

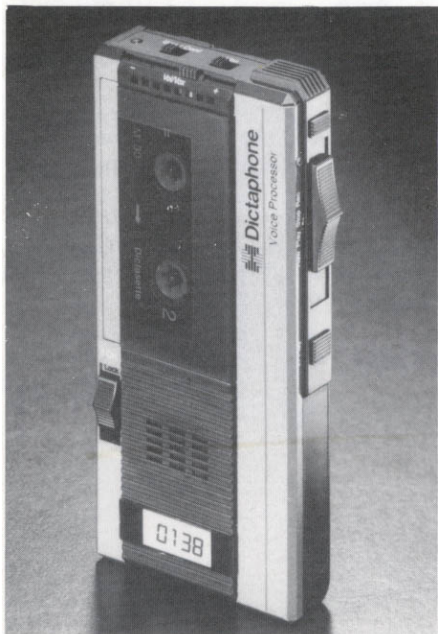
 **Dictaphone**

A Pitney Bowes Company

**Dictamite® II Model 1254**

**Minicassette  
Portable Recorder**

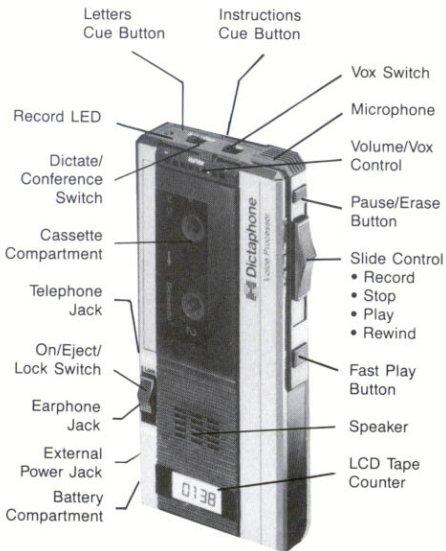
**Operating  
Instructions**



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# Dictamite® II Model 1254 Minicassette Recorder



## **Description**

The Dictaphone Dictamite® II Model 1254 deluxe portable recorder is a compact, lightweight minicassette dictation unit offering a full line of features:

- Four-digit LCD tape counter
- End-of-letter and instruction Q-Alert® tones
- Fast erase
- Fast play
- Voice-activated recording
- Conference and interview recording
- End zone and end-of-tape alert tones
- Record/Play pause control

The Dictamite II minicassette recorder comes packaged with one minicassette, two AAA alkaline batteries and a soft carrying case.

## **Inserting the Batteries**

- Open the battery compartment (located on the lower left side of the recorder) by pressing in and sliding down on the hinged cover until it swings open.
- Insert the two AAA batteries as shown in the diagram inside the battery compartment.
- Close the battery compartment by pressing down on the cover until it latches.

## **Inserting the Minicassette**

For optimum performance, use only Dictaphone brand or equivalent high quality leaderless dictation minicassettes.

To insert the minicassette:

- Slide the EJECT switch down until the cassette compartment door opens.
- Insert the minicassette by placing it on the tray in the cassette compartment with the exposed tape facing in. The bulk of the tape should be on the lower hub.
- Press to close the cassette compartment door.

## **Recording Dictation**

To record dictation:

- Move the ON/EJECT switch to the ON position.
- The DICT/CONF switch should be in the DICT position.
- Move the thumb slide control on right side of unit to the RECORD position. (The red indicator on the top panel will light when recording begins. If the indicator does not light, replace the batteries or use an optional AC adapter.)
- Hold the unit so that the microphone is approximately three inches from your mouth and speak in a normal voice.

To pause while dictating:

- With the slide control in RECORD position, press and release the PAUSE/ERASE button (located above the slide control). To resume recording with frequent pauses, press the PAUSE/ERASE button to record and release to pause, as desired.

## **End-of-Letter Cues**

The Q-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 RECORD position, briefly press and release the LETTERS button (located on back panel). A single tone is generated and LTR, plus the number of letter cues you have recorded, appear on the digital display for approximately 1½ seconds.
- During review, either the author or a transcriptionist can easily locate a specific letter if the number of the cue has been noted.

A maximum of 16 end-of-letter cue tones can be remembered and quickly located.

## **Instruction Cues**

The instruction cue feature permits you to record special instructions or reminders to the transcriptionist about priority work, attachments, carbon copies, etc. These instructions can be previewed by the transcriptionist before dictation is transcribed.

- With the slide control in the RECORD position, briefly press and release the INSTRUCTIONS button (located on back panel). Two tones are generated and INS, plus the number of instruction cues you have recorded, appear on the digital display for approximately 1½ seconds.
- Record your instruction, then continue your dictation in the usual manner.
- During review, either the author or a transcriptionist can easily locate a specific instruction if the number of the cue has been noted.

A maximum of 16 instruction cue tones can be remembered and quickly located.

### **Cue Scanning**

For easy review of a document, use the Cue Scanning feature to locate a specific letter or instruction cue. Q-Alert cues can be easily located during rewind, fast forward or playback. Watch the display for LTR or INS to appear with the number of the cue and listen for either a single or double cue tone.



## **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 ON position.
- Move the VOL/VOX slide control to the right—typically above midpoint—to adjust the sound level at which the tape starts moving.
- Move the slide control to RECORD position.
- Recording begins when you start speaking. Tape movement continues for several seconds after you stop speaking but resumes once you continue. The Record LED blinks while tape is not moving.

## **Tape Counter**

The four-digit tape counter counts up while you are recording and down when you rewind. Ejecting the cassette resets the counter to 0000.

