

OLYMPUS®

DIGITAL VOICE
RECORDER

DS-2200

**ONLINE
INSTRUCTIONS**

Thank you for purchasing an Olympus
Digital Voice Recorder.

Please read these instructions for information
about using the product correctly and safely.
Keep the instructions handy for future reference.

To ensure successful recordings, we recommend that
you test the record function and volume before use.

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Safe and Proper Usage

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 warning symbols indicate important safety related information. To protect yourself and others from personal injury or damage to property, it is essential that you always read the warnings and information provided.

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 store the recorder in places exposed to excessive moisture or dust.
- Do not use organic solvents such as alcohol and lacquer thinner to clean the unit.
- Do not place the recorder on top of or near electric appliances such as TVs or refrigerators.
- Avoid recording or playing back near cellular phones or other wireless equipment, as they may cause interference and noise. If you experience noise, move to another place, or move the recorder further away from such equipment.
- Avoid sand or dirt. These can cause irreparable damage.
- Avoid strong vibrations or shocks.
- Do not disassemble, repair or modify the unit yourself.
- Do not operate the unit while operating a vehicle (such as a bicycle, motorcycle, or go-cart).
- Keep the unit out of the reach of children.

<Warning regarding data loss>

Recorded content in memory may be destroyed or erased by operating mistakes, unit malfunction, or during repair work.

It is recommended to back up and save important content to other media such as a computer hard disk.

Batteries

Warning

- Batteries should never be exposed to flame, heated, short-circuited or disassembled.
- Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.
- Never use any battery with a torn or cracked outer cover.
- Keep batteries out of the reach of children.
- 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 service.

AC Adapter

Warning

- Do not attempt to disassemble, repair or modify the AC adapter in any way.
- Keep foreign objects including water, metal, or flammable substances from getting inside the product.
- Do not moisten the AC adapter or touch it with a wet hand.
- Do not use the AC adapter in the vicinity of flammable gas (including gasoline, benzene and lacquer thinner).

In case

- ... the internal parts of the AC adapter are exposed because it has been dropped or otherwise damaged:
- ... the AC adapter is dropped in water, or if water, metal flammable substances or other foreign objects get inside it:
- ... you notice anything unusual when using the AC adapter such as abnormal noise, heat, smoke, or a burning odor:
 - 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.

Main Features

1

Main Features

- The recorder stores highly compressed DSS and WMA format voice messages in xD-Picture Card.^{*1}
- The recorder supports three recording modes, HQ (High Quality) mode, SP (Standard Playback) mode and LP (Long Playback) mode. If a stereo microphone is used, you can enjoy recording in SHQ (Stereo High Quality) mode (☞ P.22).
- The five folders can hold 199 files each, for the maximum of 995 recordings (☞ P.16).
- You may assign your own names to folders (☞ P.42).
- Recorded files may be moved from one folder to another (☞ P.46).
- Has a built-in Variable Control Voice Actuator (VCVA) function (☞ P.18).
- You can insert or delete index marks (☞ P.37).^{*2}
- You can input file comments (☞ P.45).^{*2}
- The recorder has Fast Playback and Slow Playback functions to control playback speed (☞ P.27).
- The large LCD screen with backlight can be easily read even in the dark.
- The recorder has a Noise Cancel Function (☞ P.31).
- A Ear/Mic/Remote Controller Jack with switch-over depending on the application.
- When connected to the recorder, the optional remote controller works also as a microphone for recording (☞ P.20).
- Comes with DSS Player software (☞ P.54).

- A USB connected Cradle for data download from the recorder to the PC (☞ P.59).
- The recorder can also be used as a removable external memory reader/writer (☞ P.77).

*1: DSS format in SP and LP mode recording, and WMA format in SHQ and HQ mode recording.

*2: For WMA files, the recorder can recognize and play only those that are recorded with the Olympus Digital Voice Recorder.

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Card Basics

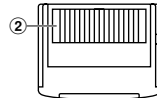
The xD-Picture Card is a removable recording media. “Card” in this manual refers to the xD-Picture Card.

Compatible cards

The removable card can be used to store different kind of data. Since the card has larger memory capacity than a diskette, it can be used to transfer data between different PCs. The recorder supports cards with memory capacity between 16 to 512 MB.



- ① **Index area**
You can write down the card's contents.



- ② **Contact area**
Comes into contact with the recorder's signal read contacts.

Memory Sizes of Cards and Approximate Recording Times*1

Memory Size	SHQ Mode*2	HQ Mode	SP Mode	LP Mode
16 MB	30 min.	1 hr. 05 min.	2 hr. 35 min.	5 hr. 30 min.
32 MB	1 hr. 05 min.	2 hr. 10 min.	5 hr. 10 min.	11 hr. 05 min.
64 MB	2 hr. 10 min.	4 hr. 20 min.	10 hr. 25 min.	22 hr. 20 min.
128 MB	4 hr. 20 min.	8 hr. 45 min.	20 hr. 55 min.	44 hr. 45 min.
256 MB	8 hr. 50 min.	17 hr. 45 min.	42 hr. 00 min.	89 hr. 40 min.
512 MB	17 hr. 45 min.	35 hr. 30 min.*3	84 hr. 05 min.	179 hr. 30 min.*3

*1: Available recording time for one continuous file. Available recording time may be shorter if many short recordings are made.

*2: Recording in SHQ mode is enabled only when a stereo microphone is used. When using the stereo microphone, only SHQ mode is available.

*3: Total recording time of two files. The maximum recording time per file is 26 hours 40 minutes in HQ mode, and 99 hours 59 minutes in LP mode.

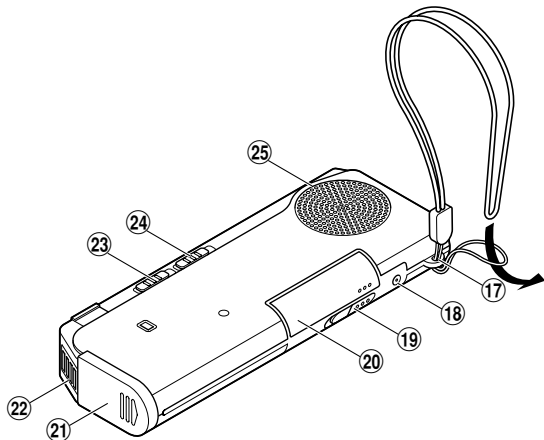
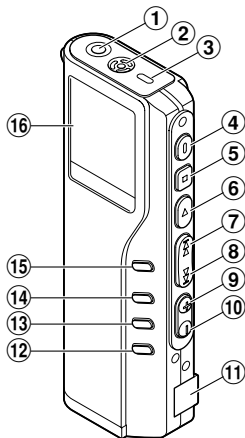
Notes

- When initializing (formatting) a card, confirm that no necessary data is stored on the card beforehand. Initialization completely erases the existing data on the card.
- Cards used in a recorder must be formatted in the same recorder first unless formatted with a CAMEEDIA series Olympus digital camera. Card may not perform as expected when formatted by a different device.
- The card has a service life. When reaching the end of its life, writing or erasing data on the card will be disabled. In this case, replace the card.
- If you use a PC card adapter compatible with the card to save or delete some data on the card, the maximum recording time on the card may be decreased. To recover the original recording time, initialize/format the card in the recorder.
- Olympus will not be held liable for any data corruption or loss due to misuse of media card.

Identification of Parts

1

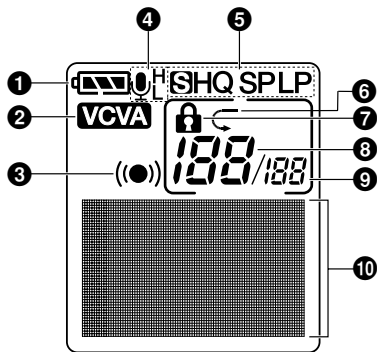
Identification of Parts



- ① EAR/MIC/REMOTE jack
- ② Built-in microphone
- ③ Record/Play indicator lamp
- ④ REC (Record) button
- ⑤ STOP button
- ⑥ PLAY button
- ⑦ FF (Fast Forward) button
- ⑧ REW (Rewind) button
- ⑨ VOL (+) button
- ⑩ VOL (-) button
- ⑪ PC (USB) terminal
- ⑫ ERASE button
- ⑬ FOLDER/REPEAT button

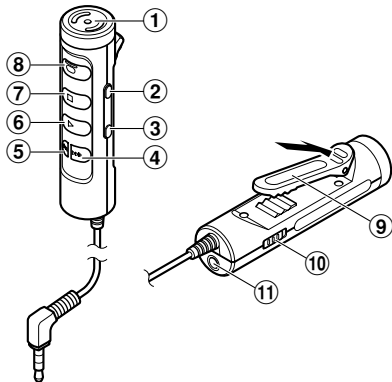
- ⑭ INDEX button
- ⑮ DISPLAY/MENU button
- ⑯ Display (LCD panel)
- ⑰ Strap hole
- ⑱ Power jack
- ⑲ Card cover lock
- ⑳ Card cover
- ㉑ Battery cover
- ㉒ Cradle attachment point
- ㉓ MICSSENS (Microphone sensitivity) switch
- ㉔ HOLD switch
- ㉕ Built-in speaker

Display (LCD Panel)



- ❶ Battery indicator
- ❷ VCVA (Variable Control Voice Actuator) indicator
- ❸ Alarm indicator
- ❹ Microphone sensitivity display
- ❺ Record mode indicator
- ❻ Repeat play indicator
- ❼ Erase lock indicator
- ❽ Current file number
- ❾ Total number of recorded files in the folder
- ❿ Character Information display

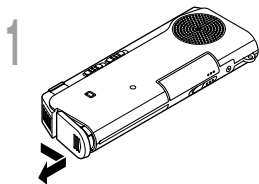
Remote Controller Microphone: MR12



- ❶ Built-in microphone
- ❷ VOL (+) button
- ❸ VOL (-) button
- ❹ FF (Fast Forward) button
- ❺ REW (Rewind) button
- ❻ PLAY button
- ❼ STOP button
- ❽ REC (Record) button/
REC indicator lamp
- ❾ Clip
- ❿ HOLD switch
- ⓫ EAR jack

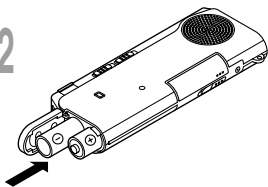
Inserting Batteries

1



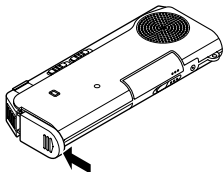
1 Lightly press down on the arrow and slide the battery cover open.

2



2 Insert two AAA alkaline batteries, observing the correct polarity.

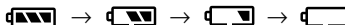
3




3 Close the battery cover completely.

Replacing batteries

The battery indicator on the display changes as the batteries lose power.



When  appears on the display, replace the batteries as soon as possible.

When the batteries are too weak, the recorder shuts down and "BATTERY LOW" appears on the display. AAA alkaline batteries are recommended.

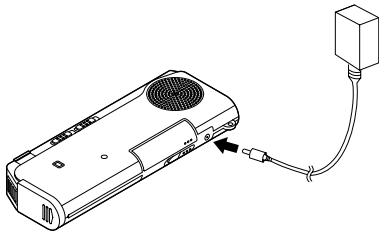
An optional Ni-MH Rechargeable Battery from Olympus can be used for the recorder (P.81).

Notes

- **Be sure to stop the recorder before replacing the batteries.** Unloading the batteries while the recorder is in use may corrupt the file. If you are recording into a file and the batteries run out, you will lose your currently recorded file because the file header will not be able to close. It is crucial to change the batteries once you see only one Hash mark in the battery icon.
- Be sure to replace both batteries at the same time.
- **Never mix old and new batteries, or batteries of different types and/or brands.**
- If it takes longer than 1 minute to replace dead batteries, you may have to reset the time when you load fresh batteries (P.12).
- Remove the batteries if you are not going to use the recorder for an extended period of time.

Using the AC Adapter

Plug the optional AC adapter (Olympus Model A321 or A322) into household power outlet and connect the power plug to the recorder's power connector (DC 3 V) as shown in the illustration. Always stop recording before connection. Otherwise it may not be possible to play back the voice data being recorded.



Warning

- **Always stop recording before connection or disconnection.**
- **When the AC adapter is not in use, disconnect the power supply plug from the power outlet.**
- **Use only the correct power supply voltage as indicated on the adapter.**
- **Do not use the AC adapter when connecting the recorder to the USB port.**

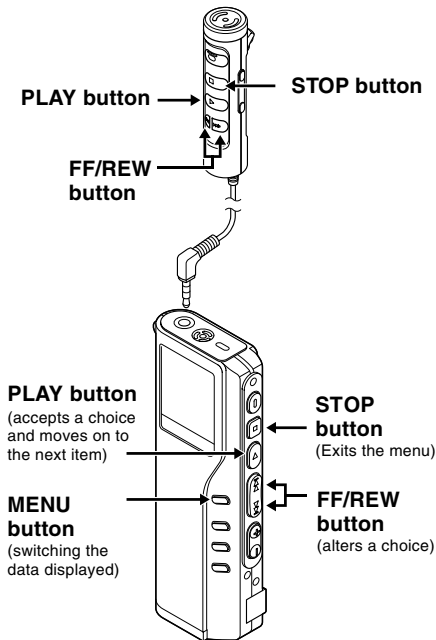
Setting Time/Date (TIME&DATE)

1

Setting Time/Date (TIME&DATE)

If you have set the time and date, information as to when an audio file is recorded is stored automatically with that file. The time and date should be set to ease file management tasks. The time and date setting is also needed to perform the alarm playback function (P.38).

The hour indicator will flash automatically when you load batteries before using the recorder for the first time, or after the recorder hasn't been used for a long time. Proceed from step 1.



When the remote controller microphone (optional) is connected, buttons with the same names as those on the recorder work analogously.

1 Set the hour.

- 1 Press the **FF** button or **REW** button to set the hour.
 - 2 Press the **PLAY** button to accept the hour.
- You can choose between 12 and 24 hour display by pressing the **MENU** button while setting the hour and minute.

Example: 5:45 P.M.

5:45 PM ↔ 17:45
(Initial setting)

2 Set the minute.

- 1 Press the **FF** button or **REW** button to set the minute.
- 2 Press the **PLAY** button to accept the minute.

