

Digta 3010

CONTENTS

- 4 Notes**
- 4 Safety**
- 4 Environmental protection**
- 5 Scope of delivery**
- 5 Accessories**
- 6 MultiMediaCard or Secure Digital Card**
- 7 The Control Elements**
- 9 The Display**
- 10 Preparations**
- 10 Battery operation**
- 10 Mains operation**
- 10 Safety hints for power supply/charging units 472/473 (Accessories)
- 11 Rechargeable battery operation**
- 11 Operation using rechargeable batteries
- 11 Inserting rechargeable batteries
- 12 Charging the rechargeable battery
- 13 Notes on Grundig rechargeable battery 462
- 14 Fitting the MultiMediaCard**
- 14 Formatting the MultiMedia-Card**
- 15 Switching On**
- 15 Switching on and off**
- 15 Switching on the first time
- 15 Subsequent switching on
- 15 Switching off
- 15 Safety lock**
- 16 Recording**
- 16 Dictation**
- 16 New dictation**
- 17 Recording-pause**
- 17 Ending the recording**
- 17 Editing a dictation**
- 18 Inserting a recording**
- 19 Playing back a Dictation**
- 19 Selecting a dictation and playing back**
- 19 Fast skip to the beginning or the end of the dictation**
- 19 Volume control**
- 19 Fast play-back**
- 20 Fast forward and rewind**
- 20 Deleting Dictations**
- 20 Deleting a dictation**
- 21 Deleting a part of a dictation**
- 22 Menu Functions**
- 22 Menu options**
- 23 Navigating in the menu**
- 23 Typist**
- 24 Dictation type**
- 25 Group**
- 26 No./Ref.**
- 27 Voice Activation**
- 27 Microphone sensitivity**
- 28 PC microphone**
- 29 Power off**
- 29 Dictation counter**
- 30 Version**
- 31 Reset all**
- 32 Format card**
- 32 Language**

CONTENTS

33 Communication with the PC

33 Steno.trans

33 StenoNet.mail

33 System requirements for Steno.trans and Steno.mail

34 Connecting the dictation machine with the PC and disconnecting it

35 Firmware update

35 Carrying out a firmware update

NOTES

Your Digta 3010 is a digital portable dictation machine. It can be used as a single-station dictation system with the Steno.trans software supplied. In addition to this it can connect to your network (local areanetwork with several authors and transcribers) using the StenoNet.mail software.

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.

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.

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

Technical data and design subject to change.

NOTES

Scope of delivery

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

Accessories

- Mains/charging unit 472 (Europe only, excluding the UK).
- 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 472 or 473).
- External microphone:
Commercially available microphones with \varnothing 3.5 mm mono jack plug may be used. The built-in microphone is automatically disconnected.
- External headphone:
any commercial mono or stereo earphone or headset (impedance: min. 32 Ω) with \varnothing 3.5 mm jack plug can be used. The built-in loudspeaker is automatically switched off. The volume level at the headphone connector is limited to 85 dB (A) (with 32 Ω headphone).

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

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

MultiMediaCard or SecureDigital Card

We recommend commercially-available MultiMediaCard/SecureDigital Card (MMC/SD) from various manufacturers (SanDisk, Intel, Infineon, Panasonic SDCard etc.) with a memory capacity of max. 32 MB.

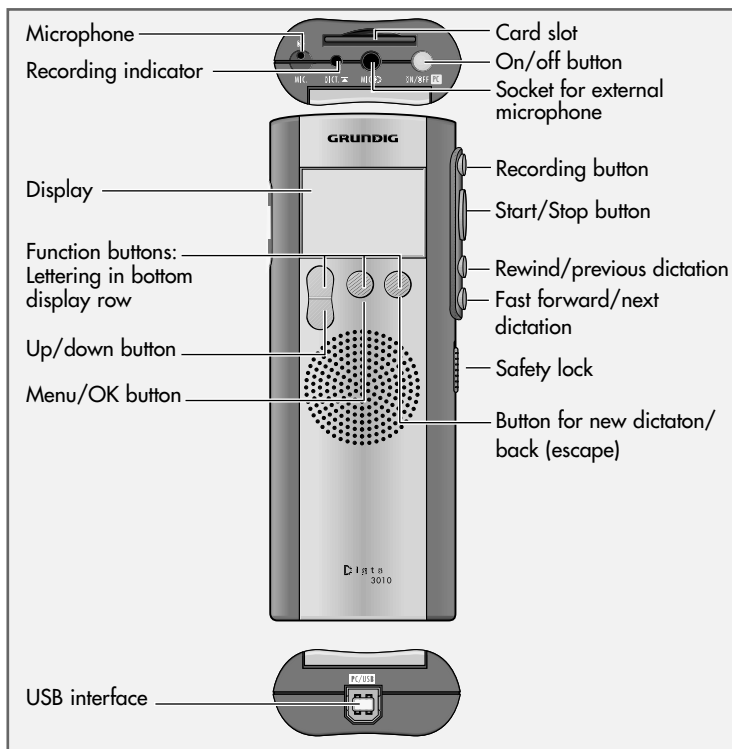
Make absolutely sure that the electrical contacts at the bottom side of the MultiMediaCard/SecureDigital Card are not exposed to strong mechanical stress.

