

EN/E It is important to read this instruction prior to using your new product for the first time. Es importante leer este manual antes de usar por vez primera su equipo.

### General controls

1. Built-in microphone
2. Recording indicator
3. **OFF** - stops playback or recording, turns off player
4. **MENU** - press once to access folders, press and hold to access the player menu for various settings
5. **ERASE** - erases files
6. **VOLUME +/-** - adjusts volume, selects / browses in the player menu, adjusts sensitivity during AVR recording
7. **REC** - starts and pauses recording
8. **OFF** - stops playback or recording, turns off player
9. **ON** - press on player, starts or pauses playback
10. **FWD/REW** - skips / searches backward or forward, selects / browses in menu
11. Key lock selector
12. **MIC** - External microphone jack
13. **EAR** - External earphones jack
14. USB jack

### Basic operations

#### Select folder

1. Press **MENU** repeatedly to select a specific folder (1, 2, 3, 4, 5, 6 or 7) for browsing. Default is folder 1.
2. Press **EXIT** to stop mode in the desired folder.
- Folders 1-6 are for storing voice recordings. Folder 7 is for storing mp3 files.

#### Select file

To select a specific file for playback:

1. Select the folder you need.
2. Press **LEFT** or **RIGHT** to select the file you want. If the file you want is in the current folder, you can press **LEFT** or **RIGHT** to select it directly in both stop and play modes.

#### Normal playback

1. Select a folder and a file.
2. Press **ON** to start playback.
3. Press **OFF** to pause playback, press again to resume.

### Recording

#### Setting recording condition

You can select between two recording conditions. Default is DICT.

#### Definition

- **CONF (Conferece)** - in a more open area and recording source is far from the player.
- **DICT (Dictation)** - in a more enclosed area and recording source is close to the player.

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Select recording condition by pressing **LEFT** or **RIGHT** or **VOLUME +/-**.
3. Press **ON** to confirm your selection and exit setting.

### Editing

#### Cut

You can erase unwanted parts from your recording.

1. Press **ON** to start playback of the file with the unwanted part.
2. Press **ERASE** to mark the start of the unwanted part. **CUT-S** shows on display.
3. Press **ERASE** to mark the end of the unwanted part. **CUT-E** shows on display.
4. Press **ERASE** again to confirm cutting (or press **OFF** to cancel).
- **WAIT** will show on display.
- When the memory rearrangement is completed, the player will continue the playback.

### Connecting to computer

#### Computer system requirements

- PC with Windows Vista™ or Windows® XP (Service Pack 1 or higher) or Windows® 2000 (Service Pack 3 or higher)
- USB port 1.1, 2.0
- Installed sound card

#### Connecting to computer

You can transfer files with your computer via USB connection.

1. Connect the USB cable provided to the player's USB jack and connect the other end to your computer's USB port.
2. "PCLINK" shows on the player's display. The player appears as a removable drive in your computer.

### Limited warranty (US)

What your warranty covers: Defects in materials or workmanship.

For how long after your purchase: One year from date of purchase.

What we will do: Provide you with a new, or at our option, a refurbished unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

Proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period must be presented to obtain warranty service. For rental firms, proof of first rental is also required.

#### For your records

In the event that service should be required, you may need the model number and the serial number. In the space below, record the date and place of purchase and the serial number:

Model No.: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
Place of Purchase: \_\_\_\_\_  
Serial No.: \_\_\_\_\_

**FC** RCA RP5130 Equipment tested for compliance as a complete unit

**CAUTION** RISK OF ELECTRICAL SHOCK. DO NOT OPEN. THE ENCLINATION POINT WITHIN THE TRIANGLE IS A WARNING SIGN. ALERTING YOU OF DANGEROUS VOLTAGE INSIDE THE PRODUCT.

