

ENGLISH

**DIGTA 415**

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## NOTES

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Your Digta 415 is a digital portable dictation machine. It can be used as a single workstation dictation system together with the included software. It may also be integrated into a network solution (local network with several authors and typists). The dictating machine offers functions such as inserting or deleting passages that allow you to easily edit your dictations. Dictations can be transferred from your PC onto a network.

### Safety

This digital portable dictation machine is designed to record and play-back spoken language. Protect your machine from exposure to moisture (rain, splashing liquids). Never lay your dictation machine down near a heater or directly into sunlight.

**Note!** You must not open the dictation machine under any circumstances. Opening the machine will invalidate the warranty repair. Open only the lid to the compartment of the rechargeable battery. Use a dry cloth to clean the machine. Do not use chemical cleaning agents.

### Environmental note

The rechargeable batteries must not be thrown away as household garbage. Please dispose of the used batteries in an environmentally sound manner by bringing them to a public collecting point or back to the dealer.

**CE** This product complies with the EC regulations »89/336/CEE, 73/23/CEE, 93/68/CEE«.

Technical and visual features subject to change!

### Scope of delivery

- Digta Station\*
- PC software
- USB cable
- Rechargeable battery
- Power supply
- Pouch

### Accessories

For the latest accessories like DigtaCard, plug-on microphone and earphone please visit the Grundig Website on the internet at [www.grundig-gbs.com](http://www.grundig-gbs.com).

The performance features described by Grundig only apply to genuine Grundig accessories.

Please make sure to choose only genuine accessories from Grundig. Product liability and warranty service are provided only in this case. The use of non-Grundig accessories or those which are not recommended and approved by Grundig automatically void any warranty claims towards Grundig

## USER CONTROLS

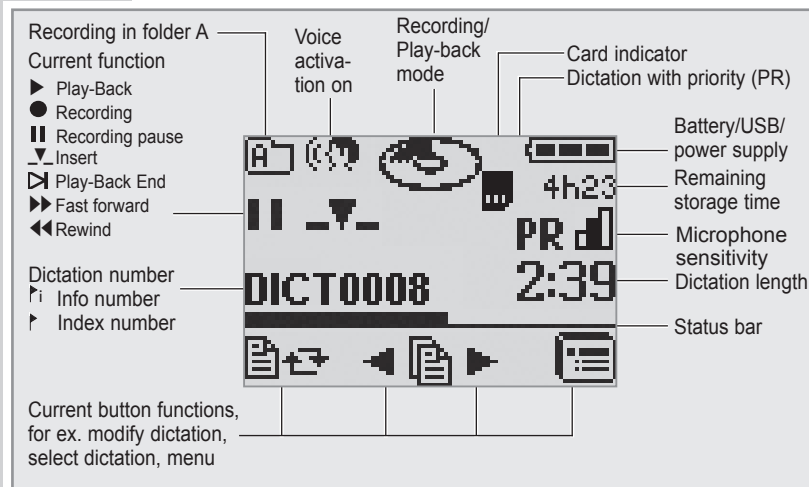


## REAR VIEW



# DISPLAY

## Display information





# PREPARATION

## Rechargeable battery operation

To allow a smooth operation of the rechargeable battery you should always switch off your dictation machine after you have finished dictations and connect it to the Digma Station\* to be recharged.

– Display when operating with rechargeable batteries:

»■■■■«.



### Inserting rechargeable battery

With the Digma Station 445\* you only may recharge the Grundig Akku-Pack 465 rechargeable battery in the dictation machine.

- Switch off the dictation machine. Move the On/Off switch upwards to »OFF/HOLD«.
- Open the compartment of the rechargeable battery.
- Insert the rechargeable battery. Make sure the polarity and position are right (see figure).

#### Warning:

Never insert batteries into the compartment for the rechargeable batteries. This could destroy the batteries.

#### Note:

The dictation machine's operating system is "shut down" (similar to a PC) when it is turned off. There must still be sufficient power available for this purpose. If, after the dictation machine has automatically turned off, you turn it back on again without having plugged it into a power supply (e.g. via USB cable to a PC) or without having inserted new rechargeable batteries, your saved dictations may be permanently lost.

## PREPARATION

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### Note:



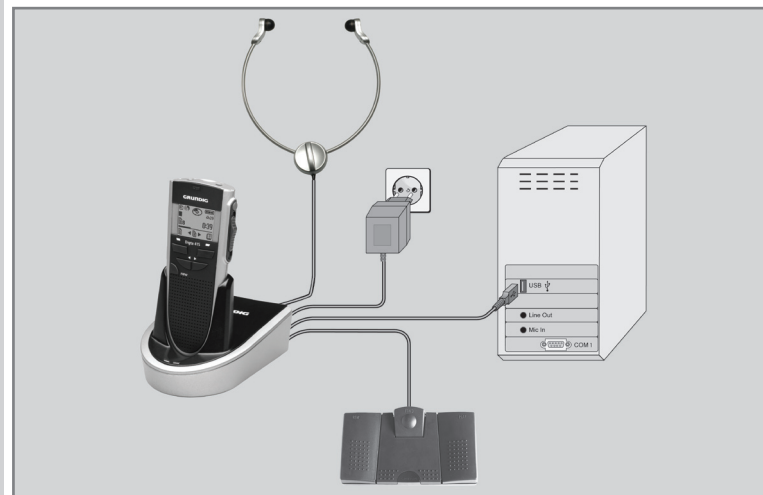
The rechargeable battery is charged also when the dictation machine is switched on. In this case, however, charging will take a longer time.

### Direct charging of the rechargeable battery

- Switch off the dictation machine by moving the On/Off slide switch upwards to »OFF/HOLD«.
- Plug the power supply into the mains socket.
- Connect the USB plug of the power supply cable to the »PC/USB« socket of the dictation machine.
  - After a short time the display indicates that the batteries are recharged and the green recording indicator will be blinking.
  - The flat rechargeable battery will be fully recharged after about 4 hours. The charging indicator and the recording indicator then go out.
- Pull the power supply from the socket and the power supply cable's USB plug from the »PC/USB« socket.

## PREPARATION

### Charging the battery – using the Digta Station 445\*



- Connect your USB plug from the power supply cable to the »DC IN 5V« jack of the Digta Station\*.
- Plug the power supply plug to the socket.
  - The yellow indicator of the Digta Station\* blinks.
- Switch off the dictation machine by moving the On/Off slide switch upwards to the »OFF/HOLD« position.
- With the dictation machine switched off, plug it into the Digta Station\*
  - After a short time the charging indicator appears on the machine's display and the green recording indicator lights up.
  - After approx. 4 hours the flat rechargeable battery is recharged. The charging indicators and the recording indicator disappear.

\* Special extras

## PREPARATION





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### Notes on Grundig rechargeable battery 465

New rechargeable batteries do not reach full capacity until they have been recharged several times. For this reason the operating time for new rechargeable batteries in some rare cases is less than 3 hours.



When the rechargeable battery is fully charged, you can use the dictation machine up to 7 hours.

The rechargeable batteries' charge state is shown on the dictation machine display:

- »« Rechargeable battery charged;
- »« Rechargeable battery partly discharged;
- »« Rechargeable battery weak;
- »« Rechargeable battery nearly flat.

#### Note:

The rechargeable battery must always be fully charged in the dictation machine to make sure that the real charging state is displayed.

Before the rechargeable battery is completely flat a short warning beep will sound and the rechargeable battery symbol »« will flash on the display. There won't be a warning signal in the recording mode. You will still be able to dictate and play-back for a few minutes before the dictation machine automatically switches off. However, we recommend either starting the charging process after the warning beep and the flashing rechargeable battery symbol »« or to use the power supply to operate the dictation machine.

The dictation machine's operating system is "shut down" (as for a PC) when it is switched off. Sufficient power must still be available for this purpose. If, after the dictation machine has automatically switched off, you switch it back on again without plugging in the power supply or if the rechargeable batteries have not been recharged, your saved dictations may be permanently lost.

# PREPARATION

## Mains operation via USB

You can connect your dictation machine to your PC via a USB cable (included in delivery).

- Switch on your PC.
- Switch on your dictation machine and connect it to the PC via the USB cable. A display for rechargeable battery operation appears on the upper right edge, or the symbol »↔« for power supply via PC flashes if the batteries are fully charged.
- If automatic PC connection is switched on, the dictation machine logs on at the PC via USB parallel operation. Open the menu with the right selection button. Select the symbol »📶« for dictations in PC power supply mode with the navigation buttons and confirm with the right selection button »✓«.



Now your dictation machine is supplied with power by the PC (the rechargeable battery in the device is not discharged) and you can use it for recordings and play-back like under battery operation.

## Mains operation

If the dictation machine has been switched on and a power supply is connected to the »PC/USB« socket, the power supply will supply the dictation machine with power. The rechargeable battery is charged.

– Display for mains operation »🔌«.

Please use the Digta Station\* for PC operation with power supply.

## PREPARATION

### Inserting and removing replaceable memory cards

You can use memory cards (not included in delivery) instead of the internal memory.

Use DigtaCards supplied as accessories by Grundig Business Systems.

- Push the memory card into the slot with the side with the diagonal corner facing the direction shown on the back of the device.

#### Note:

Do not insert the card with force. Slight pressure is sufficient.

To remove the card press the memory card slightly until the snapping mechanism unlocks.

Do not remove the cards when recording is running or during data transfer from PC to PC. This can result in data loss.

If a full memory card (e.g. with over 300 dictations) is inserted into the dictation machine with factory default settings (or with a reset dictation counter), it takes up to 20 seconds to create a new dictation. This time is required for the dictation machine to search for the first free dictation number starting from dictation number 1. This time also varies depending on the manufacturer of the memory card.

If you use MultiMediaCards/SecureDigital Cards (MMC/SD) with insufficient writing speed, »**Card not supported!**« will appear in the display.

