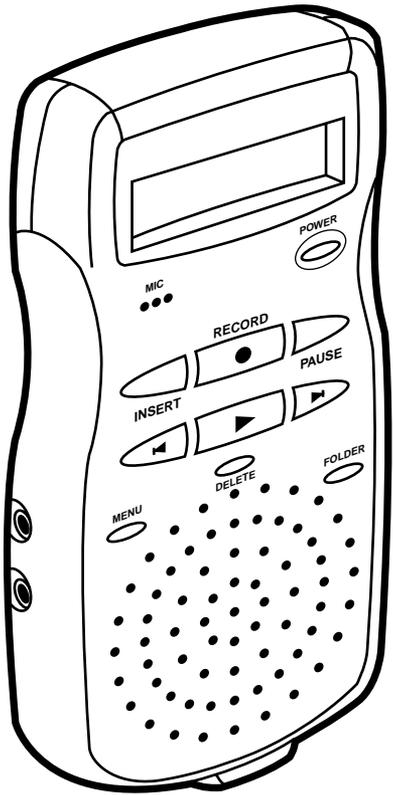




Mobile Digital Dictation Recorder



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Mailing address: **Black Box Corporation**, 1000 Park Drive, Lawrence, PA 15055-1018
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FEDERAL COMMUNICATIONS COMMISSION AND INDUSTRY CANADA
RADIO-FREQUENCY INTERFERENCE STATEMENTS

This equipment generates, uses, and can radiate radio-frequency energy, and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio communication. It has been tested and found to comply with the limits for a Class A computing device in accordance with the specifications in Subpart B of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference when the equipment is operated in a commercial environment. 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 necessary to correct the interference.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This digital apparatus does not exceed the Class A limits for radio noise emission from digital apparatus set out in the Radio Interference Regulation of Industry Canada.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique publié par Industrie Canada.

**NORMAS OFICIALES MEXICANAS (NOM)
ELECTRICAL SAFETY STATEMENT**

INSTRUCCIONES DE SEGURIDAD

1. Todas las instrucciones de seguridad y operación deberán ser leídas antes de que el aparato eléctrico sea operado.
2. Las instrucciones de seguridad y operación deberán ser guardadas para referencia futura.
3. Todas las advertencias en el aparato eléctrico y en sus instrucciones de operación deben ser respetadas.
4. Todas las instrucciones de operación y uso deben ser seguidas.
5. El aparato eléctrico no deberá ser usado cerca del agua—por ejemplo, cerca de la tina de baño, lavabo, sótano mojado o cerca de una alberca, etc..
6. El aparato eléctrico debe ser usado únicamente con carritos o pedestales que sean recomendados por el fabricante.
7. El aparato eléctrico debe ser montado a la pared o al techo sólo como sea recomendado por el fabricante.
8. Servicio—El usuario no debe intentar dar servicio al equipo eléctrico más allá a lo descrito en las instrucciones de operación. Todo otro servicio deberá ser referido a personal de servicio calificado.
9. El aparato eléctrico debe ser situado de tal manera que su posición no interfiera su uso. La colocación del aparato eléctrico sobre una cama, sofá, alfombra o superficie similar puede bloquea la ventilación, no se debe colocar en libreros o gabinetes que impidan el flujo de aire por los orificios de ventilación.
10. El equipo eléctrico deber ser situado fuera del alcance de fuentes de calor como radiadores, registros de calor, estufas u otros aparatos (incluyendo amplificadores) que producen calor.
11. El aparato eléctrico deberá ser conectado a una fuente de poder sólo del tipo descrito en el instructivo de operación, o como se indique en el aparato.

12. Precaución debe ser tomada de tal manera que la tierra física y la polarización del equipo no sea eliminada.
13. Los cables de la fuente de poder deben ser guiados de tal manera que no sean pisados ni pellizcados por objetos colocados sobre o contra ellos, poniendo particular atención a los contactos y receptáculos donde salen del aparato.
14. El equipo eléctrico debe ser limpiado únicamente de acuerdo a las recomendaciones del fabricante.
15. En caso de existir, una antena externa deberá ser localizada lejos de las líneas de energía.
16. El cable de corriente deberá ser desconectado del cuando el equipo no sea usado por un largo periodo de tiempo.
17. Cuidado debe ser tomado de tal manera que objetos líquidos no sean derramados sobre la cubierta u orificios de ventilación.
18. Servicio por personal calificado deberá ser provisto cuando:
 - A: El cable de poder o el contacto ha sido dañado; u
 - B: Objetos han caído o líquido ha sido derramado dentro del aparato; o
 - C: El aparato ha sido expuesto a la lluvia; o
 - D: El aparato parece no operar normalmente o muestra un cambio en su desempeño; o
 - E: El aparato ha sido tirado o su cubierta ha sido dañada.

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1. Overview

1.1 Basic Features and Functions

Refer to Figure 1-1 on the next page to identify these features on the Recorder.

