



**USER'S MANUAL**

**X100**

**Digital Voice Recorder**



## CONTENTS

INTRODUCTION . . . . .	8
QUICK START GUIDE . . . . .	10
BASIC OPERATION GUIDE . . . . .	12
Power On/Off . . . . .	12
Recording files . . . . .	13
Deleting files . . . . .	15
Transferring files to a computer . . . . .	18
Playback of recordings and audio files . . . . .	20
Lock option. . . . .	24

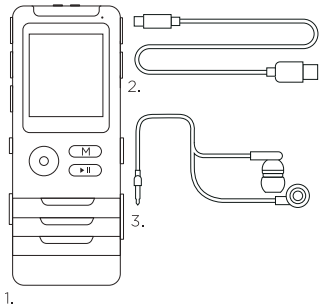
MENU OPTIONS . . . . .	.25
Recordings . . . . .	.25
Recording Settings . . . . .	.27
Recording Mode . . . . .	.28
Recording Format . . . . .	.29
Bitrate . . . . .	30
Recording Source . . . . .	.31
Recording Monitor . . . . .	33
VOR Mode . . . . .	.34
Mic Sensitivity . . . . .	.37
Denoise Settings . . . . .	.39
AGC Level . . . . .	.39
Auto recording/Alarm . . . . .	40
Alarm . . . . .	.41

Alarm On/Off . . . . .	.42
Alarm Time. . . . .	43
Alarm Cycle . . . . .	44
Alarm Music . . . . .	46
Alarm Volume . . . . .	.47
Auto Recording . . . . .	48
Auto Recording On/Off . . . . .	49
Start Time . . . . .	50
End Time. . . . .	.51
Auto Recording Cycle . . . . .	.52
Settings . . . . .	.54
Play Mode . . . . .	.55
Repeat . . . . .	.56
Shuffle . . . . .	.59

Sound Settings . . . . .	60
Equalizer . . . . .	.61
Volume . . . . .	.63
Standby Mode . . . . .	64
Off. . . . .	.64
Standby Mode Timer . . . . .	.65
Display Settings . . . . .	.65
Brightness . . . . .	66
Backlight . . . . .	.67
Date and Time . . . . .	.68
Time Settings . . . . .	69
Date Settings . . . . .	70
Language . . . . .	.72
Information . . . . .	.73
Format Device . . . . .	.75

Factory Settings . . . . .	.78
Music . . . . .	80
All Songs . . . . .	.81
Artists . . . . .	.83
Albums . . . . .	.83
Genres . . . . .	84
Playlists . . . . .	84
TROUBLESHOOTING . . . . .	.88
MAINTENANCE . . . . .	94
Charging . . . . .	94
Safety rules . . . . .	.95
Recycling . . . . .	96
Specifications . . . . .	.97

## INTRODUCTION



Thank you for purchasing a **DICTOPRO X100** Digital Voice Recorder. If for any reason you are not completely satisfied with your purchase or have any questions, please visit [www.DICTOPRO.com/contact\\_us](http://www.DICTOPRO.com/contact_us).

We care about our customers more than anything and are always here to serve you.

1. DICTOPRO X100
2. Charging cable Micro USB
3. Earphones
4. User's Manual



## Left side

Left **MIC**  
cover

**VOL**  
button

**ON/OFF**  
Power  
switch

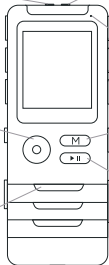


## Front

3.5 mm  
LINE-IN  
port (red)

**REC /**  
Recording  
button

Speaker



3.5 mm  
Earphone  
jack (green)

Recording  
indicator

**M MENU**  
Menu  
button

**▶|| PLAY**  
button

Micro USB  
port

## Right side

Right **MIC**  
cover

**LOCK**  
Protection  
switch

**UP** Previous  
button

**DOWN**  
Next  
button



## QUICK START GUIDE

Function	Operation
<b>Power ON</b>	Turn the <b>POWER SWITCH</b> to the <b>ON</b> position, and the device will turn ON.
<b>Power OFF</b>	Turn the <b>POWER SWITCH</b> to the <b>OFF</b> position, and the device will turn OFF.
<b>Standby Mode OFF</b>	Press and hold the <b>PLAY</b> button for 3 seconds to get access to the Main Menu.
<b>Standby Mode ON</b>	Press and hold the <b>PLAY</b> button for 3 seconds to switch the Recorder to the Standby Mode.
<b>Recording</b>	Press the <b>REC</b> button.
<b>Pause recording</b>	While recording, press the <b>REC</b> button one time.
<b>Stop recording</b>	Press the <b>MENU</b> button, the recording will stop and save.

<b>Play</b>	Press the <b>PLAY</b> button to play back the saved recording or another audio file.
<b>Pause</b>	While playing the recording or audio file, press the <b>PLAY</b> button one time.
<b>Play Next</b>	Press the <b>UP</b> button while playing the file.
<b>Play Previous</b>	Press the <b>DOWN</b> button while playing the file.
<b>Fast forward</b>	Press and hold the <b>UP</b> button while playing the file (as long as necessary).
<b>Fast backward</b>	Press and hold the <b>DOWN</b> button while playing the file (as long as necessary).
<b>Volume + / -</b>	Press the <b>VOL</b> button. Adjust the level with the <b>UP</b> and <b>DOWN</b> buttons.
<b>Go back</b>	Press the <b>MENU</b> button to go back to the previous screen / Menu section. In some menu items, where you need to choose value, instead of the <b>MENU</b> button the <b>VOL</b> button is used to go back without changes.

