadline

If a deadline already exists, it is displayed in the menu.

- ➔ Press **“OK”**.

Deadline

Deadline setup window



Existing deadline

When you assign a deadline to dictation for the first time, the deadline editor displays the current date and time.

NOTICE

Initial deadline setting

When you assign a deadline to dictation for the first time, the deadline editor displays the current date and time.

- ➔ Enter the day, month, year, hour and minutes using the up-down buttons and confirm each using **“OK”**.
- ➔ Complete the entry using **“Save”**.
The deadline is saved. The Digta returns to the details menu.
- ➔ If you do not wish to save the change, press **“Escape”**.
- ➔ If you would like to delete an existing deadline, press **“None”**.
The deadline is deactivated.

Filename

- ➔ Press **“OK”**.
The text editor appears.
Details can be found in the section “Navigation/Text Editor”.
- ➔ Enter a filename. Complete the entry using **“Save”**.
The filename is saved. The Digta returns to the details menu.
- ➔ If you do not wish to save the change, press **“Escape”**.

Secretary

Details can be found in the section “Workflow/Secretary”.

- ➔ Press **“OK”**.

A list appears with the possible secretaries that can be selected.



List empty

If there are no secretaries in the list, only the item “No entry” can be selected. In this case no secretaries can be assigned to this dictation.

- ➔ Select the desired entries using the up-down buttons and confirm the selection by pressing **“OK”**.
- ➔ If you do not wish to assign a secretary to the dictation, select “No entry” using the up-down buttons. Confirm your selection using **“OK”**.
- ➔ Complete the entry using **“Save”**.

Worktype

Details can be found in the section “Workflow/Worktype”.

- ➔ Press **“OK”**.

A list appears with the possible worktypes that can be activated.



List empty

If there are no worktypes in the list, only the item “No entry” can be selected. In this case no worktypes can be assigned to this dictation.

- ➔ Select the desired entries using the up-down buttons and confirm the selection by pressing “OK”.
- ➔ If you do not wish to assign a worktype to the dictation, select “No entry” using the up-down buttons. Confirm your selection using “OK”.
- ➔ Complete the entry using “Save”.

Group/category

Details can be found in the section “Workflow/Group/Category”.

- ➔ Press “OK”.
- A list appears with the possible categories that can be activated.



List empty

If there are no groups/categories in the list, only the item “No entry” can be selected. In this case no group/category can be assigned to this dictation.

- ➔ Select the desired entries using the up-down buttons and confirm the selection by pressing “OK”.

- ➔ If you do not wish to assign a group/category to the dictation, select “No entry” using the up-down buttons. Confirm your selection using “OK”.
- ➔ Complete the entry using “Save”.

Number/reference (characters)

Details can be found in the section “Menu functions/Workflow/ Number/reference (characters)”.

Number/reference



“Number/reference” details menu

- ➔ Press “OK”.
- The text editor appears.
- Details can be found in the section “Initial Setup/Navigation/Text editor”.
- ➔ Enter up to 16 characters. Complete the entry using the “Save” button.

The numbers/characters are saved. The Digta returns to the details menu.

- ➔ If you wish to cancel the entry, press **“Escape”**.

In addition to the text editor, the Digta also offers another method for entering filenames and numbers/references (characters). You can also use the speech recognition function*:

- ➔ Spell out your text (letters digits, characters), holding down the record button while you are speaking.
Your spoken text is recognized as an entry. The recognized numbers and characters are displayed in capital letters on the display.



Speech recognition of digits

You can speak each digit individually and slowly. However, it is quicker and better for the speech recognition if you speak the numbers in full.

- ➔ If you have made a mistake in the entry, press the **“←”** button. You will return to the previous digit and can repeat the entry via speech recognition.

Dictation ID



“Dictation ID” feature

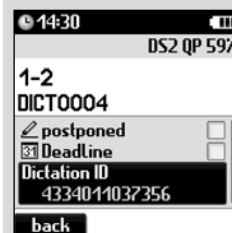
The “dictation ID” function is only shown if a scanner has been connected and no data list has been scanned.

In the details menu you can use the dictation ID function to assign additional data to the dictation, for instance patient or client information.

If patient numbers or file references are administered using barcodes, the data can associated with the dictations using a scanner without risk of mixing up entries.

Details can be found in the section “Menu functions/Scanner”.

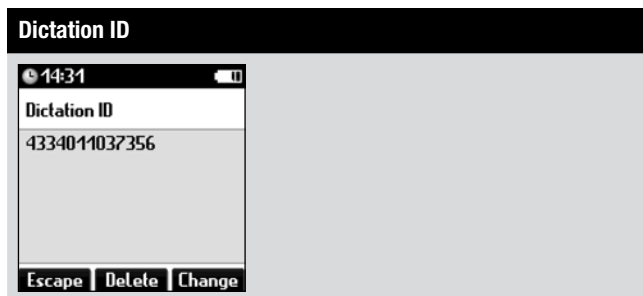
Dictation ID



“Dictation ID” details menu

- ➔ Press **“OK”**.

The data list functions appear.

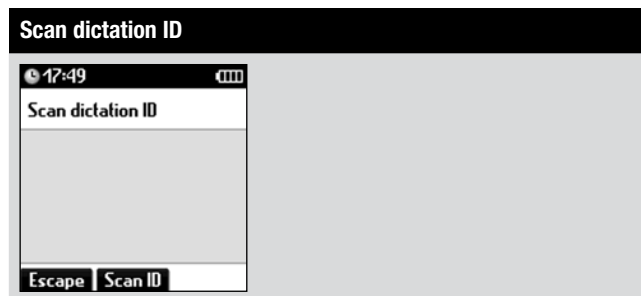


- ➔ Depending on which function you wish to use, proceed as described in the following sections.

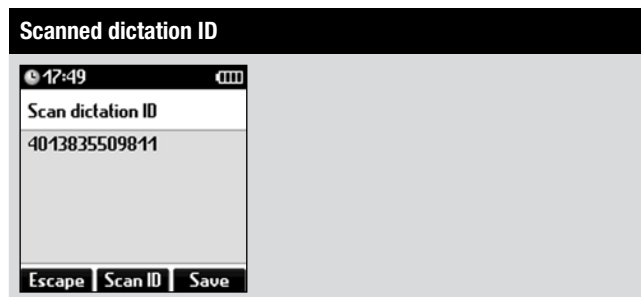
Scan in new Dictation ID

You can scan in a dictation ID using a barcode scanner to assign a dataset to a dictation, even after the dictation is complete.

- ➔ Select the “Dictation ID” function from the details menu using the up and down buttons. Confirm your selection using “OK”.



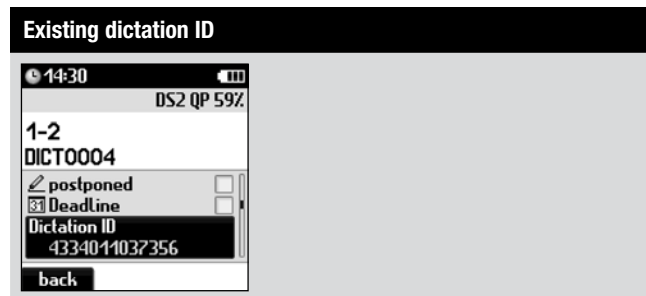
- ➔ Hold the scanner near the barcode and press the “**Scan ID**” button. The Digta confirms the successful scanning of the ID with an acoustic tone. The corresponding dataset is shown on the display.



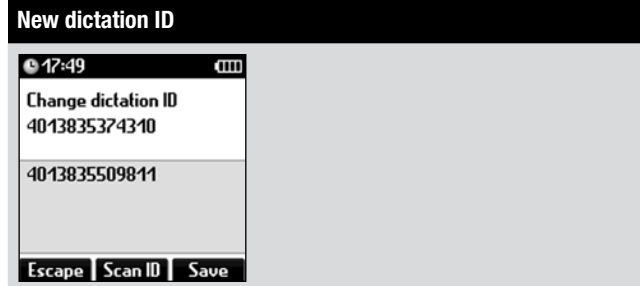
- ➔ Press “**Save**” to confirm the dictation ID.
- ➔ If you wish to scan in another barcode, press the “**Scan ID**” button again.

Change dictation ID

If a dictation ID is saved for a dictation, it is displayed in the details menu.



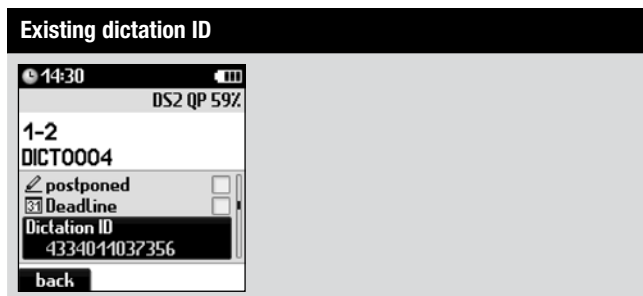
- ➔ Press **"OK"**.
The complete dictation ID is displayed.
- ➔ Press **"Change"**.
- ➔ Hold the scanner near the barcode and press **"Scan ID"**.
The Digta confirms the successful scanning of the ID with an acoustic tone. The display shows the old dictation ID on top and the new one on bottom.



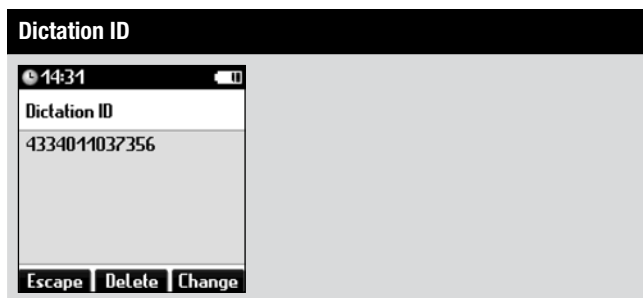
- ➔ Press **"Save"** to confirm the dictation ID.
- ➔ If you wish to scan in another barcode, press the **"Scan ID"** button again.

Delete dictation ID

If a dictation ID is saved for a dictation, it is displayed in the details menu.



- ➔ Press **"OK"**.
The complete dictation ID is displayed.



- ➔ Press the **"Delete"** button.
A confirmation prompt appears.
- ➔ Confirm using **"OK"** to delete the dictation ID permanently.

Dataset



"Dataset" property

The "dataset" function is only displayed if a data list has been scanned.

Display/edit dataset

- ➔ Press **"OK"**.
The complete dataset is displayed.
- ➔ Read the dataset using the up-down buttons.
- ➔ Press the **"Change"** button to select another dataset
The complete data list is displayed.

Scroll through the data list using the left-right buttons (NEW, MENU).



"Scan ID" button

The "Scan ID" function is only displayed if a barcode scanner is connected. "Scan ID" searches for and displays the dataset corresponding to the scanned barcode.

- ➔ Press the **"Save"** button to confirm the dataset to be entered as the current dictation ID.
A confirmation prompt appears.
- ➔ Confirm using **"OK"** to change the dataset permanently.

- ➔ If you only wish to read the data, press the **“Escape”** button.

Delete dataset

- ➔ Press **OK**.
The complete dataset is displayed.
- ➔ Move to the desired dataset using the up-down buttons. Confirm using the **“None”** button to delete the dataset.
A confirmation prompt appears.
- ➔ Confirm using **“OK”** to delete the dataset permanently.
There is no longer a dataset saved in the current dictation.
- ➔ If you do not wish to delete the dataset at this time, press **“Escape”**.



Dataset in the data list

The dataset in the data list is retained and can be reassigned to a dictation.

Status info

The “Status info” function is solely a display function.



User information

If you press **OK**, the message »**Just info, not changeable!**« appears.

The status info function displays the status of the current dictation: “dictated”, “sent”, “postponed”. If a dictation has been transferred from a transcription kit back to the dictation machine, the statuses “Received”, “In process”, “Finished” and “Query” also appear.

Author name

The “author name” function is solely only a display function.



User information

If you press **OK**, the message »**Just info, not changeable!**« appears.

When a new dictation is created, the author name is entered by the dictation machine and cannot be changed.

For dictation from other authors/dictation machines, the author is displayed. If no author has been set up in the dictation machine, the complete author name is missing. In this case, only the author ID is shown in square brackets.

4.5 Info/Index function



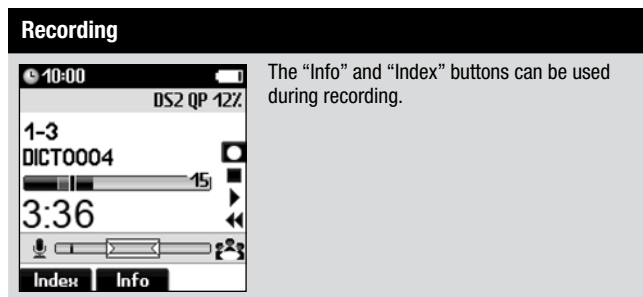
Info/Index function

The “Info” and “Index” functions are not available in the WAV and MP3 recording formats.

