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VOICE TRACER

DVT1300



EN User manual

PHILIPS

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1 Important safety information

Do not make any adjustments and modifications that are not described in this manual. Follow all safety instructions to ensure proper operation of the device. The manufacturer assumes no liability for damages resulting from non-compliance with the safety instructions.

1.1 Safety instructions

- Protect the device from rain or water to prevent a short circuit.
- Do not expose the device to excessive heat caused by placing it on a heating device or in direct sunlight.
- Protect the cables from damage by being trapped, particularly at the plugs and where cables exit the housing.
- Back up your data and recordings. The manufacturer cannot be held responsible for any loss of data.
- Do not perform any maintenance operations that are not described in this manual. Do not disassemble the device into its component parts to carry out repairs. The device may only be repaired at authorized service centers.

1.1.1 Batteries and rechargeable batteries

- Only use AAA batteries with the device.
 - Never try to recharge alkaline or non-rechargeable batteries.
 - Remove batteries or rechargeable batteries from the device if it will not be used for an extended period of time. Leaking batteries or rechargeable batteries can damage the device.
 - Do not remove batteries or rechargeable batteries from the device while it is recording. If you do this, data may become damaged or lost. Device malfunctions may also occur.
 - Batteries and rechargeable batteries contain substances that may pollute the environment. Used batteries and rechargeable batteries should be disposed of at an official collection point.
-

1.1.2 Hearing protection

Follow these guidelines when using headphones:

- Set the volume to a moderate level and do not use headphones to listen for excessively long periods of time.
- Be particularly careful to avoid adjusting the volume to a level that your hearing cannot handle.
- Do not turn the volume up so high that you cannot hear what is going on around you.
- In potentially dangerous situations you must be very careful, or temporarily discontinue use.
- Do not use headphones while operating a motorized vehicle, cycling, skateboarding, etc. You could be a hazard to yourself and other road users, and could possibly be breaking the law.

1.1.3 Maximum sound power

- The manufacturer guarantees compliance with the maximum sound power of its audio players as determined by relevant regulatory bodies, but only with the original model of headphones supplied. If you need to replace these headphones, we recommend contacting your dealer to order the respective original Philips model.

1.1.4 Legal restrictions on recording

- The use of the device's recording function is subject to the legal restrictions that may apply in your country. You should also respect the privacy and personal rights of the third parties if you record talks or lectures.
- Please note that, in certain countries, you may be legally required to inform the person you are conversing with on the telephone that you are recording the conversation, or that the recording of telephone conversations is illegal. Please check if the use of such data is legal in your country prior to recording telephone calls.

2 About this user manual

You can find a quick overview of your device in the following pages. For detailed description, see the following chapters of this user manual. Read this user manual carefully.

2.1 Symbols used



Tip

- This symbol identifies information that helps you to use your device more efficiently and simply.



Note

- This symbol indicates notices which you must observe when handling or operating the device.



Caution

- This symbol warns of damage to the device and possible data loss. Damage can be caused by improper handling.



Warning

- This symbol warns of danger to persons. Bodily injury or damage could be caused by improper handling.

3 Your digital recorder

We are delighted that you have chosen a Philips device. Visit our website for comprehensive support such as user manuals, software downloads, warranty information and much more:

www.philips.com/dictation.

3.1 Product highlights

- Voice-activated recording mode without pressing buttons
- Highlight important parts of your recording using index markers
- Noise Cut for clear recordings

3.2 Package contents

- ① Device
- ② Two AAA batteries
- ③ Quick start guide
- ④ USB cable to connect to a computer

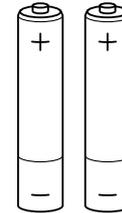
Note

- If any item is missing or damaged, please contact your distributor.

①



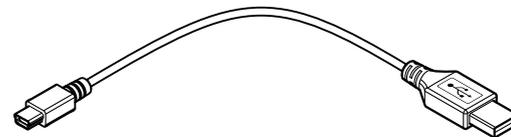
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③



