

OLYMPUS®

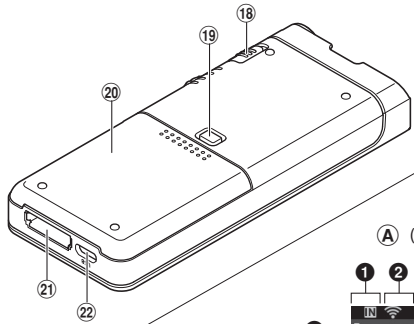
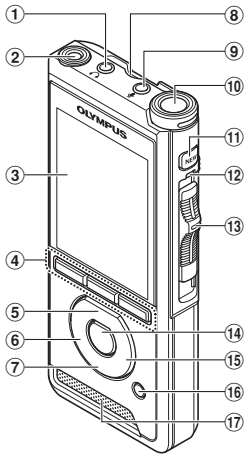
**DIGITAL
VOICE RECORDER**

DS-9500

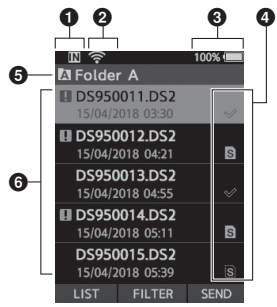
DS-9000

Quick User Guide

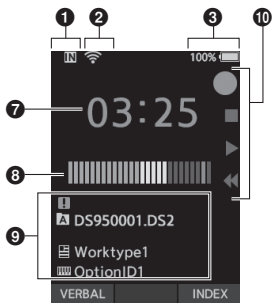




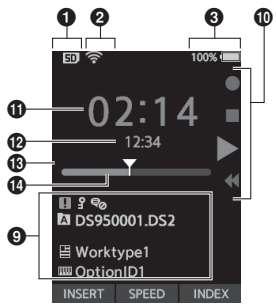
(A) (DS-9500 only)



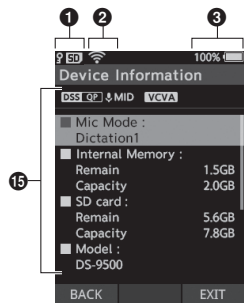
(B)



(C)



(D)



Introduction

- Thank you for purchasing an Olympus digital voice recorder. Please read these instructions for information about using the product correctly and safely.
- To ensure successful recording, we recommend that you test the record function and volume before use.
- If there are additions and/or modifications of functions due to firmware update, contents may differ. For the latest information, please visit Olympus website.
- This manual is a basic version. Please download the complete advanced manual from the OLYMPUS website.

EN

Names of parts

Recorder

- ① (earphone) jack
- ② Built-in 2nd microphone (L)
- ③ Display
- ④ Programmable smart (F1,F2,F3) buttons
- ⑤ + button
- ⑥ (rewind) button
- ⑦ - button
- ⑧ SD card slot
- ⑨ (microphone) jack
- ⑩ Built-in main microphone (R)
- ⑪ **NEW** button
- ⑫ LED indicator light
- ⑬ Slide (**REC/STOP/PLAY/REV**) switch
- ⑭ **OK/MENU** button
- ⑮ (fast forward) button
- ⑯ (erase) button
- ⑰ Built-in speaker
- ⑱ **POWER (ON/OFF)** switch
- ⑲ Battery cover release button
- ⑳ Battery cover
- ㉑ Docking station connector
- ㉒ USB connector

Display

- Ⓐ Display in the file list *
- Ⓑ Display in the recording mode
- Ⓒ Display in the playback mode
- Ⓓ Display in the device information
- ① Recording media indicator
[]: Internal memory
[]: SD card
[]: SD card lock status
- ② Wi-Fi status indicator
[]: Signal strength
[]: Communications status
- ③ Battery status indicator
- ④ File status*
[]: Recording pending
[]: Transcription in progress
[]: Transcription finished
[]: Speech recognition finished
[]: Wi-Fi transfer success
[]: Wi-Fi transfer failed
[]: USB transfer success
[]: E-mail transfer success
[]: E-mail transfer failed
- ⑤ Current folder*
- ⑥ File name and recording date/time*
[]: Priority
- ⑦ Current recording time
- ⑧ Recording level meter
- ⑨ File information area
[]: File lock
[]: Speech recognition
[]: Worktype
[]: Option item
[]: Author
- ⑩ Slide switch guide
[]: Recording indicator
[]: Stop indicator
[]: Playback indicator
[]: Fast-rewind indicator
- ⑪ Current playback time
- ⑫ File length
- ⑬ Current position
- ⑭ Playback position bar
- ⑮ Device information area
[] [] [], etc.: Recording mode
[] [] []: Microphone sensitivity
[]: VCVA (Variable Control Voice Actuator)

