

DIGTA

ENGLISH

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NOTES

Digta is a digital portable dictation machine which has also been developed as system component within the scope of the digital dictation system of Grundig.

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

Scope of delivery

- PC software Steno.mail and Steno.trans
- USB cable
- Batteries
- MultiMediaCard (1MB corresponds up to 10 minutes recording capacity)
- Pouch

Accessories

- Power Supply/charging unit 472 (only for Europe; in the UK, use a commercially available adapter for Euro-plugs).
- Rechargeable battery 462 (2 NiMh-batteries, can be charged inside the dictation machine with the power supply unit 472).
- Ever-ready case 812
- External microphone:
any commercial microphone with \varnothing 3.5 mm jack plug can be used. The built-in microphone is automatically disconnected.
- External headphone:
any commercial mono or stereo earphone or headset with \varnothing 3.5 mm jack plug can be used.
Impedance: min. 32 Ω .
The volume level at the headphone connector is limited to 85 dB (A) (with 32 Ω headphone). The built-in loudspeaker is automatically switched off.

The features indicated by Grundig apply only when using original Grundig accessories.

Defects due to the use of accessories which are not original Grundig accessoires or which do not comply with the legal regulations or the corresponding standards lead automatically to the expiration of any guarantee rights.

NOTES

In order to assure that this digital portable dictation machine will be able to provide you with good service and pleasure for a long time to come, it is important that you observe the following points:

Digital

This digital portable dictation machine has been designed for the recording and playback 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.

The manufacturer will offer no liability for damage resulting from unauthorized tampering. Open only the cover of the battery compartment.

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

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.

MultiMediaCard

Make absolutely sure that the electrical contacts at the bottom side of the MultiMediaCard are not exposed to strong mechanical stress.

The cards are insensitive to dirt and moisture but must nevertheless be introduced into the machine in dry and proper condition.

Note:

Never remove the MultiMediaCard during recording or the data transfer from a PC or to a PC. This could result in the loss of data.

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

THE CONTROL ELEMENTS



THE CONTROL ELEMENTS

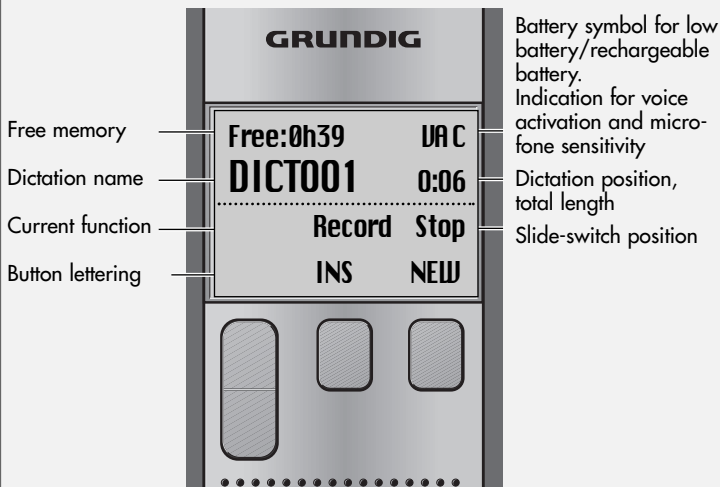


Safety hints for the power supply/charging unit 472 (accessory)

Before putting the machine into operation, make sure that the mains voltage corresponds with the mains voltage indication on the power supply unit. It is normal and harmless for the housing to become warm. Ensure a good ventilation of the power supply unit during operation and do not operate it in the direct vicinity of the heating or in direct sunlight.

Maintenance: clean only with a dry cloth. Do not use solvents.

THE DISPLAY

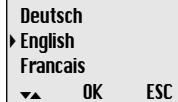


SWITCHING THE MACHINE ON _____

Note:

A detailed user manual is to be found in the »Docu« folder on the CD supplied.

Switching on and off



Switching on the first time

- 1 Press the »ON/OFF« button until the display is activated.
– The software is loaded.
- 2 Select the desired display language.
- 3 Use the up or down button »▲« »▼« to select the desired language, e.g. »English«.
- 4 Press the »OK« button.
– The dictation machine is ready for use.

Subsequent switching on

- 1 Press the »ON/OFF« button until the display is activated.

