Digta 7

>> Quick Reference Guide

English

turn voice into ▶▶ action

GRUNDIG
Business Systems

⚠ This operating manual contains important instructions for safe and efficient handling of the Grundig Business Systems Digta 7 (hereinafter referred to as "device"). This operating manual is a 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

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The manufacturer
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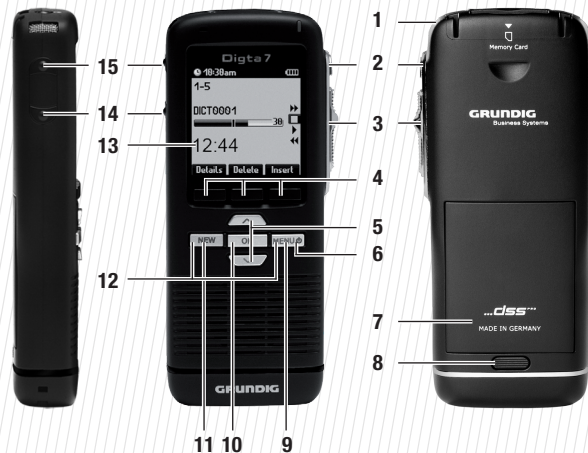holds the copyright.
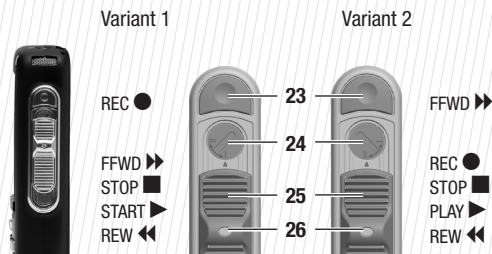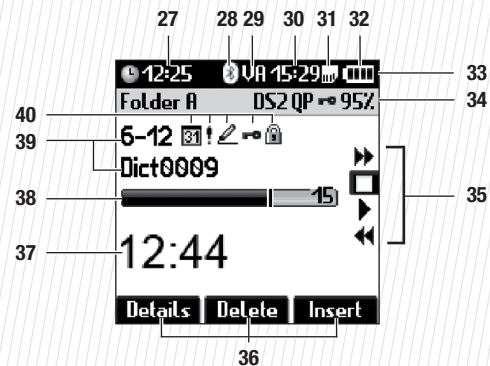
Illustration 1: Device front

Illustration 2: Connections top/bottom

Illustration 3: Slide switch variants

Variant 1
REC ●
FFWD ▶▶
STOP ■
START ▶
REW ◀◀

Variant 2
FFWD ▶▶
REC ●
STOP ■
PLAY ▶
REW ◀◀

Illustration 4: Display main screen

Comment Controls/Keys und Connections

No	Description	Meaning
1	Microphone hole	internal microphone
2	Thumb button	Variant I: Recording/stop of dictation Variant II: Fast forward • Only for devices with speech recognition*: Keep pressing: Activates speech recognition for input of numbers and letters Disengage the button: Deselection of speech recognition
3	Slide switch	Switch-setting functions are configurable by means of the adjustment screw and in the menu (see illustration 3)
4	Display buttons	Labeling in the display
5	Up-Down-buttons	Navigation
6	On/Off button	Digta On- and Off switching
7	Battery compartment	For rechargeable 962- or AAA-batteries
8	Unlocking button	Unlocking button for the battery compartment
9	Menu button	Digta menu access
10	OK button	Key button
11	New button	Create a new dictation
12	Left-right-buttons	Navigation

No	Description	Meaning
13	Display	Operational status indicator and indicator of the adjustable menu functions (for details see illustration 4)
14	lower function button	• Press button briefly: Help for the current On-/Off-setting of functions • Long pressing: Keylock On/Off switch
15	upper function button	Press button briefly: Display illumination On-/Off
16	Memory card*	Memory medium for recorded dictations
17	Recording LED	Multicolored LED lights up during recording, blinks regularly during recording pause • red = overwrite • orange = insert • green = play-back in USB-audio mode • yellow = USB-connection/data transmission
18	Microphone socket	Connection for external extra microphone
19	Card slot	For memory card
20	Earphone jack	Connection for earphone or headphone
21	Contact strip	Docking station connection
22	USB-connection	Interface for PC and Grundig power supply
23	Thumb button	Function depends on the variant
24	Adjustment screw	Variant setting for slide switch and thumb grasp button

No	Description	Meaning
25	Slide switch	Slide switch function depends on the variant
26	Touch Pin	Tangible slide switch setting
27	Clock	Time in hours and minutes
28	Bluetooth*	Bluetooth is active
29	Voice Activation	Speech activation On/Off
30	Remaining memory time	Display of free memory space in minutes and seconds
31	Card indicator	Memory card is inserted in the device, the data is saved on the external memory card.
32	Battery/rechargeable battery*	Charge level of battery; blinks when the batteries are low
33	Status bar	Device settings (see No 27-32)
34	Advanced status bar	• Folder name • File format/recording quality of the next recording • Encryption • Load: charge level in % • Discharge: display of remaining battery charge in hours and minutes

