

User Manual

Digital Voice Tracer

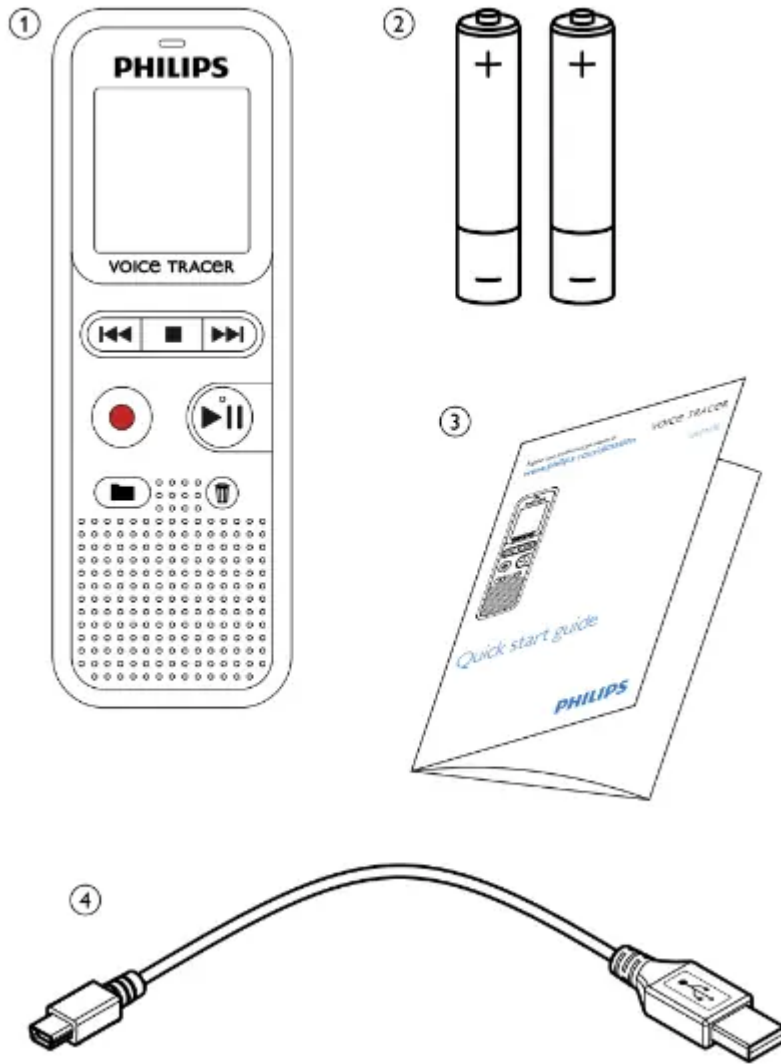
Product highlights

- Voice-activated recording for hands-free dictating
- Highlight important parts of your recording using index marks
- Super-fast USB transfer of recordings and data
- USB mass storage ensures optimum compatibility
- Fast and simple file management using four folders

What's in the box

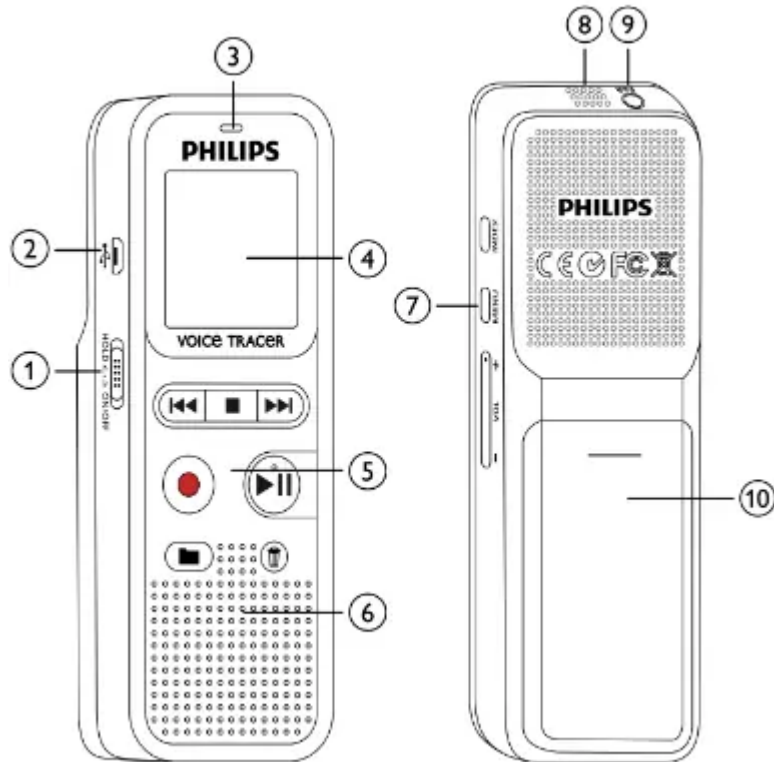
1. Device
2. Two AAA batteries
3. Quick-start guide
4. USB cable to connect to a computer