The cards are insensitive to dirt and moisture but must nevertheless be introduced into the machine in dry and proper condition. New MultiMediaCard/SecureDigital Card must be formatted before writing is possible. It is essential that the notes in the chapter "MENU FUNCTIONS – Format memory" be observed.

Note:

Do not remove the cards during dictation or during data transfer from PC or to PC. This can result in data loss.

THE CONTROL ELEMENTS



THE CONTROL ELEMENTS



Power supply
socket:
3 V $\overline{\text{---}}$ / 0.35 A

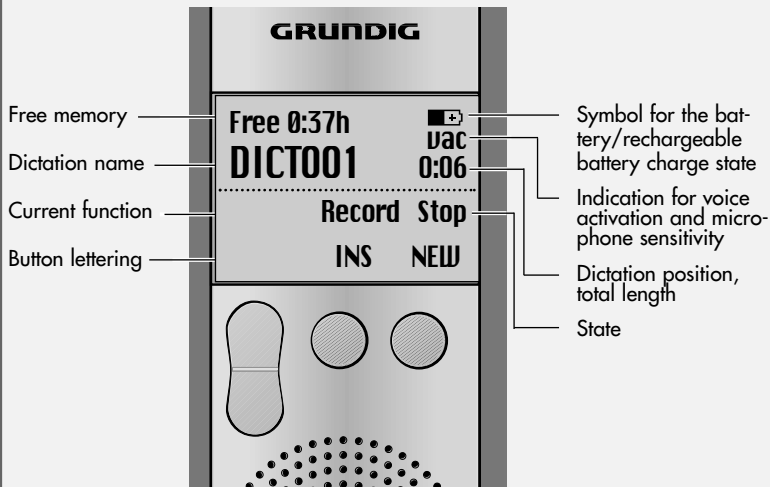
Headphone socket:
imped. 32 Ω min

Card ejection
slide-switch

Battery
compartment cover

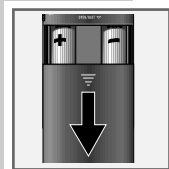


THE DISPLAY



PREPARATIONS

Battery operation



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

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

Note:

A signal will be omitted when batteries are weak (but not during recording). 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. The battery or rechargeable battery symbol disappears.

Safety hints for power supply/charging units 472/473 (Accessories)

Before putting the machine into operation, please ensure that the supply voltage corresponds to the input voltage specified on the power unit. 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.


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 supply so that it can be recharged.

– Display for operation with rechargeable batteries»  «.

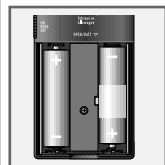
Inserting rechargeable batteries

Only Grundig rechargeable batteries 462 may be charged inside the dictation machine using power supply/charging units 472/473.

- 1 Switch off the dictation machine.
- 2 Open the battery compartment.
- 3 Insert the rechargeable batteries, making certain that polarity and position are correct. Insert the rechargeable battery with the removed sheathing into the compartment with the lateral charging 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

- 1 Switch off the dictation machine.
- 2 Plug the power supply into a wall outlet.
- 3 Plug the power supply cord into the »3V $\overline{\text{---}}$ 0.35A« 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.
- 4 Disconnect the power supply from the wall outlet and remove the power supply cord from the »3V $\overline{\text{---}}$ 0.35A« socket.







