

**Guarantee** The Fi-Cord is guaranteed for one year from the date of purchase.

During this period, all repairs due to electrical and mechanical defects in material or workmanship will be made free of charge, and faulty parts will be replaced free.

A guarantee card is issued with every machine.

**Service** Fi-Cord International has created an extensive system of service centres throughout the world with trained technicians to give rapid service to Fi-Cord clients. A complete list of these centres is available.

How to dictate  
and transcribe  
simply with  
the Fi-Cord 300 system



Made in Switzerland by:

**FI-CORD INTERNATIONAL, NEUCHÂTEL, SWITZERLAND**

Ref. I. L. e

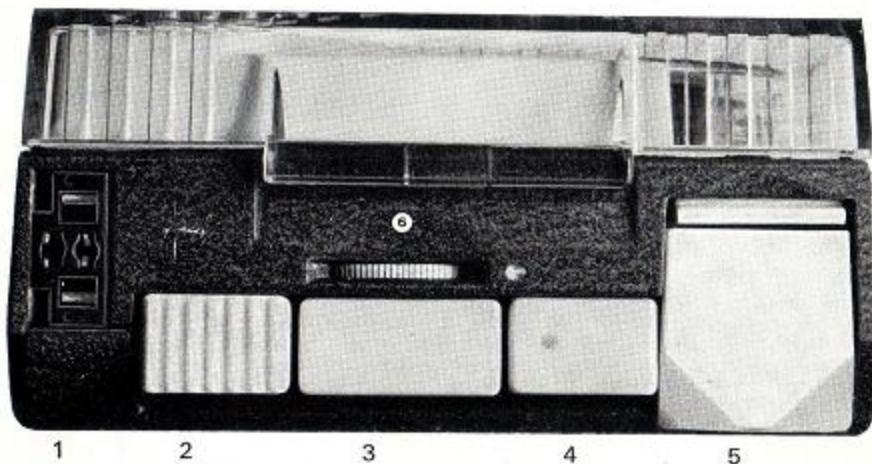
9. 67

5000

**Record** Press button 2 right down; this button has grooved lines for easy identification when using the Fi-Cord in a carrying case, or in the dark.  
There is no volume to pre-set—the Fi-Cord automatic volume control evens out soft or loud recordings.  
For best results, hold the Fi-Cord in the “telephone” position when recording.

**Stop** Press buttons 2, 3 or 4 lightly.  
If button 2 is used to stop, great care must be taken not to press it right down as you will then be on record, and will erase anything already on the tape; when pressing button 3 to stop, there is a slight run forward of the tape.

**Fast forward** Press button 3 half-way down.



**Fast rewind** Press button 3 right down.

**Playback** Press button 4 right down and adjust volume control 6. Normal playback is over the built-in microphone speaker 7 (page 5), but an accessory portable amplifier-speaker is available (page 7).

**Fast erase** Press buttons 2 and 3 right down together; they must be pressed evenly otherwise they will not stay down; stop by pressing button 4 lightly.

If you make a bad quality recording, check your tape before blaming the machine as twisted, wrinkled or damaged tape will not record properly.

**Reversing spool** For dictating on side 2, reverse *both* spools, re-setting the counter to zero. Always respool on to the feed spool by using fast rewind or fast forward wind.

**Battery loading** Press down flap of battery cap 5, pull out tube and insert 3 batteries with + sign towards open end of tube, and replace tube.  
To remove batteries from tube, squeeze the tube gently about 1" from the open end.

**Batteries** 3 Mallory 1.5 v. manganese batteries MN 1500 (giving approximately 8 hours recording or playing time) or 3 Mallory 1.4 v. mercury batteries ZM 9 (approximately 24 hours); the manganese batteries remain more stable over a wide temperature range.

### With the Fi-Cord 300 A / 303 A two additional features

#### Microphone sensitivity selector

A switch controls the sensitivity of the built-in and accessory microphones. With the switch towards the silver dot, the microphone gives maximum sensitivity; with the switch away from the silver dot, background noises will be reduced to a minimum. The volume of playback is not affected by the position of the switch.

#### Battery control lamp

This is mounted underneath the plastic counter covering. The lamp lights up for a second whenever one of the operating buttons is pressed from stop, and this indicates that the batteries are in order. The light does not go on if you go directly from one button to another. As soon as the control lamp remains alight when either of the buttons are pressed, this shows that the batteries should be changed; however, there is sufficient reserve to allow you to finish your recording of a tape. If batteries are right down, the lamp will not light at all.

When using the Fi-Cord 300 A on a transcribing control unit using batteries, the lamp remains alight but this has no significance and is no indication that any batteries should be changed.

