

# GRUNDIG

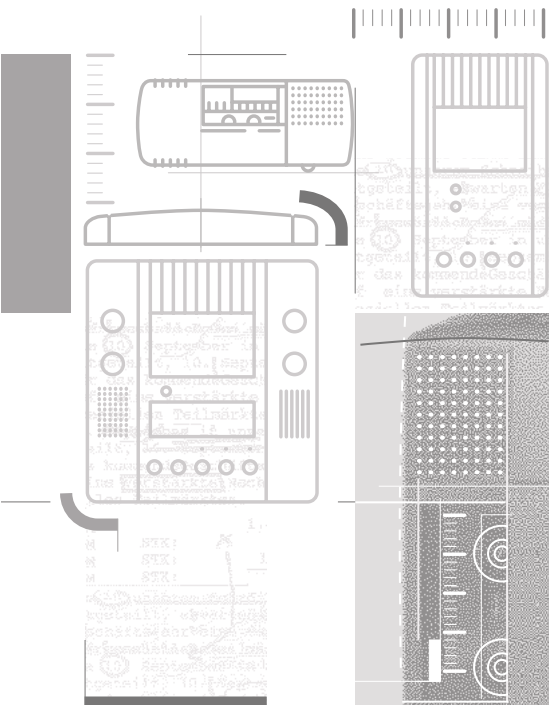
## Dh 2220

### Steno-Cassette 30

*Handdiktiergerät*

*Portable dictation machine*

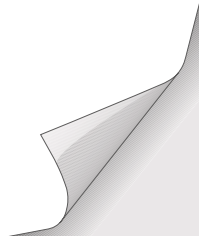
*Machine à dicter portable*

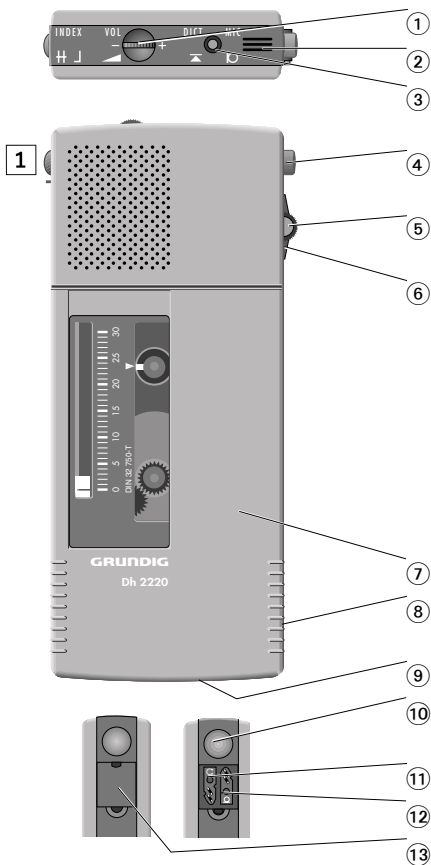


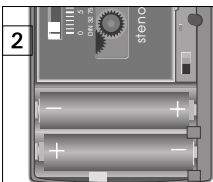
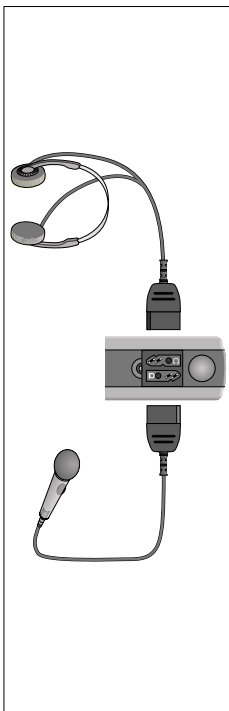
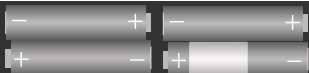
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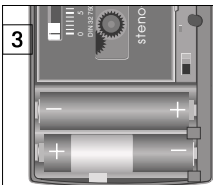
The product is in accordance with following  
EC-Directives: "89/336/CEE, 73/23/CEE, 93/68/CEE"





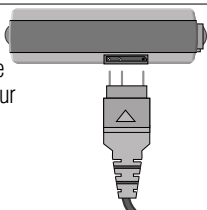


Batterien Batterijen  
 Batteries Batterier  
 Pile Batterierne  
 Piles Pilas



Akkuset 662  
 Rechargeable batteries  
 662  
 Accumulatori 662  
 Accumulateurs 662  
 Akku's 662  
 Ackumulator 662  
 Akkumulator 662  
 Baterias 662

**4** Netzbetrieb  
 Mains operation  
 Funzionamento con la rete  
 Fonctionnement sur secteur  
 Gebruik met de adapter  
 Nätdrift  
 Netdrift  
 Funcionamiento a red



# Supply Voltage

## Battery, rechargeable battery, mains operation

**Battery/rechargeable battery condition indicator** (plus recording indicator): Lights up when recording. Goes out when the batteries/rechargeable batteries are weak. Recording is still possible until the motor stops (sound signal<sup>1)</sup>).