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.

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

PREPARATIONS

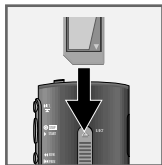
Fitting the MultiMediaCard

- 1 Insert the MultiMediaCard into the card compartment with its skewed side pointing in the direction shown in the display and at the rear of the dictation machine.

Note:

Do not apply force when inserting the card. A slight pressure is sufficient.

You may use any commercial MultiMediaCards of any capacity available.



Formatting the MultiMediaCard

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

If an error message appears after a non-formatted MultiMediaCard is inserted, confirm with the »OK« button. The »Format card?« and »Card formatted« are confirmed using the »OK« button as well.

The MultiMediaCard may not be formatted as a removable disk with a PC formatting function.

New MultiMediaCards may only be formatted using the "Format card" menu function. It is essential that the notes in the chapter "MENU FUNCTIONS – Format card" be observed.

We recommend reformatting the MultiMediaCard on the PC once it has been copied several times. The MultiMediaCard is defragmented during formatting. Access to succeeding dictations is then faster – especially when MultiMediaCards are full.

SWITCHING ON _____

Switching on and off



Deutsch
►English
Français
▼ OK

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 0:37h
no dictations

MENU NEW

- 1 Press the »NEW« button. A new dictation with the next higher index number is created.
 - The red recording indicator flashes.
 - The message »Record Stop« (recording-pause) appears in the display.

Note:

If »Typist«, »Dictation type«, »Group« or »No./Ref.« have been activated in the menu, the respective selection lists will then appear; see chapter "MENU FUNCTIONS". Use the up/down button »▲« »▼« to select the desired entry and confirm with »OK«.

- 2 Press the Start/Stop button »►START«.
 - The red recording indicator lights.
 - The message »Record Start« appears in the display.
 - The dictation machine records the dictation.

RECORDING

Recording-pause

Free 0:37h		UAC
DICT001		0:17

Record	Stop	
INS	NEW	

- 1 Press the Start/Stop button » STOP«.
 - The recording indicator flashes.
 - The message »**Record Stop**« appears in the display.

Ending the recording

Free 0:37h		UAC
DICT001		0:17

	Stop	
UOL ± MENU	NEW	

- 1 Briefly press the rewind button » REW.« or the fast forward button » F.FWD.« or
- 2 press the red recording button » ^{DICT}«.
 - »**Stop**« appears in the display.

Editing a dictation

You can interrupt play-back and record a new text at 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).


Free 0:37h		UAC
DICT001		0:17

	Stop	
UOL ± MENU	NEW	

- 1 Select the desired dictation by briefly pressing the » NEXT.« button for the next dictation, or the » PREV.« button for the previous dictation.
- 2 During play-back, press the Start/Stop button » STOP«.
- 3 Press the red recording button » ^{DICT}«.
 - »**Record Stop**« appears in the display.
- 4 Press the Start/Stop button » START.« and dictate.
 - »**Record Start**« appears in the display.
- 5 Press the Start/Stop button » STOP«.
- 6 Press the red recording button » ^{DICT}«, or briefly press the rewind button » REW.« or the fast forward button » F.FWD.«.
 - Recording is stopped.








RECORDING

Note:

If the dictation machine has been switched off with the »ON/OFF« button during the dictation, and then is switched on again with the »ON/OFF« button, the dictation will automatically be resumed from its end by pressing the recording button »«.

Inserting a recording

You can interrupt play-back and insert a new recording at the current dictation position.

- 1 During play-back, press the Start/Stop button » STOP«.
- 2 Press the red recording button »«.
– »**Record Stop**« appears in the display.
- 3 Press the »INS« button.
– »**Insert Stop**« appears in the display.
- 4 Press the Start/Stop button » START« and speak the text to be inserted.
– »**Insert Start**« appears in the display.
- 5 Press the Start/Stop button » STOP«.
- 6 Press the red recording button »«, or briefly press the rewind button »REW.« or the fast forward button »F.FWD«.
– Recording is stopped.

