STENTURA® 400 SRT

and

STENTURA 200 SRT

USER'S GUIDE

SECOND EDITION

Stenograph®

www.stenograph.com

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The Importance of Working Comfortably and Effectively

Stenograph believes that the Stentura 400/200 SRT shorthand machine, when used in compliance with the enclosed instructions and information, is safe. Certain sources, though controverted, suggest a relationship between injuries of the hands and forearms with prolonged use of any type of keyboard or other equipment involving repetitive movements of the hands. At the same time, other sources indicate that there is no such cause and effect.

Because the safety and well-being of persons using Stenograph equipment is of paramount concern and because we recognize that these medical and scientific questions are not definitively resolved, Stenograph encourages all users of our writers to carefully review the following Work Area Checklist and to use appropriate work habits.

Remember, personalizing your environment so that it is comfortable for you, promotes a healthy physical and mental work lifestyle.

The following Work Area Checklist is not intended to be all inclusive but a guideline for you to use. Only you can determine what is best for you. Use the checklist to assess and adjust your work area to suit your own needs. Personalizing your environment so that it is comfortable for you promotes a healthy physical and mental work lifestyle.

Work Area Checklist

At Your 400/200 SRT

- ✓ Insist on a comfortable chair conducive to correct posture.
- ✓ Assure you can see and hear the witness comfortably.
- ✓ Adjust the height of the shorthand machine appropriately for your body.
- ✓ Position the shorthand machine comfortably close to you.
- ✓ Place the tripod between your knees. Do not sit "sidesaddle".
- ✓ Minimize the use of the shorthand machine on surfaces other than the tripod stand.
- ✓ Consider using a Hi-Boi tripod to help achieve proper posture when standing for side-bars, etc.

At Your Computer

- ✓ Place monitor screen perpendicular to the window to help avoid glare.
- ✓ Adjust or close window coverings.
- ✓ Arrange materials such as reference book, diskettes, etc. close to you to help avoid excessive reaching or twisting.
- ✓ Clear the area under and around desk to leave room for your feet and legs.
- ✓ Remove sources of distraction around the monitor.
- ✓ Keep noise to a minimum.
- ✓ See accompanying materials provided by computer keyboard manufacturer.

Your Body

- ✓ Take frequent breaks to stretch or exercise.
- ✓ Maintain a straight wrist position.
- ✓ Avoid resting your wrists while writing.
- ✓ Keep your hands level with your forearms.
- ✓ Let your fingers curve naturally.
- ✓ Let your forearm go up and down a little when you write, pivoting at the elbow, not at the wrists.
- ✓ Pull your steno machine comfortably close to you.
- ✓ Keep feet on the floor or supported by a footrest.
- ✓ Support your lower back.
- ✓ Assure that your knees are bent at an angle of 90° or more and your thighs at an angle of 90° or greater in relation to your torso.
- ✓ Adjust chair position and postures throughout the day.
- ✓ If you experience any aching, numbing, or tingling in your arms, wrists, or hand, consult a qualified health care professional.

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Contents of the Stentura SRT Package

- ***Stentura 200 SRT or 400 SRT***
- Soft-sided carrying case
- *EasyLock*™ tripod
- Deluxe Paper Tray
- Ribbon cartridge (preinstalled)
- Allen wrench
- Battery pack (400 SRT **only**)
- Charger (400 SRT **only**)
- AC Adapter (200 SRT **only**)
- Realtime cable kit
- Stentura Maintenance Kit
- 1 Steno-Pad®
- ***Stentura SRT*** User's Guide

Typographical Conventions in this Guide

A **NOTE** symbol indicates supplementary information.

A **caution** symbol warns you about actions that could cause damage to your ***Stentura SRT*** or your data.

Before You Start

Congratulations on your purchase of a ***Stentura SRT*** series writer. In order to ensure years of dependable service, follow the instructions in this manual carefully. Unless otherwise indicated, all of the use and care information in this manual refers to both the 400 SRT and the 200 SRT.

Stentura 400 SRT **users ONLY--Charge your new battery pack at least 18 hours.**
Insert the battery pack into the ***Stentura SRT***. Plug the charger into a wall outlet and insert the cord on the charger into the socket located on the left side of the back of the ***Stentura SRT***. Turn the machine ON (the green light comes on).

NOTE: To charge the battery pack, the ***Stentura SRT*** must be **ON** and the charger plugged in.

All Users

Read this manual thoroughly before using your ***Stentura SRT***. It is important to familiarize yourself with all of your writer's components.

Chapter 1

Setting Up Your *Stentura SRT*

Attaching the Tripod

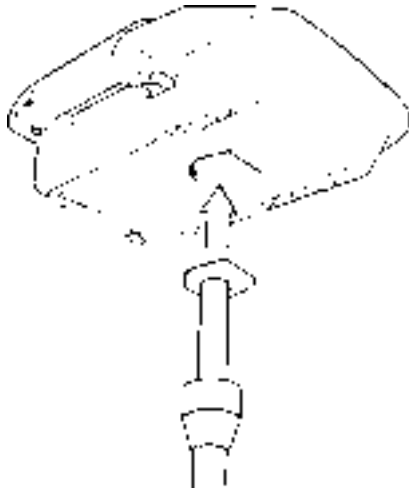
On the bottom of the ***Stentura SRT*** is a positive locking mechanism that looks like a large, round keyhole. The top of the *EasyLock* tripod fits like a key into the hole. To attach the tripod, follow these steps:

1) Fully extend each leg of the tripod (make sure the braces lock).

2) Loosen the thumb-lock knob on the tripod base.

3) Extend the inner tripod tube fully and tighten the thumb-lock knob.

4) Turn the tripod so that the flat side of the black disk on the top of the tripod tube is facing you.



5) Lift the ***Stentura SRT*** by the handholds on both sides of the machine and lower it as evenly as possible onto the top of the tripod. Rotate the machine clockwise until you hear a solid click.

6) To adjust the tripod to the desired height after the ***Stentura SRT*** has been secured, do the following:

- With one hand, firmly grasp the tripod pole directly beneath the ***Stentura SRT*** and, with your other hand, loosen the thumb-lock knob on the tripod.

> ☞ **NOTE:** Use caution when you loosen the thumb-lock knob as your hand will be supporting the weight of the ***Stentura SRT***.

