

Digta 4015 DS

ENGLISH

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NOTES

Your Digta 4015 DS is a digital portable dictation machine. It can be used with the software supplied as a single-station dictation system. In addition to this it can connect to your network (local network with several authors and transcribers).

To simplify the revision editing of recordings, the machine has been provided with functions, such as the insertion or deletion of text passages. Using a PC, dictations can be transmitted via a network.

Safety

This digital portable dictation machine has been designed for the recording and play-back of voice.

Make absolutely sure that the machine is protected against dampness (rain, water splashes).

Do not place the dictation machine close to the heating or in direct sunshine.

You may not open the dictation machine under any circumstances. Opening the device invalidates the guarantee.

Open only the cover of the battery compartment.

Use only a dry cloth for cleaning. Never use chemical cleaning agents.

Electronic devices such as a digital dictation machine can suffer malfunctions due to electrical discharge. Very occasionally, a few seconds of text at the point in the dictation you just recorded may be missing. See also "Ending recording".

FCC disclosure

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

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

Technical data and design subject to change.

NOTES

Environmental protection

The batteries – those free of heavy metals too – must not be disposed of in the domestic refuse. Used batteries must be taken to an old battery collection point at the dealer's and disposed of properly.

Scope of delivery Digta 4015 DS:

- Digta 4015 DS
- PC software
- USB cable
- Batteries
- Pouch

Accessories

- Mains/charging unit 473 enclosed with adapter cables, for Europe (including the UK), USA and Canada.
- Rechargeable battery 462 (rechargeable NiMh batteries, which may be loaded in the dictation machine using charging unit 473).
- DigtaScan 404 barcode reader.
- DigtaRFID 414 RFID reader.
- DigtaConfMic 945 conference microphone.
- DigtaDirectMic 941 unidirectional microphone.
- Digta 951 earphone.
- DigtaCard memory card.
- DigtaStation 441 USB/charging unit.

You can see the latest accessories on our website www.grundig-gbs.com.

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

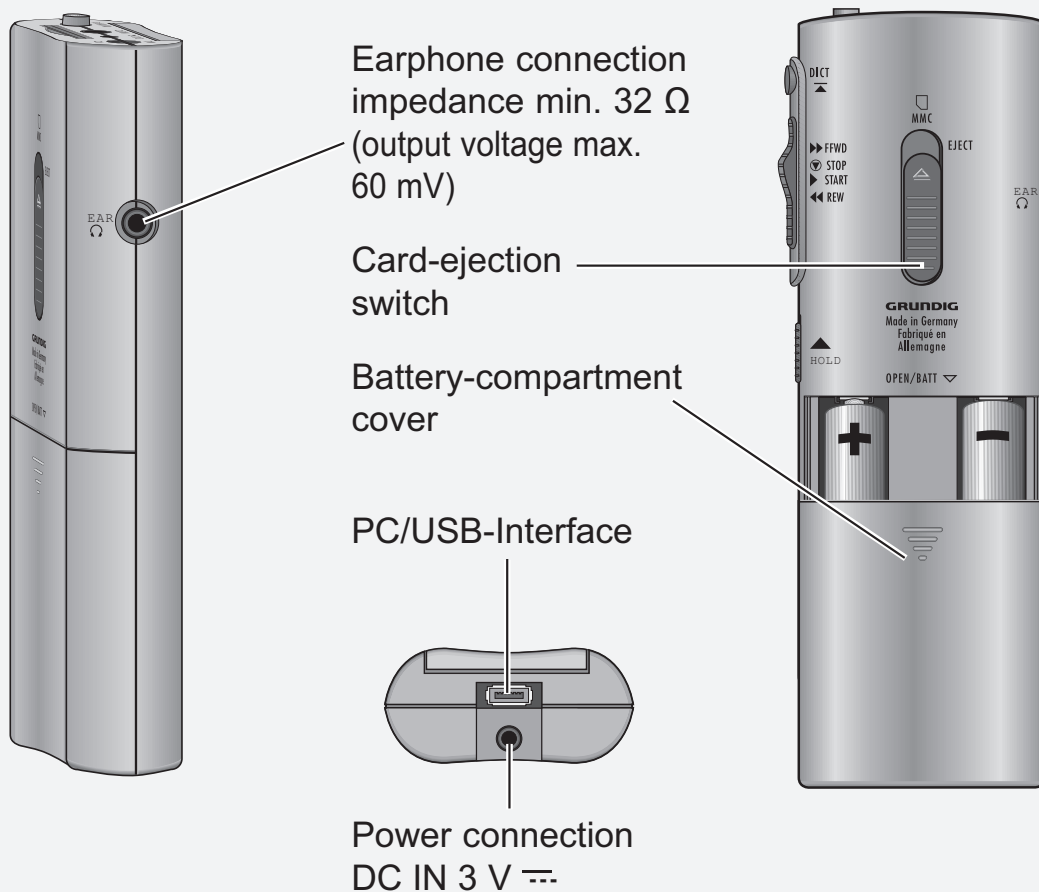
Please make sure to choose only genuine accessories from Grundig. Product liability and warranty service are provided only in this case. The use of non-Grundig accessories or those which are not recommended and approved by Grundig automatically void any warranty claims towards Grundig..

THE CONTROL ELEMENTS

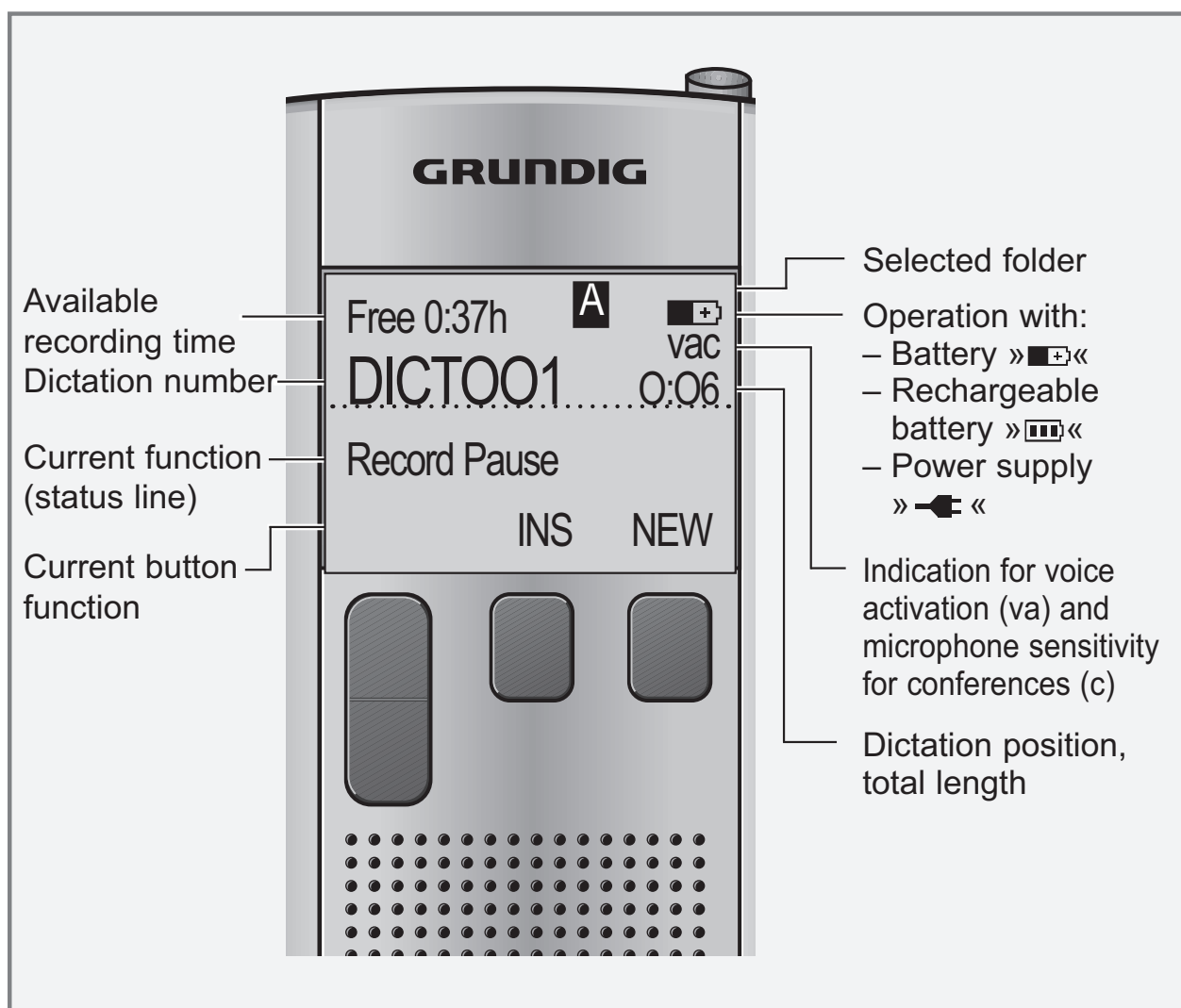


* Accessories

THE CONTROL ELEMENTS




THE DISPLAY



PREPARATIONS

Battery operation

The dictation machine can be used for approximately 12 hours when the alkaline manganese batteries are fully charged.

- Open the battery compartment.
- Insert batteries (Mignon types, e.g. R6, UM3 or AA, 2 x 1.5 V). Make certain the polarity is correct.
- Close the battery compartment.
 - Display for battery operation »  «.

Note:

A signal will be omitted when batteries are weak. The battery symbol flashes on the upper right edge of the display. You will still be able to dictate for a few minutes until the dictation machine automatically switches off.

Mains operation

If the dictation machine has been switched on and is connected to a charging unit, the unit will supply the dictation machine with power. Inserted batteries or rechargeable batteries will be neither used nor charged.

- Display for mains operation »  «.

Safety hints for mains/charging units 473 (Accessories)

A temperature rise in the housing during operation is normal and no cause for concern. During operation, the charging unit should have good ventilation and should not be used in the vicinity of radiators or in direct sunlight.

Never plug the power pack plug and the USB plug into the dictation machine at the same time. For use with a PC and power pack, use the DigtaStation 441 (accessory).

Maintenance: Only a dry cloth should be used to wipe off the unit. Do not use solvents.

PREPARATIONS

Rechargeable battery operation

Operation using rechargeable batteries

To ensure smooth operation using rechargeable batteries, you should always switch off the dictation machine once the dictation is complete and reconnect it to the power pack or – if you have one – the DigtaStation 441 – so that it can be recharged.

– Display for battery operation »  «.

Inserting rechargeable batteries

Only Grundig rechargeable batteries 462 may be charged inside the dictation machine using mains/charging unit 473.

- Switch off the dictation machine.
- Open the battery compartment.
- Insert a rechargeable battery with stripped off contact into the compartment with the lateral charge contact (see figure).

Warning:

Never place a standard battery together with a rechargeable battery in the battery compartment. This can destroy the battery.




PREPARATIONS



Warning:

The dictating machine gives an optical and audible warning of weak rechargeable batteries. This is however only the case when using Grundig 462 rechargeable batteries. When using Grundig 462 rechargeable batteries there is also the guarantee that if the batteries may become completely drained the current task will be stopped in good time, and the dictation saved.

