



**DAC**

# DA-116

## Digital Transcribe Station



**DAC**

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## Setup

1. Using the telephone line cord supplied, plug one end into the unit's **Telephone** jack (located on the back), and the other end into the system or phone jack.
2. Connect the power adapter to the *A/C* jack on the unit's right side.
3. Lift the dialer directory card and plastic off the top. Remove the plastic tab from underneath. This activates the internal battery for dialer memory.
4. Plug the foot control into the jack on the unit's left side.

## Operation

### Headset

You can use any mono headset with a 3.5mm jack. Stereo headsets may be used with a stereo-to-mono adapter, otherwise you may only receive audio through one side of the headset.

Plug it into the **HEADSET** jack on front of the unit.

### Volume

The volume and tone of the audio can be adjusted using the **VOL** and **TONE** controls on the front of the unit.

### Turning the Unit On

To turn the unit on, press **LOG ON**.

**Note:** If the unit does not turn on, verify **Setup steps 1-2** have been followed.

### Turning the Unit Off

To turn the unit off, press **DISCONNECT**.

## Programming Dialers

There are 10 one-touch dialers which can be programmed. Before proceeding, verify that you have followed **Setup steps 1-3**.

1. Press **Log On** and then connect to your system (this may require entering a user ID and even dialing a telephone number).
2. Press **Store**.
3. Dial the number(s) you wish to have stored.
4. Press the one-touch dialer you desire to program.

Repeat steps 2-4 for additional dialers.

### DIP Switches

There are four DIP switches located on the front of the unit, underneath the dialer directory card. These are not used and should not be changed.

### Flash

On the back of the unit is a switch labeled **FLASH**. There are three options: **600**, **300**, or **100**. Always leave it to **600** or you may have issues with the **DISCONNECT** function.