- Adjust the ***Stentura SRT*** to the desired height.

- Tighten the thumb-lock knob.

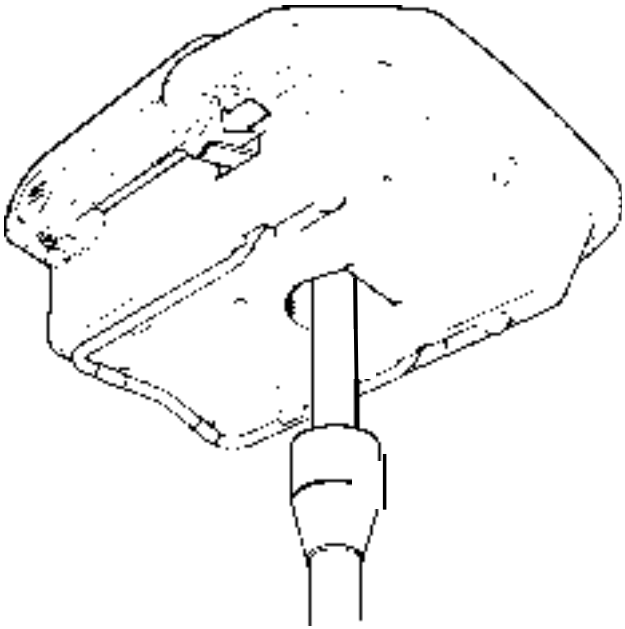
> ☞ **NOTE:** If you hear a grinding noise when you begin using the ***Stentura SRT***, it is not level on the tripod. This does not harm the machine. Relevel the ***Stentura SRT*** and try again.

Removing the Tripod

1) Locate the quick release lever on the left underside of the ***Stentura SRT***.

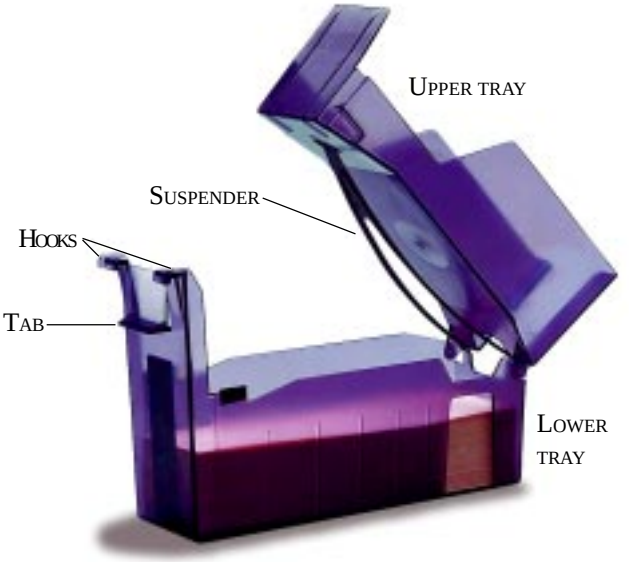
2) Push the quick release lever forward, then rotate the ***Stentura SRT*** counterclockwise one quarter of a turn.

3) Lift the ***Stentura SRT*** off the tripod.



Attaching the Deluxe Paper Tray

The Stentura Deluxe Paper Tray assembly consists of an upper and lower tray, and a suspender.



1) Hold the paper tray at a 45° angle (relative to the back of the ***Stentura SRT***) and attach the two hooks at the top to the ledge just below the ***Stentura SRT***'s platen (large black roller) assembly.

2) Lower the paper tray until the front rests against the back of the ***Stentura SRT***. When the large tab (located below the hooks on the front of the tray) slides into the back of the writer you will feel a slight resistance, indicating that the tray has been mounted securely.

3) Load and thread the paper tape (see, **Threading the Paper** below).

4) Seat the upper tray firmly into the lower tray. The lower tray is equipped with two felt pads that grip the upper tray when it is closed properly. These pads keep a tight seal between the upper and lower trays and, along with the suspender, help to virtually eliminate any noise arising from the tray. If the upper tray is not seated securely, excessive noise may result.

☞ **NOTE**: To prevent undue wear on the suspender, do not store extra Steno-Pads® in the lower tray.

Under normal conditions the suspender should not need replacing. If an accident occurs and the suspender rips or breaks, a replacement can be purchased from our Supplies Department at **800-228-2339**. Ask for part number **33234**.

Threading the Paper

With the paper tray attached to the back of the ***Stentura SRT***:

1) Open the upper tray completely.

2) Place a fresh Steno-Pad in the lower tray, with the proper side up.

3) Grasp the end of the paper and pull a few folds toward you.

4) Starting from the back of the ***Stentura SRT***, feed the paper between the silver paper apron and the black platen roller. Slowly turn the platen to help guide the paper. When the paper comes up through the top of the ***Stentura SRT***, pull out four or five folds.

5) Push the feed roller assembly (the silver spring bar) behind the platen away from you and thread the paper over the platen, so that it runs between the platen and the feed roller. Make adjustments with your fingers, both to remove any slack, and to center the paper on the platen.

6) Close the upper tray completely. It should fit snugly into the lower paper tray (see Step 4 of **Attaching the Paper Tray** on Page 7). The paper must be able to move freely up through the paper tray.

7) Refold the paper in the same manner it was unfolded and lay it in the upper tray. Be sure the paper lays smoothly and does not billow in the tray.

Bench Conference Stand

The wire Bench Conference Stand is built into the bottom of the ***Stentura SRT***.

1) Remove the tripod.
2) Unfold the stand by pulling it down and forward.
3) Place the ***Stentura SRT*** on a flat surface, resting the bench conference stand first, then the paper tray.

> ☞ **NOTE:** If the paper tray contacts the surface before the Bench Conference Stand, the tray may come loose from the back of the ***Stentura SRT***.

Notes

Chapter 2

Turning On the *Stentura SRT*

The ON/OFF switch is located on top of the writer above the ***Stentura SRT*** nameplate.

- **I = ON** Green light will glow steadily.
- **O = OFF**.

400 SRT -- Run from the battery or plug in the charger.
200 SRT -- Plug in your AC Adapter.

> ☞ **NOTE:** Your ***Stentura 200 SRT*** **must** be plugged in for steno notes to be stored in memory. The ***Stentura 400 SRT*** **must** have the battery installed *or* the charger plugged in to store steno notes.

