

Digital Desktop 9750

SIMPLY WORKING SMARTER



Instruction manual

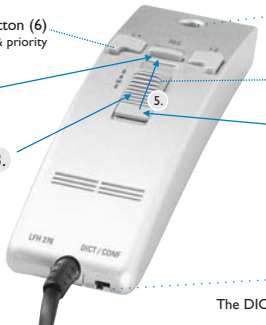
Quick Reference Guide

www.philips.com/dictation

PHILIPS

Recording with the Hand Microphone (Optional)

Your first recording with the DDT 9750 using the microphone LFH 276 (optional), for example: Check whether the memory card (optional) and microphone are correctly plugged into the device, the DDT has power and the 4-position switch is in the stop position.



The diagram shows the DDT 9750 device with a microphone attached. Callouts 1 through 5 point to specific controls: 1. 4-position switch in the stop position; 2. Record button; 3. Playback position; 4. Stop recording; 5. Microphone sensitivity switch. Text boxes provide instructions for each step and additional information about microphone sensitivity.

1. 4-position switch in the stop position.

2. Start recording:
• Press record button.
The LED blinks indicating record standby.

3. Move the 4-position switch to the playback position.
LED lights up and stays lit.

4. Stop recording:
• Move the 4-position switch back to the stop position. This takes it into record standby. (LED blinking.)
• Deactivate the REC button (5). (LED not lit.)

5. Microphone sensitivity can be adjusted by setting switch at the bottom of the microphone:
The DICT setting for recording in a normal dictation environment.
The CONF setting for recording in conference situations.

L/P button (6)
End-of-letter & priority

Hold the MIC approximately 10 centimetres away from your mouth. Speak clearly.

Ending the Dictation

Press the EOL/P button (6) when you are finished with the dictation and do not wish to make any further changes. This only functions if the 4-position switch is in the stop position and something has already been recorded to the file!

EOL (End-of-Letter) and Priority

- Pressing the L/P button once marks the current file as finished. The file is closed and assigned the EOL symbol: **⏏**.
- Pressing the L/P button quickly twice marks the file as finished and assigns it priority status. It is closed and assigned the EOL symbol: **⏏** and **!**.

After closing the current file, the device automatically creates a new, empty file.

Overwriting / Inserting Text

The DDT menu is used to switch between overwrite mode (standard setting) and insert mode (press the jog dial for at least 2 seconds, select the corresponding menu entry by scrolling the jog dial and confirm by pressing the jog dial again, scroll the jog dial once to the right, a tick will be displayed, press the jog dial again, scroll to exit (open door **🔒**) and press jog shuttle again returns you to the dictation). To go back to overwrite mode, repeat the operation and remove the „tick“.

Overwriting text: Move the playback cursor (with PLAY, SKIP/BACK or SKIP/FWD) to the desired point in the file. Stop the playback/skipping. Start the dictation that will overwrite the previous one as described under „Recording“ above.

Inserting text: In the DDT menu, select the menu entry „Insert“ (**📄**) and follow the steps described under „Overwriting“ above.

Functions

Digital Desktop 9750

Storage spaces for additional memory cards

Memory card slot

LCD display

DELETE button

SPEED

(for playback speed)

SKIP/BACK button

(for fast rewinding and skipping to the start of the file)

STOP/PLAY button

(starts and stops playback)

VOL slider

(sets the volume of the speaker or headphones)

Built-in speaker

Jog dial

(skips forward/backward, accesses the menu)

Backspace

(automatic)

Speaker selection

(headphones/speaker)

DOWNLOAD button

(for a device / PC connection)

SKIP/FWD button

(for fast forwarding and skipping to the end of the file)

TONE slider

(adjusts the playback tone)

Conference microphone socket

(for Philips LFH 172)

Foot control socket

(for Philips LFH 210)

USB socket

(for PC download)

Power supply socket

(for Philips LFH 155)

Microphone socket

(for Philips LFH 276/10 and Philips LFH 278/10)

Headphones socket

(for Philips LFH 234)



FC Declaration of Conformity

Tested to comply with FCC standards.
For home or office use.

Model number: LFH 9750/00
Trade name: Philips Digital Desktop
Responsible party: Philips Speech Processing
Telephone number: +1 770 821 2400
Address: 64 Palmster Center East,
Fifth Floor, Atlanta GA 30346, USA

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.
2. This device must accept any interference received, including interference that may cause undesired operation.

