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## Description

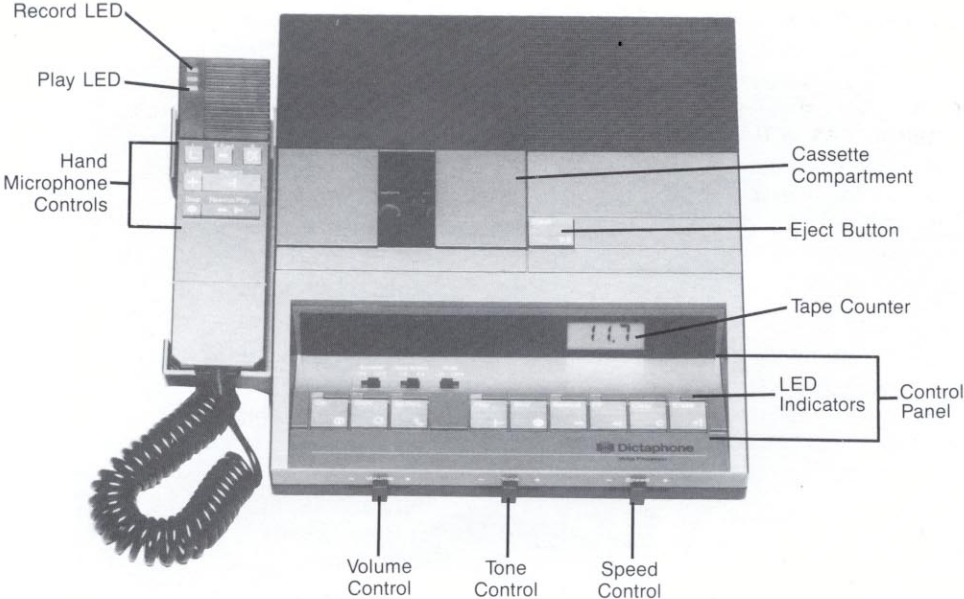
The Dictaphone ExecTalk® voice processing system is designed for the convenience of both the dictator and the transcriptionist. Dictation features include a digital tape counter/locator that measures tape movement in minutes and tenths; a mute control that filters background noise during recording, one-step Conference recording, Telephone recording (using an induction coil or adapter), and Q-Alert® indexing for marking special instructions and end of letters. The ExecTalk desktop unit uses a Lite Mike™ hand microphone with separate Letter and Special Instruction cue indexing controls. An optional telephone style handset microphone is also available.

For the transcriptionist, features include audible cue tones for document location, fully adjustable auto backspace and built-in erase. The transcription unit comes equipped with the Dictamatic® foot control and a choice of headsets.

If your machine is equipped with a two-speed TAPE SPEED switch, you can record (and play back your recording) at half speed, doubling the recording capacity of your tape cassette.

All ExecTalk dictating/transcribing units come with an AC power supply, a blank cassette and a dust cover.

# ExecTalk<sup>®</sup> Voice Processing System



## Controls and Indicators

This section contains a brief description of all controls and indicators on the ExecTalk® voice processing system. Refer to the labeled photograph on the front foldout for location of these controls and indicators. For complete operating instructions, see appropriate sections of this manual.

### Recorder

*On* Press to turn unit on or off. Red LED illuminates when unit is on. With hand microphone and cradle attached, microphone turns unit on. Replacing the microphone in the cradle turns unit off. Red ON LED also serves as a voice-modulation monitor during recording modes.

*Conf (Conference)* Press to enter Conference Record mode. Red LED illuminates. Press CONF or STOP to cancel. (Conference recording can also be terminated using hand microphone buttons—STOP, RECORD or REWIND/PLAY.)

*Tel Rec (Telephone Record)* With a telephone adapter attached, press and hold until red LED illuminates. Disables all other functions. Press again to cancel Telephone mode.

*Play* Press to listen to dictation. Green LED illuminates. Touch STOP, REWIND or FAST FORWARD to cancel.

*Stop* Press to terminate any tape motion functions except Telephone Record.