Indicator Lights

To the right of the ON/OFF switch are two indicator lights, one green and one red. The lights blink or glow in specific sequences indicating various modes and warnings. The following three tables outline what each of these sequences mean, along with page number references where more complete information can be obtained.

TABLE 1: GREEN LIGHT ONLY

STATUS	INDICATION	PAGE
Continuously lit	Stentura is ON	This page
Flashing 400 SRT ONLY	Battery level warning	14

TABLE 2: RED LIGHT ONLY

STATUS	INDICATION	PAGE
Continuously lit	Successful communications with PC	17
Off	No communications or broken communications with PC	17
Single flash every two seconds	Memory is 80% or more full	20
Double flash every two seconds	Memory is 90% or more full	20

TABLE 3: RED AND GREEN LIGHTS

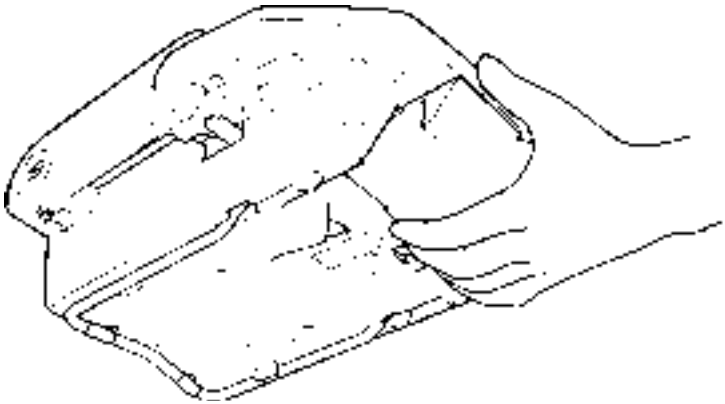
STATUS	INDICATION	PAGE
Green light ON Red light flashing	Data not being written to memory and/or Student Mode enabled	20 & 23
Both flashing simultaneously	Clear Memory Mode	21
Both flashing alternately **(400 SRT ONLY)**	Paper Spacing Setup Mode	36

Changing the Battery Pack — 400 SRT Only

To remove the battery pack, do the following:

1) Place the palm of your hand squarely against the front of the ***Stentura SRT*** while grasping the back of the battery pack with your fingers.

2) Pull the battery pack toward you and slide it out.



To replace the battery pack, do the following:

1) Slide the battery pack into its slot.

2) Press firmly until it locks in place.

We recommend that you keep an extra, fully charged battery pack in your carrying case.

☞ **NOTE:** When ordering a new battery pack, use **part number 33154.**

Low Battery Warning — 400 SRT Only

During normal operation with a charged battery pack installed, the green indicator light on the ***Stentura SRT*** glows continuously. The light will flash very rapidly when the battery pack requires charging. To continue writing, you must either change to a fully charged battery pack or plug in the charger.

> **NOTE:** You have approximately 1/2 hour of writing time left when the green light flashes rapidly.

If you are unable to switch the battery pack or plug in the charger, be sure there is paper in the ***Stentura 400 SRT*** and change to Manual mode by doing the following:

1) Turn the ***Stentura SRT*** **OFF**.

2) Open the cover of the ***Stentura SRT*** and move the red arm to the right of the platen forward and down.

3) You are now in Manual mode. You will be writing to **PAPER ONLY, YOUR STENO NOTES WILL NOT BE RECORDING TO MEMORY.** Also, your keyboard may feel somewhat stiffer than usual because the electric platen advance has been disengaged.

4) Continue writing with the ***Stentura SRT*** **OFF** (the green light will not be lit at all).

> **NOTE:** If you always write with the charger plugged in, the battery can be removed and stored for later use.

Charging the Battery Pack — 400 SRT Only

It is important to use the battery charger supplied with your ***Stentura 400 SRT***. Chargers designed for other Stenograph writing devices will not charge the ***Stentura 400 SRT*** battery pack properly and may damage the battery and your writer. The following list details the features of your battery and charger.

- The charger will not overcharge the battery. Once the battery has reached full charge, the charger reverts to a safe, trickle charge rate.
- The battery charges only when the ***Stentura SRT*** is turned **ON** and plugged in.
- You must charge a completely discharged battery for at least 18 hours.
- A completely charged battery in good condition will provide approximately 24 hours of continuous use.

NOTE: For quicker recharging of your battery pack an optional external charger, called QuickCharge™, is available from Stenograph. The QuickCharge can completely recharge a battery in approximately $2^{1}/_{2}$ hours.

If you work where there is a 220 volt power supply, **be sure** that you have a battery charger rated for 220 volts. To determine the charger's rating, read the faceplate label on your charger. 220 volt chargers are available from Stenograph.

Communications Port

A 9-pin Communications port is located on the back of the ***Stentura SRT***. Use this port to connect the writer to external equipment, such as a modem or a computer, for realtime or other applications.

Connecting to a PC for Realtime Communications

To write realtime with your SRT, you must first connect your writer to a PC via a realtime communication cable. The Stenograph Realtime Cable kit (part number **30549**) includes:

- ***Stentura*** adapter, 9-pin male
- CPU adapter, 9-pin female
- RJ45, 8-wire crossover cable

> ☞ **NOTE:** If your computer requires a 25-pin adapter, you will need to order part number **30546**.

Direct PC connection

To connect your writer directly to a computer, do the following:

1) Be sure your writer and PC are turned **OFF**.

2) Connect the realtime cable to both the PC and the ***Stentura SRT*** as follows:

   - Connect the male 9-pin adapter to the COM port of the writer.
   - Connect the female 9-pin adapter to the COM port of the computer.
   - Connect the realtime cable to the jacks on the back of the adapters.

3) Turn your ***Stentura SRT*** **ON**.

4) Turn your PC **ON** and start your realtime program. You should refer to your PC CAT or rapid data entry software manual for further instructions.

When communications have been successfully established, the red "**DATA TRAN**" light comes **ON**. If the light goes out, communications have been broken. Do **NOT** turn your ***Stentura SRT*** **OFF**. Follow the restart instructions in your CAT or rapid data entry manual.

5) Begin writing. At this point, your translated steno should be on the PC's screen.

