

ENGLISH

x-Version

DIGTA 420

This operating manual contains important instructions for safe and efficient handling of the Digta (hereinafter referred to as "device"). This operating manual is part of the device and must be kept accessible in the immediate vicinity of the device for persons working on and with the device. Carefully read and make sure you understand this operating manual and all product safety labels prior to starting any work with the device. The basic prerequisite for safe work is compliance with all specified safety and handling instructions. In addition, all local accident prevention guidelines and general safety regulations effective at the implementation site of the device apply. Illustrations in this operating manual are provided for basic understanding and can vary from the actual model of the device. No claims can be derived from the illustrations in this operating manual.

Disclaimer

All information and instructions in this operating manual have been provided under due consideration of applicable guidelines and regulations, the current and known state of the art, as well as our many years of in-house experience. The manufacturer assumes no liability for damages due to:

- Failure to comply with the instructions in this operating manual
- Improper use / misuse
- Willful operation by non-authorized persons
- Unauthorized conversions or non-approved technical modifications
- Use of non-approved spare parts

The originator is solely liable to the full extent for damages caused by such conduct. The agreed upon obligations in the delivery contract, the general terms and conditions, the manufacturer's delivery conditions, and the statutory regulations valid at the time the contract was concluded, apply.

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EXPLANATION OF SIGNALWORDS AND SYMBOLS

Before using your new dictation machine, read this manual carefully to ensure that you know how to operate it safely and correctly. Keep this manual in an easily accessible folder on your PC (or a printed version in an easily accessible location) for future reference.

Explanation of signalwords and symbols

Certain symbols are used in the user's manual and on this product to help protect users, their surroundings, and their property from possible injury or damage. Please familiarize yourself with the following definitions and meanings for each symbol before reading the precautions.



DANGER

DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury.



WARNING

WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury.



CAUTION

CAUTION, used with the safety alert symbol indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.



IMPORTANT

Indicates specific actions which prevent from damage of the device and prevent from loss of dictations or other data.

Indicates specific actions which may be useful but may result in loss of dictations or other data.



HINT, NOTE

Emphasizes tips and information.

GENERAL PRECAUTIONS

Intended use

This digital portable dictation machine is designed to record and play back dictations. Any other use is considered improper and not permitted.

Special hazards



WARNING

Danger of accidents!

Do not use the device while operating vehicles (such as cars, bicycles, motorcycles, ATVs, etc.).

Disregarding this precaution can lead to traffic accidents.



CAUTION

Risk of injury!

Do not leave the device unattended and use it with extreme caution if children or persons who cannot assess the dangers are nearby.

Keep the device away from persons (including children) who are unable to use it safely due to their physical, sensory or mental limitations, lack of experience or lack of knowledge.

Disregarding these precautions means risking injury.



IMPORTANT

Protect your machine from exposure to moisture (rain, splashing liquids). Never lay your dictation machine down near a heater or directly into sunlight.

Use a dry cloth to clean the machine. Do not use chemical cleaning agents.

You must not open the dictation machine under any circumstances. Opening the machine will invalidate the warranty repair. Open only the lid to the compartment of the rechargeable battery.

Do not disassemble, repair or modify the unit yourself.

Avoid recording or playing back near cellular phones or other wireless equipment, as they may cause interference and noise. If you experience noise, move to another place, or move the recorder further away from such equipment.

GENERAL PRECAUTIONS

Electrostatic Discharge

HINT

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

Safety Precautions for Batteries / Rechargeable Batteries

HINT

Batteries and rechargeable batteries are accessories and not included in delivery of each model of dictation machines.

WARNING

Do not dispose of the batteries in fire, put in backwards, mix with other battery types, carry loose in your pocket or purse, disassemble or modify. Do not short-circuit the batteries. The batteries may explode or leak and cause burn injury. Never use any battery with a torn or cracked outer cover. Keep batteries out of the reach of children.

GENERAL PRECAUTIONS

Safety Precautions for Power Supply Units

HINT

Grundig Business Systems power supply units may only be used for operating Grundig Business Systems office equipment.

The only way to disconnect the power supply unit from the mains supply is to unplug it.

A power supply unit is an accessory and not included in delivery of each model of dictation machines.

DANGER

Never plug in or unplug the power supply unit with wet hands. This may cause electric shock or injury.

Never insert any metal or similar objects into the power supply unit. Never open or modify the power supply unit or its plug and cable.

WARNING

Only use the power supply unit with the mains voltage stated on its type plate. Using it with other voltage levels may cause fire, explosion, overheating, electric shock or injury.

Do not place any heavy objects on the power supply unit or cover it up. Make sure it is always in a stable position, and do not use it in positions where it may present an obstacle or hazard.

Only use the power supply unit with the Grundig Business Systems power cord or adapters supplied (Euro, GB and USA versions). Never use other power cords or adapters with different types of plug.

Keep the power supply unit out of the reach of children.

Always pull the mains plug, not the cable. Do not excessively bend or kink the cable, and do not place any heavy objects on it. If the housing or the wires are damaged or the power supply unit appears not to work properly, you must not use the power supply unit. Pull the plug out of the socket and consult your authorized dealer for repair or replacement. In case the power supply unit got dropped, please contact your authorized dealer to verify that the power supply unit is fully operational and complies with the safety standards.

GENERAL PRECAUTIONS



WARNING

Only use the power supply unit indoors and in dry environments. Make sure the power supply unit is protected from moisture such as dripping or splashing water, as well as high levels of air humidity.

Do not store or operate the power supply unit near heat sources, in hot places or in direct sunlight. Ensure proper ventilation.

Temperature range for use of power supply unit

Storage: -20°C to 70°C / -4°F to 158°F

Operating temperature: 0°C to 35°C / 32°F to 95°F

Do not store or operate the power supply unit at temperatures outside these ranges.

Always unplug the power supply unit from the socket before cleaning.

To avoid scratching or damaging the power supply unit, use a soft, dry cloth to remove any dirt. Never clean the power supply unit with a damp cloth, as this may cause it to malfunction or make it unsafe. Cleaning agents, alcohol, thinners, gasoline or similar fluids for cleaning, must not be used as these may damage the surface or labeling.

Temperature range for use of Digta 420:

Storage: -20°C to 70°C / -4°F to 158°F

Operating temperature: -15°C to 35°C / 5°F to 95°F

NOTES

Your Digta 420 is a digital portable dictation machine. It is designed to record and play-back spoken language.

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

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

Technical and visual features subject to change!

Notes

Scope of delivery

- Digta 420
- PC software
- USB cable
- Pouch

Accessories

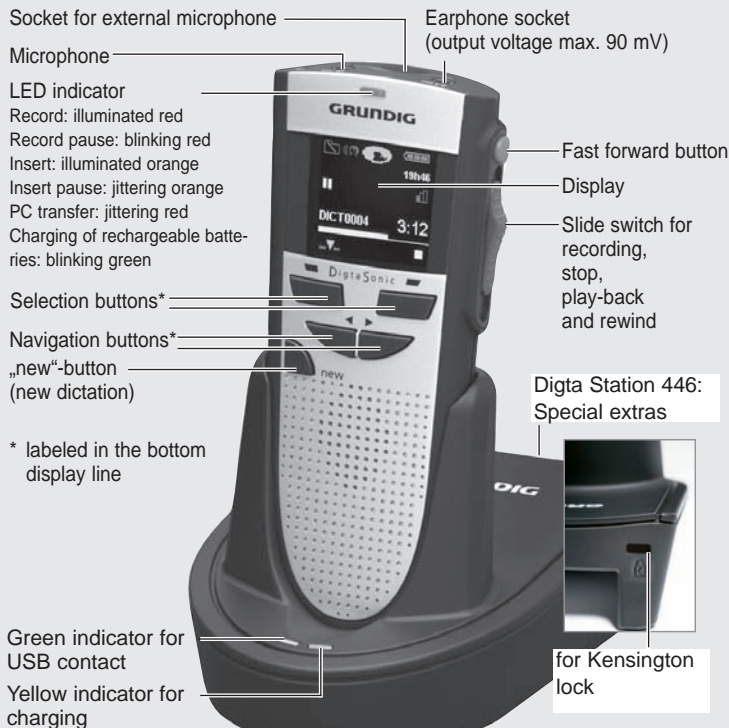
For the latest accessories like Digta Card, Digta Station, Foot control, plug-on microphone and earphone please visit the Grundig Business Systems Website on the internet at

www.grundig-gbs.com.

