

CordEx

>> Operating manual



English





▲ This operating manual contains important instructions for safe and efficient handling of the Grundig Digta CordEx (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:

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- Willful operation by non-authorized persons

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The manufacturer © Grundig Business Systems GmbH Weiherstraße 10 D-95448 Bayreuth holds the copyright. Fig. 1: Controls and connections of dictation microphone and docking station



No.	Designation	Description
1	Dictation microphone	Portable hand-held unit to record and playback dictations
2	Docking station	Wireless station with charging possibil- ity for dictation microphone and spare battery
3	Green LED	Blinking: USB connection to PC estab- lished, no connection to dictation micro- phone Illuminated: USB connection to PC established, connection to dictation microphone established
4	Orange LED	Dictation microphone battery or spare battery is charging
5	Paging button	First-time connection to dictation micro- phone in wireless range Establish USB connection for firmware update
6	Battery	Power supply
7	USB adapter	USB adapter to use dictation micro- phone without battery on PC
8	On/Off button	Switching device on/off Access system menu
9	Speaker/microphone	Range of audio and sound
10	Blue button	Start recording, next work section (func- tion depends on software settings)
11	F1 button	Configurable function button 1

No.	Designation	Description
12	F2 button	Configurable function button 2
13	F3 button	Configurable function button 3
14	Slide switch	 E REC STOP PLAY ≪ REW
15	Yellow button	Insert dictation recording
16	Fast forward button	▶: FFWD
17	Display	Display of system menu, position of slide switch, wireless connection, buffer, bat- tery charging/power supply mode
18	Recording display	Blinking: Pause mode Illuminated: Recording mode Blue: Record dictation information Red: Record dictation Yellow: Insert dictation section
19	Cover strip	Protects slot for RFID/barcode readers (removable)
20	Receiver for spare bat- teries/USB adapter	To attach USB adapter or charge a spare battery
21	Power supply connection	Connection for enclosed power supply
22	PC-USB connection	Connection for data transfer to PC
23	Foot control connection	Connection for a foot control to control the slide switch function

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General

Explanation of signalwords and symbols

Warnings

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

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

A DANGER

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

A WARNING

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

A CAUTION

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

NOTICE

NOTICE is 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.

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

Safety information

Intended use

The Digta CordEx is for exclusive use as a dictation microphone to record and play back dictations. Any other use is considered improper and not permitted.

Special hazards

Electrical voltage

A DANGER

Danger of electric shock!

- Do not touch the power supply with wet hands.
- Do not insert metal objects or the 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.

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.

A 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 connection 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 122°F (50°C) for storage 32°F (0°C) to 104°F (40°C) for operation
- Grundig power supplies are only to be used with Grundig 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.
- Clean the power supply only with a soft, dry cloth. Do not use chemical cleaning agents such as alcohol, thinner, gasoline or the like.

Disregarding these precautions means risking fire, explosion or overheating.

Rechargeable batteries

WARNING

Danger of explosion and burns!

- Do not throw rechargeable batteries into a fire. Do not short-circuit the contacts.
- Do not keep rechargeable batteries loose in pockets, take them apart or modify them.
- Recharge the batteries only with the docking station or in the dictation microphone.
- Do not use damaged batteries.

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 this precaution can lead to traffic accidents.

Particular groups of persons

A 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.

Obstacle

A 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 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.
- Do not open the device under any circumstances.
- Do not modify the device.

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

NOTICE

Loss of data!

 Please check your recording to ensure that it is complete and repeat it if necessary.

If you are electrostatically charged and touch a device which is switched on, the device may switch off automatically to protect against damage.

NOTICE

Signal interference!

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

Disregarding this point may lead to disruption of the recording by interference.

Cleaning

NOTICE

Risk of damage!

Clean the device only on the outside with a dry, soft cloth.
 Do not use chemical cleaning agents.

Disregarding these instructions can cause the device to be damaged.

Disposal

Rechargeable batteries are not to be disposed of in ordinary household trash. Please dispose of them in an environmentally sound manner by bringing them to an appropriate public collection area or returning them to your dealer.