Make sure that the electrical contacts on the underside of the memory card are not subjected to physical stress. The cards are not affected by dirt or moisture, but they may only be put into the dictation machine when they are clean and dry.



## PREPARATION

New memory cards must be formatted before any writing can be done.

It is essential that the notes in the chapter **“SETTINGS IN THE MENU – Formatting”** be observed.

### Formatting replaceable memory cards

Memory cards – including those which have been preformatted – must first be formatted with the dictation machine prior to initial writing.

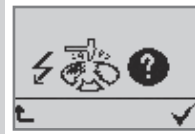
If an error message appears after a non-formatted memory card is inserted, confirm this with the right selection button »✓«.

The »**FORMAT DELETE ALL?**« display should also be acknowledged with the right selection button »✓«.

The memory card may not be formatted as a removable disk using a PC formatting function.

New memory cards may only be formatted using the “Formatting” menu function. It is essential that the notes in the **“SETTINGS IN THE MENU - Formatting”** chapter be observed.

We recommend reformatting the memory card on a PC once it has been overwritten several times. The memory card is defragmented during formatting. Access to the next dictations is then faster.



# SWITCHING ON THE MACHINE\_\_\_\_\_

## Switching on and off

### Initial switching on



- Move the On/Off switch down to »ON«.
- Confirm the default settings of the PIN\* ("0000") with the right selection button »✓« or via the recording button »▲ DICT«.
- An authors list appears when more than 1 author (a maximum of 20 authors is possible) is configured. Please select your name and confirm with the right selection button »✓«.
- The author's list is created by the administrator at the PC and transferred to the dictation machine.

#### Note:

If there are more than one author, the dictation list only shows the dictations with the author's recognition selected and confirmed by the user when he/she switched on the machine. This ensures that other dictations are not accidentally edited or worse deleted.

- We recommend you to adjust now time and date. To do this select year, month, day, hours and minutes with the navigation buttons »▲▼« and confirm each selection with the right selection button »✓«.
- End your adjustments with »✓«.
- You can interrupt the time setting with the left selection button »▲« without saving the adjustments. Each time you switch on the device in the future, the date and time display will appear again, until the time setting is concluded with the right selection button.
- Now the device is ready for operation.



## SWITCHING ON THE MACHINE

### Subsequent switching on

- Move the On/Off switch downward to "On".
- If an authors list appears please select your name and confirm with the right selection button »✓«.

### Switching off

- Move the On/Off switch upward to »OFF/HOLD«.

### Key lock

The keylock prevents you from accidentally turning off the machine while you are recording or playing back a dictation.



- When making a recording or playing back a recording, push the On/Off switch upward to »OFF/HOLD«. The keys are now locked and the » HOLD « symbol appears in the display. If you wish to unlock the keys again, push the On/Off switch back to »ON«. You can stop your recording or play-back again.

If you press the On/Off button in a different function, the device will turn off.

## NAVIGATION

### Navigation in the menus

- You may select desired menu items or functions/settings with the navigation buttons »◀▶«.
- You activate menu items and confirm functions or parameters with the right selection button »✓«
- With the left selection button »⬅« you interrupt functions without saving any adjustments.



### Entering the four digits PIN\*

If your dictation machine is provided with the PIN/PUK\* function, you have to enter your PIN\* (Personal Identification Number) each time you switch on your dictation machine.

- You may confirm your entry via the navigation buttons or you move the slide switch to »◀◀REW« (smaller figures) or to »▶▶FFWD« (higher figures) and confirm the figures with the recording button »▲ DICT«.
- Each figure you entered in will appear as a star symbol "\*" to screen from view. Having entered the fourth figure you will access the main menu.



If the wrong PIN was entered three times you have to wait for 30 seconds to try again. However, if in three trials the wrong PIN was entered three times, the dictation machine will be locked and only may be unlocked via entering the right PUK.

#### Note:

You may change your PIN via the menu functions described in the chapter „SETTINGS IN THE MENU – Modifying the PIN“.

## PIN / PUK

### Entering the eight digits PUK

If the wrong PIN\* was entered several time the dictation machine will be locked. You then will have to enter the eight digits PUK (Personal Unblocking Key)

- You may confirm your entry via the navigation buttons or you move the slide switch to »◀◀REW« (smaller figures) or to »▶▶FFWD« (higher figures) and confirm the figures with the recording button »▲ DICT«.

If the wrong PUK was entered three times you have to wait for 30 seconds to try again. Entries may be done as often as you like. The PUK is generated from the device's specific serial number and will be supplied to you or to your system administrator when you buy the machine.

Having entered the PUK the PIN\* will be reset to 0000.

### Saving dictations on removable memory cards

Dictations on external, removable memory cards (DigitaCard) can not be protected through the PIN/PUK\* function. The following display appears when changing to an external memory card:

- EXT NO PIN PROTECTION
- Confirm with the right selection button »✓« that you would like to work with an external memory card without PIN\* protection.




## RECORDING

### Saving dictations, selecting a folder

Dictations are stored on the internal memory of the dictation machine if no external, replaceable memory card (DigitaCard) is in use.


If a memory card is inserted, all dictations are recorded on this card. The internal memory is protected against access during this. It is not possible to copy between the internal memory and the memory card.









- When using an external memory card, »« appears in the display.

It is essential that the notes in the chapter “**SETTINGS IN THE MENU – Formatting**” be observed.



There are six folders available for this purpose: one main folder »« and five subfolders labeled A, B, C, D, and E. This allows you to sort your dictations (for example to separate private from business dictations).

#### Selecting a folder

- Activate the menu with the right selection button »«
- Select the Folder menu command »« with the navigation buttons »» and confirm by pressing the right selection button »«.
- Now you can choose the folder of your choice with the navigation buttons. Confirm with »«.
- You exit the menu with the left selection button »«.

Your dictations will now be saved in this folder. When you turn the machine back on, the last selected folder and last edited dictation will be displayed.

# RECORDING

## Dictation



- Speak in a direction just over the dictation machine.

The figure illustrates the optimum position. The high precision microphone also allows you to record conversations from greater distances.

## New dictation

- Move the slide switch to »▼ STOP«.
- Press the »new« button.
  - A new dictation with the next highest number available is created, display: »DICT0003« for example.
  - The time and date are saved together with each new dictation (displayed only on the PC).
  - The red recording indicator starts blinking, the black Disc symbol »●« appears in the display as well as the Pause symbol »||«.
- Move the slide switch to »▶ START«.
  - The recording indicator blinks, the Disc symbol »●« starts spinning in the display and the Pause symbol turns into a Recording symbol »●«.
  - The device is recording.



# RECORDING

## Recording pause



- Move the slide switch to »▼ STOP«. – The recording indicator blinks, the Disc symbol »●« stops spinning in the display and the Pause symbol »||« appears again.

## End recording

- Press the red recording button »▲ DICT«. The Disc symbol turns white »●«. Fast forward or rewind during a recording also ends the recording.
- Each time a recording is ended, the time and data are saved along with it (displayed only on the PC).

## Modifying the dictation

During play-back you can record over the previously recorded text at the current position or append a recording to the current dictation.

Please note the time you have left in memory; this is displayed in hours and minutes.



- Move the slide switch to »▼ STOP«.
- Select the dictation of your choice with the navigation buttons »◀▶« (see „Select dictation and listen to it").
- Move the slide switch to »▶ START« (play-back).
- During play-back push the slide switch to »▼ STOP« at the desired dictation position..

## RECORDING



- Press the red recording button »**▲** DICT«, the red recording indicator starts blinking, the black Disc symbol »**●**« and the Pause symbol »**||**« appear in the display.
- Move the slide switch to »**▶** START« and dictate the new text. The red recording indicator lights up, the black Disc symbol »**●**« starts to spin in the display and the Pause symbol turns into the recording symbol »**●**«.

### Caution:

This will overwrite your old dictation starting at this point.

- At the end of the dictation move the slide switch to »**▼** **STOP**«.
- Press the red recording button »**▲** DICT« or the left selection button »**▲**«. The recording is turned off.

### Note:

If you press the recording button immediately after selecting the dictation, your dictation will be appended.

## RECORDING

### Inserting a part of a dictation

During play-back you may insert a new recording at your current dictation position.

Please also note the available storage space.



- Move the slide switch to »▼ STOP«.
- Select the desired dictation with the navigation buttons »◀▶« (see „Select dictation and listen to it“).
- Move the slide switch to »▶ START«, to listen to the dictation.
- During play-back, move the slide switch to »▼ STOP«, once you have reached the dictation position at which you wish to insert the text.
- Press the red recording button »▲ DICT«, the red recording indicator starts blinking, the black Disc symbol »●« and the Pause symbol »||« appear in the display.
- Confirm the function with the right selection button »-▼-« (Insert recording).
- Select the "Insert Part" »📄« function from the menu and confirm with the selection button »✓«.
- Move the slide switch to »▶ START« and dictate the text you want to be inserted.
- Move the slide switch to »▼ STOP« once you have finished inserting the text.
- To stop, press the red recording button »▲ DICT« or the left selection button »▲«.





## RECORDING

### The info function and the index function

As an integral part of a dictation, you can record information (»i« = Info) for your typist and mark them, or set index marks (»=« = Index) for specific parts of the dictation.

Info »i« or Index »=« appears in the display and the number of info or index (from 01 to 16). You will hear an audible signal during play-back. These messages and indexes are transferred to the PC with the dictation.

### Inserting an info

During recording you may insert a new info at your current dictation position.

- Move the slide switch to »▼ STOP«.
- Press the red recording button »▲ DICT«.
  - The red recording indicator starts blinking, the black Disc symbol »●« and the Pause symbol »||« appear in the display.
- Move the slide switch to »► START«.
  - The recording indicator lightens up, the Disc symbol »●« starts to spin in the display and the Pause symbol turns into the recording symbol »●«.
- Press the selection button »i« to insert an info at the current position.
  - The next highest info number, for eg. »i2«, appears in the display.
- Speak the info text when the next higher info number appears in the display, e.g. »i2«.