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

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

USER CONTROLS



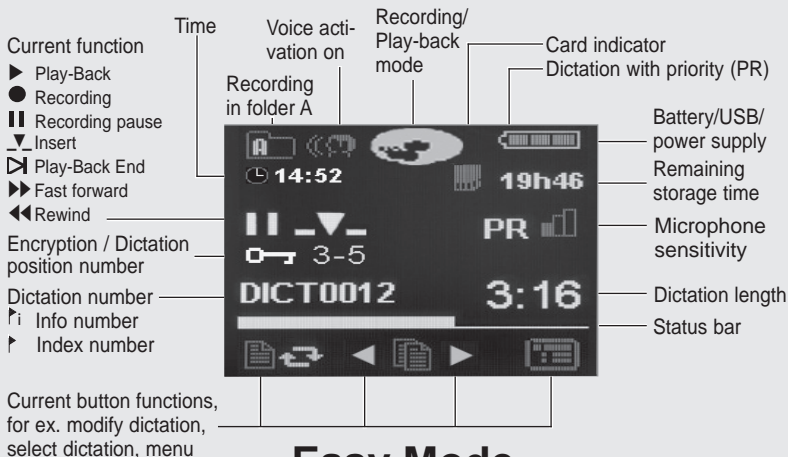
REAR VIEW



DISPLAY

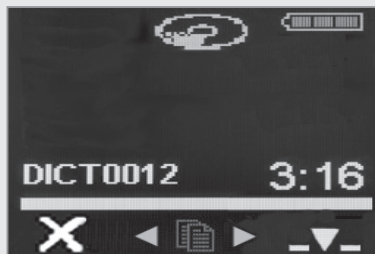
Display information

Menu Mode



Easy Mode

To switch between MENU MODE and Easy MODE, keep on pressing the „NEW“ button after having switched on the DIGTA 420 until the initial display appears on the display (hour glass and progress bar).



For further information concerning the EASY MODE, please see the Quick Reference Guide.

Note:

The displays of the further operation manual will figure in black type against a clear background to be better recognized.

PREPARATION

Battery operation



The dictation machine can be used for approximately 9 hours when the alkaline manganese batteries are fully charged.

- Open the battery compartment.
- Insert batteries (Micro type / AAA, 2 x 1,5 V). Make certain the polarity is correct.
- Close the battery compartment.
 - Display for battery operation »■■■«.

i HINT

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

Rechargeable battery operation

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

- Display when operating with rechargeable batteries:
»■■■«.

Inserting rechargeable battery

With the Digma Station 446* you only may recharge the Akku-Pack 466* rechargeable battery in the dictation machine.





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





IMPORTANT

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

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

Direct charging of the rechargeable battery 466

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

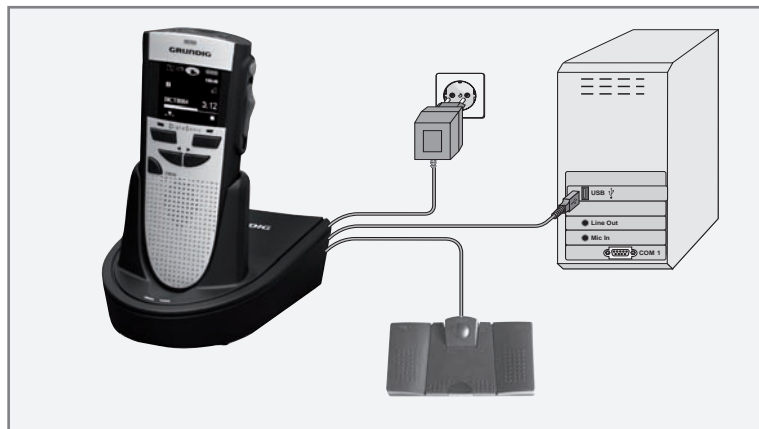


HINT

When the rechargeable battery is flat (total discharge), it may take up to two hours until the load indicator appears on the display. Please check if the dictation machine and the power supply work accurately. To do so, take out the rechargeable battery. Then connect the dictation machine with the mains supply and switch on the dictation machine.

PREPARATION

Charging the battery* – using the Digta Station 446*



- Connect your USB plug from the power supply cable to the »DC IN 5V« jack of the Digta Station*.
- Plug the power supply plug to the wall outlet.
 - The yellow indicator of the Digta Station* lights up.
- Switch off the dictation machine by moving the On/Off slide switch upwards to the »OFF/HOLD« position.
- With the dictation machine switched off, plug it into the Digta Station*
 - Shortly afterwards, the load indicator appears on the Digta display and the LED-indicator blinks green. The yellow indicator of the DIGTA Station flashes yellow during the loading process.
 - After approx. 4 hours the flat rechargeable battery is recharged. The charging indicators and the recording indicator disappear.





PREPARATION

Notes on rechargeable battery 466*



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

When the rechargeable battery is fully charged, you can use the Digta up to 9 hours (DSS Standard Play).

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

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

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

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



IMPORTANT

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.

* Optional equipment

PREPARATION

Power supply operation via USB

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

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



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

Power supply operation

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

– Display for power supply operation »🔌«.

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

PREPARATION

Inserting and removing replaceable memory cards

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

Use Digta Cards 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.



i HINTS

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

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

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

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

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

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

PREPARATION

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

! IMPORTANT

It is essential that the notes in the chapter “**The menu – Formatting**” be observed.

Formatting replaceable memory cards

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

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

The »**Format, delete all?**« display should also be acknowledged with the right selection button »✓«.

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

New memory cards may only be formatted using the “Formatting” menu function.

! IMPORTANT

It is essential that the notes in the chapter “**The menu - Formatting**” be observed.

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



SWITCHING ON THE MACHINE

Switching on and off

Initial switching on



- Move the On/Off switch down to »ON«.
- Select a language with the navigation buttons »◀▶« and confirm with the right selection button »✓«, for example, »English«.
- An authors list appears when more than 1 author (a maximum of 20 authors is possible) is configured. Please select your name and confirm with the right selection button »✓«.
- The author's list is created by the administrator at the PC and transferred to the dictation machine.

i HINT

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

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

SWITCHING ON THE MACHINE

Subsequent switching on


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

Switching off

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

Key lock

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

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

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



NAVIGATION

Navigation in the menus

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



EASY MODE - MENU MODE

The EASY MODE serves for making the pure dictation functionality of the Digta 420 available for the author.

The menu functions are switched off in the EASY MODE. Instead of this, a delete button and an insert button are permanently available.

The advantages of the EASY MODE are:

- All important functions (dictating-, delete- and insert functions) are available on the buttons.
- The display is more neatly designed because only the dictation information is displayed.
- Operating errors of rarely used functions (e.g. change folder, delete the entire memory, restore counter, insert info/index) are excluded.
- All device settings (e.g. microphone sensitivity, length of display illumination) which have been set in the MENU MODE remain after switching over to the EASY MODE.



HINT

Grundig Business Systems recommends to perform all settings in the MENU MODE, to activate the desired workflow functions and then switchover to the EASY MODE.

