PHILIPS

sense and simplicity

Philips 720 and 725 User Manual

Due to continuous product improvements, design and specifications are subject to change without notice.

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	LCD Display	
12	Cassette compartment	

CASSETTE COMPARTMENT SWITCHES

13	Telephone recording switch	REC
14	Automatic rewind switch	AR
15	Automatic backspace switch	ABS
16	Loudspeaker switch	LS
17	Eject button	EJECT

MICROPHONE

18	Hand-held microphone	
19	Four-position switch	
20	Microphone loudspeaker	
21	Microphone	
22	Record standby button	
23	Record LED	REC
24	End of letter/Priority index	L / P
25	Special instruction index	S
26	Sensitivity switch	DICT/CONF

SOCKETS

27	Telephone/microphone	TEL/MIC
28	Microphone	MIC
29	Footswitch	FOOTSW.
30	Headphones	HEADPH.
31	Power	POWER 12 V DC

INTRODUCTION

The Philips Dictation System 725 has been designed with one sole objective in mind: to make the tasks of dictation and transcription as convenient as possible for the user.
The 725 can be used for both dictation and transcription. The system has an LCD display giving you all the information you need about the system at any time during dictation and 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 725 quickly and effectively for dictation and transcription purposes.
Keep these instructions as a handy source of reference about the 725 which you can refer to again in future.

A compact set of instructions for the 725 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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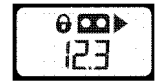
LCD DISPLAY

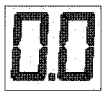
The LCD display gives you all the information you need for dictation and transcription, offering both author and transcriptionist optimal convenience and ease of use.

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



CASSETTE:
The cassette symbol shows that there is a cassette in the machine.

RECORD PROTECTION:
The padlock symbol shows you that this side of the cassette has been record protected.



TAPE COUNTER:
Reset to 0.0 when you insert a cassette.

PLAY:
This symbol is shown in playback and record modes.

RECORD:
Indicates that a recording is being made on the 725 with the hand-held microphone or via telephone.

TELEPHONE RECORD MODE:
Shows that recording is made using a telephone coupler or external microphone. The word *tEL* is shown alternating with the tape counter.

WIND:
These two arrows light up when the tape is being wound.

SEARCH FORWARDS:
The two arrows and the line show that a forward search, preview or skip is in progress.

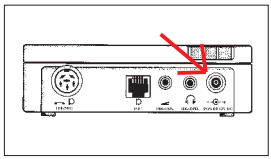
REWIND:
These two arrows light up when the tape is being rewounded.

FAST ERASE:
The letter X shows that a cassette is being erased. The wind or rewind symbol also lights up to show which direction the tape is being transported in.

GENERAL INSTRUCTIONS

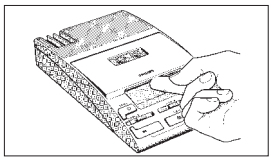
CONNECTING TO THE MAINS

Connect the Dictation System to a power socket using the power supply 155. The power supply socket (31) is at the rear of the machine. Ensure that the voltage shown on the power supply unit corresponds to your local mains voltage.



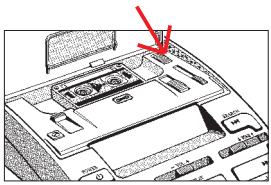
SWITCHING ON AND OFF

Press the POWER key (3) on the left-hand side of the machine. This key has an on-off function: after use, pressing it turns the 725 off again. The machine switches off automatically if it remains unused for 15 minutes.



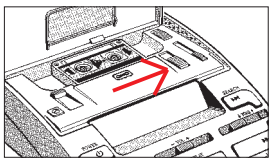
CASSETTE COMPARTMENT

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



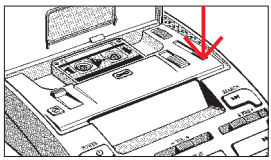
• AUTOREWIND (14)

Set this switch to AR if you wish to take advantage of the 725's automatic rewind function. When set to AR, the 725 automatically rewinds a cassette to the beginning when it is inserted.



