



**Analogue Speech Recording  
Steno-Cassette by Grundig Business Systems**

>> Portable and desktop machines for all dictation  
and transcription needs





New style - proven technology. The name Stenorette® is as ever synonymous with reliable and professional products.

## ANALOGUE DICTATION MACHINES

Stenorette® stands for the synthesis of ease of use and proven, familiar functionality. Features such as automatic shut-down, quality playback, quiet motors and the durable StenoTape Professional complete with tape position indicator that is exact to the minute – still set the standards even in these fast moving times.



### ▷▷ Portable dictation machine

#### **Stenorette® Sh 24**

Resplendent in its aluminium casing, the versatile Stenorette® Sh 24 has all the main functions needed for high-quality dictation. An end of letter index marks the dictation and enables the author/typist to locate urgent work quickly with the search function. A double click on the slide switch enables the author to rewind the tape without search stop. To provide the best possible protection when working out of the office the Stenorette® Sh 24 is supplied with a leather travel case complete with belt clip.

Colour: deep black



#### **Functions:**

- Slide switch control
- Separate recording button
- Transit lock
- Indexing for end of letter and corrections
- Index for information
- Voice Activation (Off/Low/High switch)
- Search function, can be switched off for rewinding
- High-speed deletion
- Warning signals for tape inserted, tape end and weak battery
- Automatic switch off at tape end
- Connection for headphone
- Battery, rechargeable battery and mains operation, recharging a battery possible in the machine
- Includes leather carry case 811 with belt-clip

#### **Recommended transcription machines**

- Stenorette® St 3230
- Stenorette® St 3221



▷▷ **Portable Dictation Machine  
Sh 10**

Used in or out of the office, the Sh10 is cost effective, user friendly and very reliable. The slide switch allows for one handed operation of the machine. This "simple" dictation machine also comes with all the advantages of the StenoTape Professional.

Colour: titanium



**Functions:**

- Slide switch operation
- Separate record button
- Transit lock
- Fast forward and rewind
- Quick erase
- Warning signals for missing set, tape end and weak battery
- Automatic motor shut-down at the end of the tape
- Battery, rechargeable battery and mains operation, recharging in the device
- Recommended playback station: St 3211



▷▷ **StenoTape Professional  
Steno-Cassette 30**

The StenoTape Professional corresponds to the normed standard „Steno-Cassette 30“ and is at the heart of Grundig Business Systems analogue range. Developed specifically for dictation, the cassette is small, robust and designed to provide the best possible sound quality. StenoTape Professional is a single sided tape which helps prevent accidental deletion, over recording and the retyping of previously transcribed dictation. The capstan drive ensures a constant tape speed to reduce distortion and the integrated time scale provides the author and typist with a visual indication of the tape status. StenoTape Professional has space for 30 minutes of recording. Thus the amount of dictation time required for processing can be determined at any point.



▷▷ **Dictation and Transcription Machine**  
**Stenorette® St 3230**

The Stenorette® St 3230 is available in the designer colour corona silver. This is a feature rich executive desktop dictation machine designed to meet the needs of the professional office. It is characterised by the best possible economics and trendsetting functionality. The LCD panel provides the user with all the information needed for the various modes of operation, letter mode, information mode or combined mode can be selected. When dictating, the correction function prevents a sentence being erased when the previous sentence is being corrected. During transcription the typist can identify any instructions before typing the letter.

Colour: corona silver

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**Functions:**

- LCD with indication of current function, letter/information time, letter/information number; position display can be changed to display of remaining time or available correction time
- Search function for letters and information
- Conference recording when using the ProMic 800 FX microphone (accessory)
- Adjustable backspace
- Variable playback speed (+/- 15%)
- Fast forward and rewind; Quick erase
- Early warning signal before tape end when recording; warning signal for tape end and no cassette inserted



### ▷▷ Desktop Dictation and Transcription Machine Stenorette® St 3220

The Stenorette® St 3220 offers all the advantages of a professional, desktop machine. The easy to read LCD panel displays the number and total time of the dictations. Letter end markings and corrections can be distinguished from each other via the index function. Connection for a ProMic 800 FX microphone, a headphone (for example Swingphone 562) and a 536 foot control or 541 hand control.

Colour: corona silver

#### Functions:

- Letter end mark and search function
- Conference recording when connected to the ProMic 800 FX microphone (3 stage microphone sensitivity)
- Adjustable backspace
- Variable playback speed (+/- 15%)
- Fast forward and rewind
- Fast erase
- Early warning signal before tape end when recording; warning signal with tape end and no cassette inserted



### ▷▷ Desktop Transcription Machine Stenorette® St 3221

Compact desktop unit with outstanding transcription quality. All important information is contained in the LCD panel, for example operating mode, the number and total time of all the dictations and the number and remaining time of the current dictation. Individual dictations can be located quickly using the search function. During transcription, all operating functions can be controlled via the 536 foot control or 541 hand control.