Switchover from EASY MODE - MENU MODE

The switchover from the **EASY MODE** to **MENU MODE** is achieved through switching on the Digta 420.

- To switchover between the MENUS, press the „**NEW**“ button when switching on the Digta 420 till the initial display view appears on the display (hour glass and progress bar).

A detailed description how to operate with the Digta 420 in the EASY MODE is available in the attached Quick Reference Guide.



Entering the four digits PIN

Your dictation machine comes with a PIN/PUK function. The PIN (Personal Identification Number) is activated via the supplied PC software. Afterwards you have to enter your PIN each time when you switch on your dictation machine. Die PIN (personal identification number) can be activated by means of the supplied PC software in the menu item „configuration/extended...” or contact our service hotline under.

www.grundig-gbs.com
Support / Contact Info

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

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

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



PIN / PUK

Entering the eight digits PUK

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



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

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

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

Saving dictations on removable memory cards

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



- EXT No PIN protection
- Confirm with the right selection button »✓◀ that you would like to work with an external memory card without PIN protection.


RECORDING


Saving dictations, selecting a folder

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

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










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

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



Selecting a folder

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

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

RECORDING

Dictation



- Speak in a direction just over the dictation machine.

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

New dictation

- Move the slide switch to »■STOP«.
- Press the »NEW« button.
 - A new dictation with the next highest number available is created, display: »DICT0008« for example.
 - The time and date are saved together with each new dictation (displayed only on the PC).
 - The red recording indicator starts blinking, the white Disc symbol »●« appears in the display as well as the Pause symbol »||«.
- Move the slide switch to »●REC«.
 - The recording indicator blinks, the Disc symbol »●« starts spinning in the display and the Pause symbol turns into a Recording symbol »●«.
 - The device is recording.



RECORDING

Recording pause



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

End recording

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

Modifying the dictation

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

Pay attention to the remaining free memory space. In EASY MODE the free memory space is displayed firstly after the capacity falls below a value of 60 minutes.

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



RECORDING



- Move the slide switch to »●REC« and dictate the new text. The red recording indicator lights up, the white Disc symbol »🌀« starts to spin in the display and the Pause symbol turns into the recording symbol »●«.

! IMPORTANT

This will overwrite your old dictation starting at this point.

- At the end of the dictation move the slide switch to »■STOP«.
 - The red recording indicator starts blinking.
- Press the left button »↶« or move the slide switch to »▶PLAY«. The recording is turned off.

i HINT

If you move the slide switch to »●REC« immediately after selecting the dictation, your dictation will be appended.

RECORDING

Inserting a part of a dictation

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

Pay attention to the remaining free memory space. In EASY MODE the free memory space is displayed firstly after the capacity falls below a value of 60 minutes.



- Move the slide switch to »■STOP«.
- Select the desired dictation with the navigation buttons »◀▶« (see „Select dictation and listen to it“).
- Move the slide switch to »▶PLAY«, to listen to the dictation.
- During play-back, move the slide switch to »■STOP«, once you have reached the dictation position at which you wish to insert the text.
- Press the left selection button »📄↔«, to enter the modify menu.
- Select the Insert »_▼_« function.
- Select the "Insert Part" »📄« function from the menu and confirm with the selection button »✓«, the LED indicator starts blinking orange, the white Disc symbol »🌀« and the Pause symbol »||« appear in the display..
- Move the slide switch to »●REC« and dictate the text you want to be inserted.
- Move the slide switch to »■STOP« once you have finished inserting the text.
- Press the left button »↶« or move the slide switch to »▶PLAY«. The recording is turned off.



RECORDING

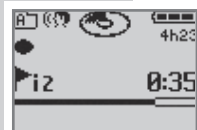
The info function and the index function

In MENU MODE AS an integral part of a dictation, you can record information (»I« = Info) for your typist and mark them, or set index marks (»I« = Index) for specific parts of the dictation. Info »I« or Index »I« appears in the display and the number of info or index (DSS: from 01 to 16. DSS Pro: from 01 to 32). You will hear an audible signal during play-back. These messages and indexes are transferred to the PC with the dictation.

Inserting an info

In the MENU MODE, you can insert a new info at the current dictation position during recording.

- Move the slide switch to »■STOP«.
- Move the slide switch to »●REC«.
- The recording indicator lightens up, the Disc symbol »●« starts to spin in the display and the Pause symbol turns into the recording symbol »●«.
- The device is recording now. The symbols for Info »I« and Index »I« are displayed in the bar for the key functions.
- Press the selection button »I« to insert an info at the current position.
- The next highest info number, for eg. »I2«, appears in the display.
- Speak the info text when the next higher info number appears in the display, e.g. »I2«.



RECORDING



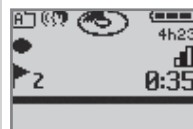
- Move the slide switch to »■STOP« once you have finished inserting the text.
- Press the left button »⏮« or move the slide switch to »▶PLAY«. The recording is turned off.

Inserting an index

In the MENU MODE, a new index can be inserted at the active dictation position during recording.




- Move the slide switch to »■STOP«.
- Move the slide switch to »●REC«.
 - The recording indicator lightens up, the Disc symbol »●« starts to spin in the display and the Pause symbol turns into the recording symbol »●«.
- Press the right selection button »▶«.
 - The next highest info number briefly appears in the display, »i2« for example.
- Move the slide switch to »■STOP«.
- Press the left button »⏮« or move the slide switch to »▶PLAY«. The recording is turned off.



RECORDING

Dictating using the foot control

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

Note:

If the dictating machine is switched on or off in the Digta Station* and the Digta Station* is connected via USB cable to the PC, the dictation machine is switched to USB parallel operation.

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

Left pedal

- Rewind;

Middle pedal

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

Right pedal

- Start/stop recording and play-back.



HINT

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

PLAY-BACK

Select dictation and listen to it

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

HINT

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



- If you wish to interrupt the play-back, move the slide switch to »■STOP«.
 - The black Disc symbol »●« will stop spinning in the display. The status bar stops moving.



PLAY-BACK

Setting the volume



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

Skip quickly to the start or end of a dictation



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

HINT

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

Fast play-back



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



PLAY-BACK

Fast forward and rewind

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

Inserting an info

In the MENU MODE, you can insert a new info at the active dictation position during play back.

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



PLAY-BACK



- The next highest info number appears in the display, »i2«, for example.
- Move the slide switch to »■STOP« at the end of your recording.
- Press the left button »⏮« or move the slide switch to »▶PLAY«. The recording is turned off.

Inserting an index

In the MENU MODE, a new index can be inserted at the active dictation position during recording.

- Move the slide switch to »■STOP«.
- Select the desired dictation with the navigation buttons »◀▶« (see „Select dictation and listen to it”).
- Move the slide switch to »▶PLAY«, to listen to the desired dictation.
- Move the slide switch to »■STOP«, during play-back when you have reached the position where you want to insert your index.
- Press the left selection button »📄↔«, to enter the modify menu.
- Select with the navigation buttons »◀▶« the menu function »-▼-« (insert recording).
- Select the index function »↑« from the shown display to insert an index and confirm with the selection button »✓«, the red recording indicator flashes, the white Disc symbol »📀« and the Pause symbol »||« appear in the display.

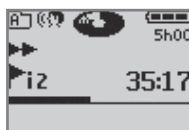


PLAY-BACK

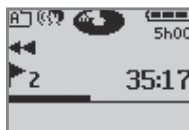


- The next highest info number shortly appears in the display, for e.g. »↑2«.
- Move the slide switch to »■STOP«.
- Press the left button »↑« or move the slide switch to »▶PLAY«. The recording is turned off.

