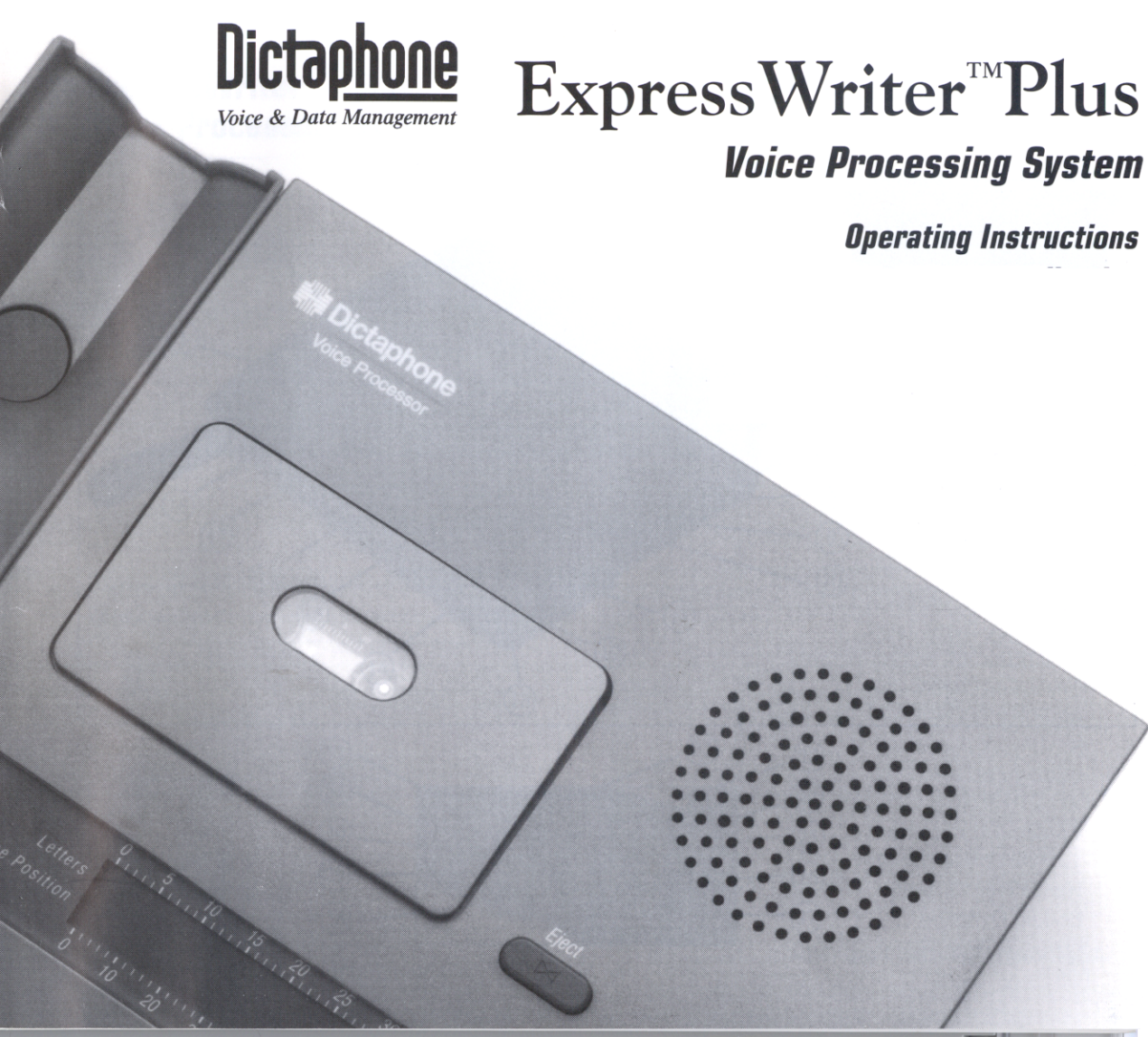


**Dictaphone**  
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