

Dictaphone

Digital portable recorder for Enterprise Express™

Walkabout™ **EXPRESS**



Operating Instructions

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Overview

Introducing the Walkabout™ Express digital portable recorder, designed for medical and legal professionals. The Walkabout™ Express portable is a digital recorder that provides outstanding standalone functionality and compatibility with the Enterprise Express™ system. Together, the Express portable and Enterprise Express™ system offer completely integrated voice and text processing.

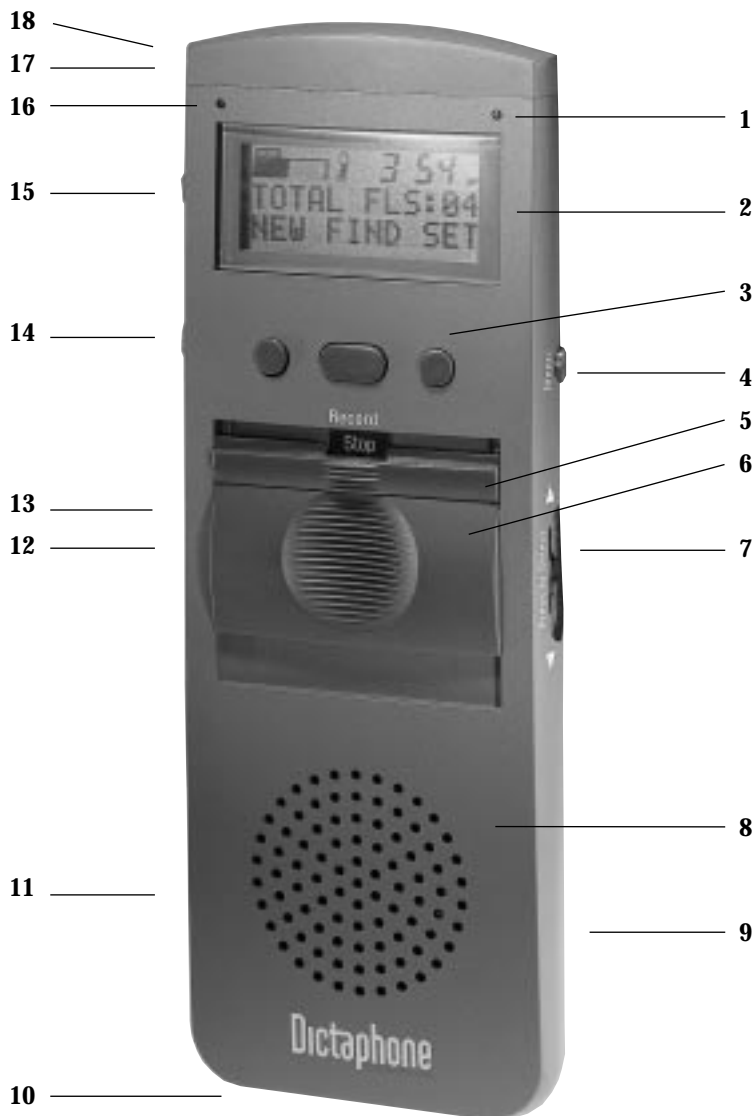
Voice files are recorded on the digital Voicedata™ M card, delivering superior sound quality and fast access to files. Each recording is saved with the text summary that indicates the author ID, time/date stamp and header information (e.g., Patient, Record number, etc).

Portable Features:

- A unique design —engineered for medical and legal professionals
- The 2MB Intel® Voicedata™ M card with up to 23 minutes of recording and optional cards with even more recording time
- The ability to locate files quickly at the touch of a key
- Customizable options, allowing you to adapt the Express portable to your individual dictation needs

The Walkabout™ Express portable comes with:

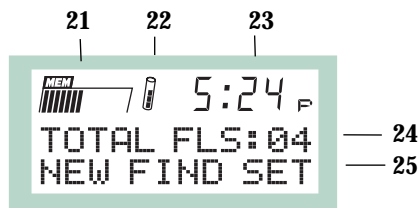
- A portable AC adapter
- An Voicedata™ M card for recording
- An NiMH battery
- A Battery Charging Station and AC Adapter