Switching off

- 1 Briefly press the »ON/OFF« button.

Safety lock

- 1 Push the »▲
HOLD« slide-switch up.

Note:

If the safety lock is activated, the message »Keys locked« appears in the display. If the machine is switched on inadvertently (e.g. when carrying it in a pocket), it is switched off automatically.

RECORDING

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.

New dictation

Free:0h38
no dictations

MENU NEW

- 1 Press the »NEW« button. A new dictation with the next higher index number is created.
 - If the slide-switch is in the »▼ STOP« position, the red recording indicator will flash.
 - The message »Record Stop« (recording-pause) appears in the display.
- 2 Set the slide-switch to »▶ START«.
 - The recording indicator is lit permanently.
 - The message »Record Start« appears in the display..
 - The dictation machine records the dictation.


RECORDING

Recording-pause

- 1 Set the slide-switch to » STOP«.
 - The recording indicator flashes.
 - The message »**Record Stop**« appears in the display.

Free:0h38h	
DICT001	0:17
Record	Stop
INS	NEW








Ending the recording

- 1 Set the slide-switch briefly to » REW.« or » F.FWD«, or
- 2 press the red recording button »«.
 - »**Stop**« appears in the display.

Free:0h38h	
DICT001	0:17
	Stop
DICT± MENU	NEW

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.

- 1 Select the desired dictation using the up/down button »**DICT±**«.
- 2 Set the slide-switch to » STOP« during playback.
- 3 Press the red recording button »«.
 - »**Record Stop**« appears in the display.
- 4 Set the slide-switch to » START« and speak the new text.
 - »**Record Start**« appears in the display.
- 5 Set the slide-switch to » STOP«.
- 6 Press the red recording button »« or set the slide-switch to » REW.« or » F.FWD«.
 - Recording is stopped.

Free:0h38h	
DICT001	0:05
Record	Stop
INS	NEW

Note:

If the dictation machine is switched off during a dictation 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**«.

Inserting a recording

During playback you can insert a new recording at the current dictation position.

- 1 Set the slide-switch to »**STOP**« during playback.
- 2 Press the red recording button »**DICT**«.
– »**Record Stop**« appears in the display.
- 3 Press the »**INS**« button.
– »**Insert Stop**« appears in the display.
- 4 Set the slide-switch to »**START**« and speak the text to be inserted.
– »**Insert Start**« appears in the display.
- 5 Set the slide switch to »**STOP**«.
- 6 Press the red recording button »**DICT**« or set the slide-switch to »**REW.**« or »**F.FWD**«.
– Recording is stopped.

Free:0h38h

DICT001

0:14

Insert

Stop

NEW

PLAYING BACK A DICTATION

Selecting a dictation and playing it

Free:0h38h

DICT001

0:26

Stop

DICT± MENU

NEW

- 1 Select the desired dictation using the up/down button »**DICT**±«.
- 2 Set the slide-switch to »▶ **START**«.
 - »**Start**« appears in the display. The dictation is played back from the beginning.
 - At the end of the dictation, »**End**« appears in the display.

Note:

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

Fast skip to the beginning or the end of the dictation

- 1 Start playback by setting the slide-switch to » **START**«.
- 2 Briefly press the right function button to skip alternately to the end or the beginning of the dictation.

Volume control

- 1 Press the up/down button »**VOL** ±« during playback.

Fast playback

- 1 Press the »▶ **1.5** « button during playback.
 - The dictation will be played back with about 1.5 times the normal speed.
- 2 To return to the normal playback speed, press the »▶ **1.0** « button during fast playback.

Free:0h38h

DICT001

0:26

Start

VOL± ▶1,5

PLAYING BACK A DICTATION

Fast forward and rewind

Free:0h38h

DICT001

0:26

F.Fwd

- 1 Set the slide-switch to »◀◀ REW.« or »▶▶ F.FWD«.
– »**F.Fwd**« appears in the display for fast forward,
»**Rew**« appears for rewind.

DELETING DICTATIONS

Deleting a dictation

Free:0h38h

DICT001

0:26

Stop

DICT± MENU

NEW

- 1 Select the desired dictation using the up/down button
»**DICT±**«.
- 2 Press the »**MENU**« button.
– The first menu function »**Delete**« appears in the display.
– Use the »▶« button to select "Delete".
- 3 Press the »**OK**« button.
– »**Delete DICT002?**« appears, for example, in the display.
- 4 Press the »**OK**« button.
- 5 Press the »**ESC**« button if you do not wish to delete the dictation.