Additionally you can include specific information* and index markings for the typist to specified dictation parts.

An audible signal is generated during play-back of the infos and indices. The infos and indices are transferred to the PC together with the dictation.

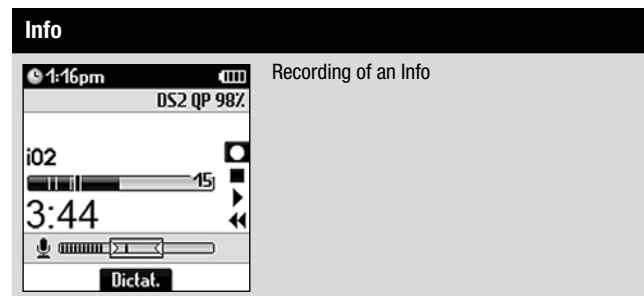
Add info message



- ➔ Press the **"Info"** button during recording.

The word **"Info"** and a corresponding number appear in the display and a mark is placed in the progress bar.

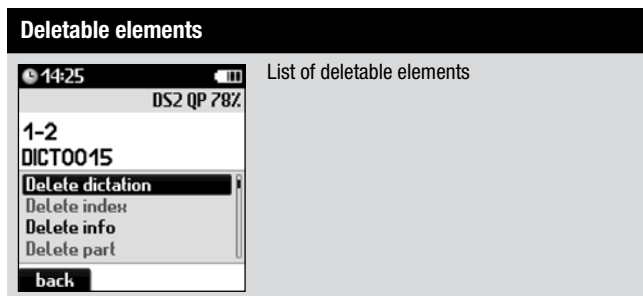
- ➔ Move the slide switch to **"●"**. Speak the desired info message.



- ➔ End the info message by pressing the **"Dictat."** button.
Recording of the dictation resumes.

Delete info message

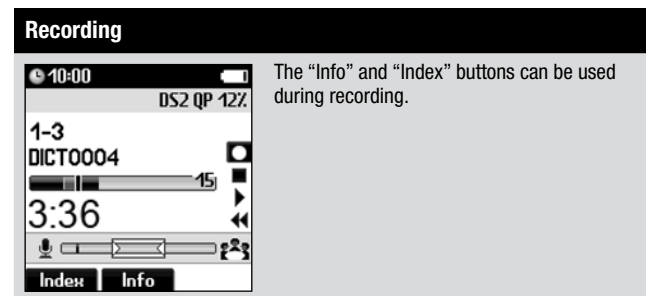
- ➔ Move the slide switch to **"▶"** to listen to the dictation until the info* to be deleted is displayed.
- ➔ Move the slide switch to **"■"**.
- ➔ Press the **"Delete"** button.
A list appears with the elements that can be deleted (dictations or info messages).



List of deletable elements

- ➔ Use the up-down buttons to select “**Delete info**” from the list of deletable elements.
- ➔ Confirm your selection using “**OK**”.
A confirmation prompt appears.
- ➔ Confirm using “**OK**” to delete the info message permanently.
- ➔ If you do not wish to delete the information, press the “**Back**” button.

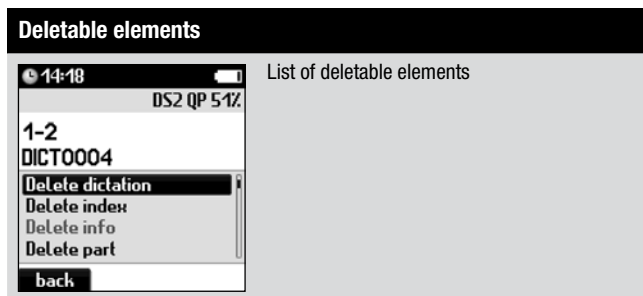
Add index



- ➔ Press the “**Index**” button during recording.
The word »**Index**« and a corresponding number appear in the display and a mark is placed in the progress bar.
Recording of the dictation resumes.

Delete index

- ➔ Move the slide switch to “▶” to listen to the dictation until the index to be deleted is displayed.
- ➔ Move the slide switch to “■”.
- ➔ Press the “**Delete**” button.
A list appears with the elements that can be deleted (dictations or indices).



- ➔ Use the up-down buttons to select “**Delete index**” from the list of deletable elements.
- ➔ Confirm your selection using “**OK**”.
A confirmation prompt appears.
- ➔ Confirm using “**OK**” to permanently delete the index.
- ➔ If you do not wish to delete the index, press the “**Back**” button.

4.6 Delete dictation

Delete entire dictation

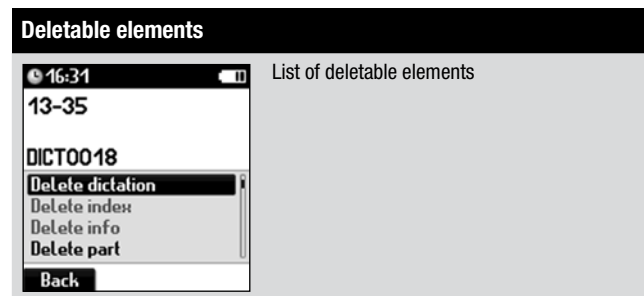
- ➔ Move the slide switch to the “■” position.
- ➔ Press the “**Delete**” button.

A list featuring all elements which you can delete appears (dictation, index or info, dictation part, folder).



Deletable elements list

The deletable elements list is only available in the Menu Mode.



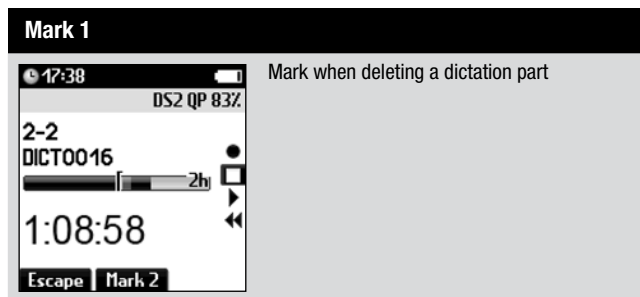
- ➔ Control if “**Delete dictation**” has been selected and confirm it by pressing the “**OK**” button.

A security question prompt appears, to prevent deleting dictation parts by mistake.

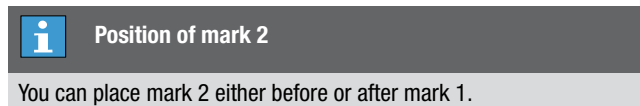
- ➔ Confirm the question by pressing the **“OK”** button to delete the entire dictation.
- ➔ Press the **“Escape”** button in case you do not want to delete the dictation.

Delete dictation part

- ➔ Move the slide switch to **“▶”** to listen to the dictation until you arrive at the beginning of the part to be deleted.
- ➔ Move the slide switch to **“■”**.
- ➔ Press the **“Delete”** button.
A list appears with the elements that can be deleted (dictation, dictation part).
- ➔ Use the up-down buttons to select **“Delete part”** from the list of deletable elements.
- ➔ Confirm your selection using **“OK”**.
- ➔ Mark the beginning of the part to be deleted by pressing the **“Mark 1”** button.
A mark **I** appears in the progress bar.



- ➔ Move the slide switch to **“▶”** to listen to the dictation until you arrive at the end of the segment to be deleted.



- ➔ Mark the end of the part to be deleted by pressing the **“Mark 2”** button.
A mark **I** appears in the progress bar.
- ➔ Press the **“Delete”** button.
A confirmation prompt appears.
- ➔ Confirm using **“OK”** to delete the dictation part permanently.
- ➔ If you do not wish to delete the dictation part, press the **“Escape”** button.

5. Menu functions

5.1 The menu mode at a glance

The menu functions are switched off in the Easy Mode. For switching over to the Menu Mode, please press the “MENU” button. Use the up-down buttons to navigate to the “Profile” menu item and confirm by pressing “OK”. Please select the Menu Mode from the displayed profile list.

USB-operations (Only available when there is a USB connection to the PC)

- Activation of USB connecting (only when the device settings are set to “Manually connecting”)

Data list* (only available when the data list was read in)

- Select: Select data set for a new dictation
- Workflow: Activation of data set request by pressing the NEW-button for a new dictation
- Delete: Delete data list

Scanner* (Only available when a scanner is connected)

- Dictation search: Search of data set by means of the scanner
- Scan-Workflow: Enable scanner in workflow
- Programming: Programme barcode-reader

Folder

- Select the folder in which the dictation shall be saved (main folder and sub-folder A, B, C, D, E or F)

Profile

- Select user profile based on the predefined device settings

Recording

- Recording mode: Preset insert, overwrite or append
- Microphone sensitivity: Set microphone sensitivity
- Voice Activation: Switch on voice activation (The recording stops automatically during recording pause)
- Recording format: Select recording format (DSS/WAV*/MP3*, sample rates)
- Automatic follow-up dictation: New dictation automatically by setting a specific time

Display

- View: Display of main screen (recording, playback) switching on and off (time, extended status line, dictation position number, no/reference/ID, recording progress display, recording symbol)
- Date and time: Set of date and time
- Illumination: Setting of display illumination operation time
- Brightness: Set the brightness of the display
- Contrast: Set the contrast of the display
- Language: Selection of the display language

Workflow

- Request to secretary, worktype, group*, category*, priority, speech recognition and number/reference activation by pressing the NEW-button for a new dictation

Device settings

- Sleep mode: Select the time when the energy saving, non-operative state shall be activated automatically. The Digta will switch off completely after 30 minutes.
- Audio signals: On-/Off-switching of audio signals
- USB connecting: Automatically USB connecting or after having selected it in the menu
- Loudspeaker: Switch off the loudspeakers for play-back with headphones in the Digta Station*
- Forward-/rewind: Change the forward/rewind speed. Switching on-/off fragmented play-back
- Rechargeable batteries: Switching over from battery or internal charged Akkupack 962 to standard external charged NiMH-rechargeable battery.
- Foot control: Selection of foot control functions for recording or play-back and changing the operation time of short backspace (only available in combination with Digta Station*)
- Change PIN: Change personal identification number (PIN)
- Slide switch: Changing the order of functions of the slide switch positions
- Reset: Reset counter, format memory, reset of device settings and factory reset

Device info

- Version: Information about firmware-version, type of device and serial number
- License key: Code of activated functions
- Disk: Information about the memory capacity of the internal or external memories

5.2 USB-operations

With the “USB-operations” function you can manually set up a USB connection.

- ➔ Press “**MENU**”.
- ➔ Move to the “**USB-operations**” menu item using the up-down buttons.
- ➔ Confirm by pressing „**OK**“ to set up the USB connection.

5.3 Data list



“Data list” menu

The “data list” function is not available in the WAV* and MP3* recording formats.

With the “data list” function, dictations and text entries can be saved to an ID (e.g. patient or client number or scanned barcode).

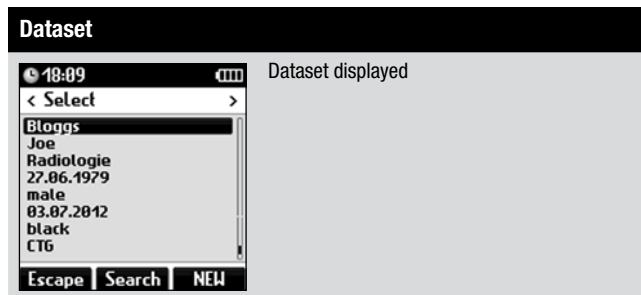
These text entries are created on a PC in CSV format (comma-separated values), using Excel for instance. After you have saved the file under the name “ids.csv”, transfer the data into the Digta system folder (see “Perform firmware update”). The dictation machine reads this information once it switched on again.

Select

In the “Select” menu, you can select a dataset for a new dictation. The dataset is then entered automatically in the new dictation (ID and dictation data in the DSS header).

- ➔ Press „**MENU**“.
- ➔ Use the up-down buttons to navigate to the “**Data list**” menu item and confirm using „**OK**“.
- ➔ Select the “**Select**” subitem using the up-down buttons. Confirm your selection using „**OK**“.

The dataset is shown on the display.



- ➔ Use the left-right buttons (NEW, MENU) to move through the entire data list to the desired dataset.

- ➔ If you wish to begin a new dictation in which this dataset is to be entered, press the display button “**NEW**”.

The dictation ID and the dataset are saved for the current dictation.

- ➔ Begin recording by moving the slide switch to “●”. Speak your new text.

The recording indicator lights up red. The progress bar advances and the dictation duration increases.

Workflow

- ➔ Press **MENU**.
 - ➔ Use the up-down buttons to navigate to the “**Data list**” menu item and confirm using „**OK**“.
 - ➔ Select the “**Workflow**” subitem using the up-down buttons. Confirm your selection using „**OK**“.
 - ➔ Select one of the following settings:
 - »No entry«: no dataset is entered
 - »On request«: for each new dictation the option to enter datasets is given. If no datasets are entered, “No entry” is shown on the display.
 - ➔ Activate the selected option by pressing „**OK**“.
- The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using “**Save**”.

