

# DIGITAL VOICE RECORDER DS-2300

# INSTRUCTIONS

INSTRUCTIONS MODE D'EMPLOI INSTRUCCIONES

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.



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# Using the Online Manual

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

If the DSS Player is installed, click on the [Start] button, select [All Programs], then [ OLYMPUS DSS Player], then click on [DS-2300 ONLINE INSTRUCTIONS]. You can read more about the items listed below.

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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.

### **Convention Used In this Manual**

- The word "card" is used to refer to the xD-Picture Card.
- The word "DSS Player" is used to refer to the DSS Player version 6 in Windows and Apple Macintosh environment.
- The Notes at the bottom of a page are used for additional information, exceptions, or related events.
- Words in uppercase form such as PLAY or REC are used to describe a function or button on the recorder.

# **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**

#### A 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:
  - remove the batteries immediately while being careful not to burn yourself, and;
  - (2) call your dealer or local Olympus representative for service.

### **Main Features**

1

This product is equipped with the following features.

- Connect the USB connection cable to enable high speed data transfer to a computer. (rev P.39)
- Recording and storing voice in DSS format.
- Two recording modes, SP (Standard Playback) mode or LP (Long Playback) mode.
- It has a large backlight full-dot display (LCD display screen).
  - The screen displays information about recorded voice files and easily understood operational messages.
- The five folders can hold 199 files each, for the maximum of 995 recordings. (rev P.18)
- It has a built-in Variable Control Voice Actuator (VCVA) function.
- You can insert or delete index marks.
   (ISF P.26)
  - If you insert index marks during recording or playback, you will later be able to quickly find the recording you want to hear.
- - If you transfer voice files recorded with the recorder to a PC, you can easily play back, organize, and edit the files. (# P.44)
  - If you connect the recorder to a computer, you can use it as a USB microphone or USB speaker.

- The "DSS Player" can be upgraded to a "DSS Player Plus", which is equipped with a enhanced functionality (Option). (rev P.48)
  - If a commercial voice recognition software is utilized, the recorded voice file can be converted to characters automatically.\*
  - 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.48)

\*: In a quiet environment, it is necessary to set this recorder to 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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# **xD-Picture Card**

The xD-Picture Card is a removable recording media.

### **Compatible Cards**

The removable card can be used to store different kind of data. Since the card has larger memory capacity than a diskette, it can be used to transfer data between different PCs. The recorder supports cards with memory capacity between 16 to 512 MB.



(1) Index area You can write down the card's contents.



(2) Contact area Comes into contact with the recorder's signal read contacts.

#### Memory Sizes of Cards and Approximate Recording Times\*1

Memory Size	SP Mode	LP Mode
16MB	2 hr. 30 min.	5 hr. 30 min.
32MB	5 hr. 10 min.	11 hr. 05 min.
64MB	10 hr. 25 min.	22 hr. 20 min.
128MB	20 hr. 55 min.	44 hr. 45 min.
256MB	42 hr. 00 min.	89 hr. 40 min.
512MB	84 hr. 05 min.	179 hr. 30 min.*2

- \*1: Available recording time for one continuous file. Available recording time may be shorter if many short recordings are made.
- \*2: Total recording time of two files. The maximum recording time per file is 99 hours.

- When initializing (formatting) a card, confirm that no necessary data is stored on the card beforehand. Initialization completely erases the existing data on the card.
- Cards used in a recorder must be formatted in the same recorder first unless formatted with a CAMEDIA series Olympus digital camera. Card may not perform as expected when formatted by a different device.
- The card has a service life. When reaching the end of its life, writing or erasing data on the card will be disabled. In this case, replace the card.
- If you use a PC card adapter compatible with the card to save or delete some data on the card, the maximum recording time on the card may be decreased. To recover the original recording time, initialize/ format the card in the recorder.
- Olympus will not be held liable for any data corruption or loss due to misuse of the media card.

