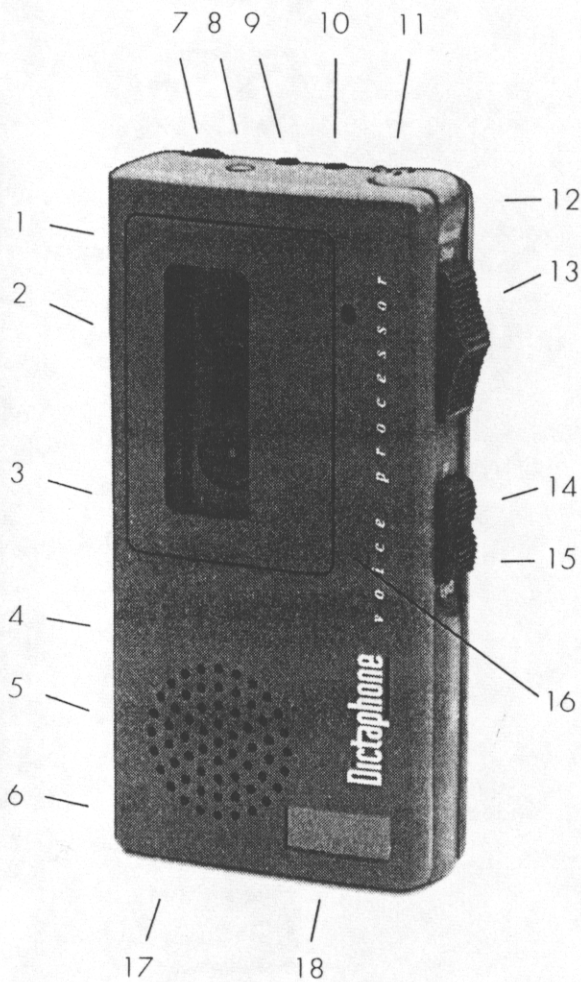


Dictaphone[®]

Professional Series
Microcassette Voice Processor

**Instructions
for Use**

3254



Controls

Note: Batteries and Cassette tapes are not included.

- 1 DICT/CONF Switch
- 2 Tape Speed (2.4 or 1.2 cm/s)
- 3 VOX Off/On
- 4 Power Off/On
- 5 DC3V (AC Adapter Jack)
- 6 Battery compartment
- 7 Volume control
- 8 Cue /F. Play / Erase
- 9 Tel (External Microphone jack)
- 10 Ear (External Earphone jack)
- 11 Record indicator
- 12 Built-in Microphone
- 13 Slide Control
 - Record
 - Stop
 - Play
 - Rew (Rewind)
- 14 FF (Fast Forward)
- 15 Eject button
- 16 Cassette Compartment
- 17 Speaker
- 18 LCD Display

Features

Tape Speed- Use the 2.4 cm/s for normal recording or the 1.2 cm/s to double the tape's recording capacity.

Record Indicator- Lights during record.

End-of-Tape Warning- A warning tone plays at the end of tape during record or playback.

LCD Display- Indicates tape count, low battery (battery symbol), tape erase (dEL) and VOX record (counter blinks). Ejecting a cassette resets the counter (i.e., 000). The display retains information but will go blank when power is switched off or shut off automatically after 5 min. of inactivity during Stop.

Farthest Advance Tone- During playback the recorder will stop the tape and play a tone when you reach the last word recorded.

Battery Installation

Slide open the battery compartment door and install two "AAA" batteries, observe polarity (+/-). Replace the batteries when the battery symbol appears on the Display.

Battery Conservation

The unit turns off automatically if you do not use it for 5 minutes. To reactivate it, move the slide control or switch the unit off and then on again.

AC Adapter (Optional)

Plugging the AC adapter into the unit's DC3V jack disconnects the batteries.

Power On/off Switch

- Use the "Power Off/On" switch to turn the recorder either on or off.

Protecting Cassettes

- To prevent erasure of your recordings, remove the cassettes erase-protect tabs.

Inserting or Removing a Cassette

- 1 Press the Eject button to open the cassette door.
- 2 Remove and/or insert the cassette, and close the cassette door.

The exposed tape faces the slide control with side 1 up.

Recording your Dictation

- Move the Slide Control to **Record**, and begin dictating.

The Record indicator lights.

Conference Recording Move the DICTATE/CONF switch to **CONF**

Ending your Dictation

- 1 Move Slide Control to **Stop**.
The Record indicator will turn off.
- 2 Remove the cassette, if needed.

Reviewing and Editing Dictation

Rewind/Playback

- 1 Move the Slide Control to **Rew**.
You'll hear audio from the recorded areas of the tape during rewind.
- 2 Release the Control to begin playback.
Adjust the volume as needed.

Editing

- 1 Locate the beginning of the dictation you want to edit, and move the Slide Control to **Stop**.
- 2 Move Slide Control to **Record** and dictate over the unwanted recording.

Fast Play

- Press and hold ***F.Play*** during play.

Marking the End of a Letter

- Press the ***Cue*** button once during record to mark the end of your letter.

Marking an Instruction

- 1 Press the ***Cue*** button twice during record to mark the start of an instruction.
- 2 Begin dictating your instruction.

Fast Forwarding the tape

- 1 Move the Slide Control to Stop.
- 2 Press and hold the ***FF*** button.
- 3 Release the ***FF*** button to stop.
At the end of tape a tone plays.

Voice Activated Recording (vox)

- 1 Move the VOX switch to ***On***.
- 2 Move the Slide Control to ***Record***, and begin dictating.

The unit records when you speak and pauses when you're silent. (Notice the record indicator's on/off response.)

The Volume control sets VOX sensitivity:
8 to 10=high, 5 to 7=low and 0=none.

Locating Cues

- **Rewind the tape.** The recorder pauses and plays a tone at each cue. The display shows the cue type and number:

LTR 01 to LTR 15P = Letter cues

INS 01 to INS 15P = Instruction cues

The "P" indicates cues greater than 15.

Microphone Recording

- 1 Plug the Microphone into the **Tel** jack.
This disconnects the built-in microphone.
- 2 Move Slide Control to **Record** and begin dictating.

Telephone Recording

- 1 Plug the Telephone Record Adapter into the **Tel** jack.
This disconnects the built-in microphone.
- 2 Move Slide Control to **Record**.

Erasing Tapes

- While pressing the **Cue** button, move the Slide Control to **Rew**.
The display shows dEL during erase.

Helpful Hints

- Why won't the cassette door close?

Are you inserting the cassette correctly?

- Why doesn't the tape turn?

Check the batteries. They may be weak or insert incorrectly.

- Why is the volume so low?

Check your batteries. Also, clean the Rec/Play head and pinch rollers.

- Why do I hear audio on an erased tape?

Clean the record/play head and erase the tape again.

Specification

Media: MC-30 or MC-60 Microcassette

Frequency Response: 300 - 4,000Hz

Tape Speed: 1.2 & 2.4 cm/s

Speaker: 200 mw

Dimensions:

H: 115 mm (4.50 in.)

W: 53 mm (2.25 in.)

D: 19 mm (0.90 in.)

Weight: Approx. 130g (no batteries)

Power: Two 1.5V, AAA, batteries (alkaline or
Nicad) or an AC Adapter.

Specification are subject to change without notice.

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