OLYMPUS®

DIGITAL VOICE RECORDER

DS-2

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.

EN

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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.

Main Features

This product is equipped with the following features.

- Connect the cradle and the USB connection cable to this recorder, and high speed data transfer to a computer can be performed. (☞ P.78)

- This recorder can also be utilized as external memory of a computer. (☞ P.112)
  - By connecting the computer with the USB, pictures, text data, etc. can be saved, and utilized to carry data.

- It has a large backlight full-dot display (LCD display screen). (☞ P.60)
  - The screen displays information about recorded voice files and easily understood operational messages.

- The recorder stores highly compressed DSS and WMA format voice messages in internal flash memory.*1

- By using the built-in stereo microphone, 2 types of stereo recording modes, which are Stereo HQ (stereo high quality sound recording) and Stereo SP (stereo standard recording) and 3 types of monaural recording modes, which are HQ (high quality sound recording), SP (standard recording), and LP (long-term recording) can be selected.*1(☞ P.22)

Recording time

STEREO HQ mode :	1 hours 5 minutes
STEREO SP mode :	2 hours 10 minutes
HQ mode :	4 hours 20 minutes
SP mode :	10 hours 25 minutes
LP mode :	22 hours 20 minutes

- 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.)

- You may assign your own names to folders. (☞ P.61)

- The five folders can hold 199 files each, for the maximum of 995 recordings. (☞ P.20)
- It has a built-in Variable Control Voice Actuator (VCVA) function. (☞ P.23)
- A timer recording function is built-in, which can record at a set time. (☞ P.28)
- You can input file comments.*2 (☞ P.64)
  - You can add comments of up to 100 characters to each recorded file.
  - This recorder has 10 pre-set comment templates.
- The recorder has a Noise Cancel Function.*2 (☞ P.47)
  - Ruwisch & Kollegen GmbH Noise Suppression Technology reduces noise in files and enables clear sound playback.
- Recorded files may be moved from one folder to another. (☞ P.65)
- You can insert or delete index marks. *2 (☞ P.56)
  - If you insert index marks during recording or playback, you will later be able to quickly find the recording you want to hear.
- The playback speed can be controlled as preferred. (☞ P.39)
- Fast forward and rewind are possible at a set interval. (☞ P.45)
- Comes with DSS Player software. (☞ P.70)
  - If you transfer voice files recorded with the recorder to a PC, you can easily play back, organize, and edit the files.
  - If you connect the recorder to a computer, you can use it as a USB microphone or USB speaker. (☞ P.94)
- The “DSS Player” can be upgraded to a “DSS Player Plus”, which is equipped with a enhanced functionality (Option). (☞ P.96)
  - If a commercial voice recognition software is utilized, the recorded voice file can be converted to characters automatically.*3 (☞ P.106)
  - In addition to the “DSS Player” functions, joining and splitting of the files and configuring the menu settings of this recorder, etc. can be performed.

Plus The “DSS Player” can be upgraded to “DSS Player Plus”, which is equipped with enhanced functionality (paid option). (☞P.96)

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

*2: For WMA files, these functions are only available for files recorded with this recorder or the IC recorders from Olympus.

*3: In a quiet environment, it is necessary to set this recorder to stereo HQ, stereo SP, HQ mode or SP mode, and that the person whose voice is registered in the speech recognition software speak with the constant tone of voice when recording.

The voice file recorded under the following conditions is not suitable for character conversion, since the software may have difficulty in recognizing the voice.

— Meetings, discussions where voices of more than one person can be recorded
— Conferences, lectures where the surrounding noise can be recorded

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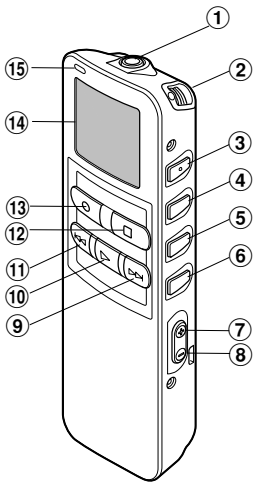
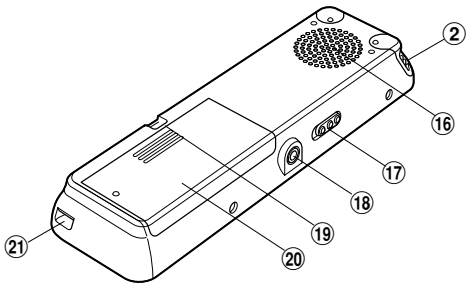
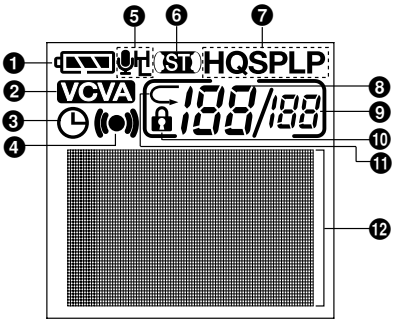
Identification of Parts





① **MIC (Microphone) jack**
② **Built-in stereo microphone**
③ **INDEX/▲ button**
④ **DISPLAY/MENU/SET button**
⑤ **FOLDER/REPEAT/▼ button**
⑥ **ERASE button**
⑦ **VOL (+) button**
⑧ **VOL (–) button**
⑨ **FF (Fast Forward) button**
⑩ **PLAY button**
⑪ **REW (Rewind) button**
⑫ **STOP button**
⑬ **REC (Record) button**
⑭ **Display (LCD panel)**
⑮ **Record/Play indicator lamp**
⑯ **Built-in speaker**
⑰ **HOLD switch**
⑱ **EAR (Earphone) jack**
⑲ **Strap Hole**
⑳ **Battery cover**
㉑ **Cradle attachment point/PC (USB) terminal**

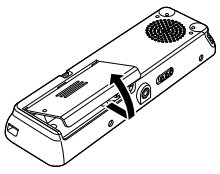
Display (LCD Panel)



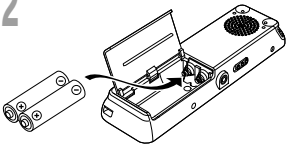
❶ **Battery indicator**
❷ **VCVA (Variable Control Voice Actuator) indicator**
❸ **Timer recording display**
❹ **Alarm indicator**
❺ **Microphone sensitivity display**
❻ **Stereo display**
❼ **Record mode indicator**
❽ **Current file number**
❾ **Total number of recorded files in the folder**
❿ **Erase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

Inserting Batteries

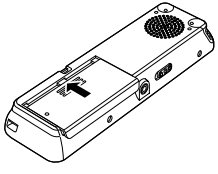
1



2



3



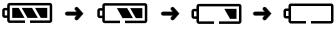
1 **Lightly press down on the arrow and slide the battery cover open.**

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.

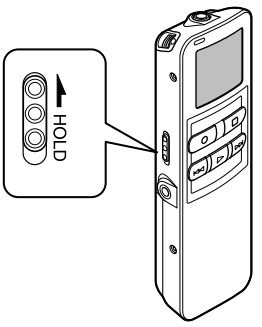
An optional Ni-MH Rechargeable Battery from Olympus can be used for the recorder (☞ P.117).

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.14).
- Remove the batteries if you are not going to use the recorder for an extended period of time.

Power Supply

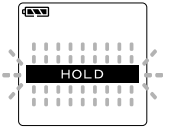
When the recorder is not used, setting it to HOLD turns off the recorder, suppressing the consumption of the battery to a minimum. Even if the power is turned off, the existing data, settings of each mode, and clock setting will be maintained. To turn the power on, cancel the hold switch.



Turning Off the Power

Move the HOLD switch to the HOLD position while the recorder is not in operation.

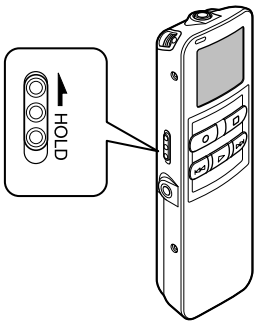
After “HOLD” is displayed, flashing for 2 seconds, the display will turn off.



Turning On the Power

Release the HOLD switch of the recorder.

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.

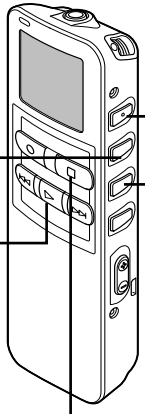
Notes

- The display will flash if the switch is moved to hold in the stop status. At this time, if any button is pressed the clock display will flash for about 2 seconds, but will not operate.
- If the switch is moved to hold during playback (or recording), the playback (recording) status will stay and cannot be operated.
  (When playback has ended and the recording has ended due the remaining memory being used up, it will be in the stop state.)
- 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.
- Recording will start when the set time of the timer recording comes even while in hold.

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. Also, it is required when performing timer recording (☞ P.28) and alarm playback (☞ P.48).

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.



1 Set the hour.

① Press the ▼ button or ▲ button to set the hour.
② Press the **MENU/SET** button to accept the hour.

- You can choose between 12 and 24 hour display by pressing the PLAY 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 ▼ button or ▲ button to set the minute.
② Press the **MENU/SET** button to accept the minute.

3 Set the year.

① Press the ▼ button or ▲ button to set the year.
② Press the **MENU/SET** button to accept the year.

- You can choose the order of the year, month, day by pressing the PLAY button while setting them.

Example: January 14, 2005

1M 14D 2005Y (Initial setting)
↓
14D 1M 2005Y
↓
2005Y 1M 14D

4 Set the month.

① Press the ▼ button or ▲ button to set the month.
② Press the **MENU/SET** button to accept the month.

5 Set the date.

① Press the ▼ button or ▲ button to set the date.
② Press the **MENU/SET** button to accept the date.

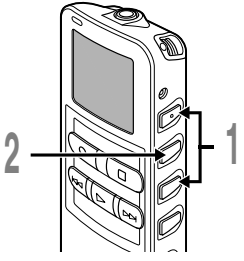
6 Press the STOP button to close the menu.

When the date is confirmed, the recorder's clock will start to move. Set the time according to the time signal and press the MENU/SET button.

Note

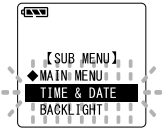
If you press the STOP button during the setup operation, the recorder will save the items that were set to that point.

Changing the Time/Date



1 Press the ▼ or ▲ button in the sub menu screen, and select the "TIME&DATE".

See ☞ P.17 and 19 regarding the sub menu.



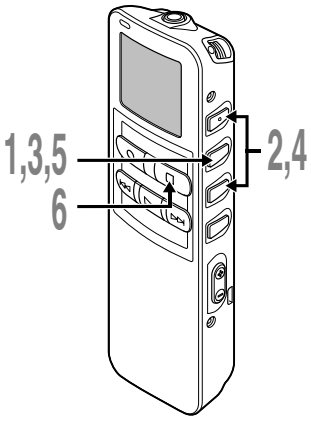
2 Press the MENU/SET button.

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" (☞ P.14).

Menu Setting Method

Each item of the menu list (☞ P.18, 19) can be set by the following method.

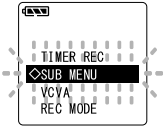


Main Menu Setting

1 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens.

2 **Press the ▼ or ▲ button to move to the item to be set.**

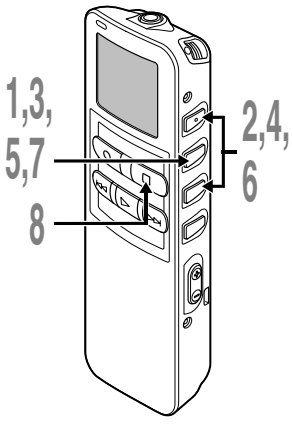
3 **Press the MENU/SET button.**
Moves to the setting of the selected item. When ◇SUB MENU is selected, move to the item of the sub menu.



4 **Press the ▼ or ▲ button to change the setting.**

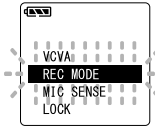
5 **Press the MENU/SET button to complete the setup screen.**

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

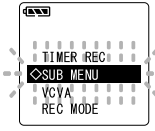


Sub Menu Setting

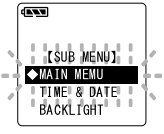
1 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens.



2 **Press the ▼ or ▲ button on the setting screen of the main menu, and select the "◇SUB MENU".**



3 **Press the MENU/SET button.**
The sub menu opens.



4 **Press the ▼ or ▲ button to move to the item to be set.**

5 **Press the MENU/SET button.**
Moves to the setting of the selected item. When ◆MAIN MENU is selected, move to the item of the main menu.

