Walkabout™ 5210 and Walkabout™ Write
Quick Reference Guide

>>>> NOTICES <<<<

- Refer to the Walkabout 5210 or Walkabout Write user manuals for additional information. Note that **longer, more complete versions of these manuals** with full software and hardware details are in the **Docu** folder on the software CD. Also, refer to the **readme.txt** file on the CD for helpful technical tips.

- If the foot control and adapter are connected properly but not working, contact Dictaphone technical support at 800-833-7776 to obtain an optional power supply that will be shipped to you free of charge.

Switching On

Switching the Recorder On

Press the **ON/OFF** button until the display is activated.

Note: *The first time you turn the recorder on, you are to select the language you want to use.*

Recording a Dictation

Creating a New Dictation

1. Press the **NEW** button. The red recording indicator flashes and the display shows the message **Record Stop**.
2. Push the slide switch to **START**.
3. Record in your normal tone of voice.

Pausing during a Recording

Push the slide switch to **STOP**. The red recording indicator flashes and the display shows the message **Record Stop**.

Ending a Recording

Push the slide switch briefly to **REW** or **FFWD**.
OR
Press the red recording button.
The display shows the message **Stop**.

Playing Back a Dictation

Selecting and Playing Back a Dictation

1. Select the dictation using the **DICT** button.
2. Push the slide switch to **START**. The display shows the message **Start** and the dictation plays back from the beginning. When it is complete, the display shows the message **End**.

Skipping to the Beginning or End of a Dictation

1. Push the slide switch to **START**.
2. Briefly press the right function button to skip alternately to the end or beginning of the dictation.

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Editing Dictations

Editing a Dictation

1. Select the dictation you want to change using the **DICT** button.
2. Begin playback and set the slide switch to **STOP** where you want to add dictation.
3. Press the red recording button. The display shows the message **Record Stop**.
4. Push the slide switch to **START** and speak the new dictation.
5. Push the slide switch to **STOP** when you are done.
6. End the recording.

Inserting a Recording into a Dictation

1. During playback, set the slide switch to **STOP**.
2. Press the red recording button. The display shows the message **Record Stop**.
3. Press the **INS** button. The display shows the message **Insert Stop**.
4. Push the slide switch to **START** and speak the dictation. The display shows the message **Insert Start**.
5. Speak the text you want to add to the dictation.
6. Push the slide switch to **STOP**.
7. End the recording.

Using the Safety Lock

To Engage the Safety Lock

Push the **HOLD** slide switch up.

Note: *If the recorder is inadvertently turned on when the safety lock is engaged, the recorder switches off automatically.*

Deleting Dictations

Deleting a Full Dictation

1. Select the dictation to delete using the **DICT** button.
2. Press the **MENU** button and use the arrow button to select **Delete**.
3. Press the **OK** button. The display shows a confirmation message.
4. Press the **OK** button to confirm.
5. Press the **ESC** button if you do not want to delete further dictations.

Deleting Part of a Dictation

1. Select the dictation to delete using the **DICT** button.
2. Press the **MENU** button and use the arrow button to select **Delete**.
3. Press the **OK** button.
4. Press the **PART** button.
5. Search using the playback functions until you find the beginning of the passage you want to delete.
6. Press the **MARK1** button.
7. Search using the playback functions until you find the end of the passage you want to delete.
8. Press the **MARK2** button.
9. Press the **DEL** button. The display shows a confirmation message.
10. Press the **OK** button to confirm the deletion.
11. Press the **ESC** button if you do not want to delete further dictations.

Switching Off

Switching the Recorder Off

Briefly press the **ON/OFF** button

Using the Menu Functions

Using Menu Functions

1. Use the up or down arrows to navigate to a menu item (see list below).
2. Press the **OK** button to select an item. The item is highlighted by a dark background on the display.
3. Use the up or down arrows to select the setting you want to use/change.
4. Press the **OK** button to confirm the setting.
5. Press the **ESC** button to abort the function and discard changes.

Press the **MENU** button to access all of the following functions:

Delete
See *Deleting Dictations* above.

Typist
Select the name of the typist who is going to transcribe your dictation.

Dictation type
Select the work type that identifies the dictation.

Group
Select the group, category, or department for the dictation.

No./Ref
Indicate the reference number that identifies the dictation.

Voice Activ.
Automatic interruption of recording when speaking pauses.

Mic. sensitivity
Adjustment of the microphone sensitivity.

PC microphone
Use this function when the Walkabout 5210 is connected as a microphone to the PC sound card for voice recognition systems.

Power off
Automatic or manual switching off after several minutes.

Dictation counter
Resets dictation counter to zero.

Version
Indication of the recorder's software version.

Reset all
This function recovers the reset all and formats the MultiMediaCard.

Format card
Formats the MultiMediaCard.

Language
Used to select a display language.

Working with the PC

Connecting/Disconnecting the Recorder to/from Your PC

1. Connect the recorder to the PC with the provided cable and the USB port.
2. Use the ON/OFF button to switch the recorder on and to PC mode.

Note: *During data transfer, the red recording indicator light blinks. Only one Walkabout 5210 can be connected to a given PC. If you connect a second recorder, the PC does not recognize it.*

Installing Walkabout Transfer on Your PC

1. Insert the *Walkabout Transfer* CD into the CD drive.
2. Follow the on-screen directions.

Note: *The serial number that is required for installation is located in the battery compartment of your recorder, below the bar code.*

3. When installation is complete, connect the recorder to the PC through the USB port.
4. Reboot the PC.
5. Launch the *Walkabout Transfer* software.

Installing Walkabout Write on Your PC

1. Insert the Walkabout Write CD into the CD drive.
2. Follow the on-screen directions.

Note: *The serial number that is required for installation is located on the bottom of the adapter box, below the bar code.*

3. When installation is complete, connect the adapter box to the PC.
4. Reboot the PC.

Note: *If the foot control and adapter are connected properly but not working, contact Dictaphone support at the phone number shown below to obtain an optional power supply that will be shipped to you free of charge.*

Using the Walkabout Write Window Controls

To turn on additional controls:
1. From the **Walkabout Write** menu, select **Settings > General Settings**.
2. Select the **General Settings** tab and select **Activate Control Buttons**. This allows you to play a voice file using the control buttons, rather than using the foot control device.

Use the controls on the *Walkabout Write* window to navigate and manipulate your dictations: volume control, speed control, rewind control, clock counter, and closing of one dictation and opening of another.

Choosing a Word Processor

1. From the **Walkabout Write** menu, select **Settings > General Settings**.
2. Select the **Default Write Application** tab and select one of the listed choices.
3. If your preferred word processor is not listed, select **Search for program**. Click on the folder icon to navigate to and select the executable file for your preferred word processor application.

Playing a Dictation through Your PC

1. Double-click the name of the dictation you want to play back on the **Dictations on dictating machine** or **Own dictations** window. You hear the dictation playing through the PC speakers.
2. Use the playback and positioning buttons on the *Walkabout Transfer* or *Walkabout Write* interface to navigate and listen to your dictation.

Note: *In the case of Walkabout Write, the application minimizes and your preferred word processing application opens.*

Using Keyboard Shortcuts

Where keyboard shortcuts are available for **Walkabout Transfer** and **Walkabout Write**, press **ALT** + **<underscored letter>** to perform a function on the selected dictation. For example, press the **ALT** key and the **R** key on your keyboard at the same time to Rewind the dictation that is highlighted.