

Conference Recording System

LFH 0955



www.philips.com/dictation

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User manual

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1 Welcome

Congratulations on your purchase and welcome to Philips!

To fully benefit from the support that Philips offers, visit our Website for support information such as user manuals, software downloads and more: www.philips.com/dictation.

- The Philips Conference Recording System is a compact, easy-to-use solution for all your conference recording needs.
- The Philips Conference Recording System is packaged with two high-quality omnidirectional conference microphones to capture every discussion in stereo quality.
- For large conferences, the operating range of can be extended by connecting up to six microphones to record conferences with up to 32 participants.
- The compact click-on interview microphone is the ideal solution for recording interviews in high-quality stereo mode.

1.1 What's in the box



Digital Pocket Memo



CD-ROM



USB Docking Station



2 conference microphones



Click-on interview microphone



Remote control



Y adapter



Power supply



SD memory card



Mini USB cable



Rechargeable batteries



Quick start guide,
User manual

1.2 Overview – controls and connections

1 Interview microphone

Remote control

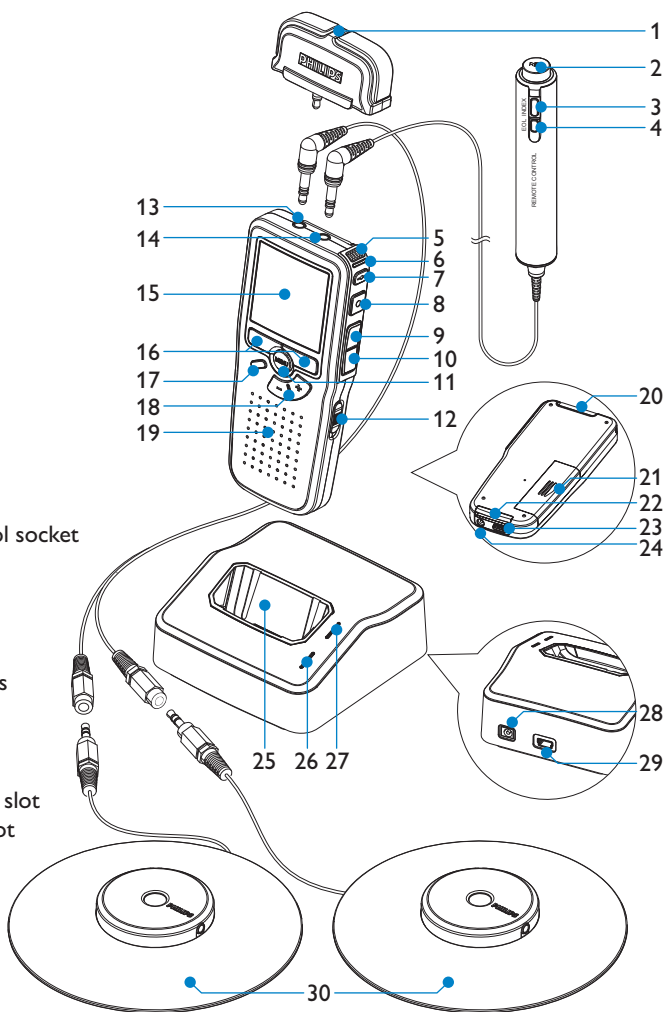
- 2 REC (Record) button
- 3 Index mark button
- 4 EOL (end-of-letter) button

Digital Pocket Memo

- 5 Built-in microphone
- 6 Status LED
- 7 EOL (end-of-letter) button
- 8 REC (Record) button
- 9 REW (Rewind) button
- 10 FWD (Forward) button
- 11 Menu button
- 12 On/off switch
- 13 Microphone socket
- 14 Headphone / remote control socket
- 15 Display
- 16 Smart buttons
- 17 Index mark button
- 18 Volume control, plus/minus and menu navigation buttons
- 19 Speaker
- 20 Memory card slot
- 21 Battery compartment
- 22 Docking station connection slot
- 23 Power supply connection slot
- 24 USB connection slot

USB Docking Station

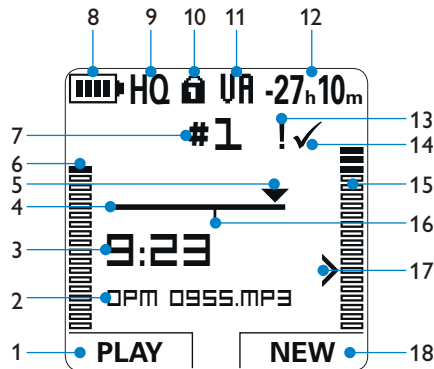
- 25 Docking slot for the Pocket Memo
- 26 Charge indicator LED



- 27 Download indicator LED
- 28 Power supply socket
- 29 Mini-USB socket for connection to the PC

30 Conference microphone

1.3 Overview – display indicators and symbols



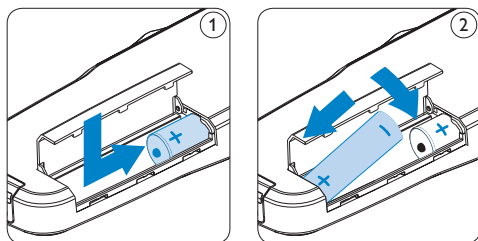
- | | | | |
|----|---|----|---|
| 1 | Current function of the left smart button | 11 | Voice-activated recording in progress |
| 2 | File name | 12 | Remaining recording time |
| 3 | Recording / playback time | 13 | Recording is marked priority |
| 4 | Position bar | 14 | Recording is marked finished (EOL) and locked |
| 5 | Current position in the recording | 15 | Right level meter |
| 6 | Left level meter | 16 | Recording contains index mark |
| 7 | Recording number | 17 | Sensitivity level for voice-activated recording |
| 8 | Battery level indicator | 18 | Current function of the right smart button |
| 9 | Recording mode | | |
| 10 | Memory card is write-protected (locked) | | |

2 Get started

2.1 Install the batteries

The Digital Pocket Memo can be operated with the two rechargeable AAA batteries delivered with the product. Standard (non-rechargeable) AAA alkaline batteries may also be used.

