

Transcriber

BM-77

Dictator/Transcriber

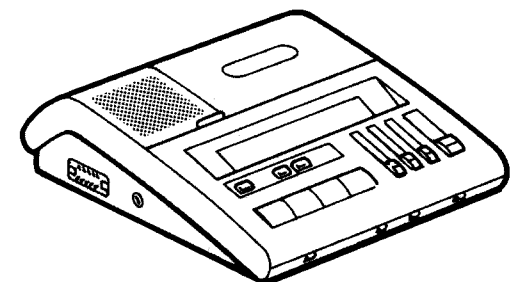
BM-88**Operating Instructions**

Before operating the unit, please read this manual thoroughly and retain it for future reference.

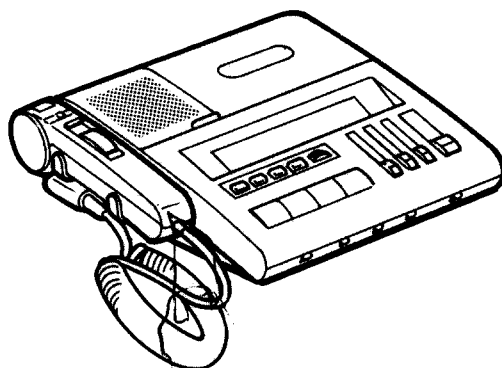
Owner's Record

The model and serial numbers are located on the bottom. Record these numbers in the spaces provided below. Refer to them whenever you call upon your Sony dealer regarding this product.

Model No. _____ Serial No. _____



BM-77

BM-88
HU-80 (not supplied)

WARNING

To prevent fire or shock hazard, do not expose the unit to rain or moisture.

To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.

Warning—This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

Important-To insure that the complete system (including this peripheral) is capable of complying with the FCC requirements, it is recommended that the user make sure that the individual equipment of the complete system has a label with one of the following statements.

“This equipment has been tested with a Class A Computing Device and has been found to comply with Part 15 of FCC Rules.”

-or-

“This equipment complies with the requirements in Part 15 of FCC Rules for a Class A Computing Device.”

-or equivalent.

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Features

The **Sony BM-88 dictator/transcriber** is designed to be used for both dictation and transcription.

The **Sony BM-77 transcriber** is designed to be used only for transcription.

As a dictator (BM-88 only)

- The Sony HU-80 hand control unit (optional) remotely controls the BM-88 dictator/transcriber.
- Dual electronic indexing function signals—"LTR" (end of letter) and "SEC" (special instructions to secretary) signals—can be recorded on a tape during dictating, recording of telephone calls, listening or in the stop mode.
- The end of the last recorded segment on the tape can easily be located using the record-end function.
- Alarm sound and indication on the display window informs recording error.
- Recording of telephone calls can be performed with the use of the optional TL-2 message coupler.
- With the use of the optional DE-35, DE-36 or MDR-U10M earphones, you can monitor the sound with the desired sound level during recording.

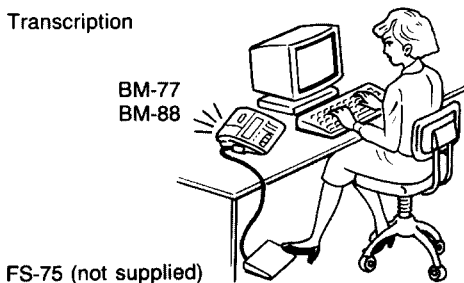
Dictation



As a transcriber

- The scanning function allows easy display of the total recorded time of dictation in minutes, the number of documents and instructions recorded on the tape.
- Auto-stop function quickly accesses instructions and documents.
- VSC (Variable Speech Control) enables rapid and easy-to-listen-to playback. (BM-88)
- Auto backspace function with the REVERSE TIME control makes transcribing easy by enabling the reviewing of the last recorded words each time listening is resumed.
- Two tape speeds (4.8 cm/sec. and 2.4 cm/sec.) can be selected according to the user's needs.
- Rapid erasing function with ERASE and REW buttons.
- Microcassette transcription is possible with the use of the optional MA-50 microcassette adaptor.
- The Electronic "Index OFF" mode allows you to transcribe a cassette which was not recorded using a Sony Professional Dictating Machine.

Transcription



How to Use This Manual

This instruction manual covers two models, BM-77 and BM-88.

The differences in the models will be clearly described in this manual.

If you have the model BM-77, please skip pages 15 to 16, 18 to 21 and page 33.

Most of the illustrations used in this manual are those of the BM-88.

Precautions

- Operate the unit only on 9 V DC.
- For AC operation, use the AC power adaptor supplied with this unit. Do not use any other AC power adaptor as it may cause malfunction.
- Unplug the AC power adaptor from the wall outlet when it will not be used for an extended period of time. To disconnect the adaptor, pull it out by grasping the adaptor. Never pull it by the cord.
- Do not install the unit in a location near heat sources such as radiators or airducts, or in a place subject to direct sunlight, excessive dust, mechanical vibration, or shock.
- Allow adequate air circulation to prevent internal heat build-up. Do not place the unit near materials (curtains, draperies) that may block the ventilation holes.
- Should any solid object or liquid fall into the unit, unplug the unit and have it checked by qualified personnel before operating it any further.
- The AC power adaptor which has been supplied becomes hot if it is connected to an AC outlet for a long period of time. But, this will not cause any trouble.

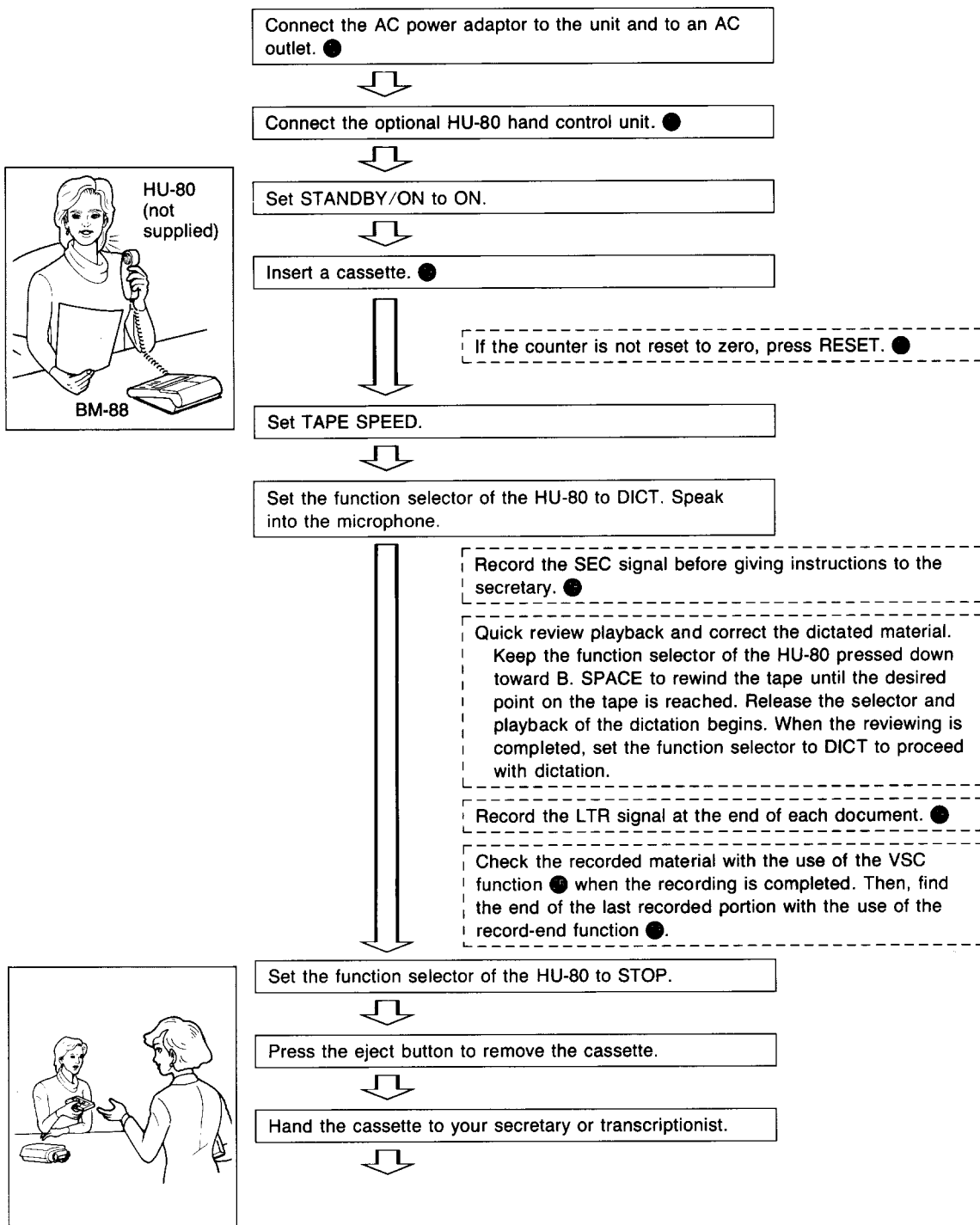
If you have any question or problem concerning your unit that is not covered in this manual, please consult the Sony dealer from whom you purchased the unit.