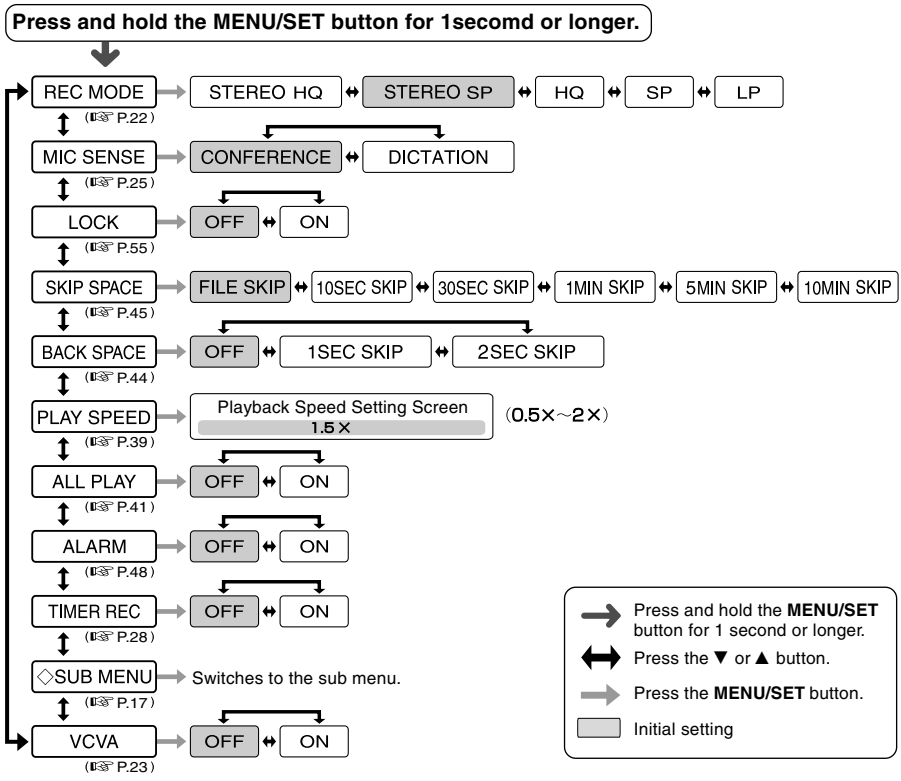
6 **Press the ▼ or ▲ button to change the setting.**

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

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

Menu List

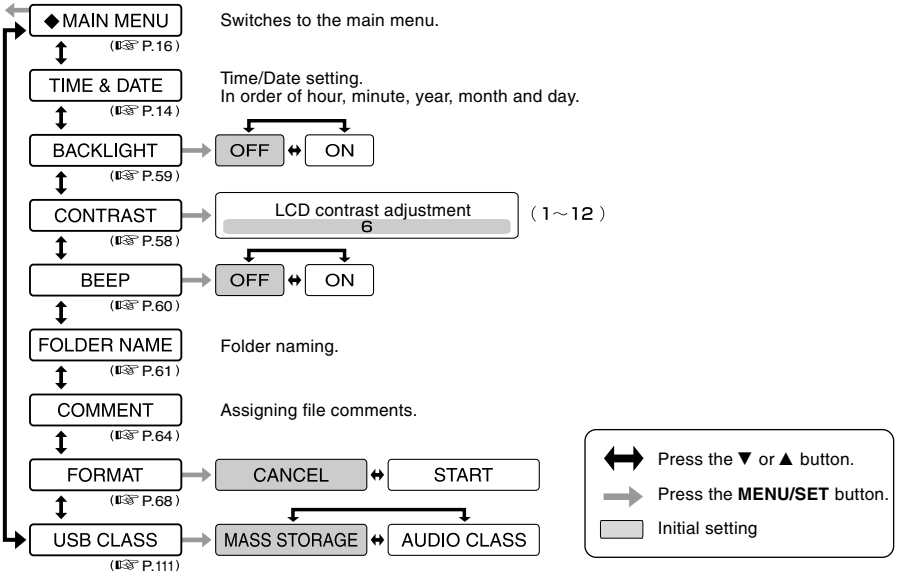
Main Menu



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 set contents of the timer recording will be set, and goes to OFF.
- The recorder will stop if you leave it idle for 3 minutes during a menu setup operation, when a selected item is not applied.

Sub Menu

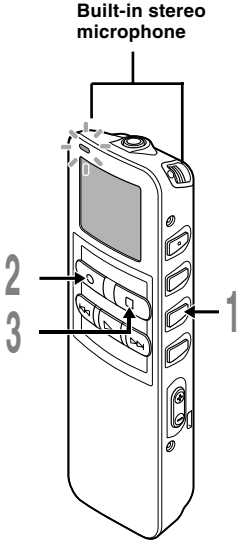


Notes

- If you press the STOP button or the REC button, during a sub 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 sub menu setup operation, when a selected item is not applied.

Recording

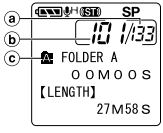
The recorder provides five folders, A, B, C, D and E, and each message recorded in a folder is saved as a Digital Speech Standard (DSS) file or a Windows Media Audio (WMA) file. These five folders can be selectively used to distinguish the kind of recording; for example, Folder A might be used to store private information, while Folder B might be dedicated to holding business information. Up to 199 messages can be recorded per folder (☞ P.61). Stereo recording is possible, only when set to stereo HQ and stereo SP mode.



1 Press the FOLDER button to choose a folder.

The folder name is displayed.

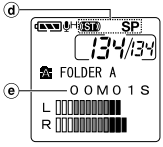
ⓐ **Total number of recorded files in the folder**
ⓑ **Current file number**
ⓒ **Current folder**



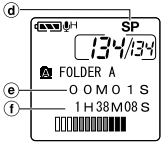
2 Press the REC button to start recording.

The record/play indicator lamp glows red. Turn the built-in stereo microphone in the direction to be recorded. The display changes depending on the recording mode (☞ P.22).

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



Display in the stereo recording mode



Display in the monaural recording

3 Press the STOP button to stop recording.

Notes

- To ensure recording from the beginning, start speaking after you see the red record/play indicator lamp on.
- 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.51) or transfer voice files to your computer using DSS Player Software (☞ P.86).
- DSS format in SP and LP mode recording, and WMA format in stereo HQ and stereo SP and HQ mode recording.
- While recording, pressing the PLAY button stops recording and plays back the current file.

Recording functions

Pause

Press the **REC** button while recording.

➥ "REC PAUSE" will flash on the display.

- The recorder will time out after 2 hours when left in "REC PAUSE".

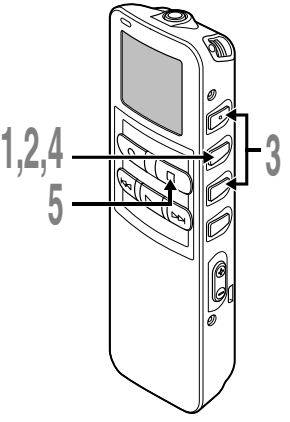
Resume Recording

Press the **REC** button again.

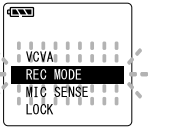
➥ Recording will resume at the point of interruption.

Recording Modes (REC MODE)

The recording mode can be chosen from Stereo HQ (stereo high quality sound recording) and Stereo SP (stereo standard recording), HQ (high quality sound recording), SP (standard recording), and LP (long-term recording).

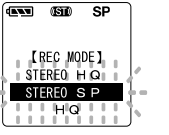


1 Press and hold the MENU/SET button for 1 second or longer.
"REC MODE" will be displayed on the screen (☞ P.16,18).



2 Press the MENU/SET button.
The recording mode setup process begins.

3 Press the ▼ or ▲ button to choose from "STEREO HQ", "STEREO SP", "HQ", "SP" and "LP".



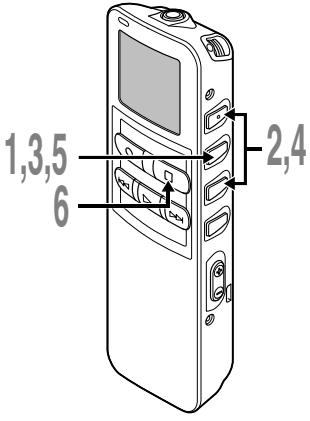
4 Press the MENU/SET button to complete the setup screen.

5 Press the STOP button to close the main menu.

Note
When a meeting and lecture is to be recorded clearly, set other than LP mode to record.

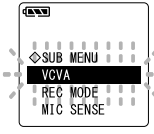
Using the Variable Control Voice Actuator (VCVA)

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 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.



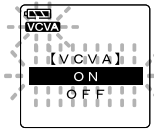
1 Press and hold the MENU/SET button for 1 second or longer.
The main menu opens (☞ P.16,18).

2 Press the ▼ or ▲ button to choose "VCVA".



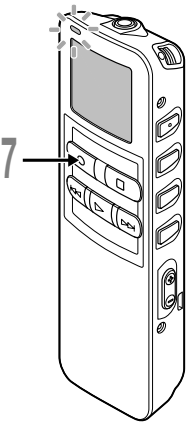
3 Press the MENU/SET button.
The VCVA setup process begins.

4 Press the ▼ or ▲ button to choose between "ON" and "OFF".
ON: Will start recording in VCVA mode.
OFF: Will resume recording in normal mode.



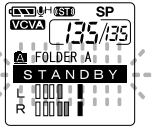
5 Press the MENU/SET button to complete the setup screen.

6 Press the STOP button to close the main 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.

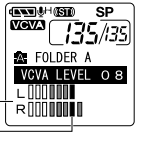


Adjust the start/stop actuation level

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.



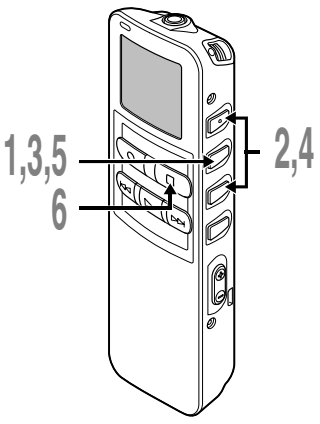
ⓐ **Level meter (varies according to the sound volume being recorded)**
ⓑ **Start level (moves to the right/left according to the set level)**

Notes

- The start/stop actuation level also varies depending on the selected microphone sensitivity mode (☞ P.25).
- If the starting level is not adjusted within 5 seconds, the display will return to the previous.
- If the surrounding noise is loud, the starting sensitivity of the VCVA can be adjusted according to the recording situation.
- To ensure successful recordings, prior testing and adjustment of the start/stop actuation level is recommended.

Microphone Sensitivity (MIC SENSE)

Microphone sensitivity is adjustable to meet recording needs.



1 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

2 **Press the ▼ or ▲ button to choose "MIC SENSE".**

3 **Press the MENU/SET button.**
The microphone sensitivity setup process begins.

4 **Press the ▼ or ▲ button to choose between "CONFERENCE" and "DICTATION".**
CONFERENCE:
High-sensitivity mode that records sounds in all directions.
DICTATION:
Low-sensitivity mode suited for dictation.

5 **Press the MENU/SET button to complete the setup screen.**

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

Note

When the speakers voice is to be recorded clearly, set to dictation mode and move the built-in stereo microphone close to the speaker's mouth (5 to 10 cm) and record.

Recording from External Microphone or Other Devices

The external microphone and other devices can be connected and the sound can be recorded. Connect as follows by the device to be used.

Recording with External Microphone

Connect the external microphone to the microphone jack of the recorder.

When the external microphone is connected to the microphone jack of the recorder, the built-in microphone will not operate.

Applicable external microphones

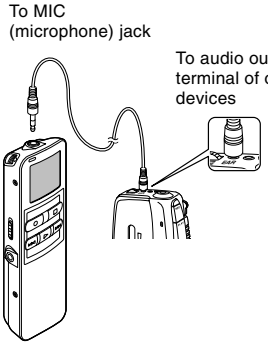
- **Noise-Cancellation monaural microphone: ME12 (optional)**

  (Dictation microphone)

  This microphone is used to record your own voice while minimizing surrounding noise and suits for voice recognition.

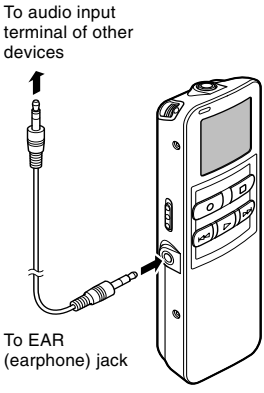
- **Stereo microphone: ME51S (optional)**

  The high fidelity of the stereo recording, which only stereo can perform. Furthermore, clear sound quality with less noise is obtained with the WMA format. Stereo recording is possible only when set at Stereo HQ and Stereo SP mode.



Recording the sound of other devices with this recorder

The sound can be recorded when connecting to the audio output terminal (stereo mini plug) of the other device, and the microphone jack of the recorder with the connecting cord (optional KA333) for dubbing.



Recording the sound of this recorder with other devices

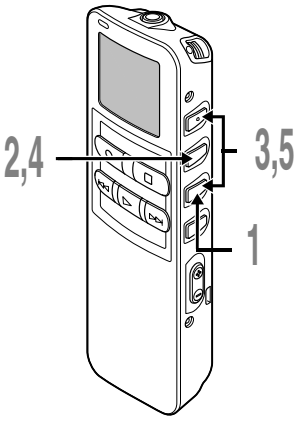
The sound of this recorder can be recorded to other devices when connected to the audio input terminal (stereo mini plug) of other devices and the earphone jack of this recorder, with the connecting cord (optional KA333) for dubbing.

Notes

- The input level cannot be adjusted on this recorder. When you connect the recorder to an external device, execute a test recording and adjust the output level of the external device.
- A microphone with plug-in power, which receives the power supply from this recorder, can be used.
- Please do not insert/remove the cord to/from the jack of this recorder while recording.
- When the external stereo microphone is inserted while set in HQ, SP, and LP modes, it enables recording only with the L Channel microphone.
- When the monaural microphone is inserted into the microphone jack in Stereo HQ and Stereo SP mode, the sound will be recorded only in the L Channel.

Timer Recording (TIMER REC)

Timer recording is the function to execute a recording at a set time.



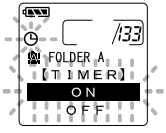
1 **Press the FOLDER button to select the folder in which the recording will be saved.**

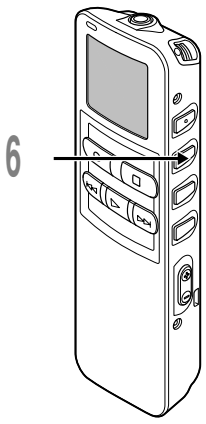
2 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

3 **Press the ▼ or ▲ button to choose "TIMER REC".**

4 **Press the MENU/SET button.**
The timer recording setup process begins.

5 **Press the ▼ or ▲ button to choose "ON".**
Press the MENU/SET button to choose "OFF", the timer recording will be canceled and the screen returns to the main menu.



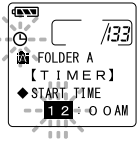


6 Press the MENU/SET button.

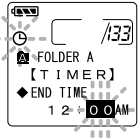
Start time setting will begin.

7 Start time setting.

① Press the ▼ button or ▲ button to set the hour.
② Press the **MENU/SET** button to accept the hour.

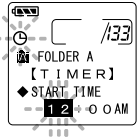


③ Press the ▼ button or ▲ button to set the minute.
④ Press the **MENU/SET** button to apply the minute setting and it will move to the end time setting.

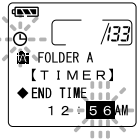


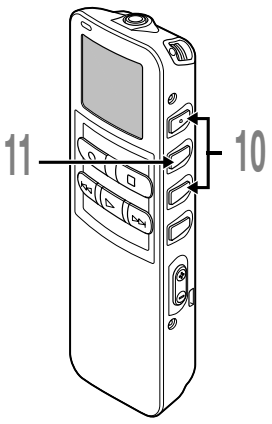
8 Setting end time.

① Press the ▼ button or ▲ button to set the hour.
② Press the **MENU/SET** button to accept the hour.



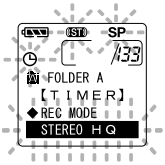
③ Press the ▼ button or ▲ button to set the minute.
④ Press the **MENU/SET** button to apply the current minute setting and move to the recording mode.