# **Identification of Parts**





- 1 EAR (Earphone) jack
- 2 MIC (Microphone) jack
- **3** Built-in microphone
- **④ NEW button**
- **(5) HOLD switch**
- 6 REC (Record) button
- 7 REW (Rewind) button
- **8** FF (Fast Forward) button
- **9 INDEX button**
- 10 FOLDER/MENU button
- 1 Built-in speaker
- 12 STOP button

- **13 PLAY button**
- **14 ERASE button**
- **15 DISPLAY button**
- 16 Display (LCD panel)
- 17 Record/Play indicator lamp
- 18 POWER (ON/OFF) switch
- (19 VOLUME (+) button
- 20 VOLUME (-) button
- 2) Card cover
- 22 Card cover lock
- 23 Battery cover
- 24 PC (USB) terminal

1

### Display (LCD Panel)



- Battery indicator
- Ø Folder
- **③** Current file number
- Total number of recorded files in the folder
- G Character Information display
- 6 Erase lock indicator
- Microphone sensitivity display
- VCVA (Variable Control Voice Actuator) indicator
- Record mode indicator

1

### **Inserting Batteries**







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

Insert two AAA alkaline batteries, observing the correct polarity.

Close the battery cover completely.

**Replacing batteries** 

The battery indicator on the display changes as the batteries lose power.



When **I** 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.

An optional Ni-MH Rechargeable Battery from Olympus can be used for the recorder ( $\[mathbf{usr}\]$  P.52).

- Be sure to turn OFF the recorder before replacing the batteries. Removing the batteries while the recorder is in use may corrupt the card. If you are recording into a file and the batteries run out, you will lose your currently recorded file since the file header will not be written. It is crucial to replace the batteries when one hash mark in shown 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 (INP P.13).
- Remove the batteries if you are not going to use the recorder for an extended period of time.

### **Turning ON the Recorder**



With the battery in the recorder and the card inserted properly, the recorder is ready to work.

While the power switch on the back of the recorder is in the OFF position, none of the buttons or switch on the recorder will be active. Slide the power switch to the ON position to activate the recorder.

# **Power Save Mode**

When the recorder is ON but not in use for 10 minutes, it will switch to power save mode automatically. To reactivate the recorder again, press any of the buttons on the recorder.

# Setting Time/Date (TIME&DATE)

Setting the correct time and date on the recorder is very important since every file recorded on the recorder will have the date and time information as part of the file header. This will simplify the file management aspects later on.

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.





- If you press the STOP button during the setup operation, the recorder will save the items that were set to that point.
- You can set the time and date from your PC using DSS Player software (INP P.31).

### Changing the Time/Date



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

The menu appears (ISS P.30).

Press the FF or REW button to **C** choose "SUB MENU", and press the **REC** button.

The sub menu appears (
P.30).

Press the FF or REW button until "TIME&DATE" flashes on the display.

#### Press the **REC** 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" (R P.13).

### Press the FOLDER/MENU button

to close the menu.





# **Inserting and Ejecting a Card**

### **Inserting a Card**





# Slide the card cover lock in the direction indicated by the arrow.

The card cover is unlocked and the message "CARD COVER IS OPEN" appears on the display. When this message appears, the power is switched off automatically.

# Face the card the correct way and insert it into the card slot as shown in the diagram.

- Insert the card keeping it straight.
- The card stops with a click when it is inserted all the way.
- Inserting the card the wrong way or at an angle could damage the contact area or cause the card to jam.
- If the card is not inserted all the way, data may not be written to the card.

#### Close the card cover securely.



#### Card inserted fully into the slot

The message "PLEASE WAIT" on the display flashes for seconds.

#### Card not inserted fully into the slot

When the card cover is closed, the message "INSERT CARD" on the display flashes for a few seconds. Pressing any button will sound beeps\* and flash the message "INSERT CARD" again.

\* When the system sounds are enabled.

- If an unformatted card is inserted, the recorder automatically displays the menu to menu format option (FR P.27).
- Never use any card in the recorder unless it has been formatted on this unit or on a CAMEDIA series Olympus

### **Ejecting a Card**



Make sure the recorder is STOP mode.

# Slide the card cover lock in the direction indicated by the arrow.

The card cover is unlocked and the message "CARD COVER IS OPEN" appears on the display. When this message appears, the power is switched off automatically.

# Push the card inward to unlock it, and let it eject partially.

The card is visibly out of the slot and can be removed safely.

Hold the card straight and pull it out.

#### Note

Releasing your finger quickly after pushing the card inward may cause it to eject forcefully out of the slot. 17

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# Recording

The recorder has five folders, **A**, **B**, **C**, **D**, **E** and you can select folder by pressing the FOLDER/MENU button. 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. You can use your DSS player to change a folder name. Up to 199 messages can be recorded per folder.

