

# OLYMPUS®

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-  "CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.
-  L' indication "CE" signifie que ce produit est conforme aux exigences concernant la sécurité, la santé, l'environnement et la protection du consommateur.
-  Das "CE" Zeichen bestätigt die Übereinstimmung mit den Europäischen Bestimmungen für Betriebssicherheit und Umweltschutz.
-  Il marchio "CE" indica che questo prodotto è conforme alle norme della comunità europea per quanto riguarda la sicurezza, la salute, l'ambiente e la protezione del consumatore.
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# OLYMPUS

## DIGITAL VOICE RECORDER

# DS-150

### Operation Manual

To avoid problems during recording, always do a test recording first.

## FOR SAFE AND CORRECT USAGE

Thank you for purchasing the Olympus Digital Voice Recorder DS-150. Before using your new recorder, read this manual carefully to ensure that you know how to operate it safely and correctly. Keep this manual in an easily accessible location for future reference.


- The following symbols indicate important safety related information. To protect yourself and others from personal injury or damage to property, it is essential that you always heed the warnings and information provided.
- The symbols are defined below.


### Warning

This symbol warns of actions which carry a risk of death or serious injury in the event of incorrect operation.







### Caution



This symbol warns of actions which carry a risk of personal injury or physical damage in the event of incorrect operation.



-  This symbol warns of prohibited actions. The prohibited action is clearly explained by a diagram or text.

-  This symbol or diagram indicates required actions.





## BATTERIES


-  Warning  Use only specified batteries with this recorder.
-  Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.
-  Batteries should never be exposed to flame, heated, short-circuited or disassembled.
-  Never mix old and new batteries, or batteries of different types and/or brands. Position the batteries with plus  $\oplus$  and minus  $\ominus$  polarity correctly aligned.
-  Batteries may cause problems such as fluid leakage, heat generation, fire ignition or explosion.
  - Never use any battery with a torn or cracked outer cover.
  - Remove the batteries if you are not going to use the recorder for an extended period of time.
  - When a battery is depleted, insulate it by covering the contacts with strips of tape and dispose of it according to local regulations.


-  Warning  Keep batteries out of the reach of children. Small children may put a battery in their mouths or swallow it. Should a child swallow a battery, contact a physician immediately.

-  Warning  If you notice anything unusual when using this product such as abnormal noise, heat, smoke, or a burning odor:
  - ① remove the batteries immediately while being careful not to burn yourself, and;
  - ② call your dealer or local Olympus representative for servicing. Continued use of the product under these circumstances could result in electric shock, fire or injury.


## AC Adapter

-  Warning  Do not attempt to disassemble, repair or modify the AC adapter in any way. Doing so could result in electric shock or injury.
-  Warning  Keep foreign objects including water, metal, or flammable substances from getting inside the product. These could cause a fire or electric shock.

 **Warning** ⓧ Do not use the AC adapter in the vicinity of flammable gas (including gasoline, benzene and lacquer thinner).  
Doing so could result in an explosion, fire or electric shock.


 **Warning** ⓧ If the internal parts of the AC adapter are exposed because it has been dropped or otherwise damaged:

- ① do not touch any of the exposed parts;
- ② immediately disconnect the power supply plug from the power outlet, and;
- ③ call your dealer or local Olympus representative for servicing. Continued use of the AC adapter under these circumstances could result in electric shock, fire or injury.

 **Warning** ⓧ If the AC adapter is dropped in water, or if water, metal, flammable substances or other foreign objects get inside it:


- ① immediately disconnect the power supply plug from the power outlet, and;
- ② call your dealer or local Olympus representative for servicing.


Continued use of the AC adapter under these circumstances could result in electric shock, fire or injury.

 **Warning** ⓧ If you notice anything unusual when using the AC adapter such as abnormal noise, heat, smoke, or a burning odor:

- ① immediately disconnect the power supply plug from the power outlet while being careful not to burn yourself, and;
- ② call your dealer or local Olympus representative for servicing.

Continued use of the AC adapter under these circumstances could result in electric shock, fire or injury.


 **Caution** ⓧ Do not moisten the AC adapter or touch it with a wet hand.  
This could cause an electric shock.


 **Caution** ⓧ Use only the correct power supply voltage as indicated on the adapter.

- ⓧ Do not insert a dusty or dirty power supply plug into a power outlet.
- ⓧ Make sure the power supply plug is fully inserted into the power outlet.
- ⓧ When the AC adapter is not in use, disconnect the power supply plug from the power outlet.
- ⓧ Do not damage the power cord.
  - Do not disconnect the power supply plug from the power outlet by pulling on the cord.
  - Do not place a heavy object on the power cord.
  - Keep the power cord away from heating equipment.
  - Do not bend or pull the power cord with excessive force.


This could cause a fire or electric shock.

## RECORDER


 **Warning** ⓧ Do not attempt to disassemble, repair or modify the recorder in any way.  
This could cause a fire or injury.

 **Warning** ⓧ Do not increase the volume level before starting operation.  
If the volume is too high, you may get ringing in your ears or impair your hearing.

- ⓧ Never use this recorder while riding a bicycle or operating a motor vehicle.


 **Warning** ⓧ Keep this recorder out of the reach of children.  
When using this recorder with children nearby, be extra careful not to leave the recorder unattended. Children cannot understand the safety warnings and cautions. Other potential dangers include:

- strangulation by putting the earphone cord around the neck;
- injury or electric shock accident due to incorrect operation.

 **Warning** ⓧ If the recorder is dropped in water, or if water, metal, flammable substances or other foreign objects get inside it:

- ① immediately remove the batteries or disconnect the Ac adapter's power supply plug from the power outlet, and;
- ② call your dealer or local Olympus representative for servicing.

Continued use of the recorder under these circumstances could result in electric shock or fire.

 **Warning** ⓧ Do not use the recorder where use of this type of equipment is prohibited such as in the airplane and hospital. Doing so could cause electronic equipment and medical electric equipment to malfunction. In case you have to use the recorder in an medical establishment, please follow the instructions from each establishment.

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## PRODUCT OVERVIEW

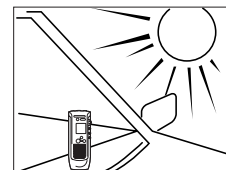
### MAIN FEATURES

This recorder has the following features.