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



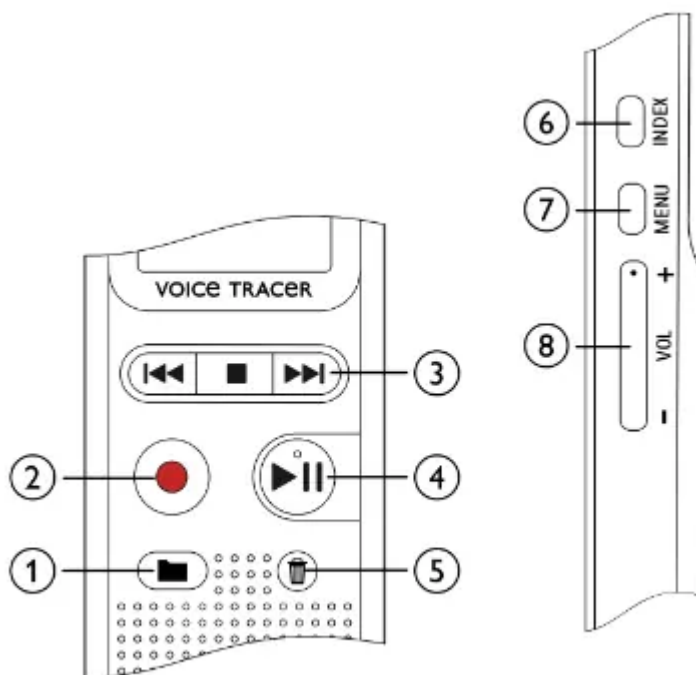
Product overview

Front and rear sides



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

Keys



1. Stop mode: Change folder
2. Start recording (record key), confirm selection
3. Short press: jump to the previous recording
 Long press: fast seek rewind mode
 Menu navigation: Select setting
 Stop playback (stop key), close menu
4. Short press: jump to the next recording
 Long press: fast seek forward mode
 Menu navigation: Select setting
4. Play recording back (playback key), Pause playback (pause playback), Menu navigation: call next menu tab, Long press: Change playback speed
5. Delete recording (delete key)
6. Short press: jump to the next recording
7. Call up menu functions (MENU key)
8. + Increase volume / Increase playback speed
 – Reduce volume / Reduce playback speed

Start-up screen

- ① Playback/recording time / Remaining recording time / Menu entry
- ② Indicator for the remaining recording time (in stop mode press stop key ■)
- ③ Playback/recording: current number index: number of the current index
- ④ (|O|) ▶ – Playback, || – Pause, (|O|) – Record
- ⑤ HQ Set recording quality: LP, SP, HQ / /H Set microphone quality: /H – high sensitivity (longer distance), /L – low sensitivity (shorter distance)
- ⑥ A Selected folder – A, B, C, D
- ⑦ LOCK Keypad lock: lock symbol
- ⑧ Battery charge level
- ⑨ INDEX –Index mark set / Index marks
- ⑩ A-B –Endless loop: repeat selection/sequence
- ⑪ VA – Voice activation switched on
- ⑫ >< Set repeat mode: >< – no repeat, (|O|) – repeat folder playback, (|O|) – repeat file playback
- ⑬ Total number of recordings in the folder / menu option

The diagram shows the start-up screen with the following elements: 1. Playback/recording time (00); 2. Remaining recording time (REMAIN REC TIME); 3. Current number index (00); 4. Playback/Pause/Record buttons; 5. Recording quality (LP SP HQ) and microphone quality (/H /L) indicators; 6. Selected folder (A B C D); 7. Keypad lock (LOCK); 8. Battery charge level; 9. INDEX indicator; 10. A-B indicator; 11. VA indicator; 12. Repeat mode (><); 13. Total number of recordings in the folder (00).