Search for info or index



- Move the slide switch to »◀◀REW« or press the »▶▶FFWD« button.
- At an index and at the beginning of every info message, the "winding" briefly stops and you will hear one signal. At the end of an info message you will hear two signals.
- The message is shown in the display, e.g. »↑i2« or »↑2«.





i HINT



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

PLAY-BACK

Transcription with foot control

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

NOTE

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

- The pedals on the foot control are designed for hands-free dictation in the default setting. For transcription mode, you first have to activate »Play-back« in the »Foot control« menu item. See section "Foot control" in chapter "THE MENU".
 - Left pedal
 - Reverse;
 - Middle pedal
 - Fast forward;
 - Right pedal
 - Start/stop play-back.
- Press the foot control.

#9734



**File
read
only!**



NOTE

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

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

Automatic backspace

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

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



NOTE








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

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

MODIFY MENU

Editing an existing dictation

In the modify menu, several functions are provided to work on a stored dictation. The dictation machine must be switched on in the MENU MODE,.

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





MODIFY MENU

Display or modify data set in the dictation.

In the modify menu, additional data e.g. patient- or client data can be assigned to each individual dictation by means of the data set-function. The data can be assigned to the respective dictation by means of a scanner when patient-numbers or folder numbers are administered through barcodes in order to avoid mismatches. See chapter „The Menu / Data list“.


- Move the slide switch to »■STOP«.
- Select the desired dictation by means of the navigation button »◀▶« (see „select and listen to a dictation“).


Press the left selection button in the MENU MODE »◀«, to enter the modify menu.

- Select from the display the data set function »«.

– A dictation which already includes data is highlighted with the „ID“ symbol. It is displayed on the right side above the dictation time indicator.

- The symbols »   « appear on the display.

»« – Show or change data set of the dictation.

- Confirm with the right selection button in order to view further data of the data set.
 - Firstly the ID can be viewed by means of the left navigation button, and the individual data by means of the right navigation button.
- Confirm the data set which shall be entered in the active dictation by means of the right selection button or press the »« button, if you only like to read the data.



» « – Allocation or indication of a data set of the corresponding barcode or RFID.

The functions are only available in combination with DIGTA Scan 404* or DIGTA RFID 414*.

- Hold the scanner near a barcode or RFID-tag and press the right selection button »✓«.
- The successful reading of the ID is indicated by a signal tone.

The corresponding data set will appear on the display.

- Confirm it with the right selection button in order to view additional data of the data set.
 - Firstly the ID can be viewed by means of the left navigation button, and the individual data by means of the right navigation button.
- Confirm the data set which shall be entered in the active dictation by means of the right selection button or press the »⬆« button, if you only like to read the data.



» « –Delete a data set of the dictation

- A prompt appears and you will be asked whether you really want to delete the entire dictation »?«.
- If so, confirm it by pressing the right selection button »✓«.
- The data set is deleted. There is no data set stored in the current dictation anymore. The data set in the data list remains and can be assigned to another dictation.

- An assigned data set in the dictation is marked with the symbol »ID« and is displayed above of the time indicator.

MODIFY MENU

Setting a priority to a dictation


You can add a priority to a dictation.

HINT

In the DSS standard, the priority levels ranging from 1 (high priority) to 16 (no priority) are selectable. The dictation machine can allocate for each assigned author an individual maximum of author priority to a dictation. The presetted priority for the author Dict is 15.

The dictation machine should be configured with the corresponding PC software. Transfer your author name together with a maximum priority smaller than 16 to your dictation machine. The installation of the dictation machine software configuration within a network is carried out by a system administrator.



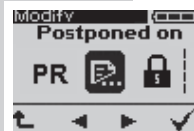
- Move the slide switch to »■STOP« during recording.
- Select the chosen dictation with the navigation buttons »◀▶« (see „Select and listen to a dictation“).
- Press the left selection button »«, to go to the Modify menu.
- Select the »PR« priority function from the display.
 - The dictation is marked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

MODIFY MENU

Postpone a dictation

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

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



MODIFY MENU

Dictation lock

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

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



DELETING A DICTATION

Deleting an entire dictation

Herein is the cancelling in the MENU MODE described. Please read the contents item "Deleting of a dictation" provided in the Quick Reference Guide when you prefer to operate in the EASY MODE.



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

DELETING A DICTATION

Deleting the contents of a folder

In MENU MODE not only can you delete individual dictations but also the contents of a selected folder or the contents of all folders.

- Move the slide switch to »■STOP«.
- Select the main menu featuring the »☰« symbol with the right selection button.
- Select the menu command »X« and confirm with the right selection button »✓«.



- The following symbols will appear in the display:

⌚ – Delete selected dictation

☒ – Delete selected folder

☒ – Delete all folders



HINT




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

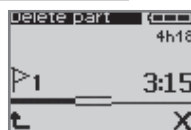
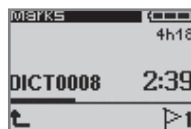
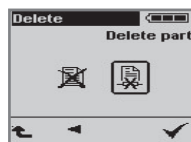
- Using the navigation buttons »◀▶« select the icon for the desired function and confirm by pressing the right selection button »✓«.
- Confirm the »?« query for final deletion of the selected folder or all folders with the right selection button »✓«. The dictation is deleted now.
- If you would not like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



DELETING A DICTATION


Deleting a part of a dictation

- Move the slide switch to »■STOP« in the MENU MODE.
- Select the folder in which your dictation is located (see "Saving a dictation, selecting a folder").
- Select the desired dictation using the navigation buttons »◀▶«. The selected dictation name appears in the display.
- Move the slide switch to »▶PLAY« and to »■STOP« at the desired position in the dictation.
- Press the left selection button »« to change the menu.
- Confirm the Deleting function »X« to change the menu with the right selection button »✓«.
- Select the »« symbol in the submenu that now appears and confirm by pressing »✓«.
- Press the right selection button »P1« to set the starting position of the text to be deleted.
- Using the slide switch, now search for the desired end position of the text to be deleted.
- Press the right selection button »P2« to set the end position.
- Press the right selection button »X« once again. The selected part is deleted.
- If you would not like to delete the part of the dictation, press the left selection button »«.



















THE MENU

Functions in the menu at a glance


















- Press the right selection button »« in the MENU MODE. With the navigation buttons »◀▶« you may select the following functions and confirm them with »✓«



-  – Delete; delete the current dictation, delete all dictations in the current folder, delete all dictations in all folders.
-  – Selecting a folder (main folder and subfolder A, B, C, D or E); for sorting new dictations and playing back the dictations stored in the various folders.
-  – Data list-functions (are only available when the data list was monitored or read in):
 -  – Delete data list.
 -  – Search for the data set by means of the scanner.
 -  – Select a data set for a new dictation.
 -  – "Enable" data list in the workflow.
-  – Scanner-functions (only with DIGTA Scan 404* or DIGTA RFID 414* available):
 -  – Delete barcode/RFID.
 -  – Scan barcode/RFID
 -  – Search for the corresponding dictation of the barcode/RFID.
 -  – Enable scanner in workflow.
 -  – Programming of the barcode-reader.
-  – Activate workflow functions (group, typist, dictation type, priority, No./reference).
-  – Switch functions:
 -  – Set microphone sensitivity.

* Special extras

THE MENU

-  – Voice activation (if enabled the dictation will be automatically suspended if it is interrupted).
USB connection or only if manually selected.
-  – Preselect time when the energy saving, non-operative state shall be activated automatically. The Digta will completely switch off 30 minutes later.
-  – Switch off audio signals.
-  – Switch display lighting on/dimmed.
-  – PC file transfer occurs either automatically via
-  – Switch off the speakers for play-back with ear-phones in the Digta Station*.
-  – Changing the fast forward / rewind speed.
-  – Selects the functions of the foot control for recording or play-back
-  – Changing the automatic backspace time.
-  – Set an index or 1.5 fold play-back speed with the right selection button during play-back.
-  – Dictation position number indicator on/off.
-  – Time indicator on/off.
-  – Modify date and time format
- – Display of ID-contents (barcode) on/off.
-  – Settings; here is where you can change the basic settings of the device:
-  – Information about serial number and firmware version.
-  – Selection of the DSS type (DSS Standard "SP", DSS Pro "QP") and encryption.
-  – Change date/time.

