

Philips Pocket Memo Digital Recorder & Philips SpeechExec Pro Dictate Software



User Manual (Revised June 14, 2012)

Download a copy of this manual:

<http://www.tncourts.gov/docs/documents/administrative-office-courts/dcr-handheld-recorder-install-procedures>

Download a copy of the Quick Reference:

<http://www.tncourts.gov/docs/documents/administrative-office-courts/dcr-handheld-recorder-cheat-sheet-roxio-users>

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About the Philips Digital Pocket Memo Recorder



The Philips Digital Pocket Memo (DPM) recorder will be used as a backup when the Digital Court Recording (DCR) equipment fails to operate properly and is unable to record court proceedings. This DPM recorder must be fully charged and be ready for use in case of difficulties.

The Philips SpeechExec Pro Dictate software product will only be activated on a single computer; therefore, it must be installed on the DCR computer in the courtroom. Please allow yourself plenty of time - at least one hour to install and configure settings on this software. Once software is installed and configured, your process for downloading recording files and burning disc copies will be seamless and fast.

The software allows the DPM recording files to be downloaded onto the software program and computer. Using Roxio, the recording files may be burned onto the CD-R disc in wave format (.WAV). Two disc copies should then be created - one for transcription and one for the clerk of court or file location that has been approved by the AOC. Windows Media Player must be used to listen to the recording and for transcription.

Arrangements should be made with the judge, judge's secretary, or clerk to keep recorder/software disc in a secure but immediate location. The recorder should be checked periodically (once a month) to make sure recorder is fully charged and to ensure settings have not changed on the recorder. A test may be performed by creating a recording file. It must be verified that the file will automatically download onto the DCR computer. The CD may then be burned using Roxio. Go to a different computer that does not have the Philips software installed on it and verify that the recording may be heard. If you can hear the recording, this verifies that all settings are appropriately set and no one has changed them. This test process will also ensure that you become familiar and comfortable with using the recorder, downloading files, and burning CDs.

Transcription will be performed using Windows Media Player on your home computer. There will not be any transcription software and/or foot pedal for transcription for this product. Remember that using the backup DPM recorder should only happen on rare occasions and not be the norm.

The same procedures that are used for the DCR recordings should also be used when deleting DPM recording files from the hard drive from the DCR computer. The last work days in March, June, September, and December of every year, or as close to that date as possible, all DPM and DCR proceedings that have been saved to a CD-R disc and previously filed with the clerk of court or in an AOC-approved location shall be deleted from the DCR computer hard drive. This should be done only after it has been verified that the recordings of the proceedings have been saved successfully.

Understanding the Parts of the DPM Recorder

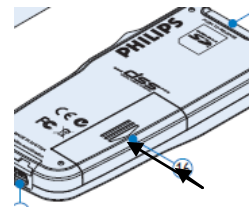


Smart Buttons	The button function is represented directly above the button in the display. These functions change depending on the task you are performing.
Function Button	The function button is used for activating the Insert Mode to make additions to a recording.
EOL (End of Letter) Button	Press this button when recording file requires no changes and file is complete. This marks the file as finished and locked. Pressing the button again removes the lock function and therefore be modified or deleted.
Slide Switch	Move the slide switch up or down to match the corresponding commands within the display (Record, Stop, Play, and ◀◀ Rewind).
+/- buttons	Use these buttons to navigate up/down the different display functions. These buttons also control the volume during playback.
Download Indicator LED	The indicator lights blink when downloading and turn off when download is complete.
Charge Indicator LED	The Indicator lights up green when charging. The green light blinks on/off when charging is complete.

Getting Started

Install the batteries

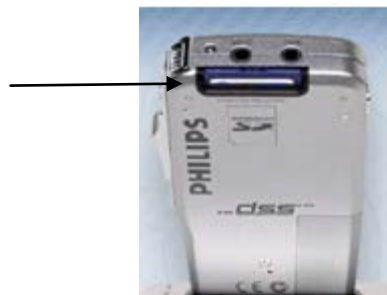
1. The On/Off switch on the recorder is in the OFF position.
2. Open the battery compartment on the back side of recorder. Slide cover outwards.
3. Insert the two AAA batteries matching the polarity as indicated.
4. Close the battery compartment by pushing it inwards until it snaps.



Memory Card

Make sure the memory card is inserted into the recorder.

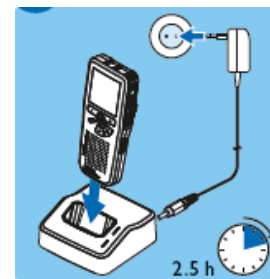
1. The recorder operates with a SD (SecureDigital) memory card which is included and inserted to the back top of the recorder and already formatted.



Recharge the batteries

Using the docking station:

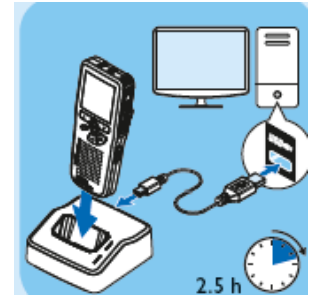
1. Locate the main power supply and attach the correct prong.
2. Connect the power supply cord to the back of the docking station and into the wall socket.
3. The Recorder is in the OFF position.
4. Insert the recorder into the docking station. The bottom of the recorder slides down, press firmly until it locks into the docking station.
5. The green LED lights up indicating fast recharge mode. The Recorder display indicates 'Charging'.
6. Recharging is complete (about 2.5 hours) when the green LED blinks on and off.



Note: You can record while the recorder is in the docking station and is plugged to the wall outlet.

Using the USB Cable and Computer

1. Locate the USB cable and connect the small flat end into the back of the charging station.
2. Plug the larger flat end of the cable into the USB port on the front of the computer.
3. The Recorder is in the OFF position.
4. Insert the recorder into the docking station. The bottom of the recorder slides down, press firmly until it locks into the docking station.
5. The green LED lights up indicating fast recharge mode. The Recorder display indicates 'Charging'.
6. Recharging is complete (about 2.5 hours) when the green LED blinks on and off.



Note: You do not have to use the docking station when charging to the computer. Just plug the small flat end into the bottom of the recorder. When connected to the computer you will not be able to record.

Activate Recorder

1. Turn recorder on by sliding the ON/OFF switch to the ON position.
When turning 'On' the recorder for the first time you will be prompted to set the 'Language'.
2. The language will already be selected and highlighted (INT) for international language.
3. Look at the recorder display for **OK** and press the corresponding smart button.
Next the recorder will prompt you to set the date and time.
4. Press the **+** plus or **-** minus buttons to change the value for the year, month, day or time settings.
5. Press the corresponding smart buttons to advance to the **←** left or right **→** of the entry.
6. Press the **+** plus or **-** minus buttons to select a 12 hour (non-military) or 24 hour clock (military time).
7. If a 12 hour clock is selected set the AM or PM settings.
8. The display window will show **OK** in the middle press the [Menu] button to accept your changes.
9. If you make a mistake and need to change your settings then press the [Menu] button.
10. Press the **+** plus or **-** minus buttons to scroll to 'Setup' then press the [Menu] button again or the [Enter] smart button to get into the Setup submenu.
11. Press the **+** plus or **-** minus buttons to scroll through the menu list. Locate the 'Date/Time' then press the [Menu] button again or the [Enter] smart button to get into the 'Date/Time' settings.
12. Once the Date/Time settings are correct then press the [OK] smart button to save settings.

13. Once settings are correct then press the [Menu] button to save those changes.
Lastly, press the [Back] smart button to get out of the submenu and main menu.

Recording format

The recording format determines the audio quality of recordings and affects the number of audio files that can fit on the memory card.

QP – Quality Play requires 1 megabyte for 5 minutes of recording.

SP – Standard Play requires 1 megabyte for 10 minutes of recording.

Note: A memory card has storage capacities of up to 32 GB (gigabytes) over 100 hours of recording time.

1. Press the [Menu] button while the recorder is on the 'Stop' position.
2. Press the + plus or – minus buttons to scroll to the 'Setup' menu option. Press the [Menu] button again or the [Enter] smart button to go to the submenu.
3. Press the + plus or – minus buttons to scroll to 'Record Format' and press the [Menu] button again or the [Enter] smart button.
4. Press the + plus or – minus buttons to choose between 'QP' or 'SP'.
5. Press the [OK] smart button to save settings.
6. Press the [Back] smart button to get out of the submenu and main menu.

Volume Setting

1. Press the [Menu] button while the recorder is on the 'Stop' position.
2. Press the + plus or – minus buttons to scroll to the 'Setup' menu option. Press the [Menu] button again or the [Enter] smart button to go to the submenu.
3. Press the + plus or – minus buttons to scroll to 'Volume' and press the [Menu] button again or the [Enter] smart button.
4. Press the + plus or – minus buttons to get it just below the halfway mark on the Min side.
5. Press the [OK] smart button to save settings.
6. Press the [Back] smart button to get out of the submenu and main menu.

Microphone Sensitivity

Set the microphone sensitivity for the type of environment. Since the recorder will be used for court hearings set this on High - Conference.

High – Conference (used when recording at a conference)

Medium – Dictation (used when recording dictation in a normal environment)

Low – Private (used when recording dictation in a noisy environment)

1. Press the [Menu] button while the recorder is on the 'Stop' position.
2. Press the + plus or – minus buttons to scroll to 'Setup' menu list and press the [Menu] button again or the [Enter] smart button to go to the 'Setup' submenu.

3. Press the + plus or – minus buttons to scroll to ‘Microphone’. Then press the [Menu] button again or the [Enter] smart button to get into the microphone settings.
4. Press the + plus or – minus buttons to choose ‘High’.
5. Press the [OK] smart button to save those settings.
6. Press the [Back] smart button to get out of the submenu and main menu.

Power Save Mode

After 60 minutes of inactivity, the recorder automatically goes into power-save mode or to sleep. The LCD screen will display the date and time. Just press any button to reactivate the recorder.

If the recorder is not used for more than two hours, it will turn off. Turn the unit on by moving the ON/OFF switch to the OFF position then back to the ON position.

Menu Settings

1. Press the [Menu] button while the recorder is on the ‘Stop’ position.
2. Press the + plus or – minus buttons to scroll through the menu.
3. Then press the [Menu] button again or the [Enter] smart button to go into the submenu.
4. Press the + plus or – minus buttons to scroll to menu option in the submenu list.
5. Then press the [Menu] button again or the [Enter] smart button to go into the menu option selected.
6. Press the + plus or – minus buttons to select the function.
7. Press the [OK] smart button to save settings.
8. Press the [Back] smart button to get out of the submenu and main menu lists.

Philips SpeechExec Software

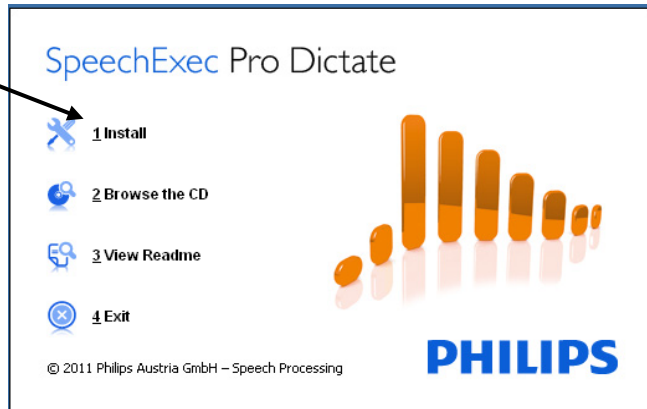
The software program will guide the User through device configurations and settings for the DPM recorder. But the most important feature is that it enables the user to download the DPM recording files onto the software program and computer. The User can set the program to automatically convert the recording file format from (.dss) into wave format (.wav). Then using Roxio Creator Classic the user will burn a copy of the wave (.wav) recording file onto a CD disk. The disk will use Windows Media Player for playback and transcription.