**WARNING**: TO PREVENT FIRE OR ELECTRICAL SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.

#### Display

1. Voice recording folder (1-6)
2. File selected
3. Total number of files in a folder
4. Playback in progress
5. Recording in progress
6. Playback speed
7. Total remain time for recording
8. Music folder
9. Battery level indicator
10. Key lock function activated
11. Time, date, record time
12. Bookmark
13. Recording conditions
14. Automatic voice recording activated
15. Area for display messages (refer to the next section)
16. Playback mode: play one or play all
17. Recording qualities
18. Key tone is activated

### Using MENU key

The **MENU** key has two functions:

#### Accessing folders

Press **MENU** repeatedly to select folders.

Folder 1 > 2 > 3 > 4 > 5 > 6 > 7

Press **MENU** repeatedly

#### Accessing player menu

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Then press **MENU** again repeatedly to select the following menu items:

- Record conditions (DICT/CONF)
- Record quality (LP/SP/HQ/SHQ)
- AVR (on/off)

### Bookmark

#### Creating a bookmark

This feature allows you to create an interception point in the recorded message for quick reference.

1. During playback, press **MARK** once to set a bookmark, the bookmark icon flashes on the display.
- The month and date information is displayed, followed immediately by the counters for the bookmarks.

#### Deleting bookmarks

1. Press **MENU** repeatedly to select a folder (1-6).
2. Press **LEFT** or **RIGHT** to select a file.
3. When playback is stopped, press and hold **MARK** for 2 seconds to delete ALL bookmarks in the file.

#### Skipping to a bookmark

You can skip to a bookmark any time during playback.

1. During playback, press **MARK** to go to the bookmark (if available).
2. Press **LEFT** or **RIGHT** to select different bookmarks of the file.

### Advanced operations

#### IntroScan

This feature allows playback of the first three seconds of each file in a folder.

1. Press **MENU** repeatedly to select a folder (1-6).
2. While playback is stopped, press **MARK** repeatedly until **ALL** appears on the display.
3. Press **ERASE** and **DEL 01** will flash on the display.
4. Press and hold **ERASE** for about three seconds, all files in the selected folder will be erased completely (or press **MARK** to cancel erasing all files).

#### Erasing selected file

To delete a file:

1. Press **MENU** repeatedly to select a folder (1-6 or 7).
2. Press **LEFT** or **RIGHT** to select a file.
3. Press **ERASE** once and **DEL 01** (or the currently selected file number) will flash on the display.
4. Press and hold **ERASE** for three seconds to confirm deleting (or press **MARK** to cancel erasing file).

#### Erasing all files in a folder

To delete all files in a specific folder:

1. Press **MENU** repeatedly to select a folder (1-6).
2. While playback is stopped, press **MARK** repeatedly until **ALL** appears on the display.
3. Press **ERASE** and **DEL ALL** will flash on the display.
4. Press and hold **ERASE** for about three seconds, all files in the selected folder will be erased completely (or press **MARK** to cancel erasing all files).

### Editing

#### Setting recording condition

You can select between two recording conditions. Default is DICT.

#### Definition

- **CONF (Conferece)** - in a more open area and recording source is far from the player.
- **DICT (Dictation)** - in a more enclosed area and recording source is close to the player.

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Select recording condition by pressing **LEFT** or **RIGHT** or **VOLUME +/-**.
3. Press **ON** to confirm your selection and exit setting.

### Editing

#### Cut

You can erase unwanted parts from your recording.

1. Press **ON** to start playback of the file with the unwanted part.
2. Press **ERASE** to mark the start of the unwanted part. **CUT-S** shows on display.
3. Press **ERASE** to mark the end of the unwanted part. **CUT-E** shows on display.
4. Press **ERASE** again to confirm cutting (or press **OFF** to cancel).
- **WAIT** will show on display.
- When the memory rearrangement is completed, the player will continue the playback.

### Connecting to computer

What your warranty covers: Defects in materials or workmanship.

For how long after your purchase: One year from date of purchase.

What we will do: Provide you with a new, or at our option, a refurbished unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

Proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period must be presented to obtain warranty service. For rental firms, proof of first rental is also required.

