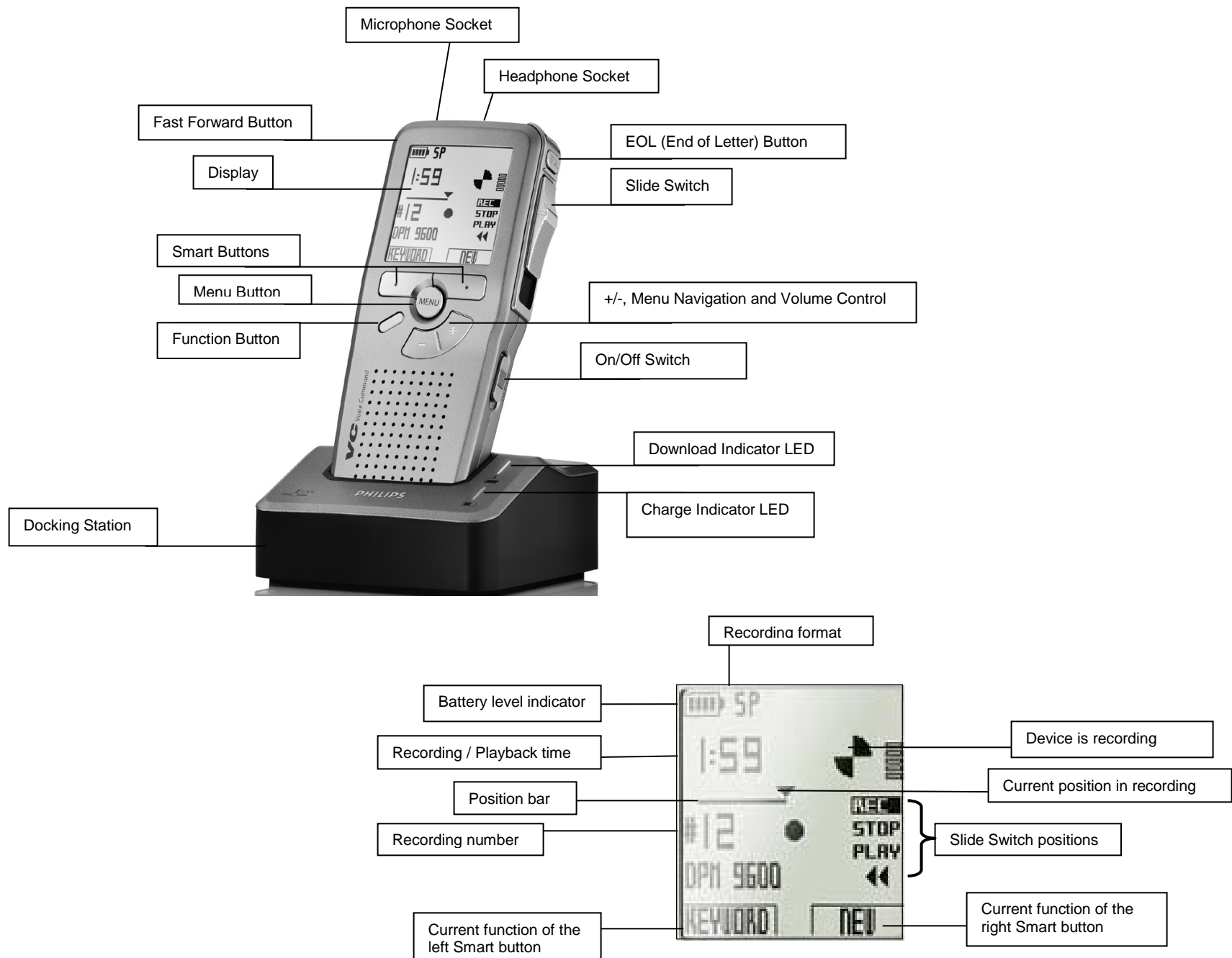



Quick Reference Guide for the Philips Pocket Memo Recorder & Software



Quick Reference Guide for Philips Pocket Memo Recorder & Software

<i>Buttons or Task</i>	<i>Description</i>	<i>User Actions</i>
On/Off button Right side of recorder	Turns the recorder on/off.	<ol style="list-style-type: none"> 1. Push the button up for 'On'. 2. Push the button down for 'Off'.
Record (display window)	Starts recording.	Move the slide switch to the 'Record' position.
Stop (display window)	Stops recording.	Move the slide switch to the 'Stop' position.
Play (display window)	Plays recording.	Move the slide switch to the 'Play' position.
◀◀ Rewind (display window)	Rewind or fast rewind recording.	<ol style="list-style-type: none"> 1. Move the slide switch to the 'Rewind' position. 2. Hold the slide switch in the Rewind position for 'Fast rewind'. 3. When you release the slide switch, recorder will be at Play.
Forward/Fast Forward button Left side of recorder	Forward or fast forward recording.	<ol style="list-style-type: none"> 1. Press the button on the left side of recorder to forward. 2. If you hold down the button it will fast forward.
+ (plus) and – (minus) buttons Front of recorder	Navigational buttons used to scroll through the menu list or move between recording files. Also used during Playback to adjust the volume.	<ol style="list-style-type: none"> 1. Use these buttons to go up or down within a menu list or sub list or to move between recording files. 2. During playback use these buttons to adjust volume.
Menu button Center front of recorder	Opens menu list. Is also used as an [OK] button for menu selections.	Press the [Menu] button to display menu list of options. Use the + or – buttons to scroll to desired menu option and press either the [Menu] button again or the [OK] smart button to see that function's submenu.

