

Dictation machine / *Operating instructions*  
Diktiergerät / *Gebrauchsanleitung*  
Machine à dicter / *Notice d'emploi*  
Dicteermachine / *Gebruiksaanwijzing*

Máquina de dictar / *Instrucciones de manejo*  
Dikteringsmaskin / *Bruksanvisning*  
Apparechio per dettare / *Istruzioni per l'uso*

LFH 0097

**PHILIPS**



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# General instructions

## CONNECTION TO THE MAINS

Before the machine is connected to the mains voltage, you must check that the voltage indicated on the type plate at the underside of the machine (110/117 V or 220/245 V AC) corresponds to the local mains voltage. Should this not be the case, do not insert the plug into the mains socket, but consult your dealer.

## Note for users in Great Britain

A three-core mains lead is provided and this should be connected to a suitable mains plug. The BROWN lead must be connected to the terminal marked 'L' or coloured red. The BLUE lead must be connected to the terminal marked 'N' or coloured black. The GREEN/YELLOW lead must be connected to the terminal marked ' $\frac{1}{2}$ ', 'E' or coloured green/yellow. In the event of any difficulty or doubt consult your local dealer.

## SWITCHING ON AND OFF

- **Switching on:** Depress side '1' of the mains switch ①. Pilot lamp ⑬ now lights up.
- **Switching off:** Depress side '0' of the mains switch ①. The pilot lamp ⑬ extinguishes.

## INSERTING AND REMOVING THE CASSETTE (Fig. 3)

The cassette, type LFH 0002, has 2 × 15 mins. dictation time. If one side of the cassette is full or transcribed, you just turn it over, so that the other side of the tape can be used. For identification, one side is marked with a single dot and the other side with two dots.

### Insertion

- Slide button (19) to the right to release the cassette compartment lid (7). The indicator on the time scale (16) is reset to '0'.
- Hold the cassette at each end with the thumb and forefinger, with the full reel on the left-hand side.
- Push the open front of the cassette against the playback head (A) and then place it on spindles (B).
- Close the cassette compartment lid.

**Note:** When the lid is not closed, the machine cannot be set to the recording position when dictating.

### Removal

- Slide button (19) to the right to release the cassette compartment lid (7).
- Grip each end of the cassette with the thumb and forefinger.
- Lift the cassette off the rear spindles. This may be done at any time, it is not necessary to wait until the end of tape is reached.

**Note:** The cassette compartment lid should be left closed if the machine is out of use; so no dust can settle on the magnetic heads.

## FAST FORWARD WIND AND REWIND

For rapid location of a certain passage, the tape can be fast wound and rewound. For fast rewind, press the rewind button (8) and for fast forward wind press the forward wind button (11). Fast winding is discontinued by pressing the stop bar (12). It is also possible to proceed directly from fast rewind to fast forward wind, without pressing the stop bar.

The time scale (16) may serve as a reference during fast winding.

To facilitate rapid location of the last phrase, an adjustment possibility has been incorporated. This enables you to delay or accelerate the reaction-time of the backspacing button and/or the foot-switch.

- Remove the plug from the mains
- Remove the protective button marked '→' on the underside of the machine
- Insert an appropriate screwdriver into the slot. You may now adjust the reaction-time (turn anti-clockwise to accelerate and clockwise to delay).

## USE OF INDEX STRIPS (Fig. 4)

To enable the secretary to transcribe the dictation in the most efficient manner, it is necessary to use index strips, type LFH 0042, during dictation. These strips have the same graduation as the time scale of the machine (16).

On this strip you may indicate your initials, the date and side of dictation. In the column ' ] ' you can mark the end of each letter, and in the column ' ++ ' you can mark instructions to be carried out during transcription. These marks are made with the indicator of the time scale by pulling forward levers (17) and (18) respectively on the machine.

The distance between the marks in the column ' ] ' gives the secretary an indication as to the length of each letter. When you have placed marks in the column ' ++ ' the secretary knows before she starts with the transcription, that she should listen to the instructions which you have recorded for that part of the dictated tape. These instructions may refer for instance to the priority with which a letter is to be transcribed.

### Inserting the index strip

- Slide the index strip through the slot on the right of the machine over the time scale (16), '0'-end first.