Remote PC connection via Modem

Using an external modem, you can communicate from your ***Stentura SRT*** to a computer in another location. You can only call from the computer to the ***Stentura SRT***. All communications setup must start at the computer and work back to the writer. Data transfer is also in one direction — from the ***Stentura SRT*** to the computer **ONLY**.

The ***Stentura SRT*** uses Zmodem protocol. If you are using an off-the-shelf third party communication package, the communications settings are:

- Parity = N
- Data Bits = 8
- Stop Bits = 1
- Terminal = ANSI

Refer to your communication software user manual for explanation and details.

Once you are connected, you can send steno from your ***Stentura SRT*** to the computer.

To connect your ***Stentura SRT*** to a remote computer, you must have the Stentura Modem Cable Kit (part number **36073**). This kit can be ordered from your Stenograph Supplies and Education representative (see Appendix C).

Connect your writer as follows:

1) Be sure your writer is turned **OFF**.

2) Connect the realtime cable and adapters to both the modem and the ***Stentura SRT*** as follows:

   - Connect the male 9-pin adapter to the COM port of the writer.
   - Connect the male 25-pin adapter to the COM port of the modem.
   - Connect the realtime cable to the jacks on the back of the adapters.

3) Turn your ***Stentura SRT*** **ON**.

4) Be sure the modem is connected to an active telephone line.

5) Contact your remote location and establish communications. **Remember**: The PC **MUST** call the ***Stentura SRT*** in order to set up the connection.

When communications have been successfully established, the red "**DATA TRAN**" light comes **ON**. If the light goes out, communications have been broken. Do **NOT** turn your ***Stentura SRT*** **OFF**. Communicate with the remote site and follow the restart instructions in your CAT or rapid data entry manual.

6) Begin writing. At this point, your translated writing should be on the PC screen. Check with your remote site to verify.

If realtime communications are broken, you can restart by following the instructions above. Your translation will resume where you left off. Should you continue to write after the realtime link is broken, you have approximately five (5) minutes of writing time before you will lose steno

for transmission to the PC for display. Your steno is still being written to your ***Stentura SRT***'s memory and can be read into your PC at a later time, if necessary.

Storage of Steno Notes

Your SRT's memory can store up to 10,000 steno strokes, or approximately 1/2 pad of notes (50 pages of transcript). When the memory is 80% of capacity, the red light will flash once every two seconds. At 90% of capacity, the red light will flash in sets of two flashes every two seconds. At 90% of capacity, you will have about five (5) pages of storage space still available. Once the memory is full, the red light will flash continuously. If you continue to write, any subsequent steno will not be saved.

> ☞ **NOTE:** The ***Stentura SRT*** memory is supported by an internal battery that can only be serviced by a Stenograph Service Technician or by an Authorized Service Provider. The life expectancy of this battery is approximately 10 years.

Clearing Memory

The memory in your ***Stentura SRT*** can be cleared at any time. However, when the memory reaches capacity, it must be cleared or no further steno strokes will be recorded. Use the following procedure to clear the memory:

1) While holding down the initial **"STK"** keys, slide the power switch to **ON**, and then release the **"STK"** keys. The red and green lights will begin flashing simultaneously.

*If the red and green lights flash alternately, the **Stentura SRT** is **NOT** in the Clear Memory Mode. Turn the machine **OFF** and repeat Step 1, making sure to hold down the* **"STK"** *keys.*

Do **one** of the following:

- To verify that you wish to clear the memory, Press initial **"KWR."** The red light will flash, indicating that the memory is being cleared.

- If you do not wish to clear the memory at this point, press **"TPH"** to leave **Clear Memory** mode without clearing the memory.

2) When the memory has been cleared, the red light will turn OFF and the green light will glow continuously.

Writing to Memory in Paperless Mode

Notes may be written to the ***Stentura SRT***'s memory in paperless mode by removing the paper, ribbon cartridge, and paper tray.

> ☞ **NOTE:** Removing the paper and ribbon cartridge may alter the feel of your writer. Adjustments can be made with the Depth of Stroke knob. *See page 28.*

Reading Steno into Your PC CAT System

To read your notes, connect your ***Stentura SRT*** to your PC as described on page 17, **Direct PC Connection**. Next, select the "Read" notes, or equivalent, option. Your CAT software must support the reading of steno notes from a *SmartWriter/Stentura* for this operation to be successful. All notes are written into one file called, "**File.001**." If you have multiple lessons or jobs and you wish to separate them, you can use a steno break search such as ten asterisks. Your CAT software must be able to recognize the steno break for this to work correctly.

Student Mode

Student Mode allows the writer to communicate realtime via the ***Stentura SRT***'s serial port without recording to internal memory. Use the following procedure to turn on **Student Mode**:

> Hold down the final **"TSDZ"** keys while sliding the power switch to **ON**. Release the **"TSDZ"** keys. The green light will glow steadily and the red light will begin flashing.

To exit **Student Mode**, turn the ***Stentura SRT*** **OFF**.

Notes

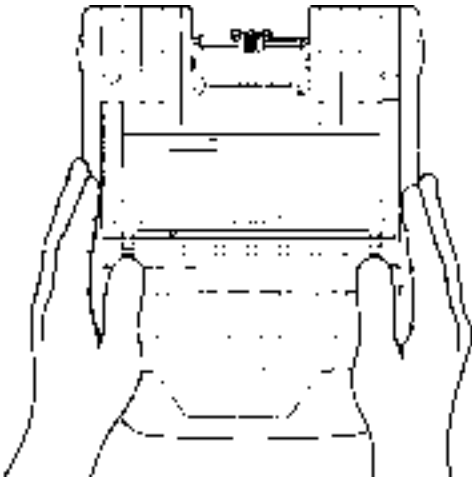
Chapter 3

Inside the *Stentura SRT*

While we recommend that you open the cover of your ***Stentura SRT*** as little as possible, there are some adjustments that, on occasion, need to be made inside the machine. These adjustments include; changing between electric and manual mode, adjusting the keystroke pressure, adjusting depth of stroke, adjusting the key contact, and changing or advancing the ribbon. You should exercise extreme care whenever you make these adjustments and perform them ONLY when absolutely necessary.