Operation Flow Chart

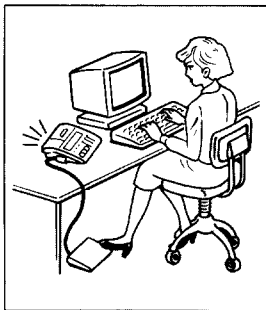
For details, refer to the pages in ●.

□: Necessary step □: Optional step

Dictation (BM-88 only)



Transcription (BM-77/BM-88)



↓

Disconnect the HU-80 hand control unit.

↓

Connect the optional FS-75 foot control unit. ●

↓

Set STANDBY/ON to ON.

↓

Insert the cassette. ●

↓

Set SPEAKER to BUILT-IN. (BM-88 only) ● or connect earphones. ●

↓

Set AUTO STOP to OFF. ●

↓

Set TAPE SPEED. ●

↓

Press SCAN.

When the tape reaches the beginning of the dictated material, a beep tone is heard and the unit automatically shuts off. ●

↓

Keep the right side of the pedal depressed. ●
(When the FS-75 is connected.)

or

Set the function selector of the HU-80 to LISTEN. ●
(When the HU-80 is connected.)

or

Press LISTEN ►. ●

(When the BM-77/88 is used for operation.)

↓

Adjust VOLUME and TONE.

Adjust the starting point for playback with the use of REVERSE TIME. (When the FS-75 is used.)

(BM-88)

Set SPEED CONTROL to VSC and adjust SPEED and PITCH. ●

Set SPEED CONTROL to ON and adjust SPEED.

(BM-77)

Set SPEED CONTROL to ON and adjust SPEED. ●

After transcribing, stop the tape.

Release the pedal. (When the FS-75 is used.) ●

or

Set the function selector to STOP. (When the HU-80 is used.) ●

or

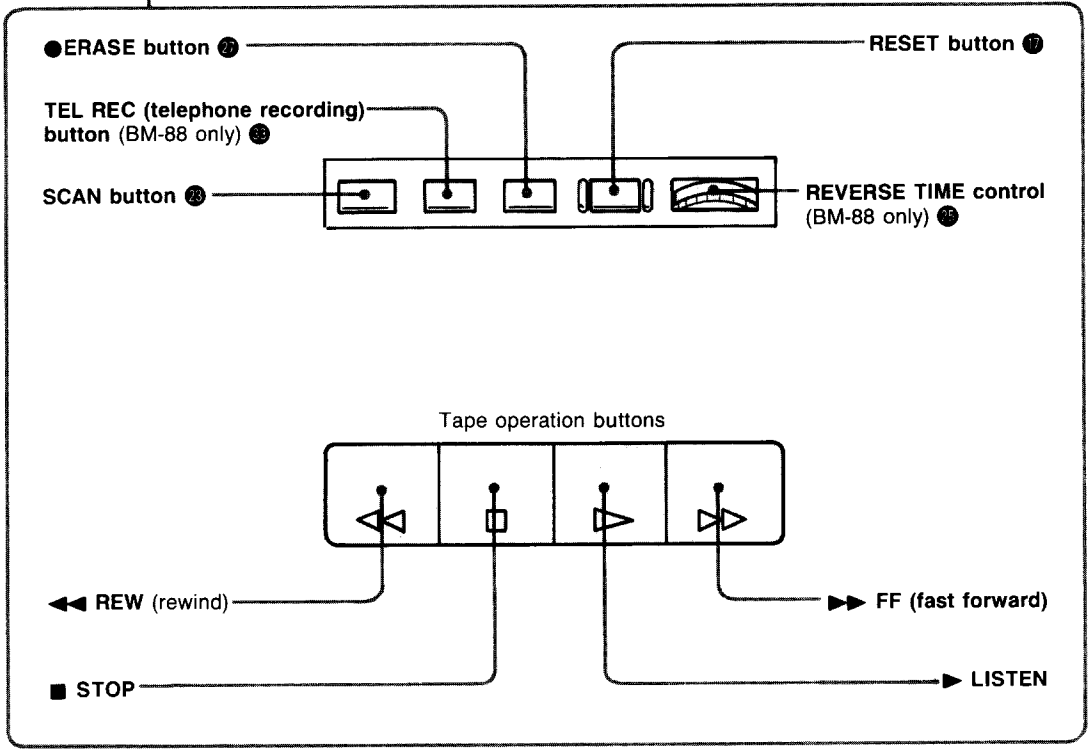
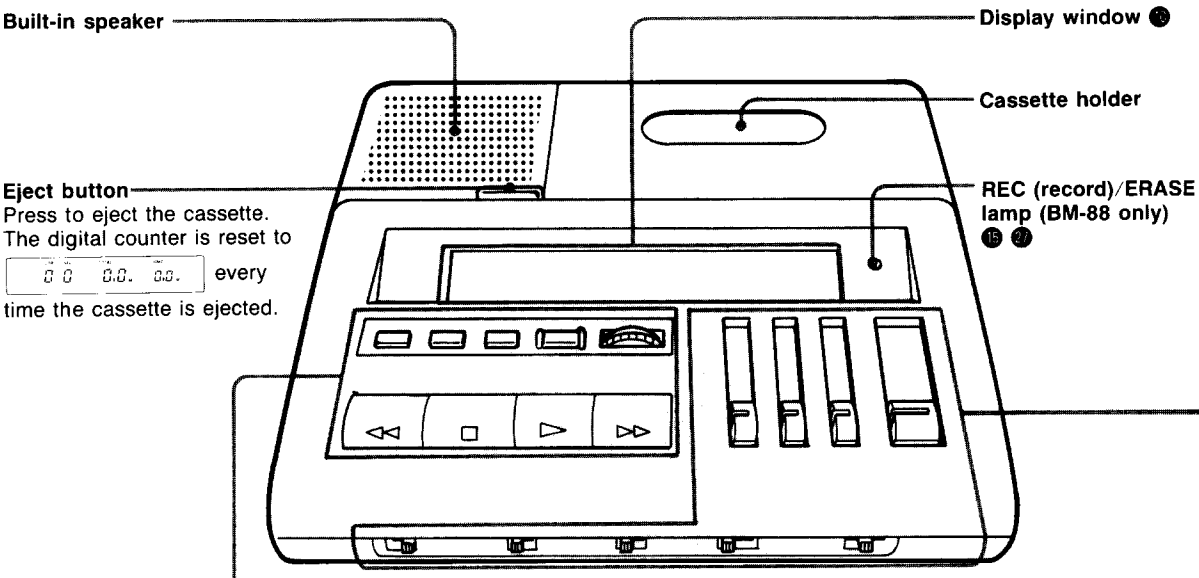
Press STOP. (When LISTEN on the BM-77/88 is pressed to play back the tape.) ●