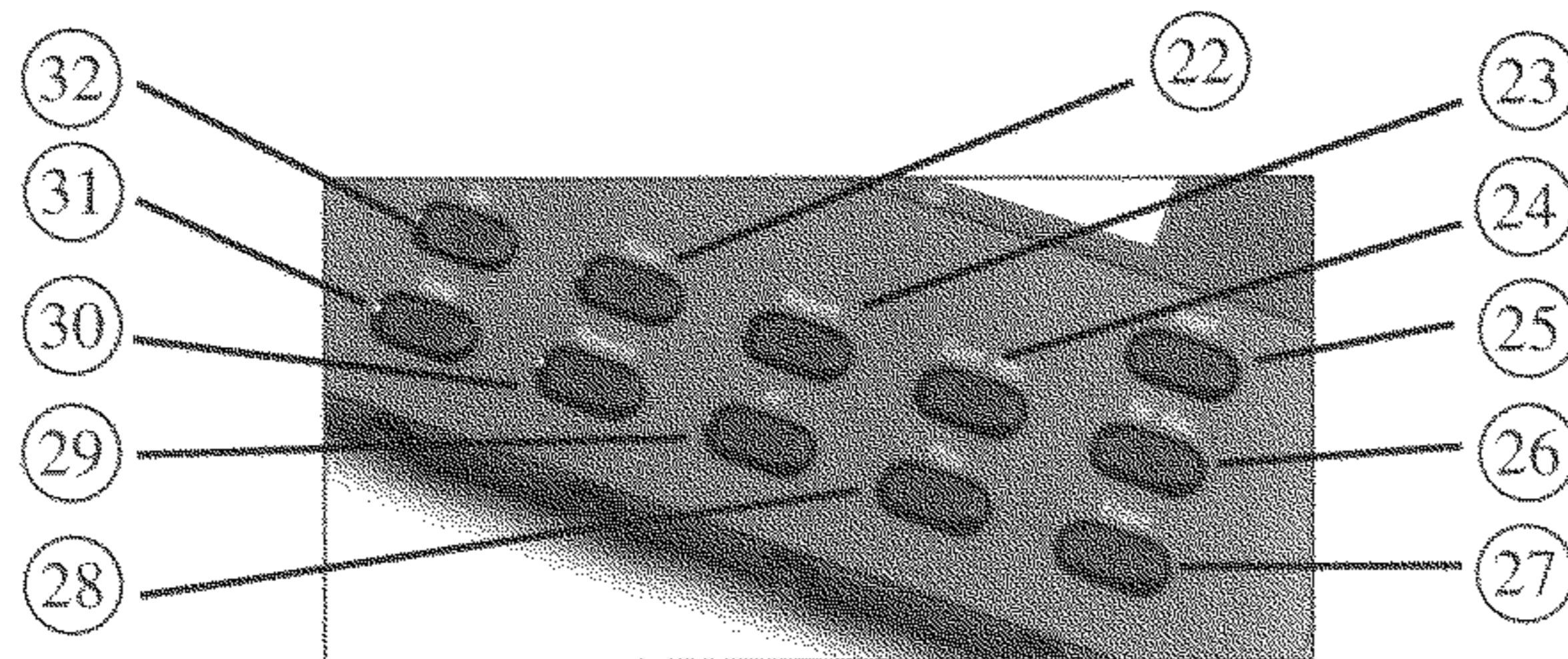
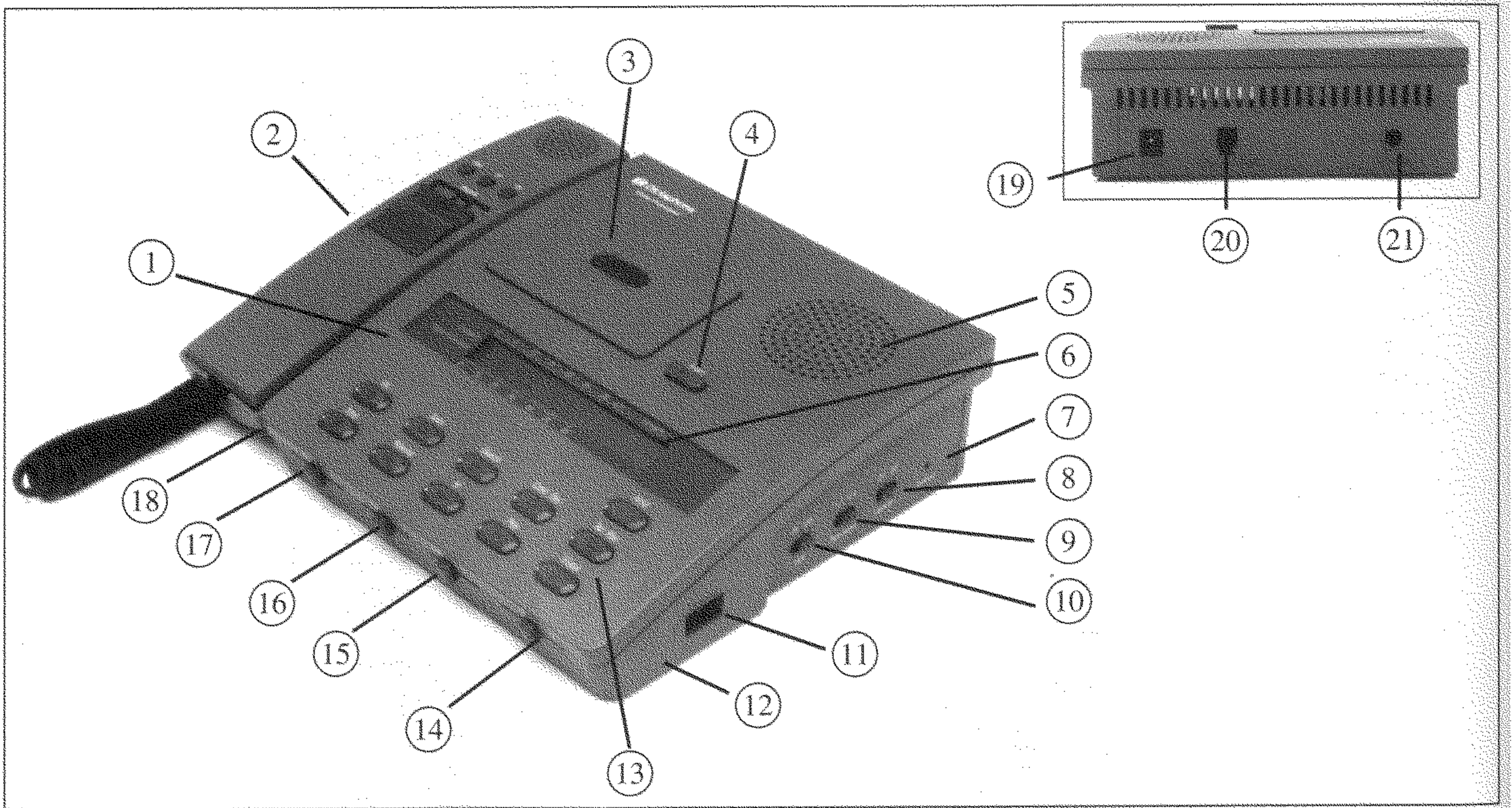
# Express Writer™ Plus

