

GRUNDIG
Business Systems

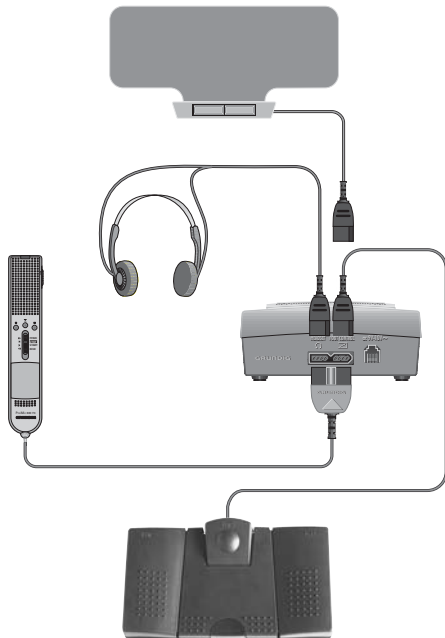
ENGLISH

Dt 3110

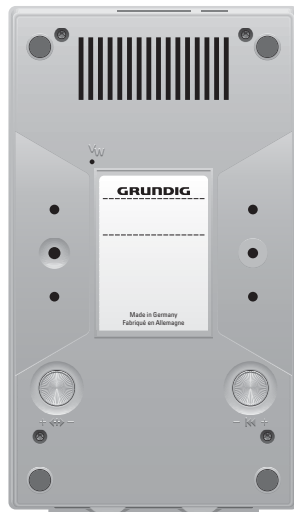
microcassette

www.grundig-gbs.com

Dt 3110







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Brief Instructions

-  Press the »POWER« button to turn the machine on and off.





Microcassette compartment, counter reset



-  Press the »EJECT« button after stopping the machine.
The cover will open. The counter resets to zero.
Insert a microcassette into the cover. Make sure the open end of the microcassette is facing forward and the full side is to the right. Close the compartment by pressing on the cover until it clicks into place.



Recording and control functions on the microphone

-  To record: press the »« button.
-  Start to record: move the slide-switch to the » START« position.



-  To pause during recording: move the slide-switch to the » STOP« position.

-  To end a recording:
move the slide-switch briefly to the » REW« or » FFWD« position,
then to the » STOP« position.

-  Short rewind: move the slide-switch to the » REW« position.

-  Fast forward: move the slide-switch to the » FFWD« position.

Index mark

-  Index mark: briefly press the  button during playback.












Tape speed






Set the tape speed using the “1.2 SPEED 2.4” slide-switch on the right-hand side of the machine.





The same tape speed must be used for recording and playback.

Playback




-  /  To playback using the speaker in the machine: press the »SPEAKER/EAR« button .
-  /  To playback using headset accessories: click the »SPEAKER/EAR« button up (.
-  /  Press the »STOP/PLAY« button to start playback.
-  /  Press the »STOP/PLAY« button again to stop playback.
-  + On the base of the machine turn the rotary adjuster »BACKSPACE« to change the backspace rewind time between 0 and several seconds.

- +  – On the base of the machine turn the rotary adjuster »SPEED« to change the playback speed. The rotary adjuster clicks into mid-position (normal speed).
-  Change the volume using the »VOLUME« adjuster (on the front of the machine).
-  Change the tone using the »TONE« adjuster (on the front of the machine).

Fast forward, rewind

-  **Fast forward:** Press the »FFWD« button on the device.
-  **Rewind:** Press the »REWIND« button on the device.
-  /  Stop: press the »STOP/PLAY« button.

Erase

-  Press the »ERASE« button until a beep sounds and »ERASE« lights up (approximately 2 s), then in addition...
-  /  Press the »REWIND« button or the »FFWD« button.

Preparation

Suitable location

Do not place the machine on a soft surface (tablecloth, pillow etc.) as this could block the convection vents on the bottom of the unit and result in overheating.


Do not cover or insert any objects in the convection vents in the dictation machine's housing. This could destroy the speaker or electronic components.

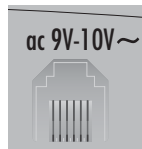
Do not subject the unit to direct sunlight for a prolonged period of time or to temperatures over 95°F/35°C.