- ➔ If you do not wish to save the change, press the **“Escape”** button.

Example:

“ID”,	“last name”,	“first name”,	“birthdate”
“1443”,	“Doe”,	“John”,	“5/24/2000”
“3221”,	“Doe”,	“Jane”,	“1/1/1911”

The values are separated by commas/semicolons. The first line contains the field names. The values can be contained in quotation marks.

Delete

In the “Delete” menu, you can delete entire data lists.

NOTICE

Data loss

This function deletes the entire data list. The data list functions are then no longer available until a new data list is imported.

- ➔ Press **„MENU“**.
- ➔ Use the up-down buttons to navigate to the **“Data list”** menu item and confirm using **“OK”**.
- ➔ Select the **“Delete”** subitem using the up-down buttons. Confirm your selection using **“OK”**.

- ➔ Use the up-down buttons to move to the desired dataset and confirm by pressing **“OK”** in order to display further data in the dataset.
- ➔ Confirm the deletion by pressing **“OK”**.
A confirmation prompt appears.
- ➔ Confirm using **“OK”** to delete the data list permanently.

5.4 Scanner



“Scanner” menu

The “Scanner” menu item is not displayed unless a scanner is connected.



„Scan dictation ID“

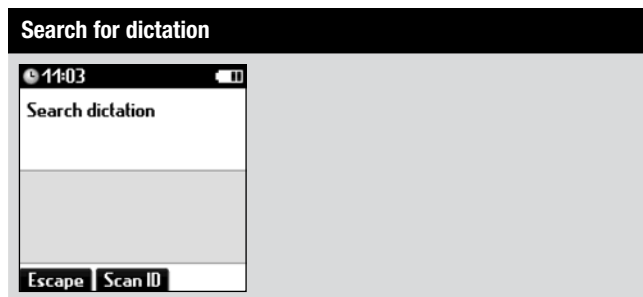
The “Scan dictation ID” function is not available in the WAV* and MP3* recording formats.

Use scanner to search for dataset for new dictation

Search for dictation

If there is a barcode with the ID number (e.g. on an X-ray film or file envelope), your dictation machine can search for the corresponding dictation using a barcode scanner*.

- ➔ Press „**MENU**“.
- ➔ Use the up-down buttons to navigate to the “**Scanner**” menu item and confirm using “**OK**”.
- ➔ Select the “**Search dictation**” subitem using the up-down buttons. Confirm your selection using “**OK**”.

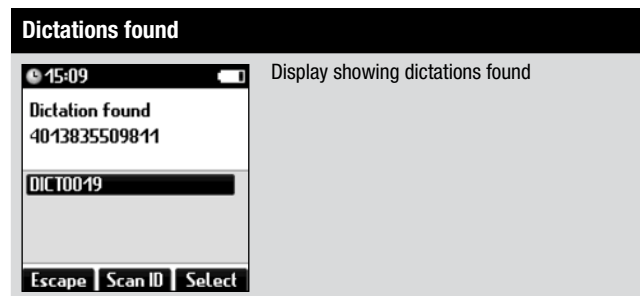


- ➔ Press the button “**Scan ID**” and hold the scanner near the barcode. Confirm by pressing “**OK**”.

The Digta confirms the successful scanning of the ID with an acoustic tone. The scanned barcode/dictation ID is shown on the display.

If dictation exists which corresponds to this dictation ID, this is also shown on the display.

If a scanned barcode cannot be associated with any dictation, »**No dictation found**« appears.



- ➔ If several dictations with this ID are found, select the desired dictation use the up-down buttons.
- ➔ If you wish to listen to or change the dictation that was found, press the “**Select**” button.
- ➔ If you wish to scan in another barcode, press the “**Escape**” button. The dictation found becomes the current dictation. The Digta returns to the main screen with play-back paused.

Scan workflow

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Scanner**” menu item and confirm using “**OK**”.
- ➔ Select the “**Workflow**” subitem using the up-down buttons. Confirm your selection using “**OK**”.

- ➔ Select one of the following settings:
 - »No entry«: no dictation ID is entered for new dictations
 - »On request«: for each new dictation, the user is prompted to scan a dictation ID. "Scan dictation ID!" appears on the display.
- ➔ Activate the selected option by pressing "**OK**".
The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using "**Save**".
- ➔ If you do not wish to save the change, press the "**Escape**" button.

Programming



Scanner

The barcode scanner* must be connected to the dictation machine (see section "Barcode scanner*/Connect scanner").



Programming codes

To program the scanner, you need a table of programming codes. Further details can be found in the section "Barcode scanner*/Configure barcode scanner".

- ➔ Press "**MENU**".
- ➔ Use the up-down buttons to navigate to the "**Scanner**" menu item and confirm using "**OK**".

- ➔ Select the "**Programming**" subitem using the up-down buttons.
Confirm your selection using "**OK**".
- ➔ Scan in the desired programming code.
An acoustic signal confirms that the barcode has been successfully scanned.
- ➔ You can scan in as many successive programming codes as you like.
If the device cannot read the barcode, "**Scan error**" appears on the display.
- ➔ Confirm the error message using "**OK**" and repeat the scan.
- ➔ Complete the programming using the "**Save**" button.
- ➔ If you do not wish to save the change, press "**Escape**".

5.5 Folder

In the "Folder" menu, you can set the folder in which you want to save your dictation.

Six folders are available. The folders are labeled A-F by default. You can use the folders to organize dictations (e.g. to separate business and private dictations).

Details regarding folders can be found in the section "Possible configurations with PC software/Folder functions".

5.6 Profiles

In the “Profiles” menu, you can select a profile from among the predefined user profiles.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Profiles**” menu item and confirm using “**OK**”.
- ➔ Use the up-down buttons to navigate to the desired profile and confirm using “**OK**”.
- ➔ If you do not wish accept the change, press “**Escape**”.

Details regarding profiles can be found in the section “Initial setup/Profiles”.

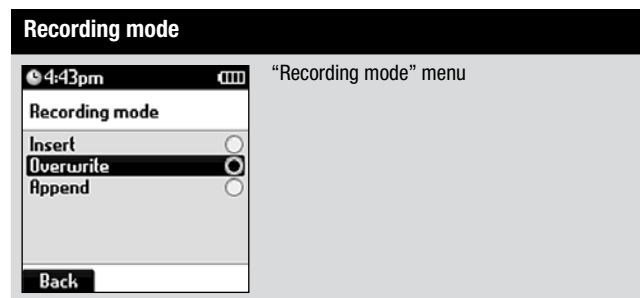
5.7 Recording

Recording mode

In the “Recording mode” menu you can preset whether you want to insert, overwrite or append passages when the recording button is pressed during dictations. You can also select between the insert and overwrite functions when you are in the record/play-back operation mode. If you select “Append” you make sure that the previously recorded dictation is not modified and dictation parts are only appended at the end.

- ➔ Press “**MENU**”.

- ➔ Use the up-down buttons to navigate to the “**Recording**” menu item and confirm by pressing “**OK**”.
- ➔ Select the “**Recording mode**” subitem and confirm by pressing “**OK**”.

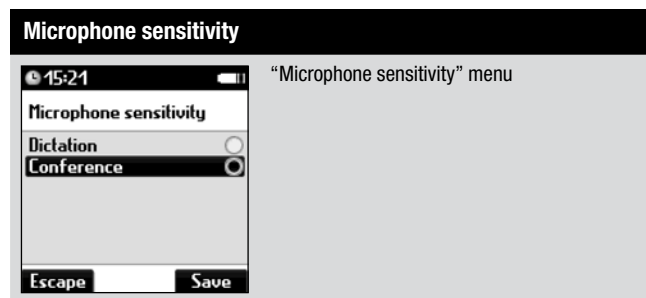


- ➔ Move to the required option using the up-down buttons.
 - Insert
 - Overwrite
 - Append
- ➔ Activate the required option by pressing the “**OK**” button. The marking point jumps to the cursor bar.
- ➔ Confirm the modification with the “**Save**” button.
- ➔ If you do not want to accept the modification press the “**Escape**” button.

Microphone sensitivity

In the “Microphone sensitivity” menu, you can set the Digta’s recording quality.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Recording**” menu item and confirm using “**OK**”.
- ➔ Select the “**Microphone sensitivity**” subitem using the up-down buttons. Confirm your selection using “**OK**”.



- ➔ Move to the desired option using the up-down buttons.
 - Dictation
 - Conference
- ➔ Activate the selected option by pressing “**OK**”.
The marker bullet moves to the highlighted bar.

- ➔ Confirm the change using “**Save**”.
- ➔ If you do not wish to save the change, press the “**Escape**” button.

Voice activation

In the “Voice activation” menu, you can switch the Digta’s voice activation function on and off. If the “Voice activation” function is switched on, recording is paused during breaks in speech if the surrounding environment is quiet. The recording automatically resumes when you begin speaking again.

You can switch the dictation machine to record and set it in front of you. This allows you to dictate while having your hands free.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Recording**” menu item and confirm using “**OK**”.
- ➔ Select the “**Voice activation**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Move to the desired option using the up-down buttons.
 - On
 - Off
- ➔ Activate the selected option by pressing “**OK**”.
The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using “**Save**”.
- ➔ If you do not wish to save the change, press the “**Escape**” button.

Recording format

In the “Recording format” menu, you can select the quality and file size of the recorded dictation. You can select among DSS, DSS Pro, WAV and MP3.

With DSS Pro you can set the quality and select from various sampling rates. The encryption of the dictations can be selected independently of this.



WAV* and MP3*

The WAV and MP3 recording formats are not included in the standard version of the device and are only available by purchasing the respective licenses separately.



Restrictions to WAV* and MP3*

Due to large amounts of data and missing dictation information in the file header, the following functions are not available for WAV and MP3 recording formats:

- info/index
- audible fast forward/rewind
- automatic follow dictation
- menu “Details” and workflow functions
- saving barcodes as dictation ID
- data lists

During operation with multiple authors, all authors can listen to dictations in the WAV and MP3 format and modify them.

The “Insert dictation part” and “Overwrite dictation part” functions are not available in the MP3 recording format.

Format	Application
DSS	Standard quality with the lowest memory requirements for dictations, low memory use for listening to and transcribing dictations in a typing pool
DSS Pro	Better quality than DSS, especially suited for speech recognition, dictation encryption possible
WAV*	PCM recording, compatible with PCs and studio equipment, e.g. 11.025 kHz/mono for speech recognition or 22.050 kHz/stereo for music with CD quality (Stereo recording only with external stereo microphones or with two internal microphones with the Digta 7 Premium)
MP3*	low memory space usage, compatible with MP3 players

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"Recording"** menu item and confirm using **"OK"**.
- ➔ Select the **"Recording format"** subitem using the up-down buttons. Confirm your selection using **"OK"**.
- ➔ Select one of the following formats using the up-down buttons:
 - DSS/DSS Pro
 - WAV
 - MP3
- ➔ Confirm your selection using **"OK"**.
 You are directed to a submenu with the possible recording quality options, which you can determine by selecting the sampling frequency and activating/deactivating stereo recording.

- ➔ Move to the desired sampling frequency using the up-down buttons.



Recording quality for DSS/DSS Pro

QP (Quality Play) from DSS Pro, file extension ».ds2«

SP (Standard Play) from DSS, file extension ».dss«

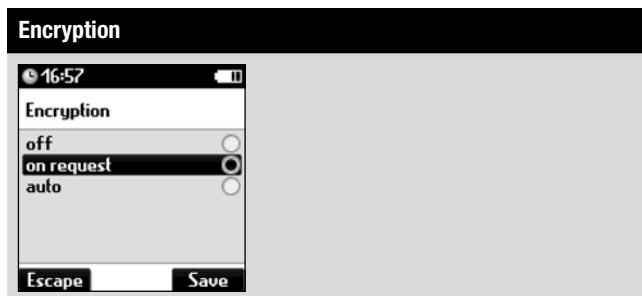
Even though "Encryption" is a DSS Pro function, it can be combined with SP to save memory space.

- ➔ Activate the selected sampling frequency by pressing **"OK"**.
 The marker bullet moves to the highlighted bar.

Sampling frequency



- ➔ Activate or deactivate the options "Encryption" or "Stereo" by pressing **"OK"**.
 The check mark after the option appears or disappears. The option is activated or deactivated.
 If "Encryption" is activated in DSS, three settings options are shown.



- ➔ Select one of the following settings using the up-down buttons:
 - »off«: encryption is not offered
 - »on request«: Encryption will be offered for each new dictation
 - »auto«: Each new dictation will be automatically encrypted
- ➔ Confirm your selection using “OK”.



Selecting the recording format

You can switch between recording formats by selecting the sampling frequency in a different format; i.e. if you select the sampling frequency for a certain recording format, this format is then active.

