

**Stenorette Sh 24**

Steno-Cassette 30

ENGLISH

# Sh 24

## **CE**

Die Konformität mit den für das Gerät relevanten EU-Richtlinien wird durch das CE-Zeichen bestätigt.

## **CE**

The CE mark confirms that the device corresponds to the relevant guidelines of the European Union.

## **CE**

La conformità con le direttive EU rilevanti per questo dispositivo sono confermate con il simbolo CE.

## **CE**

Le marque CE indique que l'appareil est en conformité avec les normes applicables de l'Union européenne.

## **CE**

Het voldoen aan de voor het apparaat relevante EU richtlijnen wordt door het CE teken bevestigd.

## **CE**

CE-märket innebär att apparaten uppfyller kraven i relevanta EU-riktlinjer.

## **CE**

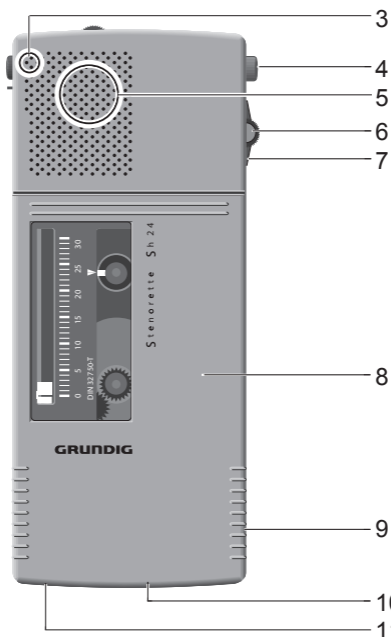
CE-mærket er vores tilkendegivelse om, at apparatet er i overensstemmelse med de relevante EU-retningslinjer.

## **CE**

La conformidad con los parámetros de la UE relevantes para el equipo se confirma con el signo CE.



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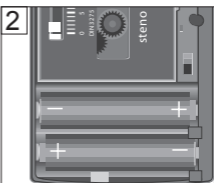
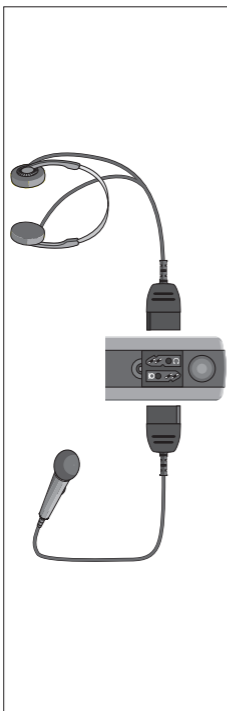
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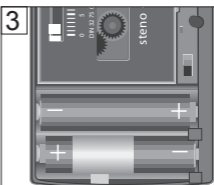
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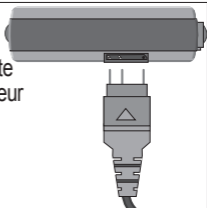


Batterien Batterijen  
Batteries Batterier  
Pile Batterierne  
Piles Pilas



Akkuset 462  
Rechargeable batteries  
462  
Accumulatori 462  
Accumulateurs 462  
Akku's 462  
Ackumulator 462  
Akkumulator 462  
Baterias 462

4 Netzbetrieb  
Mains operation  
Funzionamento con la rete  
Fonctionnement sur secteur  
Gebruik met de adapter  
Nätdrift  
Netdrift  
Funcionamiento a red



# Supply Voltage

## Battery, rechargeable battery, mains operation

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**Battery/rechargeable battery condition indicator** (plus recording indicator): Lights up when recording. Goes out when the batteries/rechargeable batteries are weak. Recording is still possible until the motor stops (sound signal).

**Battery operation** with two 1.5V/LR6/AA batteries (alkaline-manganese), leak-proof. Remove batteries from the unit when they are exhausted or if the unit is not to be used for a long period of time. No responsibility will be accepted for damage caused by leaking batteries!

**Rechargeable battery operation** with rechargeable batteries 462. Charge the rechargeable batteries in the unit with the power supply/charging unit 679. Charging time approx. 22 hours. During charging, the unit can be used with all functions.

**Battery/rechargeable battery compartment**  
Press and hold down the ◀ LID LOCK button, then remove sliding cover from the unit.

Inserting batteries: Ensure correct polarity (+/-); see figure [2]. Inserting rechargeable batteries: Observe correct polarity and position. Insert the rechargeable battery with the removed sheathing into the compartment with the lateral charging contact; see fig. [3]. Refit and close sliding cover.





**Mains operation** with the power supply/charging unit 679; see figure [4].

**Slide the plug till the end stop into the portable dictation machine.**

Inserted batteries are disconnected;  
the rechargeable batteries 462 is charged.

# Controls and Sockets

Please open folder at beginning of booklet!

