

Transcription System



710

Philips Dictation Systems

Instructions for use



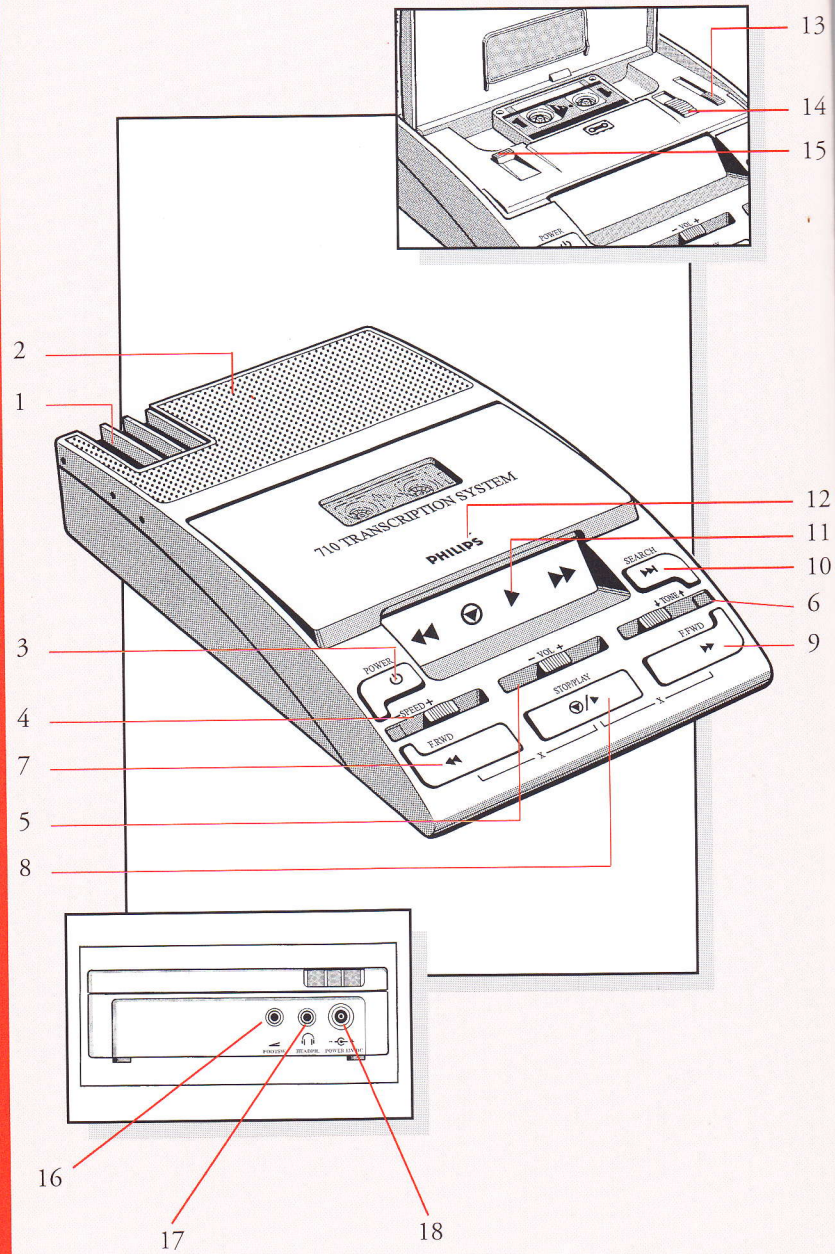
Philips
Dictation
Systems



PHILIPS

PHILIPS DICTATION SYSTEMS

710



LEGEND

- 1 Cassette tray
- 2 Built-in loudspeaker

CONTROLS

- 3 Power key POWER
- 4 Speed control SPEED
- 5 Volume control VOL
- 6 Tone control TONE
- 7 Fast rewind key REWIND
- 8 Play/stop key STOP/PLAY
- 9 Fast forwards key WIND
- 10 Search key SEARCH
- 11 LED panel
- 12 Cassette compartment

CASSETTE COMPARTMENT SWITCHES

- 13 Automatic backspace switch ABS
- 14 Loudspeaker switch LS
- 15 Eject button EJECT

SOCKETS

- 16 Footswitch FOOTSW.
- 17 Headphones HEADPH.
- 18 Power POWER 12V DC

INTRODUCTION

The Philips Dictation System 710 has been designed with one sole objective in mind: to make the task of transcription as convenient as possible for the user. The 710 has an LED panel which shows you which functions are in use at any time during transcription.

