

Title:

A Buyers Guide to Dictaphones and Digital Voice Recorders

Word Count:

866

Summary:

Dictaphones or Digital Voice Recorders (DVRs) are ideal for recording voice memos, interviews,

Keywords:

dictaphones, digital voice recorders, dvr, business machines

Article Body:

Dictaphones or Digital Voice Recorders (DVRs) are ideal for recording voice memos, interviews,

Digital Voice Recorder (DVR)

- Use your USB port to save typing time by directly transferring audio files from your DVR
- With the DVR there is no need to rewind; when you finish recording you simply press the stop button
- Each audio file you record to your DVR is automatically saved under a number with a time stamp
- The DVR usually has between 2 to 5 folders to separate audio for better organization
- Some DVR's allow you to move messages between folders and split or delete messages
- You won't cause a distraction during meetings or conferences changing tapes and you won't have to stop recording
- Some DVR's come with software that automatically converts the voice file to text for e-mail or printing
- Newer DVR's have expandable memory and come with external memory cards. Look out for the price
- The DVR is normally powered by 1 or 2 AAA alkaline or rechargeable batteries

Cassette Tape/Dictaphone

- Choose between Mini, Micro or Standard; Mini cassettes (15min per side) hold half of the recording time of a standard cassette
- Cassette Tape Dictaphones can be played on any player that takes the respective size
- With digital you only have a limited amount of space to store recordings (if you have a large memory card)
- Battery life is longer in a Dictaphone than a Digital Voice Recorder
- A Dictaphone is a cheaper alternative
- There is no digital storage on a Dictaphone cassette tape
- Reuse the cassettes - you can buy a machine that automatically erases micro and mini cassettes
- Many come with equipment specifically for recording phone conversations

Desktop or Portable Voice Recorder?

Desktop DVR's or Dictaphones are generally cheaper and are ideal for recording phone conversations

Push Button or Thumb Slide Recorders?

Push Button Cassette Recorders usually have the ability to insert dictation but it can be very

Which Mode?

There are three levels of recording quality and differing recording times. The longer the reco

High Quality (HQ) - 43 mins approx.

Short Play (SP) - 65 mins approx.

Long Play (LP) - 121 mins approx.

Advertisers usually display the longest recording time, so keep in mind that the Dictaphone or

There are usually two levels of sensitivity available on a Dictaphone or DVR. LOW is the best

Dictaphones and Digital Voice Recorders: Other Features to Consider

- Voice Activate System (VAS) - Dictaphones or DVR's with VAS will automatically record
- Alarm - to remind you when to record or a timer that you can set to automatically reco
- Tie clip microphone - for hands free recording
- Earphones - for play back when you do not want to disturb others
- Rechargeable batteries and a battery level indicator
- Microphones can either be built in or detachable. If you want your Dictaphone or DVR f
- Speakers ~ most are built in but some models have detachable speakers that can be used
- Digital storage - some come with more than others
- Hands free or foot control - keep your hands free for typing or playing an instrument
- Automatic backspace - automatically reverse the desired number of seconds for input or

Transcribers and Docking Stations

All digital transcription systems require you to use a foot pedal connected to your computer.

Docking stations make it very easy to download the files you have recorded to your computer. S

This is a demo version of txt2pdf v.10.1

Developed by SANFACE Software <http://www.sanface.com/>

Available at <http://www.sanface.com/txt2pdf.html>