Software Installation

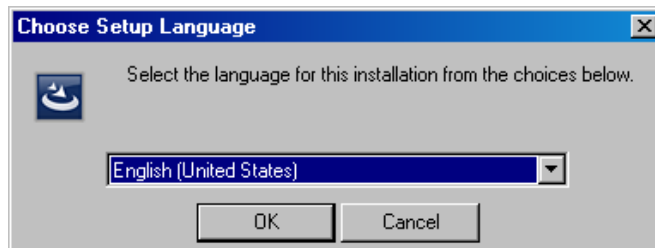
Before the installation process can begin, the computer must be turned on. Make sure that you do not open any programs and there is not a CD/DVD in the disk drive. Please make sure to allow yourself plenty of time, at least 60-90 minutes, for this installation process and to configure the software settings.

1. Insert the installation DVD software that came with the recorder in the CD/DVD-ROM drive.
2. The computer should automatically detect the set-up program and prompt you to begin the installation process. If the program does not start to install automatically after a minute or so, click on the My Computer icon on the computer's desktop. Locate and open the CD/DVD drive. Look for an icon called "autorun.exe" and double click this icon to start the installation process.

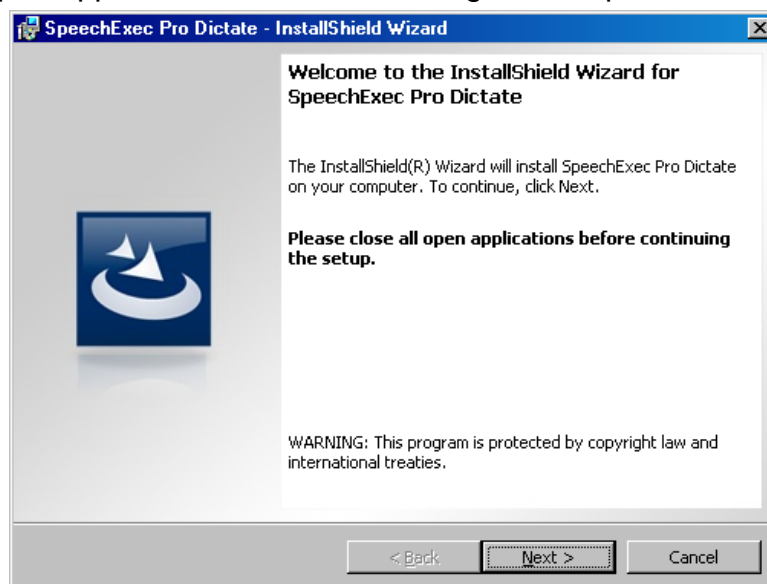
3. Click on Install.



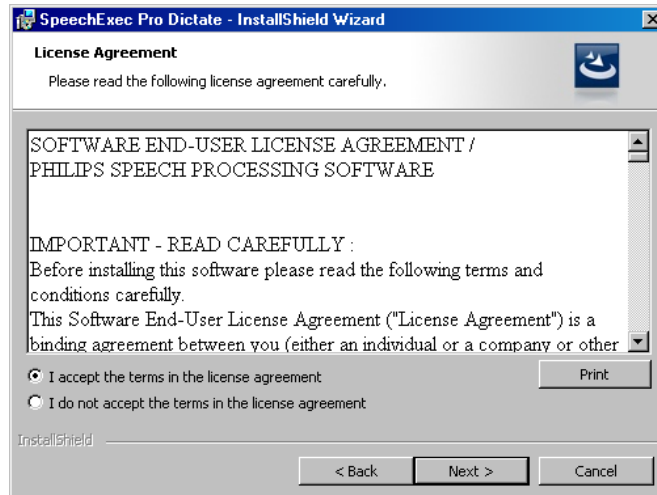
4. Select the setup language (English) from the drop-down options and click [OK].



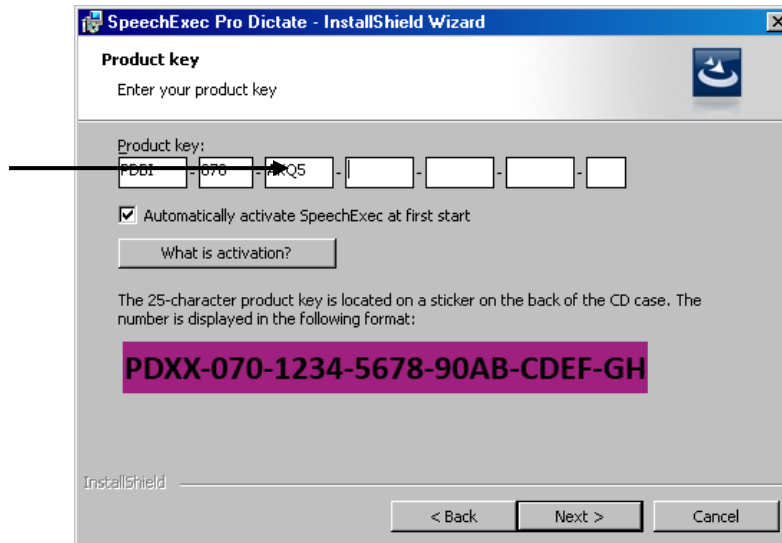
5. Close all open applications before continuing the setup, then click [Next].



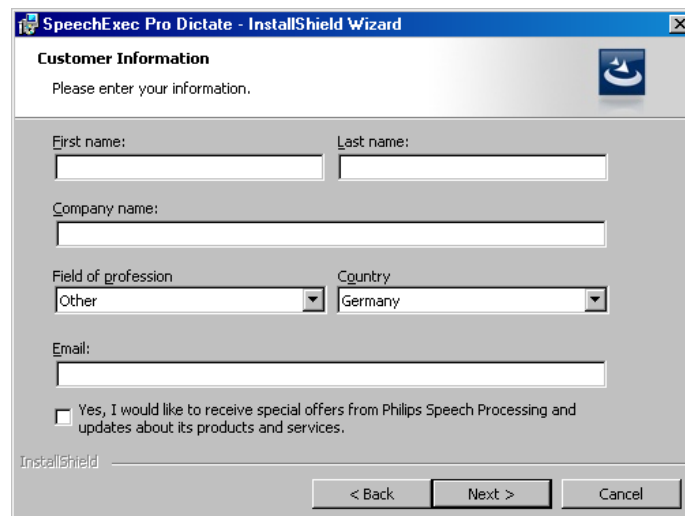
6. Accept the license agreement, and then click [Next].



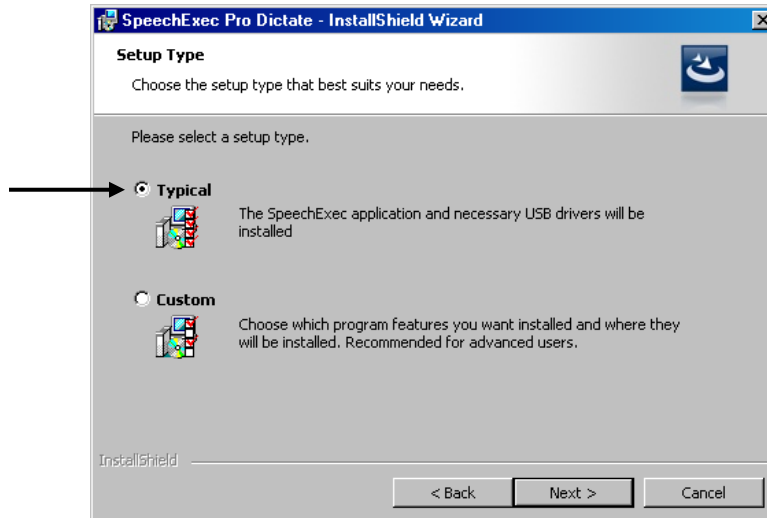
7. Enter the product key found inside the Software CD case.



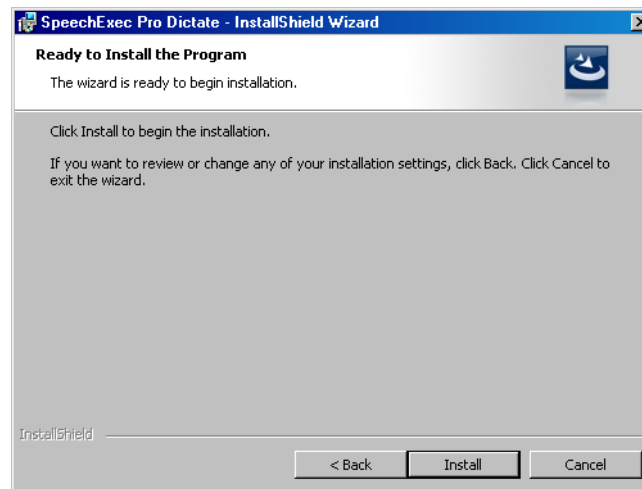
8. Enter TNDCR in the *First name* field and then click [Next].



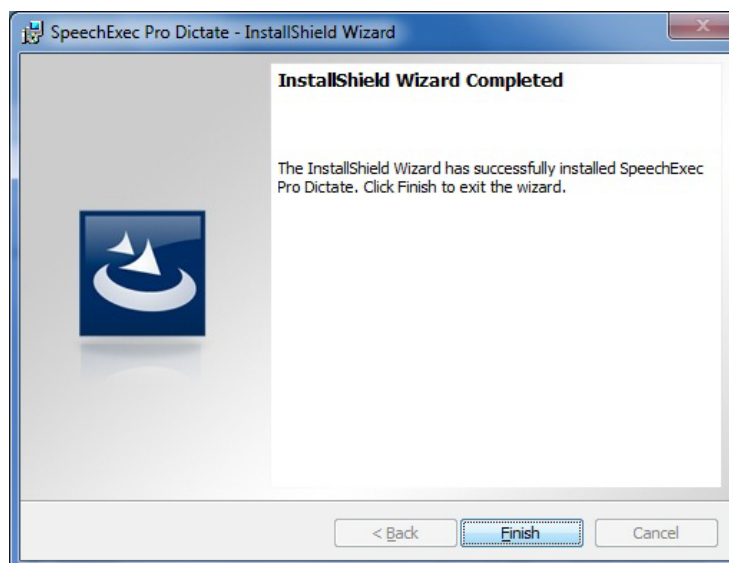
9. Verify that **Typical** is selected as the *Setup Type* and then click [Next].



10. Click on the [Install] button.




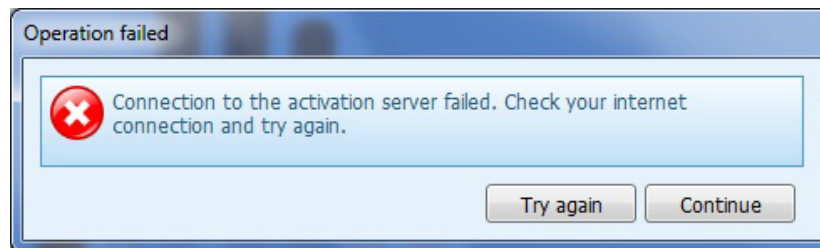
11. Click on the [Finish] button.




11. The system will generate the following screen. Click the X in the upper right hand corner to exit this screen.

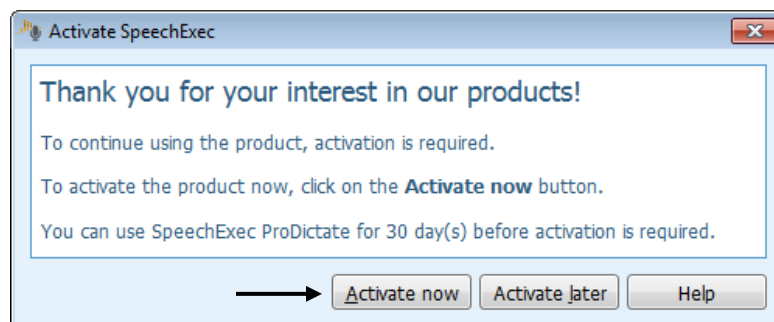


12. Double click on this icon  on your desktop to open the program or you can go to Start → Programs → Philips SpeechExec → Philips SpeechExec Pro Dictate. The program is looking for an Internet connection, but will not find it therefore you will see the following message. Click on [Continue].