## RECORDING



- Move the slide switch to »▼ STOP « once you have finished inserting the text.
- To stop, press the red recording button »▲ DICT« or the left selection button »↵«.



### Inserting an index

During play-back you may insert a new index at your current dictation position.



- Move the slide switch to »▼ STOP «.
- Press the red recording button »▲ DICT«.
  - The red recording indicator starts to blink, the black Disc symbol »●« and the Pause symbol »||« appear in the display.
- Move the slide switch to »▶ START«.
  - The recording indicator lightens up, the Disc symbol »●« starts to spin in the display and the Pause symbol turns into the recording symbol »●«.
- Press the right selection button »➡«.
  - The next highest info number briefly appears in the display, »2« for example.
- Move the slide switch to »▼ STOP «.
- To stop, press the red recording button »▲ DICT« or the left selection button »↵«.



### Dictating using the foot control

- Connect the foot control to the »« socket of the Digta Station\*.
- Move the slide switch to » **STOP**«.
- Connect the power supply to the »DC IN 5V« socket or via USB cable to the »PC/USB« socket of a PC to supply the Digta Station\* and the foot control with electric power. With the dictation machine switched on, plug it into the Digta Station\*.

#### Note:

If automatic PC connection is switched on, the dictation machine logs on at the PC via USB parallel operation. Open the menu with the right selection button. Select the symbol »« for dictations in PC power supply mode with the navigation buttons and confirm with the right selection button »«.

- The switches on the foot control are designed for hands-free dictation (default setting). If the »Playback« setting (transcription mode) is activated, you first have to change to »Recording« in the »Foot control« menu item. See chapter "SETTINGS IN THE MENU - Foot control".

#### Left pedal

- Rewind;

#### Middle pedal

- Press shortly to switch recording on or off;
- Hold down (approx. 1.5 seconds) for a new dictation. The red recording indicator lights up, a new dictation number, for eg. »DICT0003« is displayed;

#### Right pedal

- Start/stop recording and play-back.

## RECORDING

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**Note:**

Select the fast forward function using the slide switch function »▶▶ FFWD« on the dictation machine.

## PLAY-BACK

### Select dictation and listen to it

- Move the slide switch to »▼ STOP«.
- Select the folder in which your dictation is located (see „Saving dictations, selecting a folder“).
- Select the desired dictation with the navigation buttons »◀▶«. The selected dictation name appears in the display. If a dictation was renamed on the PC, or if it originates from another dictation machine, the dictation name is displayed as text, possibly abbreviated.
- Move the slide switch to »▶ START«.
  - The white Disc symbol »⦿« starts to spin in the display, the play-back symbol »▶« appears on the left in the display and the status bar begins to move. Play-back starts at the beginning of the dictation.

#### Note:

If, after you have turned on the dictation machine, no new dictation is selected, the last edited dictation will be played back at the position it was before the machine was turned off.



- If you wish to interrupt the play-back, push the slide switch to »▼ STOP«.
  - The white Disc symbol »⦿« will stop spinning in the display. The status bar stops moving.



## PLAY-BACK

### Setting the volume



- During play-back, press the left navigation button to lower the volume or the right button to increase the volume.
  - The loudspeaker symbol in the display »« turns into the symbol for adjusting the volume »«.

### Skip quickly to the start or end of a dictation



- Move the slide switch to »►START«.
- By tapping the left selection button you can alternatively jump to the start and end of a dictation.

#### Note:

If an info or index was inserted during dictation the next info start, info end or index is jumped to. If you are at the end of a dictation you will jump to the beginning of this dictation.

### Fast play-back



- Press the right selection button »→1,5x« during play-back.
  - The dictation will be played back with about 1.5 times the normal speed.
- To return to the normal play-back speed, press the right selection button »→1,0x« during fast play-back.



# PLAY-BACK

## Fast forward and rewind

- Move the slide switch to »▶▶FFWD« or »◀◀REW«.
  - The status bar in the display quickly moves forward or backward.

### Note:

Go to the »FFWD / Rewind« menu item to switch the speed to very slow, slow or fast.

## Inserting an info

During play-back you may insert a new info at your current dictation position.

- Move the slide switch to »▼ STOP«.
- Select the desired dictation with the navigation buttons »◀▶« (see „Select dictation and listen to it“)
- Move the slide switch to »▶ START«, to listen to the dictation.
- Move the slide switch to »▼ STOP« during play-back, when you have reached the dictation position where you want to insert your info message.
- Press the red recording button »■ DICT«, the red recording indicator flashes, the black Disc symbol »●« and the Pause symbol »||« appear in the display.
- Confirm the menu function with the right selection button »-▼-« (insert recording).
- Select the info function »i« from the shown display to insert an info and confirm with the selection button »✓«.
- Move the slide switch to »▶ START« and speak the info message to be inserted.



## PLAY-BACK



- The next highest info number appears in the display, »i2«, for example.
- Move the slide switch to »▼ STOP « at the end of your recording.
- To stop, press the red recording button »▲ DICT« or the left selection button »↶«.

### Inserting an index

During play-back you may insert a new index at your current dictation position.




- Move the slide switch to »▼ STOP «.
- Select the desired dictation with the navigation buttons »◀▶« (see „Select dictation and listen to it”).
- Move the slide switch to »▶ START«, to listen to the desired dictation.
- Move the slide switch to »▼ STOP «, during play-back when you have reached the position where you want to insert your index.
- Press the red recording button »▲ DICT«, the red recording indicator flashes, the black Disc symbol »●« and the Pause symbol »||« appear in the display.
- Confirm the menu function with the right selection button »-▼-« (Insert recording).
- Select the index function »▶« from the shown display to insert an index and confirm with the selection button »✓«.



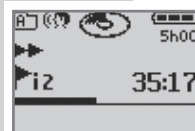




## PLAY-BACK



- The next highest info number shortly appears in the display, for e.g. »i2«.
- Move the slide switch to » STOP «.
- To stop, press the red recording button »  DICT« or the left selection button »«

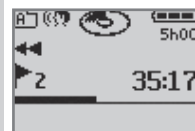
### Search for info or index





- Move the slide switch to » REW« or press the » FFWD« button.
- At an index and at the beginning of every info message, the "winding" briefly stops and you will hear one signal. At the end of an info message you will hear two signals.
- The message is shown in the display, e.g. »i2« or »i2«.

#### Note:



It is easier to find short messages and indexes in the play-back mode.



### Transcription with foot control

- Connect the foot control\* to the »« socket on the Digta Station\*.
- To connect the Digta Station\* and the foot control to a power supply, connect the mains adapter to the »DC IN 5V« socket, or use a USB cable to connect it to a computer using the »PC/USB« socket.
- Push the slide-switch to » **STOP**«.
- With the dictation machine switched on, plug it into the Digta Station\*.

#### Note:

If the automatic computer connection is activated, the dictation machine will log on to the computer in USB parallel mode. Call up the menu with the right selection button. With the navigation buttons, select the »« symbol for power supply operation and confirm by pressing the right selection button »«.

- The pedals on the foot control are designed for hands-free dictation in the default setting. For transcription mode, you first have to activate »Play-back« in the »Foot control« menu item. See section “Foot control” in chapter “SETTINGS IN THE MENU”.

Left pedal

– Reverse;

Middle pedal

– Fast forward;

Right pedal

– Start/stopplay-back.

- Press the foot control.

## PLAY-BACK

---

### Note:

In menu setting »Foot control play-back«, it is not possible to edit an existing dictation or create a new dictation. On pressing the New or Record buttons, the “Play-back only” message appears.

You can delete dictation as long as it has not been locked.



### Automatic backspace

Every time play-back begins, the current position is rewound by the specified time, and play-back begins from there. This means that the part of the dictation most recently listened to is played back.

- Automatic backspace is available in the following steps:  
Off, 1, 2, 4, 6, 8, 10 seconds (see menu item »Auto Backspace« in the »Settings« menu).

### Note:

Automatic backspace is only possible in conjunction with the Digta Station and the foot control.

If the device is in the Digta Station, the »Modify« menu will not appear in the display. It is not possible to delete or add dictations.

## MODIFY MENU

---

### Editing an existing dictation

You may modify an existing dictation via several menu functions.

- Move the slide switch to »▼ STOP«.
- Select the desired dictation with the navigation buttons »◀▶« (see „Select dictation and listen to it“).
- Press the left selection button »📄↔«, to enter the modify menu.
- Select between the Delete »X«, Insert »\_▼\_«, Priority-on »PR«, Postpone »📅« or Lock »🔒« functions.
- According to your selection you will be guided to the menu items described in the "Deleting a dictation" or "Recording" chapters.
- Press the left selection button »⬅« to close the menu.



## MODIFY MENU

### Setting a priority to a dictation

#### Note:

The dictation machine must have been configured with the corresponding PC software. An author's name has to be transferred to the dictation machine together with a maximum priority (smaller than 16).

The single-workstation installation of the PC software evaluates »**no priority**« with level 16 and »**high priority**« with the maximum author priority which you set.

The optional network installation of the PC software evaluates level 16 to »**no priority**«. If »**high priority**« is set the level is set to the maximum author priority assigned to the author by the system administrator.



- Move the slide switch to »▼ STOP « during recording.
- Select the chosen dictation with the navigation buttons »◀▶« (see „Select and listen to a dictation“).
- Press the left selection button »☰↔«, to go to the Modify menu.
- Select the »**Priority on, PR**« priority function from the display.
  - The dictation is marked with a »**PR**«, displayed above the time data.
- If the selected dictation already has a priority you can erase it with the »**Priority off, PR**« menu item.