Controls & Indicators

- 1 Record Indicator** Lights during record.
- 2 Display** (See Display heading on next page.)
- 3 Soft-keys (3)** Press one of these keys to select the function appearing above it on the display.
- 4 Menu** Use this button to display the Main menu.
- 5 Record Bar** (Located on the Slide Control)
Record: Press to record and release to stop
Record-Lock: Press and slide bar up until it latches into record. To unlatch, move it to Stop.
- 6 Slide Control** Slide this control up or down to select Stop, Play or Rewind/Playback.
 To initiate playback from Rewind, just release the Slide Control.
- 7 Thumb-wheel/Button** **Volume Control** - Rotate this control to adjust the playback volume.
Locate & Select Control - Rotate this control to locate information, and press it, like a button, to select information.
- 8 Speaker**
- 9 Battery Compartment** (Rear)
- 10 Recharge Connector** (Bottom) Recharges the battery when the portable is in the Charging Station.
- 11 Power** AC Adapter Jack
- 12 Ear** Earphone Jack
- 13 Mic** Microphone Jack
- 14 On/Off** Turns the portable On or Off
- 15 Backlight** Illuminates the display
- 16 Boot Indicator** Lights after a fresh battery is installed
- 17 In Use** (Rear - above M card) Do not remove the M card when the In Use indicator is lit.
- 18 Voicedata™ M card Compartment** (Rear)

Display

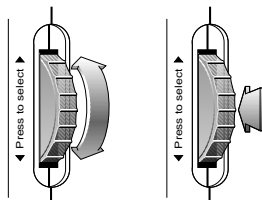


- 21 **MEM** The unshaded area indicates the amount of memory currently available for recording.
- 22 **Battery** The shaded area indicates the amount of power (i.e., charge) remaining in the battery.
- 23 **Time** This area indicates either the current time, file length, file location or date the file was last saved.
- 24 **Messages** This area displays menus, prompts, functions and other file information.
- 25 **Soft-keys Menu** This area shows the operation assigned to each soft-key. (To select NEW, FIND or SET, the Slide Control must be in the Stop position.)

Thumb-wheel/Button

Rotate to Locate and Press to Select

The Thumb-wheel/Button is a thumb wheel and button merged into one control. Rotate the Thumb-wheel to quickly locate information and then press it to select or set information.



Conventions Used in this Guide

Thumb-Wheel: The statement, "...use the Thumb-wheel to locate and select items," refers to rotating and pressing the Thumb-wheel to display and select items.

Menu Button: Use this button to exit most operations.

Soft Keys: The instructions to press **NEW**, **FIND**, **SET**, etc. are references to the portable's soft keys.

Getting Started

Before you power-up the portable and begin recording, you must perform the following operations:

- Install a fully charged battery.
- **Format the Voicedata™ M card.**
- Set the portable's Date and Time.
- Perform the Additional Set Up Procedures, page 7, as needed.

Installing the Battery

- **Remove the battery compartment cover, and install the NiMH battery.**
Charging the Battery—See the Appendix for charging information.

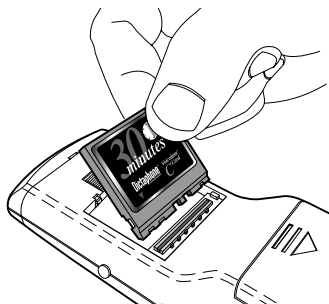
Installing the Voicedata™ M card

- 1 Seat the Voicedata™ M card (label face-up) in the M card compartment as shown.**
- 2 Gently push the M card down until it locks into place.**

Removing the Voicedata™ M card

The arrow on the M card compartment latch shows the direction to push the latch in order to remove the M card.

Warning: Avoid touching any of the components inside the M card compartment. Dust and oil can damage the contacts through which the portable transfers M card data.



Turning On the Express Portable

- **Press the On/Off Button to turn the portable either on or off.**

The portable will display a power-up message followed by the Main menu (NEW, FIND, SET).

You can operate the portable while it is plugged into an AC Adapter. The adapter plugs into the portable's Power Jack.

Formatting the Voicedata™ M card

When you install a new M card in your portable, you must format it before you can use it for recording dictation.

Warning: Formatting erases all of the dictation stored on the M card.