No	Description	Meaning
35	Slide switch functions	Switch-setting functions are configurable by means of the adjustment screw and in the menu ▶▶ Forward/fast forward ■ Stop ▶ Play-back ● Recording ◀◀ Rewind
36	Display button labeling	Function of display buttons in the current operational status mode
37	Dictation time	• After dictation selection: length of dictation • During recording and play-back: dictation time at the current recording-/play-back position
38	Progress bar	Shows the current dictation position and marks Insert Overwrite Info Index
39	Dictation field	Dictation data (dictation name, position number, dictation ID/bar code)
40	Dictation information	Marks further information of each dictation: Deadline, priority, postponed, encryption, dictation lock

* This product or function is not included in the delivery and available as an accessory.

Contents

Explanation of signalwords and symbols in this Operating Instruction

Important notes for your safety are highlighted. Please pay particular attention to these notes in order to avoid accidences and damages to the device:

Warnings

Warnings are indicated by symbols. In addition they are introduced with signal words that express the scope of the hazard.

- All instructions must strictly complied with!
- When working always act cautiously to prevent accidents, personal injury, or property damage!

⚠ DANGER

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

⚠ WARNING

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

⚠ CAUTION

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

NOTICE

Used to address practices not related to personal injury. It indicates specific actions which prevent from damage to the device and from loss of dictations.

> ℹ **Indicates useful tips and recommendations as well as information for efficient and trouble-free operation.**

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General

FCC

FC This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.

CE

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

Variants of slide switch

There are two different variants how to use the Digta slide switch. The personally selected variant can be set by means of the supplied slider key and device settings.

(I) ⊘ Variant I with the record button

(I) ⊘ Variant II with the upper lock position of the recording function

For further information please read the chapter "Profile/Menu Mode" and "Profiles/Changing of Profile" as well as the comprehensive manual. You will find this manual in the "Docu" directory on the included CD.

Introduction

Your Digta is a digital portable dictation machine. The operating with this device complies with the handling of the analogue dictation machine.

This Quick Reference Guide provides you with a general overview and describes the most important functions of your Digta.

> ℹ️ **Directions for the full range of functions**
>
> The detailed description and explanations on the full range of functions are described in the comprehensive user manual. You will find this manual in the "Docu" directory on the included CD.

Please read the entire operating instruction before usage. Grundig Business Systems cannot accept any liability for damages resulting from non-observance of the operating instruction. Please keep the user manual for future references.

For safety reasons, follow all safety precautions to ensure a safe handling with the device!

Open the inner leaflet at the beginning of this operating manual to view the dictating machine and its control elements.

Scope of supply

• Dictation machine Digta 7
• CD with PC-software and documentation
• USB-cable
• Pouch

Accessories and functions which are not available for all product or equipment lines are marked in this manual with a star "*".

Safety information

Purpose of use

Please use your Digta only for such purposes as described in this Quick Reference Guide or in the comprehensive manual. The device may only be used for its intended purpose. Any other kind of utilization is forbidden.

• Keep the dictation machine and the accessories out of the reach of children.
• Protect the dictation machine from spray water or rain.
• Do not place the dictation machine directly next to a heater or place it away from direct heat or bright sunlight.
• Do not modify the device.

Special hazards

Electrical Voltage

> ## ⚠ DANGER
>
> **Danger of life due to electric shock!**
>
> The power supply* operates with 230 V alternating current. Improper utilization may result in injury due to electric shock. Follow all safety precautions as follows to avoid accidences:
>
> • Never touch the connector plug of the power supply with wet hands.
> • Do not insert metal objects or like into the power supply.
> • Never open the power supply or modify the plug or cable.
> • Do not use the power supply if the housing or connection cable is damaged or the power supply does not function properly.
> • Always unplug the power cable from the wall jack by pulling the connector plug but never use the power cable for plugging off because the cable could tear apart.
> • Do not bend, clamp or drive over the power cable, and keep it away from heat.

- Data indicated on the tool identification plate must match the technical data of the mains supply otherwise this may destroy your device.
- If the power supply is dropped, have it checked by an authorized dealer to ensure that it functions correctly and safely.

Disregarding these precautions means risking a fatal electric shock.

⚠ WARNING

Danger of fire, explosion and overheating!
- Use the power supply only with the line voltage specified on the rating label.
- Use the power supply only with its original connection cable or adapter (European, UK and USA version). Never use other connection cables or adapters with different plugs.
- Do not place heavy objects on the power supply or connec-tion cable, and do not cover the power supply.