Colour: corona silver

#### Functions:

- Letter end search function
- Adjustable backspace
- Variable playback speed (+/- 15%)
- Fast forward and rewind
- Fast erase
- Warning signal when tape is ending or no cassette is inserted





▷▷ **Desktop Dictation and Transcription Machine  
St 3210**

The St 3210 is a dual purpose desktop machine. In dictation mode all the operating functions are controlled using the ProMic 800 FX microphone (accessory). Transcription is facilitated with the accessory headsets and 536 foot control or 541 hand control. You can appreciate all the usual Grundig quality. The sensitivity of the microphone recording can be set at three different levels including conference record. The correction index is activated via the microphone. Colour: corona silver

**Functions:**

- Variable backspace
- Adjustable playback speed (+/- 15%)
- Fast forward and rewind
- Quick erase
- Early warning signal before end of tape when recording; warning signal for end of tape and missing cassette



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▷▷ **Desktop Transcription Machine  
St 3211**

The corona silver St 3211 is ideal for use in the typing department. The playback functions can be controlled either by connecting a headphone (for example Swingphone 562) and the 536 foot control or the 541 hand control. Tape rewind and tape playback speed can be adjusted to suit the individual typist. Colour: corona silver

**Functions:**

- Variable backspace
- Adjustable playback speed (+/- 15%)
- Fast forward and rewind
- Fast erase





## DIGITAL AND ANALOGUE – AN IDEAL COMBINATION

The Stenorette® digital Sd 4240 has been developed as a professional solution, a bridge linking digital and analogue dictation systems together. The push of a button is all that is needed to change over from the digital to analogue. Existing Grundig accessories such as headphones, microphone and foot control can be used. A space saving and convenient transcription system, Sd 4240 is available as a One-to-One or as a network solution with DigtaSoft.

▷▷ **Stenorette® digital Sd 4240**

The Stenorette® digital Sd 4240 is a simple and ideal way of getting into digital dictation. The adaptor box creates a dual typing station, combining the playback of analogue dictations via an existing desktop machine with digital dictations on the PC. An integrated card reader also enables digital dictation to be transferred direct from MMC or SD cards (e. g. DigtaCard) to the system without using the network. For the typist one foot control and one headset means that Sd 4240 is easy to use, efficient and space saving. At the push of a button you can change from analogue to digital and visa versa. Naturally you can use your existing Grundig accessories as well.

An easy way to get into the world of digital dictation.  
Colour: titanium

Illustration:  
Sd 4240 combined with a Stenorette® St 3221  
analogue machine



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**Special characteristics:**

- Playback of dictations from Grundig digital dictating machines (e.g. Digta) or alternative desktop device
- Dictations processed by the software application DigtaSoft
- Playback possible using Grundig Business Systems headphones or external active loudspeakers
- Adjustable volume
- Adjustable tone
- Reads and writes to a MultiMediaCard (MMC) (e.g. DigtaCard) or SecureDigital Card (SD)
- Blue LED signals the mode of operation (digital or analogue)

# ANALOGUE-ACCESSORIES

## Steno-Cassette Desktop Machines

- 1 Stenorette® St 3230
- 2 Stenorette® St 3221
- 3 Stenorette® St 3220
- 4 St 3211
- 5 St 3210

## Steno-Cassette Portable Machines

- 6 Stenorette® Sh 24
- 7 Sh 10



**StenoTape Professional Steno-Cassette 30**  
with integrated time scale

- 1 2 3 4 5 6 7



**Bulk eraser 616**  
magnetic bulk eraser 616 for the complete deletion of a StenoTape Professional or Microcassette MC 60

- 1 2 3 4 5 6 7



**Correspondence folder 744 with Label**  
for dictation documents and a StenoTape Professional or a Microcassette. Labels are available as spare parts

- 1 2 3 4 5 6 7



**Indexblock 545 A**

- 1 2 3 4 5 6 7



**Swingphone 562**  
under the chin style, steel cored cables prevent tangling. Ear pad set available as an accessory

- 1 2 3 4 5 6



**Headphone 561**  
with headband, steel cored cables prevent tangling

- 1 2 3 4 5 6



**Foot control 536**  
start, stop, fast forward and rewind

- 1 2 3 4 5



**Swingphone light 563**  
very light, under the skin style, steel cored cables prevents tangling. Ear pad set available as an accessory

