

**OLYMPUS®**

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DIGITAL VOICE  
RECORDER

**DS-660**

**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.

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

**EN**

# Safe and Proper Usage

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**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.

## Using the Online Manual

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When you install the DSS Player Pro on your PC from the CD-ROM, you can use an online expanded version of this instruction manual, allowing you to learn more about the digital voice recorder.

If the DSS Player is installed, click the [Start] button, select [All Programs], then [OLYMPUS DSS Player Pro], then click [DS-660 Instructions]. You can read more about the items listed below.

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## General Precautions

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- **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

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### 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

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### 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

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- The recorder stores highly compressed DSS format voice messages in 32 MB integrated flash memory.
- The recorder supports two recording modes, SP (Standard Playback) mode or LP (Long Playback) mode (☞ P.18).
  - Continuous recording time is approximately 5 hours and 10 minutes in SP mode and approximately 11 hours in LP mode.<sup>1</sup>
- The five folders can hold 199 files each, for the maximum of 995 recordings (☞ P.12).
- You may assign your own names to folders (☞ P.31).
- Recorded files may be moved from one folder to another.
- Has a built-in Variable Control Voice Actuator (VCVA) function (☞ P.16).
- You can insert or delete index marks (☞ P.28).
- You can input file comments.
- The recorder has Fast Playback and Slow Playback functions to control playback speed (☞ P.21).
- If you connect the recorder to a computer, you can use it as a USB microphone or USB speaker.<sup>2</sup>
- The large LCD screen with backlight can be easily read even in the dark.
- The recorder has a Noise Cancel Function (☞ P.26).

- Comes with DSS Player software (☞ P.38).
- A USB connected Cradle for data download from the recorder to the PC (☞ P.44).

\*1: Available recording time for one continuous file. Available recording time may be shorter if many short recordings are made. (The displayed available recording time and recorded time are approximate indications.)

\*2: Do not use with Windows 98 as computer operation may become unstable.

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## Managing Files on Your PC

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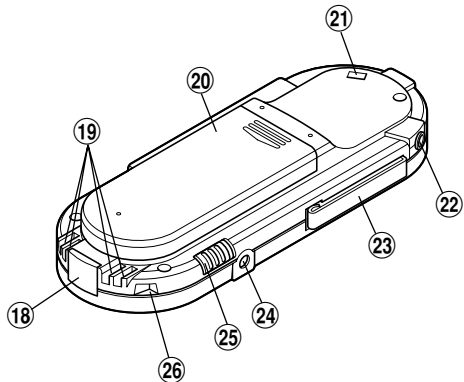
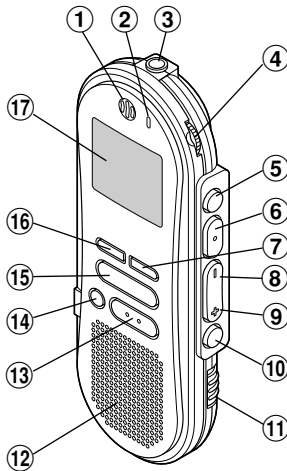
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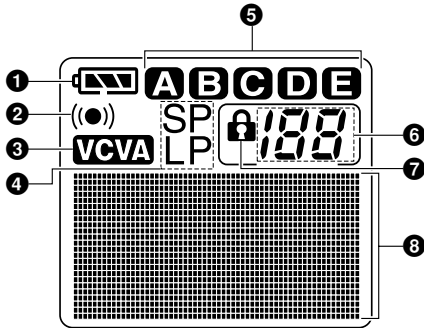
# Identification of Parts



- ① Built-in microphone
- ② Record/Play indicator lamp
- ③ Microphone jack
- ④ VOLUME control
- ⑤ NEW button
- ⑥ REC (Record) /SET button
- ⑦ INDEX button
- ⑧ REW (Rewind) /- button
- ⑨ FF (Fast Forward) /+ button
- ⑩ FOLDER/MENU button
- ⑪ HOLD switch
- ⑫ Built-in speaker
- ⑬ STOP button
- ⑭ ERASE button

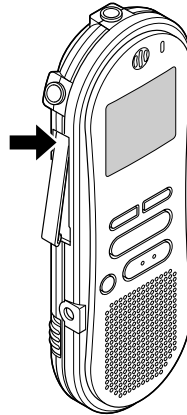
- ⑮ PLAY button
- ⑯ DISPLAY button
- ⑰ Display (LCD screen)
- ⑱ PC (USB) terminal
- ⑲ Cradle connection terminals
- ⑳ Battery cover
- ㉑ Strap hole
- ㉒ Earphone jack
- ㉓ Clip
- ㉔ Power jack
- ㉕ MICSENS (Microphone sensitivity) switch
- ㉖ Cradle attachment point

## Display (LCD Screen)



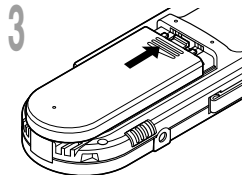
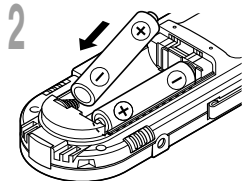
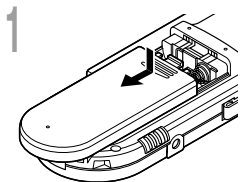
- ❶ Battery indicator
- ❷ Alarm indicator
- ❸ VCVA (Variable Control Voice Actuator) indicator
- ❹ Record mode indicator
- ❺ Folder
- ❻ Current file number
- ❼ Erase lock indicator
- ❽ Character Information display

## How to Use the Clip



- Press the area that the arrow points to.
- Do not force the clip wider, as it may break.

# Inserting Batteries



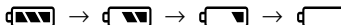
1 Lightly press down on the arrow and slide the battery cover open.


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

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.

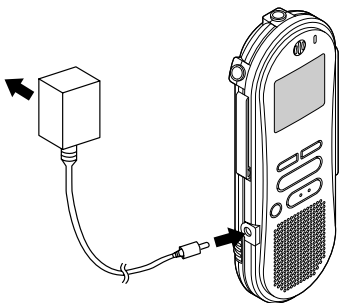
## Notes

- **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 (see P.10).
- Remove the batteries if you are not going to use the recorder for an extended period of time.



# Using the AC Adapter

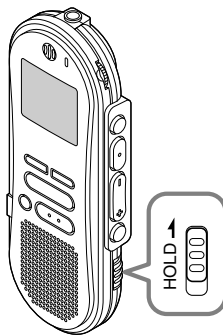
Plug the optional AC adapter (Olympus Model A321 or A322) into household power outlet and connect the power plug to the recorder's power connector (DC 3 V) as shown in the illustration. Always stop recording before connection. Otherwise it may not be possible to play back the voice data being recorded.