## BASIC OPERATION GUIDE

### POWER ON/OFF

Turn the **POWER SWITCH** to the ON position, and the device will turn ON.

**IF THE DEVICE IS NOT USED FOR SOME TIME, IT WILL TURN TO STANDBY MODE AUTOMATICALLY. PLEASE REFER TO THE STANDBY TIMER SECTION OF THIS MANUAL.**

Press and hold the **PLAY** button for 3 seconds for the Standby Mode to turn ON.

In the Standby Mode, press and hold the **PLAY** button for 3 seconds for the Standby Mode to turn OFF.

Turn the **POWER SWITCH** to the OFF position, and the device will turn OFF.

**Note:** it is recommended to use the Standby ON/OFF Mode during the operating period and turn the Recorder OFF when it is not used for a long time.

## RECORDING FILES

- 1) Before you start recording, make sure that the **POWER SWITCH** is at the ON position.
- 2) Place the Recorder in a way so that its built-in microphones are turned toward the recording source. Press the **REC** button, and the recording will start immediately. The Recording indicator lights up red.
- 3) During the recording, the peak meters appear to help you adjust the recording settings. We recommend adjust the distance from the sound source, or the sensitivity setting of the microphones so that the recording level status around -10 dB, which fits within the optimum range. (Please refer to the **Recording Settings** section of this manual for detailed instructions.)
- 4) Press **REC** to pause the recording. Press **REC** again to continue the recording.



- 5) Press the **MENU** button to stop and save the recording.
- 6) After you stop and save the recording, the “Saved” message appears on the screen, and you will be redirected to the **Recordings Library**.
- 7) The name of the recording has the following format:  
YYYY-MM-DD-HH-mm-ss.XXX  
Where Y- year, M-month, D-day, H-hour, m-minute, s-second,  
X- recording format.
- 8) Now you can press the **PLAY** button to play the file you have just recorded.



## DELETING FILES

**Note:** Once a file is deleted, you can not restore it.  
There are three ways to delete recordings and audio files.

### Option 1 - Delete all recordings (image 1)

- 1) Go to the **Recordings Library**.
- 2) Select **Delete All** to delete all the files and press **PLAY**.
- 3) Select **YES** and press **PLAY** to confirm.
- 4) All the recordings will be deleted.



image 1

## Option 2 - Delete a specific recording (saved) (image 2, 2.1 , 2.2)

- 1) Go to the **Recordings Library**.
- 2) Select the recording you want to delete from the list of recordings and press **PLAY**.
- 3) Listen to the recording as long as you need to make sure that you want to delete this particular recording.
- 4) Press and hold the **VOL** button for 2 seconds.  
The Options Menu will display.
- 5) Select **Delete** and press **PLAY**.
- 6) Select **YES** and press **PLAY** to confirm.
- 7) The recording will be deleted.



image 2



image 2.1



image 2.2



### Option 3 - Delete a specific music file (saved) (image 2, 2.1 , 2.2)

- 1) Go to the Music section.
- 2) Select the file you want to delete from the All songs list and press **PLAY**.
- 3) Listen to the file as long as you need to make sure that you want to delete this particular song.
- 4) Press and hold the **VOL** button for 2 seconds.  
The Options Menu will display.
- 5) Select Delete and press **PLAY** to confirm.
- 6) Select YES and press **PLAY** to confirm.



image 2



image 2.1



image 2.2

## TRANSFERRING FILES TO A COMPUTER (image 3)

You can transfer the files and folders from your **DICTOPRO X100** to a computer and back in order to store, back up or edit them.

- 1) Connect the **X100** to your computer using the supplied Micro USB cable. The Choose Connection Menu will appear.
- 2) Use the **UP** and **DOWN** buttons to select **Charge & Transfer** and the **PLAY** button to confirm, or wait about 5 seconds for automatic connection.
- 3) The **DICTOPRO X100** will appear in your Computer Menu as an external drive (just like an ordinary flash-drive).



image 3

- 4) Drag and drop the files or folders you want to edit, delete or copy from or to the **X100** (just like an ordinary flash-drive). Notice that if you want to see the files in the recordings list, you need to put such files to the RECORD folder.
- 5) Disconnect your Recorder from the computer following your computer OS-related instructions for disconnecting external drives.

**Note:** Please do not disconnect the **X100** by removing the Micro USB data cable. This can damage the files stored in the Recorder's internal memory.

## PLAYBACK OF RECORDINGS AND AUDIO FILES

You can playback both recordings and audio files stored in the **DICTOPRO X100** via the device's speaker, or by using the supplied earphones.

