

Digital Desktop

LFH 9750



For product information and support, visit
www.philips.com/dictation

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PHILIPS

User manual

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1 Welcome

Congratulations on your purchase and welcome to Philips!

To fully benefit from the support that Philips offers, visit our Website for support information such as user manuals, software downloads, warranty information and more:

www.philips.com/dictation.

1.1 What's in the box



Digital Desktop



Foot Control



Headphones



CD-ROM



Power supply



Mini USB cable



User manuals

2 Important

2.1 Safety

- To avoid short circuit, do not expose the product to rain or water.
- Do not expose the device to excessive heat caused by heating equipment or direct sunlight.
- Protect the cables from being pinched, particularly at plugs and the point where they exit from the device.
- Back up your files. Philips is not responsible for any loss of data.

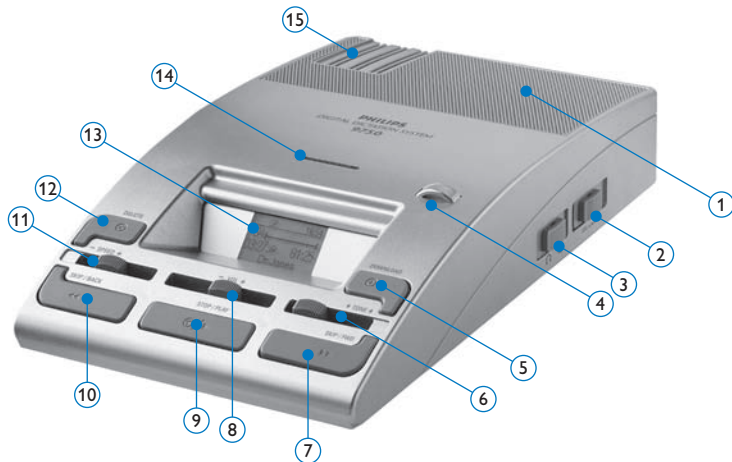
2.2 Disposal of your old product

- Your product is designed and manufactured with high quality materials and components, that can be recycled and re-used.
- When this crossed-out wheeled bin symbol is attached to a product, it indicates that the product is covered by the European Directive 2002/96/EC.
- Please become informed about the local separate collection system for electrical and electronic products.
- Please act according to your local rules and do not dispose of old products with your normal household waste. The correct disposal of old products will help prevent potential negative consequences for the environment and human health.

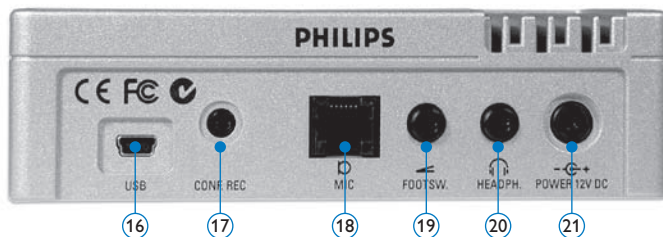


3 Get started

3.1 Overview – controls and connections

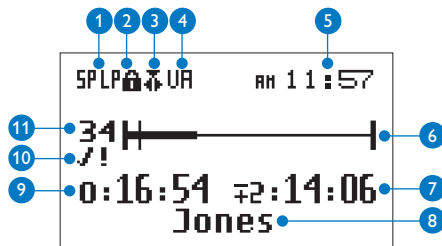


- | | |
|---|---|
| ① Built-in speaker | ⑧ VOL slider (playback volume) |
| ② Automatic backspace (ABS) | ⑨ STOP/PLAY button |
| ③ Speaker selection (headphones/built-in speaker/microphone speaker) | ⑩ SKIP/BACK button (fast rewinding and skipping to the start of the file) |
| ④ Jog dial (file selection and menu navigation) | ⑪ SPEED slider (playback speed) |
| ⑤ DOWNLOAD button (for PC download) | ⑫ DELETE button |
| ⑥ TONE slider (adjusts the playback tone) | ⑬ Display |
| ⑦ SKIP/FWD button (fast forwarding and skipping to the end of the file) | ⑭ Memory card slot |
| | ⑮ Storage spaces for additional memory cards |



- ①⑥ USB socket (for PC download)
- ①⑦ Conference microphone socket (for Philips LFH 9172)
- ①⑧ Microphone socket (for Philips LFH 276/10 and LFH 278/10)
- ①⑨ Foot control socket (for Philips LFH 2210)
- ②⑩ Headphone socket (for Philips LFH 234 and LFH 334)
- ②① Power supply socket (for Philips LFH 155)