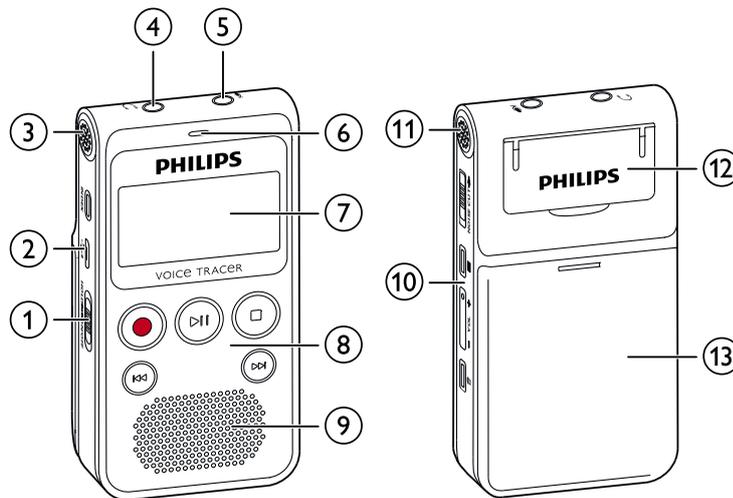
④



3.3 Product features

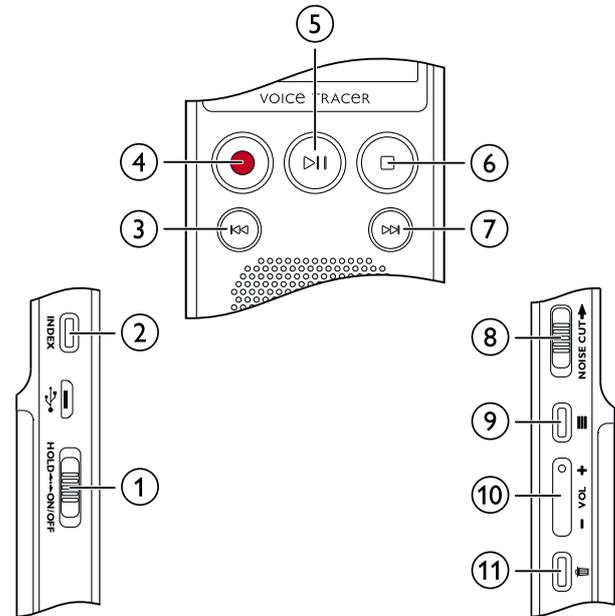
3.3.1 Front and rear sides

- ① ON/OFF switch / HOLD (keypad lock)
- ② Micro USB port for computer connection
- ③ Microphone
- ④ Headphone port (stereo jack, 3.5 mm)
- ⑤ External microphone port (stereo jack, 3.5 mm)
- ⑥ LED light:
 - Red – device is recording
 - Green – device is playing back
 - Yellow – data is being transferred to/from the computer
- ⑦ Display
- ⑧ Operating panel with keys
- ⑨ Speaker
- ⑩ Operating panel with keys
- ⑪ Microphone
- ⑫ Fold-out stand
- ⑬ Battery compartment



3.3.2 Keys

- ① ON/OFF switch / HOLD (keypad lock)
- ② Short press: adds index mark, long press: displays list of index marks (**INDEX** key)
- ③ ◀◀ Short press: jumps to the previous recording
Long press: fast seek rewind mode
Menu navigation: displays previous menu tab
- ④ ● Starts recording, pauses recording, confirm selection (record key)
- ⑤ ▶|| Plays back recording; pauses playback (playback/pause key)
- ⑥ ■ Stops recording and playback, closes menu, changes folder (stop key)
- ⑦ ▶▶ Short press: jumps to the next recording
Long press: fast seek forward mode
Menu navigation: calls next menu tab
- ⑧ Enables noise reduction (**NOISE CUT** key)
- ⑨ ≡ Calls up menu functions (menu key)
- ⑩ + Raises volume; menu navigation: selects menu functions
- Lowers volume, menu navigation: selects menu functions
- ⑪ 🗑 Deletes recording (delete key)

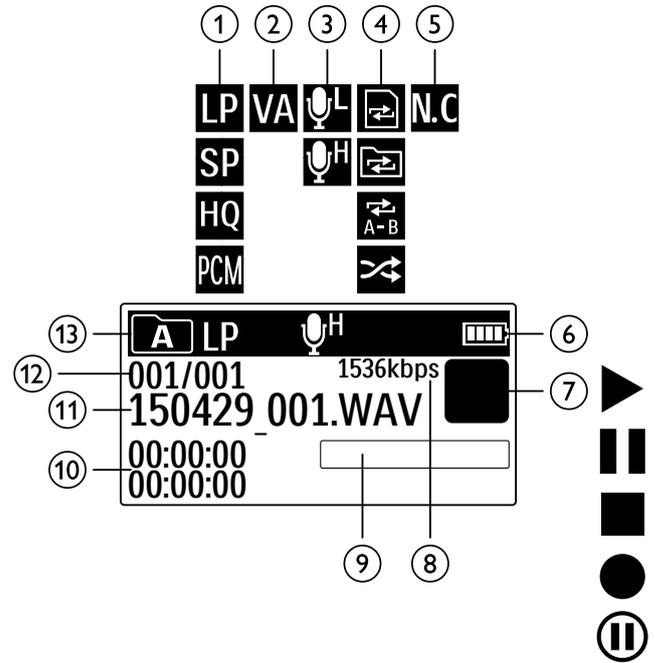


3.4 Start-up screen

- ① **LP** Sets recording quality: **LP** – SLP, **SP** – SP, **HQ** – HQ, **PCM** – PCM
- ② **VA** – Voice activation switched on
- ③ **Microphone sensitivity**: **Low** – low sensitivity (shorter distance), **High** – high sensitivity (longer distance)
- ④ Sets repeat mode / continuous loop: **Repeat file playback**, **Repeat folder playback**, **Repeat selection/sequence**, **Random repeat mode**
- ⑤ **NRG** – Noise reduction on
- ⑥ **Battery** charge level
- ⑦ **▶** – Playback, **⏸** – Pause, **■** – Stop, **●** – Record, **⏹** – Pause recording
- ⑧ Bit rate
- ⑨ Position indicator of current playback/recording
- ⑩ Playback/recording time / Remaining recording time
- ⑪ File name of current playback/recording
- ⑫ Number of current recording / total number of recordings in folder
- ⑬ **A** Selected folder

Note

- The symbol display may vary, depending on the mode and the selected functions.



3.4.1 Menu overview



Note

- In stop mode (start-up screen), press the menu key  to open the menu.
- Press    or  to select one of the following menus: , , , or .