3 Set the year.

- 1 Press the **FF** button or **REW** button to set the year.
 - 2 Press the **PLAY** button to accept the year.
- You can choose the order of the year, month, day by pressing the **MENU** button while setting them.

Example: March 14, 2004

3M 14D 2004Y (Initial setting)



14D 3M 2004Y



2004Y 3M 14D

5 Set the date.

- ① Press the **FF** button or **REW** button to set the date.
- ② Press the **PLAY** button to accept the date.

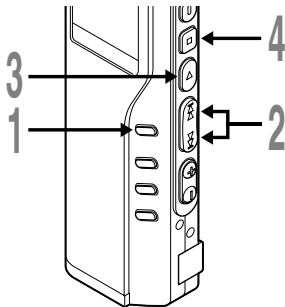
Note

If you press the **STOP** button during the setup operation, the recorder will save the items that were set to that point.

4 Set the month.

- ① Press the **FF** button or **REW** button to set the month.
- ② Press the **PLAY** button to accept the month.

Changing the Time/Date



1 Press and hold the **MENU** button for 1 second or longer.

The menu opens (see P.53).

2 Press the **FF** or **REW** button until “**TIME & DATE**” flashes on the display.

3 Press the **PLAY** button.

Time/Date screen appears. The hour indicator flashes, indicating the start of the Time/Date setup process.

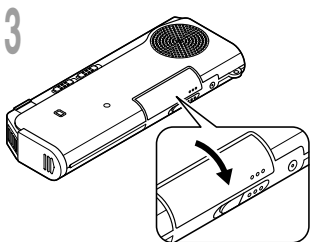
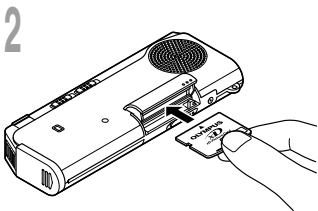
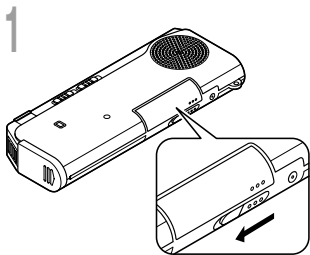
Follow the same steps starting at step 1 in “Setting Time/Date” (see P.12).

4 Press the **STOP** button to close the menu.



Inserting and Ejecting a Card

Inserting a Card



1 **Slide the card cover lock to the direction indicated by the arrow.**

The card cover is unlocked and the message “CARD COVER OPEN” appears on the display. When this message appears, the power is switched off.

2 **Face the card the correct way and insert it into the card slot as shown in the illustration.**

- Insert the card keeping it straight.
- The card stops with a click when it is inserted all the way.
- Inserting the card the wrong way or at an angle could damage the contact area or cause the card to jam.
- If the card is not inserted all the way, data may not be written to the card.

3 **Close the card cover securely.**

Card inserted fully into the slot

The recorder sounds beeps* and the message “PLEASE WAIT” on the display flashes for a short time.

Card not inserted fully into the slot

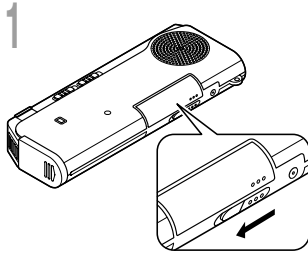
When the card cover is closed, the message “INSERT CARD” on the display flashes for a short time. With the recorder in this condition, pressing any button sounds beeps* and flashes the message “INSERT CARD” again.

* When the system sounds are enabled.

Notes

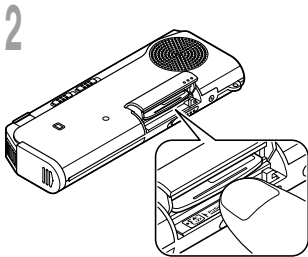
- If an unformatted card is inserted, the recorder automatically displays the menu to format the card (☞ P.51).
- Never use any card other than one that has been formatted on this unit or on a CAMEDIA series Olympus digital camera (☞ P.51).

Ejecting a Card



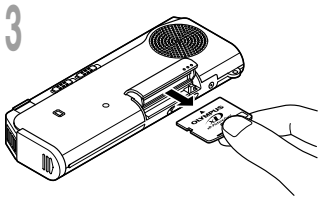
1 Slide the card cover lock to the direction indicated by the arrow.

The card cover is unlocked and the message “CARD COVER OPEN” appears on the display. When this message appears, the power is switched off.



2 Push the card all the way in to unlock it, and let it return slowly.

The card is ejected a short way and then stops.



3 Hold the card straight and pull it out.

.....

Note

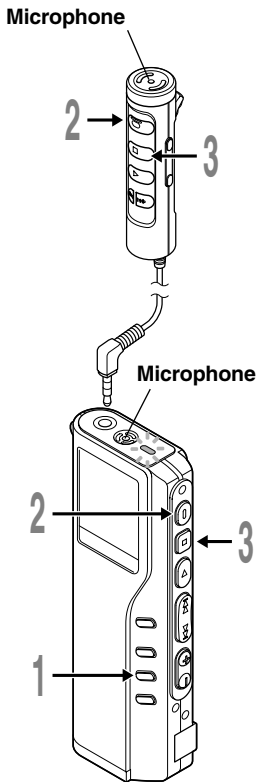
Releasing your finger quickly after pushing the card all the way in may cause it to eject forcefully out of the slot.

Recording

The recorder provides five folders, A, B, C, D and E, and each message recorded in a folder is saved as a Digital Speech Standard (DSS) file or a Windows Media Audio (WMA) file. These five folders can be selectively used to distinguish the kind of recording; for example, Folder A might be used to store private information, while Folder B might be dedicated to holding business information. Up to 199 messages can be recorded per folder.

2

Recording



1 Press the **FOLDER** button to choose a folder.

The folder name is displayed.

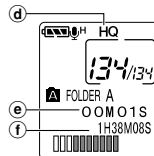
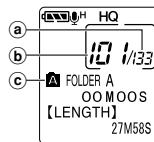
- a Total number of recorded files in the folder
- b Current file number
- c Current folder

2 Press the **REC** button to start recording.

The record/play indicator lamp glows red. Aim the microphone at the sound source. When using the remote controller microphone for recording, the indicator lamp and internal microphone of the recorder are switched off.

- d Current recording mode
- e Recording time
- f Remaining recording time

3 Press the **STOP** button to stop recording.



Notes

- A beep will sound when remaining recording time reaches 60 seconds, 30 seconds, and 10 seconds while recording.
- “MEMORY FULL” or “FOLDER FULL” will be displayed when the memory or folder capacity is full. Delete any unnecessary files before recording any further (P.34) or transfer voice files to your computer using DSS Player Software (P.64).
- In HQ and LP modes, when the recording time reaches to the maximum recording time per file, the recorder stops recording, displaying “MAXIMUM REC TIME”.

If the card has remaining memory, pressing the REC button starts recording again.

Recording functions

Pause Recording

Pause

Press the **REC** button while recording.

- ➡ “REC PAUSE” will flash on the display.

Resume Recording

Press the **REC** button again.

- ➡ Recording will resume at the point of interruption.

Note

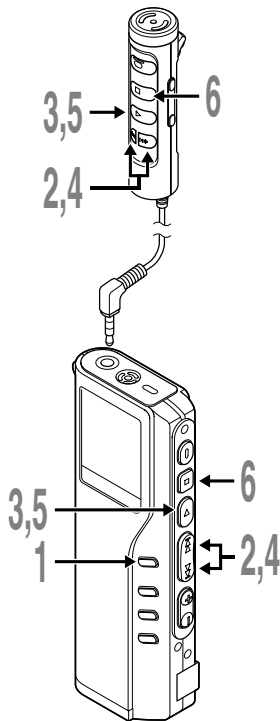
The recorder will time out after 10 minutes when left in “REC PAUSE”.

Using the Variable Control Voice Actuator (VCVA)

When the microphone senses that sounds have reached a preset threshold volume level, the built-in Variable Control Voice Actuator (VCVA) starts recording automatically, and stops when the volume drops below the threshold level.

The VCVA feature help extend recording time and conserve memory by turning off recording during silent periods. This helps make the playback, with no lulls or dead space, more efficient and convenient.

Using the Variable Control Voice Actuator (VCVA)



- 1 Press and hold the MENU button for 1 second or longer.**

The menu opens (see P.53).

- 2 Press the FF or REW button until “VCVA” flashes on the display.**

- 3 Press the PLAY button.**

The VCVA setup process begins.

- 4 Press the FF or REW button to choose between ON and OFF.**

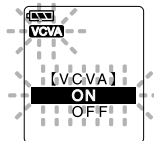
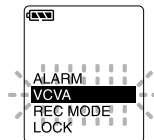
ON : Will start recording in VCVA mode.

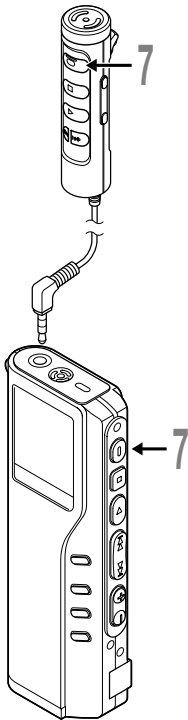
OFF : Will resume recording in normal mode.

- 5 Press the PLAY button to complete the setup screen.**

- 6 Press the STOP button to close the menu.**

When ON is selected, a VCVA indication will be displayed on the screen.

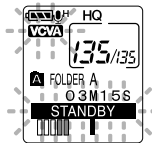




7 Press the REC button to start recording.

When the sound volume is lower than the preset threshold sound level, recording automatically stops after 1 sec approximately, and “STANDBY” flashes on the display. The record/play indicator lamp glows when recording starts and flashes when recording pauses.

* When the remote controller is connected, the REC indicator lamp on the remote controller lights up but the record/play indicator lamp on the recorder will be switched off.



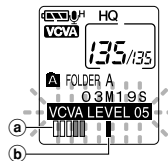
Adjust the start/stop actuation level

Press the FF or REW button to adjust the pause sound level during recording.

The VCVA level can be set to any of 15 different values. The higher the value, the more sensitive the recorder to sounds. At the highest value, even the faintest sound will activate recording.

The VCVA pause sound level can be adjusted according to the ambient (background) noise.

- a Level meter (varies according to the sound volume being recorded)
- b Start level (moves to the right/left according to the set level)



Notes

- The start/stop actuation level also varies depending on the selected microphone sensitivity mode (see P.23).
- To ensure successful recordings, prior testing and adjustment of the start/stop actuation level is recommended.

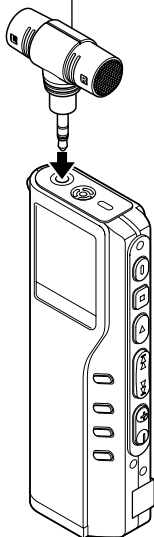
Recording with External Microphone

To enhance sound quality during recording, use the stereo microphone (ME51S) or an optional external microphone. If a stereo microphone is used, recording in SHQ (Stereo High-Quality) mode is possible. Please note, when a microphone is connected to the jack on the recorder, the jack functional switch-over is made automatically.

2

Recording with External Microphone

Stereo microphone:
ME51S



1 Make sure that the recorder has stopped.

2 Connect to the jack on the recorder.

If an external microphone is connected to the jack on the recorder, the built-in microphone is disabled.

Applicable external microphones

● Stereo microphone: ME50S(optional)/ME51S

When using a stereo microphone, the recorder will switch-over to SHQ mode automatically and recording in WMA format, noise-free sound can be accomplished. Stereo recording is only possible in SHQ mode.

● Remote controller microphone: MR12

MR12 contains a non-directional microphone. With a clip, you can attach the microphone on your jacket's pocket, etc. This microphone is used to record your voice or voices of people close to you.

● Noise-Cancellation microphone: ME12 (optional) (Dictation microphone)

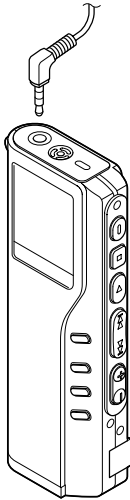
This microphone is used to record your own voice while minimizing surrounding noise.

Notes

- Do not insert or remove a microphone into or from the jack while recording.
- If an earphone is connected to the remote controller recording is not possible.
- If an earphone is connected to the remote controller EAR jack while recording, recording will stop automatically.

Listening While Audio Is Recorded (Recording Monitor)

If you start recording after inserting the earphone into the jack on the recorder, you can hear the sound being recorded. The sound volume on the recording monitor can be adjusted by pressing the VOL (+) or VOL (-) button.



1 Make sure that the recorder has stopped.

2 Connect the earphone to the jack on the recorder.
After recording is started, you can hear the sound being recorded through the earphone.

Notes

- Recording cannot be monitored during recording with an external microphone.
- Recording level cannot be controlled using the volume button.
- When recording using the remote controller microphone, recording cannot be monitored even though the earphone is connected to the EAR jack on the remote controller.
- When using the earphones, do NOT set the volume too high. Listening at very high volume may lead to hearing loss.

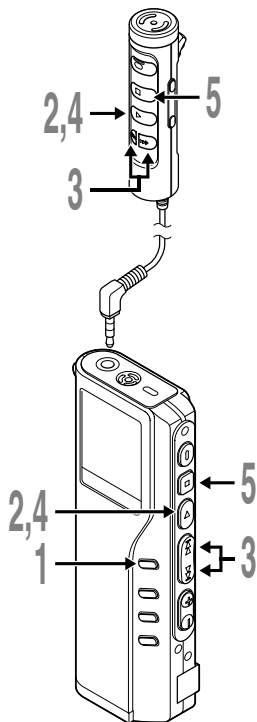
Recording Modes (REC MODE)

You can select from among three recording modes: HQ (High Quality) mode, SP (Standard Playback) mode and LP (Long Playback) mode.

If a stereo microphone is used, the only possible recording mode is SHQ (Stereo High Quality).

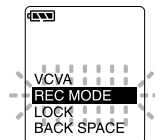
2

Recording Modes (REC MODE)



1 Press and hold the MENU button for 1 second or longer.

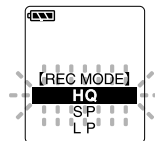
“REC MODE” will be displayed on the screen (P.53).