## MODIFY MENU

### Postpone a dictation

You can prevent the automatic PC transfer of a dictation (via DSS mover) with the postponed function in the Modify menu item. Postpone uncompleted dictations before transferring completed dictations to the transcription office by connecting the dictation machine via USB.

- Move the slide switch to »▼ STOP «.
- Select the chosen dictation with the navigation buttons »◀▶« (see „Select and listen to a dictation“).
- Press the left selection button »📄↔«, to go to the Modify menu.
- Select the »📄.« function (postponed on) with the navigation buttons »◀▶« and confirm with the right selection button »✓«.
- The dictation name is displayed inversely.
- The dictation is postponed, that is not being transferred by the DSS mover.



## MODIFY MENU

### Dictation lock

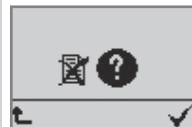
The dictation lock helps to avoid that your dictations are unintendedly modified or deleted. It doesn't only work in the dictation machine but it activates the write/erasure protection in the dictation accompanying note. With such a lock the whole Grundig PC dictation system only allows to modify or delete a dictation, if this attribute is deactivated on the PC or in the dictation machine.












- Move the slide switch to »▼ STOP«.
  - Select the folder in which your dictation is located (see "Saving a dictation, selecting a folder").
  - Select the desired dictation using the navigation buttons »◀▶«. The selected dictation name appears in the display.
  - Press the left selection button »📄↔« to change the menu.
  - Select the dictation lock symbol »🔒« on the right using the navigation buttons »◀▶«.
  - Confirm with the right selection button »✓«.
- If the dictation is locked you only can select the menu »📄↔« to unlock the dictation »🔒«.



## DELETING A DICTATION

### Deleting an entire dictation



- Move the slide switch to » STOP «.
- Select the folder in which your dictation is located (see „Saving dictations, selecting a folder“).
- Select the desired dictation with the navigation buttons »«. The selected dictation name appears in the display.
- Press the left selection button »«, to change the menu.
- Confirm the Deleting function »« to change the menu with the right selection button »«.
- Confirm the »« function in the submenu with the right selection button »« to delete the selected dictation.
- Confirm the »« query for final deletion of the complete dictation with the right selection button »«. The dictation is deleted now.
- If you would not like to delete the dictation, press the left selection button »«.



## DELETING A DICTATON \_\_\_\_\_

### Deleting the contents of a folder

Not only can you delete individual dictations but also the contents of a selected folder or the contents of all folders.

Delete



- Move the slide switch to »▼ STOP«.
- Select the main menu featuring the »≡« symbol with the right selection button.
- Select the menu command »X« and confirm with the right selection button »✓«.
- The following symbols will appear in the display:

– Delete selected dictation

– Delete selected folder

– Delete all folders















Note:

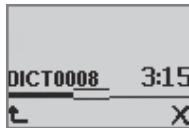
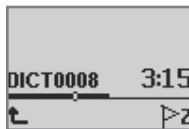
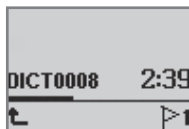
If there are more than one author the symbols for »Delete folder « and »All folders « are not displayed. This ensures that dictations from another user are not accidentally deleted.

- Using the navigation buttons »◀▶« select the icon for the desired function and confirm by pressing the right selection button »✓«.
- Confirm the »?« query for final deletion of the selected folder or all folders with the right selection button »✓«. The dictation is deleted now.
- If you would not like to delete the dictation, press the left selection button »◀«.

## DELETING A DICTATION

### Deleting a part of a dictation


- Move the slide switch to »  **STOP** «.
- Select the folder in which your dictation is located (see “Saving a dictation, selecting a folder”).
- Select the desired dictation using the navigation buttons »   «. The selected dictation name appears in the display.
- Move the slide switch to »  **START** « and to »  **STOP** « at the desired position in the dictation.
- Press the left selection button »  « to change the menu.
- Confirm the Deleting function »  « to change the menu with the right selection button »  «.
- Select the »  « symbol in the submenu that now appears and confirm by pressing »  «.
- Press the right selection button »  « to set the starting position of the text to be deleted.
- Using the slide switch, now search for the desired end position of the text to be deleted.
- Press the right selection button »  « to set the end position.
- Press the right selection button »  « once again. The selected part is deleted.
- If you would not like to delete the part of the dictation, press the left selection button »  «.




## THE MENU


### Functions in the menu at a glance

- Press the right selection button »«.

With the navigation buttons »◀▶« you may select the following functions and confirm them with »«




-  – Selecting a folder (main folder and subfolder A,B,C,D or E); for sorting new dictations and playing back the dictations stored in the various folders.


-  – Delete; delete the current dictation, delete all dictations in the current folder, delete all dictations in all folders.

-  – Settings (see the following page).

### Functions available if the device is connected to a PC
























-  – USB/parallel operation (PC file transfer and PC microphone operation)  
The PC identifies the device as USB removable medium for dictations/file transfers to and from the PC. In addition the device is logged on for USB audio and USB HID. Therefore the dictation machine can be used as PC microphone, for ex. for direct dictation to the Grundig PC software or to a voice recognition system.

-  – Power supply operation (USB power supply, the PC does not detect the device) for recording / play-back as in battery operation.

# THE MENU

## Settings of the menu at a glance

- Press the right selection button »« and then the settings menu item »«.
- Now you can select the following settings using the navigation buttons »«:

-  – Set index or change the play-back speed to 1.5 times faster with right selection button during play-back.
-  – Set the microphone sensitivity.
-  – Voice activation. If enabled the dictation will be automatically suspended if the dictation is interrupted.
-  – Select the time until the power saving mode shall activate. 30 minutes after this set time the Digta will completely switch off.
-  – Switch off audio signals.
-  – Switch display lighting on/off.
-  – Change date/time.
-  – Activate workflow functions (typist, dictation type, group).
-  – USB parallel operation: automatically via USB connection or hand-operated.
-  – Switch off the speakers for play-back with headphones in the Digta Station\*.
-  – Changing the fast forward / rewind speed.
-  – Foot control operation for recording or play-back.
-  – Changing the automatic backspace time.
-  – Reset the dictation counter to One.
- PIN\* – Change the personal identification number (PIN)\*.
-  – Information about serial number and firmware version.
-  – Reformat the data storage device. Caution data loss!  
All dictations and other files will be erased!
-  – Restore the default settings. Caution data loss!  
All dictations, files and all settings will be erased.
- AB C – Selection of the display language.

\* Special extras

## SETTINGS IN THE MENU

### Setting an index during play-back

Settings  
Index in play



You may choose whether the right selection button change the speed or sets an index during play-back.





- Select the menu item »Index in play ▸« in the settings » ⚙ « menu and confirm with the right selection button » ✓ «.
- Select the Index function »Index on ▸« or Change Speed function 1,0 / 1,5 »Index off →1,5« and confirm with the right selection button » ✓ «.



## SETTINGS IN THE MENU

### Microphone sensitivity

You can select one of three levels of noise sensitivity for your microphone.

- Go to the menu item »Microphone sensitivity « and confirm with »✓«.
- Set the sensitivity of your microphone using the navigation buttons »◀▶«. The selected function turns black.
  -  – Recommended for loud speakers. Prevents overmodulation for dictations which are processed by a voice recognition system.
  -  – Normal setting for dictations.
  -  – Conferencing. The machine can still record accurately if it is positioned on a conference table.
- Confirm with »✓«.




Settings  
Mic. Sensitivity



## SETTINGS IN THE MENU

### Voice activation

If the function "Voice Activation" is active, the recording will be interrupted if there is a pause in speaking in a quiet environment. If the dictation machine does not turn off, select a lower microphone sensitivity, for example for normal dictation or persons who speak loudly. As soon as the speaker starts to speak again, the recording will continue.


- Go to the menu command »Voice activation « and confirm with »✓«.
- Select »Voice activation on « or »Voice activation off «. The selected function is displayed inversely (white on a black background).
- Confirm with »✓«.

Settings  
Voice activat.



## SETTINGS IN THE MENU

### Automatic power off






With the „Sleep mode“  function you determine whether the device turns to a power-saving "sleep mode" after some minutes or has to be switched off manually. The device will be immediately switched on again as soon as any key is pressed.

Settings  
Sleep mode




Move the On/Off switch to the »OFF/HOLD« position to switch off the device completely. If you don't switch off the machine manually it will switch off itself after about 30 minutes. Move the On/Off switch to »OFF/HOLD« and then again to »ON« to switch on the device again.



- Select the menu item »« in the settings menu »« and confirm with the right selection button »«.
- Using the navigation buttons »◀◀« select the time („never“ »«, »5 MIN«, »15 MIN« or »30 MIN«) to determine after which time the device shall turn to the power saving "sleep mode".













- Confirm with the right selection button »«.
- During sleep mode a starry sky appears in the display.



## SETTINGS IN THE MENU

### Audio signals

The »**Audible signals**« function »« enables you to turn the acknowledgement and signal tones on and off.

- Select the menu item »Signals « in the settings menu »« and confirm with the right selection button »«.
- Use the navigation buttons »»« to switch on all signals »« or only the warning signals »!«, or to switch off all signals »«. Confirm your choice with the right selection button »«.

#### Note:

If all signals are switched off you will not hear a signal when the memory is full or the rechargeable battery is flat.

If you dictate without looking at the display, the device may switch off with no signal tone, and you may not notice.

If only the warning signals are switched on there won't be any special blips, neither the readiness signal after switching on nor the info and index signals.


Settings  
Signals



## SETTINGS IN THE MENU

### Illumination

This function enables you to turn the display lighting on and off.

- To do this go to the menu item »Light « and confirm with »✓«.
- Using the navigation buttons »◀▶« select the seconds („off“, »**15 seconds**« or »**30 seconds**«). The selected function is displayed inversely. Even in switched on mode the backlighting only remains on for several seconds, to save energy.
- Confirm with »✓«.