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– Reset dictation counter to "1".

PIN

– Change individual identification number (PIN).



– Reformat the data storage device. All dictations and other files will be erased.



– Restore the default settings. All dictations, files, and all settings will be erased.



IMPORTANT ! Data loss!



– Selection of the display language.

Functions available if the device is connected to a PC:



– USB parallel operation

The PC identifies the device as USB removable medium for dictation/file transfers. Additional USB audio and USB HID: Activate the dictation machine as PC microphone (without recording), when connected to a PC, for example for direct dictation to the Grundig PC software or to a voice recognition system.



– USB powered

The PC doesn't recognize the device; for record/play-back like under rechargeable battery operation.



HINT

If there are more than one author the menu item „Factory setting“ is not available and the „Formatting“ menu point is only visible if there are no dictations (.DSS/.DS2) on the Digta.

To be able to format the Digta ensuring that no other dictations are accidentally deleted, the user has to transfer all dictations to the PC first.



THE MENU

Data list

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

This information is created on your PC in the CSV format (comma separated values), e.g. via Excel, stored under the name „ids.csv“ and transferred to the Digta's panel directory (see »Carrying out a firmware update«).

This information is scanned in after switching on the dictation machine again.


Example:

```
„ID“, „Name“, „First name“, „Date of birth“  
„1443“, „MARK O'Public“, „Peter“, „24.05.2000“ .  
„3221“, „MARK O'Public“, „Helen“, „01.01.1911“
```

The values are separated through commas/semicolons. The first line contains the field names. These values may be inside of quotation marks.

Search for the data set by means of the scanner:

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


- Select with the navigation buttons »◀▶« the menu item „data list“ »« and confirm it with the right selection button »✓«.
- Select with the navigation button »◀▶« the menu item »Scan ID« and hold the scanner near a barcode or RFID-tag and press the right selection button »✓«.
-The successful reading of the ID is indicated by a signal tone. The corresponding data set will appear on the display.



THE MENU

- »[No found]« is displayed in case that the scanned barcode or RFID-tag is not allocated to a dictation.
- Confirm with the right selection button »✓«, in order to view additional data of the data set.
 - Firstly the ID can be viewed by means of the left navigation button and the individual data by means of the right navigation button.
- In case that you like to start a new dictation in which this data set shall be entered, confirm it with the right selection button „NEW“.
- Move the slide switch to »● REC«.
 - The dictation machine will start the recording.
- Or press the »✓« button, if you only like to read the data.

Select data set for a new dictation:

- Select with the navigation buttons »◀▶« the menu item „data list“ »« and confirm it with the right selection button »✓«.
- Select with the navigation buttons »◀▶« the menu item »Select« and confirm it with the right selection button »✓«.
- Select with the navigation buttons »◀▶« the desired data set and confirm it with the right selection button in order to view additional data of the data set.
 - Firstly the ID can be viewed by means of the left navigation button and the individual data by means of the right navigation button.
- In case that you like to start a new dictation in which this data set shall be entered, confirm it with the right selection button „NEW“.
- Move the slide switch to »● REC«.
 - The dictation machine will start the recording.
- Or press the »✓« button, if you only like to read the data.




THE MENU

Deletion of the data list:

i HINT

This function enables the deletion of the entire data list. The data list functions are unavailable afterwards until a new data list has been read in.

- Select with the navigation buttons »◀▶« the menu item „data list“ »« and confirm it with the right selection button »✓«.
- Select with the navigation buttons »◀▶« the menu item »Delete« and confirm it with the right selection button »✓«.
- Confirm the cancellation with the right selection button »✓«.








THE MENU


Group

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



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

HINT

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






Confirm with the »✓« button.

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


THE MENU

Typist

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

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

HINT

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

Confirm with the »✓« button.









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






THE MENU

Dictation type

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

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

HINT

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

Confirm with the »« button.

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



THE MENU

Priority


With the function »**Priority**« you can determine if the new dictation shall have priority because it urgently needs to be typed before the other dictations.

The dictation is marked with »**PR**« and is displayed above the time data.

HINT

In the DSS standard, the priority levels ranging from 1 (high priority) to 16 (no priority) are selectable. The dictation machine can allocate for each assigned author an individual maximum of author priority to a dictation. The presetted priority for the author Dict is 15.

The dictation machine should be configured with the corresponding PC software. Transfer your author name together with a maximum priority smaller than 16 to your dictation machine. The installation of the dictation machine software configuration within a network is carried out by a system administrator.

- Go in the menu item workflow lists »« and confirm it with the right selection button »✓«.
- Select the menu item »Priority PR« and confirm it with the button »✓«.
- Select the priority settings by means of the navigation button »◀▶«.

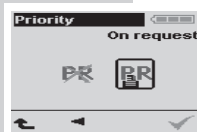
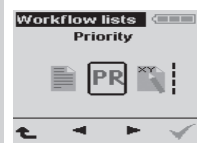


- You may select between »no priority« and »with priority« (level of an author's maximum priority) when starting a new dictation.



- Priority is not set when starting a new dictation.



- Confirm it with »✓«.





THE MENU


No./Reference

The function »No./Reference« enables to input up to 16 characters for this dictation – for example: folder number or patient number.

- Go in the menu item workflow lists »« and confirm it with the right selection button »✓«.
- Select the menu item »No./Reference«  and confirm it with the button »✓«.
- Select by means of the navigation button »◀▶« between »Automatic«, »On request« or »No entry«.

 – Automatic - each new dictation has the same number or reference.

 – On request - the input of characters is put at disposal for each new dictation.

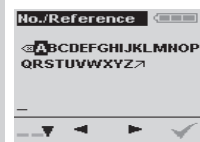
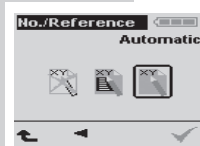
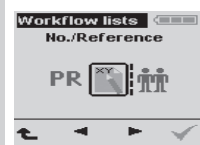
 – No entry - no number/reference has to be selected for each new dictation.

- When having chosen the function »On request« in a new dictation, an empty display field will be shown for the first time. When having entered a no./reference in the previous dictation, then this will be displayed also in the next dictation. You can either accept it or delete it. Press the navigation button »◀▶« in order to access the selective list including the numbers and references.

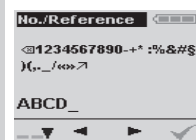
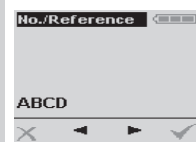
- Select by means of the navigation button »◀▶« the character. For acceptance, confirm it with the »_ _▼« button.

HINT

In order to improve the reference selection list, the system administrator may restrict the set of characters, for example, if only numbers (patient numbers) are accepted.



THE MENU



- Repeat the entry for additional characters and, at the end, confirm them with the »✓« button.
- Confirm the entry with the »✓« button or delete the entry with the »X« button.

i HINT


Numerics and special characters are available in the second subdirectory of the reference set. For this purpose, select by means of the navigation button »◀▶« the sign »↗« and confirm it with the »✓« button. Select the same sign »↗« again to return to the last directory.

Select by means of the navigation button »◀▶« the sign »↘«, and confirm it with the »_ _▼« button in order to delete the last adopted character.

THE MENU

Microphone sensitivity

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

- Go to the menu item »« and confirm with »✓«.
- Set the sensitivity of your microphone using the navigation buttons »◀▶«.



– Recommended for loud speakers. Prevents overmodulation for dictations which are processed by a voice recognition system.