- ➔ Confirm the change using “Save”.
- ➔ If you do not wish to save the change, press the “**Escape**” button.



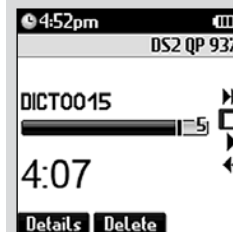
“WAV” and “MP3” menus

If WAV* and MP3* are not licensed for your device, this items do not appear in the menu. In this case, in the “Recording” menu you are immediately directed to the “DSS/DSS Pro” menu with the corresponding subitems.



Current setting

The recording format that is currently set for new dictations is shown in the extended status line. Activate the extended status line in the menu “Display/Screen”.



Automatic follow-up dictation

Long recordings, e.g. conferences, can be automatically recorded in several follow-up dictations.

In order to be able to hear all sentences or sections at the end of the dictation or the beginning of the follow-up dictation, fifteen seconds of overlap between dictations is saved.

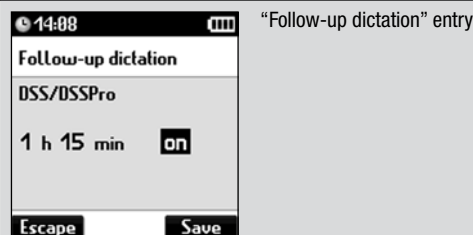


Follow-up dictation only for DSS and DSS Pro

The “Follow-up dictation” function is not available in the WAV* and MP3* recording format

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Recording**” menu item and confirm using “**OK**”.
- ➔ Select the “**Follow-up dictation**” subitem using the up-down buttons. Confirm your selection using “**OK**”.

Automatic follow-up dictation

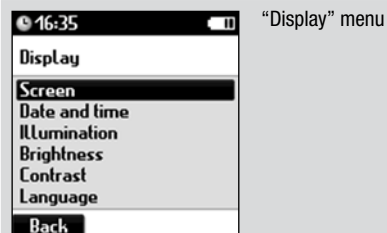


The left-right buttons are used to jump between entering in hours, minutes and “switch on/off follow-up dictation”.

- ➔ Enter the hour, minute and on/off using the up-down buttons and confirm each using “**OK**”.
- ➔ Complete the entry using the “**Save**” button. The selections for automatic follow-up dictations are saved.
- ➔ If you do not wish to save the change, press the “**Escape**” button.

5.8 Display

Menü „Anzeige“

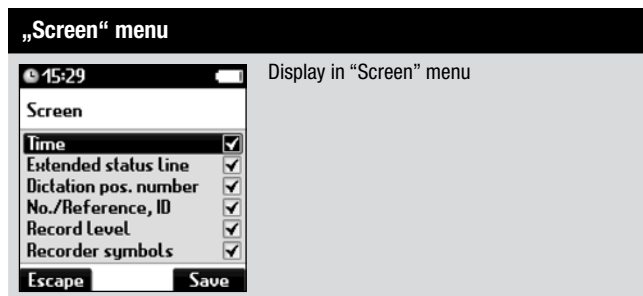


Screen

In the “Screen” menu, you can switch on and off which items are shown on the main screen (recording, play-back).

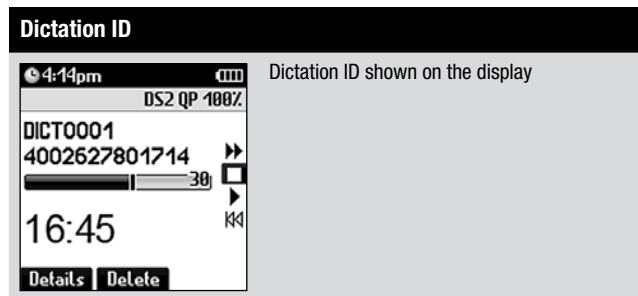
Two of the four dictation labels (dictation name, dictation position number, dictation ID, number/reference) can be selected to be shown in the dictation field and are shown in two lines.

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"Screen"** menu item and confirm using **"OK"**.
- ➔ Select the **"Screen"** subitem using the up-down buttons. Confirm your selection using **"OK"**.



- ➔ Move to the desired screen option using the up-down buttons.
 - Time
 - The current time is shown on the display.
 - Extended status line
 - This bar displays the name of the current folder, the file format (including stereo), the "encryption" feature and the battery status (charge in %, remaining operating time).
 - Dictation position number
 - Dictation position number relative to all dictations, e.g. 5-12 means the fifth dictation of 12 dictations in the current folder. Renamed dictations are sorted in alphabetical order.

- Number/reference, ID
- The dictation ID (barcode/data list ID) or numbers/reference (characters) are shown if available for the current dictation.



Dictation position number and dictation ID

If "Dictation pos. number" and "No./Reference, ID" are activated in the "Screen" menu, no dictation name is shown due to space constraints.

- Record level display
- The display can be switched off if the pulsing level indicator is distracting during recording and playback.
- Recorder symbols
- This displays the symbols "»", "►", "||", "■", "●" and "◄" on the right side of the screen.
- They indicate the position of the slide switch and help beginners operate the slide switch. If the recorder symbols are switched off,

the progress bar is longer and can more exactly indicate the dictation position.

- ➔ Activate or deactivate the display option by pressing **“OK”**.
The check mark after the option appears or disappears. The option is activated or deactivated.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press the **“Escape”** button.

Date and time

In the “Date and time” menu, you can set the current date and time. You can select the format for the display.

If your Digta is connected via an USB connection to a PC with running DigtaSoft or AdapterServerConfig, the date and time are automatically synchronized with the settings on the PC.



Format for date and time

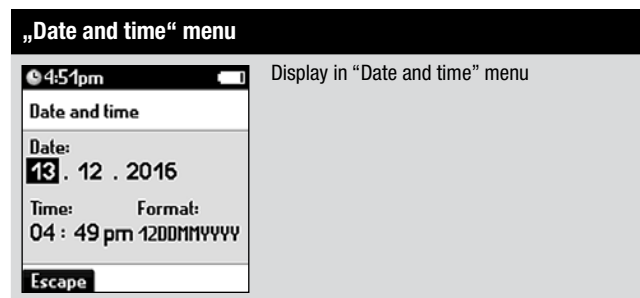
You select whether the day or the month is displayed first in the date and whether the time is displayed in 12 (am/pm) or 24 hours.

24DDMMYYYY, 12MMDDYYYY, 24MMDDYYYY, 12DDMMYYYY

- ➔ Press **“MENU”**.
- ➔ Use the up-down buttons to navigate to the **“Screen”** menu item and confirm using **“OK”**.

- ➔ Select the **“Date and time”** subitem using the up-down buttons. Confirm your selection using **“OK”**.

The setup window for the date and time appears.

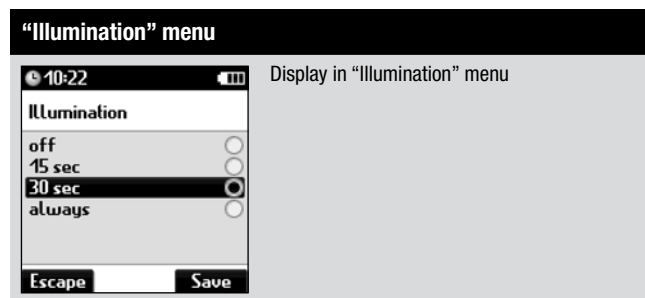


- ➔ You can use the left-right buttons to select the desired entry fields.
- ➔ Enter the day, month, year, hour and minutes using the up/down buttons and confirm each using **“OK”**.
- ➔ Select the format for the date and time using the up-down buttons.
- ➔ Complete the entry using the **“Save”** button.
The date and time settings are applied.
- ➔ If you do not wish to save the change, press the **“Escape”** button.

Illumination

In the "Illumination" menu, you can set the duration of the backlight.

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"Screen"** menu item and confirm using **"OK"**.
- ➔ Select the **"Illumination"** subitem using the up-down buttons. Confirm your selection using **"OK"**.



- ➔ Move to the desired option using the up-down buttons.
 - Off
 - 15 sec.
 - 30 sec.
 - Always
- ➔ Activate the selected display option by pressing **"OK"**.

- ➔ Confirm the change using **"Save"**.
- ➔ If you do not wish to save the change, press the **"Escape"** button.

Brightness

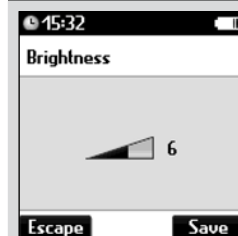


Factory setting for brightness

The brightness has been preset to level 5.

- ➔ Press **"MENU"**.
 - ➔ Use the up-down buttons to navigate to the **"Display"** menu item and confirm using **"OK"**.
 - ➔ Use the up-down buttons to navigate to the **"Brightness"** option and confirm using **"OK"**.
- The setup window for the brightness appears.

Brightness



Display when setting the brightness

- ➔ Adjust the brightness as desired using the up-down buttons to select a brightness level between 1 and 9.
The illumination becomes incrementally brighter/darker.
- ➔ Confirm the change using **"Save"**.
- ➔ If you do not wish to save the change, press the **"Escape"** button.

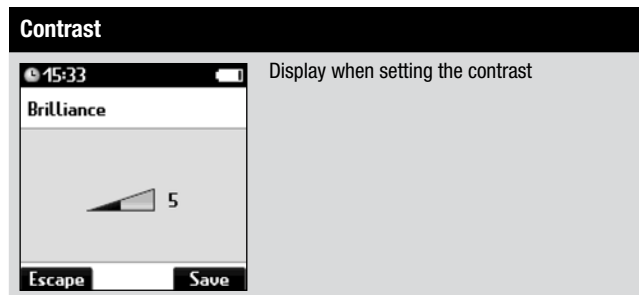
Contrast



Contrast factory setting

The contrast has been preset to level 5.

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"Display"** menu item
- ➔ Use the up-down buttons to navigate to the **"Contrast"** option and confirm using **"OK"**.
The setup window for the contrast appears.



- ➔ Adjust the contrast as desired using the up-down buttons to select a contrast level between 1 and 9.
The contrast of the display becomes incrementally stronger or weaker.
- ➔ Confirm the change using **"Save"**.
- ➔ If you do not wish to save the change, press **"Escape"**.

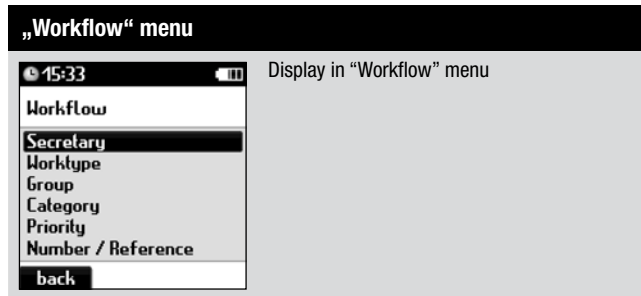
Language

In the "Language" menu, you can select the language for all of the Dig-ta's displays and menus.

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"Display"** menu item and confirm using **"OK"**.

- ➔ Select the **“Language”** subitem using the up-down buttons. Confirm your selection using **“OK”**.
- ➔ Move to the desired language using the up-down buttons.
- ➔ Activate the selected language by pressing **“OK”**.
The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press the **“Escape”** button.

5.9 Workflow

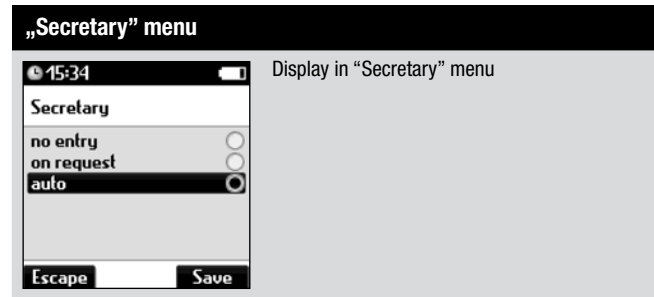


Secretary

With the **“Secretary”** function, you select which secretary receives your dictation.

- ➔ Press **“MENU”**.

- ➔ Use the up-down buttons to navigate to the **“Workflow”** menu item and confirm using **“OK”**.
- ➔ Select the **“Secretary”** subitem using the up-down buttons. Confirm your selection using **“OK”**.



- ➔ Select one of the following settings using the up-down buttons:
 - »On request«: for each new dictation, a secretary is chosen from a list
 - »No entry«: no secretary is entered
 - »Auto«: The secretary is entered automatically, and each new dictation is assigned to the same secretary
- ➔ Confirm the selection using the **“Save”** button.

If you have selected the **“Auto”** function, use the up-down buttons to select a secretary from the list to whom all dictations will be sent. With the **“On request”** setting, the secretary list also appears when a new dictation is created in Easy mode. If no secretaries have been predefined in the list, **“No entry”** is shown on the display.



Predefining list items

The list of secretaries is created by the system administrator and can be transferred to the dictation machine using the configuration software.