## ⚠ 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.**

# 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.**

## Notes

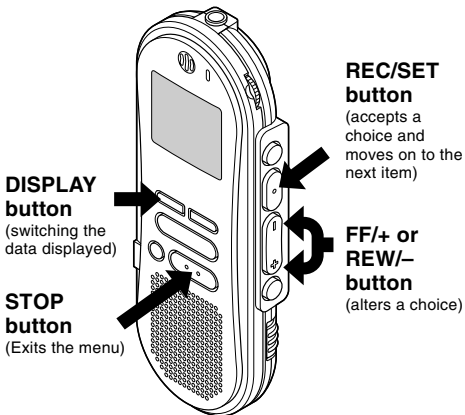
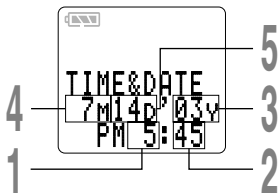
- If you set the recorder to hold during Stop mode, the display goes dark. If you press any button, the time will flash for about 2 seconds, but the function of the button is disabled.
- The alarm will sound at the scheduled time even if the recorder is set to hold. The recorder begins to play the file associated with the alarm when you press any button.
- If you are recording when you switch the recorder to HOLD, recording will continue until the recorder memory runs out.

# 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.29).

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.

## Time/Date Screen



### 1 Set the hour.

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

Example: 5:45 P.M.

PM 5:45 ↔ 17:45  
(Initial setting)

### 2 Set the minute.

- 1 Press the **FF/+** button or **REW/-** button to set the minute.
- 2 Press the **REC/SET** button to accept the minute.

### 3 Set the year.

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

Example: July 14, 2003

7M 14D '03Y (Initial setting)



14D 7M '03Y



'03Y 7M 14D

## 5 Set the date.

- ① Press the **FF/+** button or **REW/-** button to set the date.
- ② Press the **REC/SET** button to accept the date.

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

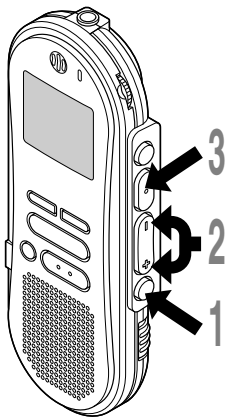
### Note

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 **REC/SET** button to accept the month.

## Changing the Time/Date



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

The menu opens (see P.37).

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



### 3 Press the **REC/SET** button.

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

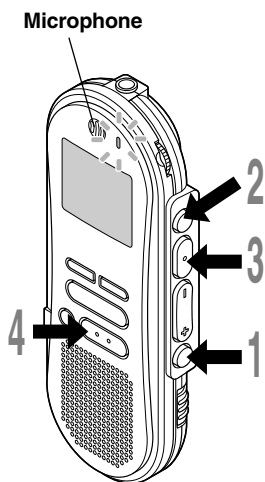
Follow the same steps starting at step 1 in “Setting Time/Date” (see P.10).

# 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. 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. Four recording modes are available: new, append, overwrite, and insert.

## New Recording

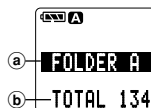
Create a new file to record in.



### 1 Press the **FOLDER/MENU** button to choose a folder.

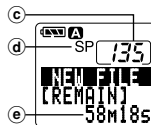
The folder name is displayed for approximately 2 seconds.

- (a) Folder name
- (b) Total number of recorded files in the folder



### 2 Press the **NEW** button to create a new file.

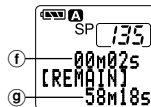
- (c) New file number
- (d) Current recording mode
- (e) Remaining recording time



### 3 Press the **REC/SET** button to start recording.

The record/play indicator lamp glows red. Aim the microphone at the sound source.

- (f) Current recording time
- (g) Remaining recording time



### 4 Press the **STOP** button to stop recording.

If you want to append additional recordings to the same file, press the REC/SET button once again.

## 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.22) or transfer voice files to your computer using DSS Player Software (ⓘ P.38).
- You cannot select a different mode than that of the original file before append recording (ⓘ P.18).

## Pause Recording

### Pause

Press the **REC/SET** button while recording.

➡ “REC PAUSE” will flash on the display.

### Resume Recording

Press the **REC/SET** button again.

➡ Recording will resume at the point of interruption.

## Note

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

## To instantly review a recording (Quick review)

Press the **REW/-** button while recording, and release it when you want to start playing a file. The recorder plays up to the quick review point, then stops. You can append additional recordings in the same file from that point.

## Listening While Audio Is Recorded (Recording Monitor)

Insert the earphone into the earphone jack to monitor what is being recorded. (Volume can be controlled using the Volume control.)

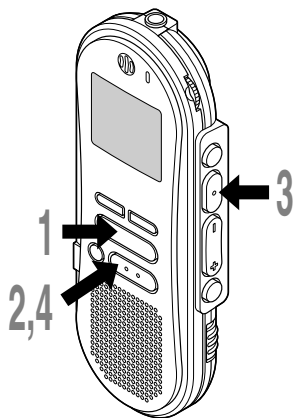
## To see the remaining recording time

The remaining recording time appears on the display when the recorder is stopped and the **STOP** button is pressed.



## Overwrite Recording

You can overwrite a previously recorded file from any point within the file. Note that the overwritten recordings will be erased.



**1 Choose and play the file you want to overwrite.**

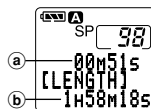
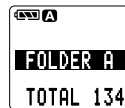
**2 Press the **STOP** button where you want to start overwriting.**

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

**3 Press the **REC/SET** button to start overwriting.**

The record/play indicator lamp glows red.

**4 Press the **STOP** button to stop overwriting.**

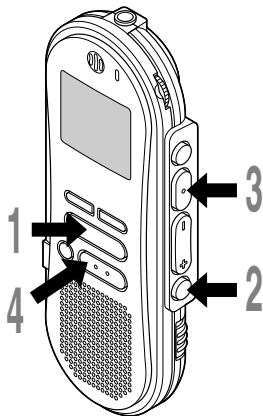


### Notes

- You can pause and resume overwrite recording by pressing the REC/SET button.
- You cannot select a different mode than that of the original file before overwrite recording (see P.18).

## Insert Recording

Additional recordings can be inserted into previously recorded files.



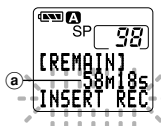
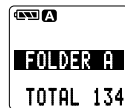
**1 Choose and play the file you want to insert.**

**2 While playing a file, press the FOLDER/MENU button if you want to insert additional recording.**  
“INSERT REC?” appears on the display.

**3 Press the REC/SET button to start inserting additional recording.**  
As insert recording progresses, remaining memory grows smaller.

**a** Remaining recording time

**4 Press the STOP button to stop inserting additional recording.**



### Notes

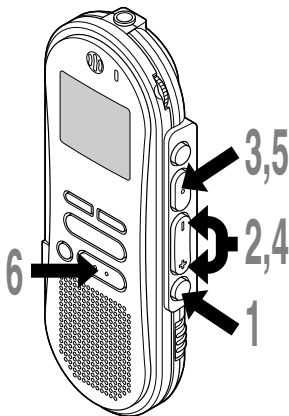
- You can pause and resume insert recording by pressing the REC/SET button.
- The recording time and date of the file into which recording has been inserted is updated to the time and date of when the inserted recording was recorded.
- You cannot select a different mode than that of the original file before insert recording (P.18).

# Using the Variable Control Voice Actuator (VCVA)

When the microphone senses that sounds have reached a preset 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.

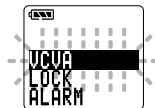
Using the Variable Control Voice Actuator (VCVA)



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

The menu opens (see P.37).