* DS-9500 only

1. Use your recorder

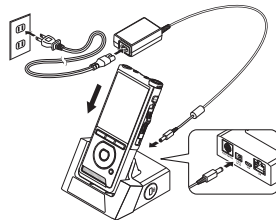
Getting Started

Charge the battery

Charge using the docking station

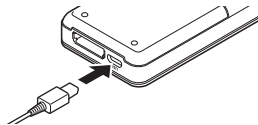
Plug the AC adapter into a household power outlet and connect the power plug to the recorder via the docking station. Always turn off the recorder before you connect power.

- The docking station and AC adapter are included with the DS-9500, and sold separately for the DS-9000.



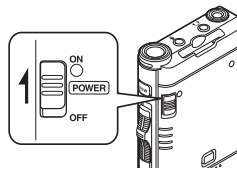
Charge using the USB cable

Verify that the recorder is in stop mode. Connect the USB cable to the recorder.



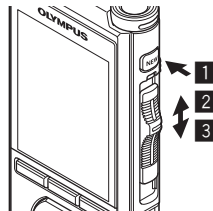
Turn the power on

Move the **POWER** switch to **ON** position to activate the recorder.



Recording

- 1 Press the **NEW** button to create a new file.
- 2 Move the slide switch to the **REC** position to start recording.
- 3 Move the slide switch to the **STOP** position to stop recording.

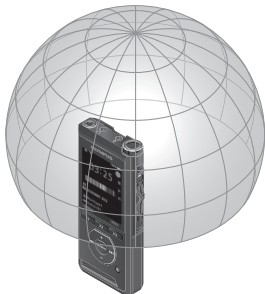


2. Recommended settings for the microphone modes

To achieve high-quality audio recordings, select from the three microphone modes which best matches to your usage or environment.

Dictation 1 is recommended for recording in quiet environment. Dictation 2 narrows the directionality of the recording in order to capture the voice of the speaker. This is effective when recording in noisy environment. The Conference mode records in high quality stereo which is useful when recording multiple number of users in a conference room.

Mic Mode	Environment	Recommended Recording Style	Mic Sense
Dictation 1	Quiet Environment	Freestyle (including Classic Dictation Style)	Variable
Dictation 2	Noisy Environment	Classic Dictation Style	Variable
Conference	Conference room	Laid down on the table	Intelligent Auto



Freestyle

The recorder can be held in any way but the distance from the microphone to your mouth should stay within the area shown in the diagram.

Classic Dictation Style



Hold the recorder as you see in the diagram and speak into the main microphone.



Laid down on the table

Place the recorder on the table for conference recording. Point the microphone towards the speaker.

Note:

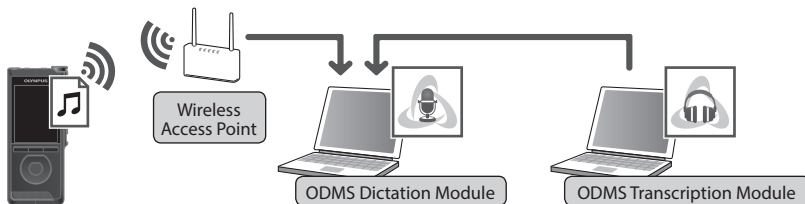
When the Mic mode is set to the Conference Mode, Mic Sense will be fixed to the Intelligent Auto Mode. In this mode, recording levels are automatically adjusted to match the volume of the sound source. When the input is loud, the recorder reduces the input level, and vice versa for lower input level to always provide an even level of volume.