Settings  
Light










## SETTINGS IN THE MENU

### Time, date

Settings  
Time/Date












The time and date a dictation is recorded are indicated for each dictation (PC display only).

- Go to the menu command »Time, Date  « and confirm with »«.
- You can now enter or change the year, month, day, hours and minutes successively using the navigation buttons » «. The current function is shown on black background.
- Confirm each of your settings with »«. The setting is saved, and the next point is activated.
- End your settings with »«.
- To change your settings, go back to the menu command »«.



## SETTINGS IN THE MENU

### Typist

The »**Typist**« function is used to select the transcriber who will receive your dictation.

- Go to the submenu »Workflow lists « in the settings menu »« and confirm with the right selection button »«.
- Select the »**Typist** « menu item and confirm with the »« button.
- Select »**On request** «, »**No entry** « or »**Automatic** «.
  - »**On request**«: A selection of transcribers will be offered for each new dictation;
  - »**No entry**«, no typist is chosen for the dictation;
  - »**Automatic**«, each new dictation will be assigned to the same transcriber.
- Confirm your choice with the »« button.

#### Note:

If you have a new dictation, or if you have selected the »**Automatic**« function, you select your transcriber from the list with the navigation buttons »«. »**No entry** « appears in the display if no transcribers were defined.

Confirm with the »« button.

You may create individual preallocations for the list using the PC software.










Settings  
Typist






## SETTINGS IN THE MENU

### Dictation type

The »**Dictation type**« function is used to select the template to be used for the dictation: for eg. fax, letter, or report.

- Go to the submenu »Workflow lists « in the settings menu »« and confirm with the right selection button »«.
- Select the »**Dictation type** « menu item and confirm with the »« button.
- Select »**On request** , »**No entry** « or »**Automatic** «.
  - »**On request**«: A selection of formats will be offered for each new dictation;
  - »**No entry**«, no dictation type was chosen;
  - »**Automatic**«, each new dictation shows the same dictation type.
- Confirm your choice with the »« button.

#### Note:

For a new dictation, or if you have selected the »**Automatic**« function, you select your dictation type from the list with the navigation buttons » «. »**No entry** « appears in the display if no dictation types were defined.

Confirm with the »« button.

You may create individual preallocations for the list using the PC software.

Settings  
Dictation type



## SETTINGS IN THE MENU

### Group

Settings  
Group



The »Group« function is used to assign your dictation to a specific group or department.

- Go to the submenu »Workflow lists« in the settings menu »« and confirm with the right selection button »✓«.
- Select the »Group« menu item and confirm with the »✓« button.
- Select »On request«, »No entry« or »Automatic«.
  - »On request«: a group may be selected for each new dictation;
  - »No entry«: no group selected;
  - »Automatic«: each new dictation has the same group.
- Confirm your selection with the »✓« button.

#### Note:

For a new dictation, or if you have selected the »Automatic« function, you select your group from the list. »No entry« appears in the display if no groups were defined.

Confirm with the »✓« button.

You may create individual preallocations for the list using the PC software.









## SETTINGS IN THE MENU

### USB connection automatic / manual

You can choose whether the dictation machine automatically switches to USB parallel operation when connected to a PC's USB connection or whether you want to activate this function manually.

Settings  
USB connection









- Select the menu item »USB connection « in the settings menu »« and confirm with the right selection button »«.
- Select »Man. connect « (manual USB/parallel operation) and confirm with the right selection button »«.
  - The dictation machine remains in dictation mode when USB connected. The PC supplies it with power.
- Select »Auto connect « (automatic USB parallel operation) and confirm with the right selection button »«.
  - If the dictation machine is already switched on when connected to USB the USB parallel operation »« sets up automatically. The computer identifies the device as removable medium. USB audio and USB HID are activated. Now you can both transfer data between PC and dictation machine, and use the dictation machine as USB microphone.

## SETTINGS IN THE MENU

### Speaker

You may switch off the loudspeaker of your dictation machine with this function if you want to listen to your dictations via headphones connected to the Digta Station\*.

- Select the menu item »Speaker « in the settings menu »« and confirm with the right selection button »«.
- Select »Speakers on « or »Speakers off «.
- Confirm with the right selection button »«.

#### Note:

The speaker of the dictation machine automatically switches off if an earphone with earphone connection is plugged on.

Settings  
Speaker





## SETTINGS IN THE MENU

### Fast forward / rewind


This function allows you to set the speed for fast forward and rewind. You can select very slow, slow and fast.


Settings  
FFWD / Rewind



- Go to menu item »FFWD/Rewind  and confirm with »✓«.

- Use the navigation buttons »◀▶« to select the speed. The selected function turns black.

 33% – Very slow FFWD/Rewind speed (approx. 1/3 of the fast setting)

 66% – Slow FFWD/Rewind speed (approx. 2/3 of the fast setting)

 100% – Fast FFWD/Rewind

- Confirm with »✓«.







# SETTINGS IN THE MENU

## Foot control

Settings  
Foot control



The activated dictation device must be in the Digta Station\*, and the »« symbol for dictation in power supply mode has to have been confirmed in the menu. The »Foot control« function allows you to select whether the foot control\* is used for transcription mode or hands-free dictation.

- Go to »« in the "Foot control" menu item and confirm with right-hand selection button »✓«.
- Now choose »Recording « or »Play-back « and confirm with right-hand selection button »✓«.


## Foot control assignment for recording

The pedals on the foot control are designed for hands-free dictation.

Left pedal

- Reverse;

Middle pedal

- Press briefly to switch recording on or off (same function as the red recording button » DICT« on the dictation machine);
- Holddown (approx. 1.5 seconds) for a new dictation. The red recording indicator lights up and a new dictation name is displayed (same function as the »new« button on the dictation machine);

Right pedal

- Start/stop recording and play-back (same function as the slide switch on the dictation machine).

### Note:

Select the fast forward function using the slide switch on the dictation machine.

Automatic backspace settings only apply in transcription mode. In hands-free dictation mode, the right pedal does not perform automatic backspaces.

## SETTINGS IN THE MENU

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### Foot control assignment for play-back

The pedals on the foot control are designed for transcription operation.

Left pedal

– Reverse;

Middle pedal

– Fast forward;

Right pedal

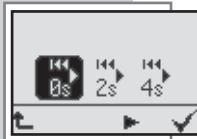
– Start/stopplay-back.

## SETTINGS IN THE MENU

### Automatic backspace




Here you can set the length of automatic backspace to between 0 and 10 seconds. Every time play-back begins, the current position is rewound by the specified time, and play-back begins from there.

Settings  
Auto Backspace



#### Note:

The »Auto Backspace« menu item is only visible if the machine is in the Digma Station\*. The automatic backspace function is only available when the foot control is set to play-back. In hands-free dictation mode (foot control set to record), the right pedal does not perform automatic backspace.

- Go to menu item »Auto Backspace«  and confirm with »✓«.
- Use the navigation buttons »◀▶« to select the duration of the automatic backspace. The selected function turns black.
  -  – Automatic backspace off. Normal setting for play-back.
  -  – 2, 4, 6, 8, 10 seconds. Duration of play-back from the most recent dictation position.
- Confirm with »✓«.

## SETTINGS IN THE MENU

### Dictation counter




Using the »Dictation counter« function, you can reset the dictation counter. The dictation counter is able to count till 9999. You should not reset the counter too often to avoid conflicts with dictations having the same name and being stored on the PC.

Settings  
Reset counter



Settings  
Reset counter



- Go to the »Reset counter « menu item and confirm with »✓«.
- The »Reset counter « and »« symbols appear in the display.
- Confirm with »✓«.
  - The next new dictation then has the lowest free number (for eg.: »DICT0005«).

## SETTINGS IN THE MENU

### Modifying the PIN\*

The personal identification number (PIN) protects the dictation machine against unauthorized use. The factory settings are 0000. Do only enter a sequence of digits known to yourself. You have to enter the PIN each time you switch on the dictation machine as well as each time you reactivate it from the "Sleep mode".

- Select the »PIN«\* menu item from the settings »☞« menu and confirm with the right selection button »✓«.
- Enter the old PIN\* via the navigation buttons »☞☛« (confirm the digits with the right selection button »✓«)
  - Each entered PIN\* will be overwritten through a "\*" symbol for protection reasons.
- Enter the new PIN\* via the navigation buttons with the right selection button »✓«) and repeat entering the new PIN\* for security reasons.



Settings  
Change PIN



## SETTINGS IN THE MENU

### Version

Settings  
Version



Using the »Version« function, the version (firmware) of the machine's software is displayed.

- Go to the »Version ⓘ« menu item and confirm with »✓«.
- The serial number of your dictation machine and the version number of the firmware (software) appear in the display.

#### Note:

For information on new software versions call the »Configuration => Update Server« function in the PC software or visit us on our Website:


[www.grundig-gbs.com](http://www.grundig-gbs.com).

## SETTINGS IN THE MENU

### Formatting


With the »Formatting« function you reformat the internal memory of your dictation machine or a replaceable, external memory card.

**Caution data loss! This function will delete all files and dictations on your dictation machine.**

- Select »Formatting  « menu item in the settings menu and confirm with the right selection button »✓«.

**Note:**

Make sure an external memory card is plugged in if you do not want to delete the internal memory.

- Confirm the complete formatting » « of the memory or the memory card with the right selection button »✓«
  - An egg-timer appears during the formatting process; the progress is illustrated by means of a status bar.

Directories and files with administrative data are created on the internal memory or the external memory card as well. For this reason not the entire memory capacity is available for recording dictations.

**Note:**

The internal memory and the external memory card may not be formatted as a removable disk with a PC formatting function.

Settings  
Formatting



Settings  
Format., delete all





## SETTINGS IN THE MENU






### Default settings

Using the »Factory setting« function, you restore the factory settings of the machine.