### 1. Playback of recordings/audio files (image 4)

#### 1.1 Playback of recordings

- 1) By using the **UP** and **DOWN** buttons to navigate and the **PLAY** button to confirm, browse to the **Main Menu>Recordings>Recording Library**.
- 2) By using the **UP** and **DOWN** buttons, find the corresponding recorded file in the list.
- 3) Press **PLAY** to start the playback.



image 4

## 1.2 Playback of audio files

**Alternatively**(image 5)

- 1) By using the **UP** and **DOWN** buttons to navigate and the **PLAY** button to confirm, browse to **Main Menu>Music**.
- 2) By using the **UP** and **DOWN** buttons to navigate and the **PLAY** button to confirm, find the corresponding audio file in one of the categories.
- 3) Press **PLAY** to start the playback.



image 5

## 2. Next/Previous and Fast forward/Fast backward

Press **UP** while playing the file to switch to the NEXT recording/audio file.

Press **DOWN** while playing the file to switch to the PREVIOUS recording/audio file.

Press and hold **UP** while playing the file (as long as necessary) to FAST FORWARD.

Press and hold **DOWN** while playing the file (as long as necessary) to FAST BACKWARD.

## 3. Volume Settings (image 6)

1) Press **VOL** while playing the file.

2) Adjust the volume level with the **UP** and **DOWN** buttons.

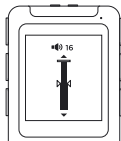


image 6

#### 4. A-B repeat function (image 7)

During the playback, press the **REC** button to select the starting point of A-B repeating slot. The **A letter** on the screen will start flashing.

Listen to the recording and press the **REC** button to select the final point of A-B repeating slot. The **B letter** on the screen will start flashing, and the A-B slot will start playing repeatedly. Press the **REC** button again to exit the repeating mode.



image 7

## LOCK OPTION

You can use the **LOCK** key to protect the **DICTOPRO X100** buttons from an accidental pressing.

Swap the **LOCK** switch to the upper position to turn the Safety mode ON.

Swap the **LOCK** switch back to the lower position to turn the Safety mode OFF.

While the Safety mode is enabled, only the Power Off function is available.



## MENU OPTIONS

### RECORDINGS

In the **Main Menu**, choose **Recordings** by pressing **UP** or **DOWN**.

Press **PLAY** to enter the **Recordings Menu**. There are options (image 9):

**1. Recordings Library**

**2. Recording Settings**



image 8



image 9

## 1. Recordings Library (image 10)

In the **Recordings Menu**, select the **Recordings Library** by pressing **UP** and **DOWN** and press **PLAY** to enter.

If there are no saved recordings, the **No voice recordings found** notification will appear on the screen, and the system will get back to the **Recordings Menu**.

If there are some saved recordings, you will see the **Delete All** option on the top of the list and a full list of all saved recordings below.



image 10

## 2. Recording Settings

In the **Recordings Menu** select the **Recording Settings** by pressing **UP** and **DOWN** and press **PLAY** to enter. (image 11)

There are options:

- |                    |                       |                    |
|--------------------|-----------------------|--------------------|
| • Recording Mode   | • Recording Monitor   | • Denoise Settings |
| • Recording Format | • VOR Mode            | • AGC Level        |
| • Bitrate          | • Mic Sensitivity     |                    |
| • Recording Source | • Line-in Sensitivity |                    |



image 11

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

**Recording mode:** (image 12)

There are 2 options:

- Normal (for ordinary recordings in a quiet surrounding)
- Dynamic Noise Reduction (Dual-core denoise recording to reduce echo and provide surround sound.  
More about it read on page 39)

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

**Note:** You can read about DENOISE function on page 39.



image 12

## Recording format (image 13)

There are 2 options:

- WAV
- MP3

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

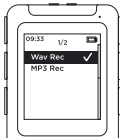


image 13

## Bitrate

The bitrate level defines the recording quality. The larger the number is, the better the recording quality of the audio file is restored, and the greater space is occupied by the audio file.

The options displayed in this menu depend on the chosen recording format (please refer to the previous section of the manual).

For the WAV format, there are 512, 768, 1024 and 1536 kbps.  
For the MP3 format, there are 32, 64, 128 and 192 kbps. (image 14, 14.1)

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 14



image 14.1

## Recording Source (image 15)

There are 2 options:

- Line-in
- Microphones

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 15

## Line-in mode

In this mode, you can use the **DICTOPRO X100** to record from any source by using its 3.5 mm Line-in port input.

**Note:** You will need additional accessories to use this function. You can order the accessories for the Line-in recording at [www.DICTOPRO.com](http://www.DICTOPRO.com).

To record phone calls you need an additional telephone adapter:

- 1) Unplug the telephone handset from the landline phone base and plug it into the telephone adapter.
- 2) Take the telephone cable, plug one end into the telephone adapter and the other end into the base of your landline phone.
- 3) Plug the 3.5 mm audio cable into the telephone adapter and plug the other end into the Line-in port on the **DICTOPRO X100**.
- 4) When you want to record a phone call, press **Record**.



- 5) When you want to stop recording, press the **MENU** button, the recording will stop and save.

### **Microphone:**

In this mode, you can play back the recordings by using inbuilt microphones of the **DICTOPRO X100**.