- ❶ Backlit Display—Shows folders, functions, memory, and battery gauges. Includes indicators for speed and memory card.
- ❷ Microphone—For voice-to-text recording, the microphone should be about 2 inches away from the speaker's mouth.
- ❸ Record—Starts and stops recording.
- ❹ Insert—Inserts comments within recordings and inserts new recordings between other recordings.
- ❺ Play—Starts and stops playback of recordings.
- ❻ Rewind/Fast Forward—Moves you from recording to recording; speeds up and slows down playback within a recording; rewinds and fast forwards within a recording.
- ❼ Microphone Jack—Connects the unit to an external microphone.
- ❽ Menu—Accesses adjustments for the clock, recording speed, beeps, microphone mode, and number of folders; also used to view information on files, move files, and set or find index marks in recordings.
- ❾ Earphone Jack—Connects the unit to an earphone or headsets.
- ❿ Memory Card Door and Connector—Receives cards that expand the Recorder's recording and storage capacity.
- ⓫ Power—Turns the Recorder on and off; displays the time and date when pressed briefly.
- ⓬ Pause—Pauses during recording or playback; also used to jump quickly to the end of a recording.
- ⓭ Volume Control—Turns the playback volume up or down.
- ⓮ Delete—Deletes recordings and sections of recordings marked for deletion.

MOBILE DIGITAL DICTATION RECORDER

15 Folder—Moves you from folder to folder and from the internal memory to a memory card.

16 Serial PC Link Connector—Connects the unit to a PC through a serial port.

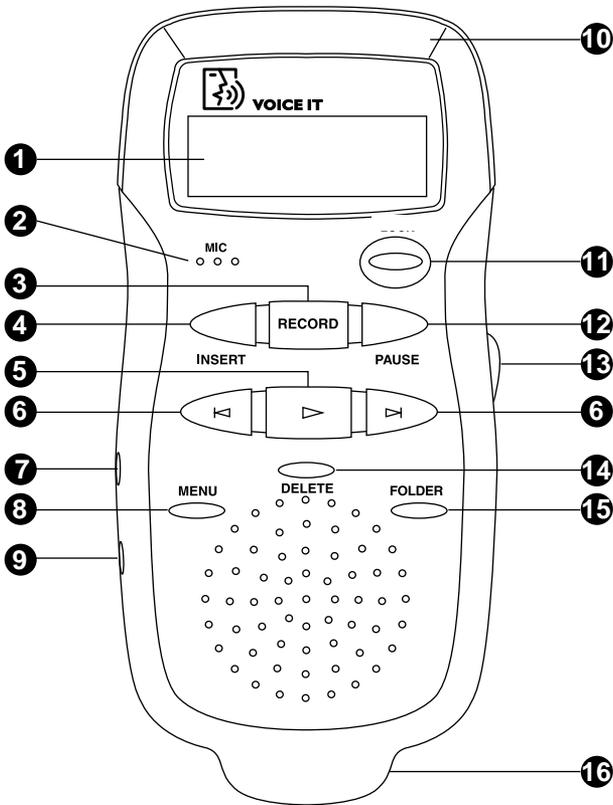


Figure 1-1. Buttons on the Recorder

1.2 Display Overview

- ❶ Memory Bar—Indicates how full the memory is.
- ❷ Speeds—Shows whether SP (standard play) or LP (long play) is in use. If neither appear, VT (Voice-to-Text) is the current speed.
- ❸ Cut Icon—Indicates that a deletion process is under way.
- ❹ Pointer Icons—Indicates that a recording file is being moved.
- ❺ Memory Card Icon—Appears if a memory card is inserted.
- ❻ Battery Level—Shows the life remaining on the batteries.
- ❼ Text Area—Shows information on the current use of the recorder; identifies recordings; gives information about recordings.
- ❽ Message Indicator—Shows the beginning or end of a message.

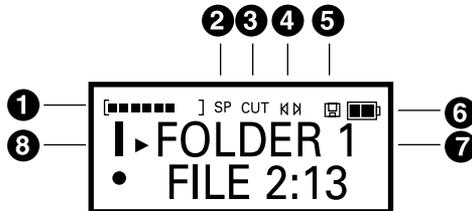


Figure 1-2. Display.

2. Getting Started

2.1 Loading the Batteries and Starting the Recorder the First Time

- Remove the battery door on the back of the recorder. (See **Section 5.2.**)
- Install two AAA batteries. Note the orientation of the batteries shown on the inside of the battery compartment.
- Replace the battery door.
- The unit will flash “START” and a downward-pointing arrow will direct you to the Power button. Press and release the Power button to continue startup.
- The unit will go to the Clock Set screen.

2.2 Setting the Clock the First Time

The first item to be set will be blinking.

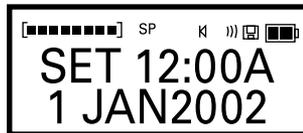


Figure 2-1. Setting the clock screen.

- Press the Rewind and Fast Forward buttons to set the clock to the correct time.
- Press Play to move from one setting to another.
- Continue in this manner until the clock shows the correct time and date.
- Press Delete or Power to exit the clock-setting mode.

NOTE

Be sure to set the clock before using the Recorder. The clock is used to put a time and date stamp on recordings, which will help you identify them if you download them to a PC. Also, you may want to set a user ID for yourself, which will attach your name to your recordings. This is done via the Voice It Link software (see Chapter 4).