Opening the Cover

Above the initial **"S"** and final **"D"** keys you will find two small, black, grooved rectangles. These are the Cover Release Levers. Use your thumbs to slide both the Cover Release Levers forward and lift the cover to open.

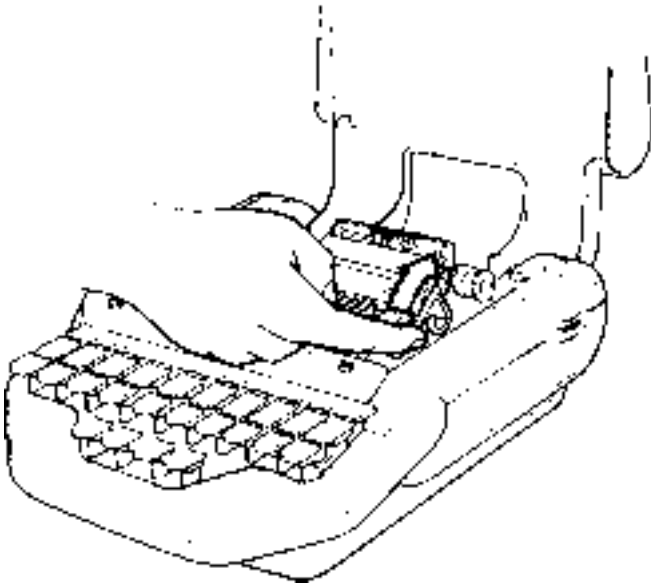


Changing Between Electric and Manual Mode — 400 SRT Only

On occasion you may have to work without the battery pack. In the rare instances of, for example, platen drive failure or battery pack failure (and you are unable to connect your ***Stentura SRT*** to AC power), you can continue writing to the paper tape by changing to Manual mode.

> ☞ **NOTE:** To adjust paper spacing when in Manual mode, turn the Depth of Stroke knob as described on page 28.

The red Electric/Manual lever is located under the cover and to the right of the platen (the large black roller).



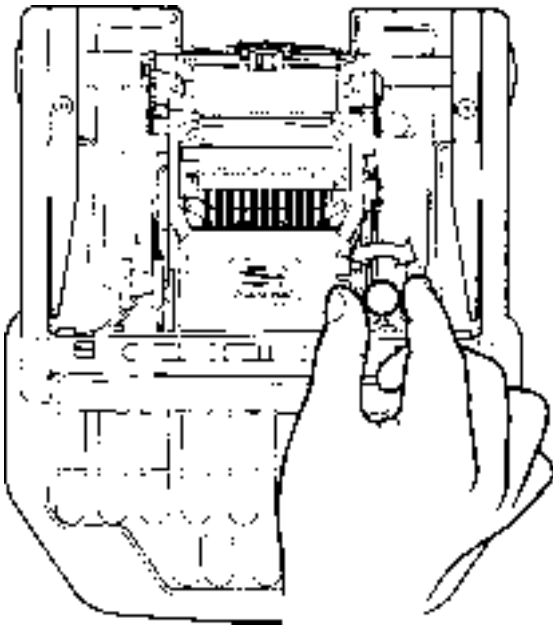
Do **one** of the following:

- To change to Manual mode from Electric, turn your ***Stentura SRT*** **OFF**, and pull the lever down and to the front.

- To change to Electric mode from Manual, push the lever up and to the rear, and turn your ***Stentura SRT*** **ON**.

Keystroke Pressure

The Keystroke Pressure knob is the white wheel to the right of the ribbon cartridge that lets you adjust the amount of pressure needed to press the keys.



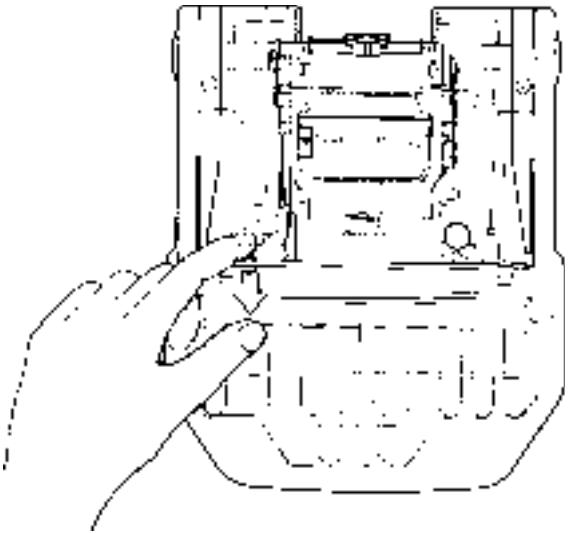
Do **one** of the following:

- To increase the tension and make the keys firmer, turn the knob clockwise.
- To decrease the tension and make the keys softer, turn the knob counterclockwise.

Depth of Stroke

The **red** Depth of Stroke knob, located directly below the left Cover Release Lever on the inside of the case, adjusts how far down the keys go when you press them. There are ten settings available, allowing you to set your ***Stentura SRT*** to a depth of stroke that is comfortable for your writing style.

The Depth of Stroke knob also controls paper spacing through a very limited range. For ***Stentura 200 SRT*** users this is the only control you have over spacing. ***Stentura 400 SRT*** users — when you are in Manual mode, you may need to readjust your depth of stroke to not only have some control over paper spacing, but also to approximate the usual feel of your writer.



Do **one** of the following (400 SRT & 200 SRT):

- To shorten the stroke (and lessen the spacing), turn the wheel upward.
- To lengthen the stroke (and increase the spacing), turn the wheel downward.

Key Contact Adjustments

Each key on your ***Stentura SRT*** connects to an electronic switch. Sometimes rough handling can cause a key to get out of adjustment, or you may find you need to adjust your ***Stentura SRT*** to suit your personal touch.

Each ***Stentura SRT*** is preset at the factory to a setting that is appropriate for nearly all users. However, your touch may be firmer or softer than the factory preset.

In either situation, you may decide that you need to adjust your keys.

Deciding If Adjustments Are Needed

You need to adjust your key contact switches if:

- A character frequently appears in memory or realtime, but is missing from the paper tape. Your switch may be set too soft.
- A character prints clearly on the paper tape, but does not appear in memory or realtime, your switch may be set too firm.