### **Recording Monitor**

There are 2 options:

- On
- Off

When ON, you can use earphones to listen to what it's been recorded.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option. After you press **PLAY**, the system will save the settings and get back to the previous menu section.

## VOR Mode (image 16)

There are 3 options:

- VOR Mode
- VOR Sensitivity
- VOR Delay

## Normal Mode (VOR Mode Off):

In the Normal mode, the **X100** will record all sounds, voices, and silence in the selected period. You can start recording manually or in Auto-mode (please refer to the corresponding section **“Auto Recording”** of this manual). You have to press the **MENU** button to save the recording.

## VOR Mode:

When the Voice Operated Recording (VOR) mode is on, the device will record only noises. If no noise is detected, it will not record to reduce blank time and save storage space. You can start recording manually or in Auto-mode (please refer to the corresponding section **“Auto Recording”** of this manual).



image 16



image 16.1

You will have to press the **MENU** button to save the recording when it's done.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

### **VOR Mode** (image 16.1)

There are 2 options:

- VOR On
- VOR Off (ordinary recordings)

With this option, you can activate or disable the whole VOR functionality.

## VOR Sensitivity (image 16.2)

There are 7 options:

Level 1	Level 3	Level 5	Level 7
Level 2	Level 4	Level 6	

You can choose the level of noises to start saving the sound as an active recording file. The Level 1 detects any low noise. The Level 7 will need much louder sound for the function to be activated.

## VOR Delay (image 16.3)

There are 10 options:

1 sec	3 sec	5 sec	7 sec	9 sec
2 sec	4 sec	6 sec	8 sec	10 sec

This option allows to choose for how long the **X100** will record after detecting the right level of the sound.



image 16.2



image 16.3

## Mic Sensitivity (image 17)

There are 8 options:

- |           |           |           |           |
|-----------|-----------|-----------|-----------|
| • Class 0 | • Class 2 | • Class 4 | • Class 6 |
| • Class 1 | • Class 3 | • Class 5 | • Class 7 |

This option defines the microphone sensitivity

Adjust the gain on the microphone to amplify quiet sounds. Class 0 is the less sensitive level, while Class 7 is the most sensitive. The best level of the sound to record is between -20 and -10 dBm. If the indicator shows more than -10 dBm, please choose less Class to reduce the distortion in the recordings. (image 17.1)

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option. After you press **PLAY**, the system will save the settings and get back to the previous menu section.

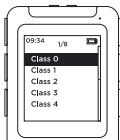


image 17



image 17.1

## Line-in Sensitivity

There are 8 options:

- |           |           |           |           |
|-----------|-----------|-----------|-----------|
| • Class 0 | • Class 2 | • Class 4 | • Class 6 |
| • Class 1 | • Class 3 | • Class 5 | • Class 7 |

This option defines the sensitivity for the signal recorded from the Line-in source. Adjust the gain on Line-in to amplify quiet sources and reduce to delete the distortion. Class 0 is the less sensitive level, while Class 7 is the most sensitive.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 18



image 19

### **Denoise Level** (image 18, 19)

The Denoise function removes excessive background noise. It is useful if you choose high mic sensitivity level because it gains both needed sound and background noise. There are 6 levels, and the sixth one is the highest (removes maximum background noise).

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

### **AGC level** (image 20)

The Automatic Gain Control (AGC) amplifies or reduces the voice level for the better voice quality. When the source of the sound is loud, AGC reduces the “volume”. When the source of the noise is faint, AGC increases the “volume”. There are **17** levels from **00** to **16**.

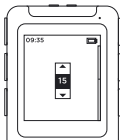


image 20

The sixteenth one is the highest level (if you choose a higher level, then it will reduce and amplify bigger volumes of the sound in dB).

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

### **AUTO RECORDING/ALARM** (image 21)

In the **Main Menu**, choose **Auto Recording/Alarm** by pressing **UP** or **DOWN**.

Press **PLAY** to enter **Auto Recording/Alarm Menu**.

There are options (image 22):

- **Alarm**
- **Auto Recording**



image 21



image 22



## 1. Alarm (image 22.1)

In the **Auto Recording/Alarm Menu**, select **Alarm** by pressing **UP** and **DOWN** and press **PLAY** to enter. There are options:

- Alarm On/Off
- Alarm Time
- Alarm Cycle
- Alarm Music
- Alarm Volume

Use the **UP** and **DOWN** buttons to navigate the menu and **PLAY** button to select the corresponding option.



image 22.1

## Alarm On/Off (image 22.2)

There are 2 options:

- Alarm off
- Alarm on

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 22.2

## Alarm Time (image 22.3, 22.4)

Use the **UP** and **DOWN** buttons to adjust HOURS (HH).

Use the **MENU** button to switch to MINUTES (MM).

You can press **MENU** again to get back to the HH settings.

Use the **UP** and **DOWN** buttons to adjust MINUTES (MM).

Press the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit the menu.



image 22.3



image 22.4

## Alarm Cycle (image 22.5)

There are three options:

- Once
- Daily (the alarm will play every day)
- Working Days (the alarm will play from Monday to Friday)

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 22.5

**Once** (image 22.6, 22.7, 22.8)

If you choose the **Once** option, you will need to adjust the day in the calendar.

