

Digta x4015 DS

English

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NOTES

Your Digta x4015 DS is a digital portable dictation machine. It can be used with the software supplied as a single-station dictation system. In addition, with the optional network license, you can connect it to a network (a local area network with several authors and typists). 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 to a network.

Safety

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

Make absolutely sure that the machine is protected against humidity (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".

Environmental protection

The batteries – those free of heavy metals as well – 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.

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

Subject to technical and visual modifications!

NOTES

Scope of delivery Digta x4015 DS Classic:

- Digta x4015 DS
- PC-Software
- USB-cable
- Batteries
- Pouch

Accessories

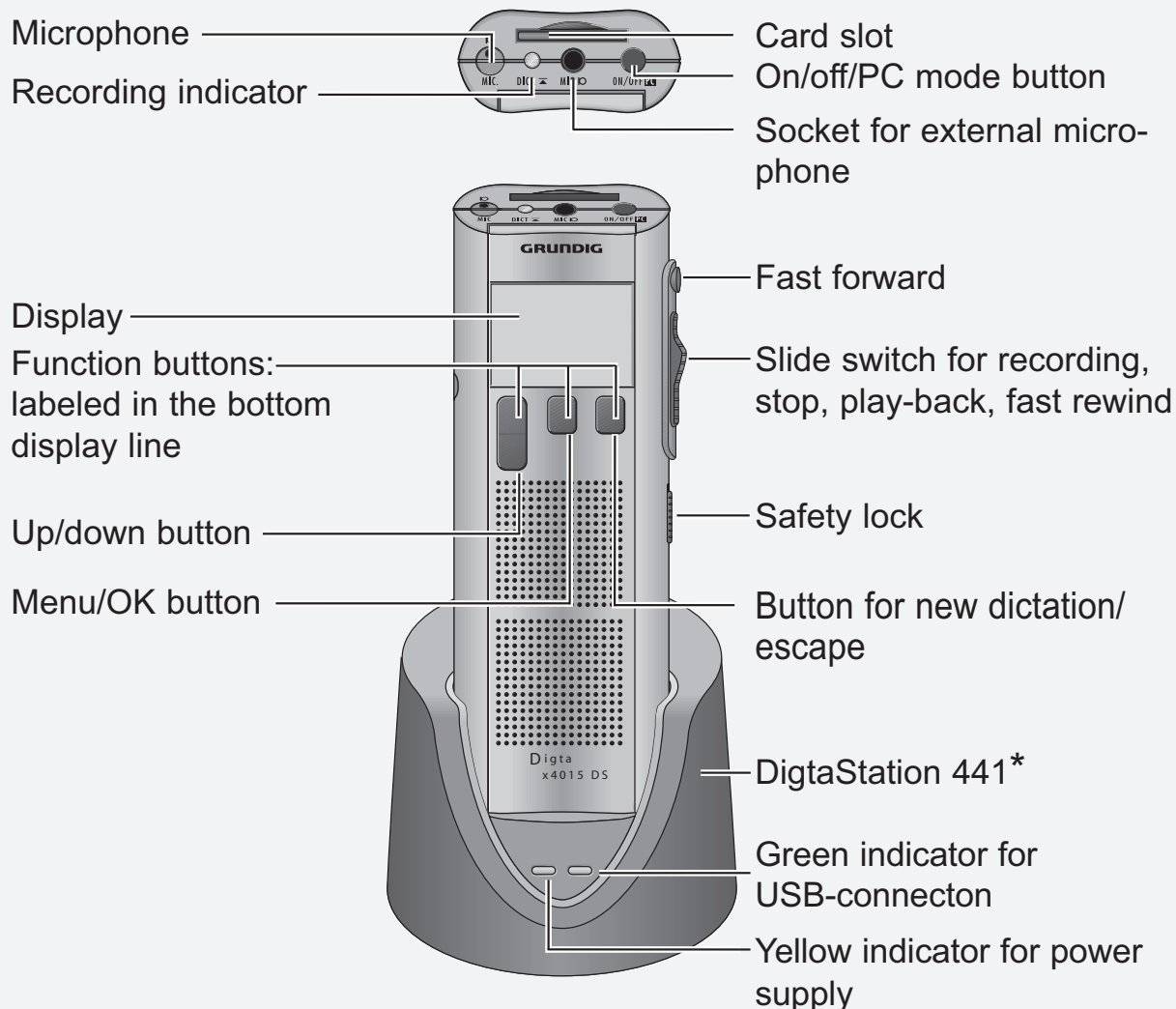
You find our latest accessories like mains/charging unit, plug in microphone and headphones on our website on the internet:

www.grundig-gbs.com.

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.

