

**Olympus Dictation Management System R7**

**System Configuration Program**









**Reference Manual**




**OLYMPUS**

Olympus  
Dictation Management System  
Release 7

















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# 1 Welcome to System Configuration Program

System Configuration Program is an application for administrators to implement Olympus Dictation Management System R7 (ODMS R7) Workgroup System in an organization and to manage it.

System Configuration Program enables the device and software (Dictation Module (DM), Transcription Module (TM), and File Downloader) used by each user to be configured remotely.

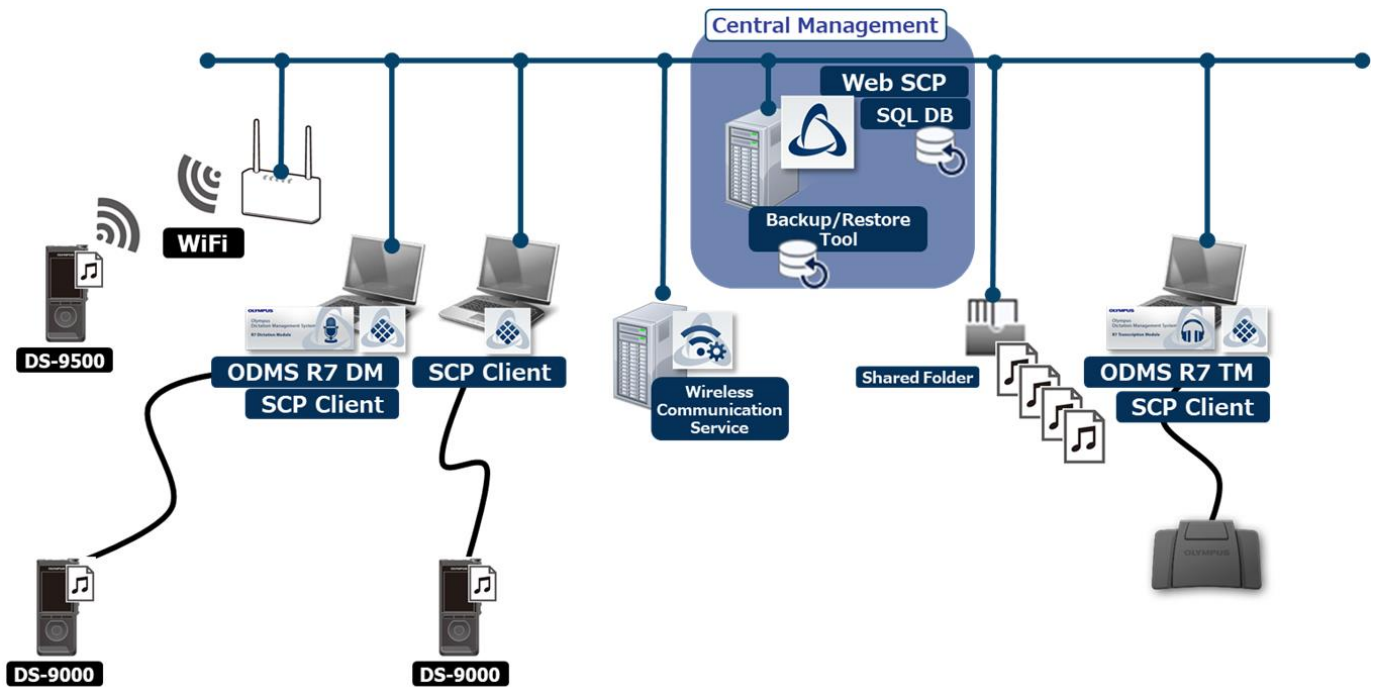
[!\[\]\(feabb98897b440bc8695a03336a6e2df\_img.jpg\) Olympus Dictation Management System Outline](#)

[!\[\]\(9dfdaff1d86ba3c1f8353b4d1b61b8c5\_img.jpg\) Licenses](#)

[!\[\]\(83f22ed94ec5517769dd76d702c6bfd8\_img.jpg\) Check the details about the system requirements.](#)

# 1.1 ODMS R7 Workgroup System Architecture

A system architecture diagram of ODMS R7 Workgroup System is shown below.



## SCP Server PC

SCP is a web application installed on a server PC, which has Apache installed as a web server and MariaDB installed as an SQL database at the same time. Preparing a dedicated PC for this server PC so that it will not be influenced by other systems is strongly recommended.

Furthermore, Backup/Restore Tool is provided to implement backup of the entire system. Making regular backups in case of the occurrence of trouble is recommended.

## Wireless Communication Service Server PC

DS-9500 is a Windows service for tasks such as transferring audio files, transferring device profiles, and updating firmware via Wi-Fi. Preparing a dedicated PC is strongly recommended to prevent deterioration in performance in the event of the occurrence of simultaneous transfer requests from multiple DS-9500.

## ODMS R7 DM/TM Client PC

These are the PCs on which the client applications (ODMS DM/TM) for authors and transcriptionists are installed. The administrator can install ODMS using software deployment functions such as Active Directory and Group Policy provided in Windows. When ODMS is installed, SCP Client (resident application) is installed at the same time. SCP Client fulfills the role of sending the requests from ODMS to SCP Server, and returning the corresponding responses to ODMS.



## 1.2 Modules and Tools

### System Configuration Program

System Configuration Program is an application for administrators to implement Olympus Dictation Management System R7 (ODMS R7) Workgroup System in an organization and to manage it.

System Configuration Program enables the device and software (Dictation Module (DM), Transcription Module (TM), and File Downloader) used by each user to be configured remotely.

### Dictation Module

This is an application for an Author. It is mainly used to download a dictation file recorded with a DVR (Digital Voice Recorder), or to record a dictation file directly onto a PC. It can automatically send a downloaded or directly recorded dictation file via email or FTP. It also has the ability to automatically receive a transcribed document file and manage it with a link to the corresponding dictation file.

### Transcription Module

This is an application for a Transcriptionist. The application can notify the Transcriptionist of the arrival of a new dictation file, and then switch to a smaller window at the onset for easy transcription. It automatically receives and captures dictation files, via email or FTP for transcribing. It has document management capability that can automatically start your word processor software before transcribing, and can manage a document with a link to the corresponding dictation file. In addition, if the original dictation file was received via email or FTP, the application can automatically send a document file to a specified destination immediately after the transcription has been completed.

### SCP Client

Installing either ODMS DM or ODMS TM installs SCP client at the same time. Its main role is to serve as an intermediary between ODMS and SCP, as it sends the requests from ODMS to SCP Server, and returns the corresponding responses to ODMS. There are requests to acquire the license to start up ODMS DM/TM and requests to acquire and save a profile.

Furthermore, the File Downloader function provided with ODMS R6 is also provided with this application. In addition, the File Downloader function can be configured remotely from SCP. To use the File Downloader function, you need to deploy SCP Client instead of DM.

### Client Virtual Driver

Client Virtual Driver is installed on a client PC when running the Dictation Module and/or Transcription Module under a Citrix XenApp and Windows Server Terminal Services. It supports communication between the client PC and server, which makes it possible to use all of the Dictation Module and Transcription Module functions under a virtual environment.

A Citrix XenApp driver and Windows Terminal Services driver are provided for each virtual environment platform.

### **Migration Tool**

Migration Tool is a tool to migrate the profile of ODMS from the existing ODMS R6 SCP to ODMS R7 SCP. When migration is performed with this tool, the users and groups are automatically registered and profiles are created for those users and groups. However, the configurations of the devices are not migrated, so migrate the configured devices by [writing back to ODMS R7 SCP](#).

### **MST File Generator**

MST File Generator is a tool to write the settings of the installer wizard of ODMS R7 DM/TM to an MST file. The created MST file is used when distributing to client PCs silently using, for example, Active Directory and Group Policy.

### **Backup/Restore Tool**

Backup/Restore Tool is a tool to make regular complete backups of not just the database but the entire system of SCP Server, and completely restore the system from a backup in the event of trouble occurring. This tool must be installed on the PC with SCP Server installed, and saving the backup files to a PC that is a separate PC to that of SCP Server is strongly recommended in consideration of the occurrence of trouble.

## 1.3 Licenses

To use ODMS R7 System Configuration Program, ODMS R7 Volume License is required so it needs to be purchased.

### Functional Scope of the ODMS R7 Volume License

ODMS R7 Volume License consists of the licenses of the following three modules, and an SCP license needs to be purchased to use SCP. The ODMS R7 DM and TM licenses are options, and you need to purchase a number of licenses equivalent to the number of PCs to be run at the same time for each of DM and TM. Profile can be configured for each user of ODMS R7 DM and TM when you purchase one or more licenses for each.

Module Name	Type	Mandatory
SCP	Per-seat	Yes
ODMS R7 DM	Concurrent	No
ODMS R7 TM	Concurrent	No

## 2 Overview of System Configuration Program

This section describes the basic information that an Administrator needs to know before using System Configuration Program.

### Login

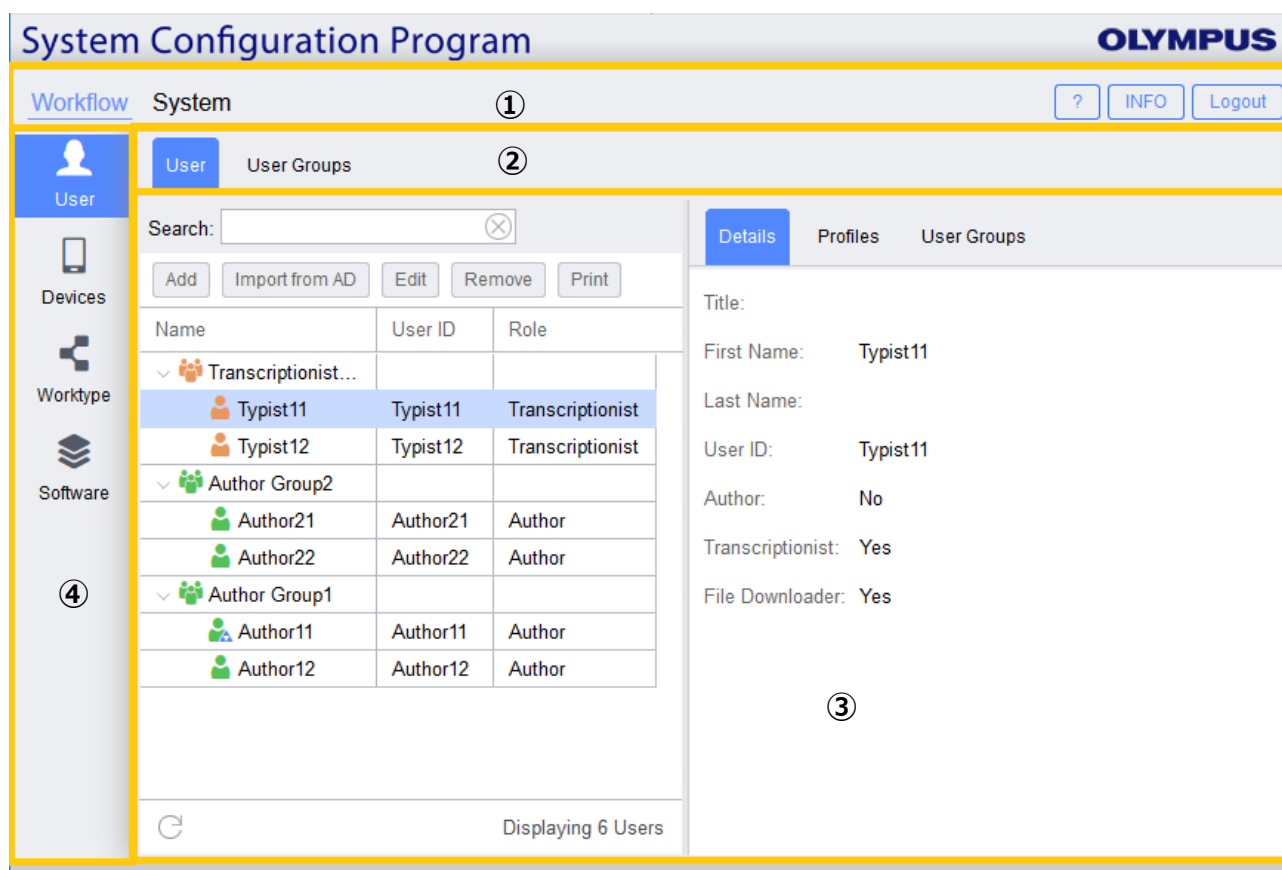
To use System Configuration Program, you need to first perform authentication by logging in. To log in immediately after installation, use "admin" of the system administrator account and use the password set at the time of installation.

For details on adding an account or changing the password, refer to [Administrator account](#).

### Window Configuration of System Configuration Program

The main window of System Configuration Program consists of several areas.

The individual areas are described below:



The screenshot displays the 'System Configuration Program' window. At the top, there is a menu bar (1) with 'Workflow' and 'System' tabs, and buttons for '?', 'INFO', and 'Logout'. Below the menu bar is a task bar (2) with 'User' and 'User Groups' tabs. The main content area is divided into a search and action section, a user list table, and a details panel (3). The user list table shows the following data:


Name	User ID	Role
Transcriptionist...		
Typist11	Typist11	Transcriptionist
Typist12	Typist12	Transcriptionist
Author Group2		
Author21	Author21	Author
Author22	Author22	Author
Author Group1		
Author11	Author11	Author
Author12	Author12	Author

The details panel (3) shows the following information for the selected user:

Title:  
First Name: Typist11  
Last Name:  
User ID: Typist11  
Author: No  
Transcriptionist: Yes  
File Downloader: Yes

①	<b>Menu bar</b> Displays either the Workflow menu bar or System menu bar. The Workflow provides menus mainly to set the profile of each user and group, while the System Administrator provides menus to configure settings that affect the entire system.
②	<b>Task bar</b> Displays a list of tasks for the currently selected menu bar item.

<b>③</b>	<b>Tab bar</b> Displays a list of tabs for the currently selected task bar item.
<b>④</b>	<b>Management data display area</b> Shows data managed by the currently selected task



- Setting the download path  
To set the download destination path of DM/TM in SCP, you need to first register the path from **System** menu -> **General** task -> **Network Paths** tab. After registering the path, select the path on **Workflow** menu -> **User** task -> **User** tab.
  
- Setting the DS-9500 wireless network  
To set the wireless network of DS-9500, you need to register the SSID and password on **System** menu -> **Network** task -> **Wireless network** tab. After registering the information, select the SSID on **Workflow** menu -> **Devices** task -> **Devices** tab.
  
- Other precautions  
The role of the administrator can be set in SCP. To assign an administrator with the right to exclusively control only the **Workflow** menu, the system administrator needs to first register the path of ODMS and register the network of DS-9500 on **System** menu->**General** task->**System User** tab.

[System Menu](#)

[Workflow Menu](#)

## 2.1 System Menu

This section describes the basic functions related to the entire system.

- [Administrator account](#)
- [Path registration](#)
- [Update scp.license file](#)
- [Update System Configuration Program](#)
- [Console](#)

### 2.1.1 Administrator account

---

Two types of system users can be created in System Configuration Program. One is the **System Administrator** who can set all functions and the other is the **Workflow administrator** who manages only the **Workflow** menu.

The following describes the procedure to create an account.

#### ■ Procedure

- 1.** Click **System** menu -> **General** task -> **System user** tab and then click the [Add] button.
- 2.** The user interface for registering a system user appears in the right pane. Select either **System Administrator** or **Workflow Administrator** in the **Role** pull-down menu and then enter the other items in accordance with the labels.
- 3.** Click the [Save] button to display the system user registered in the left pane in a list.



If you wish to change the password, select the registered **System user** in the left pane and click the [Edit] button to display the user interface for editing the user in the right pane. Then enter a new password in **Password** and **Password confirmation** and click the [Save] button.

### 2.1.2 Path registration

---


In the Profile settings of ODMS, there are a number of places to specify paths such as download folders. With this SCP, the form is to register all of the paths to be specified in advance and then select a registered path. (This is similar to registering e-mail addresses in an address book and then selecting them from the address book.)

The following describes the procedure to register a path.

#### ■ Procedure


- 1.** Click **System** menu -> **General** task -> **Network paths** tab and then click the [Add] button.
- 2.** The user interface for registering a path appears in the right pane. Select Network

in the **Category** pull-down menu. Enter the display name of the path to register in **Name**. Specify the full path according to the universal naming convention for the path to register in **Path**.

	<p>Entering the path enables the Folder variables in the following table to be inserted from the [Add dynamic] pull-down menu. The following example is when the default path of Folder A of DM/TM was entered.</p> <p>[PersonalFolder]ODMS\Message\FolderA</p>
---	---

Variable Names	
AppDataFolder	Application Data folder of each user
CommonAppDataFolder	A common Application Data folder for all users
DesktopFolder	Desktop folder of each user
LocalAppDataFolder	Local Application Data folder of each user
PersonalFolder	My Document folder of each user
TempFolder	Temporary folders under system administration
USERPROFILE	Folders containing individual user profiles

**3.** Click the [Save] button to display the registered path in the left pane.

	<p>If a path needs to be edited, select the path you wish to edit in the left pane, click the [Edit] button, and then begin the procedure from step 2 above.</p>
---	--

### 2.1.3 Network setting

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To use Wi-Fi with DS-9500, you need to build a Wi-Fi network. With this SCP, the form is to register the SSIDs to be used in advance and then select a registered SSID. (This is similar to registering E-mail addresses in an address book and then selecting them from the address book.)

The following describes the registration procedure of a Network.

■ Procedure

- 1.** Click **System** menu -> **General** task -> **Wireless Network** tab and then click the [Add] button.
- 2.** The user interface for Wi-Fi registration appears in the right pane. Select and enter the settings for the items.
- 3.** Click the [Save] button to display the registered wireless network in the left pane.

	<p>If a Wireless Network needs to be edited, select the wireless network you wish to edit in the left pane, click the [Edit] button, and then begin the procedure from step 2 above.</p>
---	--

## 2.1.4 Update scp.license file

---

If you have purchased additional licenses for ODMS R7 DM/TM, you need to update the licenses. This section describes the update procedure for the scp.license license file to update.

### ■ Procedure

1. Click **System** menu -> **General** task -> **License** tab and then click the [Select] button.
2. The Open file dialog box appears. Select the scp.license file to update.
3. Click the [Upload] button to display a confirmation dialog box and then click the [Install license] button to update the license and reload SCP.



When purchasing additional ODMS R7 DM/TM licenses, contact your dealer or distributor.

## 2.1.5 Update System Configuration Program

---

When SCP is updated, you can download the SCP updater as a ZIP file from the Olympus dedicated download site. This section describes the update procedure of SCP.