Note: The symbol display may vary, depending on the model, the mode and the selected functions.

Menu overview

Note

- In stop mode (start-up screen), press **MENU**, for at least two seconds to call the menu.
- Repeatedly press ▶||, to select one of the following menus.

First steps

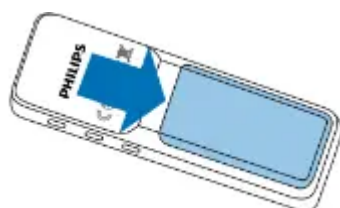
Use the installation guide on the following pages to start using your device quickly and easily.

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*).

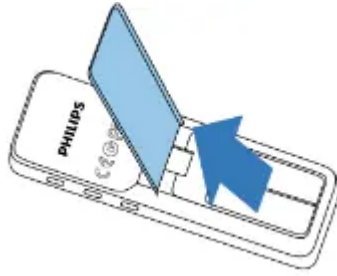
Inserting the batteries

Your device is supplied with two AAA batteries.

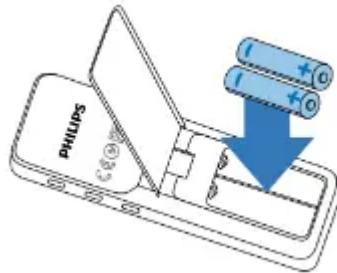
1. Slide the battery compartment cover downwards.



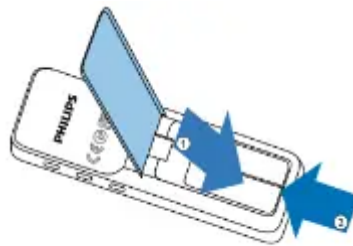
2. Fold the cover out.



3. Insert the batteries or rechargeable batteries into the device as shown. Ensure correct polarity!



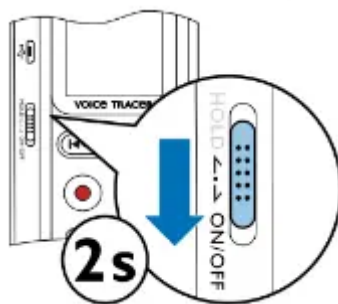
4. Fold the cover in. Push the cover up until it engages.



Power 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 power off, pull down the power switch on the side of the device again and hold for about two seconds.

Note: The device switches itself off automatically if no key is pressed within a pre-set period of time (see also chapter 8.2.2 AUTO- OFF, page 28).

Initial installation process

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

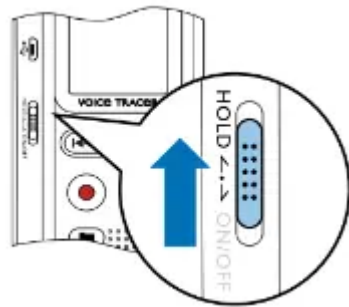
Setting date & time

Follow the description in the chapter "Setting date & time" (see also chapter 8.2.3 Setting date & time, page 28).

Enabling/disabling the keypad lock

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

1. Slide the HOLD switch up into the HOLD position to lock the keypad of the device.
→ The lock symbol  appears on the display.



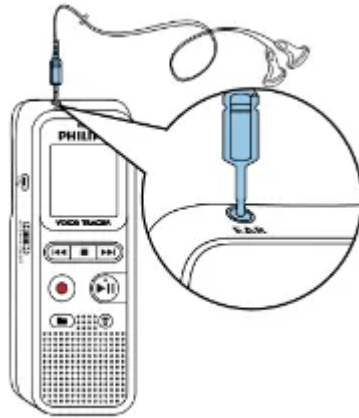
2. Slide the HOLD switch down to the Off position to disengage the HOLD.

Accessories

Connecting the 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 hearing damage. Observe the Hearing safety instructions (see also chapter 1.1.2 Hearing protection, page 6).

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



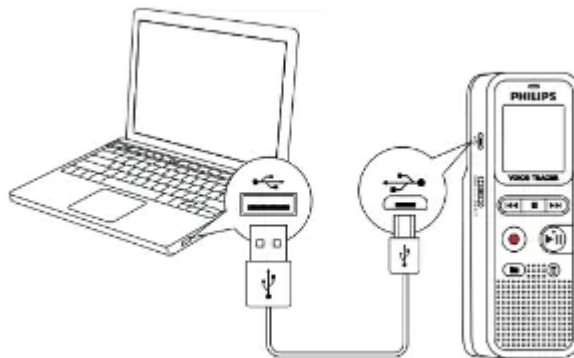
3. Turn up the volume until you reach a comfortable listening level. The speaker is switched off when headphones are connected.