To select military time, press the Folder button any time while in the time-setting mode. To set seconds to zero, press Pause.

NOTE

When adjusting the time or date, holding down the Rewind or Fast Forward button will speed up the process. If you press Record instead of Play, you will move backwards through the fields.

CAUTION

Heat, moisture, and static electricity can damage your recorder. Keep the device out of the sun and away from places in which it might get wet or be subjected to excessive static electricity.

2.3 Recording

2.3.1 MAKING A NEW RECORDING

- Press Folder to select a folder to hold your recording. Press Folder multiple times to scroll through the folders on the internal memory (marked with an “I”) or, if one is in use, on a memory card (marked with a “C”).
- Press and release Record to begin recording. The elapsed time of your recording appears on the display while you are recording. “CONFERENCE” flashes in conference mode.

NOTE

Recording does not start until you release the Record button. After recording has stopped, if you want to listen to what you have recorded, simply press Play. Your recording will immediately begin playing back from the beginning.



Figure 2-2. Record screen.

- Press and release Record to stop recording. The display will show the folder that holds your recording and the number of the recording. If you want to create a recording between two existing recordings, use the Fast Forward/Rewind buttons to locate the spot to create the new recording.

NOTE

To review the recording leading to the point where you paused, press and hold Rewind. As you hold Rewind, the recording will rewind. Press Play to hear what you just recorded. Press Record to resume recording.



Figure 2-3. Folder screen.

- Press Insert and you will create a new recording before or after the current file, depending on whether the dot (•) is before or after the name. The files will automatically be renumbered accordingly.

2.3.2 PAUSING DURING A RECORDING

- Press Pause. The display will blink while you are paused. After about five minutes in pause, the unit will exit Pause and go into standby.
- Press Pause or Record to resume recording.

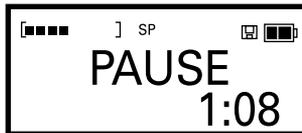


Figure 2-4. Pause screen.

2.3.3 USING A REMOTE MICROPHONE

An external microphone can be used with your Recorder for settings where an extendable microphone is needed.

- Plug the external microphone into the jack on the side of the recorder. The microphone should be an Electret type with an impedance of about 2.2 kOhm. The internal microphone will automatically disconnect when an external microphone is plugged in.

2.4 Playback

2.4.1 PLAYING A RECORDING

- Press Folder to find the folder that holds the recording.
- Press Rewind or Fast Forward to find the recording you want to play.
- Press and release Play.

NOTE

To play all the recordings in a folder, use the Rewind button to find the first recording, then press and hold Play for about two seconds.

2.4.2 PAUSING DURING PLAYBACK

- Press Pause. After five minutes in Pause Mode automatic exiting occurs. (Pause is terminated and playback is stopped.) This saves battery power.
- To resume playback when paused, press either Pause or Play.

2.4.3 STOPPING A RECORDING THAT IS PLAYING

- Press and release Play. This will take you to the end of the recording.

2.4.4 PLAYING A RECORDING FASTER

- While playing a recording, briefly tap Fast Forward. This will cause the recording to play twice as fast.
- To return to the normal speed, briefly tap Fast Forward again.

2.4.5 PLAYING A RECORDING SLOWER

- While playing a recording, briefly tap Rewind. This will cause the recording to play at a slower speed.

- To return to the normal speed, briefly tap Rewind again.

NOTE

Earphones or headphones can be used with your Recorder. These let you listen to recordings in private. The speaker on the Recorder automatically disconnects when a compatible set of earphones or headphones are plugged into the unit. If stereo headphones are used, the sound will emanate from just one speaker unless a special adapter jack is used.

2.4.6 SCROLLING THROUGH A RECORDING

- While playing a recording, press and hold down Fast Forward to scroll forward; press Rewind to scroll backward. If you hear a low beep while scrolling forward or backward, you have reached the end or the beginning of the recording. At this point, the recorder will be in pause mode.

2.4.7 PLAYING RECORDINGS CONTINUOUSLY

- Press and hold the Play button for about two seconds. This causes all the recordings in the current folder to play continuously from your current position.

2.5 Inserting and Deleting

NOTE

Slowing down playback can make it easier to find the exact spot where you want to insert or delete comments. To make a recording play at half speed, briefly tap Rewind during playback. To speed up play, briefly tap Fast Forward.

2.5.1 ADDING COMMENTS TO THE END OF A RECORDING

You can use either of two methods:

- Begin playback, then press Pause. Press and release Record. You will jump to the end of the recording and your comments will be added there.
- Begin playback. Press and hold Fast Forward until the end of the message is reached, then press Pause. Press and release Record.

2.5.2 INSERTING COMMENTS

- Locate the point at which you want to begin inserting.
- Press Pause.

- Press Insert to begin.
- To stop the insertion process, press either Record or Insert. The recorder will be in pause mode.



Figure 2-5. Insert screen.

NOTE

To jump quickly to the end of a recording you are in the midst of playing, press Play. To jump quickly to the start of a recording, press Play and then Rewind.