File menu:

- [Repeating a file / loop sequence](#)
- [Protecting a recording / locking a file](#)

Recording settings:

- [Setting the microphone sensitivity](#)
- [Setting the recording quality](#)
- [Setting the timer](#)
- [Enabling/disabling voice-activated recording](#)
- [Setting auto divide](#)

Display settings:

- [Language selection](#)
- [Adjusting the display contrast](#)
- [Enabling/disabling background lighting](#)

Device settings:

- [Setting the date & time](#)
- [AUTO-OFF](#)
- [Memory formatting](#)
- [Enabling/disabling the record indicator](#)
- [Enabling/disabling key and signal tones](#)
- [Displaying device information](#)
- [Device reset](#)



File menu



Record settings



Display settings



Device settings

4 Getting started

Use the installation guide on the following pages to start using your device quickly and easily.



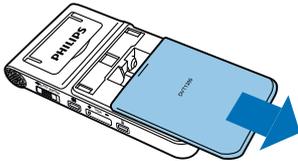
Caution

- Follow the instructions on handling the device, especially the batteries and rechargeable batteries ([see also chapter 1.1.1 Batteries and rechargeable batteries, page 5](#)).

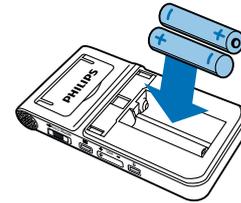
4.1 Inserting the batteries

Your device is supplied with two AAA batteries.

- 1 Slide the battery compartment cover downwards.



- 2 Insert the batteries or rechargeable batteries into the device as shown. Make sure the polarity is correct.

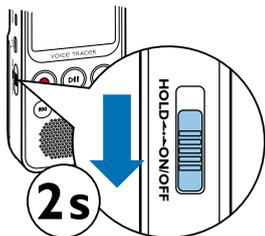


- 3 Close the battery compartment cover.



4.2 Turning the device on/off

- 1 Slide the on/off switch on the side of the device downwards for approximately two seconds.
↳ The device turns on and the start-up screen is displayed.



- 2 To turn it off, slide the power switch on the side of the device down again and hold for about two seconds.

Note

- The device turns off automatically if no key is pressed within a pre-set period of time ([see also chapter 8.3.2 AUTO-OFF, page 35](#)).

4.3 Initial installation process

When using for the first time, you must set the device display language and date and time.

4.3.1 Selecting the language

Follow the description in the chapter Language selection ([see also chapter 8.2.1 Language selection, page 32](#)).

Note

- Your language might not be available. Select an alternative one.

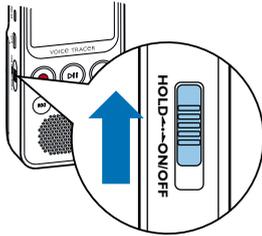
4.3.2 Setting the date & time

Follow the description in the chapter Setting the date & time ([see also chapter 8.3.1 Setting the date & time, page 34](#)).

4.4 Enabling/disabling the keypad lock

The keypad lock deactivates all keys on the device. The device timer function continues to operate.

- 1 Slide the ON/OFF switch on the side of the device up to the **HOLD** position to lock the device keypad.
↳ The display briefly shows the lock symbol.

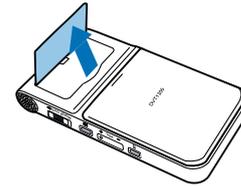


- 2 Slide the ON/OFF switch on the side of the device to the center position to disable the keypad lock.

4.5 Pulling out the stand

Use the stand on the rear of the device when you stand it on a table, for example to record a meeting.

- 1 Pull out the stand on the back of the unit.



- 2 Place the unit on a flat surface, such as a table.

4.6 Accessories

Depending on the type of the device, the product package may include various accessories. Additional accessories may be obtained directly from your retailer.

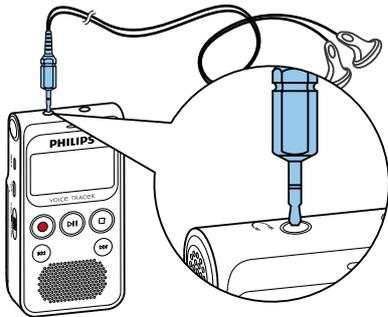
4.6.1 Connecting headphones



Warning

- Set the volume to a moderate level and do not use headphones to listen for excessively long periods of time. Exposure to intense sound can cause a hearing impairment. Comply with the hearing safety instructions ([see also chapter 1.1.2 Hearing protection, page 5](#)).

- 1 Turn down the volume of the device before you plug in the headphones.
- 2 Insert the stereo jack into the headphone port on the top of the device.



- 3 Turn up the volume until you reach a comfortable listening level. The speaker is switched off when headphones are connected.

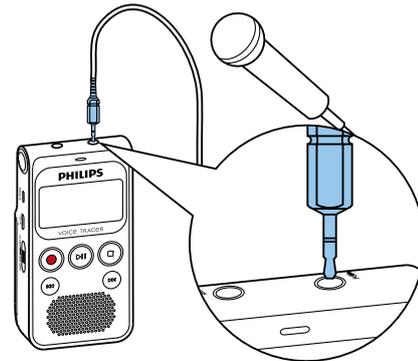
4.6.2 Connecting an external microphone



Note

- If you connect an external microphone to the device, the recording source will switch automatically and the device's microphone will be turned off.