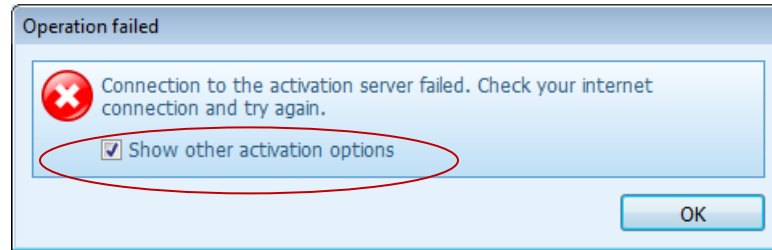


13. The SpeechExec program opens. Select File then Exit. Double click on this icon  on your desktop. The program will try again to connect to the Internet.

14. The system generates the following warning message because it is attempting to connect to the Internet. Click the [Activate now] button.

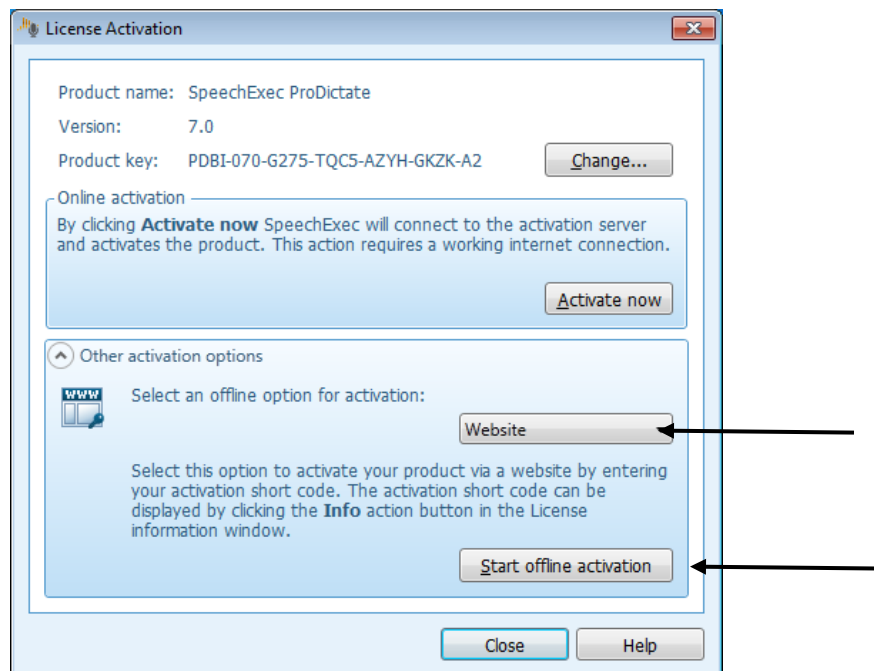


15. The system will attempt again to connect to the Internet. It will generate the following error message. Check the checkbox to 'Show other activation options'. Then click [OK].

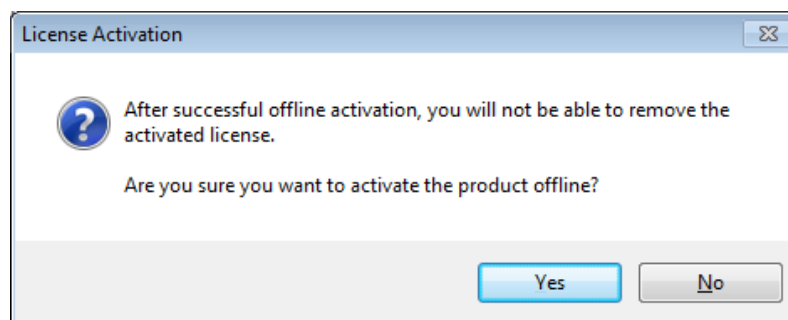


13. Locate 'Other activation options'. 'Select an offline option for activation' from the drop down options. Someone in the courthouse should have internet access therefore select **Website**.

14. Click the [Start offline activation] button.

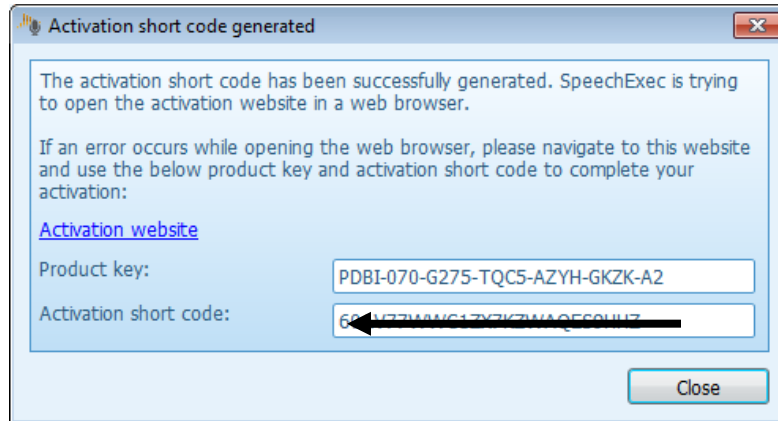


15. The system will prompt you: 'Are you sure you want to activate the product offline?' Click on the [Yes] button.



16. The system tries again to locate an internet connection. The system displays that it could not find Internet Explorer. Close that page.

17. The program will generate an *Activation short code*.

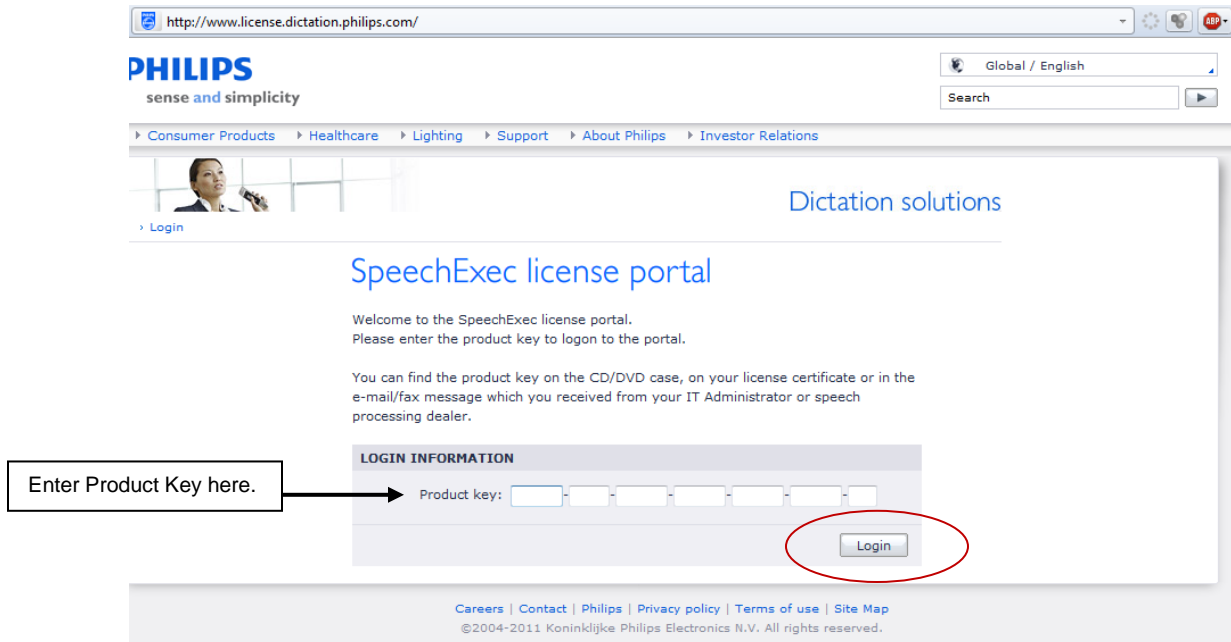


18. Write the short code on the inside of software CD case in the white space above the Product Key.

19. You will need to take the software CD case and go to another machine which does have Internet. If you cannot locate another machine that has Internet then call the help desk @ 1-800-448-7980 and they will help you with this activation process.

20. Open Internet Explorer and on the address bar enter:
<http://www.license.dictation.philips.com/>

21. First you will enter the product key found in the Software CD case below the bar code. Then click on the [Login] button.



22. Verify license information displays PERMANENT, and then click on the 'Activate license'.

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Dictation solutions

You are logged in Logout

Check license
Activate license
Edit registration

Check license

You are logged on with product key:

Product	Version	Description	Activations left	Expiration
PDBI	7.0	SpeechExec Pro Dictate Base Installation	0	PERMANENT

23. Enter the *Activation short code* that you wrote in the white space above the Product Key in the case. Do not fill out any of the personal information, just click on the [Activate] button.

http://www.license.dictation.philips.com/index.php?id=activate

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Dictation solutions

You are logged in Logout

Check license
Activate license
Edit registration

Activate license

You are logged on with product key:

Please enter the Activation short code:

(You can find the Activation short code in your SpeechExec License Manager, or in the e-mail or fax message)

First Name:

Last Name:

Company Name:

Field of Profession: Other

Country: United States

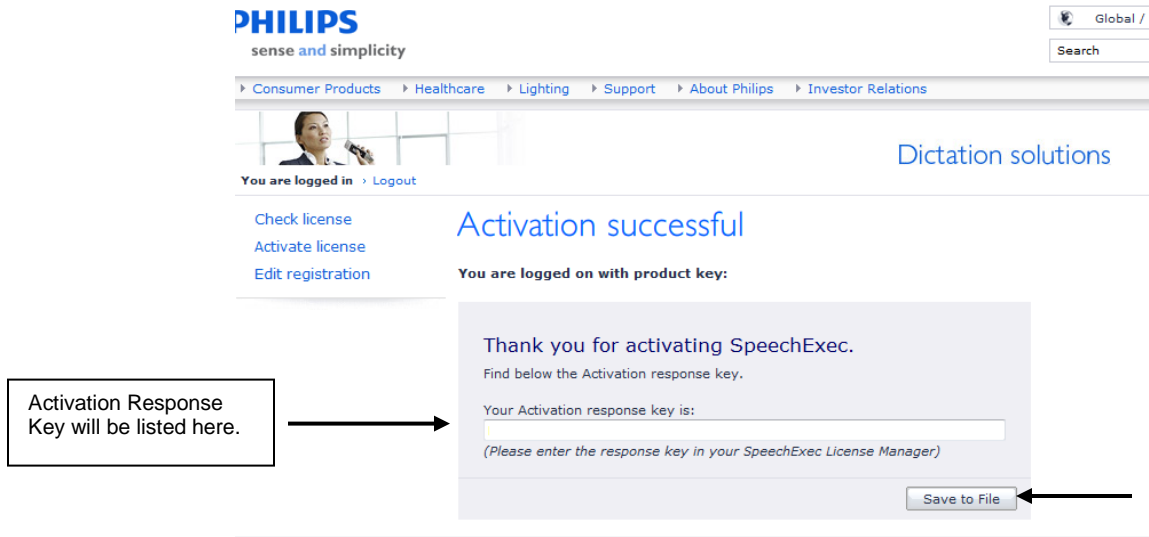
E-Mail Address:

Yes, I would like to receive communications related to Philips Speech Processing, its products and services.