3. How to share the dictation file via Wi-Fi (DS-9500 only)

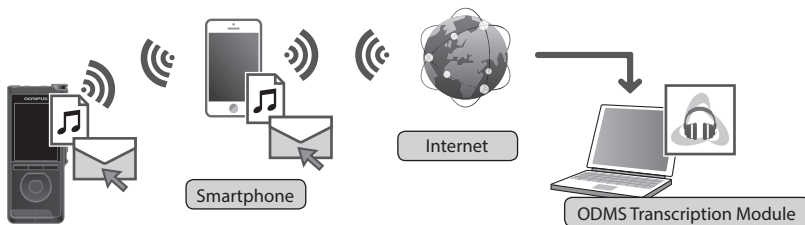
Sharing dictation files via Wi-Fi

By using Wi-Fi, you can share dictation files with transcriptionists at any time and from any location without needing to return to the office.

By connecting to a wireless LAN access point in your office, you can send dictation files to the local folder on your own PC.



When you are traveling outside of your office, you can connect to your smartphone via tethering and send your dictation files as an attached file to your email.



Network settings

In order to connect the recorder to a wireless LAN access point or smartphone, you will need to configure the network information in ODMS* in advance. Follow the directions in the ODMS Setup Wizard to configure the setting information.

* For details, refer to "4. Olympus Dictation Management System (ODMS)".

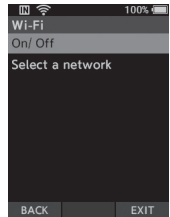
3. How to share the dictation file via Wi-Fi (DS-9500 only)

Send dictation file

Turn the recorder Wi-Fi to [On]

From [Device Menu] > [Wi-Fi] > [On/Off], select [On].

- Note that Wi-Fi consumes battery power. If not in use, remember to turn it [Off].



Select the access point

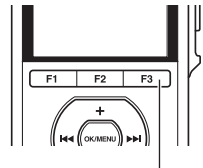
From [Device Menu] > [Wi-Fi] > [Select a network], select the access point to connect to.

- Access points configured in ODMS, and detected access points available for connection are displayed.
- Enter the password in case the password for selected access point had not been set.
- For connections to smartphones, ensure that tethering is first enabled on the smartphone. Enter the password configured from your smartphone.



Send the dictation file

1 After dictation is completed, press **F3 (SEND)** button.

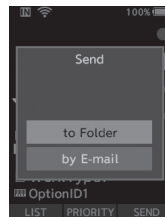


F3 (SEND) button

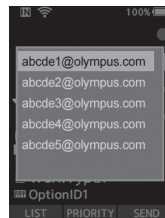
3. How to share the dictation file via Wi-Fi (DS-9500 only)

2 Select [**to Folder**] or [**by E-mail**].

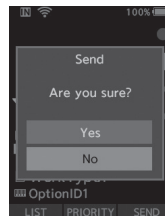
- If you select [**to Folder**], the dictation file will be sent to the folder specified in ODMS.



- If you select [**by E-mail**], addresses which had been previously registered will be displayed. Select the address which you wish to send to. E-mail addresses can be registered in ODMS, or from the recorder by selecting [**Device Menu**] > [**by E-mail**] > [**Delivery address**] > [**Add**].



3 Select [**Yes**] to confirm.



4. Olympus Dictation Management System (ODMS)*

ODMS is a fully featured software that provides a simple to use but sophisticated method for managing your recordings. This software can be downloaded from each local Olympus Websites. Main features of the software is the following.