2 Press the PLAY button.

The recording mode setup process begins.

3 Press the FF or REW button to choose from HQ, SP and LP.



4 Press the PLAY button to complete the setup screen.

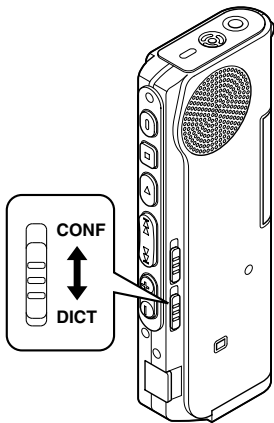
5 Press the STOP button to close the menu.

Note

Choose SHQ/HQ or SP mode for recording meetings or lectures with crisp clarity.

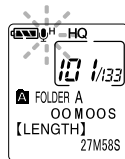
Microphone Sensitivity

Microphone sensitivity is adjustable to meet recording needs.

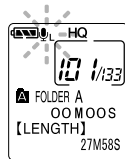


Using the **MICSENS** switch, choose between the **CONF** and **DICT** positions.

CONF: High-sensitivity mode that records sounds in all directions.



DICT: Low-sensitivity mode suited for dictation.



Notes

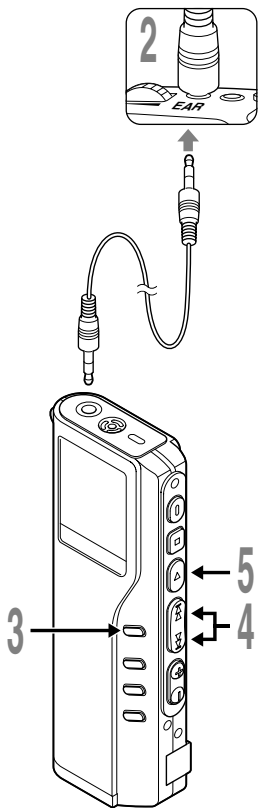
- If you want to record clear or noise-free dictation, select DICT mode and place the microphone 3 to 4 inches from the source.
- If the ambient (background) noise is too loud to get a clear recording even in DICT mode, we recommend that you use an ME12 single directional microphone (sold separately).

Recording From Another Audio Device

The recorder can record the sound played back by another device with a connecting cord.

2

Recording From Another Audio Device



1 Make sure that the recorder has stopped.

2 Connect the recorder to the earphone jack on the other device with a connecting cord.

For recording monaural sound, use the optional connecting cord, KA232* (P.81) and, for stereo sound, use a commercially available connecting cord with attenuation resistance.

*The plug adapter PA3 is required (P.81).

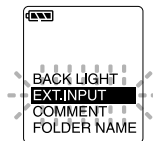
3 Press and hold the **MENU** button for 1 second or longer.

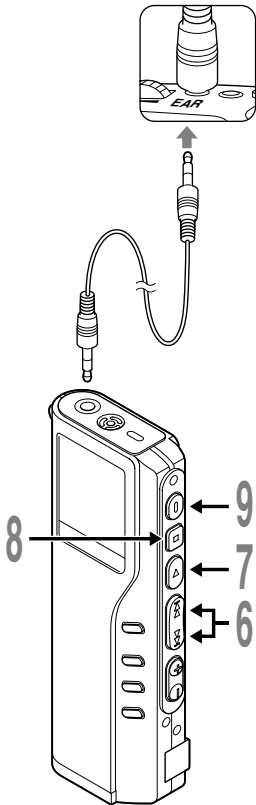
The menu opens (P.53).

4 Press the **FF** or **REW** button until “EXT.INPUT” flashes on the display.

5 Press the **PLAY** button.

The EXT.INPUT setup process begins.





6 Press the **FF** or **REW** button to choose between “**STEREO INPUT**” and “**MONAURAL INPUT**”.

Choose “**STEREO INPUT**” for the stereo recording.

Choose “**MONAURAL INPUT**” for the monaural recording.

7 Press the **PLAY** button to complete the setup screen.

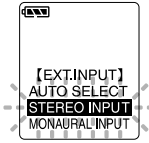
8 Press the **STOP** button to close the menu.

9 Press the **REC** button to start recording.

When set to **STEREO INPUT**, the recorder starts recording in **SHQ** mode. When set to **MONAURAL INPUT**, it starts recording in the specified recording mode.

Notes

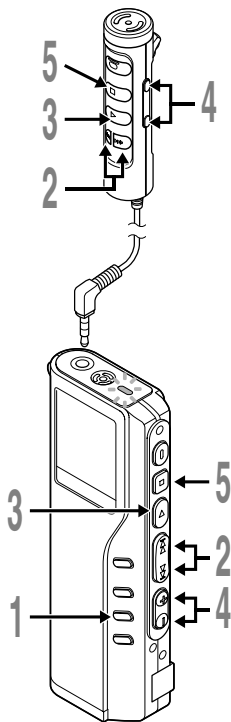
- Be sure to set the external input before connecting a connecting cord to the jack on the recorder. Otherwise, the input setting may be disabled.
- Disconnecting the connecting cord or switching off the recorder cancels the external input setting and resets it to the automatic switching mode. To record sound using the connecting cord, follow the procedure from step 1 again.



Playing

3

Playing



1 Press the **FOLDER** button to choose folder.

2 Press the **FF** or **REW** button to choose the file that you want to play.

If you keep pressing the FF or REW button in stop mode, the recorder continuously skips to the beginnings of files.

3 Press the **PLAY** button to start playback.

The record/play indicator lamp glows green.

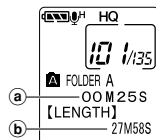
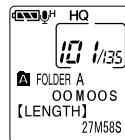
- a Current playback time
- b Total recording time of the file being played

4 Press the **VOL (+)** or **VOL (-)** button to select the proper sound volume.

The display shows the volume level. You can choose between 0 to 30.

5 Press the **STOP** button at any point you want to stop the playback.

Resume playback by pressing PLAY button again.



Playback functions	Operation	How to Cancel
Fast Playback (F.PLAY)	Press the PLAY button once while playing a file.*1 ➔ The recorder plays back at approximately 50% faster than normal rate.	Press the PLAY button 2 times while fast playing back. ➔ Playback returns to normal rate.
Slow Playback (S.PLAY)	Press the PLAY button once while fast playing back.*1 ➔ The recorder plays back at approximately 25% slower than normal rate.	Press the PLAY button once while slow playing back. ➔ Playback returns to normal rate.
Cue (CUE)	Hold the FF button while playing a file. ➔ The recorder stops when it reaches the end of the file. Continue pressing the FF button to proceed with the cue from the beginning of the next file.	Release the FF button. ➔ Replays at the original speed.
Review (REVIEW)	Hold the REW button while playing a file. ➔ The recorder stops when it reaches the beginning of the file. Continue pressing the REW button to proceed with the review from the end of the previous file.	Release the REW button. ➔ Replays at the original speed.
Skipping to beginning of a file*2	Press the FF button during playback, fast playback, or slow playback.*3 ➔ The next file is cued and playback starts at the original speed.	—
	Press the REW button during playback, fast playback, or slow playback.*3 ➔ The file being played is cued and playback starts at the original speed.	—

*1: As in normal playback, operations such as playback stop, file cueing, and index mark (⏏ P.37) insertion are possible in fast playback and slow playback.

*2: If you keep pressing the **FF** or **REW** button in stop mode, the recorder continuously skips to the beginnings of files (F.SKIP/B.SKIP).

*3: If an index mark is encountered midway, playback begins at that point.

Notes

- If you set Noise Cancel to “LOW” or “HIGH”, you cannot use the Fast Playback and Slow Playback functions.
- In case of WMA files, only the files recorded with this recorder or Olympus Digital Voice Recorders can be played back.
- The fast playback or slow playback function plays back a SHQ file in monaural sound.

Playback through earphone



You can listen to audio playback through the earphone connected to the jack on the recorder or the EAR jack on the remote controller.

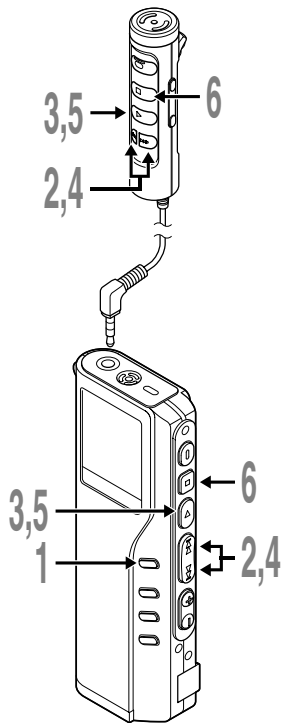
When the earphone is used, the recorder speaker will be switched-off.

Notes

- When using earphone, adjust sound level moderately or hearing loose may result.
- When playing back through the earphone, sounds can be heard from either side of the earphone even for monaural recorded files.
- When you use an external speaker or an earphone with built-in volume, connect it to the EAR jack on the remote controller. If you directly connect it to the jack on the recorder, the external speaker or earphone may not work. When you record the playback sound with another recording device, connect the EAR jack on the remote controller and the microphone jack on the other recording device.

Continuous Playback (ALL PLAY)

When a file finishes playing back, the next file is played without stopping until it reaches the last file in the folder.



- 1 Press and hold the **MENU** button for 1 second or longer.**

The menu opens (see P.53).

- 2 Press the **FF** or **REW** button until “ALL PLAY” flashes on the display.**



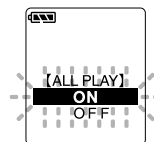
- 3 Press the **PLAY** button.**

The Continuous Playback setup process begins.

- 4 Press the **FF** or **REW** button to choose between **ON** and **OFF**.**

ON : Continuous playback.

OFF: Returns to normal playback mode.



- 5 Press the **PLAY** button to complete the setup screen.**

- 6 Press the **STOP** button to close the menu.**

Note

After the last file in the folder plays, “END” appears on the screen and playback stops automatically .

3

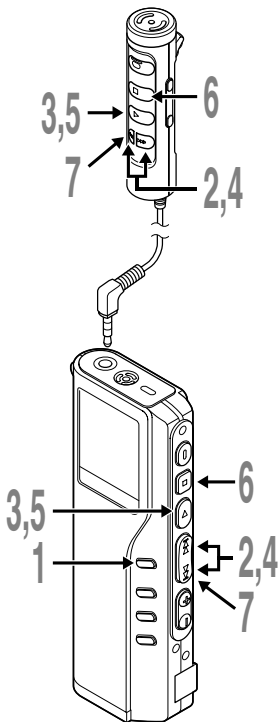
Continuous Playback (ALL PLAY)

Auto Backspace review (BACK SPACE)

If it is necessary to repeatedly listen to the last phrase, you can set the Auto Backspace function for either 1 or 2 seconds.

3

Auto Backspace review (BACK SPACE)



- 1 Press and hold the **MENU** button for 1 second or longer.

The menu opens (see P.53).

- 2 Press the **FF** or **REW** button until “**BACK SPACE**” flashes on the display.



- 3 Press the **PLAY** button.

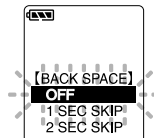
The Back Space setup process begins.

- 4 Press the **FF** or **REW** button to choose from “**OFF**”, “**1 SEC SKIP**” and “**2 SEC SKIP**”.

OFF: Perform normal cueing.

1 SEC SKIP: Start playback from 1 second before.

2 SEC SKIP: Start playback from 2 seconds before.



- 5 Press the **PLAY** button to complete the setup screen.

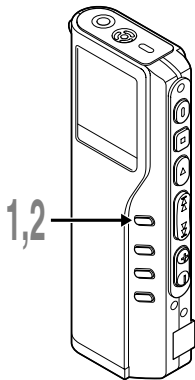
- 6 Press the **STOP** button to close the menu.

- 7 Press the **REW** button while the file is being replayed.

Playback starts at the set point of seconds before.

Noise Cancel Function

If recorded audio is difficult to understand because of noise, adjust the Noise Cancel setting level. Noise will be reduced in the file when its played back for better sound quality.

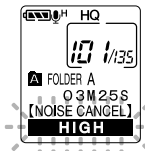
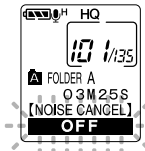


1 Press and hold the MENU button for 1 second or longer while the file is playing.

Displays currently set Noise Cancel level.

2 Press the MENU button again to choose a noise cancel level.

The levels switch in the following rotation, "OFF" "LOW" "HIGH".



If the display is already set to Noise Cancel, start from step 2.

Change the Noise Cancel level within 2 seconds, otherwise the level is set at the displayed level and the display returns to its original view.

Notes

- If you set it to "LOW" or "HIGH", the display flashes the Noise Cancel level for about 2 seconds when a file is played back.
- If you set Noise Cancel to "LOW" or "HIGH", the setting remains valid until it's set to "OFF".
- If you set Noise Cancel to "LOW" or "HIGH", you cannot use the Fast Playback and Slow Playback functions.
- If Noise Cancel is used for files recorder in SHQ, the files will be played in monaural mode.

3

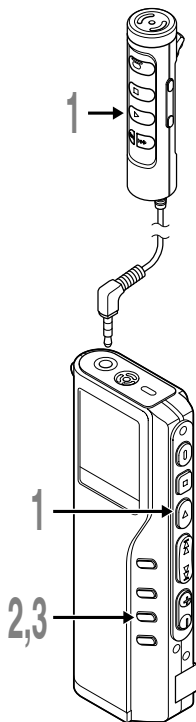
Noise Cancel Function

Repeat Playback

This function enables repeated playback of part of the file being played. If the continuous playback function is used together, two or more files can be repeatedly replayed as long as they are in the same folder.

3

Repeat Playback

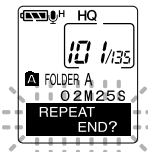


1 Choose the file for Repeat Playback, and press the **PLAY** button.

File playback begins.

2 Press the **REPEAT** button briefly at the point you want to start Repeat Playback.

“REPEAT END?” flashes until you designate the end point.

