

GRUNDIG

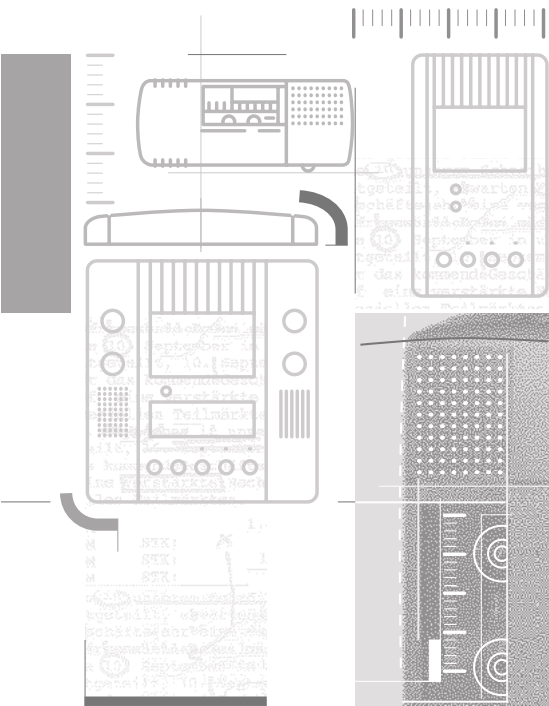
Dh 2230

Steno-Cassette 30

Handdiktiergerät

Portable dictation machine

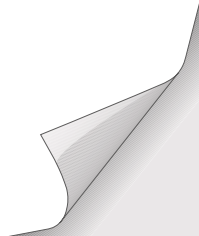
Machine à dicter portable

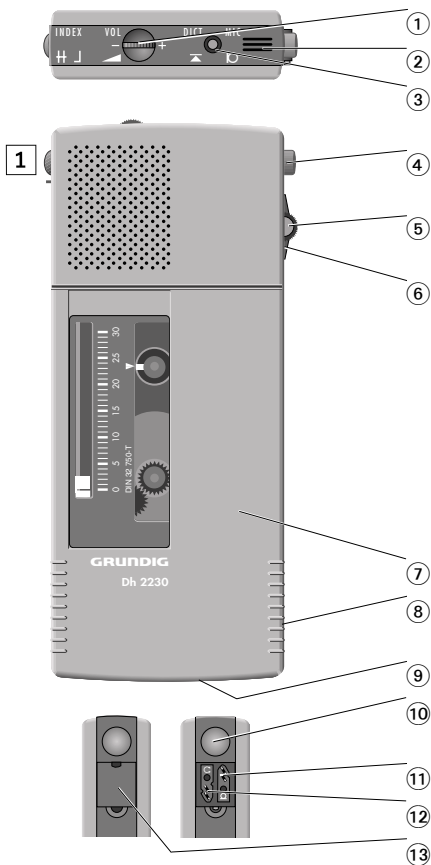


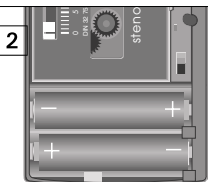
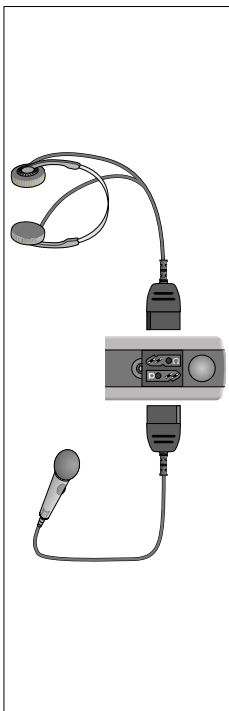
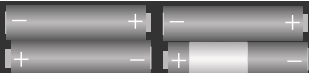
Dh 2230



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

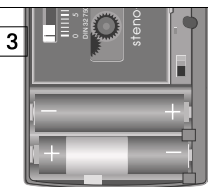






2

Batterien	Batterijen
Batteries	Batterier
Pile	Batterierne
Piles	Pilas

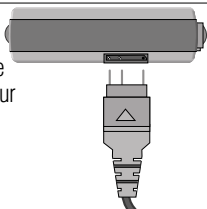


3

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 signal¹⁾).

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:** End mark: briefly press the button during recording. Info mark: press the button a longer time during recording. Index mark: briefly press the button during 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.

Dispose of old batteries and rechargeable batteries according to environmental regulations.

*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: correspondence 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 end marks or info marks, the unit also stops for approx. 1 s (see “Fast forward wind/rewind”, page 11).

Resuming dictation

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

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

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 instant eraser 616*.

Text Marks

End mark

During recording it is possible to mark the dictations by **end marks**.



At the end of the letter, briefly press the ^{INDEX}  button to record an end mark.

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These end marks are recognized by all GRUNDIG dictation machines provided with the search function. See chapter "Fast Forward / Rrewind".

Info mark

Record spontaneous ideas, information or advice even within a dictation.

Use messages to communicate with staff.



Press the ^{INDEX}  button for a longer time to record an info mark and release the button to record an end mark.

The desktop dictation and transcription machine 3230 has special functions for the indication, playback and search of text passages which have been recorded with the info marks.

Note: The recording time between the text marks should be at least 10 seconds to make sure that the search function finds the marks.

Recording brief messages during a dictation.

You wish to record a brief message during the dictation.

- ① Press and hold down the $\overset{\text{INDEX}}{\# \text{ J}}$ button.
- ② Speak your message after the info mark.
- ③ Release the $\overset{\text{INDEX}}{\# \text{ J}}$ button after your message. The end mark sounds. You can resume the dictation.

Recording longer messages.


You wish to record a longer message or you wish to interrupt a dictation by stopping the tape to prepare a message.

Recording is still switched on.

- ① Set the sliding switch to "▶ START".
- ② Press and hold down the $\overset{\text{INDEX}}{\# \text{ J}}$ button. This records the info mark.
- ③ After the info mark signal, set the sliding switch to "▼ STOP".
- ④ Release the $\overset{\text{INDEX}}{\# \text{ J}}$ button.
- ⑤ Set the sliding switch to "▶ START".
- ⑥ Dictate your message. You can interrupt recording as often as you wish.
- ⑦ Terminate your message by briefly pressing the $\overset{\text{INDEX}}{\# \text{ J}}$ button. When releasing the

Index mark



Press the ^{INDEX}  button during playback when the text passage to be marked is reached. The machine records the index mark additionally without erasing the text.

Note: Let the person who will do your typing know what to do when an index mark is heard on the tape.

Examples: – insert correction tape.
– read enclosed index note.
– call back for consultation.

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Playback

Playback

“Fast Forward / Rewind”, see page 11.

Starting playback

Set sliding switch to “▶ START”:

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

Adjust desired volume (turn).

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”.

Fast Forward/Rewind

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 end marks or info marks, 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 with search

Keep sliding switch in “▶▶ FFWD” position. At end marks or info marks, 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.

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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.

Figure to text "tape contacting parts" , page 12.