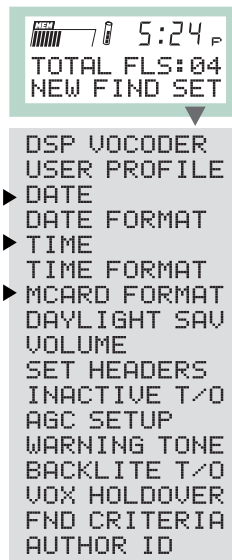
1 Press SET, and locate M CARD FORMAT using the Thumb-wheel.

2 Press the Thumb-wheel to select M CARD FORMAT.

3 Press YES to format and YES to confirm.

A “Formatting Please Wait” message appears. The SET MENU will return when formatting ends.

4 Press the Menu Button to return to the Main menu.



SET Menu

Setting the Date

1 Press SET, and select DATE using the Thumb-wheel.

2 Use the Thumb-wheel to set the month, day and year.

First rotate the Thumb-wheel to locate a value and then press it to set the value and move to the next field.

3 Press the Menu button to return to the Main menu.

Setting the Time

1 Press SET, and select TIME using the Thumb-wheel.

2 Use the Thumb-wheel to set the hours and minutes.

Note: Select AM or PM by scrolling through the hours setting.

3 Press the Menu button to return to the Main menu.

Additional Set Up Procedures

If you intend to upload files to an Enterprise Express system using the **Voicedata™ M card Reader**, perform the following SET HEADERS and AUTHOR ID procedures.

(See the Appendix for a complete list of SET MENU procedures.)

1 Press SET.

2 Use the Thumb-wheel to locate, select and set the following items as needed:

SET HEADERS

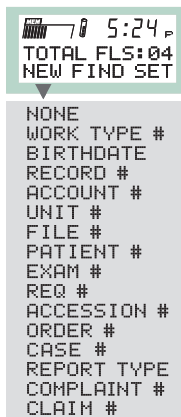
Headers are those Work type, Record and Account ID numbers, to name a few, that you key in at the start of each new recording. Headers help to define your dictation. You can fill in ID numbers for as many as six headers at the start of each new recording. There are sixteen header topics to select from (i.e., NONE to CLAIM #.).

You can eliminate the header prompts by setting all of the headers to NONE.

AUTHOR ID

Use this setting to identify your dictation with your user ID. If you share your portable with other dictators, you can set up multiple user IDs. Just make sure your Author ID is set and selected when you are using the portable. See Appendix for setting an Author ID.

Header Settings



3 Press the Menu button to return to the Main menu.

Record Operations

Starting a New Recording

The figure (shown below) illustrates the Main menu and the header prompts that may appear when you start a new recording.

The Slide Control must be in the Stop position to select NEW, FIND or SET.

1 Press NEW.

The message, "Creating New File ## (1-99)" appears briefly and then is replaced by the first header selection.

2 Set each digit of the header ID number by rotating and then pressing the Thumb-wheel,

Possible
Headers

or

press END to bypass the remaining headers and begin dictating.

3 Press DONE to save your entry and display the next header.

The Save/Delete menu appears. You can begin recording.

Tips

SET HEADERS, found in the SET menu, determines which headers you will see.

To scroll the headers without entering IDs:

- **Press the Thumb-wheel.**

To edit a Header ID number, press:

- **CLR** to delete the entire number or **BSP** to backspace and delete a number.



NONE
WORK TYPE #
BIRTHDATE
RECORD #
ACCOUNT #
UNIT #
FILE #
PATIENT #
EXAM #
REQ #
ACCESSION #
ORDER #
CASE #
REPORT TYPE
COMPLAINT #
CLAIM #



Save/Delete
Menu

Quick Start - Recording Dictation

This procedure contains all of the information you will need to quickly start and end a basic recording. First you will select and set each Header ID number. Next you will record and play back your message, and finally, you will save it as complete (COMP).

Start

- 1 Press NEW.**
- 2 Select each Header, set its ID number and then press DONE.**

Press the Thumb-wheel to select a Header.

Rotate and press the Thumb-wheel to select and set each number.

Record

- 3 Press the Record Bar to record, and release it to stop.**

During record, REC appears on the display and the record indicator lights.