Use the **UP** and **DOWN** buttons to adjust the YEAR and the **MENU** button to switch to MONTH.

Use the UP and **DOWN** buttons to adjust the MONTH and the **MENU** button to switch to DAY.

Use the **UP** and **DOWN** buttons to adjust the DAY and the **PLAY** button to confirm. If you don't want to save changes, use the **VOL** button to exit the menu.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 22.6



image 22.7



image 22.8

## Alarm music (image 22.9, 22.10)

There are two options:

- Default
- My Music

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option. If you choose My Music, you will be able to navigate the folders in the Recorder's memory to choose the necessary file.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option. Use the **MENU** button to get back to the previous menu.

After you choose the recording file and press PLAY, the system will save the settings and get back to the previous menu section.



image 22.9



image 22.10

## Alarm Volume (image 22.11)

There are 30 volume levels.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

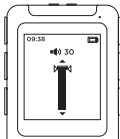


image 22.11

## 2. Auto Recording (image 23)

The **Auto Recording** function enables the **X100** to start and stop the recording automatically for the previously settled period. The scheduled recording can be performed in the VOR mode to save the disc space. (Please refer to the corresponding Manual section for details.)

In the **Auto/Alarm Menu**, select **Auto Recording** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- |                         |                        |
|-------------------------|------------------------|
| • Auto Recording on/off | • End time             |
| • Start time            | • Auto Recording Cycle |

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 23



## Auto Recording on/off (image 24)

There are two options:

- Off
- On

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 24

## Start Time (image 25, 25.1)

Use the **UP** and **DOWN** buttons to adjust HOURS (HH).

Use the **MENU** button to switch to MINUTES (MM).

You can press **MENU** again to get back to the HH settings.

Use the **UP** and **DOWN** buttons to adjust MINUTES (MM).

Press the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit the menu.



image 25



image 25.1

## End Time

Use the **UP** and **DOWN** buttons to adjust HOURS (HH).

Use the **MENU** button to switch to MINUTES (MM).

You can press **MENU** again to get back to the HH settings.

Use the **UP** and **DOWN** buttons to adjust MINUTES (MM).

Press the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit this menu.



image 25



image 25.1

## Auto Recording Cycle

There are three options:

- Once
- Daily (the alarm will play every day)
- Working Days (the alarm will play from Monday to Friday)

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

**Once** (image 26, 26.1, 26.2)

If you choose the Once option, you will need to adjust the day in the calendar.

Use the **UP** and **DOWN** buttons to adjust the YEAR and the **MENU** button to switch to MONTH.

Use the **UP** and **DOWN** buttons to adjust the MONTH and the **MENU** button to switch to DAY. Use the **UP** and **DOWN** buttons to adjust the DAY and the **PLAY** button to confirm.

After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit the menu.



image 26



image 26.1



image 26.2

## SETTINGS (image 27, 27.1)

In the **Main Menu**, choose **Settings** by pressing **UP** or **DOWN**. Press **PLAY** to enter the **Settings Menu**.

There are options:

- |                          |                            |                            |
|--------------------------|----------------------------|----------------------------|
| <b>1. Play Mode</b>      | <b>4. Display Settings</b> | <b>7. Information</b>      |
| <b>2. Sound Settings</b> | <b>5. Date and Time</b>    | <b>8. Format Device</b>    |
| <b>3. Standby Mode</b>   | <b>6. Language</b>         | <b>9. Factory Settings</b> |



image 27



image 27.1

## 1. Play Mode (image 28)

In the **Settings Menu**, select **Play Mode** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Repeat
- Shuffle

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 28

## Repeat (image 29)

There are four options:

- Repeat Off
- Repeat 1
- Repeat All
- Demo Mode 10s

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 29



## Demo Mode 10s

This function allows to listen to the recordings/music in a short, Demo Mode 10s. When this option is on, only the first 10 seconds of any recording will be played.

Use the **UP** and **DOWN** buttons to choose **Demo Mode 10s** and the **PLAY** button to confirm.

There are two settings options for the playback in **Demo Mode 10s**:

- Repeat
- Shuffle

## Repeat

When this option is enabled, the **X100** will repeat all the recordings. Use the **UP** and **DOWN** buttons to select this option and the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section.

## Shuffle

You can turn **Shuffle** on or off. Use the **UP** and **DOWN** buttons to select this option and the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section.

## Shuffle (image 30)

There are two options:

- Off
- On

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 30

## 2. Sound Settings (image 31)

In the **Settings Menu**, select **Sound Settings** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Equalizer
- Volume



image 31

## Equalizer (image 31.1, 31.2)

There are eight options:

- Off
- Rock
- Funk
- Hip Hop
- Jazz
- Classical
- Electronic
- Custom

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 31.1



image 31.2

## Custom (image 32, 32.1, 32.2)

If you choose the **Custom** option, you will need to adjust the equalizer manually.

Use the **UP** and **DOWN** buttons to adjust the B(bass), L(low), M(middle), H(high), T(treble) scales and the **MENU** button to switch between them.

Press **PLAY** to confirm your choice.

After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit this menu.