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

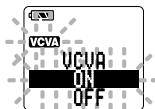


- 3 Press the REC/SET button.**

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 REC/SET button to complete the setup screen.**

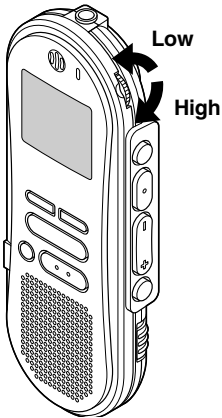
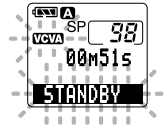
- 6 Press the STOP button to close the menu.**

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



## 7 Start the recording.

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



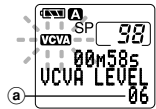
## Adjust the start/stop actuation level

### Using the **VOLUME** control, adjust the start/stop actuation level.

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) Start level



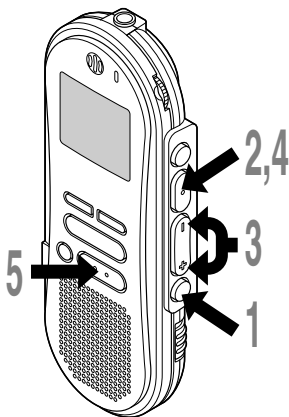
### Notes

- The start/stop actuation level also varies depending on the selected microphone sensitivity mode (see P.19).
- To ensure successful recordings, prior testing and adjustment of the start/stop actuation level is recommended.

# Recording Modes (REC MODE)

You can choose between two recording modes: SP (Standard Playback) mode and LP (Long Playback) mode. Once you choose a mode, files are recorded in the selected mode as long as you do not change the mode.

The included 32MB integrated flash memory holds approximately 5 hours and 10 minutes in SP mode and approximately 11 hours in LP mode. Available recording time for one continuous file. Recording time may be shorter if many short recordings are made.



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

“REC MODE” will be displayed on the screen (☞ P.37).



## 2 Press the **REC/SET** button.

The recording mode setup process begins.

## 3 Press the **FF/+** or **REW/-** button to choose between SP and LP.



## 4 Press the **REC/SET** button to complete the setup screen.

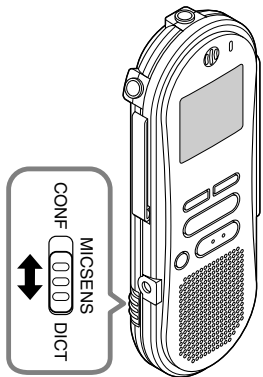
## 5 Press the **STOP** button to close the menu.

### Notes

- Choose SP mode for recording meetings or lectures with crisp clarity.
- You cannot select a different mode than that of the original file before append, overwrite, or insert recording (☞ P.14-15).
- Use SP mode in conjunction with voice recognition software.

# 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.

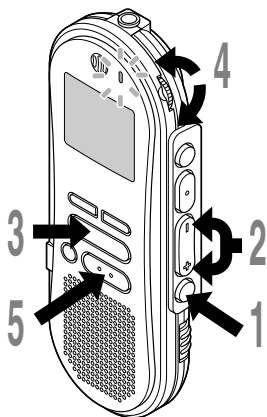
**DICT:** Low-sensitivity mode suited for dictation.

## 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).

# Playing

You can start playing a file at any point.



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

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

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

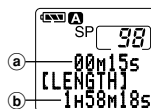
The record/play indicator lamp glows green.

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

**4** Adjust the **VOLUME** control to your liking.

**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
<b>Fast Playback (F.PLAY)</b>	Press the <b>PLAY</b> button once while playing a file. ➤ The recorder plays back at approximately 50% faster than normal rate.	Press the <b>PLAY</b> button 2 times while fast playing back. ➤ Playback returns to normal rate.
<b>Slow Playback (S.PLAY)</b>	Press the <b>PLAY</b> button once while fast playing back. ➤ The recorder plays back at approximately 25% slower than normal rate.	Press the <b>PLAY</b> button once while slow playing back. ➤ Playback returns to normal rate.
<b>Fast Forward (FF)</b>	Press the <b>FF/+</b> button once while stopped. ➤ If the <b>FF/+</b> button is pressed at the end of a file, the recorder stops at the beginning of the next file. And if the <b>FF/+</b> button is pressed within 2 seconds, the recorder skips to the beginning of the next file.	Press the <b>STOP</b> button. ➤ The recorder stops immediately. (If you do not press the <b>STOP</b> button, the recorder will reach the end of the file and then stop automatically.)
<b>Rewind (REW)</b>	Press the <b>REW/-</b> button once while stopped. ➤ If the <b>REW/-</b> button is pressed at the beginning of a file, the recorder starts rewinding from the end of the previous file.	Press the <b>STOP</b> button. ➤ The recorder stops immediately. (If you do not press the <b>STOP</b> button, the recorder will reach the beginning of the file and then stop automatically.)
<b>Cue (CUE)</b>	Hold the <b>FF/+</b> button while stopped or playing a file.	Release the <b>FF/+</b> button. ➤ Replays at the original speed. (If you do not release the <b>FF/+</b> button, the recorder will reach the end of the file and then stop automatically.)
<b>Review (REV)</b>	Hold the <b>REW/-</b> button while stopped or playing a file.	Release the <b>REW/-</b> button. ➤ Replays at the original speed. (If you do not release the <b>REW/-</b> button, the recorder will reach the beginning of the file and then stop automatically.)

- If you press the **FF/+** button once while fast-forwarding or twice while stopped, the recorder will stop at the end of the file.(F.SKIP)
- If you press the **REW/-** button once while rewinding or twice while stopped, the recorder will stop at the beginning of the file (B.SKIP). If the **REW/-** button is pressed within 2 seconds, the recorder skips to the beginning of the previous file.

### Note

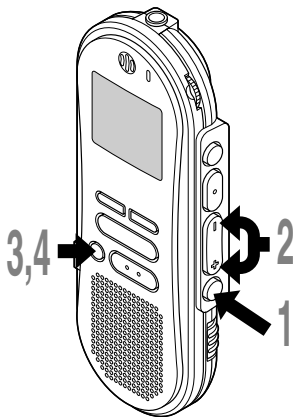
If you set Noise Cancel to "LOW" or "HI", you cannot use the Fast Playback and Slow Playback functions.

# Erasing

## Erasing One File at a Time

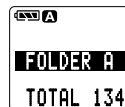
A selected file can be erased from a folder.

Erasing



- 1 Press the **FOLDER/MENU** button to choose a folder.

The folder name is displayed for approximately 2 seconds.

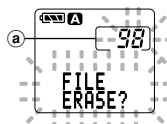


- 2 Press the **FF/+** or **REW/-** button to choose the file you want to erase.

- 3 Press the **ERASE** button.

"FILE ERASE?" flashes on the display for approximately 8 seconds.

- a File to be erased



- 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.

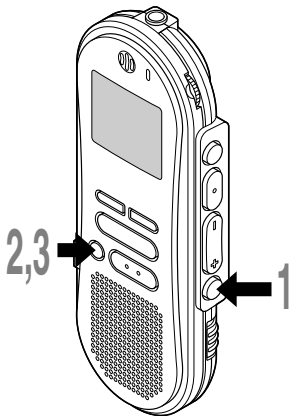


### Notes

- If the ERASE button is not pressed within the 8 seconds after "FILE ERASE?" starts flashing, the recorder will revert to stop status.
- An erased file cannot be restored.
- Locked files cannot be erased (☞ P.27).