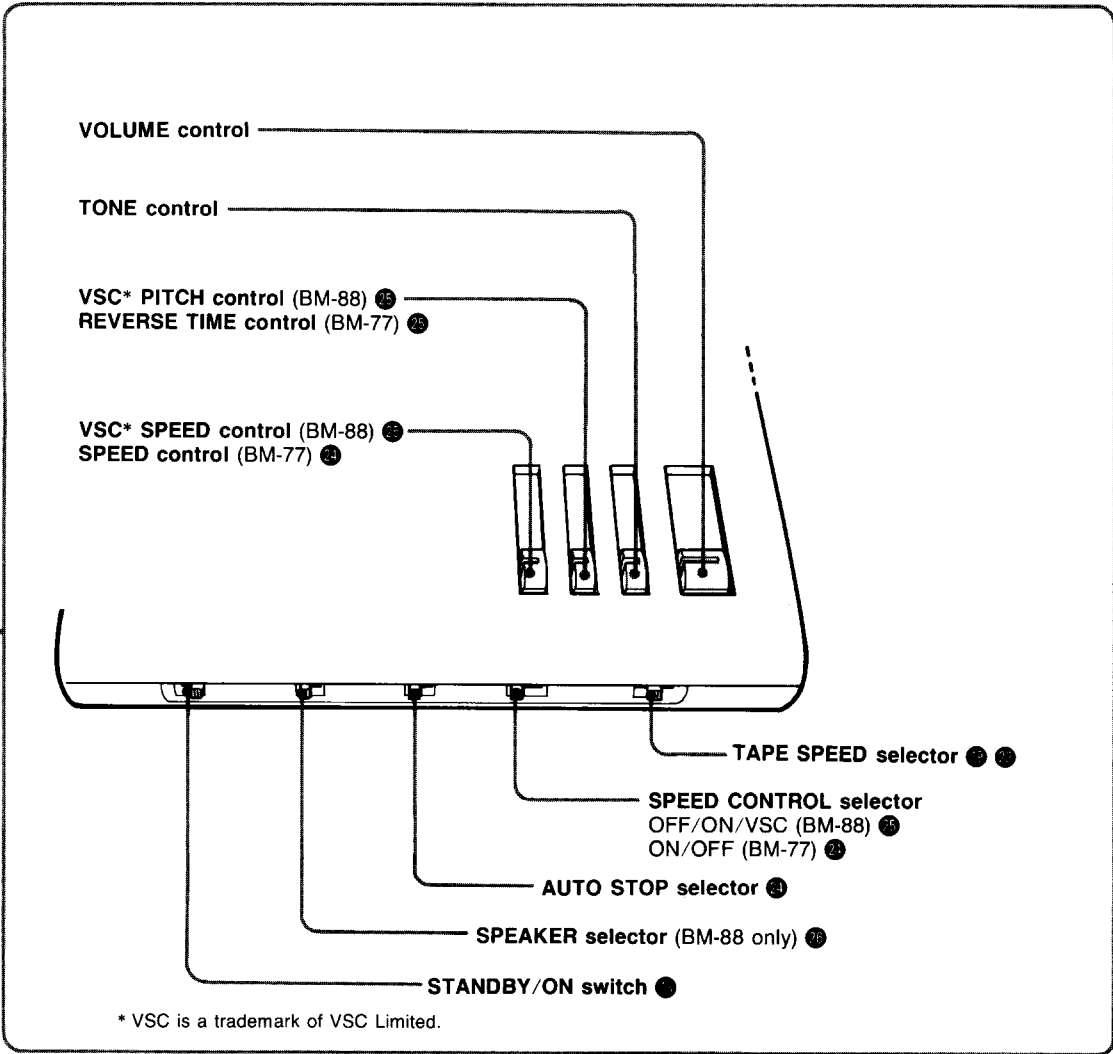
↓

Erase the tape. ●

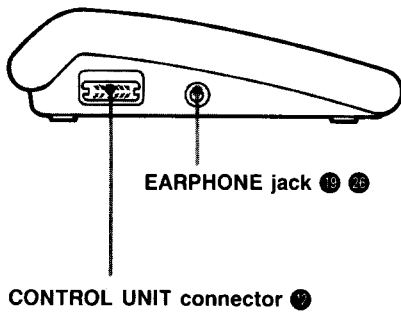
Location and Function of Controls

For details, refer to the pages indicated in ●.

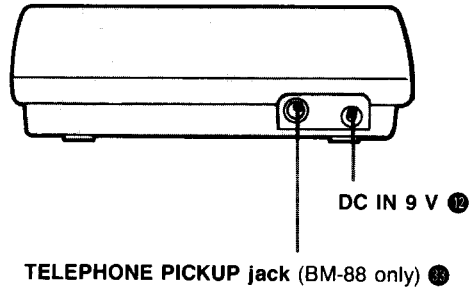




Left side



Rear



Location and Function of Controls

Display window

SEC (secretary) Special instructions for secretary counter
Displays the number of special-instructions-for-secretary signals recorded.

LTR (letter) End of letter counter
Displays the number of end-of-letter signals (i.e. the number of documents) recorded.

TEL (telephone) recording indicator Displayed during recording of telephone calls.

ERASE indicator Displayed while the cassette is being erased.

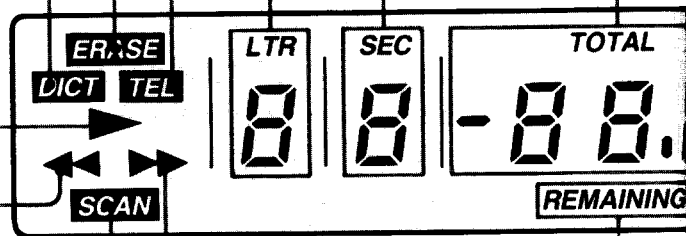
DICT (dictation) indicator Displayed during recording.

▶ (listen) indicator Displayed during playback.

◀ (rewind) indicator Displayed while the cassette is being rewound.

SCAN indicator Appears when the SCAN button is pressed
While SCAN is displayed, REMAINING is also displayed. In this case, the display window indicates the remaining time of the recorded documents, remaining numbers of recorded LTR and SEC signals and the remaining time of the actual document. This disappears with a long beep tone when the tape reaches the tape top.

▶▶ (fast forward) indicator Displayed while the tape is advanced rapidly.

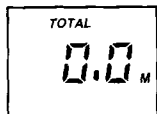


Notes

- It may be difficult to read the liquid crystal counter display due to the watching angle.
- If you play back a music cassette or a cassette which was not recorded using a Sony Professional Dictating Machine, set the unit to the Electronic "Index OFF" mode. (See page 9).

TOTAL (time/tape) counter Displays time or tape length of the recorded documents. The time counter and the tape counter is switched by pressing the RESET button for more than two seconds.

Time counter

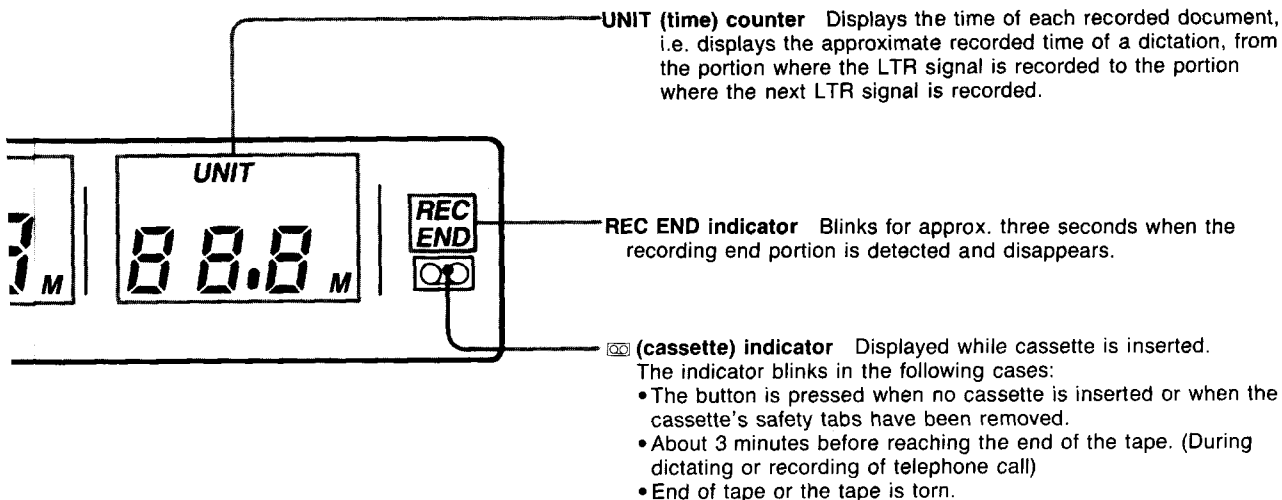


Indicates the approximate time of the recorded documents.

Tape counter



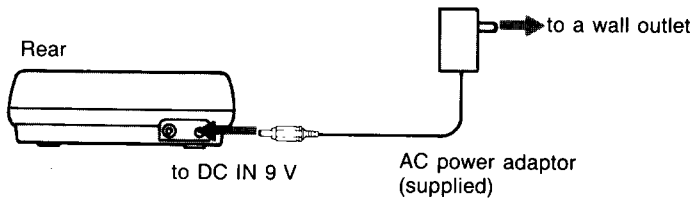
Indicates the tape length of the recorded documents.



REMAINING indicator Appears when the SCAN button is pressed. **While REMAINING is displayed**, recordings of dictation, telephone calls, LTR signals and SEC signals cannot be made. If the function selector is set to DICT or TEL REC (BM-88 only), LTR or SEC button is pressed, REMAINING blinks and a beep tone is heard. The numbers on the digital counter (LTR, SEC, TOTAL and UNIT) indicate the remaining number of the LTR signals and the SEC signals, remaining amount of dictations (TOTAL) and remaining time of the actual document while the unit is in playback, fast forward or rewind mode. To clear the REMAINING mark, press RESET or the eject button.

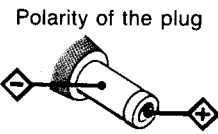
Preparation

Power Connection



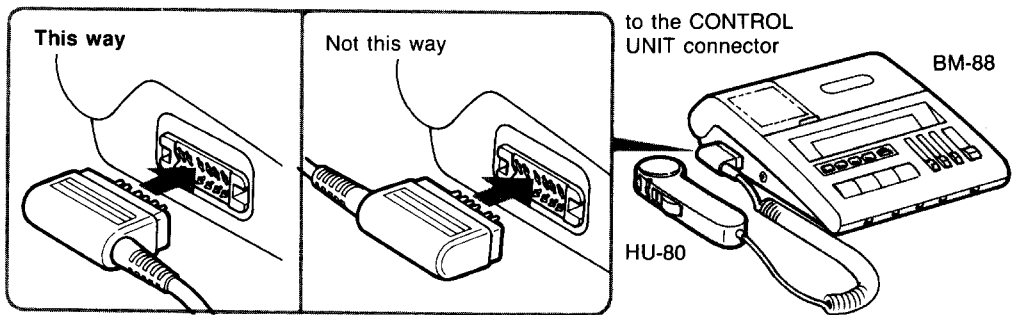
Note on the AC power adaptor

Use only the AC power adaptor supplied. Do not use any other AC power adaptor.