THE CONTROL ELEMENTS



* Accessory

THE CONTROL ELEMENTS




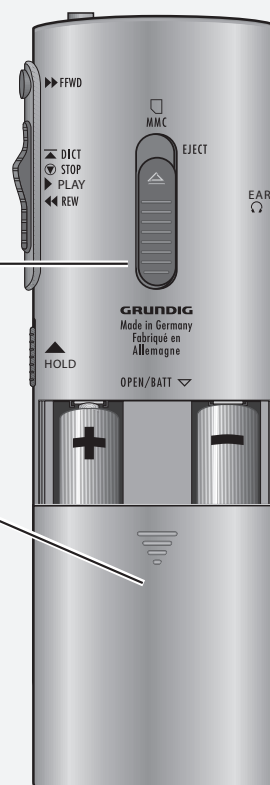
Earphone connection;
impedance min.32 Ω

Card ejection switch

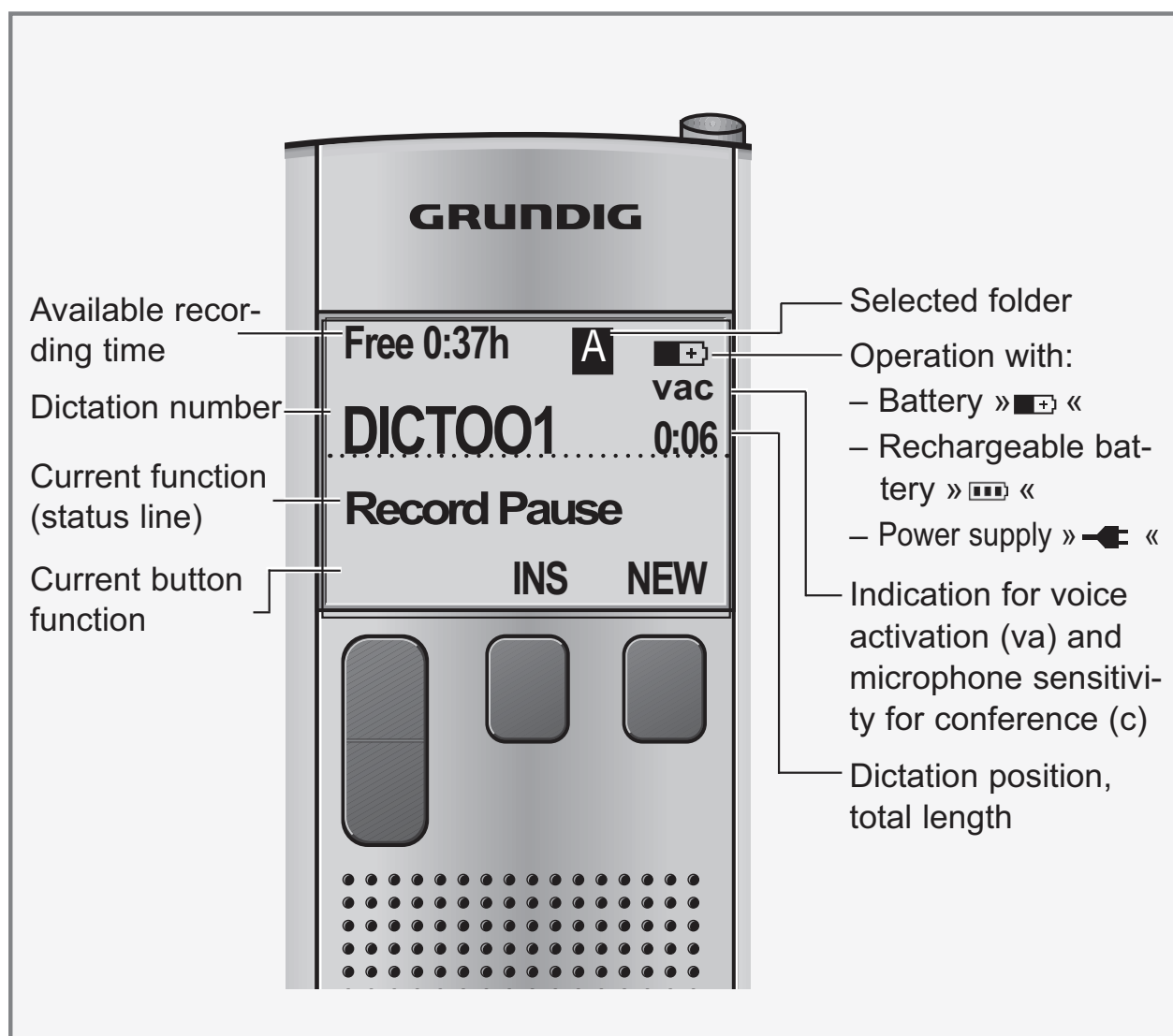
Battery-compartment
cover

PC/USB-Interface

Power connection
DC IN 3V 




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, i.e. R6, UM3 or AA, 2 x 1,5 V). Make sure the polarity is correct.
- Close the battery compartment.
 - Display for batter operation »  «.

Note:

A signal will be audible when the batteries are weak. The battery symbol »  « on the upper right edge of the display starts to flash. 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 unit 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 switch off the dictation machine once the dictation is complete and reconnect it to the power pack or - if you have one - to the DigtaStation 441 - so that it can be recharged.

– Display for rechargeable battery operation »  «.

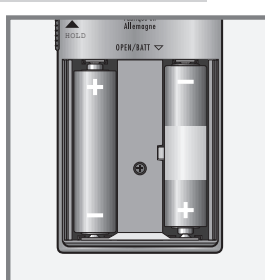
Inserting rechargeable batteries

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 the rechargeable batteries making sure 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 could destroy the battery.



PREPARATIONS

Warning:

The dictation machine gives an optical and audible warning of weak 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 even 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.

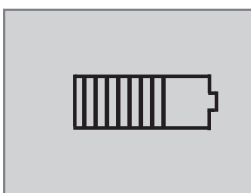
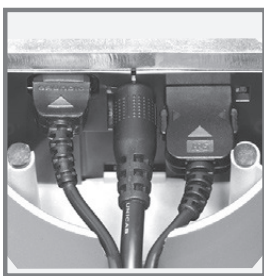
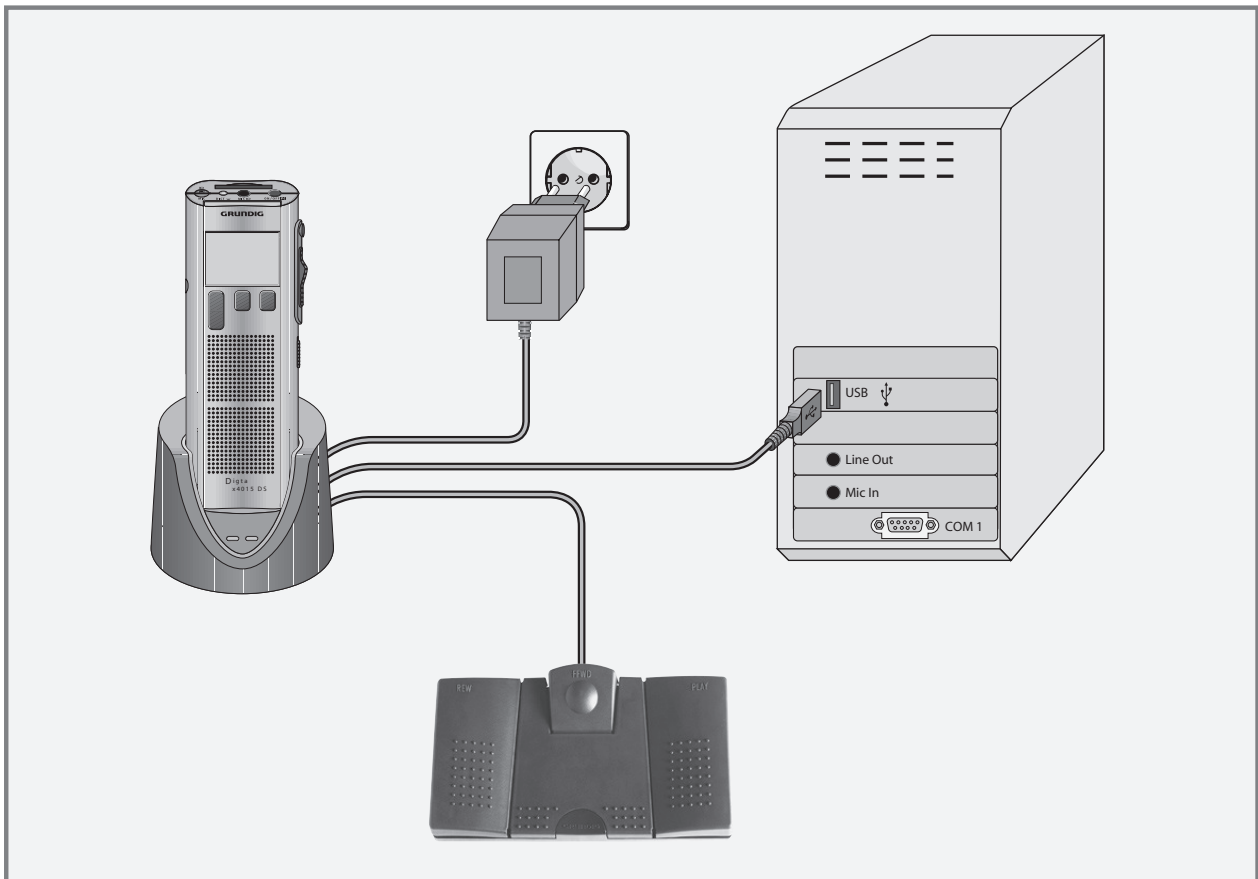
Charging the rechargeable battery - directly

- 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 display of the device.
 - Flat batteries are recharged after approximately three hours, the charging indicators 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 may be in rare cases less than three 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's 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 recordingmode, operation will automatically switch over to play mode.

You can once again activate recording and dictate further on for some minutes. The »  « rechargeable battery symbol will flash on the display until the dictation machine switches off automatically. We recommend either starting the charging process after the warning beep or to use the power supply to operate the dictation

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

Inserting replaceable memory cards (not supplied)

You can use memory cards instead of the internal memory. Please 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:

Please do not insert the card with force. Slight pressure is sufficient.