Only in an emergency should standard dry batteries be used; apart from the danger of leaking, dry batteries are not stable and their power drops off very quickly.

**Accessory socket (1)** For accessory stop-start or lapel microphones, stethophone, or phone recording unit (p. 6, 7, 13).

**Volume control (6)** For playback only (automatic volume control operates on record). For maximum volume, turn button towards silver dot.

**Microphone speaker (7)**

Specially selected dynamic microphone combined with speaker for crystal clear playback—Whether you talk softly or loudly, the Fi-Cord automatic volume control evens out the recording. Accessory microphones are available for special uses such as recording in exceptionally noisy surroundings, for stock-taking, etc. (p. 6.)

**Tape Loading**

Pull back lever 8 and press small lever 9 so that it clicks into position holding the tape path free. Take the empty spool 11 from the Fi-Cord; slip the tape loop from spool 10 over the peg of spool 11, then place spool 11 in position on the Fi-Cord, allow tape to drop along tape path and place spool 10 in position. The duller side of the tape must be against the record head (the shiny side towards the small lever 9). Run the tape forward past the leader before starting to dictate, and re-set the counter to zero. Closing the cover pushes lever 9 back into position.

**Counter (12)**

After threading a new tape, re-set counter to zero by turning knurled knob; seven numbers represent approximately 1 minute's dictation.

**Recording time**

Fi-Cord 300 — 48 minutes per spool,  
24 minutes each track.  
Fi-Cord 303 — 24 minutes, one track only.  
Tape used is Agfa PE 65 triple play.

**Corrections**

Where a major correction has to be made, run back on fast re-wind, check exact position on playback, then re-record. Small mistakes can best be indicated on the index card.

**Index card**

Always keep an index card slipped under the spring clip 13 for the easy noting of numbers at the end of each letter, or for making other notes for your secretary.

**End of tape signal**

As a warning to stop dictating, a tone signals the end of the tape, and stops the motor; buttons 2 or 3 should then be pressed lightly to stop the tone and re-establish contact with the motor—the tape can then be re-wound in the normal way. This warning operates only when Fi-Cord 300 or Fi-Cord 303 tape is used.

**Portable amplifier**

For playback where the volume on the built-in microphone-speaker may be insufficient, a small accessory speaker is available (p. 7).

**Transcribing**

Lever 8 and the contacts at the bottom of the Fi-Cord 300 are used with the Fi-Cord transcribing unit, which offers full transcribing facilities (p. 12, 13). Tapes recorded on the Fi-Cord 300 can be transcribed on any machine running at a constant speed of  $1\frac{7}{8}$  i.p.s. Tapes recorded on the Fi-Cord 303 can be transcribed on the Grundig Stenorette.



## A MICROPHONE FOR EVERY USE

For normal use such as dictating or note-taking, the Fi-Cord built-in microphone is ideal. However, there are occasions when an external microphone can be more practical and, for such purposes, Fi-Cord International has developed:

- a stop-start microphone where remote control from the recorder is required (2 types available).
- a lapel microphone for unobtrusive recordings (2 types available).
- a table microphone for conference recordings (available later).



### Portable amplifier (Ref. FC 331)

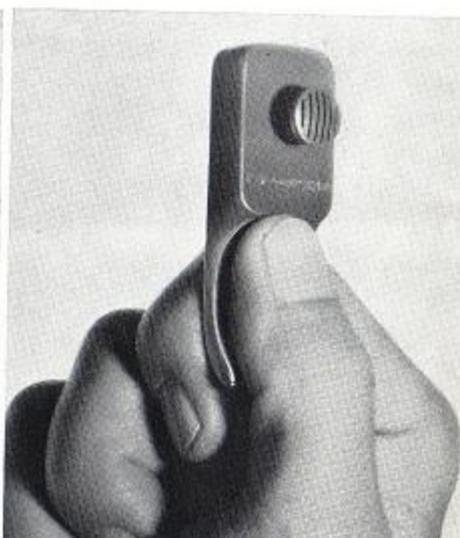
Small and lightweight (only 3 1/2 ozs), this amplifier-speaker is extremely practical when extra volume on playback is required. It fixes easily into place at the end of the Fi-Cord, and operates off the Fi-Cord batteries; the Fi-Cord can be operated in the normal way with the amplifier in position.

### Phone recording unit (Ref. FC 361)

Plugs into the accessory socket of the Fi-Cord for the recording of telephone conversations. (This accessory is not authorised for use in all countries.)



