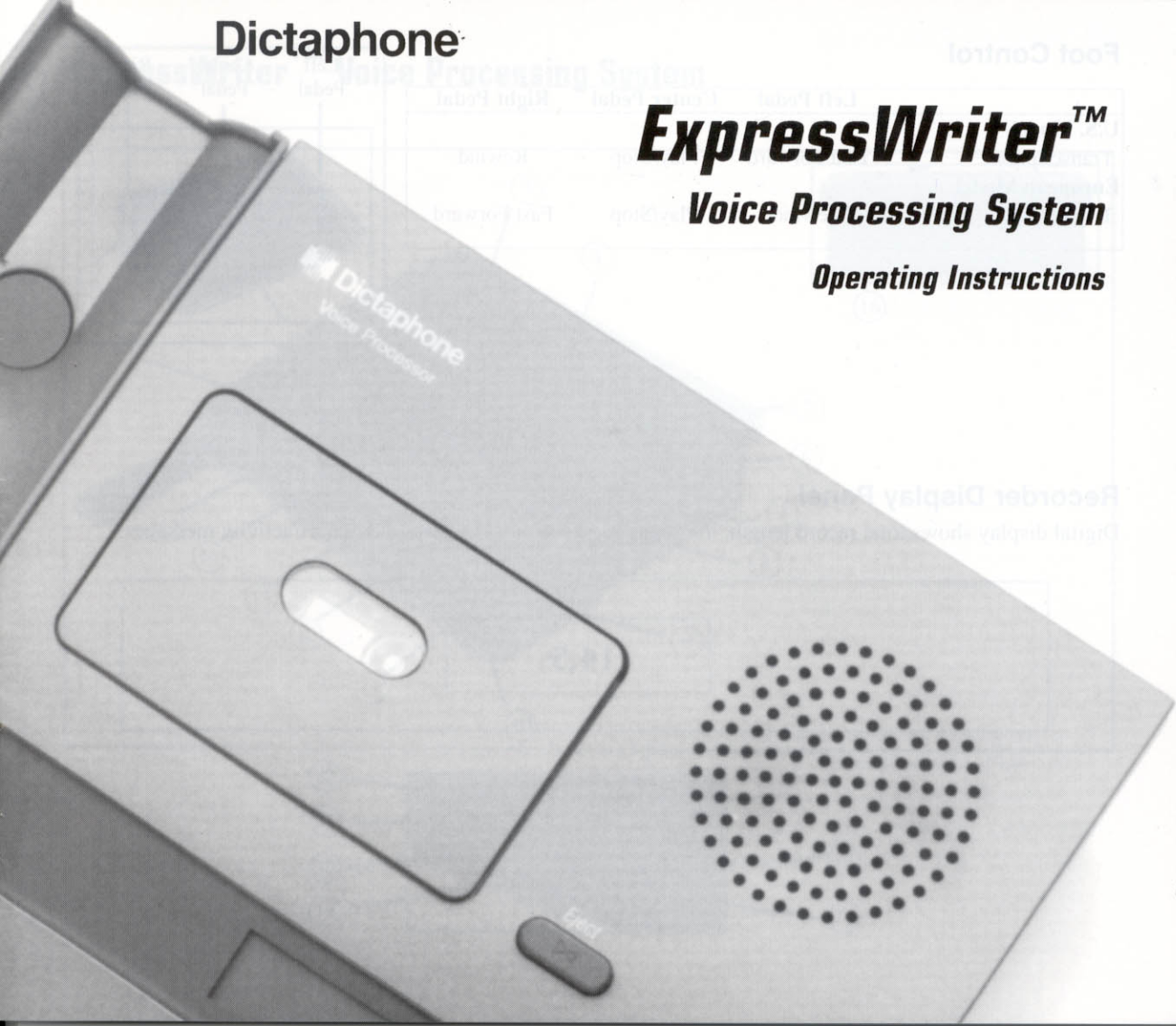


Dictaphone

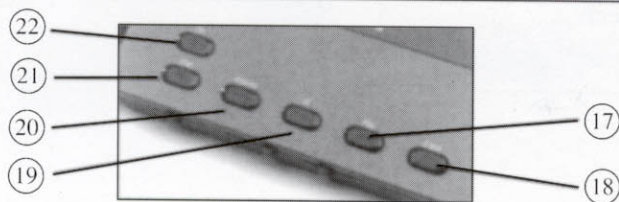
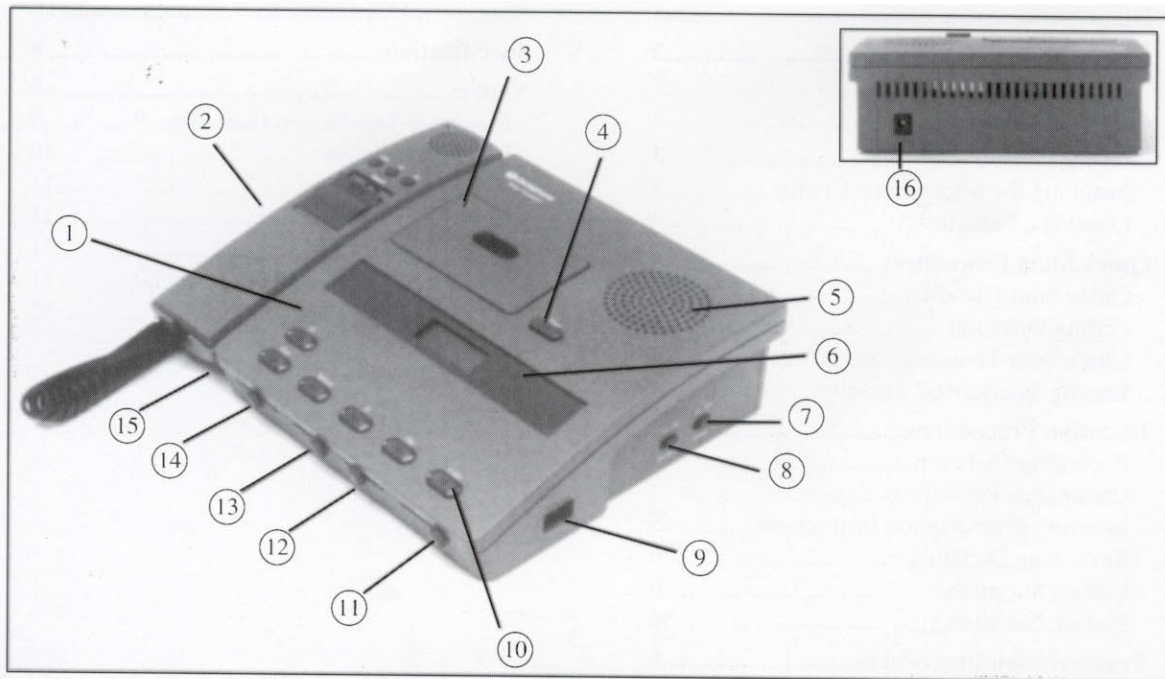
ExpressWriter™

Voice Processing System

Operating Instructions

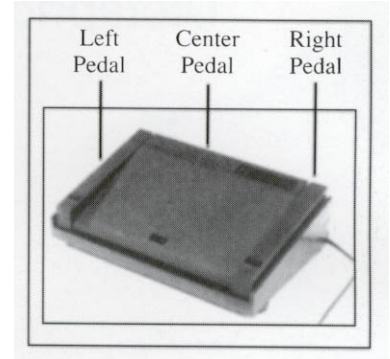


ExpressWriter™ Voice Processing System



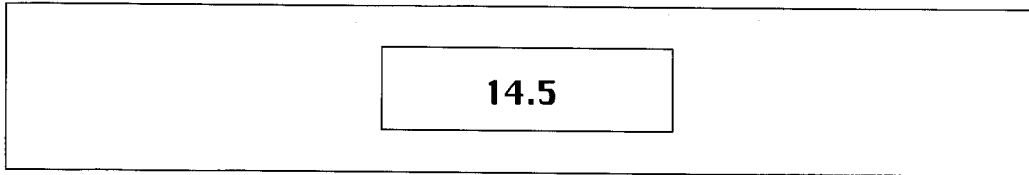
Foot Control

	Left Pedal	Center Pedal	Right Pedal
U.S. Model			
Transcription	Fast Forward	Play/Stop	Rewind
European Model			
Transcription	Rewind	Play/Stop	Fast Forward



Recorder Display Panel

Digital display shows total record length, in minutes and seconds, and provides status/activity messages.