1. Instant File Sharing

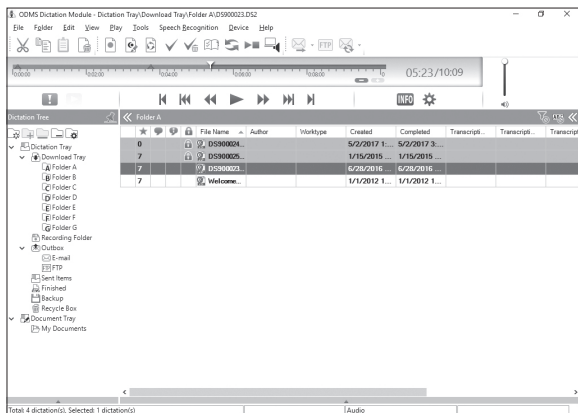
- Share dictated file via a shared folder, email or FTP.
- Prioritize important files to be transcribed for a quicker turnaround.
- Identify your dictations throughout the workflow with Author ID, Worktypes and Option Item.

2. Efficient Document Creation

- Various playback functionality for efficient transcription.
- Support background/ real-time speech recognition by Dragon.
- Combination of above provides further efficiency.

3. Secure Workflow

- Dictated / transcribed files are protected with automatic 256-bit AES file encryption.



In order to download the software, please access the website in your respective region.

<http://www.olympus.eu/sds-downloads/>
(Europe, Middle east and Africa)

<https://www.olympus.com.au/support/>
(Oceania)

* Box content differs depending on the version you purchased.

Safety precautions

Before using your new recorder, read this manual carefully to ensure that you know how to operate it safely and correctly. Keep this manual in an easily accessible location for future reference.

The warning symbols indicate important safety related information. To protect yourself and others from personal injury or damage to property, it is essential that you always read the warnings and information provided.

Danger

If the product is used without observing the information given under this symbol, serious injury or death may result.

Warning

If the product is used without observing the information given under this symbol, injury or death may result.

Caution

If the product is used without observing the information given under this symbol, minor personal injury, damage to the equipment, or loss of valuable data may result.

Convention used in this manual

- The word “card” is used to refer to the SD card.
- The word “ODMS” is used to refer to the Olympus Dictation Management System in Windows environment.
- The word “DSS Player” is used to refer to the DSS Player for Mac in Apple Macintosh environment.
- This manual shows the English on screen display in the illustrations and explanations. You can select the display language for this recorder.

Caution for usage environment

- To protect the high-precision technology contained in this product, never leave the recorder in the places listed below, no matter if in use or storage:
 - Places where temperatures and/ or humidity are high or go through extreme changes. Direct sunlight, beaches, locked cars, or near other heat sources (stove, radiator, etc.) or humidifiers.
 - Near flammable items or explosives.
 - In wet places, such as bathrooms or in the rain.
 - In places prone to strong vibrations.
 - Never drop the recorder or subject it to severe shocks or vibrations.

- The recorder may malfunction if it is used in a location where it is subject to a magnetic/ electromagnetic field, radio waves, or high voltage, such as near a TV set, microwave, video game, loud speakers, large monitor unit, TV/radio tower, or transmission towers. In such cases, turn the recorder off and on again before further operation.
- Avoid recording or playing back near cellular phones or other wireless equipment, as they may cause interference and noise. If you experience noise, move to another place, or move the recorder further away from such equipment.
- Do not use organic solvents such as alcohol and lacquer thinner to clean the unit.

Warning regarding data loss

- Recorded content in memory may be destroyed or erased by operating mistakes, unit malfunction, or during repair work. It is recommended to back up and save important content to other media such as a computer hard disk.
- Any liability for passive damages or damage of any kind occurred due to data loss incurred by a defect of the product, repair performed by the third party other than Olympus, an Olympus authorized service station or any other reason is excluded from the Olympus liability.

Handling the recorder

Warning

- Keep the recorder out of the reach of children and infants to prevent the following dangerous situation that could cause serious injury:
 1. Accidentally swallowing the battery, cards or other small parts.
 2. Accidentally being injured by the moving parts of the recorder.
- Do not disassemble, repair or modify the unit yourself.
- Use SD and SDHC memory cards only. Never use other types of cards. If you accidentally insert another type of card into the recorder, contact an authorized distributor or service center. Do not try to remove the card by force.
- Do not operate the unit while operating a vehicle.