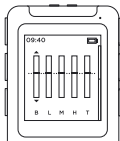


image 32



image 32.1

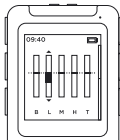


image 32.2

## Volume (image 33)

There are 30 volume levels.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

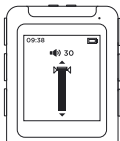


image 33

### 3. Standby Mode (image 34)

This function is used to program the period, after which the **DICTOPRO X100** will go to Standby mode automatically. By default the **X100** will go to the Standby mode after 2 minutes automatically. To change it, please go to the **Settings Menu**, select **Standby Mode** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Off
- Standby Mode Timer

Use the **PLAY** button to open the value window. There is a scale of values, from 1 to 99 minutes. Use the **UP** and **DOWN** buttons to choose the needed value and press the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit the menu.



image 34



**Standby Mode Timer** (image 35, 35.1)

#### 4. Display Settings (image 36)

In the **Settings Menu**, select **Display Settings** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Brightness
- Backlight

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 35



image 35.1



image 36

## Brightness (image 37)

There is a scale of levels.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit this menu.



image 37

## Blacklight (image 38)

There are four options:

- 10 seconds
- 20 seconds
- 30 seconds
- Always on

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 38

## 5. Date and Time (image 39)

This function is used to set up the correct date and time. It is critical to use the correct data since the time settings will affect the timestamps of the recordings.

In the **Settings Menu**, select **Date and Time** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Time Settings
- Date Settings

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 39

## Time Settings (image 40, 40.1)

Use the **UP** and **DOWN** buttons to adjust HOURS (HH).

Use the **MENU** button to switch to MINUTES (MM). You can press **MENU** again to get back to the HH settings.

Use the **UP** and **DOWN** buttons to adjust MINUTES (MM).

Press the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit the menu.



image 40



image 40.1

## Date Settings (image 41)

There are two options:

- Date format
- Set date

Use the **UP** and **DOWN** buttons to select the proper option and press the **PLAY** button to confirm.



image 41

## Date Format (image 42)

There are three options:

- DD MM YYYY
- MM DD YYYY ✓
- YYYY MM DD



image 42

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.

### **Set Date** (image 43)

You will need to adjust the date manually. The order of displayed MM, DD and YYYY fields depends on the settings applied in the **Set date format** menu (please see above). Use the **UP** and **DOWN** buttons to adjust the YEAR, MONTH and DAY and the **MENU** button to switch between them.

Press the **PLAY** button to confirm. After you press **PLAY**, the system will save the settings and get back to the previous menu section. If you don't want to save changes, use the **VOL** button to exit the menu.



image 43

## 6. Language

After changing the language, all text warnings and menu options will be displayed in a new language. The changes will be applied instantly.

In the **Settings Menu**, select **Language** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are 28 languages installed.

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After you press **PLAY**, the system will save the settings and get back to the previous menu section.



image 44



image 44.1



## 7. Information (image 45)

The section contains data about your **DICTOPRO X100**, such as model, software, etc.

In the **Settings Menu**, select Information by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Information
- Disk space



image 45

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

After choosing one of the options, you will see the message on the screen. It will be displayed for 5 seconds.

Then **DICTOPRO X100** will automatically get back to the previous menu. (image 45.1, 45.2, 45.3, 45.4)



image 45.1



image 45.2



image 45.3



image 45.4

## 8. Format Device (image 46, 46.1)

This option will format the disk and erase all data on the device. Please make sure to back up all important files to avoid any loss.

In the **Settings Menu**, select **Format Device** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Yes
- No

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.



image 46



image 46.1

**Yes**

The formatting will start immediately. It takes a few seconds depending on the number of files stored.

**No**

The Player will automatically get back to the previous menu.

**Note:** Do not turn off power when formatting the **X100**. If the device was turned off while formatting, a **DISK ERROR** may appear. In this case, please turn the Recorder **OFF** and then **ON** again.

**Note:** Format the device by using other OS.

If you are using a Windows PC, connect the device to a Windows computer.

- 1)** Right-click [Computer] then click [Manage]
- 2)** Click [Disk Management]
- 3)** Choose your USB Drive, right-click the mouse and choose [Format]. Click [Yes].
- 4)** You can Name the Drive and need to select the file system as [FAT32].
- 5)** Click [OK]. Click [OK].

If you are using a Mac, connect the device to a Mac.

- 1)** Search for [Disk Utility] in Applications>Utilities and open it.
- 2)** Select your USB Drive and click Erase.
- 3)** You can Name the Drive and need to select MS-DOS(FAT) for Format.
- 4)** Click [Erase]

## 9. Factory Settings (image 47)

The option restores the **X100** back to the factory default. In case of misuse or confusion, the function helps get the **DICTOPRO X100** back to its initial state.

Restoring back to the Factory Settings does not affect the files stored in the internal memory. However, we recommend recommend to back up all important files to avoid any loss.

In the **Settings Menu**, select **Factory Settings** by pressing **UP** and **DOWN** and press **PLAY** to enter.

There are options:

- Yes
- No



image 47

Use the **UP** and **DOWN** buttons to navigate the menu and the **PLAY** button to select the corresponding option.