## Erase All Files from a Folder

All files in a folder can be erased simultaneously, except for locked files (see P.27).



- 1 Press the **FOLDER/MENU** button to choose the folder you want to erase all files.**

The folder name is displayed for approximately 2 seconds.

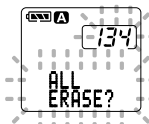
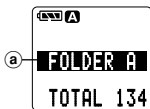
- a) Folder from which to erase files**

- 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.



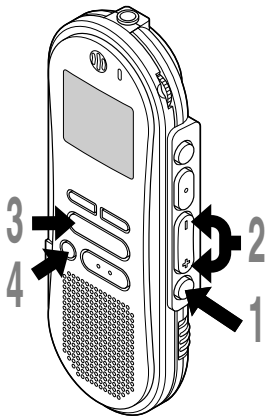
Erasing

### Notes

- If the ERASE button is not pressed within the 8 seconds after “ALL ERASE?” starts flashing, the recorder will revert to stop status.
- Completion of erasing may take 10 seconds. Never do anything during this period because data may be corrupted. Battery removal and AC adapter setting/removal are not permissible, whether or not the battery is set in the recorder.

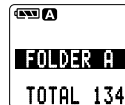
## To Partially Erase a File

You can erase a selected part of a file.



- 1 Press the **FOLDER/MENU** button to choose a folder.

The folder name is displayed for approximately 2 seconds.



- 2 Press the **FF/+** or **REW/-** button to choose the file you want to erase a part.

- 3 Press the **PLAY** button to play the file.



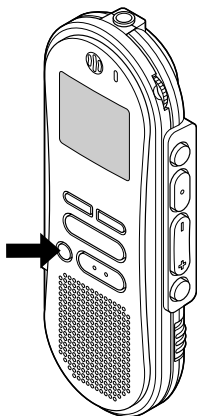
- 4 Press the **ERASE** button where you want to start erasing.

"PARTIAL ERASE" and the total time of the file are displayed alternately while playing.





5,6



## 5 Press the **ERASE** button once more where you want to stop erasing.

The erase starting point (time) set in step 4 and the ending point (time) set in this step appear on the display for 8 seconds alternately.



## 6 Press the **ERASE** button once more.

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



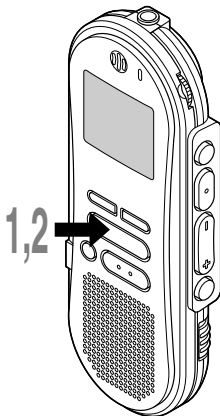
When “ERASE DONE” appears, partial erasing is completed.

### Notes

- If the ERASE button is not pressed within the 8 seconds after “START” or “END” starts flashing, the recorder will revert to stop status.
- An erased file cannot be restored.
- Locked files cannot be partially erased (☞ P.27).

# 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 **PLAY** button for 1 second or longer while the file is playing.**

Displays currently set Noise Cancel level.



- 2 Press the **PLAY** button again to choose a noise cancel level.**

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



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

Change the Noise Cancel level within 8 seconds, otherwise the level is set at the displayed level and the display returns to its original view.

---

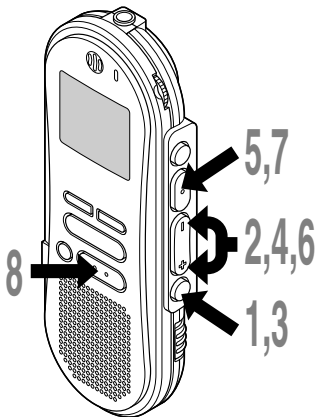
## Notes

- If you set it to "LOW" or "HI", 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 "HI", the setting remains valid until it's set to "OFF".
- If you set Noise Cancel to "LOW" or "HI", you cannot use the Fast Playback and Slow Playback functions.

# 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.23).



**1** Press the **FOLDER/MENU** 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 **FOLDER/MENU** button for 1 second or longer.

The menu opens (☞ P.37).

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

**5** Press the **REC/SET** 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.

**a** Erase lock indicator

**7** Press the **REC/SET** button to complete the setup screen.

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



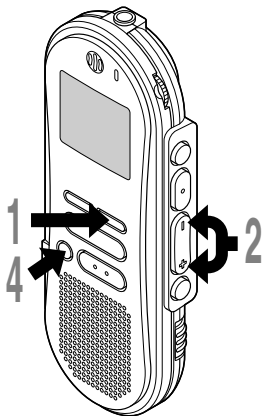
Locking Files (LOCK)

## Notes

- You cannot append, overwrite, or insert recordings into locked files (☞ P.12-15).
- You cannot set index marks in locked files(☞ P.28).
- Any locked files are erased when you format the recorder (☞ P.36).

# Index Marks

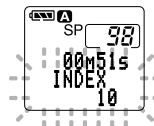
Index marks can be placed in a file during recording or playback to provide a quick and easy way of keeping track of important sections in the file.



## 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.



## Locating an Index Mark

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

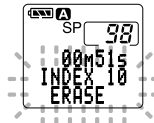
The recorder stops for 1 second when it reaches the index mark.

## 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.

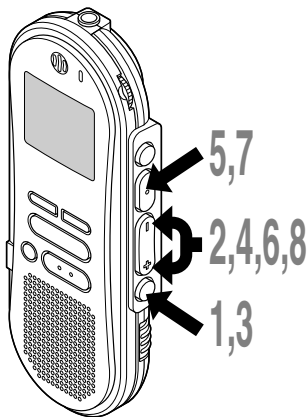


### Notes

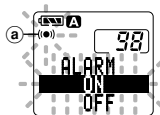
- Up to 16 index marks can be set in a file. Attempting to set more index marks will cause "INDEX FULL" to appear on the display.
- Index marks cannot be set or cleared in a locked file (see P.27).

# Alarm Playback Function (ALARM)

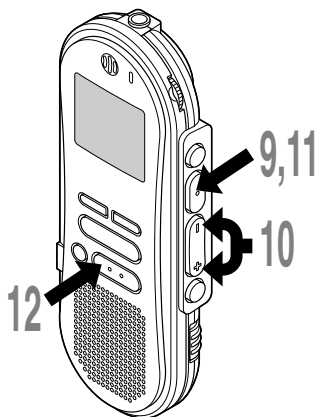
The alarm playback function can be set to play a selected file at a pre-set time.



- 1 Press the **FOLDER/MENU** 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 **FOLDER/MENU** button for 1 second or longer. The menu opens (see P.37).
- 4 Press the **FF/+** or **REW/-** button until “ALARM” flashes on the display.
- 5 Press the **REC/SET** 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.  
a Alarm indicator
- 7 Press the **REC/SET** 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.

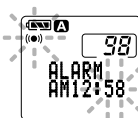


## Alarm Playback Function (ALARM)



**9** Press the **REC/SET** button to accept the hour.

The minute indicator flashes.



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

**11** Press the **REC/SET** 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.

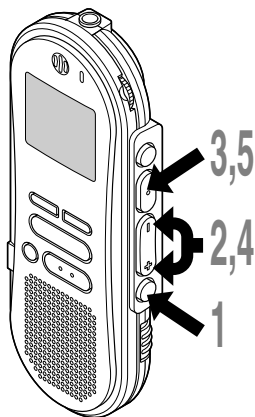
- Start setting from step 3 of “Alarm Playback Function”.
- When alarm sound goes at the preset time, pressing any button stops the sound.