- 1 The on/off switch of the Digital Pocket Memo must be in the **OFF** position.
- 2 Open the battery compartment on the back side of the Digital Pocket Memo by sliding it outwards then folding it up.
- 3 Insert the two AAA batteries. The correct polarity is indicated on the inside of the battery compartment cover. ① ②



- 4 Close the battery compartment by folding it back and sliding the battery compartment cover inside until it clicks.

Note

Do not mix battery types! Use two rechargeable batteries or two non-rechargeable alkaline batteries.

2.2 Recharge the batteries

The Digital Pocket Memo can be operated with the rechargeable Philips AAA batteries. To recharge these batteries, use the [Philips power supply](#), the [Docking Station](#) or the [USB cable](#).

2.2.1 Recharge the batteries using the Philips power supply

- 1 Connect the Philips power supply to the main power supply.
- 2 Connect the Digital Pocket Memo to the Philips power supply.

Note

It is okay to continue using the Digital Pocket Memo during recharge. The batteries will be recharged while you work, and will continue recharging even when the Digital Pocket Memo is turned off.

2.2.2 Recharge the batteries through the USB cable

When the Digital Pocket Memo is connected to a PC or notebook computer with the supplied USB cable, the rechargeable batteries are automatically recharged. If the USB port on the computer is high powered, a complete recharge cycle takes about 2.5 hours.

The Digital Pocket Memo switches into [PC Download](#) mode and works like a loudspeaker and microphone for the connected PC. To continue recording on the Digital Pocket Memo

during USB charging, change the USB mode to **USB supply** by pressing the **REC** button for three seconds while the Digital Pocket Memo is connected to the PC. The Digital Pocket Memo automatically switches back to **PC Download Mode** after being disconnected from the PC.

Note

The PC must be ON when charging battery via the USB cable connection. The Digital Pocket Memo may become warm during fast recharging.

Important

If the USB port of the computer does not supply enough power capacity (500 mA), disable **USB quick charge** in the menu of the Digital Pocket Memo and recharge the batteries using the power supply.

2.2.3 Recharge the batteries through the docking station

- 1 Make sure that the docking station is connected to the main power supply with the Philips power supply.
- 2 Insert the Digital Pocket Memo into the docking slot of the docking station and press it down firmly until it locks. The green LED lights up, indicating that the batteries of the Digital Pocket Memo are being recharged in fast recharge mode.
- 3 Record with the Digital Pocket Memo from the docking station, or switch it off when not being used.
- 4 When the green LED blinks, recharging is complete and you can remove the Digital Pocket Memo from the docking slot.

Note

When the Digital Pocket Memo is connected to the docking station, it is powered by the docking station and not by the batteries. If the Digital Pocket Memo is operated with rechargeable batteries, the batteries are automatically recharged while the Digital Pocket Memo is connected to the docking station.

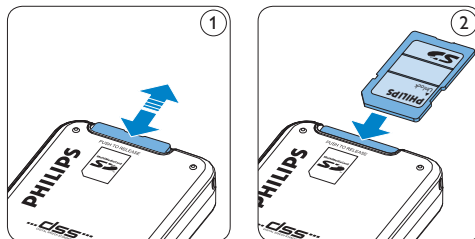
2.3 Insert and eject the memory card

The Digital Pocket Memo operates with an SD (Secure Digital) memory card and supports SD cards with storage capacities of up to 2 GB.

Your Digital Pocket Memo is packaged with a memory card already inserted and formatted.

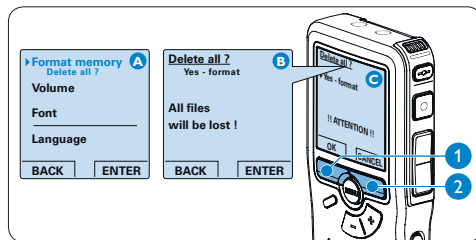
To eject the memory card:

- 1 Locate the memory card slot on the top back side of the Digital Pocket Memo.
- 2 Press the memory card in the Digital Pocket Memo until it clicks. ①
- 3 Release the memory card. It will slightly emerge from the memory card slot. Simply slide it out.



To insert a memory card:

- 1 Locate the memory card slot on the top back side of the Digital Pocket Memo.
- 2 Slide the memory card into the slot. A small illustration under the memory card slot indicates the correct orientation. ②
- 3 Push the memory card in until you hear a click.



Note

If the Digital Pocket Memo is turned to the **ON** position and there is no memory card inserted, a warning screen is displayed.

The memory card that is packaged with the Digital Pocket Memo is already formatted and ready for use. If a memory card is inserted that is not formatted, the Digital Pocket Memo will offer the option to format it. Refer to the next chapter for more information.

The Digital Pocket Memo will be unable to record without a properly formatted memory card. If a new card was inserted and the formatting process was cancelled, insert another card that can be formatted or has already been formatted.

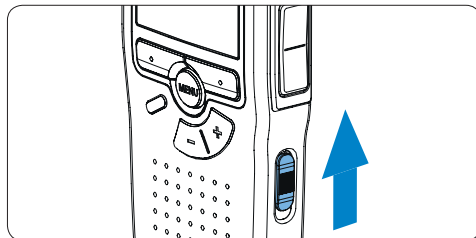
Note

Formatting is not possible if the memory card is in read-only mode (locked).

2.4 Format a new memory card

When a new, unformatted memory card (or a memory card that was formatted with a non-Digital Pocket Memo device) is inserted, the Digital Pocket Memo will display a prompt to format the memory card. ①

- 1 To confirm and start the formatting process, press the **OK** smart button ①.
- 2 To cancel the formatting process, remove the memory card or press the **CANCEL** smart button ②.