Note:

If you wish to delete several dictations, connect the dictation machine to your PC then use the Steno.trans or Steno.mail program to delete the dictations. After deleting all dictations, the administration data remains on the MultiMediaCard. Not the entire memory space on the card then is available again for recording new dictations.

DELETING DICTATIONS

Deleting a part of a dictation

- 1 Select the desired dictation using the up/down button »**DICT±**«.
- 2 Press the »**MENU**« button.
– »**Delete**« appears at the top of the menu in the display.
- 3 Press the »**OK**« button.
- 4 Press the »**PART**« button.
- 5 Search the beginning of the passage to be deleted using the playback functions.
- 6 Press the »**MARK1**« button.
- 7 Search the end of the passage to be deleted using the playback functions.
- 8 Press the »**MARK2**« button.
- 9 Press the »**DEL**« button.
– »**Delete []?**« appears in the display.
- 10 Press the »**OK**« button.



Free:0h37h
DICT002 0:14

Stop
MARK1 ESC



Free:0h37h
DICT002 0:14

Stop
MARK2 ESC

MENU FUNCTIONS

The menu

Free:0h39h
DICT001 0:03
----- Stop
DICT± MENU NEW

▶ Delete
Voice Activ.
Mic. sensitivity
▼▲ OK ESC

Press the »MENU« button.

You can carry out the following functions:

- Delete Described in the chapter »DELETING DICTATIONS«.
- Voice Activ. Automatic interruption of the recording in the event of speaking pauses (Voice Activation).
- Mic. sensitivity Adjustment of the microphone sensitivity.
- PC microphone Dictation machine connected as microphone (without recording) to a PC sound card. This function is used for enrolment and direct dictation using a voice recognition system.
- Power off Automatic or manual switching off after several minutes.
- Dictation counter Reset dictation counter to zero.
- Version Indication of the machine's software version.
- Reset all The reset all is recovered and the MultiMediaCard is formatted.
- Format card The MultiMediaCard is formatted.
- Language Select a display language.

Use the up/down button »▲« or »▼« to mark the desired menu item.

Press the »OK« button to activate the selected menu item.

The current setting is highlighted by a dark background.

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

Press the »OK« button to confirm the setting.

Press the »ESC« button to abort the function without changes.

Note:

A detailed user manual is to be found in the »Docu« folder on the CD supplied.

COMMUNICATION WITH THE PC _____

Steno.trans

The Steno.trans software is used to transfer 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 which processes DSS dictations, or send Voice Mails via your mail system.

Steno.mail

If you use the stationary digital dictation and transcriber system GDV 4000 in your office management, the Digta in connection with the Steno.mail software make you a mobile user in the GDV4000 network. 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.

A detailed user manual is to be found in the »Docu« folder on the CD supplied.

System requirements for Steno.trans and Steno.mail

With USB connector: Win 98/2000/ME

With MMC drive,

e.g. at the parallel port: also NT from 4.0 and WIN 95

For E-Mail connection: MAPI-compatible mailsystem

(e.g. Microsoft Outlook)

Connecting the dictation machine with the PC and disconnecting it

- 1 Connect the dictation machine via the USB interface with the PC.
- 2 Use the »ON/OFF« button to switch the dictation machine on and in PC mode.
 - During data transfer the red recording indicator is blinking.

Warning: Disconnect the USB interface only via the task bar as otherwise the data transfer may be incomplete. You should not transfer dictations when the batteries are low as low batteries destroy the dictation.

Note: Steno.trans and Steno.mail can be connected only to one dictation machine. If a 2nd dictation machine is connected to the USB interface, this is not recognized by the PC, that is, only one removeable disk drive appears under Windows

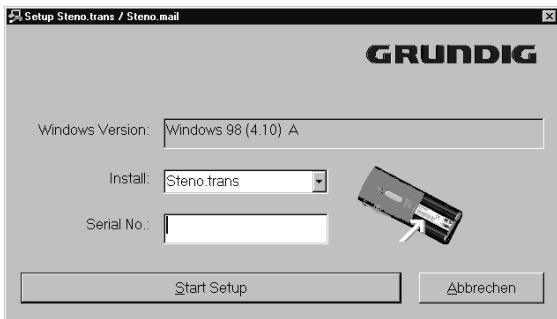
STENO.TRANS

Latest information

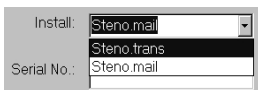
The latest information about the software is to be found in the **README.TXT** file.