FCC statement

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.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

CE note



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

Scope of delivery

- Dictation microphone Digta CordEx
- Docking station
- Power supply

- USB cable for docking station
- Cover strip barcode/RFID reader connection channel
- USB cable for power supply of dictation microphone without battery
- Rechargeable battery

Accessories

You will find original accessories approved by the manufacturer for Digta CordEx under:

www.grundig-gbs.com

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

Start-up

System requirements

- DigtaSoft/DigtaSoft Pro, as of V4.2.0 by Grundig Business Systems or compatible dictation software by other manufacturers.
- Processor (500 MHz or higher)
- Windows 2000 SP4 (Rollup 1), Windows XP SP2, Windows Vista
- USB 1.1 or USB 2.0
- MAPI compatible e-mail program for e-mail connection (e.g. Microsoft Outlook)

Connecting docking station

- ▶ Place docking station [2] near the PC.
- Connect plug of power supply (as seen from the back) to left jack on docking station.



A WARNING! 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.

The orange LED [4] on docking station briefly illuminates when current supply is available.

Connect USB cable to PC and docking station. For this purpose, plug USB cable (as seen from the back) into right jack of docking station and the other end into USB connection of the PC.



The green LED [3] on docking station blinks as soon as docking station of Digta CordEx is properly recognized by the PC.

Installing software

Recording and playback of dictations with Digta Cor-

dEx requires dictation software to be installed on the PC, e.g. DigtaSoft or DigtaSoft Pro by Grundig Business Systems. For additional installing information, see operation instructions of dictation software.

Charging battery

A WARNING

Danger of explosion and burns!

- Recharge the batteries only with the docking station or in the dictation microphone.
- Do not use damaged batteries.

Disregarding these precautions means risking explosions and burns.

The battery has to be attached to the receiver of the dictation microphone and must be charged for start-up. Alternatively the dictation microphone can be supplied with power by means of a special USB adapter (see section "Connecting dictation microphone directly to PC").

Push battery into receiver on back of dictation microphone in direction of arrow until it snaps into place.



- Place dictation microphone [1] into docking station [2]. The orange LED [4] indicates that battery is being charged. When LED goes out, the battery is completely charged.
 - The charging process does not start immediately, rather after several minutes.

Switching on dictation microphone

Press On/Off button [8] on right side of dictation microphone
 [1] and hold until company logo appears in display [17].

On docking station [2] the green LED [3] signals the successful registration of the dictation microphone at docking station by continuous illumination.

• To conserve the battery, the device switches to sleep

mode if no button is pressed on the dictation microphone for an extended time. By pressing any button, the device becomes operational again.

If device is not used for an extended time, it switches off completely.

Setting language

The dictation microphone features a system menu for internal settings.

During initial start-up, it is practical to set the display language.

Additional configuration options via system menu are described in section "Settings in system menu".

- Briefly press On/Off button [8] on dictation microphone [1] until the text *Menu* appears at bottom left of display text.
- ▶ Press blue button Menu [10].
- Move selection (marker) from one menu item to the next via the yellow button (up) [15] and F3 button (down) [13] on dictation microphone.
- ► Select Language and press fast forward ► OK [16].



The corresponding submenu appears.

- ► Select the desired language and press fast forward ► OK.
- ▶ Press blue button *CANC* to exit system menu.

Operation

Recording new dictation

Switch on dictation microphone [1].

Start dictation software.

Move slide switch [14] to ■ position.

Press blue button [10] on dictation microphone.

The display [17] shows readiness to record by the pause symbol.



At the same, the recording indicator [18] blinks red. The dictation microphone is now ready to record. Move the slide switch to position

and dictate into the microphone [9].

The recording symbol appears on display, and recording indicator illuminates permanently red.



• If you leave the reception area of the docking station during recording, the wireless connection to the dictation microphone is interrupted and the dictation is placed in a buffer up to 1 minute (see section "How to deal with interrupted wireless connection").