- 1 Stop the recording currently in progress.
- 2 Insert the stereo jack into the microphone port on the top of the device.

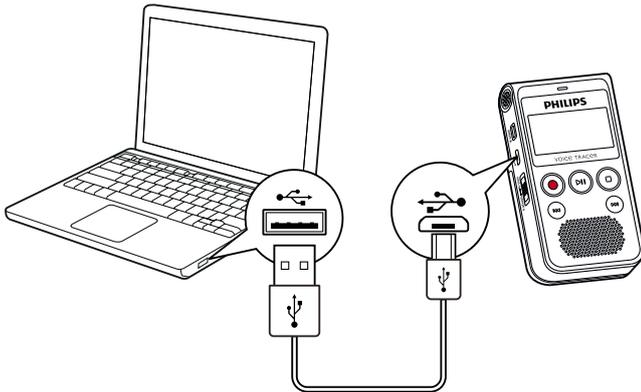


4.7 Connecting to a computer

You can select one of the following options once you have connected the device to a computer:

- **USB mass storage device:** You can use the File Explorer to access the device data without installing additional software. It is automatically displayed as a mass storage device similarly to a USB memory stick or card. It is a convenient way to store and manage files on your computer as well as to free up space on the device ([see also chapter 4.7.1 Transferring files to or from the device, page 18](#)).

- 1 Plug the USB connector into a USB port on your computer.
- 2 Insert the micro USB plug into the USB port on the side of the device.
↳ The device is displayed as a mass storage device in File Explorer.



Caution

- Do not disconnect the device from the computer while files are transferred to or from the device (the status LED indicator flashes yellow when data is being transferred). This may damage or corrupt the files.
- Do not format the drive of the device using File Explorer on the computer, which could cause the device to malfunction. If you want to delete all data, use the **Format memory** function on the device ([see also chapter 9.1.2 Memory formatting, page 36](#)).

4.7.1 Transferring files to or from the device

You can use the File Explorer to access the device data without installing additional software. It is automatically displayed as a mass storage device similarly to a USB memory stick or card.

- 1 Connect the device to the computer as described.
- 2 Open File Explorer on your computer.
↳ The device is automatically displayed as a mass storage device, similarly to a USB memory stick or card. The **Voice** folder on the device is for recordings and the **Music** folder is for music files.
- 3 Copy or move files to your computer or delete files to archive recordings and free up space on the device.



Caution

- Never disconnect the device from the computer while files are being transferred to or from the device (the status LED indicator flashes yellow when data is being transferred). This may damage or corrupt the files.
- Do not format the drive of the device using File Explorer on the computer, which could cause the device to malfunction. If you want to delete all data, use the **Format memory** function on the device ([see also chapter 9.1.2 Memory formatting, page 36](#)).



Note

- The device supports WMA and MP3 music file formats. These files can be transferred from the computer to the **Music** folder on the device. The files are located in the  folder on the device.
- Files with copy protection (Digital Rights Management, DRM) are not supported.
- The device can store up to 99 music files.

4.7.2 Disconnecting from a computer

- 1 Select Eject USB in File Explorer.
- 2 Disconnect the USB cable from the computer.

5 Recording

The device offers many features that you can use during recording or to improve the quality of a recording. Use the timer and the voice activation functions to start a recording automatically.

5.1 Recording settings

Before starting a recording session, set the required recording quality and microphone sensitivity.

When you record in environments with lots of noise in the background (e.g. while in a crowd or while traveling by train or car), you can enable the noise reduction function to reduce the background noise ([see also chapter 8.1.3 Enabling/disabling noise reduction, page 29](#)).



Caution

- Do not remove batteries or rechargeable batteries from the device while it is recording. If you do this, data may become damaged or lost. Device malfunctions may also occur.

- 1 In stop mode (start-up screen), press the stop key **■** to select the desired folder for the recording.
↳ The following icons are displayed: **A**, **B**, **C**, **D**.
- 2 Point the built-in microphone toward the sound source and press the record key **●**.
↳ The device is recording and the record/play indicator lights up red. The recording duration and the remaining recording time are displayed.
- 3 Press the record key **●** to pause recording.
↳ The record/play indicator flashes red.
- 4 Press the record key **●** to resume recording.
- 5 Press the stop key **■** to stop recording.
↳ The device returns to stop mode.



Note

- **To start a new recording:** To stop the current recording and start a new one, press **▶▶**.
- To prevent files from getting too big during a long recording, such as due to a meeting that lasts several hours, you can automatically split recordings ([see also chapter 8.1.6 Setting auto divide, page 31](#)).
- Each folder can store up to 99 files. The file size depends on the recording quality ([see also chapter 8.1.1 Setting the recording quality, page 28](#)).
If the recording time or the number of files exceeds the available capacity, recording stops and a message is displayed. You cannot make any more recordings. Delete the recordings which you no longer require, or connect the device to a computer and transfer the files to your computer.



Tip

- Replace or recharge the batteries before starting a long recording session.

5.1.1 Recording using an external microphone

If you connect an external microphone to the device, the recording source will switch automatically and the device's microphone will be turned off.

5.2 Starting recording automatically

You have two options to start automatic recording: Timer function and voice activation.

5.2.1 Using the timer function

You can use this function to start a recording at a specified date and time. The device can record using the built-in microphone or an external microphone.