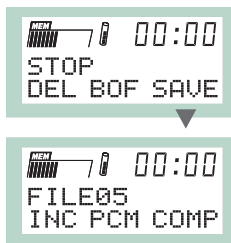
Playback

- 4 Pull the Slide Control down to Rewind, and then release it to begin playback.**

End

- 5 Move the Slide Control to the Stop position.**
- 6 Press SAVE, and then COMP.**

The portable displays “Done Saving FILEXX” and “Reclaiming Space...Wait” before returning to the Main menu.



Record-Lock

To record without having to continually press and release the record bar, use Record-Lock.

- **Press the Record Bar and slide it up until it latches.**

The REC menu appears, and the record indicator lights continuously. You can release the Record Bar and begin dictating.

To End Record-Lock

- **Move the Slide Control to the Stop position.**

Reviewing Dictation

1 Pull down and hold the Slide Control in Rewind.

The portable displays “REWIND.” Rewind stops automatically and “BOF GO TO PLAY” appears when you reach the beginning of the file. (If you continue rewinding, the portable will beep three times.)

2 Release the Slide Control at any time to begin playback.

The slide moves back into Play and “PLAY FILE/FPB/FF” menu appears. If you reach the end of the file during playback, the portable plays a tone and displays an “END OF FILE!” prompt.

Playback

To start and stop playback without rewinding.

- **Move the Slide Control to the Play position to begin playback and to the Stop position to end playback, as needed.**

Saving a Recording

1 Move the Slide Control to the Stop position.

The portable displays the Save/Delete menu.

2 Press SAVE, and select one of the following options:

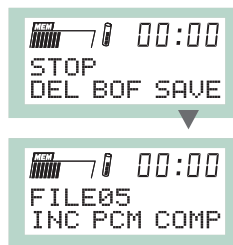
INC Incomplete- Use this selection if you want to finish this dictation at another time. You can retrieve and edit this recording. (See the Find Operations.) Incomplete recordings cannot be uploaded to the Enterprise Express® system.

PCM Priority Complete- Saves the recording as complete and assigns a priority status to it. You can retrieve and edit this recording. (See the Find Operations.)

COMP Complete- Saves the recording as complete. You can retrieve and edit this recording. (See the Find Operations.)

The portable displays “DONE SAVING FILEXX” and “RECLAIMING SPACE...WAIT” before returning to the Main menu.

Note: You must either save or delete a file to exit a recording.



Deleting a Recording

- 1 Press DEL.**
- 2 Select YES to delete the recording or NO to cancel.**

If you select YES, you will return you to the Save/Delete menu.



DEL

The portable displays “DELETING FILEXX” and “RECLAIMING SPACE... WAIT” before returning to the Main menu.

Note: You must either save or delete a file to exit a recording.

Editing a Recording

Uses these procedures to edit a recording that is currently active. This can be a new recording or one that you retrieved using FIND.

Recording Over Dictation

Use this procedure to replace existing dictation.

- 1 Use the Slide Control to locate the beginning of the dictation you want to replace.**
- 2 Press and hold the Record Bar, or use Record-Lock, to record over the existing dictation.**

Appending Dictation

Use this procedure to add dictation to a recording.

- 1 Press EOF to go to the end of file.**
You can also go to the end of the file through playback or fast forward.
- 2 Press and hold the Record Bar, or use Record-Lock, to add dictation at the end of your recording.**

Additional Record Operations

Adjusting the Playback Speed

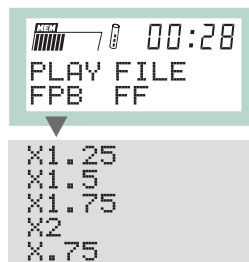
During playback you can use the following procedure to adjust the speed at which the portable plays a recording.

- 1 Move the Slide Control down to rewind and then release it to start playback.**

The portable displays “FPB” (Fast Playback) and “FF” (Fast Forward).

- 2 Press FPB to select another playback speed.**

There are six speeds expressed in multiples of normal speed (X1.25, X1.5, etc.). To return to normal speed during playback, select the speed following the X.75 (a blank).