As a result of technical differences between Grundig rechargeable batteries and some other makes, it is possible that part or all of the dictation could be lost if original Grundig rechargeable batteries are not used.

Rechargeable batteries from other manufacturers are identified by the dictation machine as non-rechargeable batteries, and shown in the display by the »  « symbol.

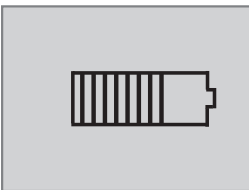
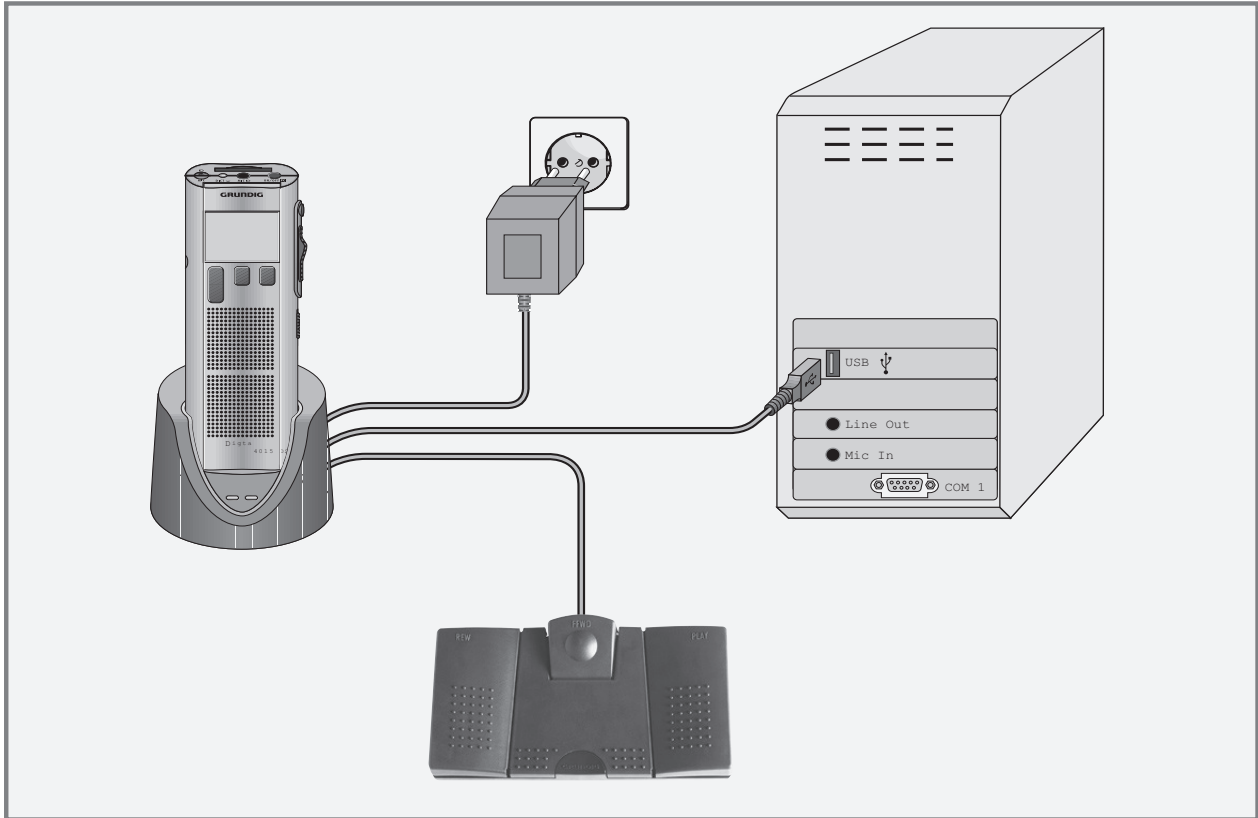
Charging the rechargeable battery

- Switch off the dictation machine.
- Plug the power supply into a wall outlet.
- Plug the power supply cord into the »DC IN 3V « dictation machine socket.
 - The charging indication will be displayed after a short time.
 - The empty rechargeable batteries will be recharged after approximately 3 hours; the charging indication then disappears.
- Disconnect the power supply from the wall outlet and remove the power supply cord from the »DC IN 3V « socket.



PREPARATIONS

Charging the battery – using the DigtaStation 441*



- Plug the jack of the power pack lead into the socket on the DigtaStation 441.
- Plug the power pack into the mains socket.
 - The yellow indicator on the DigtaStation 441 lights up.
- Press the »ON/OFF« button to switch off the dictation machine.
- With the dictation machine switched off, plug it into the DigtaStation 441.
 - After a while, the charging indicator appears on the device display.
 - Flat batteries are recharged after approximately 3 hours; the charging indicators then go out.

* Accessories





PREPARATIONS

Notes on Grundig rechargeable battery 462


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 is a maximum of 3 hours.

When these batteries are 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 batteries charged;
- »  « After approx. 2 hours operating time;
- »  « After approx. 4 hours operating time;
- »  « After approx. 7 hours operating time.

If the rechargeable batteries were completely recharged, a brief warning beep (rechargeable battery/battery warning) will sound after 7 hours operating time. During recording mode, operation will automatically switch over to play mode.

The »  « rechargeable battery symbol will flash on the display. You will still be able to dictate for a few minutes before the dictation machine automatically switches off. We recommend either starting the charging process after the warning beep or to use the power supply to operate the dictation machine.

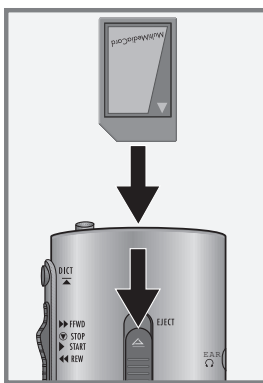
The rechargeable batteries will not be charged if the dictation machine has been switched on and connected to the power supply. You are now using the dictation machine in mains operation.

PREPARATIONS

Inserting replaceable memory cards (not supplied)

You can use memory cards 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.

Notes:

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

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!« appears 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.

PREPARATIONS

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

It is essential that the notes in the chapter “MENU FUNCTIONS – Format memory” be observed.

Formatting replaceable memory cards

Memory cards – including those which have been pre-formatted – 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, acknowledge this with the »OK« button. The »Format memory?« and »Formatting successful!« displays should also be acknowledged with the »OK« 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 “MENU FUNCTIONS – Format memory” 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.

OPERATION WITH DIGTASTATION _____

DigtaStation 441*

The DigtaStation serves as:

- a USB communication interface between Digta and PC, see chapter "communication with the PC".

- Charging set for rechargeable battery, see chapter "Charging the battery – using the DigtaStation 441".

- Foot control connection, see chapter "Dictating using the foot control"

- Desktop rack for the Digta.

Connect the switched off Digta to the DigtaStation. The rechargeable battery is recharged.

During the recharging process you can switch on/off PC operation (USB data transfer) by means of the ON/OFF button.

After switching on PC operation »DICT« lights up awhile above the up-down button. If you press the up-down button at that moment, the Digta will switch to the recording/playback mode, e.g. for conference records or foot control operation.

Note:

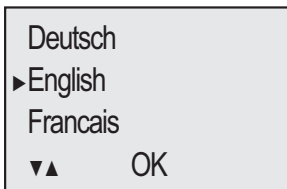
Electronic devices – like our digital dictation device – can be disturbed in their function through electrical spark discharge.

If you are electrically charged when touching the switched on Digta device, it may happen that the device switches off when connected to the DigtaStation, to prevent damages.

SWITCHING ON

Switching on and off

Initial switching on



- Press the »ON/OFF« button until the red recording indicator glows and then goes off again.
 - The software is loaded.
 - A menu with language selection appears in the display.
- Select a language using the up-down buttons »▼« or »▲«, for example, »English«.
- Press the »OK« button.
 - You should then set the date and time.
- Enter the hour, minute, day, month and year using the »▼« or »▲« buttons, making sure to confirm each entry with »OK«.
- Confirm the factory settings of the PIN* ("0000") with the »OK« button or with the recording button »▲ DICT «.
- Conclude the setting procedure with the »END« button.
 - The device is ready for operation.

Subsequent switching on

- Press the »ON/OFF« button until the red recording indicator glows and then goes off again.

Switching off

- Briefly press the »ON/OFF« button.

SWITCHING ON _____

Safety lock

- Push the »  « slide switch up.

If the keylock is activated during recording or playback »Keys locked« appears briefly in the display. The buttons are now locked. The function continues with “HOLD” appearing in the display line at the bottom.

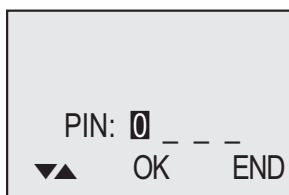
When the keylock is activated during stop mode or in the menu, the dictation machine will switch itself off.

The dictation machine automatically switches itself off again if it was accidentally switched on (e.g. in your pocket) when the keylock is active.

PIN / PUK

Entering the four digits PIN

Your dictation machine comes with a PIN/PUK* function. The PIN* (Personal Identification Number) is activated via the supplied PC software. Afterwards you have to enter your PIN* each time when you switch on your dictation machine.



- You may confirm your entry via the navigation buttons »▼« or »▲« 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*.

Default settings are 0000. You may change your PIN via the menu functions described in the chapter „Settings in the menu – PIN”.

PIN / PUK

Entering the eight digits PUK

If the wrong PIN* was entered several times 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 »▲« or you move the slide switch to »◀◀REW« (smaller figures) or to »▶▶FFWD« (higher figures) and confirm the digits with the »OK« button or with the recording button »▶▶ DICT «.

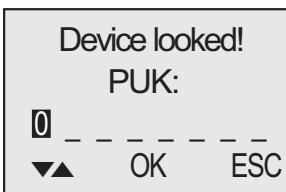
If the wrong PUK* was entered three times you have to wait for 30 seconds to try again. Entries may be done as often as you like. The PUK* is generated from the device's specific serial number and will be supplied to you or to your system administrator when you buy the machine.

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

Saving dictations on removable memory cards

Dictations on external, removable memory cards (DigtaCard) 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 »OK« with the middle selection button if you want to work with an external memory card without PIN* protection..



RECORDING

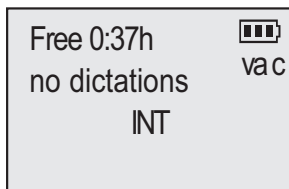
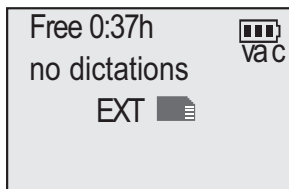
Saving dictations

Dictations are stored on the internal memory of the dictation machine (64 MB) if no memory card is in use. If a memory card (DigtaCard) is inserted, all dictations are recorded on it.

The internal memory is protected against access during this.

It is not possible to copy between the internal memory and the memory card.

- Brief display in the status line for the external memory: »EXT «.
- Short display for this internal memory in the status line: »INT«.



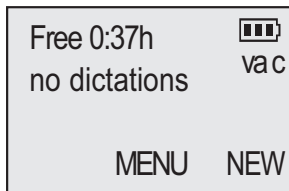
Dictation



- Speak over the dictation machine.
 - The figure shows the optimum position of the dictation machine. The high-quality microphone allows also for recordings over greater distances.