Worktype

With the “Worktype” function, you can select which standard form is to be used for the dictation: for instance letter, meeting minutes and invoice.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Workflow**” menu item and confirm using “**OK**”.
- ➔ Select the “**Worktype**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Select one of the following settings using the up-down buttons:
 - »On request«: the user is asked to choose a standard form for each new dictation
 - »No entry«: no worktype is entered
 - »Auto«: every new dictation has the same worktype
- ➔ Confirm your selection using “**OK**”.

If you have selected the “Auto” function, use the up-down buttons to select a worktype from the list which will be applied to all dictations.

With the “On request” setting, the list of worktypes also appears when a new dictation is created in Easy mode. If no worktypes have been predefined in the list, “No entry” is shown on the display.



Predefining list items

The list of worktypes is created by the system administrator and can be transferred to the dictation machine using the configuration software.

Group/category

With the “Group” und “Category” functions, you can assign further classifications to your dictations, for instance a department, a cost center or a speech recognition dictionary. Your system administrator defines the list items for “Group” and “Category” and can also rename the lists as required.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Workflow**” menu item and confirm using “**OK**”.
- ➔ Select the “**Group**” or “**Category**” subitem using the up/down buttons. Confirm your selection using “**OK**”.
- ➔ Select one of the following settings using the up-down buttons:
 - »On request«: the option is given to choose a classification to which to assign the dictation for each new dictation

- »No entry«: no group/category is entered
- »Auto«: every new dictation has the same classification

➔ Confirm your selection using **“OK”**.

If you have selected the “Auto” function, use the up-down buttons to select a classification from the list which will be applied to all dictations. With the “On request” setting, the group/category list also appears when a new dictation is created in Easy mode. If no groups/categories have been predefined in the list, “No entry” is shown on the display.



Predefining list items

The lists of groups/categories are created by the system administrator and can be transferred to the dictation machine using the configuration software.

Priority

With the “Priority” function, you can select whether a new dictation should be assigned a priority because its transcription should take precedence.

The dictation is labeled with “!” above the dictation field.



Predefining list items

In DSS Standard, priority levels from 1 (highest priority) to 16 (no priority) are possible. For every author that has been set up, you can associate an individual maximum author priority to a dictation. The preset priority for the author DICT is 15.

The dictation machine should be configured using the accompanying PC software. Transfer your author names and a maximum priority less than 16 to your dictation machine.

If the dictation software is installed on a network, a system administrator must configure the dictation machine.

➔ Press **“MENU”**.

➔ Use the up-down buttons to navigate to the **“Workflow”** menu item and confirm using **“OK”**.

➔ Select the **“Priority”** subitem using the up-down buttons. Confirm your selection using **“OK”**.

➔ Select one of the following settings using the up-down buttons:

- »No entry«: no priority is set for new dictations
- »On request«: for each new dictation, you can choose between “Without priority” and “With priority” (maximum priority level for author)

➔ Confirm your selection using **“OK”**.

The priority of a dictation can also be set or deleted in the main screen under “Details” (see section “Changing of dictation features / Priority”).

Speech recognition

With the “Speech recognition” dictation feature you may determine whether the selected dictation shall be send to the speech recognition unit during transfer to a DigtaSoft network (via DssMover).

The dictation will be displayed with a balloon message above the dictation field.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Workflow**” menu item and confirm by pressing “**OK**”.
- ➔ Select the “**Speech recognition**” subitem by navigating with the up-down buttons. Confirm your selection with the “**OK**” button.
- ➔ Select one of the following settings using the up-down buttons:
 - »No entry«: Each new dictation will be transferred to the secretary without speech recognition.
 - »On request«: You can select for each new dictation whether it shall be send to the speech recognition unit.
 - »Auto«: Each new dictation is first send to the speech recognition unit and then to the secretary (together with the recognised text).
- ➔ Confirm your selection with the “**OK**” button.

The “**Speech recognition**” dictation feature can also be set or deleted on the main screen under „Details“ (see chapter „Operating / Changing of dictation features / Speech recognition“).

Number / Reference

With the “Number / Reference” function, you can enter up to 16 characters for your dictation, for example file references or patient numbers.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Workflow**” menu item and confirm using “**OK**”.
- ➔ Select the “**Number / Reference**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Select one of the following settings:
 - »On request«: for each new dictation, the option to enter a reference is given.
 - »No entry«: no number/reference is entered
 - »Auto«: every new dictation has the same number/reference
 - »Prefix on/off«: Switch the prefix on/off
 - Confirm your selection using “**OK**”.

If you have selected the “On request” function, when a new dictation is created either an empty field or a fixed predefined entry is displayed. Use the text editor to enter your reference (characters) (see the section “Initial Setup / Navigation / Text editor”).

**Limited character (reference) selection**

The predefined entry can be set to your typical initial number or reference using the configuration software.

If something was entered for the previous dictation, the previous entry is displayed. You can accept the entry or delete it.

5.10 Device settings

Sleep mode

With the “Sleepmode” function, you can determine whether the device automatically switches to an energy-saving “sleep mode” with a time and date display after several minutes. The device can be immediately reactivated by pressing any button. If the device is not switched off manually, it switches itself off after 30 minutes of sleep mode.

**Additional function on the Digta 7 Premium**

The Premium version of the Digta includes an acceleration sensor. The sensor causes the Digta to automatically switch itself back on when the Digta is moved in sleep mode.

In the “Sleepmode” menu, you can set the amount of time after which the device automatically switches to sleep mode.

➔ Press “**MENU**”.

- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Sleepmode**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Move to the desired option using the up-down buttons.
 - 5 min
 - 15 min
 - 30 min
 - Never
- ➔ Activate the selected option by pressing “**OK**”.
The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using “**Save**”.
- ➔ If you do not wish to save the change, press the “**Escape**” button.

Acoustic signals

In the “Acoustic signals” menu, you can switch on/off the signals you find bothersome.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Acoustic signals**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Move to the desired option using the up-down buttons.

- Acknowledge beeps
 - Warning beeps
 - Notification beeps
- ➔ Activate or deactivate the desired acoustic signal by pressing **“OK”**.
The check mark after the function appears or disappears. The acoustic signal is activated or deactivated.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press **“Escape”**.



Acoustic signals absent

If all signals are switched off, no signal sounds when the memory is full or the rechargeable battery* is empty. In this case, if you dictate without paying attention to the screen the device may switch off without a signal sounding. You may continue to dictate and the text will not be recorded.

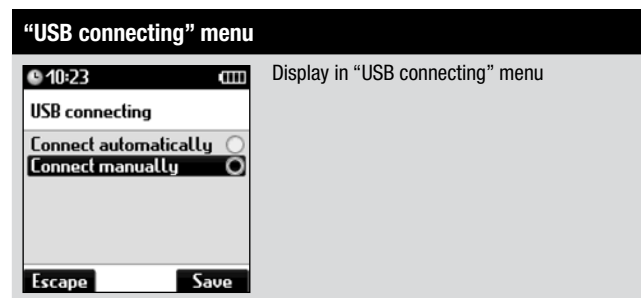
If only the warning signals are switched on, no notification signals will sound, for example the standby signal after the device is switched on or the info and index signals.

USB connection

You can choose whether the dictation machine automatically switches to USB mode when a USB connection to a PC is established or whether you would prefer to activate this function manually from the menu.

- ➔ Press **“MENU”**.

- ➔ Use the up-down buttons to navigate to the **“Device settings”** menu item and confirm using **“OK”**.
- ➔ Select the **“USB connecting”** subitem using the up-down buttons. Confirm your selection using **“OK”**.



- ➔ Select one of the following settings:
- »Connect automatically«: USB mode switches on automatically
 - »Connect manually«: USB mode is only switched on manually
- ➔ Confirm the selection using the **“Save”** button.
- ➔ If you do not wish to save the change, press the **“Escape”** button.

If **“Connect automatically”** is selected, USB mode automatically switches on when a switched-on dictation machine is connected to the USB port of a PC. The PC recognizes the device as a removable storage device and USB Audio and USB HID are active. You can now exchange data between the PC and the dictation machine, as well as using the dictation machine as a USB microphone.

For the setting “Connect manually”, the dictation machine remains in dictation mode when connected via USB. It is supplied with power from the PC. If you wish to transfer dictations to the PC, select “USB mode” from the menu and confirm by pressing **OK**. The device then establishes a connection with the PC.

Speaker

If you are listening to your dictation using headphones that are connected to the Digta Station*, you can switch off the speaker of the dictation machine.



Earpiece

If you connect an earpiece to the Digta’s earphone jack, the dictation machine’s speaker is automatically switched off.

In the “Speaker” menu, you can switch the Digta’s speaker on or off.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Speaker**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Move to the desired option using the up-down buttons.
 - Speaker on
 - Speaker off

- ➔ Activate the selected option by pressing “**OK**”.
The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using “**Save**”.
- ➔ If you do not wish to save the change, press the “**Escape**” button.

Fast forward/rewind

In the “Fast forward/rewind” menu, you can switch on or off the audible play-back during fast forward/rewind. You can also adjust the speed of the fast forward and rewind to your preferences.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Fast forward/rewind**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Select the desired option using the up-down buttons:
 - »Audible«: During fast forward and rewind, snippets of the recording are played back. This could cause you to encounter long pauses or different speakers. If this play-back is bothersome it can be switched off. The fast forward and rewind is then somewhat faster.

**WAV* and MP3***

The fast forward/rewind function is not audible with the WAV and MP3 recording formats.

- »Speed«: When listening for specific information during rewind, you may miss the intended position. You can thus reduce the speed of the fast forward and rewind. If the fast forward and rewind is too slow for long dictations, you can increase the speed.

**Speed of fast forward and rewind**

The play-back speed for fast forward and rewind can be set to the following levels: 30, 50, 80, 100, 120, 150 and 200 percent.

- ➔ Confirm your selection using **“OK”**.
You enter the submenu with the settings that can be used for switching the play-back of snippets on and off during fast forward and rewind as well as determining the speed of that play-back.
- ➔ Activate the selected setting by pressing **“OK”**.
The marker bullet moves to the highlighted bar.
- ➔ Confirm the change using **“Save”**.
- ➔ If you do not wish to save the change, press the **“Escape”** button.

Rechargeable batteries

In the “Rechargeable batteries” menu, you can set the the power supply for your Digta. If you wish to operate the device using other, externally charged rechargeable batteries, for instance NiMH batteries, you must switch the power source in this menu. Only then will the battery display and the automatic shutoff function correctly.

NOTICE**Data protection when rechargeable battery is empty**

If you do not switch the power source, the Digta will not recognize when the rechargeable battery is almost empty and can therefore not save dictations and switch off in time.

- ➔ Press **“MENU”**.
- ➔ Use the up-down buttons to navigate to the **“Device settings”** menu item and confirm using **“OK”**.
- ➔ Select the **“Rechargeable batteries”** subitem using the up-down buttons. Confirm your selection using **“OK”**.
- ➔ Move to the desired option using the up-down buttons:
 - Batt.Pack962/batteries
 - Other recharg. batt.
- ➔ Activate the selected power source by pressing **“OK”**.

- ➔ The marker bullet moves to the highlighted bar. If you have selected “Brightness”, the submenu for setting the brightness opens.
- ➔ Confirm the change using “**Save**”.

Foot control

With the “Foot control” function, you can select the functions of the foot control* for recording or play-back. You can set whether the foot control is to be used for transcription or for hands-free dictation.



Factory settings

The foot control comes preconfigured for hands-free dictation. For transcription, it first must be switched to “Fast forward” in the “Foot control/Middle pedal” menu.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Foot control**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Select the desired option using the up-down buttons:
 - »Middle pedal«: The pedal can either be used for recording (hands-free dictation) or for fast forward (transcription).
 - »Short rewind«: Here you can set the length of the short rewind between 0 and 10 seconds. Each time play-back is started, the

current dictation position is moved backwards by the set amount of time. This causes the most recent dictation part to be repeated.



Availability of short rewind

Short rewind is only available when using the Digta Station* and the foot control.*

The “Short rewind” function is only possible when the foot control is set to “Fast forward”. During hands-free dictation, the right pedal is without short rewind.

- ➔ Confirm your selection using “**OK**”.
- You enter the submenu with the possible settings for the middle pedal and the time for the short rewind.
- ➔ Activate the selected setting by pressing “**OK**”.
- The marker bullet moves to the highlighted bar.



Fast forward

With the “Fast forward” menu setting, it is not possible to change an existing dictation or create a new dictation. If the **NEW** button or the record button is pressed, the message “**Play-back only**” appears.

- ➔ Confirm the change using “**Save**”.
- ➔ If you do not wish to save the change, press the “**Escape**” button.

Configuration of the foot control during recording

The switches of the foot control are configured for hands-free dictation.