9 Recording mode setting.

① Press the ▼ button or ▲ button to set the recording mode.
② Press the **MENU/SET** button to accept the recording mode.

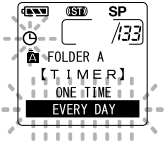


When accepting the recording mode, if the remaining memory is insufficient for the reserved time, "MEMORY FULL, CONTINUE?" will be displayed. Press the ▼ or ▲ button to choose "YES" or "NO".

YES: If the setting is continued, the remaining memory will be used up while recording in timer, then the recording will end.
NO: Returns to Procedure 5 ("ON" flashes on the display).

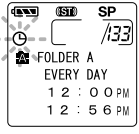
10 Press the ▼ or ▲ button to choose between "ONE TIME" and "EVERY DAY".

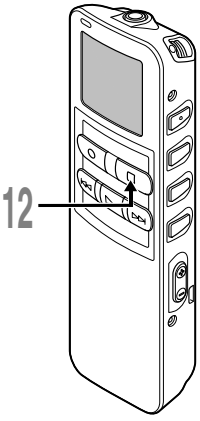
ONE TIME:
Records only once at the specified time.
EVERY DAY:
Records every day at the specified time.



11 Press the MENU/SET button to complete the setup screen.

The duration, setting time, and timer display, will be displayed in (◷) for 5 seconds.





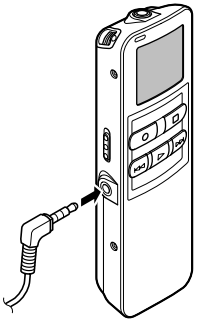
12 Press the **STOP** button to close the main menu.

Notes

- If the recorder is in use at the preset start time, the timer recording will start directly after stopping the recorder.
- Timer recording will start even the recorder is put to HOLD.
- Recording will start even though the alarm playback is set at the time the timer recording was set.
- If start and end time of timer recording are set at the same time, the recording will not be executed.
- If the batteries run out while recording based on the timer setting, the recorder will stop recording. Check the battery power before starting the timer recording.

Listening While Audio is Recorded (Recording Monitor)

If you start recording after inserting the earphone into the EAR 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.

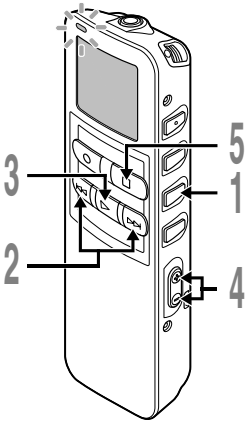


Connect the earphone to the EAR jack on the recorder.
After recording is started, you can hear the sound being recorded through the earphone.
If the earphone is connected, no sound will come from the speaker.

Notes

- Recording level cannot be controlled using the volume button.
- When using the earphones, do NOT set the volume too high. Listening at very high volume may lead to hearing loss.

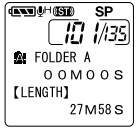
Playing



1 Press the FOLDER button to choose folder.

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

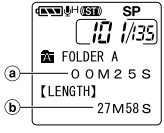
If you keep pressing the FF or REW button in stop mode, the recorder continuously skips to the beginnings of files.



3 Press the PLAY button to start playback.

The record/play indicator lamp glows green.

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



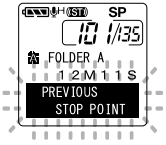
4 Press the VOL (+) or VOL (–) button to select the proper sound volume.

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

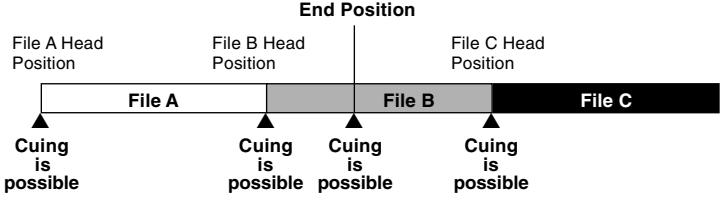
5 Press the STOP button at any point you want to stop the playback.

Resume playback by pressing PLAY button again.

Save Function of the Playback End Position



When the STOP button is pressed during playback and it stops in the middle of the file, the stop position is memorized automatically. Even when it moves to other files with the FF or REW button, playback can be resumed from the place which was interrupted previously and returns to the memorized stop position easily with the FF or REW button. When it returns to the stop position with the FF or the REW button, “PREVIOUS STOP POINT” will be displayed in the display.
And the file playback and stopping changes the end position and memorize the stop position as new end position.



Note

The playback ending position will be canceled, if recording, PC connection, changing folders, file deletion and battery removal are executed.

Playback functions	Operation	How to Cancel
Fast Playback Slow Playback	Press the **PLAY** button once while playing a file.*1 ➥ The recorder plays at a set speed. The playback speed can be set from 0.5 to 2 times (☞ P.39).	Press the **PLAY** button. ➥ Playback returns to normal rate.
Cue (CUE)	Hold the **FF** button while playing a file.*2 ➥ 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.*3	Release the **FF** button. ➥ Replays at the original speed.
Review	Hold the **REW** button while playing a file.*2 ➥ 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.*3	Release the **REW** button. ➥ Replays at the original speed.
Skipping to beginning of a file*4	Press the **FF** button during playback, fast playback, or slow playback. ➥ The next file is cued and playback starts at the original speed.*5	
	Press the **REW** button during playback, fast playback, or slow playback. ➥ The file being played is cued and playback starts at the original speed.*5	———
	Press the **REW** button 2 times during playback, for fast playback or slow playback. ➥ The previous file is cued, and playback starts at the original speed.*5	
Fast forward*6 rewind*6 *7 within a set time	Press the **FF** button during playback, fast playback, or slow playback. ➥ The file during playback fast forwards for the set time, and playback starts at the original speed.*8	
	Press the **REW** button during playback, fast playback, or slow playback. ➥ The file during playback rewinds for the set time, and playback starts at the original speed.*8 *9	———

*1 The above-mentioned playback functions and the insertion of index mark (☞P.56) are also enabled during fast/slow playback as well as normal playback.

*2 When pressing the FF or REW button continuously while stopped, the cue of the file start position and previous file end position(☞ P.34) will be executed continuously (skip/reverse skip).

*3 When the index mark is shown in the middle of a file, it will stop temporarily in the position of the index mark.

*4 When the skip interval is set to file skip in the menu setting (☞ P.45) . It is set to file skip in the initial setting.

*5 When the index mark is shown in the middle of a file, playback starts at the position of the index mark.

*6 When the skip interval is set at other than file skip in the menu setting.

*7 When playback was set to “OFF” previously in the menu setting (☞ P.44).

*8 When the index mark is shown before the set time the playback will start in the position of the index mark.

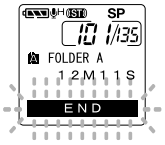
*9 If both of the skip interval and the previous playback are set, the time setting for previous playback overrides the time setting for skip interval.

Notes

- When the noise cancel function (☞ P.47) is set to “LOW” or “HIGH”, the playback speed cannot be set.
- When the previous playback is set, the FF button is disabled and will not skip to the cue of the file start position or the index mark position.

Last File End

When the following operation is executed and it reaches to the end of the last file during playback, “END” will be displayed and flashing for 5 seconds in the display.



- **Press the FF button (skip)**
- **Press the FF button continuously (CUE)**
- **Playback last file**

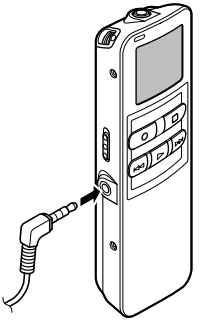
Operating the FF or REW button while “END” is displayed and flashing, the following operation can be executed.

Operation
Press the **REW** button continuously. ➥ Continuously rewind (REVIEW) from the last file end (☞ P.35).
Set other than file skip in the skip interval or, press the **REW** button when the previous playback is set to ON. ➥ The nearest of the set time interval or index mark, or only the return time of the previous playback, will start the playback in reverse skip.
Set the file skip in the skip interval or, press the **REW** button when the previous playback is set to OFF. ➥ The playback will start in reverse skip; either at the nearest last file start position or the index mark.
Press the **FF** button. ➥ Skips to the starting position of the head file, and stops.
Press the **FF** button continuously. ➥ It skips continuously from the starting position of the head file, and it will stop if the REW button is released.

Note

After “END” is displayed for 5 seconds and flashing, it returns to the start position of the last file and stop.

Playback through earphone



An earphone can be connected to the EAR jack of the recorder for listening.

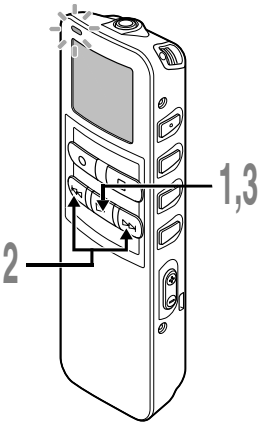
When the earphone is used, the recorder speaker will be switched-off.

Notes

- To avoid irritation to the ear, insert the earphone after turn down the volume level.
- When you listen with the earphone during playback, do not raise the volume too much. It may cause hearing impairment and decrease in hearing ability.

Changing the Playback Speed (PLAY SPEED)

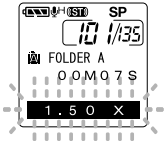
The playback speed of the file can be changed from within 0.5 to 2 times speed. You have 2 options how to set the playback speed. Either during playback or through the menu.



Changing during playback

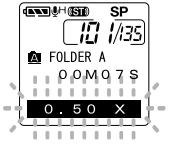
1 Press the PLAY button during playback.

The current playback speed to be changed will be flashing for 5 seconds.



2 Press the FF or REW button while the flashing playback speed is displayed, to change the playback speed.

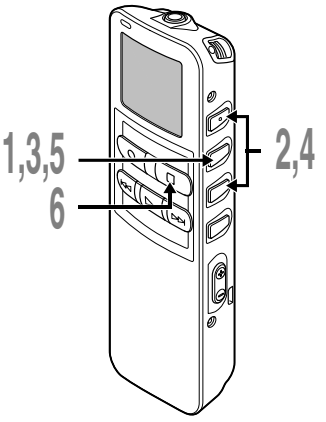
Playback speed can be changed by units within 0.5 to 2 times speed for every 0.125 times. After that, the fast playback/slow playback will be the set playback speed.
5 seconds after the setting, the playback speed will be displayed and flashing. Also, the playback speed in the menu setting will be changed after the setting.



3 Press the PLAY button to return to normal playback.

Notes

- When the noise cancel function (☞ P.47) is set to “LOW” or “HIGH”, the playback speed cannot be set.
- During fast playback/slow playback, it will be played back in monaural even though the file was recorded in Stereo HQ or Stereo SP mode.



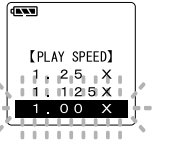
Changing from the menu

1 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

2 **Press the ▼ or ▲ button to choose "PLAY SPEED".**

3 **Press the MENU/SET button.**
The playback speed setup process begins.

4 **Press the ▼ or ▲ button to set the playback speed.**
Playback speed can be changed by units within 0.5 to 2 times speed for every 0.125 times.

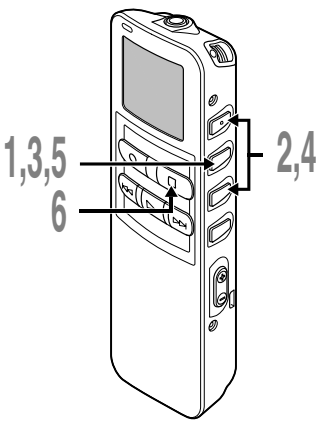


5 **Press the MENU/SET button to complete the setup screen.**
After that, the fast playback/slow playback will be the set playback speed.

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

Continuous Playback (ALL PLAY)

This function allows you to listen to all your recordings of one folder in one go without any stop between the files.



1 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

2 **Press the ▼ or ▲ button to choose “ALL PLAY”.**

3 **Press the MENU/SET button.**
The continuous playback setup process begins.

4 **Press the ▼ or ▲ button to choose between “ON” and “OFF”.**
ON: Continuous playback.
OFF: Returns to playback with stop between single files.

5 **Press the MENU/SET button to complete the setup screen.**

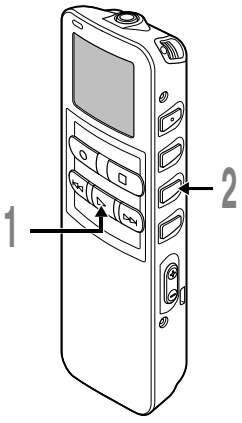
6 **Press the STOP button to close the main menu.**

Note

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

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.



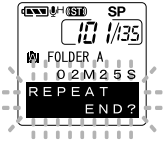
1 Choose the file for Repeat Playback, and press the PLAY button.

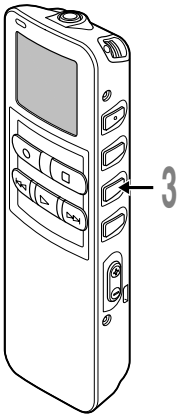
File playback begins.

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

"REPEAT END?" flashes until you designate the end point.

Even while "REPEAT END?" is flashing, changing the playback speed (☞ P.39), fast forward, rewind and cue (☞P.35) can be executed the same as during normal playback, and it can be advanced quickly to the end position. Also, when it reaches to the end of the file, which will become the end position, then repeat playback will start.





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.41), the end position can be set to the extent of the last file in the folder.

The playback speed, index mark insertion/removal, and noise cancellation can be set during continuous playback as well as normal playback.

4 Cancel the continuous playback function.

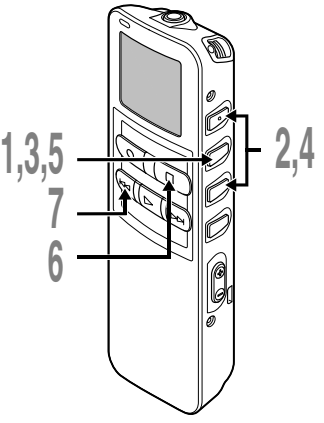
- Pressing the REPEAT button briefly will return to the normal playback.
- Pressing the STOP button will cancel the continuous playback function and stop the playback.

Note

To use this function, briefly press the REPEAT button. If you hold it 1 second or longer, the Moving Files screen appears (☞ P.65).

Auto Backspace Review (BACK SPACE)

To ease the reviewing of a voice file you can set an auto backspace for either 1 or 2 seconds, so you will listen to the last phrase repeatedly.