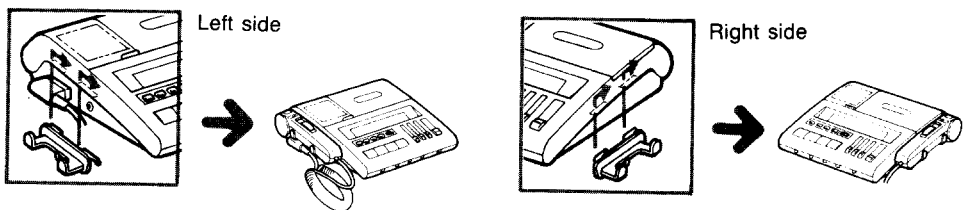
Connecting the HU-80 Hand Control Unit (not supplied) (BM-88 only)

For operation, refer to "Dictation" on page 15.



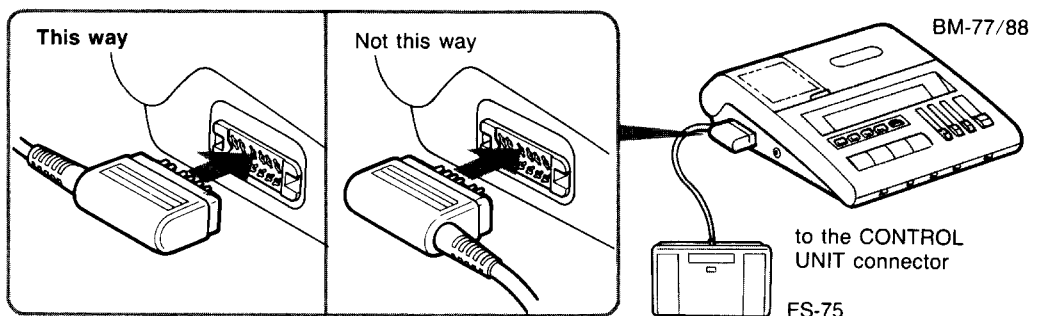
Attaching the cradle

Attach the supplied cradle with the HU-80 to the left or right side of the unit. Place the HU-80 hand control unit on the cradle while not in use. Insert the cradle into the slots and slide to secure it.

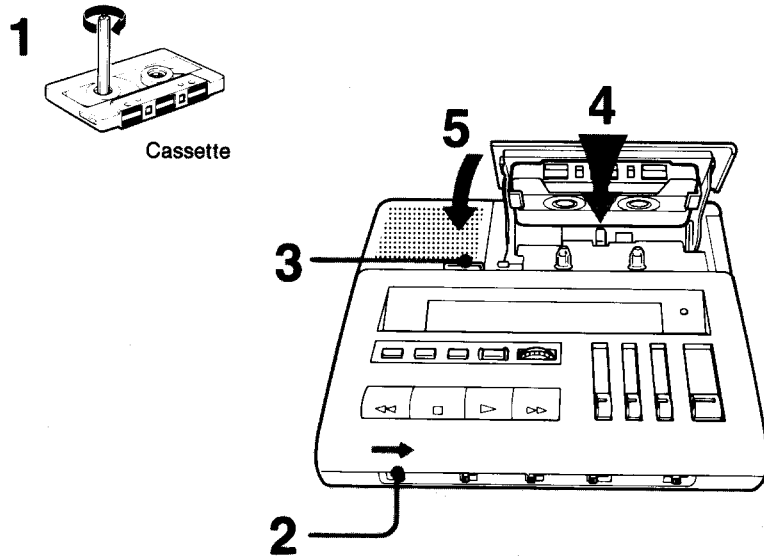



Connecting the FS-75 Foot Control Unit (not supplied)

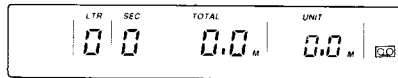
For operation, refer to "Transcription" on page 22.



Cassette Insertion



- 1** Take up any slack in the tape.
- 2** Set STANDBY/ON to ON.
- 3** Press the eject button to open the cassette holder.
- 4** Insert a cassette into the cassette holder with the side to be recorded on or played back facing upward.
- 5** Close the cassette holder.
The digital counter displays zero and  appears.



■ Notes on cassettes

- Any standard cassette can be used, but the optional Sony leaderless cassette DC-60 or DC-90 is recommended. The use of the chromium dioxide or metal type of cassette is not advisable.
- Choose a cassette of suitable length. Recording time of each side of these cassettes (at 4.8 cm/s) is as follows:
 - DC-60 Approx. 30 minutes
 - DC-90 Approx. 45 minutes
- We do not recommend the use of cassettes with a running time of longer than 90 minutes.
- The letter A on the Sony cassette is embossed to help you distinguish that side of the cassette in a dimly lit area.

To prevent accidental erasure

When the BM-88 is operated in record mode, previous recordings are automatically erased.

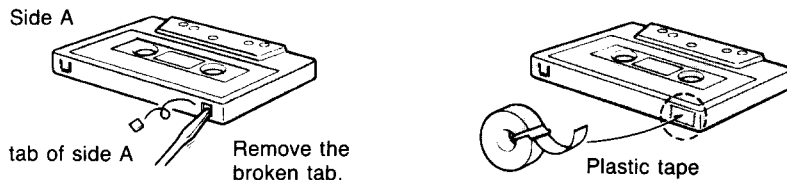
For this reason, cassettes incorporate a safety device to prevent accidental erasure. When the small tabs at the rear of a cassette are broken out, an interlock on the BM-88 will be activated, preventing recording.

To protect side A recording, break out the tab of that side.

For the protection of side B, break out the tab of that side.

When the cassette is installed for telephone recording with the tabs broken out, the TEL REC button does not operate.

When the cassette is installed for dictating with the tabs broken out, recording cannot be attempted, but the alarm sound is heard.

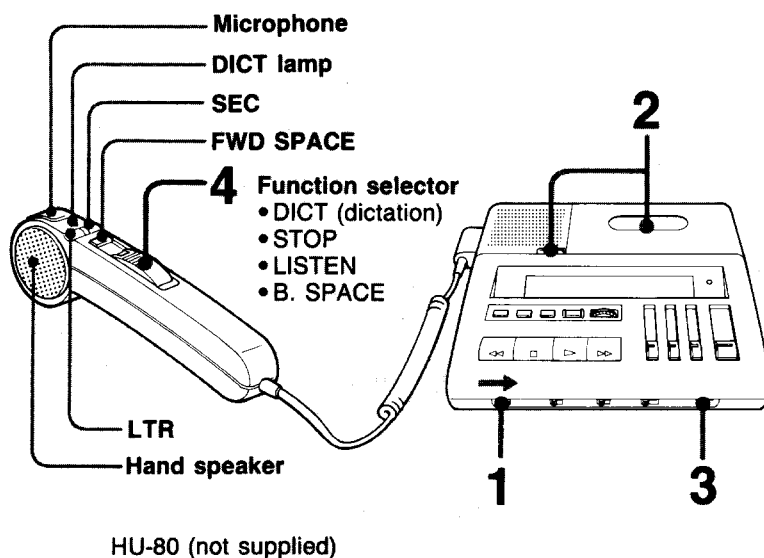


To reuse a cassette for recording after the tabs have been removed, simply cover each slot with a small piece of plastic tape. Do not stick any material on any part of the cassette except the circled portions, as shown.

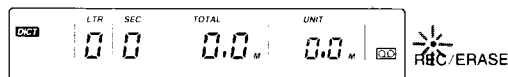
Dictation (BM-88 only)

To use the unit as a dictating machine, connect the HU-80 hand control unit (not supplied). For connection, see page 12.

Operation



- 1 Set **STANDBY/ON** to **ON**.
- 2 Insert a cassette. (See page 11.)
- 3 Set **TAPE SPEED** to the desired tape speed, 4.8 or 2.4 (cm/sec.).
- 4 Set the function selector to **DICT**.
Recording starts. Speak into the microphone.
DICT appears on the display window.
The DICT lamp on the hand control unit lights up and REC/ERASE lamp on the BM-88 blinks when the microphone picks up sound.



To stop the tape

Set the function selector to **STOP**.

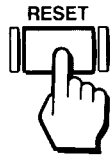
Note

Keep the HU-80 away from the BM-88 during recording. If not, noise may be recorded.

Digital Counter

The number of instructions recorded increases by one every time SEC is pressed. When the SEC button is pressed, the number blinks for about 3 seconds and then stops blinking.

Time counter: Total recorded time of dictation in minutes



To switch the counter to time or tape indication, keep the RESET button pressed for more than two seconds.

Tape counter: Numerical reference for recording and listening.

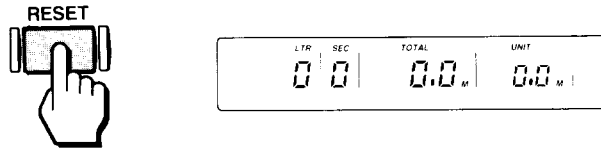


The number of documents recorded increases by one every time LTR is pressed. When the LTR button is pressed, the number blinks for about 3 seconds and then stops blinking.

Recorded time of each document in minutes

■ To set the digital counter to zero

We recommend that you press the RESET button before starting dictation. Keep the RESET button pressed for more than 0.5 second to reset the LTR (document), SEC (special instruction), TOTAL (time/tape) and UNIT (time) counters to zero.



■ To reset the TOTAL (time/tape) counter to zero tape counter

When the RESET button is pressed for more than 2 seconds in the tape stop mode, the TOTAL (time/tape) counter changes to 000 and functions as a tape counter.