Left pedal	Middle pedal	Right pedal
<ul style="list-style-type: none"> • Rewind 	<ul style="list-style-type: none"> • Quick press: Switch recording on/off • Long press: create new dictation (same function as “NEW” button on the dictation machine) The red recording indicator lights up, a new dictation name appears. 	<ul style="list-style-type: none"> • Start/stop recording and play-back (same function as slide switch on the dictation machine)

Configuration of the foot control during play-back

The switches of the foot control are configured for transcription.

Left pedal	Middle pedal	Right pedal
<ul style="list-style-type: none"> • Rewind 	<ul style="list-style-type: none"> • Fast forward 	<ul style="list-style-type: none"> • Start/stop play-back

Change PIN



PIN/PUK function

You Digta is equipped with a PIN/PUK function. The PIN can be activated using the dedicated software.

Activating the PIN (personal identification number) protects your device against unauthorized use. Use a number combination that is known only to you as your pin.

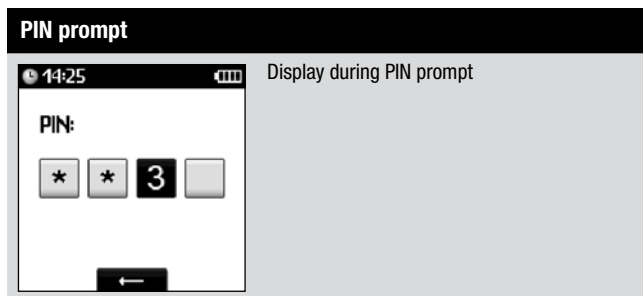


PIN/PUK function

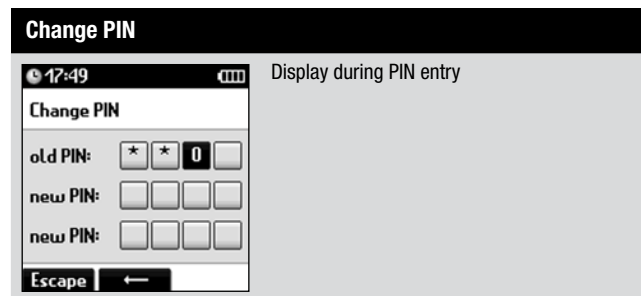
The factory setting of the PIN is 0000.

In the “Change PIN” menu, you can delete the previous PIN and set a new PIN.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Change PIN**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
A prompt for the previous PIN appears.



- ➔ Enter the previous PIN by selecting the digits using the up-down buttons and confirming each individual digit by pressing “OK”.
- ➔ If you have made a mistake in the entry, press the “←” button.
- ➔ You will return to the previous digit and can repeat the entry.
A window appears for entering a new PIN.
- ➔ Enter the new 4-digit PIN by selecting the digits using the up-down buttons and confirming each individual digit by pressing “OK”.
- ➔ If you have made a mistake in the entry, press the “←” button.
- ➔ You will return to the previous digit and can repeat the entry.
A prompt for the new PIN appears.



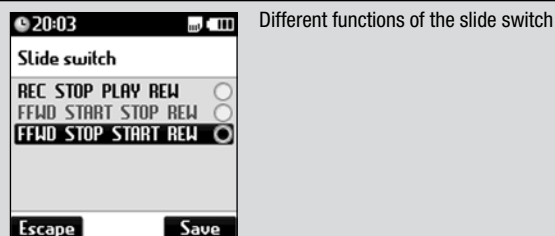
- ➔ Enter the new PIN again to confirm it.
The new PIN is saved.

Slide switch

In the “Slide switch” menu, you can select between the three slide switch variants. You can test out the three variants and select the one which is most convenient for you. You can set the selected variant using the slide key included with delivery and the device settings.

Details can be found in the section “Slide switch configuration”.

Configuring the slide switch



Reset

In the “Reset” menu, you can reset the memory and device settings of the Digta.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device settings**” menu item and confirm using “**OK**”.
- ➔ Select the “**Reset**” subitem using the up-down buttons. Confirm your selection using “**OK**”.
- ➔ Move to the desired option using the up-down buttons.
 - »Reset counter«: resets the dictation counter. The next dictation that you record will then have the lowest available number.



Resetting frequency

The dictation counter goes up to 9999. You should not reset the Digta’s counter too often; otherwise conflicts could arise as a result of dictations having the same name saved on the PC.

- »Format memory«: formats the internal memory or a removable external memory card. During the formatting process, a busy indicator appears as a revolving point. A notice appears on the display when formatting is completed. Confirm by pressing OK. Directories and files with administrative data are saved in both the internal and the external memory. Therefore, not all of the memory capacity is available for recording dictations.

NOTICE

Data loss

Formatting the memory causes all dictations and files to be deleted.



Formatting with several authors

If a list with several authors is installed in the Digta, the function “Format memory” is only available if there are no dictations in the memory. This prevents dictations from inadvertently being deleted by another user.



Formatting the external memory

Ensure that an external memory card is inserted so that the internal memory is not inadvertently formatted.



Formatting using a PC

The internal memory and the external memory card must not be formatted as removable storage devices using the formatting function of a PC.

- »Reset settings«: all settings which were changed in the menus or using the configuration software are reset to factory settings. Saved dictation and files are retained.
- »Factory reset«: all settings are completely reset to factory settings and all files and data are deleted. Presets for the note accompanying the dictation that were changed using the PC software are reset to "No entry". The author name is reset to "DICT".

NOTICE

Data loss

During a factory reset, all dictations, files, data and settings are deleted.



Factory reset when there are several authors

If a list with multiple authors is installed in the Digta, the "Factory reset" function is only available if there are no dictations in the memory. This prevents dictations from inadvertently being deleted by another user.

- ➔ Activate the selected option by pressing "**OK**".
- ➔ Confirm the change using "**Save**".
- ➔ If you do not wish to save the change, press the "**Escape**" button.

5.11 Device info

Version

Using the "Version" function, you can display the version of the device software (firmware), the serial number and the version of the printed circuit board.



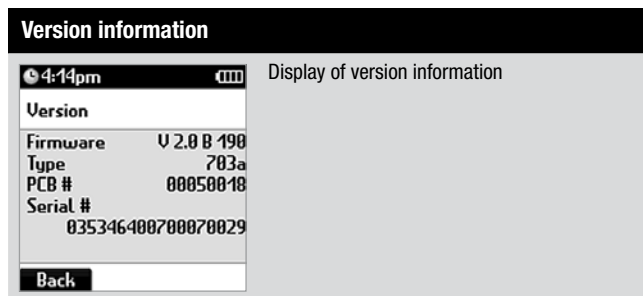
Application

For information on new firmware versions, please visit our website: www.grundig-gbs.com

- ➔ Press "**MENU**".

- ➔ Use the up-down buttons to navigate to the “**Device info**” menu item and confirm using “**OK**”.
- ➔ Select the “**Version**” subitem using the up-down buttons. Confirm your selection using “**OK**”.

The version information appears on the display.



- »Firmware«: version of the device software
 - »Type«: type number of the device
 - »PCB #«: version number of the printed circuit board
 - »Serial #«: serial number
- ➔ Pressing the “**Back**” button, takes you back to the “**Device info**” menu.

Licence key

With the “License key” function, you can call up the licence code of your Digta onto the display. This allows service or hotline personnel to quickly ascertain which additional functions, such as speech recognition, have been enabled.

Memory



Using the “Memory” function, you can display the current capacity of the internal or external memory.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Device info**” menu item and confirm using “**OK**”.
- ➔ Select the “**Memory**” subitem using the up-down buttons. Confirm your selection using “**OK**”.

The data regarding the capacity of the current memory appears on the display:

- »Internal memory«: factory-installed internal memory
- »External memory«: SD card inserted into the device


Memory capacity

5:06pm  

Internal memory	
Capacity	3,6 GB
free	389 h 81 min
used	1 h 13 min

Back

Display of memory capacity for the example of the internal memory

 **Memory capacity in dictation time**

The displayed time in hours and minutes corresponds to dictation time in the current recording quality (for instance SP, QP, WAV, MP3, ...).

- ➔ Pressing the “**Back**” button, takes you back to the “**Device info**” menu.

6. Barcode scanner

6.1 Using barcodes

You can scan in a barcode for every new dictation. The recognized barcodes are saved in the header of the DSS file in the “Subject” field and thus also displayed in the note accompanying the dictation. Other software which evaluates the DSS header (for instance a database system) can then organize the dictations using the scanned barcodes.

The scanned barcodes can later be displayed or automatically processed by software that evaluates the DSS header (for instance a database system).

The scanned barcodes are displayed in the dedicated PC software and in the transcription software, both

- in the overview of the note accompanying the dictation (see “Accompanying note” in the program’s help section), and
- in the dictation list (if the “Topic” field is activated; see “Sort” in the program’s help section).



Helpful software

We offer a software development kit (SDK) for integrators that evaluate the note accompanying the dictation, for instance to create links to database entries.

6.2 Connect scanner

The scanner’s connector is mechanically and electrically identical to that of a memory card.

The corresponding menu items can only be selected on the hand-held dictation machine when a scanner* is connected.

NOTICE

Damage

Switch the dictation machine off before plugging or unplugging the Digta Scan.

- ➔ Connect the Digta Scan to your hand-held dictation machine as shown in the following figure:

Scanner* in the dictation machine

Digta 7 with Digta Scan 407

**Carrying clip**

Ensure that the scanner's carrying clip locks into place in the slot on the back of the dictation machine.

6.3 Scan barcode for a dictation

Details can be found in the section "Menu functions / Data list / Select".

6.4 Display barcode for a dictation

Details can be found in the section "Operating / Changing of dictation features".

6.5 Scan barcode for an existing dictation

Details can be found in the section "Operating / Changing of dictation features".

6.6 Search for dictation corresponding to a barcode

Details can be found in the section "Menu functions / Scanner* / Use scanner to search for dataset for new dictation / Search for dictation".

6.7 Delete barcode from a dictation

Details can be found in the section "Operating / Changing of dictation features".

6.8 Configure barcode scanner

The machine comes delivered with the barcode symbology EAN-13 activated. If you would like to use a different symbology, this can be set on the Digta.

We have provided you with a table of programming codes in barcode format. This table is in English in PDF format and can be opened with Acrobat Reader.



Programming code table

The programming code table "Programming Digta Scan 407" can be found at <http://www.grundig-gbs.com/en/support-downloads/accessories/digta-scan-407>

- ➔ Download the current version of the programming code table from the internet.
- ➔ Print the desired programming codes from the table.

Use a laser printer or similar to produce a useable printout.

here are always two programming codes given for each of the barcode symbologies that can be used: the top code to ENABLE the symbology and the bottom code to DISABLE it.

- ➔ Program the barcode scanner* in the "Scanner" menu of the Digta. Details can be found in the section "Menu functions/Scanner* / Programming".



Acrobat Reader

Free download at
<http://www.adobe.de/products/acrobat/readstep.html>

7. Communication with the PC

7.1 Connect/disconnect the dictation machine with the PC

Connect dictation machine to the PC

- ➔ Connect your Digta by means of the USB-cable to your PC in order to transfer dictations to your PC and to transmit them to your typist.
- ➔ The dictation machine must be switched on to enable the communication between the two devices.



PC software

The Grundig PC software can only be used with one dictation machine. If a second dictation machine is connected to the USB interface, the PC will not recognize it; it will only appear in Windows as a removable disk drive.

- ➔ If automatic USB connection is selected, USB mode switches on automatically when a dictation machine that is switched on is connected via USB.
The computer identifies the device as removable disk and as USB audio/HID device. The Grundig Business System PC-software can be configured so that the PC transfers the dictations from the dictation machine automatically, and transfers them so that the memory space of the dictation machine is fully available again.

- ➔ If automatic USB connection is switched off, set up the connection manually by selecting the “**USB mode**” menu item using “**OK**”.

NOTICE

Data transfer incomplete

Stop the USB connection using the task bar on the PC, as otherwise the transfer may not be complete.

7.2 USB-operations

USB power supply

The Digta is not recognized as a device by the PC. You can use the Digta for recording/playback as in battery operation, but the dictation machine is supplied with power from the PC.

PC file transfer (removable storage device)

If the dictation machine is connected to a PC via a USB cable, the PC supplies the dictation machine with power. The PC recognizes the device as a USB removable storage device for transferring dictations/ files to and from the PC.

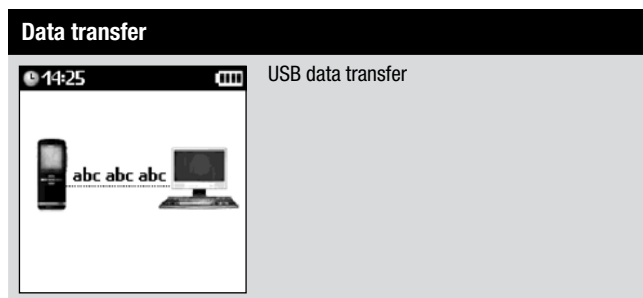
If automatic USB connection is switched off, set up the connection manually.