Furniture is often coated with various types of synthetics and paint that contain chemical additives. These can corrode the material of the machine base and leave marks on the surface of the furniture that may, in rare cases, be very difficult or impossible to remove.

Mains unit connection

Warning: The mains unit is designed for use with the GRUNDIG Dt 3110 only.

 Use the mains unit "682 UC" for the USA and Canada, the mains unit "683 GB" for Great Britain, and "683" for the rest of Europe.



To connect the mains unit with the machine:

push the connector (telephone type jack) into the socket at the back of the machine marked ac 9V ~.

Connect the plug of mains unit to an electrical outlet.

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To disconnect the mains unit from the machine:
depress the catch on the connector and simultaneously pull the cord.

Turning the machine on and off

- ⏻ Press the »⏻ POWER« button down to turn the machine on and off. When on, the power light will illuminate.

Warning: The dictation machine and the mains unit are only disconnected from the supply voltage when the plug has been removed from the power outlet!

- ⚠ Always disconnect the power supply unit during an electrical storm. Do not pull it out by the cord.

Connecting accessories

Connecting the microphone, foot control, hand control and headset: see figure at the beginning of this booklet.

Recording Dictations

Microphone recording sensitivity



Select one of the three switch settings on the microphone:

■ Private – ■ Normal – ■ Conference

Recording distance from microphone (dictation) approximately 10 cm.

The machine adjusts automatically to the volume of the dictation when recording. If you speak closely to the microphone, less background noise is recorded.

Recording

Activating the record function



Press the »◀◀ button.



The record light on the microphone illuminates.

Starting to record



Move the slide-switch to the » ▶ START ◀ position.

The tape is running. Your dictation is now being recorded.

Each new recording **automatically erases** any previous recordings on that part of the tape.

Note:

A warning tone indicates that the tape has reached the end.

The recording indicator flashes during “Recording-pause”.

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Repeating short text passages

Short rewind



Move the slide-switch into the »◀◀ REW◀◀ position.

- The tape is briefly rewound.
- Then the machine switches back into playback mode.

Resuming recording



Press the »▶◀◀ button.

Tape end and tape end switch-off

When the counter reaches the position 528 in recording mode, the machine emits a warning tone. When using a microcassette MC-60, this counter position is reached after a recording time of 29 minutes when starting at counter position "0" and recording at a speed of 2.4 cm/s (58 minutes at a speed of 1.2 cm/s).

At the tape end the machine switches to stop.

Conference recording with the microphone

Recording sensitivity



Select one of the three switch settings:
■ Private – ■ Normal – ■ Conference
(recommended setting)

Place the microphone in the middle of the conference table with the slide-switch facing upward. Place the microphone on a soft surface to reduce the amount of background noise recorded.
Then proceed as in "Recording".

Index mark

Parts of the tape that have to be corrected can be marked with an **index mark** either during playback or stop.



Press the left » # « or right » # « button at the required position.

The text passages that are to be inserted can be recorded at the end of the dictation; or on the second side of the microcassette; or on another microcassette (used as a correction tape).

Note: Let the person who will do your typing know what to do when an index mark is heard on the tape.

Examples: – insert correction tape
– read enclosed index note
– call back for consultation.

Counter

Operation

The typist receives a microcassette which has been recorded by the author and is not rewound. The typist inserts this cassette into the microcassette compartment. This resets the counter automatically to "0". The typist rewinds the cassette to the beginning. For the playback which follows (typing letters), there are two possibilities of using the counter.

1. After being rewound, the counter counts up to »999«. The typist knows at any time that the count difference to "999" must still be typed.
2. The typist knows the counter position of the beginning of every letter and of the entire contents of the cassette from the accompanying note. She resets the counter to "0" (opens and closes the cover). Now she can wind the cassette to the beginning of any desired letter.

If the microcassette is rewound to the beginning and the counter is reset, the counting speed is nearly the same as that of a GRUNDIG portable dictation machine.

Counter reset

When switching the dictation machine on and off, the counter is **not** automatically reset.