During review, LTR or INS appears on the display each time you encounter a cue.

## **Review and Correction**

To review your dictation:

- Move the slide control down and hold it in the REW (Rewind) position. Tape rewinds with audible feedback.
- Release the control for automatic playback. Press the PAUSE button to stop playback; press PAUSE again to continue listening to playback.
- Adjust volume by moving the VOL control to the left to lower the volume and to the right to increase the volume.

For fast forward with audible feedback:

- With recorder in Play mode, press the F.PLAY button located below the slide control. Release button to return to Play mode. Playback stops and a tone sounds when you reach the last word recorded.

To edit dictation:

- Locate portion of dictation that requires editing.
- Move the slide control up to RECORD position and record over unwanted material.

## **Ending Dictation**

To end dictation:

- Move the slide control to the STOP position and eject the cassette.
- After the cassette is ejected, the unit will return to LOCK position automatically.

(For the user's convenience and for transcribing efficiency, it is recommended the cassette be rewound on a Dictaphone transcriber.)

## **Conference Recording**

The Dictamite II 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/EJECT switch to the ON position.
- Move the slide control to RECORD. Place the recorder in a central location.

An optional remote or conference microphone can be used for conference or interview recording.

To use optional microphone:

- Plug the microphone into the TEL jack (located on the left side panel of the recorder) and follow the above instructions.

## **Telephone Recording**

To record two-way telephone conversations:

- Plug the optional telephone record adapter into the TEL jack (located on the left side panel of the recorder), and attach adapter to the telephone handset.

- Move the slide control on the recorder to REC position.

**NOTE:** Model 1254 can record telephone conversations only when used with an approved telephone adapter.

## **Fast Erase**

To erase a cassette quickly:

- Simultaneously hold down the PAUSE/ERASE button and hold the slide control in REW position.
- Move slide control to STOP position when erase is complete.

## **Pause Control**

Pause control can be activated in Record or Play modes.

- With the slide control in either Record or Play position, press and hold the PAUSE/ERASE button to pause; release button to resume dictation or playback.

## **Convenience Features**

*Record Indicator*—The red Record indicator (LED) illuminates when the unit is in record mode.

*Inactivity Timeout*—After 5 minutes of inactivity, your Model 1254 minicassette recorder will automatically turn itself off.

*Low Battery Indicator*—“BAT” alternates with tape counter readings on the digital display if battery power is getting low. After completing your recording on the current cassette, change the batteries or plug in the AC adapter.

If battery power is too low, the Record indicator will not illuminate when you attempt to record.

*Farthest Advance Tone*—In Play or Fast Play modes, the tape stops moving and a tone sounds after the last word recorded. Moving the slide control out of PLAY position and then repositioning it, or releasing and re-activating F.PLAY, will cause tape motion to resume.

**NOTE:** No farthest advance tone will be heard if the cassette has been ejected and re-inserted.

*End Zone Warning*—When the cassette has approximately 2 minutes of available tape remaining, a single warning tone is generated to alert the user that end of tape is approaching.

*End-of-Tape Warning*—The recorder generates a continuous warning tone when the end of tape is reached during any tape motion.

*No-Cassette Safety Feature*—A continuous warning tone sounds if you try to operate the portable recorder without a cassette.

*Q-Alert Tones*—When an end-of-letter cue is recorded, the unit generates a single tone. When an instruction cue is recorded, the unit generates two tones.

*Automatic Lock*—The EJECT switch automatically returns to LOCK position after cassette is ejected.

## **Optional Accessories/Supplies**

*Remote Microphone*—Microphone for interview recording.

*Conference Microphone*—Compact high-sensitivity condenser microphone.

*Telephone Record Adapter*—Permits recording of telephone conversations.

*Dictaraser® Minicassette Bulk Eraser*—Permits rapid erasure of minicassettes.

Minicassettes (5 pack)

AAA Nickel Cadmium Battery Pack

*AAA A/C Adapter/Charger*—Permits unit to operate on AC power and can be used to charge nickel cadmium battery pack.

To use the optional AC adapter:

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



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

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

## **Specifications**

Size: Height —  $4\frac{5}{8}$  " (118 mm)

Width —  $2\frac{1}{4}$  " (57 mm)

Depth —  $\frac{5}{8}$  " (16 mm)

Weight: 5.5 oz. (156 gm.)

Power 2 size AAA alkaline or recharge-  
Source: able battery pack or AC Adapter

Media: M-30 Minicassette

## **Notices**

### **FCC Notice**

This equipment generates and uses radio frequency energy and if not installed and used properly, and in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause 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 the receiving antenna.
- relocate the equipment with respect to the receiver.
- move the equipment away from the receiver.
- plug the equipment into a different outlet so that equipment and receiver are on different branch circuits.

If necessary, the user should consult the dealer or a Dictaphone service representative for additional suggestions. The user may find helpful the following booklet prepared by the Federal Communications Commission: "How to Identify and Resolve Radio-TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 004-000-00345-4.

## **Limited Warranty**

For portable dictation units Dictaphone's warranty service will be limited to necessary adjustments, repairs and parts replacements, not occasioned by accident, misuse or casualty for thirty (30) days from the date of delivery.

Dictaphone's obligations hereunder are limited as set forth hereinabove. The foregoing are Purchaser's exclusive remedies. Dictaphone assumes no liability for special or consequential damages. This Limited Warranty applies only (a) to new equipment and (b) when recommended recording media are used and when all work is performed by authorized Dictaphone personnel.

Purchaser may obtain service coverage beyond the service to be performed hereunder through Dictaphone's Assured Performance Plan.

# Dictaphone

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