#### FCC information

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, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

#### Service information

This product should be serviced only by those specially trained in appropriate servicing techniques. For instructions on how to obtain service, refer to the warranty included in this user manual.

#### Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### Setting day and time

#### Display messages

They show at the bottom of the display during operation. Refer to the below for their meanings:

- ALL APPEND**: Select all (Introductory Playback & Erasing All Files) Appendix (Adding Appendix)
- CUTS**: Cut End (Cutting)
- CUTS-DELETE**: Delete (Erasing Selected File)
- B-> FULL**: Memory full
- B-> FULL**: Bookmarks full
- MM/DD**: Month / day entry mode
- 12 HOUR**: 12 hour time display mode
- 24 HOUR**: 24 hour time display mode
- TIME**: Time entry mode
- INSERT**: Insertion (Inserting New Segments)
- INTRO**: Introduction (Introductory Playback)
- OFF**: Off (Automatic Voice Recording)
- ON**: Sensitivity Level (AVR)
- SEN MID TONE**: Beeping sound on (Setting Beep Sound)
- NO TONE**: No beeping sound (Setting Beep Sound)
- VOL 15**: Volume (Setting Volume)
- TIME**: Year (Setting Year)
- LOCKED**: Key locked
- FORMAT**: Format the memory
- SPEED**: Speed of playback
- UNAT...**: Unit is not available
- 001%**: Formatting is in progress
- PAUSE**: Playback is paused
- LOBATT**: Battery level is low
- DEL ALL**: Delete all files in a folder
- DEL 01**: Delete the selected file (e.g. file 01)

### Recording

#### Setting recording mode

You can select between two recording modes - manual recording and AVR (automatic voice recording).

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Press **MENU** again repeatedly until AVR flashes on display.
3. Press **LEFT** or **RIGHT** or **VOLUME +/-** to select between AVR on and AVR off.
4. Press **ON** to confirm your selection and exit setting.

#### AVR (Automatic Voice Recording)

This feature allows the player to sense sound and to record only when you are speaking into the microphone. When dictation stops for about three seconds, recording will stop and then start again automatically when you resume dictation.

1. Press **MENU** repeatedly to select a destination folder (1-6).
2. Press **ON** to start recording. (recording time will be displayed once you press **REC**)
3. To pause recording, press **REC** once, press again to resume recording.
4. To stop recording, press **OFF**.

### Advanced operations

#### Speed

You can adjust the playback speed.

1. Press **ON** to start playback of a selected file.
2. During playback, press **MENU** once, **SPEED** shows on display.

#### Tones

You can activate this feature so that beep sound can be heard whenever you press on any key except during playback and recording.

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Press **MENU** again repeatedly until **BEEP** flashes on display.
3. Press **LEFT** or **RIGHT** or **VOLUME +/-** to select beep sound ON/OFF.
4. Press **ON** to confirm your selection and exit setting.

### Disconnecting from computer

1. Press **OFF** to stop playback of the file with the unwanted part.
2. Press **ERASE** to mark the start of the unwanted part. **CUT-S** shows on display.
3. Press **ERASE** to mark the end of the unwanted part. **CUT-E** shows on display.
4. Press **ERASE** again to confirm cutting (or press **OFF** to cancel).
- **WAIT** will show on display.
- When the memory rearrangement is completed, the player will continue the playback.

### Disconnecting from computer

#### Computer system requirements

- PC with Windows Vista™ or Windows® XP (Service Pack 1 or higher) or Windows® 2000 (Service Pack 3 or higher)
- USB port 1.1, 2.0
- Installed sound card

#### Connecting to computer

You can transfer files with your computer via USB connection.

1. Connect the USB cable provided to the player's USB jack and connect the other end to your computer's USB port.
2. "PCLINK" shows on the player's display. The player appears as a removable drive in your computer.

### Disconnecting from computer

What your warranty covers: Defects in materials or workmanship.

For how long after your purchase: One year from date of purchase.

What we will do: Provide you with a new, or at our option, a refurbished unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

Proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period must be presented to obtain warranty service. For rental firms, proof of first rental is also required.