### ■ Procedure

1. Click **System** menu -> **General** task -> **Update** tab and then click the [Select] button.
2. The Open file dialog box appears. Select the updater ZIP file of SCP.
3. When you click the [Upload] button, the confirmation dialog box appears. Click the [Update SCP] button to update the SCP while maintaining the data on the database.

## 2.1.6 Console

---

The records of communications with devices connected to the Client are output as logs. This Console records the following communications with devices.

Device loaded a profile

Device requested a firmware update

Device completed a firmware update

Notification that device connected












## 2.2 Workflow menu

### 2.2.1 User types and Role

This System Configuration Program handles two types of users, authors and transcriptionists. The roles of the applications to be used can be set for users, and setting the roles enables the configuration of the profiles of the applications. The following table shows the roles that can be used by an author and transcriptionist.







Author	Transcriptionist	Role
✓	-	ODMS R7 DM profile configuration
-	✓	ODMS R7 TM profile configuration
✓	-	ODMS R6 DM profile configuration
-	✓	ODMS R6 TM profile configuration
✓	✓	File Downloader profile configuration

	Any of author  , transcriptionist  , and both  can be specified for the user type. If this is not specified, the  icon is displayed.
	To assign a device to a user, you need to specify either author  or both  as the user type.
	Normally, the administrator configures the profile of an application and then distributes the application to the users. Therefore, the necessary roles are granted to each user to configure the profile of that application. However, when ODMS R6 SCP is migrated to ODMS R7 SCP or the application of a user is upgraded from ODMS R6 DM/TM to ODMS R7 DM/TM, the roles are granted automatically when the user starts the application. Therefore, the administrator does not need to assign the roles in advance.

### 2.2.2 Groups

If there are many users, device and application configuration will take a huge amount of time. For that case, you can perform configuration efficiently by assigning users to groups and then configuring the devices and applications on a group basis. The roles can also be granted to a group in the same way as a user. The following table shows the roles that can be used when the group type is author and when it is transcriptionist.

Author	Transcriptionist	Role
✓	-	ODMS R7 DM profile configuration
-	✓	ODMS R7 TM profile configuration
✓	-	ODMS R6 DM profile configuration
-	✓	ODMS R6 TM profile configuration
✓	✓	File Downloader profile configuration

	Either author  or transcriptionist  can be specified for the group type. If this is not specified, the  icon is displayed.
	To assign a device to a group, author  must be assigned as the group type.

## 2.2.3 Profile types for device and configuration

---

A profile is used to configure each device. There are various types of profiles, and the desired configuration is possible by selecting the one to use according to the use case. The following describes the use case and usage procedure of each profile.

### Default device profile

---

Use this profile when you wish to configure common settings for all devices of the same model. For example, if the wireless network settings of DS-9500 are common within the company, you can set all DS-9500 to common wireless network settings by setting the profile to this profile.

This profile can be configured with any of the following procedures.

#### ■ Procedure1

1. Click **System** menu -> **General** task -> **Device Templates** tab.
2. Select the device model you wish to set in the left pane to display the default profile at the top of the right pane. Click the [Edit Profile] button that is displayed when this profile is selected.

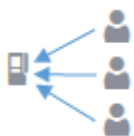
#### ■ Procedure2

1. Click **Workflow** menu -> **Devices** task -> **Devices** tab.
2. Select one of the registered devices of the device model you wish to set in the left pane to display the default profile at the top of the right pane. Click the [Edit Profile] button that is displayed when this profile is selected.

### Device profile

---

Use this profile when you wish a specific DVR/RecMic to be shared by multiple users. In this case, the settings cannot be configured for each user but rather common settings will be configured for all users. However, registering the users that will use the DVR to the author list will enable author selection at the power-on of the DVR, and the author will be identifiable in DM/TM as the ID of the selected author will be incorporated into the audio file.



DVR shared by multiple users



RecMic shared by multiple users

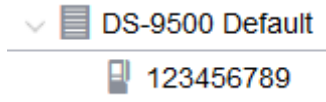
This profile can be configured with the following procedure.

#### ■ Procedure

1. Click **Workflow** menu -> **Device** task -> **Devices** tab.
2. Click the [Add] button to display the user interface for device registration in the right pane, and then select the DVR/RecMic you wish to register from the pull-

down menu, enter the serial number, and click the [Save] button.

3. The DVR/RecMic is registered to the left pane. Select the Profiles tab displayed in the right pane to display the registered DVR/RecMic as a serial number as shown below and then select that DVR/RecMic and click the [Edit Profile] button.



4. The device profile of the registered DVR/RecMic appears. Configure the necessary settings and then click the [Save&Close] button.

### ■ Device configuration procedure

The administrator distributes the device to each user after finishing the profile settings. When a user connects a DVR to a PC, SCP Client sends the model name, serial number, and login ID to SCP Server. SCP Server identifies the device profile from the model name and serial number and then sends the device profile to SCP Client. SCP Client configures the device profile by sending the device profile to the DVR.

### Device user profile

This profile assigns a specific device to a user to enable configuration of the device using the profile of that user.

The following figure shows users having one dedicated DVR each and each user being [assigned](#) to that DRV to enable the assigned user to use the DVR.

This profile is effective when you wish to significantly change the settings for each user when the number of users is small. However, if there are many users, device registration and assignment to users will not be practical. Although the settings except for the author ID will be the same, device registration and user assignment can be performed automatically and a large number of devices can be configured efficiently by using the [default device user group profile](#).



Users having one DVR each

Furthermore, the following figure shows a specific RecMic being assigned to multiple users so that it can be used by the users to which it is assigned. Possible usage scenarios are assumed to be cases such as an image diagnosis room containing multiple desktops that each have a RecMic connected, where users log in with their own ID to enable use, and log out when finished. In the case of a RecMic, it is always connected by USB so the user that will use the device can be configured by transferring the user's own device user profile to the device at the time of login.



## RecMic shared by multiple users

This profile can be configured with the following procedure.

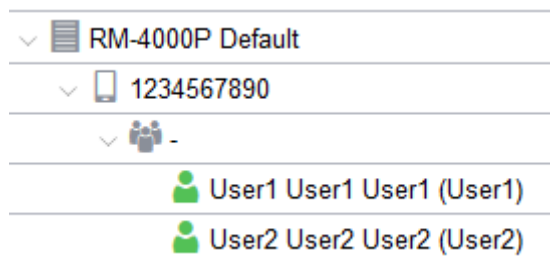
### ■ Procedure

1. Click **Workflow** menu -> **User** task -> **User** tab and register a user that will use the device.  
→ [For the user registration procedure, refer to this section.](#)
2. Next, register the device that the user will use.  
→ For the device registration procedure, refer to [Procedure 1 and Procedure 2](#) of Device profile.
3. Associate the registered device to the user that will use it. Click **Workflow** menu -> **User** task -> **User** tab, select the user that will use the device in the left pane, click the Devices tab in the right pane, and click the [Add] button.
4. The device that was registered in step 2 is displayed. Select that device and click the [Add to user] button to associate the device with the user and display the associated device in the right pane.

The device displayed in the right pane becomes the device user profile. Select the device user profile and click the [Edit Profile] button to display the device user profile, set the necessary settings, and then click the [Save&Close] button.

The device user group profile can also be set with the following procedure.

Select the registered device in the left pane of the **Workflow** menu -> **Devices** task -> **Devices** tab and then click the Profiles tab in the right pane to display a tree like the following. A green user two levels below the device icon is a device user profile. Select this icon and click the [Edit profile] button to display the same device user profile as above.



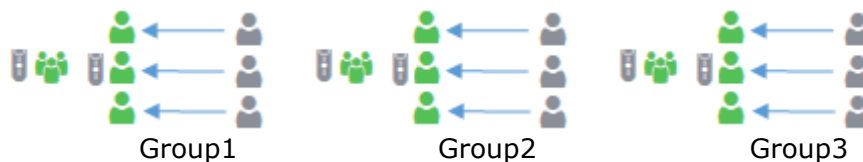
If a RecMic will be used by multiple users, repeat the same procedure from step 3 for the number of users.

## ■ Device configuration procedure

The administrator distributes the device to each user after finishing the profile settings. When a user connects a DVR to a PC (when the user logs in to the PC in the case of a RecMic), SCP Client sends the model name, serial number, and login ID to SCP Server. SCP Server identifies the user assigned to the device from this information and then sends the device user profile to SCP Client. SCP Client configures the device user profile by sending the device profile to the DVR/RecMic.

## Device user group profile

This profile allows a RecMic to be configured on a group basis as shown in the figure below. To use this profile, you need to create a user group and then assign the RecMic to that group. Furthermore, the RecMic also needs to be assigned to all members of the group. When the profile of the group with the device assigned is configured, the settings are also automatically reflected in the profiles of those members.



This profile can be configured with the following procedure.

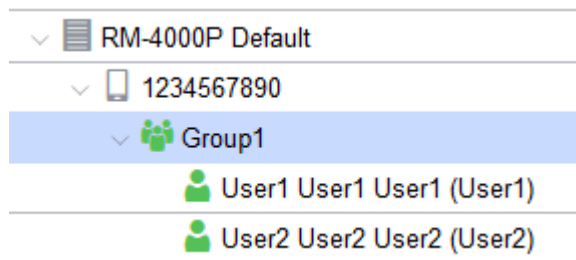
## ■ Procedure

- 1.** Click **Workflow** menu -> **User** task -> **User** tab and register the users that will use the device.  
→ [For the user registration procedure, refer to this section.](#)
- 2.** Next, register a user group and assign the members.  
→ [For the user group registration procedure, refer to this section.](#)
- 3.** Next, register the device that the users will use.  
→ [For the device registration procedure, refer to Procedure 1 and Procedure 2 of Device profile.](#)
- 4.** Assign the registered device to all the users of the group that will use it.  
→ [For the procedure to assign a device to a user, refer to Procedure 3 and Procedure 4 of Device user profile.](#)
- 5.** Associate the registered device to the user group that will use it. Click **Workflow** menu -> **User** task -> **Group** tab, select the group that will use the device in the left pane, click the Devices tab in the right pane, and click the [Add] button.

6. The device that was registered in step 3 is displayed. Select that device and click the [Add to group] button to associate the device with the group and display the associated device in the right pane.
7. The device displayed in the right pane becomes the device user group profile. Select the device user group profile and click the [Edit Profile] button to display the device user group profile, set the necessary settings, and then click the [Save&Close] button.

The device user group profile can also be set with the following procedure.

Select the registered device in the left pane of the **Workflow** menu -> **Devices** task -> **Devices** tab and then click the Profiles tab in the right pane to display a tree like the following. The green group directly below the device icon is the device user group profile. Select this icon and click the [Edit profile] button to display the same device user group profile as above.



	If a RecMic will be used by multiple groups, repeat the same procedure from step 3 for the number of groups.
	Device sharing of a DVR is supported only with the <a href="#">device profile</a> .

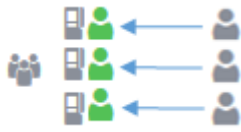
## ■ Device configuration procedure

The administrator connects the RecMic to the PC after finishing the profile settings. When a user logs in to the PC, SCP Client sends the model name, serial number, and login ID to SCP Server. SCP Server identifies the user assigned to the device from this information and then sends the device user profile to SCP Client. SCP Client configures the device user profile by sending the device user profile to the DVR/RecMic.

## Default device user group profile

This profile has the prerequisite that each user must have a device, and automates device registration and device user assignment to enable configuration on a group basis. A feature of this profile is that when the members of the group are assigned to the devices, the profiles of the members are common with this profile, except for the author IDs. Furthermore, the

greatest feature of this profile is that it enables a particularly large number of devices to be configured efficiently by automating user assignment and user registration.



Users having one DVR each



Users having one RecMic each

This profile can be configured with the following procedure.

#### ■ Procedure

1. Click **Workflow** menu -> **User** task -> **User** tab and register the users that will use the device.  
→ [For the user registration procedure, refer to this section.](#)
2. Next, register a user group and assign the members.  
→ [For the user group registration procedure, refer to this section.](#)
3. Configure the devices on a group basis. Click **Workflow** menu -> **User** task -> **Group** tab, select the group you wish to configure in the left pane, and select the Device Templates tab in the right pane.
4. The model list appears in the right pane. Select the model you wish to configure and click the [Edit profile] button to display the default device user group profile, set the necessary settings, and then click the [Save&Close] button.

#### ■ Device configuration procedure

The administrator distributes the device to each user after finishing the profile settings. When a user connects a device to a PC, SCP Client sends the model name, serial number, and login ID to SCP Server. SCP Server determines that the device is not registered and then registers the device automatically. Then, the fact that the default device user group profile is set is recognized and the registered device and user are assigned. Next, the device user profile is generated from this profile and then it is sent to SCP Client. SCP Client configures the device user profile by sending the device user profile to the device.

## 2.2.4 Profile Types for application and configuration

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Applications can be configured by the roles to be granted to the user or group. This System Configuration Program can configure the following applications.

**ODMS R7 DM** 

**ODMS R7 TM** 

**ODMS R6 DM** 

Each application profile can be configured using a user profile, group profile, or default profile. The following explains how to use each of them.


## Configuration for user profile

---

A user profile is a profile for configuring individual settings for each user, but it takes a long time to configure settings for users one by one when there are many users. Therefore, we recommend creating a group, configuring the settings that are common among the members in the group profile, and configuring the parts requiring individual settings in the user profiles. Furthermore, use the default profile for settings that can be set as common settings for all users.

For example, a setting that needs to be set differently for each user is the download path of the author so the user profile is used for this, whereas the group profile is used for the settings that are common among members. If it is alright for the authors that are members to have a common download destination, the settings can be achieved with just a group profile and configuration will be simple. The following describes the procedure to set the download path in a user profile of ODMS R7 DM.

### ■ Procedure

- 1.** First, register the path of the download destination. If the folders to be used are Folder A, Folder B, and Folder C, register three paths.  
→ [For the path registration procedure, refer to this section.](#)
- 2.** Next, register the user that will use ODMS R7 DM.  
→ [For the user registration procedure, refer to this section.](#)
- 3.** Next, grant the role to the user. Select the registered user in the left pane of **Workflow** menu -> **User** task -> **User** tab and click the [Edit] button.
- 4.** The user information in the right pane becomes able to be edited. Add a check to "ODMS R7 DM" in the role settings and click the [Save] button.
- 5.** Also configure the path setting of ODMS R7 DM. Select the registered user in the left pane of the **Workflow** menu -> **User** task -> **User** tab and then click the Profiles tab in the right pane to display ODMS R7 DM . Select it and click the [Edit profile] button.
- 6.** The user profile of ODMS R7 DM appears as shown below. Click the **Folder Design** menu. If, for example, you wish to set the path of Folder A, select **Folder A** as shown in the figure below and then select the path you registered in step 1 from the **Path** pull-down menu of Attributes. Click the [Save&Close] button to



finish the configuration of the user profile.

Property **Folder Design** Workflow User Settings E-mail / FTP Management Profile

Save Save and previous Profile Save and next Profile Save & Close Close

Add Remove

Dictation Tray  
Download Tray  
Folder A  
Folder B  
Folder C  
Folder D  
Folder E

Attributes

Enabled: Yes

Name: Folder A

Synchronize Folder Name: No

Path: [Default Value]




If there are multiple users, the above procedure will need to be performed for the number of users so the user profile is suitable for a small number of users.

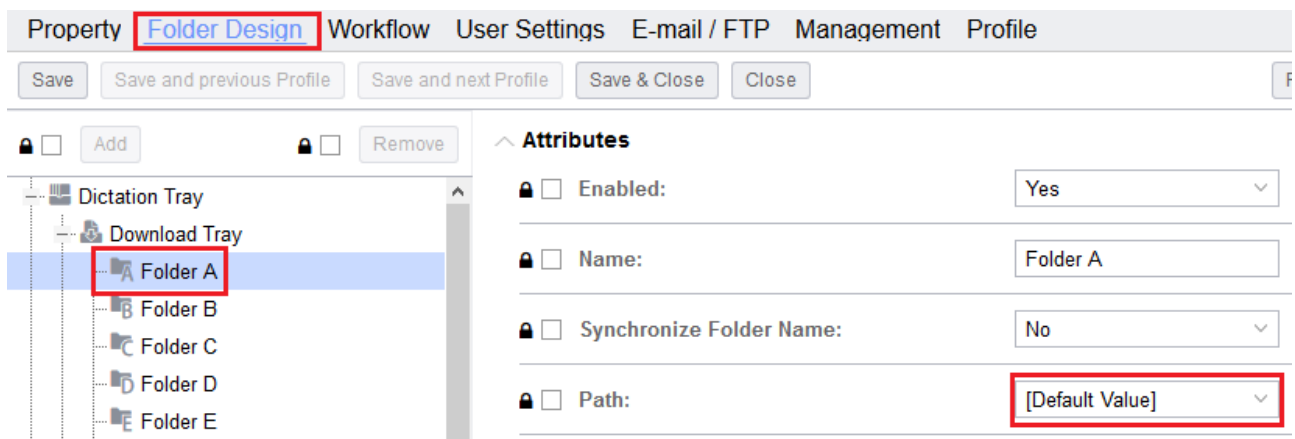
## Configuration for group profile

Use a group profile for settings that can be common among the members of the group. For example, there are cases where you may wish to make the download destination for all members to be common on a group basis. The following describes the procedure to set the download destination in a group profile of ODMS R7 DM.

### ■ Procedure

1. First, register the path of the download destination. If the folders to be used are Folder A, Folder B, and Folder C, register three paths.  
→ [For the path registration procedure, refer to this section.](#)
2. Next, register the users that will use ODMS R7 DM and grant ODMS R7 DM as the role.  
→ [For the user registration procedure and the granting of roles, refer to Procedure 2 to Procedure 4 of Configuration for user profile.](#)
3. Register a group and assign registered users as members.  
→ [For the user group registration procedure, refer to this section.](#)
4. Next, grant the role to the group. Select the registered group in the left pane of **Workflow** menu -> **User** task -> **Group** tab and click the [Edit] button.
5. The group information in the right pane becomes able to be edited. Add a check to "ODMS R7 DM" in the role settings and click the [Save] button.

6. Configure the path setting of ODMS R7 DM. Select the registered group in the left pane of the **Workflow** menu -> **User** task -> **Group** tab and then click the Profiles tab in the right pane to display ODMS R7 DM . Select it and click the [Edit profile] button.
7. The group profile of ODMS R7 DM appears as shown below. Click the **Folder Design** menu. If, for example, you wish to set the path of Folder A, select **Folder A** as shown in the figure below and then select the path you registered in step 1 from the **Path** pull-down menu of Attributes. Click the [Save&Close] button to finish the configuration of the group profile.



