

Find Your



Perfect Dictation Machine!

What Are Dictation Machines Used For?

Dictation machines are a sound recording device which are mainly used to record speech for later playback and transcription. Dictation machines can be useful in a variety of environments for a variety of tasks, such as: recording meetings/conferences, making notes, recording a shopping list... and so much more!



Different Types of Dictation Machines

There are a number of different types of dictation machines, below are some explanations of what each type is so it is clearer which one will suit you!

Conference Recording

- The ideal machines for capturing conferences and meetings
- Great for recording conversations with multiple participants
- High quality end result, with all voices recognisable
- Ideal for use in businesses



**GRUNDIG DIGTA
STATION SET**



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Steno Cassette

- Different from any other dictation cassette format
- Has extra features such as: Integrated tape counter index to show how much tape there is available
- Easy for a secretary to transcribe once a tape has been passed on
- Suitable for use in offices



**GRUNDIG ST₃₂₁₁
DESK STENO KIT**

Mini Cassette

- Durable and high quality sound even under heavy usage
- Mini Cassette tapes are well suited to being repeatedly rewound and fast-forwarded, perfect for voice recording!



**SANYO TRC₃₇₈₀
MINI HANDHELD**

Micro Cassette

- Pocketsize devices
- Perfect for mobile dictation with an analogue device
- Desktop devices are also small so not a lot of space will be taken up by them



**GRUNDIG DT₃₁₁₀
DESK MICRO KIT**

Dictation Systems

- These devices provide recordings which are easy for a secretary to transcribe
- Combination of a dictation device and transcription facility for a better documentation process



**OLYMPUS AS₂₃₀₀
TRANSCRIPTION KIT**

Standard

- Records to a standard cassette tape
- Suits personal note taking, not suitable for heavy use
- Simple and easy to use machines



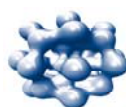
**SANYO TRC₁₁₆₀
STANDARD**

Digital Note Takers

- Productivity is increased because of greater mobility
- Suitable for fast moving business environments or use at home
- Portable, gives you freedom to work wherever you wish
- File management is easy so uploading to your PC is easy
- Pocketsize
- Good for catching short bits of information e.g. shopping list, quick thoughts, addresses, flight times and so much more!
- Ideal for personal use rather than for passing on to be transcribed



**PHILIPS LFH₇₆₇₅
DIGITAL VOICE
TRACER**



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Questions You Need To Ask Yourself Before Purchasing a Dictation Machine



- 1) Will be making a lot of recordings? If you will then you need to find a device with a high memory
- 2) Do you wish to use your device to hold other files as well as your recordings? If you do you will need to find a machine which can hold different file formats.
- 3) Do you need your device to be portable? The best devices for portability are digital note takers or Micro cassette devices.
- 4) Do you need your dictations to be transcribed by somebody else? If you do digital note takers won't be suitable for you because every time you stop and start whilst recording, a new file is started. This means that if you downloaded these files and sent them to a secretary, the secretary would find it very difficult to transcribe.



Some Confusing Functions Explained!

Search Function:

This function enables the transcriber to quickly find index marks left during the recording process. Index marks can be left when using some of our devices; these are just marks which allow you to go to a certain place straight away without spending a lot of time looking for it.



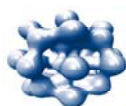
Tape Counter:

The tape counter shows you how far through the tape you are so you can keep note of where certain recordings are, so you can find them again easily.



Visual Workflow:

Navigation around your device is made easy with this function. You can put your dictations into folders and set them out how you want them so they are easy to find next time you need them.



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