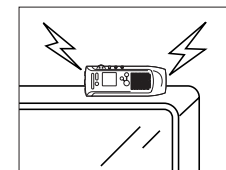
- ◆ This digital voice recorder converts voice to digital data, applies high-efficiency compression, and records the compressed data in flash memory.
- ◆ Two recording modes can be selected; the standard play (SP) mode allows recording of about 75 minutes (1 message continuous recording) of voice data which can later be used in dictation, and the long play (LP) mode allows long recording of about 160 minutes\* (1 message continuous recording).
- ◆ Overwrite recording, insertion recording and partial erasure functions make it easy to correct and edit recordings.
- ◆ Two folders (99 messages/folder) are available for different kinds of recording.
- ◆ The Variable Control Voice Actuator (VCVA) function saves memory space.
- ◆ The LCD panel includes a dot matrix display and clearly displays message numbers, a real-time counter, time remaining, current time and date, operating mode, warnings and other information.
- ◆ A PC transfer accessory is available for transferring recorded voice data to a PC. In combination with IBM's Via Voice voice recognition software (optionally available, but provided if you have bought the DS-150 Via Voice kit), the voice data can be accurately converted text.

\*The recording time available may be shorter than specified if a large number of short recordings are made. (Use the remaining time and recorded time only as references.)

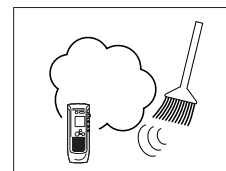
### GENERAL PRECAUTIONS



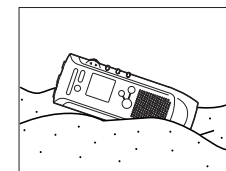
- ⊘ Do not leave the recorder in hot, humid locations such as inside a closed automobile under direct sunlight or on the beach in the summer.



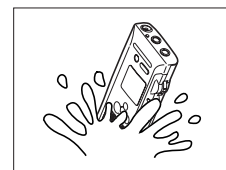
- ⊘ Do not place the recorder on top of or near electric appliances such as TVs or refrigerators.



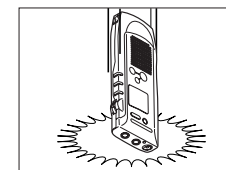
- ⊘ Do not store the recorder in places exposed to excessive moisture or dust.



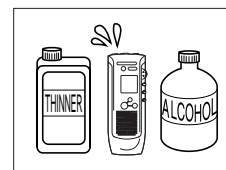
- ⊘ Avoid sand or dirt. These can cause irreparable damage.



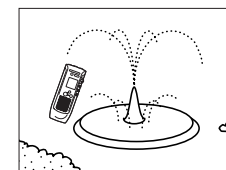
- ⊘ Immediately wipe off any moisture with a dry cloth. Salt water in particular should be avoided.



- ⊘ Avoid strong vibrations or shocks.



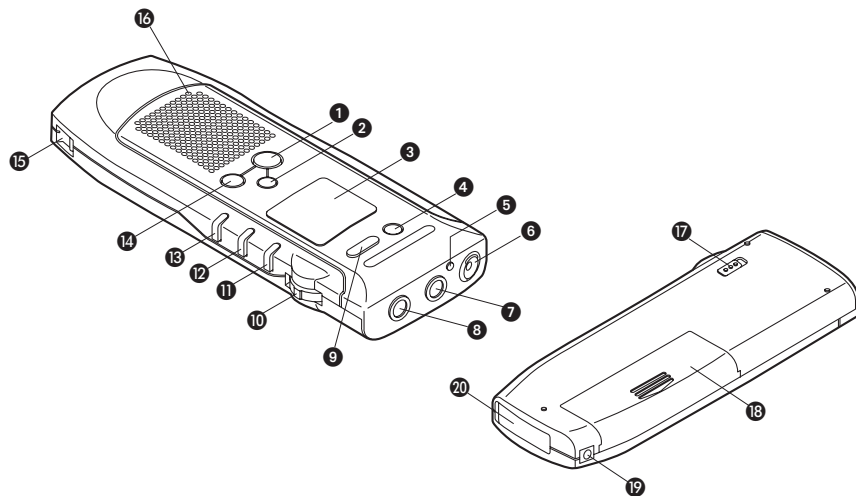
- ⊘ Do not use organic solvents such as alcohol and lacquer thinner to clean the unit.



- ⊘ Do not operate the recorder in places exposed to excessive moisture.

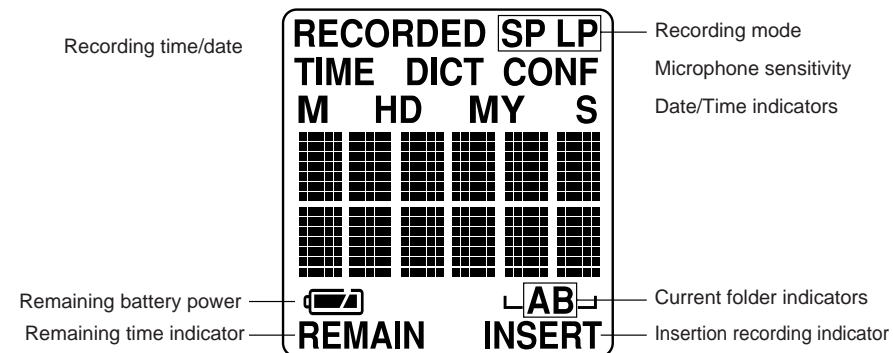
## BEFORE RECORDING

### NAMES OF PARTS

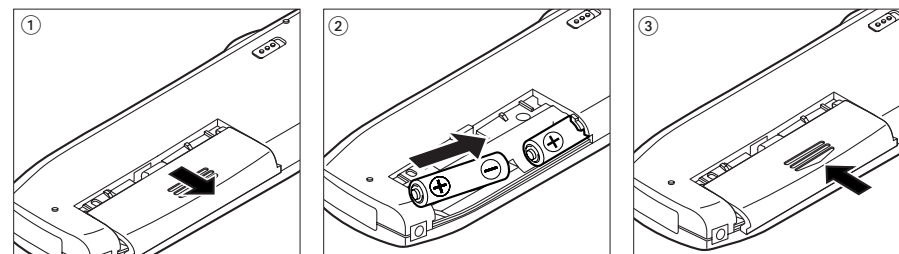


- |                                      |                                |                                |
|--------------------------------------|--------------------------------|--------------------------------|
| ① REC (Record) button                | ⑧ MIC (Microphone) jack        | ⑮ Strap hook                   |
| ② INDEX/FOLDER button                | ⑨ SP DICT button               | ⑯ Speaker                      |
| ③ LCD (Liquid Crystal Display) panel | ⑩ MENU switch, up/down control | ⑰ HOLD switch                  |
| ④ ERASE button                       | ⑪ Play (▶) button              | ⑱ Battery cover                |
| ⑤ Indicator LED                      | ⑫ Fast Reverse (⏮) button      | ⑲ Power jack                   |
| ⑥ Microphone                         | ⑬ Fast Forward (⏭) button      | ⑳ PC I/F (interface) connector |
| ⑦ EAR (Earphone) jack                | ⑭ STOP button                  |                                |

### LIQUID CRYSTAL DISPLAY (LCD)



### INSTALLING THE BATTERIES



① Slide the battery cover ⑱ in the direction of the arrow to open it.