Settings  
Factory setting



**Caution data loss! This function will delete all data and settings on your dictation machine!**

- Go to the »« menu item (see chapter „Navigation in the menus“) and confirm with »«.
- The symbols »« and »« appear in the display.
- Confirm with »«.

Your device will be reset to the following settings:

**Folder** – main folder;

**Play-back** – right selection button for speed change;

**Microphone sensitivity** – dictation low (middle sensitivity);

**Voice Activation** – off;

**Switch off automatically** – after 5 minutes;

**Audio signals** – 15 seconds;

**Lighting** – automatic;

**Time, date** – 01.01.2005, 00:00;

**Workflow lists** – Typist, dictation type, group automatic;

**USB connection** – automatic connection;

**Speaker** – on;

**FFWD / rewind** – Fast;

**Foot control** – Recording;

**Auto Backspace** – Automatic backspace off;

**Dictation counter** – 1;

**PIN\*** – retained, not reset to 0000;

**Language** – English

All dictations will be deleted; Preallocation for the dictation accompanying note will be reset to »**No entry**«. The author's name will be set to »DICT«.

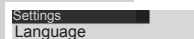


## SETTINGS IN THE MENU

### Language

This function makes for the language of the menu display.

- Select the » $\text{ABC}$ « language menu item and confirm with the right selection button »✓«.
- Select the desired language with the navigation buttons »◀▶« and confirm with the right selection button »✓«.



## OPERATION WITH DIGTA STATION\* \_\_\_\_\_

### Digta Station\*

The Digta Station\* serves as communication interface between the Digta and the PC, i.e. the charging unit and the Digta stand. A foot control and an earphone may be connected to the Digta Station\* (not included in delivery).

### USB interface

You can exchange data via the USB interface (green indicator at the Digta Station\*) of the PC.

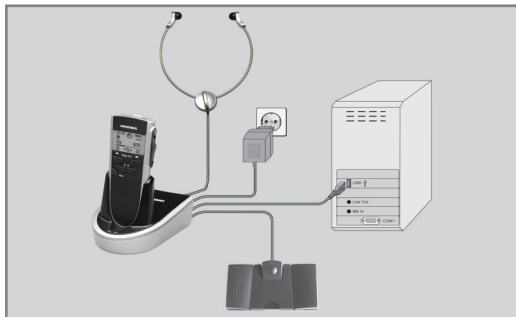
Additionally you may use a USB audio function to dictate into the Grundig PC software or in voice recognition systems.

### Foot control

The connection of a foot control makes hands-free dictation and transcription mode possible.

### Charging unit, power supply

When plugging the power supply (yellow indicator at the Digta Station\*) the rechargeable battery is charged in the Digta. The foot control and the earphone are supplied by the power supply and may be used without connecting a PC via USB.



# COMMUNICATION WITH THE PC\_\_\_\_\_

## The Grundig PC software

The Grundig PC software allows you to transfer your dictations to your PC. You immediately have an overview of all your work and can also listen to the dictations on your notebook. Send your dictations to a speech recognition system – or send voice mail through a connected mail system.

If your office organization uses the digital dictation system from Grundig Business Systems the Digta and the Grundig PC software will make you a mobile member on the dictation network. You have all author and transcriber addresses at your fingertips for sending dictations. Your typing pool is perfectly organized with dictations identified by dictation type, deadline, and priority. If all of your dictations have the same priority, simply connect the USB cable to your Digta. All dictations will be sent to the preset transcriber and your Digta will then be immediately available for further dictations.

## System requirements

Pentium processor (500 MHz or higher)

Operating systems:

WIN 2000 SP4 Rollup1

WIN XP SP2

WIN Vista

USB 1.1 or 2.0 serial interface

For e-mail connection: MAPI-compatible mail system  
(for eg. Microsoft Outlook)

# COMMUNICATION WITH THE PC\_\_\_\_\_

## Connecting and separating the dictation machine and the PC

- Use the USB cable to connect the dictation machine to the USB interface at the PC via the »PC/USB« port.
  - The dictation machine begins to charge the rechargeable batteries. The green LED is blinking!
- Move the On/Off switch to »ON« to switch on the dictation machine.
  - Now you are prompted for the PIN\*.

### Warning:


Disconnect the USB interface via the task bar, as otherwise the transfer may not be complete.

### Note:


The Grundig PC software can only be connected to one dictation machine at a time. If you connect a second dictation machine to the USB interface, the PC will not detect it, i.e. Windows will only display one removable disk drive.

## USB parallel operation

### PC file transfer

- Connect the dictation machine to the PC via the USB interface.
  - If the dictation machine is already switched on the USB parallel operation mode »« sets up automatically. The computer identifies the device as removable medium and as USB audio/HID device.

Now you can transfer data between PC and dictation machine.




- Select USB parallel operation »« with the navigation buttons »◀▶« in the main menu if the automatic USB connection is switched off and confirm with the »✓« button (see chapter "USB connection automatic / manual").



## COMMUNICATION WITH THE PC\_\_\_\_\_



### PC microphone operation, USB Audio, USB HID

- Use the USB cable to connect the dictation machine to the USB interface at the PC via the »PC/USB« socket.
- Move the On/Off switch to »ON« to switch on the dictation machine.
- Press the »« button to do the microphone settings (the current settings are displayed on the right edge) You can set the microphone sensitivity via »« (see chapter „Settings in the menu / microphone sensitivity“).
- Select a sound program on your PC now, e.g. a Grundig dictation software, a voice recognition system or the Windows audiorecorder.
- Start the recording in your sound program and speak the message.
  - The red LED at the dictation machine lights up, the disc symbol is spinning.
- Press the »« button and hold on pressing it to mute the microphone.
  - No signal is transferred to the recording software, i.e. a voice recognition system no longer recognizes any sounds. The red LED is blinking and the disc symbol stops spinning.

If play-back is running on your sound program or voice recognition program, the green light emitting diode lights up and you will listen to the recordings from the speakers of the Diga.

If you are using the dictation machine as PC microphone of the Grundig DigaSoft dictation software, the keys and slide switch of the dictation machine are programmed with functions of the dictation software (USB-HID).

## COMMUNICATION WITH THE PC\_\_\_\_\_

With the supplied software "AdapterServer" shortcuts and PC functions may be allocated to the user controls of the dictation machine for PC microphone operation. Install the Adapter server and find out more about the configuration options in its help function or its PDF instruction manual.

### **Configuration of the dictation accompanying note**


The accompanying note for the dictation, as it is called, contains various information such as the author's name, the transcriber's name and the type of dictation which are included with each DSS dictation. You can enter such information into the completed dictation using the PC software. If you want to send all your dictations with the same information, you can configure your dictation machine accordingly.

If you are a member of a pre-installed dictation network, you will find all available settings in the PC software under »Configuration«. If you are a single user without connection to a local network, you can create users, dictation types and groups in the PC software in the »Settings« menu with the function »General Settings«. You will then be able to send your name as author, the maximum author priority, ten transcribers, ten dictation types and ten group designations to your dictation machine under »Configuration«. When you turn on your dictation machine, your name as author will be briefly displayed instead of »DICT«. The accompanying note for the dictation may be individually filled in for each new dictation via the workflow lists.

## FIRMWARE UPDATE

The firmware update may be used to keep your dictation machine in step with the latest developments (firmware = device software). You will find the current firmware version in the Internet. The enclosed CD includes the firmware current at the time of delivery.

### Carrying out a firmware update

- Switch on the PC and start Windows.
- Use the USB cable to connect the dictation machine to the PC.
- Switch on the dictation machine.
- The »« symbol appears on the display of the device and the dictation machine is identified by the PC as a removable disk.
- You will find the

»gh0415.hex«

file on the »[www.grundig-gbs.com](http://www.grundig-gbs.com)« website under Service/Download/Firmware/ZIP, as well as in the »Firmware\Digta0415« folder on the provided CD.

Copy this file to the »System« folder in the dictation machine drive (removable disk).

- The dictation machine's recording LED flashes during transfer. Wait until data transfer is complete.
- Then, from the task bar, select the function for removing removable disks, as otherwise the transfer may not be complete.





## FIRMWARE-UPDATE

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UPDATING.....



- Disconnect the USB plug from the dictation machine.
- Confirm »LOAD UPDATE« with the »✓« button.

Do not interrupt the loading process for any reason.  
This could make the dictation machine inoperative.

- Then format the memory in the dictation machine (see „Settings in the menu / Formatting“).

### **Note:**

If you wish to load an old firmware once again, press the »new« button and the right selection button simultaneously when switching the Digta 415 on.

### Using barcodes

You can scan a barcode for each new dictation. The detected codes are stored in the header of a DSS file in the “Topic” field, and thus displayed in the note which accompanies the dictation. Other programs which evaluate the DSS header (for example a database system), can classify the dictations using the codes.

The scanned codes can then be displayed or automatically processed by software that analyzes the DSS header – e.g. a database system.

The detected codes are displayed by the PC software supplied with the portable dictation machine and by the desktop software:

- in the overview of the accompanying note for the dictation (see also “Dictation accompanying note” in the program help)
- in the dictation list (if the “Topic” field is enabled, see “Sorting” in the program help).

#### **Note:**

We offer a software development kit (SDK) for integrators who want to evaluate the note accompanying the dictation, for example in order to create links to database entries.

# DIGTASCAN 404 BARCODE READER

## Plugging in

Both mechanically and electrically, the DigaScan connection is designed in the same way as a memory card.

**Note:**

Only plug in or unplug the DigaScan when the portable dictation machine is switched off.

- Plug the DigaScan into your dictation machine as depicted below:

**Note:**

Make sure that the latch on the back of the DigaScan snaps securely in.