RECORDING

New dictation



- Push the slide switch to »▼ STOP«.
- Press the »NEW« button.
 - A new dictation with the next highest number is created, display: »DICT002«, for example. The date and the time are saved along with every dictation (displayed only on the PC).
 - The red recording indicator flashes, »Record Pause« appears in the display.
 - If the »Data list« function is activated you can allocate the new dictation to a data set from the list.

Notes:

The dictation counter can be reset in the »Settings« menu.

If the »Typist«, »Dictation type«, »Group«, »No./Ref.« or »Priority« functions are activated, the appropriate selection lists appear, please refer to the “FUNCTIONS IN THE MENU” chapter.

Use the up-down button »▼« or »▲« to select the entry you want and confirm with »OK«.

- Push the slide switch to »► START«.
 - The recording indicator illuminates, »Record«, appears in the display and the device begins to record.

Recording-pause

- Set the slide switch to »▼ STOP«.
 - The recording indicator flashes, the message »Record Pause« appears in the display.

RECORDING

Ending recording

- Press the red recording button »▲ DICT «.
Fast forward or rewind during a recording also ends the recording.

Note:

When recording is ended, the date and the time are saved along with every dictation (displayed only on the PC).

Warning:

Electronic devices such as a digital dictation machine can suffer malfunctions due to electrical discharge.

If you are electrically charged when you touch a dictation machine which is already switched on, the device sometimes switches off to prevent further damage. If a recording was in process, check that the current dictation is complete. You may have to re-record a few seconds of text.

Note for long time recordings:

With the »Follow up dict.« function a maximum dictation length can be defined related to hours. See chapter „SETTINGS IN THE MENU – Follow up dictation". Once this dictation length is reached, a new dictation will be created automatically featuring the following names:

< Original dictation name > + < letter starting with A to Z >

Example:

DICT001.DSS (initial 300 minutes);

DICT001.DSS (second 300 minutes);

DICT001.DSS (third 300 minutes).

You will hear a double warning tone when a new dictation is created.

RECORDING

Editing a dictation

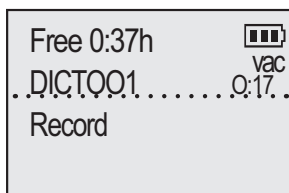
When playing-back a dictation, you may speak a new text from the current dictation position, or add a recording to the end of the dictation.

Note the memory which is available; this is displayed as »Free -:–h« (in hours and minutes).

- Push the slide switch to »▼ STOP«.
- Use the up-down button »DICT ±« to select the desired dictation.
- Push the slide switch to »► START«.
- Press the red recording button »▲ DICT « at the point where the dictation is to be changed and start dictation.
– »Record« appears in the display.
- At the end of dictation push the slide switch to »▼ STOP«.
- Press the red recording button »▲ DICT « or push the slide switch to »jj REW« or »uu FFWD«.
– Dictation is switched off.

Note:

If the dictation machine is switched off using the »ON/OFF« button, you will skip to the end of the dictation when switching the machine on again with the »ON/OFF« button and then pressing the recording button »▲ DICT «.



RECORDING

The Info function and the Index function*

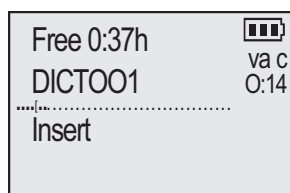
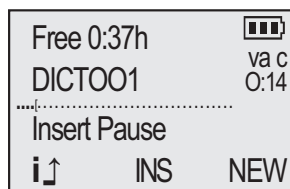
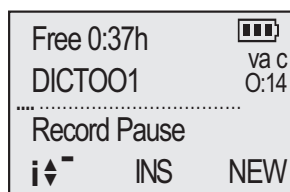
As an integral part of a dictation, you can dictate messages (**i▲** = Info) for your transcriber and mark them, or set index marks (**i▼** = Index) for specific parts of the dictation.

»**i**« and the info or index number (from 01 to 16) appear on the display. These messages and indexes are transferred to the PC with the dictation.

The transcriber can listen to all messages (infos) separately from the letter text before starting transcription.

The author can quickly locate marked places (indexes).

Inserting info*



- Push the slide switch to »▼ **STOP**« during play-back.
- Press the red recording button »▲ **DICT** «.
 - »Recording Pause« appears in the display.

Note:

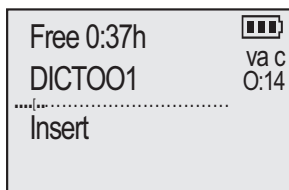
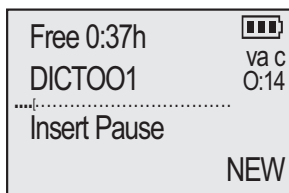
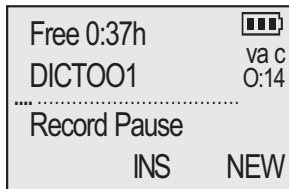
You can also add info while a recording is in progress.

- Press the Up button »**i▲**«.
 - »Insert Pause« appears in the display.
- Push the slide switch to »► **START**« and record the text to be inserted.
 - »Insert« appears in the display.
- At the end of the message, push slide switch to »▼ **STOP**«.
- Press the red recording button »▲ **DICT** «;
- or press the »**i↑**« button to switch to “Edit a dictation” (see also “Editing dictations”).
 - The text recorded at the current position in the dictation is then replaced with the new recording (deleted).

* only if the function is enabled

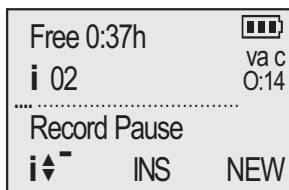
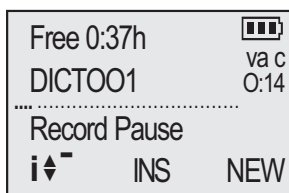
RECORDING

Inserting a section of dictation



- Push the slide switch to »▼ STOP« during play-back.
- Press the red recording button »▲ DICT «.
– »Recording Pause« appears in the display.
- Press the »INS« button.
– »Insert Pause« appears in the display.
- Push the slide switch to »▶ START« and record the text to be inserted.
– »Insert« appears in the display.
- At the end of the dictation, push the slide switch to »▼ STOP«.
- Press the red recording button »▲ DICT «.

Adding an index* – during a pause in the recording



- Push the slide switch to »▼ STOP« during play-back.
- Press the red recording button »▲ DICT «.
– »Recording Pause« appears in the display.
- Press the Down button »i«.
– »i« and the index number briefly appear in the display.
- Finish the recording (see “Ending recording”) or push the slide switch to »▶ START« after the signal tone, then dictate the new text. The old text at this position is erased. See also “Editing a dictation”.

* only if the function is enabled

RECORDING

Adding an index* – during a recording

You can also add an index while making a recording.

- Press the Down button »i▼«. – »i« and the index number briefly appear in the display.
- Carry on dictating your text after the signal tone.

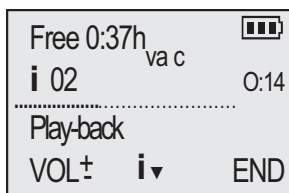
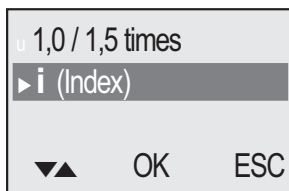
Adding an index* – during play-back

- In the »Settings/Play-back« menu, set the middle button to »i (Index)«. See the setting in “Settings in the menu, play-back”.

Note:

The default setting when the function is activated is “Insert index”.

- Press the »i▼« button during play-back. – »i« and the index number briefly appear in the display.



* only if the function is enabled

RECORDING

Dictating using the foot control

- Connect the foot control to the DigtaStation.
- With the dictation machine switched on, plug it into the DigtaStation.

Note:

If the dictating machine is switched on or off in the Digta Station and the DigtaStation is connected via USB cable to the PC, the dictating machine is switched to PC mode.

- Push the slide switch to »▼ STOP«.
- The pedals on the foot control are designed for hands-free dictation.

Left pedal

- Rewind;

Middle pedal

- Press briefly to switch recording on or off (same function as the red recording button »▲ DICT « on the dictation machine);
- Hold down (approx. 1.5 seconds) for a new dictation. The red recording indicator lights up and a new dictation name, e.g. »DICT002« 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.

HEARING A DICTATION

Selecting a dictation and playing-back

- Push the slide switch to »▼ STOP«.
- Select the desired dictation using the up/down button »DICT \pm «.
- Set the slide switch to »► START«.
 - »Play-back« appears in the display. The dictation is played back from the beginning.
 - At the end of the dictation, »Play-back end« appears in the display.

Note:

If the dictation machine is switched off with the »ON/OFF« button, you can resume play-back at the previous position after switching the machine on again with the »ON/OFF« button.

Skip to the start or end of a dictation or to info or to the index*

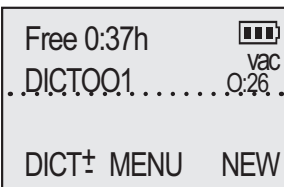
- Push the slide switch to »► START«.
- Briefly touch the right function button to skip to the next info, to the next index or to the start and end of the dictation.

Note:

The right button has the » → i« function if an info or index follows the current position. After all infos and indexes, the button has the »END«, function and then »HOME«.

Volume control

- Press the up/down button »VOL \pm « during play-back.



HEARING A DICTATION

Fast play-back



- Press the » 1.5 « button 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 » 1.0 « button during fast play-back.

Note:

In the »Settings/Play-back«* menu, you must select »1.0/1.5-fold«.

Fast forward and rewind



- Set the slide switch to » ◀◀ REW « or » ▶▶ FFWD «.
 - »Fast forward« appears in the display for fast forward, »Rewind« appears for rewind.

Searching for an info or index*

- Push the slide switch to » ◀◀ REW « or » ▶▶ FFWD «.
 - You will hear a short signal tone and the winding process stops at any index and at the beginning of each info. Two signal tones appear at the end of an info section.
 - The message is shown in the display, e.g. » i 02 «.

Note:

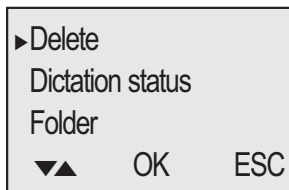
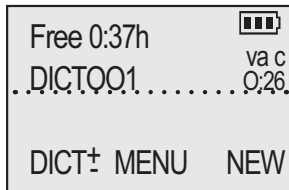
It is easier to find short messages and indexes in play-back mode.



* only if the function is enabled

DELETING DICTATIONS

Deleting an entire dictation

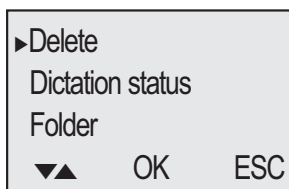


- Push the slide switch to »▼ STOP«.
- Select the desired dictation using the up/down button »DICT±«.
- Press the »Menu« button.
 - The first menu function »Delete« appears in the display.
 - Use the »u« button to select “Delete”.
- Press the »OK« button.
 - »Delete DICT002?« appears, for example, in the display.