3.2 Overview – display indicators and symbols



- ① Recording format (Standard Play or Long Play mode)
- ② Memory card is write-protected (locked)
- ③ Insert recording mode is activated
- ④ Voice-activated recording mode is enabled
- ⑤ Current time
- ⑥ Position bar
- ⑦ Remaining recording time (–) or used-up recording time (+) on the memory card
- ⑧ Keyword 1 (such as author name)
- ⑨ Recording / playback time
- ⑩ Recording is marked finished/locked (✓) and has priority assignment (!)
- ⑪ Recording number

4 Use the Digital Desktop

4.1 Activation and power-save mode

The Digital Desktop is operated with a power supply (Philips LFH 155); the Digital Desktop is switched on and off by connecting or disconnecting the device from the power network.

If the device remains inactive for longer than 15 minutes, it automatically switches to the power save mode and the display is switched off. Reactivate the device by pressing any button.

4.2 Transcription

- 1 Move the **JOG DIAL** (4) or press the **SKIP/BACK** (10) or **SKIP/FWD** button (7) while stopped to select the file to play and locate the beginning of the recording.
- 2 Press the **STOP/PLAY** button (9) to start playback.
- 3 Adjust the volume (**VOL** (8)), tone (**TONE** (6)) and speed (**SPEED** (11)) during playback using the corresponding sliders.
- 4 To fast rewind, press and hold the **SKIP/BACK** button (10) while playing. Release the **SKIP/BACK** button to start playback.
- 5 To fast forward, press and hold the **SKIP/FWD** button (7) while playing. Release the **SKIP/FWD** button to start playback.
- 6 Press the **STOP/PLAY** button (9) to stop playback.

Note

You can set the value for the automatic backspace during playback of a recording with the **ABS** slider (2):

- Playback does not begin where the recording was stopped, rather a few seconds earlier.
- To turn off the automatic backspace, set the slider to 0.

4.3 Use the foot control

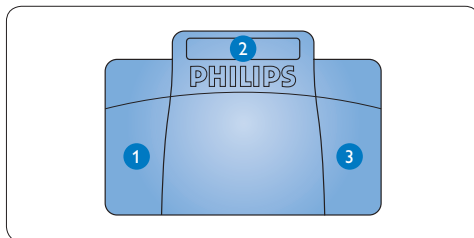
The Philips foot control is designed to offer an ergonomic, hands-free tool for playback and recording of files for transcription.

4.3.1 Installation

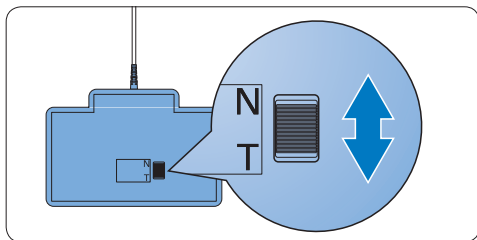
- 1 Connect the plug of the foot control to the foot control socket (19) of the Digital Desktop.

4.3.2 Transcribe using the foot control

The foot control 2210 has three pedals: fast rewind (1), fast forward (2) and playback (3).



- 1 Press and hold the pedal for fast rewind. When rewinding reaches the desired position, release the pedal.
- 2 Press and hold the pedal to fast forward. When forwarding reaches the desired position, release the pedal.
- 3 The pedal starts playback. The behavior for starting and stopping playback depends on the setting of the playback switch on the underside of the foot control:
 - **N (Neutral) position:** Press and hold the right pedal for playback. When the pedal is released, playback is stopped.
 - **T (Toggle) position:** Press and release the right pedal to start continuous playback. Press the right pedal again to stop playback.



4.4 Use the Philips headphones

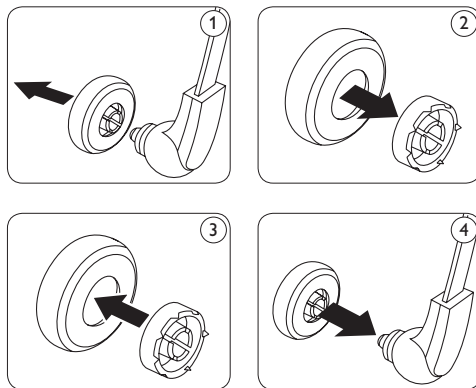
The headphones are equipped with soft ear cushions for wearing comfort and a hanging bracket that attaches the headphone to a monitor.