*Rewind* Press to rewind tape. Green LED illuminates. Touch STOP, FAST FORWARD or PLAY to cancel.

*Fast Forward* Press to advance tape rapidly. Green LED illuminates. Touch STOP, REWIND or PLAY to cancel.

*Clear* With the recorder turned on, press to reset counter to 00.0.

*Erase* Press simultaneously with either REWIND or FAST FORWARD to erase dictation. Red LED illuminates.

*Tape Counter* Three-digit tape counter counts up with forward tape motion and counts down to 00.0 with reverse tape motion. Press CLEAR to reset to 00.0.

*Speaker* Move switch to ON position to hear playback through internal speaker. When in OFF position, playback is heard through the microphone or headset.

*Mute* Move switch to ON position to reduce or filter out recording of background noise when dictating in noisy locations.

*Tape Speed* If your machine has a tape speed switch, the standard setting is 2.4, which provides optimum sound quality. Move switch to 1.2 (half speed) position to double recording capacity.

*Eject* Press to open cassette compartment.

*Volume* Adjusts volume of playback.

*Tone* Adjusts playback bass/treble range.

*Speed* Adjusts playback speed when unit is in use as a transcriber.

*Microphone/Foot Control Jack* Receptacle on left side panel of recorder for connecting hand microphone or foot control.

*Headset Jack* Receptacle on right side panel of recorder for connecting headset.

### **Lite Mike™ Hand Microphone**

*Stop* Press to terminate any function except Telephone mode.

*Rewind/Play* Hold down to rewind tape; release for auto playback. Green LED illuminates in Play mode.

*Lock* Press to Lock unit into Continuous Record mode. Red LED illuminates. Press STOP, RECORD or REWIND/PLAY to cancel.

*Record* Hold down to record dictation; release to stop recording. Red LED illuminates.

*L Cue Button* To mark end-of-letter, press L (Letter) cue button. A tone will sound.

*F Fwd* Hold down to fast forward tape. Release button to stop or to enter autoplay mode (if recorder was in Play mode prior to fast forward).

*S Cue Button* Press S (Special instruction) cue button once to record a Special instruction cue. Two tones will sound.

## ***Dictating Instructions***

### **Dictation Setup**

- Attach the microphone cradle to the left side of the machine.
- Insert the microphone plug into the MICROPHONE/FOOT CONTROL jack on the left side of machine with the cable exiting toward the front.
- If your machine has a TAPE SPEED switch, move the switch to the 2.4 position for optimum sound quality. (The slower 1.2 cm/sec speed may be used for lengthy recordings.)

### **Power On/Off**

- Plug the power supply cord into the POWER jack on the rear of the machine.
- Plug the two-prong power supply cable into any proper wall outlet:
  - 120V 60Hz
  - 220V 50Hz
  - 240V 50Hz
- Pick up the hand microphone or press the ON button on the desktop control panel to turn on the unit. On LED illuminates.
- Press CLEAR to reset the display.
- To turn off unit, replace the hand microphone in its cradle or press the ON button on the desktop control panel. On LED extinguishes.

### **Loading Cassette**

- Press EJECT button to open cassette compartment door.
- Insert tape as illustrated in the diagram inside the cassette compartment, with Side 1 up and exposed tape toward you.
- Press down on cassette compartment door until it latches.

### **Recording Dictation**

To record dictation:

- Lift microphone from its cradle.
- Holding the microphone approximately 3 inches from your mouth, press and hold the RECORD button (Record LED illuminates and On LED modulates). Begin speaking in a normal voice.
- Release the RECORD button to stop recording. (Record LED extinguishes.)

For continuous recording, use Record Lock mode. If you wish to record "hands free," you can leave the microphone in its cradle.

- Press ON button on the desktop control panel.
- Press LOCK button on the hand microphone. To stop recording, press STOP.

Move the MUTE switch to the ON position to reduce recording of background noise when dictating in noisy locations.