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Buttons or Task	Description	User Actions
Smart buttons Front of recorder	The display window will show the function directly above the corresponding button.	Press the appropriate button function for the outcome you want to achieve.
Function button Front of recorder	Insert Mode function – to insert into a recording without overwriting what is already recorded.	<ol style="list-style-type: none"> 1. Press the function button to enable Insert Mode. 2. Press the button again to disable Insert Mode 3. See <i>Insert within a Recording</i>.
Insert within a Recording	<p>Insert within a recording without overwriting what is currently there.</p> <p>The  insert mode symbol appears in your display when function is enabled.</p>	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Use the rewind/fast rewind, play, forward/fast forward to locate the insert position. 3. Press the function key to enable 'Insert'. 4. Move the slide switch to 'Record'. 5. Move the slide switch to 'Stop'. 6. Press the function key to disable 'Insert'.
Move within or between recording files	Move to the beginning or end of file or to another recording file.	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Use the + (plus) and – (minus) buttons to move to the end/beginning of recording. 3. If you continue to press the + (plus) and – (minus) buttons you will scroll between recording files.
To overwrite part of a recording	Recording files are recorded in overwrite mode by default.	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Use the rewind/fast rewind, play, forward/fast forward to locate the overwrite position. 3. Move the slide switch to 'Record' and overwrite section. 4. Move the slide switch to 'Stop' recording or overwriting.

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Buttons or Task	Description	User Actions
Finish (Lock) recording (EOL) End of Letter button Right side of recorder	<p>Once a user is finished recording then lock the file to protect it from being deleted.</p> <p>A file with a checkmark ✓ in the display is a locked recording file.</p>	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Press the [EOL] End of Letter button. 3. The recorder will advance to a new file ready for recording.
Unlock a recording file (EOL) End of Letter button Right side of recorder	<p>Recording file has a checkmark ✓ in the display window.</p>	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Use the + (plus) and – (minus) buttons to move between the recording files to find the locked file. 3. Press the [EOL] End of Letter button. This will remove the checkmark – file is no longer locked.
Delete part of Recording file	<p>This function is used to delete part of the recording file.</p>	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Press the [Menu] button. Use the + (plus) and – (minus) buttons to scroll to Delete section. 3. Press the [OK] smart button to select this function. 4. Use the rewind/fast rewind, play, forward/fast forward to locate the begin section to delete. 5. Press the [Mark 1] smart button, an X appears on the display window. 6. Use the rewind/fast rewind, play, forward/fast forward to locate the end of section to delete. 7. Press the [Mark 2] smart button, and a second X appears on the display window. 8. Press the [Delete] smart button to select this function. 9. Press the [OK] smart button to accept deletion.

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Buttons or Task	Description	User Actions
Delete a recording file	This function will delete the entire recording file.	<ol style="list-style-type: none"> 1. Slide Switch in the 'Stop' position. 2. Use the + (plus) and – (minus) buttons to move through the recording files to find the file to delete. 3. Press the [Menu] button. Use the + (plus) and – (minus) buttons to scroll to Delete dictation. 4. Press the [Enter] smart button to select this function. 5. Press the [OK] smart button to accept deletion.
Download a file	The program is configured to download files automatically when connected to the computer. But if the file is too large you will have to manually download the files.	<ol style="list-style-type: none"> 1. Connect the docking station to the computer using the USB cable. 2. Turn the recorder to the ON position and place in the docking station. 3. Wait few seconds to see if program will download file. If the program downloads, you will see a download complete pop-up message. 4. If the program does not download, then click on File from the menu bar → 'Start DMP download'. 5. System will prompt you to choose a download source. Select 'From connected DPM device' and click the [Download] button. 6. DPM File Download screen appears; select which files you want to download. <ol style="list-style-type: none"> a. Check the checkbox 'Delete files on the DPM after download is finished'. b. Then click on the [Download] button. 7. You will see a download complete pop-up message that you can safely disconnect the recorder. 8. Recording files should be in the Court Hearings-DPM folder.

Quick Reference Guide for Using Roxio to Burn Copy of Recording

Buttons or Task	Description	User Actions
Burn a CD using Roxio	Use Roxio to burn a copy of the recording files to CD.	<ol style="list-style-type: none"> 1. Insert a new blank CD-R disk into the CD drive of your computer. 2. Double-click on the Roxio icon or click on the [Start] button (bottom left corner of computer) → .Programs → Roxio Easy Media Creator 9 → Data → Creator Classic. 3. Look for the Select Source section and click the folder icon. <ol style="list-style-type: none"> a. Locate the drive and folder where the court hearing file resides (e.g. Court-Hearings folder). 4. To the right you should see the recording files. <ol style="list-style-type: none"> a. Click once to highlight the wave recording file (.wav) you want to copy. 5. Click the [Add] button. 6. This moves the highlighted file to the bottom section labeled: Data Disc Project. 7. Click on the Burn icon from the menu bar in this section. 8. The Burn Setup dialog screen opens, just click the [OK] button on this screen. 9. The program displays a progress bar. Wait until it finishes and closes the progress bar. 10. You can play this CD copy using Media Player.

Note: There will not be any transcription software and/or foot pedal for transcription. Use Windows Media Player to play back recording for transcription.