Please take the time to look through these instructions for use. The time invested now will be amply rewarded later, since you will be able to use the 710 quickly and effectively for transcription purposes. Keep these instructions as a handy source of reference about the 710 which you can refer to again in future.

A compact set of instructions for the 710 is provided on a set of self-adhesive labels. You can stick these mini instructions in the language of your choice inside the cassette compartment lid where you can refer to them instantly at any time just by flipping open the compartment.

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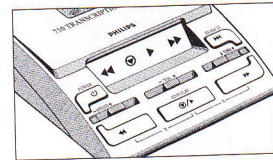
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LED PANEL

The LED panel gives you all the information you need for transcription, offering the transcriptionist optimal convenience and ease of use.

The LED panel gives you the following information, depending on the mode of operation at any particular time.



REWIND:

This LED lights up to indicate that a cassette is being rewound.



STOP:

This LED lights up to indicate that a cassette is stationary.



PLAY:

This LED lights up to indicate that the 710 is in play mode.



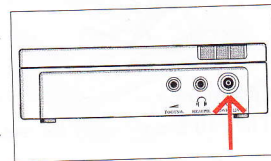
WIND:

This LED lights up to indicate that a cassette is being wound.

GENERAL INSTRUCTIONS

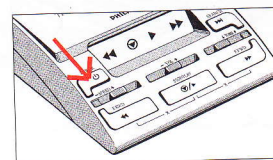
CONNECTING TO THE MAINS

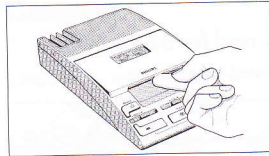
Connect the Transcription System to a power socket using the power supply 155. The power supply socket (18) is at the rear of the machine. Ensure that the voltage shown on the power supply unit corresponds to your local mains voltage.



SWITCHING ON AND OFF

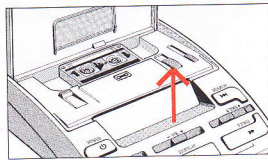
Press the POWER key (3) on the left-hand side of the machine. This key has an on-off function. After use, pressing this key turns the 710 off. The machine switches off again automatically if it remains unused for 15 minutes.





CASSETTE COMPARTMENT

Flip open the cassette compartment (12) with your finger. This reveals a number of switches which can be set to suit your personal preferences.

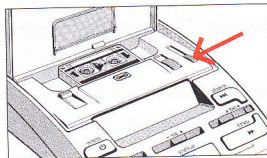


• LOUDSPEAKER

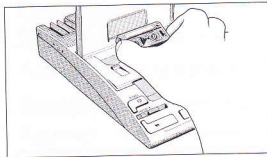
The setting of this switch determines whether you wish to listen to recordings via the 710's built-in loudspeaker (ON), or via headphones (OFF).

• AUTOMATIC BACKSPACE (ABS)

The ABS slider gives you complete control over the automatic backspace function when transcribing a cassette. Turn it off by setting this slider to 0, or set a backspace value of anything up to a maximum of approximately 8 seconds.



Whenever you pause during transcription using a foot control, the automatic backspace function plays back the last few seconds of a recording each time you resume.

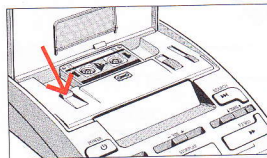


LOADING A CASSETTE

Mini-Cassettes are inserted in the tape drive with the tape towards you as shown by the cassette symbol. It is easier to keep track of your transcription if you make a habit of always inserting cassettes with side one

uppermost.

The 710 is now ready for use.