Activate

Enter activation short code

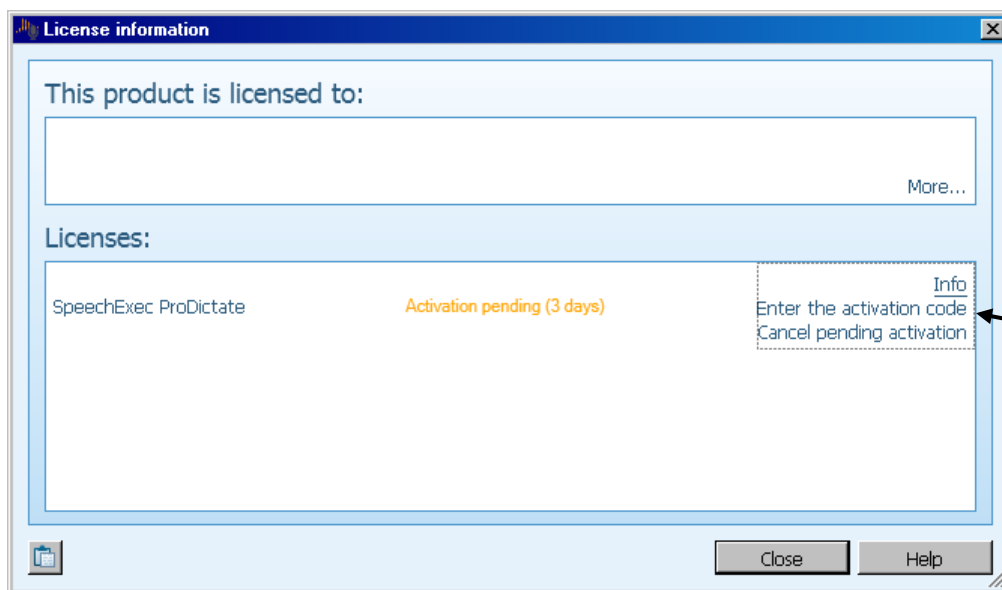
24. The system will generate that activation is successful. It will display an activation response key that will have to be entered on the DCR computer where you are installing the software program. Write this number down on the inside of the Software CD case on the white space below the Product Key.
 - a. Save this response code to a file on the Internet computer.
 - b. Click the [Save to File] button. Save within My Documents, create a folder and enter a file name for your file, then click [save]. (Just in case the number is written incorrectly.)
 - c. Close out of Internet Explorer.



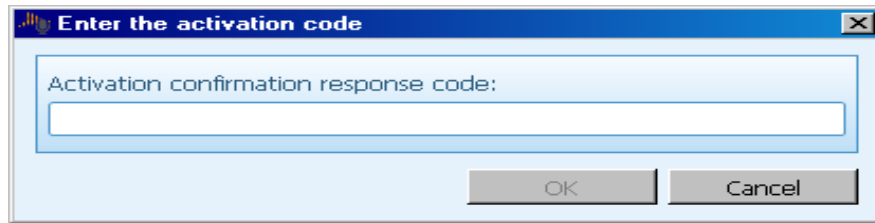
25. Return to the DCR computer where you are installing the software. Click [Close] on the *Activation short code generated* window that was left open.

26. At the following screen.


Click on the *Enter the activation code* link.




27. This opens the *Enter the activation code* window: Enter the activation response key that you got from the Internet computer or help desk which was written on the inside of the case below the Product Key. Click [OK].

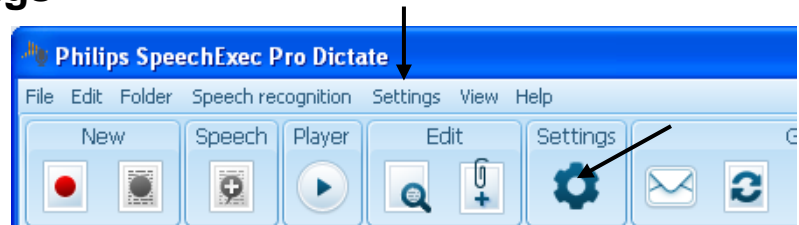


28. The software activation process is now complete. Click [Close].

29. Open the software program if not already opened. Double click on this icon  on your desktop to open the program or you can go to Start → Programs → Philips SpeechExec → Philips SpeechExec Pro Dictate.

Configure Additional Settings

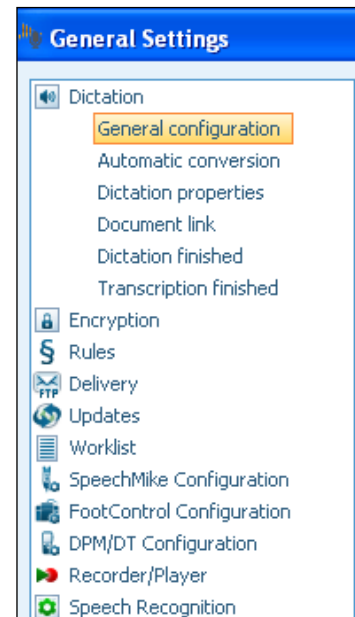
There are additional settings on the software program that need to be configured. Looking at the menu bar these settings are found under Settings → General Settings or click the Settings icon .



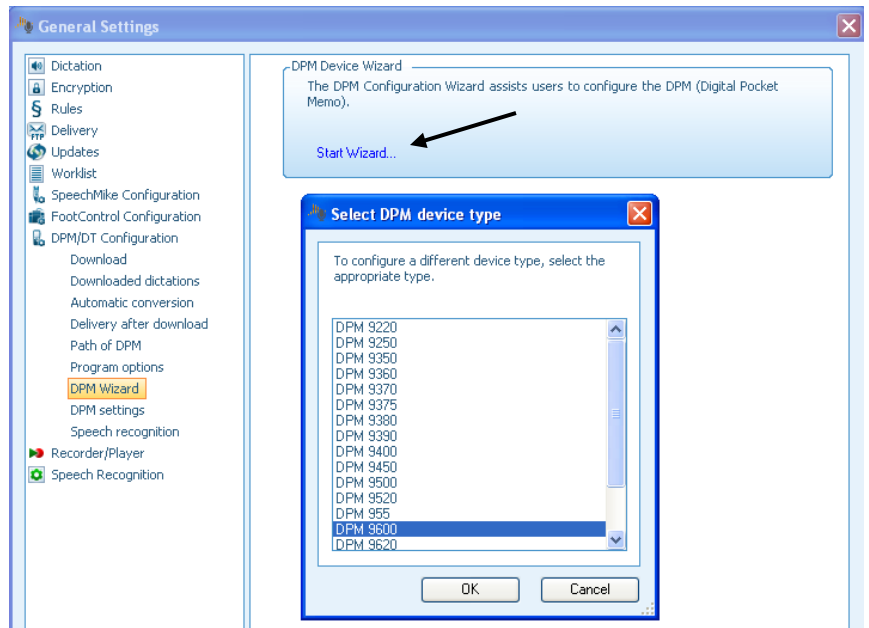
1. In the left pane of the General Setting window is a main menu list of settings that can be configured. Selecting a menu item will open a submenu list. The right pane will display which settings can be configured for the menu item selected or it will display a *configure...* link where you can set those settings.

- a. Once the settings are established then click the [Apply] button.
- b. Once you are done configuring these settings click the [OK] button to close the General Setting window.

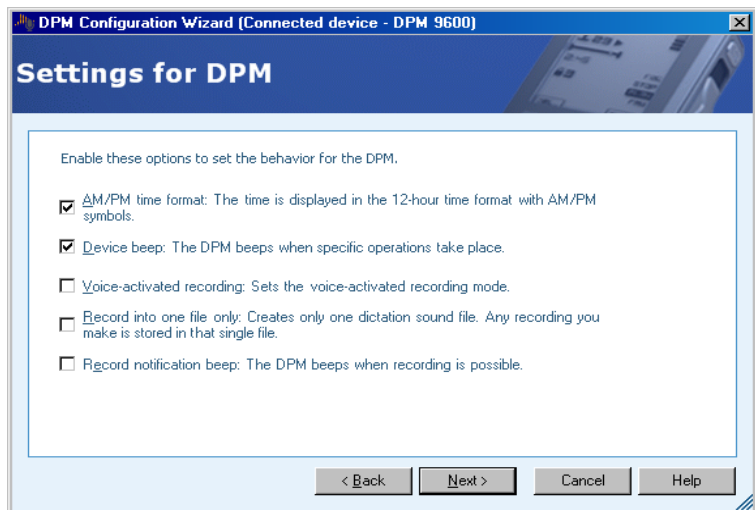
2. We need to start the **New User Wizard** to establish some of the recorder configurations and settings.



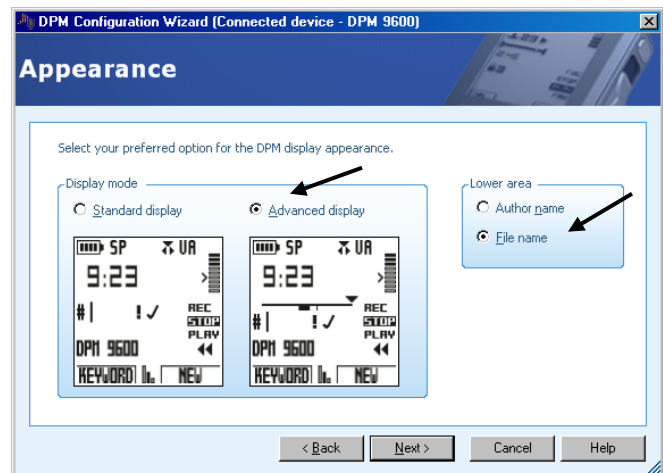
3. Click on the *DPM/DT Configuration* menu option.
 - a. Then click on DPM Wizard.
 - b. Click on the Start Wizard link found in the right pane.
 - c. Click on *DPM 9600* as the Select DPM device type. Next click [Ok].

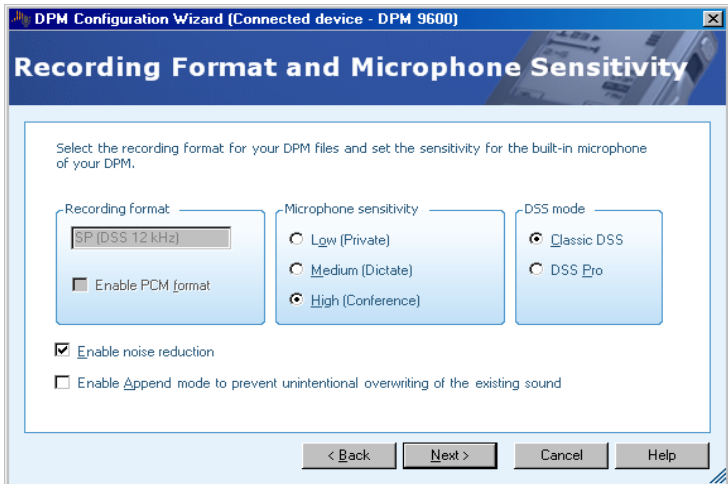


9. At the **Settings for DPM** screen, verify you have the first two checkboxes marked. Click [Next] to continue.



10. At the **Appearance** screen, verify that within the Display Mode the 'Advance display' is marked and within the Lower Area that 'File name' is selected. Click [Next] to continue.





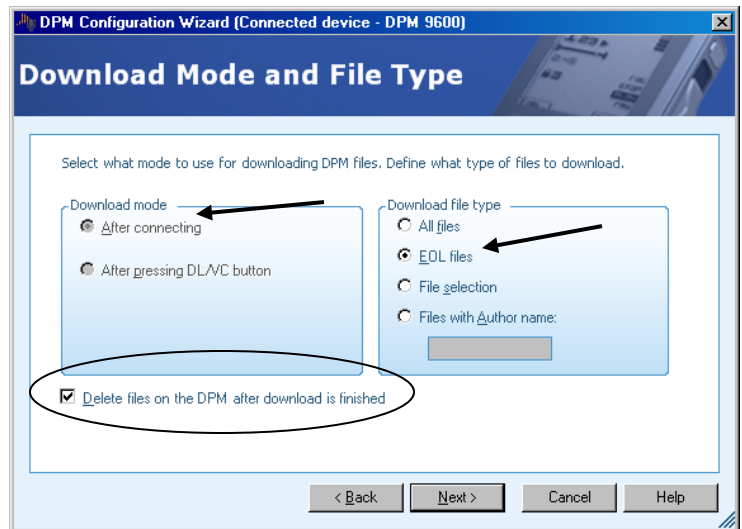
11. Verify or select the 'Recording Format and Microphone Sensitivity' settings. Set the microphone sensitivity on high for conference. Select **Classic DSS** mode and checkmark to **enable the noise reduction**. Then click [Next] to continue.

12. At the **DMP File names** screen, verify the settings: **File name** is set to *Author* and **Dictation number** is set to *'Continue existing sequence'*. Then click [Next] to continue.

