POCKET MEMO ®
DIGITAL
9400

PHILIPS

9400i

Instruction manual
Quick Reference Guide

PHILIPS

Instruction manual *Quick Reference*

Recording

Recording for the first time with the DPM 9400: Check whether a memory card has been inserted into the device and that the DPM has power, then unlock the 4-position switch = stop position.

(3. LED steady red)

(2. LED blinks red)

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

(L/P-button: back side) 6.

PHILIPS

Record standby:
Press the REC button = record standby mode

2.

Record Start:
Move the 4-position switch to the playback positionn

3.

1. 4-position switch in the stop position.

Stopping recording:
Press the REC button = stop mode

5.

4. **4-position switch** back to the stop position.

Ending the dictation

Press the L/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!

For short pauses:
Move the 4-position switch to the stop position. - Continuing recording: Move the 4-position switch back to the playback position.

For special instructions:
Make sure the DPM is in Recording mode. Press and hold the DL/S button to dictate your instruction. Release the button to return to your dictation.

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: .

- If you press the L/P twice within half a second, the current file is marked as finished and it is assigned priority status. The file is closed and assigned the symbols: and .

After closing the file, the Pocket Memo automatically creates a new, empty file.

Inserting Text

Inserting text into the current file: Move the playback cursor to the desired location in the file. Stop the playback. Press the INS/OVR button followed by the REC button and move the 4-position switch back to the playback position. Dictate your addition.

Inserting text into a saved audio file: Select the corresponding file using the jog shuttle. To confirm the file selection and access the file, press the jog shuttle. Unlock it by pressing on the L/P button, then follow the steps as described above.

To end the process: Either move the 4-position switch to the fast-forward/reverse position or press the REC button and don´t forget to end the insertion mode by pressing the INS/OVR button again. (Press the L/P button again.)

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Built-in microphone

Recording: LED red
Inserting: LED green

LC-display

Built-in speaker

USB connection

Jog shuttle
(for controlling the volume, skipping forward and backward,
accessing the DPM menu, moving between menu items,
confirming a selection)

4-position switch
the positions from top to bottom:
fast-forward, playback, stop, fast-reverse.
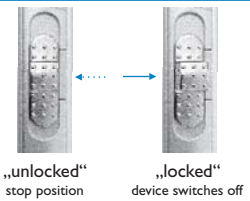With lock/shift lock button

INS/OVR button
(switching between insert mode and
overwrite mode)

DEL button
(deleting)

Battery
compartment

„unlocked"
stop position

„locked"
device switches off

Memory card slot

L/P button
(assigning end-of-letter
and priority index)

Barcode scanner slot
(Option: Philips LFH 9284)

Microphone connection socket
(MIC)

Connection for headphones
(EAR)

REC button
(recording)

DL/S button
(for recording of special
instructions and PC download)

Charging
station contacts
(for Docking Station LFH 9110)

Connection for power adapter
(for Philips LFH 9145)

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Play back

- <u>Current audio file:</u> Move the 4-position switch from the stop position to the playback position. To stop the playback ➕ , move it back again.
- <u>Saved audio file:</u> Select the sound file using the jog shuttle and move the 4-position switch from the stop to the playback position. To stop the playback, move it back again. Playback stops automatically when the end of the file is reached.

Adjusting the volume

You can adjust the playback volume for the headphones and the built-in speaker by moving the jog shuttle up or down during playback.

Fast-Forward and Fast Reverse

Move the 4-position switch to the upper or lower end point to start, in other words, the fast-forward or fast-reverse position. Hold the switch in this position during the entire time. As soon as the end or start of the file is reached, the Pocket Memo automatically stops.

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-reverse or playback. Move the 4-position switch to the stop position and press the DEL button once.
2. Move to the end of the section you would like to delete by using the functions playback, fast-forward or fast-reverse and press the DEL button again.
3. Confirm the deletion by pressing the DEL 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:

<u>Current audio file</u>

1. Delete the current file by pressing the DEL button (for at least 2 seconds).
2. Confirm the deletion by pressing the DEL button again and holding it pressed for at least 2 seconds.

<u>Saved audio file</u>

1. Make certain that the 4-position switch is in the stop position.
2. Move to the desired file by moving the jog shuttle up or down. Confirm the file selection by pressing on the jog shuttle.
3. Unlock the file by pressing the L/P button again, the ♪ disappears.
4. Now press the DEL key for at least two seconds.
5. Confirm the deletion by pressing the DEL button again and holding it pressed for at least 2 seconds.

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DPM-Menu

This menu offers you options for inputting user-defined designations, assigning key words, setting the date and time, recording format and microphone sensitivity, (de)activation of the device signals and voice-activated recording, switching the illumination on/off, changing the contrast, displaying the remaining or used recording time and reformatting the memory card.

Access to the DPM menu:

• The DPM menu can only be accessed while the DPM is in stop mode.

• Press the jog shuttle for about two seconds. You can switch between the DPM menu items by turning the jog shuttle: ᴏᴋ ⇄ . A checkmark ( ) next to a menu item means that the corresponding setting is activated.

Changing the settings:

• To select a menu item, for instance, to set the date and time, move the jog shuttle up or down to the corresponding symbol.

• Press the jog shuttle to confirm the selection. This opens the menu item and allows you to make changes to it. Confirm the changes by pressing the jog shuttle; this returns you to the DPM main menu.

To leave the DPM menu, press the DEL button, wait 5 seconds or select the menu item ⤴ to close the DPM menu and confirm this by pressing the jog shuttle.

Low Power Mode

If the DPM remains inactive for longer than four minutes, it automatically switches to low power mode and the device displays the date and time. - To reactivate the DPM, press any button or move the 4-position switch.

If the DPM is inactive for longer than 2 hours, the device automatically switches off. To reactivate the DPM, use the lock/shift lock button of the 4-position switch.

Switching the DPM On/Off

Switching the DPM on: Unlock the 4-position switch by moving its centre part forward to the stop position. The current file, the time recorded in the file, the total remaining recording time and, for example, the current time are shown on the LC display.

Switching the DPM off: Move the 4-position switch to the stop position and push back the movable centre part of the cap. This locks the 4-position switch and the device switches itself off.

LCD-Display-Icons

SP LP	Standard Play / Long Play mode		Fast Rewind / Fast Forward
	Recording		Record Standby
	Stop		Playback
VA	Voice-activated recording		Barcode information
SP	EOL (End-of-Letter)		Priority
	Write-protected SD card		Insert mode
	Battery strength: 100%		Battery: empty

DPM-Menu-Icons:

ABC1	User-defined labels	**AUTOR: Langer**	Keyword assignment
SP LP	Standard Play/Long Play mode		DPM device beep
	Microphone sensitivity		Voice-activated recording
	Display backlight		Contrast
-02:59 +03:05	Remaining (-) or used-up (+) recording time		Format memory card
	Recording		Playback
	Section delete		File delete
	Special instruction		

Batteries/Power Supply

The DPM LFH 9400 is operated with two supplied batteries of type AAA. Alternatively, it can also be operated with rechargeable NiMH batteries (only Philips LFH 9144) or the power adapter (Philips LFH 9145).

Memory Card

The DPM 9400 works with a memory card of type MMC or SD up to a memory capacity of 512 MB.

Example: A 16 MB memory card of type MMC supports about 156 minutes of recording time in standard mode **SP** or 234 minutes of recording time in long play mode **LP** .

Changing the memory card: Press the 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.