Free 0:37h

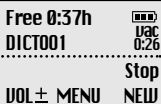
DICT001

 
0:14

Insert Stop
NEW

PLAYING BACK A DICTATION

Selecting a dictation and playing back



Free 0:37h
DICT001
UOL± MENU NEW
UAC 0:26
Stop

- 1 Select the desired dictation by briefly pressing the »▶▶ NEXT« button for the next dictation, or the »◀◀ PREV.« button for the previous dictation.
- 2 Press the Start/Stop button »▶ 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 play-back at the current 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 play-back by pressing the Start/Stop button »▶ START«.
- 2 Briefly press the right function button to skip alternately to the end or the beginning of the dictation.

Volume control

- 1 During play-back or in Stop mode, press the up/down button »UOL±«.

Fast play-back

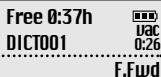
- 1 Press the »▶▶ 1.5 « button during play-back.
 - The dictation will be played back with about 1.5 times the normal speed.
- 2 To return to the normal play-back speed, press the »▶▶ 1.0 « button during fast play-back.



Free 0:37h
DICT001
UOL± ▶▶ 1.5 END
UAC 0:26
Start

PLAYING BACK A DICTATION _____

Fast forward and rewind

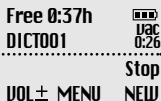


Free 0:37h
DICT001
vac 0:26
F.Fwd

- 1 Press and hold down the rewind button »◀◀ REW.« or the fast forward button »▶▶ F.FWD«. – »F.Fwd« appears in the display for fast forward, »Rew« appears for rewind.

DELETING DICTATIONS _____

Deleting a dictation



Free 0:37h
DICT001
vac 0:26
Stop
VOL ± MENU NEW

- 1 Select the desired dictation by briefly pressing the »▶▶ NEXT« button for the next dictation, or the »◀◀ PREV.« button for the previous dictation.
- 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 StenoNet.mail programme 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 by briefly pressing the »▶▶ NEXT« button for the next dictation, or the »◀◀ PREV.« button for the previous dictation.
- 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 play-back functions.
- 6 Press the »MARK 1» button.
- 7 Search the end of the passage to be deleted using the play-back functions.
- 8 Press the »MARK 2« button.
- 9 Press the »DELETE« button.
– »Delete [-]?« appears in the display.
- 10 Press the »OK« button.

Free 0:37h	■■■■
DICT001	UAC 0:14

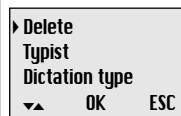
UOL ± MARK 1	Stop ESC

Free 0:37h	■■■■
DICT001	UAC 0:14

UOL ± MARK 2	Stop ESC

MENU FUNCTIONS

Menu options



Press the »MENU« button.

You can carry out the following functions:

- Delete Described in the chapter »DELETING DICTATIONS«.
- Typist Selection of transcriber for new dictations.
- Dictation type Selection of format: Fax, letter, report.
- Group Selection of a specific group or department.
- No./Ref File number or patient number entry for new 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 factory setting is recovered and the MultiMediaCard is formatted.
- Format card The MultiMediaCard is formatted.
- Language Select a display language.

MENU FUNCTIONS

Navigating in the menu

► Delete
Typist
Dictation type
▼▲ OK ESC

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.

Typist

»Typist« is used to select the transcriber who will receive your dictation. You may select from three "transcribers".

- 1 Use the up or down button »▲« »▼« to select the »Typist« menu item.
- 2 Press the »OK« button.
- 3 Use the up or down button »▲« »▼« to select »TR on«, »TR off« or »TR auto«.
 - If »TR on« is chosen, a selection will be offered for each new dictation;
 - »TR auto« means that each new dictation will be assigned to the same transcriber.
- 4 Press the »OK« button.

Notes:

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

Press the »OK« button.

You may create individual preallocations for the list using StenoNet.mail or Steno.trans PC software.

Delete
► Typist
Dictation type
▼▲ OK ESC

MENU FUNCTIONS

Dictation type

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

- 1 Use the up or down button »▲« »▼« to select the »**Dictation type**« menu item.
- 2 Press the »**OK**« button.
- 3 Use the up or down button »▲« »▼« to select »**DT on**«, »**DT off**« or »**DT auto**«.
 - If »**DT on**« is chosen, a selection of formats will be offered for each new dictation;
 - »**DT auto**« means that each new dictation will be of the same type.
- 4 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 »▲« »▼« to select your dictation type from the list.
Press the »**OK**« button.

You may create individual preallocations for the list using StenoNet.mail or Steno.trans PC software.