Determining Which Keys To Adjust:

With paper and a ribbon cartridge installed:

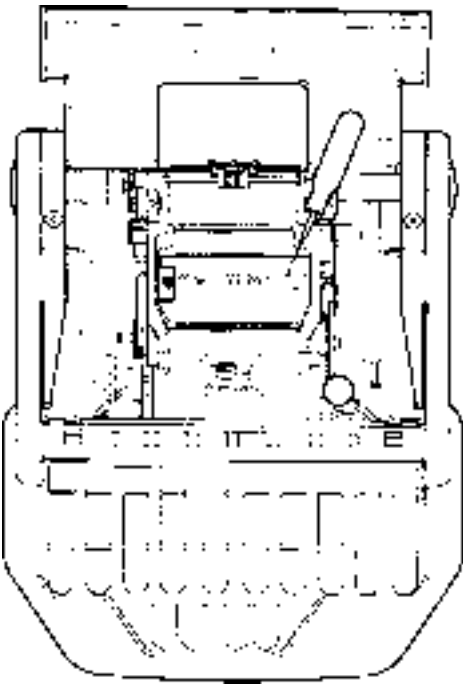
1) While holding down the four vowel keys, **"AOEU," ** slide the POWER switch to **ON** - the green light will glow and the red light will flash. Release the vowel keys and the red light will go **OFF**. The ***Stentura SRT*** is now in the **Key Contact Adjustment** mode.

2) Slowly press a key until the red light goes on. As soon as the red light goes on, release the key.

3) If the stroke did not print, or if the stroke printed very dark, write down the key so that you can adjust it later.

4) Repeat Steps 2 & 3 with each key.

5) Go to, "**Adjusting the Key Contact Switch**" on page 31.



Adjusting the Key Contact Switch

Adjusting a key contact switch is a very delicate procedure. Do not attempt it unless you are sure it is necessary.

Only a small change in the screw setting is normally required to produce the desired result. If you find that you are turning the screw more than one full turn, **STOP**. Examine the contact adjustment screw.

The adjustment screw must never be turned so that it is below the surface of the plate, or serious damage may result to the contact switch.

1) Open the cover and locate the key contact assembly. Each of the 22 keys is identified on an overlay strip, with its corresponding contact adjustment screw located behind the overlay strip.

2) Insert the .035 inch Allen wrench (included with the ***Stentura SRT***) into the adjustment screw of the character to be adjusted.

3) Slowly press on the corresponding key. When you see the red light glow, lift your finger from the key.

4) Examine the paper.

- If the character is barely visible or is missing from the paper, the contact switch is set too soft. Turn the wrench counterclockwise 1/8 turn.

- If the character is very dark, the contact switch is set too firm. Turn the wrench clockwise 1/8 turn.

5) Repeat Step 4 until a faint outline of the character is visible on the paper tape.

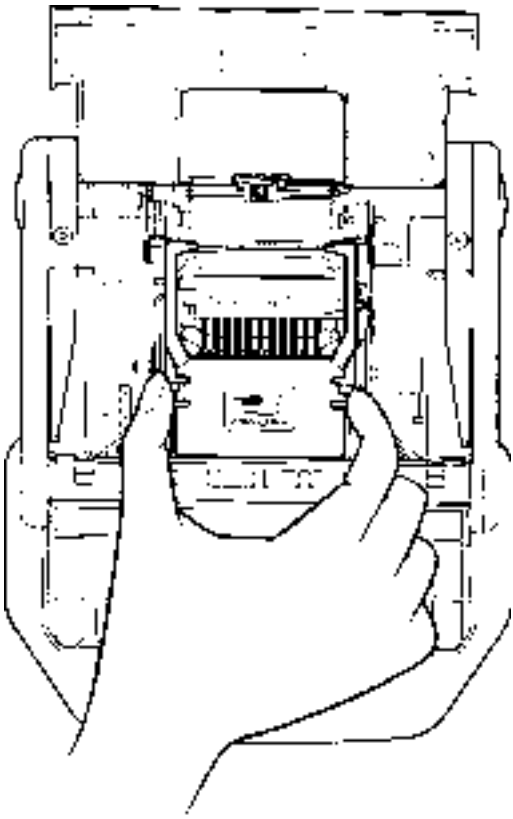
6) Repeat Steps 2-5 for all keys that need adjustment.

7) To exit the Key Contact Test, turn the ***Stentura SRT*** **OFF.**

Practice using your ***Stentura SRT*** to test the adjustments. If necessary, repeat this procedure until the machine responds to your touch.

Ribbon Cartridge

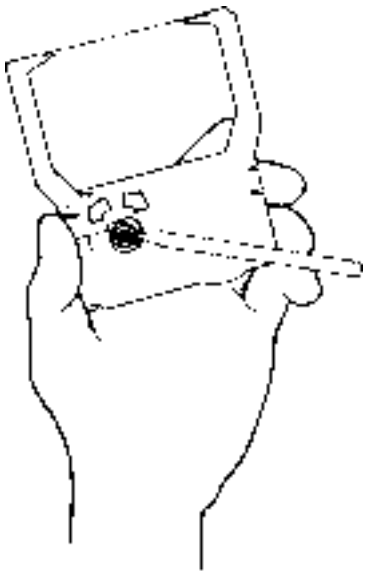
The ***Stentura SRT*** is equipped with a cartridge that contains a self-inking, continuous loop ribbon. The ribbon cartridge is rated for 60 pads of paper, based on 24,000 strokes per pad.



Changing the Ribbon Cartridge

1) To remove the ribbon cartridge, squeeze the handles on each side and lift the cartridge up and out of the ***Stentura SRT***.

2) Grasp the new cartridge by its handles.



3) To tighten or place tension on the ribbon, turn the gear (located on the underside of the cartridge) in either direction with a pen or mechanical pencil.