2.5.3 DELETING COMMENTS

- While playing a recording, locate the point at which you want to begin deleting.
- Press Pause. You can also begin your cut by simply pressing Delete.
- Press and release Delete. The display will show “START CUT” briefly, then the word “CUT” will blink on the top at the display. (Be careful here: If you press and hold Delete, you will see “CUT TO END?” (see Figure 2-7). If you continue to hold Delete after you see that message, you will cut from the current location to the end of the recording.)



Figure 2-6. Start cut screen.



Figure 2-7. Cut to end screen.

- Listen to the recording until you reach the end of the comments that you want to cut.
- Press Pause.
- Press and hold Delete to complete the cut. The words “DELETE? SEGMENT” will blink on the screen. Continue holding down Delete for about a second until you hear a double beep and the display reads “DELETED SEGMENT.” The cut is then final.

NOTE

Change your mind? To cancel a deletion that is in progress, press and quickly release the Delete button. No change will be made in the recording.

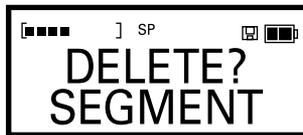


Figure 2-8. Delete segment screen.

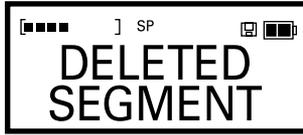


Figure 2-9. Deleted segment screen.

2.5.4 DELETING COMMENTS FROM THE END OF A RECORDING

- At the end of a recording, press Pause. This places the recorder in the playback mode.
- Press and release Delete.
- Press the Rewind button to scroll backward.
- Press and hold Delete to complete the cut.

NOTE

To protect your recordings, your recorder won't let you write over recordings. Instead of overwriting, you simply delete the comments you want to erase and insert the new comments, using the procedures for inserting and deleting.

2.5.5 DELETING ENTIRE RECORDINGS

- Locate the recording to be deleted.
- Press and hold Delete for about one second—but no longer. You will first see “DELETE?” and then the file name. After the deletion is final, the display will momentarily flash the word “DELETED” and the name of the deleted recording.



Figure 2-10. Delete file screen.



Figure 2-11. Deleted file screen.

2.5.6 DELETING ALL THE FILES IN A FOLDER

- Press Folder until the desired folder is located.
- Press and hold Delete for about four seconds—but no longer. You will first see “EMPTY” and the folder name. After the deletion is final, the display will momentarily flash the word “EMPTIED” and the name of the folder that was cleaned out.

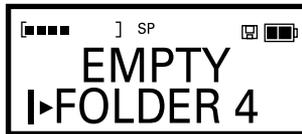


Figure 2-12. Empty folder screen.

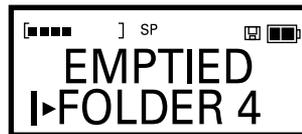


Figure 2-13. Emptied folder screen.

2.5.7 REMOVING A FOLDER

- Press Folder until the desired folder is located.
- Press and hold Delete until you see “REMOVE?” and the folder name.
- After the remove is completed, you will see the word “REMOVED” and the name of the folder.



Figure 2-14. Remove folder screen.

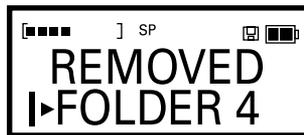


Figure 2-15. Removed folder screen.

2.5.8 DELETING ALL THE FILES IN A MEMORY

This procedure cleans out an entire memory, including all files in all folders and all the names of folders.

- Press Folder until the desired memory is located; it will be marked “I” if it’s in internal memory or “C” if it’s in the memory of an external card.
- Press and hold Delete for about ten seconds. This will take you through the process of deleting a recording, a folder, and then an entire memory. You will hear a series of beeps and see “DELETE” and “EMPTY.” You will then see “ERASE INT MEMORY” or “ERASE CARD,” depending on the memory you are using.
- After this is complete, you will have four unnamed, empty boxes.

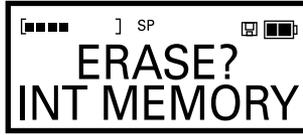


Figure 2-16. Erase int memory screen.

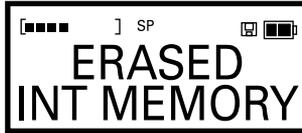


Figure 2-17. Erased int memory screen.

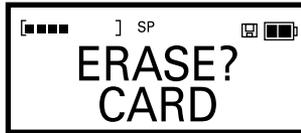


Figure 2-18. Erase card screen.

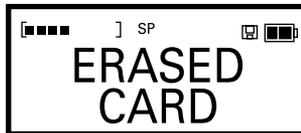


Figure 2-19. Erased card screen.

2.6 Indexing Comments

Your Recorder has an index function that allows you to put bookmarks in recordings to make comments easier to find later on. You can drop in an index mark while you are recording or while you are listening to a recording by using the following procedures.

2.6.1 INDEXING COMMENTS

- During playback, press and hold Menu until the display shows “INDEX SET,” then release the button. While recording, press and release the Menu button quickly, then continue recording.



Figure 2-20. Index set screen.

2.6.2 FINDING INDEXED COMMENTS

- While listening to a recording or while paused in a recording, press and release Menu. The display will show “INDEX SCAN,” and arrows will appear.