13. At the **Keyword Definition** screen, click [Next] to continue.

14. At the **Download Mode and File Type** screen, select the **Download Mode** as *'After connecting'* – so files will download automatically when recorder is attached to computer.

- a. Select the **Download file type** as *EOL (End of Letter) files*. Only the EOL (finished) files will be downloaded.
- b. **Verify whether the user wants this option:** *'Delete files on the DMP (recorder) after download is finished'*.
- c. Click [Next] to continue.



15. At the **DPM buttons** screen all options are selected, click [Next] to continue.

16. At the **Barcode settings** screen, click [Next] to continue since we will not work with barcodes.

17. At the **Protection** screen, check the checkbox *'Protect Device Configuration'*. Then click [Next] to continue.

18. At the **Completed** screen, plug the docking station to the DCR computer (where the SpeechExe software has been installed) using the USB cable. Next turn the recorder to the 'ON' position then insert the recorder into the docking station. Then click on the [Finish] button.

19. You will get confirmation of the transfer of the DPM settings to your recorder.

20. At the **Additional Information** screen, do not select to 'Start the New User Wizard' when you open the program. Click [Next] to continue.

The wizard configuration settings are complete but there are other settings you need to confirm and establish.

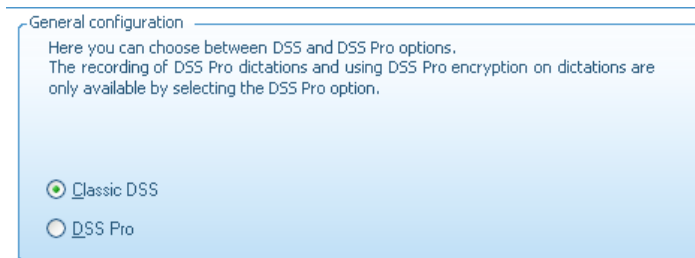
General Settings Menu List

Dictation

Click on Dictation → General Configuration from the General Settings menu.

General configuration

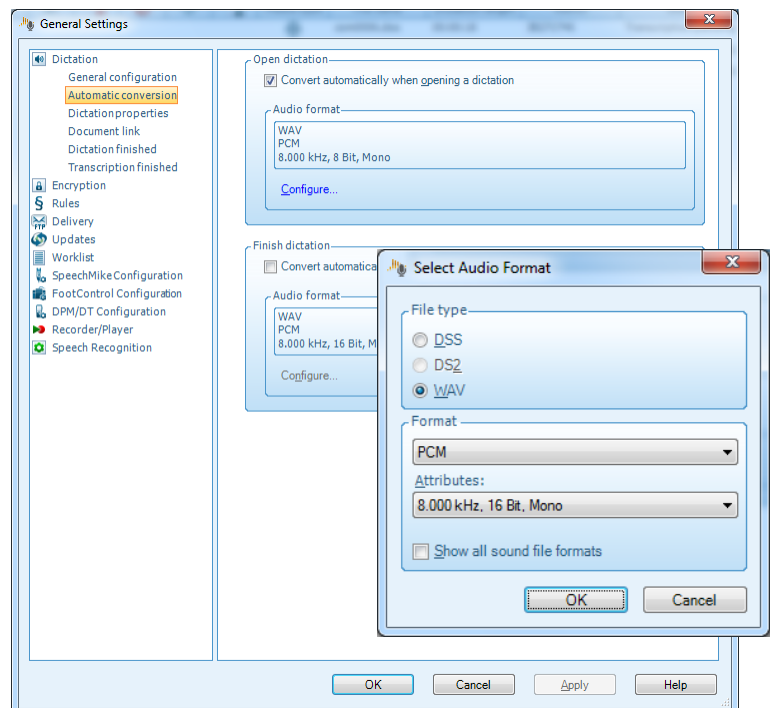
1. Verify that Classic DSS is selected in the right window pane. Classic DSS requires less storage space than the DSS Pro. Click the [Apply] button if enabled.



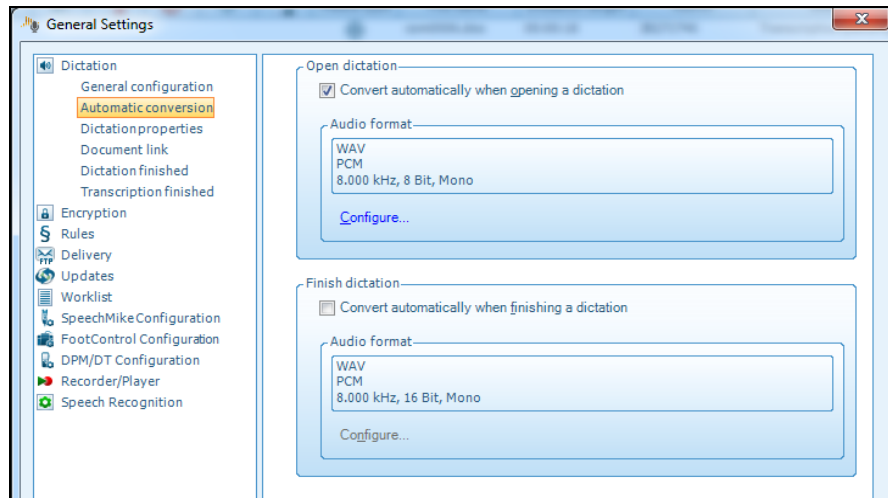
Automatic Conversion

Click on *Automatic Conversion* from the *Dictation* submenu.

1. Check the checkbox to 'Convert automatically when opening/finishing a dictation' in both the *Open and Finish Dictation* sections with the following settings. Click on the Configure... link to set these settings.
2. The Select Auto Format window opens. Select **WAV** as the *File type*.
 - a. Check the check box to 'Show all sound file formats'.
 - b. Then select the **PCM** format from the drop down list.
 - c. Select the **8,000 kHz, 16 Bit, Mono** attribute from the drop down list.
 - d. Then click [OK]. Repeat these steps for the *Finish Dictation* section.



- When these settings have been set then unmark both check boxes as shown below. Click the [Apply] button to save settings made.



Rules

Click on Rules → Author Profiles from the General Settings menu.

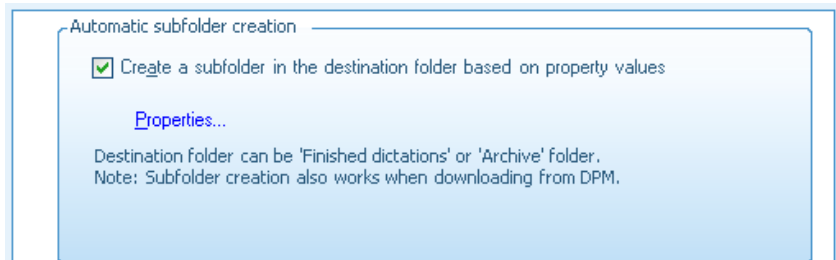
Author Profiles

- Verify the author is TNDCCR. To change the author name, click once on the name to highlight then click the [Modify] button. Change author name and nothing else then click [OK].
- Next click the [Apply] button to save modifications.

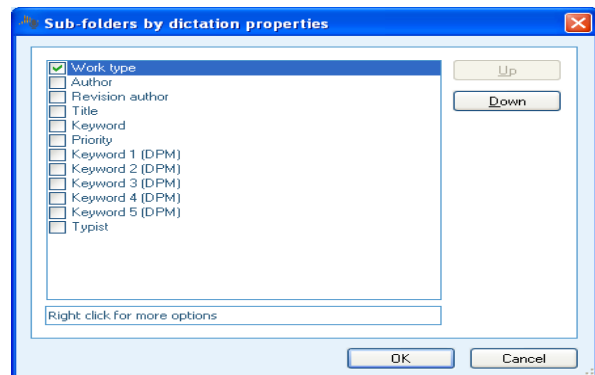
Subfolder creation

Click on *Subfolder creation* from the *Rules* submenu.

- On the automatic subfolder creation screen, verify the checkbox is checked: *'Create a subfolder in the destination folder based on property values'*. Then click on the *Properties...* link.



- This will open the subfolder window, verify that *Work type* is selected, and then click [OK].
- Next click the [Apply] button to save settings made.



Delivery

Click on Delivery → Manual Sending from the General Settings menu.

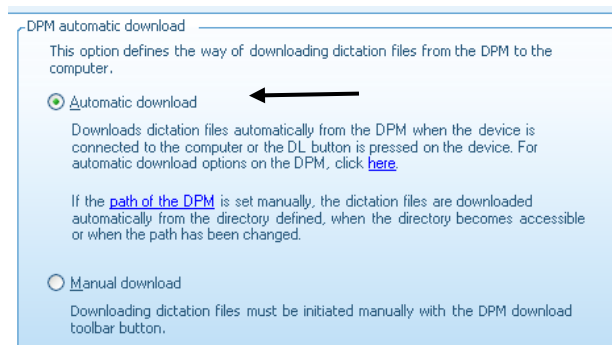
1. Uncheck the check boxes by Email and FTP.
2. Click the [Apply] button to save changes made.

DPM/DT Configuration

Click on DPM/DT Configuration → Download from the General Settings menu.

Download

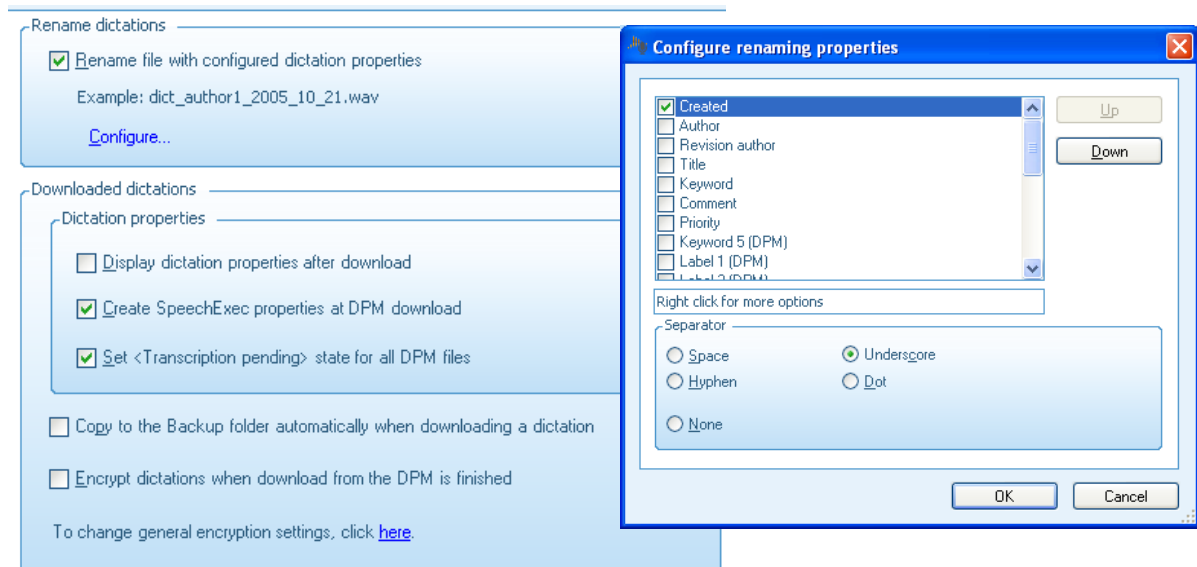
1. At the *DPM automatic download* section, verify 'Automatic download' is marked.



Download Dictations

Click on *Download Dictations* from the *DPM/DT Configuration* submenu.

1. At the *Rename dictations* section, check the checkbox: 'Rename file with configured dictation properties'.
2. Click the *Configure...link*.
3. Verify 'Created' is checked the **Separator** is set as *Underscore*. Then click [OK].