• LOUDSPEAKER (16)

The setting of this switch determines whether you wish to listen to recordings via the 725's built-in loudspeaker (), the microphone loudspeaker (MIC), or via headphones ().

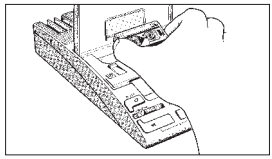


• AUTOMATIC BACKSPACE (ABS)

The ABS slider (15) 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.

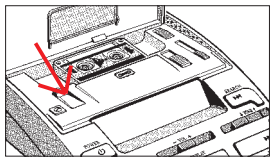
Whenever you pause during transcription using a foot control, the automatic backspace function plays back the last few seconds of a recording each time you resume.

LOADING A CASSETTE



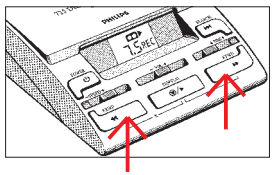
Mini-Cassettes are inserted in the tape drive with the tape towards you as shown by the cassette symbol. It is easier to keep track of your dictation and transcription if you make a habit of always inserting cassettes with side one uppermost so that all recordings start at the beginning of side one.
A cassette symbol appears on the LCD display and the counter is set to 0.0.
If the automatic rewind switch (14) is set to AR, the cassette is automatically rewound to the beginning.
The 725 is now ready for use.

REMOVING A CASSETTE



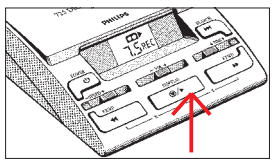
A cassette can be removed simply by opening the cassette compartment and pressing the EJECT key or simply lifting the cassette out with your fingers.

FAST FORWARDS / FAST REWIND

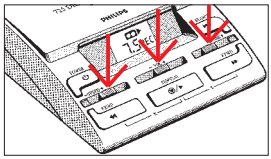


Press the WIND key (9) to wind the tape forwards at 20x playback speed, or the REWIND key (7) to rewind it . Fast forwards and rewind modes are indicated by the arrows on the LCD display.
Fast forward or rewind can be stopped at any time by pressing the STOP key (8) or any other function key.

PLAYBACK

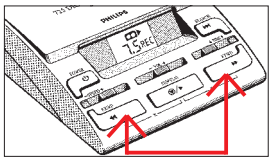


Press the STOP/PLAY key (8) to play back a recording. This key has a stop/start function . The playback arrow is shown in the LCD display, and the counter is incremented.
If the cassette is inserted in the middle and the autorewind function is off, the counter is incremented.



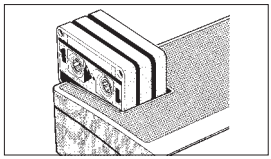
VOLUME / TONE / SPEED

Adjust the volume and tone sliders (5&6) for maximum playback quality . The speed cannot be adjusted during recording, and playback speed can only be adjusted during playback using the STOP/PLAY key (8) or foot control.



RESET TAPE COUNTER

The tape counter can be reset to zero at any time by pressing the fast forward and fast rewind keys simultaneously.

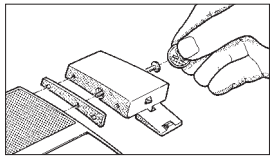


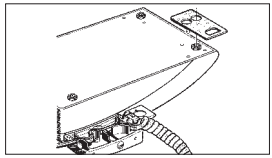
CASSETTE TRAY

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

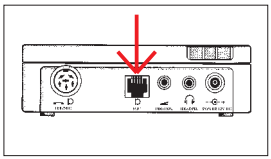
DICTATION

MICROPHONE CONNECTION

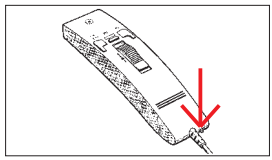




The hand-held microphone (18) can be installed on the left or right side of the 725 to suit your personal convenience. Simply align the holder with the mounting plate and attach it into the 725 using the long screw provided. Plug the connector into the microphone socket at the back of the machine and route the cable as shown in the recesses underneath the microphone holder.