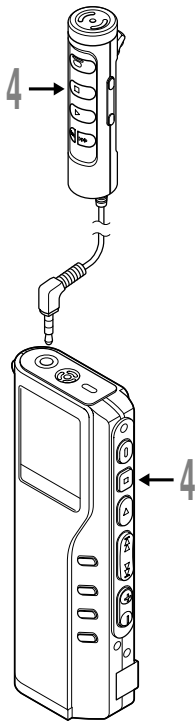


3 Press the **REPEAT** button briefly again at the position you want Repeat Playback to end.

The recorder repeatedly plays back the section between the start and the end positions until you cancel Repeat Playback.

If continuous playback is set to ON (P.29), the end position can be set to the extent of the last file in the folder.





4 Press the **STOP** button.

Repeat Playback is cancelled.

You can use Fast Playback and Slow Playback functions, insert and delete index marks, and use the Noise Cancel function.

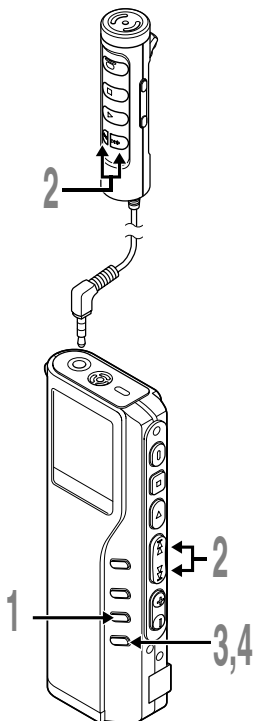
Notes

- If no end position is designated, the end of the file becomes automatically the end position. If continuous playback is set to "ON", the end of the last file in the folder is set to the end position and then repeated playback starts.
- If you pass the start or end position by pressing the REW or FF button, Repeat Playback will be cancelled.
- To use this function, briefly press the REPEAT button. If you hold it 1 second or longer, the Moving Files screen appears (P.46).

Erasing

Erasing One File at a Time

A selected file can be erased from a folder.



1 Press the **FOLDER** button to choose a folder.

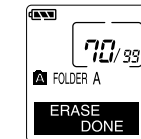
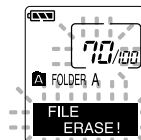
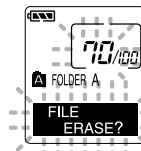
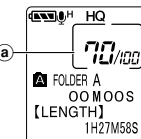
2 Press the **FF** or **REW** button to choose the file you want to erase.

a File to be erased

3 Press the **ERASE** button.
“FILE ERASE?” flashes on the display for approximately 8 seconds.

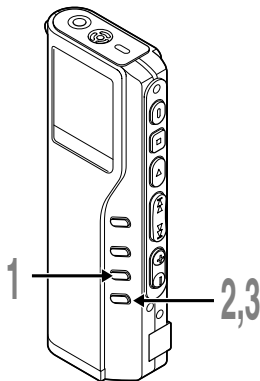
4 Press the **ERASE** button once more when “FILE ERASE?” is flashing.
The display changes to “FILE ERASE!” and erasing will start.

“ERASE DONE” is displayed when the file is erased. File numbers will be reassigned automatically.



Erase All Files from a Folder

All files in a folder can be erased simultaneously, except for locked files (see P.36).



1 Press the FOLDER button to choose the folder you want to erase all files.

Ⓐ Folder from which to erase files

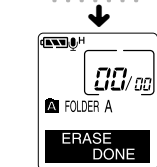
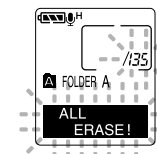
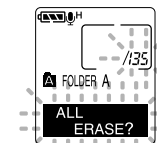
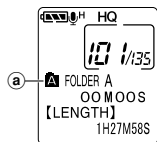
2 Press the ERASE button for 3 seconds or longer.

“ALL ERASE?” flashes on the display for approximately 8 seconds.

3 Press the ERASE button once more when “ALL ERASE?” is flashing.

The display changes to “ALL ERASE!” and erasing will start.

“ERASE DONE” is displayed when the files are erased. Locked files are reassigned file numbers in ascending order.



4
Erasing

Notes

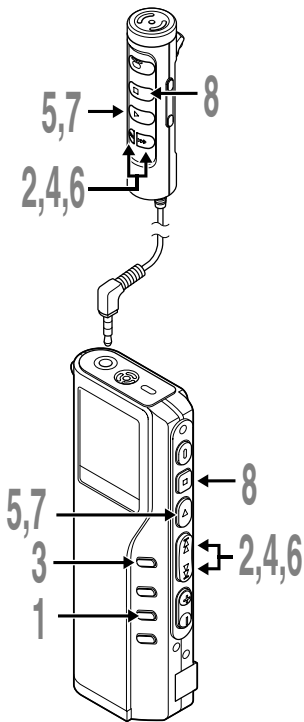
- An erased file cannot be restored.
- If the ERASE button is not pressed within the 8 seconds after “FILE ERASE?” or “ALL ERASE?” starts flashing, the recorder will revert to stop status.
- Completion of erasing may take about 10 seconds. Never do the following during this period. Doing so may damage the data or card.
 - Removing the battery.
 - Detaching/attaching the AC adapter (whether or not the recorder is powered on).
 - Open the card cover .

Locking Files (LOCK)

Locking a file keeps important data from being accidentally erased.
Locked files are not erased when you choose to erase all files from a folder (P.35).

4

Locking Files (LOCK)



1 Press the **FOLDER** button to choose a folder.

2 Press the **FF** or **REW** button to choose the file you want to lock.

3 Press and hold the **MENU** button for 1 second or longer.
The menu opens (P.53).

4 Press the **FF** or **REW** button until “**LOCK**” flashes on the display.

5 Press the **PLAY** button.
The file locking setup process begins.

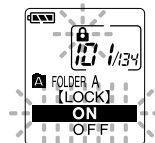
6 Press the **FF** or **REW** button to choose between **ON** and **OFF**.

ON : Locks the file and prevents it from being erased.

OFF: Unlocks the file and allows it to be erased.

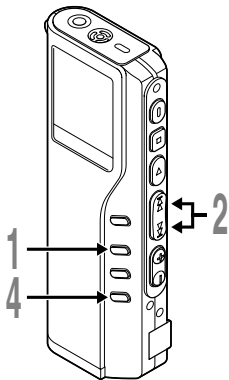
7 Press the **PLAY** button to complete the setup screen.

8 Press the **STOP** button to close the menu.



Index Marks

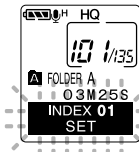
Index marks can be placed in a file during recording or playback to provide a quick and easy way of keeping track of important sections in the file.



Setting an Index Mark

- 1 Press the **INDEX** button during recording or playback to set an index mark.

An index number appears on the display.



4

Locating an Index Mark

- 2 Hold the **FF** or **REW** button while playing a file.

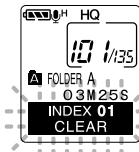
The recorder stops for 1 second when it reaches the index mark.

Clearing an Index Mark

- 3 Locate the index mark you want to clear.

- 4 Press the **ERASE** button while the index number appears for approximately 2 seconds on the display.

The index mark is erased.



Index Marks

Notes

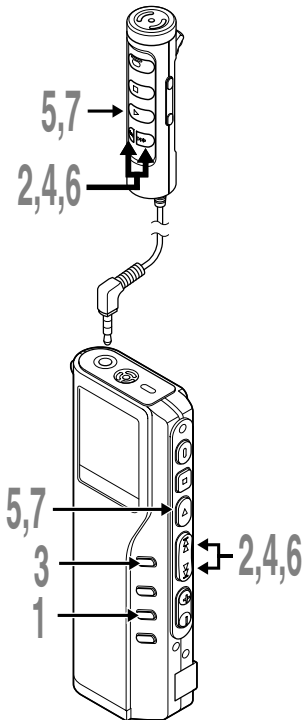
- Up to 16 index marks can be set in a file. Attempting to set more index marks will cause "INDEX FULL" to appear on the display.
- Index marks cannot be set or cleared in a locked file (P.36).
- In case of WMA files, index marks can only be placed in files recorded with Olympus recorders.

Alarm Playback Function (ALARM)

The alarm playback function can be set to play a selected file at a pre-set time.

4

Alarm Playback Function (ALARM)



1 Press the **FOLDER** button to choose a folder.

2 Press the **FF** or **REW** button to choose the file to be played when the alarm sounds.

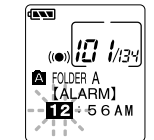
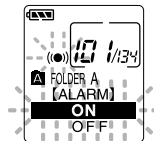
3 Press and hold the **MENU** button for 1 second or longer.
The menu opens (see P.53).

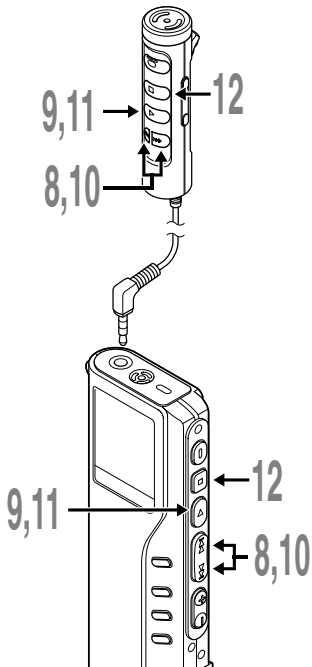
4 Press the **FF** or **REW** button until “ALARM” flashes on the display.

5 Press the **PLAY** button.
The alarm playback setup process begins.

6 Press the **FF** or **REW** button to choose between **ON** and **OFF**.
ON : Enables alarm playback.
OFF : Disables alarm playback.

7 Press the **PLAY** button to complete the setup screen.
When you choose ON, the hour indicator flashes.
When you choose OFF, the alarm indicator disappears and finishes with step 12.





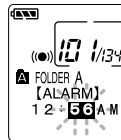
8 Press the **FF** or **REW** button to set the hour.

9 Press the **PLAY** button to accept the hour.
The minute indicator flashes.

10 Press the **FF** or **REW** button to set the minute.

11 Press the **PLAY** button to accept the minute.

12 Press the **STOP** button to close the menu.



An alarm tone will sound at the scheduled time. Press any button while the alarm sounds to play the file you associated with the alarm.

To enable alarm sound only

To set an alarm without audio playback, set the alarm while an empty folder is selected.

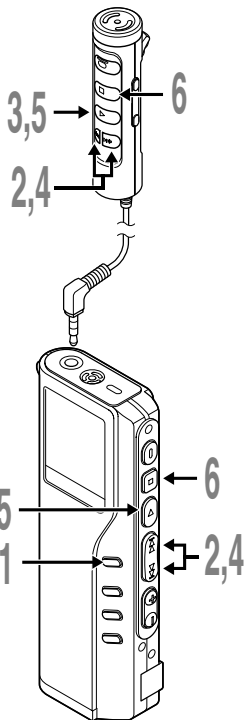
- Start setting from step 3 (P.38) of “Alarm Playback Function”.
- When alarm sound goes at the preset time, pressing any button stops the sound.

Notes

- The alarm playback function can be set for only one file at a time.
- The alarm will sound at the scheduled time every day unless the alarm playback setting is cleared.
- If you wish to change the file for alarm play, first turn the alarm settings “OFF”, then make any desired new alarm settings.
- The alarm will sound for 5 minutes and then stop.
- If the recorder is in use at the scheduled time, the alarm will sound after the operation is finished.
- The alarm will sound at the scheduled time even if the recorder is set to hold. The recorder begins to play the file associated with the alarm when you press any button.
- The alarm playback setting is cleared if the selected file is erased.

LCD Contrast Adjustment (CONTRAST)

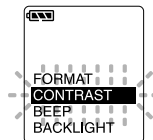
If you find it difficult to read the display information due to lighting, temperature, or other conditions, you can adjust the contrast using this function to easily see the LCD display (display contrast). Display contrast can be adjusted in 12 levels.



1 Press and hold the MENU button for 1 second or longer.

The menu opens (see P.53).

2 Press the FF or REW button until "CONTRAST" flashes on the display.

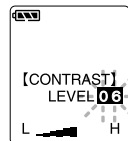


3 Press the PLAY button.

The LCD display contrast setup process begins.

4 Press the FF or REW button to set the contrast level.

You can adjust the LCD display contrast level from 1 to 12. (Initial setting6)



5 Press the PLAY button to complete the setup screen.

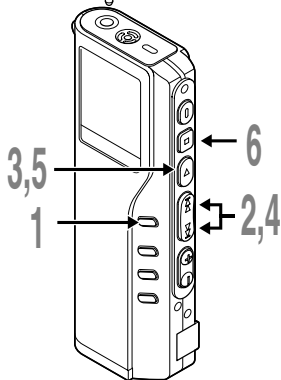
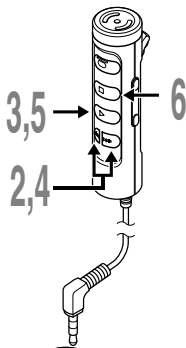
6 Press the STOP button to close the menu.

4

LCD Contrast Adjustment (CONTRAST)

Backlight (BACKLIGHT)

The recorder display backlight is ON by default. The display will lit for about 10 seconds when a button on the recorder is pressed. The backlight feature can be turned off from the menu.



- 1 Press and hold the MENU button for 1 second or longer.**

The menu opens (see P.53).

- 2 Press the FF or REW button until “BACKLIGHT” flashes on the display.**

- 3 Press the PLAY button.**

The backlight setup process begins.

- 4 Press the FF or REW button to choose between ON and OFF.**

ON : Backlight is enabled.

OFF: Backlight is disabled.

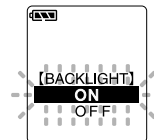
- 5 Press the PLAY button to complete the setup screen.**

- 6 Press the STOP button to close the menu.**



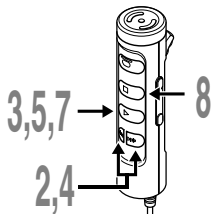
4

Backlight (BACKLIGHT)



Assigning Folder Names (FOLDER NAME)

The 5 folders on the recorder (Folder A to Folder E) can be easily renamed. The folder name is limited to 12 characters each. Frequently used names such as “dictation (DICT.)”, “meeting (MEETING)” and “schedule (SCHEDULE)” are pre-set in a template.