Caution

- Stop using the recorder immediately if you notice any unusual odors, noise, or smoke around it.
- Never remove the battery with bare hands, which may cause a fire or burn your hands.
- Do not leave the recorder in places where it may be subject to extremely high temperatures. Doing so may cause parts to deteriorate and, in some circumstances, cause the recorder to catch fire. Do not use the charger or AC adapter if it is covered. This could cause overheating, resulting in fire.
- Handle the recorder with care to avoid getting a low-temperature burn.

- When the recorder contains metal parts, overheating can result in a low-temperature burn. Pay attention to the following:
 - When used for a long period, the recorder will get hot. If you hold on to the recorder in this state, a low-temperature burn may be caused.
 - In places subject to extremely cold temperatures, the temperature of the recorder's body may be lower than the environmental temperature. If possible, wear gloves when handling the recorder in cold temperatures.

Battery handling precautions

Danger

- The recorder uses a special lithium ion battery from Olympus. Charge the battery with the specified AC adapter or charger. Do not use any other AC adapters or chargers.
- The battery should never be exposed to flame, heated, short-circuited or disassembled.
- Never heat or incinerate battery.
- Take precautions when carrying or storing batteries to prevent them from coming into contact with any metal objects such as jewelry, pins, fasteners, etc.
- To prevent causing battery leaks or damaging their terminals, carefully follow all instructions regarding the use of batteries. Never attempt to disassemble a battery or modify it in any way, solder, etc.

- If battery fluid gets into your eyes, flush your eyes immediately with clear, cold running water and seek medical attention immediately.

Warning

- Keep batteries dry at all times.
- If rechargeable batteries have not been recharged within the specified time, stop charging them and do not use them.
- Do not use a battery if it is cracked or broken.
- Never subject batteries to strong shocks or continuous vibration.
- If a battery leaks, becomes discolored or deformed, or becomes abnormal in any other way during operation, stop using the recorder.
- If a battery leaks fluid onto your clothing or skin, remove the clothing and flush the affected area with clean, running cold water immediately. If the fluid burns your skin, seek medical attention immediately.
- Keep batteries out of the reach of children.
- If you notice anything unusual when using this product such as abnormal noise, heat, smoke, or a burning odor:
 1. Remove the battery immediately while being careful not to burn yourself, and;
 2. Call your dealer or local Olympus representative for service.

Caution

- The bundled/included rechargeable battery is exclusively for use with Olympus digital voice recorder DS-9500/DS-9000.

- There is a risk of explosion if the battery is replaced with the incorrect battery type.
- Dispose of the used battery following the instructions.
- Please recycle batteries to help save our planet's resources. When you throw away dead batteries, be sure to cover their terminals and always observe local laws and regulations.
- Always charge a rechargeable battery when using it for the first time, or if it has not been used for a long period.
- Rechargeable batteries have limited lifetime. When the operating time becomes shorter even if the rechargeable battery is fully charged, replace it with a new one.

Docking station

Danger

- Never disconnect the AC adapter or power cord with a wet hand. This may cause electric shock or injury.
- Only use the dedicated AC adapter with the docking station. Using it in combination with other AC adapters may cause overheating, fire, or malfunction.

Warning

- Never disassemble, modify, or repair the docking station yourself. This may cause fire, electric shock, or injury.
- Never use the docking station in locations where it might come into contact with liquids. Getting the docking station wet may cause fire or electric shock.

- Do not drop the docking station or allow it to suffer extreme shocks. This may cause damage, or fire or electric shock.
 - Do not touch the connector or insert the metal wires or similar object into any of the plugs. This may cause fire, or electric shock.
- ### Caution
- Unplug the AC adapter or power cord from the docking station and AC outlet when not using for extended periods of time. If this precaution is not followed and the docking station is damaged then fire may occur.
 - The docking station (CR21) is designed specifically for Olympus DS-9500/DS-9000. Do not use with other products.

AC adapter

Danger

- The supplied power cord is specific for the AC adapter only. Do not use the power cord for other product. Also, do not use a power cord of other product for the AC adapter.
- Be sure to use the AC adapter with the proper voltage (AC 100 - 240 V). Using it with other voltage levels may cause fire, explosion, overheating, electric shock or injury.
- For safety, be sure to unplug the AC adapter from the outlet before performing maintenance or cleaning. Also, never plug in or disconnect the power plug with a wet hand. This may cause electric shock or injury.