**Battery operation** with two 1.5 V/LR 6/AA batteries (alkaline-manganese), leak-proof. Remove batteries from the unit when they are exhausted or if the unit is not to be used for a long period of time. No responsibility will be accepted for damage caused by leaking batteries!

**Rechargeable battery operation** with rechargeable batteries 662\*. Charge the rechargeable batteries in the unit with the mains/charging unit 678CW\*. Charging time approx. 18 hours. During charging, the unit can be used with all functions.

### **Battery/rechargeable battery compartment**

Press and hold down the sliding cover button, then remove sliding cover from the unit.

Inserting batteries: Ensure correct polarity (+/-); see figure [2]. Inserting rechargeable batteries: Ensure correct positioning and polarity (+/-); see fig. [3]. Refit and close sliding cover.

**Mains operation** with the mains/charging unit 678CW\*; see figure [4].





**Slide the plug till the end stop into the portable dictation machine.**

Inserted batteries are disconnected;  
the rechargeable batteries 662\* is charged.

1) No sound signal when recording with an external Clip-on microphone 759, Pen-type microphone 761, see page 5.

# Controls and Sockets

Please open folder at beginning of booklet!

- ① **Playback volume control** (turn)
- ② **Microphone**
- ③ **DICT. indication**  
Lights up during recording.
- ④ **DICTATE button**  
“ DICTATE” Press for recording (locks in).
- ⑤ **Switch-on lock** red ↔ green  
Prevents accidental switching on.
- ⑥ **Slide-switch**
  - ▶▶ **Fast forward** (search)
  - ▼ **Stop**
  - ▶ **Start playback**  
**Start recording:**  
Press “ DICTATE” button beforehand (locks in).  
**Stop recording:** Set sliding switch briefly to “◀◀ REWIND” or “▶▶ FFWD”.
- ◀◀ **Rewind** (search)
- ⑦ **Sliding cover**
- ⑧ **◀ LID LOCK button:**  
Press and slide cover down.
- ⑨ **Mains/charging unit 678CW connection**
- ⑩ **INDEX button:** Letter-end signal on recording, index signal on playback.
- ⑪ **Microphone connection** 
- ⑫ **Earphone connection** 
- ⑬ **Cover:** Press and slide down.

# General

Do not expose the unit and the steno-cassettes to temperatures above 55 °C.

## Note on Environmental Protection

Do not throw exhausted batteries in the household refuse. Hand over the old batteries to your dealer or public collecting points when buying new ones.

\*Accessories indicated in the text are not supplied with the unit.

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## Switch-on lock



Switch-on lock red ↔ green

Red visible:

Unit protected against inadvertent switch-on.

## Cassette compartment



### Inserting/removing steno-cassette:

“◀ LID LOCK” Briefly press the sliding cover button while pulling the sliding cover to its end stop.

Remove steno-cassette by tilting it out sideways.

For inserting the steno-cassette, see figure 1 at the beginning of booklet. Close sliding cover.

## Steno-cassettes



Store steno-cassettes in their Multi-box\* (transport precaution).

For dispatch: Dictation folder 741\* for two steno-cassettes and dictation documents (DIN A4).

# Recording

## Microphone and recording indication

### Microphone

Speaking distance approx. 5 cm - 10 cm;  
decrease in the case of high ambient noise.

### DICT. Indication

(plus battery/rechargeable battery indicator)

- Lights up during recording.
- Goes out when the batteries/rechargeable batteries are exhausted (page 1).

## Recording

Every new recording automatically erases the existing recording on the tape.

### Recording

Press “▲ DICTATE” button (locks in).

Set sliding switch to “▶ START”:

- »DICT.« lights up; tape runs.
- A warning signal sounds if no cassette is fitted and at tape end.

### Recording pause

Set sliding switch to “◻ STOP”:

- »DICT.« goes out.
- Recording button “▲ DICTATE” remains locked in.

Set sliding switch to “▶ START”:

- »DICT.« lights up; tape runs.

### Repeating words and correcting text

Set sliding switch in the “◀ REWIND” position:

- The recording button “▲ DICTATE” unlocks.
- The tape is briefly rewound then stops for word repeating.

If you wish to hear only the last few dictated words: release sliding switch ( “▶ START”).



To listen to long text passages,

keep sliding switch in “◀◀ REWIND” position:

- The tape is rewound until the sliding button is released (“▶ START”).

