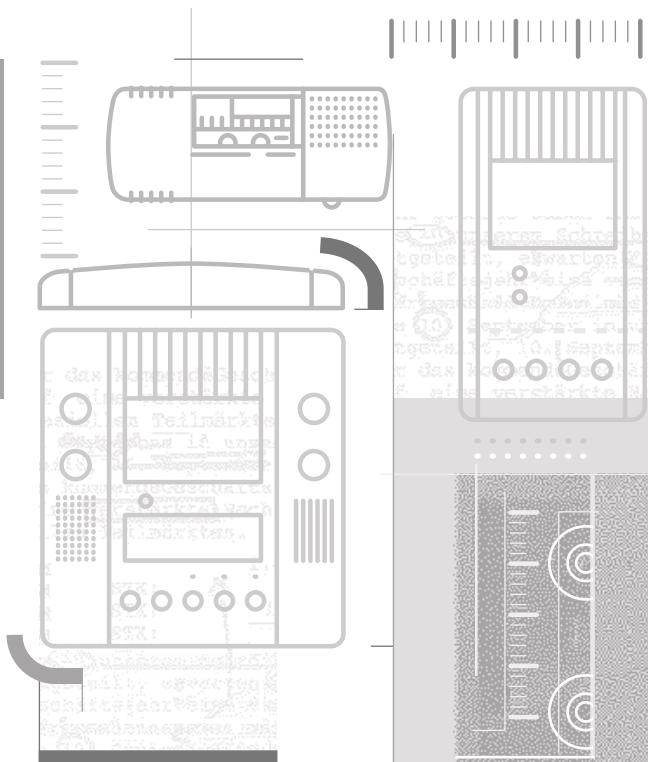
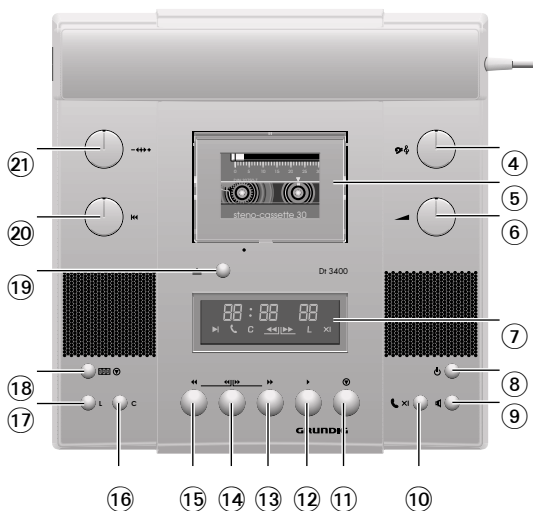
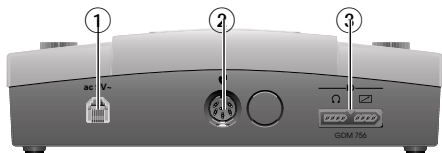


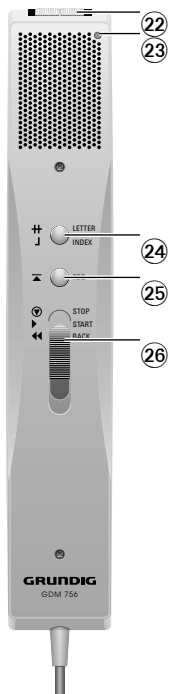
# GRUNDIG

O F F I C E

*Dt 3400*







# Contents

**GB**

<b>General</b>	<b>3</b>
Mains connection ① .....	3
Important information .....	3
<b>Preparation</b>	<b>4</b>
Switching on/off ⑧ .....	4
Stenocassette compartment ⑤ ⑰ .....	4
<b>Playback ⑨</b>	<b>5</b>
Starting ⑫ and stopping ⑪ .....	5
Volume ⑥ and sound ④ .....	5
Playback speed ⑳ .....	6
Short rewind ⑳ .....	6
<b>Fast Forward and Rewind ⑬ ⑮</b>	<b>7</b>
Search function ⑭ .....	7
<b>Recording Dictations</b>	<b>8</b>
Preparation ③ ⑳ .....	8
Switching the record function on ㉓ ㉕ .....	9
Pausing a recording ㉖ .....	9
Beginning a recording ㉖ .....	9
Ending a recording ㉖ .....	9
Repeating short text passages ㉖ .....	9
Making corrections after a dictation ⑰ .....	10
End of the tape and automatic stop .....	10
Interrupting a dictation ⑱ .....	11