#### Maintenance

Clean the unit with a soft cloth, or a damp chamois leather. Never use solvents.

#### Precautions for the unit

- Do not use the unit immediately after transportation from a cold place to a warm place; condensation problem may be resulted.
- Avoid shock to the unit especially during recording. Recorded data can be damaged.
- Do not store the unit near fire, places with high temperature or places with direct sunlight.
- Do not operate or store unit in places with frequent static electricity or electrical noise (e.g. speaker, TV set).
- Clean the unit with a soft cloth or a damp chamois leather. Never use solvents.
- The unit must only be opened by qualified personnel.
- Do not expose this appliance to rain or moisture.

#### Important battery precautions

- Any battery may present a risk of fire, explosion, or chemical burn if abused. Do not try to charge a battery that is not intended to be recharged, do not incinerate, and do not puncture.
- Non-rechargeable batteries, such as alkaline batteries, may leak if left in your product for a long period of time. Remove the batteries from the product if you are not going to use it for a month or more.
- If your product uses more than one battery, do not mix types and make sure they are inserted correctly. Mixing types or inserting incorrectly may cause them to leak.
- Discard any leaky or deformed battery immediately. They may cause skin burns or other personal injury.
- Please help to protect the environment by recycling or disposing of batteries according to federal, state, and local regulations.

### Setting day and time

With day and time set, you can always read on the display the recording date and time of normal recording. However, no correct recording date and time can be referred to your recorded messages.

1. Press **ON** to turn on the player.
2. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
3. Press **MENU** again repeatedly until **YEAR** shows.
- If day and time have not been set previously, the player goes to step 3 automatically after turn on.

### Recording

#### Setting recording mode

You can select between two recording modes - manual recording and AVR (automatic voice recording).

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Press **MENU** again repeatedly until AVR flashes on display.
3. Press **LEFT** or **RIGHT** or **VOLUME +/-** to select between AVR on and AVR off.
4. Press **ON** to confirm your selection and exit setting.

#### AVR (Automatic Voice Recording)

This feature allows the player to sense sound and to record only when you are speaking into the microphone. When dictation stops for about three seconds, recording will stop and then start again automatically when you resume dictation.

1. Press **MENU** repeatedly to select a destination folder (1-6).
2. Press **ON** to start recording. (recording time will be displayed once you press **REC**)
3. To pause recording, press **REC** once, press again to resume recording.
4. To stop recording, press **OFF**.

### Advanced operations

#### Speed

You can adjust the playback speed.

1. Press **ON** to start playback of a selected file.
2. During playback, press **MENU** once, **SPEED** shows on display.

#### Tones

You can activate this feature so that beep sound can be heard whenever you press on any key except during playback and recording.

1. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
2. Press **MENU** again repeatedly until **BEEP** flashes on display.
3. Press **LEFT** or **RIGHT** or **VOLUME +/-** to select beep sound ON/OFF.
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#### Before you begin

##### Unpacking your player

You should have the following:

- one voice recorder
- one USB cable
- one user manual
- one quick start guide
- 2 AAA batteries

##### Installing batteries

This player can be operated by 2 "AAA" batteries (included).

1. Slide the battery compartment door to open.
2. Insert the two supplied "AAA" batteries with polarities matching indications.
3. Replace the battery compartment door.

##### Refer to the battery level indicator on display for batteries level. Replace with new batteries when the indicator is empty.

#### Player on/off

Press and hold **ON** to turn on the player. Press and hold **OFF** to turn off the player.

#### Keys lock

To avoid accidental key activation, slide the key lock selector toward the lock icon (⏏) to lock the keys. Reverse the step to unlock the keys.

Turn off the player first before replacing batteries. If power interruption exceeds 20 seconds, date and time have to be set again.

### Setting day and time

1. Press **ON** to turn on the player.
2. Press and hold **MENU** for about 2 seconds and then release the button. The first menu item, **DICT** or **CONF** flashes on display.
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