HTH Engineering, Inc.
825 Cypress Trails Dr, Tarpon Springs, FL 34688
Tel: (727) 939-8853 Fax: (810) 821-6940
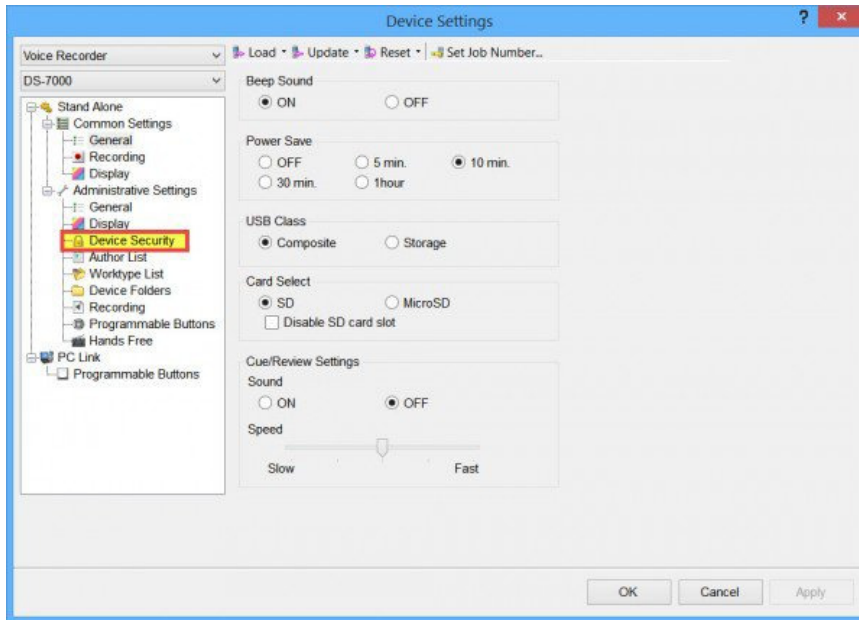Web: http://www.startstop.com

How to Enable the Security Features of the Olympus DS-7000/DS-3500 Digital Voice Recorder
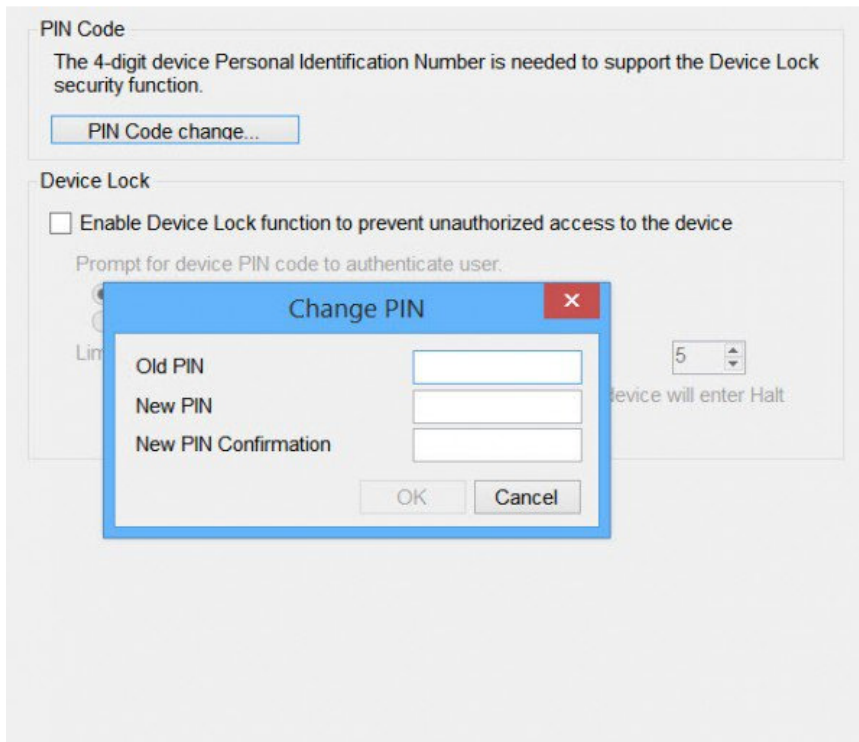
21 Jan 2015

The Olympus DS-7000/DS3500 digital voice recorder offers several security features to help keep your dictations protected. In this guide, we will walk you through the process of enabling the device lock function, which prevents unauthorized access to the DS-7000. We will then enable real-time encryption on the device, for an added layer of security.