Interrupting dictation

Move slide switch [14] to ■ position. The pause symbol appears on the display [17]. The recording indicator [18] blinks red.



Continuing dictation

Move the slide switch [14] on the dictation microphone [1] to position

and continue dictating into the microphone [9].

Playing back dictation

During fast forward/rewind, the according symbols appear on the display [17].





► Move slide switch to ► position.

The dictation is played back at the current position.

Overwrite dictation

- ► Move slide switch to position.
- Move the slide switch to position

 and dictate the changes. The recording indicator [18] will be lit red. The dictation will be overwritten as of the previously selected position.

Adding to dictation

- Move the slide switch [14] on the dictation microphone [1] to position ■.
- ▶ Press fast forward ▶ [16] and locate the end of the dictation.
- ► Move the slide switch to position and dictate the additions into the microphone [9].

The dictation addition will be at the end.

Inserting recording

Additional recordings can be inserted into an existing dictation without overwriting the old dictation.

Move the slide switch [14] on the dictation microphone [1] to position ◀ (rewind) or press fast forward ▶ [16] to move to the position in the dictation where text is to be inserted.

- The function can vary, depending on applied dictation software.
- ► Move slide switch to position.
- ▶ Press yellow button Insert [15].
- Move the slide switch [14] to position

 and dictate the text to be added into the microphone.

Starting at preselected position, new text is integrated into existing dictation.

► Move slide switch to ■ position.

The recording will be interrupted. To continue, move the slide switch to position ${\color{black}\bullet}.$

▶ Press yellow button Insert.

The inserted recording is finished.

 Depending on applied dictation software, it is possible to insert additional information text (info) into dictations. For additional information, see operating instructions of dictation software.

Finishing dictation

- To finish dictation: Press blue button [10].
 - Depending on applied dictation software, function of the
 - blue button can vary. For additional information, see operating instructions of dictation software.

Switching off dictation microphone

 Keep On/Off button [8] on dictation microphone [1] pressed until indication in display [17] goes out.

Extended operation

How to deal with interrupted wireless connection

In case the wireless connection between dictation microphone and docking station becomes interrupted, a bar appears in the upper part of the display that turns orange with increasing talk time. The text is then stored in the dictation microphone. A signal sounds in intervals of a few seconds, warning of a buffer overflow.



NOTICE

Loss of data due to interrupted wireless connection!

 Re-enter the wireless range of the docking station with the dictation microphone within a minute.

The maximum speaking time without a wireless connection to the docking station is 1 minute. If the wireless connection is interrupted for a longer period, recording will stop, signaled by two brief sounds. As soon as the dictation microphone is in the reception area of the docking station again and slide switch is moved to ■ position, the content of the buffer is transferred to the docking station. A blue bar appears on the display, whose fill level corresponds to the buffer content to be transferred. At the same time, the recording indicator blinks red.



NOTICE

Loss of data if switched off too soon!

Wait until the buffer is transmitted completely.

Switching off the dictation microphone before the buffer content is transferred completely to the docking station can lead to loss of data.

Dictation has been completely transferred to PC as soon as both bars have disappeared from display.

Connecting dictation microphone directly to PC

The dictation microphone can be connected directly to PC by means of a special USB adapter for operation without battery. At time of delivery, the USB adapter is located in the docking station at the receiver for spare battery.

 Pull USB adapter [7] in direction of the arrow from docking station [2].



► ▲ NOTICE! Lift the cover plate of the adapter carefully using the point of a ballpoint pen or screwdriver. Using other tools may damage the cover plate.



- Connect USB plug to jack.
- Close cover plate. Ensure that the nibs of the cover plate properly fit into the grooves of the adapter housing.
- Push USB adapter on back of dictation microphone [1] in direction of arrow into battery holder.

Extended operation



The dictation microphone is now ready.

Changing battery

WARNING

Danger of explosion and burns!

- Recharge the batteries only with the docking station or in the dictation microphone.
- Do not use damaged batteries.

Disregarding these precautions means risking explosions and burns.

