

Olympus DS-5000 Digital Recorder

Dictating with the DS-5000

To dictate a new report



1. Turn on your Olympus DS-5000 by sliding the power switch on the lower right side of the recorder to **ON**.
2. Press the **NEW** button on the top right side of the recorder.
3. Use the **+** or **-** button to move up or down to select a **Worktype** for your report.
Note: If your user profile has not been set up to have a worktype list, go to Step 5.
4. Press the **OK/MENU** button to enter the **Patient ID (MRN)**, if this setting has been configured by your administrator. Use the **+**, **-**, **▶▶**, or **◀◀** buttons to enter the digits, pressing **OK/MENU** after each digit. Press **F2** when finished.
*Note: You can bypass entering the Patient ID by pushing the **F2 (Finish)** button.*
5. Move the slide switch on the right side of the recorder to **REC** to begin recording your dictation. The LED on the top right corner of the recorder is red when in record mode.
6. For the best recording quality, hold the recorder 6-10 inches from your mouth with the microphone angled slightly toward your face.
7. To pause the recording, move the slide switch to **STOP**. To begin recording again, move the slide switch to **REC**.
8. To review the current dictation, move the slide switch to **REV** and release it when you want to begin playback.
9. To end the dictation and close the file, move the slide switch to **STOP** and then press the **NEW** button

Setting Dictation Priority Levels

To set the priority level for a new dictation

1. If you are recording a dictation, move the slide switch to **STOP** so this dictation is selected.
2. Press **F2** on the front of the recorder to set a **HIGH** priority level. An exclamation point next to the current file number, indicates a **HIGH** priority level.
3. Press **F2** again to change the priority level to **NORMAL**.

To set the priority level for an existing dictation

1. Select the dictation by pressing **▶▶** or **◀◀** until the correct dictation number is selected. The current file number and the total number of files are shown in the center of the recorder's display.
2. Be sure the slide switch is in the **STOP** position and press **F2** on the front of the recorder to set the priority level to either **HIGH** or **NORMAL**.

Playing Back a Dictation

To play back a dictation

1. Move the slide switch to **STOP**.
2. Press **▶▶** or **◀◀** to scroll through existing dictations and select the dictation you want to play back. The current file number and the total number of files appear in the center of the recorder's display. If you pause while scrolling through the files, the current dictation is selected and rewinds to the beginning of the report.
3. Move the slide switch to **PLAY** to begin playback.
4. Adjust the volume using the **+** or **-** button.
5. Use **▶▶** or **◀◀** to move forward or backwards as necessary to listen to sections of the dictation.
6. Move the slide switch to **STOP** when finished.

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Deleting Dictations

To delete a single file from the recorder

1. Press **▶▶** or **◀◀** to scroll through existing dictations and select the dictation you want to delete.
2. Press the **ERASE** button.
3. Using the + or – button, select **FILE ERASE**, and press the **OK/MENU** button.
4. Using the + or – button, select **START**, and press the **OK/MENU** button.
The display changes briefly to **FILE ERASE** as the file is deleted. **ERASE DONE** appears when the file is erased and the remaining dictations are automatically renumbered.

To delete all files from the recorder

1. Press **▶▶** or **◀◀** to scroll through existing dictations and select any dictation.
2. Press the **ERASE** button.
3. Using the + or – button, select **ALL ERASE**, and press the **OK/MENU** button.
4. Using the + or – button, select **START**, and press the **OK/MENU** button.
The display changes briefly to **ALL ERASE** as the files are deleted, and **ERASE DONE** displays when all files are erased.

Note: Do not interrupt the erase process or data will be corrupted. The erase process can take as long as 10 seconds.

Uploading Dictations

To upload files to your PC

1. Ensure that the cradle is attached to your computer with the USB cable and that the connections are firmly seated.
2. With the recorder turned on and the slide switch in the **STOP** position, place the recorder in the cradle. The *Dictaphone DS-5000 Upload Utility* opens on the PC and the LCD screen on the recorder displays **BUSY** while the upload is in progress.
Note: If the *DS-5000 Upload Utility* does not open automatically, make sure it has been started. A small recorder icon should be present in the **System Tray** next to the time in the lower right corner of your desktop.
3. Leave the recorder in the cradle until the upload is complete.
4. When **REMOTE** appears on the recorder's display screen, you can remove the recorder from the cradle, or disconnect the USB cable.
5. When the upload is complete, the *Dictaphone DS-5000 Upload Utility* provides a list of the files that were uploaded to the PC. You can adjust the number of days you want to see in the file list by selecting **File > Configure Display/Purge**.
6. Check the icons on the left side of the file list:
 - A green icon  indicates successful file transfer. These files have been removed from the recorder.
 - A red icon  indicates the transfer failed.
7. You can sort the list of entries by clicking any column heading. For example, click the **Date/Time** column heading to sort files in descending order by date of upload. Click the heading again to reverse the order.

Note: If the transfer fails, unplug the USB cable from the PC and then reseal it firmly. If the transfer still fails, see your system administrator.