② Place an "AAA"-size (LR06, R06 or SUM-4) battery in the lower position then place another on top.

③ Make sure that the polarity of each battery is correctly aligned as indicated, then slide the battery cover completely closed.

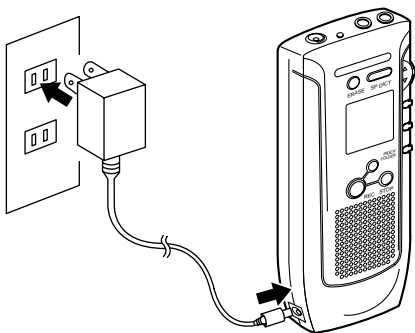
## REPLACING THE BATTERIES


When  starts blinking on the LCD panel, replace the batteries as soon as possible.

If [BATT] and  light on the LCD panel, operation will stop. Replace the batteries immediately.

If the recorder does not function normally after the batteries have been replaced, see "RESET" on page 32.




## USING THE AC ADAPTER



Plug the optional AC adapter into a household power outlet and connect the power plug to the recorder's power connector (DC 3 V)  as shown in the illustration. Do not connect the AC adapter to the recorder during recording. Always stop recording before connection. Otherwise it may not be possible to play back the voice data being recorded.



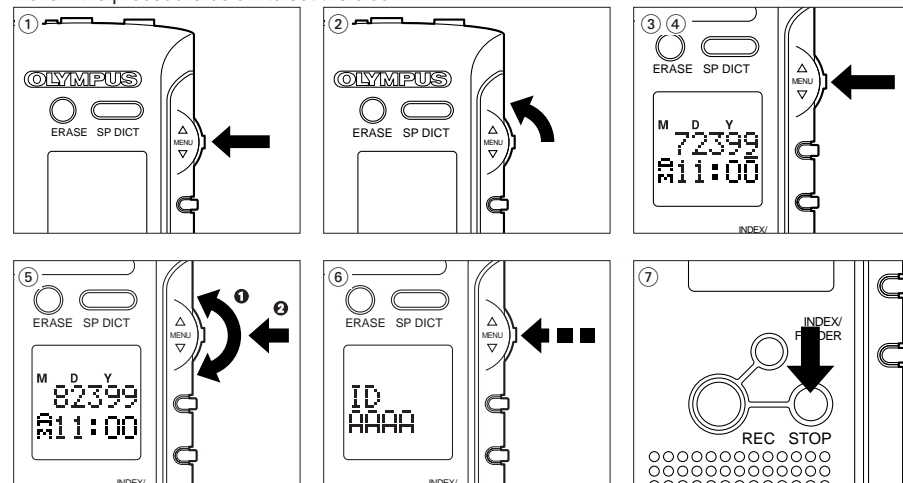
Warning





-  Misuse of the AC adapter can result in damage, fire or electric shock. Always use the dedicated AC adapter. Never use an adapter with different polarity or output voltage.
-  Stop the recorder before disconnecting the AC adapter.
-  When not using the recorder, always disconnect the AC adapter from the power outlet.

## SETTING THE CLOCK AND ID NUMBER

Once the clock and the user's ID number have been set, the user ID of the person creating the message and the time of the day are automatically recorded in the message header. To ease management of recorded messages, it is recommended that the clock and a 4-digit ID number be set beforehand.

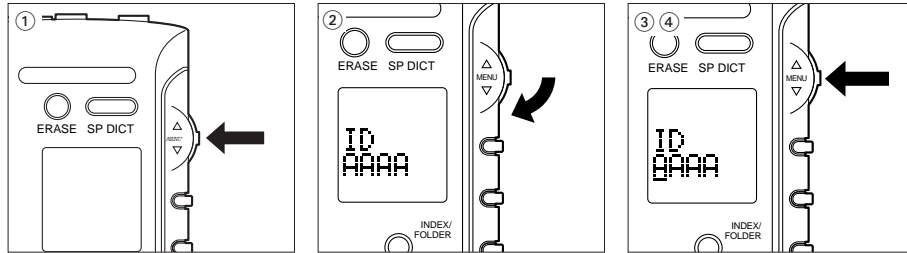
Follow the procedure below to set the clock:



- ① In the Stop mode, press and hold the MENU switch  for at least 2 seconds. The menu will be displayed on the LCD panel .
- ② Turn the MENU switch's up/down control  in the up direction within 4 seconds to display the [Date] and [Time].
- ③ Press the MENU switch again. The cursor will blink in the year position.
- ④ Press the MENU switch's up/down control to change [Year].
- ⑤ When the correct year is displayed, press the MENU switch. The blinking cursor moves to the [Month] position.
- ⑥ Follow the same procedure to set [Day], [Hour] and [Minute]. When the clock setting is completed, press the MENU switch to enter the ID number setting mode. (To set only the ID number, see page 14.)
- ⑦ If ID number setting is not required, press the STOP button  instead of the MENU switch after clock setting. This completes menu setting and restores the Stop mode. (When the STOP button is pressed, the clock starts counting seconds.)

\*All settings are automatically canceled after three minutes if no further operation takes place.

Follow the procedure below to set the user ID number:

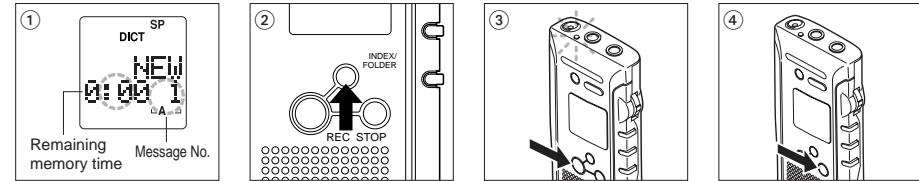


- ① In the Stop mode, press and hold the MENU switch ⑩ for at least 2 seconds. The menu will be displayed on the LCD panel ⑨.
- ② twice the MENU switch's up/down control in the down direction to display [ID AAA] (when in the initial setting). The cursor will start blinking at the first digit's position.
- ③ Turn the MENU switch's up/down control in the up direction to change the character displayed: [A] → [B] → [C] …… [X] → [Y] → [Z] → [0] → [1] → [2] → …… [7] → [8] → [9] → [A] → [B] ……
- ④ When the desired character is displayed, press the MENU switch to set it. The blinking cursor moves to the next position.
- ⑤ Follow the same procedure to set each character. When ID setting is complete, press the MENU switch to enter the Format mode. (See page 31.)
- ⑥ Pressing the STOP button instead of the MENU switch after ID setting ends menu setting and restores the Stop mode.