STEP 1: Enable Device PIN Code

1. Connect the Olympus DS-7000/DS-3500 digital voice recorder to your computer by placing it into the docking station, or using the supplied Mini-B USB cable.

2. The Olympus ODMS R6.3.1 software will likely launch automatically. If not, open ODMS, and then select **Device > Device Settings** from the main file menu.

3. You will be presented with a Device Settings dialog window. Select the **Device Security** option in the left pane.

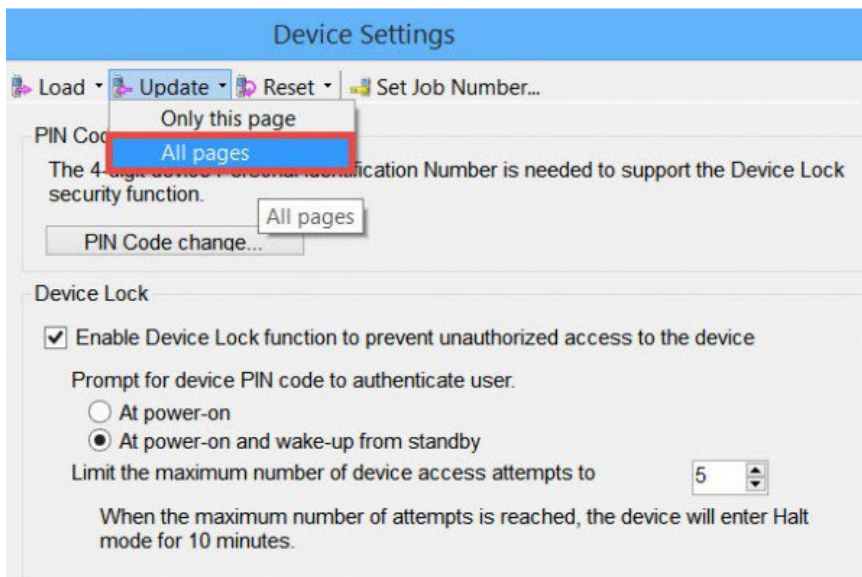**4.** Click the [**PIN Code change**] button to set your 4-digit Personal Identification Number.

5. You will be presented with a Change Pin window. If this is your first time setting a PIN code, enter "0000" in the Old Pin field. Then create a new 4-digit code and type it in the New PIN field. Be sure to confirm it, and then press [**OK**].

6. Now that you've set a PIN code, it's time to enable the device lock function.

To do so, check the box next to **"Enable Device Lock function to prevent unauthorized access to the device,"** then select **"At power-on and wake-up from standby."** Click [**Apply**] when finished.

