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LFH3210 without SpeechExec dictation software

LFH3215 with SpeechExec dictation software

LFH3310 with integrated barcode scanner
# User manual

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1  Important

Philips reserves the right to change products at any time without being obliged to adjust earlier supplies accordingly.

The material in this manual is believed adequate for the intended use of the system. If the product, or its individual modules or procedures, are used for purposes other than those specified herein, confirmation of their validity and suitability must be obtained.

Safety
• To avoid a short circuit, do not expose the product to rain or water.
• Do not expose the device 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.

SpeechMike Barcode

⚠️ Class 1 laser product

This product complies with:
• 21CFR1040.10 and 1040.11 except for deviations pursuant to Laser Notice No. 50, dated July 26, 2001.

The laser classification is marked near the scanner window on the product.

Class 1 Laser devices are not considered to be hazardous when used for their intended purpose. The following statement is required to comply with US and international regulations:

Warning
Do not try to open the unit. Allow only authorized service technicians to repair the unit. Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous laser light exposure.

Small children
Your device and its enhancements may contain small parts. Keep them out of the reach of small children.

Compliance with EMF
Koninklijke Philips Electronics N.V. manufactures and sells many products targeted at consumers, which, like any electronic apparatus, in general have the ability to emit and receive electromagnetic signals. One of Philips’ leading Business Principles is to take all necessary health and safety measures for our products, to comply with all applicable legal requirements and to stay well within the EMF standards applicable at the time of producing the products. Philips is committed to develop, produce and market products that cause no adverse health effects. Philips confirms that if its products are handled properly for their intended use, they are safe to use according to scientific evidence available today. Philips plays an active role in the development of international EMF and safety standards, enabling Philips to anticipate further developments in standardisation for early integration in its products.

Cleaning and disinfection
• Unplug the device from the computer before cleaning.
• Use a soft cloth, if necessary dampened with a minimum amount of water or diluted mild soap, to clean the product.
• Products for disinfection of surfaces in clinical
areas and patient care equipment, such as surface disinfectant wipes, can be used to clean the device.

• Do not use harsh chemicals or strong detergents.
• Do not rub or strike the surface with anything hard as this may scratch or damage the surface permanently.

---

**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 your local separate collection system for electrical and electronic products.
• 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.
2 Your SpeechMike

Congratulations on your purchase and welcome to Philips!

To fully benefit from the service that Philips offers, visit our Website for support information such as user manuals, software downloads, warranty information and more: www.philips.com/dictation.

2.1 What’s in the box

- Dictation microphone
- CD-ROM containing software and user manual
- USB cable
- Quick start guide
2.2 Overview

1 Microphone
2 Record indicator light
3 • EOL end-of-letter key,
   •• PRIO priority key
4 INS/OVR Insert/overwrite key
5 ▶ Fast forward key
6 Slide switch (record, stop, play, rewind)
7 Instruction
8 Left mouse button
9 Right mouse button
10 Trackball, left mouse button
11 F1, F2, F3 Programmable function keys
12 Speaker
13 USB cable
14 Barcode scanner (LFH3310 only)
15 Left mouse button (LFH3210)
   Scan button (LFH3310)
3 Get started

3.1 Installation
Recording and playback of dictations with the SpeechMike requires dictation software such as Philips SpeechExec to be installed on the computer. When third-party dictation software other than Philips SpeechExec is used, driver software must be installed before connecting the SpeechMike.

⚠️ Important
Administrator rights are required to install the software. For more help, contact your administrator.

1 Turn on the computer.
2 Connect the dictation microphone to the computer using the USB cable.
3 The New Hardware Found message is displayed and installation will proceed automatically.

🔍 Note
If the message does not appear, verify if the USB port is enabled in the BIOS of the system. See the hardware documentation for details, or contact your hardware vendor.