- 1 Customize the timer settings in the Settings menu and activate the feature ([see also chapter 8.1.4 Setting the timer, page 30](#)).
↳ The device will start recording at a specified time. The device can be switched off at this time or the keypad can be locked.

5.2.2 Using voice activation

When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the device will automatically pause recording after three seconds of silence and will resume once you begin speaking again.

Use the voice activation level to set the volume at which the device should begin recording.

- 1 Customize the voice-activated recording settings in the Settings menu and activate the feature ([see also chapter 8.1.5 Enabling/disabling voice-activated recording, page 31](#)).
 - ↳ If this feature is on, the **VA** symbol is displayed.
- 2 Press the record key **●**.
 - ↳ The device switches to standby mode. The **(⏸)** symbol indicating that the recording is paused will be displayed. Recording will start when you begin speaking. When you stop speaking, the device will automatically pause recording after three seconds of silence.
- 3 Press the stop key **■** to stop recording.
 - ↳ The device returns to stop mode.

6 Playback

6.1 Selecting a recording

- 1 Press the stop key  to select the desired folder while the device is stopped (start-up screen).
 - ↳ The following symbols are displayed: , , ,  and  (, , , and  are recording folders, the  folder contains music files).
- 2 Press  while the device is stopped.
 - ↳ The position indicator jumps to the start of the next file.
- 3 Press  while the device is stopped.
 - ↳ The position indicator jumps to the start of the preceding recording.



Note

- The device supports WMA and MP3 music file formats. These files can be transferred from the computer to the **Music** folder on the device. The files are located in the  folder on the device.
- Files with copy protection (Digital Rights Management, DRM) are not supported.
- The device can store up to 99 music files.

6.2 Playback of a recording or music file

- 1 Select the required file as described.
- 2 Press the playback/pause key  to playback the selected file.
 - ↳ The record/play indicator will light up green. The total playback time of the current file will be shown on the display.
- 3 Press  to adjust the volume.
- 4 Press the playback/pause key  key to pause playback.
 - ↳ The playback will stop and the green status light will start flashing.
- 5 Press the playback/pause key  to continue playback from the previous position.
- 6 Press the stop key  to stop playback.



Tip

- You can call up the playback mode settings during music playback.

6.3 Quick search

You can quickly scan backward or forward within the current file. This allows you to find a specific part of the recording.

- 1 During playback, press and hold one of the two navigation keys **⏮** or **⏭**.
↳ The device quickly scans forward or backward through the selected recording.
- 2 Release the key
↳ to resume playback at regular speed from the current position.

6.4 Adjusting playback speed

- 1 During playback, press the playback/pause key **⏸** for approximately one second.
- 2 Press **+/-** to set the desired playback speed (**-8** to **+8**).
↳ The playback speed display closes automatically after a few seconds or can be closed by pressing the record key **●** or the stop key **■**.

Note

- The selected playback speed is stored permanently, even when you playback other files or turn off the device.

6.5 Repeating a file / loop sequence

You can automatically repeat playback of a certain file, an entire folder or a recording sequence (= loop).

6.5.1 Repeating a file

- 1 In stop mode (start-up screen), press the menu key **☰**.
- 2 Press **⏮/⏭** to select the **📁** file menu.
- 3 Press the record key **●** to confirm.
- 4 Press **⏮/⏭** to select **Repeat**.
- 5 Press the record key **●** to confirm.
- 6 Press **⏮/⏭** to select whether you wish to automatically repeat either the playback of an individual recording/file or a folder.
- 7 Press the record key **●** to confirm.
- 8 Press the stop key **■** twice to get back to the start-up screen.
↳ The symbol of the selected repeat mode is shown on the display:
📁 – repeat a file
📁 – repeat all files in a folder
🎲 – Random playback
- 9 Press the playback/pause key **⏸**.
↳ Playback of the recording or folder starts.

6.5.2 Repeat or loop a sequence

- 1 During playback, press the menu key  to specify the sequence start point.
↳ The symbol  is shown on the display.
- 2 Press the menu key  again to specify the sequence end point.
↳ The repeat sequence begins.
- 3 Press the menu key  to end repeating of the sequence and resume normal playback.

6.6 Index marks

Index marks can be used to mark certain points in a recording as points of reference.

6.6.1 Adding index marks

- 1 In playback mode, press the **INDEX** key to add an index mark.
↳ **INDEX** and the index mark number appears briefly on the display.
Up to 10 index marks can be added per file. **Index full** will be displayed if 10 index marks were set.



Tip

- You can also set index marks while the playback is paused.

6.6.2 Switching to index marks

- 1 In playback mode, press the **INDEX** key for approximately one second.
- 2 Press   to select **Go to index**.
- 3 Press the record key  to confirm.
↳ A list of all index marks is displayed.
- 4 Press   to select the desired index mark.
- 5 Press the record key  to confirm.

6.6.3 Deleting an index mark

- 1 In playback mode, press the **INDEX** key for approximately one second.
- 2 Press   to select **Delete index**
- 3 Press the record key  to confirm.
↳ A list of all index marks is displayed.
- 4 Press   to select the desired index mark.
- 5 Press the record key  to confirm.

6.7 Protecting a recording / locking a file

You can protect recordings from unintentional deletion.

- 1 Select the required file as described.
- 2 Press the menu key .
- 3 Press   to select the  file menu.
- 4 Press the record key  to confirm.
- 5 Press   to select **Lock file**.
- 6 Press the record key  to confirm.
- 7 Press   to select **Lock**.
- 8 Press the record key  to confirm.