2.5 Activate the Digital Pocket Memo

The Digital Pocket Memo is turned on and off by sliding the **ON/OFF** switch. When using it for the first time, you will be prompted to set the language, date and time.

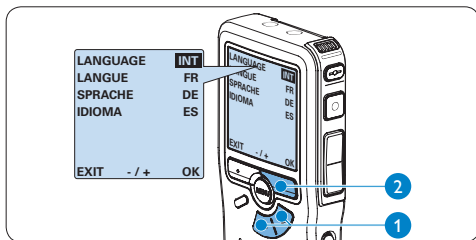
2.5.1 Set the language

When using the Digital Pocket Memo for the first time, you will be prompted to set the language.

- 1 Press the **+** or **-** button ① on the Digital Pocket Memo to select a language.
- 2 Press the **OK** smart button ② to confirm your selection. The selected language will be displayed.

Note

It is possible to change the language later using the menu. See [Setting the language](#) on page 24 for more information.

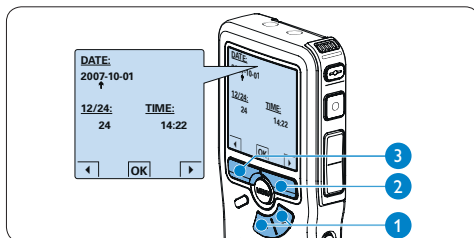


2.5.2 Set the date and time

After selecting the user interface language, the Digital Pocket Memo will prompt you to set the current date and time.

- 1 Press the **+** or **-** button ① repeatedly to change the value for the year, month or day.
- 2 Press the **▶** smart button ② to advance the arrow (↑) to the next entry.
- 3 After setting the day, press the **▶** smart button ② to advance the settings to the correct time.

- 4 Press the **+** or **-** button ① to select a 12-hour or 24-hour clock, AM or PM (if a 12-hour clock is selected), and to change the value of the hour and minute settings.
- 5 Press the **▶** smart button ② to confirm the date and time. The Digital Pocket Memo is now ready to function.



Note

If a mistake is made in the date/time settings, use the **◀** smart button ③ any time during the procedure to step back to make corrections. It is also possible to change the date and time later using the menu. See [Setting date and time](#) on page 24 for more information.

2.6 Power-save mode

After four minutes of inactivity, the Digital Pocket Memo automatically goes into power-save mode and the LCD screen will display the date and time. Press any button to reactivate it.

If the Digital Pocket Memo is not used for more than two hours, it turns off completely. Turn the unit on by moving the On/Off switch to the **OFF** position and then back to the **ON** position.

3 Using your Conference Recording System

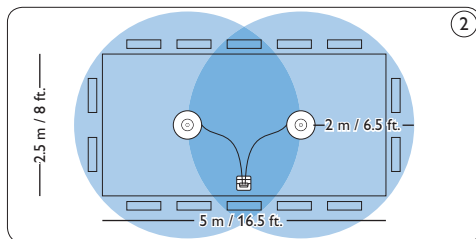
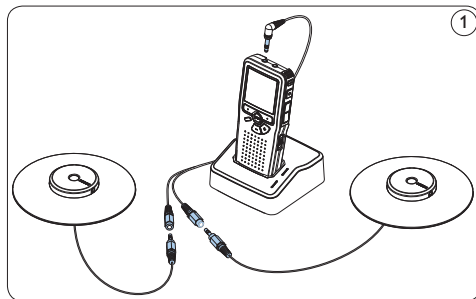
3.1 Before recording

The Digital Pocket Memo has a built-in monaural microphone that is used for recording when no external microphone is connected.

To enhance sound quality and cover a wider range during recording, use the conference microphones (for conference recording) or the click-on interview microphone (for interviews).

Note

When an external microphone is connected to the Digital Pocket Memo, the built-in microphone is disabled.

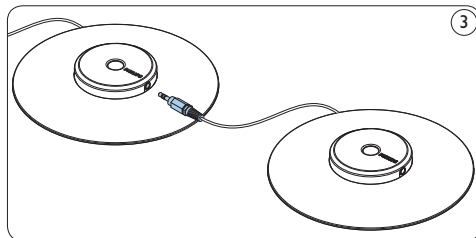


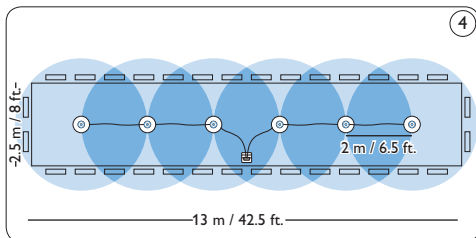
3.1.1 Conference recording: connect and position the conference microphones

- 1 Make sure that the recorder is stopped.
- 2 Connect the plug of Y adapter to the microphone socket of the Digital Pocket Memo.
- 3 Connect the plug of each microphone to one socket of the Y adapter. ①
- 4 For optimal recording quality, position the microphones on the table so that all participants are not more than 2 meters or 6.5 feet away from the microphone. ②

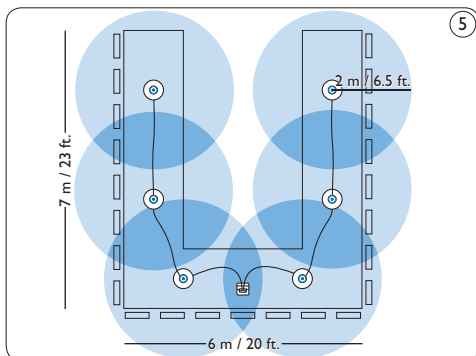
* Tip

For large conferences, the operating range can be extended by joining together and connecting three microphones on each of the two microphone sockets of the Y adapter. ③ ④ ⑤





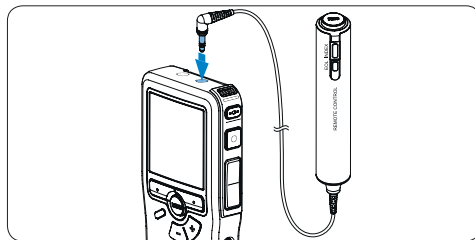
Connect and position up to 6 conference microphones



Connect and position up to 6 conference microphones

3.1.2 Connect the remote control

- 1 Connect the plug of the remote control to the remote control socket of the Digital Pocket Memo.