***Voice Processing System***

***Operating Instructions***



# ExpressWriter™ Plus Voice Processing System



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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	Contrast
8	On/Off Speaker
9	1.2/2.4 Tape Speed (Micro Only)
10	On/Off VOX
11	Headset Jack
12	Built-in Microphone
13	Control Buttons
14	Speed Control
15	Auto Backspace
16	Tone/VOX
17	Volume Control
18	Microphone/Foot Control Jack
19	Power
20	Computer Interface
<i>(Do Not plug phone connector into this jack)</i>	
21	Telephone Record Adapter
22	Scan
23	Search
24	Conference Record
25	Hold
26	Telephone Record
27	Erase
28	Play
29	FF (Fast Forward)
30	Rewind

31	Stop
32	On

## ■ Description

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

The ExpressWriter™ Plus system is available in standard cassette, minicassette and microcassette versions. The recorder provides standard dictation and transcription functionality, including cue tones and hands free dictation. A built-in display keeps track of total dictation time while a convenient hand microphone puts all important dictation controls in your hand.

The recorder also provides voice-activated recording, conference and telephone recording and advanced scanning and search functions which improve the efficiency of transcription activities. Plus, the expanded display panel provides a wide range of visual data to help both the dictator and transcriptionist to optimize their use of the recorder.

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

## ■ Controls and Indicators

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

### Recorder

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

**Scan** In transcription mode, press to rewind a cassette and review contents before transcribing. Displays total dictation length, number of letters, and number/location of Priority letter cues. In Dictation mode, it permits review of last letter dictated at increased speed. Playback starts just before the beginning of the letter.

**Search** Press to automatically move to the next Priority letter on a scanned tape, or the next letter on an unscanned tape.

**Conf. Rec.** Press and hold momentarily for conference recording. This mode uses the hand microphone, if attached, or the built-in microphone in the recorder. Press again to cancel or press Stop.

**Tel. Rec.** Press and hold for telephone recording. The optional telephone record adapter must be connected. Press again to cancel or press Stop.