Connecting to a computer

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

- A USB mass storage device: You can use the File Explorer to access the device data without installing additional software. It is automatically displayed, similarly to a USB memory stick or card, as a mass storage device. It is a convenient way to store, back up and and move files. (*see also chapter 4.6.1 Transferring files from or to the device, page 17*).

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 from or to the device (the status LED indicator flashes yellow when data is being transferred). This this may damage or corrupt the files.

- Do not format the drive of the device on a computer. If you want to delete all data, use the FORMAT function (*see also chapter 9.1.1 Memory formatting, page 30*).

Transferring files from or to the device

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

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

Caution

- Do not disconnect the device from the computer while files are transferred from or to 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 on a computer. If you want to delete all data, use the FORMAT function (*see also chapter 9.1.1 Memory formatting, page 30*).

Disconnecting from a computer

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

Record

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 recording automatically.

Recording settings

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

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

1. In stop mode (start-up screen), press a to select the desired folder for the recording.
→ The following symbols will be displayed, depending on the selected folder:
A, B, C, D – internal memory.

2. Point the built-in microphone toward the sound source and press ● → The record/play indicator lights red. The display indicates the duration of the recording.
3. Press ● to pause recording. → The record/play indicator will blink red.
4. Press the ● key to resume recording.
5. Press the ■ key to stop recording. → The device returns to stop mode.

Note

- Start a new recording: To stop the current recording and start a new one, press ►||.
- To prevent files becoming too big during a long recording, for example a meeting lasting several hours, you can automatically split recordings (see also chapter 8.1.6 Setting auto divide, page 27).
- Each folder can store up to 99 files. The size of the memory depends on the recording quality (*see also chapter 8.1.1 Setting recording quality, page 25*). 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: Before starting a long recording session, replace or recharge the batteries before beginning.

Displaying the remaining recording time

In stop mode press the stop key ■. → The remaining recording time in the memory is shown in hours and minutes.

Starting recording automatically

The following methods are available for automatic starting of recording: Voice activation.





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 resume only when you begin speaking again.





1. Customize the voice-activated recording settings in the Settings menu and turn on the feature (*see also chapter 8.1.4 Enabling/ disabling voice-activated recording, page 26*). → If this feature is on, the **VA** symbol is displayed.
2. Press the ● key. → The device switches to standby mode. The symbol for a paused recording is shown on the display. 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 ■ key to stop recording. → The device returns to stop mode.

Playback



Selecting a recording

1. In stop mode (start-up screen), press  to select the desired folder for the recording.
→ The following symbols will be displayed, depending on the selected folder:
 – internal memory.
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.

Playing a recording back



1. Select the required file as described.
2. Press  to playback the selected file. → The record/play indicator will light green. During playback, the time indication for the recording is shown on the display.
3. Press the **+/-** buttons to adjust the volume.
4. Press the  key to pause playback. → The playback will stop and the green LED will start blinking.
5. Press  to continue playback from the previous position.
6. Press the  key to stop playback.

Adjusting playback speed

1. Press and hold the playback key  for at least 3 seconds during playback.
2. Press **+/-** to set the desired playback speed.
3. Press the record key, , to confirm.

Quick search

You can scan backward or forward in the current file at a fast speed.
This allows to find a specific part of the recording.

1. During playback press and hold one of the two navigation keys  or . → The selected recording is searched for at high speed in either forward or rewind mode.
2. Release the key

Repeating playback

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

1. Select the required file as described.

2. Press ►|| to playback the selected file.
3. Press **MENU** briefly.
4. Using either ◀◀/ ▶▶, select whether you wish either the playback of an individual recording or a folder to repeat automatically. → The symbol of the selected repeat mode is displayed on the display: 🔒 - no repeat 📁 - repeat folder playback 📄 - repeat file playback
5. Press the record key, ●, to confirm.

Endless loop / sequence repeating

1. Select the required file as described.
2. Press ►|| to playback the selected file.
3. Press ■, to specify the sequence start point.
4. Press ■, to specify the sequence end point. → The selected sequence is played in an endless loop.
5. Press ■, to stop repeating of the sequence and continue with normal playback.