4 Restart the PC when prompted by Windows.
5 Insert the installation CD in the CD-ROM drive. The set-up program should start automatically. If it does not, open the CD contents in Windows Explorer and double-click the autorun.exe file.
6 Click the Install button.
7 Follow the on-screen instructions of the set-up program.
Use your SpeechMike

This chapter describes how to use the SpeechMike with Philips SpeechExec dictation software. If the SpeechMike is used with third-party software other than Philips SpeechExec, some features may not be present or function differently. For detailed information, refer to the documentation delivered with the software.

4.1 Create a recording

1. The dictation microphone must be connected to the computer with the USB cable.
2. Start SpeechExec dictation software.
3. Move the slide switch to the REC position to create a new recording and start speaking.
   - The recorder window is displayed.
   - The record indicator light glows in red (in overwrite mode) or green (in insert mode) while recording.
4. To stop recording, move the slide switch to the STOP position.
5. Press the •EOL/•PRIO key to mark the recording as finished.
   - The dictation file is moved to the Finished dictations folder.
   - The recorder window closes and the work list window is displayed.
6. To assign priority status to the recording, press the •EOL/•PRIO key again within half a second.

Note
For best results, speak clearly and keep the microphone about 10 to 15 centimeters (4 to 6 inches) away from your mouth.

4.2 Use the bar-code scanner (LFH3310 only)

1. Press the scan button and scan the barcode. When a barcode is recognized, the SpeechMike will beep and the barcode information is inserted into the currently active application as if the barcode number is typed in digit by digit.

Note
The barcode scanner allows barcode scanning from a distance of up to 30 cm / 12 inches.
5 Use more of your SpeechMike

5.1 Customize the SpeechMike
Use the Device Control Center software to customize the SpeechMike to suit individual user needs.

The software allows to assign different functions to each key, enable or disable certain features and also to start and control applications with the SpeechMike.

5.1.1 Customize SpeechMike keys and settings

1 The dictation microphone must be connected to the computer with the USB cable.

2 If the option to start the Device Control Center automatically was selected during installation, open the program by clicking the icon in the notification area of the Windows task bar. To manually start the program, open the Windows start menu in Windows and select All Programs > Philips Speech Control > Philips Device Control Center.

The current settings are automatically downloaded from the connected SpeechMike.

3 On the Device tab, configure device settings and select the function to be assigned to each key.

4 Click the Upload button to save the new settings.

Note
The SpeechMike can be reset to its factory default configuration by clicking the Defaults button. Click the Upload button to save the default settings.

Tip
To test settings and key functions, use the Device test section on the Device tab.
5.1.2 Use application shortcuts

The Device Control Center software allows to start and control other applications with the keys on the SpeechMike.

The Device Control Center software includes pre-installed profiles that make the SpeechMike ready for immediate operation with Dragon NaturallySpeaking speech recognition software and Microsoft Powerpoint. Additional profiles for other applications can be programmed.

1. If the option to start the Device Control Center automatically was selected during installation, the application icon appears in the notification area of the Windows task bar. To manually start the program, open the Windows start menu in Windows and select All Programs > Philips Speech Control > Philips Device Control Center.

2. Right-click on the application icon in the notification area of the Windows task bar and verify that ‘Activate application control’ is enabled. If the option is disabled, the configured settings and buttons will not function for any of the target applications.

Note
Exit Philips SpeechExec software when using application shortcuts to prevent unintentional recording when controlling other applications.

Default profile
The default profile is applied automatically when there is no profile assigned to an application in focus. This profile is set up to control Dragon NaturallySpeaking with your SpeechMike. The following settings are defined:

<table>
<thead>
<tr>
<th>SpeechMike key</th>
<th>Assigned shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC</td>
<td>Record</td>
</tr>
<tr>
<td>PLAY</td>
<td>Play from cursor position</td>
</tr>
<tr>
<td>◀ Rewind</td>
<td>Move cursor backwards</td>
</tr>
<tr>
<td>▶ Fast forward</td>
<td>Move cursor forwards</td>
</tr>
<tr>
<td>• EOL/•• PRIO</td>
<td>Mark backwards</td>
</tr>
<tr>
<td>INS/OVR</td>
<td>Open correction window</td>
</tr>
<tr>
<td>− Instructions</td>
<td>Choose 2</td>
</tr>
</tbody>
</table>