SENSITIVITY SWITCH



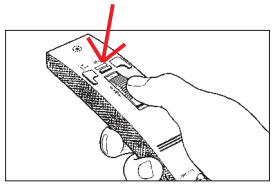
Set the sensitivity switch (26) on the microphone as follows to suit your dictation application:

– DICT for normal dictation applications, or
– CONF for recording conferences and meetings.

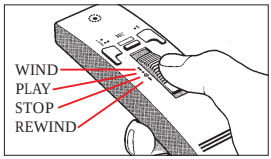
VOICE LEVEL

Hold the microphone about 5-10 cm from your mouth for normal dictation with the sensitivity switch set to DICT.
With the CONF setting the microphone will record normal speech up to a distance of about 5 m.

RECORDING



Press the record key (22) on the microphone. The LED (23) blinks to indicatae record standby mode an the LCD display shows REC. Start recording by sliding the four-position switch (19) to the play position. The play arrow appears in the LCD display and the record LED lights up continuously.



PAUSE / STOP RECORDING

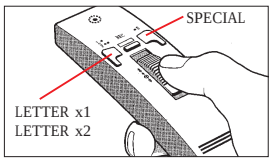
Slide the four-position switch to the stop position. The LED blinks again. Continue recording by sliding the switch back to play. Stop by sliding the four-position switch briefly to REWIND and back to STOP.
Pressing the STOP key on the keypad stops recording and takes you out of record stand-by mode.

PLAYBACK DICTATION

Slide the four-position switch down and hold it to rewind your recording until you reach the point at which you wish to commence playback, then slide the switch to play to to listen to your recording. Depending on the position of the loudspeaker switch (16) you can listen via the built-in loudspeaker, the microphone loudspeaker, or headphones.

CORRECTION

Use the wind and rewind functions to reach the position where you wish to begin your correction. Press the record key (22) and simply record over the original text.



INDEX MARKS

The 725 allows you to set three different types of index during recording which make it easier to find any specific piece of dictation afterwards.

END OF LETTER INDEX

Set an end-of-letter index each time you finish a piece of dictation by pressing the L/P index key (24) on the microphone once.
The counter briefly changes to L while you set index.

PRIORITY INDEX

Set a priority index to mark specially urgent pieces of dictation by pressing the L/P index key (24) on the microphone twice within 0.5 sec. The counter briefly changes to P while you set the index.

SPECIAL INDEX

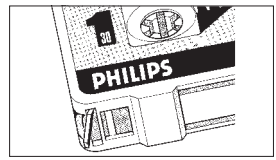
Set a special index to mark special instructions or urgent messages for your secretary by pressing the S index key on the microphone once. The counter briefly changes to S while you set the index.

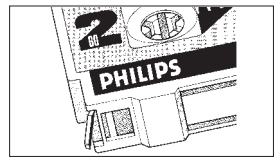
WARNING

The 725 beeps six times when you reach the end of tape and the machine switches automatically to stop. Continue by turning the cassette to side two or inserting another cassette.
The 725 beeps also if the selected function can not be executed.

RECORD PROTECTION

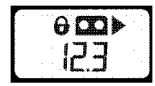
You can protect valuable recordings from being recorded over by breaking out the small tab at the front of the cassette with a paper clip or similar object.
Inserting a record-protected cassette in the 725 causes the padlock symbol to appear in the LCD display,





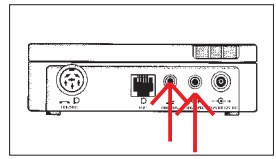
TRANSCRIPTION

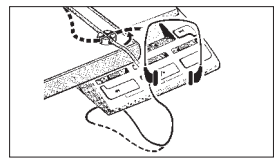
The LCD display makes the 725 ideally suited for transcription. Using the autorewind function means that each cassette is automatically at the beginning when you start.