Note:

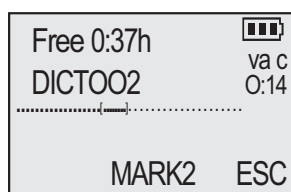
If several dictations need to be deleted, connect the dictation machine to the PC and delete them using the PC software. When all dictations are deleted, there is still administration data in the internal memory or on the external memory card. Not all of the memory capacity of the internal memory/memory card is available for recording dictations.

Deleting a part of a dictation



- Use the up-down »DICT±« button to select the desired dictation.
- Press the »MENU« button.
 - The »Delete « menu function appears in the menu.
- Press the »OK« button and then the »PART« button.

DELETING DICTATIONS



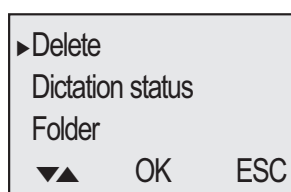
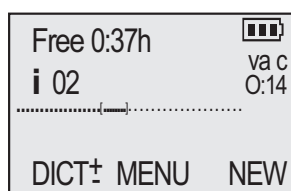
- Push the slide switch to »► START«. At the start of the part to be deleted, slide the slide switch to »▼ STOP« and press the »MARK1« button.
- Push the slide switch to »► START«. At the end of the part to be deleted, slide the slide switch to »▼ STOP« and press the »MARK2« button.
- Press the »DEL« button.
– »Delete [-]?« appears in the display.
- Press the »OK« button to confirm or press »ESC«, if the part of the dictation is not to be deleted.

Deleting an info or an index*

- Push the slide switch to »jj REW« or »uu FFWD«, until the message (info) or index to be deleted appears in the display.

Note:

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

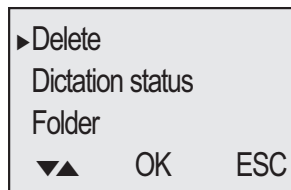
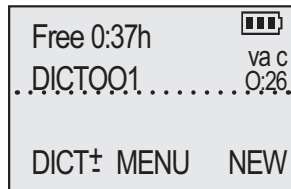


- Push the slide switch to »▼ STOP«.
- Press the »MENU« button.
– The »Delete « menu function appears in the menu.
- Press the »OK« button and then the »INFO« or »INDEX« button (depending on whether there is a message or an index at this point).
– The display shows, for example »Delete i 02?«.
- Press the »OK« button to confirm or press the »ESC« button if the message is not to be deleted.

* only if the function is enabled

THE MENU

Overview of the functions in the menu



Press the »MENU« button.

You can select with the up-down button »▼« or »▲« following functions:

- Delete Described in the “Deleting dictations” chapter.
- Barcode reader* Scan and edit barcodes.
- RFID Reader* Read in and edit RFID.
- Data list* Running search for a data list with scanner, scrolling the data list, starting the related dictation. Deletion of the data list. Only possible if a data list was read in.
- Dictation data* Detailed display of the current dictation data from the data list. Only possible, if a data list was read in.
- Dictation status* Identifies postponed or finished dictations.
- Folder Selects a folder; for new dictations and for playing dictations stored in various folders.
- Typist (TP) Selects a typist for new dictations.
- Dictation type (DT) Selects a form, such as a letter or log.
- Group (GR) Selects a group or department.
- No./Ref. (NR) Allows you to enter the file references or patient numbers for new dictations
- Priority (PR)* Selects the priority for new dictations

* only if the function is enabled

THE MENU

- Author* Select the author for new dictations .
- Format Format the internal memory or inserted memory card.
- Settings See the following chapter.

Note:

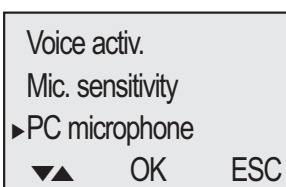
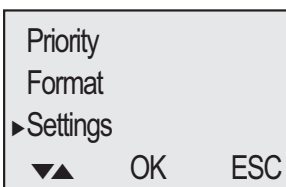
This deletes all data.

Overview of the menu settings

- Press the »MENU« button and then use the up-down button »▼« or »▲« to select the »Settings« menu item and confirm with »OK«.

You can select the following settings:

- Play-back* Selects the function of the middle button (speed or index) during play-back.
- Voice activ. Voice activation. Recording is automatically interrupted when the speaker pauses.
- Mic. sensitivity Sets the sensitivity of the microphone.
- PC microphone Activates the dictation machine as a microphone (without recording) when it is connected to a PC sound card. This function is used for speaker training and direct dictation with a speech recognition system.
- Power off Selects manual or automatic shutdown.



* only if the function is enabled

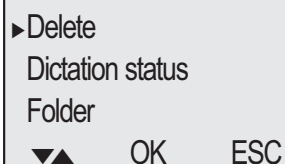
THE MENU

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| – Audio signals | Switch signal tones on or off. |
| – Illumination | Switches the display lighting on/off. |
| – Foot control* | Selects the functions of the foot control for recording or play-back. |
| – Time, Date | Sets the date and time (timestamp for dictations). |
| – USB connection | The PC operation is automatic or after pressing the »ON/OFF PC« button. |
| – Dictation counter | Resets the dictation counter to “001”. |
| – Follow up Dict. | Sets the maximum dictation length after which the next dictation shall be created automatically. |
| – PIN* | Change individual identification number (PIN). |
| – ID readout | Selection of the display format of the bar code/RFID data in the display |
| – Version | Displays the version of the device software (firmware). |
| – Factory setting | Completely resets the device (restores the factory settings). |
| Note:
All existing dictations and settings are lost. | |
| – Language | Selects a language for the menu guidance. |

* only if the function is enabled

FUNCTIONS IN THE MENU

Menu navigation



Use the up-down button »▼« or »▲« to highlight the desired menu item.

Activate the menu item with »OK«.

The current function/setting appears on a dark background.

Use the up-down button »▼« or »▲« to select a function/setting.

Press »OK« to confirm the function/setting.

You can exit the function/setting with »ESC«, your changes will not be saved.

FUNCTIONS IN THE MENU

Data list*

This function enables you to record dictations belonging to an ID (e.g. patient or client number, also scanned barcode or RFID codes) with text information.

This information is created in the PC in the CSV format (comma separated values), e.g. via Excel, then stored under the name of „ids.csv“ and transferred to the „System“ folder of the Digta (see: »Carrying out a firmware update«). This information is scanned in after switching on the dictation device again.

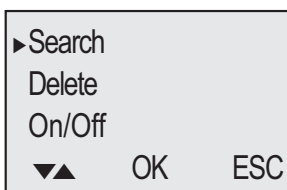
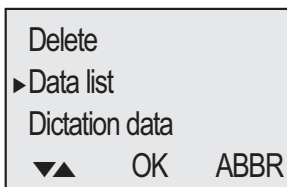
Example:

```
"ID",      "Name",      "First name", "Date of birth"  
"1443",    "Mustermann",    "Hans",      "24.05.2000"..  
"3221",    "Musterfrau",    "Helga",     "01.01.1911"
```

The values are separated through commas/semicolons. The first line contains the field names. The values may be included in quotation marks.

Search of the data list*:

- Select the menu point »Data list« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Select the menu point »Search« with the up-down button »▼« or »▲« and confirm with the »OK« button.
 - If DigtaScan 404 or DigtaRFID 414 are used, the data set belonging to the scan result can be searched with the »SCAN« button. The »LIST« button allows you to scroll the data list searching for a data set.
- Select the chosen data set with the up-down button »▼« or »▲«.



*only if function is enabled

FUNCTIONS IN THE MENU

1443
Mustermann
Hans
▼▲ NEW ESC

Search
►Delete
On/Off
▼▲ OK ESC

Delete
of
Data list ?
OK ESC

Search
Delete
►On/Off
▼▲ OK ESC

►Data list on
Data list off
▼▲ OK ESC

Now you can record a dictation belonging to this data set.

- Press the »NEW« button when you have chosen the desired data set and proceed as described in the "New dictation" chapter.

Deleting of the data list*:

- Select the menu point »Data list« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Select the menu point »Delete« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Delete the data list by confirming the »OK« button.

Deactivating/activating the data list call for new dictations:

- Here the »Data list*« function for new dictations can be deactivated/activated (default settings are "Data list on").
- Select the menu point »Data list« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Select the menu point »On/Off« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Select the menu point »Data list on« or »Data list off« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- For new dictations you can select a data set from the list which shall be allocated to the dictation (press »ESC« if you don't want to allocate a data set).

* only if function is enabled

FUNCTIONS IN THE MENU

Dictation data*

Additional text information (see chapter „Data list/example“) can be allocated to each dictation.

If there is a text accompanying the dictation an »ID« display lights up in the status line.

- Select the dictation with the up-down button »DICT[±]«.
- Press the »MENU« button.

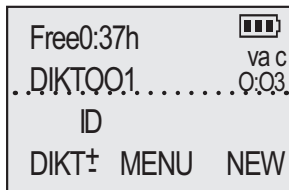
Display of the additional text information accompanying the dictation:


- Select the menu point »Dictation data« with the up-down button »▼▲« and confirm with »OK«.
- Select the menu point »Display/Set« with the up-down button »▼▲« and confirm with »OK«.
 - The complete data set accompanying the dictation is displayed.
- You can display the additional text information with the up-down button »▼▲«.

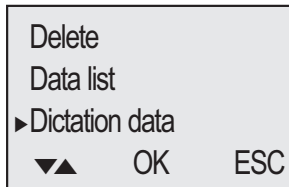
Setting of additional text information accompanying the dictation:

- Select the menu point »Dictation data« with the up-down button »▼▲« and confirm with »OK«.
- Select the menu point »Display/Set« with the up-down button »▼▲« and confirm with »OK«.
 - »[no data]« or the data already allocated to the dictation appears.
- Press the »LIST« button to append a data set to the dictation.
- With the up-down button »▼▲« you can search the complete text information to be allocated to the dictation. Press the »OK« button to confirm«.
- Press the »OK« button to allocate the data set to the dictation.

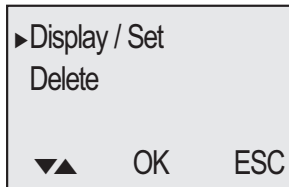
* only if function is enabled



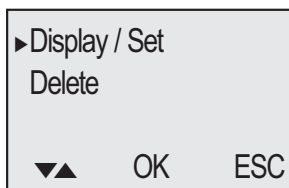
Free0:37h  va c
..DIKT001.....0:03.
ID
DIKT[±] MENU NEW



Delete
Data list
►Dictation data
▼▲ OK ESC



►Display / Set
Delete
▼▲ OK ESC



►Display / Set
Delete
▼▲ OK ESC



[no data]
LIST ESC

FUNCTIONS IN THE MENU

Allocation of dictation data by means of a scanner:

If an identification number (ID) exists as barcode or RFID tag (e.g. on an x-ray photograph or on an envelope folder), your dictation machine is able to display the corresponding text information and to allocate them to a dictation (with DigtaSCAN 404 or DigtaRFID 414).

- Select the menu point »Dictation data« with the up-down button »▼▲« and confirm with »OK«.
- Select the menu point »Display/Set« with the up-down button »▼▲« and confirm with »OK«.
 - »[no data]« or the data already allocated to the dictation appears.
- Press the »LIST« button to join data sets to the dictation.
- Press the »SCAN« button to scan the code.
- Confirm the displayed text information with the »OK« button to allocate them to the selected dictation.