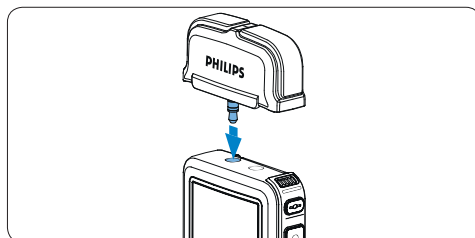


Note

When the remote control is connected, all buttons on the Digital Pocket Memo are still usable except the **REC** button.

3.1.3 Interview recording: connect the click-on interview microphone

- 1 Make sure that the recorder is stopped.
- 2 Insert the connector of click-on interview microphone into the microphone socket of the Digital Pocket Memo.



3.2 Recording

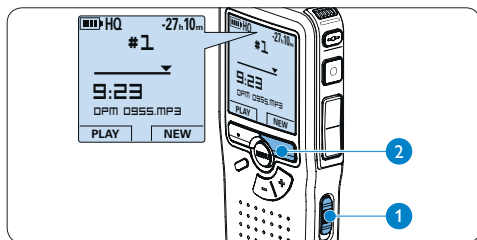
3.2.1 Create a new recording

Follow these steps to create your first recording with the Digital Pocket Memo:

- 1 A memory card must be inserted into the memory card slot. See *Insert and eject the memory card* on page 8 for more information.
- 2 Slide the On/Off switch to the **ON** position to switch on the Digital Pocket Memo. ①
- 3 Press the **NEW** smart button ② to create a new recording.

Note

The **NEW** smart button is not displayed if the current recording is empty.



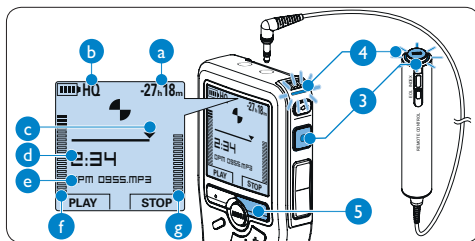
- 4 Press the **REC** button ③ and start speaking. The status **LED** ④ glows in red while recording.

Note

When the remote control is connected, the **REC** button on the Digital Pocket Memo is deactivated.

The following information is displayed:

- a Remaining recording time
- b Recording mode
- c Current position in the recording
- d Recording time
- e File name
- f Recording level meter (left channel)
- g Recording level meter (right channel)



- 5 To stop recording, press the **REC** button ③ or the **STOP** smart button ⑤.

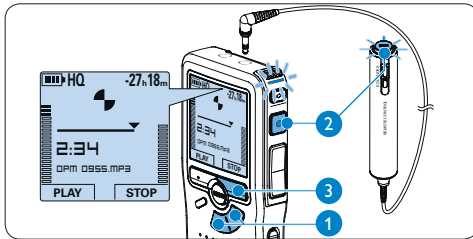
* Tips

- Press the **EOL** button during recording to mark the present recording as finished and automatically continue recording into a new file. See *Finish (lock) a recording* on page 14 for more information.
- An index mark can be set by pressing the **INDEX** button during record or playback. See *Work with index marks* on page 22 for more information.

3.2.2 Add to a recording (append)

Regardless of the current position in the recording, additions to a recording are always appended at the end of a file without overwriting the existing recording. Follow these steps to make additions to your recording:

- 1 Press the **+** or **-** button ① while stopped to select the file to be appended.
- 2 Press the **REC** button ② and start speaking. The recording will automatically be appended to the end of the existing recording.
- 3 Press the **STOP** smart button ③ to stop recording.

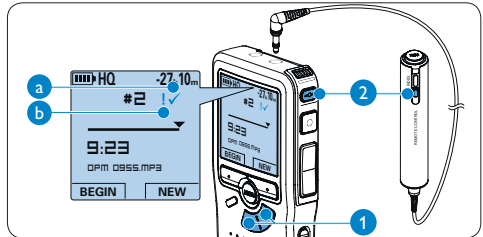


3.2.3 Finish (lock) a recording

When a recording is finished and no additional changes will be made, follow these steps to mark it as finished and protect it from being accidentally deleted:

- 1 Press the **+** or **-** button ① while stopped to select the recording to be marked finished.
- 2 Press the end-of-letter (**EOL**) button ② to lock the file and mark it as finished. The ✓ symbol is displayed. ③

- 3 To assign priority status to the recording, press the **EOL** button ② again within half a second. The **!** symbol is displayed, indicating that the file has priority status. ④
- 4 To make changes to the recording, press the **EOL** button ② again to remove the finished mark.



* Tip

Philips SpeechExec software can be configured to download finished files only from the Digital Pocket Memo to the PC.

! Caution

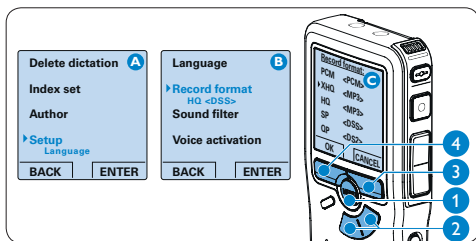
Locked files are deleted when the memory card is formatted or the delete-all-dictations function is used.