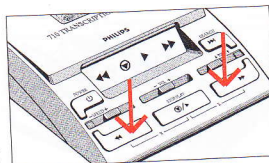
REMOVING A CASSETTE

A cassette can be removed simply by opening the cassette compartment and pressing the EJECT key or simply lifting the cassette out with your fingers.

FAST FORWARDS / FAST REWIND

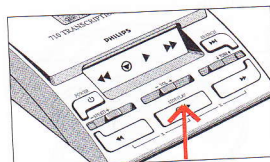
Press the WIND key (9) to wind the tape forwards at 20x playback speed, or the REWIND key (7) to rewind it. Fast forwards and rewind modes are indicated by the relevant LEDs in the panel.

Winding can be stopped at any time by pressing the STOP key (8) or any other function key.



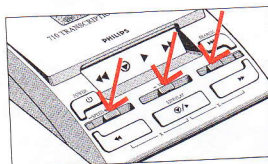
PLAYBACK

Press the PLAY / STOP key to play back a recording. This key has a stop/start function. The playback LED lights up in the LED panel.



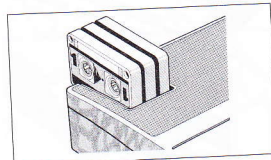
VOLUME / TONE / SPEED

Adjust the volume, speed and tone sliders (5, 4&6) for maximum playback quality.



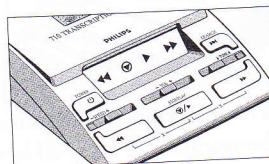
CASSETTE TRAY

The cassette tray (1) can be used to keep the cassettes you are currently working with in a convenient place.



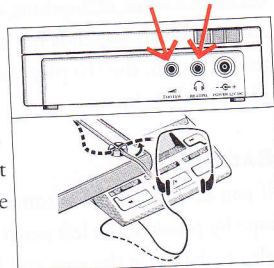
TRANSCRIPTION

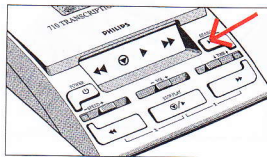
The LED panel makes the 710 easy to use for transcription.



CONNECTIONS

The 710 is set up for transcription by connecting a set of headphones and a foot control to the HEADPH. (17) and FOOTSW. (16) sockets at the rear of the machine. The feet of the 710 have cross cuts in them which enable you to route the headphone and foot control cables for maximum convenience of use.

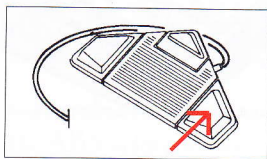




ACOUSTIC SEARCH

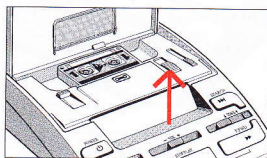
The SEARCH key (10) makes it easier to move to any specific piece of dictation on a cassette. Press and hold the SEARCH key, and the 710 winds the tape at 10x playback speed, enabling you to listen to the recordings at

speed. Once you reach the passage you are looking for, play back the text as normal.



PLAYBACK

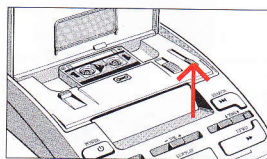
Play back dictation by pressing the right pedal of the foot control. Adjust the volume (5), tone (6) and speed (4) controls for maximum clarity.



SPEAKER ON / OFF

Set the loudspeaker switch (14) in the cassette compartment to the required setting:

- OFF if you wish to listen via headphones, or
- ON if you wish to listen via the 710's built-in loudspeaker.



AUTOMATIC BACKSPACE

During transcription with the foot control, the automatic backspace function allows you to play back the last few seconds of a recording each time you pause so you can pick up the thread again before continuing.

This useful function is controlled by the ABS slider (13) in the cassette compartment. Turn it off by setting this slider to 0, or set a variable backspace value of anything up to approximately 8 seconds.