- 1 **Playback volume control** (turn)
- 2 **DICT. indication**  
Lights up during recording.
- 3 **Microphone**
- 4 **Recording button**  
Press the “ DICTATE” button (locks in).
- 5 **Loudspeaker**
- 6 **Switch-on lock** red ↔ green  
Prevents accidental switching on.
- 7 **Slide-switch**
  - ▶▶ **Fast forward** (search)
  - ⊖ **Stop**
  - ▶ **Start playback**  
**Start recording:**  
Press “ DICTATE” button beforehand (locks in).  
**Stop recording:** Set sliding switch briefly to “◀◀ REWIND” or “▶▶ FFWD”.
  - ◀◀ **Rewind** (search)
- 8 **Sliding cover**
- 9 **◀| LID LOCK button:**  
Press and slide cover down.
- 10 **Mains/charging unit 679 connection**
- 11 **VA switch** for voice-activated start/stop during recording.
- 12 **INDEX button:** end mark: Press the button briefly during recording. Info mark: Press the button longer during recording. Index mark: Press the button during playback.
- 13 **Microphone connection** 
- 14 **Earphone connection** 
- 15 **Cover:** Press and slide down.

# General

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Do not expose the unit and the steno-cassettes to temperatures above 55°C. Note on Environmental Protection

Do not throw exhausted batteries in the household refuse. Hand over the old batteries to your dealer or public collecting points when buying new ones.

## **Low energy consumption – environment-friendly materials – environment-compliant packing:**

Grundig dictation machines are conceived and fabricated according to the highest environmental requirements.

## **Accessories indicated in the text are not supplied with the unit.**

Please make sure to choose only genuine accessories from Grundig. Product liability and warranty service are provided only in this case. The use of non-Grundig accessories or those which are not recommended and approved by Grundig automatically void any warranty claims towards Grundig.

## Switch-on lock



Switch-on lock red ↔ green

Red visible:

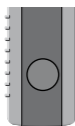
Unit protected against inadvertent switch-on.

# General

## Automatic switch-off

If the machine remains switched on inadvertently, the current function is continued till the end of the cassette. After emitting several sound signals, the machine switches off. To put the machine into operation again, set the slide-switch to “STOP” then select the desired function.

## Cassette compartment



### Inserting/removing steno-cassette accessories):

Press and hold down the “LID LOCK” button and pull off the sliding cover.

Remove steno-cassette by tilting it out sideways.

For inserting the steno-cassette, see figure [1] at the beginning of booklet. Close sliding cover.

## Steno-cassettes



Store steno-cassettes in their Multibox (transport precaution, accessories).

For dispatch: correspondence folder 741 (accessories) for two steno-cassettes and dictation documents (DIN A4).



# Recording

## Microphone and recording indicator

### Conference recordings

The housing base is designed so that the dictation machine can vertically be placed on a table.

### Dictation



### Speak over the dictation machine.

The figure shows the optimum position of the dictation machine. The high-quality microphone allows also for recordings over greater distances. (Microphone position see Fig. [1])

### DICT. Indication

(plus battery/rechargeable battery indicator)

- Lights up during recording.
- Goes out when the batteries/rechargeable batteries are exhausted.

## Recording

Press “▲ DICTATE” button (locks in).

Set slide-switch to “▶ START”:

- “DICT.” lights up; tape runs.
- A warning signal sounds if no cassette is fitted and at tape end.

# Recording

## Recording pause

Set the slide-switch to “⏏ STOP”:

- “DICT.” goes out.
- Recording button “⏏ DICTATE” remains locked in.

Set slide-switch to “▶ START”:

- “DICT.” lights up; tape runs.

## Text correction

Switch the slide-switch to “◀◀ REWIND”.

- The “⏏ DICTATE” button disengages.
- The tape rewinds until you release the slide-switch (“▶ START”).

Please note:

- At end marks or info marks, the unit stops for approx. 1 s (see “Fast forward wind/rewind”).

## Resuming dictation

During “▶ START”, press “⏏ DICTATE” button (locks in) at desired text passage:

- “DICT.” indication lights up; tape runs.

## Concluding recording

Briefly move slide-switch to “◀◀ REWIND” (or “▶▶ FFWD”):

- The “⏏ DICTATE” button unlocks.

Set slide-switch to “⏏ STOP”.

# Recording

## **Start/stop voice activated (Voice Activation)**

During speech pauses when recording (more than 4 seconds) the device stops. Recording resumes when you speak; otherwise like "Recording".

You can set different sensitivity levels for Voice Activation:

"OFF" = VA off

"LOW" = VA for dictation

"HIGH" = VA for conference recording

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## **Erasing recordings**

### **Erasing words or text passages**

Press and hold down the "▲ DICTATE" button. Keep slide-switch in "◀◀ REWIND" position for duration of erasure:

– "DICT." indication lights up.

Release "▲ DICTATE" button (locks in):

– The tape is rewound and is erased.