Figure 2-21. Index scan screen.

- Press either Rewind or Fast Forward to move immediately to the next index mark.

2.6.3 USING THE FOLDER BUTTON

Folders are used to organize and store your recordings. Different types of recordings can be placed in different folders. Your Recorder is preset with four unnamed folders, but you can create more. Your Recorder can accommodate up to 99 folders on its internal memory. You can also establish folders on memory cards.

- Press and release Folder to move from folder to folder and to move back and forth between internal memory and a memory card.
- Press and hold Folder to move to the first folder of the next memory.

NOTE

Folders can be given a name on a PC. If you have entered names via the Recorder link software, they will appear on the display when you press Folder or move from folder to folder. Otherwise, folders will be numbered.

3. Settings and Basic Functions

3.1 Turning the Recorder On and Off

Press the Power button and hold it for about a second. When the unit is turned on the user name that was set with the Voice It Link software will show briefly.

NOTE

The time and date can be seen briefly while the recorder is idle by pressing and quickly releasing the Power button.

3.2 Using the Menu Button

Pressing and releasing the Menu button will allow you to access information on your recording files, move files from one folder to another, and use setup controls for speeds, microphone sensitivity, beeps, number of folders, and date/time.

- Press and release Menu to enter the Menu function.
- Press and release Menu to cycle through the four menu sections. The sections are labeled FILE INFO, MOVE FILE, SETUP, and CLOCK SET.

NOTE

You will not see FILE INFO or MOVE FILE if the current folder is empty.

- Press Play to enter a section.
- Press Rewind and Fast Forward to change settings or to scroll through notes attached to recordings.
- Press Delete or Power to exit the Menu function and save any changes you have made.

3.3 About Recording Speeds

Your Recorder gives you three speeds for recording. When using the 4-MB internal memory, recording times are approximately 40 minutes at voice-to-text speed (VT), 55 minutes at standard play (SP), and 74 minutes at long play (LP). For voice-to-text recording and for the best sound quality, always select VT speed. To stretch out your recording time, select SP or LP. SP provides better sound quality than LP.

3.4 Adjusting the Recording Speed

- Press and release Menu to enter the menu, and continue to press and release it until you see “SETUP.”
- Press and release Play to bring up the speed function. The display will show the selected speed, the memory you are using (I for internal, C for a card), and the remaining recording time for the selected speed.
- Press Rewind or Fast Forward to change the speed.
- Press Delete or Power to exit and save changes, or press Play to continue to the next setup item.

NOTE

Want to see your remaining recording time at different speeds? When you access the speed setup function, the Recorder’s display shows the available time remaining on the currently selected memory at the speed you have chosen. It also shows which memory you are on—I for the internal memory or C for the memory card.

3.5 Setting the Microphone Sensitivity

Your Recorder gives you a choice of two microphone sensitivity settings: Dictation and Conference. For voice-to-text recording, you must set the microphone to Dictation mode. For recording at greater distances, use the Conference mode.

- Press and release Menu until you see “SETUP PRESS.”



Figure 3-1. Setup press screen.

- Press and release Play to bring up the microphone function. The display will show the current microphone mode—either Dictation or Conference.

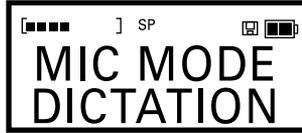


Figure 3-2. Mic mode dictation screen.

- Press Rewind or Fast Forward to switch from one microphone mode to another.
- Press Delete or Power to exit and save changes or press Play to continue to the next setup item.

3.6 Setting the Recorder for Voice-to-Text

- Set the recorder to VT speed.
- Set the microphone sensitivity to Dictation mode.
- Hold the microphone about two inches away from the speaker’s mouth.

NOTE

For voice-to-text translation, always hold the microphone about two inches from and slightly off to the side of the speaker’s mouth. The microphone is located at the top-left of the front side of the recorder.

3.7 Turning Beeps On and Off

Your Recorder is programmed to beep in conjunction with certain functions. Generally, low beeps indicate functions that cannot be attempted. Higher beeps confirm actions. These beeps can be turned on or off.

- Press and release Menu until you see “SETUP PRESS.”



Figure 3-3. Setup press screen.

- Press Play until the beeps option appears.
- Press Rewind and Fast Forward to turn the beeps on and off.
- Press Delete or Power to exit the menu function.

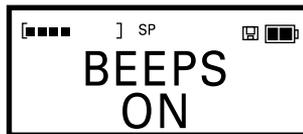


Figure 3-4. Beeps on screen.

3.8 Creating New Folders

You can easily add or remove folders to organize your recording files. Your recorder will accommodate up to 99 folders on its internal memory or card memory.

- Press and release Menu until the display shows “SETUP.”
- Press Play to enter the Setup section and find the Folders function. The display will show the word “FOLDERS.” It will also indicate whether you are using the internal memory (I) or a card (C), and it shows the number of folders you have.



Figure 3-5. Folders screen.

- Press Rewind or Fast Forward to change the number of folders. New folders are placed at the end. The recorder will allow you to reduce the number of folders to those that are in use, but not below that number. Also, the Folders cannot be reduced if the last Folder is in use.
- Press Delete or Power to exit and save the changes you have made.