- ➔ Press “**MENU**”.

- ➔ Move to the **“USB mode”** menu item using the up-down buttons.
- ➔ Confirm by pressing **“OK”** to set up the USB connection.

Details can be found in the section “Menu Functions/Device settings/USB connecting”.

The USB data transfer is indicated by an animation on the display. When data is being transferred, the group of letters “abc” runs repeatedly in the direction of transfer until the transfer is complete. The “abc” disappears when no file transfer is taking place.



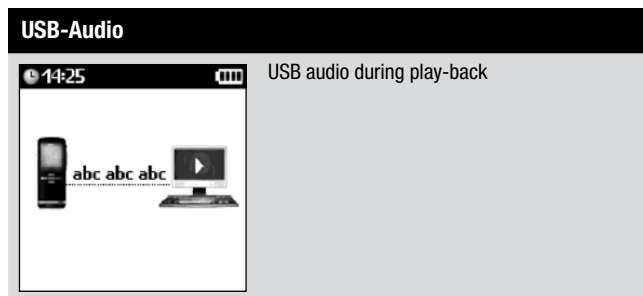
PC microphone operation (USB-Audio, USB-HID)

When the dictation machine is connected to a PC with a USB cable, the device is also registered for USB Audio and USB HID. The dictation machine can thus be used as the PC microphone, e.g. for direct dictation into the Grundig PC software or into a speech recognition system.

- ➔ Switch the dictation machine on by pressing the **“MENU”** button until the first display appears.
- ➔ Connect the dictation machine to the PC via the USB interface.
- ➔ Press **“MENU”** a second time.
- ➔ Use the up-down buttons to navigate to the **“Microphone sensitivity”** menu item and confirm using **“OK”**.
- ➔ Select one of the following settings:
 - Dictation
 - Conference
- ➔ Confirm the selection using the **“Save”** button.

The microphone sensitivity for USB Audio is saved.
- ➔ If you do not wish to save the change, press the **“Escape”** button.

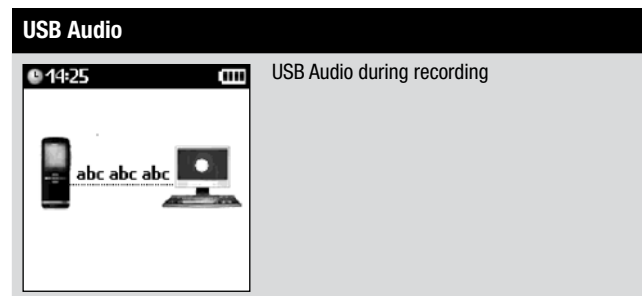
If a sound program or speech recognition system (e.g. AudioRecorder or DigtaSoft) is running on your PC in record or play-back mode, the symbols for recording, recording paused and play-back appear on the display in the PC symbol. The recording LED lights up green and you can hear the recording from the speaker of the dictation machine.



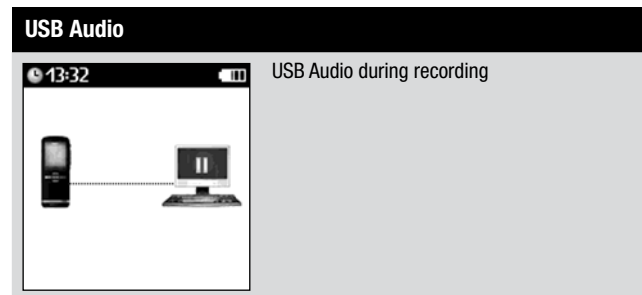
If you want to control other PC applications with the Digta, such as a speech recognition program, you can assign key commands to the Digta's buttons in USB HID mode. Only the MENU button is reserved for the menu function and switching off the device. Find out more about the configuration options with the help functions in the Digta configurator and adapter server software applications from Grundig.

Record a dictation

- ➔ Select a sound program on your PC, for instance a Grundig dictation software, a speech recognition system or the Windows audio recorder.
- ➔ Start the recording in your sound program, move the slide switch to »start recording« and speak your text.
A recording symbol appears in the PC symbol on the display and the recording LED lights up red.



- ➔ Pause the recording by moving the slide switch to the »■« position.
No audio signal is sent to the PC. A pause signal appears in the PC symbol on the display and the recording LED flashes red.



Change mode

Switch off USB mode

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"Dictation mode"** menu item and confirm using **"OK"**.

The Digta restarts and is not recognized as a device by the PC. You can use the Digta for recording/playback as in battery operation, but the dictation machine is supplied with power from the PC.

Switch on USB mode

- ➔ Press **"MENU"**.
- ➔ Use the up-down buttons to navigate to the **"USB mode"** menu item and confirm using **"OK"**.

The Digta restarts and is recognized as a device by the PC. USB mode is active.

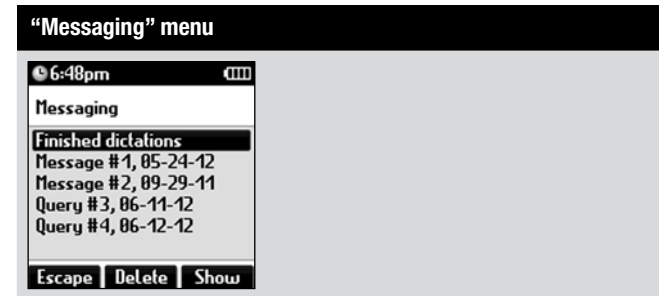


USB-operations

The "USB mode" menu item in the main menu is only displayed when there is a USB connection to a PC.

7.3 Messaging

Your Digta is equipped with Digta Message Service (DMS), with which you can request and receive messages. The messaging function allows direct communication between the dictation device and the workplace software at the transcription station.



New messages will be automatically transferred to your device when it is connected to a PC and will be displayed the next time you turn the device on.

Received messages can either be deleted or saved. When you have read all received messages, the device automatically returns to the main display and is ready to use.

Saved messages can be viewed as often as you like (or deleted) in the "Messaging" menu.

Finished dictations

When you have finished a dictation, you can activate the “Status Message” feature in the features list (“Details” button). When the device is connected to the network, the dictation will be transferred and incorporated into the dictation workflow. When the secretary tags a dictation as complete, its status is changed. The author then receives a message that transcription has been finished. The message is transferred to the device by means of DssMover as soon as the device is connected to a computer (to send further dictations, for instance).

The message will be sent whether or not the corresponding dictation remains on your Digta. If you have taken the precaution of leaving the dictation on your device, you can delete it in the course of receiving the message.

- ➔ Turn the device on by pressing the “**MENU**” button until the author’s name is displayed.

If there are new messages, the prompt “**New messages. Show now?**” appear on the display.

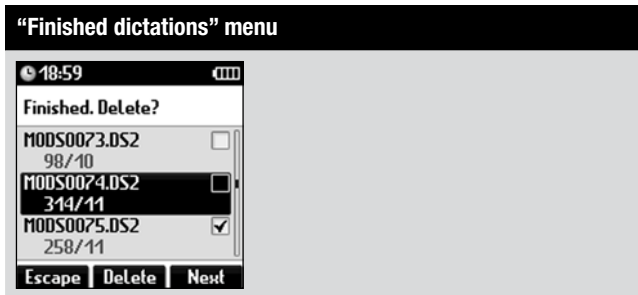
- ➔ If you do not wish to read the message, press the “**Escape**” button.
- ➔ To read the message, press the “**Show**” button.

A list of finished dictations will appear. If available, the „Number/Reference“ content for the dictation will be listed in a second column under the dictation name. The default setting is for all finished dictations to be selected so that they can immediately be deleted or saved.



- ➔ To select another dictation, navigate with the up-down buttons and confirm your selection with the “**OK**” button.
- ➔ To delete the selected dictation or the list of finished dictations, press the “**Delete**” button.
A confirmation prompt appears.
- ➔ Confirm using “**OK**” to delete the finished dictations and the list from your Digta.
- ➔ If you wish to leave the selected dictations and the list of finished dictations on your device, press “**Save**”.

The list of finished dictations will be saved in the menu “**Messaging**” under “**Finished dictations**”. You can access them later to view or delete. You can advance to other messages by pressing the “**Next**” button.



Text messages

Administrators can send messages about specific dictations to one or more authors. The text messages are composed, addressed to the desired recipient, and sent using Digta Configurator. You receive the text messages directly on your Digta device.

Text messages can be used to support organizational and administrative efforts. For example, a system administrator can notify authors that they need to turn in their devices for updates.

New messages

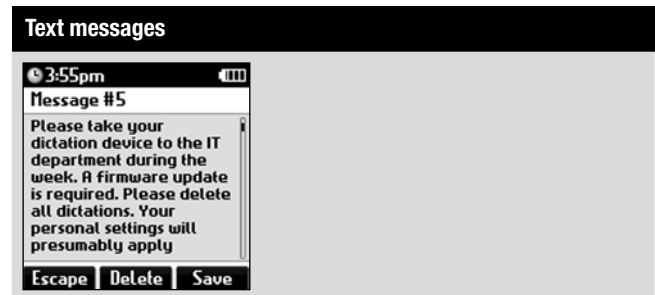
In the menu “Messaging”, unopened or unread messages are marked with a “*”. The asterisk disappears when you open and read the message.

- ➔ Turn the device on by pressing the **“MENU”** button until the author name appears on the display.

If there are new messages, the prompt **“New messages. Show now?”** will appear.

- ➔ If you do not wish to read the messages, press the **“Escape”** button.
- ➔ View the messages by pressing the **“Show”** button.

If dictations have been finished, a list of the completed dictations will be displayed. You can delete or save them. After this is completed, the received text messages will be displayed.



- ➔ Lengthy text messages can be viewed by scrolling with the up-down buttons.
- ➔ If you wish to delete a message, press the **“Delete”** button.
A confirmation prompt appears.
- ➔ Confirm using **“OK”** to delete the message permanently.

- ➔ If you wish the message to remain on the device, press the **“Save”** button.

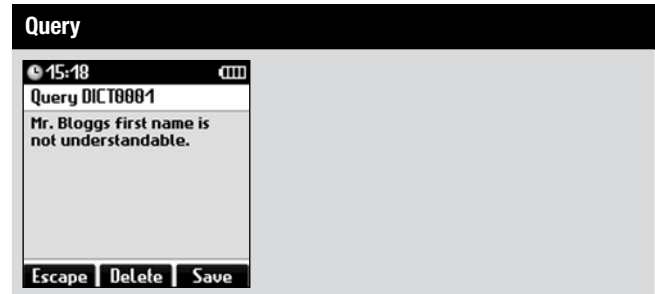
The message will be saved in the “Messaging” menu. You can access it later to view or save. Advance to other messages by pressing the **“Next”** button.

Query

Office staff can send the author queries concerning received dictations. For instance, a secretary can ask about an unintelligible portion of the dictation or about a name whose spelling is not obvious. To mark the portion of the dictation mentioned in the query, the querier can stop the dictation at the point in question or add an index mark.

The query and, if required, the marked dictation reaches you directly on your Digta. You can read the query as a text message and listen to the marked portion of the dictation. Dictation playback begins at the point at which the secretary closed it.

- ➔ Turn the device on by pressing the **“MENU”** button until the author name appears in the display.
- If there are new messages, the prompt **“New messages. Show now?”** appears.
- ➔ If you do not wish to read the messages, press the **“Escape”** button.
- ➔ View the messages by pressing the **“Show”** button.
- If there are finished dictations or text messages, they are displayed. They can be deleted or saved. When this is completed, received queries will be displayed.



- ➔ Lengthy text messages can be viewed by scrolling with the up-down buttons.
- ➔ If you wish to delete the query, press the **“Delete”** button.
A confirmation prompt appears.
- ➔ Confirm using **„OK“** to delete the query message.
- ➔ If you wish the message to remain on the device, press the **“Save”** button.
The query will be saved in the “Messaging” menu. It can be viewed and deleted at a later time. Advance to other messages by pressing the **“Next”** button.

8. Possible configurations with the PC software “Digta Configurator”

8.1 Configuration software

The Digta Configurator configuration software is a tool from Grundig Business Systems for adjusting your dictation machine to your personal working requirements and to the optimal workflow for your company.

Digta Configurator can be used for the following purposes:

- Reading dictation machine information
- General configuration of the dictation machine
- Personalizing your dictation machine
- Extending the functions of your dictation machine
- Adapting the dictation device to left-handed use*

Connect the dictation machine to the PC using the USB cable and start the Digta Configurator. The setting options for your Digta are listed in the “Detected devices” directory of the Digta Configurator.



Digta Configurator

Further details on installation and use of the Digta Configurator can be found in the “Digta Configurator” operating instructions.

8.2 PIN/PUK

Your Digta is equipped with a PIN/PUK function. Activating the PIN (personal identification number) protects your machine against unauthorized use. Use a number combination that is known only to you as your pin.



PIN factory settings

The factory setting of the PIN is 0000. You can change this PIN within a menu function (see section “Menu functions/Device settings/Change PIN”).