All recordings made in any of the folders will be in Digital Speech Standard (DSS) format. By default, the RECORD function is configured to record at the current position (overwrite). However, that can be changed to any of the following settings:

- Append: Appends the recording to the end of the current file.
- Insert: Inserts the recording at the current position in the file.
- Overwrite: Overwrites the recording starting at the current position in the file.

### **New Recording**

Create a new file to record in.



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

The folder name is displayed for 2 seconds.

#### Press the NEW button to create

#### a new file.

- a Current recording mode
- b New file number
- © Selected Author ID
- Press the **REC** button to start recording.

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

- **d** Current recording time
- (e) Remaining recording time







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

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

#### Pause

Press the **REC** button while recording.

- ➡ "REC PAUSE" will flash on the display.
- The recorder stops when it has been left paused for 10 minutes or longer.

#### **Resume Recording**

Press the **REC** button again.

Recording will resume at the point of interruption.

### **Review Recording**

Press the REW button when recording, and release it when you want to start playback. The recorder plays up to the end of file, then stops.

You can overwrite or append additional recordings in the same file from that point.

- 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 (INP.24) or transfer voice files to your computer using DSS Player Software (INP.31).
- You cannot select a different recording mode (SP or LP) than that of the original file when appending recording.
- While recording, pressing the PLAY button stops recording and plays back the current file.

### **Overwrite Recording**

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



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

The folder name is displayed for 2 seconds.

- Press the FF or REW button to
- choose the file into which you want to overwrite.
- Press the **PLAY** button to play the file.
  - a Current playback time
  - Total recording time of the file being played
- Press the **STOP** button where you want to start overwriting.
- Press the **REC** button to start overwriting.

The record/play indicator lamp glows red.

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





You cannot select a different recording mode (SP, LP) than that of the original file before overwrite recording.

### **Insert Recording**

Additional recording can be inserted into previously recorded file.



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

The folder name is displayed for 2 seconds.

- Press the FF or REW button to
- choose the file into which you want to insert additional recordings.
- Press the **PLAY** button to start playback.
- While playing the file, press the **FOLDER/MENU** button to insert an additional recording.

"INSERT ?" appears on the display.

Press the **REC** button to start inserting additional recording.

The record/play indicator lamp glows red. "INSERT REC" and the remaining recording time will alternate on the display.









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

- The recording time and date of the file is updated to the time and date of the inserted recording.
- You cannot select a different recording mode (SP, LP) than that of the original file before inserting.

# Playing





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

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



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

The record/play indicator lamp glows green.

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

#### Press the VOLUME (+) or VOLUME (-) button to select the proper sound volume.

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

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

Resume playback by pressing PLAY button again.



### **Playback functions**

Playback functions	Operation	How to Cancel
Fast Forward (FF)	Press the <b>FF</b> button once while stopped.	<ul> <li>Press the PLAY button.</li> <li>The recorder starts the operation of the set position.</li> </ul>
Rewind (REW)	Press the <b>REW</b> button once while stopped.	
Cue (CUE)	Hold the <b>FF</b> button while stopped or playing a file.	Release the <b>FF</b> button.
Review (REV)	Hold the <b>REW</b> button while stopped or playing a file.	Release the <b>REW</b> button.

• If you press the FF button once while fast-forwarding or twice while stopped, the recorder will stop at the end of the file (F.SKIP).

 If you press the REW button once while rewinding or twice while stopped, the recorder will stop at the beginning of the file (B.SKIP). If the REW button is pressed within 2 seconds, the recorder skips to the beginning of the previous file.

### **Erasing One File**

A selected file can be erased from a folder.



- Press the **FOLDER/MENU** button to choose a folder.
- Press the **FF** or **REW** button to choose the file you want to erase.
- Press the ERASE button.
- "FILE ERASE ?" flashes on the display for approximately 8 seconds.



#### Press the **ERASE** button once more while "FILE ERASE ?" is flashing.

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

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



- · An erased file cannot be restored.
- The file set to erase lock will not be erased.

### **Erase All Files in a Folder**

All files in a folder can be erased simultaneously, except for locked files.