3.2.4 Change the recording format

The recording format determines the audio quality of your recordings and affects the number of audio files that can fit on the memory card. The Digital Pocket Memo supports the following recording formats:

Recording mode	File format	Channels recorded	Recording time (1 GB memory)
PCM	.pcm	2 channels	1.5 hours
XHQ	.mp3	2 channels	18 hours
HQ	.mp3	2 channels	36 hours
QP	.ds2 (DSS QP)	Mono	85 hours
SP	.dss (DSS SP)	Mono	170 hours

- 1 Press the **MENU** button ① while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button ② to select the **Setup** menu item and press the **ENTER** smart button. ③
- 3 Press the **+** or **-** button ② to select the **Record format** menu item and press the **ENTER** smart button ③.
- 4 Press the **+** or **-** button ② to select a recording mode.
- 5 Press the **OK** smart button ④ to save the setting or press the **CANCEL** smart button ③ to exit the menu without changing the setting.



Note

PCM recording mode is not available by default and must be enabled through *Philips SpeechExec Dictate*. See [Advanced configuration](#) on page 20 for more information.

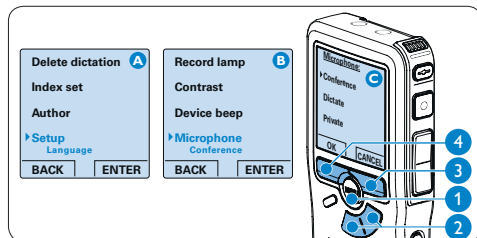
3.2.5 Adjust the microphone sensitivity

Set the microphone sensitivity for the environment and your recording preferences.

- 1 Press the **MENU** button ① repeatedly during recording to switch the microphone sensitivity between **Private** (low), **Dictate** (medium) and **Conference** (high).

The microphone sensitivity can also be set in the setup menu:

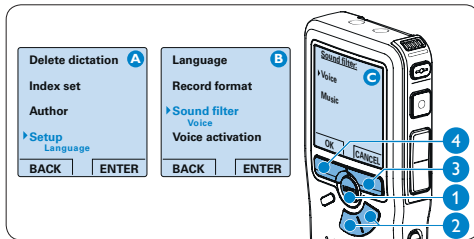
- 1 Press the **MENU** button ① while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button ② to select the **Setup** menu item and press the **ENTER** smart button ③.
- 3 Press the **+** or **-** button ② to select the **Microphone** menu item and press the **ENTER** smart button. ③
- 4 Press the **+** or **-** button ② to choose the microphone sensitivity: **Private** (low), **Dictate** (medium) and **Conference** (high).
- 5 Press the **OK** smart button ④ to save the setting or press the **CANCEL** smart button ③ to exit the menu without changing the setting.



3.2.6 Set the sound filter

Activate the sound filter to minimize low- and high-frequency sounds and optimize voice recordings.

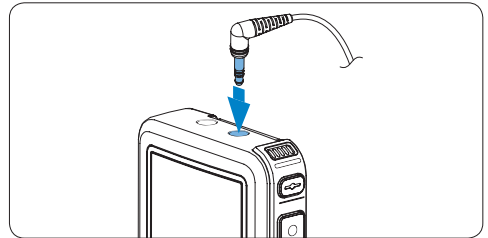
- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Sound filter** menu item and press the **ENTER** smart button. (3)
- 4 Press the **+** or **-** button (2) to choose between **Voice** (sound filter active), and **Music** (sound filter inactive).
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the menu without changing the setting.



3.2.7 Monitor recording

Headphones can be connected to the Digital Pocket Memo to hear the sound being recorded and to monitor the record level.

- 1 Connect the headphones to the headphone socket of the Digital Pocket Memo.
- 2 Press the **+** or **-** button during recording to adjust the sound volume.



Note

The record level cannot be adjusted using the volume button. Adjust the microphone sensitivity if the record level is too low or too high by pressing the **MENU** button repeatedly during recording or in the setup menu. See [Adjust the microphone sensitivity](#) on page 15 for more information.

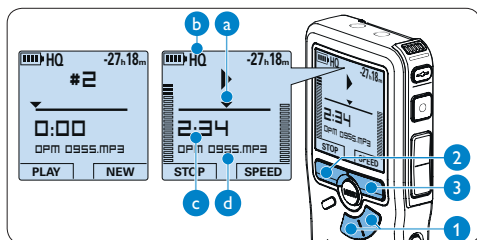
When voice-activated recording is activate, the **+** or **-** button changes the record threshold level, not the volume level.

3.3 Playback

- 1 Press the **+** or **-** button (1) while stopped to select the recording to play back.
- 2 Press the **PLAY** smart button (2) to start playback.

The following information is displayed:

- a Current position in the dictation
 - b Recording mode
 - c Playback time
 - d File name
- 3 Press the **+** or **-** button (1) to adjust the playback volume during playback.
 - 4 Press the **SPEED** smart button (3) to adjust faster or slower file playback.
 - 5 Press the **STOP** smart button (2) to stop playback.

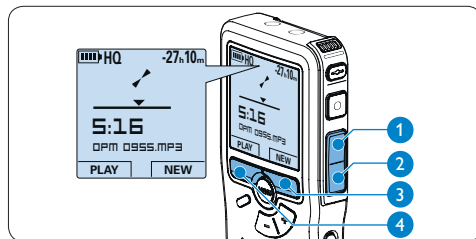


* Tip

Press and hold the **MENU** button for a few seconds to access additional information about files, the device and the memory card.

