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**Dictaphone**

*M inicassette*  
Voice Processor

Operating  
Instructions

1244

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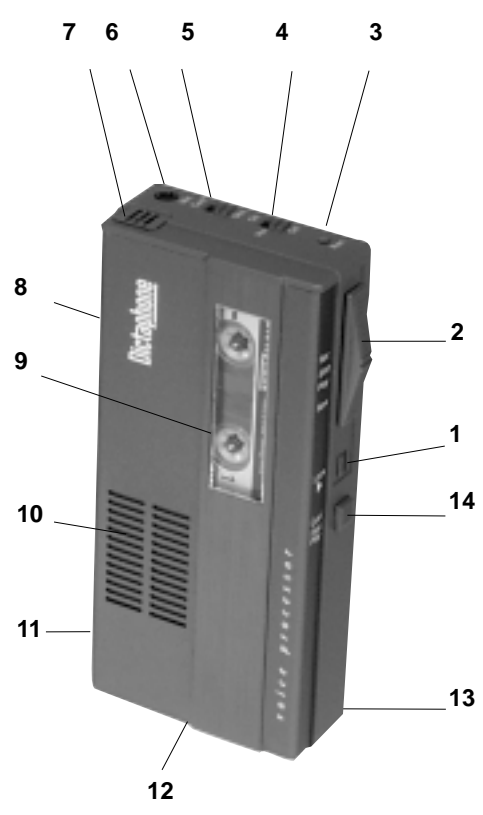
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### ***MACHINE LAYOUT***

- 1 Security Lock
- 2 Slide Control Record/Stop/Play/Rewind
- 3 LED for Record Mode and Low  
Battery Indication
- 4 VOX Switch (Voice Activated Control)
- 5 Dictate/Conference Switch
- 6 Remote Microphone Jack
- 7 Microphone
- 8 Volume Control for Playback
- 9 Cassette Compartment
- 10 Speaker
- 11 AC Adapter Jack
- 12 Battery Compartment
- 13 Cassette and Battery Compartment Cover
- 14 Fast Play and Instruction Cues

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### ***DESCRIPTION***

The Dictaphone Model 1244 portable recorder is a compact minicassette recorder that provides the following features:

- Conference recording
- VOX recording
- Record indicator
- Low battery indicator
- Fast play with audible feedback
- End-of-cassette warning tone
- Interview recording
- Choice of two power sources

The Model 1244 recorder comes packaged with an M-30 minicassette, but does not include batteries.

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## **GETTING STARTED**

### **Loading Batteries**

#### **To load batteries:**

- Slide front cover down and remove completely.
- Insert 2 AAA alkaline batteries (or nickel-cadmium rechargeable battery pack) into battery compartment.

The optional AC Adapter can be used instead of batteries to power your Model 1244 portable recorder:

#### To use the optional AC Adapter:

- Insert the power cord into the external power jack (DC 3V).
- Connect the plug to a grounded AC wall outlet.

Caution: Use of other than the proper adapter may apply improper voltage and may damage your portable recorder.

### **Inserting Cassette**

#### **To insert cassette:**

- Move the Slide Control to Stop position.
- Slide front cover down to access cassette compartment.
- Insert minicassette with Side 1 facing upward and exposed tape on the left.

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## ***RECORDING AND EDITING***

### **Recording Dictation**

#### **To record dictation:**

- Move Lock switch left to Off position.
- Move the Slide Control up to Rec position. Record LED indicator will illuminate.

### **Reviewing and Correcting**

#### **To review your dictation:**

- Move Slide Control down and hold in Rew position. Tape rewinds with audible feedback.
- Release Slide Control to return automatically to Play mode for reviewing dictation.
- Adjust Vol control.
- To make corrections, locate the dictation you want to change and record over unwanted dictation.

### **Forward Scanning**

#### **Use Fast Play for high speed review of your dictation:**

- Move the Slide Control to Play.
- Press the F. Play button.

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## **Reviewing and Editing Your Dictation**

### **Reviewing:**

- Move and hold the Slide Control in Rew. Recorded areas on the tape produce audible feedback
- Release the Slide Control to begin playback. Adjust the Volume Control as needed.

## **Ending Your Dictation**

### **When recording is complete:**

- Move the Slide Control to the Stop position.
- Slide the Security Lock to the right to lock the Slide Control. (Orange flag is visible when recorder is locked.)

NOTE: If the Slide Control is not locked, it could be moved accidentally, causing the battery power to be drained or recording to be erased.



