





- ➔ To interrupt the recording please move
 - (I)  the slide switch to the position “II”.
 - The dictation machine switches over to the recording pause “II”, the LED-indicator blinks red.
 - (II)  move the slide switch to the position “■”.
- ➔ Continue with the recording, by moving the slide switch to the position “●”. Continue dictating your text.
- ➔ Stop the recording by
 - (I)  pressing the recording button or by moving the slide switch either to the position “⏏” or the “⏪” position.
 - (II)  move the slide switch to the position “■”.

Select and listen to a dictation

- ➔ Move the slide switch to the position “■”.
- ➔ Press one of the up-down buttons.
- ➔ Select the desired dictation by using the up-down navigation buttons. Confirm the selected dictation by pressing the “OK” button.

- ➔ Move the slide switch to the position “▶”, in order to listen to the dictation.

The progress bar on the display increases. The minutes and seconds of the current dictation position shown on the display increase.

- ➔ Move the slide switch to the position “■” in order to interrupt the play-back process.

Setting the volume

- ➔ Press the up-down buttons during play-back.
 - The volume indicator appears on the display.
- ➔ Set the play-back volume as desired by means of the up-down buttons.
 - The play-back volume can be turned up/down or soundless.
- ➔ The default average volume can be restored by pressing the “OK” button.

**WARNING****Danger of hearing impairment**

Do not hold the dictation machine near your ear during play-back, particularly when the volume is turned up to a maximum in order to save you from hearing damages.

Fast forward and rewind

➔ Move the slide switch to

(I)  "▶▶" (fast forward) or "◀◀" (rewind).

(II)  "◀◀" (rewind) or press the button "**Fast Forward**".

The progress bar increases or decreases and the dictation position changes.

Fast play-back

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

➔ Move the slide switch to the position "▶", in order to listen to the dictation.

The progress bar on the display increases. The minutes and seconds of the current dictation position shown on the display increase.

➔ Press the button "**Speed**".

➔ Set the play-back speed as desired by means of the up-down buttons.

➔ Move the slide switch to the position "■" in order to interrupt the play-back process.

➔ Press the "**OK**" button, to turn back to the standard play-back speed.

Insertion of a dictation part

Additional dictation parts can be inserted at any position desired.

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

➔ Select the desired dictation by using the up-down navigation buttons.

➔ Move the slide switch to the position "▶", in order to listen to the dictation.

➔ Move the slide switch at the respective dictation position to the position "■".



- ➔ Control if the insertion mode is activated.



- ➔ When the overwriting mode is still active, please press the “Overwr.” button.



The Digta changes into the insertion mode.

- ➔ Start the recording by

- (I)  pressing the recording button and then moving the slide switch to the position “●”. Dictate the text which shall be inserted.
- (II)  move the slide switch to the “●” position. Dictate the text which you like to insert.



- ➔ Stop the insertion by

- (I)  pressing the recording button or by moving the slide switch either to the position “▶▶” or the “◀◀” position.
- (II)  move the slide switch to the “■” position.

Overwrite dictation parts

You can overwrite a dictation from any dictation position on.

- ➔ Move the slide switch to the position “■”.

- ➔ Select the desired dictation by using the up-down navigation buttons.
- ➔ Move the slide switch to the position “▶”, in order to listen to the dictation.
- ➔ Move the slide switch at the respective dictation position to the position “■”.
- ➔ Control if the overwriting mode is activated.

Overwriting mode

Dict0009



The overwriting mode is marked by means of a line in the progress bar.

- ➔ In case that the insertion mode is still active, please press the button “Overwr.”.

NOTICE

Overwriting of data


The dictation will be overwritten from the selected dictation position on.

- ➔ Start the recording by
 - (I) pressing the recording button and then moving the slide switch to the position “●”. dictate the modified text.
 - (II) move the slide switch to the “●” position. Dictate the modified text.

Overwriting mode



- ➔ Stop the modification by
 - (I) pressing the recording button or by moving the slide switch either to the position “▶▶” or the “◀◀” position.

- (II)  moving the slide switch to the position “■”.

Adding of dictation parts

An additionally recorded text can be added at the end of a recorded dictation.