# DIGTASCAN 404 BARCODE READER \_\_\_\_\_

## Unplugging

- Remove the locking screw (if present).
- Press the latch on the back of the DigtaScan. The DigtaScan is unlocked and you can now pull it out of the memory card slot.  
See the illustration on previous page.

# DIGTAScan 404 BARCODE READER

## Switching the DigaScan on and off

- The DigaScan must be inserted and latched into the portable dictation machine.  
Only when the DigaScan is plugged in are the associated menu items available on the dictation machine.
- Switch on the dictation machine.
- Push the slide switch to »▼ STOP ◀.
- Press the »[Menu]◀ button.
- Use the navigation buttons »◀▶◀ to select the main menu »[Main Menu Icon]◀ and then press the »✓◀ button.
- Use the navigation buttons »◀▶◀ to select the sub-menu »[Sub Menu Icon]◀ and then press the »✓◀ button.
- Use the navigation buttons »◀▶◀ to select »[Barcode Icon]◀ or »[Barcode Icon with X]◀ and then press »✓◀.
  - »[Barcode Icon]◀, when you create dictations with the »new◀ button, you are prompted to scan. You can now scan in a barcode and store it in the dictation accompanying note.
  - »[Barcode Icon with X]◀, when you create dictations with the »new◀ button, you are not prompted to scan even though the DigaScan is plugged in.

### Note:

The selected setting is retained even if the DigaScan is removed from the portable dictation machine. However, you can only change the setting when the DigaScan is attached.







Scanner



# DIGTAScan 404 BARCODE READER

## Scanning a barcode for a new dictation

The DigaScan must be connected to the portable dictation machine, enabled and configured for the barcodes you are using.

- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »new« button.
  - »« and »« appear in the display.
- If you do not want to scan a barcode into the dictation accompanying note, press the »« button and continue with your dictation as usual.
- If you want to scan a barcode, point the barcode reader at the barcode as pictured and press the »« button.
  - The device now scans the code with a red laser beam. The machine acknowledges the successful reading of the code with a single signal tone, and the laser beam shuts off.
  - The scanned barcode appears in the display.
- If you want to include the barcode as displayed in the dictation, press the »« button.
- If you do not want to include the barcode in the dictation, press the »« button and continue with your dictation as usual.

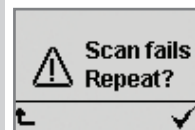
Scanner  
Scan 404



1034506464020405  
6034



## DIGTASCAN 404 BARCODE READER



### Note:

If the machine cannot read a code, it emits a double signal and displays the message »**SCAN FAILS REPEAT ?**«. Confirm the error message and repeat the scan procedure with »✓« or cancel it and continue dictating without barcodes by pressing »↶«.

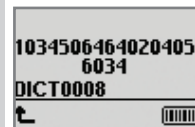
### Notes:

A maximum of 32 digits (two lines) of the scanned barcode can be displayed.

Barcodes that you have scanned and included in dictations with »✓« are stored in the “Topic” field in the new dictation’s accompanying note.

### Displaying a barcode for a dictation

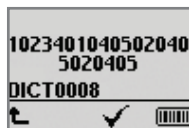
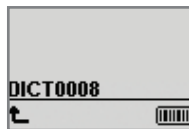
- Push the slide switch to »▼ STOP «.
- Use the navigation buttons »◀▶« to select the dictation.
  - If the dictation has a barcode, »ID« is displayed.
- Press the »≡« button.
- Use the navigation buttons »◀▶« to select the main menu »☰« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »📄« and then press the »✓« button.
  - The barcode is displayed.



## DIGTASCAN 404 BARCODE READER

### Scanning a barcode for an existing dictation















- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Use the navigation buttons »◀▶« to select the dictation for which the barcode is to be scanned.
- Press the right button »☰«.
- Use the navigation buttons »◀▶« to select the main menu »☰« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »☰« and then press the »✓« button.
  - »☰« and »☒« appear in the display, along with the number of the dictation.
- Point the reader at the barcode and press the »☰« button.
  - The device now scans the code with a red laser beam. The machine acknowledges the successful reading of the code with a single signal tone, and the laser beam shuts off.
  - The scanned barcode appears in the display.
- If you want to include the barcode as displayed in the dictation, press the »✓« button.
  - »ID« is shown in the display.



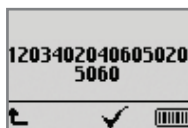


## DIGTASCAN 404 BARCODE READER \_\_\_\_\_

### Searching for a dictation belonging to barcode

- Switch on the dictation machine.
- Push the slide switch to »  STOP «.
- Press the »  « button.
- Use the navigation buttons »   « to select »  « and then press the »  « button.
- Use the navigation buttons »   « to select »  « and then press the »  « button.
- Point the reader at the barcode and press the »  « button.
  - The scanned barcode appears in the display.
- Press »  « to confirm the barcode.
  - The number of the dictation is shown under the barcode.
- To listen to the dictation, press »  « again and push the slide switch to »  START «.

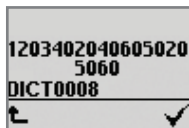
Scanner



# DIGTASCAN 404 BARCODE READER \_\_\_\_\_

## Deleting a barcode from a dictation

Scanner



- Push the slide switch to »▼ STOP «.
- Use the Unavigation buttons »◀▶« to select the dictation whose barcode is to be deleted.
- Press the »🗑« button.
- Use the navigation buttons »◀▶« to select »📄« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »✕« and then press the »✓« button.
  - The barcode and the dictation number are displayed.
- Press »✓« to delete the barcode.

# DIGTASCAN 404 BARCODE READER \_\_\_\_\_

## Configuring the DigtaScan barcode reader

### Default symbologies

In the default setting, only barcode symbology EAN-13 is enabled.

If you use different symbologies, you can configure the DigtaScan to work with them.

If you would like to optimize the code recognition, we recommend that you enable only those symbologies that you actually use. The lower risk of confusion increases the recognition accuracy.

### Programming code table

We provide a table with programming codes in barcode format.

You can open this PDF table with Acrobat Reader\*.

You can print the required programming codes and then use them to configure the barcode reader. If the table is not supplied with your DigtaScan or you need codes it does not contain, please visit our Internet download centre:

<http://www.grundig-gbs.com>

Our Internet site also lists our Customer Service address and hotline number.

\* Download for free at <http://www.adobe.de/products/acrobat/readstep.html>

# DIGTASCAN 404 BARCODE READER \_\_\_\_\_

## Preparing settings

You can change the symbology settings (see also “Default symbologies”) as follows:

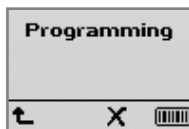
- Print out the required programming codes from the programming code table.
  - There are usually two programming codes displayed for the usable barcode symbologies; the upper for activation (ENABLE) and the lower for deactivation (DISABLE).
  - Use a laser printer, for example, in order to obtain a legible printout.

# DIGTASCAN 404 BARCODE READER

## Setting the DigtaScan barcode reader

- The DigtaScan must be inserted and latched into the portable dictation machine (see also “Plugging in, Unplugging”).
- Only when the DigtaScan is plugged in are the associated menu items available on the dictation machine.

Scanner



- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »[Barcode Reader Icon]« button.
- Use the navigation buttons »◀▶« to select »[Barcode Reader Icon]« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »[Barcode Reader Icon]«
- The »**PROG. BARCODE**« menu function appears in the display.

### Note:

»X«, see also “Restoring the default settings”.

- Scan in the programming code with the »[Barcode Reader Icon]« button.
- The machine acknowledges the successful reading of the code with a single signal tone.
- You can scan any number of programming codes consecutively with the »[Barcode Reader Icon]« button.

### Note:

If the machine cannot read a code, it emits a double signal and displays the message »**SCAN FAIL REPEAT ?**«. Confirm the error message with »✓«.

- Once you have made all the settings, press the »⬅« button to quit the menu.

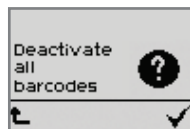
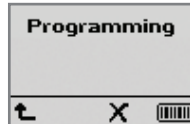
# DIGTASCAN 404 BARCODE READER

## Restoring the default settings

You can restore the DigaScan's default settings. If you do so, all barcode symbologies are disabled except for EAN-13.

- The DigaScan must be inserted and latched into the portable dictation machine (see also "Plugging in, Unplugging").
  - Only when the DigaScan is plugged in are the associated menu items available on the dictation machine.
- Switch on the dictation machine.
- Push the slide switch to »▼ STOP ◀.
- Press the »☰◀ button.
- Use the navigation buttons »◀▶◀ to select »☰◀ and then press the »✓◀ button.
- Use the navigation buttons »◀▶◀ to select »☰◀
  - The »**PROG. BARCODE**◀ menu function appears in the display.
- Press the »✕◀ button.
  - »**DEACTIVATE ALL BARCODES ?**◀ appears in the display.
- Press the »✓◀ button to leave only symbology EAN-13 enabled. Press the »⬆◀ button if you would like to keep the other symbologies enabled.
- Once you have made all the settings, press the »⬆◀ button to quit the menu.

Scanner



# RFID READER DIGTARFID 414

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## Using RFID codes

RFID codes are located on RFID labels (TAG).

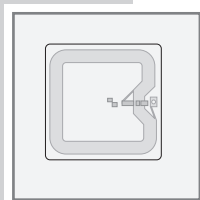
You can scan a RFID code for each new dictation. The detected codes are stored in the header of a DSS file in the “Subject” field, and thus displayed in the note that accompanies the dictation. Other programs that evaluate the DSS header (for example a database system) can classify the dictations according to the scanned codes.

The detected codes are displayed by the PC software included with the portable dictation machine and by the desktop software:

- in the overview of the accompanying note for the dictation (see also “Dictation accompanying note” in the program help)
- in the dictation list (if the “Subject” field is enabled, see “Sorting” in the program help).

## Connecting and removing the RFID reader

The same procedure is used as with barcode reader 404. See the Chapter “Plugging in” and “Unplugging”.