Delete Typist ▶ Dictation type ▼▲ OK ESC

MENU FUNCTIONS

Group

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

- 1 Use the up or down button »▲« »▼« to select the »Group« menu item.
- 2 Press the »OK« button.
- 3 Use the up or down button »▲« »▼« to select »GR on«, »GR off« or »GR auto«.
 - If »GR on« is chosen, a group may be selected for each new dictation;
 - »GR auto« means that each new dictation has the same group.
- 4 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 »▲« »▼« to select your group from the list.

Press the »OK« button.

You may create individual preallocations for the list using StenoNet.mail or Steno.trans PC software.

Typist
Dictation type
▶ Group
▼▲ OK ESC

MENU FUNCTIONS

No./Ref.

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

- 1 Use the up or down button »▲« »▼« to select the »No./Ref.« menu item.
- 2 Press the »OK« button.
- 3 Use the up or down button »▲« »▼« to select »NR on«, »NR off« or »NR auto«.
 - If »NR on« is chosen, reference characters may be entered for each new dictation;
 - »NR auto« means that each new dictation has the same number or reference.
- 4 Press the »OK« button.
- 5 If you have a new dictation, or if you have selected the »NR auto« function, use the up or down button »▲« »▼« to select your number/reference from the list.
- 6 Confirm the entry by pressing the »OK« button.
- 7 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 »▲« »▼« and then confirm with »OK«.

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

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

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

Dictation type
Group
▶ No./Ref.
▼▲ OK ESC

←ABCDEFGHIJKLMN
OPQRSTUVWXYZ↓
—
↔ OK END

MENU FUNCTIONS

Voice Activation

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

- 1 Use the up or down button »▲« »▼« to select the menu item »**Voice activ.**«.
- 2 Press the »**OK**« button.
- 3 Use the up or down button »▲« »▼« to select »**VA off**« or »**VA on**«.
- 4 Press the »**OK**« button.

Microphone 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.

- 1 Use the up or down button »▲« »▼« to select the menu item »**Mic. sensitivity**«.
- 2 Press the »**OK**« button.
- 3 Use the up or down button »▲« »▼« to select »**Dictation**« or »**Conference**«.
- 4 Press the »**OK**« button.

Group
No./Ref.
▶ Voice activ.
▼▲ OK ESC

No./Ref.
Voice activ.
▶ Mic. sensitivity
▼▲ OK ESC

MENU FUNCTIONS

PC microphone

With the help of the »**PC microphone**« you can carry out a dictation training (enrolment) or make direct dictations using a voice recognition system. You use the dictation machine as microphone by connecting the headphones socket of the machine with the microphone input of the PC's sound card using a cable fitted with two 3.5 mm mono jack plugs.

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

- 1 Use the up or down button »▲« »▼« to select the menu item »**PC microphone**«.
- 2 Press the »**OK**« button.
– »**Activate PC microphone?**« appears in the display.
- 3 Press the »**OK**« button.
– »**PC microphone mode**« appears in the display.
- 4 Use the »**VOL ±**« button to adjust the recording level.
- 5 To start dictating, press the Start/Stop button »▶**START**« on the dictation machine.
- 6 Press the Start/Stop button »⏏**STOP**« again to interrupt the connection with the PC sound card. In doing so, you prevent the voice recognition system from recording disturbing noise.
- 7 Press the »**ESC**« button to end the function.

MENU FUNCTIONS

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.

- 1 Use the up or down button »▲« »▼« to select the menu item »**Power off**«.
- 2 Press the »**OK**« button.
- 3 Use the up or down button »▲« »▼« to select »**manual**«, »**after 10 minutes**« or »**after 30 minutes**«.
- 4 Press the »**OK**« button.

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

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 the PC.

- 1 Use the up or down button »▲« »▼« to select the menu item »**Dictation counter**«.
- 2 Press the »**OK**« button.
 - »**Reset dictate count?**« appears in the display.
- 3 Press the »**OK**« button.
 - The next new dictation then has the lowest free number (e.g.: DICT 005)

PC microphone
Power off
► Dictation counter
▼▲ OK ESC

MENU FUNCTIONS

Version

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

- 1 Use the up or down button »▲« »▼« to select the menu item »**Version**«.
- 2 Press the »**OK**« button.
 - The display indicates, for example,
»**SW-Version 1.00**« – machine's software.
»# **58144 009033**« – abbreviated serial number, the complete number is to be found on the type plate in the battery compartment.
»**PCB# 00009541**« – number of the machine's printed circuit board.
- 3 Press the »**ESC**« button.