6.8 Removing protection / unlocking a file

- 1 Select the required file as described.
- 2 Press the menu key .
- 3 Press   to select the  file menu.
- 4 Press the record key  to confirm.
- 5 Press   to select **Lock file**.
- 6 Press the record key  to confirm.
- 7 Press   to select **Unlock**.
- 8 Press the record key  to confirm.

7 Deleting recordings

You can delete an individual recording on the device or all the recordings in the folder.

7.1 Deleting recordings on the device

You can delete individual recordings on the device. Connect the device to a computer if you want to delete multiple files.



Caution

- Only delete the recordings that you no longer need. Keep in mind that deleted recordings cannot be recovered.

- 1 In stop mode (start screen), press the stop key ■ to select the folder that contains the recording you want to delete.
- 2 Press **⏮/⏭** to select the recording that you want to delete.
- 3 Press the delete key **🗑** for approximately one second.
- 4 Press **⏮/⏭** to select **Delete file**.
- 5 Press the record key ● to confirm.
- 6 Press **⏮/⏭** to select **OK**.

- 7 Press ● to confirm the deletion.
↳ The recording is deleted. Sequential file numbers are reassigned automatically.

7.2 Deleting all recordings in a folder

You can delete all recordings in the selected folder. Connect the device to a computer if you want to rename an entire folder.

- 1 In stop mode (start screen), press the stop key ■ to select the folder containing all the recordings you want to delete.
- 2 Press the delete key **🗑** for approximately one second.
- 3 Press **⏮/⏭** to select **Delete all**.
- 4 Press the record key ● to confirm.
- 5 Press **⏮/⏭** to select **OK**.
- 6 Press the record key ● to confirm the deletion.
↳ All recordings in the folder are deleted. The numbering of the recordings is reset.

8 Settings

To enter the Settings menu, press the menu key  while the device is stopped (start screen).



Note

- Press the stop key  at the end of an operation to return to stop mode. Press the stop key  during the operation to cancel the operation without saving and return to stop mode.

8.1 Recording settings

8.1.1 Setting the recording quality

Use the recording quality settings to set the file format and the quality of the recording as the bit rate. The higher the recording quality, the larger the file and the fewer recordings you can create.

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the record settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Quality settings**.
- 5 Press the record key  to confirm.

- 6 Press   to select the required recording quality.
 The selected quality setting symbol will be displayed.
 – maximum quality, uncompressed, format: WAV, 1,536 kbps
 – high quality, format: MP3, 192 kbps
 – above-average recording time, Format: MP3, 64 kbps
 – longer recording time, format: MP3, 8 kbps

- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.1.2 Setting the microphone sensitivity

You can customize the microphone settings to suit the recording conditions. Adjust the recording sensitivity to avoid recording background noises and to adapt to the recording environment.

- 1 In stop mode (start screen), press the menu key .
- 2 Press /  to select the record settings menu .
- 3 Press the record key  to confirm.
- 4 Press /  to select the **Mic Sensitivity**.
- 5 Press the record key  to confirm.
- 6 Press /  to select the required recording quality.
↳ The selected microphone/recording sensitivity symbol will be displayed.
 – high sensitivity, source far away
 – low sensitivity, source very near
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



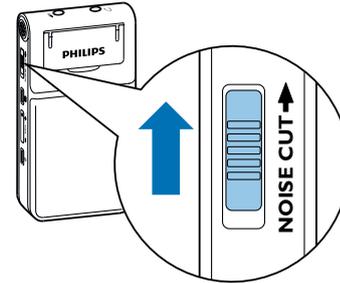
Tip

- Press the stop key  to cancel the operation without saving and return to the stop mode.

8.1.3 Enabling/disabling noise reduction

When you record in environments with a lot of background (e.g. while in a crowd or traveling by train or car), you can enable the noise reduction function to reduce the background noise.

- 1 In stop mode, slide the switch on the side of the device upwards into the **NOISE CUT** position.



- 2 Press the record key  to start recording.
↳ If this feature is enabled, the  symbol is displayed.



Note

- Noise reduction is only possible when using PCM recording quality . If you activate noise reduction, the device automatically switches to PCM recording quality .

8.1.4 Setting the timer

You can use this function to start a recording at a specified date and time. The device can record using the built-in microphone or an external microphone.

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the record settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Timer**.
- 5 Press the record key  to confirm.
- 6 To set the begin time, press   and select **Set the begin**.
- 7 Press the record key  to confirm.
- 8 Press   to select **Set date**.
- 9 Press the record key  to confirm.
- 10 Set the date as described in [\(see also chapter 8.3.1 Setting the date & time, page 34\)](#).
- 11 Press the record key  to confirm.
- 12 Press   to select **Set time**.

- 13 Press the record key  to confirm.
- 14 Set the time as described in [\(see also chapter 8.3.1 Setting the date & time, page 34\)](#).
- 15 Press the record key  to confirm.
- 16 Press the stop key .
- 17 To set the length of the recording time, press   and select **Duration**.
- 18 Press the record key  to confirm.
- 19 Press   to set the recording duration. Select **no limit** for unlimited recording.
- 20 Press the record key  to confirm.
- 21 Press the stop key .
↳ The device will start recording at a specified time.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.1.5 Enabling/disabling voice-activated recording

If voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the device will automatically pause recording after three seconds of silence and resume once you begin speaking again.