## **Q-Alert® Indexing**

When you finish dictating a letter or document, mark this position on the tape. Marking the place where each letter ends separates each letter and makes it simple for you to find your place for review. Q-Alert indexing also allows the transcriptionist to locate easily each individual letter and/or special instruction.

To record a Letter cue tone:

- At the end of your letter or document, press and release the “L” (Letter) cue button on the hand microphone. A tone is generated.

To record a Special instruction such as a priority designation for the transcriptionist:

- At the point where you want to record a special instruction, press and release the “S” (Special instruction) cue button on the hand microphone before dictating the instruction. Two tones will be generated.

A maximum of 28 cues of each type can be recorded on a single cassette.

## **Reviewing Dictation**

You can listen to your dictation through the speaker in the hand microphone or through the unit’s internal speaker (move SPEAKER switch on the desktop unit to the ON position).

- Press and hold the REWIND/PLAY button on the Lite Mike microphone to rewind the tape. During rewind you will hear audible feedback. The tape will pause and beep at all cue tones. Release the REWIND/PLAY button to listen to dictation.
- Adjust volume and tone by moving the VOLUME and TONE controls to the left or right.

## **Editing Dictation**

To edit dictation, rewind or fast forward tape to the desired location.

- Press RECORD and dictate over unwanted material.

## **Dictation Display**

During dictation, the three-digit tape counter shows total elapsed time in minutes and tenths (00.0) of recording or playback from beginning of tape.

Since the tape counter counts up with forward motion of tape and down during rewind motion, you can use it as a place-finder and to keep track of your position on the tape.

Press CLEAR to reset counter to 00.0.



## Ending Dictation

When dictation is complete:

- Press EJECT to remove the cassette.

NOTE: For your convenience and for more efficient transcribing, it is recommended that the cassette be re-wound by the transcriptionist.

## Conference Recording

The ExecTalk desktop dictating machine can be used to record meetings, small group conferences, interviews, etc. Conference recordings can also be used as reminders or for verification and may not necessarily be transcribed.

To record conferences:

- Place the microphone in a central location and turn the unit ON.

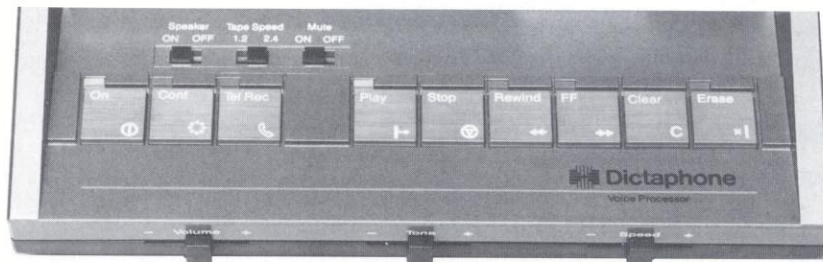
- Press the CONF (Conference) button. The red Conf LED illuminates and continuous recording begins immediately.

To terminate Conference mode:

- Press STOP or CONF on the control panel.

## Telephone Recording

Telephone recording is used to record two-way telephone conversations when an optional telephone record adapter is connected. You may wish to record telephone conversations to review information as well as to verify notes and reminders for follow-up.



Control Panel

To record two-way telephone conversations:

- Plug the optional telephone induction coil or record adapter into the TEL REC jack on the back of the unit. Attach the other end to your telephone.
- Press the ON button.
- Press and hold the TEL REC (Telephone Record) button until the red Tel Rec LED illuminates. (Conference mode is activated automatically to pick up weak telephone line signals.)
- Press the TEL REC control to stop recording and cancel Telephone mode.

NOTE: If the telephone recording device is not attached prior to pressing the TEL REC button, recording will not occur; a warning tone will alert you to connect the telephone adapter.