3.3.1 Overview playback functions

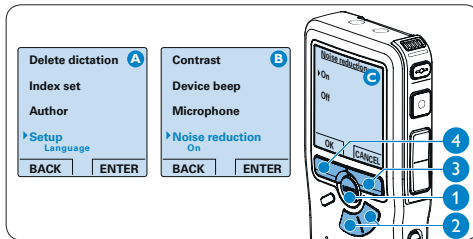
- | | |
|-----------------|---|
| Fast
rewind | Press the REW button (1) briefly while stopped. Press the STOP smart button (3) to stop winding or the PLAY smart button (4) to stop winding and start playback. |
| Fast
forward | Press the FWD button (2) briefly while stopped. Press the STOP smart button (3) to stop fast forward or the PLAY smart button (4) to stop fast forward and start playback. |
| Rewind | Press and hold the REW button (1) while playing or recording. Release the REW button to stop winding. |
| Cue | Press and hold the FWD button (2) while playing. Release the FWD button to cue-play. |
| Auto- | Press the REW (1) button briefly while backspace playing or recording to recap the last second. |



3.3.2 Noise reduction

The noise reduction function reduces interfering background noise and improves sound quality during playback.

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Noise reduction** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to choose between **On** and **Off**.
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.



3.4 Delete

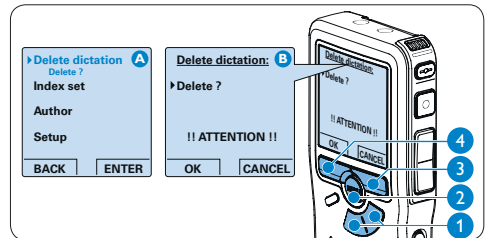
Note

Before deleting a file, make sure that it is not marked finished and that the memory card is not set to read-only (locked). If the file is marked finished, unlock it by pressing the **EOL** button once.

3.4.1 Delete a file

Follow these steps to delete a file entirely:

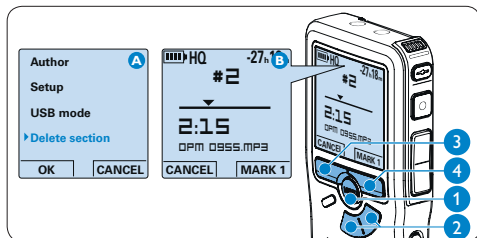
- 1 Press the **+** or **-** button (1) while stopped to select the file to be deleted.
- 2 Press the **MENU** button (2) to open the Digital Pocket Memo menu. The **Delete dictation** menu item is selected.
- 3 Press the **ENTER** smart button (3) to enter the sub menu.
- 4 Press the **OK** smart button (4) to delete the file permanently. Press the **CANCEL** smart button (3) to cancel the operation and leave the recording intact.



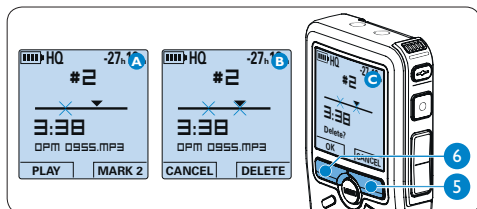
3.4.2 Delete part of a recording

Follow these steps to delete a section from a recording:

- 1 Navigate to the beginning of the section to be deleted by playback or forward/rewind.
- 2 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 3 Press the **+** or **-** button (2) to select the **Delete section** menu item and press the **OK** smart button (3).
- 4 Press the **MARK 1** smart button (4). A cross symbol appears on the screen.



- 5 Find the second mark position by playback or forward / rewind and press the **MARK 2** smart button (5). The second cross appears.
- 6 Press the **DELETE** smart button (6) and the **OK** smart button (6) to confirm the deletion of the marked section, or press the **CANCEL** smart button (5) to exit without deleting.



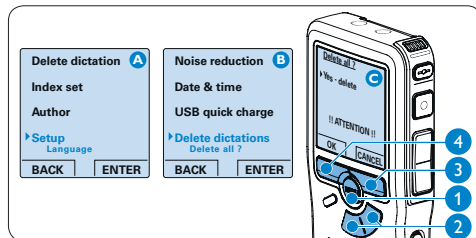
3.4.3 Delete all dictations

! Caution

Files marked finished (EOL) are deleted when the delete-all-dictations function is used.

Follow these steps to delete all recordings:

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Delete dictations** menu item and press the **ENTER** smart button (3).
- 4 Press the **ENTER** smart button (3) and the **OK** smart button (4) to confirm the deletion, or press the **CANCEL** smart button (3) to exit without deleting.



4 Use more of your Conference Recording System

4.1 Use Philips SpeechExec software

Philips SpeechExec software can be used for advanced configuration of the Digital Pocket Memo and automatic download, conversion and routing of dictation files.



Note

For detailed information about *SpeechExec* software, refer to the *SpeechExec* quick reference guide.

4.1.1 Advanced configuration

The Digital Pocket Memo Configuration Wizard is part of the *Philips SpeechExec Dictate* software and guides users through the device configurations and settings of their Digital Pocket Memo. The wizard assists users in configuring the time format, sound feedback, voice-activated recording, display appearance (standard or advanced display mode), the recording format, microphone sensitivity, author names, and file download to the PC.

- 1 Connect the Digital Pocket Memo to the PC using a USB cable.
- 2 Start *Philips SpeechExec Dictate* software.
- 3 Click **Settings > General settings** on the menu bar of *SpeechExec* to open the settings menu and select **DPM/DT Configuration > DPM Wizard** from the list on the left side.
- 4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the Digital Pocket Memo.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Digital Pocket Memo.

Note

When the Digital Pocket Memo is connected to the PC for the first time, Windows detects the new hardware and automatically installs the required drivers. When the installation is complete, Windows may prompt you to restart the PC.

4.1.2 Download recordings to the PC

With USB mass storage support, the Digital Pocket Memo is automatically displayed as an external drive when it is connected to the computer. It can then be accessed easily with any Microsoft Windows program as a regular drive.

Use *Philips SpeechExec* software for automatic download, conversion and routing of files.

- 1 Make a recording with the Digital Pocket Memo.
- 2 Start *Philips SpeechExec Dictate* software.
- 3 Connect the Digital Pocket Memo to the PC using the USB cable or the USB docking station.
- 4 By default, the recordings on the Digital Pocket Memo will be downloaded automatically to the PC and moved to the *Finished dictations* folder of the work list.