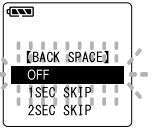


1 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

2 **Press the ▼ or ▲ button to choose "BACK SPACE".**

3 **Press the MENU/SET button.**
The auto backspace review setup process begins.

4 **Press the ▼ or ▲ button to choose from "OFF", "1 SEC SKIP" and "2 SEC SKIP".**
OFF: Continuous playback.
1 SEC SKIP: Start playback from 1 second before.
2 SEC SKIP: Start playback from 2 second before.



5 **Press the MENU/SET button to complete the setup screen.**

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

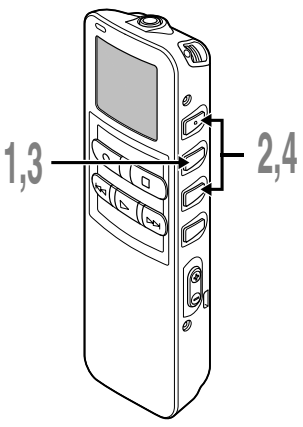
7 **Press the REW button while the file is being replayed.**
Playback starts at the set point of seconds before.

Note

If "1 SEC SKIP" or "2 SEC SKIP" is set at the previous playback, and even though the fast forward button is pressed, it does not reverse skip to the cue or the index mark position. Reverse skip is executed for only the set time (1 or 2 seconds).

Skip Interval Setting (SKIP SPACE)

This function allows you to define a certain time interval for skipping within a file while playback.

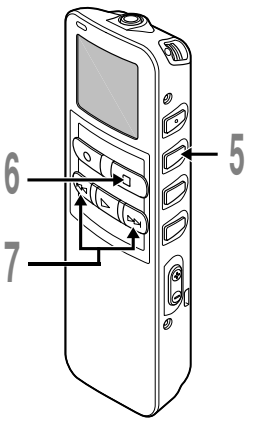


1 Press and hold the MENU/SET button for 1 second or longer.
The main menu opens (☞ P.16,18).

2 Press the ▼ or ▲ button to choose "SKIP SPACE".

3 Press the MENU/SET button.
The skip interval setup process begins.

4 Press the ▼ or ▲ button to set the skip interval.
FILE SKIP:
Skips from file to file.
10SEC, 30SEC, 1MIN, 5MIN, 10MIN:
Skips with the set time interval and playback will start.



5 **Press the MENU/SET button to complete the setup screen.**

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

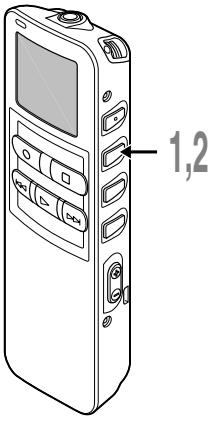
7 **Press the FF or REW button while the file is being replayed.**
Skip or reverse skip is executed for the set time and playback will start.

Note

If both skip interval and auto backspace review are set, the previous playback setting will have priority for the reverse skip when the REW button is pressed.

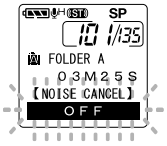
Noise Cancel Function

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



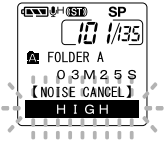
1 Press and hold the MENU/SET button for 1 second or longer while the file is playing.

Displays currently set Noise Cancel level.



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

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



If the Noise Cancel level is set to “LOW” or “HIGH”, the level setting is displayed for 5 seconds when a file is played back.

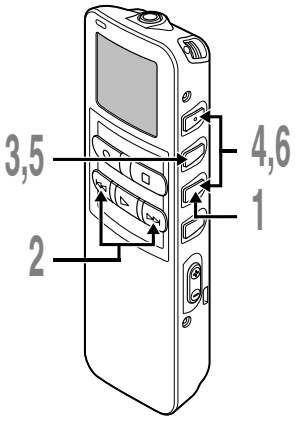
To change the Noise Cancel level setting, press the MENU/SET button while the level setting is displayed.

Notes

- If you set it to “LOW” or “HIGH”, the display flashes the Noise Cancel level for about 5 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”.
- Noise cancel cannot be used during fast playback/slow playback (☞ P.35).
- If the noise cancel is set to the file recorded in Stereo HQ or Stereo SP mode, it will be played back in monaural.

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 button to choose a folder.**

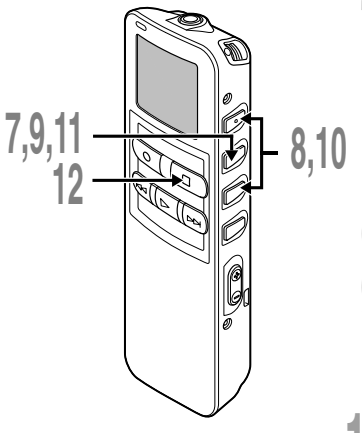
2 **Press the FF or REW button to choose the file to be played when the alarm sounds.**

3 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

4 **Press the ▼ or ▲ button to choose "ALARM".**

5 **Press the MENU/SET button.**
The alarm playback setup process begins.

6 **Press the ▼ or ▲ button to choose between "ON" and "OFF".**
ON: Enables alarm playback.
OFF: Disables alarm playback.



7 **Press the MENU/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 ▼ or ▲ button to set the hour.**

9 **Press the MENU/SET button to accept the hour.**
The minute indicator flashes.

10 **Press the ▼ or ▲ button to set the minute.**

11 **Press the MENU/SET button to accept the minute.**

12 **Press the STOP button to close the main 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.48) of “Alarm Playback Function”.
- When alarm sound goes at the preset time, pressing any button stops the sound.

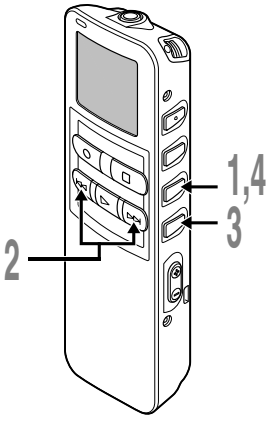
Notes

- 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.
- When the timer recording is set, the timer recording setting has priority.

Erasing

Erasing One File at a Time

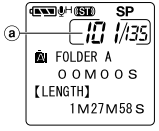
A selected file can be erased from a folder.



1 Press the FOLDER button to choose a folder.

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

ⓐ **File to be erased**

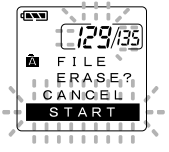


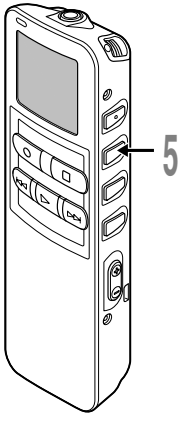
3 Press the ERASE button.

"CANCEL" is flashing.

4 Press the ▼ button to choose the "START".

"START" is flashing. When the ▲ button is pressed, it will return to the flashing display of "CANCEL".





5 Press the **MENU/SET** button while "START" flashing.

The display changes to "FILE ERASE!" and erasing will start.

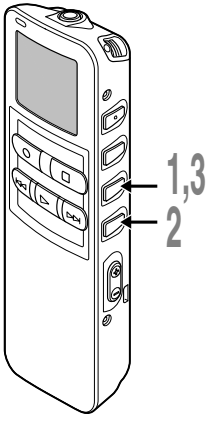
"ERASE DONE" is displayed when the file is erased. File numbers will be reassigned automatically.

Notes

- An erased file cannot be restored.
- The file set to erase lock will not be erased (☞ P.55).
- If operation is not executed for 8 seconds during the setting, it will return to the stop status.
- Completion of erasing may take 10 seconds. Never do anything during this period because data may be corrupted. Removing or setting batteries is not permissible, whether or not the batteries are set in the recorder.

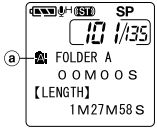
Erase All Files from a Folder

All files in a folder can be erased simultaneously, except for locked files (☞ P.55).



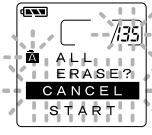
1 **Press the FOLDER button to choose the folder you want to erase all files.**

ⓐ **Folder from which to erase files**



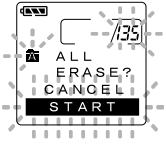
2 **Press the ERASE button for 3 seconds or longer.**

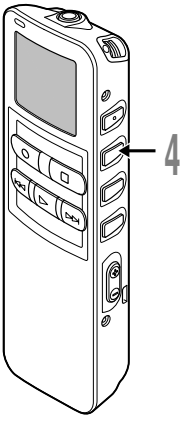
"CANCEL" is flashing.



3 **Press the ▼ button to choose the "START".**

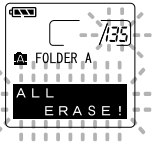
"START" is flashing. When the ▲ button is pressed, it will return to the flashing display of "CANCEL".





4 Press the MENU/SET button while "START" flashing.

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



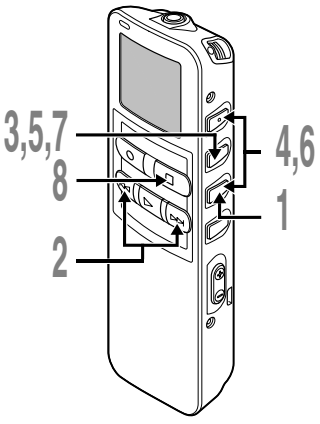
"ERASE DONE" is displayed when the files are erased. Locked files are reassigned file numbers in ascending order.

Notes

- An erased file cannot be restored.
- The file set to erase lock will not be erased (☞ P.55).
- If operation is not executed for 8 seconds during the setting, it will return to the stop status.
- Completion of erasing may take 10 seconds. Never do anything during this period because data may be corrupted. Battery removal setting/removal are not permissible, whether or not the battery is set in the recorder.

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.53).



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

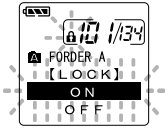
2 **Press the FF or REW button to choose the file you want to lock.**

3 **Press and hold the MENU/SET button for 1 second or longer.**
The main menu opens (☞ P.16,18).

4 **Press the ▼ or ▲ button to choose "LOCK".**

5 **Press the MENU/SET button.**
The file locking setup process begins.

6 **Press the ▼ or ▲ 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.

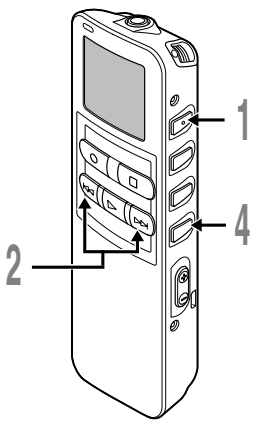


7 **Press the MENU/SET button to complete the setup screen.**

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

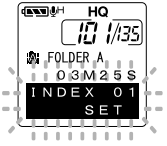
Index Marks

Index marks can be placed in a file during recording or playback to provide and 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.



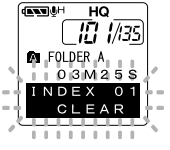
Locating an Index Mark

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.

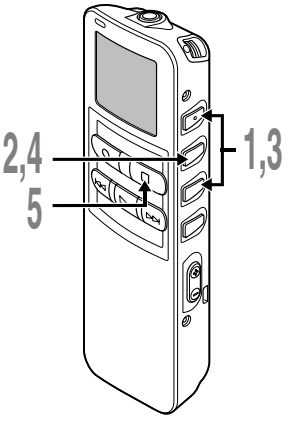


Notes

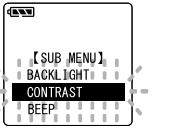
- Up to 16 index marks can be set in a file. Attempting to set more index marks will cause “INDEX FULL” to appear on the display.
- Index marks cannot be set or cleared in a locked file (☞ P.55).
- In case of WMA files, index marks can only be placed in files recorded with Olympus recorders.
- If the REW button is pressed in the set status of “1 SEC SKIP” or “2 SEC SKIP” in the previous playback, it will reverse skip for only the set time.

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.

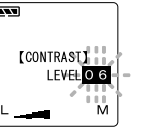


1 **Press the ▼ or ▲ button in the sub menu screen, and select the "CONTRAST".**
See ☞ P.17 and 19 regarding the sub menu.



2 **Press the MENU/SET button.**
The LCD display contrast setup process begins.

3 **Press the ▼ or ▲ button to set the contrast level.**
You can adjust the LCD display contrast level from 1 to 12.
(Initial setting .....6)

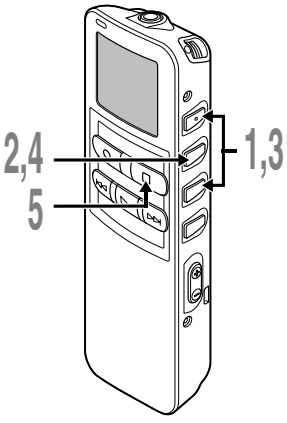


4 **Press the MENU/SET button to complete the setup screen.**

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

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 the ▼ or ▲ button in the sub menu screen, and select the "BACKLIGHT".**
See ☞ P.17 and 19 regarding the sub menu.

2 **Press the MENU/SET button.**
The backlight setup process begins.

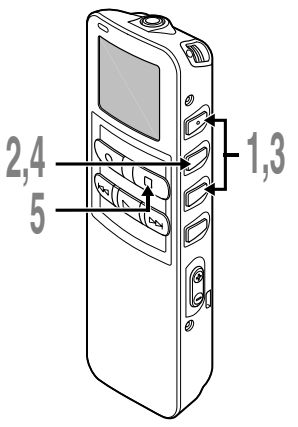
3 **Press the ▼ or ▲ button to choose between "ON" and "OFF".**
ON: Backlight is enabled.
OFF: Backlight is disabled.

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

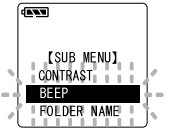
5 **Press the STOP button to close the sub menu.**

System Sounds (BEEP)

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

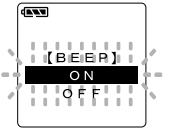


1 **Press the ▼ or ▲ button in the sub menu screen, and select the "BEEP".**
See ☞ P.17 and 19 regarding the sub menu.



2 **Press the MENU/SET button.**
The system sound setup process begins.

3 **Press the ▼ or ▲ button to choose between "ON" and "OFF".**
ON: System sounds are enabled.
OFF: System sounds are disabled.



