

Before You Start

In order to use the FreedomMIC, you must be within range of a properly installed and working LaunchPAD™ of Firmware 3.0 or newer. See your System Administrator for range and coverage information.

Unpacking and Inspection

The FreedomMIC comes with the following items. Contact us if any of the items below are missing or damaged (see inside front cover).

- ✓ 1 FreedomMIC
- ✓ 1 Battery Charger
- ✓ 1 FreedomMIC Serial Cable
- ✓ 1 Registration Card & Accessory List

Important Concepts

FreedomMIC is a portable dictation station. It can be used with any analog or digital central dictation station. FreedomMIC is NOT a portable dictation recorder. In order to use FreedomMIC, you must first connect to a dictation system via the LaunchPAD™ base station and an analog telephone line.

Terms used in this manual include:

Programmable Key – Programmable keys are used to store information unique to you and your facility. Information, for example, the kind of dictation system in use, dictation functions such as Record or Stop, frequently used numbers (similar to a speed dial function) or often used codes (including, job codes or passwords) may be stored in the nine programmable keys see Customization page 12.

Hook Toggle – The Hook Toggle key is used to go “off hook” (dial tone), to begin a telephone call/dictation session, or to go “on hook” (hanging up) to end a call/dictation session

LaunchPAD™ – The LaunchPAD™ is the receiving station for calls made using the FreedomMIC. The LaunchPAD™ is connected to the telephone or dictation system.

System Setting – Each dictation setting uses a unique set of commands such as record, stop, and rewind. You can use FreedomMIC with more than one dictation system by programming your unit with the desired dictation system(s). FreedomMIC comes programmed to control a VoiceCOMPOSER system, when key F1 is pressed and a Dictaphone DX7000™ series system when key F2 is pressed. These defaults may be changed at any time (see Customization, page 11).

- FreedomMIC has an internal Battery.
- Battery life (while doing Dictation) is about 8.0 hours.
- Battery charge time is 1 hour for each hour discharged, or about 8 hours maximum.
- The Battery Charge State can be measured at FreedomMIC's stereo jack with a Voltmeter with + lead to the jack's “ring/middle”; - lead to “sleeve.”
- About 2.0V At FreedomMIC's “Low BATT” indication/FM Shutoff.
About 3.3V When Battery is fully charged.

CHARGING THE BATTERY:

NOTE: To get a full charge, it is usually preferable to charge the Battery overnight.

1) Ensure the Battery Charger is plugged in.

2) Then plug the Battery Charger into the stereo jack of the FreedomMIC.

IMPORTANT: To charge the FreedomMIC, the FreedomMIC must be OFF (Both LEDs off). If the FreedomMIC turns ON when the Battery Charger is plugged in, then Power OFF the FreedomMIC.

Using Your FreedomMIC for the First Time

To use your FreedomMIC:

- Ensure you are within range of a LaunchPAD™ (maximum radius of 750 feet free space centered on the LaunchPAD)
- Press the Power On Key
- Press the Hook Toggle Key, or press F1 if you wish to connect with a DVT™ dictation system, or F2 to connect with a Sudbury RTAS™ series system
- Wait for dial tone and enter the phone number of the dictation system (provided by the System Administrator)
- Follow the instruction of the dictation system
- When you are finished with the dictation system, press Hook Toggle or Power Off Key

Getting the Most from Your FreedomMIC

In order to get the most from the FreedomMIC, the System Administrator should customize your unit. You may:

- Assign up to 3 dictation systems to automatically dial and log-on
- Assign up to eleven total speed-dial or data keys (procedure codes, passwords, etc.) or dictation commands (record, fast forward, etc.)
- Select a personal channel (if available) to speed connection to the dictation system
- Customize the types of alarms, audible warnings, and timeout intervals
- Add to the list of available channels FreedomMIC scans or customize for your own groups of 4 channels

DEFAULTS

FreedomMIC's programmable keys are setup at the factory as follows:
F1 - Set system as VoiceCOMPOSER, go off-hook
F2 - Set system as Dictaphone DX7000™ series, go off-hook
Top - Stop
Middle - Record
Bottom - Rewind, then play on release
F8 - Record
 (See page 1 for key locations)

An easy way to gather all information needed to complete the customization step is to fill out the Customization Checklist found in the back of this manual (page 11).

- **Gather your preferences.** Consult the dictation system manual, if needed, to determine what features you will most often use, or make a list of frequently called numbers or often-used procedure codes.
- **Fill out the checklist.** You need only complete information you would like changed. Channel assignments, etc. will be completed by the System Administrator.
- **Give the completed checklist to the System Administrator.** As soon as the new profile has been entered, your preferences will be available for use the next time you connect to a LaunchPAD™.

Dictating with the FreedomMIC: Two Examples

EXAMPLE WITH NO CUSTOM PROGRAMMING

You may use the FreedomMIC without any special programming.

- Unpack the FreedomMIC and charge the battery.
- When in range of an operational LaunchPAD™, press the Power-On key.
- Wait until the FreedomMIC locks onto the LaunchPAD™. When a channel is found, the FreedomMIC will beep & its Right LED will flash at a slower rate.
- Press the Hook Toggle Key, or if you are connecting with a DVT™ dictation system, press F1, or if you are connecting to a PC Dart™ series dictation system, press F2.
- Listen for dial tone, and then dial the dictation system phone number.
- Follow the prompts for the dictation system to record or edit reports, using the keypad to enter command prompts. If you pressed F1 or F2 to use the VoiceCOMPOSER or Dictaphone DX7000™, you may use TOP Key for stop, Middle Key for record and Bottom Key for rewind/play.
- When finished, exit the dictation system by pressing the Hook Toggle Key or the Power Off Key.