Warning

Listen at a moderate volume to avoid hearing damage.

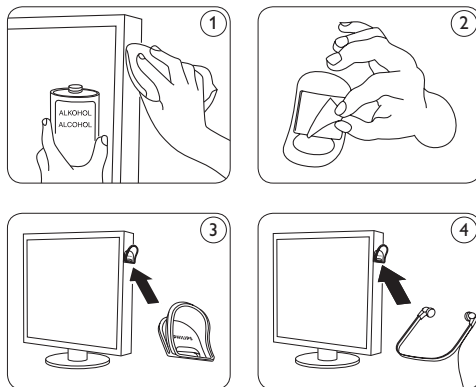
4.4.1 Change the ear cushions

Follow the illustration below to change the ear cushions:



4.4.2 Install the hanging bracket


Follow the illustration below to install the hanging bracket:



4.5 Delete

4.5.1 Delete a file

Follow these steps to delete a file entirely:

- 1 Move the **JOG DIAL** (4) or press the **SKIP/BACK** (10) or **SKIP/FWD** button (7) while stopped to select the file to be deleted.
- 2 Press and hold the **DELETE** button (12) for two seconds. The  symbol is displayed.
- 3 Press and hold the **DELETE** button again for two seconds to confirm the deletion or press the **STOP/PLAY** button (9) to exit without deleting.

4.5.2 Delete part of a recording

Follow these steps to delete a section from a recording:

- 1 Navigate to the beginning of the section to be deleted by playback or forward/rewind.
- 2 Press the **DELETE** button (12) while stopped to mark the beginning of the section to be deleted.
- 3 Find the second mark position by playback or forward / rewind and press the **DELETE** button.
- 4 Press and hold the **DELETE** button for two seconds to confirm the deletion or press the **STOP/PLAY** button (9) to exit without deleting.

4.6 Menu settings













The menu offers general and user-defined setting options to make dictation and transcription easier.

- 1 Press and hold the **JOG DIAL** (4) for two seconds to open the menu.
- 2 Move the **JOG DIAL** left or right to select the next/previous menu item.
- 3 Press the **JOG DIAL** to enter a sub-menu. Press the **DELETE** button (12) to exit the menu.
- 4 Move the **JOG DIAL** left or right to select a function.
- 5 Press the **JOG DIAL** to confirm a selection. A check mark next to a menu entry indicates that the setting is activated.

Note

Some settings, such as defining keywords or switching to the simple display mode, are available only through *Philips SpeechExec Dictate*. See [Advanced configuration](#) on page 13 for more information.

4.6.1 Menu list

	Switch to insert recording mode to make additions to a recording.		Format memory card
	The recording format determines the audio quality of recordings and affects the number of audio files that can fit on the memory card. <ul style="list-style-type: none">• Standard Play (SP) requires 1 megabyte for 10 minutes of recording.• Long Play mobile (LPm) requires 1 megabyte for 15 minutes of recording.		Exit the menu
	Set the date and the time		
	Set the microphone sensitivity for the environment and your recording preferences.		
	Display backlight		
	Display the remaining (–) or used-up (+) recording time		
	One or more keywords , such as the author's name, can be assigned to every recording. Keywords can be used to identify recordings and automatic file routing in <i>Philips SpeechExec</i> software.		
	Device beep		
	Voice-activated recording is a convenience feature for hands-free recording. When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the Digital Desktop will automatically pause recording after three seconds of silence, and resume only when you begin speaking again.		
	Display contrast		

5 Use more of your Digital Desktop

5.1 Overview of the Philips microphone LFH 276 and LFH 278 (optional)



- ① Microphone
- ② Insert index mark / spoken instruction
- ③ LFH 276: REC (record) button
LFH 278: FWD (forward) button
- ④ Slide switch

- ⑤ Speaker
- ⑥ Microphone sensitivity (DICT=normal dictation environment / CONF=recording in conference situation)
- ⑦ Mark finished/locked (EOL/end-of-letter) / assign priority

LFH 276:	LFH 278:
⏭ Fast forward	REC Record
⏮ Play	STOP Stop
⏸ Stop	PLAY Play
⏮ Fast rewind	BACK Fast rewind