- Use the power supply only in a dry indoor environment. Protect the power supply from moisture in the form of water and high humidity.
- Do not bend the connection cable of the power supply.
- Do not operate or store the power supply near heaters or direct sunlight. Ensure adequate ventilation. The permitted temperature range is:
  -4°F (-20°C) to 158°F (70°C) for storage
  5°F (-15 °C) to 95°F (35°C) for operation
- Grundig Business Systems power supplies are only to be used with Grundig Business Systems office equipment.
- Pull the power supply out of the socket to separate the device from the power grid.
- Unplug the power supply before cleaning it.

Disregarding these precautions means risking fire, explosion or overheating.

Rechargeable batteries

⚠️ WARNING

Danger of explosion and burns!

The device operates with batteries and rechargeable batteries*. Follow all safety precautions as follows to avoid accidences:

- Do not throw batteries or rechargeable batteries into fire. Do not try to short-circuit the electric contacts, this may lead to explosion.
- Batteries or rechargeable batteries should not be kept unpacked in a bag and should not be opened or modified. Caution - there is the risk of burns through leakage.
- Rechargeable batteries should only be charged in the dictation machine. The attempt to charge a rechargeable battery beyond its electrical capacity may lead to explosion.

Disregarding these precautions means risking explosions and burns.

Traffic

⚠️ WARNING

Danger of accidents!

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

Disregarding these precautions can lead to traffic accidents.

Particular groups of persons

⚠️ CAUTION

Risk of injury!

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

Obstacle

> ⚠️ **CAUTION**
>
> **Stumbling hazard!**
>
> • Ensure that the power supply is always in a safe position and that neither the power supply nor any cables connected to the device or to the docking station* constitute obstacles.

Disregarding these precautions may lead to a stumbling hazard.

Electronic components

> **NOTICE**
>
> **Risk of damage and void warranty!**
>
> • Protect the device from moisture (such as rain or water spray).
> • Do not place the device near a heater nor in direct sunlight. The permitted temperature range is:
>   -4°F (-20°C) to 158°F (70°C) for storage
>   5°F (-15 °C) to 95°F (35°C) for operation
> • Do not open the device under any circumstances.
> • Do not modify the device.

Disregarding these instructions can cause the device to be damaged and the warranty to become void.

NOTICE

Signal interference!

- Do not make recordings near mobile telephones. In case of interferences (such as hissing), increase the distance.

Disregarding these instruction lead to disruption of the recording by interferences.

Cleaning

NOTICE

Risk of damage!

- Unplug the power supply before cleaning it.
- Clean the device only on the outside with a dry, soft cloth. Do not use any chemical cleaning agents such as alcohol, thinner, gasoline or the like.

Disregarding these instructions can cause the device to be damaged.

Disposal

Electronic waste is not allowed to be disposed of with the domestic waste. Electronic waste has to be returned to collecting points at public recycling authorities set up for this purpose.

Consumers are obliged by law to return batteries or rechargeable batteries at the end of their service lives to the public collecting points at public waste disposal authorities or point of sale set up for this purpose.

Defects

⚠ WARNING

Risk of injury due to a defect device!

Do not try to repair a defect device. The device may only be repaired by a specialised dealer.

A list of the specialised dealers is available on our website: www.grundig-gbs.com

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Accessories

NOTICE

Damages

Damage to the device may occur due to unreleased accessories.

For the latest accessories like Digta Card, Digta Station 447, rechargeable battery pack 962, power supply, foot control, plug-on microphone and earphone, please visit the Grundig Website on the internet at www.grundig-gbs.com.

The performance characteristics described by Grundig Business Systems are only valid when using original accessories released by Grundig Business Systems. Grundig Business Systems cannot accept liability for lacks caused through the utilization of accessories which are not Grundig Business Systems genuine accessories. This also applies to accessories which are neither released nor recommended by Grundig Business Systems.

Initial setup

Insert of batteries/rechargeable batteries

→ Press the unlocking button of the battery compartment and lift it up to open it.

→ Open the battery compartment.

→ Make sure that the polarity is correct and insert the batteries/ rechargeable batteries*

→ Close the battery compartment.

Battery compartment

Battery compartment with batteries

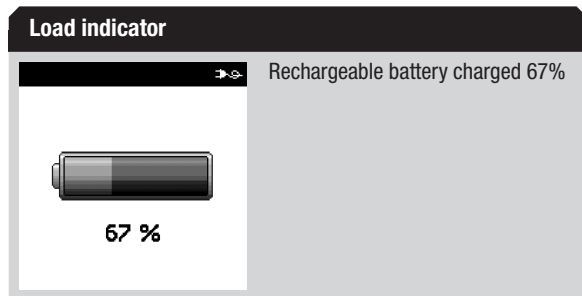Charging of rechargeable batteries:

⚠ WARNING

Danger of explosion and burns!