– Normal setting for dictations.



– Conferencing. The machine can still record accurately if it is positioned on a conference table.

- Confirm with »✓«.






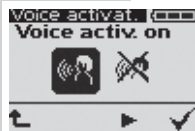
THE MENU

Voice activation

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




- Go to the menu command »« and confirm with »✓«.
- Select »« (Voice Activation ON) or »« (Voice Activation OFF).
- Confirm with »✓«.



THE MENU


Automatic power off

With the „**SLEEP MODE**“ »




27.04.2007
11:07:32





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

- Select the menu item »- Confirm with the right selection button »✓«.
- In the sleep mode date and time is displayed like a screen saver.

THE MENU

Audio signals

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

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



HINT

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

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






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

THE MENU

Dimmed



This function serves for setting the time period of the display illumination brightness. The illumination is dimmed after a few seconds to save battery.

- Go in the menu item „Dimmed“ »« and confirm it with the button »«.
- Select now »always dimmed“ »«, the number of seconds you prefer to have a bright illumination or »never dimmed“ »« (always bright).
- Confirm it with »«.





THE MENU

USB connection automatic / manual

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






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

THE MENU

Speaker

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



- Select the menu item »« and confirm with the right selection button »✓«.
- Select »« (Speakers ON) or »« (Speakers OFF).
- Confirm with the right selection button »✓«.

HINT

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

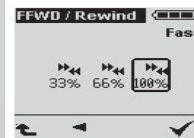


THE MENU

Fast forward / rewind

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

- Go to menu item »FFWD/Rewind» and confirm with »✓«.
- Use the navigation buttons »◀▶« to select the speed. The selected function turns black.
 - »◀◀◀ 33% – Very slow FFWD/Rewind speed (approx. 1/3 of the fast setting)
 - »◀◀ 66% – Slow FFWD/Rewind speed (approx. 2/3 of the fast setting)
 - »◀◀ 100% – Fast FFWD/Rewind
- Confirm with »✓«.






THE MENU

Foot control

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



- Select the menu item »« and confirm with the right selection button »✓«.
- Use the navigation buttons »◀▶« to select "Record" »« or "Play-back" »« and confirm with the right selection button »✓«.

Foot control assignment during recording

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

Left pedal

- Rewind;

Middle pedal

- Press briefly to switch recording on or off (same function as slide switch »●REC« on the dictation machine);
- Hold down (approx. 1.5 seconds) for a new dictation. The red recording indicator lights up and a new dictation name, e.g. »DICT0002« displayed (same function as the »**new**« button on the dictation machine);

Right pedal

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

HINT

Select the fast forward function using the button on the dictation machine.

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

Foot control assignment during play-back

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

Left pedal

- Rewind;

Middle pedal

- Fast forward;

Right pedal

- Start/stop play-back.

MENU




Automatic backspace

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



HINT

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

- Go to menu item »Auto Backspace  and confirm with »✓«.
- Use the navigation buttons »◀▶« to select the duration of the automatic backspace. The selected function turns black.
 -  0s – Automatic backspace off. Normal setting for play-back.
 -  2s – 2, 4, 6, 8, 10 seconds. Duration of play-back from the most recent dictation position.
- Confirm with »✓«.

Setting an index during play-back

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






- Select the menu item »▶◀ "Index in play" and confirm with the right selection button »✓◀.
- Select the Index function »▶◀ or Change Speed function 1,0/ 1,5 »▶1,5◀ and confirm with the right selection button »✓◀.



THE MENU

Dictation position number

The dictation position number indicates where in the current folder the selected dictation is located. You are additionally shown the total number of dictations in the folder. This function allows you to switch off the position indicator to improve overview on the display during recording or playback. To activate/deactivate the indicator, proceed as follows:

- Select the menu item » « and confirm with the right selection button »✓«.
- Select » « (Dict.No. on) or » « (Dict.No. off).
- Confirm with the right selection button »✓«.






HINT

The dictation position number is not displayed in the EASY MODE.

THE MENU

Time indicator

This function allows you to switch off the time indicator to improve overview on the display during recording or playback. To activate/deactivate the indicator, proceed as follows:

- Select the menu item »« and confirm with the right selection button »✓«.
- Select »« (Time on) or »« (Time off).
- Confirm with the right selection button »✓«.



HINT

The time is not displayed in the EASY MODE

THE MENU

Date format

This function serves for setting a date format.

- Go in the menu item “date format” » ^{31.12.}01:59 « and confirm it with the button »✓«.

- Select by means of the navigation button »◀▶« between the following formats:

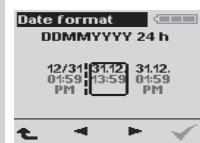
^{31.12.}01:59
13:59 – European date format with 24-h display.

^{31.12.}01:59
PM – European date format with 12-h display.

12/31
13:59 – American date format with 24-h display.


12/31
01:59
PM – American date format with 12-h display.

- Confirm the selected date format with the right selection button »✓«.




Display ID

With this function you can set the ID display format.

- Go to the menu item "Display ID" »  « and confirm it with »✓«.
- Select by means of the navigation button »◀▶« between the 2 display possibilities:

☐ ID – Display as symbol "ID"

 – Alphanumeric display of ID based on the dictation name, for example, barcode in numerics.

- Confirm the selected display format with the right selection button »✓«.



THE MENU

Version

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



- Go to the »i« menu item and confirm with »✓«.

– The serial number of your dictation machine and the version number of the firmware (software) appear in the display.



i HINT

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

www.grundig-gbs.com.

THE MENU

DSS Pro

This function makes for the quality and storage capacity of your dictations. DSSPro allows to set the quality and encryption of dictations separately.



Quality Play (QP): 10 minutes recording require 2 MB, especially suitable for voice recognition. File ending ».DS2«.



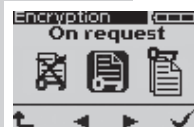
Standard Play (SP): 10 minutes recording require 1 MB, saving memory for listening and typing dictations in the typing department. File ending ».DSS«.



- Select the DSS standard »DSS« menu point and confirm with »✓«.
- Select between DSS »DSS« and DSS Pro »DSS PRO« and confirm with »✓«.
- More setting options are only available (eg quality, encryption) if you select DSS Pro. DSS-Pro dictations are not displayed in the DSS mode.



- Select between quality »SP« and encryption then »Q« and confirm with »✓«.
- These settings affect the recording quality of the dictation.



- Select between Quality Play »QP« and Standard Play »SP« and confirm with »✓«.
- In the menu of the dictation encryption you have the same menu items as for the workflow lists. Select between »no entry« »on request« and »automatically« and confirm with »✓«.

THE MENU

Time, date

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






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

THE MENU

Dictation counter

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



- Go to the »« menu item and confirm with »✓«.
- The »« and »« symbols appear in the display.
- Confirm with »✓«.

– The next new dictation then has the lowest free number (for eg.: »DICT0005«).



THE MENU

Modifying the PIN

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



- Select the »PIN« menu item and confirm with the right selection button »✓«.

- Enter the old PIN via the navigation buttons »◀▶« (confirm the digits with the right selection button »✓«)

– Each entered PIN will be overwritten through a "*" symbol for protection reasons.



- Enter the new PIN via the navigation buttons with the right selection button »✓«) and repeat entering the new PIN for security reasons.

THE MENU

Formatting

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



HINT

If a list of several authors is installed this function is only available if there are no dictations in the memory. This ensures that dictations from another user are not accidentally deleted.



IMPORTANT ! Data loss!



This function will delete all files and dictations on your dictation machine.

- Select the Format »< menu item in the settings menu and confirm with the right selection button ».



IMPORTANT

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

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

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



IMPORTANT

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

THE MENU

Default settings

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








HINT

If a list of several authors is installed this function is only available if there are no dictations in the memory. This ensures that dictations from another user are not accidentally deleted.