The useful life of Digta CordEx can be expanded by means of a replacement battery, without causing longer pauses by battery charging times.

A replacement battery is available as accessory and not included in the scope of delivery.

- Switch off dictation microphone [1].
- Remove battery [6] on back of dictation microphone in direction of arrow.



Insert replacement battery into receiver of dictation microphone in reverse direction of arrow.

The dictation microphone is now ready.

An empty battery can be charged during operation at the docking station.

 Remove already existing battery or USB adapter from docking station.



Insert battery to be charged completely into receiver of docking station in reverse direction of arrow.

The orange LED indicates that battery is being charged. When LED goes out, the battery is completely charged.

The battery on the docking station is only charged if dictation microphone is not located in docking station. Otherwise the battery in dictation microphone is charged first. The charging process does not start immediately, rather after several minutes.

Setting up function buttons

Function buttons F1 to F3 [11-13] can be assigned with special functions. Set-up is performed via software AdapterServer. Depending on applied dictation software, assignment of function buttons can vary.

• For additional set-up information, see operating instructions of dictation software.

Controlling dictation microphone via foot control

The dictation microphone can be operated by means of a foot control (optionally available). This allows the control of dictation microphone functions without the use of hands.

Connecting foot control

Plug connection cable of foot control into the provided connection jack [23] on back of docking station.



Using foot control

The foot control assumes the following functions:

Left pedal

- 📢 (REW)
- ► To rewind the dictation, press the pedal.

Middle pedal

- ● (REC)
- To create a new dictation, press the pedal down and wait until the dictation software starts a new dictation.
- To switch to recording mode, press the pedal briefly. To start/ pause recording and playback, press the pedal briefly.

- Depending on applied dictation software, function of the
- **1** foot control can vary.

Right pedal

- ■ (STOP)
- ► (PLAY)
- ► To start/pause recording and playback, press the pedal briefly.

Connecting barcode/RFID reader

The dictation microphone is designed for connection of a barcode or RFID reader. This allows identification of dictations by a code. For connection, the existing cover strip must be replaced. The device is equipped with a special cover strip that leaves the connection slot for accessory devices open and supports the barcode/ RFID reader. ▶ Remove existing cover strip [19] from dictation microphone [1].



- Attach new cover strip to dictation microphone.
- Connect barcode/RFID reader to dictation microphone. See operating instructions of accessory devices.
 - For details on use of barcode/RFID reader see operating instructions of reader and dictation software.

Operating several dictation microphones/docking stations

To be able to record with one dictation microphone in different rooms with separate docking stations, a dictation microphone can be operated on different docking stations.

Registering at different docking stations

Presetting

- Switch on dictation microphone [1].
- In system menu, set option Station allocation to Dynamic pair. (see section "Settings in system menu").
 - The setting *Dynamic pair* is a factory setting.
- Switch off dictation microphone.

Registering

- Approach docking station [2] with which connection is to be established, closely with dictation microphone [1].
- Switch on dictation microphone.

The green LED [3] of docking station blinks fast when dictation microphone registers for the first time at the station.

Press paging button [5] on docking station.

The dictation microphone is now connected to docking station. Repeat the registration process for each docking station with which the dictation microphone is to be connected. • Renewed registration is only required if dictation microphone has been disconnected from docking station for an extended time. Otherwise it is sufficient to switch on the dictation microphone in reception area of docking station to establish connection.

Permanent registration at a docking station

If several docking station are in close proximity (e.g. in one room), the dictation microphone may only be connected to one selected station when switched on.

 Switch on dictation microphone [1] near the permanently assigned docking station [2].

The dictation microphone registers in variable mode at the docking station.

In system menu, set option Station allocation to Static pair. (see section "Settings in system menu").

The dictation microphone is now permanently linked to the docking station and connects with it every time it is switched on.

• The setting can only be reversed by means of the permanently assigned dictation microphone.

Installing firmware updates

Firmware updates include important changes by the manufacturer to the functions of the Digta CordEx. New firmware is available on the Internet site at:

www.grundig-gbs.com

An Internet connection is required for downloading.