- 1 Press and hold the MENU button for 1 second or longer.**

The menu opens (see P.53).

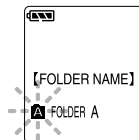
- 2 Press the FF or REW button until “FOLDER NAME” flashes on the display.**



- 3 Press the PLAY button.**

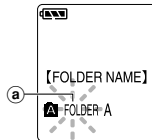
The folder name setup process begins.

- 4 Press the FF or REW button to choose the folder you want to name.**



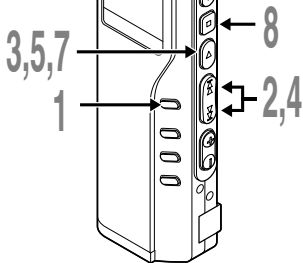
- 5 Press the PLAY button to accept the chosen folder.**

a Current character being entered (a space is highlighted and blinks.)



- 6 Press the FF or REW button to choose characters.**

The recorder assigns the following buttons to inputting procedures.



4

Assigning Folder Names (FOLDER NAME)

Recorder buttons that are used to input characters

Button	Push	Action
PLAY	Press once	To input the selected character and advance the input position.
	Press and hold	Confirms folder name or file comment.
FF	Press once	Forward to next character in the character list.
	Press and hold	Scroll forward through the character list.
REW	Press once	Backward to previous character in the character list.
	Press and hold	Scroll backward through the character list.
FOLDER	-----	Returns to previous character.
ERASE	-----	To delete the flashing character.
INDEX	Press once	Switches between character groups (types).
	Press and hold	Quickly cycles through the character groups (types).
MENU	Press once	Selects character to be input: skips ahead by 5 characters.
	Press and hold	Quickly skips ahead in increments of 5 characters.

Use the two following methods to quickly find characters.

- When the **INDEX** button is pressed, the displayed character group (example: Uppercase, lowercase, template, symbols) will change, and you can then press the **FF** or **REW** buttons to select characters.
- Every time the **MENU** button is pressed, it will skip ahead by 5 characters, so you can quickly move closer to the character you want.

(Currently displayed character) → (Space) → DICT. → TO DO → A → F → K → P → U → Z → a → f → k → p → u → z → 1 → 6 → , → (→ # → ^ → (Space) → DICT. → TO DO...

If you press the **DISPLAY** button while a character other than one of the above appears, you will skip to the closest forward character in the above cycle.

Pressing the **DISPLAY** button again will then cycle through every fifth character as shown above.

example:

If you press the **DISPLAY** button while "**MEMO**" is displayed, "**TO DO**" will appear.

If you press the **DISPLAY** button while "**B**" is displayed, "**F**" will appear.

Available characters

Type of Characters	Action
Folder name input	DICT. → MEETING → MEMO → NOTE → IDEA → TO DO → REMINDER → LECTURE → SCHEDULE → ARCHIVE
Template File comment input	TOP PRIORITY → PRIORITY → IMPORTANT → CONFIDENTIAL → PRIVATE → DON'T FORGET → THINGS TO DO → MESSAGE → CONVERSATION → REPORT
Large caps	A → B → C → D → E → F → G → H → I → J → K → L → M → N → O → P → Q → R → S → T → U → V → W → X → Y → Z
Small caps	a → b → c → d → e → f → g → h → i → j → k → l → m → n → o → p → q → r → s → t → u → v → w → x → y → z
Numerals	1 → 2 → 3 → 4 → 5 → 6 → 7 → 8 → 9 → 0
Symbols	, → . → ; → ! → _ → (→) → + → - → = → # → \$ → % → & → ' → ^ → @

7 When you have finished setting the folder name, press and hold the **PLAY** button for 1 second or longer.

This completes the folder naming procedure.

(If you wish to continue assigning names to folders, press the **PLAY** button and repeat the procedure from step 4.)

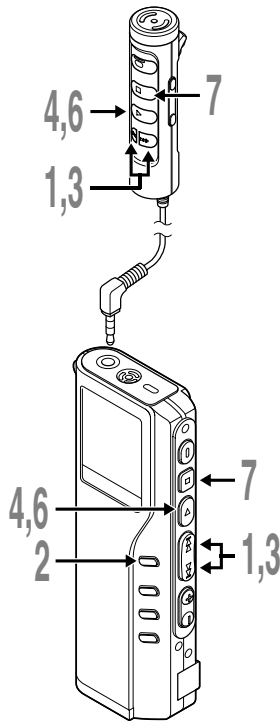
8 Press the **STOP** button to close the menu.

Notes

- The folder naming process ends automatically when the 12 character is set.
- If you input more than 12 characters, "OVER-FLOW" appears on the display.
- You can use a PC to easily change the folder names on the recorder (☞ P.69).

Assigning File Comments (COMMENT)

Comments of up to 100 characters can be added to each recorded file. Comments and other file information such as date and time can help identify recordings without having to playback.



1 Press the **FF** or **REW** button to choose the file you want to comment setup.

2 Press and hold the **MENU** button for 1 second or longer.
The menu opens (P.53).

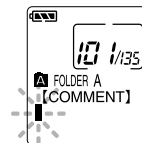
3 Press the **FF** or **REW** button until “COMMENT” flashes on the display.

4 Press the **PLAY** button.
The file comment setup process begins.

5 Input the character.
If you will input characters using the recorder, see step 6 of “Assigning Folder Names” (P.42).
If you will input characters using a computer, see “Editing File Comments” (P.69).

6 When you have finished setting the file comments, press and hold the **PLAY** button for 1 second or longer.
This completes the file comment input procedure.

7 Press the **STOP** button to close the menu.

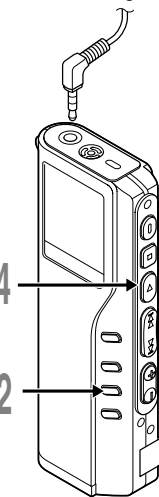
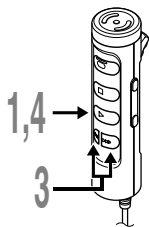


Note

In case of WMA files, file comments can only be added to files recorded with Olympus recorders.

Moving Files Across Folders

A recorded file can be transferred from one folder to another.
The file is added at the end of existing files in the destination folder.



1 Choose the file you want to move and play it.

2 Press and hold the **FOLDER** button for 1 second or longer while the file is playing. “MOVE?” appears on the display.

- a File to transfer
- b Current folder
- c Destination folder

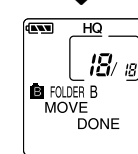
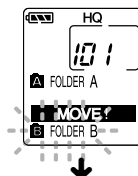
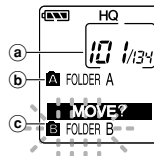
3 Press the **FF** or **REW** button to choose a destination folder.

If you choose the current folder as the destination folder, the selected file will move to the end of the existing files in it.

4 Press the **PLAY** button to accept the chosen destination folder.

The file is moved.

Transfer is complete when “MOVE DONE” appears.

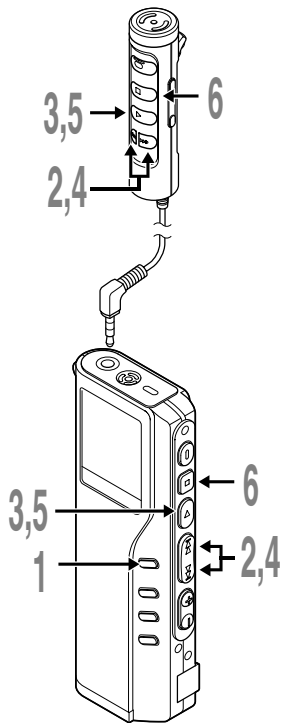


Notes

- If the destination folder is full (a maximum of 199 files), “FOLDER FULL” appears on the display and files cannot be transferred to it.
- The file transfer process is aborted if you press the STOP button or leave the recorder idle for 8 seconds.

System Sounds (BEEP)

The recorder beeps to alert you to button operations or warn you of errors. System sounds may be turned off.



- 1 Press and hold the MENU button for 1 second or longer.**

The menu opens (see P.53).

- 2 Press the FF or REW button until “BEEP” flashes on the display.**

- 3 Press the PLAY button.**

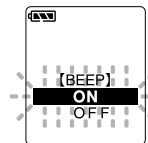
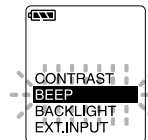
The system sound setup process begins.

- 4 Press the FF or REW button to choose between ON and OFF.**

ON : System sounds are enabled.
OFF: System sounds are disabled.

- 5 Press the PLAY button to complete the setup screen.**

- 6 Press the STOP button to close the menu.**

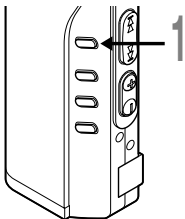


Note

If the alarm playback function has been set, the alarm will sound at the scheduled time even if system sounds are turned off.

LCD Display Information

The LCD screen on the recorder can display 6 different formats of information by pressing the DISPLAY button. This helps review and confirm different recorder settings and file information.



1 Press the **DISPLAY** button.

The LCD display views will switch every time the DISPLAY button is pressed.

While in stop or playback mode

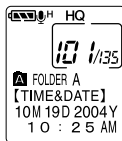
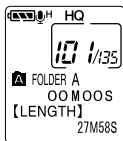
When pressing Display, the recorder will cycle through ① to ⑥. If there is no file, ⑤ and ⑥ will display alternately.

4

LCD Display Information

① File length

Shows how long a file is.

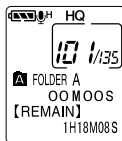
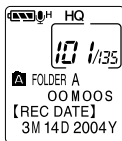


⑥ Current time and date

Shows the current time and date. (During playback, the "TIME & DATE" or the counter appears.)

② Time stamp

Shows the year, month, and date that the file was recorded.

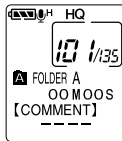
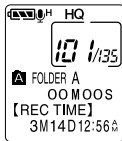


⑤ Memory remaining

Shows remaining recording time.

③ Time stamp

Shows the time that the file was recorded.



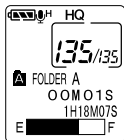
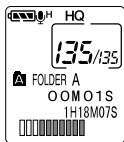
④ File comment*

Shows comment added to a file. (If there is no comment, "--" will appear.)

* If a comment contains many characters, it will scroll horizontally to display the complete comment.

While in record mode

Displays ① and ② alternately.



① Recording level meter

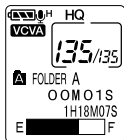
Displays the sound input level graphically and the remaining time available for recording in count-down mode.

② Remaining memory bars

Displays the remaining time available for recording in bar mode and count-down mode.

While recording in VCVA mode

Displays ① and ② alternately.



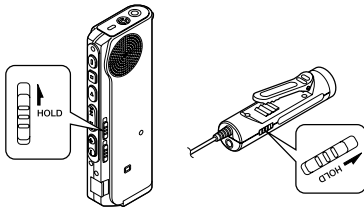
① VCVA recording level meter

Displays the sound input level graphically and the remaining time available for recording in count-down mode. ("STANDBY" appears if the VCVA actuation level isn't reached.)

② Remaining memory bars

Displays the remaining time available for recording in bar mode and count-down mode.

Hold



Setting the HOLD switch to the HOLD position.

If you set the recorder to HOLD status by sliding the HOLD switch in the direction of the arrow, the current conditions will be preserved, and all buttons and switches except the HOLD switch will be disabled. This feature is useful when the recorder has to be carried in a bag or pocket.

Remember to reset the HOLD switch when using the recorder.

4 Running state when HOLD is set

Hold

1: State of the recorder, 2: HOLD of the recorder, 3: HOLD of the remote controller, 4: Button operation on the recorder, 5: Button operation on remote controller

	1	2	3	4	5
		On	Not connected	The display goes off after the indication of the current time and date blinks for 2 seconds.*1	_____
STOPS		On	Off	The display goes off after the indication of the current time and date blinks for 2 seconds.*1	Normal operation. If the recorder stops after button operation, the display goes out 20 seconds later.
		Off	On	Normal operation	Button operation on the remote controller is invalid.
Running		On	Not connected	If HOLD is applied during playback (recording), operation is disabled with the playback (recording) state unchanged.*2	_____
		On	Off	If HOLD is applied during playback (recording), operation is disabled with the playback (recording) state unchanged.*2	Normal operation. If the recorder stops after button operation, the display goes out 20 seconds later.
		Off	On	Normal operation	Button operation on the remote controller is invalid. However, the REC lamp is lit while the recorder is recording.

*1: Pressing any button makes clock display blink for 2 seconds but the recorder does not start.

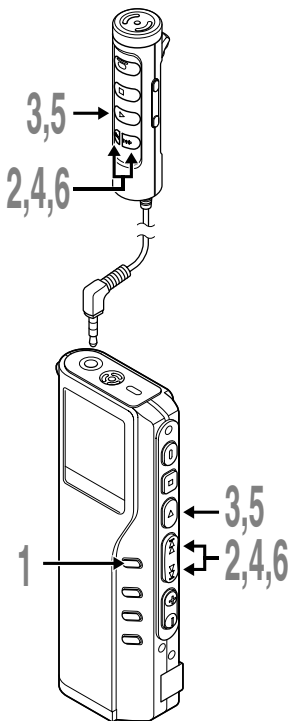
*2: The recorder stops when playback completes or recording terminates due to no memory space.

Note

The alarm will sound at the scheduled time even if the recorder is set to hold. The recorder begins to play the file associated with the alarm when you press any button.

Formatting the Card (FORMAT)

Formatting prepares cards for recording. Cards that have been used on non-Olympus devices, or that can't be accessed by this unit, require formatting. The card that comes with this unit and Olympus xD-Picture Cards are preformatted and can be used immediately following purchase.



1 Press and hold the MENU button for 1 second or longer.
The menu opens (P.53).

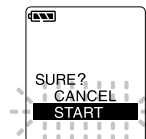
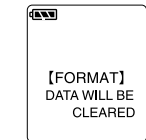
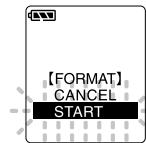
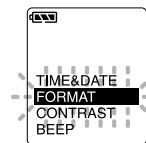
2 Press the FF or REW button until "FORMAT" flashes on the display.