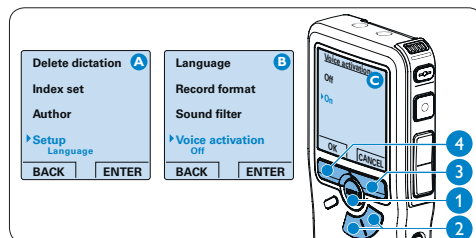
Note

How and which files are downloaded after a Digital Pocket Memo is connected can be configured in the settings menu of *SpeechExec* or with the Configuration Wizard.

4.2 Use voice-activated recording

Voice-activated recording is a convenience feature for hands-free recording. When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the Digital Pocket Memo will automatically pause recording after three seconds of silence, and resume only when you begin speaking again.

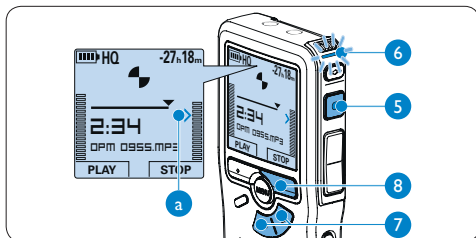
- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Voice activation** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to choose **Off** or **On**.
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.



- 6 Press the **REC** button (5) and start speaking. The status LED (6) glows in red while recording. When the sound level is below the

threshold sound level (a), recording pauses after three seconds and the status LED flashes.

- 7 Press the **+** or **-** button (7) to adjust the threshold sound level (a) while recording.
- 8 Press the **STOP** smart (8) button to stop recording.

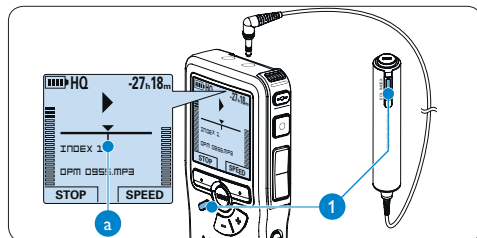


4.3 Work with index marks

Index marks can be used to mark certain points in a recording as points of reference. A point of reference may be the beginning of a major section, or a part of the recording that you may want to revise later or access quickly.

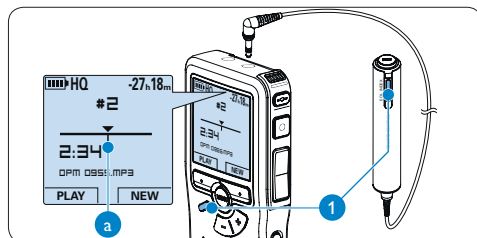
4.3.1 Insert an index mark

- 1 Press the **INDEX** button (1) during recording or playback to insert an index mark (a). The index number is displayed for two seconds.



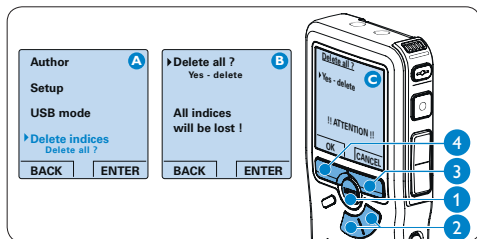
4.3.2 Delete an index mark

- 1 Play back, fast forward or fast rewind to the index mark to be deleted (a).
- 2 Press the **INDEX** button (1) while stopped to delete the index mark.



4.3.3 Delete all index marks

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Delete indices** menu item and press the **ENTER** smart button (3).
- 3 Press the **ENTER** smart button (3) and the **OK** smart button (4) to confirm the deletion, or press the **CANCEL** smart button (3) to exit without deleting.



Note

The **Delete Indices** menu item is available only if the current dictation has at least one index mark.

4.4 Assign an author's name

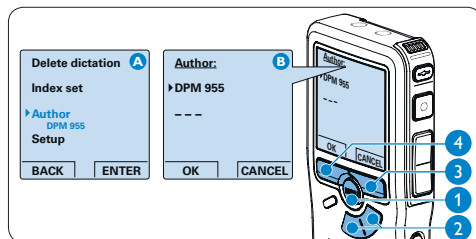
A keyword, such as the author's name can be assigned to every recording. The keyword can be used to identify recordings and automatic file routing in *Philips SpeechExec* software.

Note

Author names must first be set up with *Philips SpeechExec* software. See [Advanced configuration](#) on page 20 for more information. By default, the keyword category **AUTHOR** with the keywords 'DPM 955' and '- - -' (empty) is available on the Digital Pocket Memo.

To assign an author's name to a recording:

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Author** menu item.
- 3 Press the **ENTER** smart button (3) to display the list of names.
- 4 Press the **+** or **-** button (2) to select a name.
- 5 Press the **OK** smart button (4) to confirm or the **CANCEL** smart button (3) to exit without assigning a name.

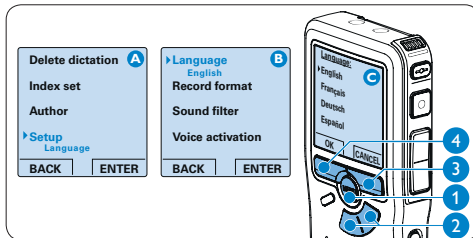


4.5 Display and sound functions

4.5.1 Setting the language

When using it for the first time, you will be prompted to set the language of the user interface. If the language is not correct follow these steps to change it:

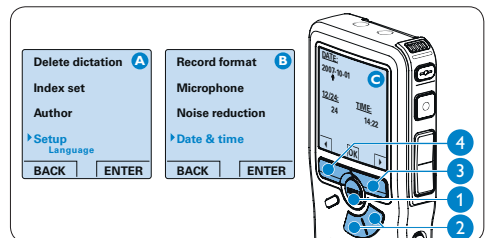
- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Language** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to select a language.
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.