## RFID READER DIGTARFID 414

### Turning the RFID Reader on and off

- The RFID Reader must be plugged into the portable dictation machine and locked. Only if the RFID Reader is plugged in will you be able to select the associated menu items available on the dictation machine.

Scanner



- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »« button.
- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »« or »« and then press »OK«.
  - »«, when you create a dictation with the »new« button, you will be prompted to it. You can now scan a RFID code and store it in the dictation accompanying note.
  - »«, when you create a dictation with the »new« button, you will not be prompted to scan it, although the RFID Reader is connected.

#### Note:

The selected setting is retained even if the RFID Reader is temporarily removed from the portable dictation machine. However, you can only use or change the setting if the RFID Reader is connected.

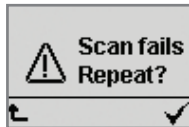
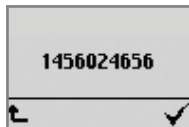








## RFID READER DIGTARFID 414

### Scanning a RFID code for a new dictation



The RFID Reader is connected to the portable dictation machine and activated.

Scanner



- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »new« button.
  - »« and »« appear in the display.
- If you do not want to scan a RFID code into the dictation accompanying note, press the »« button and continue with your dictation as usual.
- If you wish to scan a RFID code, hold the RFID Reader directly at the label with the RFID code (see illustration) and press the »« button.
  - The device will now scan the RFID code. If the RFID code was successfully scanned, the device will acknowledge this by emitting a single tone.
  - The RFID code appears in the display.
- If you want to include the RFID code as displayed in the dictation, press the »« button.
- If you do not want to include the RFID code in the dictation, press the »« button and continue with your dictation as usual.

#### Note:

If the machine cannot read the RFID code, it emits a double signal tone, and the message »**SCAN FAILS REPEAT ?**« appears in the display. You can now repeat the scan with the »« button or cancel it with the »« button and dictate without a RFID code.


### Notes:

A maximum of 32 digits (two lines) of the scanned RFID code can be displayed.

RFID code that you have scanned and included in dictations with »✓« are stored in the “Topic” field in the new dictation’s accompanying note.

### Additional functions

The RFID Reader has the same functions as the barcode reader.

See the chapters on the barcode reader for further information on operation. The menu is located under »«.

- Displaying a RFID code for a dictation;
- Scanning a RFID code for an existing dictation;
- Searching for a dictation belonging to a RFID code;
- Deleting a RFID code from a dictation.

RFID reader



## MESSAGES, ERROR NUMBERS



**No  
memory**

- 1537 »Dictation cannot be created« – Error in the file system of the internal memory or the external memory card.

Remedy: Format the internal memory or memory card.

- 1538 »Dictation cannot be created« – Error in the file system of the internal memory or the external memory card.

Remedy: Format the internal memory or memory card.

- 1570 »Index/Infocfull« – The maximum permitted quantity of information or indices has been reached. It is not possible to add more information or indices.

Remedy: Delete information or an index.

- 1584 »Not supported DSS format« – A dictation in this DSS format cannot be played back.

Remedy: Play back the dictation on another dictation machine or on the PC. If available load new firmware which is able to play back this DSS format.

- 1585 »Not supported DSS format« – The folder you selected doesn't contain a dictation in the supported DSS format.

Remedy: Select another folder with the dictation in another DSS format. Play back the dictation on another dictation machine or on the PC. If available load new firmware which is able to play back this DSS format.

- 1610 »Delete other files?« – When deleting entire folders or formatting the memory, the machine finds files that are not DSS dictations and cannot be displayed (e.g. ds2, doc).

Remedy: Cancel the function if you do not want to

## MESSAGES, ERROR NUMBERS

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delete these files. Transfer the files to a computer and then perform the deletion or formatting function.

- 1611 »PLAY-BACK ONLY« – The dictation machine is set to play-back with foot control and is in the Digta Station. Dictations are protected from being edited.

Remedy: Use the »Foot control« menu function to set the device to record in the Digta Station. Or remove the machine from the Digta Station.

- 8321 »BATTERY LOW« – Battery voltage too low for updating the firmware.

Remedy: Recharge the batteries or operate the dictation machine powered from the USB port on your PC.

- 8322 »BATTERY LOW« – Battery voltage too low for formatting.

Remedy: Recharge the batteries or operate the dictation machine powered from the USB port on your PC.

- 8323 »BATTERY LOW« – Battery voltage too low for restoring the default settings..

Remedy: Recharge the batteries or operate the dictation machine powered from the USB port on your PC.

- 9734 »FILE READ ONLY« – Dictation lock (write/erase protection) activated.

Remedy: Disable dictation lock in the Delete menu. Disable write/erase protection in the accompanying note of the dictation.

- 9746 »STARTBMP ERROR« – Defective start logo.

Remedy: The start logo file is unlike startbmp.bmp or

## MESSAGES, ERROR NUMBERS

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it contains errors. Use another revised startbmp.bmp file

- 9749 »DELETE NOT POSSIBLE« – Error when deleting a dictation.

Remedy: Delete via USB with DigtaMobile or Windows Explorer on your PC.

- 9750 »NO MEMORY« – Memory full > Recording terminated.

Remedy: Delete some dictations. Delete other files (for eg. .doc, .ppt) if existing.

- 9751 »NO MEMORY« – Recording has not started because of a full memory.

Remedy: Delete some dictations. Delete other files (for eg. .doc, .ppt) if existing.

- 9753 »FIRMWARE INCORRECT« – The gh0415.hex firmware file contains false data (e.g. firmware of another device).

Remedy: Perform an update with another gh0415.hex.

- 9756 »NOMEMORY« – Partial deletion has not started, since there is insufficient memory for temporary storage.

Remedy: Delete a different dictation first. Delete any foreign files (e.g. doc, ppt).

- 9758 »NOPART TO DELETE« – Partial deletion is not possible.

Remedy: Select a section for deletion.

- 9762 »FILE READ ONLY« – Erasure-protected dictations are in the folder to be deleted.

Remedy: Disable the dictation lock in the Delete menu. Disable write/erase protection in the accompanying note for the dictation.

## MESSAGES, ERROR NUMBERS

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- 9782 »DELPART WITH INDEX« – The dictation section marked for deletion contains an index. For this reason, this section of the dictation cannot be deleted.  
Remedy: Delete the index and then the dictation section.
- 9795 »NO MEMORY« – Not enough free memory.  
Remedy: Delete dictations to have more memory available for the desired functions.
- 9796 »FILE READ ONLY« – The dictation lock (write / erasure protection) is activated.  
Remedy: Disable the dictation lock in the Delete menu. Disable write/erase protection in the accompanying note for the dictation.
- 9801 »INSERT TO INFO FORBIDDEN« – The current position of the dictation is contained in an information. It is not possible to insert into information.  
Remedy: Delete the information and dictate a new one.
- 17674 »CARD NOT SUPPORTED« – If you use MultiMediaCards/SecureDigital Cards (MMC/SD) with insufficient writing speed, »Card not supported« appears in the display.  
Remedy: Use a DigtaCard by Grundig Business Systems.
- 17936 »UPDATE FILE ERROR« – Error of the firmware update.  
Remedy: File error of the firmware gh0415.hex (false check sum). Update with another gh0415.hex file.
- 17937 »UPDATE VERSION ERROR« – This version of the firmware file is not loadable on this Digta.  
Remedy: Update with another version of the

gh0415.hex file.

- 17944 »DOWNGRADE, NO UPDATE« – The firmware version to be loaded in the Digta is older than the current version of the Digta.

Remedy: If you wish to load an old firmware, press the »new« button and the right selection button simultaneously when switching the Digta on.

- 17990 »FATNOT SUPPORTED« – The internal memory or external memory card has been formatted incorrectly (e.g. FAT32).

Remedy: Format the internal memory or external memory card.

- 17991 »MEDIANOT SUPPORTED« – The MMC/SD memory card is not supported, e.g. a card with more than 2 GB.

Remedy: Use a DigtaCard by Grundig Business Systems.

- 17992 »MEDIA DAMAGED« – The internal memory or external memory card is faulty.

Remedy: Replace old MMC/SD cards with new DigtaCards. If the internal memory is faulty, the machine has to be repaired.

- 17993 »CARD NOT SUPPORTED« – If you use MultiMediaCards/SecureDigital Cards (MMC/SD) with a too low writing speed »card not supported!« appears in the display.

Remedy: Use a DigtaCard from Grundig Business Systems.

- 26181 »WRITE TOO LONG« – Writing to the internal memory or external memory card during dictation takes too long due to faulty memory cells. The memory is too old.

## MESSAGES, ERROR NUMBERS

Remedy: You can continue using the machine if the message does not occur frequently. Replace old MMC/SD cards with new DigtaCards.

- »EXT NO PIN PROTECTION« – Dictations on external memory cards (DigtaCard) cannot be protected using the PIN/PUK\* function.

Remedy: Press the right-hand selection button »✓« to confirm that you want to use an external memory card without PIN\* protection.

- »DEVICELOCKED« – The PIN was entered incorrectly nine times.

Remedy: Enter PUK.

- »NO FIRMWARE« – If an old firmware version is needed (when the machine is switched on, the right selection key and the “new” button are pressed at the same time ) no firmware file is found.

Remedy: Copy a file with the name gh0415.hex into the SYSTEM folder and start the load of the old version afterwards.



All messages with different numbers and the display “UNKNOWN ERROR”:

Turn the dictation machine off and then back on. If the machine does not turn on normally, take out the batteries and then reinsert them. Turn the machine then back on. If the error message still appears, please contact your dealer or technical customer service. You can help the customer service solve your problem much more quickly if you report the steps taken to produce the error and the error number displayed.

Hotline, Email: [www.grundig-gbs.com](http://www.grundig-gbs.com) under Support/Contact info