3 Press the PLAY button.
The formatting process is selected.

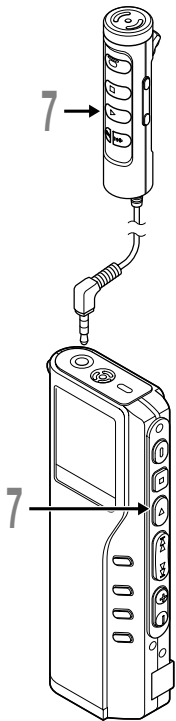
4 Press the FF or REW button to choose "START".

5 Press the PLAY button.
"DATA WILL BE CLEARED" appears for approximately 2 seconds.

6 Press the FF or REW button again to choose "START".

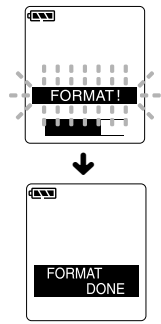


4 Formatting the Card (FORMAT)



7 Press the **PLAY** button again.

Formatting begins and an indicator flashes on the display.



“FORMAT DONE” displays when formatting ends.

Notes

- Completion of Formatting may take about 1 minute. Never do the following during this period. Doing so may damage the data or card.
 - Removing the battery.
 - Detaching/attaching the AC adapter (whether or not the recorder is powered on).
 - Open the card cover.
- When the recorder is formatted, all the stored data, including locked files, are erased.
- If an unformatted card is inserted, the recorder automatically displays the menu to format the card.

Menu List

Press and hold the **MENU** button for 1 second or longer.

REC MODE

Selection from HQ, SP and LP modes (☞P.22).

LOCK

Locking files setting (☞P.36). Selection between ON (locked) and OFF (unlocked).

BACK SPACE

Back space setting (☞P.30). Selection from OFF, 1 SEC SKIP and 2 SEC SKIP.

ALL PLAY

Continuous playback setting (☞P.29). Selection between ON (enabled) and OFF (disabled).

TIME&DATE

Time/Date setting. In order of hour, minute, year, month and day (☞P.12).

FORMAT

Recorder formatting (☞P.51).

CONTRAST

LCD contrast adjustment (☞P.40). Adjust the level from 1 to 12.

BEEP

System sounds setting (☞P.47). Selection between ON (enabled) and OFF (disabled).

BACKLIGHT

Backlight setting (☞P.41). Selection between ON (enabled) and OFF (disabled).

EXT.INPUT

EXT.INPUT setting (☞P.24). Selection from AUTO SELECT, STEREO INPUT and MONAURAL INPUT.

COMMENT

Assigning file comments (☞P.45).

FOLDER NAME

Folder naming (☞P.42).

ALARM

Alarm playback setting (☞P.38). Selection between ON (enabled) and OFF (disabled).

VCVA

VCVA setting (☞P.18). Switch between ON (enabled) and OFF (disabled).



Press the **FF** button or **REW** button.

Notes

- If you press the **STOP** button or the **REC** button, during a menu setup operation, the recorder will stop and apply the items that were set to that point.
- The recorder will stop if you leave it idle for 3 minutes during a menu setup operation, when a selected item is not applied.

Using DSS Player Software

The DSS Player Software can be used to do the following:

- Playback voice files on your PC and on the recorder when connected via USB. Download files from the recorder to the PC or upload files from the PC to the recorder.

Precautions on using the recorder connected to a PC

- When you are downloading a file from the recorder or uploading a file to the recorder, do not remove the USB cable even if the screen is indicating you can. Data is still being transferred while the record/play indicator lamp is blinking. If the USB cable is removed before the drive is stopped, data may not be successfully transferred.
- Do NOT format the card using your PC. If you do, the recorder will not be able to recognize the card. Only format the cards using either the recorder or the Olympus CAMEDIA digital camera (P.51).
- Folder (directory) names displayed by file management tools such as Explorer attached to Microsoft Windows and Finder attached to Mac OS are different from the folder names settable with the recorder or DSS player.
- If folders or files stored on the recorder are moved or renamed by using a file management tool such as Explorer or Finder, the order of files may be changed or files may become unrecognizable.
- Data can be written or uploaded to the recorder even though the attribute of the recorder drive is shown as Read-only by the operating system of the PC.
- As the noise may cause adverse effects on electronics devices nearby the recorder, unplug the earphone and remote controller when you connect the recorder to a PC.

Operating Environment

Windows

PC:	IBM PC/AT compatible PC
Operating System:	Microsoft Windows 98/ 98SE/ Me/ 2000 Professional/ XP Professional, Home Edition
CPU:	Intel Pentium II class 333 MHz processor or more (Processor 500 MHz or more is recommended)
RAM:	64 MB or more (128 MB or more is recommended)
Hard drive space:	10 MB or more
Drive:	2x or faster CD-ROM drive
Sound card:	Creative Labs Sound Blaster 16 or 100% compatible sound card
Browser:	Microsoft Internet Explorer 4.01 SP2 or later
Display:	800 x 600 pixels or more, 256 colors or more
USB port:	One or more free ports
Audio I/O terminals:	Microphone input and ear-phone output or speaker

Note

USB ports are not supported on PCs running Windows 95 or that have been upgraded from Windows 95 to any other OS.

Macintosh

PC:	Power Mac G3 233 MHz class processor or faster
	iMac/ iBook/ eMac/ Power Mac/ PowerBook (The computer must support a standard USB port.)
Operating System:	Mac OS 9.0-9.2.2/10.1-10.3
RAM:	64 MB or more (128 MB or more is recommended)
Hard drive space:	50 MB or more
Drive:	2x or faster CD-ROM, CD-R, CD-RW, DVD-ROM drive
Display:	800 x 600 pixels or more, 256 colors or more
USB port:	One or more free ports
Audio I/O terminals:	Earphone output or speakers

Installing DSS Player Software

Before you connect your recorder to your PC, you must first install the DSS Player software. Make sure to exit all running applications, eject the floppy disk if you are using one, and logon as administrator if you are running Windows2000/XP (Professional only) or Mac OS X on the network.

Windows

1 Insert Olympus DSS Player CD into the CD-ROM drive.

The installation program will start automatically.

If the installation program does not start automatically, browse your CD-ROM drive and execute "setup.exe".

2 The installation Language Selection dialog box appears.

Select the desired language.

3 Register user information.

Enter your name, company name, and license ID number (serial number).

The license ID number is printed on the license ID card included inside the recorder package.

Click the [Next] button. A confirmation dialog box appears, click the [Yes] button.

4 Proceed with the installation according to the instructions on the screen.

Macintosh

1 Insert Olympus DSS Player CD into the CD-ROM drive.

2 Double-click CD icon.

Select the folders named "Mac OS 9.x" and "Mac OS X" and start up your OS.

3 Double-click the following icon.

(OS X)

DSS Player for Mac OS X Installer
(OS 9.x)

Select the folder of which the language is to be installed, and execute the installation program in the folder.

4 Proceed with the installation according to the instructions on the

Note

Never install DSS Player in Mac OS 9.x system, when using DSS Player with Mac OS X. The device connected when using Classic environment may not be recognized.

Uninstalling DSS Player Software

Windows

- 1 Exit DSS Player program.**
- 2 Click the [Start] button on the Taskbar.**
- 3 Select [Add/Remove programs] from the [Control Panel].**
A list of application installed is displayed.
- 4 Select “Olympus DSS Player Pro”, then Click the [Change/Remove] button.**
- 5 Proceed with the installation according to the instructions on the screen.**

Macintosh

- 1 Exit DSS Player.**
- 2 Delete the Preferences File.**
Delete the [DSS Preference] file in the following location.
(OS X)
Macintosh HD : User : Library : Preferences
(OS 9.x)
Macintosh HD : System Folder : Preferences
- 3 Delete the Executable File.**
Delete the [DSS Player for Mac] file in the location where you installed the file.
For OS X users, uninstalling has been completed. For OS 9.x users, proceed to step 4.
- 4 Delete the Driver File.**
Delete the following file in the following location.
System Folder : Function Enhancement
[DSS 10USB Driver]
[DSS 10USB Shim]
[DSS 1USB Driver]
[DSS 1USB Shim]
[DSS FSUSB Driver]
[DSS FSUSB Shim]
[DSS USB Driver]
[DSS USB Shim]
- 5 Delete the Help File.**
Delete the [DSS Player for Mac Help] file in the following location.
System Folder : Help

Note

Uninstallation does not erase the stored voice files.

Using Online Help

For information on the DSS Player usage and features, refer to the online help.

To start online Help:

Windows

- Click the [Start] button, then select [All Programs], [Olympus DSS Player Pro], [Dictation Help].
- While DSS Player is running, select the [Help] menu, [Contents] .
- While DSS Player is running, press F1 on the keyboard.



5

Macintosh

- While DSS Player is running, choose [DSS Player for Mac Help] from the [Help] menu.



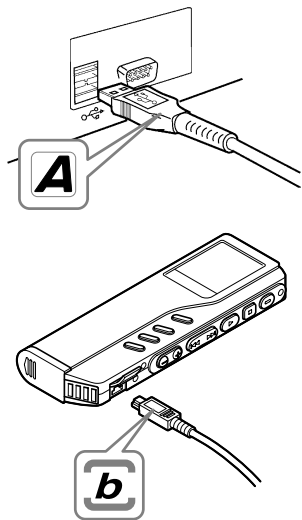
Note

Online Help is available after the DSS Player is installed.

Connecting to Your PC

Be sure to install the DSS Player software before connecting the recorder to the PC. However, if you do connect the recorder before or during the software installation, the “Add New Hardware Wizard” appears, cancel the wizard by pressing the [Cancel] button in the Wizard screen and then install or continue the installation of DSS Player software.

Connecting to your PC using the USB cable



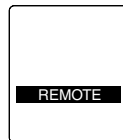
1 Insert the card into the card slot until it stops with a click, and close the card cover.

2 Release the **HOLD** switch.

3 Insert end **A** of the **USB** cable to your PC's **USB** port or **USB** hub.

4 Confirm that the recorder is not in use before attaching end **b** of the **USB** cable to the terminal port of the recorder.

“**REMOTE**” is displayed on recorder if the **USB** cable is connected.



Notes

- NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will be destroyed.
- Refer to the user's manual for your PC regarding the USB port or USB hub on your PC.
- Be sure that you connect the USB cable either directly to the USB port on your PC or the self-power (AC adapter connection) USB hub.
- Be sure to push the cable connector all the way in. Otherwise, the recorder may not operate properly.
- Release the **HOLD** switch.
- When the recorder is connected to a PC, the power will be supplied from the USB cable.

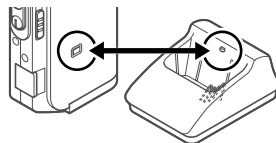
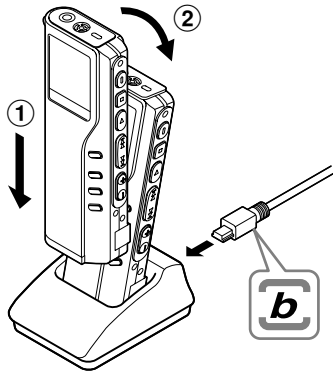
Connecting to your PC using the cradle

Place the recorder on the cradle

- 1 Insert end A of the USB cable to your PC's USB port or USB hub.
- 2 Connect the end b of the USB cable to the cradle.
- 3 Make sure that the recorder is in the Stop mode, and place it in the cradle.

- ① Set the recorder vertically.
- ② While pushing down the top of the recorder, set the recorder on the cradle. In this case, make sure that concavity on the rear of the recorder fits convexity of PC.

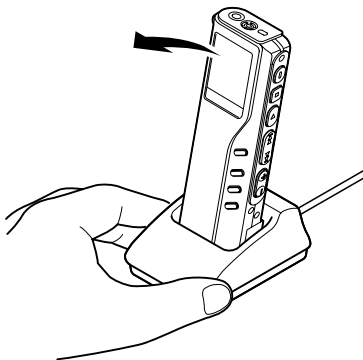
"REMOTE" is displayed on recorder if the USB cable is connected.



Remove the recorder from the cradle

- 1 Make sure that the recorder's record/play indicator lamp isn't flashing, and remove the recorder from the cradle.

Hold the cradle with your hand, and raise the recorder from the top end to remove it from the hook, as shown in the illustration.



Notes

- Do not touch the connection point on the front of the cradle (at the low end), as that may cause bad connection.
- The cradle does not have the recharging function.

Running DSS Player

Windows

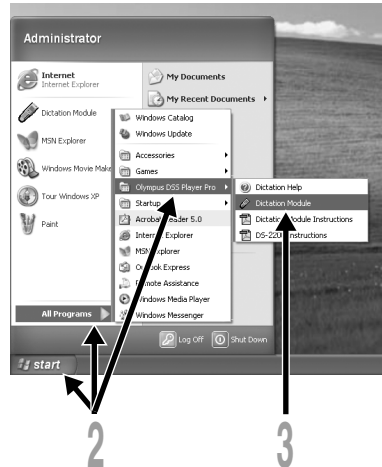
By default, connecting the recorder to your PC, will start the application automatically.

Disabling automatic start

- 1 Right click the Device Detector icon in the System Tray in the lower right-hand corner of the screen, then select “Select startup application”.
- 2 Click [DSS Player].
The check mark on [DSS Player Pro] disappears.

Manual start

- 1 Start Windows.
- 2 Click the [Start] button, then select [All Programs].
All program menu will be displayed.
- 3 Select [Olympus DSS Player Pro], then click [Dictation Module].

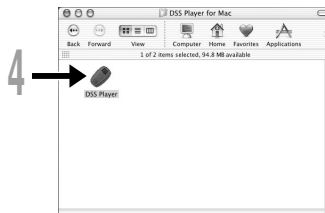
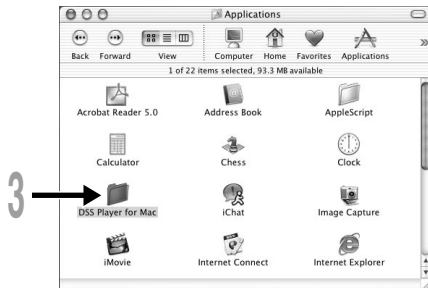


Note

If you connect the recorder before installing DSS Player, the “Add New Hardware Wizard” dialog box will open. If this happens, click [Cancel] to exit the wizard, then install DSS Player software.