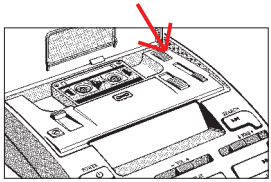


CONNECTIONS

The 725 is set up for transcription by connecting a set of headphones and a foot control to the HEADPH. (30) and FOOTSW. (29) sockets at the rear of the machine. The feet of the 725 have cross cuts in them which enable you to route the headphone and foot control cables for optimal convenience of use.



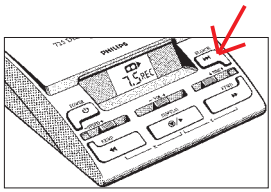




AUTOREWIND SWITCH

Especially for transcription, it is recommended that the autorewind switch (14) be set to AR to take advantage of the 725«s autorewind function. When set to AR, the 725 automatically rewinds the cassette to the beginning as soon as it is inserted. The rewind arrows in the LCD display show you that the tape is being rewound.

Set the autorewind switch to OFF if you do not wish to take advantage of this feature.



SEARCH

The SEARCH key (10) has three different functions which make it particularly easy to move to any specific piece of dictation on a cassette. The LCD display shows you that a search function is in progress by displaying the search symbol (the wind arrows together with a vertical line).

SEARCH FORWARDS

Pressing the SEARCH key once causes the tape to be wound automatically to the next index marking from the current position. Then play back the text as normal.

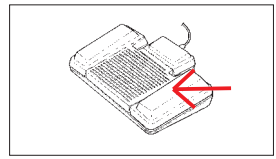
SKIP

For example press the SEARCH key 3 times to skip automatically to the 3rd index marking from the current position. Then play back the text as normal. Or press search key the bequiers number of times.

PREVIEW

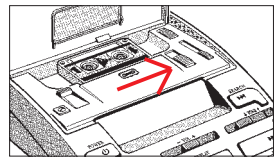
Preview the contents of a cassette by holding the SEARCH key down till the tape starts moving (approx. 0.5 seconds). The search symbol in the LCD display blinks while the tape is wound to the next index. This piece of dictation is played back for approximately 5 seconds, during which time the preview symbol (arrow plus blinking arrow and line) is displayed. The tape is then wound in fast forwards mode to the next index mark, and so on till the end of the cassette is reached. Interrupt the preview process by pressing any function key on the keypad. This function is then implemented, e.g. stop, play, rewind, etc.

PLAYBACK



Play back dictation by pressing the right pedal of the foot control. Adjust the volume (5) tone (6) and speed (4) controls for optimal clarity. Note that the speed control is effective only in playback mode controlled by the STOP/PLAY key or by a foot control.

SPEAKER ON / OFF



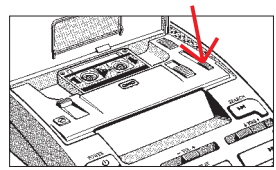
Set the loudspeaker switch (16) in the cassette compartment to the required setting:

– ◀ if you wish to listen via the 725's built-in loudspeaker,

– 🎧 if you wish to listen via headphones, or

– MIC ◀ if you wish to listen via the microphone loudspeaker.

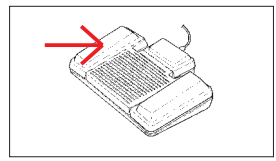
AUTOMATIC BACKSPACE



During transcription with the foot control, the automatic backspace function allows you to play back the last few seconds of recording each time you pause so you can pick up the thread again before continuing. This useful function is controlled by the ABS slider (15) 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 725 plays back the last few seconds for you when you press play pedal again.

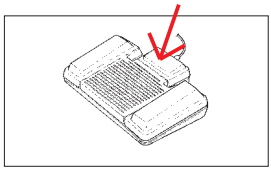
BACKSPACE



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.

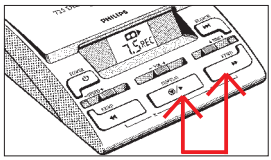


CUE

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.