- Rechargeable batteries should only be charged in the dictation machine.
- Do not use damaged batteries.
- Insert the plug of the power supply only into power sockets which provide the line voltage specified on the rating label. Otherwise there is a danger of fire, explosion and overheating.

Disregarding these precautions means risking fire, explosion or burns.

→ Switch your Digta off.

→ Plug the power supply* plug to the wall outlet.

→ Connect the other end of the mains supply cable - the USB plug - with the "USB-connection" of your dictation machine.

Shortly aftterwards, the animated load indicator appears on the display. The current loading level is shown in percentage.

Load indicator

Rechargeable battery charged 67%

67 %

The rechargeable battery is fully charged after approx. 4 hours. In the display appears "[▬▬▬]".

➜ Disconnect the power supply* from the socket and the USB plug of the power supply cable from the "USB-connection" of your device.

ℹ **Loading by means of the docking station***

Further information concerning the loading by means of the docking station is described in the comprehensive manual, chapter "Initial setup/rechargeable battery operation". You will find this manual in the "Docu" directory on the included CD.

Switching off/on

Switching on

➜ Press the "**MENU**" button until the initial display view appears on the display.

After a few seconds, the Digta changes to the main screen and is ready for operation.

ℹ️ Initial switching on

When switching on the Digta for the first time, please select the menu language you require and set the date and time. For further information please read the comprehensive manual, chapter "Initial setup". You will find this manual in the "Docu" directory on the included CD.

➤ When a request for a PIN appears, please input the digits by means of the up-down buttons and confirm each individual digit with the "**OK**" button.

➤ Please select your name when an authors list appears by means of the up-down buttons and confirm it with the "**OK**" button.

➤ When a profile list appears, please select the required profile by using the up-down buttons and confirm it by pressing the "**OK**" button.

Switching off

➤ Press the "**MENU**" button until the device switches off.

Keylock

The key lock helps to avoid that the active recording or play-back process can be switched off by mistake.

➤ Please press the lower function button until a locking symbol and "**HOLD**" are indicated on the display.

Internal/external memory

Dictations are stored on the internal memory of the Digta as long as no external, removable memory card (Digta Card*) is inserted. As soon as a Digta Card is inserted, all dictations will be stored on this memory card. Copying between the internal memory and the external memory card is impossible.

Display "Memory card active"

The icon "memory card active" pops up on the display.

Automatic formating

When no dictations are stored on the memory, then the memory is formated automatically when switching off the device but after a specific number of dictations have been stored before. The

specific number of dictations after which the automatic format-ing shall run can be set in the menu.

A security question prompts, if other files e.g. .doc, .ppt or other dictations from other authors are stored on the memory.

Operating

| **i** | **The different slide switch operation variants** |

Please observe the different variants for slide switch operations. Further information to this point are printed on the leaflet of this Quick Reference Guide.

| **i** | **Slide switch operation variants** |

In the operation instruction, the different variants for slide switch operations are highlighted by means of the numbering. Please follow only those steps which are marked for the variant you have selected.

Profiles

| **i** | **Default settings of profiles** |

The Easy Mode and the Menu Mode are available in form of predefined default profiles. However, the system administrator can change these profiles by means of the configuration software and transfered them to the device.

The switchover from the Easy Mode to Menu Mode takes place when switching on the Digta.

Easy Mode

All functions needed for dictating, play-back, deleting or inserting of dictations are available in the Easy Mode. In the Easy Mode, the menu functions are in an off-state.

The display is organized more clearly in the Easy Mode. The risk that operating errors are made is diminished because only the most important functions can be activated.

Menu Mode

The full range of functions are available in the Menu Mode. You can adjust your Digta to your personal requirements by means of the menu functions. In the menu, the different indicators on the display can be added or turned off.

Change of profile

➔ Switch your Digta off.

➔ Press the "**MENU**" and the "**NEW**" button simultaneously until the initial display view appears on the display.

   A list of possible profiles appears on the display.

➔ Please select the required profile by using the up-down buttons and confirm it by pressing the "**OK**" button.

➔ Press the "**Back**" button if you do not want to adopt the changes made.

   After a few seconds, the Digta changes to the main screen and is ready for operation.

Help function

The Digta offers a help function. Brief help texts shall support you by using your dictation machine correctly. Additional information is put at disposal when special operating situations occur, for example, during the recording of dictations or in the menu.

➔ Please press briefly the lower function button until the brief help texts are displayed.

➔ Press the lower function button again in order to close the help texts.

   You will be resetted to the initial situation/screen.

Recording of new dictation

➔ Move the slide switch to the position "■".

➔ Press the "**NEW**" button.

   The dictation machine switches over to the recording pause "**II**", the LED-indicator blinks red.

➔ Move the slide switch to the position "●". Dictate your new text.

   The recording indicator blinks red. The progress bar increases as well as the dictation length.