\*If the Format mode is entered in ⑤ but you do not need to format the built-in memory, press the STOP button. This ends menu setting and restores the Stop mode.

## BASIC OPERATION

### RECORDING

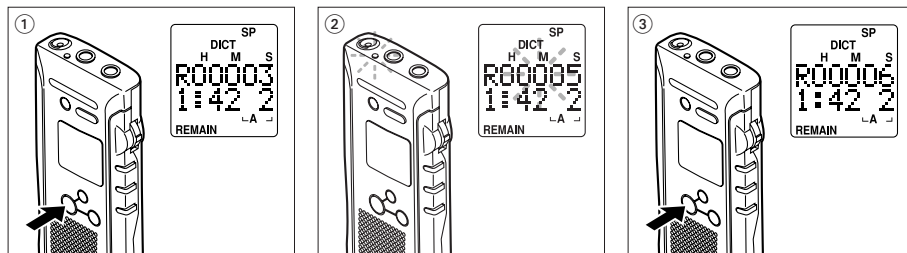


- ① Make sure [NEW], memory remaining time, and the message number are displayed on the LCD panel. Ensure there is sufficient remaining time available for your message and select the folder ([A] or [B]), microphone sensitivity ([DICT] or [CONF]) and recording mode ([SP] and [LP]).
- ② To change the folder, press the INDEX/FOLDER button ② to move to the position after the last recording in the other folder. To change the microphone sensitivity or recording mode, use the menu (see page 29 for the change procedure).
- ③ Press the REC button ① to start recording. The LED ⑤ lights and recording starts.
- ④ Press the STOP button to stop recording and enter the Stop mode.
- ⑤ You can monitor what is being recorded through an earphone plugged into the EAR jack ⑦ (recording monitor).

- \* If [NEW] is not displayed when you press the REC button, insertion recording will start. This overwrites the previous recording so be sure you always check the display before pressing the REC button.
- \* If [FULL] is displayed on the LCD panel, additional recording is not possible. In this case, erase unnecessary messages to free up more memory. If there are any messages that you want to preserve, transfer the voice data to a PC using the PC transfer kit (available as a standard or optional accessory).
- \* Do not connect or disconnect the AC adapter plug during recording. Always enter the Stop mode before plugging or unplugging the adapter. Otherwise, you will not be able to play back the message being recorded.
- \* The recording monitor volume cannot be adjusted.
- \* Always use the SP mode if you want to record high-quality voice data suitable for transfer to a PC for use in voice recognition operations.  
(For more about voice recognition, see page 33.)

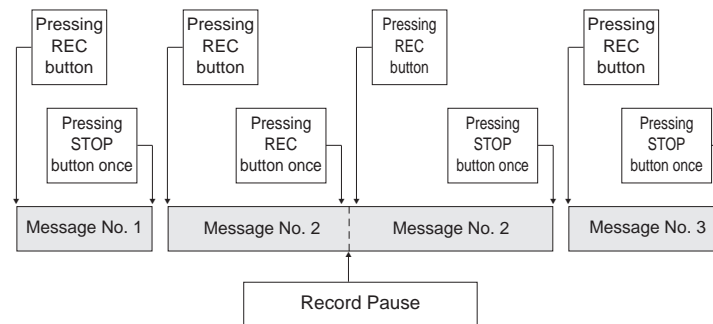


## RECORD PAUSE

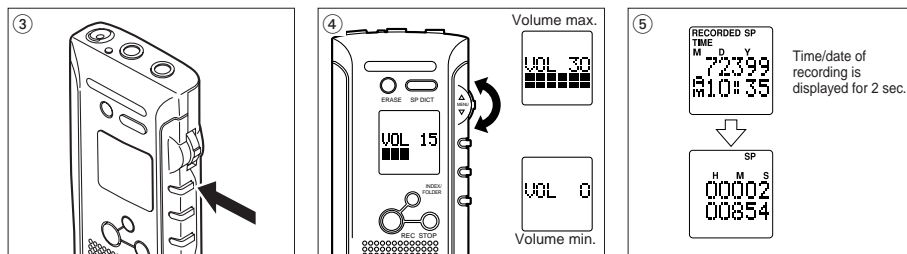


- ① To pause recording, press the REC button once.
- ② Recording is temporarily interrupted. The LCD panel and LED blink for as long as the unit is in the Record-Pause mode.
- ③ To resume recording, press the REC button again.
- ④ Pressing the STOP button during Record-Pause ends the current recording session and engages the Stop mode.

- \* If the unit is left in the Record-Pause mode for three minutes, the Standby mode (Power-Save mode) is automatically engaged and the LCD panel goes out.
- \* When any of the REC, STOP, play, fast-forward and fast-reverse buttons or the MENU switch is pressed in the Standby mode, the Standby mode will be canceled and the Record Pause mode will be engaged. When the REC button is pressed subsequently, recording will resume within the same message number.
- \* Voice data recorded on this unit and stored in the built-in memory is referred to as a message. Each message consists of all voice data recorded from the start of recording to the point where the STOP button is pressed (see below). (Up to 99 messages can be stored per folder.) Pressing the REC button once during recording pauses recording and pressing it again resumes recording within the same message.



## PLAYBACK



- ① In the Stop mode, press the INDEX/FOLDER button to select the folder containing the message you want to play back.
- ② Press the Up/Down control (Forward Skip and Reverse Skip) on the MENU switch until the number of the message you want to listen is displayed on the LCD panel.  
(For information on Forward Skip and Reverse Skip, see pages 20 and 21.)
- ③ Press the Play button **1**.
- ④ Adjust the playback volume with the Up/Down control on the MENU switch. Volume levels from 0 to 30 are displayed on the LCD panel.
- ⑤ At the beginning of each recorded message, the time and date of the recording is displayed on the LCD panel for 2 seconds.
- ⑥ Press the STOP button to end playback and stop the recorder.
- ⑦ Connect the earphone to the EAR jack to listen to playback through the earphone.
- ⑧ The recorder will stop automatically when a message has been played back to the end. Press the Play button to start playback of the next message. A warning alarm will sound if you have reached the end of the recorded messages in the folder.
- ⑨ Press and hold the REC button for less than a second during playback to enter the Playback-Pause mode.
- 10 Press and hold the REC button for less than a second in the Playback-Pause mode to resume playback.

## FAST PLAYBACK

- ① Press and hold the Play button **1** during playback for more than a second to activate fast playback at 1.5 times normal playback.
- ② Press and hold the Play button during playback for more than a second to return to normal playback speed.