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

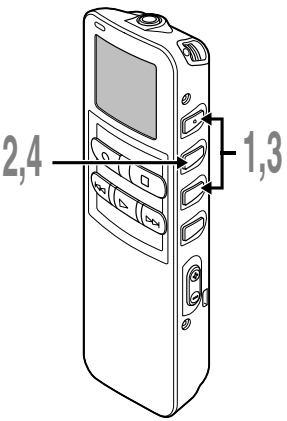
5 **Press the STOP button to close the sub menu.**

Note

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

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)” are pre-set in a template.



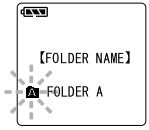
1 Press the ▼ or ▲ button in the sub menu screen, and select the “FOLDER NAME”.

See ☞ P.17 and 19 regarding the sub menu.

2 Press the MENU/SET button.

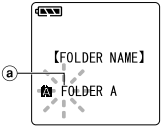
The folder name setup process begins.

3 Press the ▼ or ▲ button to choose the folder you want to name.



4 Press the MENU/SET button to accept the chosen folder.

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



5 Press the ▼ or ▲ button to choose characters.

The recorder assigns the following buttons to inputting procedures.

Recorder buttons that are used to input characters

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

6 Use the two following methods to quickly find characters.

① When the **FF** button is pressed, the displayed character group (example: Uppercase, lowercase, template, symbols) will change, and you can then press the ▲ or ▼ buttons to select characters.

② Every time the **PLAY** 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 PLAY 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 PLAY button again will then cycle through every fifth character as shown above.

example:
If you press the PLAY button while “MEMO” is displayed, “TO DO” will appear.
If you press the PLAY button while “B” is displayed, “F” will appear.

Available characters

Type of Characters		Action
Template	Folder name input	DICT. → MEETING → MEMO → NOTE → IDEA → TO DO → REMINDER → LECTURE → SCHEDULE → ARCHIVE
	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
Numeric		1 → 2 → 3 → 4 → 5 → 6 → 7 → 8 → 9 → 0
Symbols		, → . → ; → ! → _ → (→) → + → – → = → # → $ → % → & → ' → ^ → @

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

This completes the folder naming procedure.
(If you wish to continue assigning names to folders, press the MENU/SET button and repeat the procedure from step 3.)

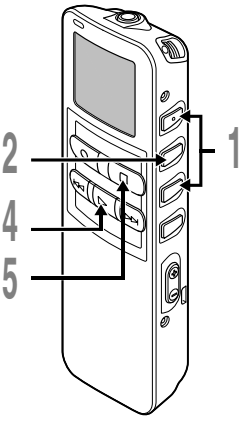
8 Press the STOP button to close the sub menu.

Notes

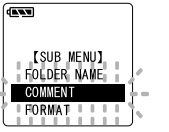
- The folder naming process ends automatically when the twelfth character is set.
- If you input more than 12 characters, "OVER-FLOW" appears on the display.
- You can use a PC to easily change the folder names on the recorder (☞ P.92).

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.

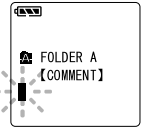


1 **Press the ▼ or ▲ button in the sub menu screen, and select the "COMMENT".**
See ☞ P.17 and 19 regarding the sub menu.



2 **Press the MENU/SET button.**
The file comment setup process begins.

3 **Input the character.**
If you will input characters using the recorder, see step 5 of "Assigning Folder Names" (☞ P.61).
If you will input characters using a computer, see "Editing File Comments" (☞ P.92).



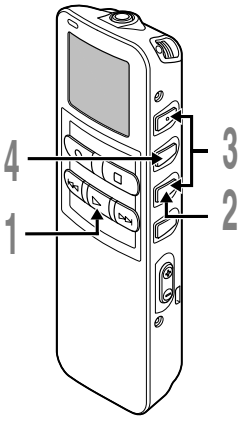
4 **When you have finished setting the file comments, press and hold the PLAY button for 1 second or longer.**
This completes the file comment input procedure.

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

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

Moving Files Across Folders

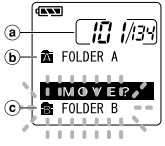
A recorded file can be transferred from one folder to another.
The file is added at the end of existing files in the destination folder.



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

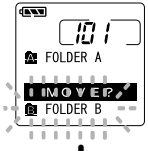
2 Press and hold the FOLDER button for 1 second or longer while the file is playing.
"MOVE?" appears on the display.

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



3 Press the ▼ or ▲ 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 MENU/SET button to accept the chosen destination folder.
The file is moved.



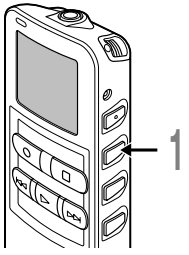
Transfer is complete when "MOVE DONE" appears.

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.

LCD Display Information

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

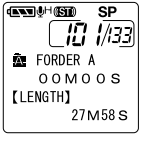


1 Press the DISPLAY button.
The LCD display views will switch every time the DISPLAY button is pressed.

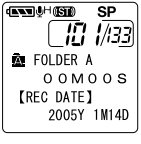
While in stop or playback mode

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

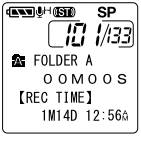
① File length
Shows how long a file is.



② Time stamp
Shows the year, month, and date that the file was recorded.

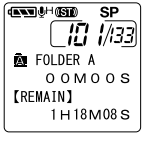


③ Time stamp
Shows the time that the file was recorded.

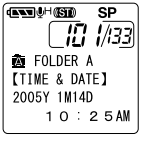


④ File comment*
Shows comment added to a file. (If there is no comment, "----" will appear.)

⑤ Memory remaining
Shows remaining recording time.



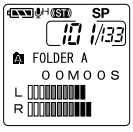
⑥ Current time and date
Shows the current time and date. (During playback, the "TIME & DATE" or the counter appears.)



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

While in record mode

Displays ① and ② alternately.



Display in the stereo recording mode

Display in the monaural recording

① Recording level meter
Displays the audio input level in graphics. The display of the audio input level is different depending on stereo recording or monaural recording.

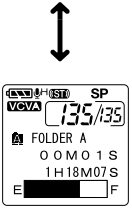
② Remaining memory bars
Displays the remaining time available for recording in bar mode and count-down mode.

While recording in VCVA mode

Displays ① and ② alternately.

Display in the stereo recording mode

Display in the monaural recording



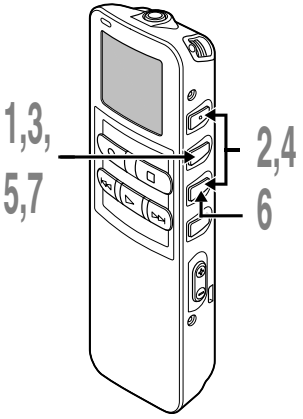
① VCVA recording level meter
Displays the audio input level and start level in graphics. (Displays in "Waiting" if it has not reached to the VCVA start level).
The display of the audio input level is different depending on stereo recording or monaural recording.

② Remaining memory bars
Displays the remaining time available for recording in bar mode and count-down mode.

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.
** Locked files will also be deleted.

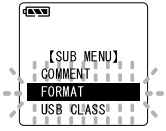


1 Press and hold the MENU/SET button for 1 second or longer.
The main menu opens (☞ P.16, 18).

2 Press the ▼ or ▲ button to choose "◇SUB MENU".

3 Press the MENU/SET button.
The sub menu opens (☞ P.17, 19).

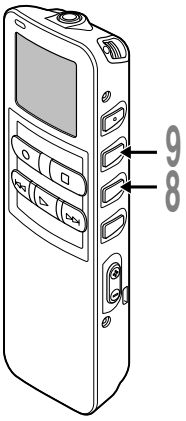
4 Press the ▼ or ▲ button to choose "FORMAT".



5 Press the MENU/SET button.
"CANCEL" is flashing.

6 Press the ▼ button to choose "START".
"START" is flashing. When the ▲ button is pressed, it will return to the flashing display of "CANCEL".

7 Press the MENU/SET button.
After "DATA WILL BE CLEARED" turns on for about 2 seconds, "CANCEL" will flash.

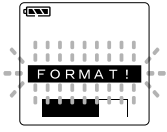


8 Press the ▼ button again to choose "START".

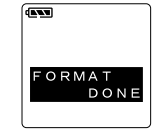
"START" is flashing. When the ▲button is pressed, it will return to the flashing display of "CANCEL".

9 Press the MENU/SET button again.

Formatting begins and an indicator flashes on the display.



"FORMAT DONE" displays when formatting ends.



Notes

- Never format the recorder from a PC.
- When the recorder is formatted, all the stored data, including locked files, are erased.
- After formatting, the first file name is 0001.
- While formatting, do not remove the batteries. It may take 10 seconds or more for the erasing to end.

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.
- If an upgrade (Option) to DSS Player Plus is executed, various additional functions can be utilized (☞P.96).

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. When removing the USB cable, be sure to follow the description in ☞P.79. If the USB cable is removed before the drive is stopped, data may not be successfully transferred.**
- **On a PC, do not format the drive of the recorder. Initialization is not successfully achieved on a PC. For initialization, follow the instructions in the menu screen of the recorder (☞ P.17,19).**
- **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 when you connect the recorder to a PC.**

Operating Environment

Basic Operating Environment of DSS Player

Windows

PC:	IBM PC/AT compatible PC
Operating System:	Microsoft Windows Me/ 2000 Professional/XP Professional,Home Edition
CPU:	Intel Pentium II class 333 MHz processor or more (If recording to a hard disk directly with the WMA format, please use in the range of 500MHz or more)
RAM:	128MB or more (256MB or more is recommended)
Hard drive space:	50MB or more
Drive:	2x or faster CD-ROM, CD-R, CD-RW, DVD-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 free port
Audio I/O terminals:	Earphone output or speakers
Others:	• The mouse or similar to a pointing device. • Environment where the Internet can be utilized.

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) (If recording to a hard disk directly with the WMA format, please use in the range of 500MHz or more)
Operating System:	Mac OS 10.1/10.2/10.3
RAM:	128MB or more (256MB 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 free port
Audio I/O terminals:	Earphone output or speakers

Installing Software

Before you connect the recorder to your PC and use it, you must first install the DSS player software from the included Software CD.

Applications included with "DSS Player"

- DSS Player: Recorded voice files can be downloaded to the PC for complete file management and playback solution.
- Acrobat Reader is installed on your PC. It is required to view the accompanying manual in PDF format.

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 or Mac OS X on the network, you need to log on as an Administrator.

Windows

1 Insert 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.

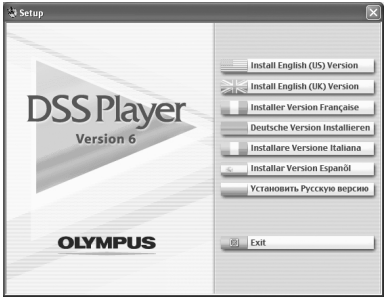
2 Click the [start] button and select [Run].

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.



Installing DSS Player

5 Register user information.
Enter your name, company name and serial number. For the serial number, see the label attached to the CD-ROM package provided with DSS Player. When entered, click [Next]. When the confirmation dialog appears, 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].

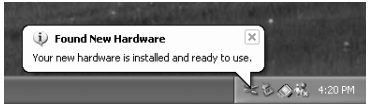
Note

To change the program menu folder or installation folder, click [Back].

10 Copy files.
Wait until DSS Player is installed on your PC, then click [Finish].
The screen returns to the opening screen automatically.

Installing the Device Driver

11 Connect the recorder to your PC, referring to "Connecting to Your PC" (☞ P.78).
When you connect the recorder to your PC for the first time after installing DSS Player, the recorder's driver will be installed automatically. If the driver is installed properly, DSS Player will start automatically.
(For details about operation for DSS Player see pages from P.83)



Macintosh

1 Insert DSS Player into the CD-ROM drive.

2 Double-click CD icon.
Double-click the desired language to select it.

3 Double-click the following icon.

4 Click [Continue] when the DSS Player 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. If you accept them, click [Agree].

6 Select where to install DSS Player.
This lets you specify the folder in which to install DSS Player. To accept the default folder, click [Choose].
Installing DSS Player.

7 Completing setup.
Installation has finished. Click [Quit].

8 Register user information.
To use the DSS Player, it is necessary to register the user information at the time of initial startup.
Open the [DSS Player] folder created at installation, and the user's registration screen will be displayed, if the is double clicked. Please input your name, company name, and serial number.
Please see the seal attached to the CD-ROM package included with the DSS Player, for the serial number. After the input has ended, click [OK] to complete the registration.

Uninstalling Software

To uninstall any of the software component of the DSS player software installed on your PC, follow the steps below.

Windows

1 **Exit DSS Player.**

2 **Select [Control Panel] from [start] menu.**

3 **Click [Add/Remove programs] in the control panel window.**

4 **A list of applications that have been installed is displayed.**
Select the software you would like to uninstall/remove.

5 **Click [Change/Remove].**

6 **Confirmation of Deleting the File.**
Click the [OK] button to start uninstalling.
An additional message may appear, if so, read it carefully and follow the instructions given.

7 **When the [Maintenance Complete] screen is displayed, click [Finish] to complete uninstalling.**

Note

The voice files you made are stored in the [MESSAGE] folder. If you don't need them, delete them. You can confirm the location of the [MESSAGE] folder by clicking [Options] in the [Tools] menu before uninstalling.

Macintosh

1 **Exit DSS Player.**

2 **Delete the Preferences File.**
Delete the [DSS Preference] file in the following location.
Macintosh HD : Users : Library : Preferences

3 **Delete the Executable File.**
Delete the [DSS Player] file in the location where you installed the file.

4 **Delete the Help File.**
Delete the [DSS Player Help] file in the following location.
System Folder : Help

Note

The voice files you made are stored in the [MESSAGE] folder. If you don't need them, delete them. You can confirm the location of the [MESSAGE] folder by clicking on [Options] in the [Tools] menu before uninstalling.

Using Online Help

To open Online Help, you have the following options.

(Windows)

- Click the [start] button, select [All Programs], then [Olympus DSS Player], then click [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 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.

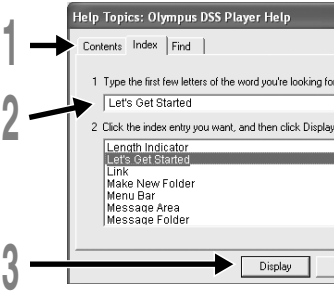
3 **Double-click the icon of the desired topic.**
An explanation of the topic is displayed.

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.