The screenshot shows a software interface with a top navigation bar containing 'Property', 'Folder Design', 'Workflow', 'User Settings', 'E-mail / FTP', 'Management', and 'Profile'. Below the navigation bar are buttons for 'Save', 'Save and previous Profile', 'Save and next Profile', 'Save & Close', and 'Close'. The main area is divided into two panes. The left pane shows a tree view with 'Dictation Tray' and 'Download Tray' as parent folders. Under 'Download Tray', there are five sub-folders: 'Folder A', 'Folder B', 'Folder C', 'Folder D', and 'Folder E'. 'Folder A' is highlighted with a blue selection bar. The right pane is titled 'Attributes' and contains four rows of settings, each with a lock icon and a checkbox:
 

- 'Enabled:' with a dropdown menu set to 'Yes'.
- 'Name:' with a text input field containing 'Folder A'.
- 'Synchronize Folder Name:' with a dropdown menu set to 'No'.
- 'Path:' with a dropdown menu set to '[Default Value]'.

 Red boxes highlight the 'Folder Design' tab, 'Folder A' in the tree, and the 'Path' dropdown menu.




An attribute that is changed in the group profile is applied to the user profiles of all members of the group. However, all members need to have been granted the same role as the role of the group.

## Configuration for default profile

Use this profile for configuring the same settings for all users. For example, since settings such as the moving of files for which transcription is finished to the Finished folder in the workflow affect all users, applying them to all users by configuring them in this profile will make configuration simple.

The following shows the setting procedure of the default profile.


### ■ Procedure

1. Click **System** menu -> **General** task -> **User profile templates** tab. The default profiles that can be used are displayed in the left pane. Select a suitable profile.
2. The default profile  is displayed at the top level in the right pane. Select it and click the [Edit] button.
3. The default profile opens. Change the necessary attributes and click the [Save&Close] button.

## 2.2.5 Locking the Settings

---

System Configuration Program allows profile settings to be locked so that Authors and Transcriptionists cannot change them. Settings can be locked according to each device, user or group.

The items that can be locked are marked with  , a checkbox for locking, in all profiles.


### Locking According to Each Device

---

When the settings of a device profile have been locked, the setting items are, for example, in the case of a DVR, deleted from the Recorder menu so that the author cannot change the settings.

### Locking According to Each User

---


When the settings of a user profile have been locked, the items in the Option Settings dialog box of the module used by Authors or Transcriptionists are marked with  (lock icon) so that Authors and Transcriptionists cannot change the settings.



The lock function is not supported with a profile of File Downloader, so using the download function of ODMS R7 DM is recommended if you wish to prevent the settings being change by the user.

### Locking According to Each Group

---

If the settings of a group profile are locked, all of the user profiles in the group retain the same settings as those of the group. However after the settings are implemented, each user can configure the settings. In the Option Settings dialog box of the module used by Authors and Transcriptionists, the locked items are also marked with  (lock icon), so that Authors and Transcriptionists cannot change the settings from Dictation/Transcription Module.

## 2.2.6 Worktype and Option Item

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Worktypes and Option Items are IDs, like the Author ID, used to classify recorded files.

Worktypes are defined as strings, including department names or category names of recorded files.

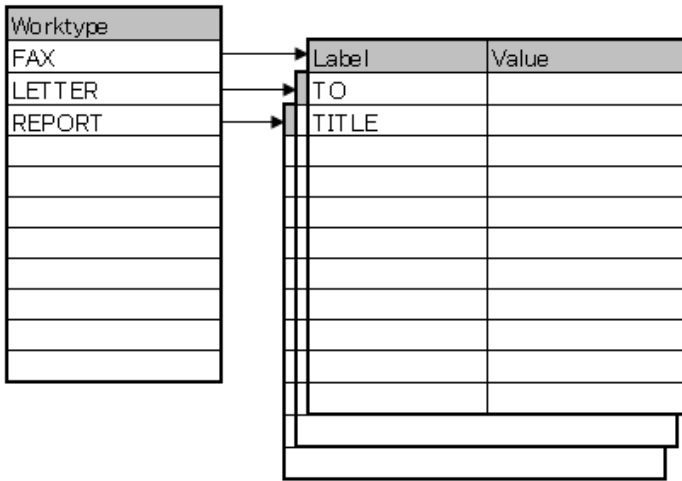
Option Items are used to further embed detailed information in a Worktype.

Each recorded file is assigned a pre-defined Worktype.

For example, with a Worktype associated with a document file template, the template can be opened and a document is automatically created in the appropriate format before dictation file transcription begins.

ODMS R7/R6 can register up to twenty Worktypes. Each Worktype can have up to ten Option Items registered.

The following diagram shows the relationship between Worktypes and Option Items. In this diagram, a Worktype FAX is associated with two Option Items labeled TO and TITLE.



With this System Configuration Program, the form is to register the worktype and option items in advance and then select from the registered worktypes in the profile of DM/TM. The following describes the worktype registration procedure.

■ Procedure

1. Click **Workflow** menu -> **Workflow** task -> **Worktypes** tab. Click the [Add] button in the left pane.
2. The user interface for worktype registration appears in the right pane. Enter the name of the worktype in **Name** and click the [Save] button to register the worktype and display a list in the left pane.
3. Select the registered worktype in the left pane to enable the adding of option items in the right pane, click the [Add] button to display the user interface for option item registration, enter the appropriate information, and click the [Save] button. A list of the option items is displayed in the right pane.

## 2.2.7 Firmware Management and distribution

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This section describes the firmware management functions.

### Manageable Firmware

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System Configuration Program is able to manage the following firmware:

#### Firmware

DS-9500

DS-9000

DS-7000

DS-5500

DS-3500

RM-4000P/4010P/4015P/4100S/4110S

### Auto Deployment of Firmware

---

SCP supports the auto distribution function for some software and firmware that it is managing.

Registering the firmware to automatically distribute for each model and setting the versions you wish to distribute for the devices you wish to update switches to the distribution wait state. When a user connects an applicable device, SCP Client communicates with SCP Server and the update is performed by sending the firmware to the device.

The following describes the procedure to distribute firmware.

#### ■ Procedure

- 1.** First, register the firmware. Click **Workflow** menu -> **Devices** task -> **Firmware** tab and then click the [Add] button in the left pane.
- 2.** The user interface for firmware registration appears in the right pane. Select the model you wish to register in the **Device Model** pull-down menu.
- 3.** Enter the version of the firmware to register in **Version** in the format of x.xx.
- 4.** Specify the path to save the firmware in **Path**. It should be the path of a shared folder that can be viewed by all SCP Client and in accordance with the universal naming convention.
- 5.** Enter the file name of the firmware in **File name**.
- 6.** Click the [Save] button to register the firmware in the right pane and display a list.
- 7.** Next, configure the automatic distribution setting for the specified devices. Click

**Workflow** menu -> **Devices** task -> **Devices** tab and then select a device to which you wish to automatically distribute in the left pane. (The device that you select must be the same device model as that for which the firmware was registered.)

8. Select the **Firmware** tab in the right pane to display the current firmware version at the top. If the registered firmware is newer than the current version, "Newest version" is displayed below it. If you click the [Update] button of **Update to newest version**, the state becomes the automatic distribution wait state. **Update to other version** is indicated when the current version is not displayed because the user has never connected via USB. In this case, specify the firmware version and click the [Update] button.








Once the automatic distribution setting is configured, care is required because you need to delete the registered firmware to cancel the setting.

## 2.2.8 ODMS R7 license management

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The licenses of ODMS R7 are managed as concurrent licenses, so DM and TM can be simultaneously run for the number of purchased licenses. In System Configuration Program, you can check the users who are currently using licenses and the number of licenses being used.

A list of users that have started DM/TM is displayed in **Workflow** menu-> **Software** task -> **License** tab, and a user who is currently running DM/TM is indicated as an online user by the  (DM) or  (TM) icon. The  icon indicates an offline user.

Furthermore, selecting DM  or TM  displays the number of licenses owned, the number of online users, and information on the number of users for the selected software in the right pane.



If a user leaves DM/TM in the started state, the license will be in the in-use state.

# 3 User Management

This section describes the procedures for user management tasks.

For user management tasks, you can manage Authors and Transcriptionists belonging to workgroups.

- [Adding Users](#)
- [Add Multiple Users](#)
- [Adding Groups](#)
- [Moving a User to Another Group](#)
- [Deleting Users or Groups](#)
- [Moving Users between Repositories](#)
- [Moving User Groups between Repositories](#)

## 3.1 Adding a User

Use the following procedure to add new users to System Configuration Program:

### ■ Procedure

1. Click the [Add] button on **Workflow** menu-> **User** task -> **User** tab.
2. The user interface for adding a user appears in the right pane. Enter the information in accordance with the labels.



**First Name** and **Login ID** must be entered, but the other options are optional. For **Login ID**, use the same name as the Windows Login name (or the domain login name in the case of an environment that uses domain control) of the user.

3. Next, select a suitable user type and role in the role settings.



For details on the relationship between a user and role, refer to [User types and role](#).

4. Click the [Save] button to register the user in the left pane and display a list.



## 3.2 Adding Users from Active Directory

Use the following procedure to add new users from Active Directory to System Configuration Program:

### ■ Procedure

1. If the settings of Active Directory were configured when installing System Configuration Program, go to step 3. If they were not, first configure the settings of Active Directory. Enter the information in accordance with the labels on the **AD Server** settings of **System** menu -> **General** task -> **System Settings** tab.



Enter the **user name** in the format of "domain name\user name."

2. Click the [Save AD Settings] button to save the settings.
3. Click the [Import from AD] button on **Workflow** menu -> **User** task -> **User** tab to display the user interface for searching for a user in the left pane and then enter the user you wish to register in **Search**. Candidates are displayed in a list in the right pane during input so there is no need to input all of the characters. Select the target user (multiple users can be selected) from the candidates and then click the [Add] button to register the user in the left pane.



The user type and role settings are not configured for the user to be registered so you need to configure them as necessary.



For details on the relationship between a user and role, refer to [User types and role](#).

4. Click the [Save] button to register the user in the left pane and display a list.





Use user registration when registering users on an individual basis. To register multiple users, you can use the group registration of Active Directory. For details on group registration from Active Directory, refer to [Adding a Group from Active Directory](#).

## 3.3 Adding Groups

Use the following procedure to add new groups to System Configuration Program:

### ■ Procedure

1. Click the [Add] button on **Workflow** menu-> **User** task -> **User groups** tab.
2. The user interface for adding a group appears in the right pane. Enter the information in accordance with the labels.
3. Next, select a suitable user type and role in the role settings.

	For details on the relationship between a user and role of a group, refer to <a href="#">Groups</a> .
	The user type and role attributes set for a group are not inherited by assigning users as members. If you wish the members to have the same attributes as the group, you need to change the attributes of each member.


4. Click the [Save] button to register the group in the left pane and display a list.

## 3.4 Adding a Group from Active Directory




Use the following procedure to add new group from Active Directory to System Configuration Program:

### ■ Procedure

1. If the settings of Active Directory were configured when installing System Configuration Program, go to step 3. If they were not, first configure the settings of Active Directory. Enter the information in accordance with the labels on the **AD Server** settings of **System** menu -> **General** task -> **System Settings** tab.

	Enter the <b>user name</b> in the format of "domain name\user name."
---	--

2. Click the [Save AD Settings] button to save the settings.
3. Click the [Import from AD] button on **Workflow** menu -> **User** task -> **User groups** tab to display the user interface for searching for a group in the left pane and then enter the group you wish to register in **Search**. Candidates are displayed in a list in the right pane during input so there is no need to input all of the characters. Select the target group (multiple groups can be selected) from the candidates and then click the [Add] button to register the group in the left pane.


	When users are members of the group, those users are automatically registered to the <b>User</b> tab. The user type and role settings are not configured for the group and users to be registered so you need to configure them as necessary.
	For details on the relationship between a user and role of a group, refer to <a href="#">Groups</a> .
	The user type and role attributes set for a group are not inherited by assigning users as members. If you wish the members to have the same attributes as the group, you need to change the attributes of each member.

4. Click the [Save] button to register the user in the left pane and display a list.


## 3.5 Assigning a User to a Group

Two scenarios exist for assigning a user to a group. One is to assign a user that is not a member of a group, and the other is to assign a user who is a member of a group to another group.



### 3.5.1 When Assigning a User to a Group

When user registration and group registration is performed without using Active Directory, the prerequisite is that the users are all not members of a group. Users who are not members of a group belong to the  icon.

#### ■ Procedure

1. Select a user belonging to  on **Workflow** menu -> **User** task -> **User** tab and select the **User groups** tab in the right pane.
2. Click the [Assign] button in the right pane to display the group list, select the group to which you wish to assign the user, and click the [Add to user] button. The selected group appears in the right pane to indicate that the user is a member of the group.





Clicking the  refresh button in the left pane changes the display by moving the user from  to below the group to which the user was assigned.




### 3.5.2 When Moving a User between Groups

When users are registered from Active Directory, registering the users also together with a group is efficient so this is the method that is normally used. After a user type and role are granted to the authors and transcriptionists for the group, the case where users need to be moved between groups will arise.

#### ■ Procedure

1. Select a user to assign to the group on **Workflow** menu -> **User** task -> **User** tab and select the **User groups** tab in the right pane.
2. The list of the group with the selected user assigned is displayed in the right pane. Since the user cannot be assigned to a group of the same user type ( or ) , when moving the user to a group of the same type, select the group to which the user is currently assigned in the right pane and click the [Remove] button to remove the user from the group.

- 3.** Next, click the [Assign] button in the right pane to display the group list, select the group to which you wish to move the user, and click the [Add to user] button. The selected group appears in the right pane to indicate that the user is a member of a new group.

	Clicking the  refresh button in the left pane changes the display by moving the user to below the group to which the user was newly assigned.
	In step 2, the user can be assigned to both groups if the type differs. So if you wish the user to be a member of both groups, you can perform step 3 as is without removing the user with the [Remove] button.



# 4 Device Management

This section describes the basic details and device configuration of device management when configuring devices according to the use case. Furthermore, it also describes all of the settings items of each device.

- [Device registration](#)
- [Assigning a device to user/group](#)
- [Automatic device registration](#)
- [Use cases](#)
- [Device Settings for DS-9500/9000](#)
- [Device Settings for DS-7000/5500/3500](#)
- [Device Settings for RM-4000P/4010P/4015P/4100S/4110S](#)
- [Device Settings for RS-27/28/31/32](#)






## 4.1 Device registration

Use device registration when a DVR or RecMic will be used by multiple users. This enables the users to all use the device with the same settings.


	For the specific method of device registration, refer to <a href="#">Device profile</a> .
	When you wish to change the registered device for each user, refer to <a href="#">Assign a device to user/group</a> .

## 4.2 Assign a device to user/group

A registered device can be assigned to a user or group. When a device is assigned to a user, it can be configured as the dedicated device for that user. Use this when a small number of users will use one device each and you wish to significantly change the settings for each user.

	To assign a device to a user, you need to specify either author  or author and transcriptionist  as the user type. For the specific method to assign a device to a user, refer to <a href="#">Device user profile</a> .
	When distributing the devices to the users after configuration is finished, care is required with distribution so as not to mistake the devices assigned to users.
	When a large number of users will use one device each, we recommend using the <a href="#">default device user group profile</a> .

Furthermore, when a device is assigned to a group, the same settings can be configured for all members of that group.

	For the specific method to assign a device to a group, refer to <a href="#">Device user group profile</a> .
--	---



## 4.3 Automatic device registration

There are two cases for automatically registering devices. One is when a large number of devices need to be configured, and the administrator accomplishes this simply by creating the configuration on a group basis. When the configuration is complete, the administrator distributes the devices to the users and the devices are assigned to the registered users when the users first connect the devices by USB. After that, device configuration is performed according to the configuration of the group to which a user is assigned.



For the specific usage method, refer to [Default device user group profile](#).

The other is required when migration has been performed from ODMS R6 SCP to ODMS R7 SCP so there is a need to write back the existing device configuration to SCP.



For the specific usage method, refer to [Writing Back Device Configuration to SCP](#).

## 4.4 Use cases

This section describes device configuration according to use case.

- [Writing Back Device Configuration to SCP](#)
- [Configuring Specific Settings for All Devices](#)
- [Sharing a DVR Among Multiple Users](#)
- [Configuring a Large Number of Devices Efficiently](#)
- [Configuring Common Settings on a Group Basis for RecMic](#)

### 4.4.1 Writing Back Device Configuration to SCP

---

When ODMS R6 SCP of an old product is migrated to ODMS R7 SCP, the current device settings need to be written back to ODMS R7 SCP. This section describes that procedure.

#### ■ Procedure

- 1.** Click **Workflow** menu -> **User** task -> **User** tab and register a user who is using a device.  
  
→ [For the user registration procedure, refer to this section.](#)
- 2.** The user connects the existing device to a PC. SCP Client sends the device information to SCP, and SCP performs device registration and assigns the device to the user.



If the device is mistakenly registered in ODMS R7 SCP, the configuration in SCP will be conversely transmitted to the device so care is required not to register the device.

### 4.4.2 Configuring Specific Settings for All Devices

---

There is a default device profile for every model, which can be used to achieve this.



For details, see "[Default device profile](#)"

### 4.4.1 Sharing a DVR Among Multiple Users

---

Use the device profile. Individual settings for each user are not supported in the case of a DVR.



For details, see "[Device Profile](#)"

## 4.4.2 Sharing a RecMic Among Multiple Users

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Use the device profile when you wish to set the same settings for all users, and use the device user profile when you wish to change the settings for each user.

	For details, see " <a href="#">Device Profile</a> " or " <a href="#">Device user profile</a> "
---	--

## 4.4.3 Configuring a Large Number of Devices Efficiently (Users Use One Device Each)

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When there are many devices, registering and configuring each individual device in SCP takes a long time. For that case, device configuration is possible by performing device registration automatically, and then the administrator just performing configuration on a user group basis.

	For details, see " <a href="#">Default device user group profile</a> "
	This configuration requires that users use one device each, and is not supported for the case of a device used by multiple users. When a device will be used by multiple users, device registration needs to be performed manually in advance.

## 4.4.4 Configuring Common Settings on a Group Basis for RecMic

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Use the device user group profile. After you have configured common settings on a group basis, you can also configure the individual settings of members.

	For details, see " <a href="#">Device user group profile</a> "
---	--

## 4.5 DS-9500/9000 Device Configuration

This section describes the DS-9500/9000 device setting items and their functions.