Installing Steno.trans

- 1 Insert the programme CD into the CD drive.
 - The window **Setup Steno.trans / Steno.mail** pops up.



- 2 Select **Install** ⇒ **Steno.trans** in the menu.



- 3 Enter the serial number of your machine. This is to be found in the battery compartment below the bar code.
- 4 Click on the **Start Setup** button.
- 5 Follow the instructions given in the following windows (**Select language, Welcome, Licence Agreement, Choose Destination Location, Select Program Folder, Setup type**).
 - The software is loaded

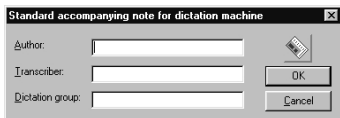
- 6 Click in the window **InstallShield Wizard Complete**, on the button **Finish**.
Connect the dictation machine via the USB interface with the PC and switch it on.
- 7 Launch the **Steno.trans** program.
– The **Steno.trans** window opens up



- 8 Click on the **Dictation machine drive** menu item in the **Setup** menu.
– The **Select directory** window pops up
- 9 Click on the drive unit assigned to the dictation machine, e.g. **Removable disk (G:)** and then on the **OK** button
- 10 In the **View** menu, click on the **Refresh** command, or press the **F5** key.
– The dictation machine directory is shown. If the dictations stored on the card of the dictation machine are shown, the installation was successful.

Filling basic data in the accompanying note

- 1 In the **Setup** menu, click on the **Accompanying note for dictation machines** menu item.
 - The **Standard accompanying note for dictation machine** menu pops up.



- 2 Fill in the text boxes **Author**, **Transcriber** and **Dictation group**.
- 3 Click on the **OK** button.
 - The accompanying note is transferred to the dictation machine. This note is assigned to all new dictations.

Hearing a dictation

Double-click on the desired dictation in the **Dictations on dictation machine** or the **Own dictations** window.

- You hear the dictation via the loudspeakers of the PC.

The playback and positioning functions can be carried out with the buttons in the small window located between the dictation directories of Steno.trans.

Note:

A detailed user manual is to be found in the »Docu« folder on the CD supplied.

Filling basic data in the accompanying note

- 1 Launch the **Steno.mail** program, enter your identification, and switch the dictation machine on and in PC mode using the »ON/OFF« button.
- 2 Click on the **Configuration** symbol.
 - The **Accompanying note** window pops up.

Accompanying note

Author: [dropdown]

Transcriber: [dropdown]

Dictation type: [dropdown]

Group: [dropdown]

Topic: [text input]

No./Ref: [text input]

Priority: 16 [text input]

[dictation machine icon]

Send to dictation machine

- 3 Select the author name by clicking on the list box. The first 4 characters of the author name form the dictation name on the dictation machine.
- 4 In the list boxes **Transcriber**, **Dictation type**, **Group**, select the settings required for your transcription service.
- 5 Click on the **Send to dictation machine** button.
 - The data of the accompanying note is saved in the dictation machine.

Hearing a dictation

Double-click on the desired dictation in one of the following directories: **Own dictations**, **Inbox**, **Sent dictations**, or **Dictations in dictation machine**.

– The DSS player is opened and you hear the dictation.

WARRANTY, SERVICE, SALES _____

UK, IRELAND

Please contact your supplier if you wish to register the guarantee of this product or make a claim

If there is no specialized dealer in your region, please contact one of the following addresses.

Grundig Business Systems, Elstree Way

Boreham Wood, Hertfordshire, WD6 1RX

Tel.: 0208-324-9488

Fax: 0208-324-9493

Grundig Business Systems GmbH

Sales International, Kurgartenstraße 54

D-90762 Fürth, Germany

Tel.: 0049 911 47 58-223

Fax: 0049 911 47 58-229