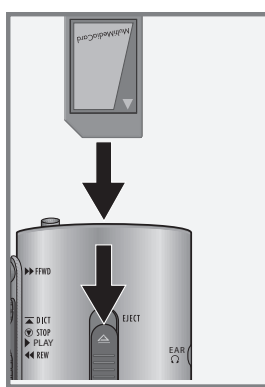
Never remove the cards during recording or during data transfer from or to a PC. This could result in data loss.

If a full memory card (i.e. with more than 300 dictations) is inserted into the dictation machine with factory settings (or with a reset dictation counter) it will take 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 one. This time also varies depending on the manufacturer of the memory card.

If MultiMediaCards/SecureDigital Cards (MMC/SD) with insufficient writing speed are used, "Card not supported" appears in the display.

Please 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 inserted into the dictation machine when they are dry and clean.



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 preformatted – must first be formatted with the dictation machine prior to initial writing.

If an error message appears after a non-formatted memory card was inserted, acknowledge this with the »OK« button.

The »**Format memory?**« and »**Formatting successful**« displays should also be confirmed 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.

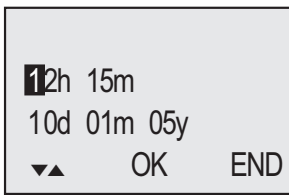
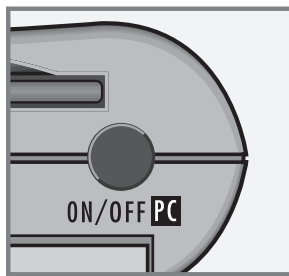
We recommend reformatting the memory card once it has been overwritten several times on a PC. The memory card is defragmented during formatting. Access to the next dictations is then faster.

SWITCHING ON

Switching on and off

Initial switching on

- Press the »ON/OFF« button until the red recording indicator has glowed and then gone off again.
 - The software is loaded.
 - You should then set date and time.
- Enter the hour, minute, day, month and year using the »▲« or »▼« buttons, making sure to confirm each entry with the »OK« button.
- 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 has glowed and then gone off again.

Switching off

- Briefly press the »ON/OFF« button.

Safety lock

- 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 (i.e. when carrying it in a pocket) it is switched off automatically.

RECORDING

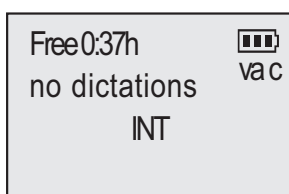
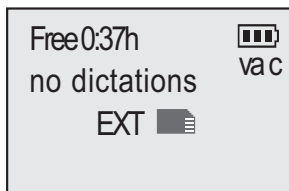
Saving dictations

Dictations are stored on the internal memory (64 MB) of the dictation machine – if no memory card is in use. If a memory card is inserted (DigtaCard), 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 ■ «.
- Brief display in the status line for the internal memory:
»INT«.



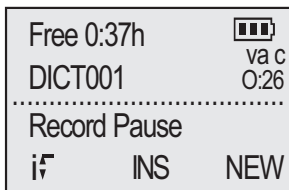
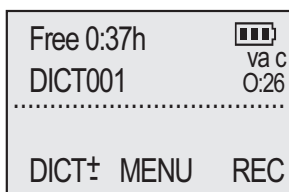
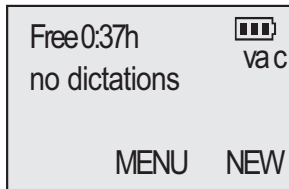
Dictation




- 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






- Move the slide switch to »STOP«.
- Press the »**NEW**« button.
 - This display only appears, if there was not yet a recorded dictation on the memory device.
- First press the »**REC**« button and then the »**NEW**« button.
 - A new dictation with the next highest number is created; display: »**DICT002**« for example. The date and time are saved along with every dictation (displayed only on the PC).
 - The red recording indicator flashes, »**Record Pause**« appears in the display.

Notes:


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

If the »**Typist**«, »**Dictation type**«, »**Group**«, »**No./Ref.**« or »**Priority**« functions are activated in the menu, the appropriate selection lists will appear. Please refer to the "FUNCTIONS IN THE MENU" chapter.

Please use the up-down buttons »« or »« to select the entry you want and confirm with »**OK**«.



- Move the slide switch to »DICT«.
 - The recording indicator illuminates, »**Record**« appears in the display and the device begins to record.

Recording pause

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

RECORDING

Ending recording

- Move the slide switch to »STOP«.
- Press the »FFWD« button.
Fast rewind or play-back during 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 digital dictation machines can suffer malfunctions due to electrical discharge.

If you are electronically 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 on very long dictations:

In the settings menu with the function »Follow up dict.« you can set the maximum dictation length after which the next dictation shall be created automatically. Once the dictation limit (e.g. 5 hours) 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 (initial 300 minutes);
DICT001A.DSS (second 300 minutes);
DICT001B.DSS (third 300 minutes).

You will hear a double warning signal 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. It is displayed as »**Free**:-h« (in hours and minutes).

- Move the slide switch to »▼STOP«.
- Use the up-down button »**DICT**±« to select the desired dictation.
- Move the slide switch to »▶PLAY«.
- Move the slide switch to »▼STOP«, at the point where the dictation is to be changed. Then move the slide switch to »▲DICT« and start dictation.
– »**Record**« appears in the display.
- At the end of the dictation move the slide switch to »▼STOP«.
- Press the »▶▶FFWD« button or move the slide switch to »◀◀REW« or »▶PLAY«.
– Recording is switched off.

Note:

If the dictation machine is switched off using the »ON/OFF« button, you will position the dictation when switching the machine on again with the »ON/OFF« button to the end of the dictation by moving the slide switch to »▲DICT«.

Free 0:37h	
DICT001	va c 0:14

Record	
if	

RECORDING

The Info function and the Index function*

As an integral part of a dictation, you can dictate instructions (**i**↖ = Info) for your typist 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 instructions and indexes are transferred to the PC with the dictation.

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

The author can quickly locate marked places (indexes).

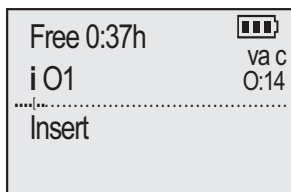
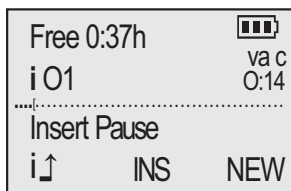
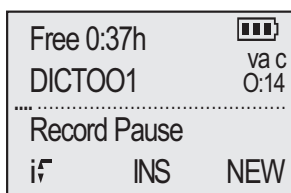
Inserting Info*

- Move the slide switch to » ⏹ STOP « during play-back
- Press the » **REC** « button.
 - » **Record Pause** « appears in the display.

Note:

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

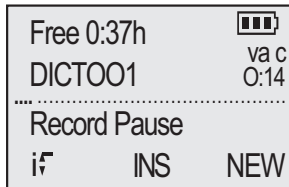
- Press the Up button » **i**↖ «.
 - » **Insert Pause** « appears in the display.
- Move the slide switch to » ⏮ DICT « and record the text to be inserted.
 - » **Insert** « appears in the display.
- Move the slide switch to » ⏹ STOP « at the end of the info text.
- Push the » ⏩ FFWD « button,
- or press the » **i**↗ « button to switch to "Edit a dictation" (see also „Editing a dictation”).
 - The text recorded at the current position in the dictation is then replaced with the new recording (deleted).