- 1 In stop mode (start screen), press the menu key .
- 2 Press  to select the record settings menu .
- 3 Press the record key  to confirm.
- 4 Press  to select **Voice Activation**.
- 5 Press the record key  to confirm.
- 6 Press  to select **On**.
- 7 Press the record key  to confirm.
↳ If this feature is enabled, the  symbol is displayed.
- 8 To turn off voice activation, press  and select **Off**.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.1.6 Setting auto divide

You can automatically split large recordings, such as a multi-hour meeting recording. Once the set time has been reached, the device stops the current recording and automatically starts a new one.

- 1 In stop mode (start screen), press the menu key .
- 2 Press  to select the record settings menu .
- 3 Press the record key  to confirm.
- 4 Press  to select **Auto divide**.
- 5 Press the record key  to confirm.
- 6 Press  to select whether longer recordings are to be automatically divided after 30 or 60 minutes, or switch the feature off.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.1.7 Enabling/disabling the record indicator

This function allows you to switch off the status LED.

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Record lamp**.
- 5 Press the record key  to confirm.
- 6 Press   to select whether you want to turn the status LED on or off.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.2 Display settings

8.2.1 Language selection



Note

- Your language might not be available. Select an alternative one.

- 1 In stop mode (start screen), press the menu key .
- 2 Press the   key to select the display settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Language**.
- 5 Press the record key  to confirm.
- 6 Press   to select the required display language.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.2.2 Adjusting the display contrast

- 1 In stop mode (start screen), press the menu key .
- 2 Press the /  key to select the display settings menu .
- 3 Press the record key  to confirm.
- 4 Press /  to select **Contrast**.
- 5 Press the record key  to confirm.
- 6 Press /  to select the desired display contrast.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.2.3 Enabling/disabling background lighting

- 1 In stop mode (start screen), press the menu key .
- 2 Press the /  key to select the display settings menu .
- 3 Press the record key  to confirm.
- 4 Press /  to select **Backlight**.
- 5 Press the record key  to confirm.
- 6 Press /  to select from the following settings: **8 seconds**, **20 seconds**, **On**.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.3 Device settings

8.3.1 Setting the date & time

The date and time entered are saved with each recording as the recording time.

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Date/Time**.
- 5 Press the record key  to confirm.
- 6 Press   to select **Set time format**.
- 7 Press the record key  to confirm.
- 8 Press   to switch between the 12 and 24-hour system.
- 9 Press the record key  to confirm.
- 10 Press   to select **Set date**.
- 11 Press **+/-** to set the year.
- 12 Press .

- 13 Press **+/-** to set the month.
- 14 Press .
- 15 Press **+/-** to set the day.
- 16 Press the record key  to confirm.
- 17 Press   to select **Set time**.
- 18 Press the record key  to confirm.
- 19 Press **+/-** to set the hours.
- 20 Press .
- 21 Press **+/-** to set the minutes.
- 22 Press the record key  to confirm.
- 23 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.3.2 AUTO-OFF

The device switches off automatically if no key is pressed within a pre-set period of time. This saves power.

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Auto off**.
- 5 Press the record key  to confirm.
- 6 Press   to automatically turn the device off after **5, 15, 30** or **60** minutes of inactivity.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

8.3.3 Enabling/disabling key and signal tones

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Device sounds**.
- 5 Press the record key  to confirm.
- 6 Press   to enable/disable the key and signal tones.
- 7 Press the record key  to confirm.
- 8 Press the stop key  to exit the menu.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

9 Service

Do not perform any maintenance operations that are not described in this manual. Do not disassemble the device into its component parts to carry out repairs. The device may only be repaired at authorized service centers.

9.1 Service functions on device

9.1.1 Displaying device information

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Information**.
- 5 Press the record key  to confirm.
- 6 Press   to select the required information.
 The display shows general device-related data: Device capacity and remaining memory, device firmware version..
- 8 Press the stop key  to return to stop mode.

9.1.2 Memory formatting



Caution

- Formatting the memory deletes all recordings and files saved on the device.

You can use this feature to delete all data and format the selected memory.

- 1 In stop mode (start screen), press the menu key .
- 2 Press   to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press   to select **Format memory**.
- 5 Press the record key  to confirm.
- 6 Press  to select **OK**.
- 7 Press the record key  to confirm.



Tip

- Press the stop key  to cancel the operation without saving and return to stop mode.

9.1.3 Device reset

This function is used to return all settings to the factory defaults. Recordings and files are not deleted.

- 1 In stop mode (start screen), press the menu key .
- 2 Press /  to select the device settings menu .
- 3 Press the record key  to confirm.
- 4 Press /  to select **Reset settings**.
- 5 Press the record key  to confirm.
- 6 Press /  to select **OK**.
- 7 Press the record key  to confirm.
↳ All device settings will be reset to the factory defaults. You must reset the display language, date and time ([see also chapter 4.3 Initial installation process, page 15](#)).

9.2 Replacing batteries or rechargeable batteries



Caution

- Do not remove batteries or rechargeable batteries from the device while it is recording. If you do this, data may become damaged or lost. Device malfunctions may also occur.

When the batteries are nearly empty, the battery indicator flashes; replace them as soon as possible.

Proceed as described in [4.1 Inserting the batteries](#).



