Dictaphone user guide

Transferring files onto your PC

1. Turn the digital recorder on by sliding the **HOLD** button.
2. Press the **RELEASE** button on the back of the digital recorder to reveal the USB connector.
3. Insert the digital recorder to the PC's USB port. 'Remote' will be displayed on the recorder's screen when it is connected.
4. Open 'My Computer', locate the digital recorder and double click to open. There are five folders DSS_FLDA, DSS_FLDB etc.
5. Open the folder that contains your audio files to find your Windows Media Audio files (WMA).
6. Select the files you wish to copy and copy and paste them to a location on your PC.

Dictaphone User Guide WS-311/321M

Digital Recorder user guide

Turning on/off the power

1. To turn the recorder **ON** slide the hold button down. You will see a display appear on the screen.
2. To turn the recorder **OFF** slide the hold button up in the direction of the arrow. The on screen display will be turned off.

If the recorder is switched on and not used within 5 minutes it goes into standby mode and the display will turn off. Press any button to exit standby mode.

Getting Started

Ensure the Voice/Music button is switched to **VOICE.**

The recorder provides 5 folders. The current folder will be displayed in the top left corner.

To move between folders press the **FOLDER/INDEX** button located on the front of the recorder.

Recording

1. Press the **REC** button to start recording. The record light will glow red.
2. Press the **REC** button to pause a recording.
3. To resume recording press the **REC** button again.
4. To stop recording press **STOP**. When you start recording again a new file will be created. Each new recording is automatically assigned a filename and number.

Digital Recorder user guide

Playing

1. Press the ◄◄ or ►►button to choose a file/recording you want to playback
2. Press the **PLAY** or **OK** button to start playback. The record/play indicator light glows green.
3. Press **STOP** or **OK** button when you want to stop the playback.
4. While playing your recording, press the **+** or **-** button to increase/decrease the volume.
5. To forward press and hold the ►►button while the recorder is playing. Release the button to stop.
6. To rewind press and hold the ◄◄ button while the recorder is playing. Release the button to stop.

Deleting files

1. Select the file you want to delete.
2. Press the **ERASE** button. You will have the option to cancel or erase.
3. Press the **+** button to choose erase.
4. Press the **OK** button. The display changes to "File Erase!" and erasing will start. "Erase Done" is displayed when the file is deleted.
5. To delete all files in a particular folder. Press **FOLDER/INDEX** button to locate the folder containing the files you want to delete.
6. Press the **ERASE** button twice. You will have the option to cancel or erase all.
7. Press the **+** button to choose erase all.
8. Press the **OK** button. The display changes to "All Erase!" and deleting will start. "Erase Done" is displayed when all the files are deleted.