**Yes**

The restoring will start immediately. It takes a few seconds.

**No**

The Recorder will automatically get back to the previous menu.

## MUSIC (image 48)

In the **Main Menu**, choose **Music** by pressing **UP** or **DOWN**.

Press **PLAY** to enter the **Music Menu**.

There are options (image 49):

- All Songs
- Artists
- Albums
- Genres
- Playlists



image 48

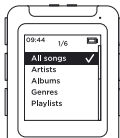


image 49



## 1. All songs

This option displays all audio files that are transferred to the DICTOPRO X100 memory, except recorded ones. We recommend not to put songs/audio files into the RECORD folder, but create a new one for them.

**Note:** The device will display the files' names in English by default. To read the files' names in the language that does not use the Latin alphabet or suggests characters proper to a specific language (e.g., é, ç, ü, ☒, etc.), set it up as the main one in the Language settings. Please refer to the corresponding section of this manual.

In the **Music Menu**, select **All songs** by pressing **UP** and **DOWN** and press **PLAY** to enter.



image 50



image 50.1

There are options:

- Shuffle All (image 50, 50.1)
- Full list of all audio files below

### **Shuffle All**

After choosing this option, the **X100** will start playing all the audio files immediately in the Shuffle mode, with the Volume and Equalizer settings defined previously (Please refer to the corresponding sections of this manual).

### **Audio files**

Use the **UP** and **DOWN** buttons to navigate the list of files and the **PLAY** button to select the corresponding option. The Recorder will start playing the chosen audio file immediately and will switch to the next one in the list after that.

## 2. Artists (image 51)

The option displays all audio files that are transferred to the **DICTOPRO X100** memory, sorted by folders, named after the artist.

There will be the Unknown Artist folder for the files without the information about the artist.



image 51

## 3. Albums (image 52)

This option displays all audio files that are transferred to the **DICTOPRO X100** memory, sorted by folders, named after the albums.

There will be the Unknown Album folder for the files without the information about the album.



image 52

#### 4. Genres (image 53)

This option displays all audio files that are transferred to the **DICTOPRO X100** memory, sorted by folders, named after the music genre.

There will be the Unknown Genre folder for the files without the information about the music genre.

#### 5. Playlists (image 54, 54.1)

There are three playlists named by default. This option allows putting the selected songs in any of them.



image 53



image 54

Use the **UP** and **DOWN** buttons to navigate and the **PLAY** button to select the corresponding playlist.

If there are no files in the chosen playlist, you will see “No songs found” message.

To add songs to the playlist (image 56, 56.1, 56.2, 56.3, 56.4, 55.5):

In the **Music Menu**, select **All songs** by pressing **UP** and **DOWN** and press **PLAY** to enter.

- 1) Use **UP** and **DOWN** to navigate the list.
- 2) When you find the song you want to add, press and hold the **VOL** button for 2 seconds while listening to it until the new menu appears. There will be two options



image 54.1

- Play
  - Add to the playlist
- 3) Use **UP** and **DOWN** to choose Add to playlist. You will be redirected to the Playlist menu.
  - 4) Use **UP** and **DOWN** to choose the corresponding playlist (one of three available). Press PLAY to confirm.
  - 5) Use **UP** and **DOWN** to confirm your choice (**Yes**) or go back to the previous menu (**No**).

To remove the song from the playlist:  
Open the Playlist, choose the corresponding song from the list.  
Press and hold the **VOL** button until the new menu appears.

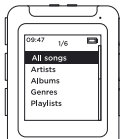


image 55



image 55.5

There will be three options:

- Play (the playback will start immediately)
- Remove from playlist (The song will be removed from the playlist, but not deleted)
- Clear playlist (All songs will be removed from the playlist)

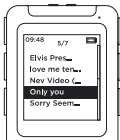


image 56.1



image 56.2



image 56.3



image 56.4

## TOUBLESHOOTING

Problem	Solution
<b>Recording quality is low</b>	Make sure you have chosen an appropriate “Recording Mode”, “Recording Format”, “Recording quality”, “Mic sensitivity”, “Denoise level”, and “AGC level” in the Recording Settings.
<b>Recordings are not saved</b>	You need to press the <b>MENU</b> button to stop and save the recording.  The recordings are saved automatically in the Auto Recording mode, before the shutdown due to the battery discharge, or when the file size exceeds 2Gb.



<b>Not turning on/ Not charging</b>	<p>Make sure the <b>DICTOPRO X100</b> is fully charged and the ON/OFF switch is in the ON (upper) position. Charge for 2 hours, if necessary.</p> <p>Make sure you are using the supplied USB cable for charging and it is not damaged. Check up if your charger/adaptor works properly. Try to charge the recorder with a different cable/adaptor.</p>
<b>Files cannot be transferred to the computer</b>	<p>Make sure you are using the Micro USB <b>data</b> cable. Ordinary charging cables do not support the data transfer.</p> <p>Make sure the computer is not protected with firewall systems that prevent or block the data transfer.</p> <p>Try another USB port of your computer/other computer.</p>

<b>Settings do not work properly</b>	Restore the X100 back to the Factory Settings. Set the desired options again.
<b>The device is playing for only the first 10 seconds of all the recordings</b>	Please check if <b>Demo Mode 10s</b> is enabled: 1. Go to the Settings >> Play mode >> Repeat >> 2. Check if <b>Demo Mode 10s</b> is enabled 3. Choose any other option, except <b>Demo Mode 10s</b>

**“File format not supported” notification**

1. The **X100** supports only the following file formats: MP3, WAV, APE or FLAC.
2. Such notification can appear if the file's size is too small or even equal to 0. You can delete such file(s) from the recordings by using a Mac or Windows computer to prevent the notification.