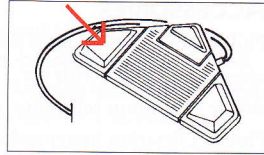
As long as this switch is not set to 0, each time you pause during transcription, the 710 plays back the last few seconds for you when you press play pedal again.

BACKSPACE

If you do not use the automatic backspace function, you can backspace the tape by pressing the left pedal of the foot control briefly. When you press the play pedal again the tape will have been backed up a small amount.

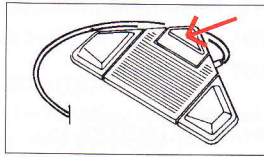
REWIND

Rewind the tape by depressing the left pedal of the foot control. The tape rewinds for as long as you keep this pedal depressed. As the tape rewinds you can hear it played back at speed, helping you to relocate a piece of dictation.



CUE

You can cue the tape by depressing the middle pedal of the foot control. The tape winds for as long as you keep this pedal depressed. As the tape winds you can hear it played back at speed, helping you to locate a specific piece of dictation.

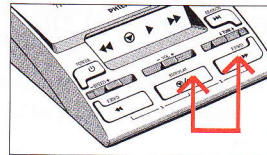


FAST ERASE (ONLY IF NOT RECORD PROTECTED)

Once you have finished transcribing a tape, you can erase it so that it is ready to take further dictation. Depending where you are on the tape, the fast erase function can be used in either direction:

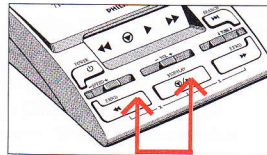
– FORWARDS

Press the PLAY and WIND keys at the same time. The play and fast forwards LEDs light up. The erase function continues until either the end of tape is reached or another function is selected.



– BACKWARDS

Press the PLAY and REWIND keys at the same time. The play and fast rewind LEDs light up. The erase function continues until either the beginning of tape is reached or another function is selected.



ACCESSORIES

Philips Dictation Systems produces a complete range of transcription accessories for use with the 710. Use only genuine Philips accessories to ensure maximum reliability and best results. Please consult your local Philips Dictation Systems dealer for further details.



005

MINI-CASSETTES

The following Mini-cassettes are available for use with the 710 System:

005 – 30 minutes

007 – 60 minutes



232

MAINS ADAPTER 155

EARPHONES

Four types of earphones are available for playback of recordings.

232 – Stethoscopic earphones

233 – Standard earphones

234 – Deluxe earphones

236 – Headphone



236

FOOT CONTROL 210

TROUBLESHOOTING

Philips Dictation Systems is proud of the quality and reliability of its product range, which make it possible to offer an extended guarantee on all products with the exception of headsets. Due to this high quality, it has been found that many problems reported as faults have been due to either incorrect operation or simple faults that can easily be rectified by the end user.

The following troubleshooting guide has been prepared to help customers use their machines more effectively. Please consult it first should you encounter any difficulties with your Transcription System 710.

| PROBLEM | POSSIBLE SOLUTION |
|---------------------------------|---|
| Tape runs slow | Try a new cassette/adjust speed control |
| Poor quality playback | Try cleaning record/playback head adjust tone, volume control |
| Not possible to erase tape | Check record protection tabs on cassette |
| Intermittent or crackling sound | Try new microphone or headphone |
| No sound | Check speaker switch in correct position adjust volume control |
| Machine dead or no power | Check mains adapter plugged in Check mains plug in socket Check mains supply switched on Try new mains adapter |

If you cannot put the problem right yourself, please contact your local office equipment dealer or Philips organisation, who will be pleased to help you.

Congratulations on choosing this model from Philips Dictation Systems' latest range of desk-top dictation and transcription equipment. We are convinced that you will be more than satisfied with your choice!

Every care has been taken to produce an instruction booklet that will make it easy for you to become familiar with all the functions of this mode, so that in no time at all you will be able to get the most out of it. However, any publication as extensive as this, in eight different languages, may possibly contain errors.

Should you come across such an error in this instruction manual, please contact your local office equipment dealer or Philips organisation and inform them of it. We will then ensure that any such errors are corrected as soon as the manual is reprinted.