### Standalone

#### Common Settings

- [General](#)
- [Recording](#)
- [Display](#)
- [Recipient E-mail](#)

#### Administrative Settings

- [General](#)
- [Display](#)
- [Device Security](#)
- [Author List](#)
- [Worktype List](#)
- [Device Folders](#)
- [Recording](#)
- [Programmable Buttons](#)
- [Hands Free](#)
- [Wireless Network](#)
- [Wireless Download](#)
- [E-mail Profile](#)

### PC Link

- [Programmable Buttons](#)

## Standalone Common Settings

### General

Items	Functions	Default
Beep Sound	Selects the volume of the beep sound.	Volume 1
Power Save	Selects power saving time.	10 min.
USB Class	Selects Composite or Storage mode as the USB connection mode	Composite
Memory Select	Switches the memory being accessed.	Built-in Memory
	Disable SD Card Slot Selecting this check box disables SD Card Slot operation so it is no longer recognized from the PC.	None
Cue/Review Settings(Sound)	Selects whether or not to play sound while fast-forwarding or rewinding during play back.	OFF
Cue/Review Settings(Speed)	Sets the Cue/Review speed. Move the indicator to the left or right to decrease or increase the speed respectively.	3

Review Skip	Sets the interval for reverse skipping with Review Skip.	3 seconds
-------------	--	-----------

## Recording

Items	Functions	Default
Microphone Mode	Sets the microphone mode.	Dictation 1
Recording Mode	Sets the recording mode.	DSS - QP
Microphone Sensitivity	Sets Microphone Sensitivity	Middle
VCVA Mode	Sets VCVA mode (voice-activated recording) ON/OFF.	OFF

## Display

Items	Functions	Default
Backlight - Lighting Time	Specifies the backlight illumination time when the device is operated.	10 Seconds
Backlight - Dim light time	Specifies the dim backlight time after the "Lighting Time" elapses. When the dim light mode is entered while "Always ON" is selected, the backlight will remain lit in the dim light mode until the next device operation.	Always ON
Backlight - Brightness	Specifies backlight brightness. A larger value indicates a higher level of backlight brightness.	2
LED Mode	Sets LED ON/OFF.	ON
Date Format	Specifies the date display format. If synchronizing the recorder time with that of the PC, enable "Use PC Settings".	M.D.Y Not synchronized with the PC
Clock Format	Sets whether time display is 12-hour display or 24-hour display.	12h
Language	Sets the device display language.	English

## Recipient E-mail

Configures the address and other settings for when e-mail is sent by the recorder. (DS-9500 only)

Items	Functions	Default
Author ID	You can register a sender e-mail profile and send destination addresses for each Author ID. This selects the Author ID for which to register them.	
Default Profile	Selects the default e-mail profile to use when sending e-mail. <a href="#">The e-mail address selected here needs to be registered separately.</a> => <a href="#">"Standalone" - "Administrative Settings" - "E-mail Profile"</a>	
Delivery Address	Up to 10 delivery e-mail addresses can be registered for each Author ID.	

## Standalone-Administrative Settings

### General

Items	Functions	Default
Accessibility	<b>Disable Erase button</b> Allows you to disable the device [ERASE] button. When this is set, erasing files will be no longer possible.	Disabled
	<b>Disable Menu button</b> Allows you to disable the device [MENU] button. When this is set, displaying the menu screen will be no longer possible.	Disabled
	<b>Disable Rewind button</b> Allows you to disable the device [Rewind] ( ◀) button. When this is set, rewinding by button operation will be no longer possible.	Disabled
Splash Message	Configures settings for the splash messages displayed when the device is turned on. If you enter text with "Custom" enabled, the entered text will appear when the power is switched On. Up to 32 characters can be entered. Both capital and lower-case letters are recognized.	Time of day greeting
Alarm	<b>Error</b> Sounds a beep when an error occurs.	ON
	<b>Pre-end</b> Sounds a beep when the remaining recordable time reaches certain values. The beep sounds when the remaining recordable time is 60, 30, and 10 seconds.	ON
	<b>Notification</b> After password validation is successful, a beep sounds if remaining battery power is low or to notify the user of certain other important operations or events.	ON
	<b>Button Operation</b> Sounds a beep when there is a device button operation.	OFF
	<b>Recording Start/Stop</b> Sounds a beep whenever recording is started or stopped.	OFF

### Display

Items	Functions	Default
Information Area in Rec Mode	Sets the content to display in the upper and lower sections of the information display area.	Hidden
File Information in List View	Sets the content to display in the file list.  * DS-9500 only	Date&Time

LED Color	<p>Sets the display color of LED.</p> <p><b>Overwrite REC</b> You can select off, red, blue, green, orange, or yellow.</p> <p><b>Insert REC</b> You can select off, red, blue, green, orange, or yellow.</p> <p><b>Play</b> You can select off, red, blue, green, orange, or yellow.</p>	<p>Overwrite REC: Red Insert REC: Blue Play: Green</p>
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## Device Security

Items	Functions	Default
PIN code	To enable the Security, click the [PIN Code change] button then enter the PIN code.	
Device Lock	<b>Enable Device Lock function to prevent unauthorized access to the device</b> This option can be enabled only when a PIN code setting is configured. When it is enabled, the following two items can be set.	Disabled
	<b>Prompt for device PIN code to authenticate user</b> Select the device lock timing from [At power-on] or [At power-on and wake-up from stand-by].	At power-on
	<b>Limit the maximum number of device access attempts to</b> Allows you to specify how many unsuccessful consecutive PIN code authentication attempts are allowed before the device locks up.	Five times

## Author List

Items	Functions	Default
Author List	Shows the Author List configured by Workflow. Enabled Authors are registered in the device's Author List. Disabled Authors are removed from the device's Author List. <b>[Set as Default]</b> Clicking [Set as Default] configures the Author selected from the Author List as the default Author. <b>[Author of Workflow]</b> Links to the <a href="#">Workflow-Author</a> setting. => <a href="#">Registering the Author List to the Recorder</a>	
Author Selection	<b>Prompt for author ID at Power-on</b> With this option enabled, the Author List is displayed when a recorder starts up. (However, if only one Author has been registered, the list is not displayed.)	Disabled
	<b>Filter dictations by Author ID</b> With this option enabled, only the dictation files of the selected Author ID are displayed on the recorder.	Disabled



## Worktype List

Items	Functions	Default
Worktype List	<p>Edits Worktype List of the device. The display order can be changed with the [Up] and [Down] buttons.</p> <p><b>[Set as Default]</b> Clicking [Set as Default] configures the Worktype selected with the Worktype List as the default Worktype.</p> <p><b>[Worktype of Workflow]</b> Links to the <a href="#">Workflow-Worktype</a> setting.</p>	
Worktype Selection	<p><b>Prompt for Worktype ID on new recordings.</b> With this enabled, Worktype List is shown when new recording is performed so that you can select Worktype to be set in a dictation file. Worktype List is not shown when only one item has been registered.</p>	Disabled

## Device Folders

After you select a folder in the Folder Tree, you can configure its folder properties.

Items	Functions	Default							
Folder Property(General)	<p><b>Enabled</b> Sets the number of folders to enable on the device.</p>	Folders A to E, enabled Folders F and G, disabled							
	<p><b>Folder Name</b> Allows you to set up to 16 single-byte alphanumeric English characters for a folder name.</p>	Folders A to G							
	<p><b>Worktype</b> Allows you to specify the Worktype to set for dictation files recorded to each folder. Specifying a Worktype here always uses the Worktype specified for the folder without displaying the Worktype List, even if "Prompt for Worktype ID on new recordings." is enabled for "Worktype selection" on the [Worktype] screen.</p>								
Folder Property(Security)	<p><b>Auto Lock</b> Specifies whether dictation files recorded to the folder should be locked.</p>	No							
	<p><b>Encryption</b> Sets whether to encrypt the dictation files recorded to the folder. This setting can be configured when the folder is enabled, and "DSS Pro" is selected for the "DSS Format" setting on the [Administrative Setting] - [Recording] screen. "DSS Classic" encryption is not supported.</p> <table border="1"> <thead> <tr> <th>Selections</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Do not encrypt.</td> </tr> <tr> <td>Standard</td> <td>Encrypt using a 128-bit key.</td> </tr> <tr> <td>High</td> <td>Encrypt using a 256-bit key.</td> </tr> </tbody> </table>	Selections	Description	No	Do not encrypt.	Standard	Encrypt using a 128-bit key.	High	Encrypt using a 256-bit key.
Selections	Description								
No	Do not encrypt.								
Standard	Encrypt using a 128-bit key.								
High	Encrypt using a 256-bit key.								

	<p><b>Password</b></p> <p>Specifies the password to be used for encryption. Enter a password in the [New password] and [Confirm password] fields using 4 to 16 one-byte alphanumeric characters.</p> <p>The password is the same as the password for the [Encryption] Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.</p>	
Folder Property(Action)	<p><b>Speech Recognition</b></p> <p>Specifies the initial value of ON/OFF for Background VR during recording. If it is ON, recorded dictation files in this folder are automatically added to the Speech Recognition Waiting List when downloaded to ODMS.</p>	Yes



#### DS-9500/9000 Folder Settings

The DS-9500 and 9000 have two memory areas: SD memory and internal memory. You can set which one to record to in the device menu. Both have the same folder structure with "DSS\_FLDA" to "DSS\_FLDG" folders. These settings are applied to both memory areas.

## Recording

Items	Functions	Default
DSS Format	<p>Selects the DSS recording format. The default recording format for DSS Classic is DSS. The default recording format for DSS Pro is DS2. When DSS Classic mode is switched from "DSS Pro", the following items are checked:</p> <ul style="list-style-type: none"> <li>• If the recording format is set to QP, it is changed to SP, and QP is prevented from being selected. =&gt; <a href="#">"Standalone" - "Common Settings" - "Recording"</a></li> <li>• The Encryption attribute is set to "NO" and is prevented from being modified. =&gt; <a href="#">"Standalone" - "Administrative Settings" - "Folder"</a></li> </ul>	DSS Pro
Record Function	Sets the recording operation.	Overwrite
File download	Sets the target (file) to download automatically when connected by USB.	All Files

## Programmable Buttons

Items	Functions	Default
New and Slide Switch Functions	Selects Type A, Type B, or Type C as the functions assigned to each position of the slide switch and the buttons above the slide switch.	Type A
Programmable Buttons	Customizes the functions that are assigned to the function buttons [F1], [F2], and [F3] on the device.	

The following table shows functions that can be assigned to function buttons F1 to F3.

#### ■ DS-9500

Mode	F1	F2	F3
NEW Mode	<b>List</b>	List	List
	Priority	<b>Priority</b>	Priority

	Information	Information	<b>Information</b>
	Mic Mode	Mic Mode	<b>Mic Mode</b>
	Rec Mode	Rec Mode	Rec Mode
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Disable	Disable	Disable
STOP Mode	<b>List</b>	List	List
	Priority	<b>Priority</b>	Priority
	Send	<b>Send</b>	<b>Send</b>
	Information	Information	<b>Information</b>
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	Mic Mode	Mic Mode	Mic Mode
	Mic. Sensitivity	Mic. Sensitivity	Mic. Sensitivity
	VCVA	VCVA	VCVA
	New	New	New
	File Copy	File Copy	File Copy
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Index	Index	Index
	Speech Recognition	Speech Recognition	Speech Recognition
	Disable	Disable	Disable
List Mode	<b>List</b>	List	List
	Filter	<b>Filter</b>	Filter
	Send	<b>Send</b>	<b>Send</b>
	Priority	Priority	Priority
	Information	Information	Information
	Pending	Pending	Pending
	Lock	Lock	Lock
	File Copy	File Copy	File Copy
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Speech Recognition	Speech Recognition	Speech Recognition
	Disable	Disable	Disable
REC Mode	<b>Verbal</b>	Verbal	Verbal
	Disable	<b>Disable</b>	Disable
	Index	Index	<b>Index</b>
PLAY Mode	<b>Insert</b>	Insert	Insert
	Speed	<b>Speed</b>	Speed
	Index	Index	<b>Index</b>
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Speech Recognition	Speech Recognition	Speech Recognition
	Disable	Disable	Disable

■ DS-9000

Mode	F1	F2	F3
NEW Mode	<b>Folder</b>	Folder	Folder
	Priority	<b>Priority</b>	Priority
	Information	Information	<b>Information</b>
	Mic Mode	Mic Mode	<b>Mic Mode</b>
	Rec Mode	Rec Mode	Rec Mode
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy

STOP Mode	Disable	Disable	Disable
	<b>Folder</b>	Folder	Folder
	Priority	<b>Priority</b>	Priority
	Information	Information	<b>Information</b>
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	Mic Mode	Mic Mode	Mic Mode
	Mic. Sensitivity	Mic. Sensitivity	Mic. Sensitivity
	VCVA	VCVA	VCVA
	New	New	New
	File Copy	File Copy	File Copy
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Index	Index	Index
Speech Recognition	Speech Recognition	Speech Recognition	
Disable	Disable	Disable	
REC Mode	<b>Verbal</b>	Verbal	Verbal
	Disable	<b>Disable</b>	Disable
	Index	Index	<b>Index</b>
PLAY Mode	<b>Insert</b>	Insert	Insert
	Speed	<b>Speed</b>	Speed
	Index	Index	<b>Index</b>
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Speech Recognition	Speech Recognition	Speech Recognition
	Disable	Disable	Disable

## Hands Free

Connecting a foot pedal to the cradle of the recorder enables hands-free operations.

Items	Functions	Default
Operation Settings	Sets hands free operations.	Dictation
Microphone Mode	Enables/disables the function to automatically switch to the microphone mode for hands free.	OFF
Foot Pedal Settings	Selects foot pedal press methods and the functions to be assigned to foot pedals.	

The following table shows functions that can be assigned to each pedal.

### • Continuous Press

Function Name	Description
REV/PLAY	Rewind (Review) is performed while the pedal is pressed. Releasing the pedal performs playback from the indicator position.
REC/STOP	Recording is performed while the pedal is pressed. Releasing the pedal stops recording.
NEW	Pressing the pedal creates a new dictation file.
DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
CUE/PLAY	Fast forward (Cue) is performed while the pedal is pressed. Releasing the pedal performs playback from the indicator position.
INSERT/STOP	Insert recording is performed at the indicator position while the pedal is pressed. Releasing the pedal stops insert recording.
STOP	Pressing the pedal stops playback.
EOF/BOF	Pressing the pedal moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal

	moves it to the beginning of the file.
INDEX	Pressing the pedal inserts an index mark at the indicator position.
PRIORITY	Pressing the pedal switches the priority of the dictation file being recorded. (High<->Normal)

### • Short Press

Function Name	Description
<b>REW</b>	Pressing the pedal performs rewind.
PLAY/STOP	Pressing the pedal starts playback from the indicator position. Pressing the pedal again stops playback.
REC/STOP	Pressing the pedal starts recording. Pressing the pedal again stops recording.
NEW	Pressing the pedal creates a new dictation file.
DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
FF	Pressing the pedal performs fast forward.
INSERT/STOP	Pressing the pedal starts insert recording from the indicator position. Pressing the pedal again during insert recording stops insert recording.
EOF/BOF	Pressing the pedal moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves it to the beginning of the file.
INDEX	Pressing the pedal inserts an index mark at the indicator position.
PRIORITY	Pressing the pedal switches the priority of the dictation file being recorded. (High<->Normal)

## Wireless Network

Configures various settings for a wireless network. (DS-9500 only)


Items	Functions	Default
Wi-Fi	Turns Wi-Fi on or off.	OFF
Quick Send	If this option is enabled, the current file is sent at the timing when the [New] button is pressed.	Disabled
Network List	Up to 10 wireless network profiles can be registered. Set the network name and security key for each wireless network.	

## Wireless Download

Configures the settings to transfer dictation files to a folder via the wireless network. (DS-9500 only)

Items	Functions	Default
Wireless Download	<b>Enable wireless download to folder</b> Enables/disables the wireless download function.	Disabled
	<b>Address / Port</b> Sets the address (computer name) and port number of the computer running Wireless Communication Service.  If you click <b>[Use Wireless Downloader]</b> , the address and port number for using Wireless Downloader are entered automatically.	
Download Path	Sets the download destination address for dictation files for each folder of the recorder.	

Clock Synchronization	When this option is enabled, the clock of the recorder is synchronized with the time of the computer running Wireless Communication Service (WCS) when communicating with the recorder and WCS.	Enabled
Delete	Sets whether or not to delete dictation files after they have been downloaded via the network. If you set dictation files to be deleted, you can set whether to delete them immediately after downloading or after a specified time has elapsed after transcription completes.	OFF
Rename	If this option is enabled, files are renamed according to a naming rule when downloaded. The naming rule can be set in the dialog box displayed by clicking [Format].	Disabled
WAV Conversion	If this option is enabled, files are converted from DSS Pro format to WAV format when downloaded.	Disabled

	<p><b>Wireless Communication Service</b> Wireless Communication Service needs to be set up to transfer dictation files to a shared folder via a wireless network. For details, refer to <a href="#">Help of Wireless Communication Service</a>.</p>
---	---

## E-mail Profile

Configures various settings for e-mail of the recorder. (DS-9500 only)

Items	Functions	Default
E-mail Profile List	Up to 10 profiles for sending e-mail from the recorder can be registered. This option sets the user information, server information, and other settings for each e-mail profile. It also assigns the Author ID of the author that will use that profile to the e-mail profile.	
Mail Template	Registers the subject and message of the e-mail that will be sent as a template.	
Delete	Sets whether or not to delete dictation files after they have been sent by e-mail. If you set dictation files to be deleted, you can set whether to delete them immediately after sending or after a specified time has elapsed after sending.	OFF

## PC Link

### Programmable Buttons

Specifies the operations performed when the function buttons ([F1], [F2], [F3]) of the device connected to the PC are pressed.

Items	Functions
Main Window	Specifies the operation while the Dictation Module Main window is active.
Direct Recording Window	Specifies the operation while the Direct Recording window is active.
Speech Recognition	Specifies the operation while the Speech Recognition Editor is active.

## 4.6 Device Settings for DS-7000/5500/3500

These settings can be configured in the case of the Author or Author group.