Protecting a recording / lock file

You can protect recordings against unintentional deletion.

1. Select the required file as described.
2. Press **MENU** briefly.
3. Using ◀◀/ ▶▶ select UNLOCK.
4. Press the record key, ●, to confirm.

Unprotect / unlock file

1. Select the required file as described.
2. Press **MENU** briefly.
3. Using ◀◀/ ▶▶select UNLOCK.
4. Press the record key, ●, to confirm.

Delete

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

Deleting recordings on the device

You can delete individual recordings from 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 can not be recovered.

1. In stop mode (start-up screen) select the folder in which you wish to delete a recording by pressing **■**.
2. Press **⏪/⏩** to select the recording that you wish to delete.
3. Press the delete key **🗑**.
4. Select **DELONE** by pressing **⏪/⏩**.
5. Press **●** to confirm the deletion. → The recording is deleted. Sequential file numbers are reassigned automatically.

Deleting all recordings in the 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), select the folder in which you wish to delete all recordings by pressing **■**.
2. Press the delete key **🗑**.
3. Select **DELALL** by pressing **⏪/⏩**.
4. Press **●** to confirm the deletion. → All recordings in the folder are deleted. The numbering of the recordings is renewed.

Settings

Press and hold the **MENU** key for at least two seconds while the device is stopped (start-up screen) to enter the Settings menu.

Note: Press the **■** key at the end of an operation to return to the stop mode. Press the **■** key during the operation to cancel the operation without saving and return to the stop mode.

Recording settings

Setting recording quality

Use the recording quality settings to set the file format and the quality of the recording as the data rate (bit rate). The higher the recording quality the bigger the file and the less recordings you can create.

1. In stop mode (start-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the MODE function.
3. Press **⏪/⏩** to select the required recording quality.
→ The selected quality setting symbol is shown on the display.
HQ – High Quality, Format: WAV, 384 kbit/s

SP – (Short play) above-average recording time, Format: WAV, 128 kbit/s

LP – (Long play) longest recording time, Format: WAV, 64/32 kbit/s

4. Press the record key, ●, to confirm.

5. Press the ■ key to exit the menu.

Tip: Press the ■ key to cancel the operation without saving and return to the stop mode.

Enabling/disabling the record indicator

This function allows you to switch off the status LED.

1. In stop mode (start-up screen), press **MENU** for at least two seconds.

2. Press ►|| to select the LED function.

3. Press ◀◀/ ▶▶, to select whether you want to turn the status LED on or off.

4. Press the record key, ●, to confirm.

5. Press the ■ key to exit the menu.

Tip: Press the ■ key to cancel the operation without saving and return to the stop mode.

Setting 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-up screen), press **MENU** for at least two seconds.

2. Press ►|| to select the SENS function.

3. Press ◀◀/ ▶▶ to select the required recording quality. → The selected microphone/ recording sensitivity symbol is shown on the display: /H - high sensitivity, source far away /L - low sensitivity, source very near

4. Press the record key, ●, to confirm.

5. Press the ■ key to exit the menu.

Tip: Press the ■ key to cancel the operation without saving and return to the stop mode.

Enabling/disabling voice-activated recording

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

1. In stop mode (start-up screen), press **MENU** for at least two seconds.

2. Press ►|| to select the VA function.

3. Press ◀◀/ ▶▶ ON or OFF, to switch voice activation on or off.

4. Press the record key, ●, to confirm.

5. → If this feature is on, the **VA** symbol is displayed.

6. Press the ■ key to exit the menu.

Tip: Press the ■ key to cancel the operation without saving and return to the stop mode.

Monitoring during recording

Using this feature you can listen to the current recording using the headphones (*see also chapter 4.5.1 Connecting the headphones, page 16*)

1. In stop mode (start-up screen), press **MENU** for at least two seconds.
2. Press ►|| to select the **LISTEN** function.
3. Press ◀◀/ ▶▶ ON or OFF, to switch the feature on or off.
4. Press the record key, ●, to confirm.
5. Press the ■ key to exit the menu.

Tip: Press the j key to cancel the operation without saving and return to the stop mode.