Deleting the text information accompanying the dictation:

- Select the menu point »Dictation data« with the up-down button »▼▲« and confirm with »OK«.
- Select the menu point »Delete« with the up-down button »▼▲« and confirm with »OK«.
- Press the »OK« button to confirm deletion of the dictation data.
 - The displayed »ID« in the dictation disappears!

[no data]

LIST ESC

SCAN LIST ESC

0350144007000

OK ESC

Display / Set
►Delete

▼▲ OK ESC

Delete
the
dictation data ?

OK ESC

* only if function is enabled

FUNCTIONS IN THE MENU

Dictation status*

The "Created" status and the date and the time are saved in the dictation for every dictation.

The first time the dictation is ended, it is assigned the status of "Dictated". This status and the date and the time are saved in the dictation.

The "Dictated" status and the date and time entry are updated with every alteration to the dictation.

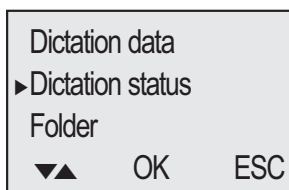
This means it can be seen at any time when a dictation was created and when a recording was last made.

Other statuses are set on the PC:

- Sent;
- Received (at the transcription unit);
- In progress (at the transcription unit);
- Query (for the author);
- Finished.

The »Dictated« status can be changed to »Postponed« for an individual dictation (this dictation is not transferred to the PC by DSS-Mover).

- Using the up-down button »▼« or »▲« select the »Dictation status« menu item.
- Click the »OK« button.
- Using the up-down button »▼« or »▲« select »Postponed«.
 - The dictation is postponed, is not transferred by DSS-Mover.
 - If the dictation is to be transferred to the PC and processed by the transcriber, you need to select »Dictated« as the identification.
- Press the »OK« button.



* only if the function is enabled

FUNCTIONS IN THE MENU

Folder

The »Folder« function enables you to store your dictations in three folders, A, B and C, allowing you to separate business and private dictations, for example.

As an expansion*, three more folders (D, E and F) are possible.

- Use the up-down button »▼« or »▲« to select the »Folder« menu item.

Note:

If you select the »no Folder« function, the dictation is saved in the main “DSS” directory.

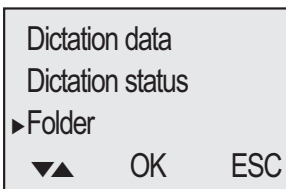
The »A«, »B« and »C« folders are sub-directories.

- Press the »OK« button.
- Use the up-down button »▼« or »▲« to select the desired folder »A«, »B« or »C«.
- Press the »OK« button.

Notes:

A new dictation is saved in the selected folder.

Exchanging dictations with Digta 3010 or Digta 4010 is only possible with the main “DSS” directory.

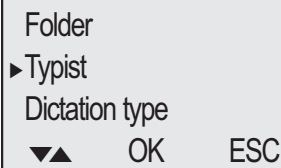


* only if the function is enabled

FUNCTIONS IN THE MENU

Typist

The »Typist« function is used to select the transcriber who will receive your dictation. You may select from ten “transcribers”.



Folder
►Typist
Dictation type
▼▲ OK ESC

- Use the up or down button »▼« or »▲« to select the »Typist« menu item.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »TP on«, »TP off«, »TP auto« or »TP mandatory«.
 - If »TP on« is chosen, the transcriber selection and »No entry« are offered for each new dictation;
 - »TP off«, no entry from the transcriber for the dictation.
 - »TP auto« means that each new dictation will be assigned to the same transcriber.
 - »TP mandatory«, transcriber selection for every new dictation. The value »No entry« is not displayed as a selection.
- Press the »OK« button.

Notes:

If you have a new dictation, or if you have selected the »TP auto« function, use the up or down button »▼« or »▲« to select your transcriber from the list.

Press the »OK« button.

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

Note:

The system administrator specifies in the configuration file, whether the user can change settings or else if the menu item is displayed.

FUNCTIONS IN THE MENU

Dictation type

»Dictation type« is used to select the format to be used for the dictation: fax, letter, or report.

- Use the up or down button »▼« or »▲« to select the »Dictation type« menu item.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »DT on«, »DT off«, »DT auto« or »DT mandatory«.
 - If »DT on«, the form selection and »No entry« are offered for each new dictation;
 - »DT off«, no work type selected.
 - »DT auto« means that each new dictation will be of the same type.
 - »DT mandatory«, dictation type selection for each new dictation. The value »No entry« is not displayed as a selection.
- Press the »OK« button.

Notes:

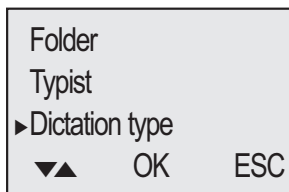
If you have a new dictation, or if you have selected the »DT auto« function, use the up or down button »▼« or »▲« to select your dictation type from the list.

Press the »OK« button.

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

Note:

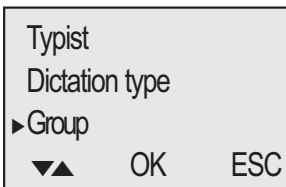
The system administrator specifies in the configuration file, whether the user can change settings or else if the menu item is displayed.



FUNCTIONS IN THE MENU

Group

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



- Use the up or down button »▼« or »▲« to select the »Group« menu item.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »GR on«, »GR off«, »GR auto« or »GR mandatory«.
 - If »GR on« the group selection and »No entry« are offered for each new dictation;
 - »GR off«, no group selected.
 - »GR auto« means that each new dictation has the same group.
 - »GR mandatory«, group selection for each new dictation. The value »No entry« is not displayed as a selection.
- Press the »OK« button.

Notes:

If you have a new dictation, or if you have selected the »GR auto« function, use the up or down button »▼« or »▲« to select your group from the list.
Press the »OK« button.

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

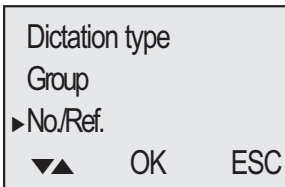
Note:

The system administrator specifies in the configuration file, whether the user can change settings or else if the menu item is displayed.

FUNCTIONS IN THE MENU

No./Ref.

The »No./Ref.« function is used to enter up to 16 characters for the dictation; examples include file or patient numbers.



- Use the up or down button »▼« or »▲« to select the »No./Ref.« menu item.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »NR on«, »NR off« or »NR auto«.
 - If »NR on« is chosen, reference characters may be entered for each new dictation;
 - »NR off«, no number/reference selected.
 - »NR auto« means that each new dictation has the same number or reference.
- Press the »OK« button.
- If you have a new dictation, or if you have selected the »NR auto« function, use the up or down button »p« »o« to select your number/reference from the list.
- Confirm the entry by pressing the »OK« button.
- Repeat the entry for other letters.

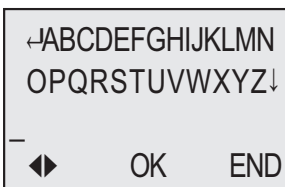
Notes:

Digits and special characters are located in the second level of the character set; select the character »↓« using the up or down button »▼« or »▲« and then confirm with »OK«.

To return to the first level of the character set, select the character »↑« using the up or down button »▼« or »▲« and confirm with »OK«.

If a letter is to be deleted, select the character »↵« using the up and down button »▼« or »▲« and confirm with »OK«.

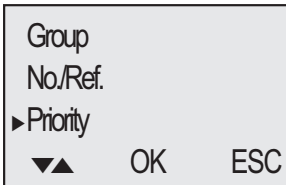
- Confirm the input by pressing the »END« button.



FUNCTIONS IN THE MENU

Priority*

The »Priority« function is used to select what priority the new dictation should have.



- Using the up-down button »▼« or »▲« select the »Priority« menu item.
 - Press the »OK« button.
 - Using the up-down button »▼« or »▲« select »PR on« or »PR off«.
 - »PR on«, at the start of a new dictation you can choose between »no priority« and »high priority«.
 - »PR off«, no priority is set.
 - Press the »OK« button.
- On a dictation with priority, »PR« appears in the status line when you stop playback.

Notes:

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 »no priority« with level 16. If »high priority« is set the level is set to the maximum author priority assigned to the author by the system administrator.

After restoring the default settings, the standard author "DICT" is assigned the level 15.

* only if the function is enabled

FUNCTIONS IN THE MENU

Author*

The »Author« function is used to select which author is making the dictation.

- Use the up-down button »▼« or »▲« to select the »Author« menu item.
- Press the »OK« button.

Note:

The author currently selected is highlighted. If no author is to be selected (<no entry>), press the »NONE« button.

- Use the up-down button »▼« or »▲« to select the new author.

Note:

Press the »ESC« button if no change is to be made to the author.

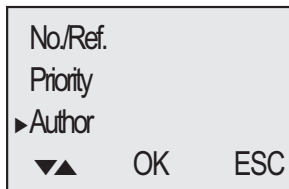
- Press the »OK« button.

Notes:

All prior settings of the author (e.g. transcriber, work type, group, microphone sensitivity, lighting, etc.) are adopted.

The dictation counter increases the dictation number regardless of the author set.

You may preallocate the list of authors using the PC software.



FUNCTIONS IN THE MENU

Format

The »Format« function enables you to format the internal memory or the external memory card (SD). All data is deleted.

- Use the up-down button »▼« or »▲« to select the »Format« menu item.
- Press the »OK« button.
 - »Format memory?« appears in the display.

Note:

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

- Press the »OK« button.

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

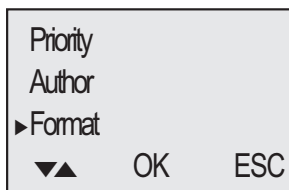
Note:

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

Automatic Formatting:

The dictation machine memory or the external memory card must be defragmented after long periods of use by formatting it, so that the device's response time to key input, in particular when selecting a dictation, does not become noticeably slower.

If you turn off the device after 50 dictations, it will check if there are files in the memory. If the memory is empty, it will be formatted and then switched off. If there are dictations or other files in the memory, it will not be formatted.



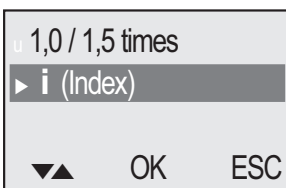
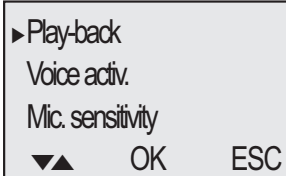
SETTINGS IN THE MENU

Play-back*

Use the »Play-back« setting to select the action of the function button.

You can select whether the middle function button changes the speed during play-back or sets an index.

- Use the Up/Down button »▼« or »▲« to select »Settings« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Play-back«.
- Press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »1.0 / 1.5 times« or »i (Index)«.
- Press the »OK« button.



* only if the function is enabled

SETTINGS IN THE MENU

Voice Activation

If the »Voice activ.« function is activated, recording is interrupted when making pauses when speaking. Recording will be resumed when speaking again.

(»Voice activ.« – voice activation)

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »Voice activ.«.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »VA off« or »VA on«.
- Press the »OK« button.