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■ Key To Recorder Components

1	Recorder
2	Hand Microphone
3	Cassette Door
4	Eject Button
5	Built-in Speaker
6	Display Panel
7	On/Off Speaker
8	1.2/2.4 Tape Speed (Micro Only)
9	Headset Jack
10	Control Buttons
11	Speed Control
12	Auto Backspace
13	Tone
14	Volume Control
15	Microphone/Foot Control Jack
16	Power
17	Play
18	Erase
19	FF (Fast Forward)
20	Rewind
21	Stop
22	On

■ Description

The Dictaphone ExpressWriter™ voice processing system is designed to boost productivity and efficiency in any voice-processing environment—all while providing maximum convenience for both the dictator and transcriptionist.

ExpressWriter™ systems offer a wide range of functions in a compact design.

The ExpressWriter™ voice processing system is available in standard cassette, minicassette and microcassette versions. The recorder provides standard dictation and transcription functionality, including cue tones to mark routine letters and priority dictation. A built-in display keeps track of total dictation time and the convenient hand microphone puts all important dictation controls in your hand.

All ExpressWriter™ dictation/transcription systems are supplied with an AC power adapter and a blank recording cassette.

■ Controls and Indicators

This section contains a brief description of important controls and indicators on the ExpressWriter™ voice processing system. Refer to the numbered photograph for the location of the individual controls.

Recorder

Erase Press simultaneously with either Rewind or FF (Fast Forward) to erase tape.

Tape Speed (Microcassette Only) Adjusts tape record or playback speed. The standard setting is 2.4, which provides optimum sound quality. Switch to 1.2 to double recording capacity. Cues recorded at 1.2 are not detectable by an ExecTalk™ recorder.

Speaker Switch On to playback through the internal speaker. Switch Off to playback through the hand microphone or headset.

Volume (+/-) Adjusts the playback volume.

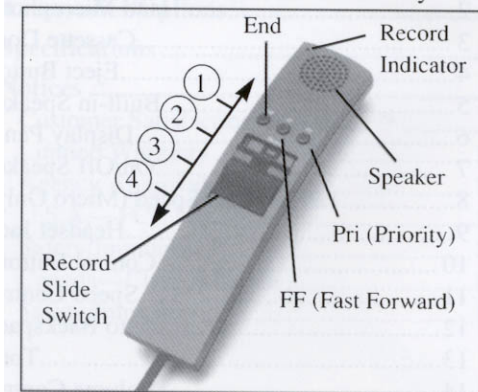
Tone (+/-) Adjusts the playback bass/treble.

Auto Backspace (0/+) Adjusts the amount of dictation automatically repeated each time the Play pedal on the foot control is released and re-activated. Can be set between zero and approximately 10 words (7 seconds).

Speed (+/-) Adjusts the playback speed in either transcription or review modes.

Hand Microphone

Record Slide Switch A 4-position switch that controls record and review activity.



Record Slide Switch Positions

- 1 Record (Continuous)
- 2 Stop/Momentary Record (Press and Hold)
- 3 Play
- 4 Rewind (Slide down and Hold)

End Inserts an End-of-Letter cue.

FF (Fast Forward) Press and hold to advance the tape rapidly. Release button to stop, or to enter Play mode if the recorder was in Play prior to fast forward. Recorder pauses briefly at cue tones during fast forward.

Pri Inserts a Priority cue to indicate the end of a priority letter.

■ Getting Started

To setup the recorder, follow these simple steps (Refer to the recorder figures on front foldout.):

- Connect the hand microphone for dictation or the foot control and headset for transcription.
- Connect the AC adapter to the recorder, and plug the adapter into a proper wall outlet.
- Set the tape speed control (microcassette recorders only).
- Load a cassette.
- Turn the recorder on.