**Hold** Press to retain current tape display information while inserting a new tape for rush dictation or transcription. Refer to section on Rush Dictation (Page 10) or Rush Transcription (Page 13).

**Tape Speed** (Microcassette only) Sets the 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.

**VOX** Switch On for voice-activated (VOX) recording when operating in record mode. Refer to section on VOX recording on Page 8.

**Speaker** Switch On to hear playback via the built-in speaker. Switch Off to hear playback through the hand microphone or headset.

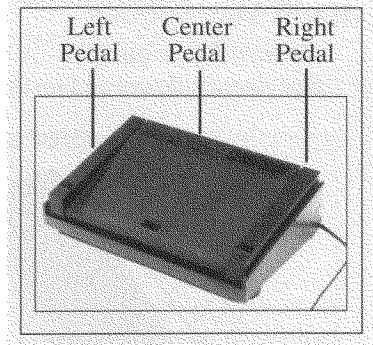
**Tone (+/-)** Adjusts the playback bass/treble range. In VOX mode, adjusts the sensitivity of voice-activated triggering of the recorder.

**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.

## Foot Control

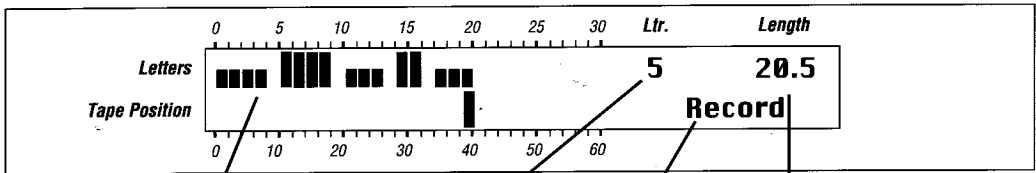
	Left Pedal	Center Pedal	Right Pedal
<b>U.S. Model</b>			
Transcription	Fast Forward	Play/Stop	Rewind
Hands Free Recording	Stop	Record/Stop	Rewind/Play
<b>European Model</b>			
Transcription	Rewind	Play/Stop	Fast Forward
Hands Free Recording	Rewind/Play	Record/Stop	Stop



## Recorder Display Panel

Provides operating status information during dictation and transcription. See “System Setups” on Page 13 for configuration details.

### Time Line Display



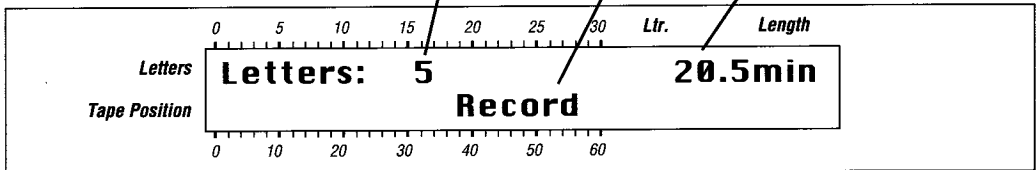
Letters: Routine (small bars);  
Priority (tall bars)

Number of  
Letters

Status/Activity  
Message

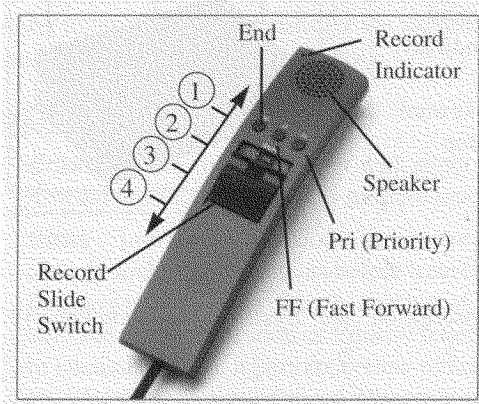
Total Dictation  
Length

### Digital Display



## 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 and updates the recorder display information.

## ■ Getting Started

To setup the recorder, follow these simple steps (Refer to the recorder figure 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.