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### **End of Letter Cues**

The Alert Indexing feature permits you to record cue tones to mark the end of letters. These tones assist the transcriptionist in locating and processing your dictation more efficiently.

To record a cue at the end of each letter:

- With the slide control in the Rec position, briefly press and release the F. Play button. A single tone is generated.
- During review, either the author or a transcriptionist can easily locate a specific letter if the number of the cue has been noted.

### **Instruction Cues**

Instruction Marks - to mark the location of an instruction

- Move the Slide Control to the Rec position and press the F. Play twice, and then dictate your instruction.

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## **ADDITIONAL FEATURES**

### **Microphone Recording**

Plugging an external microphone into the unit's Mic Jack automatically disconnects the built-in mic.

- Plug the Microphone into the Mic jack.
- Move the Slide Control to Rec and begin dictating. The Record/Battery LED indicator will illuminate.

### **Telephone Recording**

Plugging the Telephone Record Adapter into the unit's MIC jack disconnects the built-in mic.

- Plug the Telephone Record Adapter into the Mic jack.
- Move the Slide Control to Rec and begin dictating. The Record/Battery LED indicator will illuminate.

### **Conference Recording**

The Model 1244 minicassette portable recorder can be used to record conferences, meetings, seminars, interviews, etc.

To record conferences:

- Move the Dict/Conf switch to Conf position.
- Move the On/Off switch to the On position.
- Move the slide control to Rec position.
- Place the recorder in a central location.

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### **Interview Recording**

An optional Remote Microphones can be used for interview or conference recording.

- Plug the remote microphone into the mic jack.
- Move the Slide Control to the Rec position, and hold the microphone about three inches from the person speaking.

### **VOX Recording**

Voice-activated recording can be used for either hand-held or hands-free dictation.

To use voice-activated recording:

- Move the Dict/Conf switch to Conf position (if the recorder will be more than three inches away from your mouth).
- Move the Vox switch on the top panel to the On position.
- Move the Vol control to the right (typically above the midpoint) to adjust the sound level at which the tape starts moving.
- Move the slide control to Rec position.
- Recording begins when you start speaking and stops when you stop speaking. (There is a few-second delay after you stop speaking in case you want to continue recording again.)

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### **Convenience Features**

- Record Indicator: The red Record indicator (LED) illuminates while you are recording.
- Low Battery Indicator: If battery power is too low, the Record LED will not illuminate when you attempt to record.
- End-of-Tape-Warning: A warning tone sounds when you reach the end of the tape in Play or REC modes.
- No Cassette Warning: A warning tone sounds if you attempt to record without a cassette.

### ***OPTIONAL ACCESSORIES***

#### **AAA A/C Adapter/Charger**

Allows the unit to operate on AC power and can be used to charge nickel cadmium battery packs.

To use the optional AC adapter:

- Insert the power cord into the AC Adapter Jack (DC 3V) on the left side panel of the recorder.
- Connect the plug into the proper AC wall outlet: 120V 60 hz, 220V 50 hz, 240V 50 hz.

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### **Optional Accessories and Supplies**

- Lapel Microphone – Miniature clip on microphone for hands free recording.
- Remote Microphone – Compact microphone for interview recording.
- Conference Microphone – Compact high sensitivity microphone
- Telephone Record Adapter – Permits recording of two-way telephone conversations.
- Dictaphone Bulk Eraser – Permits rapid erasure of minicassettes.
- M-30 Minicassettes – Box of 5 high quality leaderless minicassettes.
- AAA AC Adapter/Charger – Allows the unit to operate on AC power and can be used to charge nickel-cadmium battery packs.

**Caution:** Use of other than the proper adapter may apply improper voltage to your portable dictation equipment and damage the unit.

AAA Alkaline Batteries  
AAA Nickel-Cadmium Rechargeable Battery Pack  
Carrying Case – Protective vinyl zippered cover.

NOTE: Some accessories may not be available in every country.

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## **SPECIFICATIONS**

Height:	114 mm (4.5 in.)
Width:	51 mm (2.0 in.)
Thickness:	24.5 mm (1.0 in.)
Weight:	170g (6 oz.)
Power Source:	Two 1.5 v AAA or AC adapter
Media:	M-30 Minicassette
Recording Time:	15 minutes per side
Tape Speed:	4 cm/sec (1.6 in./sec. nominal)
Rewind Time:	100 sec.
Frequency Response:	300 - 5,000 hz
Distortion:	8% max
S/N Ratio:	30 db min.
Speaker Output:	200 mw
Recharging Time:	The rechargeable battery pack can be charged in 8 hours or overnight.

Specifications are subject to change without notice.

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