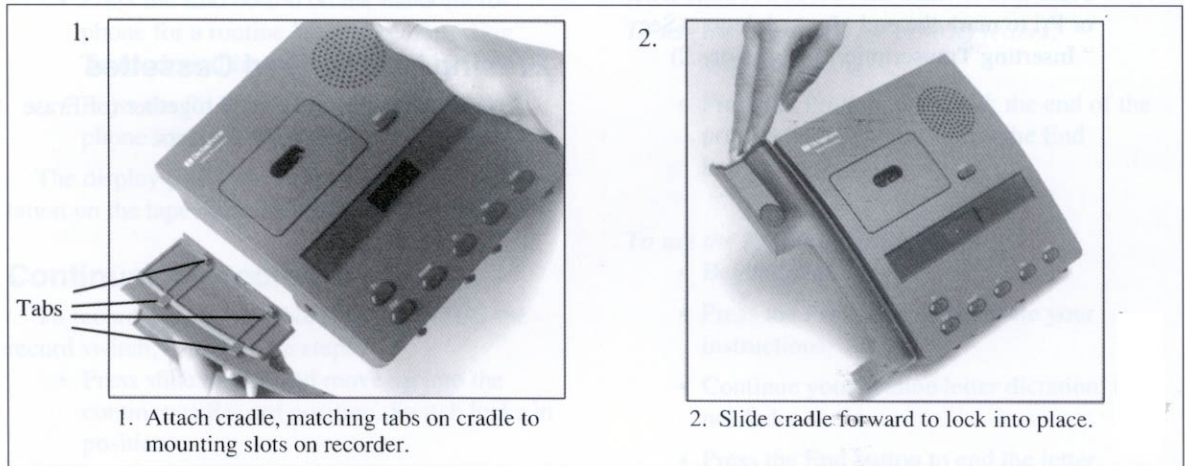
Installing the Microphone Cradle

Refer to the diagram below for installing the microphone cradle.

Loading a Cassette

- Press Eject.
- Insert cassette—exposed tape faces front.
- Close cassette door.

NOTE: Use leaderless cassette tapes for best performance. Contact your local Dictaphone representative for ordering tapes.



■ Quick Start Procedures

The following sections are designed to help people familiar with dictation systems make immediate use of their ExpressWriter™ system.

Quick Start Dictation

- Load a cassette. If necessary, rewind the tape.
- Lift hand microphone to turn recorder on.
- Press and hold down the microphone's slide switch to start record.
- Begin dictating.
- Release the slide switch to stop record.
- Press End to mark the end of a routine letter or Pri to mark the end of a rush letter. (See "Inserting Transcription Instructions.")

Ending Dictation

- Do not rewind the cassette.
- Eject cassette and give it to the transcriptionist for scanning.

Quick Start Transcription

- Load the recorded cassette.
- Press the On button.
- Press Rewind. The system pauses and plays a cue tone at each End-of-Letter or Priority cue. When tape is rewound, total length of dictation is displayed.
- Press center foot pedal (Play) to begin transcription.

Erasing Transcribed Cassettes

- Press Erase and Rewind together (or Erase and FF) to erase tape contents.

■ Dictating Procedures

Recording Dictation

Lift the hand microphone to turn the system on.

To begin dictating:

- Press gently on the top edge of the slide switch and hold down. A red LED illuminates and the display panel shows the tape's progress.
- Begin dictating.
- To stop recording, release the slide switch.

To indicate the end of a letter/document:

- Press the End button on the hand microphone for a routine letter (See "Inserting Transcription Instructions.").
- Press the Pri button on the hand microphone for a priority letter.

The display panel shows the total length of dictation on the tape in minutes and tenths of minutes.

Continuous Recording

To record dictation without having to hold the record switch, follow these steps:

- Press slide switch and move up into the continuous Record position. Switch locks in position.

- Begin speaking normally.
- When you are finished recording, move the slide switch to the Stop position.

Inserting Transcription Instructions

There are two uses for the Pri button on the hand microphone: marking the end of priority letters or marking the location of transcription instructions (within a letter). You can choose either one of these methods but not both. Make sure that the transcriptionist knows which method you are using before you begin. (Transcriptionists who use an ExpressWriter™ Plus system must set up the system to match the author's use of priority or instruction cues.)

