

# Digital Telephone Desktop

LFH 9850



For product information and support, visit  
[www.philips.com/dictation](http://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](http://www.philips.com/dictation).

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### 1.1 What's in the box



Telephone Desktop



CD-ROM



Mini USB cable



Power supply



Foot Control \*



Headphones \*



User manuals

\* LFH 9850/52 only

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## 2 Important


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### 2.1 Safety

- To avoid a short circuit, do not expose the product to rain or water.
- Do not expose the product 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 unit.
- Back up your files. Philips is not responsible for any loss of data.

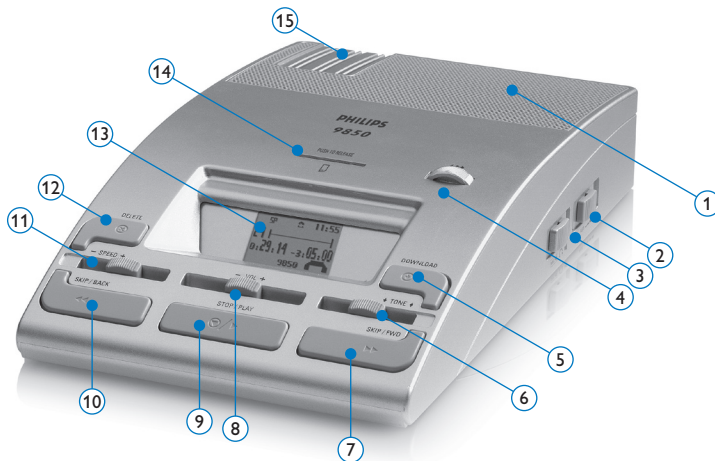
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### 2.2 Disposal of your old product

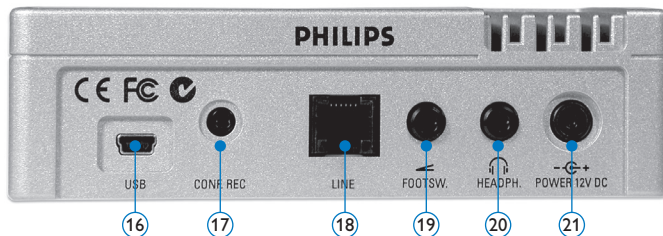
- Your product is designed and manufactured with high quality materials and components that can be recycled and re-used.
- When this crossed-out wheeled bin symbol is attached to a product, it indicates that the product is covered by the European Directive 2002/96/EC. 
- Become informed about the local separate collection system for electrical and electronic products.
- Please act according to your local rules and do not dispose of old products with 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

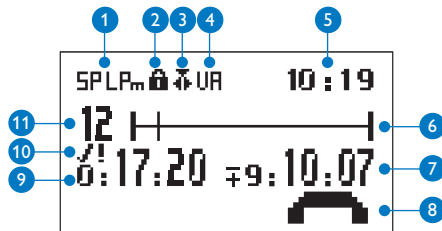


- |   |   |
|---|---|
| ① Built-in speaker  | ⑧ VOL slider (playback volume)  |
| ② Automatic backspace (ABS)   | ⑨ STOP/PLAY button  |
| ③ Speaker selection (headphones/built-in speaker)                       | ⑩ SKIP/BACK button (fast rewinding and skipping to the start of the file) |
| ④ Jog dial (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 Telephone socket
- 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 mobile 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 Receiving a telephone call
- ⑨ Recording / playback time
- ⑩ Recording is marked finished/locked (✓) and has priority assignment (!)
- ⑪ Recording number

## 4 Use the Digital Telephone Desktop

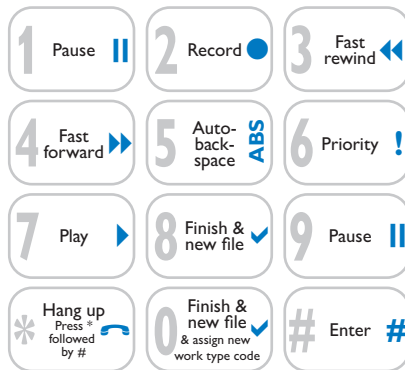
### 4.1 Activation and power-save mode

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

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

### 4.2 Record

- 1 The memory card by-packed with the Telephone Desktop must be inserted into the memory card slot.
- 2 Connect the telephone cable supplied to the back of the Telephone Desktop and the telephone socket. The Telephone Desktop must be the only device connected to the telephone socket.
- 3 Make a phone call to the telephone number to which the Telephone Desktop is connected. The Telephone Desktop gives authors feedback and guidance during telephone recording (voice prompts). You will be prompted to start speaking.
- 4 Use the telephone keypad to control the recording functions:



- Press **1** to pause recording; press **2** to start recording again.
- Press **8** to lock the file and mark it as finished (EOL/end-of-letter). The ✓ symbol is displayed and the Telephone Desktop automatically creates a new, empty file.
- Press **6** to assign priority status to the recording. The ! symbol is displayed, indicating that the file has priority status. This can be done at any time.
- Press \* followed by # to disconnect the Telephone Desktop from the telephone. This can be done at any time.