■ To reset the TOTAL (time/tape) counter to zero time counter

Keep the RESET button pressed for more than 2 seconds.



The TOTAL (time/tape) counter and the UNIT time counter indicate the approximate time of the recorded material.

Notes

- The time counters are normally within plus or minus two minutes of the actual time when using a DC-90 cassette.
- In case a cassette other than DC-60 and DC-90 is used, the time counter reading may differ to a larger extent from the actual time.
- The tape counter is switched to the time counter when the SCAN button is pressed.
- The numbers on the digital counter are memorized even when the STANDBY/ON switch is turned off.

Convenient Functions

■ To record LTR (letter) and SEC (secretary) signals

You can record electronic index signals on the tape while the unit is set in recording (dictation), telephone recording, stop or playback (with the HU-80) mode.

LTR (letter = end of document) signal: Record at the end of each document.

SEC (secretary = special instructions to secretary) signal: Record before giving instructions to the secretary.

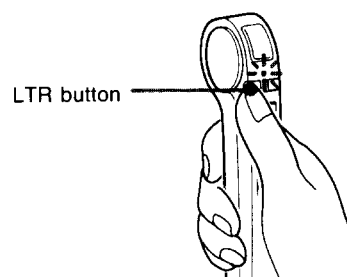
When the AUTO STOP function (page 10) is activated (AUTO STOP: ON), the tape automatically stops at each index signal when it is rewound, rapidly advanced or scanned. Documents and instructions can be located without the user's having to listen to the entire tape.

Before dictating, press RESET to reset the counters to zero.

To record the LTR signal

Press LTR on the HU-80.

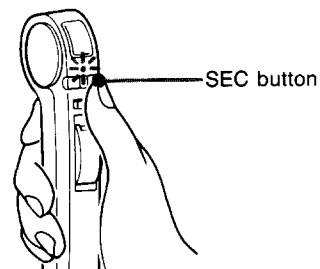
Each time the button is pressed, the number on the LTR (document) counter increases by one. The number of the UNIT counter is cleared. (0.0 M)



To record the SEC signal

Press SEC on the HU-80.

Each time the button is pressed, the number on the SEC (special instruction) counter increases by one.



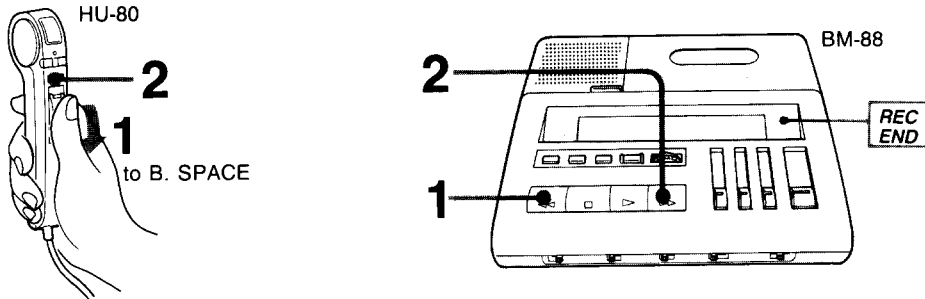
When the LTR or SEC signal is recorded, the number on the counter blinks and then lights up. Up to nine signals each can be recorded on each side of a cassette. If more than nine signals are recorded, "E" appears in the counter display.

Notes

- The LTR or the SEC signal should be recorded with the intervals of more than 6 seconds.
- Playback sound is muted when either the LTR or SEC button is pressed.
- If either the LTR or SEC button is pressed while turning on the SPEED CONTROL selector, the tape will run at normal tape speed.
- While playing back, if either the LTR or SEC button is pressed to record the index signal on the previously recorded LTR or SEC signal by mistake, a beep tone is heard and the index signal cannot be recorded.

■ Record-end function

You can easily find the end of the last recorded segment on the tape. This function enables you to continue recording from the point where you left off.



- 1 Rewind the tape a little.
- 2 Press ►► FF (FWD SPACE).

The tape will rapidly advance and stop at the end of the last recorded segment. At the end of the last recording, a long beep tone is heard and REC END blinks for approx. 3 seconds on the display window and then, disappears.

If the unit is set in record mode by mistake, immediately stop the recording. The record-end function does not operate if the recorded material is shorter than a second.

- Once the cassette is ejected or the STANDBY/ON switch is set to STANDBY, the record-end memory is cleared and the record-end function does not operate.

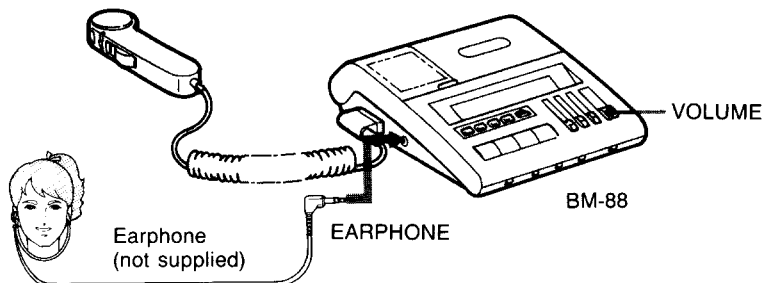
Recording time

Possible recording times of each side of cassettes are as follows.

Cassette	TAPE SPEED selector	
	4.8	2.4
Sony DC-60	30 minutes	60 minutes
Sony DC-90	45 minutes	90 minutes

■ Monitoring while dictating

The recording can be monitored through earphones. Connect a Sony DE-35, DE-36 or MDR-U10M earphones (not supplied) to the EARPHONE jack located on the left side of the unit. Adjust VOLUME if required.

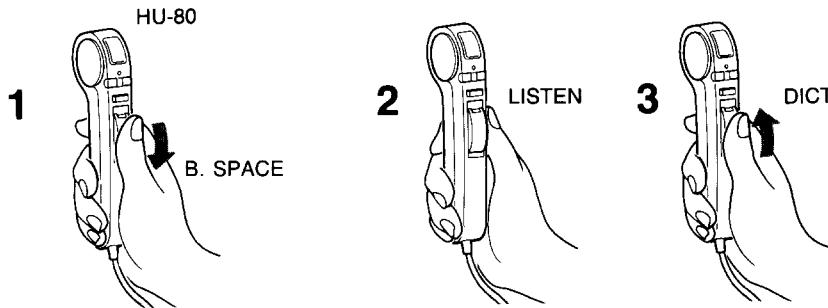


Dictation (BM-88 only)

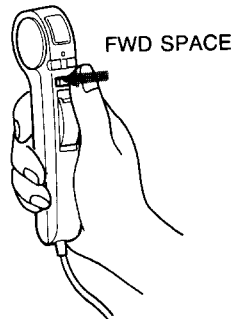
■ Quick reviewing (playback)/correcting the dictated material

You can easily listen to the dictated material and correct it if required.

- 1 Keep the function selector of the HU-80 pressed down toward B. SPACE to rewind the tape.
- 2 Release the selector. Playback of the dictation begins.
- 3 When the reviewing is completed, set the function selector to DICT to proceed with the dictation.



For fast winding of the tape, keep the FWD SPACE button of the HU-80 pressed until the desired portion is reached.



■ When you have finished dictating

Hand the cassette to your secretary without rewinding the tape.

Tips for More Efficient Dictation

Before you start dictation

- Organize your thoughts.
- Make notes or an outline of what you want to dictate.
- Check that the cassette is erased. (See page 2.)

When you dictate

- Identify yourself. (Name, department, phone number)
- Indicate the type of dictation. (Memo, letter, etc.)
- Give transcribing instructions. (Type of stationery, number of copies and who they are for, envelopes, etc.)
- Specify distribution (Names, addresses, etc.)

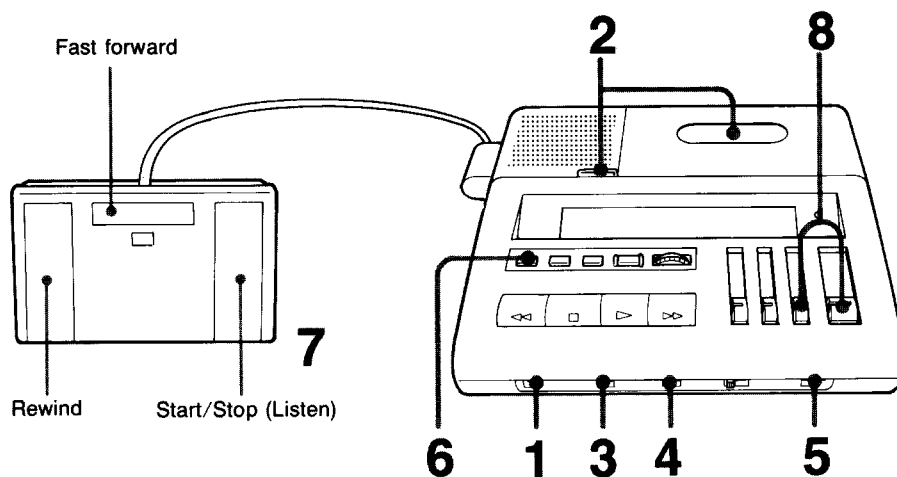
During dictation

- Relax and speak clearly, at normal speed.
- Short sentences are best.
- Include punctuation.
- Spell difficult or unusual words.
- Correct your mistakes. (Review and re dictate, or use SEC signal to alert the transcriptionist of changes or corrections.)
- At the end of each document, record an LTR signal.