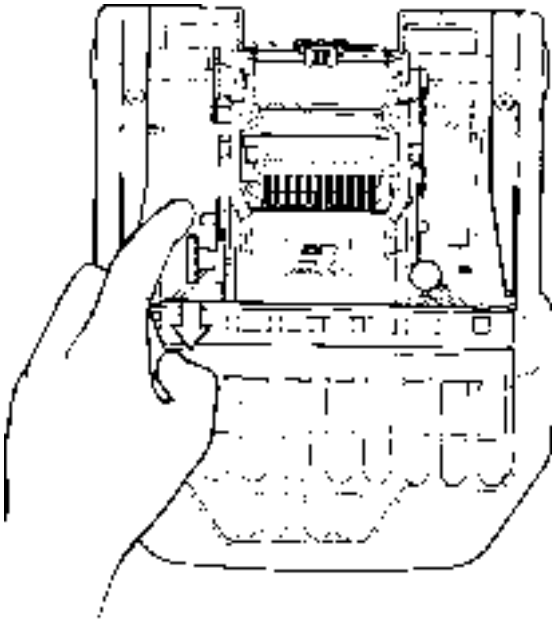
4) While depressing the ***Stentura SRT***'s number bar with one hand, squeeze the cartridge handles with the other and insert the cartridge. Place the ribbon between the row of type and the platen.

5) Press the cartridge body into place.

6) To remove any slack in the ribbon, follow the instructions below to advance the ribbon

Advancing the Ribbon

The **blue** Ribbon Advance knob is to the left of the cartridge assembly. This knob should **ONLY be turned forward**, toward the front of the machine. Follow the direction of the arrowheads on the rim of the knob.



To advance the ribbon, turn the knob toward the front of the ***Stentura SRT***, as indicated by the arrowheads. Look to see if the ribbon is moving. If the ribbon is not moving, remove the cartridge, tighten the ribbon again, and reinsert the cartridge.

Paper Spacing in Electric Mode — 400 SRT Only

You can change the spacing between strokes on the paper by entering the **Paper Spacing Setup** mode. With paper and a ribbon cartridge installed, do the following:

1) While holding down the initial **"S"** key, slide the POWER switch to ON, and then release the key. The green and red lights will flash alternately indicating the ***Stentura SRT*** is now in the **Paper Spacing Setup** mode.

2) To increase spacing, stroke "**PH**." The spacing widens with each stroke of "**PH**."

3) To decrease spacing, stroke "**HR**." The spacing lessens with each stroke of "**HR**."

4) Once your spacing is set, stroke "**KWR**" to both confirm and exit the **Paper Spacing Setup** mode. The spacing will remain at this setting until you either change it, or switch to Manual mode.

> ☞ **NOTE:** With the unit in Manual mode, the electric paper tape spacing is disengaged. To change paper spacing in Manual mode, you must do so with the Depth of Stroke knob. *See page 28.*

Paper Spacing — 200 SRT Only

Paper spacing for the ***Stentura 200 SRT*** can be adjusted within a limited range by using the Depth of Stroke knob. *See Page 28.*

Appendix A

Maintaining Your *Stentura SRT*

The proper care and maintenance of your ***Stentura SRT*** series writer will help ensure that your machine provides years of worry-free service.

Routine Maintenance

Daily: Keep your ***Stentura SRT*** covered when it is not in use. Put it in the carrying case or use a Stenograph dust cover.

Monthly: At least monthly, and more often if it gets shiny, clean the Platen with a lint-free cloth dipped in isopropyl alcohol (rubbing alcohol). Rub briskly until the Platen has a dull, clean finish.

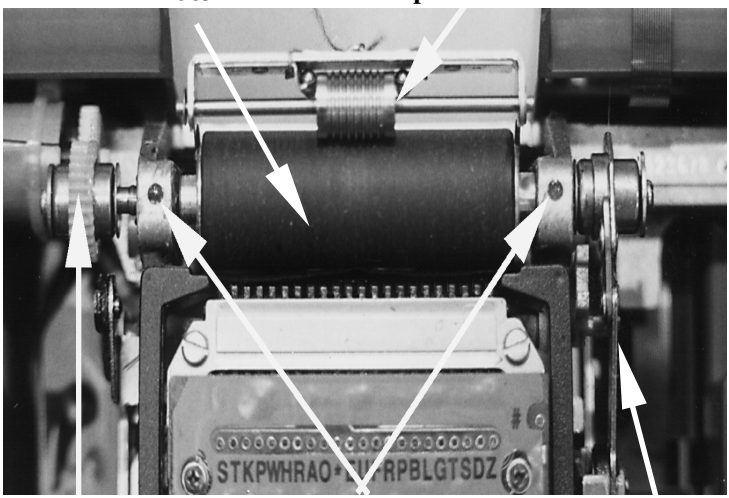
One to Two Years: Your ***Stentura SRT*** may need cleaning, lubricating, and routine servicing by a trained service technician. Many users have their machines serviced annually. If your usage is light, service may be performed every two years. Be sure that such servicing is undertaken **only** by a Stenograph Technician or one of our Authorized Service Providers.

To locate an Authorized Service Provider in your area, visit the Stenograph web site at www.stenograph.com.

Hints on General Care

Follow these tips to ensure that your ***Stentura SRT*** gives you years of trouble-free service.

- Use a soft, light, relaxed stroke on the keyboard. A very light pressure is enough to depress any key. Do not pound on the keyboard.
- Use caution not to overlubricate. Excess oil and grease gathers dust and dirt which makes the machine gummy and sluggish.
- Use the Stentura Maintainence Kit (P/N **33340**) to lubricate your machine. **DO NOT** use heavy oil, detergent oil, vegetable oil, or automobile grease.
- When not in use, keep your ***Stentura SRT*** covered with a Stenograph dust cover.
- To prevent “bleeding” of the ink onto the paper, always remove the paper from the platen when you are finished using the ***Stentura SRT***.
- When threading paper in your machine, it is very important not to lean on or depress the keyboard.
- Your ***Stentura SRT*** was properly adjusted, tested, and inspected at the factory before shipping. Make only the adjustments described in this manual.



Lubrication

There are only three areas inside your ***Stentura SRT*** that require owner/user lubrication; the Platen Bearings, the Platen Drive Gear (**400 SRT ONLY**), and the Paper Feed Roller. To avoid getting grease or ink on the platen, be sure you have paper in the machine and the ribbon removed.

Take care not to overlubricate

Area 1: Platen Bearings

1. Turn your ***Stentura SRT*** **OFF** and open the cover.
2. Locate the two holes on the frame.
3. Insert the nose of the **StenoLube1 grease** tube into one of the holes as far as it will go.
4. Gently squeeze the tube, while slowly turning the platen with your finger, until the hole is filled. Remove the tube from the hole before releasing pressure to avoid suctioning grease out of the hole.
5. Repeat Steps 3 & 4 for the other hole.

