

**GRUNDIG**

Business Systems

**St 3211**

Steno-Cassette 30

DEUTSCH

ENGLISH

FRANÇAIS

ITALIANO

NEDERLANDS

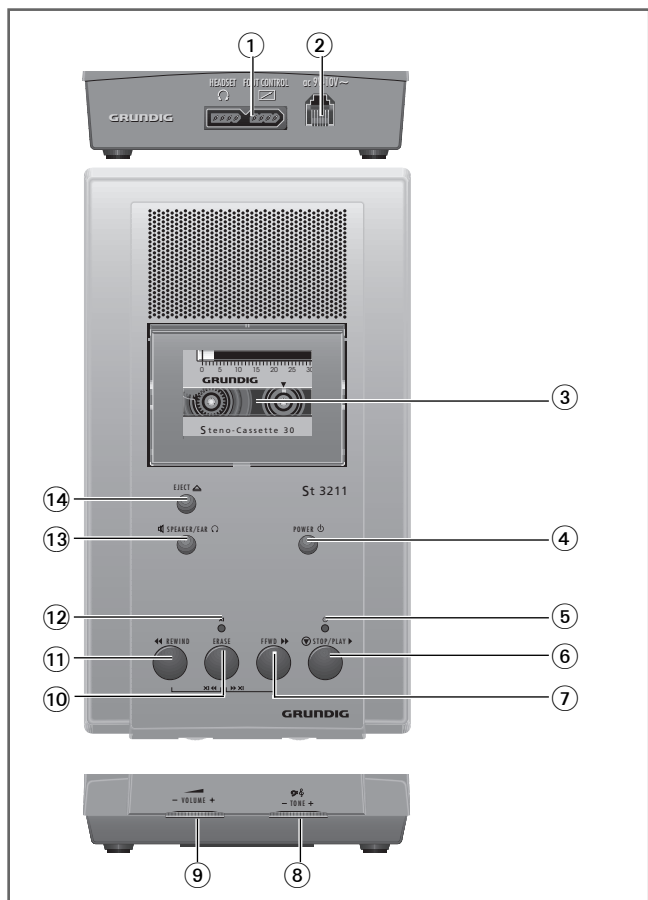
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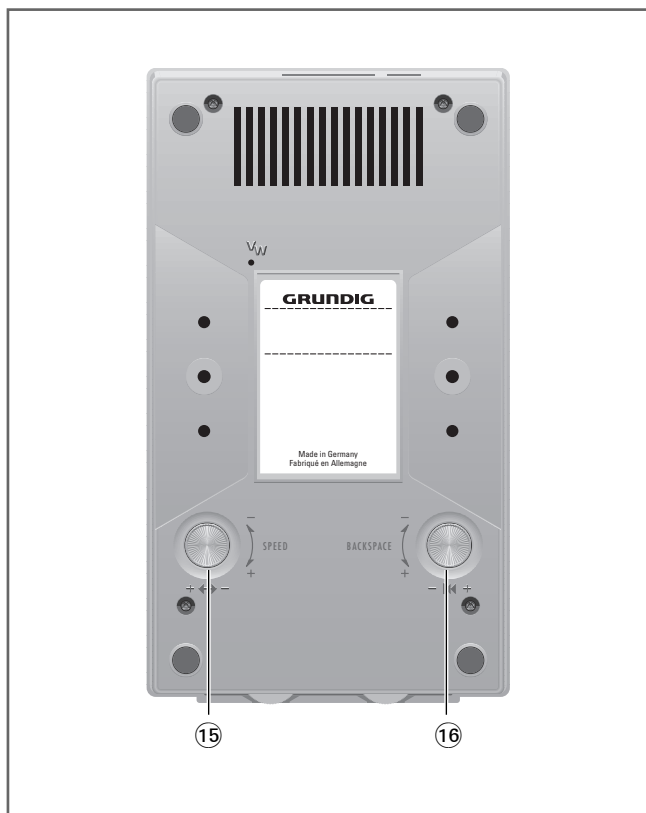
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ESPAÑOL



# St 3211





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## Mains connection

With the NT 682 GB mains unit / NT 683 GB mains unit.

This mains unit can be used to operate all Grundig office equipment. It can be connected to IT mains with a maximum line-to-line current of 250 V.

Connect the mains cable to the alternating voltage mains 230V ~, 50Hz...60Hz.

Plug the mains connection plug into the »ac 9V – 10 V~« socket (at the back of the unit).

To disconnect the mains unit from the machine: depress the catch on the connector and simultaneously pull the cord.

### Repair note for the mains unit

Use only original replacement parts.

The mains cable must only be replaced by a specialist.

## Important information

Make sure that the ventilation openings on the housing are not blocked.

Do not expose the unit to temperatures higher than 35 °C.

Furniture surfaces are coated with various kinds of synthetic materials or paints that contain chemical substances.

These substances, if they come into contact with the feet of the unit, can produce a residue on the surface that is either difficult to remove or permanent.

The accessories mentioned in this manual (the 536 foot control and the 541 hand control etc.) are not included in delivery.

## Switching on and off

With the »⏻ – POWER« button.

- The operating lamp is on »⏻«.