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

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

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

#### Press the **ERASE** button once more while "ALL ERASE ?" is flashing.

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

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



ALL ERASE



- An erased file cannot be restored.
- · The file set to erase lock will not be erased.
- 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.

### **Index Marks**

3

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

Press the INDEX button during recording or playback to set an index mark.

An index number appears on the display.



### Locating an Index Mark

### 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

Locate the index mark you want to clear.

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.

# Formatting the Card (FORMAT)

Cards that have been used on non-Olympus devices, or cards that are not recognized by the recorder, must be formatted before they can be used with the recorder. The Olympus xD-Picture Card delivered with the recorder is preformatted and ready for use.

To familiarize yourself with the formatting process, read the steps below.



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

The menu appears (
P.30).

Press the **FF** or **REW** button to choose "SUB MENU", and press the **REC** button.

The sub menu appears (1 P.30).

Press the **FF** or **REW** button to until "FORMAT" flashes on the display.

Press the REC button. The formatting process is selected.

Press the **FF** button to choose "START".

Press the REC button. "DATA WILL BE CLEARED" appears for approximately 2 seconds.







3



#### Notes

Formatting the Card (FORMAT)

- The time required to format cards differs depending on the capacity of cards. For example, formatting may
  take about 1 minute for 512 MB card. Do not interrupt the formatting process by opening the card cover or
  the battery cover. Doing so will damage the data or card.
- When the card is formatted, all the stored data, including locked files, are erased.
- If an unformatted card is inserted, the recorder automatically displays the format option in the menu.



# 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.)

Each item of the menu list can be set by the following method.

Press and hold the FOLDER/MENU button for 1 second or longer. MENU REC MODE Select SP or LP mode Î Microphone sensitivity setting. Select MIC SENSE between CONF (high-sensitivity mode) or DICT (low-sensitivity mode). \$ EXIT Exit MENU and return to STOP mode. £ SUB MENU Switches to the SUB MENU. t VCVA setting. Select ON (enabled) or OFF VCVA (disabled). SUB MENU Locking files setting. Select ON (locked) or LOCK OFF (unlocked). \$ System sounds setting. Select ON (enabled) BEEP or OFF (disabled). \$ Recorder formatting (
P.27). FORMAT Î Press the FF Returns to the MENU. button or REW EXIT £ button. LCD contrast adjustment. Select the level CONTRAST from 1 to 12. Backlight setting. Select ON (enabled) or Press the BACKLIGHT OFF (disabled). REC button. t Time/Date setting. Hour, minute, year, month TIME&DATE and day (INP.13).

- If you press the STOP button or FOLDER/MENU button during a menu setup operation, the recorder will stop and apply the items that were set to that point.
- The recorder will stop if you leave it idle for 3 minutes during a menu setup operation, when a selected item is not applied.
- You can set the time and date on the recorder from your PC using DSS Player software (107 P.31).

# **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 (INP.48).

### 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 FP.40. 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 (res P.30).
- 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 Readonly by the operating system of the PC.
- As the noise may cause adverse effects on electronic 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	PC:	Power Mac G3 233 MHz
Operating	Microsoft Windows Me/ 2000		class processor or faster
System:	Professional/XP		iMac/ iBook/ eMac/ Power
	Professional,Home Edition		Mac/ PowerBook (The computer must support
CPU:	Intel Pentium II class 333		a standard USB port)
	MHz processor or more (Processor 500 MHz or faster		(Processor 500 MHz or faster
	is recommended)		is recommended)
BAM:	128MB or more (256MB or	Operating	Mac OS 10.1/10.2/10.3
	more is recommended)	System:	
Hard drive	50MB or more	RAM:	128MB or more (256MB or
space:			more is recommended)
Drive:	2x or faster CD-ROM, CD-R,	Hard drive	50 MB or more
	CD-RW, DVD-ROM drive	space:	
Sound card:	Creative Labs Sound Blaster	Drive:	2x or faster CD-ROM, CD-R, CD-RW, DVD-ROM drive
	16 or 100% compatible	Diamlaria	,
-	sound card	Display:	800 x 600 pixels or more, 256 colors or more
Browser:	Microsoft Internet Explorer 4.01 SP2 or later	LICP parts	
Disala		USB port:	One free port
Display:	800 x 600 pixels or more, 256 colors or more	Audio I/O terminals:	Earphone output or speakers
USB port:	One free port		
Audio I/O	Earphone output or speakers		
terminals:			
Others:	<ul> <li>The mouse or similar to a</li> </ul>		

Macintosh

pointing device. • Environment where the Internet can be utilized. 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

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.