3.9 Reviewing Information on Recordings

Your recorder keeps track of basic information on each of your recording files, including its length, the time and date it was created, and the time and date it was last modified. In addition, you can attach written notes to recordings via the software. A note is text information up to 128 characters that is assigned only from the PC.

- Press and release Menu until you see “FILE INFO PRESS.”



Figure 3-6. File info screen.

- Press Play to see the note for the current recording (if a note exists).
- Press Rewind and Fast Forward to scroll through the note.
- Press Play to advance to the next piece of information.

- Press Delete or Power to exit the menu and save any changes you have made.

3.10 Moving Files from Folder to Folder

You can easily move files within a folder or from one folder to another. If you are working within a single memory (Internal or Card), the file simply moves from one position to another. If you move a file from one memory to another, the recorder makes a copy of the file.

- When the file you want to move is displayed, press and release Menu until you see “MOVE FILE.”
- Press Play to select the current file as the one to be moved. The icon at the top of the display will start blinking to show a move is in progress. The following instructions will appear on the display.



Figure 3-7. To finish move screen.



Figure 3-8. Go to dest press menu screen.

- Locate the destination folder and the position within a folder. The file will be inserted before or after the current recording, depending on whether the dot (•) is before or after the name.
- Press Menu to place the file in the new location.

- If you change your mind and do not want to move the recording, press and quickly release Delete; the move will be canceled.

3.11 Monitoring the Battery Level

The battery-level icon, which appears on the upper right side of the display, shows how much life remains on the recorder's batteries.

When the battery is at full strength, the two black boxes are full. When the battery is at half strength, only one black box appears. When the battery supply is nearly empty, only the outline appears. Batteries should be replaced at this time. When the empty battery outline flashes, your recorder will not record until new batteries are installed.

NOTE

Loss of battery power won't cause you to lose your recordings. Your recorder uses a technology (called Flash Memory) that protects your stored data even when the unit is without power.

NOTE

Your recorder has an Auto Power Off feature to conserve battery life. If no activity has occurred for 15 minutes, the unit will automatically shut off.

3.12 Monitoring the Memory Level

The memory bar, which appears on the upper left side of the display, shows how much memory has been used on the recorder's internal memory or the memory card that you inserted.



Figure 3-9. Memory bar.

The memory bar consists of 8 boxes and 2 brackets. When empty, only the two brackets show. The black boxes appear as the memory fills. When nearly full, the boxes will begin flashing. This warns you that your remaining memory is down to about a minute or less.

When the unit runs out of memory during a recording, it beeps and the recording stops. The display will read either “CARD FULL” or “INT MEMORY FULL,” depending on the memory you are currently using.

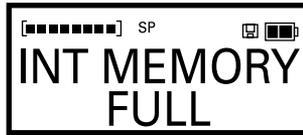


Figure 3-10. Int memory full screen.



Figure 3-11. Card full screen.

3.13 Checking the Exact Amount of Memory Remaining

Press and release the Menu button until you see “SETUP.” The time left on the memory you are using shows on the display (see Figure 3-12). Press Play to re-enter SETUP.



Figure 3-12. Speed: SP screen.

3.14 When a Folder is Full

Each folder can hold up to 99 recordings (60 recordings for 2-MB cards). If you have many brief recordings, you could encounter a full folder. When a folder is full, the display will give you a “FOLDER FULL” message. This doesn’t mean that you are out of memory. It means only that the particular folder you are using cannot hold any more recordings. To continue recording, simply move to another folder or create a new folder.



Figure 3-13. File limit folder screen.

3.15 Working with Memory Cards

3.15.1 ABOUT MEMORY CARDS

Use of memory cards expands the capacity of your Recorder. It will accommodate industry-standard 2-MB, 4-MB, and 8-MB cards. When a card is inserted, it works just like the recorder’s internal memory. As with the internal memory, the cards provide multiple folders to hold recordings.

The recording time for a memory card will depend on its size and the speed at which you are recording—voice-to-text (VT), standard play (SP), or long play (LP). (See **Section 3.4** for information on setting recording speeds).

Table 3-1. Recording times for memory cards.

Speed	4-MB Internal Card	8-MB Card (TE131)
VT	40 minutes	81 minutes
SP	55 minutes	112 minutes
LP	74 minutes	149 minutes

Recordings stored on cards are accessed in the same manner as recordings stored on the Recorder's internal memory. The display will indicate the memory you are using: an I indicates that you are using the internal memory, and a C indicates that you are using a memory card.

Because the cards use non-volatile flash memory technology, they will continue to store recordings after they are removed from the recorder—as long as they are handled with care. To protect your recordings, make sure the unit is turned off before inserting or removing a card. Otherwise, treat them as you would treat a computer floppy disk. Avoid bending or subjecting cards to sudden impact. Keep them dry and away from dust, dirt, and liquids. For your protection, back up important data.