- 3 Move the Slide Control to Stop.**

Note: Selecting Stop ends playback and resets the speed to normal.

Fast Forward

The FF control appears when the portable is in playback.

- 1 Begin playback from the Slide Control.**

The portable displays the “PLAY FILE/FPB/FF” menu.

- 2 Press FF to start and stop fast forward.**

The Counter (upper right) advances during fast forward.

Moving to the Beginning or End of a Recording (BOF/EOF)

Use the BOF and EOF controls to move to the beginning or the end of a recording. These controls are available when the Slide Control is in the stop position.

- Press either BOF to go to the beginning or EOF to go to the end of a recording.**

Selecting EOF will toggle the display to BOF, and vice versa.

Voice-Activated Recording (VOX/VOF)

You can set the portable to record only when you are speaking. To set voice-activated recording you must be in record.

- 1 Press NEW, and fill in the header IDs, if you are not already in a recording.**
- 2 Press the Record Bar (Slide Control) and move it up until it latches into Record lock.**



The REC menu appears.

- 3 Press VOX to turn on voice-activated recording.**

The portable displays VOF to indicate VOX is on, VOX also appears above the MEM indicator. During VOX, the record indicator lights when you speak and goes off during silence.

- 4 Press VOF cancel voice-activated recording.**

The VOF option changes to VOX.

Adjusting VOX Sensitivity

- 1 Press the Record Bar and move it up until it latches into Record lock.**
- 2 Press VOX and then ADJ.**

The VOX sensitivity gauge appears.

Note. Dictation cannot be recorded when the portable is in VOX ADJ mode.

- 3 Use the Thumb-wheel to adjust VOX sensitivity.**

You can add up to 12 blocks to the VOX sensitivity gauge to decrease the VOX sensitivity. The more blocks you add, the louder you'll have to speak to trigger record. Remove blocks as needed to adjust VOX to your normal speaking voice.)

Note: If VOX is always recording, even during silence, then decrease its sensitivity by adding blocks to the gauge.

- 4 Press the Thumb-wheel set your adjustment.**

Conference Recording (CONF/DICT)

To increase the sensitivity of your portable for recording a meeting or conference, follow these steps to turn conference recording on.

- 1 Move the Slide Control up into Record lock.**
- 2 Press CONF to turn conference recording on.**

If DICT is on the display and CONF appears next to the MEM indicator, then conference recording is on.

Canceling Conference Recording

- **Press DICT to cancel conference record, and move the Slide Control to Stop.**

Find Operations

Finding and Editing Saved Files

Use FIND, located on the Main menu, to open, playback and edit saved files. You can delete or save the files when you are done.

1 Press FIND.

The Find menu appears, indicating the total number of files.

2 Press INC, PCM or COMP to locate the appropriate files.

INC Incomplete files

PCM Priority-complete files

COMP Complete files

If there are no files of the type you selected, "FILE NOT FOUND" appears. If the portable locates files, it displays the first file found by its file number and the date and time it was created.

3 Rotate the Thumb-wheel to locate a specific file.

4 Press the Thumb-wheel to open a file and display the Record menu.

Once the file is open, you can review it, record over it, and/or append it. (Refer to Editing a Recording.)

5 Press SAVE or DEL to exit the file and return to the Main menu.

Editing Headers

Use this procedure if you need to review and edit the headers assigned to a saved recording.

1 Press FIND and then INC, PCM or COMP.

2 Use the Thumb-wheel to locate the file number and press HDRS.

3 Press the Thumb-wheel to scroll through the headers.

You can check each Header ID.

4 Use the Thumb-wheel to edit a header.

5 Press DONE, END and then SAVE to exit.

Optional Keypad and Barcode Reader

Using the Optional Keypad

If the Thumb-wheel method is too slow for entering Header IDs, then you should add a keypad (optional) to the portable.

The keypad operates in the same way as a telephone keypad with the following exceptions:

- [#]** Press the [#] key, or DONE, to complete an entry.
- [*]** Press the [*] key, or CLR, to clear the entry and start over.