### ☰ Note

- The commands Fast Rewind (3), Fast Forward (4), Play (7) are available to advanced users only. See [Advanced configuration](#) on page 11 for more information.
- The language of the voice guidance feature can be changed using the menu. See [Menu settings](#) on page 9 for more information.

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## 4.3 Play back a recording

- 1 Use the speaker selection on the right side to select the audio output device (built-in speaker / headphones / speaker & headphones).
- 2 Move the **JOG DIAL** or press the **SKIP/BACK** or **SKIP/FWD** button while stopped to select the file to play and locate the beginning of the recording.
- 3 Press the **STOP/PLAY** button to start playback.
- 4 Adjust the volume (**VOL**), tone (**TONE**) and speed (**SPEED**) during playback using the corresponding sliders.
- 5 To fast rewind, press and hold the **SKIP/BACK** button while playing. Release the **SKIP/BACK** button to start playback.
- 6 To fast forward, press and hold the **SKIP/FWD** button while playing. Release the **SKIP/FWD** button to start playback.
- 7 Press the **STOP/PLAY** button to stop playback.

### Note

The length for the automatic backspace during playback of a recording can be set with the **ABS** slider:

- 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.


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## 4.4 Delete

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### 4.4.1 Delete a recording

Follow these steps to delete a file entirely:

- 1 Move the **JOG DIAL** or press the **SKIP/BACK** or **SKIP/FWD** button while stopped to select the file to be deleted.
- 2 Press and hold the **DELETE** button 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 to exit without deleting.

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### 4.4.2 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 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 to exit without deleting.



### 4.4.3 Delete all recordings

Follow these steps to delete all recordings:

- 1 Press and hold the **DELETE** button  for two seconds. The  symbol is displayed.
- 2 Press the **JOG DIAL**. **ALL** is displayed on top of the  symbol.
- 3 Press and hold the **DELETE** button again for two seconds to confirm the deletion or press the **STOP/PLAY** button to exit without deleting.

#### Note

The voice prompt files that are used to give authors feedback and guidance during telephone recording will *not* be deleted by this operation.

### 4.5 Menu settings

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

- 1 Press and hold the **JOG DIAL** 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 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 author IDs or switching to the simple display mode, are available only through *Philips SpeechExec Dictate*. See [Advanced configuration](#) on page 11 for more information.

### 4.5.1 Menu list



Switch to **insert recording mode** to make additions to a recording.



The **recording format** determines the audio quality of recordings and affects the number of audio files that can fit on the memory card.

- Standard Play (SP) requires 1 megabyte for 10 minutes of recording.
- Long Play mobile (LPm) requires 1 megabyte for 15 minutes of recording.



Set the date and the time



Set the **microphone sensitivity** for the environment and your recording preferences.

The microphone sensitivity is adjusted automatically during telephone recording.



Display backlight



Display the remaining (–) or used-up (+) recording time



One or more **keywords**, such as the author's ID, can be assigned to every recording. Keywords can be used to identify recordings and automatic file routing in *Philips SpeechExec* software.



Device beep



**Voice-activated recording** is a convenience feature for hands-free recording (See [Hands-free recording](#) on page 15 for more information). When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the Telephone Desktop will automatically pause recording after three seconds of silence, and resume only when you begin speaking again. Voice-activated will be turned off during telephone recording.

Display contrast



Format memory card.

Important: The memory card supplied includes voice prompt files (.wav format) to give authors feedback and guidance during telephone recording. These files are deleted during formatting and must be copied to the memory card again. The voice prompt files can be found on the CD by-packed with the product or downloaded from [www.philips.com/dictation](http://www.philips.com/dictation).



If no keys are pressed and no voice level was detected during pause (stop) mode, the Telephone Desktop will prompt "please press any key". Adjustable in increments of 1 / 5 / 10 / 30 minutes.