### 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.

# Assigning Folder Names (FolderName)

The 5 folders on the recorder (Folder A to Folder E) can be easily renamed. The folder name is limited to 8 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 FOLDER/MENU button for 1 second or longer.**

The menu opens (P.37).

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



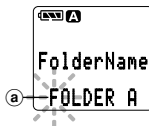
- 3 Press the REC/SET button.**  
The folder name setup process begins.

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



- 5 Press the REC/SET 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.

### Recorder buttons that are used to input characters

Button	Push	Action
REC/SET	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.
NEW	-----	Returns to previous character.
ERASE	-----	To delete the flashing character.
INDEX	Press once	Switches between character groups (type).
	Press and hold	Quickly cycles through the character groups (types).
DISPLAY	Press once	Selects character to be input: skips ahead by 5 characters.
	Press and hold	Quickly skips ahead in increments of five 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 **DISPLAY** button is pressed, it will skip ahead by five 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:

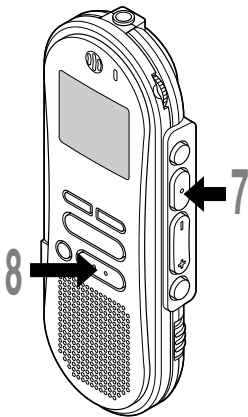
If you press the **DISPLAY** button while "MEMO" is displayed, "TO DO" will appear.

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
Numerics	1 → 2 → 3 → 4 → 5 → 6 → 7 → 8 → 9 → 0
Symbols	, → . → ; → ! → _ → ( → ) → [ → ] → { → } → + → - → = → # → \$ → % → & → ' → ` → ^ → @



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

This completes the folder naming procedure.

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

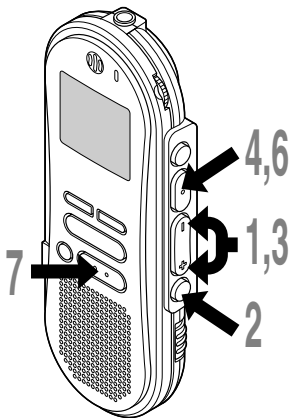
### 8 Press the **STOP** button to close the menu.

#### Notes

- The folder naming process ends automatically when the twelfth character is set.
- If you input more than 8 characters, “OVERFLOW” appears on the display.
- You can use a PC to easily change the folder names on the recorder.

# 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 **FOLDER/MENU** button for 1 second or longer. The menu opens (see P.37).

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

**4** Press the **REC/SET** 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” (see P.31).

You can use a PC to create or edit file comments in DSS Player, and transfer them from the PC to the recorder.

**6** When you have finished setting the file comments, press and hold the **REC/SET** button for 1 second or longer.

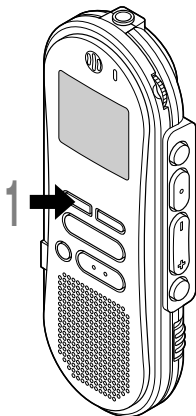
This completes the file comment input procedure.

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



# LCD Display Information

The LCD screen on the recorder can display 4 different format of information by pressing the DISPLAY button. This help 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 ④.



### ① File length

Shows how long a file is.



### ② Time stamp

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



### 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.)

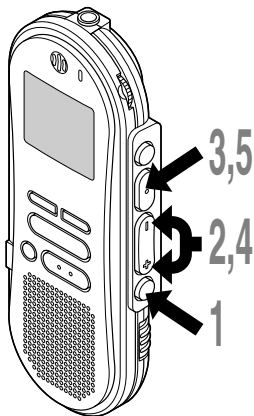
\* If a comment contains many characters, it will scroll horizontally to display the complete comment.

# Formatting the Recorder (FORMAT)

If you format the recorder, all function settings will return to their defaults\*. All files stored in the recorder will be deleted.

If you have important files that you want to save, connect the recorder to a computer and transfer those files from the recorder to the computer before formatting the device.

\* Date and time settings will not be cleared, so you won't need to set them again.



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

The menu opens (see P.37).

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

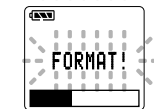
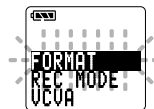
**3 Press the REC/SET button.**

The formatting process is selected.

**4 Press the FF/+ or REW/- button to choose “START”.**

**5 Press the REC/SET button again.**

Formatting begins and an indicator flashes on the display.



“FORMAT DONE” displays when formatting ends.



## Notes

- During the formatting process, never remove batteries, or connect/disconnect AC adapter. If you do so, the data will be destroyed.
- Never format the recorder from a PC.
- When the recorder is formatted, all the stored data, including locked files, are erased.

# Menu List

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

REC MODE	Selection between SP and LP modes (≡P.18).
VCVA	VCVA setting (≡P.16). Switch between ON (enabled) and OFF (disabled).
LOCK	Locking files setting (≡P.27). Selection between ON (locked) and OFF (unlocked).
ALARM	Alarm playback setting (≡P.29). Selection between ON (enabled) and OFF (disabled).
ALL PLAY	Continuous playback setting. Selection between ON (enabled) and OFF (disabled).
CONTRAST	LCD contrast adjustment. Adjust the level from 1 to 10.
BACKLIGHT	Backlight setting. Selection between ON (enabled) and OFF (disabled).
BEEP	System sounds setting. Selection between ON (enabled) and OFF (disabled).
USB AUDIO	USB Microphone/Speaker setting. Selection between ON (enabled) and OFF (disabled).
TIME&DATE	Time/Date setting. In order of hour, minute, year, month and day (≡P.10).
FolderName	Folder naming (≡P.31).
COMMENT	Assigning file comments (≡P.34).
FORMAT	Recorder formatting (≡P.36).

Press the **FF/+** button or **REW/-** button.

Press the **FOLDER/MENU** button during playback.

INSERT REC?	Inserting recording (≡P.15).
FILE MOVE?	Moving files.

Press the **FOLDER/MENU** button.

## Notes

- If you press the STOP button, the REC/SET button, or the FOLDER/MENU 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

By connecting the recorder to your PC, you will be able to use DSS Player in the following ways:

- Play and archive voice files from your PC.
- Send voice files with e-mail easily.\*
- Make backup files of the voice files on the recorder to your PC, and can later transfer files on your PC to the recorder, as necessary.

\* To allow DSS Player to use the e-mail transmission function, MAPI (Messaging Application Program Interface) subsystem used with e-mail application program such as Windows Microsoft Outlook must have been installed to your PC. See the PDF "Dictation Module Instructions" for details.

## Operating Environment

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### Windows

<b>PC:</b>	IBM PC/AT compatible PC
<b>Operating System:</b>	Microsoft Windows 98/ 98SE/ Me/ 2000 Professional/ NT Workstation 4.0 with SP4 or later/ XP Professional, Home Edition
<b>CPU:</b>	Intel Pentium II class 333 MHz processor or faster (Processor 500MHz or faster is recommended)
<b>RAM:</b>	64 MB or more (128MB or more is recommended)
<b>Hard drive space:</b>	25 MB or more
<b>Drive:</b>	2x or faster CD-ROM drive
<b>Sound card:</b>	Creative Labs Sound Blaster 16 or 100% compatible sound card
<b>Browser:</b>	Microsoft Internet Explorer 4.01 or later
<b>Display:</b>	800 x 600 pixels or more, 256 colors or more
<b>USB port:</b>	One or more free ports
<b>Audio I/O terminals:</b>	Microphone input and earphone output or speaker

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### Note

Do not use the recorder as a USB Microphone/Speaker on Windows 98 as computer operation may become unstable. (Use only with Windows 98SE or later versions of the OS.)