Grease weekly if you average 8 - 10 pads of paper a week..

Area 2: Platen Drive Gear — 400 SRT ONLY

1. Turn the ***Stentura SRT*** **ON**.
2. Squeeze a small amount of **StenoLube1 grease** onto the gear.
3. Rotate the gear, either with your finger, or by pressing any key enough times to advance the gear through 2 or 3 complete revolutions.

You should only have to grease this area twice a year.

Area 3: Paper Feed Roller

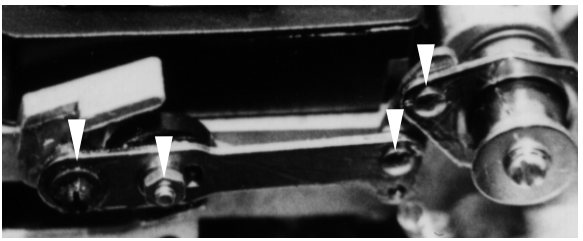
This area requires **StenoLube2 oil**.

1. Open the cover and turn your ***Stentura SRT*** on its side.
2. Apply 1 drop of **StenoLube2** oil between the roller and the shaft it rotates on.
3. Wipe off any excess oil.
4. Repeat Steps 2 & 3 for the other side.

Oil this area about twice a year.

200 SRT Special Lubrication Instructions

Owners of these machines need to pay particular attention to the **Manual Platen Advance Linkage**. This linkage is located to the right of the **Platen**. Apply a small amount of **StenoLube1 grease** at the four points indicated in the close-up picture below. Be sure to apply the grease at the points where the metal surfaces join. This lubrication should be performed every 6 to 12 months. The 200 SRT does not have **Platen Drive Gears**, but all other areas of lubrication and maintenance are the same as on the 400 SRT.



Material Safety Data

Below are the manufacturer's recommended first aid steps for the oil and grease in the Stentura Maintainence Kit:

Trade Name and Synonyms

Anderol** 465 Synthetic Impregnation Oil
Anderol** Grease 732 Synthetic Fluid

Emergency and First Aid Procedures

Prolonged Skin Contact: Wash skin with soap and water. If irritation persists, call a doctor.

Eye Contact: Flush thoroughly with water for 15 minutes. If irritation persists, call a doctor.

Inhalation: Move out to fresh air. If necessary, give artificial respiration or oxygen. Call a doctor.

Ingestion: Induce vomiting if victim is conscious. Call a doctor. Never give anything to an unconscious person.

Notes

Appendix B

Troubleshooting

Most users can remedy the following situations themselves. For more troubleshooting information, check Stenograph's web site, **www.stenograph.com**. If a problem persists, call Stenograph Technical Support at **800-323-4247**.

Characters do not print dark enough

- The ribbon may not be fully seated. Turn the Ribbon Advance knob to see if the ribbon turns. If it does not, reseat the ribbon firmly. Turn the knob again to ensure that the ribbon is seated properly.
- The ink may have settled while the ribbon sat on the shelf. To evenly distribute the ink, turn the Ribbon Advance knob 10 to 15 rotations.
- The key contact may need adjusting. See the section about **Key Contacts** in **Chapter 3**.

Notes stack up on the paper

400 SRT ONLY

- The battery may be low. Try another battery pack or write with the charger plugged in.
- The platen or a key may be stuck. Write in Manual mode to unlock the platen or key. After finishing a job, return to Electric mode.

200 SRT & 400 SRT

- The paper may be old or damp. Fan the paper at both ends.
- Non-Stenograph paper may be incompatible. For best results, replace the paper with Stenograph-manufactured paper.

Paper is noisy

- The paper may be old or damp. Fan the paper at both ends.
- The paper may not be threaded properly. Rethread the paper, making sure the paper is right side up and the tray is closed.

Stentura SRT does not turn ON

400 SRT ONLY

- The battery may not be seated properly. Reseatthe battery and try turning **ON** your writer again.
- The battery may be discharged. Plug in the charger making sure it is plugged in properly, both at the wall outlet, and in your writer.

  If the ***Stentura 400 SRT*** turns **ON**, charge the battery overnight.

200 SRT ONLY

- Make sure the AC Adapter is plugged in properly, both at the wall outlet and in your writer, and that the outlet has power.

Appendix C

Stentura Supplies

The following supply list provides product information for your possible supply needs. To order supplies, visit Stenograph's web site, **www.stenograph.com** or contact your Stenograph Supplies and Education representative at **800-228-2339**.

Supplies List

31183	StenoMark™	Marks your paper manually. Instructions and screw driver included.
28641	Ribbon Cartridge	Self-contained ink cartridge eliminates ink leaks. Lasts an average of 60 pads @ 24,000 strokes per pad.
33154	Battery Pack	For 400 SRT Only.
33190	QuickCharge™ (110 Volt)	External battery charger. Charges batteries in 2 ½ hours or less.
33191	QuickCharge™ (220 Volt)	External battery charger. Charges batteries in 2 ½ hours or less.
36073	Stentura Modem Cable Kit	Cable & adapters for connecting the Stentura to a modem for realtime communications.

Supplies List (continued)

28900	AC Adapter/Charger	110 VOLT replacement for the adapter/charger that came with your Stentura.
28901	AC Adapter/Charger	Optional 220 VOLT adapter/charger.
28860	Dust Cover	Minimizes dust build-up on your machine.
30586	HiBoi Tripod w/Case	Adjust to standing height for bench conferences.
33340	Stentura Maintenance Kit	Includes: Laminated Lubrication Guide StenoLube1 grease StenoLube1 oil 4 toothpicks 1 cleaning wipe
22139 22140	Unnumbered Steno-Pads Numbered Steno-Pads	Specially treated to prevent dust and lint build-up that can clog the Stentura's ribbon, type, and moving parts. 50 pads per carton. 300 folds per pad. Sold in carton quantities only.
32874 32875	Recycled Unnumbered Steno-Pads Recycled Numbered Steno-Pads	Top quality 100% recycled 75% post-consumer waste. 25% pre-consumer waste. 50 pads per carton. 300 folds per pad. Sold in carton quantities only.

Contact Information

For more information about your Stentura 400 or 200 writing machine and to order supplies and accessories, visit:

www.stenograph.com.

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