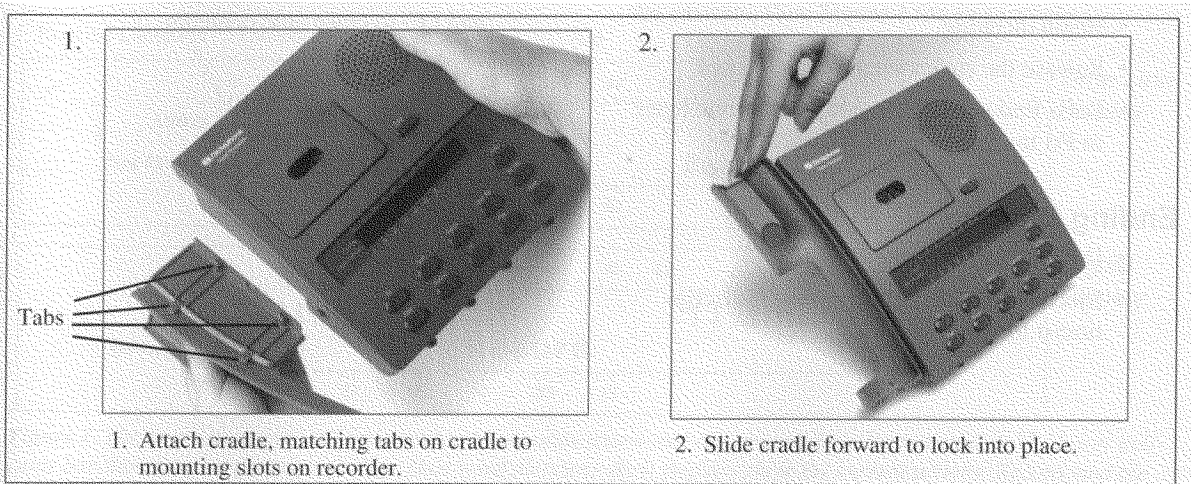
## Installing the Microphone Cradle

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 describe quick start procedures for using the ExpressWriter™ Plus voice processing system. These instructions will help people familiar with basic dictation recorder operation to make immediate use of their ExpressWriter™ Plus 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.

### 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 Scan to review the contents of the tape and identify priority letters.
- Press Search to begin transcription of the first letter (first priority if one exists). (Use the Foot Control for Rewind, Fast Forward and Playback, if needed.) At the conclusion, press Search again to transcribe next letter (priority or routine letter).

## 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 recorder on.

*To begin dictating:*

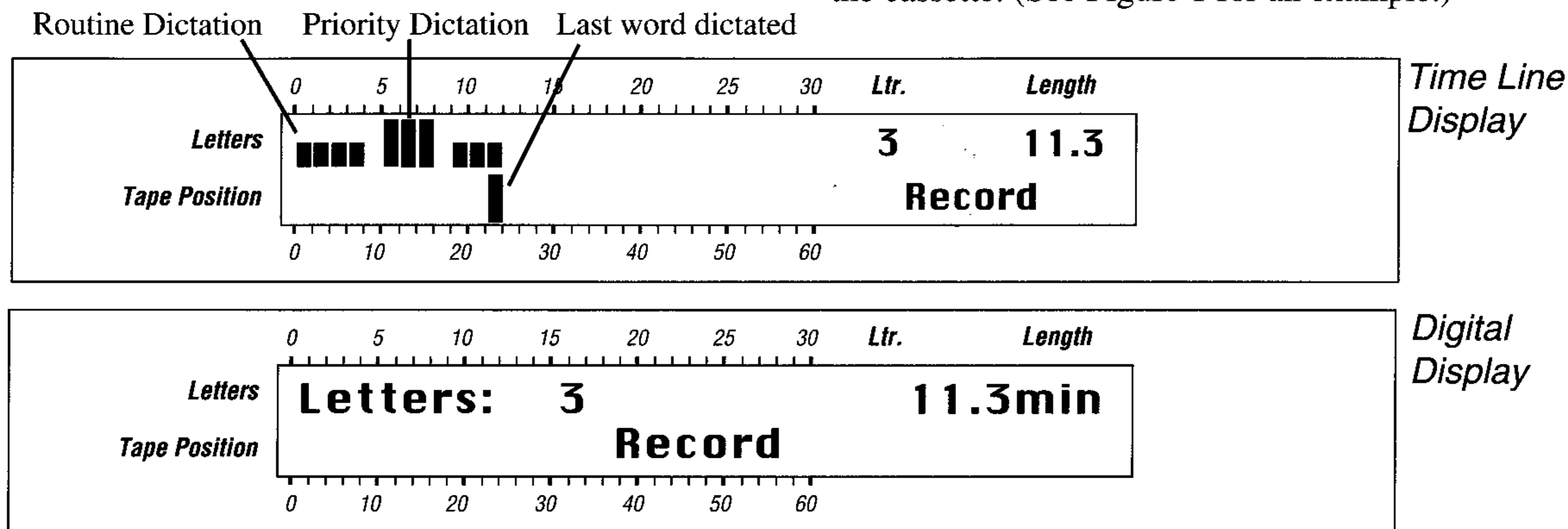
- Press gently on the top of the slide switch and hold down. A red LED illuminates and the display panel shows the tape's progress.
- Begin dictating.
- To stop recording, release the slide switch.