## FAST FORWARD

- ① Press the Fast-Forward button **15** in the Stop mode to fast-forward through a message.
- ② Press the STOP button when the target location is reached. The recorder will automatically stop at the end of the message if the STOP button is not pressed beforehand.

## CUE

- ① Press and hold the Fast-Forward button during playback to activate the Cue mode. As long as you keep the button is pressed, you will be able to hear the message while it is fast-forwarded.
- ② When the Fast-Forward button is released, normal playback starts automatically. The recorder will stop automatically when the end of the message is reached.

## FAST REVERSE

- ① Press the Fast Reverse button **12** in the Stop mode to fast reverse the message.
- ② Press the STOP button when the target location is reached. The recorder will automatically stop at the end of the message if the STOP button is not pressed beforehand.

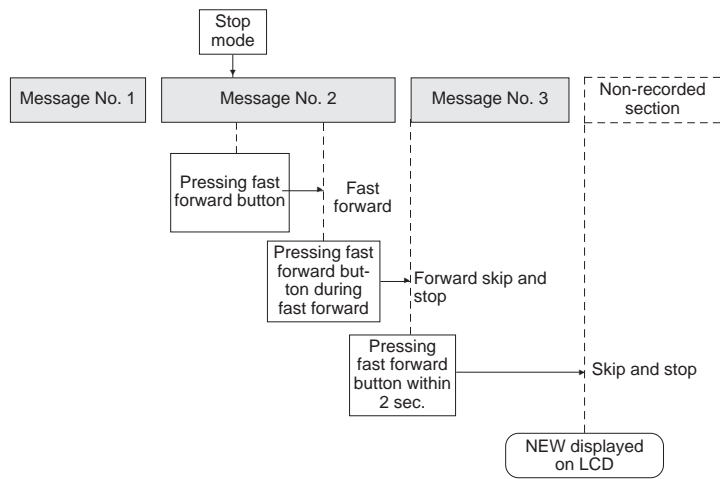
## REVIEW

- Press and hold the Fast Reverse button during recording or playback to activate the Review mode. As long as you keep the button is pressed, you will be able to hear the message while it is fast reversed.
- When the Fast Reverse button is released or the beginning of the message is reached, normal playback starts automatically.

## FORWARD SKIP

- Press the Fast-Forward button during fast-forwarding to skip to the beginning of the next message.
- If the Fast-Forward button is pressed again within 2 seconds of a forward skip, the recorder will skip to the beginning of the next message and stop.
- If forward skip is executed at the last message, a new message number and [NEW] will appear on the LCD panel. The recorder is ready record a new message.

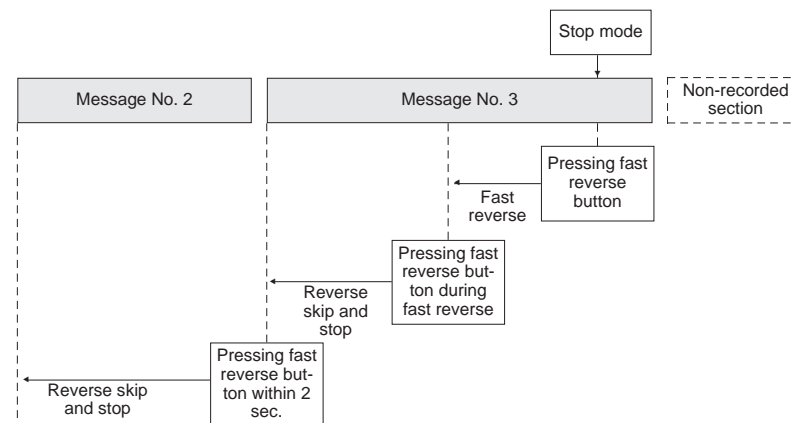
\*Forward skip can also be initiated in the Stop mode using the Up/Down control on the MENU switch (in the up direction).



## REVERSE SKIP

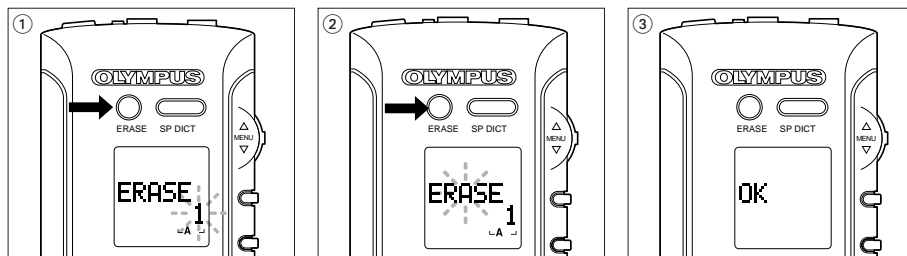
- Press the Fast Reverse button during fast reversing to skip to the beginning of the current message.
- If the Fast Reverse button is pressed again within 2 seconds of a reverse skip, the recorder will skip to the beginning of the previous message and stop.

\*Reverse skip can also be initiated in the Stop mode using the Up/Down control on the MENU switch (in the down direction).



## ERASE

### 1. ERASING A MESSAGE

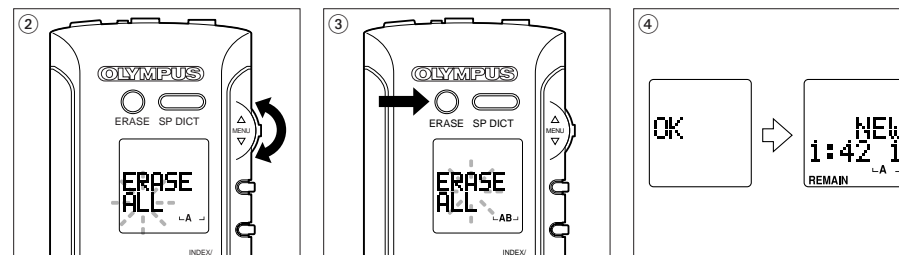


- ① Select the folder containing the message you want to erase, display the desired message number, then press and hold the ERASE button ④ for more than one second. The displayed message number will blink.
- ② Press the ERASE button again within 4 seconds. [ERASE] blinks on the LCD panel. Erasure of the selected message starts.
- ③ When the message has been erased, [OK] appears on the LCD panel.

\*When a message is erased, the message numbers of all subsequent messages will be automatically adjusted.

\*If any button except the ERASE button is pressed during message erasure or if the ERASE button is not pressed within 4 seconds message erasure will be canceled and the normal display will be restored.