IMPORTANT ! Data loss!

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

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

Your device will be reset to the following settings:

Folder – main folder;

Microphone sensitivity – Dictation (normal setting for dictations);

Voice Activation – off;

Switch off automatically – after 5 minutes;

Audio signals – all audio signals on;

Dimmed – 15 seconds;

Time, date – 01.01.2009, 00:00;

Workflow lists – Typist, dictation type, group,
No./reference automatic, priority off;

USB connection – automatic;

Speaker – on;

FFWD / rewind – Fast;

Foot control – Recording;

Auto backspace – Automatic backspace off;

Index in play-back – off, right selection button for
speed change;

Dictation position number – on;

THE MENU

Time indicator – on;

Date format – European, 24 hours;

Display of ID – ID-symbol;

Dictation counter – 1;

PIN – retained, not reset to 0000;

DSS/DSS Pro – DSS

Language – Englisch

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

Language



This function makes for the language of the menu display.

- Select the »**ABC**« language menu item and confirm with the right selection button »**✓**«.
- Select the desired language with the navigation buttons »**◀▶**« and confirm with the right selection button »**✓**«.



OPERATION WITH DIGTA STATION

Digta Station*

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

USB interface

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

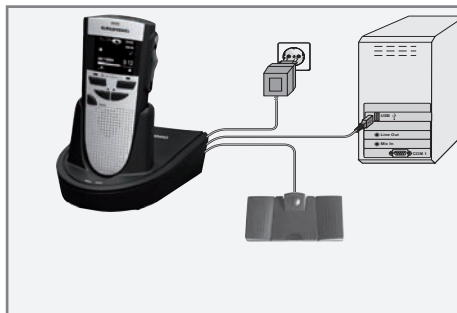
Additionally you may use a USB audio / HID function to dictate into the Grundig Business Systems PC software or in voice recognition systems.

Foot control*

It's possible to plug in a foot control for hands-free dictations.

Charging unit*, power supply

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



COMMUNICATION WITH THE PC

The Grundig Business Systems PC software

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

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

System requirements

Pentium processor (500 MHz or higher)

Operating systems:

WIN 2000 SP4 Rollup1

WIN XP SP2

WIN Vista

WIN 7

USB 1.1 or 2.0 serial interface

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

COMMUNICATION WITH THE PC

Connecting and separating the dictation machine and the PC

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



IMPORTANT

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




HINT

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


USB parallel operation



PC file transfer

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

Now you can transfer data between PC and dictation machine.

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




* Optional equipment



COMMUNICATION WITH THE PC



PC microphone operation, USB Audio, USB HID

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

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

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

COMMUNICATION WITH THE PC

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

Configuration of the dictation accompanying note


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

If you are a member of a pre-installed dictation network, you will find all available settings in the PC software under »Configuration«. If you are a single user without connection to a local network, you can create users, dictation types and groups in the PC software in the »Settings« menu with the function »General Settings«. You will then be able to send your name as author, the maximum author priority, 20 transcribers, 20 dictation types and 20 group designations to your dictation machine under »Configuration«. When you turn on your dictation machine, your name as author will be briefly displayed instead of »DICT«. The accompanying note for the dictation may be individually filled in for each new dictation via the workflow lists.

FIRMWARE UPDATE

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

Carrying out a firmware update

- Switch on the PC and start Windows.
- Use the USB cable to connect the dictation machine to the PC.
- Switch on the dictation machine.
- The »« symbol appears on the display of the device and the dictation machine is identified by the PC as a removable disk.
- You will find the
»gh0421.hex«

file on the »www.grundig-gbs.com« website under Service/Download/Firmware/ZIP, as well as in the »Firmware\Digta0421« folder on the provided CD.

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

- The dictation machine's recording LED flashes during transfer. Wait until data transfer is complete.
- Then, from the task bar, select the function „Savely Remove Hardware“, as otherwise the transfer may not be complete.



FIRMWARE-UPDATE

UPDATING.....



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

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

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



HINT

If you wish to load an old firmware once again, press the »new« button and the right selection button simultaneously when switching the Digta x420 on.

Using barcodes

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

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

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

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

HINT

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

DIGTA SCAN 404 BARCODE READER _____

Plugging in

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

! IMPORTANT

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

- Plug the Digta Scan into your dictation machine as depicted below:

! IMPORTANT

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










DIGTA SCAN 404 BARCODE READER _____

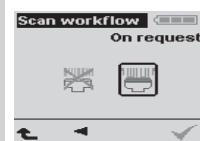
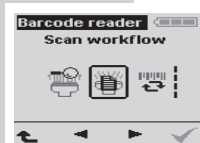
Unplugging

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

DIGTA SCAN 404 BARCODE READER _____

Switching the Digta Scan on and off

- The Digta Scan must be inserted and latched into the portable dictation machine.
Only when the Digta Scan is plugged in are the associated menu items available on the dictation machine.
- Switch on the dictation machine.
- Push the slide switch to »■STOP«.
- Press the »« button.
- Use the navigation buttons »◀▶« to select the main menu »« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select the sub-menu »« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »« or »« and then press »✓«.
 - »«, 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.
 - »«, when you create dictations with the »new« button, you are not prompted to scan even though the Digta Scan is plugged in.









HINT

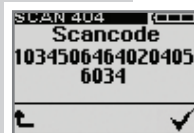
The selected setting is retained even if the Digta Scan is removed from the portable dictation machine. However, you can only change the setting when the Digta Scan is attached.

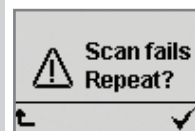
DIGTA SCAN 404 BARCODE READER _____

Scanning a barcode for a new dictation

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

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





HINTS

If the machine cannot read a code, it emits a double signal and displays the message »Scan fails Repeat ?«. Confirm the error message and repeat the scan procedure with »✓« or cancel it and continue dictating without barcodes by pressing »⏮«.

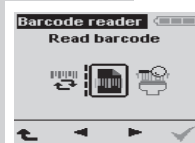
A maximum of 32 digits (two lines) of the scanned barcode can be displayed.

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

Displaying a barcode for a dictation



- Push the slide switch to »■STOP«.
- Use the navigation buttons »◀▶« to select the dictation.
 - If the dictation has a barcode, »ID« is displayed.



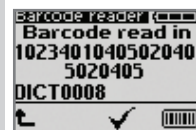
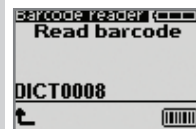
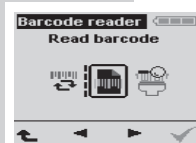
- Press the »ID« button.
- Use the navigation buttons »◀▶« to select the main menu »ID« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »ID« and then press the »✓« button.
 - The barcode is displayed.



DIGTA SCAN 404 BARCODE READER _____





Scanning a barcode for an existing dictation

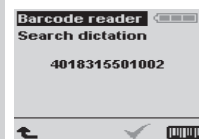
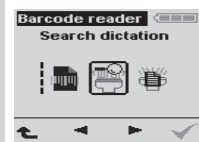
- Switch on the dictation machine.
- Push the slide switch to »■STOP«.
- Use the navigation buttons »◀▶« to select the dictation for which the barcode is to be scanned.
- Press the right button »☰«.
- Use the navigation buttons »◀▶« to select the main menu »☰« and then press the »✓« button.
- Use the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



DIGTA SCAN 404 BARCODE READER _____

Searching for a dictation belonging to barcode

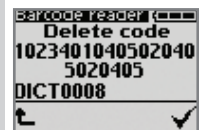
- Switch on the dictation machine.
- Push the slide switch to »■STOP«.
- Press the »»« button.
- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.
- Point the reader at the barcode and press the »«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



DIGTA SCAN 404 BARCODE READER _____

Deleting a barcode from a dictation

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



Configuring the Digta Scan barcode reader

Default symbologies

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

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

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

Programming code table

We provide a table with programming codes in barcode format.