3.15.2 USING NEW CARDS THE FIRST TIME

- Press Power to turn off the recorder.
- Carefully slide the card door open.
- Insert the card and replace the door.
- If the words “UNKNOWN CARD,” “PRESS DELETE,” and “FOR 5 SEC TO ERASE” appear, the card needs to be formatted for use in the recorder. Press and hold Delete for approximately five seconds until you see the words “ERASE? CARD,” “ERASING CARD,” and “ERASED CARD.” This will erase all contents and format the card.

**Figure 3-14. Unknown card screen.**



Figure 3-15. Press delete screen.

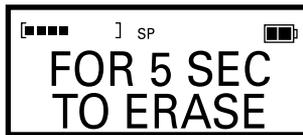


Figure 3-16. For 5 sec to erase screen.

3.15.3 PROTECTING RECORDINGS ON CARDS

Write protection helps ensure that you won't erase or write over a recording that you want to keep. You can still listen to recordings on a write-protected card.

To prevent recording on a card, place the card's special round sticker in the recessed area on the top of the card. The recorder will not let you record on such cards until the sticker is removed.

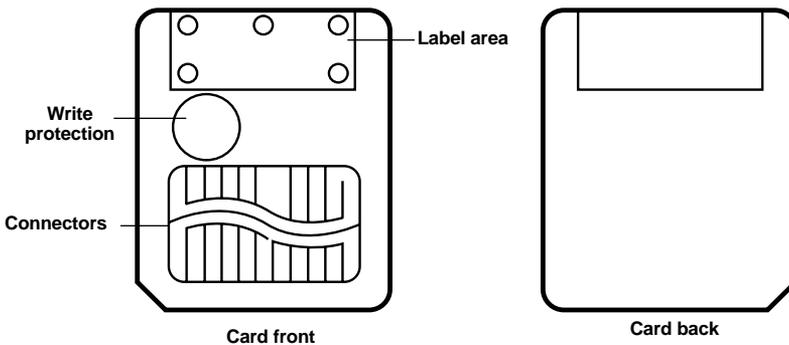


Figure 3-17. Write-protected card.

NOTE

The format introduced to the memory card by the recorder will make the card incompatible with most other applications (for instance, digital cameras, games, etc.).

3.15.4 REMOVING WRITE PROTECTION

If you see the message “CARD READ ONLY” when you try to record on a card, write protection is active. The recorder won’t allow you to store new recordings on the card unless you disable write protection. Remove the round sticker from the recessed area. This will remove write protection and allow you to record on the card.



Figure 3-18. Card read only screen.



Figure 3-19. Wrong type of card screen.

NOTE

If the display shows the message **WRONG TYPE OF CARD**, the memory card cannot be used by your recorder. Try another type of card. Your recorder uses 3.3V memory cards (SSFDC type) in 4-MB and 8-MB (TE131) sizes. If you have trouble locating cards, call Black Box Technical Support at 724-746-5500.

4. Using Link Software

4.1 About the Link Software

Voice It Link software allows your recorder to work in tandem with your PC. Using this software, you can move a recording file from your recorder to your PC or from your PC to your recorder. This same software program allows you to name files and folders and to easily sort and organize your files. Your Voice It Link software serves as your bridge to voice-to-text software, which converts voice files to text files (speech recognition software sold separately).

4.2 System Requirements for the Link Software

- Windows® 95 operating system.
- A Pentium® compatible processor running at a minimum of 100 MHz with 16 MB of RAM for basic functions; typically a 166-MHz Pentium MMX processor and 32 MB of RAM for voice-to-text functions.
- 10 MB of free space on your hard disk for basic functions; 100 MB for voice-to-text functions.
- An available serial port with a DB9 connection. If you have a DB25 connection, you will need a DB25-to-DB9 adapter.
- An industry-standard sound adapter, such as SoundBlaster®, that permits playback of audio files.

4.3 Setting Up the Link Software

- Insert the Voice It Link software CD into your CD-ROM drive. Its setup program will run automatically.
- Follow the prompts from your Voice It Link software. The software will guide you through the installation process.

4.4 Using the Link Software

Your Voice It Link software includes a comprehensive help system. This system explains how to use the software in conjunction with your recorder.

4.5 Connecting Your Recorder to a PC

To use Voice It Link software with your recorder, you need to connect the recorder to your PC. Here's how:

- Turn off the recorder. The Power button turns the recorder off and on.
- Plug the supplied cable into your recorder.
- Plug the cable into a free serial port on your PC. You may have to disconnect another peripheral, such as an external modem, to free up an appropriate port.

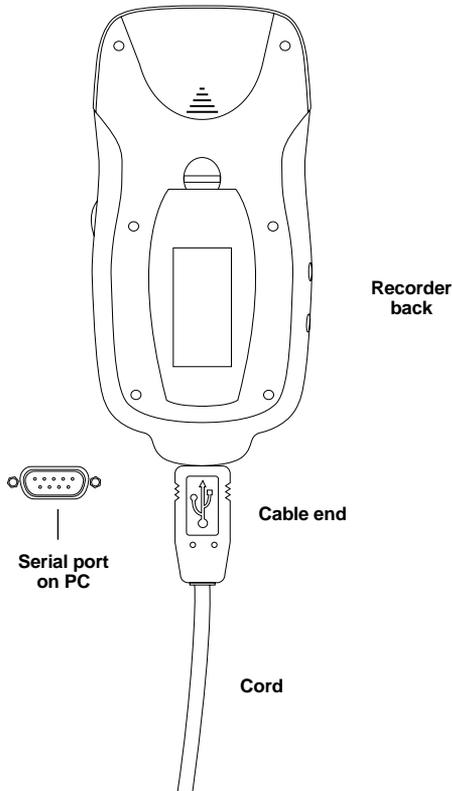


Figure 4-1. Connecting the Recorder to your PC.