- ➔ Move the slide switch to the position “■”.
- ➔ Select the desired dictation by using the up-down navigation buttons.
- ➔ Move the slide switch to the position “▶”, in order to listen to the dictation.
- ➔ Press the button “▶▶” (skip to the end).




Skip mark aim


The cursor skips to (▶▶) the next mark when dictation infos or indices exist (see the comprehensive manual, chapter “Info/Index-function”). Skip until the dictation end is reached.


- ➔ Move the slide switch to the position “■”.
- ➔ Start the recording by

- (I)  pressing the recording button and then moving the slide switch to the position “●”. Dictate the text which you like to add.

- (II)  moving the slide switch to the “●” position. Dictate the text which you like to add.

➔ Accomplish the attachment by

- (I)  pressing the recording button or by moving the slide switch either to the position “▶▶” or the “◀◀” position.

- (II)  moving the slide switch to the position “■”.

Changing of dictation features

The dictation features of stored dictations can be adapted subsequently.



Dictation features

The dictation features are only available in the Menu Mode.

- ➔ Move the slide switch to the position “■”.

- ➔ Select the desired dictation from the list by using the up-down navigation buttons.
- ➔ Press the button “Details”.

The menu for changing the dictation features appears on the display.

Menu “Details”

The selected features which imply different operating procedures are opened according to the menu item selected. For further information please read the comprehensive manual, chapter “Changing of dictation features”. You will find this manual in the “Docu” directory on the included CD.

Info/Index-function

Additionally you can include specific information and index markings for the typist to specified dictation parts.

Menu Mode

The Info/Index-function is only available in the Menu Mode.

An audible signal is generated during the play-back of the infos and indices. The infos and indices are transferred to the PC together with the dictation.

Info/Index-function

For further information concerning infos and indices, please read the comprehensive manual, chapter “Info/Index-function”. You will find this manual in the “Docu” directory on the included CD.

- ➔ Move the slide switch to the position “■”.
- ➔ Press the “**Delete**” button.

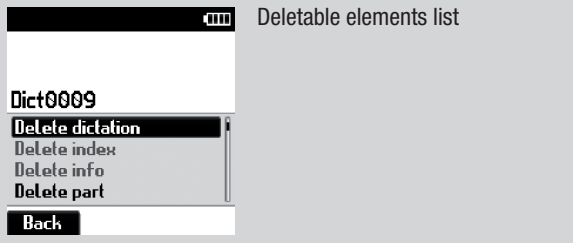
A list featuring all elements which you can delete appears (dictation, index or info, dictation part, folder).



Deletable elements list

The deletable elements list is only available in the Menu Mode. For further information please see the comprehensive manual. You will find this manual in the “Docu” directory on the included CD.

Deletable elements



- ➔ Control if “**Delete dictation**” has been selected and confirm it by pressing the “**OK**” button.

A security question prompts, to prevent deleting dictation parts by mistake.

- ➔ Confirm the question by pressing the “**OK**” button to delete the entire dictation.
- ➔ Press the “**Back**” button in case that you do not want to delete the dictation.

Connect dictation machine to the PC

- ➔ Connect your Digta by means of the USB-cable to your PC in order to transfer dictations to your PC and to transmit them to your typist.
- ➔ The dictation machine must be switched on to enable the communication between the two devices.

The computer identifies the device as removable disk and as USB audio/HID device. The Grundig Business System PC-software can be configured so that the PC transfers the dictations from the dictation machine automatically, and transfers them so that the memory space of the dictation machine is fully available again.

The menu mode at a glance

The menu functions are switched off in the Easy Mode. For switching over to the Menu Mode, please press the “MENU” and “NEW” button at the same time when switching on the device, until the first indication appears on the display. Please select the Menu Mode from the displayed profile list.