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**Macintosh**

- PC:** iMac/ iBook/ Power Mac G3,G4/ PowerBook G3,G4  
(The computer must support a standard USB port.)
- Operating System:** Mac OS 9.0-9.2.2/10.1-10.2
- RAM:** 16 MB or more
- Hard drive space:** 5 MB or more
- Drive:** 2x or faster CD-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 Software

Before you connect the USB cable to the recorder and your PC, you must first install the software.

## Be sure to confirm the following before installation:

- Exit all running applications.
- Eject the floppy disk if you are using one.
- If you are running Windows2000/XP (Professional only) or Mac OS X on the network, you need to log on as an Administrator.

### Windows

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

The installation program will start automatically. Once the program starts, jump to step 4. If it does not, follow the procedures in steps 2 and 3.

## 2 Click the [Start] button and select [Run].

## 3 Enter “D:\setup.exe” in the [Open] field and click [OK].

This is assuming the CD-ROM drive is D.

## 4 The installation Language Selection dialog box opens.

Click the desired language to select it.



## 5 Register user information.

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. Click [Next]. A confirmation dialog box opens, click [Yes].

## 6 Confirm your acceptance of the terms of the Licensing Agreement.

You must accept the terms of the Licensing Agreement to install DSS Player. If you accept them, click [Yes].

## 7 Select where to install DSS Player.

This lets you specify the folder in which to install DSS Player. Click [Browse] to find the desired installation folder. To accept the default folder, click [Next].

### Note

If the installation folder does not exist, a confirmation dialog box opens to get your permission to create a folder for this purpose. Click [Yes].

## 8 Select a program menu folder.

You may change the program menu folder to another one, such as [Start Up]. To accept the default folder, click [Next].



- 9 Authorizing the start of file copying.**

Confirm all “Current Settings”. To accept them, click [Next].

**Note**  
To change the program menu folder or installation folder, click [Back].
- 10 Install Acrobat Reader if not currently installed on your PC.**

When the Acrobat Reader Setup dialogbox opens, select [Install “Adobe Acrobat Reader”.] and click [Next]. However, if the Acrobat Reader has already been installed, the checkbox will not be displayed.
- 11 Select the recorder you use.**

When the Selecting Recorder dialogbox opens, select [DS-660] and click [Next].
- 12 Copy files.**

Wait until DSS Player is installed on your PC, then click [Finish]. If you checked on [Install “Adobe Acrobat Reader”.] at step 10, proceed to step 13 continuously. If the Acrobat Reader has already been installed, proceed to step 17.
- 13 Set up Acrobat Reader.**

When the Acrobat Reader Setup dialog box opens, click [Next].
- 14 Select where to install Acrobat Reader.**

Specify the folder in which to install Acrobat Reader. To accept the default folder, click [Next].
- 15 Setup Status.**

Wait until Acrobat Reader is installed on your PC.
- 16 Exit Acrobat Reader setup.**

When the Exit Setup dialog box opens, click [OK].
- 17 Install Shield Wizard complete.**

You may be requested to restart your PC when setup is complete. If so, make sure that [Yes, I want to restart my PC now.] is selected before clicking [Finish]. Then, when the message to do so appears, shut your PC off and restart it.

### Macintosh

**1** Insert DSS Player for Mac into the CD-ROM drive.

**2** Double-click CD icon.

Double-click the desired language to select it.

**3** Double-click the following icon.

(OS 9.x)

DSS Player for Mac Installer

(OS X)

DSS Player (for Mac) Installer OS X

**4** Click [Continue] when the DSS Player for Mac opening screen appears.

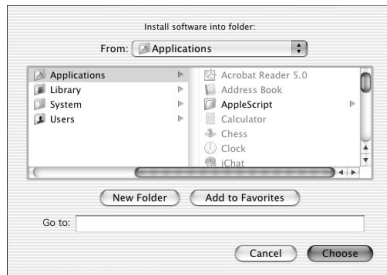
**5** Confirm your acceptance of the terms of the Licensing Agreement.

You must accept the terms of the Licensing Agreement to install DSS Player for Mac. If you accept them, click [Agree].

**6** Select where to install DSS Player for Mac.

This lets you specify the folder in which to install DSS Player for Mac. To accept the default folder, click [Choose].

Installing DSS Player for Mac.



**7** Completing setup.

Installation has finished. Click [Quit].

If you installed the software into the OS 9.x, you need restart your PC after completing the installation.

# Using Online Help

To open Online Help, you have the following options.



(Windows)

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

(Macintosh)

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

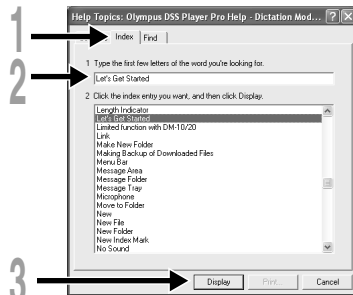
## Search by Contents

- 1 Once the Online Help screen appears, click the Contents tab.
- 2 Double-click the  icon of the desired topic heading.  
The title of the topic is displayed.
- 3 Double-click the  icon of the desired topic.  
An explanation of the topic is displayed.



## Search by Key word

- 1 Once the Online Help screen appears, click the Index tab.
- 2 Enter text.  
Matching keywords are located automatically.
- 3 Choose a topic, then click [Display].  
An explanation of the topic is displayed.

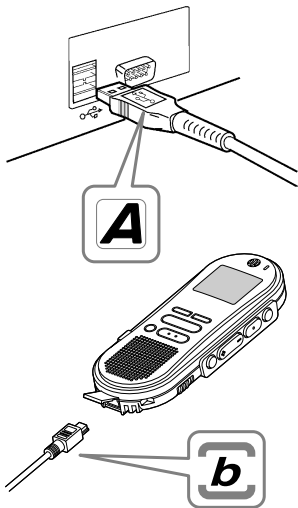


### Note

For more information on menus and operations, refer to Online Help. You will be able to use Online Help after DSS Player is installed.

# Connecting to Your PC

Be sure to finish installing DSS Player before connecting the recorder. If “Add New Hardware Wizard” appears, cancel the wizard by pressing the [Cancel] button and then install DSS Player.



## Connecting to your PC using the USB cable

- 1 Release the **HOLD** switch.
- 2 Insert end **A** of the **USB** cable to your PC's **USB** port or **USB** hub.
- 3 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.



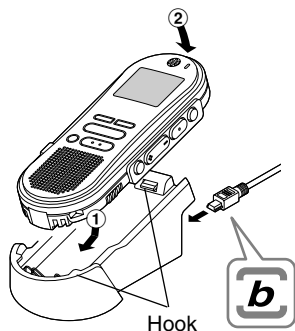
Once you connect the recorder to your PC, the power will be supplied through the included USB cable. So you don't have to use batteries or an AC adapter with the recorder. You can directly connect the recorder's USB terminal to your PC, or use the cradle included in the package (desktop holder).