* only if function is enabled

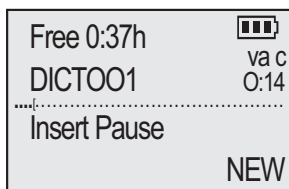
RECORDING


Inserting a section of dictation



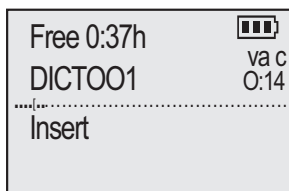
Free 0:37h 
DICT001 va c
O:14


Record Pause
i f INS NEW







Free 0:37h 
DICT001 va c
O:14

Insert Pause
NEW

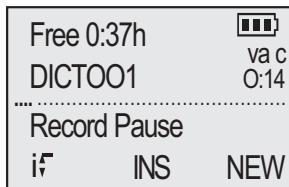



Free 0:37h 
DICT001 va c
O:14

Insert

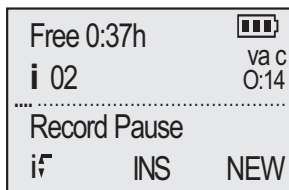
- Move the slide switch to »  STOP « during play-back.
- Press the »**REC**« button.
– »**Record Pause**« appears in the display.
- Press the »**INS**« button
– »**Insert Pause**« appears in the display.
- Move the slide switch to »  DICT « and record the text to be inserted.
– »**Insert**« appears in the display.
- At the end of the dictation move the slide switch to »  STOP «.
- Push the »  FFWD « fast forward button.


Adding an index*– during a pause in recording






Free 0:37h 
DICT001 va c
O:14

Record Pause
i f INS NEW



Free 0:37h 
i 02 va c
O:14

Record Pause
i f INS NEW

- Move the slide switch to »  STOP « during play-back.
- Press the »**REC**« button.
– » **Record Pause** « appears in the display.
- Press the Down button »  «.
– » **i** « and the index number briefly appear in the display.
- Finish the recording (see „Ending recording”) or move the slide switch to »  DICT « after the signal tone has appeared, then dictate the new text. The old text at this position is overwritten. See also Chapter "Editing a dictation".

* only if function is enabled

RECORDING

Inserting an index* – during recording

You can also add an index during 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.

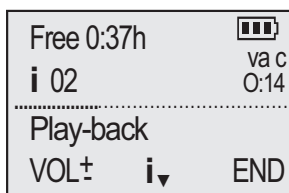
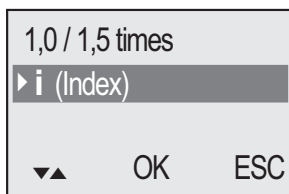
Adding an index* – during play-back

- In the »**Settings/Play-back**« menu set the middle button to »i (Index)«. See the settings in the chapter „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 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 dictation machine is switched on or off in the DigtaStation and the DigtaStation is connected via USB cable to the PC the dictation machine switches to PC mode. If you want to change to the dictation mode press the left function button »**DICT**« after switching on or off.

- Move the slide switch to »▼STOP«.
- The pedals of the foot control are designed for hands-free dictating.

Left pedal

- Rewind;

Middle pedal

- press briefly to switch record mode on or off;
- hold down (approx. 1,5 Sekunden) for a new dictation. The red recording indicator lights up and a new dictation name e.g. »**DICT002**« appears;

Right pedal




- start/stop recording and play-back.

Note:

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

PLAY-BACK


Selecting a dictation and playing-back

- Move the slide switch to »  STOP «.
- Select the desired dictation using the up/down button » **DICT**  «.
- Move the slide switch to »  **PLAY** «.
 - » **Play-back** « appears in the menu. 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 index*

- Move the slide switch to »  **PLAY** «.
- Briefly touch the right function button to skip to the next info or index or to the start and end of the dictation.

Note:

The right button features 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

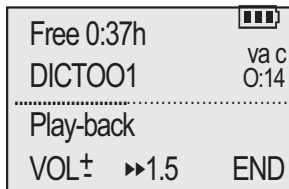
- Press the up/down button » **VOL**  « during play-back



Free 0:37h
DICT001
.....
DICT  MENU REC
va c
0:26

PLAY-BACK

Fast play-back

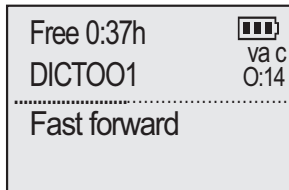


- Press the » ►►1.5 « button during play-back.
 - The dictation will be played back with about 1,5 times the normal speed.
- Press the » ►►1.0 « button during fast play-back to return to normal play-back.

Note:

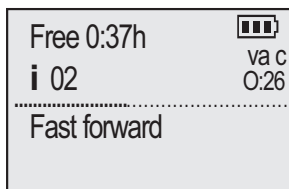
In the »**Settings/Play-back**« menu*, the position »**1.0/1.5 times**« have been selected.

Fast forward and rewind



- Move the slide switch to »◀◀ REW« or press the »►► FFWD« button.
 - »**Fast forward**« appears in the display, »**Rewind**« appears for rewind.

Searching for an info oder index*



- Move the slide switch to »◀◀ REW« or press the »►► FFWD« button.
 - At an index and at the beginning of every message, the "winding" briefly stops and you will hear one signal, at the end you will hear two signals.
 - The message is shown in the display, e.g. »**i 02**«.
 - If an index is found, you will hear a signal.

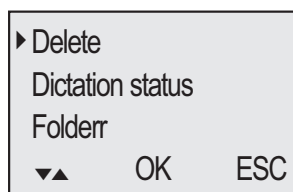
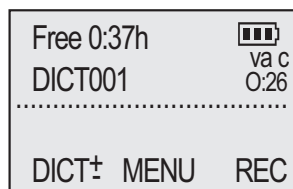
Note:

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

* only if function is enabled

DELETING DICTATIONS

Deleting an entire dictation



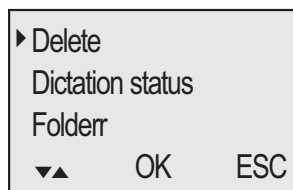
- Move the slide switch to »**STOP**«.
- Select the desired dictation with the up-down button »**DICT±**«.
- Press the »**MENU**« button.
 - The first menu function »**Delete**« appears in the display.
 - »**Delete**« has to be selected with »**►**«.
- Press the »**OK**« button.
 - »**Delete DICT002?**« appears, for example, in the display.
- Press the »**OK**« button to confirm or press »**ESC**«, if the dictation shall not be deleted.

Note:

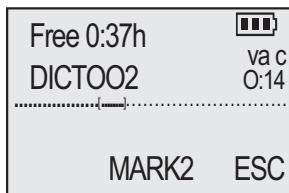
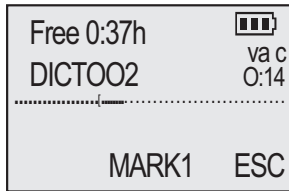
If several dictations need to be deleted, connect the dictation machine to the PC and delete them using the PC software. When all dictations are deleted, there is still administration data in the internal memory or on the external memory card. Not all of the memory capacity of the internal memory / memory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



- Move the slide switch to »▶PLAY«. At the start of the part to be deleted, move the slide switch to »▼STOP« and press the »**MARK1**« button.
- Move the slide switch to »▶PLAY«. At the end of the part to be deleted move the slide switch »▼STOP« and press the »**MARK2**« button.
- Press the »**DEL**« button.
 - »**Delete I-1?**« appears in the display.
- Press the »**OK**« button to confirm, or press »**ESC**«, if the part of the dictation is not to be deleted.