Transcription (BM-77/BM-88)

To use the unit as a transcribing machine, connect the FS-75 foot control unit (not supplied).
For connection, see page 22.

Operation



- 1** Set **STANDBY/ON** to **ON**.
- 2** Insert a **cassette**. (See page 19.)
- 3** Set **SPEAKER** to **BUILT-IN**. (BM-88 only)
- 4** Set **AUTO STOP** to **OFF**. (See page 21.)
- 5** Set **TAPE SPEED** to the same tape speed as that used for recording (dictation).

To stop the tape
Release the pedal.

To rewind the tape
Keep the left side of the FS-75 pedal depressed.

To rapidly advance the tape
Keep the center top of the FS-75 pedal depressed.

6 To check the recorded material by using the SCAN function:

Press SCAN for a second.

SCAN and REMAINING appear on the display and the tape starts to be rewound.

When the tape reaches the beginning of the dictated material, a beep tone is heard and the unit automatically shuts off. When the tape is completely rewound, the total dictated time and the recorded time of the first document are displayed. The numbers of documents and special instructions recorded on the tape are also displayed on the display.



While REMAINING is displayed, the numbers on the display window indicate the amount of tape left. This is convenient to know the remaining amount of dictation when transcribing.

While REMAINING is displayed, dictating, telephone recording and recording of LTR and SEC signals cannot be performed.

Press RESET or the eject button. REMAINING will disappear.

When the tape reaches the tape top, this mark blinks while a long beep tone is heard and then lights up.

The above example of the counter indicates that the cassette has 2 documents and 3 special instructions. Total recorded time of the dictation is approx. 5.4 minutes and the recorded time of the first document is approx. 2.1 minutes.

Notes

- To stop scanning, press STOP.
- When the AUTO STOP switch is set to ON, the tape automatically stops at each electronic index signal previously recorded on the tape while scanning. This is convenient to locate the beginning of each document or special instruction.
- To restart scanning after it is stopped at the electronic index signal, press the SCAN or REW button.

7 Keep the right side of the FS-75 pedal depressed to listen to the tape.

8 Adjust VOLUME and TONE.

As to the display window, refer to page 22.

Notes on the time counter

While REMAINING is displayed (in scanning mode or in rewind mode after scanning) and the unit is stopped automatically when the LTR signal is detected, the number on the UNIT counter will be reset to 0.0 M after blinking for about 3 seconds to read the amount of the document.

Scan-top function

When the tape is advanced rapidly (in fast forward mode after scanning) while REMAINING is displayed, the tape will stop automatically at the portion from which the scanning was started. In this case, a beep tone is heard and the — (minus) mark on the TOTAL counter blinks for about 3 seconds and then stops blinking.

Convenient Functions

■ AUTO STOP function

With the AUTO STOP function, recorded documents and instructions can be located without the user's having to listen to the entire tape.

This function activates only in rewind, fast forward or scanning mode.

When the AUTO STOP switch is set to ON, the tape automatically stops at each electronic index signal previously recorded on the tape. (See "To record LTR and SEC signals" on page 16.)

When an LTR signal is detected, the LTR document counter number increases or decreases and blinks for approximately 3 seconds, and a beep tone is heard. The tape stops automatically. The UNIT counter is set to 0.0 M or indicates the recorded time of the next document.

When the SEC signal is detected, the special instruction counter number increases or decreases and blinks for approximately 3 seconds, and a beep tone is heard. The tape stops automatically.

When the AUTO STOP switch is set to OFF, the numbers on the LTR (document) and SEC (special instruction) counters increase or decrease and blink when an LTR or SEC signal is detected, but the tape does not stop.

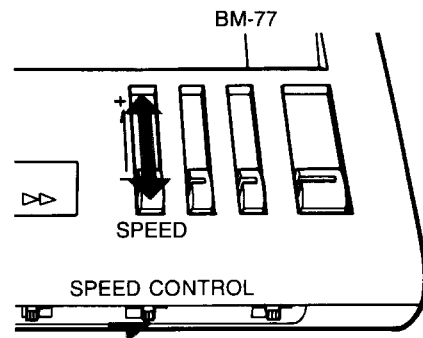
Note

The tape does not stop at the LTR or the SEC signal even if the AUTO STOP switch is set to ON while the FF or REW button is continuously depressed.

■ Speed control (BM-77)

Set the SPEED CONTROL selector* to ON to adjust the SPEED control. The tape can be played back at a speed faster than normal. Set the SPEED CONTROL selector to OFF to transcribe the dictated material at the normal speed.

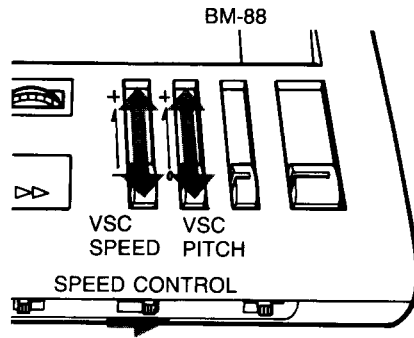
* Tape speed can be changed in the range or approximately -20% to +80% with the use of the SPEED control.



■ **VSC (Variable Speech Control) (BM-88)**

The tape can be played back at a speed faster than normal without distorting the voice. Set the SPEED CONTROL selector* to VSC and adjust both the SPEED and PITCH controls. Set the SPEED CONTROL selector to ON to adjust the SPEED control only.

When the SPEED CONTROL switch is set to OFF, the tape moves at the normal speed regardless of the position of the SPEED and PITCH controls.



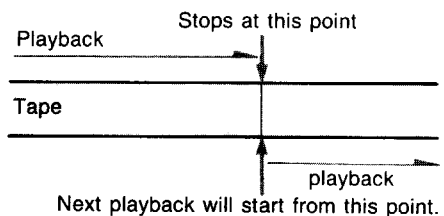
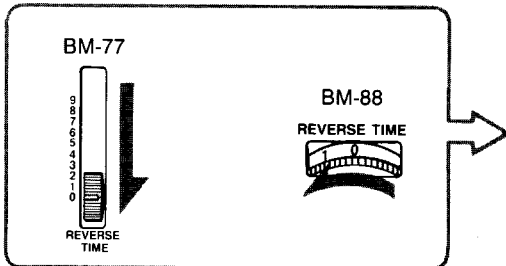
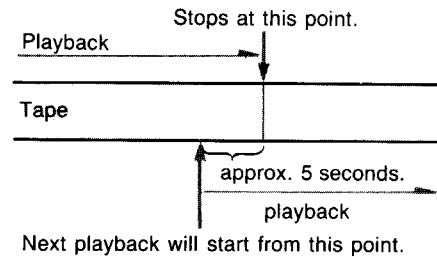
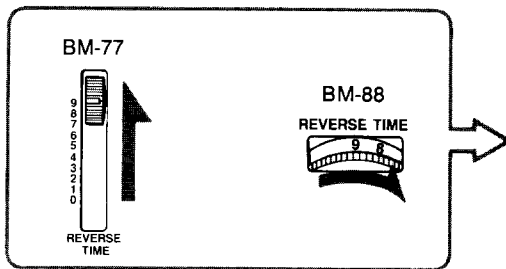
* Tape speed can be changed in the range or approximately -20% to +80% with the use of the SPEED control.

■ **Auto backspace function**

This control operates only when the FS-75 foot control unit is connected.

With the use of the REVERSE TIME control, the tape is rewound a little each time it is stopped. Then, the last few recorded words can be reviewed when you resume listening. Adjust the REVERSE TIME control to determine the length of tape to be rewound.

At '9' position, the tape is rewound so that the dictated material can be reviewed for about 5 seconds. At '0' position, the tape stops without being rewound at all.



Set the REVERSE TIME control to the desired position and keep the right side of the pedal depressed to listen to the tape.

■ Tape transport operation

	BM-77 BM-88	HU-80 (for BM-88 only)	FS-75
Rewind	Press ◀◀ REW.	Keep the function selector pressed down toward B. SPACE.	Keep the left side of the pedal depressed.
Stop	Press ■ STOP.	Set the function selector to STOP.	Release the pedal.
Listen	Press ▶▶ LISTEN.	Set the function selector to LISTEN.	Keep the right side of the pedal depressed.
Fast forward	Press ▶▶▶ FF.	Keep the FWD SPACE button pressed.	Keep the top center of the pedal depressed.

Notes

- When a button is pressed while detecting the index signal during playback, the switching time of the operation modes may be delayed.
- When a music cassette or a monaural cassette is played back or wound rapidly (in fast forward or rewind mode), the switching time of the operation modes may be delayed. In this case, set the unit to the Electronic "Index OFF" mode. (See page 10).

■ Private listening

Connect a Sony DE-35, DE-36 or MDR-U10M earphones (not supplied) to the EARPHONE jack.

The sound will be heard through the earphones and speaker sound will be disconnected.

■ Selecting the speaker (BM-88 only)

You can listen to the dictated material through the built-in speaker or the speaker on the HU-80 by switching the SPEAKER selector to BUILT-IN or HAND.