EXAMPLE WITH CUSTOM PROGRAMMING

Once the FreedomMIC has been configured for your dictation system, the following could be a typical scenario.

- When in range of an operational LaunchPAD™, press the Power-On key.
- Wait until the FreedomMIC locks onto the LaunchPAD™. When a channel is found, the FreedomMIC will beep and the flashing Right LED will go on steady for a few seconds; then the Right LED will flash at a slower rate.
- Press F1 to connect to the primary dictation system or F2 to connect to the secondary dictation system (or you may use any other key you may have programmed for this function).
- F4 (or other key you selected) could be programmed to enter dictation data, or dictation commands, or dictation ID and passwords.
- Press the Record Key (the default Record Key is the Middle Key, or you may use any other key you may have programmed). When you are finished recording, press the Stop Key (default: Top Key).
- When you have finished, press the End Dictation key (this is a key you have programmed), and press the Hook Toggle key to disconnect from the dictation session.
- If you wish to disconnect from the LaunchPAD™, press the Power Key for a couple seconds, or you may remain connected for up to the inactivity timeout period.

Disconnecting will free the LaunchPAD™ connection for another dictation system user. Remaining connected may speed the connection time of the FreedomMIC with the dictation system.

CARE OF THE FreedomMIC

Clean the FreedomMIC with a soft, damp cloth. Do not use chemicals to clean the FreedomMIC. Do not immerse the FreedomMIC in liquid.

BEEPS

FreedomMIC has several warnings or beeps that vary in a short/long duration and low/high pitch:

POWER ON

Single Beep (short/high)

Unit operational, scanning for LaunchPAD™

CONNECTION TO LaunchPAD™

Single Beep (long/high)

LaunchPAD™ connection is now available for use

SCAN TIMEOUT

Single Beep (long/low)

No LaunchPAD™ available. FreedomMIC will then power off.

INACTIVITY TIMEOUT

Single Beep (long/low)

No key presses on the FreedomMIC for timeout period. Unless a key is pressed immediately, the FreedomMIC will power off.

LOW BATTERY

Single Beep (long/low)

End dictation and charge battery

WEAK SIGNAL

Single Beep (long/low)

Move closer to LaunchPAD™ or the FreedomMIC will power off.

POWER OFF

Single Beep (short/low)

Ensure the Power Key is depressed, until this tone sounds

SPEED DIAL/ CUSTOMIZING KEYS

Each programmable key can be used as a speed dial key or as a dedicated function key for the dictation system. See the Customization Checklist on page 12 for a list of the keys that may be programmed.

MAKING AN OUTGOING PHONE CALL

- You may make, but not receive, phone calls, provided the LaunchPAD™ is connected to outgoing telephone lines and the feature has not been restricted by the System Administrator.
- Press the Hook Toggle (phone) key
- Listen for dial tone. If dial tone is not heard within 1-second, repeat step above one more time to get dial tone.
- Dial the number using the keypad.
- You may also bypass the above three steps by pressing a programmable key if your System Administrator has defined one of your keys as a speed dial key.
- When the call is complete, press the Hook Toggle or Power off key to terminate the call.

SYSTEM FEATURES

- 905-928 MHz Frequency
- 230 Channel Auto Scanning
- 8 Diagnostic Channels
- Dynamic Frequency Settings
- 11 Programmable Keys
- Configurable to work with any dictation system

SPECIFICATIONS

Frequency: 905-928 MHz channel scan

Technology: Dynamic Narrow Band Angle Modulation

Range:

Free Space: 1,000-1,500 feet

Work Environment: up to 300-600 feet

Antenna: Internal Omni-directional

Size: 1.8" w x 6.2" l x 1.4" d

Weight: 4oz

Protocol: Proprietary

GENERAL

Agency Approvals

Emissions FCC part 15

Temperature Range: 50F to 90F

Humidity Range: 10% to 90% non-condensing

Channel Lock Duration: .8 sec/ channel (immediate open channel lock)

Dialling: Tone and pulse (pulse only when speed dialing)

Functional Battery Life: 8-hours

AVOIDING RF INTERFERENCE

FreedomMIC is a radio frequency device. It uses a low-power signal in the 905-928MHz range for communication with the LaunchPAD™ base station.

Metal (especially lead, structural steel, and electronic machinery) can interfere with or deflect radio waves. For best operation, dictation should occur within the reception area of the LaunchPAD™. Your System Administrator can provide information on dictation zones or areas. Your performance will vary from site to site, but is roughly a circular area with a maximum radius of 750 feet free space centered on the LaunchPAD™ in a typical healthcare environment.

If the signal becomes excessively noisy, the "Signal Loss" LED lights or the out of range beep sounds, promptly move closer to the LaunchPAD™. If you are in the reception area of another LaunchPAD™ and the "Signal Loss" LED is lit continuously, you may need to power the unit off, then power the FreedomMIC on to connect to a LaunchPAD™ with better signal strength. It is also possible to customize a key (i.e. F4) to resume scanning at the next channel.

In situations where several other FreedomMICs are in use, it may take up to a minute to connect to an available LaunchPAD™.

When FreedomMIC has moved to the edges of the reception space for the LaunchPAD™ in use as its base, a 15-second Low Signal Timeout will sound. You will have up to 10 seconds to move closer to the LaunchPAD™ or terminate the dictation session. After this timeout, the dictation session will automatically end and the connection with the LaunchPAD™ will terminate.