►Voice activ.
Mic. sensitivity
PC microphone
▼▲ OK ESC

Microfone sensitivity

If the »Mic. sensitivity« function is switched to conference, the microphone will record already at low voice levels, e.g. when it is placed on the conference table.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »Mic. sensitivity«.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »Dictation« or »Conference«.
- Press the »OK« button.

Voice activ.
►Mic. sensitivity
PC microphone
▼▲ OK ESC

SETTINGS IN THE MENU

PC microphone

The »PC microphone« function enables you to do the speaker training with a voice recognition system or to create a direct dictation. You can use the dictation machine as a microphone by connecting the earphones socket of the dictation machine to the microphone input of the PC sound card with a standard cable with a 3.5 mm mono jack plug.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »PC microphone«.
- Press the »OK« button.
 - »Enable PC microphone?« appears in the display.
- Press the »OK« button.
 - »Mode PC microphone« appears in the display.
- Use the »VOL ±« button to adjust the recording level.
- To start dictating, push the slide switch to »►START«.
- If you move the slide switch to »▼STOP«, the connection to the sound card is interrupted preventing the sound recognition system from interpreting disturbing noise.
- Press the »ESC« button to end the function.

Voice activ.
Mic. sensitivity
►PC microphone
▼▲ OK ESC

Mode
PC microphone
Record Pause
VOL±

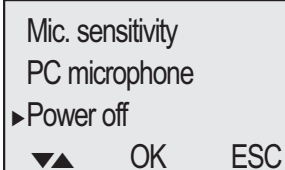
Mode
PC microphone
Record
VOL±

SETTINGS IN THE MENU

Power off

Using the »Power off« function, you can determine whether the machine switches off automatically after a few minutes, or must be switched off manually.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »Power off«.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select »manually«, »after 10 min« or »after 30 min«.
- Press the »OK« button.



Mic. sensitivity
PC microphone
►Power off
▼▲ OK ESC

SETTINGS IN THE MENU

Audio signals

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

- Use the Up/Down button »▼« or »▲« to select »Settings« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Audio signals«.
- Press the »OK« button.
- Press »▼« or »▲« to select »Ack. beep« or »Audio warning«.
- Press »▼« or »▲« to select »Signaling on«/»Signaling off«.

Note:

If you select »Audio warning Signaling off« you will not hear a signal when the memory is full or the 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.

PC microphone
Power off
▶Audio signals
▼▲ OK ESC

▶Ack. beep
Audio warning
▼▲ OK ESC

SETTINGS IN THE MENU

Illumination

The »Illumination« function enables you to turn the display lighting on and off.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up-down button »▼« or »▲« to select the »Illumination« menu item.
- Press the »OK« button.
- Use the »▼« or »▲« button to select »Off« or »auto«.
 - »Off«, the display lighting is switched off.
 - »auto«, the display lighting remains on for several seconds every time a button is pressed.

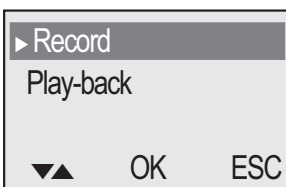


SETTINGS IN THE MENU

Foot control*

The »Foot control« function allows you to select whether the foot control is used for transcription mode or hands-free dictation.

- Use the Up/Down button »▼« or »▲« to select »Settings« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Foot control«.
- Press the »OK« button.
- Press »▼« or »▲« to select »Record« or »Play-back«.



Foot control assignment during recording

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

Left pedal

- Rewind;

Middle pedal

- Press briefly to switch recording on or off (same function as the red recording button »▲ DICT « on the dictation machine);
- Hold down (approx. 1.5 seconds) for a new dictation. The red recording indicator lights up and a new dictation name, e.g. »DICT002« 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.

* only if the function is enabled

SETTINGS IN THE MENU

Foot control assignment during play-back*

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

Left pedal

– Rewind;

Middle pedal

– Fast forward;

Right pedal

– Start/stop play-back.

Play-back with foot control

- Connect the foot control to the DigtaStation.
- With the dictation machine switched on, plug it into the DigtaStation.

Notes:

If the dictation machine is switched on or off in the Digta Station and the DigtaStation is connected via USB cable to the PC, the dictation machine is switched to PC mode.

For technical reasons, the red recording button now has the “fast forward” function.

- Push the slide switch to »▼ STOP«.
- Press the foot control.

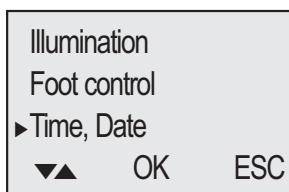
* only if the function is enabled

SETTINGS IN THE MENU

Time, date

The time and date of starting and ending a dictation are specified for each dictation.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up-down button »▼« or »▲« to select the »Time, Date« menu item.
- Press the »OK« button.
- Use the up-down button »▼« or »▲« to select the hours step-by-step (12h) and then confirm with the »OK« button.
- Use the up-down button »▼« or »▲« to select the minutes step-by-step (15m) and then confirm with the »OK« button.
- Use the up-down button »▼« or »▲« to select the day step-by-step (10d) and then confirm with the »OK« button.
- Use the up-down button »▼« or »▲« to select the month step-by-step (01m) and then confirm with the »OK« button.
- Use the up-down button »▼« or »▲« to select the year step-by-step (04y) and then confirm with the »OK« button.
- Confirm the setting with the »END« button.



Illumination
Foot control
►Time, Date
▼▲ OK ESC



12h 15m
10d 01m 04y
▼▲ OK ESC

SETTINGS IN THE MENU

USB connection manual/automatic

The “USB connection” function allows you to set the connectivity performance (automatic/manual) of the Digta 4015 DS via USB when connecting it to the PC.

Selection “USB manual” (default settings):

Press the ON/OFF button to build up a USB connection after you have connected the switched on Digta 4015 DS. When switching on, the Digta 4015 DS at once builds up a USB connection.

Selection “USB auto”:

Having connected the switched on Digta 4015 DS, or after having switched on the device, a USB connection is automatically built up at once.

Note:

If the DSS mover is on, the dictations are immediately transferred to the PC!

Time, Date
►USB connection
Dictation counter
▼▲ OK ESC

►USB manually
USB auto
▼▲ OK ESC

- Select the menu point »Settings« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Select the menu point »USB connection« with the up-down button »▼« or »▲« and confirm with the »OK« button.
- Select »USB manual« or »USB auto« with the up-down button »▼« or »▲«.
- Press the »OK« button.

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 999. You should not reset the counter too often to avoid conflicts with dictations having the same name and being stored on the PC.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up-down button »▼« or »▲« to select the »Dictation counter«.
- Press the »OK« button.
 - »Reset dictate counter?« appears in the display.
- Press the »OK« button.
 - The next new dictation then has the lowest free number (e.g.: DICT005)

Note

The initial value of the dictation counter can be set by the system administrator in the configuration file. With the function "Dictation counter", the counter is not set to 1 but to the value defined by the system administrator. As a result, fixed number groups can be assigned to the dictations of various dictation machines.

Time, Date
USB connection
► Dictation counter
▼▲ OK ESC

SETTINGS IN THE MENU

Follow up dictation

If you have the need for long recordings, e.g. during a conference, it may be recommendable to create several files to relocate the recordings easier afterwards. With the »Follow up dict.« function you can set the maximum dictation length after which the next dictation file shall be created automatically. Once the dictation limit is reached, a new dictation will be created automatically with the following name:

< Original dictation name > + < letter starting with A to Z > .

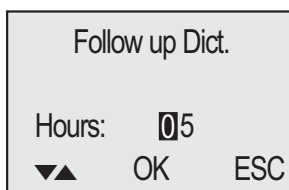
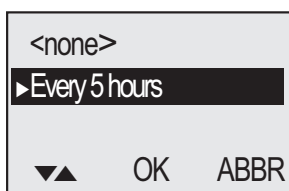
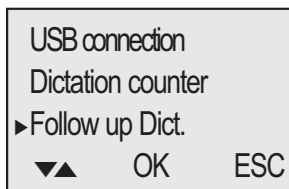
Example:

DICT001.DSS (first dictation);

DICT001A.DSS (second dictation);

DICT001B.DSS (third dictation).

You will hear a double warning signal when a new dictation is created.



- Use the up-down button »▼« or »▲« to select the menu item »Settings« and confirm with the »OK« button.
- Use the up-down button »▼« or »▲« to select the »Follow up dict.« menu item.
- Press the »OK« button«.
- Use the up-down button »▼« or »▲« to select the »Every 5 hours« menu item. Select »no follow up dict.« if you don't like an automatic follow up dictation.
- Use the up-down button »▲« or »▼« to select the hours step by step and confirm each digit with the »OK« button.
- Close the setting with the »ESC« button.

SETTINGS IN THE MENU

PIN

The personal identification number (PIN) prevents unauthorized use of your dictation machine. Factory settings are "0000". Enter a sequence of digits only known to you. The PIN* has to be entered each time the dictation machine is switched on.

Follow up Dict.
►PIN
ID readout
▼▲ OK ESC

Old PIN: 0 _ _ _
▼▲ OK ESC

Old PIN: * * * *
New PIN: 0 _ _ _
▼▲ OK ESC

Old PIN: * * * *
New PIN: * * * *
New PIN: 0 _ _ _
▼▲ OK ESC

- Select the menu point »settings« with the up-down button »▼« or »▲«, then press the »OK« key.
- Select the »PIN« menu point with the up-down button »▼« or »▲«.
- **Press the »OK« button.**
- Entering the old PIN* is effected via the up-down button »▼« or »▲« whilst the digits are confirmed with the »OK« button.
 - To screen from view each digit entered is overwritten by an asterisk "*". Having entered the last digit of the line the old pin appears in the line above with an asterisk "*".
- You can enter the new PIN* with the up-down button »▼« or »▲«. The digits are confirmed with the »OK« button.
- Confirm the new PIN* for safety reasons by entering the digits once again (see above).
 - Having entered the latest new PIN* once again, you are in the settings menu.

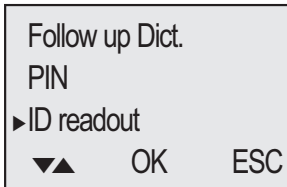
* only if function is enabled

SETTINGS IN THE MENU

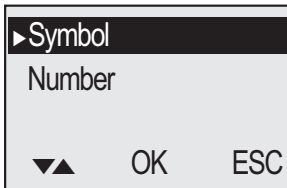
ID readout

With the »ID readout« function, you can select how the bar code/RFID data is shown in the display.

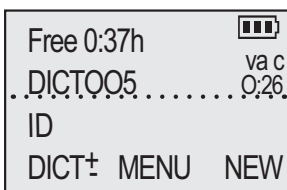
- Use the Up/Down button »▼« or »▲« to select »Settings« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »ID readout« in the menu«.
- Use the Up/Down button »▼« or »▲« to select »Symbol« or »Number«.
 - »Symbol«, "ID" is set if the bar code or RFID is present;
 - »Number«, if the bar code or RFID is present, the complete code (max. 14 characters per line) is displayed.
- Confirm your selection with the »OK« button.