Notes

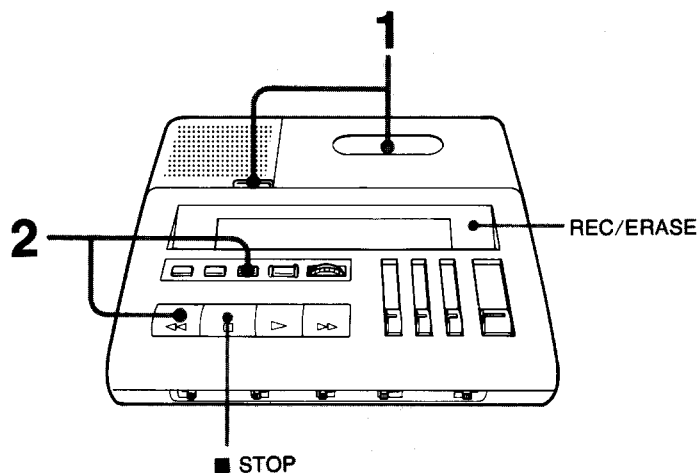
- E-INDEX signal of the Sony conventional models BM-12, BM-17, BM-18 and so on corresponds to the LTR signal of the models BM-77 and BM-88.
- LTR/SEC signals and E-INDEX signal do not correspond to the cue signals used for consumer type tape recorder.

Tips on Transcription

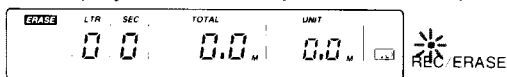
- **Before typing**, check the recorded time of the dictation and the number of LTR and SEC signals recorded on the cassette using the SCAN function.
- Erase the tape when transcription is finished.

Erasing

The recording can be erased rapidly.



- 1 Insert the cassette with the side to be erased up.**
Be sure not to rewind the tape after transcribing. The end portion of the dictated material to be erased should be positioned at the recording head.
- 2 Keep ERASE pressed and then press ◀◀ REW.**
The REC/ERASE lamp lights up (BM-88 only) and ERASE appears on the display window. The portion of the tape being rewound is erased.
















To stop the tape
Press ■ STOP.

For easier and quicker erasure of the entire cassette, use Sony BE-9H cassette eraser (not supplied).

Alarm System

An alarm sounds and an indication appears on the display window in the following situations.

Alarm system	Situation	To release alarm system
When you press a button,   Blinks.	<ul style="list-style-type: none"> • No cassette is inserted. • The cassette's safety tabs have been removed. 	First, release the button, then <ul style="list-style-type: none"> • Insert a cassette. • Insert a new cassette or cover the safety slot.
The unit shuts off.   Blinks.	End of tape The tape is torn	Rewind the tape. Insert a new cassette.
When you press a button,   Blinks.	When you attempt to record while REMAINING is displayed. (BM-88 only)	Clear the REMAINING mark by pressing the RESET or eject button.
While recording,   Blinks.	Approx. 3 minutes before the end of tape while recording. (BM-88 only)	Press ► LISTEN to stop alarm sound. Stop recording and insert a new cassette.
The unit shuts off during FF mode.   Blinks.	End of recording. (BM-88 only)	The REC END disappears and alarm stops automatically when about 3 seconds have passed.
"E" appears.	The number of LTR or SEC signal exceeds 9.	Do not press LTR or SEC button more than 9 times.

Alarm system	Situation	To release alarm system
<p>The unit shuts off during FF mode. The — (minus) mark on the TOTAL counter blinks.</p> 	<p>While REMAINING is displayed, the unit is rapidly advanced and automatically stopped at the portion from which the scanning was started.</p>	<p>The minus mark stops blinking and lights up automatically when about 3 seconds have passed.</p>
<p>The unit shuts off.</p>  <p>Number of LTR or SEC blinks.</p>	<p>Either LTR or SEC are detected while the tape is wound rapidly (in fast forward, rewind or scanning mode) and the AUTO STOP switch is set to ON.</p>	<p>The number of LTR or SEC stops blinking and lights up automatically when about 3 seconds have passed.</p>
<p>Either the LTR or SEC buttons are pressed while playing back the tape,</p> 	<p>Either the LTR or SEC signals are detected on the tape. (BM-88 only)</p>	<p>Release the button. Play back the tape continuously for more than 6 seconds and then, press the button again.</p>

Examples of Dictation and Transcription

Example of Dictation (BM-88 only)

Set the function selector of the HU-80 to DICT.



Press SEC.

"This is a letter. Type it up and send it by express."

"Today's date is August 17, 1990.
This letter is for Mr. Alan R. Jefferson
Pyrene House, Sunbury on Thames,
Middlesex, TW16 7AT, U.K."

Dear Sir,
We received your order for"



Press SEC.

"under line
POI-L-5049-D3581", "quantity 270,000 today.
Shipment can be made within two weeks by Air.
Please accept our thanks for your order.
Faithfully yours,
John S. Smith
Sales Manager
U.K.G. Ltd."



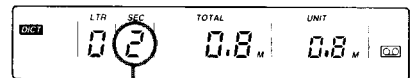
Press LTR.



Set the function selector of the HU-80 to STOP.

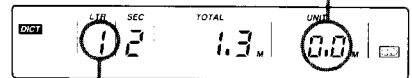


Blinks for approx. 3 seconds and stops blinking.



Blinks for approx. 3 seconds and stops blinking.

This number is reset to 0.0 when the LTR button is pressed and increases until the LTR button is pressed again.



Blinks for approx. 3 seconds and stops blinking

Example of Transcription

Insert the cassette.



Set AUTO STOP to OFF.



Press SCAN.

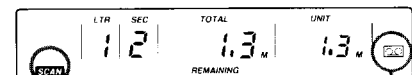
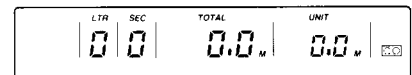
The unit automatically shuts off when the tape reaches the tape top.


The counter indicates the total amount of dictation.



Keep the right side of the FS-75 pedal depressed.

Tape playback starts.



When the tape reaches the beginning, SCAN disappears and the  blinks for about 3 seconds and then stops blinking.



Blinks for approx. 3 seconds and stops blinking.

LTR	SEC	TOTAL	UNIT
1	1	1.3	1.3

August 17, 1990

Mr. Alan R. Jefferson
Pyrene House, Sunbury on Thames,
Middlesex, TW16 7AT, U.K.

Blinks for about 3 seconds and then stops blinking.

LTR	SEC	TOTAL	UNIT
1	0	0.5	0.5

Dear Sir,

We received your order for POI-L-5049-D3581, quantity 270,000 today. Shipment can be made within two weeks by Air.

Please accept our thanks for your order.

Faithfully yours,

John S. Smith
Sales Manager
U.K. G. Ltd.

LTR	SEC	TOTAL	UNIT
0	0	0.0	0.0

Blinks for approx. 3 seconds and stops blinking.

Displays the recorded time of the next document each time the number on the LTR counter decreases.

JSS/hh



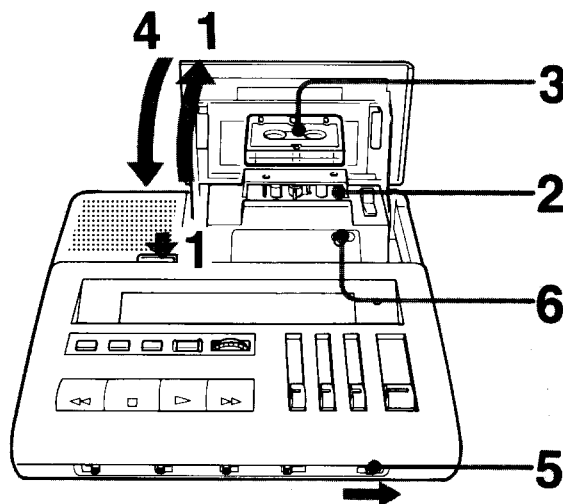
Stop the tape when the transcription is finished.

If desired, keep ERASE pressed and then, press ◀ REW to erase the cassette.

Other Convenient Functions

Transcribing a Microcassette

With Sony MA-50 microcassette adaptor (not supplied), transcription from a microcassette is possible.



- 1** Press the eject button to open the cassette compartment and press the cassette holder in the direction of the arrow to further open the compartment.
- 2** Install the MA-50 microcassette adaptor in the cassette compartment.
For details, refer to the instruction manual of the MA-50.
- 3** Insert a microcassette in the MA-50.
- 4** Close the cassette holder firmly toward the MA-50.
- 5** Set TAPE SPEED of the BM-77/BM-88 to 4.8.
- 6** Set the tape speed of the MA-50 to 2.4 or 1.2.
Turn on the MA-50.

While using the MA-50, the counters do not work.

When the MA-50 is not used

Remove it.