<b>Recording Conferences with GDM 756 (accessory) ②②</b>	<b>12</b>
<b>Marking the End of a Letter/Index Signal ②④</b>	<b>12</b>
<b>Recording Telephone Calls</b>	<b>13</b>
Connecting ② .....	13
Recording ⑩ .....	13
<b>Erasing ⑩</b>	<b>14</b>
<b>Displays</b>	<b>15</b>
Displays for no. of letters, length of letter and dictation time remaining ⑦ ⑰ .....	15
Resetting the counter ⑲ .....	16
<b>Foot switch 535 (accessory)</b>	<b>17</b>
Connection ③ .....	17
Operation .....	17
<b>Care and Maintenance</b>	<b>18</b>
Housing .....	18
Parts that come in contact with the tape .....	18
<b>Technical Data</b>	<b>20</b>
Power supply unit NT 682 .....	20
Dt 3400 .....	20

## Mains connection

With the **NT 682** power supply unit.

This power supply unit can be used to operate all Grundig office equipment. It can be connected to IT mains with a maximum line-to-line current of 250 V.

Connect the mains cable to the alternating voltage mains  
**230 V ... 240 V ( $\pm 10\%$ ), 50 Hz ... 60 Hz.**

Plug the Dt 3400 mains connection plug into the **ac 9 V~** socket (at the back of the unit).

## Important information.

Make sure that the ventilation openings on the housing are not blocked.

Do not expose the unit to temperatures higher than 35 °C.

Furniture surfaces are coated with various kinds of synthetic materials or paints that contain chemical substances.

These substances, if they come into contact with the feet of the unit, can produce a residue on the surface that is either difficult to remove or permanent.

The accessories mentioned in this manual (the GDM 756 microphone, the 535 foot switch and the 541 hand switch etc.) are not included in delivery.

# Preparation

## Switching on/off

Use the  button on the unit.

Display:



Your unit and the power supply unit are disconnected from the alternating voltage system only when the mains plug has been removed from the power supply socket!

## Stenocassette compartment





After stop has been pressed, open the stenocassette compartment.

Insert a stenocassette into the cassette compartment.


Make sure the closed end of the cassette is facing you and the labelling can be read.

Close the compartment manually.

# Playback

 ... **using the speaker on the unit:**  
Click the  speaker button down.

... **using accessories:**  
such as the GDM 756 microphone, 556 small headset, 560 two-system headset, 561 headphones or AKS 20 acoustic coupler.

 Click the  speaker button out.

**Note:** The maximum playback volume is 85 dB (A) when using headphone accessories.



## Starting and stopping

▶ Press this button to start playback.

⏏ Press this button to stop playback.

... **using accessories:**  
535 foot switch, 541 hand switch or  
GDM 756 microphone (sliding switch set at either ▶ or ⏏).


## Volume and sound

 ... use the volume adjuster  
 ... tone adjuster.



GB



## Playback speed

-  + ... with the speed adjuster; locks at in the middle position (normal speed). You can adjust the playback speed when a foot switch 535 or a hand switch 541 is connected. The speed adjuster does not work if a GDM 756 microphone is connected.

## Short rewind

-  ... use the short rewind adjuster to set the short rewind time from + “unlimited” (same as rewind) to “minimum”. **Activate short rewind** with the 535 foot switch, the 541 hand switch or the GDM 756 microphone (sliding switch set at ).

# Fast Forward and Rewind

▶▶ **Fast forward**

◀◀ **Rewind**

⏹ **Stop**, or  
the tape stops automatically at the beginning or the end.

GB

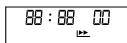
## Search function

Automatically locates marks set at the ends of letters during recording;  
see “Marking the End of a Letter/Index Signal”.  
Press the buttons at the same time or one right after the other:

▶▶ **... forward**



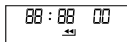
the search display  
lights up while the search is in progress



◀◀ **... rewind**



The search display  
lights up while the search is in progress.



The search ends at the next letter end mark.

⏹ Press this button to end the search before it is completed.