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

Setup.exe" in the [Open] Enter "D:\setup.exe" in the [Open] field and click [OK].

This is assuming the CD-ROM drive is D.

The installation Language Selection dialog box opens. Click the desired language to select it.



### Installing DSS Player

#### 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].

#### 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].

# 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].

#### 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].

# 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].

#### 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

#### Connect the recorder to your PC, referring to "Connection to Your PC" (13 P.39).

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.41)



#### Macintosh

Insert DSS Player into the CD-ROM drive.

#### Double-click CD icon.

Double-click the desired language to select it.

3

Double-click the following icon.

# Click [Continue] when the DSS Player opening screen appears.

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].

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.

# Install software into folder: From: OLYMPUS Developer Develope

#### Completing setup.

Installation has finished. Click [Quit].

#### 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. 4

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

#### Windows

- Exit DSS Player.
- Select [Control Panel] from [start] menu.

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

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

#### Click [Change/Remove].

#### Confirmation of Deleting the program.

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

# 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

# Exit DSS Player.

### Delete the Preferences File.

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

# Delete the Executable File.

Delete the [DSS Player] file in the location where you installed the file.

### Delete the Help File.

4 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**

For information on the DSS Player usage and features, refer to the 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

- 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.

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

# Search by Key word

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



Help Topics: Olympus DSS Player Help

Click a topic, and then click Display. Or click another

Welcome to "Olympus DSS Player"
101 Let's Get Started

Let's Get Started DSS Player Guided Tour

Commands Other Features

If you upgrade...

Contents Index Find

L

### Note

You will be able to use Online Help after DSS Player is installed.

Be sure to install the DSS Player software before connecting the recorder to a PC. You can directly connect the recorder's USB terminal to your PC.



# Connecting to your PC Using the USB Cable

- Turn ON the recorder (1987 P.12).
- Insert end **A** of the USB cable to your PC's USB port or USB hub.
- B Make sure the recorder has stopped before attaching end **b** of the USB cable to the terminal port of the recorder.

If "REMOTE" is displayed on the recorder, it indicates proper connections.

Once you connect the recorder to your PC, the recorder will be powered through the USB cable. The batteries will not be in use.

# 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.

REMOTE

# **Disconnecting from Your PC**

### Windows

Click the Son 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.



# Disconnect the USB cable.

# Macintosh

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

Disconnect the USB cable.

#### Notes

- NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will get 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.

# Windows

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

# **Disabling automatic start**

- Right click on the solution 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

# Start Windows.

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



Select the application that is automatically started upor

-2/20/4000/2200/3000/2000/660/330/320/150/10.DM-20

connection of device.

#### Note

You cannot run more than one DSS Player program or multiple copies of the same program simultaneously. 4]

0K

Advanced

Refresh

### 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 ISP.35 for details.



Note

The Mac version DSS Player has no automatic start function.

# Window Names



# 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 3 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

5

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.

# 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.



### 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.



5

# Download the voice file.

### Windows

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

#### Macintosh

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



# 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.

B	Ð	9	B	
to 'G:\Documents and Settings\Administrator\Administrator's Documents\C DS230011.DSS				
Remaining 8607 K bytes				
Remaining abuy	K Dytes			

### Notes

- NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will get 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

# Select the folder.

Select the folder that contains the voice file you would like to play.

# Select the voice file.

Select the voice file to play from the Voice File List Box.

# 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 Format**

File names are assigned in the following manner:

# DS230001.DSS



# **Changing User ID**

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



#### Note

d

NEVER remove the card or disconnect the USB cable while the record/play indicator lamp is flashing. If you do, the data on the card will get destroyed.

Transfer

Calicel

# 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

### Start the DSS Player.

Please see 🖙 P.41 for the starting method.

# Click the Solution 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.



The "Upgrade to DSS Player Plus" dialog will be displayed.



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.