To remove the MA-50

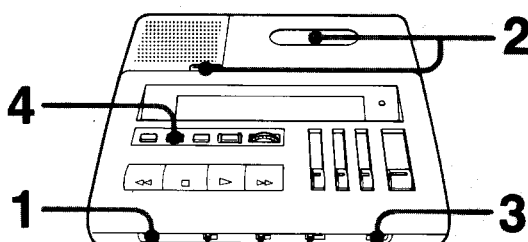
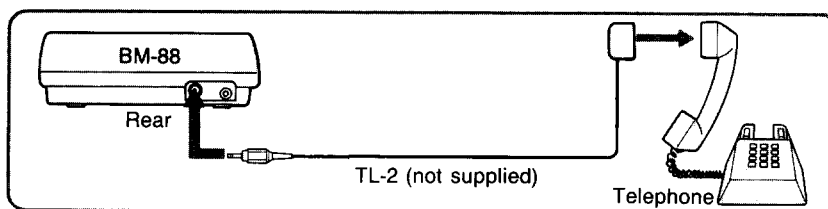
Lift it up.

Notes

- Turn off the MA-50 when it is inserted or removed from the unit, or when the microcassette is wound rapidly (in fast forward or rewind mode).
- As to the insertion and removal of microcassette, refer to the instruction manual of the MA-50.

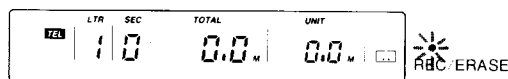
Telephone Recording (BM-88 only)

To record telephone conversation, connect the optional TL-2 message coupler* to the TELEPHONE PICKUP jack. For further details, refer to the instruction manual of the message coupler.



* The TL-2 message coupler cannot be used on some telephones.

- 1** Set **STANDBY/ON** to **ON**.
- 2** Insert a cassette.
- 3** Set **TAPE SPEED** to the desired tape speed.
- 4** Keep **TEL REC** pressed for more than a second.
Telephone recording begins. REC/ERASE lamp flickers and TEL appears on the display window.



To stop the tape
Press ■ **STOP**.

At the beginning of telephone recording
LTR signal is automatically recorded.

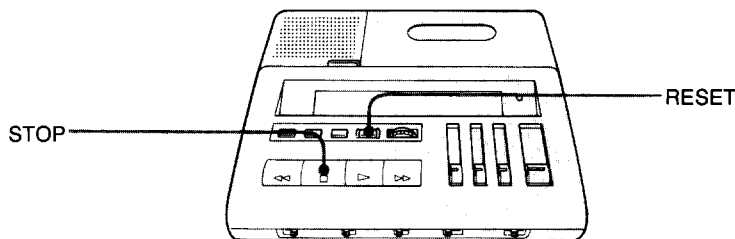
While the LTR signal is being recorded (for about 3 seconds), the unit cannot be stopped even though **STOP** button is pressed.

During telephone recording
Only the LTR, SEC and **STOP** buttons are operative.

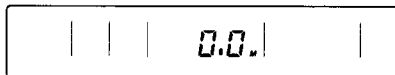
Other Convenient Functions

Transcribing a cassette recorded with a dictator other than Sony's

If you transcribe a cassette which was not recorded using a Sony Professional Dictating Machine, set the unit to the Electronic "Index OFF" mode.



In the tape stop mode, keep both RESET and STOP pressed for more than 2 seconds. Only the TOTAL counter is displayed and the number is reset to "0". The unit is in the Electronic "Index OFF" mode.



■ To return the unit to the Electronic "Index ON" mode

Change the mode by following the procedure above.

■ To switch the counter to time or tape indication

See page 33.

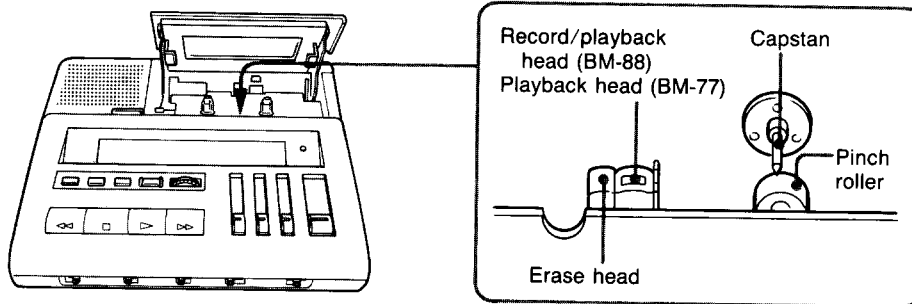
Notes

- In the Electronic "Index OFF" mode
 - the LTR or the SEC signal is not recorded even if you press the LTR or SEC button.
 - the AUTO STOP function does not work even if the AUTO STOP switch is set to "ON".
- If you play back in the Electronic "Index ON" mode and the cassette is either a music cassette or one which was not recorded using a Sony Professional Dictating Machine (BM-12, 17, 18, 75, 80, 88 etc.), neither the operation buttons, the counters nor the auto backspace function will work correctly.

Maintenance

■ Cleaning the heads

To produce optimum sound, clean the tape heads after every 10 hours of use. First, disconnect the AC power adaptor. Moisten a cotton swab or a soft cloth with alcohol, and wipe the parts shown below.



■ Cleaning the cabinet

Clean the cabinet with a soft cloth slightly moistened with a mild detergent solution. Never use strong solvents, such as thinner or benzene, since they may damage the finish.

Specifications

Recording system	4-track 2-channel monaural (L channel for electronic index signals, R channel for sound signals)
Tape speed	4.8 cm/s ($1\frac{7}{8}$ in./s), 2.4 cm/s ($\frac{15}{16}$ in./s)
Fast winding time	Approx. 2 min. 20 sec. with Sony cassette DC-90
Frequency response	200–5,000 Hz (at 2.4 cm/s) 200–8,000 Hz (at 4.8 cm/s)
Speaker	Approx. 5.7 cm ($2\frac{1}{4}$ inches) dia.
Power output	350 mW (at 10% distortion)
Input	TELEPHONE PICKUP (minijack) (BM-88 only) Sensitivity 0.2 mV Input impedance 10 kohms
Output	EARPHONE (minijack) for 8–300-ohm earphones
CONTROL UNIT connector	for HU-80 or FS-75
Power requirements	9 V DC DC IN 9 V jack accepts the supplied AC power adaptor for use on 120 V AC, 60 Hz
Power consumption	14 W (with the supplied AC power adaptor)
Dimensions	Approx. 200 × 70 × 245 mm (w/h/d) ($7\frac{7}{8}$ × $2\frac{7}{8}$ × $9\frac{3}{4}$ inches) including projecting parts and controls
Weight	Approx. 1.2 kg (2 lb 11 oz)
Supplied accessory	AC power adaptor (1)

Design and specifications subject to change without notice.

Optional Accessories

Hand control unit HU-80
Foot control unit FS-75
Earphone DE-35, DE-36
Headphones MDR-U10M
Message coupler TL-2
Cassette eraser BE-9H
Microcassette adaptor MA-50

Your dealer may not handle some of the above listed optional accessories. Please ask the dealer for detailed information about the optional accessories available in your country.

Troubleshooting Guide

Should any problem occur, conduct the following simple tests to determine whether or not servicing is required. If the problem persists after you have conducted these tests, consult the nearest Sony Dictation Systems dealer.

The unit does not operate.

- The AC power adaptor is not plugged into a wall outlet.
- The STANDBY/ON switch is set to STANDBY.

No sound from the built-in speaker

- The SPEAKER selector is set to HAND. (BM-88)
- The VOLUME control is set in the MIN position.
- An earphone is plugged in.
- The cassette holder is not fully closed when the MA-50 is used.

The tape speed is too fast or too slow.

- The SPEED (BM-77) or VSC SPEED (BM-88) control is set incorrectly.
- The SPEED CONTROL switch is set to ON or VSC (BM-88).

The tape stops in the rewind or fast forward mode and the alarm sounds.

- The AUTO STOP switch is set to ON and a tape with electronic index signal recorded is used.
- The entire tape has been wound.
- The end of recording is reached while the tape is rapidly advanced. (BM-88) (See page 19.)
- The tape stops at the scan-top position while the tape is rapidly advanced and REMAINING is displayed. (See page 24.)

Recording functions (Dict, Erase, Telephone recording, LTR, SEC) do not activate. (BM-88)

- The tape is completely rewound.
- The cassette tabs have been removed.
- REMAINING is displayed on the counter. Press RESET. (Cassette can be erased while REMAINING is displayed.)

Sound drop-outs, loss of high frequency sounds, or excessive noise

- The heads are dirty. See "Maintenance".

Erasing is unsatisfactory.

- The erase head is dirty. See "Maintenance".

The LTR or SEC signal can not be recorded.

- The unit is in the Electronic "Index OFF" mode. (See page 34.)

The LTR, SEC or UNIT counter is not indicated.

- The unit is in the Electronic "Index OFF" mode. (See page 34.)

The LTR, SEC or UNIT counter does not work correctly.

The reverse time of the auto backspace function is not correct.

- A music cassette or a cassette which was not recorded using a Sony Professional Dictating Machine (BM-12, 17, 18, 75, 80, 88 etc.) is played back in the Electronic "Index ON" mode. (See page 37).

The switching time of the operation modes (STOP, LISTEN, FF or REW) is delayed.

- A music cassette or a cassette which was not recorded using a Sony Professional Dictating Machine (BM-12, 17, 18, 75, 80, 88 etc.) is played back in the Electronic "Index ON" mode. (See page 37).
- When a button is pressed while detecting electronic index signal during playback.