USB-operations

- Activation of USB connecting (only when the device settings are set to “Manually connecting”)

Data list* (only available when the data list was read in)

- Select: Select data set for a new dictation
- Workflow: Activation of data set request by pressing the NEW-button for a new dictation
- Delete: Delete data list

Scanner*

- Dictation search: Search of data set by means of the scanner
- Scan-Workflow: Enable scanner in workflow
- Programming: Programme barcode-reader

Folder

- Select the folder in which the dictation shall be saved (main folder and subfolder A, B, C, D, E or F)

Profile

- Select user profile based on the pre-defined device settings

Recording

- Microphone sensitivity: Set microphone sensitivity
- Voice Activation: Switch on voice acti-

vation (The recording stops automatically during recording pause)

- Recording format: Select recording format (DSS/WAV*/MP3*, sample rates)
- Automatic follow-up dictation: New dictation automatically by setting a specific time

Display

- View: Display of main screen (recording, playback) switching on and off (time, advanced status bar, dictation position number, no/reference/ID, recording progress display, recording symbol)
- Date and time: Set of date and time
- Illumination: Setting of display illumination operation time
- Language: Selection of the display language

Workflow

- Request to typist, worktype, group*, category* priority and number/reference activation by pressing the NEW-button for a new dictation

Device settings

- Sleep mode: Select the time when the energy saving, non-operative state shall be activated automatically. The Digta will switch off completely after 30 minutes.
- Audio signals: On-/Off-switching of audio signals
- USB connecting: Automatically USB connecting or after having selected it in the menu
- Loudspeaker: Switch off the loudspeakers for play-back with headphones in the Digta Station*
- Forward-/rewind: Change the forward/rewind speed. Switching on-/off frag-

mented play-back

- NiMH-rechargeable battery: Switching over from battery to external charged NiMH-rechargeable battery
- Foot control: Selection of foot control functions for recording or play-back and changing the operation time of short backspace (only available in combination with Digta Station*)
- Resetting of counter: Reset dictation counter to "1"
- Change PIN: Change personal identification number (PIN)
- Slide switch: Changing the order of functions of the slide switch positions
- Reset: Format memory und reset of device settings

Bluetooth*

- Bluetooth functions on/off

Info

- Version: Information about serial number and firmware-version
- Disk: Information about the memory capacity of the internal or external memories

Technical data

The storage capacity for recording: 10 minutes DSS Standard Play (SP): DSS Pro Quality Play (QP): WAV Mono* (depending on sample rate): WAV Stereo* (depending on sample rate):	approx. 1 MB approx. 2 MB 9.6 MB (8 kHz sample rate) up to 57.6 MB (48 kHz sample rate) 19.2 MB (8 kHz sample rate) up to 115.2 MB (48 kHz sample rate)
Response area DSS Standard Play (SP): DSS Pro Quality Play (QP): WAV Mono* / WAV Stereo*:	200 - 5 500 Hz 200 - 7 500 Hz 200 - 3 500 Hz to 200 - 20 000 Hz, depending on the sample rate selected
Microphone socket	3.5 mm jack; stereo
Earphone jack	3.5 mm jack; stereo (mono earphone can be used)
Connections	USB 1.1, USB 2.0 High Speed
Batteries	2 x 1.5 V; type Micro/AAA

Rechargeable battery	Rechargeable battery pack 962 (Li-polymer rechargeable battery, 3.7 V/ 1000 mAh)
Battery operation	up to 25 hours
Dimensions (W x H x D, without protruding operating elements)	approx. 130 x 52 x 22 mm / 5.12 x 2.05 x 0.87 inch
Weight incl. rechargeable battery pack 962	approx. 122 g / 4.303 oz

Trouble shooting

Electrical devices can bring along malfunctions. These malfunctions cannot necessarily be referred to the device. You can check if you can remedy the errors by means of the following table.

Malfunctions	Possible reasons	Removal of defect
The devices cannot be switched on.	The battery is empty. The current supply is interrupted.	Charge the batteries or exchange them. (see chapter “insert battery/rechargeable battery”)
The device is not responding to slide switch- and button operations.	The keylock is activated.	Press the lower function button until the keylock is deactivated.
There is no sound or too quiet.	The microphone sensitivity or the play-back volume are not set correctly.	Set the microphone sensitivity in the menu “recording” to “conference” or hold the device closer to your mouth during recording. Set up the play-back volume. (see chapter “volume setting”)
The sound is distorted or too loud.	The microphone sensitivity or the play-back volume are not set correctly.	Set the microphone sensitivity in the menu “recording” to “dictation” or increase the distance between the device and your mouth during recording. Turn down the play-back volume. (see chapter “Volume settings”)
No menu function available.	The device is running in the Easy Mode.	Switch over to the Menu Mode when switching on the device. (see chapter “Change of profile”)

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