## RECORDING TELEPHONE CONVERSATIONS

With the aid of telephone transformer type EL 2211 or telephone coil type EL 3780, you can record telephone conversations with this dictation machine. Your dealer can explain the legal regulations regarding this aspect.

- Insert the plug of the telephone transformer or telephone coil into the telephone socket (4). The screw in the plug must be opposite the dot near the socket.
- Check that the machine is switched on.
- Press the telephone button (10) when you wish to record a conversation.
- Press the stop bar (12) when the telephone conversation is finished.

## RECORDING CONFERENCES

The high sensitivity of the microphone permits the recording of speech from a few metres (yards) distance. Therefore, the machine can also be used for recording conferences. It is recommended to use microphone stand type LFH 0075 for this purpose.

- Place the microphone in the stand and adjust the stand so that the microphone is positioned vertically.
- Place the stand in the middle of the conference table.
- Slide down the record button (24) on the microphone.

- Start and stop the tape by sliding the start/stop button (29) on the microphone down or up respectively.
- Press the stop bar (12) to stop recording.
- If the microphone bracket is fixed in the upper position, the tape can also be started and stopped with foot control type LFH 0102 to be connected to foot control connection (3). The screw in the plug housing must then be at the top. Start the tape by placing your foot on the right-hand part of the foot control. Stop the tape by releasing the foot control again. The start/stop button on the microphone should then be in the upper position.

## RECORDING SENSITIVITY

The machine has been adjusted to maximum recording sensitivity. In noisy surroundings it may be necessary to adjust the machine to a lower sensitivity level.

- Remove the plug from the mains
- Remove the protective button marked 'C' on the underside of the machine
- Insert an appropriate screwdriver into the slot that now appears. You may now adjust the sensitivity to a lower level (max. 3/4 turn anti-clockwise).

With a lower sensitivity level the conference recording function is eliminated.

The distance between your mouth and the microphone has now also become less (approx. 5-10 cm. 2-4"). It is not advisable to alter the adjustment too often.

## INTERCOM FACILITY

When an intercom unit type LFH 0072 is connected to the machine, the secretary can talk to the user of a dictation machine LFH 0098 via the loudspeaker in this machine and via the loudspeaker in the intercom unit.

The offset plug of the unit should be inserted into the socket (6). The screw in the plug must be at the top. The intercom unit and dictation machine LFH 0098 are interconnected by a lead whose plugs should be inserted in the sockets at the rear of the unit and the machine. This lead is obtainable from your dealer.

To communicate, depress the bar at the front of the unit while speaking into the loudspeaker. Release this control when receiving. It is possible to receive also if the called machine is not switched on.

The secretary can also use the intercom facility when an explanation for a certain dictation is needed, for example when a certain part is not clear. For this, the volume on the secretary's machine should be higher than normal, the bar on the front of the unit must be depressed and the relevant part of the dictation must be replayed by pressing the foot control. The secretary will hear this part and the answer via the headphone.

## FAST ERASURE

To prevent mistakes due to unerased parts of a previous dictation and also, when a dictation is confidential, it is recommended to erase the tape after transcription. It is advisable that this should not be done until after the transcribed dictation has been checked.

To erase the dictation, press the rewind button (8) or the wind button (11) and the erase button (9) at the same time. To stop press the stop bar (12).

An erased cassette will produce a continuous beep tone (erase tone) on playback.

## MAINTENANCE

We recommend that you have your dictation machine regularly maintained and arrangements can be made with your local Office Equipment Dealer.

### Note for users in Great Britain

Should you require further advice please contact our Service Company, Combined Electronic Services Ltd., 604 Purley Way, Waddon, Croydon, CR9 4DR or their local branch.

# Instructions for dictating

## CONNECTING THE MICROPHONE (Fig. 5)

- If this has not already been done, screw the microphone bracket supplied with the machine in the lower position into the aperture beside the foot control socket (3).
- Insert the microphone plug into the microphone socket (6). The cable must be horizontal and point forward.
- Place the microphone on the microphone bracket.

## DICTION HABITS

To assist your secretary to transcribe your dictation in an efficient manner, try to adopt the following 'good habits'.

- Collect the necessary information for the dictation and concentrate on what you are going to say before starting, especially before each new paragraph. This will prevent unnecessary stopping and re-starting.
- Dictate quietly and clearly at a constant pace. Pronounce clearly all small words such as conjunctions, definite and indefinite articles.
- Start the dictation by stating your name, initials and the date.