Macintosh

- 1 Start your Macintosh.**
- 2 Connect the recorder to your PC.**
For cable connection instructions, see “Connecting to Your PC” (P.59).
- 3 Double-click the DSS Player for Mac folder.**
The DSS Player for Mac folder opens.
- 4 Double-click DSS Player.**
DSS Player for Mac launches.

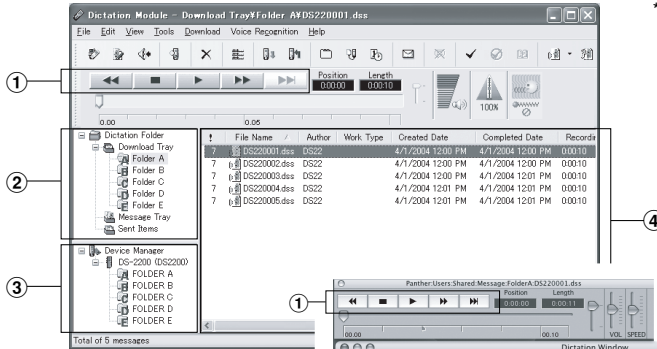


Note

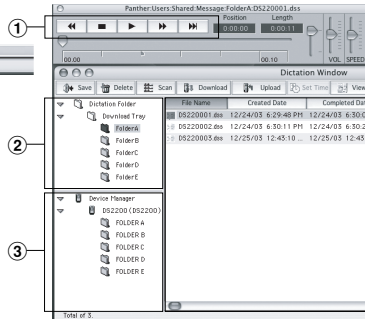
DSS Player for Mac does not have the automatic start function.

Window Names

* Main screen is displayed when DSS Player is started



(Windows)



(Macintosh)

① Play Control Bar

Control buttons to play and stop voice files.

② Dictation Folder Window

Displays the directory structure of the DSS, WMA, WAVE (Windows only) and AIFF (Macintosh only)-format files stored on your PC's hard disk.

③ Device Manager Window

Displays the directory structure of the folders in the recorder.

④ Voice File List Box


Displays the voice files in the folder selected in ② and ③.

5

Window Names

Download Voice Files from the Recorder

There are 3 download options to transfer voice files from the recorder to the PC:

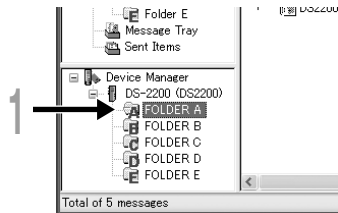
- Download Selected Files
Download one or several voice files to your PC.
- Download Folders
Download all the voice files in one folder.
- Download All
Click the  icon and download all the voice files stored in the recorder to your PC.

The following is an explanation of “Download Selected Files”. For explanations of “Download Folders” and “Download All”, refer to Online Help.

5 Download Selected Files

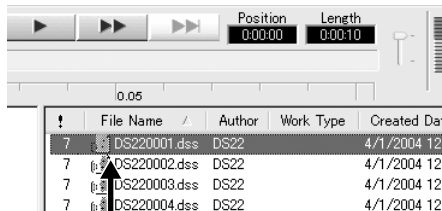
1 Select the folder.

From the Device Manager window, select the folder that contains the voice file you would like to download. The illustration shows that FOLDER A has been selected.



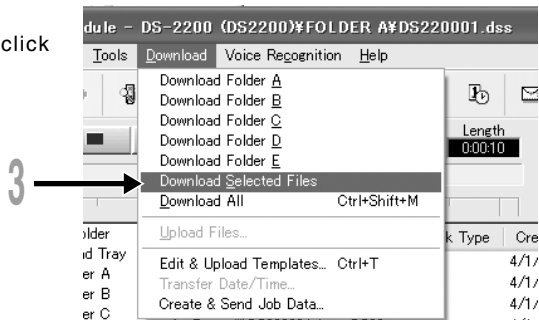
2 Select the voice file.

Select the voice file you would like to download from the Voice File List Box. To select more than one file, hold either the [Ctrl] or [Shift] key and select files. The illustration shows that one voice file is selected.



3 Download the voice file.

From the [Download] menu, click [Download Selected Files].



4 Download complete.


Do not disconnect the USB cable while the record/play indicator LED on the recorder is flashing. Disconnecting the USB cable when the recorder LED is flashing will result in data loss or corruption.

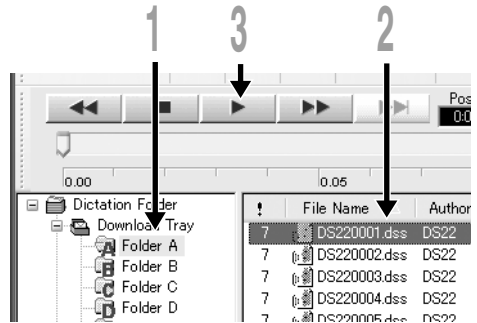


Notes

- NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will be destroyed.
- Depending on the size of the voice file and your PC, it may take some time to download the files.
- The downloaded files will be stored in the download tray folder that corresponds to the folder in the recorder. (Example: A voice file downloaded from Folder A will be stored in download tray A on your PC.)
- If a voice file already exists on your PC with the same name, date and time recorded, the new file will not be downloaded.

Play a Voice File

- 1 Select the folder.**
Select the folder that contains the voice file you would like to play.
- 2 Select the voice file.**
Select the voice file to play from the Voice File List Box.
- 3 Play the voice file.**
Click the  (play) button of the Play Control Bar.



Other playback control such as Rewind, Fast Forward, Stop, Speed Control, Volume Control, Time Axis and Index Skip are available from the Play Control Bar.

5

Play a Voice File

File name

File names are assigned in the following manner:

DS22 0004.dss

Extension

File number A serial number automatically assigned by a Digital Voice Recorder.

Author ID... The ID that has been set on the recorder. The default ID is "DS2200". The Author ID can be modified with DSS Player (P.68).

Upload Voice Files to the Recorder

DSS Player has a feature to enable you to upload voice files from your PC to the recorder.

1 Select the folder.

Select the folder that contains the voice file to upload from the Dictation Folder window.

2 Select the voice file.

Select the voice file to upload from the Voice File List Box.

3 Select the folder to upload.

From the [Download] menu select [Upload Files] or click the Upload icon. Once the folder list box where the file is to be uploaded is displayed, select the folder from which the file is to be uploaded.

4 Upload the voice file.

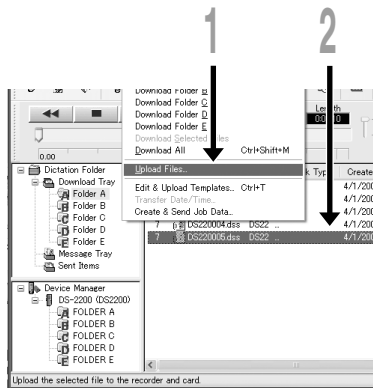
The voice file is uploaded to the recorder.

5 Upload complete.

Once the transmission screen closes and the record/play indicator lamp on the recorder is OFF, upload is completed.*

* In general, it will take more than 5 seconds (more than 12 seconds with Windows 2000/XP) after the transmission screen closes before uploading is completed.

You can also drag and drop files from the Voice File List Box to the Device Manager window.



Notes

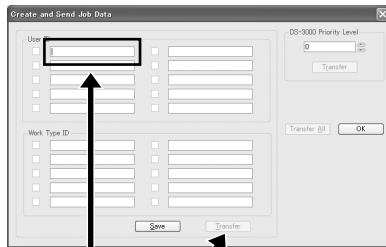
- NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will be destroyed.
- In case of WMA files, only the files recorded with this recorder or Olympus Digital Voice Recorders can be uploaded.

Changing User ID (Author ID)

User ID can be uploaded to the recorder using the DSS Player. Up to 10 IDs can be uploaded to the recorder.

1 From the main window, click the [Download] menu, then select [Create & Send Job Data]. The [Create & Send Job Data] window appears.

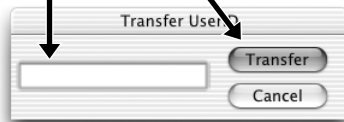
Enter your user ID in the field indicated by the arrow.



Windows

Macintosh

2 Click the [Transfer] button. The new user ID will be transferred to the Digital Voice Recorder.



Note

NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will get destroyed.

5

Changing User ID (Author ID)

Changing a Folder Name

Changing a folder name in the Voice Folder window

You can change a folder name in the Voice File Window using the [Rename Folder] command from the [File] menu. A folder name can be up to 20 characters long and cannot use Å / : * ? " < > |.

Changing a folder name in the Device window

(Windows)

Right-click the folder in the Device Window to be renamed, select the [Rename Folder] and input the new folder name.

(Macintosh)

Click the target folder name with the Ctrl key pressed down, select the [Rename Folder] and input the new folder name.

The name of the folder on the recorder will be updated with the new folder name automatically. Device Window folder names consist of a string of 8 or fewer alphanumeric characters.

Editing File Comments

You can use a PC to create or edit file comments in DSS Player in the [Edit Comments] window, and transfer them from the PC to the recorder. You can also edit file comments imported from the recorder to a PC.

Choose the [Edit Comments] command from the [Tools] menu.

File comments can use up to 100 alphanumeric characters and symbols.

Note

NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will be destroyed.

Editing a Template

You can edit folder name and file comment templates in DSS Player in the [Edit & Upload Templates] window and transfer them to the recorder. Templates downloaded from the recorder can also be edited.

Select [Edit & Upload Templates] from [Download] to open the [Edit and Upload Template] window.

The maximum number of characters that can be entered is 8 characters for a folder name, and 20 characters for a comment.

5 Editing a Template

The screenshot shows the 'Edit and Upload Template' dialog box. It is divided into two main sections: 'Comment' and 'Folder name'. Each section contains a grid of 10 numbered text input fields. The 'Comment' section has fields for 'TOP PRIORITY', 'PRIORITY', 'IMPORTANT', 'CONFIDENTIAL', 'PRIVATE', 'DONT FORGET', 'THINGS TO DO', 'MESSAGE', 'CONVERSATION', and 'REPORT'. The 'Folder name' section has fields for 'DICT.', 'MEETING', 'MEMO', 'NOTE', 'IDEA', 'TO DO', 'REMINDER', 'LECTURE', 'SCHEDULE', and 'ARCHIVE'. To the right of each grid is a vertical stack of buttons: 'Upload to recorder', 'Save', 'Open', and 'Clear'. At the bottom of the dialog are four buttons: 'Load from recorder', 'Upload All', 'Clear All', and 'Cancel'. Callouts with arrows point to these buttons and the 'Open' button in the 'Folder name' section, providing instructions for their use.

Transfer edited content to the recorder

Save edited content

Read saved content

Delete edited content

Load templates from the recorder

Transfer all comment and folder information to the recorder

Delete all changed content

Close the dialog box

Note

NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will be destroyed.

Send Voice Files with E-mail

Windows

When using MAPI (Messaging Application Program Interface) support e-mail application program such as Windows Microsoft Outlook, you can use DSS Player Pro to create an email with voice files attached. To enable the Mail function, refer “How to Install and Activate Mail Function” (P.72).

1 Select the voice file to be attached to the e-mail.

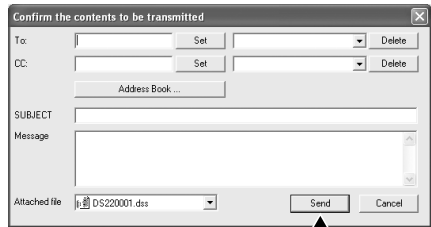
Select the voice file you would like to attach to the e-mail from the Voice File List Box. To select more than one file, hold either the [Ctrl] or [Shift] key and select files.

2 Open the window to send e-mails.

From the [Tools] menu, select [Send Files] to open the [Confirm the contents to be transmitted] window. In this window, enter the destination address, title of the mail, and the message as required.

3 Send the e-mail.

Click the [Send] button to transmit the e-mail.



Macintosh

Audio files are stored in the Message folder on the hard disk. If you want to send a voice file by attaching it to e-mail, select the file from the Message folder.

The Message folder location can be found by selecting [Options] from the [Tools] menu.

Replaying Received Files

The file can be replayed with DSS Player-Lite even though the recipient does not have DSS Player. Free DSS Player-Lite can be downloaded from Olympus homepage.

http://www.olympusamerica.com/cpg_section/cpg_downloads.asp

<http://cf.olympus-europa.com/consumer/voice/downloads/downloads.cfm>

How to Install and Activate Mail Function

To activate the Send Mail function, the MAPI subsystem must be installed on your computer. Check if the MAPI subsystem is installed on your computer by following the steps below.

1 Click Start, Settings and Control Panel.

2 Check whether “Mail” or “Mail and Fax” icon  is in the Control Panel.

If the icon exists, the MAPI subsystem has already been installed in your computer. Go to the “Activate Send Mail Function” section in this manual (☞ P.76).

If the icon does not exist, install the MAPI subsystem (☞ P.73). The MAPI subsystem will be installed when Windows Messaging, Microsoft Exchange Client, or Microsoft Outlook is installed.

Microsoft Outlook is included in the CD-ROM for Microsoft Office.

5

How to Install and Activate Mail Function

Install MAPI Subsystem

Windows 98/2000/Me/XP

Installing Microsoft Outlook 98

- 1 Start the Setup program for Outlook 98.**
When the following window appears, select [Other Mail Applications] and click the [Next].



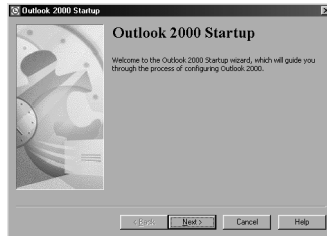
- 2 When the following window appears, select [Corporate or Workgroup] and click the [Next].**



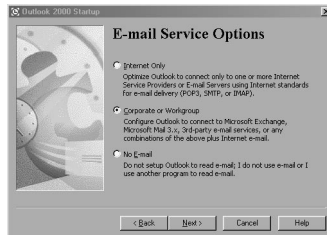
- 3 Follow the instructions on each screen.**

Installing Microsoft Outlook 2000

- 1 After installing Outlook 2000, start the program.**
When the following window appears, click the [Next].