- 1 2 3 4 5 6



**DigitaHeadphone 520**  
with neckband, steel cored cables prevent tangling. Ear pad set available as an accessory.

- 1 2 3 4 5 6



**Hand control 541**  
start, stop and rewind

- 1 2 3 4 5



**Single earpiece 556**  
loudspeaker capsule with single ear clip, steel cored cables prevent tangling

- 1 2 3 4 5 6



**Microphone ProMic 800 FX**  
record/playback, start, stop, rewind, fast forward and letter end/Index marking

- 1 3 5



**Rechargeable battery 462**  
can be recharged in the dictating machine when used with the **power mains/charger 679** (for US: power mains/ charger 678CUC)

- 6 7



**Stethoclip 514**  
Stethofork-style soundtube, for earpiece 556.

- 1 2 3 4 5 6



**Carry case 811**  
leather, with belt clip

- 6 7



**Power pack 683**  
(for UK: power pack 683GB; for US: power pack 682A/UC)

- 1 2 3 4 5

# TECHNICAL DATA

## STENO-CASSETTE MACHINES / DUAL TYPING STATION

PORTABLE MACHINES	STENORETTE® Sh 24	Sh 10
Max. power output	180 mW	180 mW
Transmission frequency	300-4.000 Hz	300-4.000 Hz
Loudspeaker:	28 mm Ø dynamic	28 mm Ø dynamic
Connections:	Power pack/battery charger 679, Grundig headphones	Power pack/battery charger 679
Battery life (test criteria according to Grundig Business Systems)	Up to 14 hours with alkali manganese batteries 2x AA	Up to 14 hours with alkali manganese batteries 2x AA
Dimensions (W x T x L in mm)	Approx. 60 x 19 x 140	Approx. 62 x 25 x 142
Weight (including battery and cassette)	Approx. 210 g	Approx. 210 g

DESKTOP MACHINES	STENORETTE® St 3230	STENORETTE® St 3221	STENORETTE® St 3220
Max. power output:	200 mW	200 mW	200 mW
Transmission frequency	100-5.000	Hz 100-5.000 Hz	100-5.000 Hz
Loudspeaker:	45 mm Ø dynamic	45 mm Ø dynamic	45 mm Ø dynamic
Connections	ProMic 800 FX, Grundig headphones, hand control 541, foot control 536, external power supply 683	Grundig headphones, hand control 541, foot control 536, external power supply 683	Microphone ProMic 800 FX, Grundig headphones, hand control 541, foot control 536, external power supply 683
Dimensions (W x T x L in mm)	Approx. 206 x 210 x 54	Approx. 120 x 210 x 54	Approx. 163 x 210 x 54
Weight (including cassette)	Approx. 1030 g	Approx. 640 g	Approx. 670 g

DESKTOP MACHINES	St 3211	St 3210
Max. power output:	200 mW	200 mW
Transmission frequency	100-5.000 Hz	100-5.000 Hz
Loudspeaker:	45 mm Ø dynamic	45 mm Ø dynamic
Connections	Grundig headphones, hand control 541, foot control 536, external power supply 683	ProMic 800 FX, Grundig headphones, hand control 541, foot control 536, external power supply 683
Dimensions (W x T x L in mm)	Approx. 120 x 210 x 54	Approx. 163 x 210 x 54
Weight (including cassette)	ca. 640 g	ca. 670 g

DUAL TYPING STATION:	Sd 4240
Current supply	PC: RS232/USB Power pack 482
Power requirement	25 mA with Swingphone headphone 50 mA with ProMic 800 FX microphone
Output voltage	1.5 V with Swingphone headphone 250 mV with ProMic 800 FX microphone
Transmission frequency	140 - 6500 Hz
Display LED	„on” digital, „off” analogue
MMC/SD card reader	USB1.1
Connections	for active loudspeaker (input jack, 3.5 mm) Headphones*/Foot control (Grundig socket) PC/Com (D-Sub-socket, 9 pin) PC/USB (USB socket, series B) Power pack (mains socket, 4.2 mm)
Dimensions (W x H x T)	approx. 115 x 35 x 210 mm
Weight	approx. 550 g
Housing colour	titanium
Acrylic plate colour	darkblue
System requirements	for DigtaSoft (WIN 2000/XP/Vista) - Pentium processor (500 MHz or better) - audio interface, Soundblaster compatible, Line In/Mic in and Line Out, in each case 3.5 mm input jacks - COM interface RS232, CD-Sub 9-socket

\* The headphone output volume is limited.

# GRUNDIG BUSINESS SYSTEMS ON THE INTERNET

Find out about our products.

Our Internet page contains further information about Grundig digital dictation and voice mail systems. You can also find the latest data sheets with detailed information on the downloads.

[www.grundig-gbs.com](http://www.grundig-gbs.com)

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Your specialist dealer

The features indicated by Grundig Business Systems apply only when using original Grundig accessories. Defects due to the use of accessories which are not original Grundig Business Systems accessories or which do not comply with the legal regulations or the corresponding standards lead automatically to the expiration of any guarantee rights.

**GRUNDIG**  
Business Systems