Warning

- Do not attempt to disassemble, repair or modify the AC adapter in any way.
- Keep foreign objects including water, metal, or flammable substances from getting inside the product.
- Do not moisten the AC adapter or touch it with a wet hand.
- Do not use the AC adapter in the vicinity of flammable gas (including gasoline, benzine and lacquer thinner).
- Always stop recording before connecting or disconnecting the power supply plug.
- When the AC adapter is not in use, disconnect the power supply plug from the power outlet.
- Use only power supply of the correct voltage, as indicated on the adapter.

In case:

- ... the internal parts of the AC adapter are exposed because it has been dropped or otherwise damaged:
- ... the AC adapter is dropped in water, or if water, metal flammable substances or other foreign objects get inside it:
- ... you notice anything unusual when using the AC adapter such as abnormal noise, heat, smoke, or a burning odor:
 1. do not touch any of the exposed parts;
 2. immediately disconnect the power supply plug from the power outlet, and;
 3. call your dealer or local Olympus representative for servicing.

Continued use of the AC adapter under these circumstances could result in electric shock, fire or injury.

Caution

- Do not use the AC adapter if the power plug is damaged or the plug is not completely connected to the outlet. This may cause fire, overheating, electric shock, short circuit or damage.
- Unplug the AC Adapter from AC outlet when not using. If this precaution is not followed, fire, overheating or electric shock may occur.
- Make sure to hold the plug when removing the power plug from the outlet. Do not bend the cord excessively or put heavy objects on it. This may cause fire, overheating, electric shock or damage.

LCD monitor

- The LCD used for the monitor is made with high-precision technology. However, black spots or bright spots of light may appear on the LCD Monitor. Due to its characteristics or the angle at which you are viewing the monitor, the spot may not be uniform in color and brightness. This is not a malfunction.

Memory Card

Warning

- Do not touch the card contacts. This may damage the card.
- Do not place the card in locations with static electricity.

- Store the card in a location that is out of the reach of children. In case of accidental ingestion, consult a physician immediately.

Wi-Fi Function (For DS-9500)

- When using the recorder in a medical institution, follow the instructions of that medical institution.
- Turn OFF the power of the recorder when near electronic equipment that handles high-precision control or weak signals. The electronic equipment may malfunction or otherwise be adversely affected.
- Keep a distance of at least 22 cm from the location where a pacemaker is implanted. Electric waves from this recorder could affect the operation of a pacemaker.
- Turn OFF the recorder power when on airplane. Security of the service could be affected.
- The Wi-Fi function of the device is designed to be used in the following regions.
 - **America:**
United states, Canada
 - **Europe:**
Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom
 - **Oceania:**
Australia, New ZealandDo not use the Wi-Fi function of the

device in regions other than those mentioned above. **Also do not use the Wi-Fi function outside of the country or region of purchase.** Using the function could violate the radio signal restrictions in that country. We will assume no responsibility whatsoever for the use of this technology.

- Communication may be affected if there are reinforced structures, metal or concrete between the device and the Wi-Fi access point.
- Communication performance may be affected if the device is used near a microwave, cordless telephone set, or device that uses the 2.4GHz frequency band at the same time. When using the device, keep a sufficient distance away from such equipment.
- To the extent possible, try not to use the device near mobile phones, televisions, or radios. Mobile phones, PHS, TV sets, and radios use different frequencies than the device but electromagnetic waves generated from Wi-Fi products including this device could generate noise in audio or video images.

Notes on security when using Wi-Fi products

- With a Wi-Fi connection, information is exchanged wirelessly and as long as radio signals reach the unit, flexible connection is possible. However, because radio signals can penetrate through obstacles (wood, glass, etc.), if there is no security-related setting, the following problems could occur.

- A malicious third party intentionally intercepts radio signals to spy on communication content.
- Unauthorized intrusion causes the leaking of important information.
- Intercepted communication contents are rewritten and transmitted.
- Destructive computer viruses are released that can destroy data or systems.
- Should a problem occur for an inevitable reason due to the specifications of the Wi-Fi connection, we assume no responsibility whatsoever for any damage incurred.

