

Set-Up Instructions

FOR DA-114 Hands-Free Input Station

1. Plug the DA-114 into the system or phone jack using the telephone line cord supplied. Plug the line cord into the “**Data Jack**” on the rear of the unit. Also plug in black power adapter into the jack on the left side of the DA-114 unit.

2. Be sure the three-button "Hands-free" foot control is plugged into the jack in the rear of the unit. **If using the unit with a foot pedal for hands-free operation, dip switch 2 (in the cluster of two) must be set to the "On" position to activate the built-in microphone and/or mic jack. Dip switch 1 when on will increase the record sensitivity of the built-in microphone and/mic jack. **Note:** If using a boom mic in a noisy area turn this Dip switch 1 off.**

3. Auto-dialer M3 is used for the "Auto-Log" feature. Program the proper telephone number to the system if you are using the station on a phone line or extension. If dip-switch #2 (in the cluster of four) is set to the "On" position, the station will go live, wait 1 second and then dial the phone number (stored in dialer M3) when the "Log On" button is pressed.

Note: The dip switches below are in the cluster of four switches.

Dip Switch 2: (in cluster of four) Activates "Auto-Log" (dialing the number stored in dialer M3).

Dip Switch 4: (in cluster of four) Activates a record delay allowing a record tone to be heard from system if the system sends one out when recording is started.

Note: The dip switches below are in the cluster of two switches.

Dip Switch 1: (in cluster of two) Increases record sensitivity (for hands free operation).

Dip Switch 2: (in cluster of two) Activates built-in microphone & mic jack (hands free operation).

Step-by-Step Programming Instructions for the 3 One-Touch Dialers

1. Make sure the station is plugged into the telephone line, and has the power adapter plugged in. Now Press “Log On” button and call the system manually and enter the User ID, W/T and Subject numbers if requested.

2. Press the Store button on the right front of the station. Now dial the number(s) to be stored from the keypad. Then press the Store button again.

3. Now press the M1, M2 or M3 button you want the number to be stored to.

4. Now repeat steps 2 & 3 again for the next number you wish to store. Again, note that dialer number M3 is used with “Auto-Log” feature, to call the system phone number.

Model DA-114/HF

Hands Free Input Station

Operating Instructions

Log On To System: Press the log on button below the keypad.

Dial the Phone Number to the dictating system

(Or, press the one-touch dialer programmed with the system’s phone number.)

Enter your ID number, followed by the # key when requested.

Enter Additional data as prompted.

At the Prompt you may begin dictating.

Foot Pedal Operation: The foot pedal has three buttons. The Record, Rev/Play and Next Job buttons are used to control the system while you are dictating.

- **Press and hold Record** to start recording (start talking after the beep).
 - Release Record to Stop or pause.
- **Press and hold Rev/Play** to rewind and play the last few seconds. (If you wish to go back further release and press and hold Rev/Play button again.)
 - Press and Release the Next Job Button to start a new job.

One-Touch Dialers: Station dialers can be programmed to dial the phone number to the system and the Author’s ID number. After log on press the dialer that dials the system, then the dialer with your Name and ID number on the label.

The keypad control function list is shown below for C-Phone Emulation.

6 = Mark Job High Priority

8 = Start Next Job (without disconnecting)

5 = Disconnect from system (after last job)

Disconnect phone line: Press the “Disconnect” button below the keypad.