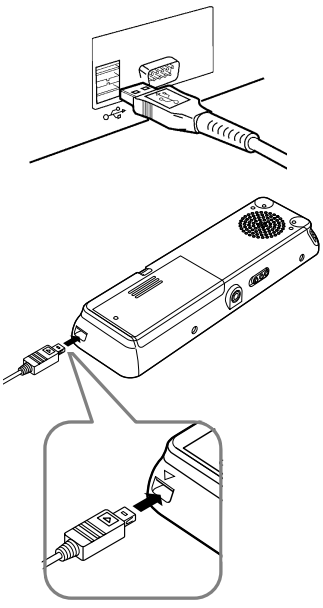


Note

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.



Connecting to your PC using the USB cable

1 **Release the HOLD switch.**

2 **Connect the USB connection cable to the USB port or the USB hub of the PC.**

3 **Confirm that the recorder has stopped, and connect the USB cable to the connection port on the bottom of the recorder.**
Please connect the USB connection cable △ mark to match the △ mark of the recorder connection port.
"STORAGE REMOTE" is displayed on recorder if the USB cable is connected.

Windows

When the recorder is connected and "My Computer" is opened, a removable disk drive is displayed. If "Add New Hardware Wizard" appears, cancel the wizard by pressing the [Cancel] button and then install DSS Player.

Macintosh

If the recorder is connected to Mac OS, an icon with a drive name of "Untitled" appears.

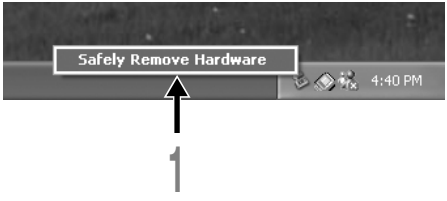
Notes

- When connecting this recorder with the PC and utilize DSS Player, in the menu setting of this recorder set the USB class (☞ P.111) to the “MASS STORAGE” class. If connected by “AUDIO CLASS”, this recorder will not be recognized as a removable disk drive.
- Be sure to use the attached dedicated cable for the USB connecting cable. If any other company’s cable is used, it will be the cause trouble. Also, please do not connect this dedicated cable to any other company’s product.

Disconnecting from Your PC

Windows

1 **Click the on the task bar located at the lower-right corner of the screen. Click [Safely Remove Hardware].**
It will read [Stop USB Disk-Drive] for Windows Me. The drive letter will differ depending on the PC being used.



2 **Disconnect the USB cable.**

Macintosh

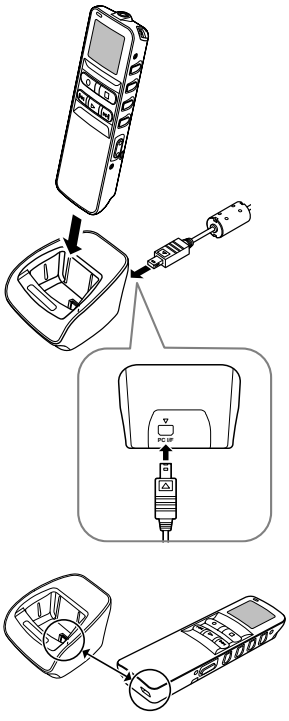
1 **Move the icon of the recorder's drive displayed on desktop to trash box by drag and drop.**

2 **Disconnect the USB cable.**

Notes

- NEVER disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data will be destroyed.
- When the recorder is connected to a PC, the power will be supplied from the USB cable.
- 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

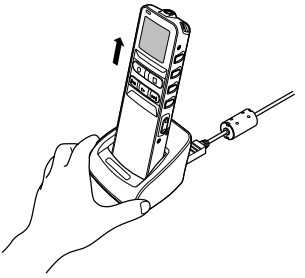


Place the recorder on the cradle

1 **Connect the USB connection cable to the USB port or the USB hub of the PC.**

2 **Connect the USB connection cable to the cradle.**
Connect the △ mark of the USB connection cable facing up to match the △ mark of the cradle connection port.

3 **Make sure that the recorder is in the Stop mode, and place it in the cradle.**
"STORAGE REMOTE" is displayed on recorder if the USB cable is connected.



Remove the recorder from the cradle

Follow step 1 in “Disconnecting from Your PC” (☞ P.79).

To prevent damage or loss of the data, confirm that the recording/playback indicator lamp of this recorder is not on, and remove this recorder and USB connection cable from the cradle.

Notes

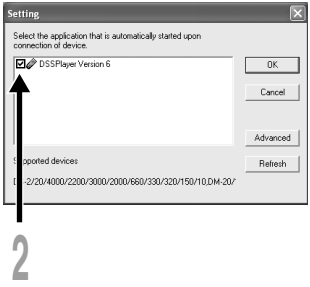
- When connecting this recorder with the computer and utilize DSS Player, in the menu setting of this recorder set the USB class (☞ P.111) to the “MASS STORAGE” class. If connected by “AUDIO CLASS”, this recorder will not be recognized as a removable disk drive.
- Be sure that you connect the USB cable either directly to the USB port on your PC or the self-power (AC adapter connection) USB hub.

Running DSS Player

Windows

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

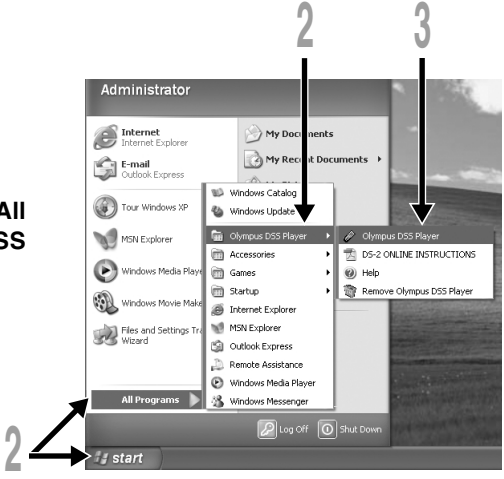
Disabling automatic start



1 **Right click on the of the taskbar on the lower right of the screen, and select [Setting].**
The application which enables setting will be displayed by dialog.

2 **Click the ☑ of the [DSS Player Version 6].**
The check mark on [DSS Player Version 6] 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].**

3 **Click [Olympus DSS Player].**

Note

You cannot run more than one DSS Player program or multiple copies of the same program simultaneously.

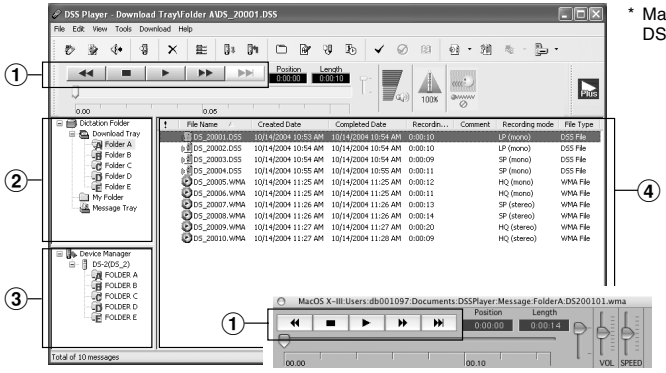
Macintosh

To start, open the “DSS Player” folder created upon installation and double-click the icon. When it starts for the first time after installation, user information needs to be registered. Please see ☞P.74 for details.

Note

The Mac version DSS Player has no automatic start function.

Window Names (DSS Player)



(Windows)

(Macintosh)

* Main screen displayed when DSS Player is started

① Play Control Bar
Control buttons to play and stop voice files.

② Dictation Folder Window
Will display 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
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:

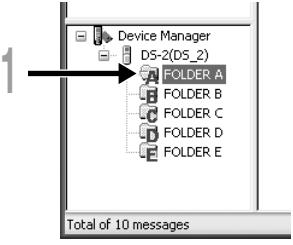
- Download Selected Files
  Download one or several voice files to your PC.
- Download Folders
  Download all the voice files in one folder.
- Download All
  Click the icon and download all the voice files stored in the recorder to your PC.

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

Download Selected Files

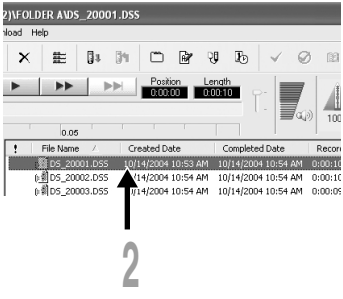
1 Select the folder.

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.



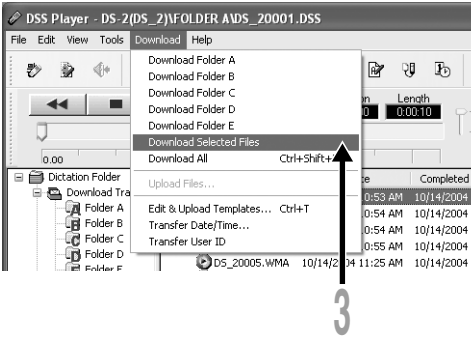
2 Select the voice file.

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.



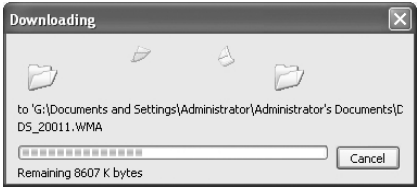
3 Download the voice file.

(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 lamp on the recorder is flashing. Disconnecting the USB cable when the recorder lamp 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.

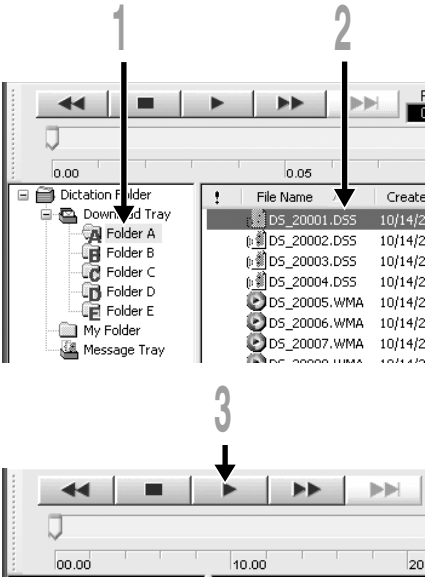
Play a Voice File

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 manner:

DS_20001.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 “DS-2”. The user ID can be modified with DSS Player (☞ P.91).

Upload Voice Files to the Recorder

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

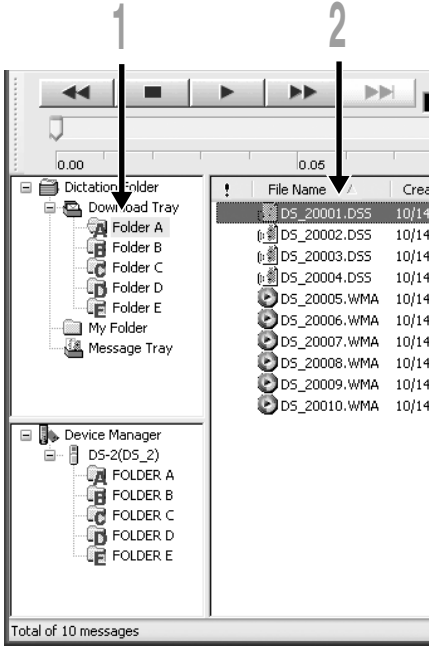
1 Select the folder.
Select the folder that contains the voice file to upload from the Dictation Folder window.

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

3 Select the folder to upload.
(Windows)
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.

(Macintosh)
From the [Tools] menu, click [Upload Files]. 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.

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

Notes

- NEVER disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data will be destroyed.
- If a file with the same name exists in the folder of this recorder, it cannot be transferred.

Send Voice Files with E-mail

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 from the [Tools] menu, [Options], and then “Download folder” tab.

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.

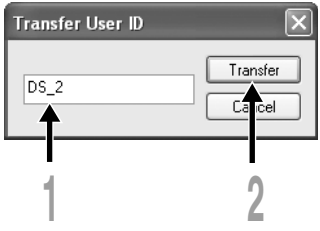
http://www.olympusamerica.com/cpg_section/cpg_downloads.asp
http://olympus-europa.com/consumer/2590_software.cfm

Changing User ID

The user ID is used in file names that are recorded on a Digital Voice Recorder.

1 **Enter the user ID in the [Transfer User ID] window.**
(Windows) From the [Download] menu.
(Macintosh) From the [Tools] menu.

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



Note

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

Changing a Folder Name

Changing a folder name in the Voice Folder window

(Windows)
You can change a folder name using the [Rename Folder] command from the [Edit] menu. A folder name can be up to 20 characters long and cannot use \ /:*?"<>|.

(Macintosh)
Choose the [Rename Folder] command from the [File] menu.

Changing a folder name in the Device window

(Windows)
Right-click the folder name to change, select the [Rename Folder] and input the new folder name.

(Macintosh)
Choose the [Rename Folder] from the [File] menu and type a folder name.
The names of the folders on the Digital Voice Recorder is updated with the new folder names.
Device Window folder names consist of a string of 12 or fewer single-byte alphanumeric characters.

Note

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

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.
Files comments can use up to 100 alphanumerical characters and symbols.

Note

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

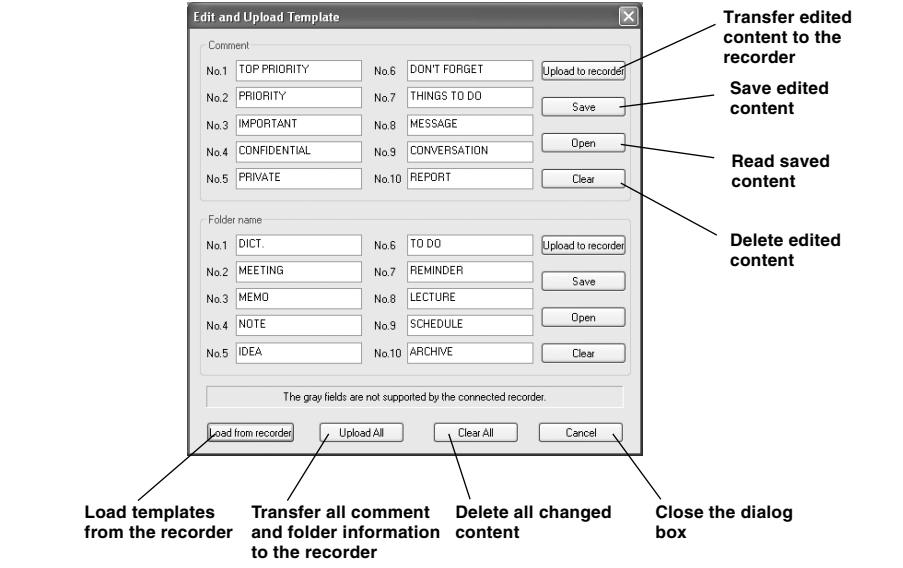
Editing a Template

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

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

(Macintosh)
Select [Edit & Upload Templates] from [Tools] 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.