*To indicate the end of a letter/document:*

- Press the End button on the hand microphone for a routine letter.
- Press the Pri button on the hand microphone for a priority letter.

## Time Line and Digital Displays

The ExpressWriter™ Plus System display panel provides a continuously updated summary of a tape's contents during recording. The panel can be configured as either a time line or digital display. Each provides a summary of the current contents of a cassette. The time line also provides a visual representation of the dictation, permitting rapid assessment of the amount and nature of work on the cassette. (See Figure 1 for an example.)



**Figure 1.** The time line display (top) shows that two routine letters and one priority have been recorded. The lower indicator bar shows the current tape position (last word dictated). Both displays show the current activity, Record, and the total letters, three.

## Continuous Recording

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

- Press and move the slide switch up into the continuous Record position until it locks.
- Begin dictating.
- When you are finished recording, move the slide switch to the Stop position.

## Inserting Transcription Instructions

The ExpressWriter™ Plus voice processing system can be configured to permit insertion of transcription instructions, instead of designating priority jobs. Instructions for setting this option are described in the topic *Cue Type* in the section “System Setups” on Page 13.

*To insert instruction cues in dictation:*

- Begin normal dictation. To insert an instruction, press the Pri button on the hand microphone. Dictate the transcription instructions.
- Continue with normal dictation.
- To designate the end of a letter/document, press the End button.

## Reviewing Dictation

The ExpressWriter™ Plus voice processor

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 recorder pauses at any cue tones.
- Release the slide switch into the Play position, when you reach a letter/instruction that you want to review.

*To review the last letter dictated:*

- Press Scan. Playback occurs at a faster than normal speed for quick review. Adjust speed using the speed control.

## Editing Dictation

*To edit dictation:*

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

## VOX Recording

The ExpressWriter™ Plus supports voice-activated (VOX) recording which lets you pause as much as you want without wasting tape—when you stop talking, the tape stops moving.

*To use voice-activated recording:*

- Switch the VOX switch to the On position.
- Lift the hand microphone from the cradle and move the slide switch to the continuous Record position.
- Begin speaking.
- Tape movement continues for a few seconds after voice stops, and resumes when speaking continues.
- Use the Tone/VOX control to adjust the voice sensitivity according to background noise conditions.

*NOTE: Voice activation also operates during Conference and Telephone recording.*

## Conference Recording

Conference recording permits you to record group conversations through either the built-in microphone or the hand microphone.

*To begin recording a conference:*

- If desired, use voice-activation by setting the VOX switch to On.
- Press the Conf. Rec. button until the display indicates conference recording. Use this procedure for recording a conference via the hand microphone, or the built-in microphone if the hand microphone is not plugged in. Recording is continuous and

commands from the hand microphone are ignored.

- To exit conference record, press Conf. Rec. again or press Stop.

## Telephone Recording

Using an optional telephone record adapter, the ExpressWriter™ Plus system provides a convenient way to record telephone conversations.

*To begin telephone recording:*

- Attach a telephone record adapter.
- Voice-activation may be employed by setting the VOX switch to the On position.
- Press and hold the Tel. Rec. button until the display panel indicates telephone recording. Recording begins immediately.
- To exit Telephone Record mode, press the Tel. Rec. button again or press Stop.

## Hands Free Dictation

The ExpressWriter™ Plus voice processing system permits control of dictation operations using the foot control in a “hands free” mode. The following conditions must be met for hands free operation:

- Connect a foot control to the Microphone/Foot Control Jack.

- Set the Foot Control Dictate and Auto-On options to On. Refer to “System Setups” for instructions.

*To begin hands free dictation:*

- Tap the center pedal on the foot control until hands free recording is indicated.
- Press and hold center pedal to start record.
- Release center pedal to stop record.
- Press right pedal to rewind and playback dictation.
- Press left pedal to stop playback or continuous record.

Remember that if your foot control is configured for continuous operation (see “System Setups”), then pressing the Play foot pedal activates continuous record.

*To terminate hands free dictation:*

- Press Stop.