### Notes

- NEVER disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data will be destroyed.
- Some PCs and USB hubs may not supply sufficient power and the recorder may not connect. If that happens, turn the USB AUDIO “OFF” in the recorder's menu settings (☞ P.37).
- 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.

## Connecting to your PC using the cradle

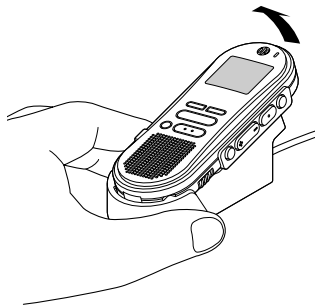
### Place the recorder on the cradle



- 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 off, and place it in the cradle.

When you place the recorder on the cradle, ① insert the recorder so its bottom slot meets the hook on the front of the cradle (at the low end). ② Hold the top of the recorder and push it against the cradle until it clicks. "REMOTE" is displayed on recorder if the USB cable is connected.

### Remove the recorder from the cradle



- 4 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.
- 5 Disconnect the USB cable.

### 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 connecting the recorder to your PC, you can automatically start the application.

### Disabling automatic start

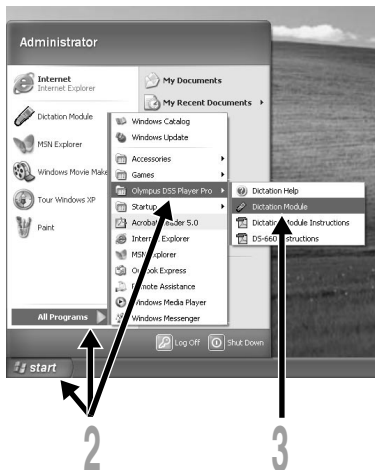
- 1 Right click the  icon in the System Tray in the lower right-hand corner of the screen, then click Select startup application.
- 2 Select and click [DSS Player Pro].  
The check mark on [DSS Player Pro] disappears. For automatic start, select and click DSS Player to reinstate again.

### Manual start

- 1 Start Windows.
- 2 Click the [Start] button, select [All Programs], then [Olympus DSS Player Pro].
- 3 Click [Dictation Module].

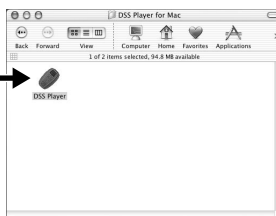
### Note

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.

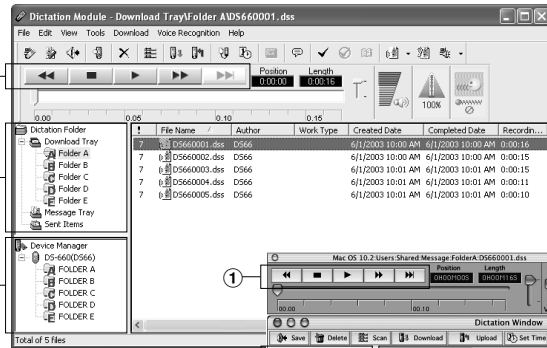


## Macintosh

- 1 Start your Macintosh.**
- 2 Connect the recorder to your PC.**  
For cable connection instructions, see “Connecting to Your PC” (P.44).
- 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.

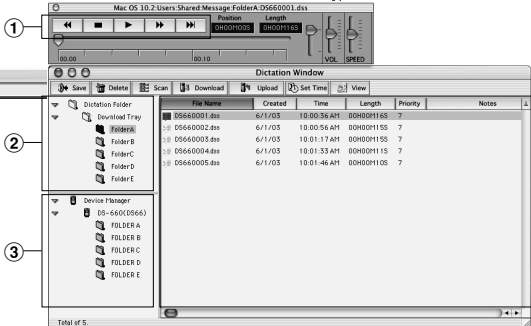


# Window Names



\* Main screen displayed when DSS Player is started

(Windows)




(Macintosh)

- ① **Play Control Bar**  
Control buttons to play and stop voice files.
- ② **Dictation Folder Window**  
Will display the directory structure of the DSS, WAVE (Windows only) and AIFF (Macintosh only)-format files stored on your PC's hard disk.
- ③ **Device Manager Window**  
Will display the directory structure of the folders in the recorder.
- ④ **Voice File List Box**  
Will display the voice files in the folder selected in ② and ③.



# Download Voice Files from the Recorder

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

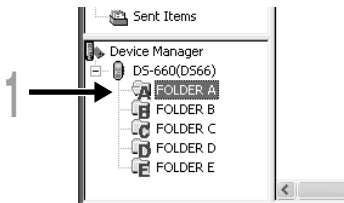
- Download Selected Files  
Download one or several voice files to your PC.
- Download Folders  
Download all the voice files in one folder.
- Download All  
Click the  icon and download all the voice files stored in the recorder to your PC.

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

## Download Selected Files

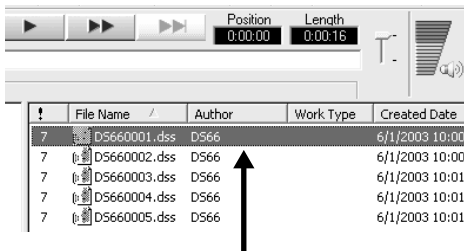
### 1 Select the folder.

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.



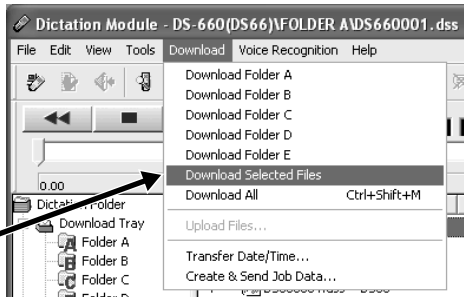
### 3 Download the voice file.

(Windows)

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

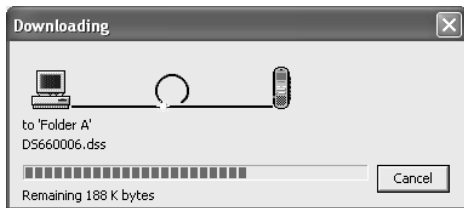
(Macintosh)

From the [Tools] 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.

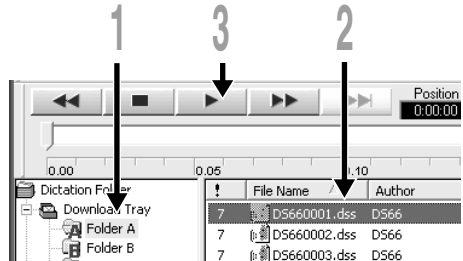


### Notes

- NEVER disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data 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.

## File name

File names are assigned in the following

### DS66 0001.dss

**Extension**

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

**User ID** ..... The name that has been set on the Digital Voice Recorder. The default name on the Digital Voice Recorder is "DS66". The user ID can be modified with DSS Player.

