

Selecting an Author ID and Job Type

- If the device is configured for multiple users it is important to select your user ID.
- Press the **MENU** button.
- Scroll to **Keywords** (using +/- button)
- Press the **ENTER** smart button.
- Scroll to the **Author** sub menu. Press the **ENTER** smart button.
- Scroll to your user ID and press **OK**.
- Press the programmable function key (3)
- Scroll to the required **Job Type**.
- Press the **OK** smart button.

Selecting a Location

- Press the menu button (4)
- Scroll to **Keywords**. Press the **ENTER** smart button.
- Scroll to the **Location** sub menu.
- Press the **ENTER** smart button.
- Scroll to the required location and press **OK**.

Recording a Dictation

- Ensure the 4-position slide switch (12) is in the **STOP** position.
- Press the **NEW** smart button (2b) to create a new recording. If you are already in a new dictation, then proceed to the next step.

- Press the **REC** button (11) to enter record standby mode. The **PLAY** position of the 4-position slide switch becomes the **REC** position and the **STOP** position becomes the **RECP** (record pause) position.
- Move the 4-position slide switch (12) to the **REC** position. The ● symbol is displayed. Start dictating.
- Move the 4-position slide switch to the **RECP** position to pause recording and return to record standby mode.
- Press the **Record** button (11) to return to the stop mode.

Completing a Dictation

- Move 4-position slide switch (12) to the **STOP** position.
- Press the end-of-letter (**EOL**) button to mark the dictation as finished. The symbol is displayed.

*Note: Once the dictation is marked as finished, it can no longer be modified or deleted. To make changes to the dictation, press the **EOL** button again to remove the tick.*



Deleting a Dictation

- The 4-position slide switch (12) must be in the **STOP** position. Press the + and - button (5) to select the dictation to be deleted.
- Press the **MENU** button (4) to open the Digital Pocket Memo menu.
- Press the + and - button to highlight the **DELETE FILE** menu item and press the **ENTER** smart button (2b).
- Press the **OK** smart button to delete the dictation permanently ...**OR**...
- Press the **CANCEL** smart button to cancel the operation and leave the dictation intact.

Marking a Dictation as High Priority

- Move the 4-position slide switch (12) to the **STOP** position.
- Press the **EOL** button twice within half a second. The **!** symbol is displayed indicating that the dictation has priority status.

Inserting into a Dictation

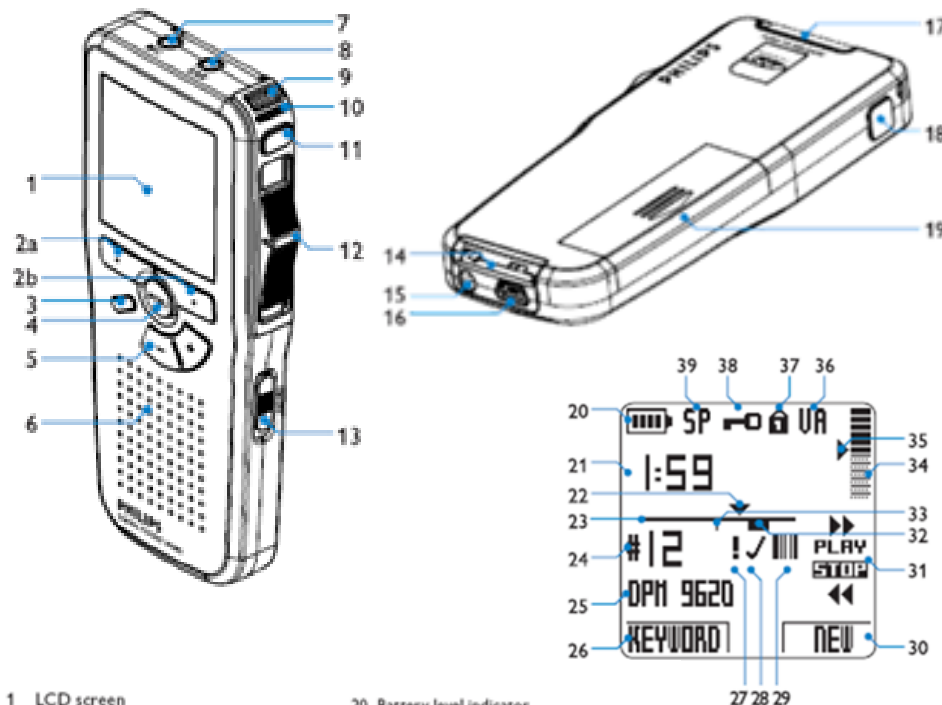
- Position yourself in the location where you want to start inserting from, then ensure the 4-position slide switch (12) is in the **STOP** position.
- Press the **MENU** button (4), then scroll to the **Insert Mode** option. Press the **ENTER** smart button.
- Scroll to **Insert**, then press the **OK** smart button.
- The insert icon  will appear at the top of the display. Press the record  button.
- Move the 4-position slide switch to the **IREC** position and start dictating.
- Move the slider to **IRECP** when finished. Press the record button to revert to playback mode.
- To revert to overwrite mode, press **MENU**, scroll to **insert mode**, press **ENTER**, scroll to **overwrite** then click **OK**. The insert icon will disappear.

Uploading Jobs

- Once you have finished dictating, dock the device in the cradle. You should hear the following audio prompt: "Copying jobs from dictation device". Once the jobs have been moved you will hear "Copying Complete".

Note: Wait for the "copying complete" confirmation before retracting the device.

Philips DPM 9600 Series Controls



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| <ol style="list-style-type: none"> 1 LCD screen 2 Smart buttons (2a/2b) 3 Programmable function key 4 Menu button 5 Volume control, plus/minus and menu navigation buttons 6 Speaker 7 Microphone socket 8 Earphone socket 9 Built-in microphone 10 Status LED (red = record, green = insert, yellow = file transfer) 11 Record button 12 4-position slide switch 13 On/off switch 14 Docking station connection slot 15 Power supply connection slot 16 USB connection slot 17 Slot for Secure Digital (SD)/Multimedia (MMC) card and expansion slot for the optional barcode module 18 EOL (end-of-letter) button 19 Battery compartment | <ol style="list-style-type: none"> 20 Battery level indicator 21 Recording position (minutes : seconds) 22 Current position in the recording 23 Position bar 24 Recording number 25 Keyword 1 (such as author name) 26 Current function of the left smart button 27 Recording is marked priority 28 Recording is marked finished (EOL) and locked 29 Recording contains barcode information (available with optional barcode module) 30 Current function of the right smart button 31 Positions of the 4-position slide switch (Fast forward / Play / Stop / Fast rewind) 32 Recording contains spoken instruction 33 Recording contains index mark 34 Recording volume indicator 35 Sensitivity level for voice-activated recording 36 Voice-activated recording in progress 37 Memory card is write-protected (locked) 38 Recording is encrypted 39 Recording mode (QP = Quality Play / SP = Standard Play / LPm = Long Play mobile) |
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