## Ending Dictation

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

## ■ Additional Dictation Functions

### Fast Play (Proofreader)

*For fast review of dictation:*

- Press Play and FF (Fast Forward) together. The recorder begins playback at 1.2-1.3 times the normal speed. Adjust the playback speed further by using the Speed control on the front of the recorder.
- Press Play and FF again to stop fast play.

### Rush Dictation

The Hold function allows you to interrupt current work and handle a rush letter while retaining the cassette information for your current tape.

- Press Hold on the recorder control panel. The message “Hold” is displayed.
- Remove current tape and insert the new cassette.
- Complete rush dictation. All functions, are available.
- When finished, remove the new cassette, insert original cassette and press Hold again. Content information for the original tape is redisplayed. You may continue with your original work.

## ■ Transcription Procedures

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

### Previewing Tape Contents

The ExpressWriter™ Plus system supports extensive scanning, search and display capabilities. The recorder also permits you to control certain display characteristics (See “System Setups”).

*To rewind the tape and scan its contents without auto-play:*

- With a newly recorded tape inserted, press Scan on the recorder control panel. When tape is fully rewound, the display indicates the number of letters detected, the position of the End-of-Letter and Priority cues, the total number of letters and the total length of dictation.
- You are now able to begin transcription using Search or using standard playback commands.

*To scan a tape in auto-play mode:*

- (For a description of Auto-Play function, see “System Setups.”) With a newly recorded tape inserted, press Scan on the recorder control panel. The display indicates “Scan” and initiates rewind, stopping to play at the

beginning of the first priority letter. (If there are none, it stops at the beginning of the tape and starts normal playback.)

- Use the foot pedal to control tape movement while transcribing a letter.
- Press Scan again to locate and play the next priority letters.

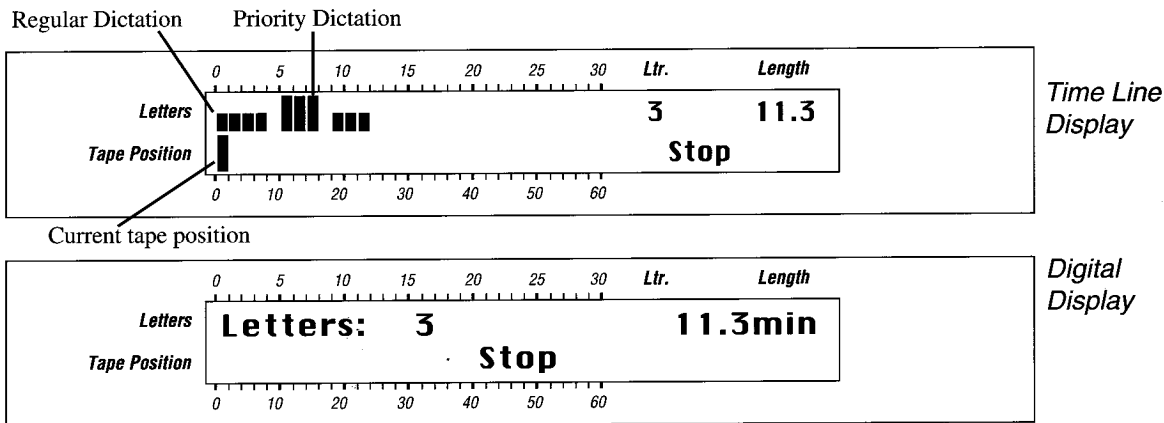
### Time Line and Digital Displays

Following a tape scan the ExpressWriter™ Plus display panel presents a summary of the tape’s contents. If it is configured for the time line display, a visual representation of the amount and nature of work on the cassette is included with an alphanumeric summary. In the digital display mode, only an alphanumeric summary is presented. (See Figure 2 on Page 12 for an example.)

### Transcription

*To begin routine transcription:*

- Press and hold the Play pedal on the foot control.
- 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).



**Figure 2.** A time line and digital display after completion of a tape scan. The time line display (top) shows that three letters (two routine letters (small bars), one priority) have been recorded. The lower bar shows the current tape position (the beginning of tape). The digital display shows an alphanumeric summary of the tape's contents and the current activity.

## Using Search to Sequence Transcription

The ExpressWriter™ Plus Search button can be used to help prioritize transcription activity.

*To Search after a scan:*

- Press Search. The recorder locates the first Priority letter and enters Play. If no Priority letters were dictated, it begins playing the first routine letter.
- Press Search again to move to the next letter in sequence.