# Recording Dictations

## Preparation



**Connect GDM 756 microphone** (on the bottom of the unit).

The GDM 756 microphone can be used to operate all functions.



**Recording sensitivity** – 3 settings:

Dictation – Dictation/Conference – Conference

To record a dictation, **place the microphone approx. 10 cm in front of the speaker.**

The recording adjusts automatically to the **volume of the dictation.**

The closer the speaker is to the microphone, the less background noise will be recorded.

Each time a new recording is made, any previous recordings are **automatically erased** on that part of the tape.

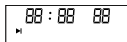


## Switching the record function on

The recording display on the microphone lights up



Display:



## Pausing a recording (sliding switch is locked)



## Beginning a recording (sliding switch is locked)

If there is no signal, this means there is either no steno-cassette in the cassette compartment or the tape is at the end!



## Ending a recording

Set the sliding switch briefly to short rewind;  
then set it to stop

–or–



Press the stop button on the unit.  
The recording display fades out.

## Repeating short text passages:



### Ending a recording

The length of the text passage depends on the short rewind time that is set; see “Playback Short Rewind”.  
After short rewind the unit switches to playback start.



### Playback start



### Playback stop

## Continuing recording of a dictation:

### Switch recording on ...

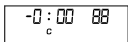


## Making corrections after a dictation

⏏ Press playback stop at the end of the text passage that you want to correct

C Press this button

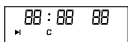
Display:



⏮ Use short rewind to rewind the tape to the beginning of the text passage that you want to correct.

Record the text passage that you want to correct a second time.

Display:



The display shows how much time is available.

At the end of the text passage that you want to correct the unit switches to playback start.

The text that follows is not erased.

## End of the tape and automatic stop

After the tape has been running for 29 minutes you hear a warning signal.

At the end of the tape the unit switches to stop. If you are operating the unit with a microphone or a foot switch there is an additional warning signal.

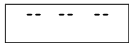
## Interrupting a Dictation

You can interrupt a dictation to record a telephone call or a correction cassette.

▼ Press the stop button.

123 ▼ Press the counter stop button.

Display:



Open the stenocassette compartment and remove the stenocassette.

Insert a new stenocassette.

Record the telephone call or the correction on this stenocassette.

If you want to continue recording the dictation, replace the original cassette.

123 ▼ Press the counter stop button;

The display indicates the counter number where you interrupted the dictation.

# Recording a Conference



**Recording sensitivity** – 3 settings:

Dictation – Dictation/Conference – Conference

Place the GDM 756 microphone in the middle of the conference table.

Place the microphone on a soft surface to reduce the amount of background noise recorded.

... **otherwise proceed as in “Recording a Dictation”**.

## Marking the End of a Letter/Index Signal



The ends of letters can be marked with a **letter signal** **either during recording or when recording has been paused:**

**Press the button at the end of the letter.** This makes it easier to locate letters during playback (search function).



Parts of the tape that have been corrected can be marked with **index signals** **either during playback or when the unit is off:**

**Press the button at the desired part of the text.**

The text passages that you want to insert can be recorded at the end of the dictation or on another stenocassette (correction cassette).

# Recording Telephone Calls

You need a telephone adaptor to be able to record telephone calls.

## Connecting



Connect the telephone adaptor to the socket.

GB

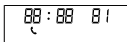
## Recording

With **TA 246**

☎ ×1 Press and hold the telephone button.

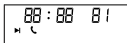
▶ Press the start button and release both buttons.

Display:



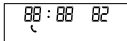
Recording begins automatically when you lift the receiver.

Display:



Recording ends automatically when you hang up the receiver. When you press stop a signal is recorded at the end of the letter.

Display:



With **TA 244**

☎ ×1 Press and hold the telephone button.

▶ Press the start button and release both buttons.

**Ending the recording:**

⏏ Press the stop button.



# Erasing

**When making a new recording**, you automatically erase any previous recordings on that part of the tape.

**To erase longer text passages or an entire stenocassette:**

Wind the tape to the desired position.