5.2 Record with the microphone LFH 276/278

- 1** A memory card must be inserted into the memory card slot and the microphone must be connected to the Digital Desktop.
- 2** To start recording:
 - On the **microphone LFH 278**, move the slide switch to the **REC** position and start speaking.
 - On the **microphone LFH 276**, press the **REC** button, move the slide switch to the **↑** (play) position and start speaking.
- 3** To stop recording:
 - On the **microphone LFH 278**, move the slide switch to the **STOP** position.
 - On the **microphone LFH 276**, move the slide switch to the **⏻** (stop) position and press the **REC** button.
- 4** Press the **L/P** button to lock the file and mark it as finished (EOL/end-of-letter). The **✓** symbol is displayed and the Digital Desktop automatically creates a new, empty file. To assign priority status to the recording, press the **L/P** button again within half a second. The **!** symbol is displayed, indicating that the file has priority status. To make changes to the recording, press the **L/P** button again to remove the finished mark.

Note

- For best results, speak clearly and keep the microphone about four inches (ten centimeters) away from your mouth.
- Press the **S** button during recording to insert an index mark.

- Files are recorded in overwrite mode by default. See [Menu settings](#) on page 9 for more information about switching to insert recording mode to make additions to a recording.
- Press and hold the **S** button during recording to record a spoken instruction. See the next chapter for more information.

5.2.1 Record a spoken instruction

Spoken instructions are recorded comments by the author that are directed to the person transcribing the dictation.

To insert a spoken instruction into a recording:

- 1** Press and hold the **S** button while recording.
- 2** Dictate the instruction.
- 3** Release the **S** button when the spoken instruction is complete. The spoken instruction is displayed as a solid line on the file position bar.

5.3 Hands-free recording

In this operating mode, you can control the dictation functions with the foot control to keep your hands free for your work.

- 1** Connect the plug of the foot control to the foot control socket of the Digital Desktop.
- 2** Set the switch on the underside of the foot control to the **T** position.
- 3** **Option A:** Connect the microphone LFH 276 or 278 (optional) to the **MIC** socket of the Digital Desktop. Press and hold the **REC** button on the microphone and press the

middle pedal of the foot control at the same time. **HF** is displayed on the screen. The Digital Desktop is “record standby” mode.

Option B: Connect the conference microphone LFH 9172 (optional) to the **CONF REC** socket of the Digital Desktop. Press and hold both buttons **DOWNLOAD** and **SKIP/FWD** while pressing the middle pedal of the foot control. **HF** is displayed on the screen. The Digital Desktop is “record standby” mode.

- 4 To start recording, press the right pedal of the foot control. For short pauses, press the right pedal of the foot control again. To continue recording, press the right pedal of the foot control again.
- 5 To stop recording, press the left pedal of the foot control. To continue recording, press the middle pedal of the foot control to enter “record standby” mode and continue at step 4.
- 6 Press and hold the left pedal of the foot control for fast rewind. When rewinding reaches the desired position, release the pedal.
- 7 When recording is stopped, press the right pedal of the foot control to start playback. Press the right pedal of the foot control again to stop playback.
- 8 Double click the left pedal of the foot control during recording to finish/lock (EOL) the current recording and create a new file.
- 9 To exit the hands-free mode, press the **STOP/PLAY** button on the Digital Desktop.

5.4 Use Philips SpeechExec software

Philips SpeechExec software can be used for advanced configuration of the Digital Desktop, automatic download, conversion and routing of dictation files.



Note

For detailed information about *SpeechExec* software, refer to the *SpeechExec* user manual.

5.4.1 Advanced configuration

The Configuration Wizard is part of the *Philips SpeechExec Dictate* software. It guides users through the device configurations and settings of the Digital Desktop. The wizard assists in configuring time format, sound feedback, voice-activated recording, display appearance (standard or advanced display mode), recording format, microphone sensitivity, keywords, and file download to the PC.

- 1 Connect the Digital Desktop to the PC using a USB cable.
- 2 Start *Philips SpeechExec Dictate* software.
- 3 Click **Settings > General settings** on the menu bar of *SpeechExec* to open the settings


menu and select **DPM/DT Configuration > DPM Wizard** from the list on the left side.

- 4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the Digital Desktop.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Digital Desktop.

Note

When the Digital Desktop is connected to the PC for the first time, Windows detects the new hardware and automatically installs the required drivers. When the installation is complete, Windows may prompt you to restart the PC.