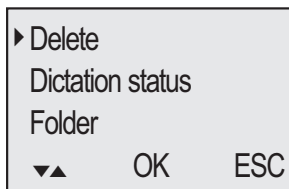
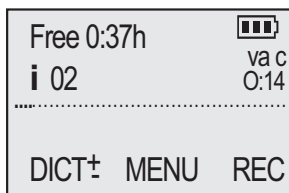
Deleting an info or an index*

- Move the slide switch to »◀◀ REW« or press the »▶▶ FFWD« button, until the info or index to be deleted appears in the display.

Hinweis:

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

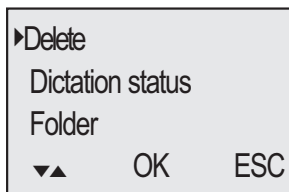
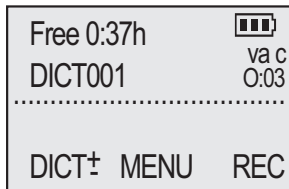
- Move the slide switch to »▼STOP«.
- Press the »**MENU**« button.
 - The menu function »**Delete**« appears in the display.
- Press the »**OK**« button and then the »**INFO**« or »**INDEX**« button (depending on whether there is a message or an index at this point).
 - »**Delete i 02?**« (for example)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



* only if function is enabled

THE MENU

Overview of the functions in the menu



- Press the »**MENU**« button.
You may select with the up-down button »▲« or »▼« the following functions:
 - Delete Described in the "Deleting dictations" chapter.
 - Data list* Running search for a data record 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's data from the data list. Only possible, if a data list was read in.
 - Barcode Reader* Scan and edit barcodes.
 - RFID Reader* Read in and edit RFID.
 - Dictation status* Identifies postponed or finished dictations.
 - Folder Selects a folder; für 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 function is enabled

THE MENU

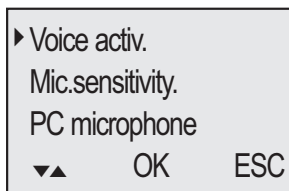
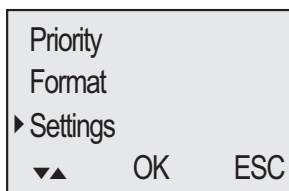
- Author* Selects the author for new dictations.
- Format Formats the internal memory or inserted memory card.
Note:
This deletes all data.
- Settings See the following chapter.

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 the »**OK**« button.

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 function is enabled

THE MENU

- Audio signals Switches the signal tones on/off.
- Illumination Switches the display lighting on/off.
- Foot control* Selects the functions of the foot control for recording and play-back.
- Time, Date Sets the date and time (timestamp for dictations).
- Dictation counter Resets the dictation counter to "001".
- Follow up dict. Setting of the maximum dictation length after which the next dictation shall be created automatically.
- PIN* Modification of the personal identification number.
- Version Displays the version of the device software (firmware).
- Factory setting Completely resets the device (restores the factory settings).

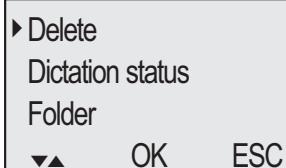
Note:

All existing dictations and settings are lost.

* only if function is enabled

FUNCTIONS IN THE MENU _____

Menu navigation



► Delete
Dictation status
Folder
▼▲ OK ESC

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

Dictation status*

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

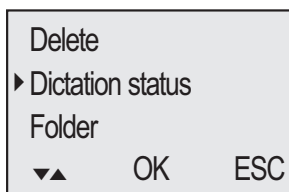
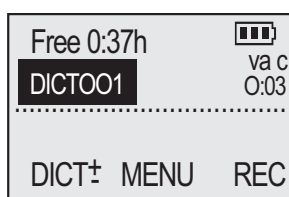
This means it can be seen at any time when a dictation was created and when a recording was last made.

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 will not be 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, it is not transferred by DSS-Mover.
 - If the dictation is to be transferred to the PC and processed by the typist, you need to select »**Dictated**«.
- Press the »OK« button.



* only if 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.

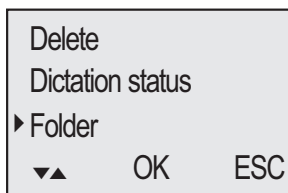
The »**A**«, »**B**« und »**C**« folders are sub-directories.

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

FUNCTIONS IN THE MENU

Typist

The »**Typist**« function is used to select the typist who will receive your dictation. You may select from ten "typists".

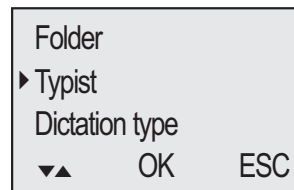
- Use the up or down button »▲« »▼« to select the menu item »**Typist**«.
- Press the »**OK**« button.
- Use the up or down button »▲« »▼« to select »**TP on**«, »**TP off**« or »**TP auto**«.
 - If »**TP on**« is chosen, a selection will be offered for each new dictation.
 - »**TP off**«, no entry from the typist for the dictation.
 - »**TP auto**«, means that each new dictation will be assigned to the same typist.
- 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 to select your typist from the list.

Press the »**OK**« button.

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



FUNCTIONS IN THE MENU

Dictation type

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

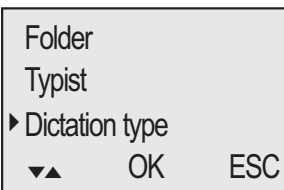
- Use the up or down button »▲« »▼« to select the menu item »**Dictation type**«.
- Press the »**OK**« button.
- Use the up or down button »▲« »▼« to select »**DT on**«, »**DT off**« or »**DT auto**«.
 - If »**DT on**« is chosen, a selection of formats will be offered for each new dictation.
 - »**DT off**«, no work type selected;
 - »**DT auto**« means that each new dictation will be of the same type.
- 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.

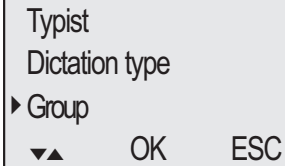
You may create individual preallocations for the list using the PC software.



FUNCTIONS IN THE MENU _____

Group

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



```
Typist
Dictation type
▶ Group
v▲      OK      ESC
```

- Use the up »▲« or down »▼« button to select the »**Group**« menu item.
- Press the »**OK**« button.
- 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 aus**«, no group selected;
 - »**GR auto**«, means that each new dictation has the same group.
- 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 preallocations for the list using the PC software.

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 to select the »**No./Ref.**« menu item.
- Press the »**OK**« button.
- 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 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 »▲« »▼« to select a number/reference from the list.
- Confirm the entry by pressing the »**OK**« button.
- Repeat the entry for other letters.

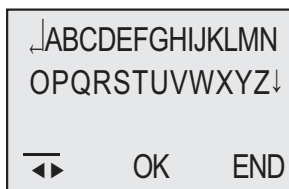
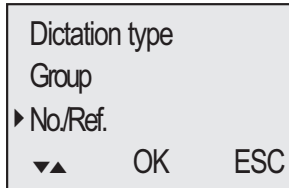
Notes:

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

If a letter is to be deleted, select the character »↓« using the up and down button »▲« »▼« 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 new dictations should have.

The priority is displayed in the status line.

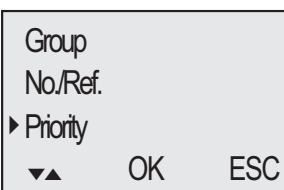
- Use the up »▲« or down »▼« button to select the »**Priority**« menu item.
- Press the »**OK**« button.
- Use the up »▲« or down »▼« button to select »**PR on**« or »**PR off**«.
 - »**PR on**«, at the start of a new dictation you can choose between »**no priority**« and »**high priority**«;
 - »**PR off**«, no priority is set.
- Press the »**OK**« button.