Busy detection: Set the level between 1 (highest sensitivity, quick disconnect after very short busy sequence) and 4 (long busy signal necessary, most selective between voice and busy tone). Set the level to 5 to deactivate the busy detection.



Set the number of ring tones before the unit answers.



Set the voice prompt language: English, French, German, Spanish or Private. The option Private allows to add an additional language. The corresponding wave-prompts must be stored on the memory card (file format: .wav, 16 bit, 12 kHz, mono).

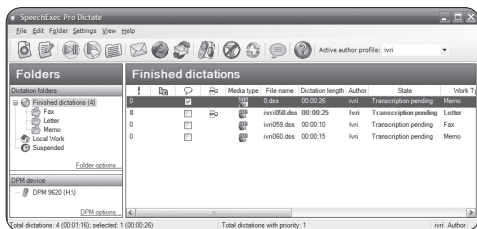


Exit the menu

## 5 Use more of your Digital Telephone Desktop

### 5.1 Use Philips SpeechExec software

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



#### Note

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

### 5.2 Advanced configuration

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

- 1 Connect the Telephone Desktop to the computer 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 Telephone Desktop.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Telephone Desktop.

#### Note

When the Telephone Desktop is connected to the computer 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 computer.

### 5.2.1 Assign author IDs to allow authorized phone recordings only

It is possible to create IDs to allow phone recordings by authorized authors only. The author ID is also stored in the dictation file as Keyword 1, allowing additional sorting and filtering during transcription.

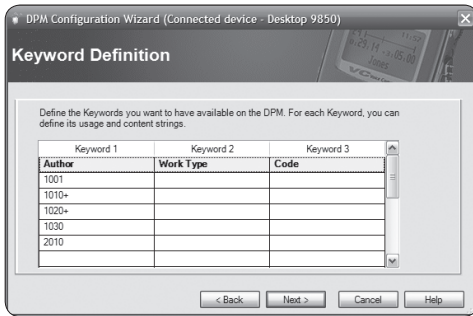
- 1 Follow the steps in the previous chapter to start the Configuration Wizard.
- 2 On the keyword definition page, define all required user IDs. Type *Author* as the category name for Keyword 1 and enter an

ID for every authorized user (minimum one digit, maximum four digits).

### ⓘ Note

Up to 20 IDs can be assigned to one desktop. Include a + character after the ID (e.g. 1010+) to assign advanced user rights with full remote functions. To give advanced user rights to everyone, enter a single + character into the first cell of Keyword 1.

- 3 Continue through the wizard and click the *Finish* button to close the wizard and confirm the transfer of the new settings to the Telephone Desktop.
- 4 You will now be prompted to enter the author ID followed by the number sign (#) when calling the Telephone Desktop.



## 5.2.2 Assign a work type code

It is possible to assign a work type code during telephone recording. The work type code is also stored in the dictation file as Keyword 2, allowing additional sorting and filtering during transcription.

- 1 Follow the steps in chapter 5.2 to start the Configuration Wizard.
- 2 On the keyword definition page, type *Work Type* as the category name for Keyword 2.
- 3 Continue through the wizard and click the *Finish* button to close the wizard and confirm the transfer of the new settings to the Telephone Desktop.
- 4 You will now be prompted to enter the work type ID (minimum one digit, maximum two digits) followed by the number sign (#) when calling the Telephone Desktop.

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## 5.2.3 Assign a client or subject code

It is possible to assign a client or subject code during telephone recording. The code is also stored in the dictation file as Keyword 3, allowing additional sorting and filtering during transcription.

- 1 Follow the steps in chapter 5.2 to start the Configuration Wizard.
- 2 On the keyword definition page, type *Code* as the category name for Keyword 3.
- 3 Continue through the wizard and click the *Finish* button to close the wizard and confirm the transfer of the new settings to the Telephone Desktop.
- 4 You will now be prompted to enter the code ID (minimum one digit, maximum eight digits) followed by the number sign (#) when calling the Telephone Desktop.

### 5.3 Download recordings to the computer

With USB mass storage support, the Telephone 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 Telephone Desktop to the computer using the USB cable.
- 3 Press the **DOWNLOAD** button on the Telephone Desktop to establish the connection.
- 4 Press the **DOWNLOAD** button again to start the data transfer. By default, the recordings on the Telephone Desktop will be moved to the *Finished dictations* folder of the *SpeechExec* work list.
- 5 To leave the USB mode, press the **STOP/PLAY** button on the Telephone Desktop.