The items and functions regarding the device settings for DS-7000/5500/3500 are described below:

Standalone

Common Settings

[General](#)

[Recording](#)

[Display](#)

Administrative Settings

[General](#)

[Display](#)

[Device Security](#)

[Author List](#)

[Worktype List](#)

[Device Folders](#)

[Recording](#)

[Programmable Buttons](#)

[Hands-free](#)

PC Link

[Programmable Buttons](#)

### Standalone Common Settings

#### General

Items	Functions	Default
Beep Sound	Switches beeps on and off	ON
Power Save	Specifies the power saving time	10 min.
USB Class	Switches the USB connection mode between Composite mode and Storage mode	Composite
DS-7000/3500: Card Select	Switches the card to be accessed	SD
DS-5500: Memory Select	<b>Disable SD Card Slot</b> Selecting this check box disables SD Card Slot operation so it is no longer recognized from the PC.	None
Cue/Review Setting (Sound)	Selects whether or not to play sound while fast-forwarding or rewinding during play back.	OFF
Cue/Review Setting (Speed)	Sets the Cue/Review speed. Move the indicator to the left or right to decrease or increase the speed respectively.	3

## Recording

Items	Functions	Default
Recording Mode	Specifies the recording format	QP
Microphone Sensitivity	Specifies the microphone sensitivity	Dictation
VCVA Mode	Switches the VCVA mode's attribute ON and OFF	OFF

## Display

Items	Functions	Default
Backlight - Lighting Time	Specifies the backlight illumination time when the device is operated. Only supported by DS-7000/3500. Not supported by DS-5500.	10seconds
Backlight - Dim Light Time	Specifies the dim backlight time after the "Lighting Time" elapses. When the dim light mode is entered while "Always ON" is selected, the backlight will remain lit in the dim light mode until the next device operation. Only supported by DS-7000/3500. Not supported by DS-5500.	Always ON
Brightness	Specifies backlight brightness. A larger value indicates a higher level of backlight brightness. Only supported by DS-7000/3500. Not supported by DS-5500.	2
Backlight	Turns the backlight on or off. Only supported by DS-5500. Not supported by DS-7000/3500.	ON
LED Mode	Switches the LEDs on and off	ON
Contrast	Adjusts the contrast. (12 levels) Only supported by DS-5500. Not supported by DS-7000/3500.	6
Date Format	Specifies the date display format	M.D.Y
	To synchronize the recorder's clock to the PC's, enable "Use PC Settings."	Not matching to PC
Clock Format	Specifies the clock format in either 12-hour display or 24-hour display	12h
Language	Changes the device's display language	English

## Standalone Administrative Settings

### General

Items	Functions	Default
Accessibility	<b>Disable Erase button</b> With this enabled, pressing the ERASE button on the device does not erase the file.	Disabled
	<b>Disable Menu button</b> With this enabled, pressing the MENU button on the device does not cause the menu window to appear.	Disabled
	<b>Disable Rewind button</b> When it is checked, the file won't be rewound if the [Rewind] button of the device is clicked.	Disabled




Splash Message	Sets a splash message to be shown when the power to the device is switched On. If you enter text with "Custom" enabled, the entered text will appear when the power is switched On. Up to 32 characters can be entered. Both capital and lower-case letters are recognized.	Time of day greeting
Slide Switch Guide	When [ON] is selected, buttons for the slide switch are shown to the right of the LCD. * DS-7000/5500 only	OFF
Main Button Guide	When [ON] is selected, the main button allocation is displayed on the right side of the LCD. * DS-3500 only	OFF
Alarm	<b>Error</b> Sounds a beep when an error occurs.	ON
	<b>Pre-end</b> Sounds a beep when remaining recordable time runs low. An alarm sounds when remaining recordable time reaches 60 seconds, 30 seconds, and 10 seconds.	ON
	<b>Notification</b> After password validation is successful, a beep sounds if remaining battery power is low or to notify the user of certain other important operations or events.	ON
	<b>Button Operation</b> Sounds a beep whenever a device button operation is performed.	OFF
	<b>Recording Start / Stop</b> Sounds a beep whenever recording is started or stopped.	OFF

## Display

Items	Functions	Default
Upper Area	Selects items to be displayed in the top information display area.	Hidden
Middle Area	Selects items to be displayed in the middle information display area. Only supported by DS-7000/3500. Not supported by DS-5500.	Hidden
Lower Area	Selects items to be displayed in the lower information display area.	Hidden
LED Color	<b>Overwrite REC</b> You can select off, red, blue, green, orange, or yellow. <b>Insert REC</b> You can select off, red, blue, green, orange, or yellow. <b>Play</b> You can select off, red, blue, green, orange, or yellow.  This item is only supported by DS-5500.	Overwrite REC: Red Insert REC: Blue Play: Green

## Device Security

Items	Functions	Default
Device Lock	<p><b>Enable Device Lock function to prevent unauthorized access to the device</b> This setting is effective only when a PIN code has been set. Enabling this allows you to set the [Device locking timing] and [Allowed retries], both of which are below.</p>	Disabled
	<p><b>Prompt for device PIN code to authenticate user</b> The device locking timing can be selected either [At power-on] or [At power-on and wake-up from standby].</p>	When the power is turned On
	<p><b>Limit the number of tries to xx times</b> Specify how many consecutive attempts at authentication through a PIN code are allowed before the device is locked.</p>	Five times
	<p><b>Unlock Using UIN code</b> When this option is enabled, the device is unlocked by entering the UIN code. When this option is disabled, the device will be unlocked automatically after a period of time.</p>	Enabled
Data Loss Prevention	<p><b>Enable Read Only mode</b> If this item is enabled, you cannot save, delete, or overwrite data in the device from a computer connected to the device via USB. Also, when devices on which this item is enabled are connected to DM/TM, an icon  appears on the device manager indicating that they are in read only mode.</p>	Disabled

## Author List

Items	Functions	Default
Author List	<p>Displays the Author List set with Workflow. Enabled Authors are registered in the device's Author List. Disabled Authors are removed from the device's Author List.</p> <p><b>[Set as default]</b> Clicking [Set as default] configures the Author selected from the Author List as the default Author.</p> <p><b>[Author of Workflow]</b> A link to the <a href="#">Author</a> of the Workflow setting items is made.</p>	
Author Selection	<p><b>Prompt for author ID at Power-on.</b> With this enabled, Author List is shown when the recorder starts recording. (Author List is not shown when only one item has been registered.)</p>	

## Worktype List


Items	Functions	Default
Worktype List	<p>Displays the Worktype List set with Workflow. Enabled Worktypes are registered in the device's Worktype. Disabled Worktypes are removed from the device's Worktype.</p> <p><b>[Set as Default]</b> The Worktype selected in the Worktype List is set as the default.</p> <p><b>[Worktype of Workflow]</b> A link to the <a href="#">Worktype</a> of the Workflow setting items is made.</p>	
Worktype Selection	<p><b>Prompt for Worktype ID on new recordings</b> With this enabled, Worktype List is shown when new recording is performed so that you can select Worktype to be set in a dictation file. Worktype List is not shown when only one item has been registered.</p>	Disabled

## Device Folders

Folder Properties can be set if the folder is selected in the Folder Tree.

Items	Functions	Default								
Folder Property (General)	<p><b>Enabled</b> Enables and disables folders</p>	Folders A to E, enabled; Folders F and G, disabled								
	<p><b>Folder Name</b> Enter a folder name using up to 16 alphanumeric characters.</p>	Folders A to G								
	<p><b>Worktype</b> Specify a Worktype to be set in the dictation file to be recorded under this folder. Specifying a Worktype here always uses the Worktype specified for the folder without displaying the Worktype List, even if "Prompt for Worktype ID on new recordings." is enabled for "Worktype Selection" on the [Worktype List] screen.</p>									
Folder Property (Security)	<p><b>Auto Lock</b> Specifies whether to lock a dictation file recorded under the folder. Select [Yes] or [No] from the drop-down list displayed by clicking the [▼] button in the setting field.</p>	No								
	<p><b>Encryption</b> Specifies whether dictation files recorded to the folder should be encrypted. This setting can be configured when the folder is enabled, and "DSS Pro" is selected for the "DSS Format" setting on the [Administrative Setting] - [Recording] screen. "DSS Classic" encryption is not supported by the device.</p> <table border="1"> <thead> <tr> <th>Selections</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Do not encrypt.</td> </tr> <tr> <td>Standard</td> <td>Encryption using a 128-bit key.</td> </tr> <tr> <td>High</td> <td>Encryption using a 256-bit key.</td> </tr> </tbody> </table>	Selections	Description	No	Do not encrypt.	Standard	Encryption using a 128-bit key.	High	Encryption using a 256-bit key.	No
	Selections	Description								
No	Do not encrypt.									
Standard	Encryption using a 128-bit key.									
High	Encryption using a 256-bit key.									
<p><b>Password</b></p>										

	<p>Set a password to be used for encryption. Enter a password for [New Password] and [Password entry for confirmation] using 4 to 16 alphanumeric characters.</p> <p>The password is the same as the password for the [Encryption] Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.</p>	
Folder Property(Action)	<p><b>Speech Recognition</b></p> <p>Downloaded dictation files can be automatically converted to text using speech recognition. If it is Yes, recorded dictation files in this folder are automatically added to the Speech Recognition Waiting List when downloaded to ODMS.</p> <p>Only supported by DS-7000/3500. Not supported by DS-5500.</p>	Yes



**DS-7000/5500/3500 Folder Settings**

There are two memory areas; the DS-7000/3500 have SD and Micro SD memories and the DS-5500 has SD memory and internal memory. The device menu can be used to specify which memory is being recorded to. Both of these have the same folder structure and contain "DSS\_FLDA" to "DSS\_FLDG" folders. These settings are applied to both memory areas.

## Recording

Items	Functions	Default
DSS Format	<p>Specifies a DSS recording format.</p> <p>The default recording format of Classic DSS is a DSS file.</p> <p>The default recording format of DSS Pro is DS2 file.</p> <p>Changing from DSS Pro to Classic DSS causes the following operations:</p> <ul style="list-style-type: none"> <li>• If QP has been set as the recording mode, it is replaced with SP, and QP becomes inactive.</li> <li>• The Encryption attribute is changed to "No," and the Encryption attribute becomes unchangeable.</li> </ul>	DSS Pro
Recording Behavior	Specifies the kind of recording	Overwrite
Download File	Specifies a file to be downloaded	All Files

## Programmable Buttons

Items	Functions	Default
New and Slide Switch Functions	<p>Customize the positions of the slide switches and functions assigned to the buttons above the slide switches from Type A to C.</p> <p>* DS-7000/5500 only</p>	Type A
Main Button Functions	<p>Selects the function, which is assigned to the main switch button, from Type A or B.</p> <p>* DS-3500 only</p>	Type A
Programmable Buttons	<p>Customize the functions assigned to the device's programmable Smart Button ([F1]/[F2]/[F3] buttons).</p>	
Rec Mode	<p>Selects whether or not the REC button must be held down to record.</p> <p>* DS-3500 only</p>	disabled

## Hands Free

Connecting a foot pedal to the recorder cradle allows hands-free operations.

Items	Functions	Default
Operation Settings	Specifies hands-free operations	Dictation
Foot Pedal Settings	Assigns foot pedal functions	

The table below shows the functions that can be assigned.

### Continuous Press

Function Name	Description
REV/PLAY	Rewind (Review) is performed while the pedal is pressed. Releasing the pedal performs playback from the indicator position.
REC/STOP	Recording is performed while the pedal is pressed. Releasing the pedal stops recording.
NEW	Pressing the pedal creates a new dictation file.
DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
CUE/PLAY	Fast forward (Cue) is performed while the pedal is pressed. Releasing the pedal performs playback from the indicator position.
INSERT/STOP	While the pedal is pressed, recording is performed starting from the indicator position where the pedal was pressed. Releasing the pedal stops insert recording.
STOP	Pressing the pedal stops playback.
EOF/BOF	Pressing the pedal moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves to the beginning of the file.
INDEX	Pressing the pedal inserts an index mark at the indicator position.
PRIORITY	Pressing the pedal switches the priority of the dictation file being recorded. (High<->Normal)

### Short Press

Function Name	Description
REW	Pressing the pedal performs rewind.
PLAY/STOP	Pressing the pedal starts playback from the indicator position. Pressing the pedal again stops playback.
REC/STOP	Pressing the pedal starts recording. Pressing the pedal again stops recording.
NEW	Pressing the pedal creates a new dictation file.
DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
FF	Pressing the pedal performs fast forward.
INSERT/STOP	Pressing the pedal starts insert recording from the indicator position. Pressing the pedal again during insert recording stops insert recording.
EOF/BOF	Pressing the pedal moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves to the beginning of the file.
INDEX	Pressing the pedal inserts an index mark at the indicator position.
PRIORITY	Pressing the pedal switches the priority of the dictation file being recorded. (High<->Normal)

### Programmable Buttons

Specifies the operations performed when the function buttons ([F1], [F2], [F3]) of the device connected to the PC are pressed.

Items	Functions
Main Window	Specifies the operation while the Dictation Module main window is active.
Direct Recording Window	Specifies the operation while the Direct Recording window is active.
Speech Recognition	Specifies the operation while the Speech Recognition Editor is active.

## 4.7 Device Settings for RM-4000P/4010P/4015P/4100S/4110S

This section describes the device setting items and their functions for RM-4000P/4010P/4015P/4100S/4110S RecMics (digital microphone devices for dictation).

- Customize
  - [General](#)
  - [Recording scene mode](#)
  - [Motion Control](#)
- [Application Control](#)

### General

---

The [Button] column in the Button list displays the actual buttons on RecMic, and the [Function] column lists functions assigned to the buttons.

Clicking the Function column for a button opens a pull-down menu, which lists functions that can be assigned to the button. Select a function to assign to the button from the list.

#### User ID

This option configures the user ID.

#### Enable Button Click Suppression

Selecting the check box of this item suppresses the RecMic device button click sound so it is less susceptible to pick up by the RecMic device microphone.

#### Enable Beep Sound

Checking this option enables a beep sound. You also can adjust the volume level of the beep sound.

#### Enable Trackball

Selecting the check box of this item enables trackball operations. You also can adjust trackball sensitivity (movement amount). This setting cannot be configured for a model that does not have a trackball.

#### Enable ClickLock

Checking this option locks the left button in the pressed position after you press it. You also can set the length of time that it is locked.

### Recording scene mode

---

#### Current settings

Select one item from this list to use the recording scene mode that matches your environment. The directionality and noise reduction level controlled by each recording scene mode are displayed.



The **Directionality**, **Noise cancellation**, and **Automatic Gain Control** options cannot be changed.

## Motion control

### Enable automatic mute mode

Select this check box to use the function to mute automatically using the motion sensor.

If this option is enabled, the microphone is muted automatically when the RecMic is placed on a desk.

### Enable hands-free recording mode

Select this check box to use the hands-free recording mode.

If this option is enabled, the mode is changed to the hands-free recording mode when the RecMic is placed in the stand.

## Application Control

Assign functions to be performed when RecMic buttons are clicked while recording voice with Direct Recording Window or doing Real-time Speech Recognition with Speech Recognition Editor.

Assigned function settings are applied both to the Direct Recording Window and the Speech Recognition Editor.

In the Speech Recognition Editor, the commands appear on the tool bar if the assigned function is a voice command.



Some functions, such as Insert Index Mark, are only for Direct Recording Window. Some functions, such as Send for Correction are only for Speech Recognition Editor. If the currently active window does not support the assigned function, that function is not executed on that window.

In addition to RecMic buttons, functions can also be assigned to combinations that involve the PC keyboard [Shift] and [Ctrl] key. To execute a function assigned to a key combination, hold the [Shift] or [Ctrl] key on the PC keyboard as you press the applicable RecMic button.

Application Control settings can be saved in a file, so the same settings can be imported by other users. This means that the same settings can be setup in multiple user environments, which improves work efficiency.

[Import]	Imports key function assignments from a file. Click the [Import] button and then specify the file you want to import.
[Export]	Exports key function assignments to a file. Click the [Export] button and then specify the output destination and file name.

Command	DR	VR	Description
<Empty>			No command is assigned.
Launch Dictation Module			Starts up Dictation Module.
Cancel / Exit	Y	Y	Stops recording and returns to the Main Window.



			The Dictation Module is disabled while the Main Window is displayed.
Record Verbal Comment	Y		While this button is pressed, verbal comment recording is performed from the position of the record indicator cursor.
Switch between High and Normal Priority	Y	Y	Changes the priority setting of the dictation file being recorded. (High<->Normal)
Switch between Conference and Dictation	Y		Changes the recording sensitivity.
Switch between Insert and Overwrite mode	Y		Changes the recording mode. (Insert <-> Overwrite)
Pending Dictation	Y	Y	In case of DR, saves the dictation file currently being recorded and assigns it Recording Pending status, and closes the Direct Recording Window. In case of VR, performs the same operation as the "Pending" menu item Speech Recognition Editor.
Finish Dictation	Y	Y	In case of DR, saves the dictation file currently being recorded and assigns it Recording Finished status, and closes the Direct Recording Window. In case of VR, performs the same operation as the "Finished" menu item Speech Recognition Editor.
Delete Instruction Comment	Y		Deletes the instruction comment of the recording file.
Undo	Y	Y	Undoes the last operation.
Redo	Y	Y	Redoes the last undone operation.
Volume Up	Y	Y	Increases playback volume.
Volume Down	Y	Y	Decreases playback volume.
Dictation/Instruction Comment mode	Y		Toggles between the Instruction Comment record and playback modes.
Insert Index Mark	Y		Inserts an Index Mark at the playback indicator cursor position.
Delete Index Mark	Y		Deletes the Index Mark at the playback indicator cursor position.
Send For Correction		Y	Performs the same operation as the [Send for Correction] menu item of the Speech Recognition Editor.
Show Correction Dialog		Y	Performs the same operation as the [Show Correction Dialog] menu item of the Speech Recognition Editor.
Show Spell Dialog		Y	Performs the same operation as the [Show Spell Dialog] menu item of the Speech Recognition Editor.
Train Word		Y	Performs the same operation as the [Train Word] menu item of the Speech Recognition Editor.
Add New Word		Y	Performs the same operation as the [Add New Word] menu item of the Speech Recognition Editor.
Start Dragon Audio Setup Wizard		Y	Performs the same operation as the [Start Dragon Audio Setup Wizard] menu item of the Speech Recognition Editor.
Copy to Clipboard	Y	Y	Performs the same operation as the [Copy to Clipboard] menu item of the Speech Recognition Editor.

- In the case of DR, the box displays commands that are enabled during recording with the Direct Recording Window.
- In the case of VR, the box displays commands that are enabled when performing speech recognition with Real-time Speech Recognition.

## 4.8 Device Settings for DR-2300/2200/2100/1200

This section describes the device setting items and their functions for DR-2300/2200/2100/1200 RecMics (digital microphone devices for dictation).

[Customize](#)

[Application Control](#)

### Customize

The [Button] column in the Button list displays the actual buttons on RecMic, and the [Function] column lists functions assigned to the buttons.