To use the Pri button for priority letters:

- Begin dictating.
- Press the Pri button to mark the end of the priority letter. (Do not press the End button.)

To use the Pri button for instructions:

- Begin dictating.
- Press the Pri button, and dictate your instructions.
- Continue your routine letter dictation, if needed.
- Press the End button to end the letter.

Reviewing Dictation

The recorder allows convenient review of dictation using either the hand microphone or keypad controls.

To review dictation using the hand microphone:

- Hold the slide switch in the Rewind position. During rewind, the system pauses at any cue tones.
- Release the slide switch into the Play position when you reach a letter/instruction that you want to review.

Editing Dictation

To edit dictation:

- Rewind to the desired location.
- Press the slide switch for record and dictate over the unwanted material.

Ending Dictation

When you are finished with dictation, eject the cassette without rewinding. Deliver the cassette to the transcriptionist for scanning.

■ Transcription Procedures

The following sections describe the basic procedures for tape transcription using the ExpressWriter™ voice processing system.

Previewing Tape Contents

To preview a tape's contents:

- With a newly recorded tape inserted, press Rewind on the recorder control panel. The message "SCN" is displayed and the tape begins to rewind, pausing at each cue tone. At the beginning of the tape, total dictation length is displayed.
- To transcribe dictation, use the procedure which follows.

Transcription

To begin routine transcription:

- Press and hold the Play pedal on the foot control. The display counts down to indicate length of remaining dictation.
- Adjust Volume and Tone for best clarity. Adjust Speed and Auto Backspace for ease of dictation.
- To stop playback, release the Play pedal.
- Use the right pedal for rewind and the left pedal for fast forward (U.S. Version).

■ Additional Features

Alert/Warning Tones

Alert/warning tones play when:

- An End-of-Letter, Priority or Instruction cue is encountered.
- End-of-tape is reached.
- Tape is broken.
- No cassette is loaded and an operation is selected.
- The End Zone is reached in Record mode (one to four minutes of tape left, then a tone is played each minute until the end of tape).
- The Last Word Locator (farthest advance in Dictate mode) is reached in Fast Forward or Play modes.
- An entry error is detected (a task is attempted which is not permitted at that time).

■ System Setups

The ExpressWriter™ voice processing system incorporates a number of options to help you optimize your efficiency during dictation/transcription operations. These options may be customized at the time of installation by a Dictaphone Representative.

The following options are available:

Continuous Foot Control Mode

Selecting Continuous Foot Control operation permits you to press and release the pedal for continuous playback. Press again to stop playback.

Disable Alert Tones, Cue Tones, Monkey Chatter

Select to disable Audible cue and Alert tones. Note that warning tones are always Audible. Also disables Audible tape playback at high speed (monkey chatter) when fast forwarding or rewinding the tape using the hand microphone or foot pedal controls.

Enable Auto-On Select to have the system automatically turn on after any key is pressed.

Disable Speed Control (Dictation mode only) Select to disable the Speed slide switch on the front of the recorder. The slide switch is always active during transcription.

■ Accessories/Options

The following accessories/options are available for the ExpressWriter™ voice processing system. Call your local Dictaphone office to place an order.

Headsets

- Transcription Sound Set (PN 878844)
- Listening Device (PN 142900)
- Twin Ear Listening Device (PN 123631)
- Lite Set Listening Device (PN 123716)

Foot Control

- Dictamatic® II
Foot Control (PN 177585)

Cassettes

- Standard Cassette C-30
- Standard Cassette C-60
- Standard Cassette C-90
- Mini Cassette M-30
(5-pack)
- Mini Cassette M-50
- Micro Cassette MC-30
- Micro Cassette MC-60
(3-pack)

■ Specifications

System Size

Height:	2.25 in. (5.7 cm)	Mini and Micro
	3.0 in. (7.6 cm)	Standard
Width:	8.0 in. (20.3 cm)	Mini and Micro
	6.25 in. (15.9 cm)	Dictation
	10.675 in. (27.1 cm)	Mini and Micro
	8.75 in. (22.2 cm)	Transcription
		Standard
		Dictation
		Standard
		Transcription
Depth:	7.0 in. (17.8 cm)	Mini and Micro
	7.75 in. (19.7 cm)	Standard