- 2 Select [Corporate or Workgroup] and click the [Next].**



- 3 A dialog box for setting up Microsoft Outlook appears.**

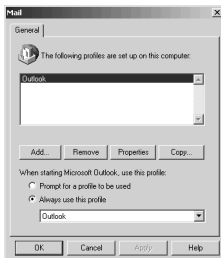
This is the Wizard for creating a Profile. See Step 3 in the following "Activate Send Mail Function" section (P.76).

Installing Microsoft Outlook XP

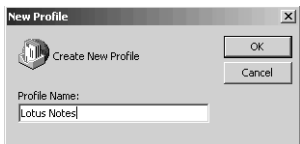
1 After installing Outlook XP, double-click the Mail icon in the Control Panel, and then click the [Show Profiles...].



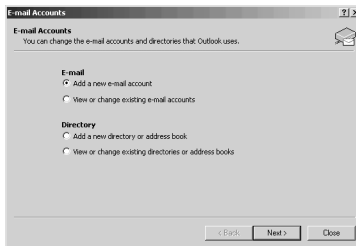
2 Click the [Add...].



3 Type the profile name and click [OK].

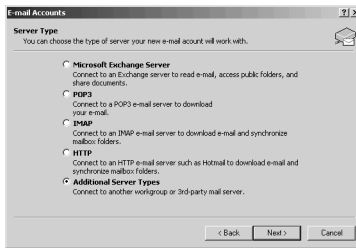


4 Select “Add a new e-mail account” and click [Next].



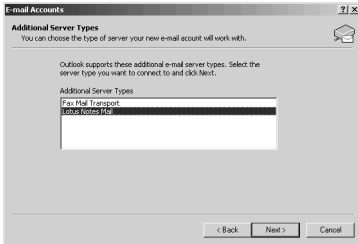
5 Select the server type that your e-mail account will work with.

If you are going to use an MAPI compliant Workgroup system such as Lotus Notes or Novell GroupWise, select “Additional Server Types”, click [Next], and then go to Step 6. If you are planning to use an Internet service provider, select POP3 server, click [Next], and then go to Step 7. Please note that AOL cannot be used because AOL cannot open e-mail servers.



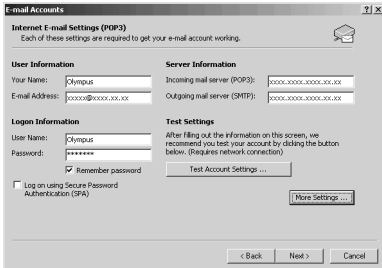
6 If you select “Additional Server Types”, you will see the following dialog box.

Click [Next] and follow the instructions on the screen, and then go to Step 8.

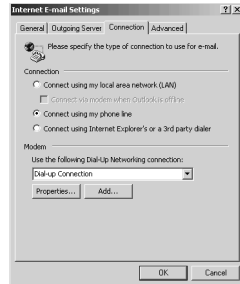


7 If you select “POP3”, you will see the following dialog box.

Enter the necessary information and click [More Settings...].

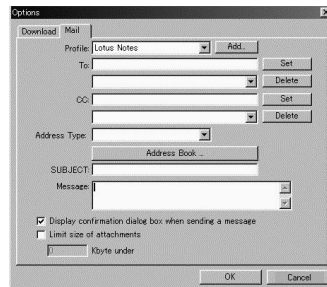


Select the Connection tab in the following dialog box and make sure the appropriate connection method is selected.



8 After the setup is completed, open DSS Player Pro and click “Tools”, “Options”, “Mail” tab, and select the profile name you have created.

If you want to preset the destination address, enter the e-mail address, subject and message. If you are using Lotus Notes, click the “Address Type” Combo Box and select “NOTES” from the list of address types.



5

How to Install and Activate Mail Function

Activate Send Mail Function

Create a Profile

The Profile is the group of information services to set up the Messaging application. The information services allow you to access the Mailbox and review the Address Book. The Send Mail function will not work if there is no Profile. If the Profile exists and has already been used for sending e-mail, it is not necessary to create a new Profile.

The instructions for how to activate the Send Mail function in DSS Player Pro and create a Profile are shown below.

1 Start the DSS Player Pro Dictation Module and click [Tools], [Options] in the menu to open the Option Setting dialog box.

2 Click the [Mail] tab and select the Profile name you want to use.

If there is no Profile name, go to the next step.

3 Click the [Create].

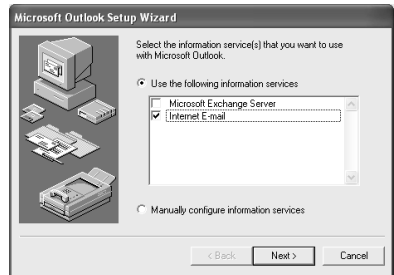
The Setup Wizard runs and will list the Messaging applications that comply with MAPI. For example, if Groupware such as Lotus Notes, Novell GroupWise, or Microsoft Exchange is installed, these applications will be listed.

4 Select [Use the following information services] and check one application from the list.

If you want to set up a dialup connection through an Internet service provider, select [Internet E-mail] in the list. If you want to set up to use a LAN within your company, also select [Internet E-mail] in the list.

Note

The Send Mail function does not work with AOL or Internet providers that cannot open POP3 server addresses.



5 Click the [Next] and follow the instructions on each screen.

6 When the Wizard is complete, it returns to the Profile in the Option Setting dialog box.

Please make sure that the Profile name you have created using the Setup Wizard is displayed in the Option Setting dialog box. If a different profile name is displayed, switch to the Profile you have created.

Using the Recorder as a Reader/Writer

With the recorder connected to your PC, you can download data from the card to your PC and upload data stored on your PC to the Card.

- You will need to install the Olympus DSS Player Software if you are using Windows 98/ 98SE.

Example: Copying Data from PC to Card using Explorer or Finder

1 Start Windows.

2 Connecting the recorder to your PC.

For the connection procedure, refer to “Connecting to Your PC using the USB cable” (P.59).

3 Open the Explorer or Finder window.

The recorder will appear as a removable drive icon.

4 Copy the data.

While the data are being written or copied, the record/play indicator lamp on the recorder will flash.

Notes

- NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will be destroyed.
- Only the WMA file that are recorded with the Olympus Digital Voice Recorder can be copied to a voice file of this recorder and played.

Alarm Message List

Message	Meaning	Explanation	Action
BATTERY LOW	Low battery power	Battery power is getting low.	Replace with new batteries (☞ P.10).
LOCK ON	Erase-locked	Tried to delete a locked file.	Unlock the file (☞ P.36).
INDEX FULL	Index full	The file is full of index marks (maximum of 16 marks).	Erase index marks that are no longer required (☞ P.37).
FOLDER FULL	Folder full	The folder is full of files (maximum of 199 files).	Erase unnecessary files (☞ P.34).
	Maximum number	The destination folder already has the maximum number of files (199).	Erase unnecessary files (☞ P.34).
OVER-FLOW	Too many characters input	Exceeds the maximum number of characters that can be registered.	Reduce the number of characters within the limit. Up to 12 characters can be used for a folder name (☞ P.42-44). Up to 100 characters can be used for a file comment (☞ P.45).
CARD ERROR	Incompatible card	An incompatible card was inserted.	Insert a compatible the card.
MEMORY FULL	Zero remaining memory	The card has no remaining memory.	Erase files that are no longer required or insert another card.
PLEASE DOWNLOAD FILES	Please download voice files to a PC	The memory of the card is full. You need to transfer the voice files to a PC.	Connect the recorder to a PC and transfer the files to the PC. Then, delete the files on the recorder using the DSS Player.
MAXIMUM REC TIME	Maximum recording time	In HQ and LP modes, when the recording time reaches to the maximum recording time per file, the recorder stops recording.	If the card has remaining memory, pressing the REC button starts recording again.

Message	Meaning	Explanation	Action
NO FILE	No file	No files were found in the folder.	Select another folder.
FORMAT ERROR	Formatting error	There was an error while formatting the card.	Reformat the card (P.51).
SAME FILE	Same named file	Tried to create or store a file that has same name as a file in the folder.	Change the file name.
SYSTEM ERROR	System error	System error detected in the recorder.	This is a malfunction. Contact the place of purchase or Olympus Service Center for repair.
INSERT CARD	No card	There is no card inserted.	Insert a card (P.14).
CARD COVER OPEN	Card cover is opened	The card cover is not closed.	Close the card cover securely until it click (P.14).

Troubleshooting

Symptom	Probable cause	Action
Nothing appears on the display	The batteries are not loaded properly.	Verify polarity is correct.
	The batteries are dead.	Replace with new batteries (☞ P.10).
	The recorder is in HOLD mode.	Release the recorder from HOLD (☞ P.50).
Won't start	The recorder is in HOLD mode.	Release the recorder from HOLD (☞ P.50).
	The batteries are dead.	Replace with new batteries (☞ P.10).
Unable to record	The card does not have enough memory.	Erase unnecessary files or insert another card.
	The card is unformatted.	Format the card (☞ P.51).
	The maximum number of files has been reached.	Check another folder.
No playback tone heard	The earphone is connected.	Unplug the earphones to use the internal speaker.
	The VOLUME button is set to 0.	Adjust the VOLUME button.
Unable to erase	The file is locked.	Unlock the file (☞ P.36).
Noise heard during playback	The recorder was shaken during recording.	—
	The recorder was placed near a cell phone or fluorescent lamp while recording or during playback.	Move the recorder.
Recording level too low	The microphone sensitivity is too low.	Set the microphone sensitivity to CONF mode and try again (☞ P.23).
Unable to set index marks	The maximum number of index marks (16) has been reached.	Erase unnecessary index marks (☞ P.37).
	The file is locked.	Unlock the file (☞ P.36).
Won't work with AC adapter	A non-standard AC adapter is being used.	Use the Olympus A321 (for US, Canada) or A322 (for Europe except U.K) AC adapter (Optional).
Cannot find the recorded voice	Wrong folder.	Switch to the right folder.

Accessories (optional)

xD-Picture Cards of 16, 32, 64, 128, 256 and 512 MB: M-XD16/32/64/128/256/512
Olympus CAMEDIA digital camera series xD-Picture Cards can be used.

PC Transcription kit: AS-3000

The AS-3000 transcription kit provides you with a PC-footswitch, a headset and DSS Player Pro Transcription Module for easy transcription of DSS recordings.

Stereo Microphone: ME50S/ME51S

To create stereo recordings in WMA format with clear sound and reduced noise.

Noise-Cancellation microphone: ME12

(Dictation microphone)

Used to get crisp recordings of your own voice by reducing the effects of ambient noise.

AC adapter: A321 (US and Canada) or A322 (Europe except U.K.)

Ni-MH Rechargeable Battery Charger: BU-400

Charger for AA batteries (1 to 4) or 1 to 2 AAA batteries.

Ni-MH Rechargeable Battery: BR401

High-efficiency rechargeable long life batteries.

Connecting cord: KA232*

Use to connect the microphone jack of this unit to a radio or other sound source.

Plug adapter: PA3

A mini plug adapter to connect 2.5 mm mini-plug devices such as microphone to the recorder 3.5 mm mini-jack.

USB Reader/Writer : MAUSB-10 (Dual-Slot xD-Picture Card & SmartMedia)

Allows data to be transferred to and from a PC.

USB Reader/Writer : MAUSB-100 (xD-Picture Card)

Allows data to be transferred to and from a PC.

PC Card adapter : MAPC-10 (xD-Picture Card/SmartMedia)

Allows data to be transferred to and from a PC that has a PC card slot.

* Use this accessory with the PA3 plug adapter.

Specifications

Recording format

DSS (Digital Speech Standard)

WMA (Windows Media Audio)

Recording media

xD-Picture Card: 16 to 512 MB

Input level

-70 dBv

Sampling frequency

SHQ mode: 44.1 kHz

HQ mode: 44.1 kHz

SP mode: 12 kHz

LP mode: 8 kHz

Overall frequency response

SHQ mode: 300 to 8,000 Hz

HQ mode: 300 to 7,000 Hz

SP mode: 300 to 5,000 Hz

LP mode: 300 to 3,000 Hz

Recording time (128 MB Card)

SHQ mode: 4 hours 20 minutes

HQ mode: 8 hours 45 minutes

SP mode: 20 hours 55 minutes

LP mode: 44 hours 45 minutes

Alkaline battery life

Recording: Approx. 16 hours

Playback: Approx. 9 hours

Ni-MH Rechargeable Battery life

Recording: Approx. 12 hours

Playback: Approx. 8 hours

Speaker

Built-in \varnothing 23 mm round dynamic speaker

MIC/EAR/REMOTE jack

\varnothing 3.5 mm mini-jack, impedance MIC 2 k Ω ,

EAR 8 Ω or more

Maximum working output (3 V DC)

180 mW or more (8 Ω speaker)

Input power requirement

Rated voltage: 3 V

Batteries: Two AAA batteries (LR03 or R03) or Two Ni-MH rechargeable batteries

External power supply: AC adapter

External dimensions

109.5 x 39.5 x 15 mm

(without protrusions)

Weight

85 g (including alkaline batteries)

* Specifications and design are subject to change without notice.

* Battery life is measured by Olympus. It varies greatly according to the type of batteries used and the conditions of use.

Technical Assistance and Support

DS-2200 is part of the Olympus Professional Dictation System. Your dealer is trained to troubleshoot and fix many common problems that you may be having with this system. If you encounter problems using your DS-2200, we recommend that you contact your Olympus Professional Dealer that sold you the system. If your dealer cannot fix your problem, please call our technical hotline number or send E-mail.

- ◆ For customers in the U.S. and Canada
Phone: 1-888-553-4448
E-mail: distec@olympus.com
- ◆ For customers in Europe
E-mail : dss.support@olympus-europa.com

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<http://www.olympus.com>

Declaration of Conformity

Model Number: DS-2200
Trade Name: DIGITAL VOICE RECORDER
Responsible Party: OLYMPUS AMERICA INC.
Address: 2 Corporate Center Drive, Melville, NY 11747-3157, U.S.A.
Telephone Number: 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.



Tested To Comply
With FCC Standards

FOR HOME OR OFFICE USE

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 numérique ne dépasse pas les limites de Catégorie B pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien des Communications.



"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.