Clicking the Function column for a button opens a pull-down menu, which lists functions that can be assigned to the button. Select a function to assign to the button from the list. The DR-2100 does not have a track ball so the "Enable Trackball" setting cannot be configured.

#### User ID

This option configures the user ID.

#### Enable Beep Sound

Checking this option enables a beep sound. You also can adjust the volume level of the beep sound.

#### Enable Button Click Suppression

Selecting the check box of this item suppresses the RecMic device button click sound so it is less susceptible to pick up by the RecMic device microphone.

#### Enable Trackball

Selecting the check box of this item enables trackball operations. You also can adjust trackball sensitivity (movement amount).

#### Enable ClickLock

Checking this option locks the left button in the pressed position after you press it. You also can set the length of time that it is locked.

### Application Control

Assign functions to be performed when RecMic buttons are clicked while recording voice with Direct Recording Window or doing Real-time Speech Recognition with Speech Recognition Editor.

Assigned function settings are applied both to the Direct Recording Window and the Speech Recognition Editor.

In the Speech Recognition Editor, the commands appear on the tool bar if the assigned function is a voice command.



Some functions, such as Insert Index Mark, are only for Direct Recording Window. Some functions, such as Send for Correction are only for Speech Recognition Editor. If the currently active window does not support the assigned function, that function is not executed on that window.

In addition to RecMic buttons, functions can also be assigned to combinations that involve the PC keyboard [Shift] and [Ctrl] key. To execute a function assigned to a key combination, hold the [Shift] or [Ctrl] key on the PC keyboard as you press the applicable RecMic button.

Application Control settings can be saved in a file, so the same settings can be imported by other users. This means that the same settings can be setup in multiple user environments, which improves work efficiency.

[Import]	Imports key function assignments from a file. Click the [Import] button and then specify the file you want to import.
[Export]	Exports key function assignments to a file. Click the [Export] button and then specify the output destination and file name.

Command	DR	VR	Description
<Empty>			No command is assigned.
Launch Dictation Module			Starts up Dictation Module.
Cancel / Exit	Y	Y	Stops recording and returns to the Main Window. The Dictation Module is disabled while the Main Window is displayed.
Record Verbal Comment	Y		While this button is pressed, verbal comment recording is performed from the position of the record indicator cursor.
Switch between High and Normal Priority	Y	Y	Changes the priority setting of the dictation file being recorded. (High<->Normal)
Switch between Conference and Dictation	Y		Changes the recording sensitivity.
Switch between Insert and Overwrite mode	Y		Changes the recording mode. (Insert <-> Overwrite)
Pending Dictation	Y	Y	In case of DR, saves the dictation file currently being recorded and assigns it Recording Pending status, and closes the Direct Recording Window. In case of VR, performs the same operation as the "Pending" menu item Speech Recognition Editor.
Finish Dictation	Y	Y	In case of DR, saves the dictation file currently being recorded and assigns it Recording Finished status, and closes the Direct Recording Window. In case of VR, performs the same operation as the "Finished" menu item Speech Recognition Editor.
Delete Instruction Comment	Y		Deletes the instruction comment of the recording file.
Undo	Y	Y	Undoes the last operation.
Redo	Y	Y	Redoes the last undone operation.
Volume Up	Y	Y	Increases playback volume.
Volume Down	Y	Y	Decreases playback volume.
Dictation/Instruction Comment mode	Y		Toggles between the Instruction Comment record and playback modes.
Insert Index Mark	Y		Inserts an Index Mark at the playback indicator cursor position.
Delete Index Mark	Y		Deletes the Index Mark at the playback indicator cursor position.
Send For Correction		Y	Performs the same operation as the [Send for Correction] menu item of the Speech Recognition Editor.
Show Correction Dialog		Y	Performs the same operation as the [Show Correction Dialog] menu item of the Speech Recognition Editor.

Show Spell Dialog		Y	Performs the same operation as the [Show Spell Dialog] menu item of the Speech Recognition Editor.
Train Word		Y	Performs the same operation as the [Train Word] menu item of the Speech Recognition Editor.
Add New Word		Y	Performs the same operation as the [Add New Word] menu item of the Speech Recognition Editor.
Start Dragon Audio Setup Wizard		Y	Performs the same operation as the [Start Dragon Audio Setup Wizard] menu item of the Speech Recognition Editor.
Copy to Clipboard	Y	Y	Performs the same operation as the [Copy to Clipboard] menu item of the Speech Recognition Editor.

- In the case of DR, the box displays commands that are enabled during recording with the Direct Recording Window.
- In the case of VR, the box displays commands that are enabled when performing speech recognition with Real-time Speech Recognition.

# 5 Making Profile Settings (ODMS R7 Users)

This section explains how to configure profile settings of the users and user groups that use ODMS R7 client applications (Dictation Module, Transcription Module).

Settings that can be configured with System Configuration Program depend on the client application version.

Setting items are grouped according to the categories described below.

Categories	Functions
<a href="#">Property</a>	Sets user or group identification information
<a href="#">Folder Design</a>	Sets up folders to be used by an Author or Transcriptionist
<a href="#">Workflow</a>	Sets up workflows to be performed by an Author or Transcriptionist
<a href="#">User Settings</a>	Sets up items related to facilitating user operations
<a href="#">E-mail / FTP</a>	Sets up user email and FTP
<a href="#">Management</a>	Sets up items for an administrator



- You cannot set up profiles for [Authors] and [Transcriptionists], which are built-in groups.
- The default settings for new users depend on the group to which they are added. In cases where they are added to the built-in [Authors] or [Transcriptionists] group, the default settings will conform to the settings of the application. If they are added to other groups, the default settings will conform to the settings of the groups to which they are added.

- [Property](#)
- [Folder Design](#)
- [Workflow](#)
- [User Settings](#)
- [E-mail / FTP](#)
- [Management](#)

## 5.1 Property

Set user or group identification information.

### User Properties

---

The table below shows user identification information to be set.

Items	Details
User Name	User ID for logging in to the PC. (Read only)
First Name	First name of the user. (Read only)
Last Name	Last name of the user. (Read only)
Full Name	Full name of the user. (Read only)
Telephone Number	Phone number of the user. (Read only)
E-mail Address	Email address of the user. (Read only)
Network Environment	From the drop-down list, select "Local" or "Remote" as the user's network environment. (Optional)
Department	Department of the user. (Read only)
Notes	Enter any additional information about the user. (Optional)

### Group Properties

---

The table below shows group identification information to be set.

Items	Details
Group Name	Name to identify the group. (Read only)
Notes	Enter any additional information about the group. (Optional)

## 5.2 Folder Design

You can customize a folder for saving dictation files and document files.

- [Folder Tree](#)
- [Folder Properties](#)
- [Attributes](#)
- [Actions](#)

### 5.2.1 Folder Tree

---

The folder tree is shown to the left of the Profile dialog box under Folder Design.


The folder structure of the Dictation Module/Transcription Module of the user or group currently selected will be shown on the display.

The types of folders displayed will differ slightly depending on whether the selected user is an Author, Author group, Transcriptionist, or Transcriptionist group.

#### Folder Functions


---


The table below shows the functions of individual folders.





	For the property settings of individual folders, see " <a href="#">Folder Properties</a> ."
---	---

Folders to be displayed differ depending on the type of user or group selected.







The [Relevant Users] column in the table below shows the relevant types of users and their accompanying icons:


: Author or Author group

: Transcriptionist or Transcriptionist group

Folder Names	Descriptions	Relevant Users	
 Dictation Tray	This is a virtual folder that allows users to manage dictation files.		
 Download Tray  Folders A to  Folders G	These folders are shortcut folders for users to download and manage dictation files from the recorder.		
 Custom Folder Subfolder	This is a shortcut folder that allows users to manage dictation files. If a new folder is created under this folder, the same attributes will apply.		
 Recording Folder	This is a shortcut folder that allows Authors to manage incomplete dictation files (recording pending status).		
 Inbox	This is a shortcut folder for Transcriptionists to receive dictation files through email or FTP. Dictation files that do not meet the reception rules are stored in this folder.		
 Outbox (  E-mail /  FTP)	This is a virtual folder that is the first destination when a dictation file is sent via email or FTP. When transmission is completed, the files are moved to Sent Items. Outbox consists of two virtual folders, E-mail and FTP, which are managed separately.		
 Sent Items	This is a shortcut folder that allows Authors to manage dictation files that have been sent from the E-mail and FTP folders. Once a dictation file has been sent, it is moved into the Sent Items folder.		
 Forwarded	This is a shortcut folder that allows Transcriptionists to manage dictation files that have been transmitted. When manual transfer through email or FTP is successfully performed, this folder is used to move the original dictation files as sent files.		
 Finished	This is a shortcut folder that allows users to manage dictation files for which transcription and voice recognition have been finished.		
 Backup	This is a shortcut folder that allows the user to back up original dictation files when downloading or importing them.		
 Recycle Box	This is a shortcut folder that allows users to temporarily store old or unnecessary dictation files.		
 Transcriptionist Tray	This is a virtual folder that allows Transcriptionists to view dictation files other than those in the Outbox (E-mail / FTP included), Forwarded, Finished, Backup, and Recycle Box folders.		
Speech Recognition	These are virtual folders that allow users to manage the audio files for speech recognition and have no specific function.		
Queue	This is a virtual folder that allows users to manage the audio files target for background speech recognition.		
Finished	This is a virtual folder that allows users to manage the audio files for which background speech recognition is finished.		
Adaptation (Waiting List)	This is a shortcut folder that allows users to manage files for which text correction is finished.		
(Forwarded)	This is a shortcut folder that allows users to manage logs for sent adaption data.		
 Document Tray	This is a virtual folder that allows users to manage document files. Registering the extensions of document files enables them to be managed with My Document.		
 My Documents	This is a shortcut folder that allows users to manage document files. Document files received through email and FTP are stored in this folder.		



 Outbox  E-mail /  FTP	This is a virtual folder that is the first destination of a document file when sent by a Transcriptionist via email or FTP. Once transmission is completed, the files are moved to Sent Items. Outbox consists of two virtual folders, E-mail and FTP, which are managed separately.		
 Sent Items	This is a shortcut folder that allows Transcriptionists to manage document files that have been sent from the E-mail and FTP folders. Once a dictation file has been sent, it is moved into the Sent Items folder.		

	<p><b>Sharing My Document Folder</b>  In a case where My Document folder is set as a shared folder on the network, only transcribed document files will be displayed.</p>
---	---

## Folder Settings

---

You can specify to display or not display folders used by individual users and groups. You can also create, add, and delete folders.

Using the checkbox beside a folder name, an administrator can specify whether the folder is to be available or unavailable to users or groups.

Deactivated folders will not be shown in the folder tree of Dictation Module/Transcription Module used by the user or group currently selected. Moreover, the user is not allowed to perform file operations (download, import, move, copy) related to the folder.

The following operations allow folders to be added and deleted. Note that some folders cannot be added or deleted.

To create a new folder, click the [New] button.

To add a folder, click the [Add] button, and then make settings in the displayed [Browse for Folder dialog box](#).

To delete a folder, select it, and then click the [Remove] button.

### 5.2.2 Folder Properties

---

The Folder Properties box displays the properties of a folder selected from the folder tree.

Properties are configured for each folder.

Configurable properties vary depending on the folder type.

- [Attributes](#)
  - [Enabled](#)
  - [Name](#)
  - [Synchronize Folder Name](#)
  - [Path](#)
  - [Encryption](#)
  - [Password](#)

- [Ownership](#)
- [Document Type](#)
- [Actions](#)
  - [Auto Download](#)
  - [Format Conversion](#)
  - [Send via E-mail](#)
  - [Send via E-mail \(Alternate Profile\)](#)
  - [Send via FTP](#)
  - [Send via FTP \(Alternate Profile\)](#)
  - [Backup](#)
  - [Notification](#)
  - [Clean](#)
  - [Purge](#)
  - [Background Speech Recognition](#)

### 5.2.3 Attributes

---

The following folder attributes can be configured.

- [Enabled](#)
- [Name](#)
- [Synchronize Folder Name](#)
- [Path](#)
- [Encryption](#)
- [Password](#)
- [Ownership](#)
- [Document Type](#)

#### Enabled

---

This attribute sets whether or not to display the folder in the folder tree.

This setting works with the ON/OFF setting of the checkbox in the folder tree.

With this attribute set to False (Hidden), the folder is not displayed in the application's folder tree, and files cannot be manipulated (downloaded, imported, moved, or copied) with the folder.

#### Name

---

This attribute sets the folder name.

It can be entered by clicking on the cell.

## Synchronize Folder Name

When this is enabled, the Name attribute will automatically change to the same name of the folder specified through the Path attribute.

## Path

This attribute sets the folder path.

## Encryption

With the Encryption attribute set to "Yes", files in the folder are encrypted. Moving the folder does not affect the Encryption attribute.

## Password

If the Encryption attribute is enabled, the encryption password for files stored in the folder needs to be specified.

It can be specified using 4 to 16 one-byte alphanumeric characters.

DSSPro Encryption Format configures the strength of security settings for encryption of files recorded with the DSS Pro format. "High" can implement a more secure encryption.



- Files are encrypted using a 128-bit encryption key in Standard mode, and a 256-bit encryption key in High mode.
- The password is the same in Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.

## Ownership

With the Ownership attribute set to "Yes", a dictation file is not moved to the Transcription Module Finished folder even after it has been transcribed.

The Ownership attribute can be set for the Download tray and custom folders. Their subfolders will also have the same Ownership attribute.

Ownership	Auto Collection	Transcription Finished Dictation files
Yes	Yes	Moved to the Finished folder in Dictation Module (set as a rule)
	No	Not moved
No	Yes	Moved to the Finished folder in Transcription Module (set as a rule)
	No	Not moved



For the fundamentals of the Ownership attribute, refer to [Ownership Attribute](#).

## Document Type

---

This is an attribute configured for the Document Tray. It sets the supported types (extensions) of document files.

Up to 100 extensions can be configured.

### 5.2.4 Actions

---

The following folder actions can be configured.

- [Auto Download](#)
- [Format Conversion](#)
- [Send via E-mail](#)
- [Send via E-mail \(Alternate Profile\)](#)
- [Send via FTP](#)
- [Send via FTP \(Alternate Profile\)](#)
- [Backup](#)
- [Notification](#)
- [Clean](#)
- [Purge](#)
- [Background Speech Recognition](#)

### Auto Download

---

This option sets whether or not to automatically download dictation files from the recorder.

When this option is set to "Yes", dictation files are automatically downloaded from various storage media detected in the device. When they have been downloaded successfully, a completion message is temporarily displayed.

### Format Conversion

---

This option sets automatic conversion of files stored in the folder.

By clicking [+], format conversion can be configured.

- Enabled : Enables or disables auto format conversion
- Target Format : Selects the file format
- Format Attributes : Selects the audio format
- Original Dictation : Deletes the original file after conversion

## Send via E-mail

---

This option sets whether or not to automatically send the folder files via E-mail.

By clicking [+], automatic transmission via E-mail can be configured.

Auto Send	: Enables or disables automatic transmission via E-mail
Profile	: Selects a profile for automatic transmission
TO	: The destination of an E-mail
CC	: Additional destinations disclosed to the recipients
BCC	: Additional destinations not disclosed to the recipients
Subject	: The title of an E-mail
Message	: The main message of an E-mail
Confirmation dialog box	: Shows or hides the confirmation dialog box when an E-mail is automatically sent

- With multiple E-mail profiles configured, the Select E-mail Profile dialog box will appear.
- With no E-mail profiles configured, the confirmation dialog box will appear, allowing the creation of a new E-mail profile. => [\[E-mail / FTP \]](#)

## Send via E-mail (Alternate Profile)

---

Setting the "Auto Send" attribute to "Yes" enables the alternate setting for "Auto Send via E-mail".

This profile is used for sending an email when it cannot be sent with the "Auto Send via E-mail" profile.

If it cannot be sent with either "Auto Send via E-mail" or "Auto Send via E-mail (Alternate)", a warning message will appear, allowing the user to decide which profile to use.

## Send via FTP

---

This option sets whether or not to automatically send the folder files via FTP.

By clicking [+], automatic transmission via FTP can be configured.

Auto Send	: Enables or disables automatic transmission via FTP
Profile	: The profile used for automatic transmission
Confirmation dialog box	: Shows or hides the confirmation dialog box when a file is automatically sent

With no FTP profiles configured, the confirmation dialog box will appear, allowing the creation of a new FTP profile.

=> [\[E-mail / FTP \]](#)

## Send via FTP (Alternate Profile)

---

Setting the "Auto Send" attribute to "Yes" enables the alternate setting for "Auto Send via FTP".

This profile is used to try sending a file via FTP when it cannot be sent with the "Auto Send via FTP" profile.

If it cannot be sent with either "Auto Send via FTP" or "Auto Send via FTP (Alternate)", a warning message will appear, allowing the user to decide which profile to use.

## Backup

---

When "Backup" is enabled, the files in the folder are backed up to the Backup folder.

## Notification

---

This option sets whether or not to give the user notification when a new file has been stored in the folder.

The notification is issued when a file is added via downloading, email, or FTP.

With the option set to [Yes], notification is made according to the Notification setting of the Workflow.

## Clean

---

This option sets the retention period for the files in the folder.

The settings include whether or not to move the files to the Recycle Box, and whether or not to delete them permanently once the retention period has expired.

Retention Period	:	Sets the length of time until file cleaning occurs after the files have been moved to the Finished/Sent Items folder
Value	:	1-99
Unit	:	Month(s)/Week(s)/Day(s)

By clicking [+], the cleaning function can be configured.

Enabled	:	Enables or disables the cleaning function
Aging period	:	The minimum age of files to which cleaning is applied (Default: 1 month)
Option	:	The conditions for deleting cleaned files

## Purge

---

This option is configured for the Backup folder or Recycle Box. When Purge is enabled, the files in the folder will be automatically deleted (purged) after the retention period has expired.

By clicking [+], the purge function can be configured.

Enabled : Enables or disables the purge function  
Target : The minimum age of files to which purging is applied (Default: 1 month)  
Value : 1-99  
Unit : Month(s)/Week(s)/Day(s)

## Background Speech Recognition

---

This option sets the execution rule for background speech recognition.

By clicking [+], the purge function can be configured.

Auto queue: Enables/disables auto queuing

Target: Condition of the files to be automatically queued.

(Default: Files after downloading, importing and direct recording)

Use a rule: Enables/disables the rule settings (specification of author ID and worktype ID).

## 5.3 Workflow

The ODMS R7 provides a Workflow, a configured series of operations when downloading and editing a dictation file.