Stop / Start microphone



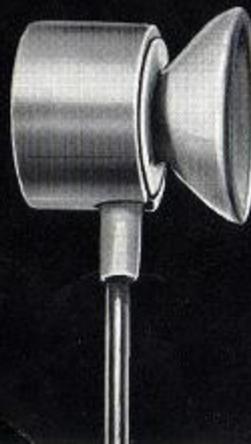
Lapel microphone

### Standard stop-start microphone (Ref. FC 311) Standard lapel microphone (Ref. FC 313)

For normal use where there is not too much background noise; for interviews, stock-taking, etc.

### Special stop-start microphone (Ref. FC 312) Special lapel microphone (Ref. FC 314)

For reducing background noise to a minimum such as when recording in a car, plane, train or factory; for personal dictating, note-taking, etc.





## A CARRYING CASE FOR EVERY USE

All Fi-Cord cases are hand-made from finest quality leather, and have been specially designed for convenience in carrying the Fi-Cord and whatever accessories a user may need. In all models, the Fi-Cord can be fully operated whilst in the case.

### De luxe carrying case (ref. FC 321)

carries the Fi-Cord 300 or Fi-Cord 303, stop-start or lapel microphone, portable amplifier, 3 spare tapes, spare batteries and index cards; the case goes easily into a brief case, or can be carried with a short strap or a shoulder strap.

### Standard carrying case (ref. FC 322)

carries the Fi-Cord 300 or Fi-Cord 303, stop-start or lapel microphone, and spare batteries; this case is very compact and can be carried in a brief case or over the shoulder.

### Suede pouch (ref. FC 323)

for the Fi-Cord 300 or Fi-Cord 303 only; can be carried in an overcoat pocket, and is particularly practical for use in a car as the suede does not slip around on the car seat.

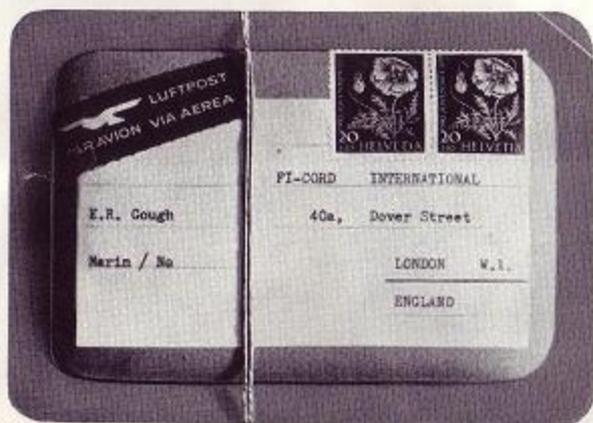


## TAPES

The Agfa PE 65 triple-play tape supplied on all Fi-Cord spools has been specially treated to give the acoustic warning signal at the end of the tape; all tapes are available either packed individually in mailing carton or in packs of 3 tapes.

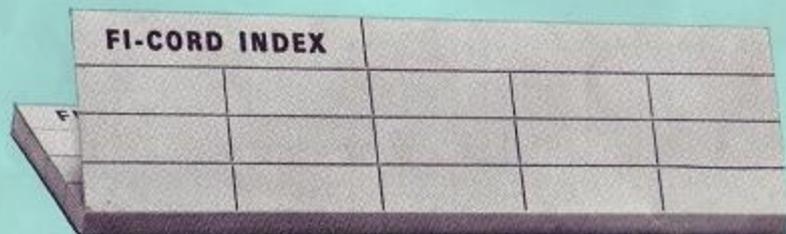
**Fi-Cord 300 tape** 2 tracks each 24 minutes  
1 tape in mailing carton (ref. FC 351)  
3 tapes in plastic pack (ref. FC 352)

**Fi-Cord 303 tape** 1 track, 24 minutes  
1 tape in mailing carton (ref. FC 353)  
3 tapes in plastic pack (ref. FC 354)



## Mailing cartons (ref. FC 355)

Empty cartons are available as replacements.



## Index cards (ref. FC 362)

for noting the length of letters and recordings; available in pads of 40, these cards greatly facilitate the secretary's work in transcribing.