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.

On a dictation with priority »**PR**« appears in the status line when you stop play-back.



* only if function is enabled

FUNCTIONS IN THE MENU

Author*

The »**Autor**« 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 a new author.

Note:

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

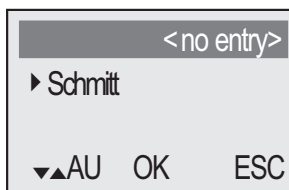
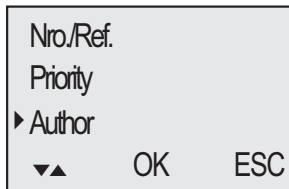
- Press the »**OK**« button.

Notes:

All prior settings of the selected author (i.e. typist, dictation type, group, microphone sensibility, 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 is used to format the internal memory or the external memory card. All existing 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:

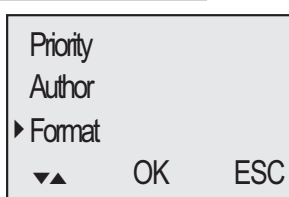
Make sure an external memory card is plugged in if you don't want to delete the internal memory.

- Press the »**OK**« button.

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

Note:

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



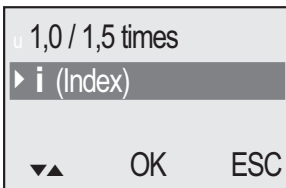
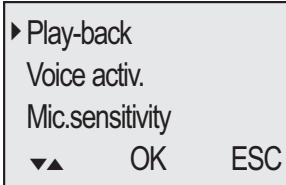
SETTINGS IN THE MENU

Play-back*

Use the »**Play-back**« setting to select the function of the middle 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 the »**Settings**« menu item 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 function is enabled

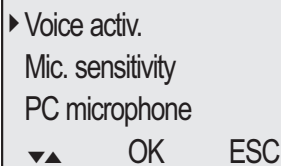
SETTINGS IN THE MENU

Voice Activation

If the »**Voice activ.**« function is activated, recording is interrupted when pauses during 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-down button »▲« or »▼« to select the »**Voice Activ.**« menu item.
- Press the »**OK**« button.
- Use the up-down button »▲« or »▼« to select »**VA off**« or »**VA on**«.
- Press the »**OK**« button.

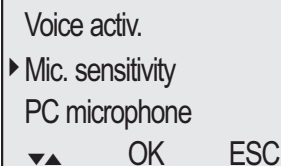


▶ Voice activ.
Mic. sensitivity
PC microphone
▼▲ OK ESC

Microphone sensitivity

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

- 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 »**Mic. sensitivity**« menu item.
- Press the »**OK**« button.
- Use the up-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 a 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 two 3.5 mm mono jack plugs.

- 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 »**PC microphone**« menu item.
- Press the »**OK**« button.
 - »**Enable PC microphone?**« appears in the display.
- Press the »**OK**« button.
 - »**Mode PC microphone**« appears in the display.
- Use the up-down button »**VOL** ±« to adjust the recording volume.
- Move the slide switch to »**▲** **DICT** « to start dictating.
- If you move the slide switch to »**▼** **STOP** «, the connection to the PC 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 ±

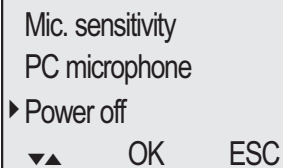
Mode
PC microphone
Record
VOL ±

SETTINGS IN THE MENU _____

Power off

Using the »**Power off**« function you can determine whether the device 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 press the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the »**Power off**« menu item.
- Press the »**OK**« button.
- Use the Up/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

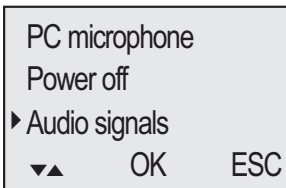
The »**Audio signals**« function enables you to turn the acknowledgement and signal tones on and off.

- Use the up-down button »▲« or »▼« to select the »**Settings**« menu item and press the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the »**Audio signals**« menu item.
- Press the »**OK**« button.
- Use the up-down button »▲« or »▼« to select »**Ack.beep**« or »**Audio warning**«.
- Use the up-down button »▲« or »▼« to select »**Signaling on**« or »**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 without audio signal and you may not notice and go on dictating.



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**« oder »**auto**«.
 - »**Off**«, the display lighting is switched off;
 - »**auto**«, the display lighting remains on for several seconds every time a button is pressed.



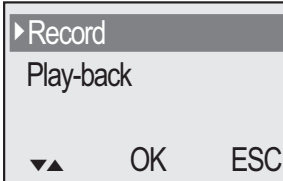
Power off
Audio signals
▶ Illumination
▼▲ OK ESC

SETTINGS IN THE MENU

Foot control*

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

- 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 »**Foot control**« menu item.
- 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 dictating.

Left pedal

- Rewind;

Middle pedal

- Press briefly to switch recording on or off;
- Hold down (approx. 1.5 seconds) for a new dictation. The red recording indicator lights up, a new dictation name, i.e. »**DICT002**« appears;

Right pedal

- Start/stop recording and play-back.

Note:

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

* only if function is enabled

SETTINGS IN THE MENU

Foot control assignment during play-back*

The pedals on the foot control are designed for transcription station 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 DigtaStation and the DigtaStation is connected to the PC via USB cable, the dictation machine is switched to PC mode.

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

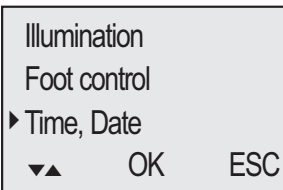
* only if function is enabled

SETTINGS IN THE MENU

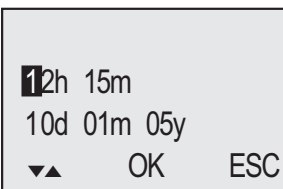
Time, date

Each dictation is created with the time and date of starting and ending it.

- 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 confirm with the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the minutes step by step (**15m**) and confirm with the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the day step by step (**10d**) and confirm with the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the month step by step (**01m**) and confirm with the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the year step by step (**05y**) and confirm with the »**OK**« button.
- Confirm the setting with the »**END**« button.



Illumination
Foot control
▶ Time, Date
▼▲ OK ESC



12h 15m
10d 01m 05y
▼▲ OK ESC

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

Foot control
Time, Date
▶ Dictation counter
▼▲ OK ESC

SETTINGS IN THE MENU

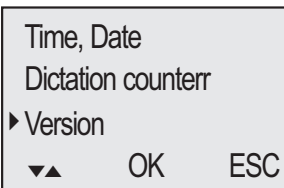
Version

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

- Use the up-down button »▲« or »▼« to select the »**Settings**« menu item and confirm with the »**OK**« button.
- Use the up-down button »▲« or »▼« to select the »**Version**« menu item.
- Press the »**OK**« button.
 - The display indicates for example.
 - »**FW-V2.1-xxxx**« – machine's software.
 - »**# 51791 xxxxxx**« – abbreviated serial number, the complete number features 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 about the latest software versions, call up the »**Configuration** => **Update Server**« function on 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.
- Press the »**OK**« button.
 - The display indicates »**Reset settings and all dictations?**«.
- Press the »**OK**« button.