### ■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [Workflow].  
→ The Workflow dialog box will appear.
3. Select an item from the tree on the left and configure it on the right.

[OK]: Secures the settings

[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file

- [General](#)
- [Download](#)
- [Advanced Download](#)
- [Import](#)
- [Author](#)
- [Worktype](#)
- [Direct Recording](#)
- [Hands Free Recording](#)
- [Speech recognition - General](#)
- [Speech recognition - Real-time Speech Recognition](#)
- [Speech recognition - Background Speech Recognition](#)
- [Speech recognition - Text Correction](#)
- [Speech recognition - Template](#)
- [Speech recognition - Dragon](#)
- [Receive](#)
- [Receive](#)
- [Notification](#)
- [Transcription](#)
- [Auto collection](#)
- [Logging](#)

### 5.3.1 General

---

This category configures the general settings for a workflow.

- [Delete Option](#)



[Device Synchronization](#)

[Filename Resolution](#)

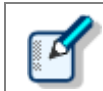
[Refresh interval](#)

## Delete Option

---

This option selects how to handle a dictation file when it has been deleted using [Delete] on the [Edit] menu or the [Ctrl+D] shortcut keys.

- When "Move to Recycle Box" is selected, deleted files are moved to the Recycle Box.
- When "Delete completely" is selected, deleted files are permanently deleted.



- With "Move to Recycle Box" selected for "Delete Option", pressing [Shift]+[Delete] executes "Delete completely".
- With "Delete completely" selected for "Delete Option", pressing [Shift]+[Delete] executes "Move to Recycle Box".
- This option can only affect dictation files. Deleting a document file always executes "Delete Completely," resulting in permanent deletion.

## Device Synchronization

---

This option sets whether or not to automatically synchronize the DVR (recorder) clock setting with the time on the PC when the DVR is connected to the PC.

When "Do not display dialog" is enabled, the DVR clock will synchronize with the PC time settings without displaying a confirmation dialog.

## Filename Resolution

---

This option sets whether or not to rename a dictation file when it is downloaded, imported, or dragged and dropped.

- When "Automatic rename" is selected, the file is automatically renamed if there is a file with the same name in the destination folder.
- When "Prompt user for Action" is selected, after receiving a message, the user can select overwriting or renaming of the file if there is a file with the same name in the destination folder.

## Refresh interval

---

This option configures refreshing of the current folder.

When "Refresh folders automatically every" is enabled, the file information displayed in the Content List View is periodically refreshed. The refresh interval is configured with "Refresh interval" (1-999 minutes).

## 5.3.2 Download

---

This category configures operations when a dictation file is downloaded.

For a downloaded file, the message displayed, file naming rule, and deletion criteria can be configured.

[Automatic Download](#)

[Job Data Settings](#)

[Rename](#)

[Delete](#)

### Automatic Download

---

The automatic download option enables the PC to automatically receive audio data from the device after detecting it.

The following settings can be configured only for automatic-download-enabled folders.

#### **Do not display the Main window**

When this option is enabled, detection of a device auto starts the Dictation Module without displaying the **Main window**, performs auto download only, and then exits the Dictation Module.

#### **Prompt for selecting the file to be downloaded**

When "Prompt for selecting the file to download" is enabled, the dialog box for selecting the files to download appears when they are downloaded. Only the files you have selected will be downloaded.

### Job Data Settings

---

If "Prompt for data every time a file is downloaded" is enabled, the **Edit Job Data dialog box** is displayed when downloading files.

You can confirm the following settings as you download.

- File name, Author ID, Worktype ID, Option Item, Comment
- Attributes: High Priority, Priority Level, File Locked

### Rename

---

When "Rename downloaded files with the set format" is enabled, a downloaded file is renamed according to a naming rule.

The naming rule can be configured in the **Format Options dialog box**, which is displayed by clicking [Format].

The items to be included in a file name, with a separator between them, can be defined.

## Delete

---

This option sets how to delete a dictation file in the device after it has been downloaded.

When "After downloading file(s), delete the original file(s)" is enabled, the original file is deleted after the file has been downloaded.

- When "Display confirmation dialog" is enabled, a confirmation dialog box appears before the file can be deleted.
- When "Delete locked file(s)" is enabled, even locked files are deleted after importing.

### 5.3.3 Advanced Download

---

Advanced download configures settings to route dictation files as they are downloaded to specific folders.

[Advanced Download](#)

[Routing Rule Table](#)

#### Advanced download

---

Downloads dictation files to specific folders or folders assigned the Author ID and Worktype ID.



- [Download folder A-G] menus will be disabled when the option is enabled. Use [Download All] when downloading the files.
- Auto download settings work in accordance with the [Auto Download] settings of the Download Tray. The [Auto Download] settings of individual folders (such as Folder A, etc.) are not displayed and are disabled.

When the "Download all dictations to..." option is enabled, select the download method.

- When "Specific folder" is selected, all dictation files in the device are downloaded into the specified folder.
- When the "Routing according to the following conditions" option is selected, files are routed to each folder in accordance with routing rules.

#### Routing Rule Table

---

The routing rule table configures auto routing rules used when downloading and importing dictation files.

Setting up storage destination folders in accordance with Author ID/Workforce ID combinations

automatically routes dictation files to folders that conform to conditions during download and import.

Routing rule table conditions are applied only when the "Routing according to the following conditions" option is selected.

A maximum of 100 rules can be registered at any time.

- To add a rule, click the [Add] button, and then make settings in the displayed [Rule Settings dialog box](#).
- To modify a rule, select it in the list and then click the [Modify] button. Modify rules on the [Rule Settings dialog box](#).
- To delete a rule, select it in the list and then click the [Remove] button.

## 5.3.4 Import

---

This category configures operations when a dictation file is imported.

The message to display and the file naming rule when the file is imported can be configured.

[Job Data Settings](#)

[Rename](#)

[Delete](#)

### Job Data Settings

---

When “Prompt for data every time a file is imported” is enabled, the [Edit Job Data dialog box](#) appears when a file is imported.

Files can be imported after their Worktypes and Option Items are each verified and configured.

### Rename

---

When “Rename imported files with the set format” is enabled, an imported file is renamed according to a naming rule.

The naming rule can be configured in the [Format Options dialog box](#), which is displayed by clicking [Format].

The items to be included in a file name, with a separator between them, can be defined.

### Delete

---

This option sets how to delete a dictation file after it has been imported.

When “After importing file(s), delete the original file(s)” is enabled, the original file is deleted after the file has been imported.



- When “Display confirmation dialog” is enabled, a confirmation dialog box appears before the file can be deleted.
- When “Delete locked file(s)” is enabled, even locked files are deleted.

### 5.3.5 Routing

---

This option configures the rules for routing.

Registered routing rules are listed (Up to 100 rules).

E-mail () and FTP () each have their own icon to display.

Sender : Senders of dictation files are displayed

Destination : Destination paths of dictation files are displayed

Receiver : Receivers of document files are displayed

- To add a routing rule, configure it in the **Routing Settings dialog box**, which is displayed by clicking [Add].
- To change a rule, select the rule, click the [Modify] button, and then modify settings in the displayed **Rule Settings dialog box**.
- To delete a routing rule, select it and click [Remove].

### 5.3.6 Author

---

This category configures Authors.

Author ID and Priority Level registered here can be selected when creating a new dictation File with a function such as direct recording.

Up to 10 Authors can be registered.

- To add an Author, register it in the **Author Property dialog box**, which is displayed by clicking [Add].
- To modify an Author, select the Author ID and click [Modify]. Then, make changes to the Author in the **Author Property dialog box**.
- To delete an Author, select the Author ID and click [Remove].
- To change the order of Authors, select an Author ID and use the [Up] and [Down] buttons.



- An Author ID can be specified using up to 16 characters.
- The Priority Level can be configured in the range of 0 to 15.

### 5.3.7 Worktype

---

Multiple registered Worktype Lists can be transferred to the recorder.

When recording a dictation file with direct recording or a recorder, selecting a Worktype ID enables information such as option items to be automatically recorded in the file.

Up to 20 Worktype Lists can be registered.

- To add a Worktype List, configure it in the [Worktype Property dialog box](#), which is displayed by clicking [Add].
- To modify a Worktype List, select an Author ID and click [Modify]. Then, make changes to the Worktype List in the [Worktype Property dialog box](#).
- To delete a Worktype List, select an Author ID and click [Remove].
- To change the order of Worktype Lists, select an Author ID and use the [Up] and [Down] buttons.

Set the captions for column titles in the file list of Dictation Module in Option Item Labels when option items are displayed. Up to 10 option items can be set for each Worktype ID, and they are numbered in order that they are registered as option items 1 to 10. Captions are set for the various option items 1 to 10 with Option Item Labels. If a caption is not set, option item 1 to 10 is displayed as is.

Also, the captions set here are also used as the default value when an option item is added to Worktype ID.

## 5.3.8 Direct Recording

---

Direct recording parameters are configured here.

These options are enabled for Direct Recording with an Olympus direct recording device.

[Basic Settings](#)

[Prompt Option](#)

[Button function](#)

[Start option](#)

[\[New\] button operation](#)

[Voice comments](#)

[VCVA](#)

### Basic Settings

---

#### Recording Format

This option sets the recording format for Direct Recording.

The recording format can be selected in the [Recording Format Setting dialog box](#), which is displayed by clicking [Format].

#### File Name Format

This option defines the file naming rule for a new recording.

The naming rule can be configured in the [Format Options dialog box](#), which is displayed by clicking [Format]. The items to be included in a file name, with a separator between them, can be defined.

(Default: First 4 characters of Author ID + Job No.)

#### Destination folder

This option specifies the default saving folder, which is displayed by clicking [Finished] in the

[Direct Recording window](#) after performing Direct Recording.

Clicking the [Browse] button displays a Modify Destination Folder dialog box, which can be used to select a storage folder.

## Prompt Option

When "Prompt for job data when direct recording is started" is enabled, the [Edit Job Data dialog box](#) appears when Direct Recording is performed, which enables the user to verify and modify data, such as Worktype ID and Option Items, before starting recording.

When "Prompt for confirmation when direct recording is finished" is enabled, the Dictation Finished dialog box appears when a dictation has been finished. (Default: enabled)

## Button function

When "Change the slide switch REV position to REW" is enabled, the [REV] button function for direct recording is changed to [REW].

When "Recording while REC button is continuously pressed" is selected, recording is done while the [REC] button is pressed but stops when the [REC] button is released. If it is not selected, recording toggles on and off each time the [REC] button is pressed. This option is only enabled when an Olympus device which has the [REC] button is used as the recording microphone.

## Start Option

This option configures operations when a direct recording device is used.

When this option is enabled, the [Direct Recording window](#), instead of the [Main window](#), is opened when Dictation Module is running while RecMic is connected. Exiting the Direct Recording window displays the Main window.

## [New] button operation

This option selects the type of window that is displayed when the [New] button of a direct recording device is pressed.

- When [Direct Recording Window] is selected, the [Direct Recording Window is displayed](#).
- When [Speech Recognition Editor] is selected, the [Speech Recognition Editor](#) is displayed.

## Voice comments

When "Verbal comment" is enabled, a verbal comment can be recorded. (Default: enabled)

With "Instruction comment" is enabled, the Instruction Comment mode switch button appears for direct recording so that an instruction comment can be recorded. (Default: enabled)



## VCVA

---

VCVA (Variable Control Voice Actuator) can be turned OFF by setting the slider to Min.

Moving the slider toward Max lowers the sound detection level.

- When "Activate VCVA" is enabled, the VCVA level adjustment is applied.
- The VCVA level can be adjusted to 10 different levels from 0 to 9.

### 5.3.9 Hands Free Recording

If an Olympus foot switch or hand controller is connected to the PC, pedal/button operations can be used to perform dictation recording while the **Direct Recording** window is displayed, without doing button operations on the Direct Recording Window, microphone device, etc.

Items	Functions	Default
Pedal Operation	Select the operation mode for the foot switch or the hand controller.	Continuous Press
Model	Selects a sample image for a foot switch on the option dialog.	RS31

The following table shows functions that can be assigned to each pedal.

Pedal Operation	Command	Functions
Continuous Press	<b>REV/PLAY</b>	Rewind (Review) is performed while the pedal/button is pressed.
	<b>REC/STOP</b>	Recording is performed while the pedal/button is pressed.
	<b>NEW</b>	Pressing the pedal/button creates a new dictation file.
	<b>DISABLE</b>	Disables pedal/button operation.
	<b>CUE/PLAY</b>	Fast forward (Cue) is performed while the pedal/button is pressed.
	<b>INSERT/STOP</b>	Insert recording is performed at the indicator position while the pedal/button is depressed.
	<b>STOP</b>	Pressing the pedal/button stops playback.
	<b>EOF/BOF</b>	Pressing the pedal/button moves the indicator to the end of the file.
	<b>INDEX</b>	Pressing the pedal/button inserts an index mark at the indicator position.
Short Press	<b>PRIORITY</b>	Pressing the pedal/button switches the status of the dictation file being recorded to Priority. (High<->Normal)
	<b>REW/STOP</b>	Pressing the pedal/button starts rewind. Pressing the pedal/button again stops rewind.
	<b>PLAY/STOP</b>	Pressing the pedal/button starts playback from the indicator position. Pressing the pedal/button again stops playback.
	<b>REC/STOP</b>	Pressing the pedal starts recording. Pressing the pedal again stops recording.
	<b>NEW</b>	Pressing the pedal/button creates a new dictation file.
	<b>DISABLE</b>	Disables pedal/button operation. No operation is performed when the pedal/button is pressed.
	<b>FF/STOP</b>	<b>Pressing the pedal/button</b> starts fast forward. Pressing the pedal/button again stops rewind.
	<b>INSERT/STOP</b>	Pressing the pedal/button starts insert recording from the indicator position.
	<b>EOF/BOF</b>	Pressing the pedal/button moves the indicator to the end of the file.
	<b>INDEX</b>	Pressing the pedal/button inserts an index mark at the indicator position.
<b>PRIORITY</b>	Pressing the pedal/button switches the status of the dictation file being recorded to Priority. (High<->Normal)	

### **5.3.10 Speech Recognition - General**

---

These are settings for configuring application general options that are applied when using speech recognition with the Dictation Module.

#### **Enable Speech Recognition**

---

Enables and disables speech recognition with the Dictation Module.

When the "Enable Speech Recognition features" check box is selected, all speech recognition functions are enabled. When the check box is not selected, speech recognition functions are not displayed on the Dictation Module screen and no speech recognition functions are available for use.

#### **Adaptation**

---

With adaptation, the speech recognition software learns user corrections to the document generated by the speech recognition process, which improves future speech recognition.

When the "Do adaptation" check box is selected, the file on which speech recognition is being performed is automatically added to the adaptation list when its status becomes Transcription.Finished. Or, it is added automatically to the Adaptation folder when a file of corrected speech recognition results is received via e-mail or FTP.

## 5.3.11 Speech recognition – Real-time Speech Recognition

---

These are settings for configuring options used for real-time speech recognition with the Dictation Module.

### Basic Settings

---

These are rules for generation of dictation files when running real-time speech recognition.

#### File Name Format

These are rules for naming files when performing real-time speech recognition.

To configure a naming rule, click the [Format] button, and then configure settings on the Format Options dialog box that appears. You can specify items included in file names and the item delimiter character.

#### Destination Folder

This option specifies the default storage destination folder that is displayed when real-time speech recognition is complete.

Clicking the [Browse] button displays a Modify Destination Folder dialog box, which can be used to select a storage folder.

### Prompt Option

---

If “Prompt for job data when direct recording is started” is enabled, the Edit Job Data dialog box is displayed when real-time speech recognition starts.

### Speech Recognition Editor

---

Selecting the “Change Speech Recognition Editor border during recording” check box draws a border of the specified color around the Speech Recognition Editor text area while speech recognition is being performed.

- You can select colors for Speech Recognition and for Sleep from the drop-down list.
- By clicking [Custom], the color can be customized and added as a new color to the drop-down list.

## **5.3.12 Speech recognition – Background Speech Recognition**

---

These are settings for configuring options used when background speech recognition is executed with the Dictation Module.

### **Queuing Control**

---

Completing a dictation file download operation, an import operation, or a direct record operation while “Add to recognition queue after downloading, importing and direct recording” is enabled will cause the dictation file to be automatically added to the speech recognition queue.

While “Start recognition queue automatically when new files are added the queue” is enabled, background speech recognition starts automatically whenever a file is added to the speech recognition queue. If “Start recognition queue automatically when new files are added the queue” is disabled, background speech recognition does not start until the user executes the [Start Recognition Queue] command.

### **Others**

---

Performing background speech recognition while “Use Noise Cancellation” is enabled will perform speech recognition with noise cancellation being performed on the recorded data. This reduces any noise introduced during recording and enables an improved speech recognition rate.

### 5.3.13 Speech recognition – Text Correction

---

These are settings for configuring options used when correcting text generated by speech recognition with the dictation module.

#### Focusing

---

Enabling “Highlight words during the playback of voice file” will highlight (by reversing its background color) the text that corresponds to the current playback location during dictation playback.

#### Finishing

---

Enabling “Prompt for confirmation when text correcting is finished” will display a dialog box for confirming the dictation file output destination and other settings whenever real-time speech recognition or speech recognition result correction is complete.

This setting is applied only when [Finished] is executed from the Speech Recognition Editor for real-time speech recognition processing or correction following speech recognition. Settings to be used after recording with the [Direct Recording Window](#) are configured on the [Direct Recording](#) screen.

Enabling “Export documentation” will convert the text of a speech recognition results to a specified file format and output it when [Finished] is executed from the Speech Recognition Editor.

- Use [Output Format] to specify the output file format.
- [Output Format] specifies the output destination folder for the converted document files.

When “Prompt for confirmation when text correcting is finished” is enabled, export/do not export, output settings, and other settings can be configured on the confirmation dialog box. [Output Format] and other settings are used as initial values when the confirmation dialog box is displayed.

When “Prompt for confirmation when text correcting is finished” is not checked, export is performed automatically using specified conditions.

#### Field Replacement

---

With ODMS, you can insert fields bracketed by the [...] delimiters in template files being used while speech recognition is running according to the Add Fields dialog box.

If “Automatically Replace Field” is enabled, the various fields can be replaced, while editing the speech recognition results, with information controlled by ODMS.

### 5.3.14 Speech recognition – Template

---

These are template file settings that are used during execution of speech recognition. A template file is a document pattern file that embeds, by default, formats that are always used by the user, such as a name input box. The speech recognition results of both real-time speech recognition and background speech recognition can be output to a template file.