# Alarm Message List

<b>Message</b>	<b>Meaning</b>	<b>Explanation</b>	<b>Action</b>
<b>BATTERY LOW</b>	Low battery power	Battery power is getting low.	Replace with new batteries (☞ P.8).
<b>LOCK ON</b>	Erase-locked	Tried to delete a locked file.	Unlock the file (☞ P.27).
<b>INDEX FULL</b>	Index full	The file is full of index marks (maximum of 16 marks).	Erase index marks that are no longer required (☞ P.28).
<b>FOLDER FULL</b>	Folder full	The folder is full of files (maximum of 199 files).	Erase unnecessary files (☞ P.22).
	Maximum number	The destination folder already has the maximum number of files (199).	Erase unnecessary files (☞ P.22).
<b>MEMORY FULL</b>	Zero remaining memory	No remaining internal memory.	Erase unnecessary files (☞ P.22).
<b>NO FILE</b>	No file	No files were found in the folder.	Select another folder.
<b>OVERFLOW</b>	Too many characters input	Exceeds the maximum number of characters that can be registered.	Reduce the number of characters within the limit. Up to 8 characters can be used for a folder name (☞ P.31-33). Up to 100 characters can be used for a file comment (☞ P.34).
<b>CHANGE REC MODE</b>	Change recording mode	For voice recognition applications, the recording mode cannot be set to LP when using the connection cable KP4.	Set the recording mode to SP when using connection cable KP4 (☞ P.18).
<b>TRAIN PC</b>	PC microphone indicator	The recorder is being used as a PC microphone.	See DSS Player online help for details.
<b>MEMORY ERROR</b>	Error in the internal flash memory	Error in the internal memory.	This is a malfunction, so go to the store where you purchased the recorder or an Olympus service station for repair.
<b>FORMAT ERROR</b>	Formatting error	There was an error while formatting the recorder's memory.	Reformat the memory (☞ P.36).
<b>SYSTEM ERROR</b>	System error	System error detected in the recorder.	This is a malfunction. Contact the place of purchase or Olympus Service Center for repair.

# Troubleshooting

<b>Symptom</b>	<b>Probable cause</b>	<b>Action</b>
<b>Nothing appears on the display</b>	The batteries are not loaded properly.	Verify polarity is correct.
	The batteries are dead.	Replace with new batteries (☞ P.8).
	If none of these suggestions works.	Reset the recorder (☞ P.36).
	The recorder is in HOLD mode.	Release the recorder from HOLD (☞ P.9).
<b>Won't start</b>	The recorder is in HOLD mode.	Release the recorder from HOLD (☞ P.9).
	The batteries are dead.	Replace with new batteries (☞ P.8).
<b>Unable to record</b>	Low remaining internal flash memory.	Erase unnecessary files (☞ P.22).
	The maximum number of files has been reached.	Check another folder.
<b>No playback tone heard</b>	The earphone is connected.	Unplug the earphones to use the internal speaker.
	The VOLUME control is set to 0.	Adjust the VOLUME control.
<b>Unable to erase</b>	The file is locked.	Unlock the file (☞ P.27).
<b>Noise heard during playback</b>	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.
<b>Recording level too low</b>	The microphone sensitivity is too low.	Set the microphone sensitivity to CONF mode and try again (☞ P.19).
<b>Unable to set index marks</b>	The maximum number of index marks (16) has been reached.	Erase unnecessary index marks (☞ P.28).
	The file is locked.	Unlock the file (☞ P.27).
<b>Won't work with AC adapter</b>	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).
<b>Cannot find the recorded voice</b>	Wrong folder.	Switch to the right folder.

Symptom	Probable cause	Action
<b>Cannot use Fast Playback or Slow Playback</b>	Noise Cancel function is set to “LOW” or “HI”.	Turn “OFF” the Noise Cancel function (☞ P.26).
<b>Noise Cancel function doesn't work</b>	A file is being played back in Fast Playback or Slow Playback mode.	The Noise Cancel function doesn't work while a file is being played back in Fast Playback or Slow Playback mode (☞ P.21).
<b>Cannot connect to PC</b>	Some PCs and USB hubs may not provide sufficient power.	Turn the USB AUDIO “OFF” in the recorder's menu settings (☞ P.37).
<b>Cannot connect to a PC using a cradle</b>	Sometimes a connection cannot be made with some PCs running Windows XP.	You need to change the PC's USB settings. See DSS Player online help for details (☞ P.43).

## Accessories (optional)

### 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.

### Noise-Cancellation microphone: ME12

(Dictation microphone)

Used to get crisp recordings of your own voice by reducing the effects of ambient noise. Recommended to improve the accuracy when using voice-recognition software.

**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.

\* Use this accessory with the PA3 plug adapter.

# Specifications

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## Recording format

DSS (Digital Speech Standard)

**Input level** -70 dBv

## Sampling frequency

SP mode: 12 kHz

LP mode: 8 kHz

## Overall frequency response

SP mode: 300 to 5,000 Hz

LP mode: 300 to 3,000 Hz

## Recording time

SP mode: Approx. 5 hours 10 minutes

LP mode: Approx. 11 hours

## Alkaline battery life

Recording: Approx. 12 hours

Playback: Approx. 8 hours

(with alkaline batteries, based on our standard testing procedure)

## Speaker

Built-in  $\varnothing$ 28 mm round dynamic speaker

## Microphone jack

$\varnothing$ 3.5 mm mini-jack, impedance 2k $\Omega$

## Earphone jack

$\varnothing$ 3.5 mm mini-jack, impedance 8 $\Omega$  or more

## Maximum working output (3 V DC)

250 mW or more (8  $\Omega$  speaker)

## Input power requirement

Rated voltage: 3 V

Batteries: Two AAA Alkaline batteries (LR03 or R03)

External power supply: AC adapter

## External dimensions

108 x 41.5 x 21 mm (without protrusions)

## Weight

75 g (including alkaline batteries)

\* Specifications and design are subject to change without notice.

\* Battery life varies greatly according to type of batteries used and the conditions of use.

# Technical Assistance And Support

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The following are contact information for technical support for Olympus recorders and software only.

- ◆ Technical Hotline Number in the U.S. and Canada  
1-888-553-4448
- ◆ User Support E-mail address in the U.S. and Canada  
distec@olympus.com
- ◆ Technical Hotline Number in Europe  
Toll free number  
00800 67 10 83 00  
available for Austria, Belgium, Denmark, Finland, France, Germany, Italy, Luxemburg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom
- Charged numbers for the Rest of Europe  
+49 180 567 1083  
+49 40 23773 899
- ◆ User Support E-mail address in Europe  
dss.support@olympus-europa.com

**OLYMPUS OPTICAL CO., LTD.**

San-Ei Building, 22-2, Nishi Shinjuku 1-chome, Shinjuku-ku, Tokyo, Japan. Tel. 03-3340-2211

**OLYMPUS AMERICA INC.**

Two Corporate Center Drive, Melville, NY 11747-3157, U.S.A. Tel. 1-800-622-6372

**OLYMPUS OPTICAL CO (EUROPA) GMBH.**

(Premises/Goods delivery) Wendenstrasse 14-18, 20097 Hamburg, Germany. Tel. 040-237730

(Letters) Postfach 10 49 08. 20034 Hamburg. Germany.

**OLYMPUS OPTICAL CO. (U.K.) LTD.**


2-8 Honduras Street, London EC1Y 0TX, United Kingdom Tel. 020-7253-2772

<http://www.olympus.com>

*Declaration of Conformity*

Model Number:	DS-660
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 numerique ne depasse pas limites de Categorie B pour les emissions de bruit radio emanant d'appareils numeriques, tel que prevu dans les Reglements sur l'Interference Radio du Department Canadian des Communications.



"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.