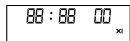
**Press,**  
then



press – “**Quick Erase Reverse**”  
or



press – “**Quick Erase Forward**”  
Display:



**Stop**, or  
it stops automatically at the beginning or end of the tape.

**To erase the stenocassette when it is not in the unit:**  
use a 616 erasure magnet (accessory).

## Displays for number of letters, length of letters and dictation time remaining

These displays do not appear unless you have set marks for the ends of letters during recording.

Insert the recorded stenotape (**not** rewind) into the cassette compartment.

If you want the stenocassette to remain in the recording unit, open the cassette compartment with the button and close it again.



Press this button to rewind the tape to the beginning. The end of the letter markings that were made during recording are read and stored into memory.

Display:



8U 59 00

A maximum of 32 letters can be read.

The unit switches to stop at the beginning of the tape.

The display shows the total dictation time and the number of dictations on the tape.



1:11 04

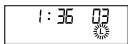
- L** Press this button and the dictation time remaining and the number of the letter currently being played are shown.

For example, the dictation time remaining for the fourth letter is 26 seconds.



0:26 04

- L** Press this button again (L flashes) – the dictation time remaining for the entire cassette and the number of letters remaining on the cassette are displayed. For example, the total dictation time remaining is 1 minute and 36 seconds. There are 3 more recorded letters.



### Resetting the counter

The number on the counter remains the same after the unit is switched on and off.



To reset the counter:

Press this button (not when the counter is stopped).

The counter is reset if there is a power failure.

# Foot Switch 535

## Connection



Plug the foot switch plug into the socket.

GB


## Operation

You can operate the foot switch with both feet. You can rest the foot that you are not using on the middle section.

Switch options: right pedal = start  
left pedal = short rewind.

### Start:

The start button can be set to lock or to scan. Use the switch on the bottom of the unit to set the desired function.

Lock setting:      press the button – start,   
                          release the button and press it again – stop

Scan setting:      press the button – start,   
                          release the button – stop

### Short rewind:

The button used to activate short rewind is a function button. The short rewind function is also carried out when the start button is switched on.

If you want to rewind the tape past the pre-set short rewind time, press the short rewind button several times.

After the short rewind function is finished, the unit switches to playback start.

# Care and Maintenance

## Housing

Clean only with a soft cloth suitable for removing dust.  
Polishing and cleaning agents can damage the surface.

## Parts that come into contact with the tape

From time to time you should check these parts in the stenocassette compartment for dirt which is a result of excessive tape wear. We recommend that these parts be cleaned with a cotton swab which has been dipped in cleaning alcohol.

Never use metal or hard objects!

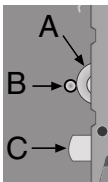


Open the cassette compartment, remove the stenocassette.



Press and hold the fast forward button and the rewind button at the same time: the sound wave spins around.

### Cleaning the parts that come into contact with the tape:



rubber pressure roller **A**  
sound wave **B**  
sound head **C**

## Stand by

If you do not select a function within a 10 minute period, the unit switches to “stand by”.

When the unit is in stand by mode, the parts that usually touch the tape no longer come into contact with it. The unit remains in stand by mode.

**GB**

### **Repair note for the NT 682 power supply unit**

Use only original replacement parts.

The mains cable must only be replaced by a specialist.

In case of malfunctions, contact your dealer.

# Technical Data

## Power supply unit NT 682

**Mains voltage:** 230 V ... 240 V ( $\pm 10\%$ ), 50 Hz ... 60 Hz

**Fuse:** thermostatic fuse (primary) 115 °C  
solder-type fuse (secondary) T1AL

## Dt 3400

**Tape speed:** 2.38 cm/second ( $\pm 2\%$ );  
can be adjusted during playback by approx.  $\pm 15\%$ .

**Short rewind:** Length of short rewind can be adjusted from limited to unlimited.

**Winding time:** approx. 90 seconds.

**Erasing** and quick erase with direct current voltage.

**Dimensions:** 206 mm x 210 mm x 54 mm

**Weight:** 1040 g

The type plate is located on the bottom of the housing.

This technical data complies with the size regulations determined by the German Industrial Standards (DIN).

This unit complies with the IEC 950 and the VDE/European norm EN 60950 safety regulations. In addition, it complies with interference regulations specified in the DIN/VDE bill 0875 part 1/pr EN 55014, EC guideline 82/499 EWG, VDE 0871/6.78 and DBP provisions no. 1046/1986 and 483/1986.