Finished dictations folder of the SpeechExec work list.

- 5 To leave the USB mode, press the **STOP/PLAY** button  on the Digital Desktop.


Note

How and which files are downloaded after a Digital Desktop is connected can be configured in the settings menu of *SpeechExec* or with the Configuration Wizard.

5.4.2 Download recordings to the PC

With USB mass storage support, the Digital Desktop is automatically displayed as an external drive when it is connected to the computer. It can then be accessed easily with any Microsoft Windows program as a regular drive.

Use *Philips SpeechExec* software for automatic download, conversion, and routing of files.

- 1 Start *Philips SpeechExec Dictate* software.
- 2 Connect the Digital Desktop to the PC using the USB cable.
- 3 Press the **DOWNLOAD** button  on the Digital Desktop to establish the connection.
- 4 Press the **DOWNLOAD** button again to start the data transfer. By default, the recordings on the Digital Desktop will be moved to the

6 Technical support and warranty

This Philips product was designed and manufactured to the highest quality standards. If your Philips product is not working correctly or is defective, contact your supplying Philips Speech Processing dealer who will provide you with the necessary information on how to proceed.

If you have questions that your dealer cannot answer or any other related question, visit www.philips.com/dictation to contact us.

No components are user-serviceable. Do not open or remove covers and do not insert objects not suitable for the specific connectors. Repairs may be made only by Philips service centers and official repair facilities. Failure to do so will void any warranty, stated or implied. Any operation expressly prohibited in this manual, any adjustments, or assembly procedures not recommended or authorized in this manual will void the warranty.

7 Technical data

Digital Desktop 9750

- Acoustic frequency response: 300 – 6,000 Hz
- Output power: 600 mW
- Earphone socket: 3.5 mm
- Microphone socket: 2.5 mm
- Socket for the microphone LFH 276/278
- Data input/output socket: Mini-USB 2.0 full speed
- Power Supply socket: 12 V DC
- Dimensions (W × D × H): 232 × 135 × 45 mm
- Weight: 1,300 g

Headphones 334

- Magnet type: Neodymium
- Diaphragm: PET dome
- Impedance: 2 × 32 Ohm
- Maximum power input: 2 × 10 mW
- Sensitivity: 103 dB
- Speaker diameter: 14 mm / ½ "
- Cable length: 3 m / 10 ft
- Connector: 3.5 mm / ⅛ " stereo, right angled
- Dimensions (W × D × H): 160 mm × 150 mm × 18 mm
- Weight: 53 g

Disclaimer and Notices

Philips performs extensive testing with the most popular configurations. However, since PC add-ons and device drivers are updated continually, conflict-free operation cannot be guaranteed.

Foot control 2210

- Connector: 3.5 mm plug
- Dimensions (W × D × H): 195 × 130 × 35 mm
- Weight: 660 g

SpeechExec Dictate Software

- Minimum: Pentium III, 500 MHz and 512 MB RAM
- Recommended: Pentium IV or similar, 1 GHz and 1 GB RAM
- Hard disk space: 100 MB for SpeechExec, 250 MB for Microsoft .NET Framework
- Sound card and headphone output or speakers
- 1 free USB port
- Recommended minimum transfer rate for LAN: 100 Mbit/s
- Operating system: Windows Vista, XP (SP 2), 2000 (SP 4)

Green Specifications

- Compliant to 2002/95/EC (RoHS)
- Lead-free soldered product

Operation conditions

- Temperature: 5° – 45° C / 41° – 113° F
- Humidity: 10 % – 90 %

Optional accessories

- Microphone 276/10, 278/10
- Headphones 232, 233, 234, 236, 334, 2236
- Philips SD (Secure Digital) memory card
- Conference microphone 9172



Declaration of Conformity

Tested to comply with FCC standards
FOR HOME OR OFFICE USE

Model Number: LFH 9750
Trade Name: Philips Digital Desktop 9750
Responsible Party: Philips Speech Processing
Address: 64 Perimeter Center East, Atlanta, GA 30346, USA
Telephone number: 888-260-6261
Website: www.philips.com/dictation

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1) This device may not cause harmful interference.
- 2) This device must accept any interference received, including interference that may cause undesired operation.



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



The cardboard used for packaging can be recycled. This electronic device contains recyclable material.



Discover the comprehensive range of professional dictation products from Philips
www.philips.com/dictation

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