Resetting the counter (machine switched on):

- △ Open the microcassette compartment with the »EJECT △ « button and close it by hand.

Note: After a power failure the counter is automatically reset. When passing from "999" to "0", the counting speed changes considerably. Then it will increase slowly in the same way as on a GRUNDIG microcassette portable dictation machine.

How to use the 536 Foot Control

Switch options:

right pedal = start-backspace


middle pedal = fast forward

left pedal = rewind

Starting and stopping using the 536 foot control



You can use the start pedal (right pedal) to either lock or scan. Slide the switch on the bottom of the machine to the desired position.

Note: The start pedal has a "start-backspace function« that automatically triggers a "short rewind" before continuous playback. "Short rewind" is not performed if the backspace regulator »Backspace —  + « on the base of the unit is set to zero "0".

Lock position:

press pedal = start-backspace

release the pedal and press it again = stop. Scan position:

press and hold pedal = start-backspace

release pedal = stop.



Fast forward and rewind using the 536 foot control

Fast forward:

Step on the middle pedal of the foot control.

Rewind:

Step on the left pedal of the foot control.

Stop:

Release the pedal.

Note: The "Fast forward" function stops automatically at the end of the tape. The "Rewind" function stops automatically at the beginning of the tape.

How to use the 541 Hand Control

Starting and stopping using the 541 hand control


Instead of a foot control you can use the 541 hand control for transcription.

Start-Backspace:

Press the right button: the tape begins to run.

Stop:

Press the button again.

Note: The "start-backspace function" automatically triggers a "short rewind" before starting. "Short rewind" is not performed if the backspace regulator »Backspace —  + « on the base of the machine is set to zero.

Rewind using the 541 hand control

Rewind:

Press the left button on the hand control.

Stop:

Release the button.

Note: The "Rewind" function stops automatically at the beginning of the tape.

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What You should Know

Stand-by

If no function is selected within 1 minute, the machine switches to "stand-by". The tape-contacting parts then are released from the tape. The machine remains operable.

Counting speed

The counting speed changes with the counter position.

See note in the chapter "Counter"!

Care and Maintenance

Housing

Only clean the machine with a soft cloth suitable for removing dust. Polish and cleaning agents can damage the surface. Liquids should not be allowed to penetrate the inside of the unit.

Parts that come into contact with the tape

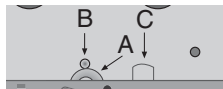
You should check regularly within the microcassette compartment for dust and for dirt caused by tape usage.

We recommend that you clean these parts with a soft cotton swab that has been dipped in cleaning alcohol.

Never use metal or hard objects!

- △ Open the tape compartment and remove the microcassette.
- ▶▶ Press and hold the »FFWD ▶▶« button and the
- ◀◀ »◀◀ **REWIND** ◀◀ button simultaneously:
The capstan shaft spins.

Cleaning parts that come into contact with the tape:



Rubber pressure roller **A**
Capstan shaft **B**
Recording head **C**

Warning: Repair note

⚠ Use only original replacement parts.
The power cable may be replaced only by a Grundig authorised repair service.

Please contact your dealer if malfunctions occur.

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Technical Data

Desktop dictation and transcription machine 3110

Tape: microcassette

Tracks: 2 tracks, 1-channel, monophonic

Drive system: capstan

Tape speed: 2.38 cm/s; or 1.19 cm/s; can be adjusted by approximately $\pm 15\%$

Rewind time: approximately 90 seconds.

Output power: 200 mW

Frequency Response: 100 - 5000 Hz

Speaker: 45 mm \emptyset dynamic speaker

Recording: with a.c. bias voltage (TNR – tape noise reduction)

Dimensions: approximately
163 mm x 210 mm x 54 mm

Weight: approximately 690 g

The product name and serial number are located on the bottom of the machine housing.



The product is in accordance with following EC-Directives: “89/336/CEE, 73/23/CEE, 93/68/CEE“

Technical data and design subject to change.

GRUNDIG

Business Systems

Grundig Business Systems GmbH

Weiherrstraße 10

D - 95448 Bayreuth

Germany

36119-941.3205

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