Special Function – Hands Free Dictation with Digital Desktop LFH 9750

In this operating mode, you can control the **dictation functions with the foot control** to keep your hands free for your work.

Option A – using hand-held microphone LFH 276 (optional):



Preparations

1. Connect the foot control plug to the socket „FOOTSW” on the back of the device. A switch is located on the underside of the foot control – set this to position „N”.
2. Connect the hand microphone LFH 276 (optional) to the „MIC.” socket on the back of the device.
3. Press and hold the „REC” button on the hand microphone LFH 276 (optional) and press the middle pedal of the foot control at the same time.
4. „HF” (hands-free) now appears in the upper left of the LCD display. The dictation device is now in „recording standby” and can be operated as follows:

Start / stop recording:

Press the right pedal of the foot control to start recording. The red „REC” on the hand microphone lights up.

Press the right pedal again to stop recording – the red „REC” LED blinks.



End of recording / fast rewind:

Press the left pedal of the foot control to end the recording.

Hold the left pedal pressed until the desired position in the dictation is reached.



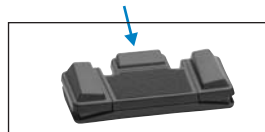
Start / stop playback:

As soon as the recording is completed, you can start playback by pressing the right pedal. Press the right pedal again to stop the playback.



Continue recording:

Press the middle pedal of the foot control for „recording standby” (the „REC” LED blinks), then the right pedal for start (the „REC” LED lights up). In this way, you can start recording directly from playback.



Leaving the „hands-free” mode:

Press the STOP/PLAY () on the device.

Operating instruction *Voice Command*

Special Function – Hands Free Dictation with Digital Desktop LFH 9750

Dictation functions with the foot control

Option B – using conference microphone LFH172 (optional):

Preparations

1. Connect the foot control plug to the socket „FOOTSW” on the back of the device. A switch is located on the underside of the foot control – set this to position „N”.
2. Connect the conference microphone LFH 172 (optional) to the „CONF.REC.” socket on the back of the device.
3. Press and hold both buttons „DOWNLOAD” + „SKIP/FWD” while pressing the middle pedal of the foot control.
4. „HF” (hands-free) now appears in the upper left of the LCD display. The dictation device is ready for recording and can be operated as described on the previous page (see left).

Transcription

Playback with the standard functions of the LFH 9750:

You can play audio files through the built-in speaker or through headphones. To start the **playback**, press the **STOP/PLAY button**. Press it again to stop the playback. As soon as the end of the file is reached, the playback stops automatically.

You can adjust the **volume (VOL)**, **tone (TONE)** and **speed (SPEED)** during playback using the corresponding sliders on the device.

Fast forward and fast rewind:

The DDT 9750 allows you to fast forward the recording by pressing the **SKIP/FWD button**. As soon as the end of the file is reached, you will hear a beep and the fast forwarding stops automatically.


For fast rewind, hold down the **SKIP/BACK button**. As soon as the start of the file is reached, you will hear a beep and the fast rewinding stops automatically.

Skip forward/back:

You can move between files with the skip function of the DDT 9750. For „**forward**”, press the SKIP/FWD button or move the jog dial to the right to skip to the end of the current file. Then pressing the SKIP/FWD button or moving the jog dial will always move to the end of the next file.

For „**backward**”, press the SKIP/BACK button or move the jog dial to the left. – This will move you to the start of the file(s).



Automatic backspace:

You can set the value for the automatic backspace during playback of a dictation with the ABS slider (**ABS** ) , this means:

- Playback does not begin where the dictation was stopped, rather a few seconds earlier.
- To turn off the automatic backspace, set the slider to 0.

Deleting

Deleting a section from the current dictation:


1. Move to the start of the section you would like to delete by using the functions „fast forward“, „fast rewind“ or „playback“. If the device is in STOP mode, press the DELETE button () to mark the beginning of the section to be deleted.
2. Now move to the end of the section you would like to delete by using the functions „fast forward“, „fast rewind“ or „playback“ and press the DELETE button again to mark it.
3. Confirm the deletion () by pressing the DELETE button again and holding it pressed for at least two seconds; this will permanently delete the selected section from the file.

Permanently deleting an entire audio file:

Current audio file

1. Press the DELETE button (for at least 2 seconds) while the current file is in STOP mode.
2. Confirm by pressing the DELETE button again and holding it pressed for at least 2 seconds.