### Note:

Your unit and the mains unit are disconnected from the alternating voltage system only when the mains plug has been removed from the mains socket!

## Stand by

If you do not select a function within a 10 minute period, the unit switches to "stand by". When the unit is in stand by mode, the parts that usually touch the tape no longer come into contact with it. The unit remains in stand by mode.

## Connecting accessories

Connecting the 536 foot control, 541 hand control and headset: see figure at the beginning of this booklett.

## Steno-cassette compartment

△ After stop has been pressed, open the steno-cassette compartment.

Insert a steno-cassette into the cassette compartment. Make sure the closed end of the cassette is facing you and the labelling can be read.

Close the compartment manually.



**... using the speaker on the unit**

Click the  speaker button down.

**... using accessories**

uch as the 556 earclip/sound-module, 562 swingphone, 561 headset or AKS 20 acoustic telephone coupler.



Click the  speaker button out.

**Note:**

The maximum playback volume is 85 dB (A) when using heaphone accessories.

## Starting and stopping



**... using the »STOP/PLAY« button**

Unit in operating mode "Stop":



Press button = start playback.

Unit in operating mode "Start":



Press button = stop playback.

**... using accessories:**

536 foot control, 541 hand control.

## Volume and sound




... use the volume adjuster »- VOLUME +« (on the front).




... tone adjuster »- TONE +« (on the front).

## Playback speed









- +  - ... with the speed adjuster "SPEED" (on the bottom); locks at in the middle position (normal speed).  
You can adjust the playback speed when a foot control 536 or a hand control 541 is connected.

## Short rewind

-  + ... use the short rewind adjuster "BACKSPACE" (on the bottom) to set the short rewind time from + "unlimited" (same as rewind) to "minimum".  
**Activate short rewind** with the 536 foot control or the 541 hand control.

# FAST FORWARD AND REWIND

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-  **Fast forward:** press the »FFWD « button.
-  **Rewind:** press the » REWIND « button.
-  **Stop:** press the » STOP/PLAY « button or the tape stops automatically at the beginning or the end.

# ERASING

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**To erase longer text passages or an entire steno-cassette:**

Wind the tape to the desired position.

**From the operating mode Stop**



Press (approx. 2 sec.) until you hear the index signal, then



press for »Fast erase« reverse  
or



press for »Fast erase« forward  
– Erase indicator lights up »X|«.



Stop, or  
it stops automatically at the beginning or end of the tape.

**To erase the steno-cassette when it is not in the unit:**

use a 616 instant eraser (accessory).

## Connection



Plug the foot control plug into the socket.

## Operation

You can operate the foot control with both feet. You can rest the foot that you are not using on the middle section.

Switch options: right pedal = start  
left pedal = short rewind  
middle pedal = not used.

### Start:

You can use the start pedal (right pedal) to either lock or scan. Slide the switch on the bottom of the machine to the desired position.

Lock setting: press the button – start,  
release the button and press it again – stop



Scan setting: press the button – start,  
release the button – stop



### Short rewind:

The short rewind function is also carried out when the start button is switched on.

If you want to rewind the tape past the pre-set short rewind time, press the short rewind button several times.

After the short rewind function is finished, the unit switches to playback start.

# CARE AND MAINTENANCE

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## Housing

Only clean the machine with a soft cloth suitable for removing dust. Polish and cleaning agents can damage the surface. Liquids should not be allowed to penetrate the inside of the unit.

## Parts that come into contact with the tape

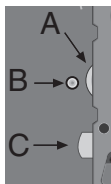
You should check regularly within the steno-cassette compartment for dust and for dirt caused by tape usage.

We recommend that you clean these parts with a soft cotton swab that has been dipped in cleaning alcohol.

Never use metal or hard objects!

- △ Open the tape compartment and remove the steno-cassette.
- ▶▶ Press and hold the »FFWD▶▶« button and the
- ◀◀ »◀◀ REWIND◀◀« button simultaneously:
  - The capstan shaft spins.

## Cleaning parts that come into contact with the tape:



- A** Rubber pressure roller
- B** Capstan shaft
- C** Recording head

## **Repair note**

Use only original replacement parts.

The mains cable must only be replaced by a specialist.

In case of malfunctions, contact your dealer:

## **Environment-friendly materials – environment-compliant packing:**

Grundig dictation machines are conceived and fabricated according to the highest environmental requirements.

## TECHNICAL DATA

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**Tape:** steno-cassette 30

**Drive system:** capstan

**Tape speed:** 2.38 cm/s;  
can be adjusted by approximately  $\pm 15\%$

**Rewind time:** approximately 90 seconds.

**Output power:** 200 mW

**Maximum playback volume when using a headset:**  
85 dB (A)

**Frequency Response:** 100 - 5000 Hz

**Speaker:** 45 mm  $\varnothing$  dynamic speaker

**Dimensions:** approximately 120 mm x 210 mm x 54 mm

**Weight:** approximately 640 g

The product name and serial number are located on the bottom of the machine housing.

**CE** The product is in accordance with following EC-Directives:  
"89/336/CEE, 73/23/CEE, 93/68/CEE".

Technical data and design subject to change.

**GRUNDIG**

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