Dictation counter
Version
▶ Factory setting
▼▲ OK ESC

Factory setting:

Dictation status – dictated;
Folder – no folder;
Typist – automatic;
Dictation 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;
Audio signals – on;
Illumination – automatic;
Foot control – recording;
Time, date – retained;
Dictation counter – DICT001;

* only if 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 memory card is formatted;

Note:

All enabled functions are retained.

COMMUNICATION WITH THE PC_____

The PC software supplied is for transferring your dictations to the 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 transcripton service. 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)

WIN 2000/XP operating system

USB 1.1 oder 2.0 serial interface

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

COMMUNICATION WITH THE PC _____

Connecting and separating the dictation machine and the 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

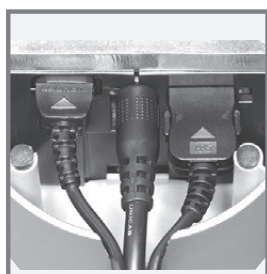
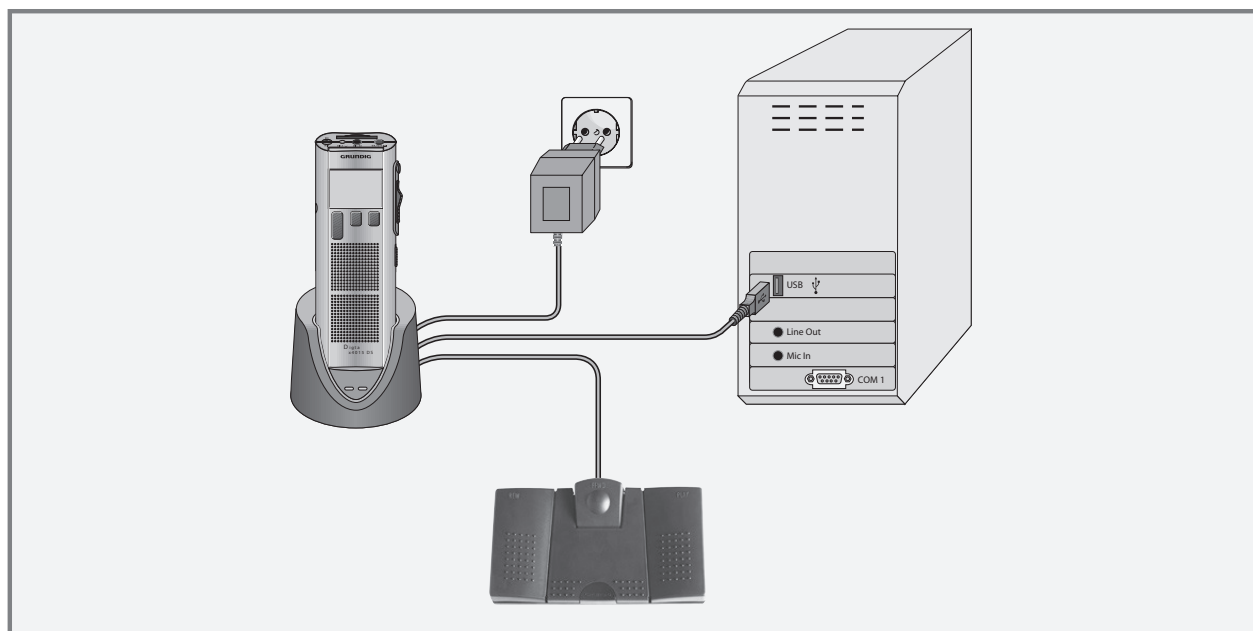
- The red recording indicator flashes rapidly while data is transferred.
- After the data transfer is completed, log the dictation machine off using the task bar (the "Remove or eject hardware" icon), i.e. stop the USB-mass memory drive.
- Unlock the USB plug on the Digta (push the narrow sides together) 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 one removable disk 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 to 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.

* Accessory

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 on 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 two „.hex“-files (gh4021.hex and updatelo.hex) at the www.grundig-gbs.com website under Service/Download/Firmware/fw4021.zip as well as in the »Firmware\Digta4021« folder on the CD provided. Copy these two files to the »**SYSTEM**« folder of your 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.

FIRMWARE UPDATE

- Then disconnect the dictation machine from the PC and switch it on.
- Confirm »**LOAD UPDATE?**« with »**YES**«.
- Wait for the loading process to be completed.

Note:

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

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

Note:

If you wish to load an old firmware, press the fast forward button »**▶▶ FFWD**«, the down button »**DICT-**« and the »**ON/OFF PC**« 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 a 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 chapter: „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 accompanying note of the dictation. Other programs which evaluate the DSS header (for example a database system), can classify the dictations using scanned barcodes.

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 transcription 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 accompanying note, for example in order to create links to database entries.

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 Digta Scan is unlocked and you can now pull it out of the memory card slot.

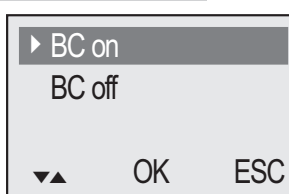
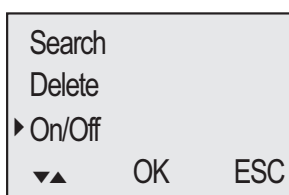
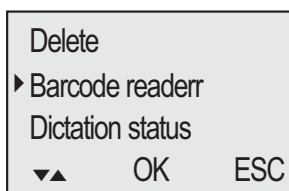
Note:

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 Digta Scan out of the card slot. See the illustration on page 61.

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 the associated menu items are available on the dictation machine.
- Switch on the portable dictation machine.
- Move the slide switch to »STOP«.
- Press the »**MENU**« button.
- Use the Up/Down button »« or »« to select the »**Barcode reader**« menu item and then press the »**OK**« button.
- Use the Up/Down button »« or »« to select the »**On/Off**« menu item and then press the »**OK**« button.
- Use the Up/Down button »« or »« to select »**BC on**« or »**BC off**« then press the »**OK**« button.
 - »**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 new 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.




Note:

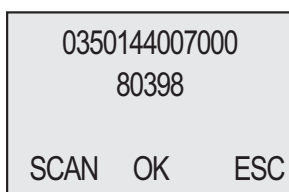
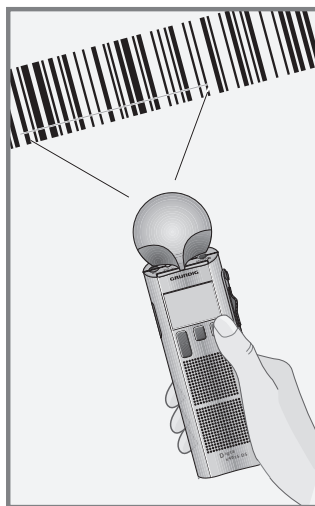
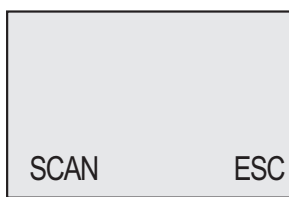
The selected setting is retained even if the DigtaScan is removed from the portable dictation machine. However, you can only change the setting when the DigtaScan is attached.

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 portable dictation machine.
- Move the slide switch to »STOP«.
- Press the »**REC**« button, press the »**NEW**« button in the display of »Record pause«
–»**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

- Move the slide switch to »**STOP**«.
- Use the Up/Down button »**DICT±**« to select the desired dictation.
 - If the dictation has a barcode »**ID**« is displayed.
- Press the »**MENU**« button.
- Use the Up/Down button »**▲**« or »**▼**« to select the »**Barcode reader**« menu item and then press the »**OK**« button.
- Use the Up/Down button »**▲**« or »**▼**« to select the »**Display/read**« menu item and then press the »**OK**« button.
 - The barcode is displayed.