Powerpoint profile

Use this profile to control Powerpoint presentations with the SpeechMike. The following settings are defined:

<table>
<thead>
<tr>
<th>SpeechMike key</th>
<th>Assigned shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC</td>
<td>Black screen</td>
</tr>
<tr>
<td>PLAY</td>
<td>White Screen</td>
</tr>
<tr>
<td>◀ Rewind</td>
<td>Go to previous slide</td>
</tr>
<tr>
<td>▶ Fast forward</td>
<td>Go to next slide</td>
</tr>
<tr>
<td>• EOL/•• PRIO</td>
<td>End slide show</td>
</tr>
<tr>
<td>INS/OVR</td>
<td>Show/hide cursor</td>
</tr>
</tbody>
</table>

Note
Philips cannot guarantee the proper function of all assigned shortcuts, since shortcuts can differ among versions and languages.

Program a custom profile

It is possible to program shortcuts for other applications to control application functions with the keys of the SpeechMike.

1. The dictation microphone must be connected to the computer with the USB cable.

2. If the option to start the Device Control Center automatically was selected during installation, open the program by clicking the icon in the notification area of the Windows task bar. To manually start the program, open the Windows start menu in Windows and select All Programs > Philips Speech Control > Philips Device Control Center.
On the tab *Application control*, click the **Add** button to create a new profile.

Browse and select the application executable and click on **OPEN**. A profile for the selected application will be added to the list of profiles.

**Note**
Exit the target application during configuration. Open the application when the device configuration settings are saved.

Select a button from the button column and click the **Add** icon to assign a shortcut. You can assign different shortcuts for pressing and releasing a key.

The shortcut editor window is displayed.

Enter name for the shortcut and click the **Add** button add an operation for the shortcut. The following options are available:
- Hotkey: Assign a keyboard shortcut
- Text: Enter the text to be inserted when a key on the SpeechMike is pressed
- Start an application by pressing a key on the SpeechMike
- Mouse button

You can add one operation or a sequence of operations for every shortcut.

Click the **Apply** button to save the new settings.

**Note**
The *Device Control Center* cannot be used to program application shortcuts for *Philips SpeechExec* software. Shortcuts for *Philips SpeechExec* can be configured in the *General settings* menu of *SpeechExec*. See the *SpeechExec* application help for more information.

**Tip**
Application control configuration settings can be saved into files and imported later to apply the same configuration settings to several devices.

### 5.2  Update the firmware

Your SpeechMike is controlled by an internal program called firmware. Newer versions of the firmware may have been released after you have purchased the SpeechMike.

1. Download the firmware update for your SpeechMike model from www.philips.com/dictation.
2. The dictation microphone must be connected to the computer with the USB cable.
3. If the option to start the *Device Control Center* automatically was selected during installation, open the program by clicking the **icon in the notification area of the**
Windows task bar. To manually start the program, open the Windows start menu in Windows and select All Programs > Philips Speech Control > Philips Device Control Center.

4 On the Device tab, click on Firmware update.

5 Click the Import button and select the folder with the firmware files to be imported.

6 Click the Upgrade button to install the new firmware.
   • The firmware upgrade takes about 30 seconds.
   • During firmware update the indicator lights of the SpeechMike will be flashing.

⚠️ Warning
Do not disconnect the dictation microphone from the computer during firmware upgrade. This might damage your product.

5.3 Configure the bar-code scanner (LFH3310 only)
The SpeechMike barcode scanner is pre-configured with the keyboard language US English and the suffix “carriage return” (CR). Before using the barcode scanner for the first time, it is necessary to adapt it to your local keyboard language. To change the scanner configuration, start the application Barcodeconfig.exe on the installation CD.

