

**IMPORTANT - PLEASE READ**

**If you have existing Olympus equipment at your site, or you send files to an existing Olympus user.**

The Olympus DS-3500 and DS-7000 Digital Voice Recorders (DVRs), record in high quality **DSS Pro (.ds2)** format. Recordings made in this format can be played only if you have this software installed:

ODMS R6	Packaged with DS-7000/DS-3500 DVRs & AS-7000 Transcription Kit
DSS Player Pro R5	Packaged with DS-5000/DS-3400 DVRs & AS-5000 Transcription Kit
DSS Player Standard v1/v2	Packaged with DS-2800/DS-2500/DS-2400 DVRs & AS-2400 Transcription Kit

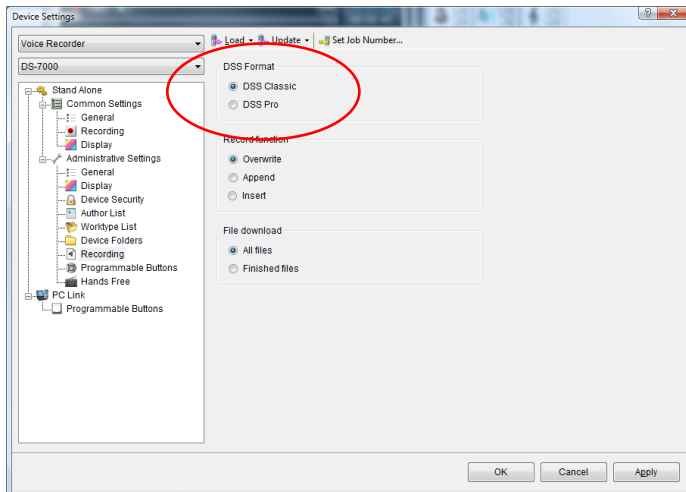
Therefore, if you are sending your sound files to a typist who is not using the software listed above, you must change the recording format on the DS-3500/DS-7000 to **DSS Classic (.dss)**, by following the instructions below.

Please note that **DSS Classic** format is compatible with all current and past Olympus Digital Voice Recorders and Olympus Transcription Kits, including the current AS-2400, AS-5000 and AS-7000 Transcription Kits.

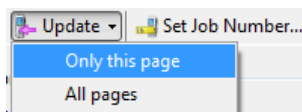
**Important:** The following instructions are for Windows users only.  
If you use a Mac, please phone 0800 659 678 and ask for Tech Support.

**Instructions:**

- Install the Olympus Dictation Module R6 software (supplied with the DS-3500/DS-7000) on your PC
- Open the software: “Start – Programs – Olympus Dictation Management System – Dictation Module”
- Ensure the DS-3500/DS-7000 is turned on and connected to the PC for all following steps
- Go to “Device – Device Settings”
- Click on “Recording” under “Administrative Settings” in the left column
- For DSS Format, choose **DSS Classic** (see screen shot below)



- Click on “Update” (just above DSS Format) and choose “Only this page” (see screen shot below)



- Wait until this message appears: “Device Settings have been updated” and click on “OK”
- The file format on the DS-3500/DS-7000 has now been changed and you may unplug the Digital Voice Recorder and create a test recording.