### 2. ERASE ALL (ERASURE OF ALL MESSAGES IN A FOLDER)



- ① In the Stop mode, select the folder to be erased by pressing the INDEX/FOLDER button.
- ② Press the MENU switch once (for less than 2 seconds), then press the Up/Down control until ERASE ALL is displayed (the word [ALL] will be blinking).
- ③ Within 4 seconds, press and hold the ERASE button for more than a second. Erasure of all the messages in the selected folder will start.
- ④ When all messages are erased, [OK] is displayed on the LCD panel for 2 seconds and is then replaced by [NEW].

\*If any button except the ERASE button is pressed during message erasure or if the ERASE button is not pressed within 4 seconds following the appearance of the ERASE ALL warning display, ERASE ALL will be canceled and the normal display will be restored.

#### STANDBY MODE

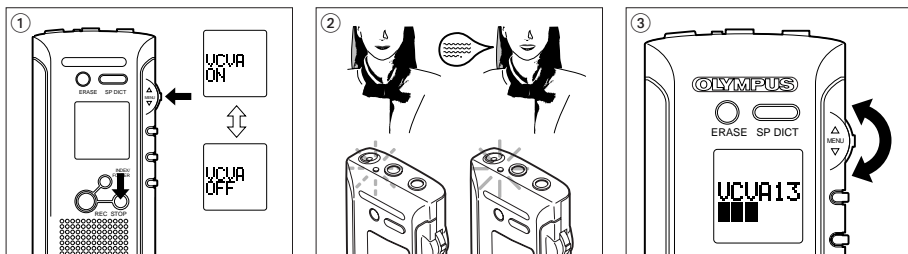
\*When three minutes have passed in the Stop, Record-Pause or Playback-Pause mode, the recorder enters the Standby (energy saving) mode and the LCD goes out.

\*To cancel the Standby mode and return to the previous mode, press any of the REC, STOP, play, fast-forward and fast-reverse buttons or the MENU switch.

## CONVENIENT FEATURES

### VARIABLE CONTROL VOICE ACTUATOR (VCVA) RECORDING

In order to improve performance in long recordings, this recorder is equipped with a voice activated recording function (called VCVA by Olympus). This function helps save memory capacity and extends recording time with very little loss of voice data at the moment of activation.



- ① Press the MENU switch once (for less than 2 seconds) to display [R-TIME] and [SP] or [LP]. Then adjust the Up/Down control to display [VCVA] and [ON] or [OFF] (see page 29). Pressing the MENU switch within 4 seconds allows you to switch between [ON] and [OFF]. The VCVA function is activated when the STOP button is pressed or if no operation has been performed for 4 seconds after [ON] is displayed.
- ② When the built-in microphone detects a voice sound, recording will start automatically. When voice input stops for 2 seconds, recording will pause. The LED lights when recording begins and blinks during Record-Pause.
- ③ The recording activation level can be adjusted during VCVA recording with the Up/Down control on the MENU switch. Perform a test recording and adjust the level between 1 and 30 to match the recording environment.

\*The VCVA activation level differs depending on the sensitivity of the microphone. See page 30 for details on the microphone sensitivity setting.

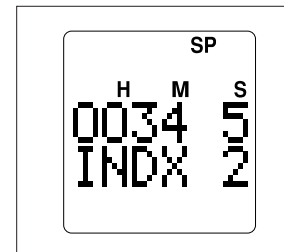
### RECORDING INDEX SIGNALS

You can record index signals at important points during recording for instant access to those points during playback.

- ① Press the Index button during recording or Record-Pause. [INDX] is displayed on the LCD panel for 2 seconds together with the total number of index signals recorded.
- ② The LED blinks during index signal recording.

\*Recording of the next index signal will not be accepted during the 2-second interval while an index signal is being recorded and the LED is blinking

\*Up to 16 index signals can be recorded in each message.



### DETECTING INDEX SIGNALS

- ① When an index signal is detected during playback, [INDX] lights on the LCD panel.
- ② If the Index button is pressed during playback, the recorder will skip to the next index signal in the same message and then resume playback.
- ③ If the index button is pressed during fast forward, the recorder will forward skip to the next index signal in the same message and stop.
- ④ If the index button is pressed during fast reverse, the recording will reverse skip to the previous index signal in the same message and stop.

\*The skip operation will not occur if no index signal has been recorded before or after the current position in the same message.

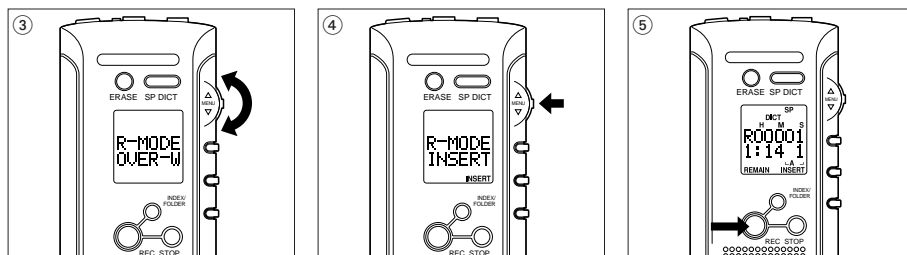
## EDITING MESSAGES

### 1. OVERWRITE RECORDING

When the REC button is pressed in the middle of a message while in the Stop mode or in the Playback-Pause mode, overwrite recording starts from that point.

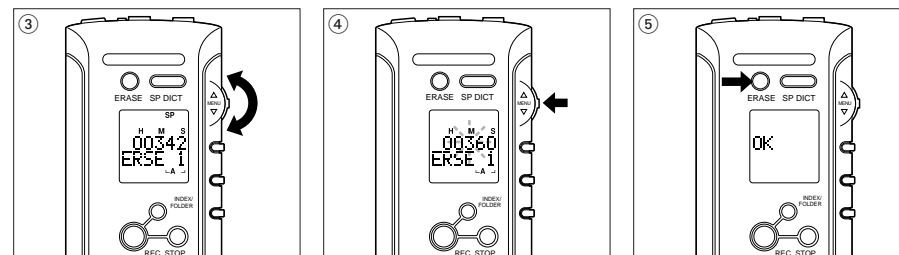
- \*Overwrite recording is possible only within a single message.
- \*Overwrite recording can be continued for an extended period as long as sufficient memory remains.