NOTICE

The device can be damaged if the update process is interrupted!

Do not interrupt the update process!

If the firmware is incomplete, the device may be rendered unusable.

- Prior to an update check if a firmware with a higher ver-
- **I** sion number is available.
- Switch on dictation microphone [1].

- Check firmware version in dictation microphone (see section "Settings in system menu").
- If a new firmware version for Digta CordEx is available online, download the corresponding file onto the PC.
- Keep paging button [5] on docking station [2] pressed down for several seconds.

Now the Digta CordEx registers itself for data transfer at the PC and is assigned with a separate drive letter.

 Copy the new firmware file "CordEx.hex" to the Digta CordEx drive.

The dictation microphone shows the progress of the update in display [17].

After successful transfer, the dictation microphone is rebooted.

Installation of firmware update is now complete and dictation microphone is ready.

Settings in system menu

The dictation microphone features a system menu for internal settings.

Accessing system menu

- Briefly press On/Off button [8] on dictation microphone [1] until the text Menu appears at bottom left of display text.
- ▶ Press blue button *Menu* [10].

The system menu consists of the following menu items:

Connection

Start pairing Stop pairing

Connects the dictation microphone to a docking station or disconnects an existing connection. This function is required for multiple device operation (see section "Operating several dictation microphone/docking stations").

Version/Info

Serial no.

FW/Urloader

Display of serial number and firmware version. This function is required for firmware update (see section "Installing firmware update").

Extended operation

Language

Selecting display language.

Station allocation

Static pair.

Dynamic pair.

Depending on setting, the dictation microphone always permanently connects to a docking station or searches for a nearby station in the reception area. This function is required for multiple device operation (see section "Operating several dictation microphones/docking stations").

Changing settings

- Move selection (marker) from one menu item to the next via the yellow button (up) [15] and F3 button (down) [13] on dictation microphone [1].
- ► Select the entry and press fast forward ▶ [16] OK.

The corresponding submenu appears.

- ► Select the entry and press fast forward ► OK.
- ▶ Press blue button CANC [10] to exit system menu.

• If no button is pressed for an extended time, system **1** menu is automatically exited.

Troubleshooting

Electrical devices can experience malfunctions. This must not always concern a fault on the device. Thus, based on the following table, check if you can eliminate the malfunction yourself.

Malfunction	Possible cause	Repair
Device does not switch on.	Battery empty.	Charge or replace the battery. (See the section "Charging battery" and "Chang- ing battery".)
	Power supply interrupted.	Check the power cable to ensure that it is properly inserted and is not damaged. (See the section "Connecting docking station".)
Device does not respond to input commands.	Wireless connection to docking station interrupted.	Check wireless connection. Symbol for wireless connection must continuously illu- minate. Switch device off and on again.
No sound audible, or too low.	Microphone or playback vol- ume incorrectly set.	Set volume in dictation software.
Sound distorted or too loud.	Microphone or playback vol- ume incorrectly set.	Set volume in dictation software.

Technical data

Dictation microphone	
Radio transmission	RF 2.4 GHz transceiver, ISM band
Transmitting power	max. 1 mW
Radio range	up to 26 ft (8 m)
Frequency range	200 Hz – 7500 Hz ± 2 dB
Power supply	Rechargeable lithium polymer battery 950 mA, 3.7 V
Operating time	approx. 8 h recording time
Size (H x W x D)	8.35 in x 1.57 in x 0.79 in (212 mm x 40 mm x 20 mm)
Weight	0.31 lb (140 g)
Docking station	
Power supply	USB (self-powered and mains/charger unit model 475 500 mA, 5 V
Size (H x W x D)	5.35 in x 1.81 in x 5.43 in (136 mm x 46 mm x 138 mm)
Weight	0.64 lb (290 g)

Grundig Business Systems GmbH Weiherstraße 10 D-95448 Bayreuth Germany

info@grundig-gbs.com

www.grundig-gbs.com