### **Alert Tones**

A continuous tone will sound if record or playback is attempted under the following conditions:

- No cassette loaded
- Record protect tabs removed
- Broken tape
- No tape motion

A brief tone will sound when:

- ON control is pressed and no cassette is loaded
- Beginning of tape is reached in Rewind or end of tape is reached in Fast Forward or Play modes
- End zone is reached (tone every 15 seconds for 2-3 minutes before end of tape if tape is not removed)
- TEL REC is pressed and no telephone adapter is connected

Q-Alert tones:

- Single tone when Letter cue is recorded
- Double tone when Special instruction cue is recorded
- Single/double tones during rewind or fast forward using microphone controls

## ***Transcribing Instructions***

### ***Transcription Setup***

- Plug the foot control into the MICROPHONE/FOOT CONTROL jack with the cable exiting toward the rear.
- Plug the headset into the HEADSET jack located on the right side of the machine.
- If your machine has a TAPE SPEED

switch, move switch to the setting at which the cassette was recorded—usually 2.4 cm/sec.

### **Power On/Off**

- Plug the power supply cord into the POWER jack on the rear of the machine.



**Transcription Setup**

- Plug the power supply cable into any grounded AC 120V wall outlet.
- Press the ON button on the desktop control panel to turn on the unit. On LED illuminates.
- To turn off unit, press the ON button on the desktop control panel. On LED extinguishes.
- Press CLEAR to reset the display.

### **Loading Cassette**

- Press EJECT button to open cassette compartment door.
- Insert tape with Side 1 up and exposed tape toward you.
- Press down on cassette compartment door until it latches.

### **Transcribing Procedures**

- Press the ON button on desktop control panel.
- Rewind tape using the foot control to preview any special instructions (double cue tones) before beginning transcription. Your transcriber will generate a brief tone and pause at each letter or instruction location. Release the REWIND pedal and press the PLAY pedal to listen to instructions.

- Continue rewinding until you reach beginning of tape.
- Press the center PLAY pedal of the foot control to listen to dictation.
- Adjust the VOLUME, TONE and SPEED controls located on lower front panel of unit and the AUTO BACKSPACE control on underside of unit.
- To stop playback, release the PLAY pedal. To rewind or fast forward (with audible feedback), press the right REW or left FF pedal.

### **Tape Counter**

The tape counter counts up as you move forward through the tape; the counter counts down during rewind motion for use as a place finder. Press CLEAR to reset counter to 00.0.

## Auto Backspace

The Auto Backspace control, located on the underside of the machine, permits you to hear the last few words repeated each time you release and re-activate the PLAY pedal on the foot control:

- Adjust the Auto Backspace control by rotating the dial. The control can be set from a minimum of zero words to a maximum of approximately ten words, which are repeated each time you release and re-activate the PLAY pedal.

## Erase

To erase a cassette:

- Simultaneously press ERASE and REWIND *or* ERASE and FAST FORWARD buttons. (Red Erase LED and appropriate green tape direction LEDs illuminate.)

## Alert Tones

A continuous tone will sound if playback is attempted under the following conditions:

- No cassette loaded
- Broken tape
- No tape motion

A brief tone will sound when:

- ON control is pressed and no cassette is loaded
- Beginning of tape is reached in Rewind or end of tape is reached in Fast Forward or Play modes

Q-Alert tones:

- Single/double tones during rewind or fast forward using foot pedal controls

## **Accessories/Options**

Handset Terminal (P/N 860057)—Provides telephone style handset convenience for recording dictation. All the benefits of Q-Alert indexing and status indicators are contained on the handset cradle for easy operation.

Telephone Record Adapters—For recording two-way telephone conversations.

Conference Microphone (P/N 878829)—High sensitivity microphone for recording conferences, interviews, meetings, etc.

Hands-Free Dictate Station—Provides hands-free recording using a foot control.

Transcription Sound Set—Choice of 3 different deluxe style transcription listening devices.

## **Specifications**

Height: 3½"

Width: 8" - 10<sup>5</sup>/<sub>8</sub>"

Depth: 9¼"

## Notices

### 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 B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. 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, D.C. 20402, Stock No. 004-000-00345-4.

## Limited Warranty

For equipment other than 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, Dictaphone will replace without charge any parts (except platters, ribbons, print wheels and non-rechargeable batteries) 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 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.

Dictaphone's obligations hereunder are limited as set forth hereinabove. 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.





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