Since this kind of file can not be played by the X100, you can not delete it through the X100 menu. If you want to delete it with the **X100** menu, you'll need to clean up all the recordings. Pay attention that you will lose all the information after using the **Delete All** option.

**“Disk error”  
message**

This type of error appear when you used the X100 with your PC or MAC and did not pull it out properly. This error can be fixed with PC or the **X100** internal tool.

To fix it by using PC:

When you connect the **X100** to your PC, you will get “There’s problem with this drive. Scan the drive now and fix it ”. You can click the notification and then click “Scan and fix (recommended)” in the next pop-up menu. Click “Repair drive” in the third pop-up menu.

To fix it with the internal **X100** format tool:

Transfer all files from the **DICTOPRO X100** to your computer before using it - all files will be deleted. Format the device.

<b>Other issue</b>	Please let us know by visiting <b><a href="http://www.dictopro.com/contact_us">www.dictopro.com/contact_us</a></b> . Our support team will help you.
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## MAINTENANCE

### CHARGING

**DICTOPRO X100** is enabled with the rechargeable Li-ion Battery. One full battery charge provides up to 12 hours of recording time. When the battery is running low, you will see the BATTERY LOW prompt.

To charge the Recorder, plug one end of the supplied cable into the Micro USB charging port. Plug the other end of the charging cable into a standard USB port. It takes up to 2 hours to charge it fully.

Be sure to use the 5V DC, 0.5-1A adapter or charger. Using a power source with lower power will increase the overall charging time.

Unplug the **X100** from the charging cable and the cable itself from the power source when not in use.

If the Recorder is left unused, even a fully charged battery will lose its charge over time. We recommend charging fully the **DICTOPRO X100** at least twice a month to maintain sufficient battery life.

## **SAFETY RULES**

Don't disassemble or modify the Recorder for any reason. Doing this may cause to malfunction or explosion. The damage to your device can void the manufacturer's warranty.

Make sure the **DICTOPRO X100** is completely dry before charging. Charging a wet device may cause serious damage.

Clean only with a dry cloth.

Avoid exposing the **DICTOPRO X100** to extreme temperatures (below 37°F / 3°C or above 112°F/45°C). Extreme temperatures can cause the deformation of the **X100** components and reduce the battery life and the lifespan of the Recorder.

## RECYCLING

The recorders can be recycled, and they should be in order to keep our planet clean. Where should you bring them?

In the **US**, there are a couple of options:

1) Best Buy has a recycling program. Just take the broken recorder with you next time you visit a Best Buy store.

This link will help you find the best location: <https://www.bestbuy.com/site/store-locator/>.

2) Check for other possible locations next to you on these websites (just enter your ZIP to find a location):

<https://www.call2recycle.org>

<https://search.earth911.com>

<https://recyclenation.com/find>



<https://www.cta.tech/Consumer-Resources/Greener-Gadgets>

In **Canada**, please visit the links below:

<https://thinkreuse.net>

<https://www.call2recycle.ca>

In the **UK**, please visit the links below:

<https://www.recycle-more.co.uk/>

<https://www.recyclenow.com/local-recycling>

## **SPECIFICATIONS**

Battery: 360mAh 3.7V, rechargeable Li-Ion

Input 5V / 1A

Internal memory: 8GB

<b>WAV Recording</b>	Bitrate 1536 kbps	730 Min
	Bitrate 1024 kbps	1090 Min
	Bitrate 768 kbps	1460 Min
	Bitrate 512 kbps	2190 Min
<b>MP3 Recording</b>	Bitrate 32 kbps	35140 Min
	Bitrate 64 kbps	17570 Min
	Bitrate 128 kbps	8780 Min
	Bitrate 192 kbps	5850 Min

Music format:	MP3/WAV/WMA/APE/FLAC
Recording format:	MP3, WAV
Frequency response:	20Hz-20KHz
Operating systems:	Windows, MacOS
Advanced features:	Voice operated recording, A-B repeat function, Adjusted MIC/Line-in sensitivity, Automatic noise reduction, Automatic gain control level, Recording monitor, Date stamp, Auto recording.
Charging time:	Up to 3 hours
Charging/data port:	Micro USB

## THANK YOU

We truly appreciate that you chose **DICTOPRO** as your trusted brand of digital voice recorders. Our team sincerely hopes you enjoy the seamless usability the **DICTOPRO X100** provides.

We love making our customers happy by providing true value with our products. If for any reason you are not completely satisfied with your purchase or have any questions, please let us know by visiting [www.dictopro.com/contact\\_us](http://www.dictopro.com/contact_us).

**We care about our customers above all and are always here to serve you.**