● Indicate always the nature of the type-work, such as letter, memo, report etc. State how many copies you require and for whom they are intended. Dictate the address, reference and heading.

● Start with the instructions such as capital letters, new line, new paragraph, underline or open brackets. Where necessary, spell difficult words and proper names. Also dictate the punctuation and hold a pause after each punctuation mark; this facilitates typing. Do not make your sentences too long.

● When you are looking for a word, stop the tape until you have found the correct word.

● Do not dictate too many letters on a cassette. The dictation can then be transcribed sooner, thus promoting quicker correspondence flow.

## DICTIONATING

- Depress side '1' of the mains switch (1).
- Insert a cassette in the cassette compartment.
- Slide an index strip over the time scale (18).
- Take the microphone off the microphone bracket.
- Slide down the record button (23) on the microphone. The pilot lamp (22) now lights up.
- Slide the start/stop button (25) on the microphone down. The tape now starts

running and you can start dictating.

- Speak into the upper part of the microphone (21), at a distance of not more than 20 cm (8"). The automatic recording level control of the machine ensures that all dictation is recorded at the correct level. Any previous dictation on the tape is automatically erased as you re-dictate.

- To interrupt or stop dictation, slide the start/stop button (23) upwards.

- To continue dictation, slide the start/stop button (23) down again.

- When the dictation is completed, replace the microphone on the microphone bracket.

- To switch off the machine depress side '0' of the mains switch (1).

### Checking the dictation

If you wish to check the dictation, for instance, to hear the last sentence or sentences again or because you were interrupted, slide down the backspace button (23) on the microphone. The tape is backspaced while the button is held down. Pilot lamp (22) extinguishes and the machine is automatically switched to playback. During backspacing the start/stop button (23) may remain slid down so that you can listen to your dictation when you release the backspace button. When switch (2) at the rear of the machine is in the lower position, the dictation is reproduced via the loudspeaker capsule in the micro-

phone (21) as well as the loudspeaker in the machine (20). When this switch is set to the upper position, the dictation is reproduced via the loudspeaker capsule in the microphone only. The volume is controlled with the volume control (19). For playback check that the speed control (14) is in position '0'.

To continue dictation, depress the record button (24) again.

### Corrections to the dictation

If you have made a mistake during dictation, slide down the backspace button (23). Listen till the relevant part of the dictation is reached; then slide down the record button (24) and dictate the correct text. The incorrect text is then automatically erased.

### Index marking

To mark the end of a letter on the index strip, briefly pull lever (18) forwards. To draw the attention to instructions applying to a certain dictation, briefly pull lever (17) forwards.

### End of the tape warning

Shortly before reaching the end of the tape during recording, an intermittent buzz tone is audible. It is advisable to complete your dictation beforehand and either turn the cassette over or place a new cassette in the compartment. When

end of tape has been reached, the buzzer sounds continuously.

Always pass the index strip with the cassette to be transcribed.

### Use of foot control

Especially when dictating long reports etc., the foot control type LFH 0102 can be very useful. If at the same time you place the microphone in the microphone stand type LFH 0075, you can keep both hands free. All you have to do then is to slide down the record button (24) since the start/stop button (23) should remain in the upper position when using the foot control. Fix the microphone bracket in the upper position and connect the foot control to the foot control socket (3). The screw in the plug housing must be at the top.

The tape can be started by pressing the right part of the control with your foot and backspaced by pressing the left part of the control with your foot.

The tape is stopped by taking your foot off the control.

# Instructions for transcribing

## CONNECTING A HAND OR FOOT-CONTROL

For starting, backspacing and stopping of the tape, either a hand control (type EL 3772) or a foot control (type LFH 0102) can be used.

Insert the plug of the control into the foot control socket (3). The screw in the plug housing must be at the top.

## CONNECTING AND USING A HEADPHONE

The use of a headphone (type LFH 0022) during transcription is recommended as it will assist a secretary to concentrate on the dictation. When using the headphone, the loudspeaker in the machine (20) can be switched off by setting switch (2) at the rear of the machine to the upper position. If you wish to use the loudspeaker for transcription, this switch must be set to the lower position.

### Connecting the headphone

Insert the plug of the headphone into the headphone socket (5). The screw in the plug must be opposite the dot near the socket.