### **Erasure of a steno-cassette**

outside the unit: With instant eraser 616 (accessories).

# Text Marks

## End mark

**During recording** it is possible to mark the dictations by **end marks**.



At the end of the letter, briefly press the “INDEX” button to record an end mark.

These end marks are recognized by all GRUNDIG dictation machines provided with the search function. See chapter “Fast Forward / Rewind”.

## Info mark

Record spontaneous ideas, information or advice even within a dictation.

Use messages to communicate with staff.



Press the “INDEX” button for a longer time to record an info mark and release the button to record an end mark.

The desktop dictation and transcription machine Dt 3230 has special functions for the indication, playback and search of text passages which have been recorded with the info marks.

**Note:** The recording time between the text marks should be at least 10 seconds to make sure that the search function finds the marks.

# Text Marks

## **Recording brief messages during a dictation.**

You wish to record a brief message during the dictation.

1. Press and hold down the "INDEX" button.
2. Speak your message after the info mark.
3. Release the "INDEX" button after your message. The end mark sounds. You can resume the dictation.

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## **Recording longer messages.**

You wish to record a longer message or you wish to interrupt a dictation by stopping the tape to prepare a message.

Recording is still switched on.

1. Set the slide-switch to "▶ START".
2. Press and hold down the "INDEX" button. This records the info mark.
3. After the info mark signal, set the slide-switch to "◀ STOP".
4. Release the "INDEX" button.
5. Set the slide-switch to "▶ START".
6. Dictate your message. You can interrupt recording as often as you wish.
7. Terminate your message by briefly pressing the "INDEX" button. When releasing the button, an end mark will be recorded.

# Text Marks

## Index mark



Press the “INDEX” button during playback when the text passage to be marked is reached. The machine records the index mark additionally without erasing the text.

**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.

# Playback

## Playback

### Starting playback

Set slide-switch to “▶ START”:

- A warning signal sounds if no steno-cassette is fitted.

Adjust desired volume (turn).

### Concluding playback

Set slide-switch to “◀ STOP”.

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# Fast Forward/Rewind

## Rewind and fast forward without search

Move the slide-switch briefly to the desired function (“▶▶ FFWD” or “◀◀ REWIND”), let go of it and then move the slide-switch immediately to the desired function again.

## Rewind with search function

Set the slide-switch to “◀◀ REWIND” and hold in place.

The tape winds backwards and stops, when you release the slide-switch (“▶ START”).

At end marks or info marks, the unit stops for approx. 1 s in front of the marking: release slide-switch “▶ START”), or, if you wish to continue rewinding, keep slide-switch in “◀◀ REWIND” position.

## Fast forward with search

Keep slide-switch in “▶▶ FFWD” position.

At end marks or info marks, the unit stops for approx. 1 s after the marking.

Release slide-switch, or,

if you wish to continue fast forward winding, keep slide-switch in “▶▶ FFWD” position.



# Care and Maintenance

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The **housing** should only be cleaned with a soft cloth which picks up dust. Polishing or cleaning agents may damage the surface.

**Parts contacting the tape** should be checked from time to time for contamination by tape abrasion, see illustration at the end of this booklet.

If cleaning should be necessary, use a cotton wrapround soaked in cleaning benzine. Never use a metallic or other hard object!

- Remove the steno-cassette from the cassette compartment.
- Switch on device: “▲ DICTATE” - “▶ START”. Warning signal because there is no steno-cassette in the cassette compartment! The device switches off.
- Press one of the two bolts **A** in direction of the cassette compartment.
- Clean the tape-contacting parts: Rubber pinch roller **B**, capstan **C**, sound head **D**, and erase head **E**.

**In the event of malfunctions**, contact your specialised dealer.

**Subject to technical alterations and alterations in styling. E. and O.E.**

Abbildung zum Text »Bandberührende Teile«, Seite 13.

Figure to text "tape contacting parts" , page 13

Figura riferita al capitolo «Parti a contatto con il nastro», pagina 13

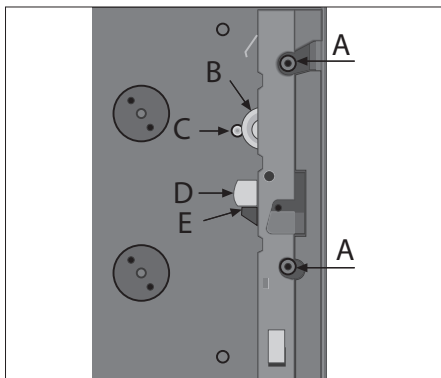
Figure au text «Eléments au contact avec la bande», page 13

Afbeelding bij de tekst "Delen die de band aanraken", pagina 13

Bild till texten »Bandberörande delar«, sidan 13

Illustration til teksten »Båndberørende dele«, side 13

Ilustración para el texto «Piezas en contacto con la cinta», página 13



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