You must enter the PIN each time the device is switched on and when activating it out of sleep mode. Only then can the device be operated.

You can activate the PIN using the dedicated PC software or you can contact the service hotline. The contact information can be found on the internet at:

www.grundig-gbs.com



External memory without PIN protection

Dictations on external, removable memory cards (Digta Card) can not be protected through the PIN/PUK function.

When changing to an external memory card a prompt appears. Confirm that you would like to work with an external memory card without PIN protection.

Enter PIN

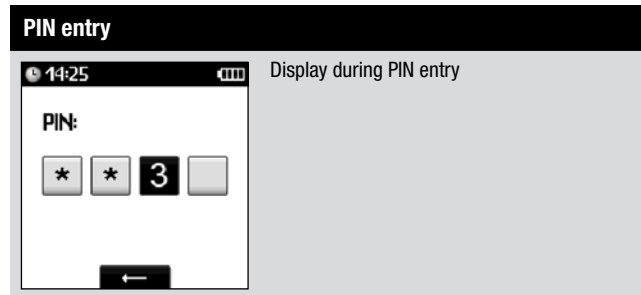
- ➔ When a PIN prompt appears, select the digits using the up-down buttons and confirm each digit individually by pressing “OK”.



Entering the PIN with the slide switch

You can also enter the PIN using the slide switch. Choose the individual digits by moving the slide switch up and down. To confirm your choice, press the record button. This allows you to begin dictation without repositioning the device in your hand.

- ➔ After it is confirmed, the digit is changed to “★” (hidden PIN entry).
- ➔ If you have made a mistake in the entry, press the “←”.
- ➔ You will return to the previous digit and can repeat the entry.



Incorrect PIN entry

You have 9 chances to enter the PIN correctly.

If all 9 attempts are unsuccessful, the device is locked and can only be unlocked again using a PUK (personal unblocking key).

Change PIN

- ➔ Details about changing the PIN can be found in the section “Menu functions/Device settings/Change PIN”.

8.3 Folder functions

Select folder

There are six folders available for saving your dictations. The folders are labeled A-F by default. You can use the folders to organize dictations (e.g. to separate business and private dictations).

You can change the names of the folders (e.g. “business”, “private”) using the “Digta Configurator” PC software.

Delete contents of folder

In addition to deleting individual dictations, you can also delete all dictations within a selected folder.



Data protection with several authors

If a folder is used by more than one author, the folder cannot be deleted. The dictations contained within are protected against inadvertent deletion by another user.

- ➔ Press “**MENU**”.
- ➔ Use the up-down buttons to navigate to the “**Folder**” menu item and confirm using “**OK**”.
- ➔ Select the desired folder by navigating using the up-down buttons.
- ➔ Press the “**Delete**” button.

A list appears with the elements that can be deleted (selected folder, all folders).
- ➔ Confirm your selection using “**OK**”.
- ➔ A confirmation prompt appears.
- ➔ Confirm using “**OK**” to permanently delete the folder.

The message “**Folder deleted!**” appears.
- ➔ If you do not wish to delete the folder, press the “**Back**” button.

8.4 EOL function

With the EOL function you can designate a dictation as completed and ready for delivery. If EOL (end of letter) is activated, it is shown as a check mark in the display. Dictations not designated EOL are not transferred to the PC.

Activate EOL function

The EOL function can be activated using the configuration software. You can choose whether you wish to work with the EOL button or the “Postponed” dictation feature (see section “Operation/Changing of dictation features/Postponed”).



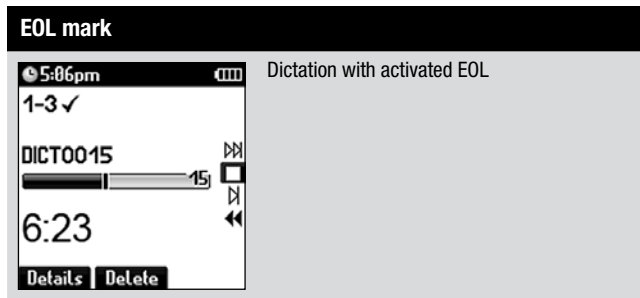
EOL constraint

The EOL function and the “Postponed” dictation feature are mutually exclusive.

In the configuration software you can also determine whether a new dictation is created when the EOL button is pressed. This also triggers the **NEW** button.

Using the EOL function

- ➔ To interrupt a running recording or playback, slide the sliding switch to “**II**” or “**■**”.
- ➔ If the EOL function is activated, press the upper function button long (approx. 2 sec) to apply EOL to the current dictation.



Some examples of free configuration of the buttons include:

- Function of the “NEW” button (new dictation) configured to one of the function buttons located on the side for user who are left-handed
- EOL function configured to the lower side function button to make it easier to handle

When the EOL button is pressed, the dictation is locked against the following changes:

- Add dictation part in the middle or onto the end
- Delete dictation or dictation part
- Set index
- Add info message

To make any changes, you must remove the EOL designation for the current dictation. Do this by pressing the EOL button again (approx. 2 sec).

8.5 Free configuration of buttons

You can adjust the configuration* of the upper and lower function buttons according to your needs using Digta Configurator. Each button can be set individually to pressing once, pressing longer, or pressing and holding (used only for speech recognition, fast forward or rewind). For the exact options, consult the current version of the Digta Configurator.

9. Operation with Digta Station

The Digta Station* serves as a communication interface between the dictation machine and the PC, as a charging station and as a base for the dictation machine. A foot control* and headphones* can be connected additional to the Digta Station Plus*. Also it is possible to charge a rechargeable battery pack in a special slot of the Digta Station Plus.



9.1 USB interface

Connecting the device to the PC via the USB interface (yellow indicator on the Digta Station) sets up a data transfer. A USB audio/HID function can also be used to dictate in the Grundig PC software or in speech recognition systems.




9.2 Charging the battery in the battery compartment of the dictation machine

- ➔ Connect the USB plug on the power supply cable into the “DC IN 5V” socket on the Digta Station*.
- ➔ Connect the plug of the power supply unit into the wall socket.
- ➔ Press and hold “MENU” until the device switches off.

- ➔ Connect the switched off dictation machine to the Digta Station.

After a short time the charge indicator will appear on the display of the device and the LED indicator will flash green.

The rechargeable battery is fully charged after approx. 4 hours.

»  « is shown on the display.

9.3 Charging the reserve battery in the Digta Station Plus



Digta Station
with reserve
battery

In addition to the battery in the dictation device, you can charge a reserve battery with the Digta Station. If the Digta Station 447 Plus is connected to a PC with a USB cable, the battery in the Digta 7 has charging priority. The USB port cannot deliver enough energy to charge

two batteries at the same time. The reserve battery will only be charged when the dictation device is plugged into the Digta Station.

If an additional power supply is connected to the Digta Station 447 Plus, both batteries can be charged at the same time.

While the battery is charging, the charging time will be indicated on the Digta 7's display. When the reserve battery is charging, the green LED ("CHARGE") blinks. When the reserve battery is fully charged, the LED remains lit but does not blink.

9.4 Dictation and transcription with foot control

Connecting a foot control allows your to achieve hands-free dictation and transcription.

Details can be found in the section "Menu functions/Device settings/Foot control".

10. Firmware update

The firmware update function allows you to keep your Digta's firmware always up-to-date.



Current firmware version

The current firmware version can be found on the internet at www.grundig-gbs.com

- ➔ Switch off your Digta.
- ➔ Switch on the PC and download the current firmware version from the internet.
- ➔ Switch on your Digta.
- ➔ Connect the Digta to the PC using the USB cable.
The device is detected by the PC as a removable storage device.

Data transfer



Animated data transfer display

NOTICE

Charging state of firmware update

Do not use low batteries to load the firmware. Do not interrupt the loading process for any reason. This could make the dictation machine inoperative.

- ➔ Copy the downloaded file "gh0700.hex" into the »SYSTEM« folder on the drive of the dictation machine (removable storage device).
The data transfer is indicated on the display. "abc" travels from the PC to the dictation machine until the data transfer is complete.
- ➔ When the data transfer is complete, stop the USB connection between the Digta and the PC using the task bar on the PC, as otherwise the transfer may not be complete.
- ➔ Remove the USB plug from the dictation machine.
The security prompt "**Apply update?**" appears.
- ➔ If you do not wish to apply the firmware update, press "**Escape**".
- ➔ Confirm using "**OK**" to permanently apply the firmware update.
An animated busy indicator appears on the display.
After successful update the message "**Update successful. Please turn off!**" appears.
- ➔ Confirm the message with "**OK**" or press "**MENU**" until the machine switches off.
The next time the Digta is switched on it will operate with the new firmware.

You can check the current version of the firmware in the “Device info” menu under “Version”.

11. Spelling alphabets

11.1 English

Character	English
A	Alfred
Ä	–
B	Benjamin
C	Charles
D	David
E	Edward
F	Frederick
G	George
H	Harry
I	Isaac
J	Jack
K	King
L	London
M	Mary
N	Nellie
O	Oliver

Ö	–
P	Peter
Q	Queen
R	Robert
S	Samuel
ß	–
T	Tommy
U	Uncle
Ü	–
V	Victor
W	William
X	X-ray
Y	Yellow
Z	Zebra

11.2 German

Character	German
A	Anton
Ä	Ärger
B	Berta
C	Cäsar
D	Dora
E	Emil
F	Friedrich
G	Gustav
H	Heinrich
I	Ida
J	Julius
K	Kaufmann
L	Ludwig
M	Martha
N	Nordpol
O	Otto
Ö	Ökonom
P	Paula
Q	Quelle

R	Richard
S	Samuel
ß	Eszett
T	Theodor
U	Ulrich
Ü	Übermut
V	Viktor
W	Wilhelm
X	Xanthippe
Y	Ypsilon
Z	Zacharias

11.3 French

Character	French
A	Anatole
Ä	–
B	Berthe
C	Célestine
D	Désiré
E	Eugène
F	François
G	Gaston
H	Henri
I	Irma
J	Joseph
K	Kléber
L	Louis
M	Marcel
N	Nicolas
O	Oscar
Ö	–
P	Pierre
Q	Quintal

R	Raoul
S	Suzanne
ß	–
T	Thérèse
U	Ursule
Ü	–
V	Victor
W	William
X	Xavier
Y	Yvonne
Z	Zoé

12. Technical Data

The storage capacity for recording: 10 minutes	
DSS Standard Play (SP):	approx. 1 MB
DSS Pro Quality Play (QP):	approx. 2 MB
WAV Mono* (depending on sample rate):	9.6 MB (8 kHz sample rate) up to 57.6 MB (48 kHz sample rate)
WAV Stereo* (depending on sample rate):	19.2 MB (8 kHz sample rate) up to 115.2 MB (48 kHz sample rate)
Response area	
DSS Standard Play (SP):	200 - 5 500 Hz
DSS Pro Quality Play (QP):	200 - 7 500 Hz
WAV Mono* / WAV Stereo*:	200 - 3 500 Hz to 200 - 20 000 Hz, depending on the sample rate selected
Microphone socket	3.5 mm jack; stereo
Earphone jack	3.5 mm jack; stereo (mono earphone can be used)
PC-Interface	USB 1.1, USB 2.0 High Speed, USB 3.0 (compatible)
Batteries	2 x 1.5 V; type Micro/AAA
Rechargeable battery	Rechargeable battery pack 962 (Li-polymer rechargeable battery, 3.7 V/ 1000 mAh)
Battery operation	up to 25 hours (recording format DSS)
Dimensions (W x H x D, without protruding operating elements)	approx. 130 x 52 x 22 mm / 5.12 x 2.05 x 0.87 inch
Weight incl. rechargeable battery pack 962	approx. 125 g / 4.409 oz

13. Trouble shooting

Electrical devices can bring along malfunctions. These malfunctions cannot necessarily be referred to the device. You can check if you can remedy the errors by means of the following table.

Malfunctions	Possible reasons	Removal of defect
The devices cannot be switched on.	The battery is empty. The current supply is interrupted.	Charge the batteries or exchange them. (see chapter "Inserting batteries", "Inserting rechargeable battery" and "Charging the rechargeable battery")
The device is unresponding to slide switch- and button operations.	The keylock is activated.	Press the lower function button until the keylock is deactivated.
There is no sound or too quiet.	The microphone sensitivity or the play-back volume are not set correctly.	Set the microphone sensitivity in the menu "recording" to "conference" or hold the device closer to your mouth during recording. Set up the play-back volume. (see chapter "Setting the volume")
The sound is distorted or too loud.	The microphone sensitivity or the play-back volume are not set correctly.	Set the microphone sensitivity in the menu "recording" to "dictation" or increase the distance between the device and your mouth during recording. Turn down the play-back volume. (see chapter "Setting the volume")
No menu function available.	The device is running in the Easy Mode.	Switch over to the Menu Mode. (see chapter "Change of profile")

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