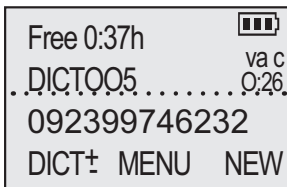
Follow up Dict.
PIN
►ID readout
▼▲ OK ESC




►Symbol
Number
▼▲ OK ESC



Free 0:37h 
va c
DICT005 0:26
ID
DICT+ MENU NEW



Free 0:37h 
va c
DICT005 0:26
092399746232
DICT+ MENU NEW

SETTINGS IN THE MENU

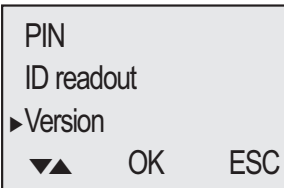
Version

Using the »Version« function, you can display the version of the machine's software.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »Version«.
- Press the »OK« button.
 - The display indicates, for example,
 - »FW-V2.1–xxxx« – machine's software.
 - »# 51684 xxxxxx« – abbreviated serial number, the complete number is to be found on the type plate in the battery compartment.
 - »PCB# 0000xxxx« – number of the machine's printed circuit board.
- Press the »ESC« button.

Note:

For information on new software versions, call up the »Configuration => Update server« function in the PC software.

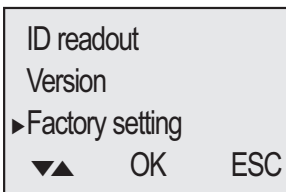


SETTINGS IN THE MENU

Factory setting

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

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »Factory setting«.
- Press the »OK« button.
 - The display indicates,
»Reset settings and all dictations?«.
- Press the »OK« button.
 - **Factory settings:**
 - Data list* – On;
 - Dictation status – Dictated;
 - Folder – No folder;
 - Transcriber – Automatic;
 - Work type – Automatic;
 - Group – Automatic;
 - No./Ref – Automatic;
 - Priority – Off;
 - Author – authors deleted;
 - Play-back – index function*;
 - Voice Activation – Off;
 - Microphone sensitivity – Dictation;
 - Switch off – After 10 min;
 - Signal tones – on;
 - Lighting – Automatic;
 - foot control – recording;
 - Time, date – Retained;
 - USB connection – manually;
 - Dictation counter – DICT001;
 - Follow up dictation – no follow up dictation;
 - PIN* - "0000";
 - ID readout – "Symbol";



* only if the function is enabled

SETTINGS IN THE MENU

Individual preallocation for typist, dictation type, group and No./ref – Deleted;
All dictations are deleted;
Internal memory or card is formatted;
Language selection is displayed.

Note:

All enabled functions are retained.

Language

Using the »Language« function you can select the language for all display functions.

- Use the up-down button »▼« or »▲« to select the »Settings« menu item and then press the »OK« button.
- Use the up or down button »▼« or »▲« to select the menu item »Language«.
- Press the »OK« button.
- Use the up or down button »▼« or »▲« to select a language, e.g. »English«.
- Press the »OK« button.

Version
Factory setting
►Language
▼▲ OK ESC

COMMUNICATION WITH THE PC

The PC software supplied is for transferring your dictations to your PC. You obtain an immediate overview of your work and can also play-back your dictations on a notebook. For example, transfer your dictations to a voice recognition system or send Voice Mails via your mail system.

If you use the Grundig Business Systems network solution in your business organization, you are a mobile network user with Digta and the PC software with network license.

All addresses of your authors and typists are available for sending your dictations. You mark your dictations, for example, with the dictation type, deadline and priority, in order to perfectly organize your transcription service. If all dictations have the same priority, you simply plug the USB cable into the Digta. With the simple pressure of a button all dictations are sent to the preselected typist. Your Digta is immediately free for further dictations.

System requirements for the PC software

Pentium processor (500 MHz or higher)

Operating system:

WIN 2000 SP4 from Roll up 1

WIN XP SP2

WIN Vista,

USB 1.1 or 2.0 serial interface

For e-mail connection: MAPI-compatible mail system
(for example, Microsoft Outlook)

COMMUNICATION WITH THE PC_____

Connecting and separating the dictation machine and PC

Connecting the dictation machine to the PC

- Press the »ON/OFF« button to switch off the dictation machine.
- Use the USB cable to connect the dictation machine directly to the USB interface on the PC.

Note:

Never plug the power pack plug and the USB plug into the dictation machine at the same time. For use with a PC and power pack, use the DigtaStation 441 (accessory).

- Press the »ON/OFF« button to switch on the dictation machine.
 - The dictation machine is identified by the PC as a removable disk. The red recording indicator lights up.

Disconnecting the dictation machine from the PC

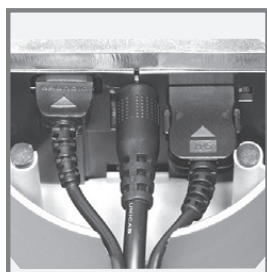
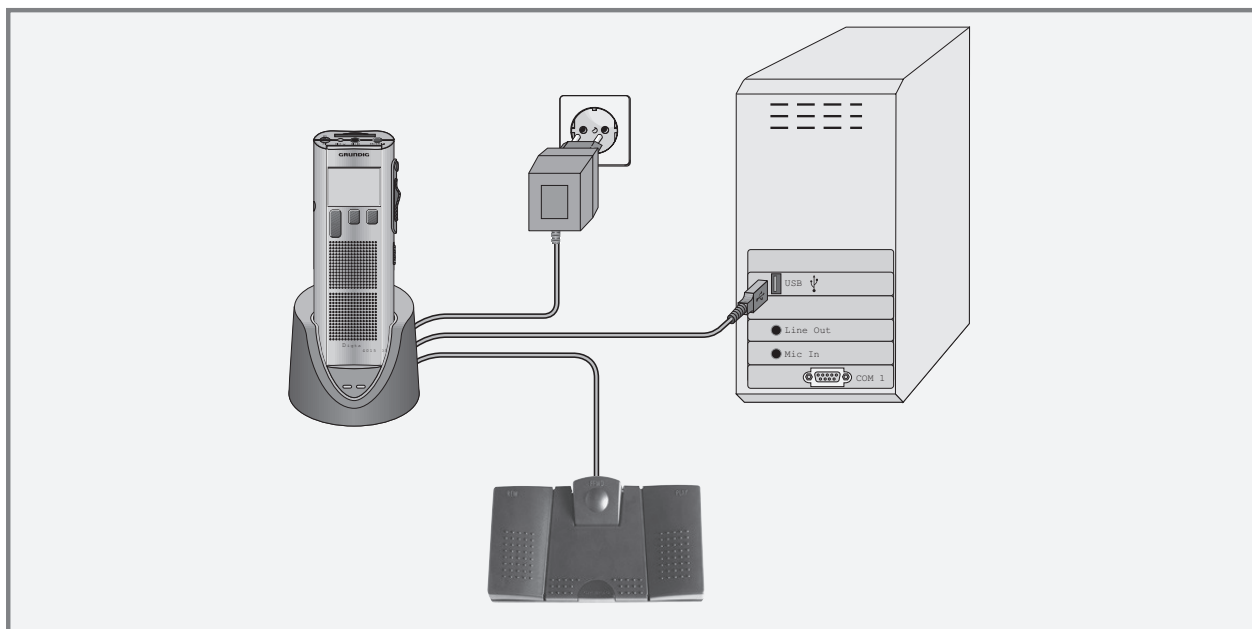
- The red recording indicator flashes rapidly while data is transferred.
- After the data transfer is completed, log the dictation machine off using the task bar (the “Remove or eject hardware” icon), i.e. stop the USB-mass memory drive.
- Unlock the USB plug on the Digta (push the narrow sides together) and pull it out.
 - The dictation machine switches off.

Warning: **Disconnect the USB interface via the task bar, as otherwise the transfer may not be complete. Do not transfer dictations if the batteries are low, because you may lose the dictation if the batteries are flat.**

Note: **You can only connect the PC software 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 a removable drive.**

COMMUNICATION WITH THE PC_____

Connecting via the DigtaStation* to the PC



- Plug the jack of the power pack lead into the socket on the DigtaStation 441.
- Plug the power pack into the mains socket.
 - The yellow indicator on the DigtaStation 441 lights up.
- Connect the DigtaStation 441 to a PC using the USB cable of the dictation machine.
 - The green indicator on the DigtaStation 441 lights up.
- Press the »ON/OFF« button to switch off the dictation machine.
- With the dictation machine switched off, plug it into the DigtaStation 441.
- Press the »ON/OFF« button to switch on the dictation machine.
 - After a while, »PC operation« appears on the device display.
 - The dictation machine is identified by the PC as a removable disk. The red recording indicator on the dictation machine lights up.

* Accessories

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.
- Either switch on the dictation machine or use »ON/OFF« to switch over to PC operation.
 - The dictation machine is identified by the PC as a removable disk.
- You can find the ».hex«-files (gh4020.hex and updatelo.hex) at www.grundig-gbs.com under »Support/Download/Firmware/Digta 4015 DS« as well as in the »Firmware\Digta4020« folder on the CD provided.
Copy these two files to the »SYSTEM« folder in the dictation machine drive (removable disk).
- The dictation machine's recording LED flashes fast 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.

Notes:

Do not use low batteries to copy the firmware.

Importing a firmware file which was damaged during transfer could render the dictation machine inoperative.

- Then disconnect the dictation machine from the PC and switch it on.
- Confirm »LOAD UPDATE?« with »YES«.

FIRMWARE UPDATE


- Wait for the loading process to be completed and confirm the dictation machine language with »OK«.

Note:

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

- Then format the internal memory or the memory card in the dictation machine so that memory space is available for dictations again.

Note:

If you wish to load an old firmware, press the red recording button » DICT «, the down button » DICT—« and the »ON/OFF PC« button simultaneously after switching the Digta on.

»LOAD UPDATE« appears in the display, confirm this with the »OK« button.

Enabling optional functions

An individual code is available for enabling optional functions. Ask your specialist dealer.

When the dictation machine is connected to the PC, you can enter the enabling key in the PC software under »Configuration => Dictation machine (MMC/SD) => Firmware activation« and send it to the dictation machine. See also "Program reference, configuration" in the PC software Help function.

Then disconnect the dictation machine from the PC and switch it on. The optional functions are enabled.

DIGTASCAN 404 BARCODE READER_____

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. Longer barcodes can only be displayed with the "Data list" function.

Note:

For particularly long barcodes, the code is displayed in 2 lines.

DIGTASCAN 404 BARCODE READER

Plugging in

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

Note:

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

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

Note:

Make sure that the latch on the back of the DigtaScan 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.

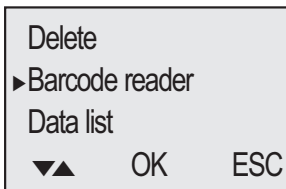
Note:

The DigtaScan is latched securely to the housing. Do not attempt to remove the DigtaScan by pressing the card »EJECT« button, since that could damage the dictation machine or the DigtaScan. Instead, press the latch on the rear of the DigtaScan slightly in while pulling the DigtaScan out of the card slot. See the illustration on page 73.