Keypad Dictation

- 1 Press NEW.**
- 2 Use the keypad to enter the Header ID numbers.**
Use the [*] key, if needed, to clear your entry and start over.
- 3 Press [#], or DONE, to save your entry and move the next header.**

Using the Optional Barcode Reader

Attaching a Barcode Reader to your portable can dramatically increase the speed at which you can enter Header IDs. The Barcode Reader consists of a wand (left) and a Diagnostic button (right). The Thumb-wheel will activate the wand (visible red light) for scanning.



Barcode Reader Dictation

- 1 Press NEW to start a new recording.**
- 2 Press the Thumb-wheel to activate the wand.**
- 3 Starting from either side of the barcode, pass the wand across the barcode while maintaining contact with it.**
You'll hear a beep if the scan is good.
- 4 Press the Thumb-wheel to save the scanned IDs and move to the next header.**

Appendix

SET MENU Selections

You can use the SET MENU to customize your portable's settings. However, before you attempt any changes, make sure you review the appropriate SET MENU information.

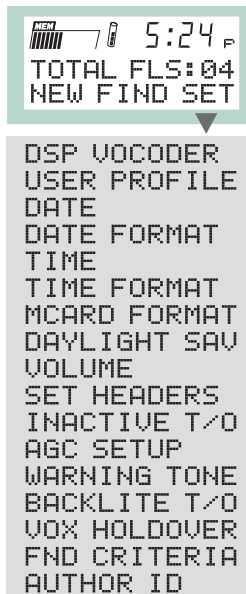
To Access the SET MENU-

- 1 Press SET.**
- 2 Rotate the Thumb-wheel to locate a specific option.**
- 3 Press the Thumb-wheel to select the option.**
- 4 Use the Thumb-wheel and soft keys to edit your selection.**

Refer to the SET MENU information.

<i>Selection</i>	<i>Option</i>	<i>Description</i>
------------------	---------------	--------------------

DSP VOCODER		Sets the recording capacity and audio quality
	OK1 32 ADPCM	High quality Less record time 2MB M card: 6min. 4MB M card: 13min. 8MB M card: 26min.
	TRUESPECH8.5	Good quality More record time 2MB M card: 23min. 4MB M card: 49min. 8MB M card: 98min.
USER PROFILE	(For future use.)	Indicates the type of dictation and portable.
	PHYS: W BCOD	Physician w/Barcode Reader
	PHYS: NO BCOD	Physician/No Barcode Reader
	ATTY: NO BCOD	Attorney No Barcode Reader



<i>Selection</i>	<i>Option</i>	<i>Description</i>
DATE	Month/Day/Year	Set the current date
DATE FORMAT	MM/DD/YY DD/MM/YY YY/MM/DD	Sets the date format MM:Month DD:Day YY:Year
TIME	Hour/Minute	Sets the current time
TIME FORMAT	AM/PM 24-HOUR	
M CARD FORMAT	YES NO	Formats the Voicedata™ M card (erases all information) Exits format menu
DAYLIGHT SAV	YES NO	Resets time to daylight savings Exits menu
VOLUME		Sets a minimum volume level for playback. You can use the Thumb-wheel to override this setting at any time during playback.
SET HEADERS	HEADER1 HEADER2 HEADER3 HEADER4	These are the headers that you may be required to fill in when you press NEW to begin a recording. There are sixteen possible settings for each header. You can eliminate the header prompts by setting all of the headers to NONE.

NONE
WORK TYPE #
BIRTHDATE
RECORD #
ACCOUNT #
UNIT #
FILE #
PATIENT #
EXAM #
REQ #
ACCESSION #
ORDER #
CASE #
REPORT TYPE
COMPLAINT #
CLAIM #

— 16 header settings

<i>Selection</i>	<i>Option</i>	<i>Description</i>
INACTIVE T/O	2 to 60min.	Sets the inactivity time-out. This will turn the portable off automatically when it is not being used.
AGC SETUP	ON	Best audio quality (default)
	OFF	Good audio quality + more gain
WARNING TONE	ON	Plays warning tone
	OFF	No warning tone
BACKLITE T/O	3 to 60 sec.	This is the number of seconds the Backlight remains on after you use a soft key or the Thumb-wheel.
VOX HOLDOVER	.25 to 5 sec.	When the portable detects silence during VOX, this is the number of seconds it will wait before stopping record.
FND CRITERIA	Filename	Defines how your files are organized and presented when you initiate a FIND
	Newest File First	
	Oldest First	
	Author ID	
AUTHOR ID		Identifies your dictation with the Author ID you set and select here. You can set as many as five user IDs for yourself and others. Make sure you select your Author ID when you are using the portable for dictation.
	NEW	Displays the NEW menu for setting up new Author IDs.
	EDIT	Displays existing IDs. Use the Thumb-wheel to select and edit ID.
	SEL	Select the Author ID here that identifies you as the dictator.