## Use of the headphone

The distance between the ear tips can be adjusted as desired by bending the legs of the headphone inwards or outwards.

If you often have to answer the telephone during transcription, you can use the ear-clip supplied with the headphone to listen to the dictation. One ear is then free for listening to telephone conversations. Pull the round capsule out of the centre of the headphone legs and press this capsule into the hole in the centre of the ear-clip. Fit the clip round your ear so that the hole in the capsule is positioned against your ear.

## TRANSCRIBING

- Depress side '1' of the mains switch (1).
- Insert a cassette in the cassette compartment (7).
- Slide the index strip over the time scale (16). If you have to transcribe dictation made on a LFH 0088 dictation machine, the narrow part near the '0'-mark of the index strip must be torn off, as otherwise the strip will not fit.
- Start the tape by pressing the right-hand part of the foot control or the right-hand button of the hand control.
- Adjust the volume with volume control (15).
- Adjust the tape speed and thus the intelligibility of the dictation by turning the

speed control (14). From the '0'-position upwards the speed decreases, downwards the speed increases.

- Pay special attention to the dictated punctuation marks, spelling, numbers and layout.

- Stop the tape by releasing the right-hand part of the foot control or by pressing the centre button of the hand control.

- If you wish to hear a certain part of the dictation again, backspace the tape by pressing the left part of the foot control or the left button of the hand control. Stop the backspace function by releasing the left part of the foot control or the left button of the hand control.

At the end of the dictation or with an erased cassette a continuous beep tone (erase tone) is audible

- After completing the transcription, depress side '0' of the mains switch (1).

## ACCESSORIES

(obtainable from your dealer)

- Microphone LFH 0016
- Cassettes LFH 0002
- Index strips LFH 0042
- Microphone stand LFH 0075
- Headphone LFH 0022
- Foot control LFH 0102
- Hand control EL 3772
- Telephone transformer EL 2211
- Telephone coil EL 3780 (not available in Great Britain)
- Carrying case LFH 0058 with insert LFH 0066
- Intercom unit LFH 0072

## ZUBEHÖR

(extra zu bestellen)

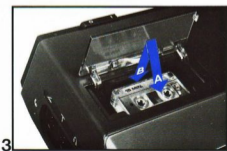
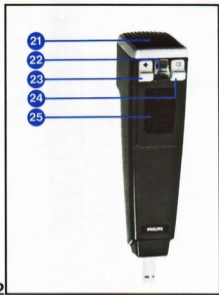
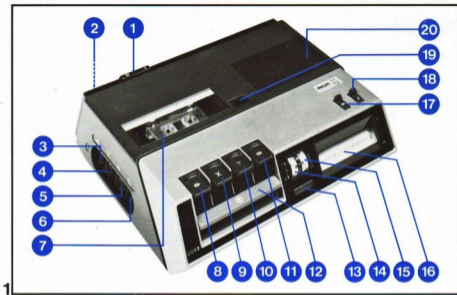
- Mikrofon LFH 0016
- Cassetten LFH 0002
- Indexstreifen LFH 0042
- Mikrofonstativ LFH 0075
- Kopfhörer LFH 0022
- Fußschalter LFH 0102
- Handschalter EL 3772
- Telefontransformator EL 2211
- Telefonadapter EL 3780
- Koffer LFH 0058 mit Einsatz LFH 0066
- Gegensprechzusatz LFH 0072

## ACCESSOIRES

(livrables séparément)

- Microphone LFH 0016
- Cassette LFH 0002
- Fiches de dictée LFH 0042
- Support de microphone LFH 0075
- Ecouteur LFH 0022
- Interrupteur à pédale LFH 0102
- Interrupteur à main EL 3772
- Capteur téléphonique EL 2211
- Ventouse EL 3780
- Coffret LFH 0058 avec pièce de calage LFH 0066
- Boîte d'appel LFH 0072





# Accessories Zubehör Accessoires Toebehoren Accesorios Tillbehör



LFH 0016



LFH 0002



LFH 0042



LFH 0075



LFH 0088



LFH 0022



LFH 0102



EL 3772



EL 2211



EL 3780



LFH 0058



LFH 0072

Battery-powered dictation machine  
Batterie-Diktiergerät  
Machine à dicter alimentée par pile  
Batterij-dicteermachine  
Máquina de dictar alimentado por batería  
Batteridrivna dikteringsmaskin

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