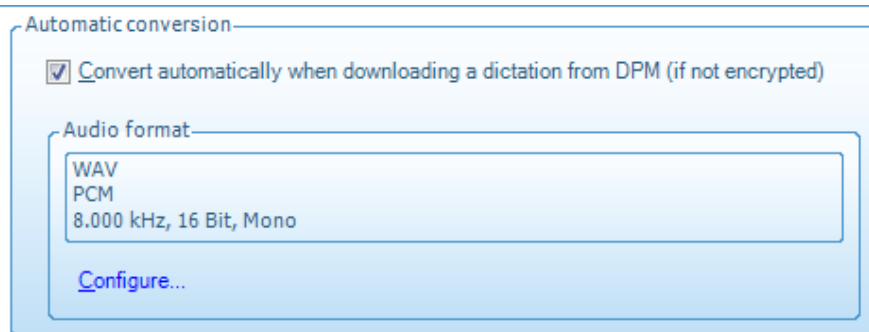


- At the *Downloaded dictations* section, check the checkboxes: 'Create the SpeechExec properties at DPM download' and 'Set < Transcription Pending> state for all DPM files'.
- Next click the [Apply] button to save settings made.

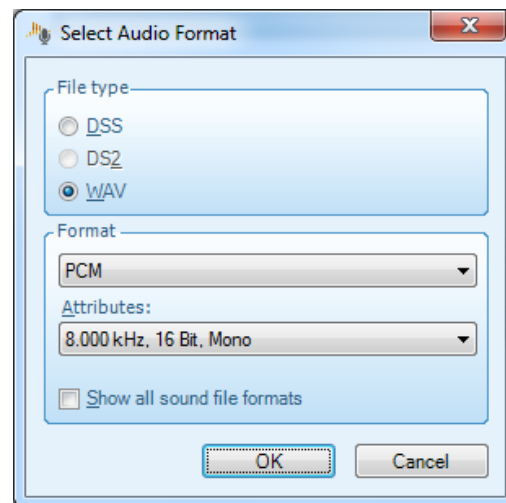
Automatic conversion

Click on *Automatic conversion* from the *DPM/DT Configuration* submenu.

- Select the checkbox to 'Convert automatically when downloading a dictation from DPM (if not encrypted)'.
- Click on the Configure...link.



- At the *Select Audio Format* window, select **WAV** as the *File type*.
 - Check the check box to 'Show all sound file formats'.
 - Then select the **PCM** format from the Format drop down list.
 - Select the **8,000 kHz, 16 Bit, Mono** attribute from the Attribute drop down list. Then click [OK].
- Next click the [Apply] button to save settings made.



Delivery after download

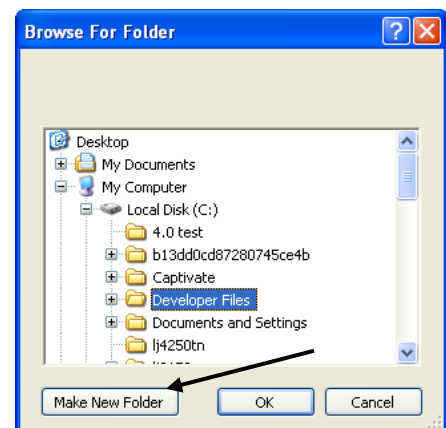
Click on *Delivery after download* from the *DPM/DT Configuration* submenu.

- Uncheck all check boxes for this setting.
- Click the [Apply] button to save changes made.

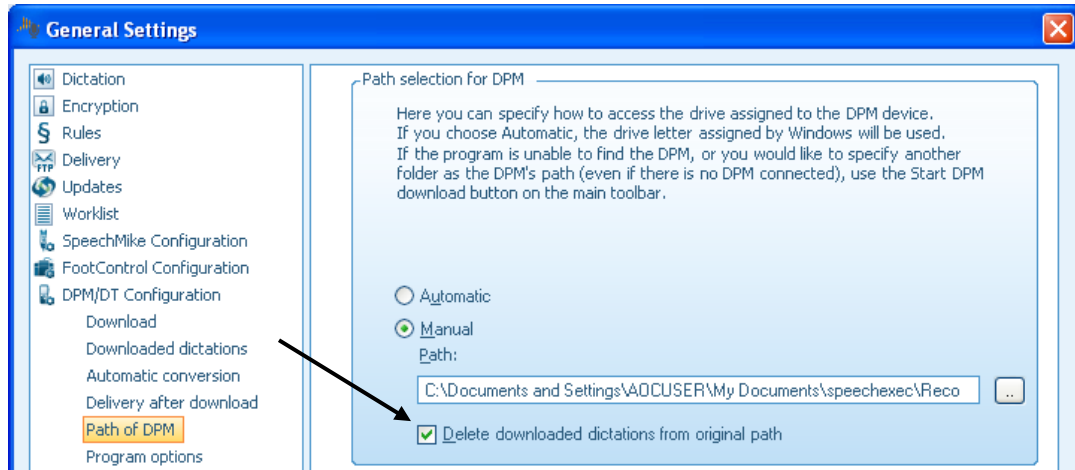
Path of DPM

Click on *Path of DPM* from the *DPM/DT Configuration* submenu.

- Verify the path is set to **Manual**. The path location will be: C:\Court Hearings - DPM.
 - Click on the button [...] to browse to the C drive. Click on the [Make New Folder] button.



- Name new folder **Court Hearings – DPM** and click the [OK] button.
- b. The path will display: C:\Court Hearings - DPM.
 - c. Check the checkbox to '*Delete the downloaded dictations from original path*'.

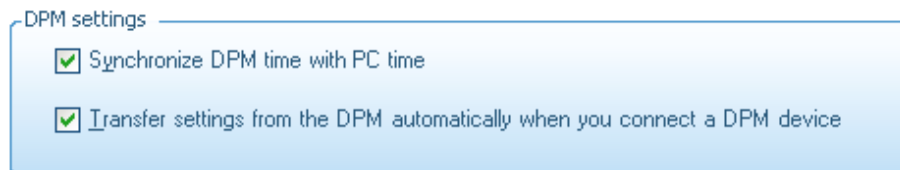


- d. Click the [Apply] button to save changes made.

Program Options

Click on *Program Options* from the *DPM/DT Configuration* submenu.

1. Verify that the following boxes are checked for the DPM settings.
2. Click the [Apply] button to save changes made.

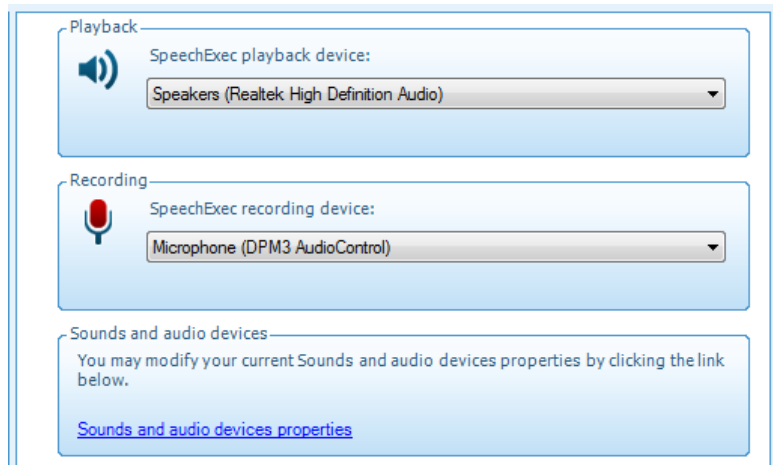


Recorder/Player

Click on Recorder/Player → Audio Device Settings from the General Settings menu.

Audio Device Settings

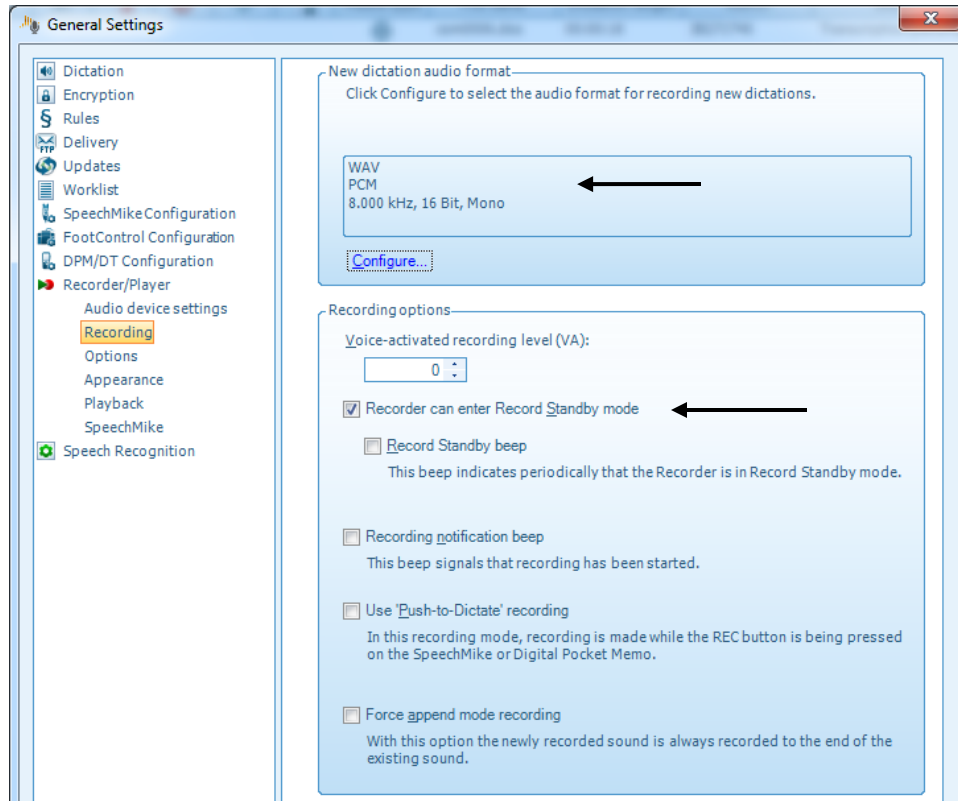
1. Select the '*Realtek High Definition Audio*' for Playback and '*Microphone DPM3 Audio Control*' for Recording.
2. Click the [Apply] button to save settings.



Recording

Click on *Recording* from the *Recorder/Player submenu*.

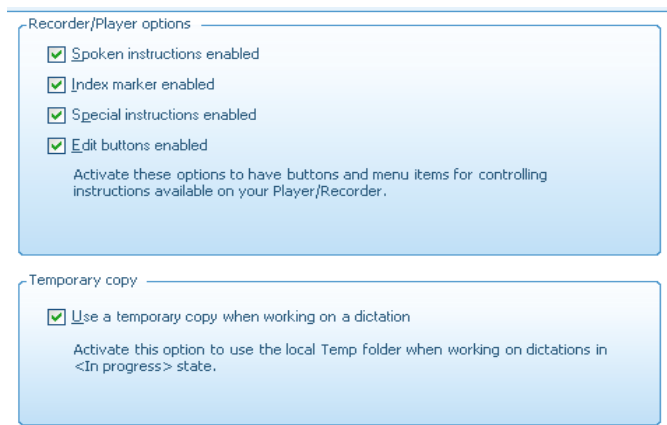
1. Verify the dictation audio format is set to **WAV** with **PCM** as the format type and **8,000 kHz, 16 Bit, Mono** for the attribute. If not set this way then click the Configure... link to set those settings.
2. Verify this recording option is checked: '*Recorder can enter Record Standby mode*'. Next click the [Apply] button to save settings.



Options

Click on *Options* from the *Recorder/Player submenu*.

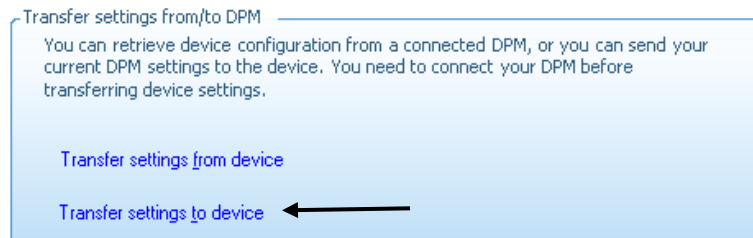
1. Verify the all the options are checked.
2. Click the [Apply] button to save settings.



Transfer of Settings to your DPM Device

This step is **very important** so that the disc copy will playback on any computer.