Free 0:37h  va c
DICT005 0:26

ID
DICT± MENU REC

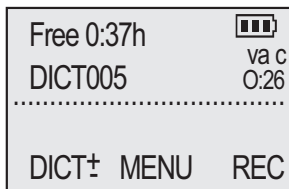
Delete
▶ Barcode reader
Dictation status
▼▲ OK ESC


▶ Display/Read
Search
Delete
▼▲ OK ESC

DIGTASCAN 404 BARCODE READER

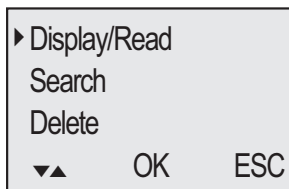
Scanning a barcode for an existing dictation

- Switch on the dictation machine.
- Move 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 the »**Barcode reader**« menu item and then press the »**OK**« button.
- Use the Up/Down button »▲« or »▼« to select the »**Display/read**« menu item 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 line under the number of the dictation.

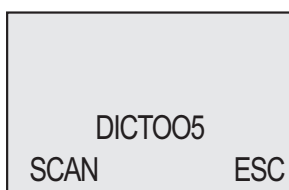


Free 0:37h 
DICT005 va c
0:26

DICT± MENU REC



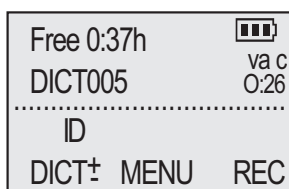
► Display/Read
Search
Delete
▼▲ OK ESC




DICT005
SCAN ESC



0350144007000
80398
DICT005
SCAN OK ESC



Free 0:37h 
DICT005 va c
0:26

ID
DICT± MENU REC

DIGTASCAN 404 BARCODE READER_____

Searching for a dictation belonging to a barcode

- Switch on the portable dictation machine.
- Move the slide switch to »▼STOP«.
- Press the »**MENU**« button.
- Use the Up/Down button »▲« or »▼« to select the »**Barcode reader**« menu item and then press the »**OK**« button.
- Use the Up/Down button »▲« or »▼« to select the »**Search**« menu item 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 »►**PLAY**«.

```
Delete
▶ Barcode readerr
Dictation status
▼▲      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

- Move 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 the »**Barcode reader**« menu item 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.

```
Delete
▶ Barcode reader
Dictation status
▼▲      OK      ESC
```

```
Display/read
Search
▶ Delete
▼▲      OK      ESC
```

```
Deleting
0350144007000
in DICT 005
      OK      ESC
```

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.

This is in the PDF format in English language and can be opened 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 plugged in and latched into the portable dictation machine (see also chapter "Plugging in, unplugging").
 - Only when the DigtaScan is plugged in the associated menu items on the dictation machine are available.
- Switch on the portable dictation machine.
- Move the slide switch to » ⏹ STOP «.
- Press the »MENU« button.
- Use the Up/Down button »▲« or »▼« to select the »Barcode reader« menu item 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 chapter „Restoring the default settings”.

- Scan the desired 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
Dictation status
▼▲ OK ESC

Delete
On/Off
▶ Programming
▼▲ OK ESC

Programming
Barcode reader
SCAN RESET END

No Barcode
found
OK

DIGTASCAN 404 BARCODE READER_____

Restoring the factory 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 plugged in and latched into the portable dictation machine (see also chapter "Plugging in, unplugging").
 - Only when the DigtaScan is plugged in the associated menu items on the dictation machine are available.
- Switch on the portable dictation machine.
- Move the slide switch to » ⏏ STOP «.
- Press the » **MENU** « button.
- Use the Up/Down button » ▲ « or » ▼ « to select the » **Barcode reader** « menu item 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 «.
- Press the » **RESET** « button.
 - » **Disable all barcodes?** « appears in the menu.
- Press the » **OK** « button to leave only symbologie 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
  Dictation status
▼▲      OK      ESC
```

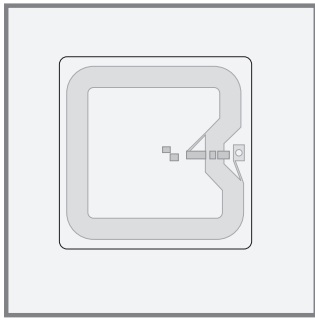
```
Delete
On/Off
▶ Programming
▼▲      OK      ESC
```

```
Programming
Barcode readerr
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 the DSS file in the "Topic" field, and thus displayed in the accompanying note of the dictation. Other software that evaluates the DSS-Header (for example a data base 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 transcription 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).

Connecting and removing the RFID reader

The same procedure is used as with barcode reader DigtaScan 404. See chapter "Plugging in" and "Unplugging".

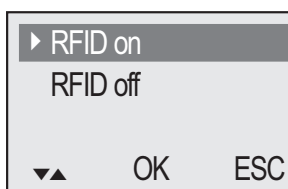
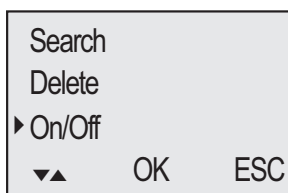
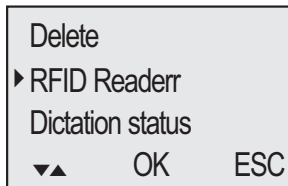
RFID READER DIGTARFID 414

Turning the RFID reader on and off

- The RFID reader must be plugged into the portable dictation machine and locked.
 - Only when the RFID reader is plugged in, the associated menu items on the dictation machine are available.
- Switch on the portable dictation machine.
- Move the slide switch to »STOP«.
- Press the »**MENU**« button.
- Use the Up/Down button »« or »« to select the menu item »**RFID Reader**« and then press the »**OK**« button.
- Use the Up/Down button »« or »« to select the menu item »**On/Off**« and then press the »**OK**« button.
- Use the Up/Down button »« or »« to select the menu item »**RFID on**« or »**RFID off**« and then press the »**OK**« button.
 - »**RFID on**«, when you create a dictation with the »**NEW**« button, you will be prompted to read (»**SCAN**«). You can now read 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 read, although the RFID Reader is connected.

Note:

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



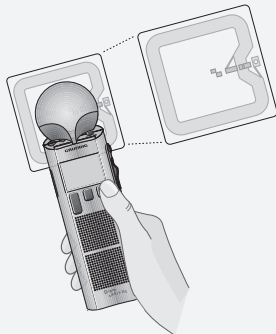
RFID READER DIGTARFID 414

Scanning a RFID code for a new dictation

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

- Switch on the portable dictation machine.
- Move the slide switch to »**STOP**«.
- Press the »**REC**« button and then the »**NEW**« button.
 - »**SCAN**« and »**ESC**« appears in the display.
- If you don't want to read a RFID-Code into the dictation accompanying note, press the »**ESC**« button and continue with your dictation as usual.
- If you wish to read 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 read the RFID code. If the RFID code was successfully read in, 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-read the RFID code press the »**SCAN**« button.
- If you don't 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-Code
found
OK

Note:

If the device cannot read the RFID code, it emits a double signal tone, and the message »**No RFID found**« appears on 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 RFID code.

RFID READER DIGTARFID 414 _____

Notes:

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

RFID codes 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

- Display the RFID code of a dictation, see page 65;
- Scan the RFID code for an existing dictation, see page 66;
- Search the dictation for a RFID code, see page 67;
- Delete the RFID code of a dictation, see page 68.