7. Transfer the settings to the device by selecting [**Update**] > [**All pages**].
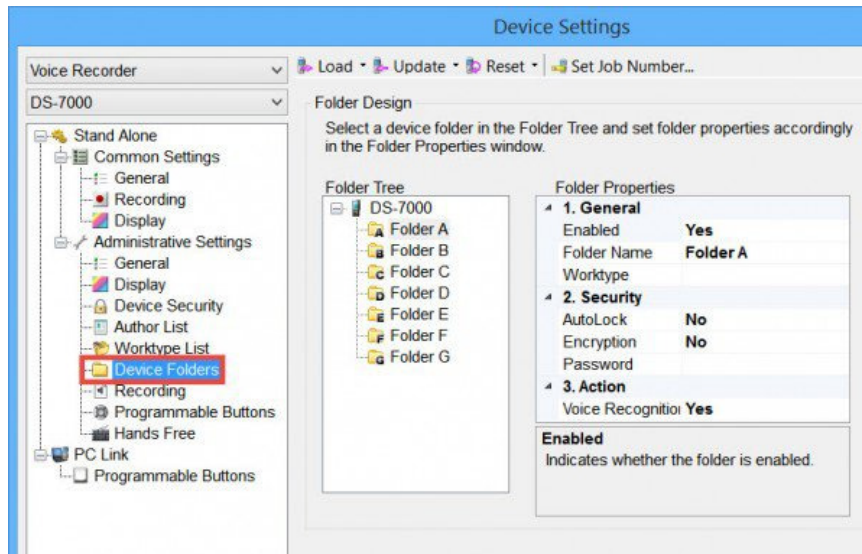

8. Click [**OK**] to close the Device Settings dialog window.

STEP 2: Enable Real-time Encryption on the DS-7000/DS-3500

1. With the Olympus ODMS R6.3.1 Dictation Module still open, select **Device > Device Settings** from the main file menu.
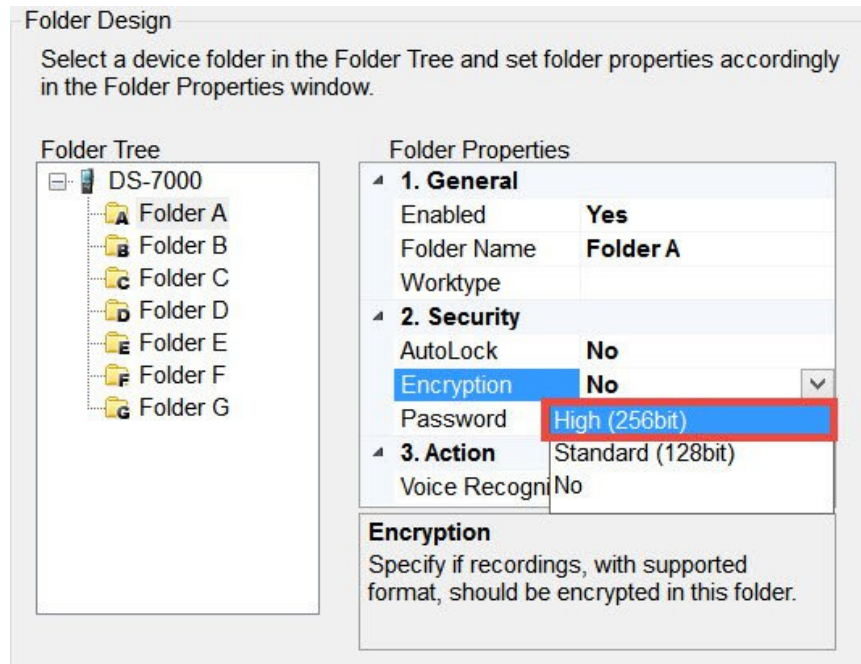
2. You will be presented with the Device Settings window. Select **Device Folders** in the left pane.

3. Choose whichever folder you would like encrypted, then move to the Folder Properties pane. Select the "Password" field, located under the "Security" Section. Click the button that looks like this **[…]** on the far right.

You will be prompted to enter an encryption password and confirm it. Create one of your choosing, then select [**OK**]. Be sure to keep this password in a safe place, as you will be unable to decrypt files without it.

4. Next, select the "Encryption" field. Open the drop-down list and choose **[High 256bit]**. Click **[OK]**.

5. You will be prompted whether you want to apply your changes to the device. Click **[Yes]**. A window will pop up verifying that the settings have been transferred. Click **[OK]**.

You will now see a key icon on the folder that you've selected. This serves as a visual confirmation that whatever you dictate into that folder is encrypted.

Congratulations, you have just set a device PIN and encrypted a folder on your Olympus DS-7000/DS3500 digital voice recorder.