1. Click on the *DPM/DT Configuration* option from the General Settings menu.
2. Click on the *DPM Settings* submenu option.
 - a. Look at the right pane and locate the *Transfer settings from/to DPM* section.



3. Next click on *Transfer settings to device* link.
4. The system will display a pop-up message informing you have successfully transferred settings to the DPM device.
5. Remove the recorder from the docking station. You are ready to record.
6. Perform a test by recording a message on the recorder; lock your recording file. and download the file onto the computer; burn a CD then play it back on a different PC and verify the recording can be heard.

Record

1. Turn recorder 'On' by sliding the ON/OFF switch to the ON position.

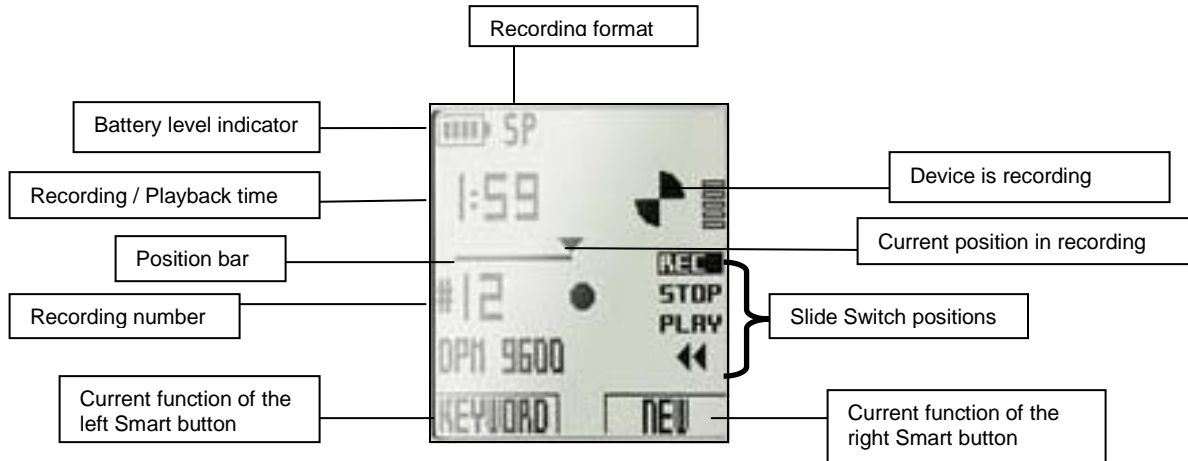
Always look at the recorder display to see if you need to press the [New] smart button. The [New] smart button will not display if this is your first recording or if you have finished a recording and have pressed the EOL button.

2. If 'new' displays in the middle of the display then you are ready to record. Move the slide switch to the REC position and begin recording.
3. Stop a recording by moving the slide switch to the STOP position.
4. Play a recording by moving the slide switch to the PLAY position.
5. Rewind a recording by moving the slide switch to the ◀◀ rewind position. Holding the slide switch in that position will FAST REWIND.
6. Fast forward a recording by pressing and holding the FAST FORWARD button on the left side of recorder.



Note: A beep will sound when the battery level drops below 10% or the remaining recording time reaches two minutes. You can record with recorder in docking station plugged into wall outlet.


Understanding the Display Indicators and Symbols



Moving Between Recordings

1. With the slide switch on the STOP position press the + plus or – minus buttons to move to the beginning or end of recording file. The triangle ▼ moves to the beginning or end of the position bar on your display.
2. If you continue to press the + plus or – minus buttons you will scroll through your recording files. The recording number changes to indicate which recording file you are on.
3. If you want to hear the recording then press the + plus or – minus buttons to move to the beginning of the recording file then move the slide switch to the ‘Play’ position.
4. Press the + plus or – minus buttons to adjust the volume of the playback of recording file.
5. Move the slide switch to the ‘Stop’ position to stop playback.
6. You can use the ‘Fast Forward’ button or move the slide switch to ‘Fast Rewind’ to move the triangle ▼ on the position bar of that recording file.

Add to a Recording

1. With the slide switch on the STOP position press the + plus or – minus buttons to move to the end of the recording file. The triangle ▼ moves to the end of the position bar on your display.
2. Move the slide switch to the ‘Record’ position to begin recording from where you left off.
3. If you want to overwrite part of the recording then move the slide switch to rewind and playback until you locate your spot. Then move the slide switch to the Record position to begin recording.
4. If you want to insert and not overwrite then move the slide switch to rewind and playback until you locate your insertion spot then press the function key. The  insert mode symbol appears in your display. Then move the slide switch to the ‘Record’ position to begin recording.
5. Once you are done inserting, press the function key to return to the overwrite mode. Recording files are recorded in overwrite mode by default.

Finish (Lock) a Recording

When you are finished with a recording file and there are no additional changes to be made then perform a lock on your file. This will protect the file from being deleted accidentally.

1. With the slide switch on the 'Stop' position then press the [EOL] End of Letter button on the top right side of the recorder.
2. The recorder displays a new file ready for recording.
3. If you need to unlock the file then press the + plus or – minus buttons until you locate your file. Then press the [EOL] End of Letter button this will remove the lock.



Note: The checkmark symbol ✓ will show up in the middle of the display to indicate a locked file.

Delete a File

Note: Before deleting make sure the recording is not locked and the memory card is not set to read-only.

1. With the slide switch on the STOP position press the + plus or – minus buttons to locate file to be deleted.
2. Press the [Menu] button.
3. Press the + plus or – minus buttons to scroll to menu option: 'Delete dictation'. Then press the [Enter] smart button to select the function.
4. Press the [OK] smart button to accept deletion.


Delete Part of a Recording

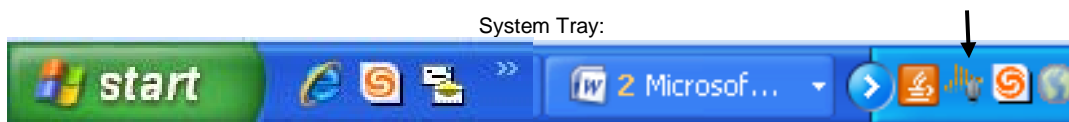
1. While the recorder is on the STOP position, press the [Menu] button.
2. Press the + plus or – minus buttons to scroll to menu option: Delete section. Then press the [OK] smart button to select the function.
3. Navigate to the beginning of the section you are going to delete using the play, forward and rewind functions.
4. Press the [MARK 1] smart button, an X appears on the display window.
5. Navigate to the second mark position using playback, forward, and rewind functions.
6. Press the [MARK 2] smart button, and a second X appears on the display window.
7. Press the [Delete] smart key to select the function.
8. Press the [OK] smart button to accept deletion.

Caution: Files marked finished (EOL) are deleted when the Delete-all-dictations function is used.

Using Philips SpeechExec Software

The Philips SpeechExec software enables the user to download the recording files onto the dictation software program and computer. This program will be configured to automatically convert the recording file formats from (.dss) into a wave format (.wav).

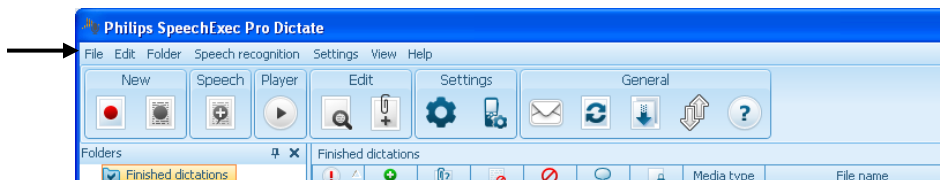
1. After the software program is installed, locate and double-click on the Philips SpeechExec icon  on your desktop. If there is no icon then go to the Start → Programs → Phillips SpeechExce → Phillips SpeechExce Pro Dicatate. This will open the program.
2. To exit Philips SpeechExec program select from the menu bar File → Exit. If you use the X in the upper right corner it minimizes the program but places it in your system tray at the bottom of your computer. Just double - click that icon to maximize the program.



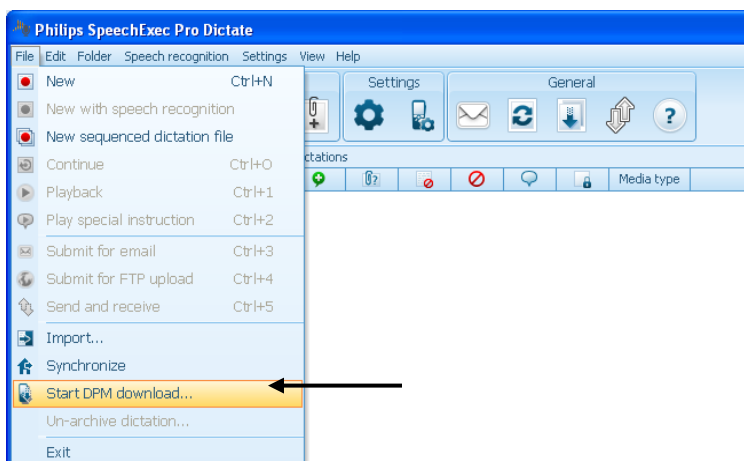
Download Recording Files

The recorder will be configured to download files automatically but if the file is too large you may have to download the files manually. If the system does an automatic download then go to Step 5.

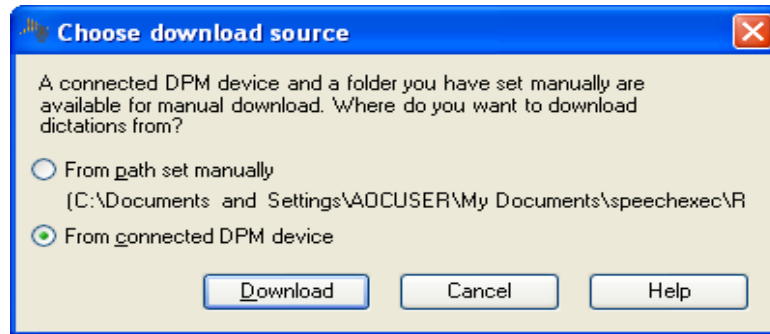
1. Plug the docking station to the DCR computer (where the SpeechExe software has been installed) using the USB cable. Next turn the recorder to the 'ON' position then insert the recorder into the docking station. If the system does an automatic download then go to Step 5.
2. To do a manual file download, click on **File** from the menu bar.



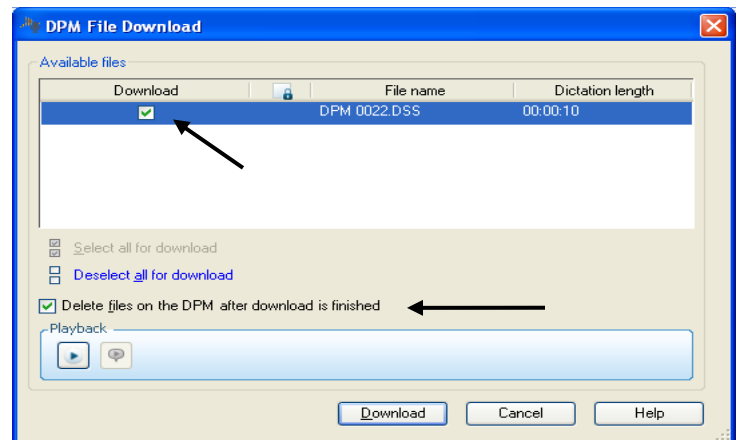
3. Next select the 'Start DPM Download'.



- The system will prompt you to choose a download source. Select 'From connected DPM device' and click the [Download] button. You are selecting to download the file from the recording device.