4.5.2 Setting date and time

When using it for the first time, you will be prompted to set the date and times. If the settings are not correct follow these steps to set them:

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Date & time** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) repeatedly to change the value for the year, month or day.
- 5 Press the **▶** smart button (3) to advance the arrow (↑) to the next entry.
- 6 After setting the day, press the **▶** smart button (3) to advance the settings to the correct time.
- 7 Press the **+** or **-** button (2) to select a 12-hour or 24-hour clock, AM or PM (if a 12-hour clock is selected), and to change the value of the hour and minute settings.
- 8 Press the **▶** smart button (3) to confirm the date and time.



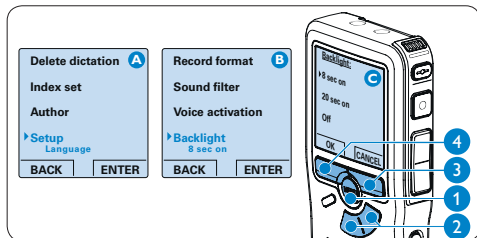
Note

If a mistake is made in the date/time settings, use the  smart button ④ any time during the procedure to step back to make corrections.

4.5.3 Backlight

The display of the Digital Pocket Memo is by default backlit for eight seconds when a button is pressed.

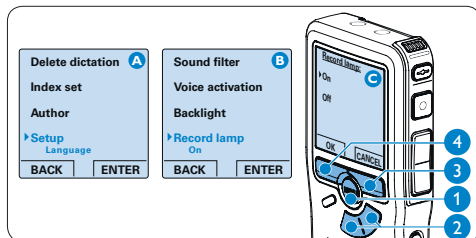
- 1 Press the **MENU** button ① while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button ② to select the **Setup** menu item and press the **ENTER** smart button ③.
- 3 Press the **+** or **-** button ② to select the **Backlight** menu item and press the **ENTER** smart button ③.
- 4 Press the **+** or **-** button ② to choose between **8 seconds**, **20 seconds** and **Off**.
- 5 Press the **OK** smart button ④ to save the setting or press the **CANCEL** smart button ③ to exit the sub-menu without changing the setting.



4.5.4 Record lamp

When enabled, the status LED/record lamp glows red during recording.

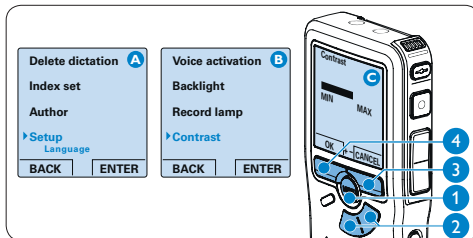
- 1 Press the **MENU** button ① while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button ② to select the **Setup** menu item and press the **ENTER** smart button ③.
- 3 Press the **+** or **-** button ② to select the **Record lamp** menu item and press the **ENTER** smart button ③.
- 4 Press the **+** or **-** button ② to choose between **On** and **Off**.
- 5 Press the **OK** smart button ④ to save the setting or press the **CANCEL** smart button ③ to exit the sub-menu without changing the setting.



4.5.5 LCD contrast

The contrast of the LCD screen can be adjusted for the level of light in your environment and your viewing preferences.

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Contrast** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to adjust the contrast.
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.

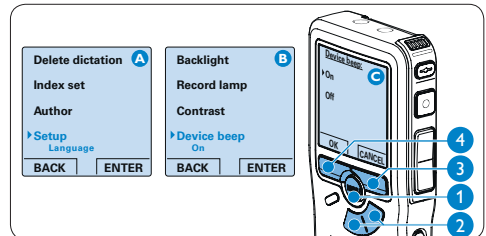


4.5.6 Device beep

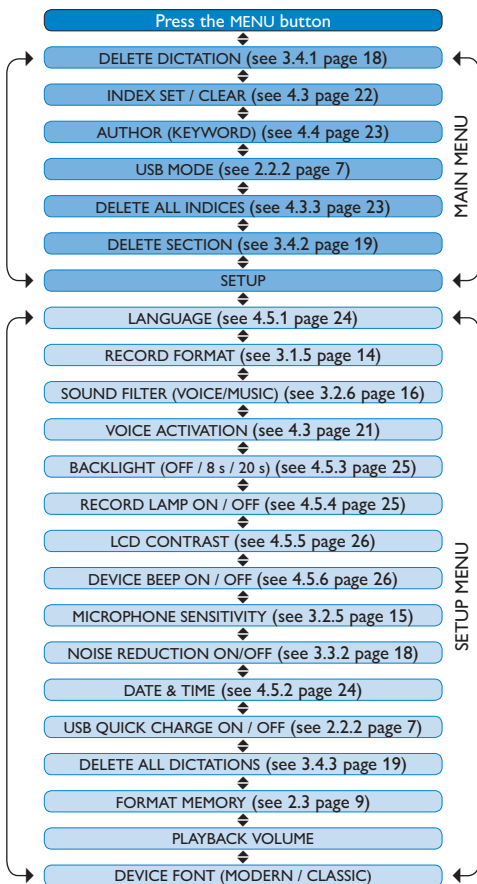
The Digital Pocket Memo is by default set to give sound feedback (beeps) when:

- the end of the file is reached during playback
- an index mark is hit during fast forward or fast rewind
- the battery level drops below 10%
- available memory drops below two minutes
- a command cannot be carried out

- 1 Press the **MENU** button (1) while stopped to open the Digital Pocket Memo menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Device beep** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to choose between **On** and **Off**.
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.



4.6 Menu list



Note

Some settings, such as defining author names or switching to simple display mode, are available only through *Philips SpeechExec Dictate*. See [Advanced configuration](#) on page 20 for more information.

Disclaimer and Notices

Philips performs extensive testing with the most popular configurations. However, since PC additions and device drivers are updated continually, conflict-free operation cannot be guaranteed.