Note

- If it takes longer than 2 minutes to replace the batteries, you may have to reset the time.
- Never try to recharge alkaline or non-rechargeable batteries.
- Batteries and rechargeable batteries contain substances that may pollute the environment. Used batteries and rechargeable batteries should be disposed of at an official collection point.

9.3 Troubleshooting

Problem	Possible cause/solution
The device does not turn on	<ul style="list-style-type: none"> The batteries or rechargeable batteries are not inserted correctly. <ul style="list-style-type: none"> ↳ Check to ensure that the batteries or rechargeable batteries are correctly inserted. Make sure the polarity is correct. Batteries are empty. <ul style="list-style-type: none"> ↳ Replace or recharge the batteries.
The device does not playback recordings	<ul style="list-style-type: none"> The keypad lock may be enabled. <ul style="list-style-type: none"> ↳ Disable the keypad lock. No recordings are saved on the device. Recordings are saved in another folder on the device. <ul style="list-style-type: none"> ↳ Select folders A, B, C or D.
The device does not respond.	Remove the batteries/rechargeable batteries and insert them again.
No sound from speaker.	<ul style="list-style-type: none"> A headset is connected to the device. The volume is at the lowest setting.

Problem	Possible cause/solution
Recording session does not start	<ul style="list-style-type: none"> The keypad lock may be enabled. <ul style="list-style-type: none"> ↳ Disable the keypad lock. The maximum number of recordings may have been reached or the available space for recording is full. <ul style="list-style-type: none"> ↳ Delete some recordings or move them to an external device. ↳ Select another destination folder.
No sound from the headphones.	<ul style="list-style-type: none"> The headphones are incorrectly connected. <ul style="list-style-type: none"> ↳ Check the headphone connection. The volume is at the lowest setting.
External microphone records mono sound only	Switch external sound source to stereo microphone.

10 Appendix

The information in this user manual has been prepared to the best of our knowledge. Modifications or updates, particularly to the technical data, may be made at any time without prior notice.

10.1 Technical data

Technical data	
Dimensions (W × H × D)	56 × 106 × 18 mm
Weight	77 g (incl. batteries/rechargeable batteries)
Batteries	2 × AAA alkaline batteries
USB port	High-speed 2.0, Micro USB
USB input	USB 5 V/DC ⏻, 500 mA
Microphone port	Stereo jack, 3.5 mm
Headset port	Stereo jack, 3.5 mm
Display	44 × 22 mm Resolution: 128 × 64 pixels

Technical data	
Internal memory	NAND flash, 4 GB
Recording format	PCM – WAV, 1,536 kbps HQ – MP3, 192 kbps SP – MP3, 64 kbps SLP – MP3, 8 kbps
Music playback	MP3, WMA Bit rate: 8 – 320 kbps no DRM
Speaker	Frequency range: 750 – 18,000 Hz Output: 110 mW
Recording time	PCM – 5 h HQ – 45 h SP – 136 h LP – 1180 h
Battery life	Recording in SLP mode: 40 h (alkaline batteries)
Sampling rate	PCM – 48 kHz HQ – 32 kHz SP – 16 kHz SLP – 8 kHz
System requirements	Operating system: Windows, MacOS X

Technical data

Temperature 5 °C – 45 °C / 41 °F – 113 °F

Humidity 10% – 90%



The conformity with the relevant EU directives is confirmed by the CE mark.

Declaration of Conformity

Speech Processing Solutions GmbH hereby declares that the device fully complies with the basic requirements and other relevant provisions of Directives 2006/95/EC, 2004/108/EC and 2009/125/EC.

The full Declaration of Conformity for this product is available at www.philips.com/dictation.

This product was manufactured using high-quality materials and components which may be recycled and reused. Adhere to the applicable statutory provisions, and only dispose of these products at official collection points. Proper disposal of the device helps to avoid potential adverse impacts on environment and health.



Packaging: Please comply with the recycling and packaging regulations applicable in your country.

Batteries: Used batteries should be disposed of at an official collection point.



Product: This symbol on a product means that the product complies with European Directive 2012/19/EU.

This product is an electrical and electronic device for which special disposal provisions apply. In keeping with the provisions of the EU Directive relating to the disposal of waste electrical and electronic equipment and the protection of the environment and the health, old devices which are no longer required, may be disposed of as follows:

- Your retailer will take care of your old equipment when you purchase a new device from him.
- Used devices should be disposed of at an official collection point.

Neither Speech Processing Solutions GmbH nor its affiliates shall be liable to the purchaser of this product or third parties with respect to claims for damages, losses, costs or expenses incurred by purchaser or third parties as a result of an accident, misuse or abuse of this product or unauthorized modifications, repair, modification of the product or failure to meet the operating and maintenance instructions provided by Philips. This User Manual is not of a contractual nature.

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For USA only:

This product may contain lead and mercury. Disposal of these materials may be regulated due to environmental considerations. For disposal or recycling information, please contact your local authorities or the Consumer Electronics Association (CEA): www.cea.org

This product contains batteries:

- Dispose of batteries properly. Do not incinerate. Batteries may explode if overheated.
- Do not wrap in metal or aluminum foil. Wrap in newspaper before discarding.
- It is suggested that you contact your local town or city to determine proper battery redemption site(s) in your area.
- Please visit www.call2recycle.org for additional information on a recycling center in your area for rechargeable batteries.