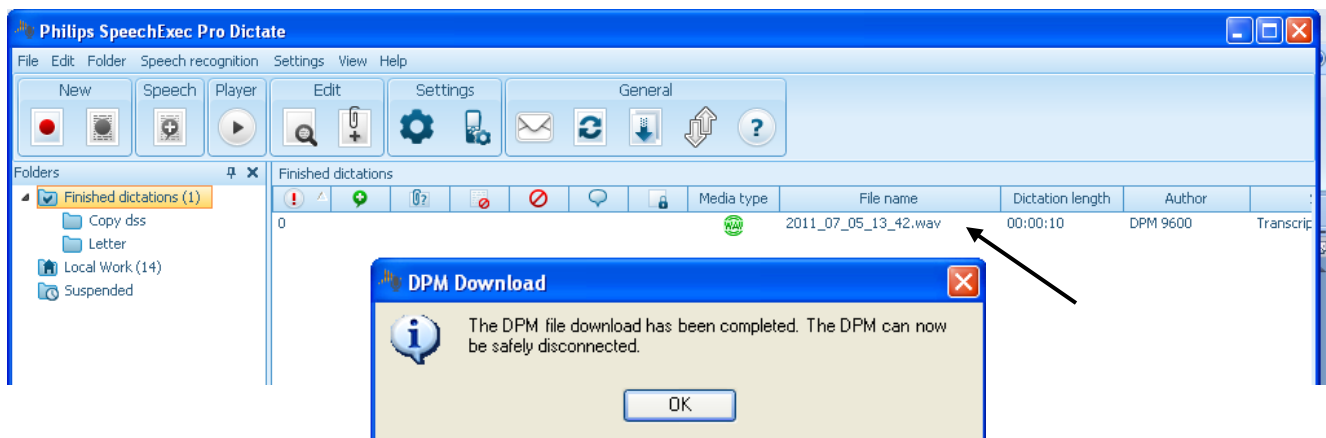


- The DPM File Download dialog box opens displaying your file as being selected for download. Verify the checkbox to 'Delete file(s) on the DPM after the download is finished' is checked – this way you will not have to delete recording file manually. Then click the [Download] button.



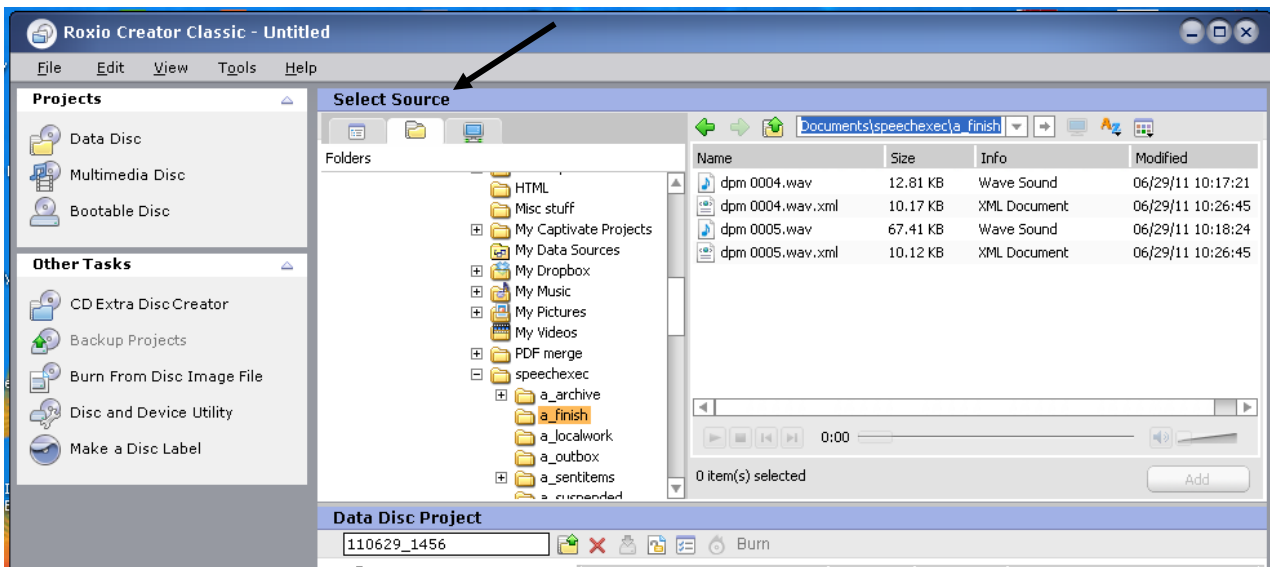
Note: You have the option to select or deselect the files you want to download.

- A DPM file download has been completed confirmation box will display and your file will be listed in the dictation window. This file has been automatically converted into a wave file format (.wav).
- The DPM recorder can be safely disconnected from the docking station. The recording is deleted from the recorder.
- Exit out of the SpeechExec program. You are ready to burn your CD.

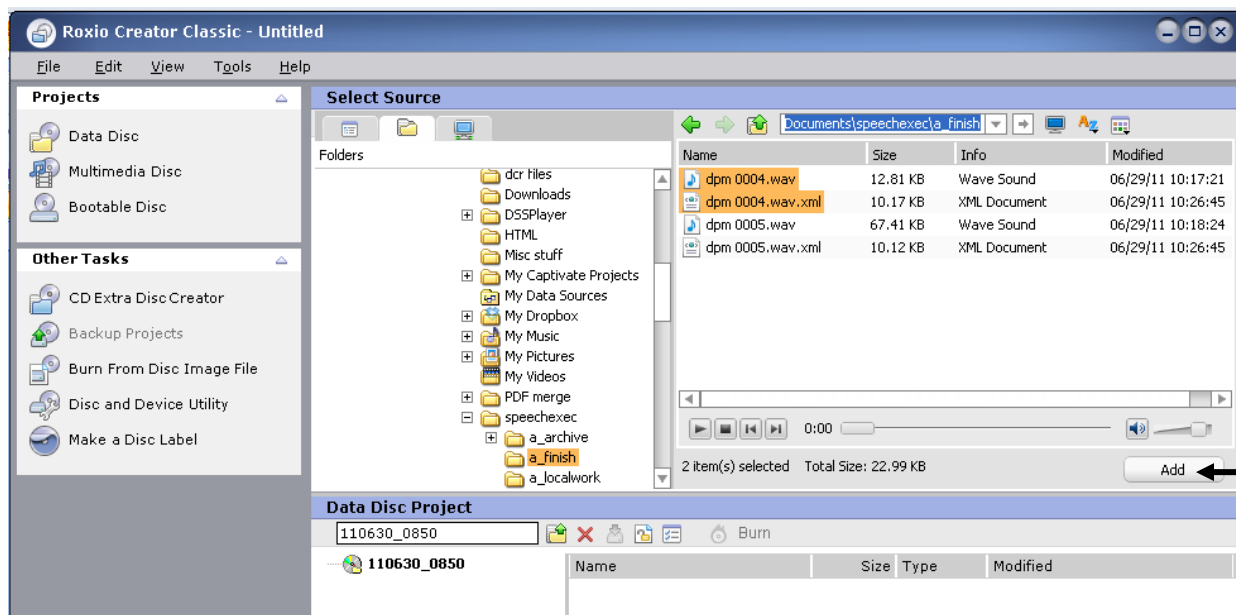


Using Roxio to Burn a Copy on a CD

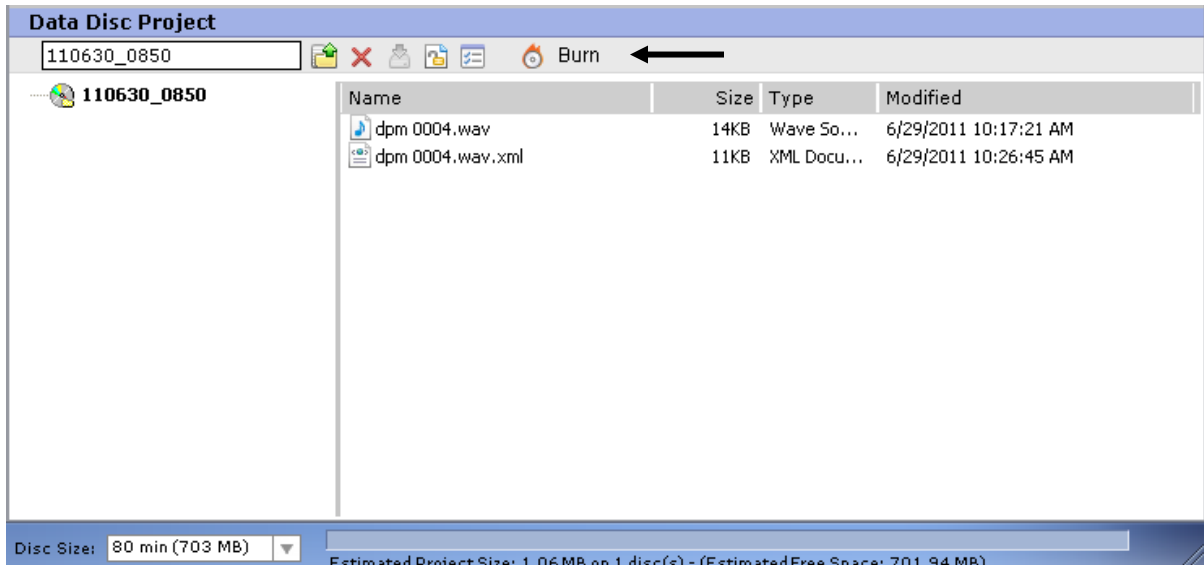
1. Insert a CD-R disk into the disc drive on your computer.
2. Open Roxio by clicking Start→Programs→Roxio Easy Media Creator 9→Data→Creator Classic.
3. Go to the **Select Source** section. You have three icons below Select Source, click on the folder icon. This will display your folders and drives on your computer.
4. Locate the drive and file folder where your recording files reside and click on that folder.
5. The folder opens and the recording files display to the right in their own section.



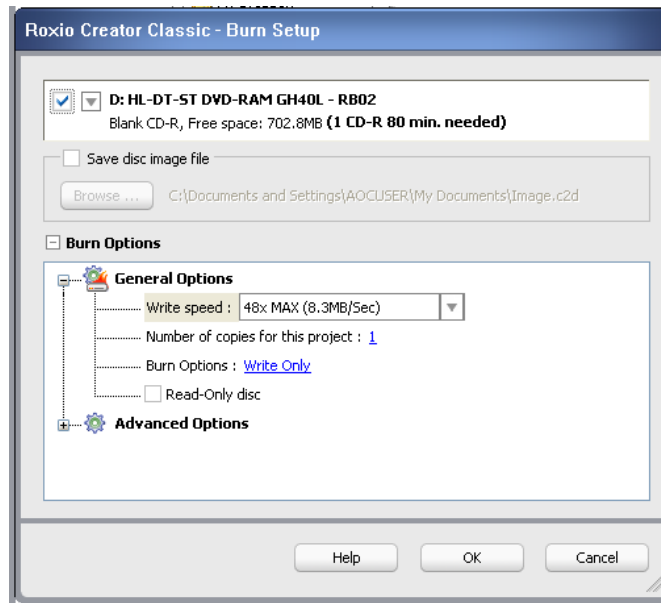
5. Click once on the recording files you want to burn. Then click on the [Add] button.



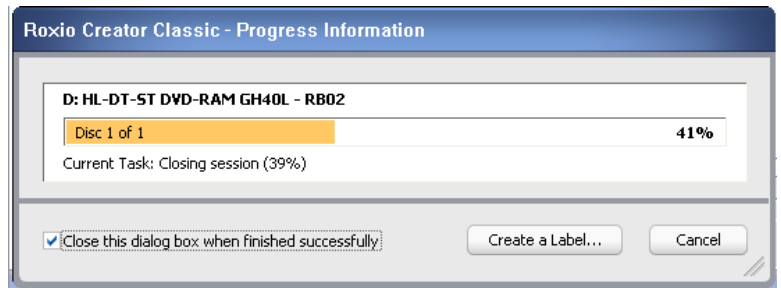
- The files will appear in the bottom half of the screen in the Data Disc Project section.
- Look at the menu bar and click on Burn.



- The Burn Setup dialog opens, just click the [OK] button. This starts the burning of the CD process.



9. When the progress bar finishes it will automatically close the dialog box and the CD drive opens so you can remove your disk.



10. You can play this CD in a CD player or computer using Media Player to playback the court hearing for transcription.

11. Last message when closing Roxio is to save the project? Click No.

Note: There will not be any transcription software and/or foot pedal for transcription. Use Windows Media Player to play back recording for transcription.