Saved audio file

1. Make certain that the device is in STOP mode.
2. Move to the desired file by moving the jog dial to the left or right or by pressing one of the SKIP buttons. Confirm the file selection by pressing the jog dial.
3. Unlock the file by pressing the L/P button once, the  disappears.
4. Now press the DELETE button for at least two seconds.
5. Confirm by pressing the DELETE button again and holding it pressed for at least 2 seconds.

Note: Wf a dictation audio file has been marked finished with the EOL indication, it is not possible to delete a section from that file.

Note: To cancel the delete process, move the jog dial or press the buttons SKIP/BACK, STOP/BACK or SKIP/FWVD.

Transferring Data

You can use the Philips DDT 9750 as **part of a workflow management system** for exchanging data by transferring files to a PC. The PC program can be used to define settings for how you would like to operate the device.

Depending on how you have defined the transfer, the downloading of an audio file from the device to your PC may be started automatically or can be initiated by pressing the DOWNLOAD button on the DDT.





Note: During transfer to the PC, all buttons and switches on the device are inactive!

Note: The settings in the PC program define whether files downloaded from the DDT to the PC are deleted from the memory of the 9750 after the transfer!

Information: For more information on the different download configuration options, please refer to the DPM Download/Configuration online help or the *user manual* on the CD!

Instruction manual *Quick Reference*

Download from DDT 9750 to PC




1. The device is in Stop mode and is connected to your PC via the USB cable.
2. Press the DOWNLOAD button on the device in order to activate the transfer connection to the PC.
3. Press the DOWNLOAD button again to start the transfer.
4. The progress of the file transfer is displayed (). As soon as the download is completed, one of the following symbols is displayed.
Download successful:  Download unsuccessful: 
5. To leave the USB mode, press the STOP/PLAY button ().

Note on „3“: If the „automatic download“ feature is activated, the data transfer between the DDT and the PC starts automatically!

DDT Menu

The DDT menu offers you general and user-defined setting options to make dictation and transcription easier.

Accessing the DDT menu:

- The DDT menu can only be accessed while the device is in Stop mode.
- Press the jog dial for about two seconds. You can switch between the menu entries by turning the jog dial: ( ). A checkmark () next to a menu entry means that the corresponding setting is activated.

Changing the settings:

- To select a menu entry, for example to set the date and time, move the jog dial left or right to the corresponding symbol.
- Press the jog dial to confirm the selection. This opens the menu entry and allows you to make changes to it. Confirm the changes by pressing the jog dial; this returns you to the DDT main menu.

To exit the DDT menu, press the DEL button or select the menu entry ().

Confirm by pressing the jog dial again.








Power Supply / Activation & Power Save Mode of the DDT 9750








The DDT 9750 is operated with a power supply (Philips LFH 155); the DDT 9750 is switched on and off by connecting or disconnecting the device from the power network.

If the device remains inactive for longer than 15 minutes, it automatically switches to the **power save mode** and the display is switched off. You can reactivate the device by pressing any button; it returns to the mode that was active before entering power save mode.








A detailed user manual can be found on the CD-ROM. If you would like to learn more about professional dictation solutions, please visit us at www.philips.com/dictation.

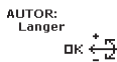






LCD-Display-Symbols

	Standard Play / Long Play mode
	Recording
	Stop
	Voice-activated recording
	EOL (End-of-Letter)
	Write-protected SD card
	Download successful

	Fast Rewind / Fast Forward
	Record Standby
	Playback
	Barcode information
	Priority
	Insert mode
	Download failed

DPM-Menu-Icons:

	Insert / overwrite mode
	Standard Play / Long Play mode
	Microphone sensitivity
	Display backlight
	Remaining (-) or used-up (+) recording time
	Recording
	Section delete

	Keyword assignment
	DDT device beep
	Voice-activated recording
	Contrast
	Format memory card
	Playback
	File delete

Memory Card: Types, Changing, Formatting

The DDT 9750 operates with a memory card of type MMC or SD up to a storage capacity of 512 MB (optional).

Example: A 32 MB memory card of type MMC supports about 312 minutes of recording time in standard mode **SP** or 468 minutes of recording time in long play mode **LP**.

Changing the memory card: Press the currently inserted memory card down into the guide slot against the spring resistance until you hear a soft click; then pull out the card and push the new card into the slot until it clicks.

Formatting the Memory Card: When you insert a new, unformatted memory card, it must be formatted by the device. To start this process, press the DELETE button for at least two seconds; the formatting takes place automatically.