### 2. INSERT RECORDING



- ① Stop playback at the point you want to insert a recording.
  - ② In the Stop mode, press the MENU switch once (for less than 2 seconds) to display the menu on the LCD panel (the first menu displayed is the R-TIME setting menu).
  - ③ Press the Up/Down control on the MENU switch to display the Recording Mode menu ([MODE] is shown on the LCD panel). The LCD panel should also show the current status ([OVER-W] or [INSERT]).
  - ④ Pressing the MENU switch within 4 seconds allows you to switch between [OVER-W] (overwrite recording mode) and [INSERT] (insert recording mode). The Insert Recording mode starts when the STOP button is pressed or when no operation is performed for 4 seconds while [INSERT] is displayed.
  - ⑤ Make the recording.
  - ⑥ Press the STOP button to end insert recording.
- \*Insert recording is possible only once after mode setting. The insert recording mode is canceled as soon as any other operation (playback, etc.) is started after mode setting. To use insert recording again, repeat steps ① to ⑥.
  - \*Insert recording is not possible if there is no memory remaining.

### 3. PARTIAL ERASURE



- ① Stop playback at the start of the section you want to erase.
- ② In the Stop mode, press the MENU switch once (for less than 2 seconds) to display the menu on the LCD panel (the first menu displayed is the R-TIME setting menu).
- ③ Press the Up/Down control on the MENU switch to display the Partial Erasure menu ([ERSE]) is shown on the LCD panel together with the current position.
- ④ Press the MENU switch to start playback. Press the MENU switch again at the point where you want to stop erasing. (The Partial Erasure display starts blinking.)
- ⑤ Within 4 seconds, press and hold the ERASE button for more than 1 second. The selected part of the message is erased and [OK] appears on the LCD. The Stop mode is restored.

- \*The Partial Erasure mode is canceled when a button other than the ERASE button is pressed or if the ERASE button is not pressed within 4 seconds after the Partial Erasure display starts blinking.

## ALARMS

This recorder is preset to automatically generate the following alarms. You can cancel any alarm with a simple setting operation.

1. Record end alarm  
Sound: Beep, long beep,...beep, long beep...  
Condition: Sounds when the recorder runs out of remaining memory during recording.
2. Record pre-end alarm  
Sound: Long beep every 15 seconds.  
Condition: Sounds when the remaining memory drops below 90 seconds during recording.
3. Message end alarm  
Sound: Low-pitched beep.  
Condition: Sounds when the end or beginning of a message is reached.
4. Operation alarm  
Sound: Beep  
Condition: Sounds when the press of the REC button is accepted.

\*When the earphone is plugged in, the built-in speaker does not generate alarms.

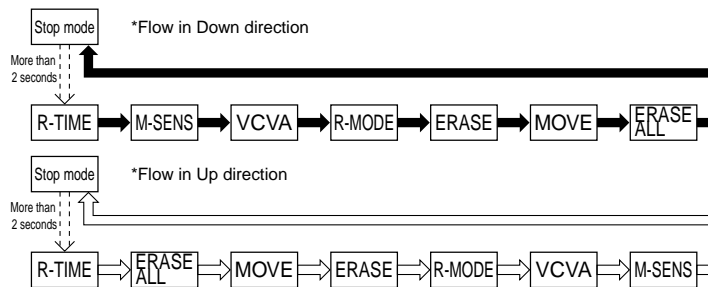
(Alarm setting change procedure)

- ① In the Stop mode, press and hold the MENU switch for more than 2 seconds to display the alarm setting menu ([ALARM] and [ON] or [OFF]) appears on the LCD panel.
- ② Pressing the MENU switch within 4 seconds allows you to switch the alarm setting between [ON] and [OFF]. The selected alarm setting is set when the STOP button is pressed or when no operation is performed for 4 seconds while the desired alarm setting is displayed.

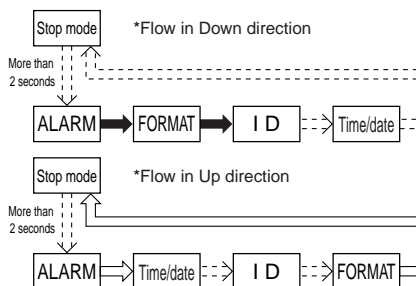
## MENU OPERATION

When the MENU switch is pressed (for less than 2 seconds), the LCD panel displays the first menu. (In the first menu the LCD panel initially displays [R-TIME] and [SP] or [LP] as described in "1. Recording mode".) Using the Up/Down control on the MENU switch allows you to change the settings of "2. Microphone Sensitivity", "3. VCVA setting", "4. Insert recording mode", "5. Partial erasure", "6. Moving messages between folders" and "7. ERASE ALL" as described below. When the MENU switch is kept pressed (for more than 2 seconds), the LCD panel displays the second menu. (In the second menu the LCD panel initially displays "1. Alarm setting (ON/OFF)".) Adjusting the Up/Down control and pushing the MENU switch allows you to change the settings of "2. Time/date setting", "3. ID number setting" and "4. Formatting" as described below.

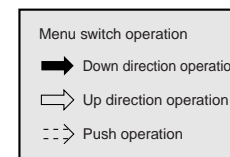
### First menu



### Second menu



\* When the STOP button is pressed either in the first or second menu, the recorder will return to the Stop mode.



○ **First menu****1. Recording mode (SP/LP)**

- ① In the Stop mode, press the MENU switch once (for less than 2 seconds) to display the menu on the LCD panel ([R-TIME] and [SP] or [LP]).
- ② Pressing the MENU switch within 4 seconds allows you to switch between [SP] (Standard Play mode capable of voice recognition) and [LP] (Long Play mode). The selected recording mode is set when the STOP button is pressed or when no operation is performed for 4 seconds while the selected mode is displayed.

\* Recording time is about 75 minutes in the SP mode and about 160 minutes in the LP mode. (1 message continuous recording: The recording time available may be shorter than specified if a large number of short recordings are made. Use the remaining time only as a reference.)

\* The recording mode cannot be changed within the same message.

**2. Microphone sensitivity**

- ① In the Stop mode, press the MENU switch once (for less than 2 seconds) to display the menu on the LCD panel (the first menu displayed is the R-TIME setting menu).
- ② Press the Up/Down control on the MENU switch to display the Microphone Sensitivity setting menu ([M-SENS] is displayed on the LCD panel).
- ③ Pressing the MENU switch within 4 seconds allows you to switch between [DICT] (suitable for voice recognition) and [CONF] (high sensitivity mode that makes the microphone capable of recording ambient sound as well). The selected microphone sensitivity is set when the STOP button is pressed or when no operation is performed for 4 seconds while the selected sensitivity level is displayed.

\*The actuation level for VCVA will vary depending on the microphone sensitivity setting

**3. VCVA setting**

See page 24.

**4. Insert recording mode**

See page 26.

**5. Partial erasure (specification and execution)**

See page 27.

