

IMPORTANT - PLEASE READ

If you have existing Olympus equipment at your site, or you send files to an existing Olympus user.

The Olympus DS-3400 and DS-5000 Digital Voice Recorders, record in high quality **DSS Pro (.ds2)** format. Recordings made in this format can be played only if you have the following software installed:

ODMS R6	Packaged with DS-7000/DS-3500 DVRs & AS-7000 Transcription Kit
DSS Player Pro R5	Packaged with DS-5000/DS-3400 DVRs & AS-5000 Transcription Kit
DSS Player Standard v1/v2	Packaged with DS-2800/DS-2500/DS-2400 DVRs & AS-2400 Transcription Kit

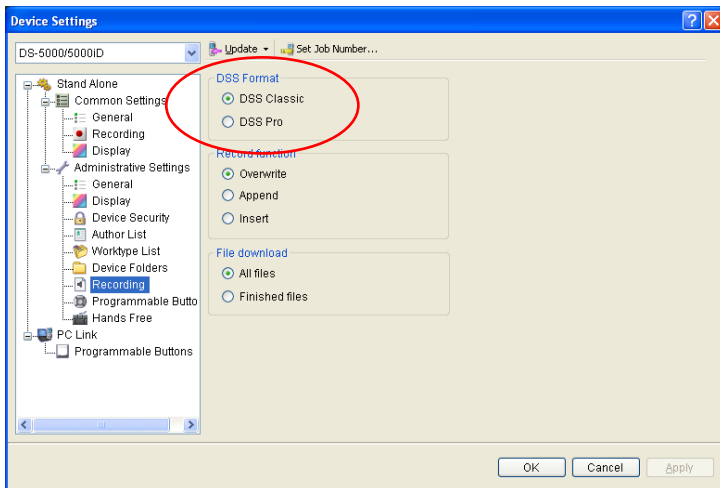
Therefore, if you are sending your sound files to a typist who is not using the software listed above, you must change the recording format on the DS-3400/DS-5000 to **DSS Classic (.dss)**, by following the instructions below.

Please note that **DSS Classic** format is compatible with all current and past Olympus Digital Voice Recorders and Olympus Transcription Kits, including the current AS-2400, AS-5000 and AS-7000 Transcription Kits.

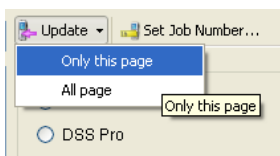
Important: The following instructions are for Windows users only.
If you use a Mac, please phone 0800 659 678 and ask for Tech Support.

Instructions:

- Install the Olympus Dictation Module R5 (software supplied with the DS-3400/DS-5000) on your PC
- Open the Dictation Module: “Start – Programs – Olympus DSS Player Pro – Dictation Module”
- Ensure the DS-3400/DS-5000 is turned on and connected to the PC for all following steps
- Go to “Device – Device Settings”
- Click on “Recording” under “Administrative Settings” in the left column
- For DSS Format, choose **DSS Classic** (see screen shot below)



- Click on “Update” (just above DSS Format) and choose “Only this Page” (see screen shot below)



- Wait until this message appears: “Device Settings have been updated”
- The file format on the DS-3400/DS-5000 has now been changed and you may unplug the Digital Voice Recorder and create a test recording.