Please note:

- At letter ends marked with the “⏏ INDEX” button, the unit also stops for approx. 1 s (see “Fast forward wind/rewind”, page 8).

Resuming dictation

During “▶ START”, press “⏏ DICTATE” button (locks in) at desired text passage:

- “DICT.” indication lights up; tape runs.

Before “concluding recording”

or dictating the next letter, you can

**mark the letter end.**

During “⏏ DICTATE”- “▶ START”:

Briefly press and release the “⏏ INDEX” button at the end of the letter. Automatic signal tone limiting after 2 seconds

(see “fast forward wind/rewind”, page 8).

**Concluding recording**

Briefly move sliding switch to “◀◀ REWIND” (or “▶▶ FFWD”):

- The “⏏ DICTATE” button unlocks.

Set sliding switch to “⏏ STOP”.

## **Recording with accessories, e.g. ...**

- Clip-on microphone 759VA\*.
- From telephone with acoustic coupler AKS 20\*. Functions as with recording, page 4.

## **Voice activated start/stop**



with...

- Clip-on microphone 759VA\*.
- Pen-type microphone 761\* with additional start/stop switch (suited for conference recordings).

When making pauses during recording (longer than 4 s), recording is interrupted. When speaking again, recording will be resumed. Otherwise, proceed as for “Recording”, page 4.

## **Erasing recordings**

### **Erasing words or text passages**

Press and hold down the “ DICTATE” button. Keep sliding switch in “ REWIND” position for duration of erasure:

- “DICT.” indication lights up.

Release “ DICTATE” button (locks in):

- The tape is rewound and is erased.

### **Erasure of a steno-cassette**

outside the unit: With erasure magnet 616\*.

# Playback

## Playback

“Fast forward wind/rewind”, see page 8.

### Starting playback

Set sliding switch to “▶ START”:

– A warning signal sounds if no steno-cassette is fitted.

Adjust desired volume (turn).

During playback, you can

**mark positions requiring correction.**

During “▶ START”:

briefly press the “⏏ INDEX” button at the text passage to be corrected.

As long as the “⏏ INDEX” button is kept down, an index signal is added to heard text.

Record the text to be inserted at the end of the letter or on a second steno-cassette (so-called correction cassette).

### Concluding playback

Set sliding switch to “⏏ STOP”.

## Playback via accessories, e.g. ...

- Earclip sound module 556\*.
- Acoustic coupler AKS 20\*, e.g., for transmitting dictations via telephone, or as headphone; proceed like on “Playback”.

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# Fast Forward Wind/Rewind

During “▲ DICTATE”- “▶ START”, you can “mark the letter end” with the “⏏ INDEX” button (page 5). During “▶▶ FFWD” forward wind and “◀◀ REWIND”, the unit stops for approx. 1 s at these markings. These markings are recognized by every GRUNDIG dictating machine with search function.

## Fast rewind with search

Keep sliding switch in “◀◀ REWIND” position; the tape is briefly rewound then stopped:

if you wish to hear only the last few dictated words (word repetition),

release the sliding button (“▶ START”).

If you wish to continue rewinding, keep the sliding switch in “◀◀ REWIND” position.

At letter ends marked by the “⏏ INDEX” button, the unit stops for approx. 1 s in front of the marking: release sliding switch “▶ START”),  
or,

if you wish to continue rewinding,

keep sliding switch in “◀◀ REWIND” position.

## Fast forward wind with search

Keep sliding switch in “▶▶ FFWD” position.

At letter ends marked by the “⏏ INDEX” button, the unit stops for approx. 1 s after the marking.

Release sliding switch, or,

if you wish to continue fast forward winding, keep sliding switch in “▶▶ FFWD” position.

# Care and Maintenance

The **housing** should only be cleaned with a soft cloth which picks up dust. Polishing or cleaning agents may damage the surface.

**Parts contacting the tape** should be checked from time to time for contamination by tape abrasion,

see illustration at the end of this booklet.

If cleaning should be necessary, use a cotton wrapround soaked in cleaning benzine.

Never use a metallic or other hard object!

- Remove the steno-cassette from the cassette compartment.
- Switch the unit on: “▲ DICTATE” - “▶ START”. Warning signal sounds as no steno-cassette is in the cassette compartment!
- Press one of the two bolts **A** in direction of the cassette compartment.
- Clean the tape-contacting parts:  
Rubber pinch roller **B**, capstan **C**, sound head **D**, and erase head **E**.

**In the event of malfunctions**, contact your specialised dealer.

Repair note on mains/charging units 678CW\*:  
Only original spare parts can be used. The mains lead must only be replaced by a specialist!

**Subject to technical alterations and alterations in styling. E. and O.E.**

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Figure to text "tape contacting parts" , page 9.

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