Display Messages

TOTAL FLS: ##	Total files on the Voicedata™ M card
REC	Recording
PLAY FILE	Playback
MEDIA FULL...	The Voicedata™ M card is full. To increase space you can delete files, format the installed card (erases all files) or install and format a new M card.
GO TO STOP	
ERROR:NO MINI CARD	Make sure a formatted Voicedata™ M card is installed.

Parts and Accessories

The following is a list of the optional accessories that are available for your Walkabout™ Express portable:

2MB Voicedata™ M card

4MB Voicedata™ M card

8MB Voicedata™ M card

Express Barcode Reader

Express Portable Keypad

Express Voicedata™ M card Reader

AC Adapter

To operate the portable from the AC Adapter, plug the adapter into the portable's Power jack and an AC outlet.

Note: The fast charging station (Part Number 210512) should only be used with the following adapters: 501601 (USA), 501602 (UK) and 501603 (Europe). Make sure you use the correct AC adapter for your locale.

Charging Station

The two ports on the charging station give you the option of charging the portable's NiMH battery either in or out of the portable.

Charging Station Setup

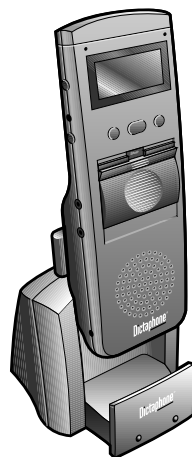
- **Plug the AC Adapter into the Charging Station's AC jack and an electrical outlet.**

To charge the battery while it is in the portable—

- Insert the portable into the front charging port.

The portable's Main menu appears. The Charging Station's Portable indicator lights while the battery is charging and goes off when it is done.

The portable does not have to be off when you insert it into the charging port.



To charge an individual battery—

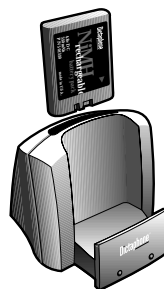
- Insert the battery into the back charging port.

The Charging Station's Battery indicator lights while the battery is charging and goes off when it is done.

To charge both the Portable and a battery—

Insert a battery in the back charging port and the portable containing battery in the front charging port.

The Charging station will charge the portable first and then automatically switch to charging the battery next.



Charging Times

The Charging Station can charge one item at a time, either the battery or portable, in one hour, or it can charge both items in up to two hours.

Soft-Key Quick Reference

Main Menu

Menu	Option	Description
NEW	ENTER: Header #	Creates a NEW File for your next recording. Rotate and press the Thumb-wheel to select a work type.
	DONE	Saves the header #.
FIND		Retrieves saved recordings
	INC	Displays all incomplete recordings
	PCM	Displays all Priority complete recordings
	COMP	Displays all complete recordings
SET	SET MENU	Displays the seventeen SET Menus.

Save/Delete Menu

Menu	Option	Description
DEL		Deletes a recording
BOF		Goes to the beginning of a recording
EOF		Go to the end of a recording
SAV		Save a recording
	INC	Save as Incomplete
	PCM	Save as Priority Complete
	COMP	Save as Complete

Record Menu

Available when you press the Slide Control's Record bar.

Menu	Option	Description
VOX		Turns voice-activated recording on
	ADJ	Adjust VOX recording sensitivity
VOF		Turns VOX off
CONF		Indicates conference is off.
DICT		Indicates conference is on.

Play Menu

Available when you initiate playback with the Slide Control.

Menu	Description
FPB	Adjusts playback speed
FF	Fast forward

Dictaphone **pledge**
dependability
innovation
quality
integrity
accountability
teamwork

Dictaphone

Voice & Data Management

www.dictaphone.com

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