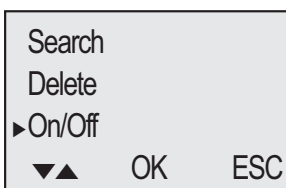
DIGTASCAN 404 BARCODE READER_____

Switching the DigtaScan on and off

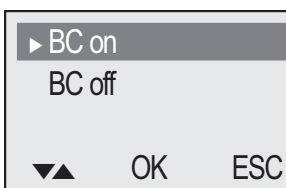
- The DigtaScan must be inserted and latched into the portable dictation machine.
Only when the DigtaScan is plugged in are the associated menu items available on the dictation machine.
- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »On/Off« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »BC on« or »BC off« and then press »OK«.
 - »BC on«, 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.
 - »BC off«, when you create dictations with the »NEW« button, you are not prompted to scan even though the DigtaScan is plugged in. You can still program the DigtaScan in the »Barcode reader« > »Programming« menu.



Delete
►Barcode reader
Data list
▼▲ OK ESC



Search
Delete
►On/Off
▼▲ OK ESC



►BC on
BC off
▼▲ OK ESC

Note:

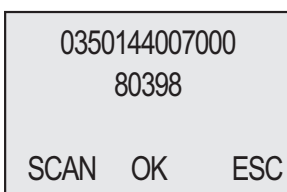
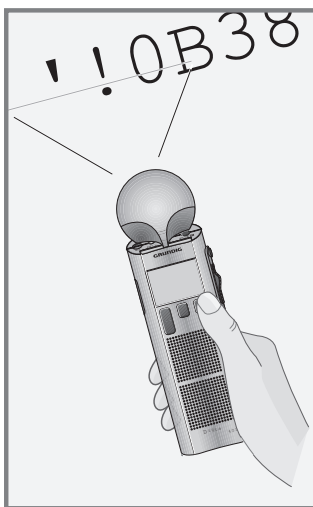
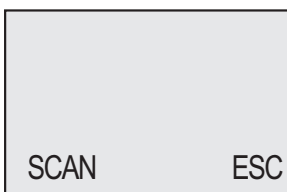
The selected setting is retained even if the DigtaScan is removed from the portable dictation machine. However, you can only change the setting when the DigtaScan is attached.

DIGTASCAN 404 BARCODE READER_____

Scanning a barcode for a new dictation

The DigtaScan 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.
 - »SCAN« and »ESC« appear in the display.
- If you do not want to scan a barcode into the dictation accompanying note, press the »ESC« 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 »SCAN« 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 »OK« button.
- If you want to re-scan the code, press the »SCAN« button.
- If you do not want to include the barcode in the dictation, press the »ESC« button and continue with your dictation as usual.



DIGTASCAN 404 BARCODE READER

No barcode
found
OK

Note:

If the machine cannot read a code, it emits a double signal and displays the message »No barcode found«. Confirm the error message with »OK«. You can now repeat the scan procedure by pressing »SCAN« or cancel it and continue dictating without barcodes by pressing »ESC«.


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 »OK« 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 Up/Down button »DICT[±]« to select the dictation.
 - If the dictation has a barcode, »ID« is displayed.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Display/read« and then press the »OK« button.
 - The barcode is displayed.

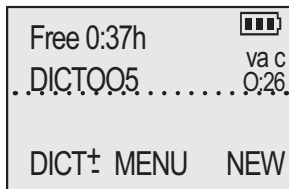
Free 0:37h 
.. DICT005 va c
ID O:26
DICT[±] MENU NEW

Delete
►Barcode reader
Data list
▼▲ OK ESC

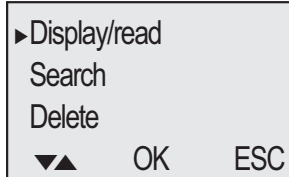
►Display/read
Search
Delete
▼▲ OK ESC

DIGTASCAN 404 BARCODE READER_____

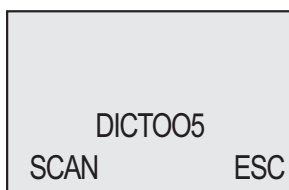
Scanning a barcode for an existing dictation



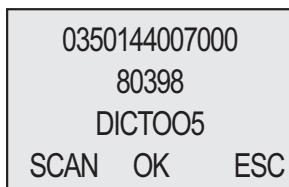
Free 0:37h va c
..DICT005..... O:26.
DICT± MENU NEW



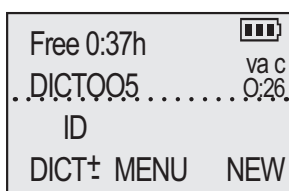
▶Display/read
Search
Delete
▼▲ OK ESC



DICT005
SCAN ESC



0350144007000
80398
DICT005
SCAN OK ESC



Free 0:37h va c
..DICT005..... O:26.
ID
DICT± MENU NEW

- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Use the Up/Down button »DICT±« to select the dictation for which the barcode is to be scanned.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Display/read« and then press the »OK« button.
 - »SCAN« and »ESC« appear in the display, along with the number of the dictation.
- Point the reader at the barcode and press the »SCAN« 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 »OK« button.
 - »ID« is shown in the status bar under the number of the dictation.

DIGTASCAN 404 BARCODE READER_____

Searching for a dictation belonging to barcode

- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Search« and then press the »OK« button.
- Point the reader at the barcode and press the »SCAN« button.
 - The scanned barcode appears in the display.
- Press »OK« to confirm the barcode.
 - The number of the dictation is shown under the barcode.
- To listen to the dictation, press »OK« again and push the slide switch to »► START«.

Delete
►Barcode reader
Data list
▼▲ OK ESC

Display/read
►Search
Delete
▼▲ OK ESC

SCAN ESC

0350144007000
80398
DICT 005
SCAN OK ESC

DIGTASCAN 404 BARCODE READER_____

Deleting a barcode from a dictation

Delete
►Barcode reader
Data list
▼▲ OK ESC

Display/read
Search
►Delete
▼▲ OK ESC

Delete
0350144007000
in DICT 005
OK ESC

- Push the slide switch to »▼ STOP«.
- Use the Up/Down button »DICT[±]« to select the dictation whose barcode is to be deleted.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Delete« and then press the »OK« button.
 - The barcode and the dictation number are displayed.
- Press »OK« 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.
- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »Programming«.
 - The »Programming Barcode reader« menu function appears in the display.

Note:

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

- Scan in the programming code with the »SCAN« button.
 - The machine acknowledges the successful reading of the code with a single signal tone, and the laser beam shuts off.
 - You can scan any number of programming codes consecutively with the »SCAN« button.

Note:

If the machine cannot read a code, it emits a double signal and displays the message »No barcode found«. Confirm the error message with »OK«.

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

Delete
►Barcode reader
Data list
▼▲ OK ESC

Delete
On/Off
►Programming
▼▲ OK ESC

Programming
Barcode reader

SCAN RESET END

No barcode
found
OK

DIGTASCAN 404 BARCODE READER_____

Restoring the default settings

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

- 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.
- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »Barcode reader« and then press the »OK« button.
 - The »Programming Barcode reader« menu function appears in the display.
- Press the »RESET« button.
 - »Disable all barcodes?« appears in the display.
- Press the »OK« button to leave only symbology EAN-13 enabled. Press the »ESC« button if you would like to keep the other symbologies enabled.
- Once you have made all the settings, press the »END« button to quit the menu.

Delete
►Barcode reader
Data list
▼▲ OK ESC

Delete
On/Off
►Programming
▼▲ OK ESC

Programming
Barcode reader

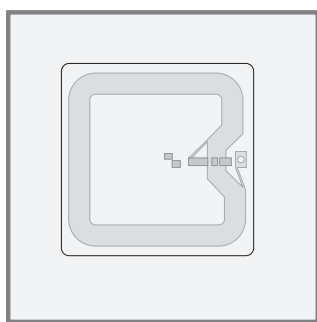
SCAN RESET END

Disable
all barcodes?

OK ESC

RFID READER DIGTARFID 414

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).

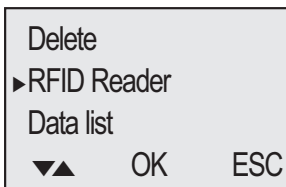
Connecting and removing the RFID reader

The same procedure is used as with barcode reader 404. See the Chapter “Plugging in” on page 73 and “Unplugging” on page 74.

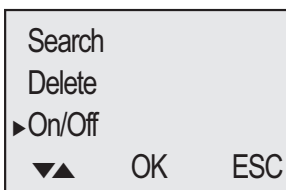
RFID READER DIGTARFID 414

Turning the RFID Reader on and off

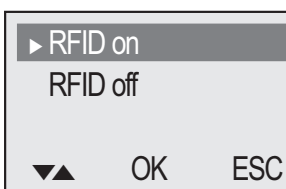
- The RFID Reader must be plugged into the portable dictation machine and locked.
Only if the RFID Reader is plugged in will you be able to select the associated menu items available on the dictation machine.
- Switch on the dictation machine.
- Push the slide switch to » STOP«.
- Press the »MENU« button.
- Use the Up/Down button »▼« or »▲« to select »RFID Reader« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »On/Off« and then press the »OK« button.
- Use the Up/Down button »▼« or »▲« to select »RFID on« or »RFID off« and then press »OK«.
 - »RFID on«, when you create a dictation with the »NEW« button, you will be prompted to (»SCAN«) it. You can now scan a RFID code and store it in the dictation accompanying note.
 - »RFID off«, when you create a dictation with the »NEW« button, you will not be prompted to scan it, although the RFID Reader is connected.



Delete
►RFID Reader
Data list
▼▲ OK ESC



Search
Delete
►On/Off
▼▲ OK ESC



►RFID on
RFID off
▼▲ OK ESC

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

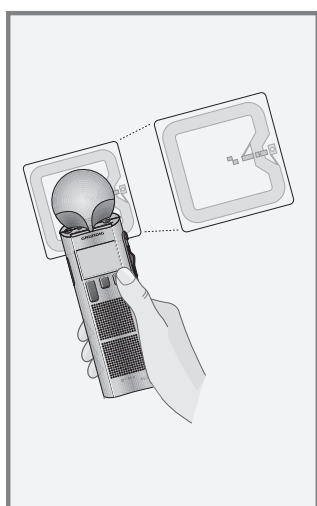
Scanning a RFID code for a new dictation

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

- Switch on the dictation machine.
- Push the slide switch to »▼ STOP«.
- Press the »New« button.
 - »SCAN« and »ESC« appear in the display.
- If you do not want to scan a RFID code into the dictation accompanying note, press the »ESC« 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 »SCAN« 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 »OK« button.
- If you want to re-scan the RFID code, press the »SCAN« button.
- If you do not want to include the RFID code in the dictation, press the »ESC« button and continue with your dictation as usual.

SCAN

ESC



0350144007000
80398

SCAN

OK

ESC

No RFID
found
OK

Note:

If the machine cannot read the RFID code, it emits a double signal tone, and the message »No RFID found« appears in the display. Confirm the error message with »OK«. You can now repeat the scan with the »SCAN« button or cancel it with the »ESC« button and dictate without a RFID code.

RFID READER DIGTARFID 414

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 »OK« 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 »RFID Reader«.

Display/read
► Search
Delete
▼▲ OK ESC

- View the RFID code of a dictation, see page 77;
- Scan the RFID code for an existing dictation, see page 78;
- Search the dictation for a RFID code, see page 79;
- Delete the RFID code of a dictation, see page 80.