## ■ Additional Transcribing Functions

### Fast Play (Proofreader)

*For fast review of dictation:*

- Press Play and FF (Fast Forward) together. The recorder begins playback at 1.2-1.3 times the normal speed. Adjust the playback speed further by using the Speed control on the front of the recorder.
- To return to normal playback, press Play and FF together.

## Rush Transcription

The Hold function allows you to interrupt work and handle a rush letter while retaining the cassette information for your current tape.

- Press Hold on the recorder control panel. The message “Hold” is displayed.
- Remove current tape and insert the new cassette.
- Complete rush transcription. All functions, including Scan, are available.
- When finished with the rush letter, remove the new cassette, insert original cassette and press Hold again. Content information for the initial tape is redisplayed. You may continue with your original work.

## 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 function is attempted which is not permitted at that time).

## System Setups

The ExpressWriter™ Plus voice processing system incorporates a number of user-selectable options to help you optimize your efficiency during dictation/transcription operations.

***NOTE:** All recorder setups are displayed in English. The following procedure only needs to be performed when you want to change one of the recorder configuration options.*

*To customize your recorder:*

- Press Erase and Search simultaneously for approximately 5 seconds to enter the setup menu.
- Press Play to accept a setting without making a change.
- Press FF (Fast Forward) to view the options when you want to change a setting. Press Play to accept the new setting.
- Press Stop to exit System Setup when you have completed all desired changes.



The following options are available in the user-selectable recorder setup menu:

**Display Type** Select either Timeline or Digital information display panels. The default is Timeline.

**Cue Type** Select Priority or Instruction mode cue tones. Pressing the Pri button during dictation inserts the selected tone. Priority cues are used to mark important dictation and are placed at the end of the letter. Instruction cues mark instructions to the transcriptionist and are placed before the instruction. This setting must be identical on both the dictation and transcription machines. The default is Priority.

**Scan Auto-Play** Select either On or Off. On tells the recorder to automatically playback a Priority Letter or Instruction encountered during tape scan in transcription mode. Default is Off.

**Foot Control Type** Select either Momentary or Continuous. Momentary mode requires you to press and hold the Play pedal for playback. Continuous mode permits you to press and release the pedal for continuous playback (pressing again stops playback). Default is Momentary.

**Cassette Type** Defines the cassette size being used. This must be properly set for the time line display and end-zone warnings to be accurate. Options include MC30/MC60 for microcassette models; M30/M50 for minicas-

sette models; C30/C60/C90 for standard cassette models. All recorders should be operated using leaderless cassette tapes. Contact your local Dictaphone representative for information on ordering tapes.

**Language** Defines the language used for display information during normal operation. Options include English, German, Spanish, French and Italian.

**Alert Tones** Choose either Audible alert tones or Silent. The default is Audible. Note that warning tones are always Audible.

**Cue Tones** Choose either Audible or Silent dictation cue tones. If dictator uses silent cue setting, transcriptionist can still hear Audible alert tones during rewind and fast forward. Default is Audible.

**Monkey Chatter** Choose either Audible or Silent tape playback at high speed (monkey chatter) when fast forwarding or rewinding the tape using the hand microphone or foot pedal controls. Default is Audible.

**Cursor Blinking** Choose Yes or No for having the tape position cursor blink on the time line display. Default is No.

**Foot Control Dictate** Choose Yes or No for using the foot control to activate dictation recording via the built-in microphone on recorder. Default is No.

**Auto-On** Choose Yes or No for having the recorder automatically turn on after any key is pressed. Default if No.

**Speed Control** (Dictation mode only)  
Choose either Enabled or Disabled for enabling the Speed slide switch on the front of the recorder. Slide is always active during transcription. Default is Enabled.

## ■ Accessories/Options

The following accessories/options are available for the ExpressWriter™ Plus voice processing system. *Model and part numbers could be different in some countries.* Call your local Dictaphone office to place an order.

### *Telephone Record Adapters*

A variety of Telephone Record Adapters are available for use with the ExpressWriter™ Plus system. Consult with your Dictaphone Representative to order the correct adapter for your recorder.

### *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 (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
		Dictation
	6.25 in. (15.9 cm)	Mini and Micro
		Transcription
Depth:	10.675 in. (27.1 cm)	Standard
		Dictation
	8.75 in. (22.2 cm)	Standard
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  $\pm 3$ db 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 =  
 $\pm 3\%$  (10-50°C / 50-122°F)

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

# Dictaphone

*Voice & Data Management*

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and Dictamatic<sup>®</sup> are trademarks of  
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