Setting auto divide

You can automatically divide 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-up screen), press **MENU** for at least two seconds.
2. Press ►|| to select the **DIVIDE** function.
3. Press ◀◀/ ▶▶, to select whether longer recordings are to be automatically divided after 30 or 60 minutes, or switch the feature off.
4. Press the record key, ●, to confirm.
5. Press the ■ key to exit the menu.

Tip: Press the ■ key to cancel the operation without saving and return to the stop mode.

Device settings

Enabling/disabling key and signal tones

1. In stop mode (start-up screen), press **MENU** for at least two seconds.
2. Press ►|| to select the **BEEP** function.
3. Press ◀◀/ ▶▶, to enable/disable the key and signal tones.
4. Press the record key, ●, to confirm.
5. Press the ■ key to exit the menu.

Tip: Press the ■ key to cancel the operation without saving and return to the stop mode.

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-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the **AUTO.OF** function.
3. Press **◀◀/ ▶▶**, to automatically turn the device off after 5, 15, 30 or 60 minutes' inactivity.
4. Press the record key, **●**, to confirm.
5. Press the **■** key to exit the menu.

Tip: Press the **■** key to cancel the operation without saving and return to the stop mode.

Setting date & time

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

1. In stop mode (start-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the 00.00.00 function.
3. Press **▶▶**.
4. Press **+/-** to set the year.
5. Press **▶▶**.
6. Press **+/-** to set the month.
7. Press **▶▶**.
8. Press **+/-** to set the day.
9. Press **▶▶**.
10. Press **+/-** to set the hours.
11. Press **▶▶**.
12. Press **+/-** to set the minutes.
13. Press **▶▶**.
14. Press **+/-** to set the seconds.
15. Press the record key, **●**, to confirm.
16. Press the **■** key to exit the menu.

Tip: Press the **■** key to cancel the operation without saving and return to the stop mode.

Service

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

Service functions

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-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the **FORMAT** function.
3. Select **OK** by pressing **◀◀/▶▶**.
4. Press the **■** key to exit the menu.

Tip: Press the **■** key to cancel the operation without saving and return to the stop mode.

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-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the **RESTORE** function.
3. Press **◀◀/▶▶** to select **Ok**
4. Press the record key, **●**, to confirm. → All device settings will be reset to the factory defaults. You must reset the date and time (*see also chapter 4.3 Initial installation process, page 15*).
5. Press the **■** key to exit the menu.

Displaying the remaining memory space

1. In stop mode (start-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the **REMAIN** function. → The remaining memory space in megabytes is shown on the display.
3. Press the **■** key to exit the menu.

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 be damaged or lost. Device malfunctions may also occur.

When the batteries are nearly empty, the battery indicator blinks; you should replace them.

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.

Updating the firmware

Your device is controlled by an internal program called firmware. As a part of ongoing product maintenance, the firmware is upgraded and errors are corrected.

It is possible that a newer version (an "update") of the firmware has been released since you purchased the device. In this case you can easily update your device to the latest version.

You can find more information under [web philips /dictation](#).

Displaying the firmware version

1. In stop mode (start-up screen), press **MENU** for at least two seconds.
2. Press **▶||** to select the **DEL/DONE** function.
3. Press **MENU** for at least two seconds. → The version number and date of the firmware is indicated on the display.

Troubleshooting

The device does not turn on

- The batteries or rechargeable batteries are not inserted correctly. → Check to ensure that the batteries or rechargeable batteries are correctly inserted. Make sure the polarity is correct.
- Batteries are empty. → Replace or recharge the batteries.

The device does not playback recordings

- The keypad lock may be enabled. → Slide the HOLD switch to the "Off" position.
- No recordings are saved in the device.

The device does not respond.

- Remove the batteries/rechargeable batteries and insert them again.

I cannot hear anything from the speaker.

- A headset is connected to the device.
- The volume is at the lowest setting.

The recording session does not start

- Voice activation may be switched on.

- Keypad lock (HOLD) is switched on. → Slide the HOLD switch to the "Off" position.
- The maximum number of recordings may have been reached or the available space for recording is full. → Delete some recordings or move them to an external device.

I cannot hear anything from the headphones.

- The headphones are incorrectly connected. → Check the headphone connection.
- The volume is at the lowest setting.

Warning

This content is compiled from multiple sources and is provided for reference purposes only. It may not be complete or fully applicable to all situations. If you are unable to resolve your issue, please contact the product manufacturer or an authorized service provider for official support.