5. Maintaining Your Recorder

5.1 Heat, Moisture, and Static Electricity

Heat, moisture, and static electricity can damage your recorder. Keep the recorder out of the sun and away from places where it might get wet or be subject to excessive static electricity.

5.2 Replacing the Batteries

CAUTION

Be sure to turn off the unit when replacing batteries. Recordings could be lost or the unit could be damaged if the power remains on during this process.

- Turn the unit off. The power button turns the recorder on and off.
- Remove the battery door on the back of the recorder.
- Install two AAA batteries as shown on the inside of the battery compartment.
- Replace the battery door.
- The unit will flash “START” and a downward-pointing arrow will direct you to the Power button. Press and release the Power button to continue startup.
- Be sure to set the clock for accurate date stamping of your recordings. See **Section 2.2** for instructions on setting the clock.

6. Troubleshooting

6.1 Problems and Solutions

Problem: The unit will not operate.

Solutions:

- Check to see if you have battery power. If the battery icon in the upper right corner of the display is blinking, the batteries need to be replaced.
- If you are using a memory card, check to see if it is properly inserted. The recorder won't operate if a card is partially inserted.
- Try removing the batteries. Wait 30 seconds and then re-insert them.

Problem: The unit will not record.

Solutions:

- Check to see if you have battery power. If the battery icon in the upper right corner of the display is blinking, the batteries must be replaced.
- Check to see if the memory is full. If the memory bar in the upper left corner of the display is solid black, the memory is full. To continue to record, delete stored recordings or insert a memory card.

Problem: The unit locks up.

Solution: Your recorder can be reset entirely if it locks up or experiences some other malfunction. Resetting the unit will not affect your recordings.

- Remove the batteries, wait 30 seconds, then reinstall them or install new ones.
- Follow the usual procedures for setting the clock and other menu items.

Problem: The display reads “CARD READ ONLY.”

Solutions: This indicates that write protection is active on the card you have inserted. Write protection prevents a user from deleting or changing recordings.

- To use the card for new recordings, remove the round sticker from the recessed area on the card. This cancels write protection.
- This condition occurs when the memory card has been improperly formatted. Return to **Section 3.15.2** and follow the directions on how to format/erase the card.

Problem: The display reads “WRONG TYPE OF CARD.”

Solution: This indicates that the memory card you have inserted isn't compatible with your Recorder. It may be compatible with some other digital product. Try another card.

Problem: The unit indicates corrupted memory on startup.

Solution: If your unit indicates that memory is corrupted when you install new batteries (display reads “INT MEMORY ERROR F”, it is possible that an unusual circumstance has occurred. This may happen when the batteries were being installed, or perhaps if the batteries were removed while within a procedure. In this case, pressing Delete will restart the unit; pressing Play will allow you to continue using your unit. If this fails to correct the problem, press Play to Start. Copy all your files onto your PC, then press and hold Delete to completely erase internal memory. Restore files from your PC.

Problem: The unit loses a folder.

Solution: A folder can be lost if batteries are inserted or removed during certain operations. In this case, the folder will be skipped with a double beep occurring during folder scrolling (if beeps are on) when the missing folder is passed. To correct this problem, use the Voice It Link software to delete the folder, referring to the instructions in the help system.

Problem: Recording is missing.

Solutions:

- Make sure that the memory you have active is the same as the memory the file was recorded on. A file recorded on a card won't appear on the internal memory and vice versa.
- Make sure you are in the same folder that the recording was stored in. Recordings can be filed in any of four folders on the internal memory and four folders on each memory card. To move from folder to folder, press the Folder button.

Problem: A card doesn't fit right in the recorder.

Solutions:

- Don't force the card. It may be a type of card that is incompatible with your recorder.
- Check to make sure you are using the correct type (SSFDC) of memory card, and that it is marked "3.3 V".

6.2 Calling Black Box

If you determine that your recorder is malfunctioning, do not attempt to alter or repair the unit. It contains no user-serviceable parts. Contact Black Box at 724-746-5500.

Before you do, make a record of the history of the problem. We will be able to provide more efficient and accurate assistance if you have a complete description, including:

- the nature and duration of the problem.
- when the problem occurs.
- the components involved in the problem.
- any particular application that, when used, appears to create the problem or make it worse.

6.3 Shipping and Packaging

If you need to transport or ship your recorder:

- Package it carefully. We recommend that you use the original container.
- If you are shipping the recorder for repair, make sure you include everything that came in the original package. Before you ship, contact Black Box to get a Return Authorization (RA) number.

Appendix. Software License Agreement/Warranty

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NOTES



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