## FOR THE SECRETARY

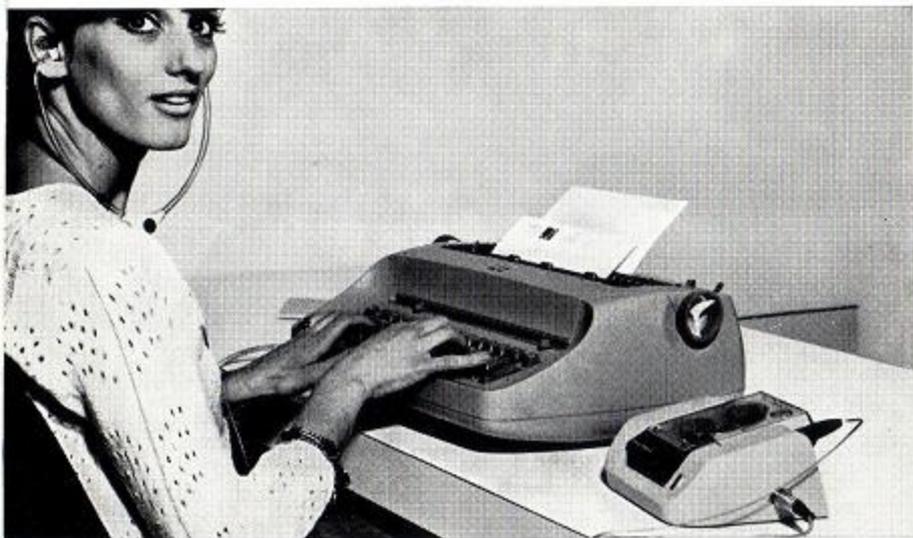
For transcribing, every efficient secretary expects these facilities :—

**Remote stop-start control.**

**Easy back-spacing.**

**Clear playback.**

**Rapid and accurate place-finding.**



**Indication of length of letters.**

**The Fi-Cord system offers all these facilities**

**The transcribing control unit with pedal (Ref. FC 341)** gives positive stop-start with no danger of losing a word—an essential point for efficient transcription.

the light action pedal ensures back-spacing for just one word or fast rewind for a sentence or more.

crystal clear playback over stethophone :

**The de luxe stethophone (Ref. FC 344)** with electronic volume control ; a potentiometer is fitted to the lead giving an exceptional range and a very precise control of volume. A single earpiece is also provided for the secretary who prefers this. The stethophone plugs into the accessory socket of the Fi-Cord.

**The transcribing control unit with pedal and speaker (Ref. FC 342)** for the secretary who wishes to have the possibility of listening back over a loud-speaker.

the counter on the Fi-Cord, combined with the use of the fast rewind and fast forward wind ensures rapid and accurate place finding ; this is further facilitated by using the index cards, which indicate to the secretary the length of letters or notes dictated.



## POINTERS FOR DICTATING

to get the most out of your Fi-Cord, make some experimental recordings, and you will quickly get used to the three button control.

for the best results, hold the Fi-Cord fairly close to the side of the mouth like a telephone.

use the index card for noting end of letters, etc. as this will greatly help your secretary when transcribing.

indicate clearly the number of copies and how a letter is to be sent.

when dictating, speak distinctly but in a natural and relaxed way, indicating punctuation, paragraphs and the end of a letter or text.

spell out difficult words and, in particular, technical terms.

from time to time, for example between letters, give personal instructions to your secretary.

every now and then, check your own dictating in order to correct faults in elocution.

during dictation, keep the relative documents in order so that your secretary can easily refer to them when necessary.

## POINTERS FOR TRANSCRIBING

think of a dictating machine as you do of a telephone—a practical and useful link between you and the person for whom you are working.

always check that your stethophone is comfortable with the volume set correctly, and that the pedal is in the best working position.

before starting to transcribe, glance through the dictating file to get an idea of the work to be done—letters, reports, offers—and in particular check the index card to see if anything is marked urgent.

the time saved by using a dictating-transcribing system enables you to do other useful and interesting jobs.



## Care of the Fi-Cord

At regular intervals, clean the record head with the special cleaning stick supplied with the Fi-Cord, as a dirty head can give very poor recordings or none at all. To clean record head, the plastic housing covering counter and microphone must be removed; to do this, insert end of cleaning stick in cut-out at end of plastic cover near counter; lever gently, then slide cleaning stick along the under edge of the cover, levering it upwards until it is easy to lift off. Replace by pressing into position. Never oil the Fi-Cord.

**Cold** Protect your Fi-Cord as far as possible from the cold, as neither transistors nor normal batteries operate to full capacity in cold conditions.

## Technical specifications

Tape speed	1 <sup>7</sup> / <sub>8</sub> i.p.s. (4.75 cm/s)
Tape	Agfa PE 65 triple play
Recording time	Fi-Cord 300 48 min (2 × 24) Fi-Cord 303 24 min
Frequency response	300-4500 c.p.s.
Batteries	3 Mallory 1.5 v. manganese batteries MN 1500 or 3 Mallory 1.4 v. mercury batteries ZM 9
Electronics	solid state circuitry using 11 transistors, 4 diodes, etc.
Dimensions	6 <sup>3</sup> / <sub>8</sub> " - 3 <sup>1</sup> / <sub>4</sub> " - 1 <sup>5</sup> / <sub>8</sub> ".
Weight	27 ozs. complete.