Note

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

USB Microphone/USB Speaker

The recorder can be used as a USB speaker or microphone when connected to a PC. If you use the recorder as a USB speaker, you can output voice through the recorder instead of using the PC speaker. When used as a microphone, you can record voice on your PC using your favorite application.

Audio set up

In order to use this recorder as a USB speaker or a USB microphone in DSS Player, it is necessary to change to “AUDIO CLASS” after connecting to the computer in the “MASS STORAGE” class. When changed for the first time, the driver will be installed into the computer. After connection, execute the following settings.

Windows

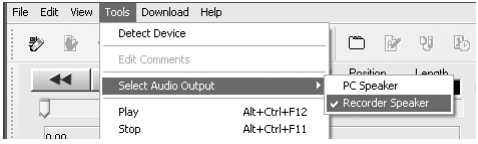
1 **Click the icon in the toolbar to change the recorder to Audio device.**

Macintosh

1 **From the [Tools] menu, select [Change to audio device].**

Uses as a USB Speaker

If this recorder is connected by USB, it can function as a USB speaker. If the recorder is used as a USB speaker, audio output can be done through the recorder, without audio output from the speaker attached to the computer.
Select the [Select Audio Output] from the [Tools] in the menu bar, and change the output destination.



Uses as a USB microphone

If this recorder is connected by USB, it can function as a USB microphone. Also, if an upgrade (☞ P.96) is executed to the DSS Player Plus, voice recognition software or other applications using this recorder as a microphone, voice can be input to a computer.

Windows 2000, Me

Select [Control Panel] → [(Sound and) Multimedia] → [Audio] tab, and select the [USB Audio Device] from the recording device.

Windows XP

Select [Control Panel] → [Sound and Audio Device] → [Audio] tab, and select the [Microphone Control (DVR)] from the recording device.

Notes

- If the USB class is set to “AUDIO CLASS” in the menu setting of this recorder, this recorder will not be displayed as a removable disk drive. Reset to the “MASS STORAGE” class then connect to the computer.
- Changing the USB speaker can be executed from the [Control Panel] as well as the USB microphone.
- When using it as a USB microphone, regardless of the recording mode of this recorder, it becomes the USB stereo microphone. When connecting this recorder and external microphone, use a stereo microphone.

Plus Upgrade Function

The “DSS Player” enables upgrades (Options) to the “DSS Player Plus” which is equipped with more functions. In addition to the DSS Player functions, voice recognition using voice recognition software, joining of files, sharing of files and the menu setting of this recorder can be utilized.

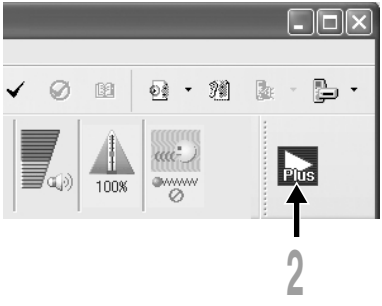
Purchase and Upgrade

To purchase “DSS Player Plus” and upgrading from “DSS Player” is operated in the following procedures.

Windows Macintosh

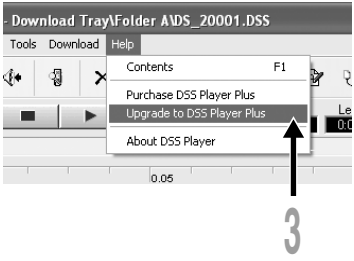
1 Start the DSS Player.
Please see ☞ P.83 for the starting method.

2 Click the Plus button or select [Purchase a new license for DSS Player Plus] in the [Help] menu.
The web browser will start and the purchase site of the DSS Player Plus will be displayed. Please operate according to guidance on the screen.
When the purchase procedure is completed, the license number will be issued by mail.



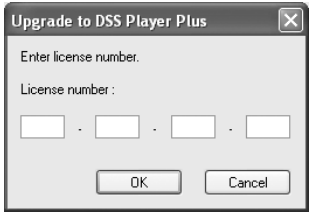
3 Select [Upgrade to DSS Player Plus] from the [Help] menu.

The “Upgrade to DSS Player Plus” dialog will be displayed.



4 In the [Upgrade to DSS Player Plus] dialog, enter the license number of your purchase, and click the [OK] button.

When starting the application next time, DSS Player will be upgraded to DSS Player Plus.



Upgrading to DSS Player Plus

When upgraded, the title of the main menu changes to [DSS Player Plus]. Also, you can confirm the upgrade by selecting [About DSS Player] from the [Help] menu on the tool bar. In the [About DSS Player] window, the [DSS Player Plus] should be displayed.

Notes

- To purchase the license number, it requires an environment where the Internet can be utilized.
- Please see the details in the website regarding the purchase of the license number.

Plus Using Voice Recognition Software

In conjunction with “ViaVoice” of IBM Corp. or “Dragon NaturallySpeaking” of ScanSoft Inc. which are on the market, the files recorded in this recorder can be transferred to a computer and converted to text. Please see the instruction manual for the voice recognition software for details.

The voice recognition software which is confirmed for use with this recorder is as follows. (As of September, 2004)

IBM Corp.
- IBM ViaVoice Pro USB Edition 10

ScanSoft, Inc
- Dragon NaturallySpeaking 8

Please inquire to the Olympus Service Center regarding the situation for software to be released hereafter (☞ P.119).
Also, when you use such software in combination with this recorder, please confirm the software operation with the user’s computer and the maker.

- Please contact IBM for support information on the voice recognition software, ViaVoice.
- Please contact ScanSoft for support information on ScanSoft Dragon NaturallySpeaking.

Note

Voice recognition can only be used with Windows.

Voice Recognition in ViaVoice (Audio set up)

When the DSS Player Plus and IBM's voice recognition software "ViaVoice" are used together, execute the setting in the following procedure to record the voice accurately, acquired from the built-in microphone or speaker.

1 **Connect the recorder to your PC, and start the DSS Player Plus.**

2 **Change the recorder to [AUDIO CLASS].**
Follow the procedure in P.111 to change the recorder to AUDIO CLASS.

3 **Click the [start] button, select [All Programs], then select [IBM ViaVoice VoiceCenter].**

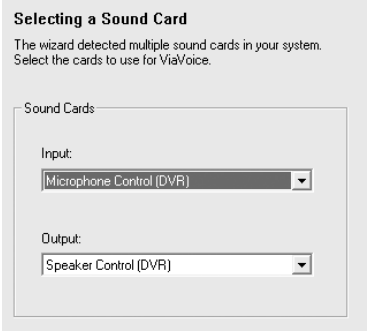
4 **From the IBM [ViaVoice VoiceCenter], select [ViaVoice], [Tools], then [Analyze My Voice].**
The ViaVoice User Wizard window appears.

5 **From the [Device] list box, select [Olympus DSS File] or [Olympus WMA File].**
Select [Olympus DSS File] or [Olympus WMA File] in the [Device] list box, then click the [Next] button.

6 **Click the [Next] button.**
The [Audio Setup Wizard] window appears.

7 Select a sound card.
When the [Selecting a Sound Card] window appears, select [USB Audio Device] for [Input] and follow the instructions on screen. (Select [Microphone Control (DVR)] for Windows XP.)

8 Proceed with the AUDIO Setup according to the instruction on screen.
During audio setup, enrollment, please input voice data from the recorder.



It is recommended that you enroll while in your normal surrounding environment settings. This will help improve the voice recognition by registering your voice characteristics and your environment.

Voice Recognition in Dragon NaturallySpeaking (Training)

When the DSS Player Plus and ScanSoft's "Dragon NaturallySpeaking 8" are used together, create the user in "Dragon NaturallySpeaking 8" in advance. It is necessary to execute the training. By executing the training, the features of your voice will be registered, and the rate of recognition will improve. Please advance the setting according to the following procedures.

1 Startup Dragon NaturallySpeaking 8.
Click the [start] button, select in the order of [All Programs] → [Dragon NaturallySpeaking 8] → [Dragon NaturallySpeaking 8].

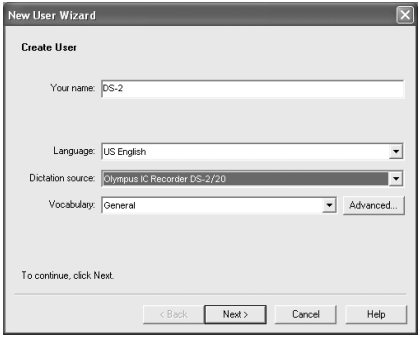
* If the DSS Player Plus has started, please close it in advance.

2 [New User Wizard] will be displayed.

* If the user is already registered in Dragon NaturallySpeaking 8, the [Open User] dialog will be displayed. In this case, click the [New] button and display [New User Wizard].

3 Creating a User.
Input a name into [Your name], and select [Olympus IC Recorder DS-2/20] from the [Dictation source] list box, then click the [Next] button.

4 Description of Wizard.
Description of this wizard will be displayed. Click the [Next] button.



5 Recording Training Text.

Follow the instructions on the screen, and record the training text to this recorder. At this time, record with any one of, “STEREO HQ”, “STEREO SP”, “HQ” and “SP” for the recording mode, and “DICTATION” for the microphone sensitivity. Please refer to “Notes on Recording For Voice Recognition”(☞P.105) for recording tips. After the recording is finished, click the [Next] button.

6 Transferring the Recorded Voice.

Click [Olympus DSS Player] button displayed on the screen. The DSS Player Plus will startup and then follow the instructions displayed on the screen to execute the transfer of the recorded voice. After finishing, click the [Next] button.

7 Adding a User.

Click the button displayed on the screen. After this operation is finished, follow the instructions on the screen, then complete the registration for a new user.

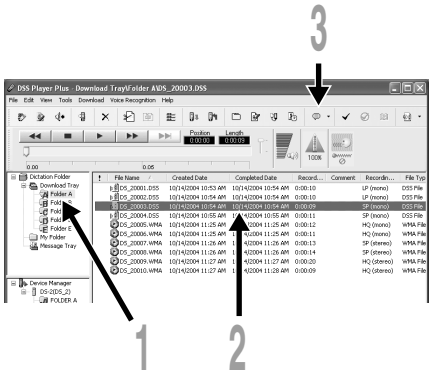
Executing Voice Recognition

DSS Player Plus can easily access ViaVoice and Dragon NaturallySpeaking 8 from the menu, and it enables text conversion of the file in the Voice File List Box.

1 Select the folder.
From the Dictation Folder Window, select the folder in which the file to be converted to text is stored.

2 Select the voice file.
From the Voice File List Box, select the file to be converted to text.

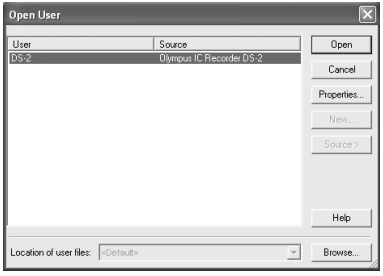
3 Start of voice recognition.
Clicking the arrow at the right side of the voice recognition icon displays the voice recognition software. Select and click ViaVoice or Dragon NaturallySpeaking as the software to be used.



When Dragon NaturallySpeaking is Selected

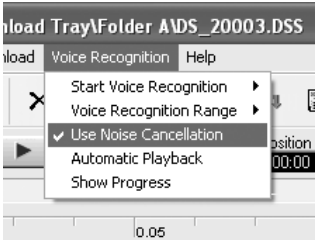
The [Open User] dialog will be displayed, and select the user created in procedure 3 on P.101, then click the [Open] button. The [Transcription Options] dialog will be displayed, and select the option according to the purpose, then click the [Transcribe] button.

The text conversion will start. However, if the voice recognition software is not installed, the voice recognition software start icon becomes an invalid display.



Noise Canceling Function

Check [Use Noise Cancellation] in the [Voice Recognition] menu to output voice using the noise canceling function to the voice recognition software.



Note

The voice recognition of the file recorded in LP mode cannot be recognized.

Notes on Recording For Voice Recognition

When recording voice to be processed with voice recognition, set up your DSS recorder as follows to improve recognition accuracy.

- Set the microphone sensitivity to "DICTATION" (☞ P.25).
- Set the recording mode other than "LP" mode (☞ P.22).
- Set the Variable Control Voice Actuator (VCVA) to "OFF" (☞ P.23).
- Register/enroll your voice in the voice recognition software using the recorder.
- Record in a relatively quiet environment.
- Have the recorder microphone 5 to 10 cm away from your chin.
- Speak normally.
- When your voice is to be recorded, and reduce the influence of the surrounding noise, set the recording mode to "HQ" or "SP", and use the ME12 microphone for dictation recording.

The file recorded in the next condition, will be a low rate of recognition, which can not be used for voice recognition.

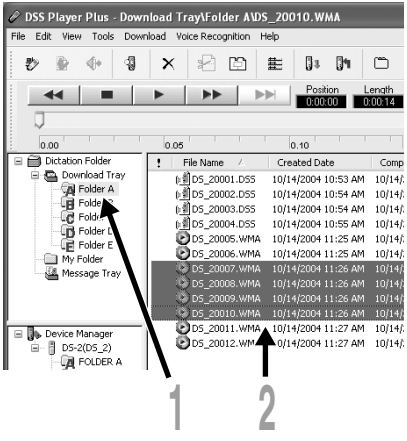
- A conference or meeting where many voices are recorded.
- Seminar or lecture where high-level ambient noise tends to be recorded.

Plus Joining Files

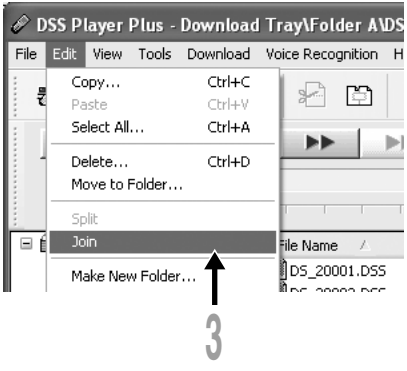
In DSS Player Plus, designated multiple voice files can be joined and one voice file can be created.