For information about customizing the barcode module, refer to the Advanced Barcode Scanner Configuration manual on the installation CD provided with your SpeechMike.
6  Technical data

**Connectivity**
- USB: Mini-USB 2.0

**Audio recording**
- Microphone type: electret condenser microphone
- Microphone cartridge: 10 mm
- Characteristic: uni-directional
- Frequency response: 200 – 10 000 Hz
- Sensitivity: -37 dBV @ 1 kHz
- Signal-to-noise ratio: > 70 dBA

**Sound**
- Speaker type: built-in round, dynamic speaker
- Speaker diameter: 30 mm
- Acoustic frequency response: 300 – 7500 Hz
- Speaker output power: > 200 mW

**Barcode scanner (LFH3310)**
- Laser class: class 1 laser product

**System requirements**
- Processor: Pentium III, 500 MHz (Pentium IV or similar, 1 GHz recommended)
- RAM memory: 512 MB (1 GB recommended)
- Hard disk space: 10 MB for Speech Control, 100 MB for SpeechExec (optional), 250 MB for Microsoft .NET Framework
- Operating system: Windows 7/Vista/XP
- Free USB port
- DVD-ROM drive

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

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

**Dimensions**
- Product dimensions (W × D × H):
  - 45 × 165 × 30 mm / 1.8 × 6.5 × 1.2 inch
- Weight: 0.120 kg / 0.265 lb
- Cable length: 3 m / 9.8 ft

**Design and finishing**
- Material: antimicrobial surface
- Color(s): warm grey/black

**Accessories**
- USB cable
- CD-ROM containing software and user manual
- Quick start guide
7  Frequently asked questions

The operating system stops responding after restart
Using the Philips SpeechMike together with certain USB hubs may cause the operating system to stop responding when the computer is started.
Unplug the SpeechMike before starting the PC and reconnect it afterwards. We recommend replacing the USB hub or connecting your SpeechMike directly to the USB port of the computer.

The SpeechMike is completely without function
Some computer providers limit the output power of USB ports to 100mA. These ports may not provide enough power for the SpeechMike to function properly.
Connect the SpeechMike via a self-powered hub.

The SpeechMike is connected to the computer but sound will play on the computer's speaker only
Windows XP can support only one playback device at a time and may require setting the playback device back to "SpeechMike" if another playback device was enabled after the SpeechMike was installed.
• Set via Start > Control Panel > Sound and Audio Devices > Audio (tab)
• Or, right-click the speaker icon if it's in the toolbar and select Adjust Audio Properties

Windows Vista and Windows 7 can support more than one playback device at a time, but if you disable the device for playback it is also disabled for recording. You may need to right-click and select "Show disabled devices" to change the setting.
• Set via Start > Control Panel > Sound > Playback (tab)
• Or, right-click the speaker icon if it's in your toolbar and select playback devices
Federal Communications Commission Notice
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

Modifications
The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by Philips may void the user’s authority to operate the equipment.

Cables
Connections to this device must be made with shielded cables with metallic RFI/EMI connector hoods to maintain compliance with FCC Rules and Regulations.

Canadian notice
This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Avis Canadien
Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Declaration of Conformity
Model Number: LFH3200, LFH3205, LFH3210, LFH3215, LFH3220, LFH3225, LFH3300, LFH3310, LFH3320
Trade Name: Philips SpeechMike
Responsible Party: Philips Speech Processing
Address: 64 Perimeter Center East, Atlanta, GA 30346, USA
Telephone number: 888-260-6261
Website: www.philips.com/dictation
LFH3200, LFH3205, LFH3210, LFH3215, LFH3220, LFH3225, LFH3300, LFH3310, LFH3320
FOR HOME OR OFFICE USE

Tested to comply with FCC standards

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.

CE Declaration of Conformity
Philips confirms that the product corresponds to the relevant guidelines of the European Union.
Discover the comprehensive range of professional dictation products from Philips
www.philips.com/dictation