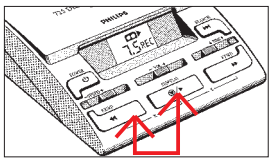
FAST ERASE

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 LCD display shows the fast forwards symbol together with an X to indicate that the tape is being erased forwards. The erase function continues until either the end of tape is reached or another function is selected.



– BACKWARDS

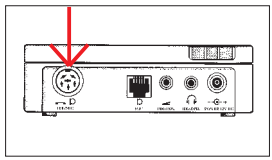
Press the PLAY and REWIND keys at the same time the LCD display shows the fast rewind symbol together with an S to indicate that the tape is being erased backward. The erase function continues until either the beginning of tape is reached or another function is selected.

TELEPHONE COUPLER

INSTRUCTION FOR USE

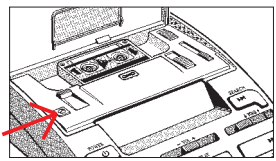
Please note - These instruction should be used in conjunction with your Philips LFH 0725 desk top machine. The Philips Telephone Coupler DDC2 makes it possible to record telephone conversations on a Desk top Dictation System . The Telephone coupler is designed for use only with the Philips 725 desk top Dictation System.
Important, please retain these instructions for future reference.

CONNECTION



Connect the coupler telephone plug to a dual outlet adapter connect your telephone to this adapter. The adapter with telephone and coupler connected should then be plugged into the telephone wall socket. Please note that connection of only one parallel equipment is allowed in parallel with the main equipment. Connect the six-pin plug from the coupler to the telephone socket of the desk top Dictation System. The Telephone Coupler is now ready for use.

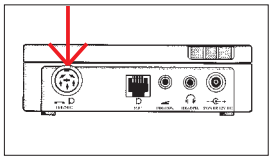
RECORDING



Insert a Mini-cassette into the cassette compartment. Simply press the telephone recording button (TEL/REC) to start recording. Press STOP to stop.

PRODUCT NUMBERING

The use the prefix LFH0 is used by Philips to denote a dictation product. Within the „instructions for use“ for dictation products this prefix is implied (i. e. 725 = LFH0725).



External microphone

The Philips microphone 172 can be used to make recordings on the 725. Connect the microphone to the TEL/MIC socket (27) at the rear of the 725 Start recording by pressing the telephone REC key (13) in the cassette compartment. The LCD display shows *tEL* REC and the play arrow to indicate that a recording is taking place. The word *tEL* is shown alternating with the tape counter.
Press the STOP key (8) to end recording.

Warning tones

The 725 gives warning tones in the following circumstances:
- A recording is attempted with a record protected cassette.
- The telephone recording mode selected without a telephone adapter.
- Fast ease is attempted with a record protected cassette.
- The end of tape is reached.
- The beginning of tape is reached.
- A recording is attempted after the end of tape is reached.

Accessories

Philips Dictation Systems produces a complete range of dictation and transcription accessories for use with the 725. Use only genuine Philips accessories to ensure maximum reliability and best results. Please consult your local Philips Dictation Systems dealer for further details.

MINI-CASSETTES
The following Mini-cassettes are avaiblie for use with the 725 System.
005 – 30 minutes, 007 – 60 minutes

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

FOOT CONTROL 210
LAPEL / CONFERENCE MICROPHONE 172
TELEPHONE COUPLER DDC2
ACOUSTIC COUPLER 163
MICROPHONE 276
MICROPHONE 278

TROUBLESHOOTING

Philips Dictation Systems is proud of the quality and raliability 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 Dictation System 725.

PROBLEM	POSSIBLE SOLUTION
Recording not possible	Check record protection tabs on cassette Try a new cassette
Tape runs slow	Try a new cassette/adjust speed control
Poor quality recording and 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.

Congratulation on choosing this model from Philips Dictation Systems' latest range of desk-top dictation an 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 ist 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 may possibly contain errors.

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

Thank you for your co-operation!