1 Select the folder.
From the Dictation Folder Window, select the folder which contains the files to be joined.

2 Select the voice files.
From the Voice File List Box, select more than one file to be joined.



3 Select [Join] from the [Edit] menu or press the button.
The dialog to join files will be displayed, listing the files selected in step 2.



4 Set the order of files.

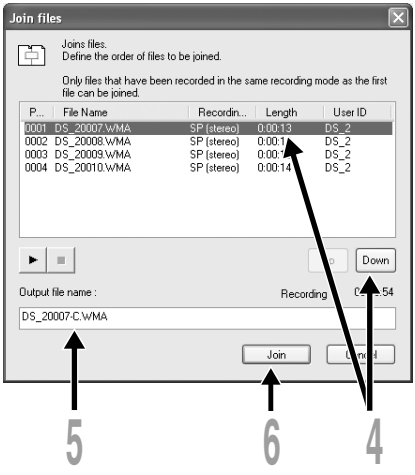
After joined, the playback order of the files can be changed. Select a file, and move the file to its appropriate position in the order using the [Up] and [Down] buttons.

5 Input File Names.

The file name is created automatically after joining and also, it enables input optionally.

6 Press the [Join] button.

The resulting file is saved under the name specified in step 5, and stored in the selected folder.



Note

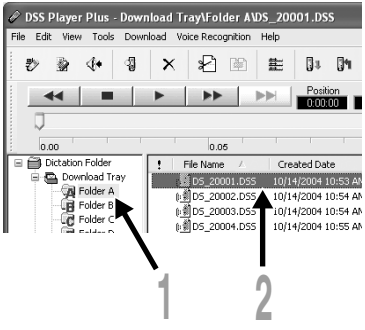
If the files to be joined have different recording modes, the mode of the file listed at the top is selected.

Plus Splitting Files

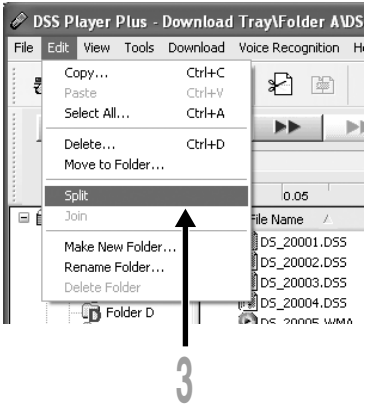
One designated voice file can be split into the two files in DSS Player Plus.

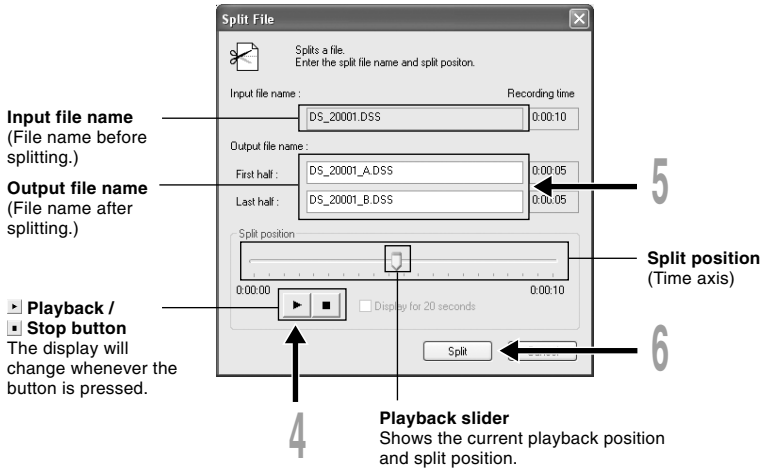
1 Select the folder.
Select the folder containing the file to be split from the Dictation Folder Window.

2 Select the voice files.
Select one file to split from the Voice File List Box.



3 Select [Split] from the [Edit] menu or press the button.
The setting dialog of the file to be split will be displayed.





4 Set the split position.

Press the ▶ button to playback the file, and press the ■ button in the position to be divided.

Also, the playback slider position in the time axis shows the current playback position, and also shows the split position (slide the playback slider to the right or left, which enables moving to the position to be split).

5 Input File Names.

The file name is created automatically after splitting and also, it enables input optionally.

6 Press the [Split] button.

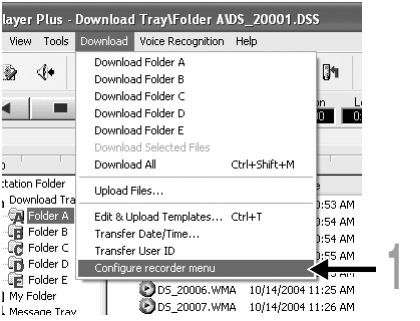
The splitting of the file will complete, and the file name designated in procedure 5 will be saved.

Plus Menu Setting of this Recorder

The menu setting of this recorder can be changed in the “Configure recorder menu” screen in the computer.

1 Select [Configure recorder menu] from the [Download] menu.

The “Configure recorder menu” dialog will be displayed.



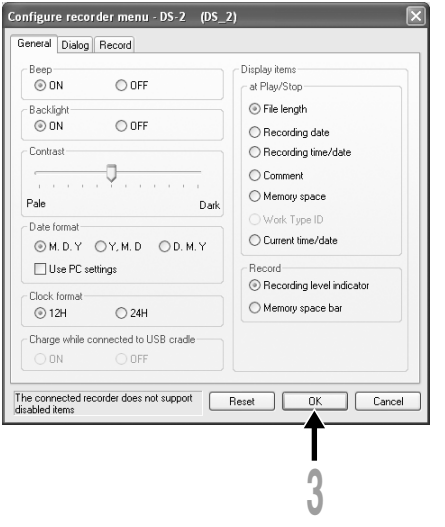
2 Execute Menu Setting.

Click the radio button to be changed, and input a check.

3 Press the [OK] button.

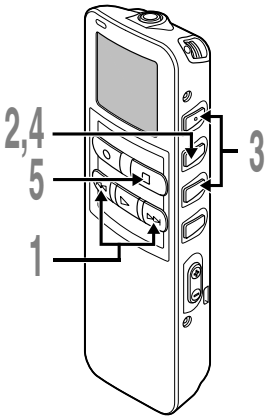
The set contents will be transferred to this recorder.

After the finishing, the menu setting of this recorder will be changed by removing the USB connection of this recorder from the computer.

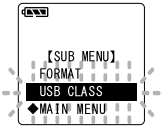


Changing the USB Class (USB CLASS)

When using this recorder as a USB microphone or USB speaker in the voice recognition software or other applications, it is necessary to set the USB class of this recorder to “AUDIO CLASS”. By using the USB microphone function, it enables enroll (= voice learning) operations of the voice recognition software.



1 Press the ▼ or ▲ button in the sub menu screen, and select the “USB CLASS”.
See ☞ P.17 and 19 regarding the sub menu.



2 Press the MENU/SET button.
The USB class setup process begins.

3 Press the ▼ or ▲ button to choose “AUDIO CLASS”.

4 Press the MENU/SET button to complete the setup screen.

5 Press the STOP button to close the sub menu.

When this recorder is connected to the computer for the first time after being changed to “AUDIO CLASS”, the driver will be installed automatically to the computer. “USB SPEAKER or USB MICROPHONE REMOTE” will be displayed on this recorder display, while connecting to the computer in “AUDIO CLASS”.

Using as External Memory of the Computer

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

Example: Copying Data from PC to Recorder 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.78).

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.

Before disconnecting the recorder from your PC, refer to “Disconnecting from Your PC” (☞ P.79).

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

Alarm Message List

Message	Meaning	Explanation	Action
BATTERY LOW	Low battery power	Battery power is getting low.	Replace with new batteries (☞ P.11).
FILE PROTECTED	Erase-locked	Tried to delete a locked file.	Unlock the file (☞ P.55).
INDEX FULL	Index full	The file is full of index marks (maximum of 16 marks).	Erase index marks that are no longer required (☞ P.56).
INDEX CAN'T BE ENTERED	File not supporting index	Tried to incorporate WMA file index marks into the music files or the files not recorded with the recorder.	You can incorporate index marks into the voice files recorded with the recorder or IC recorders from Olympus only.
FOLDER FULL	Folder full	The folder is full of files (maximum of 199 files).	Erase unnecessary files (☞ P.51).
	Maximum number	The destination folder already has the maximum number of files (199).	Erase unnecessary files (☞ P.51).
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.61-63). Up to 100 characters can be used for a file comment (☞ P.64).
COMMENT CAN'T BE ENTERED	File not supporting comment	Tried to incorporate comments into WMA files.	You can incorporate comments into the voice files recorded with the recorder or IC recorders from Olympus only.
MEMORY ERROR	Error in the internal 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.

Message	Meaning	Explanation	Action
MEMORY TROUBLE	Trouble in the internal memory	Trouble 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.
MEMORY FULL	Zero remaining memory	No remaining internal memory.	Erase unnecessary files (☞ P.51).
MEMORY FULL, CONTINUE?	Memory full, continue?	There is no remaining memory for recording with reserved time.	Reset by selecting “YES” or “NO” (☞ P.30). If “NO” is selected, reset again after erasing the unnecessary file and securing the required remaining memory.
START/END TIME SETTING CAN'T BE THE SAME	Start/end time setting can’t be the same.	This time, start/end have set as same.	Set the start/end again.
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 recorder’s memory.	Reformat the memory (☞ P.68).
SAME NAME FILE EXISTS	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.

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.11).
	The recorder is in HOLD mode.	Release the recorder from HOLD (☞ P.12,13).
Won't start	The recorder is in HOLD mode.	Release the recorder from HOLD (☞ P.12,13).
Unable to record	The batteries are dead.	Replace with new batteries (☞ P.11).
	Low remaining internal memory.	Erase unnecessary files (☞ 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 VOL button is set to 0.	Adjust the VOL button.
Does not reverse skip in the set skip interval	The auto backspace review is set to "1 SEC SKIP" or "2 SEC SKIP".	Set the auto backspace review to "OFF" in the menu setting (☞ P.44).
Unable to erase	The file is locked.	Unlock the file (☞ P.55).
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 CONFERENCE mode and try again (☞ P.25).
Unable to set index marks	The maximum number of index marks (16) has been reached.	Eras5e unnecessary index marks (☞ P.56).
	The file is locked.	Unlock the file (☞ P.55).

Symptom	Probable cause	Action
Cannot find the recorded voice	Wrong folder.	Switch to the right folder.
The playback speed does not change	The noise cancellation function is set at “LOW” or “HIGH”.	Set the noise cancellation function to “OFF” or return to normal playback (☞ P.47).
Can not connect to the computer using the cradle	The setting of the USB class is “AUDIO CLASS”.	Set the USB Class to “MASS STORAGE” in the menu setting of this recorder (☞ P.111).

Accessories (optional)

Stereo microphone: ME51S
To create stereo recordings in WMA format with clear sound and reduced noise.

Noise-Cancellation monaural microphone: ME12
(Dictation microphone)
Used to get crisp recordings of your own voice by reducing the effects of ambient noise.
This is useful microphone and suits for voice recognition.

Ni-MH Rechargeable Battery Charger: BU-400 (Europe only)
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: KA333
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.

PC Transcription kit : AS-2300
The AS-2300 transcription kit provides you with a PC-footswitch, a headset and DSS Player software for easy transcription of DSS/WMA recordings.

Specifications

Recording format
DSS (Digital Speech Standard)
WMA (Windows Media Audio)

Input level
–70 dBv

Sampling frequency
STEREO HQ mode: 44.1 kHz
STEREO SP mode: 44.1 kHz
HQ mode: 44.1 kHz
SP mode: 12 kHz
LP mode: 8 kHz

Overall frequency response
STEREO HQ mode: 100 to 17,000 Hz
STEREO SP mode: 100 to 8,000 Hz
HQ mode: 100 to 7,000 Hz
SP mode: 200 to 5,000 Hz
LP mode: 200 to 3,000 Hz

Recording time
STEREO HQ mode: 1 hours 5 minutes
STEREO SP mode: 2 hours 10 minutes
HQ mode: 4 hours 20 minutes
SP mode: 10 hours 25 minutes
LP mode: 22 hours 20 minutes

Alkaline battery life
Recording:
Approx.15 hours (Stereo)
Approx.18 hours (Monaural)
Playback:
Approx. 10 hours (Stereo)
Approx. 11 hours (Monaural)

Ni-MH Rechargeable Battery (BR-401) life
Recording:
Approx.12 hours (Stereo)
Approx.14 hours (Monaural)
Playback:
Approx. 8 hours (Stereo)
Approx. 9 hours (Monaural)

Recording medium
Internal memory: 64 MB

Speaker
Built-in ø23 mm round dynamic speaker

MIC jack
ø3.5 mm mini-jack, impedance 2kΩ or more

EAR jack
ø3.5 mm mini-jack, impedance 8Ω or more

Maximum working output (3 V DC)
200 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 dimensions
122.5 x 37.5 x 17.5 mm
(without protrusions)

Weight
80 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

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 IMAGING CORP.
Shinjuku Monolith, 3-1 Nishi-Shinjuku 2-chome, Shinjuku-ku, Tokyo 163-0914, Japan. Tel. 03-3340-2111
OLYMPUS IMAGING AMERICA INC.
Two Corporate Center Drive, PO BOX 9058 Melville, NY 11747-9058, U.S.A. Tel. 1-800-622-6372
OLYMPUS EUROPA GMBH
(Premises/Goods delivery) Wendenstrasse 14-18, 20097 Hamburg, Germany. Tel. 040-237730
(Letters) Postfach 10 49 08. 20034 Hamburg. Germany.
OLYMPUS UK LTD.
2-8 Honduras Street, London EC1Y 0TX, United Kingdom, Tel. 020-7253-2772
http://www.olympus.com

Declaration of Conformity

Model Number:	DS-2
Trade Name:	DIGITAL VOICE RECORDER
Responsible Party:	OLYMPUS IMAGING AMERICA INC.
Address:	2 Corporate Center Drive, PO BOX 9058 Melville, NY 11747-9058, 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 apparail numerique ne depasse pas limits de Categorie B pour les emissions de gruit 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.

Il marchio "CE" indica che questo prodotto è conforme alle norme della comunità europea per quanto riguarda la sicurezza, la salute, l'ambiente e la protezione del consumatore.

El distintivo "CE" indica que este producto cumple las exigencias europeas en materia de seguridad, salud, medio ambiente y protección al consumidor.

Знак "CE" обозначает, что этот продукт соответствует европейским требованиям по безопасности, охране здоровья, экологической безопасности и безопасности пользователя.

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