#### Note

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

### 5.4 Use the foot control (optional)

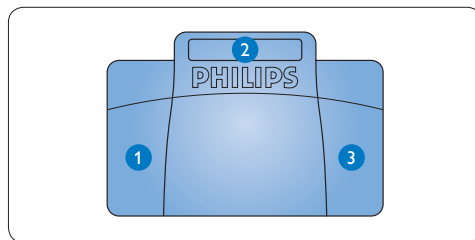
The Philips foot control is designed to offer an ergonomic, hands-free tool for playback and recording files for transcription.

#### 5.4.1 Installation

- 1 Connect the plug of the foot control to the foot control socket of the Telephone Desktop.

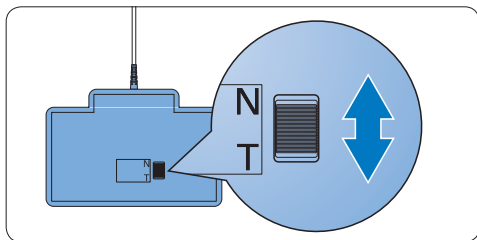
#### 5.4.2 Transcribe using the foot control

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 to start and stop 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.



## 5.5 Use the Philips headphones (optional)

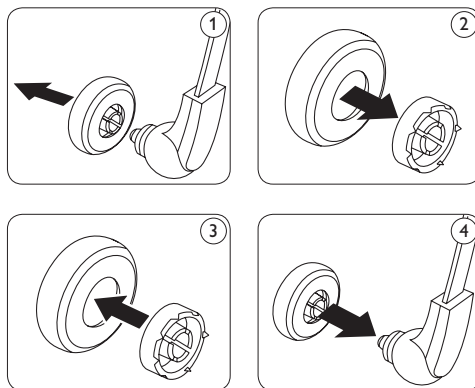
The headphones are equipped with soft ear cushions for wearing comfort and a hanging bracket that attaches the headphone to a monitor.

### **Warning**

Listen at a moderate volume to avoid hearing damage.

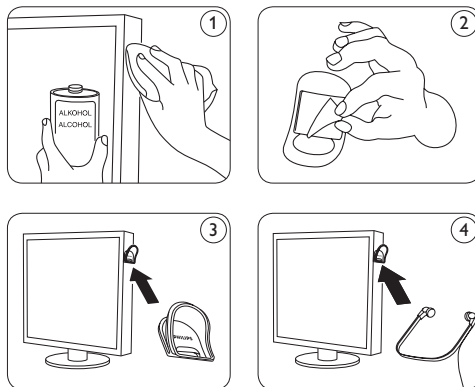
### 5.5.1 Change the ear cushions

Follow the illustration below to change the ear cushions:



### 5.5.2 Install the hanging bracket

Follow the illustration below to install the hanging bracket:



## 5.6 Hands-free recording

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

- 1 Connect the foot control plug to the foot control socket of the Telephone Desktop.
- 2 Set the switch on the underside of the foot control to the T position.
- 3 Connect the conference microphone LFH 9172 (optional) to the **CONF REC** socket of the Telephone 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 Telephone Desktop is in “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 one more time.
- 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 To exit the hands-free mode, press the **STOP/PLAY** button on the Telephone Desktop.

## 6 Technical support and warranty

This Philips product is 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 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](http://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.

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## 7 Technical data

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### Telephone Desktop 9850

- Acoustic frequency response: 300 – 6,000 Hz
- Output power: 600 mW
- Earphone socket: 3.5 mm
- Microphone socket: 2.5 mm
- Telephone socket
- 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: 1,600 g

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### 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 computer add-ons and device drivers are updated continually, conflict-free operation cannot be guaranteed.

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### Foot control 2210

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

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### 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)

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### Green Specifications

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

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### Operation conditions

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

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### Optional accessories

- Headphones 232, 233, 234, 236, 334, 2236
- Foot control 2210
- Philips SD (Secure Digital) memory card





## Declaration of Conformity

Tested to comply with FCC standards  
FOR HOME OR OFFICE USE

**Model Number:** LFH 9850/10, LFH 9850/52  
**Trade Name:** Philips Digital Telephone Desktop 9850  
**Responsible Party:** Philips Speech Processing  
**Address:** 64 Perimeter Center East, Atlanta, GA 30346, USA  
**Telephone number:** 888-260-6261  
**Website:** [www.philips.com/dictation](http://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](http://www.philips.com/dictation)

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