Upgrade to DSS Player Plus					
Enter license number.					
License number :					
OK Cancel					

### 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.

# **Alarm Message List**

Message	Meaning	Explanation	Action
BATTERY LOW	Low battery power	Battery power is getting low.	Replace with new batteries (INF P.11).
FILE IS LOCKED	Erase-locked	Tried to delete a locked file.	Unlock the file.
INDEX FULL	Index full	The file is full of index marks (maximum of 16 marks).	Erase index marks that are no longer required (ISP P.26).
FOLDER FULL Folder full		The folder is full of files (maximum of 199 files).	Erase unnecessary files (ISP P.24).
	Maximum number	The destination folder already has the maximum number of files (199).	Erase unnecessary files ( P.24).
MEMORY ERROR	Incompatible card	An incompatible card was inserted.	Insert a compatible card.
MEMORY FULL	Zero remaining memory	The card has no remaining memory.	Erase files that are no longer required or insert another card.
FORMAT ERROR	Formatting error	There was an error while formatting the card.	Reformat the card (INF P.27).
INSERT CARD	No card	There is no card inserted.	Insert a card (III P.16).
CARD COVER IS OPEN	Card cover is opened	The card cover is not closed.	Close the card cover securely until it click (IPP P.16).
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	The batteries are not loaded properly.	Verify polarity is correct ( P.11).	
on the display	The batteries are dead.	Replace with new batteries (I P.11).	
	The recorder is in power off mode.	Turn the recorder ON (I P.12).	
Won't start	The recorder is in power off mode.	Turn the recorder ON (I P.12).	
	The batteries are dead.	Replace with new batteries (INP.11).	
Unable to record	The card does not have enough memory.	Erase unnecessary files or insert another card (INP P.16, 24).	
	The card is unformatted.	Format the card (FF P.27).	
	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 VOLUME button is set to 0.	Adjust the VOLUME button.	
Unable to erase	The file is locked.	Unlock the file.	
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 CONF mode and try again.	
Unable to set index marks	The maximum number of index marks (16) has been reached.	Erase unnecessary index marks (INP P.24).	
	The file is locked.	Unlock the file.	
Cannot find the recorded voice	Wrong folder.	Switch to the right folder.	
Cannot connect to PC	Sometimes a connection cannot be made with some PCs running Windows XP.	You need to change the PC's USB settings. See DSS Player online help for details (@ P.38).	

# 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 recordings.

# xD-Picture Cards of 16, 32, 64, 128, 256 and 512 MB: M-XD16/32/64/128/256/512

Olympus CAMEDIA digital camera series xD-Picture Cards can be used.

# Headset: E102

Stereo headset for your PC. A helpful tool for PC based transcription.

# Monaural binaural earphone: E20

# 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.

# **External microphone: ME15**

A lavalier omnidirectional microphone that clips to clothing. Used to record your own voice or people near you.

# 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.

# USB Reader/Writer: MAUSB-10 (Dual-Slot xD-Picture Card & SmartMedia)

Allows data to be transferred to and from a PC.

# USB Reader/Writer: MAUSB-300 (xD-Picture Card)

Allows data to be transferred to and from a PC.

# PC Card adapter: MAPC-10 (xD-Picture Card/SmartMedia)

Allows data to be transferred to and from a PC that has a PC card slot.

# Specifications

### **Recording format**

DSS (Digital Speech Standard)

# Input level

-70 dBv

#### Sampling frequency SP mode: 12 kHz I P mode: 8 kHz

Overall frequency response

### SP mode: 300 to 5,000 Hz LP mode: 300 to 3,000 Hz

# Recording time (16MB Card)

SP mode: 2 hours 30 minutes LP mode: 5 hours 30 minutes

# Alkaline battery life

Recording: Approx.20 hours Playback: Approx.12 hours

### Ni-MH Rechargeable Battery (BR-401) life

Recording: Approx.15 hours Playback: Approx.10 hours

# Speaker

Built-in ø28 mm round dynamic speaker

# MIC jack

ø3.5 mm mini-jack, impedance  $2k\Omega$  or more

# EAR jack

ø3.5 mm mini-jack, impedance  $8\Omega$  or more

# Maximum working output (3 V DC)

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

# Input power requirement

Rated voltage: 3 V Batteries: Two AAA batteries (LR03 or R03) or Two Ni-MH rechargeable batteries (BR-401)

# External dimensions

110.2 x 50.0 x 17.2 mm (without protrusions)

# Weight

101 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@olvmpus-europa.com