Note

For information on new software versions, call up the »**Configuration** => **Update server**« function in either Steno.trans or StenoNet.mail.

Power off
Dictation counter
▶ **Version**
▼▲ **OK** **ESC**

MENU FUNCTIONS

Reset all

Using the »**Reset all**« function, you can restore the factory settings of the machine.

- 1 Use the up or down button »▲« »▼« to select the menu item »**Reset all**«.
- 2 Press the »**OK**« button.
 - The display indicates, »**Reset settings and all dictations?**«.
- 3 Press the »**OK**« button.
 - Reset all:
 - Typist – automatic;
 - Dictation type – automatic;
 - Group – automatic;
 - No./Ref. – automatic;
 - Voice activation – off;
 - Microphone sensitivity – dictation;
 - Power off – after 10 minutes;
 - Dictation counter – DICT001;
 - Individual preallocations for transcriber, dictation type, Group and no./ref. – deleted;
 - All dictations to be deleted;
 - Card to be formatted;
 - Language selection is displayed.

Dictation counter

Version

► Reset all

▼▲

OK

ESC

MENU FUNCTIONS

Format card

Using the »**Format card**« function, you can format a MultiMediaCard. All dictations are erased.

- 1 Use the up or down button »▲« »▼« to select the menu item »**Format card**«.
- 2 Press the »**OK**« button.
– In the display appears, for example, »**Format card?**«.
- 3 Press the »**OK**« button.

Directories and files with administration data are created on the MMC. For this reason, not the entire memory space is available for recording dictations.

Note

It is not allowed to format the MultiMediaCard as removable disk using the format function of a PC.

Language

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

- 1 Use the up or down button »▲« »▼« to select the menu item »**Language**«.
- 2 Press the »**OK**« button.
- 3 Use the up or down button »▲« »▼« to select a language, e.g. »**English**«.
4. Press the »**OK**« button.

Version
Reset all
▶ **Format card**
▼▲ OK ESC

Reset all
Format card
▶ **Language**
▼▲ OK ESC

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 or send Voice Mails via your mail system.

StenoNet.mail

If your office organization uses the StenoNet digital dictation system, Digta and the StenoNet.mail software will bring you network mobility.

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 Steno.trans and StenoNet.mail

Pentium processor (500 MHz or higher)

WIN 98 SE/ME operating systems,
preferably WIN NT4.0/2000/XP

USB 1.1 or 2.0 serial interface

For e-mail connection: MAPI-compatible mail system
(such as Microsoft Outlook)

The Windows NT operating system does not support a USB port. To be able to use the digital dictation machine with WinNT, you need the optional "Grundig USB Driver for WinNT".

COMMUNICATION WITH THE PC _____

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.
 - 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 weak as weak batteries destroy the dictation.

Note: Steno.trans and StenoNet.mail can each 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 removable disk drive appears under Windows

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

- 1 Switch on the PC and start Windows.
- 2 Use the USB cable to connect the dictation machine to the PC.
- 3 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.

Note:

If your PC does not have a USB (e.g. Windows NT), you may also use a card reader to copy the firmware onto the MultiMediaCard. Make certain that the MultiMediaCard has already been formatted in the dictation machine.

Firmware updates should only be carried out using MultiMediaCards which were working in your dictation machine before the update (e.g. the MultiMediaCard which was included with the equipment).

- 4 If you go to the » www.grundig-gbs.com « in the download files and to the »**Digta3010**« or »**Digta4010**« folder on the enclosed CD, you will find two hex files (gh3010.hex or gh4010.hex and updatelo.hex). Copy these two files to the »**SYSTEM**« folder in the dictation machine drive (removable disk).
- 5 The dictation machine's recording LED flashes during transfer. Wait until data transfer is complete.

FIRMWARE UPDATE

- 6 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.

- 7 Disconnect the USB cable from the dictation machine.
- 8 Confirm »**LOAD UPDATE?**« with »**YES**«.
- 9 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.

- 10 You may now format the MultiMediaCard in the dictation machine.