**6. Moving messages between folders**

- ① In the Stop mode, press the MENU switch once (for less than 2 seconds) to display the menu on the LCD panel (the first menu displayed is the R-TIME setting menu).
- ② Press the Up/Down control on the MENU switch to display the Move Message menu ([MOVE] is displayed together with [A→B] or [B→A]).
- ③ Press the MENU switch within 4 seconds. The messages in the current folder (A or B) will be moved to the other folder, the LCD panel will display word [OK] and the recorder will return to the Stop mode. The Move Message mode is canceled when the STOP button is pressed or when no operation is performed for 4 seconds after the Move Message menu is displayed.

**7. ERASE ALL (execution)**

See page 23.

○ **Second menu**

**1. Alarm setting (ON/OFF)** : See page 28.

**2. Time/date setting** : See page 13.

**3. ID number setting** : See page 14.

**4. Formatting**


Under normal use, it is not usually necessary to format the built-in flash memory since it is formatted before shipment from the factory.

To restore the memory to its original condition, follow the procedure below to format the memory.

- ① In the Stop mode, press the Up/Down control on the MENU switch or press the MENU switch once (for less than 2 seconds) to display the menu on the LCD panel.
- ② Press the Up/Down control on the MENU switch to display the Formatting (Warning) menu ([FORM] is displayed together with a blinking [YES?]).
- ③ Press the MENU switch within 4 seconds. The memory will be formatted, the LCD panel will display [OK] and the recorder will enter the Stop mode. The formatting mode is canceled if the STOP button is pressed or if no operation is performed for 4 seconds after the formatting display starts blinking.

\* Remember that formatting erases all data (including recorded voice data, time/date and ID number data) in memory. Be careful.

**HOLD**

Setting the HOLD switch  to the HOLD (upper) position locks the recorder in the current mode. All operation buttons are disabled. This is convenient when carrying the recorder in a bag or pocket since it prevents any operational errors due that could be caused by the accidental press of a button.

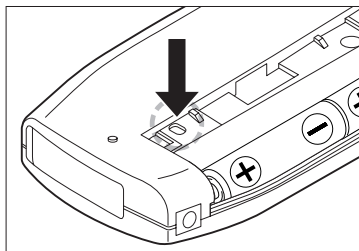
\*When the HOLD switch is set to the HOLD (upper) position in the Stop mode, the LCD will go out and the recorder will enter the Standby mode.



## OTHER


### RESET

If an LCD panel display or operational error occurs, gently press the reset button inside the battery compartment with a slender object such as the tip of a ball-point pen. Do not remove the batteries.

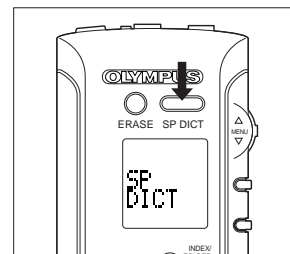



- \*Previously recorded messages will not be erased.
- \*Pressing the reset button may alter the clock time slightly (because the clock stops temporarily when the battery compartment is opened).
- \*Do not press the reset button with a sharp object.

### TRANSFERRING DATA TO A PC

This recorder is equipped with a PC/IF connector  to enable recorded voice data to be transferred to a PC. For more details on how to transfer data and voice recognition software, refer to the instruction manual provided with the DS-150 Via Voice kit (if you have purchased it).

### DICTATION MODE BUTTON



For optimum results in voice recognition and voice-text conversion, press the DICTATION MODE button . All settings are automatically adjusted to ensure best results.

- Recording mode setting: Standard Play (SP) mode
- Microphone sensitivity setting: Dictation (DICT) mode
- Alarm setting: The alarms are set to OFF.
- \*Voice data recorded in the long play (LP) mode cannot be used in voice recognition.

### TROUBLESHOOTING (Questions and Answers)

- Q-1: No display on the LCD panel.  
 A-1: Are the batteries correctly installed? Are the batteries dead? Is the HOLD switch set to HOLD position? Is the Standby mode engaged?
- Q-2: No operation accepted.  
 A-2: Is the HOLD switch set to HOLD? Are the batteries dead? Is the battery cover open?
- Q-3: Recording is not possible.  
 A-3: Is the remaining memory at zero?
- Q-4: The indicator LED does not light during recording.  
 A-4: Is there any memory remaining? Is the HOLD switch set to HOLD?
- Q-5: An alarm sounds during recording.  
 A-5: Is the remaining memory low or at zero?
- Q-6: No sound during playback or playback volume is low.  
 A-6: Is the volume set to an optimum level?
- Q-7: Index signals are not being recorded?  
 A-7: Have 16 index signals already been recorded?
- Q-8: The clock and ID number have been reset.  
 A-8: Was the memory formatted?
- Q-9: The clock time has changed.  
 A-9: Did you take a long time to open the battery cover and the batteries? Set the clock again if you want the correct time.
- Q-10: The AC adapter does not work.  
 A-10: Are you using optical adapter?

## ACCESSORIES (OPTIONAL)

- AC adapter (A321: US and Canada, A322: Europe (except U.K.))
- PC data transfer kit
- USB-compatible PC transfer adapter (RA5)
- Noise canceling external microphone (ME12)

## SPECIFICATIONS

Recording format	Digital recording in accordance with IVA digital speech standard
Recording medium	Built-in flash memory
Specified input level	-70 dBv
Overall frequency response	SP mode: 300 to 5,000 Hz. LP mode: 300 to 3,000 Hz.
Recording time	SP mode: Approx. 75 min. (1 message continuous recording) LP mode: Approx. 160 min. (1 message continuous recording)
Speaker	Built-in 28 mm round dynamic speaker
Microphone jack	3.5 mm mini-jack, impedance 2 k $\Omega$
Earphone jack	3.5 mm mini-jack, impedance 8 $\Omega$
Maximum output (3 V DC)	100 mW or more ( 8 $\Omega$ speaker)
Power supply	Rated voltage: 3 V DC Batteries: Two "AAA"-size batteries (LR03 or R03) External power supply: AC adapter
Battery life (recording)	Approx. 10 hours (according to Olympus tests using alkaline batteries)
Size	116(H) $\times$ 43(W) $\times$ 14.5(D) mm (without protrusions)
Weight	74 grams (including batteries)

\* Specifications, design and accessories are subject to change without any notice or obligation on the part of the manufacturer.

### Declaration of Conformity

Model Number: DS-150  
Trade Name: DIGITAL VOICE RECORDER  
Responsible Party: OLYMPUS AMERICA INC.  
Address: Tow Corporate Center Drive, Melville, NY 11747-3157, U.S.A.  
Telephone Number: 516-844-5000/800-622-6372

This device Complies with Part 15 of the FCC Rules, Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

### Canadian RFI

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numerique ne depasse pas les limits de Categorie B pour les emissions de bruit radio emanant d'appareils numeriques, tel que prevu dans les Reglements sur l'Interference Radio du Department Canadian des Communications.