Environmental Operating Conditions

Operating Temperature:	+5 to +45°C
	+41 to +113°F
Storage Temperature:	-15 to +70°C
	-26 to +158°F

Relative Humidity: 10% - 95% non-condensing

Frequency Response

1KHz-5KHz	±3db referenced to 1KHz
100 Hz-1KHz	+0/-4db referenced to 1KHz

Output Power

Internal Speaker: 250 mW RMS minimum
Headset: Not exceed 85dBa sound pressure

Auto Backspace

Min./Max: 0 sec. - approx. 7 sec. dictation

Tape Speed

Micro = 2.4 or 1.2 cm/sec; Std. = 4.8 cm/sec;
Mini = take up spindle 38 rpm. Accuracy =
±3% (10-50°C)

*NOTE: Design and specifications subject to
change without notice.*

■ Notices



Customer Satisfaction Guarantee™

The Dictaphone Corporation is committed to providing you with the world's finest products backed by our guarantee of your complete satisfaction. The Dictaphone guarantee is provided to all of our customers on all of our products. This guarantee is automatically in effect during the initial product warranty period, and will be honored for up to five years provided a Dictaphone annual maintenance agreement is in effect from time of purchase.

The guarantee ensures that you will be satisfied with the performance of the product within your establishment. If the product does not perform to specifications, Dictaphone will repair the product at no additional cost to you. Should we be unable to promptly effect a repair, we will replace the product at no additional cost to you. If the replacement product also does not meet Dictaphone spec-

ifications, we will remove the product and give you a full refund.

Our commitment to your satisfaction also extends beyond product performance. Any other problems or concerns that you might have will be resolved promptly. Your billing statements, will be accurate and easily understood. Any telephone calls or written communications that you may generate will be answered in a prompt and courteous manner.

Dictaphone is committed to making you a permanent customer of our company. If, in your opinion, we have lapsed in any way regarding this guarantee and policy of product quality and customer satisfaction, please call the office of the President at 800-343-5838. We won't be satisfied until you're satisfied.

Limited Warranty

On all Dictaphone equipment, except portables, Dictaphone will: (a) for a period of ninety (90) days from the date of delivery make at its expense all necessary adjustments, repairs and parts replacements not occasioned by accident, misuse or casualty; and (b) for a period of nine (9) months after said ninety (90) day period on all said equipment, Dictaphone will replace without charge any parts (except non-rechargeable batteries, platens, ribbons and print wheels), which become broken or defective, except by reason of accident, misuse

or casualty. Any labor, transportation or adjustment required during such nine (9) month period for the installation of said parts, shall be performed by the Purchaser or at Purchaser's expense. Dictaphone's obligations during such nine (9) month period shall be limited to repair or replacement of broken or defective parts.

For all machines sold as secondhand, and supplies, 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 herein above. 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.

■ Agency Approvals

U.S.A — 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 A computing device in accordance with the specifications in Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a nonresidential installation. However, there is no guarantee that interference will not occur in a particular installation. Shielded cables should be used with this recorder to insure compliance with the Class A limits. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference. 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, 4D.C. 20402, Stock No. 004-000-00345-4.

NOTICE: *There are state and federal laws governing use of this equipment. You should consult with your lawyer if you are not aware of these laws.*

Safety/Immunity

UL 1950 Second Edition
EMI/EMC: FCC Part 15 Class A
IEC Standard 801-2 ESD
IEC Standard 801-3 Immunity

Canada — Class A Limits

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le Present appareil numerique nemet pas de bruits radioelectriques depassant les limites applicables auz appareils numeriques de la class A prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

CAUTION: *Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.*

Safety/Immunity

CAN/CSA-C22.2 No. 950 First Edition
DOC RFI Standard CSA C108.8

Dictaphone

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Models 1740, 2740, 3740
(-4 U.K., -6 Europe)

12/93

L-1584

Printed in Japan
VNN8069-694