You can open this PDF table with Acrobat Reader*.

You can print the required programming codes and then use them to configure the barcode reader. If the table is not supplied with your Digta Scan 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>

Preparing settings

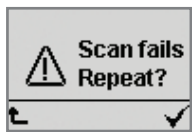
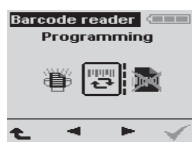
You can change the symbology settings (see also “Default symbologies”) as follows:

- 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.

DIGTA SCAN 404 BARCODE READER _____

Setting the Digta Scan barcode reader

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



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

HINT

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

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

HINT

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

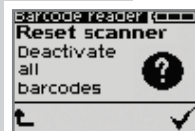
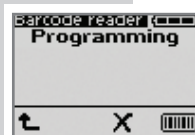
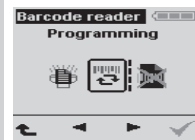
- Once you have made all the settings, press the »⏮« button to quit the menu.




DIGTA SCAN 404 BARCODE READER _____

Restoring the default settings

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

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



- Switch on the dictation machine.
- Push the slide switch to »■STOP«.
- Press the »« button.
- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.
- Use the navigation buttons »◀▶« to select »«
 - The »**Programming**« menu function appears in the display.
- Press the »X« button.
 - »**Deactivate all barcodes ?**« appears in the display.
- Press the »✓« button to leave only symbology EAN-13 enabled. Press the »⬆« button if you would like to keep the other symbologies enabled.
- Once you have made all the settings, press the »⬆« button to quit the menu.

Using RFID codes

RFID codes are located on RFID labels (TAG).

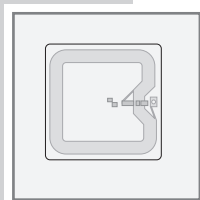
You can scan a RFID code for each new dictation. The detected codes are stored in the header of a DSS file in the “Subject” field, and thus displayed in the note that accompanies the dictation. Other programs that evaluate the DSS header (for example a database system) can classify the dictations according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

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

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

Connecting and removing the RFID reader

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




Turning the RFID Reader on and off


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



- Switch on the dictation machine.


- Push the slide switch to »■STOP«.


- Press the »« button.

- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.

- Use the navigation buttons »◀▶« to select »« and then press the »✓« button.

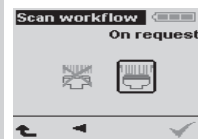
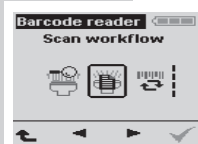
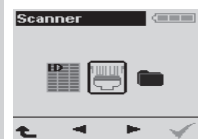
- Use the navigation buttons »◀▶« to select »« or »« and then press »OK«.

- »«, when you create a dictation with the »new« button, you will be prompted to it. You can now scan a RFID code and store it in the dictation accompanying note.

- »«, when you create a dictation with the »new« button, you will not be prompted to scan it, although the RFID Reader is connected.

HINT







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.

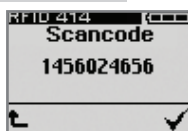


RFID READER DIGTA RFID 414



Scanning a RFID code for a new dictation

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

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



HINT

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


HINT

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

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

Additional functions

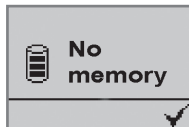
The RFID Reader has the same functions as the barcode reader.

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

- View the RFID code of a dictation;
- Scan the RFID code for an existing dictation;
- Search the dictation for a RFID code;
- Delete the RFID code of a dictation.



MESSAGES, ERROR NUMBERS



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

Remedy: Format the internal memory or memory card.

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

Remedy: Format the internal memory or memory card.

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

Remedy: Delete information or an index.

- 1584 »NOT SUPPORTED DSS FORMAT« – A dictation in this DSS format cannot be played back.

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

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

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

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

Remedy: Cancel the function if you do not want to

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

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

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

- 1612 »Data list wrong format« – Failures were noted during the reading process. The data list has not been transferred.

Remedy: Please check the contents of the ids.csv-file, if semicolons, commas or word wraps are missing. The individual data is limited to a maximum of 256 characters. The columns of the data set are limited to 128.

- 1613 »Data list too long« – The data list cannot be read in because the size of the data list is too large.

Remedy: Check the size of the ids.csv file. The maximum file size is 16 K Bytes. The number of columns is limited to 128.

- 2821 »Duplicate name after renaming« – A dictation is to be renamed. There is however already a dictation with this name.

Example: There are the dictations DICT0001.ds and DICT0001.ds2. The dictation DICT0001.ds should be encrypted afterwards. It would then also be named DICT0001.ds2.

Remedy: Connect the dictation device to the PC via USB. Rename the first dictation with the help of DigtaSoft or Windows Explorer. Then encrypt the second dictation.

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

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

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

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

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

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

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

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

9746 »STARTBMP ERROR« – Defective start logo.

Remedy: The start logo file is unlike startbmp.bmp or it contains errors. Use another revised startbmp.bmp file

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

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

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

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

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

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

9753 »FIRMWARE INCORRECT« – The gh0420.hex firmware file contains false data (e.g. firmware of another device).

Remedy: Perform an update with another gh0420.hex.

9756 »NO MEMORY« – Partial deletion has not started, since there is insufficient memory for temporary storage.

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

9758 »NO PART TO DELETE« – Partial deletion is not possible.

Remedy: Select a section for deletion.

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

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

9782 »DEL PART WITH INDEX« – The dictation section marked for deletion contains an index. For this reason, this section of the dictation cannot be deleted.

Remedy: Delete the index and then the dictation section.

9795 »NO MEMORY« – Not enough free memory.

Remedy: Delete dictations to have more memory available for the desired functions.

9796 »FILE READ ONLY« – The dictation lock (write /

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erasure protection) is activated.

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

9801 »INSERT TO INFO FORBIDDEN« – The current position of the dictation is contained in an information. It is not possible to insert into information.

Remedy: Delete the information and dictate a new one.

17674 »CARD NOT SUPPORTED« – If you use MultiMediaCards/SecureDigital Cards (MMC/SD) with insufficient writing speed, »Card not supported« appears in the display.

Remedy: Use a Digta Card by Grundig Business Systems.

17936 »UPDATE FILE ERROR« – Error of the firmware update.

Remedy: File error of the firmware gh0420.hex (false check sum). Update with another gh0420.hex file.

17937 »UPDATE VERSION ERROR« – This version of the firmware file is not loadable on this Digta.

Remedy: Update with another version of the gh0420.hex file.

17940 »FAT Error!« – The directory of the files could not be stored in the memory. Maybe the recording function was still active when removing the memory card.

Remedy: Switch the device off and switch it back on again. When this message pops up again, all dictations have to be deleted through formatting the memory.

17944 »DOWNGRADE, NO UPDATE« – The firmware ver-

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sion to be loaded in the Digta is older than the current version of the Digta.

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

- 17990 »FAT NOT SUPPORTED« – The internal memory or external memory card has been formatted incorrectly (e.g. FAT32).

Remedy: Format the internal memory or external memory card.

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

Remedy: Use a Digta Card by Grundig Business Systems.

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

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

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

Remedy: Use a Digta Card from Grundig Business Systems.

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

Remedy: You can continue using the machine if the message does not occur frequently. Replace old

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MMC/SD cards with new Digta Cards.

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

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

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

Remedy: Enter PUK.

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

Remedy: Copy a file with the name gh0420.hex into the SYSTEM folder and start the load of the old version afterwards.

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

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

Hotline, E-Mail:

www.grundig-gbs.com under Support/Contact info