Recorder care using alcohol disinfectant solution

Cleanable with the following substance.

- Ethanol for disinfection (76.9 to 81.4 v / v%)
- Isopropanol for disinfection (70 v / v%)

Note:

The docking station cannot be cleaned with alcohol disinfectant solution.

For customers in Europe



The "CE" mark indicates that this product complies with the European requirements for safety, health,

environment and customer protection. CE-mark products are for sale in Europe.



This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not

throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.



This symbol [crossed-out wheeled bin Directive 2006/66/EC Annex II] indicates separate collection of waste batteries in the EU

countries. Please do not throw the batteries into the domestic refuse. Please use the return and collection systems available in your country for the disposal of the waste batteries.

(For DS-9500)



To prevent possible hearing damage, do not listen at high volume levels for long periods.

Hereby, Olympus Corporation declares that the radio equipment type DS-9500 is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address: <http://www.olympus-europa.com/> SAR testing has been done at a distance of 0 cm from the body and the head.

This product supports wlan.

Radio function of this equipment is not allowed to use in the geographical area within a radius of 20 km from the centre of Ny-Alesund on Svalbard.

Copyright and trademark information

- SD and SDHC are trademarks of SD Card Association.
- Wi-Fi is a registered trademark of the Wi-Fi Alliance. The Wi-Fi CERTIFIED logo is a certification mark of the Wi-Fi Alliance.

All other brand or product names in this manual are the trademarks or registered trademarks of their respective owners.



The software in DS-9500 and DS-9000 may include third party software. Any third party software is subject to the terms and conditions, imposed by the owners or licensors of that software, under which software is provided to you. Those terms and other third party software notices, if any, may be found in the software notice PDF file stored at <http://www.olympus.co.jp/en/support/msgs/digicamera/download/notice/notice.cfm>

Specifications

General points

■ Recording format

DS2 (Digital Speech Standard Pro)
Linear PCM (Pulse Code Modulation)
MP3 (MPEG-1 Audio Layer3)

■ Storage

Internal NAND FLASH memory:
2 GB
SD/SDHC card: Supports 4 GB to 32 GB

* Some recording media memory capacity is used as a management area, so the actual usable capacity will always be slightly less than the displayed capacity.

■ Display

Size: 2.4 inches
Resolution: 240 × 320 pixels
Type: TFT color LCD

■ Speaker

Built-in 11 × 15 mm dynamic speaker

■ Maximum working output

320 mW (8Ω speaker)

■ Maximum headphone output

≤ 150 mV (conforms to EN 50332-2)

■ Wireless standards (DS-9500 only)

IEEE802.11 b/g/n/a/ac
56 mW or less
for indoor use only
(5180 - 5320 MHz)
Firmware Ver.1.0 or later

- The communication speed and distance may vary depending on

ambient conditions such as the radio environment, obstacles and installation environment.

Security

WEP, WPA/WPA2 Personal, WPA/WPA2 Enterprise

For customers in Europe

2412 - 2472 MHz
5180 - 5320 MHz
5500 - 5700 MHz
5745 - 5825 MHz

For customers in Oceania

2412 - 2472 MHz
5180 - 5320 MHz
5500 - 5580 MHz
5660 - 5700 MHz
5745 - 5825 MHz

■ MIC jack

ø3.5 mm impedance 2 kΩ

■ EAR jack

ø3.5 mm impedance 8 Ω or more

■ Power source

Standard voltage: 3.6 V
Battery: Lithium-ion battery (LI-92B)
External power supply: USB connection, AC adapter (A517) (DC5V)

■ External dimensions

120.8 mm × 49.8 mm × 18.6 mm
(Not including largest projection)

■ Weight

90 g (including battery)

■ Operating temperature

During operation: 0 °C to 42 °C
(32 °F to 107.6 °F)
Charging: 5 °C to 35 °C
(41 °F to 95 °F)

Specifications and design are subject to change without notice.

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