- Only Rich Text Format files are supported. Only Rich Text Format files can be specified as a template file.
- If you want to add headers or footers, edit the data in Microsoft Word or some other application, and then save the data in a rich text format (.rtf).
- Using the Windows-1252 code page as the template file is recommended. A warning message appears if any other code page is specified as the template.

## Templates

---

Enabling “Use document templates in Speech Recognition” will automatically open a Rich Text Format file in the Speech Recognition Editor text area in accordance with the rules configured by the template whenever real-time speech recognition is started. Performing background speech recognition will cause the specified template file to be output for the transcribe result.

A maximum of 100 rules can be registered at any time.

- Rules are created for Author ID and Worktype ID combinations.
- When rules are created without specifying either of the IDs, the non-specified condition is interpreted as “unconditional”, which is interpreted as everything matching. For example, if “OLYMPUS” is specified for the Author ID and nothing is specified for the Worktype ID, any “OLYMPUS” Author ID is judged to be a match, regardless of the Worktype ID.
- To add a rule, click the [Add] button, and then make settings in the displayed **Template Association** dialog box.
- To modify a rule, select a template in the list and then click the [Modify] button. Modify rules on the **Template Association** dialog box.
- To delete a rule, select a template in the list and then click the [Remove] button.

## Inserting field in templates

---

Normally, speech recognition result text is output from the beginning of the Rich Text Format file. When using a template file, however, there may be cases when you want to include the author name, speech recognition date, or other information also. For these cases, use WordPad, the standard Windows rich text editor in advance to add the necessary fields, such as dictation file header information or date information, so that when Speech Recognition Editor or Text Collection Window starts or stops, this function replaces the fields with the actual information.

To add a field, open a template in WordPad, select [Speech Recognition] - [Add Fields to Template] menu, and add the fields you require to the template from the Add Fields dialog box.

## Speech Recognition Result Starting Position

The start position for speech recognition is normally output from the top of the rich text file. But, if you want to output speech recognition results from an arbitrary position described in the data, such as the author's name or the date speech recognition was done, insert a [VR\_START\_POSITION] field in the template file from Add Fields dialog box. Then when speech recognition is performed, speech recognition results are output starting from the position where [VR\_START\_POSITION] is located. The [VR\_START\_POSITION] tag itself is automatically deleted when speech recognition results are output. It does not remain as part of the speech recognition result.



- [VR\_START\_POSITION] is valid for both real-time speech recognition and background speech recognition. In the case of real-time speech recognition, the cursor is moved to the [VR\_START\_POSITION] location when the Speech Recognition Editor is started up.

```
AUTHOR NAME : OLYMPUS_Author  
TRANSCRIBE DATE : 20xx/8/21  
[VR_START_POSITION]  
  
--The End of File|--
```

## Templates and Adaptation

With adaptation, the Dragon speech recognition engine learns by comparing speech recognized dictation data with the text data.

In the case of speech recognition using a template file, the applicable audio is not in the part in the template where data is first inserted. When performing adaptation, any part of the template that does not contain audio is not used for adaptation.

When speech recognition is performed, the Transcription Module automatically determines whether a template was used, and excludes anything in the text area at the beginning of the template from the adaptation process. In the example presented above, "AUTHOR NAME" and any other terms that are included before the [VR\_START\_POSITION] tag, as well as the date and other information in the template text area are not part of the adaptation process, and so they are not learned by the speech recognition engine.

In order to use the adaptation function to teach particular terms to the speech recognition engine, the actual author must say the terms and they must be learned for speech recognition. Terms also can be learned directly by the speech recognition engine using functions such as Dragon Train Word.



## 5.3.15 Speech recognition – Dragon

---

These are settings for configuring Dragon.

### Dragon User Profile

---

When using Dragon speech recognition, user profiles (files that record personal user settings and other information for speech recognition) that record author user information are required to improve the speech recognition rate. This setting specifies the management method for Dragon user profiles (Dragon user profiles).

### User Profile Location

---

Dragon has two methods that can be used for managing Dragon user profiles. Though selection of the method is a Dragon setting, the setting also can be configured from the Dictation Module.

#### Use Local Profile

When “Use Local Profile” is selected, Dragon user profiles are managed on the local PC where Dragon is installed. This method can be used only for speech recognition with Dragon user profiles that are present on the local PC.

This is a Dragon standard operation. Use of “Use Local Profile” is recommended in an environment where the authors performing speech recognition do so on their own PCs.

#### Use Dragon Roaming

When “Use Dragon Roaming” is selected, share management of Dragon user profiles is performed by the network folder specified by the [Roaming Folder Path] box. Dragon can handle all of the Dragon user profiles present in the specified shared folder the same way as Dragon user profiles on a local PC.

When a user is opened with Dragon, it loads the Dragon user profile located in the shared folder, reads in the personal setting information, and performs speech recognition. When adaptation or other methods are used to update personal setting information, the Dragon user profile of the applicable author located in the shared folder is also updated. This means that all users that reference the shared folder are able to use the Dragon user profiles for each author, which are automatically and constantly updated, without copying the Dragon user profile each time.

“Use Dragon Roaming” is recommended in an environment where multiple users are cooperating with each other to record dictation, perform speech recognition, make corrections, and perform other tasks.

- When using “Use Dragon Roaming”, you need to prepare and specify a shared folder for managing Dragon user profiles. Click the [...] button next to the [Roaming Folder Path], and then specify the shared folder for managing Dragon user profiles.
- Dragon user profiles on the local PCs are not used while “Use Dragon Roaming” is being used. This means that Dragon user profiles need to be exported from the local PCs to the shared folder.

Changing from the "Use Local Profile" to the "Use Dragon Roaming" setting starts up the user profile Roaming User Wizard. The Dragon user profiles to be exported can be selected in the Wizard. Completing the Roaming User Wizard causes the Dragon user profiles selected for export to be copied to the specified shared folder. The Dragon user profile export process can be re-executed after the Export Wizard is complete by pressing the [Export] button.

## Active User Profile

Specifies the active Dragon user profile to be used when using the Dragon speech recognition functions from the Dictation Module.

### Author ID

Select if a Dragon user profile is specified for each author when using a speech recognition type of function. Normally the author ID is not specified, the [User Name] specified for the Dragon user profile to be used. When multiple authors are performing speech recognition with the Dictation Module on the same PC and as the same (Dictation Module) user, the Dragon user profile corresponding to this Author ID specification is set.



- The selected Author ID can be specified from the author IDs registered in Option settings [Workflow] - [Author].  
=> [\[Workflow\] - Author](#)

### User Name

When using speech recognition functions, the Dragon user profile specified by [User Name] is automatically opened in the background and used during speech recognition. On the drop-down list, select Dragon user profile name of the author who is recording the dictation.

With Dictation Module, you can specify multiple Dragon user profiles by combining specified Author IDs.



- The drop-down list shows the names of all user profiles present in the location selected with [User Profile Location].

### Vocabulary

Vocabulary shows the user dialect, terminology, and other information ("U.S. English - General", etc.) that was registered when a Dragon user profile was created by Dragon.

### Dictation source in real-time speech recognition feature

This feature is used to select the microphone device to be used when performing real-time speech recognition.

The Dragon user profile selected by [User Name] will display an alert button next to "Train Profile" if training has not been performed for the selected microphone device. To improve the speech recognition rate, you need to train the Dragon user profile using the same microphone that you will use for actual real-time speech recognition. If you use the microphone that actually

will be used for recording to perform training, the noise characteristics and other characteristics of the microphone device will be remembered by the Dragon user profile, which can improve the speech recognition rate.

### Dictation source from external devices

This setting is used to select the recorder or microphone devices for recording a file to be submitted for background speech recognition. When using a microphone device that is different from the one used for real-time speech recognition, register a real-time speech recognition device and a background speech recognition device, using Dragon, for the user specified by the [User Name] box.

## Profile Map

Specifies all Author Dragon user profiles that can possibly perform speech recognition with Transcription Module. When executing background speech recognition, the Dragon user profile used by each author must be switched. Because of this, Dragon profile and microphone device to be used during speech recognition are associated, keying on the Author ID recorded to a dictation file.

- To add a profile and Author ID matching condition, click the [Add] button, and then configure settings on the [Profile Map dialog box](#) that appears.
- To modify Profile and Author ID matching conditions, select the condition you want to modify on the Profile Map, and then click the [Modify] button to display the [Profile Map dialog box](#).
- To delete Profile and Author ID matching conditions, select the condition you want to delete on the Profile Map, and then click the [Remove] button.

## Dragon User Command

You can create voice commands by using [Create New Command].

Also, by registering ODMS user commands (up to 10 commands) by using [Assign User Command], you can assign the following operations to hot keys or buttons.

- In Option Settings [User Settings]-[Keyboard], you can assign user commands in the Dragon User Command category to any short-cut keys.
- In Option Settings select RecMic for [Device], and use the RecMic device button settings to assign the user command to any button.
- In Option Settings select Voice Recorder for [Device], and use the PC Link button settings to assign the user command to function buttons [F1] to [F3].



- [The voice commands are registered to the User Profile of Dragon.](#)

## Dragon Engine Configuration

---

Enabling “Always restart Dragon Engine” will force the Dragon speech recognition engine to restart whenever the Dictation Module is started up. Restart is not performed if the speech recognition engine is not running when the Dictation Module is started up.

Also, clicking the [Restart Now] button will immediately restart the speech recognition engine.

When “Enable to run Dictation Module and Dragon on same CPU core” is enabled, Dictation Module and the Dragon speech recognition engine are controlled to work simultaneously on the same CPU core.

## 5.3.16 Receive

---

This category configures operations when files are automatically received.

It can configure profiles, document file types, receipt notifications, and dictation file expirations.

[Receive](#)

[Overdue transcription](#)

### Receive

---

- When [E-mail] is enabled, files can be received via email.  
=> [E-mail](#)
- When [FTP] is enabled, files can be received via FTP.  
=> [FTP](#)  
Multiple FTP sites can be registered. They are added to the list after registration.  
When this is enabled, files can be downloaded from the specified FTP.
- Only files of the file formats whose check box are selected under "Select the extension of document file to receive" are received by E-mail/FTP.
- Clicking "Add/Remove support document type" will display the Folder Design dialog box. Overdue transcription

With this option is enabled, a transcription expiration date can be set to a dictation file sent via email or FTP. If the file is not sent back before its expiration, it is marked with a different color.

The length of time before expiration can be set in the range of 1 to 999 hours.

### Overdue Transcription

---

When this item is enabled, a time limit for transcription can be set to a dictation file transmitted via email or FTP; if the document file is not returned within the allotted time limit, the display color of the dictation file will change.


You can set the time limit in the range of 1 to 999 hours.

## 5.3.17 Receive

---

This category configures the settings for automatically receiving files.

E-mail / FTP profiles, dictation file types, receipt notifications, and expiration of dictation file for transcription can be configured.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Receive](#)

[Rename](#)

### Receive

---

- When [E-mail] is enabled, files can be received via email.  
The default display is the currently used email profile.
- An E-mail or FTP profile can be created and modified by clicking [Change the profile].  
⇒ [E-mail](#)
- When [FTP] is enabled, files can be received via FTP.
- Multiple FTP sites can be registered. They are added to the list after registration.  
A file can be received via FTP sites with the appropriate checkbox selected.
- A dictation file can be received when it has one of the extensions enabled in the "Specify the dictation type to receive by selecting applicable extensions".

### Rename

---

When [Rename received file with the set format] is enabled, a received file is renamed according to a naming rule.

The naming rule can be configured in the [Format Options dialog box](#), which is displayed by clicking [Format].

The characters used to separate the words in the file name can be selected.

## 5.3.18 Notification

---

This setting opens a **Notification Window** (pop-up) when a file is added to a folder and when mail arrives via e-mail/FTP.

- [Enable notification for new dictation received every](#)
- [Author ID](#)
- [Notification high priority dictations only](#)
- [Pop up Notification](#)
- [Sound Notification](#)
- [Support background notification when Dictation Module is not running](#)

### Enable notification for every new dictation received

---

If this item is enabled, then adding a file to the folder notifies users at the specified interval by sound and pop-up window. (Default: 10 minutes)

### Author ID

---

Users are notified if the selected Author ID file is added to the folder.

You can add author IDs from Option settings [\[Workflow\] - Author](#).

### Notification on high priority dictation only

---

Notification is made only for dictation files that are set as "High" priority.

### Pop up Notification

---

Pop-up window notification is made only for dictation files.

When this option is enabled, clicking [Customize] button displays the **Configure Notification dialog box**, where the user can configure the display time and the information to be displayed in the pop-up window.

### Sound Notification

---

Set the notification sound.

- button: Plays the notification sound file.
- button: Stops playback of the notification sound file.

### Support background notification when Dictation Module is not running

---

Notification of the arrival of a new file is made even when Dictation Module has not been started.

## Support background notification when Transcription Module is not running



Notification of the arrival of a new file is made even when Transcription Module has not been started.

### 5.3.19 Transcription

This category configures the operations for when transcription is started.

#### Open word processor in starting transcription

When [Open word processor in starting transcription] is enabled, a specified word processor is started when starting transcription.

When [Open specified word-processor] is enabled, transcription is started with a specified word processor.

When [Open word processor using document templates] is enabled, a document template can be configured to open based on a configured Author (ID) and Worktype. (Up to 100 templates can be registered.)

- To add a document template, configure it in the [Template Association dialog box](#), which is displayed by clicking [Add].
- To modify a document template, select it and click [Modify]. Then, make changes to the template in the [Template Association dialog box](#).
- To delete a document template, select it and click [Remove].

### 5.3.20 Auto Collection

This function moves the dictation files with Transcription Finished status into a specified folder in the Download tray or into a custom folder. Using this option in combination with the Ownership attribute, the folder for saving the dictation files can be changed.

#### Activate Automatic Collection Function

When this option is enabled, the dictation files with Transcription Finished status are moved to a specified folder.

Either of the following two methods is available:

- Moving the files to the Finished folder
- Moving the files to Author ID-specific folders according to a pre-defined rule

To define the rule, perform the following tasks:



- To add a rule, configure it in the **Rule Settings dialog box**, which is displayed by clicking [Add].
- To modify a rule, select it and click [Modify]. Then, make changes to the rule in the **Rule Settings dialog box**.
- To delete a rule, select it and click [Remove].

The Ownership attribute can be set for the Download tray and custom folders. Their subfolders will also have the same Ownership attribute.

Using this attribute in combination with Auto Collection, the dictation files with Transcription Finished status can be automatically moved to the Finished folder.

Ownership	Auto Collection	Transcription Finished Dictation Files
Yes	Yes	Moved to the Finished folder in Dictation Module (set as a rule)
	No	Not moved
No	Yes	Moved to the Finished folder in Transcription Module (set as a rule)
	No	Not moved

### 5.3.21 Logging

---

Set the profile for log file output.

#### User Operations

---

Items	Functions	Default
Specify whether or not to output user actions to a log file	Enable this item when outputting a log file in which user operations have been recorded.	Disabled
Location	From the list, select a location to which a log file is to be output, or enter it directly.	
File Name	Set a log file name. The format of a file name will be (prefix) computer name_yyyy-mm(suffix). Only the (prefix) and (suffix) portions can be changed.	

## 5.4 User Settings

This category provides user-customized settings for using Dictation Module.

### ■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [User Settings].  
→ The User Settings dialog box will appear.
3. Select an item from the tree on the left and configure it on the right.

[OK]: Secures the settings

[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file

[General](#)

[Keyboard](#)

[Playback Control](#)

[Recording Bar](#)

[Transcribe Bar](#)

### 5.4.1 General

#### Language Selection

This option selects the language displayed by the application.

If the setting has been modified, it comes into effect only after the application has been restarted.

#### Dictation color

The display colors for the listing of dictation files can be configured based on the status of each file.

Dictation Type	Default Color	Font	Default
High Priority (Background color)	Custom	-	DS500001.ds2
New (Recording.Finished)	Black	Bold	<b>DS500001.ds2</b>
In progress (Transcription.In progress)	Black	-	DS500001.ds2
Pending (Transcription.Pending)	Olive	-	DS500001.ds2
Finished (Transcription.Finished)	Silver	Italic s	<i>DS500001.ds2</i>

- The colors can be selected from a drop-down list.
- By clicking [Custom], the color can be customized and added as a new color to the drop-down list.
- Clicking [Reset] returns display colors to the default settings.

## System Event Sounds

---

Disables system sounds such as alarm and audios while Transcription Module is launching.

### 5.4.2 Keyboard

---

Specific functions can be assigned to the keys on the keyboard.

#### Category

---

Selecting a category from the category list displays the command/key assignment list in the selected category.

#### New Key

---

- To add a key assignment, select a command with no key assigned, specify a key in the New Key box using the keyboard, and click [Assign]. [Alt], [Shift], and [Ctrl] can be combined with any other key.
- To modify a key assignment, select a command to be modified, specify another key in the New Key box using the keyboard, and click [Assign].
- To delete a key assignment, select a command with a key assigned, and click [Remove].
- To return key assignments to the default settings, click [Reset All].



For information on default key assignments, refer to [Default Key Assignments](#).

#### Current Key

---

If the key entered under “New Key” has already been assigned, the currently assigned command will be displayed.




For information on default key assignments, refer to [Default Key Assignments](#).

### 5.4.3 Playback Control

---

This category configures the settings for audio playback.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Control Indicators](#)

[Auto-backspace](#)

[Position](#)

[Winding speed](#)

## Control Indicators

---

This option manages control display switching as follows:

- Shows/Hides the Speed control
- Shows/Hides the Noise Cancel control
- Shows/Hides the Tone control
- Shows/Hides the Level Meter control

## Auto-backspace

---

Set the speed for Auto-backspace. 0.0 to 5.0 seconds (0.1 second step)

## Position

---

When "Always on top" is enabled, the application window is always displayed on the foreground.

	<ul style="list-style-type: none"><li>• This option is applied only to the <a href="#">Playback Control window</a>, the <a href="#">Direct Recording window</a>, and the <a href="#">Speech Recognition Editor</a>.</li><li>• The <a href="#">Main window</a> may not be displayed in the foreground.</li></ul>
---	---

## Winding speed

---

The feed amounts of CUE/REVIEW and FF/REW can be configured in four levels.





The horizontal axis represents the length of time that has elapsed since starting (3 seconds minimum, 60 seconds maximum).

The vertical axis represents the scaling factor relative to the standard playback speed (1.5x minimum, 50x maximum).

Click any one of the four levels and adjust the scaling factor to the desired level.

Note that it cannot be adjusted to levels less or equal to the scaling factor at the previous level.

To make an adjustment, select the box displayed for each level.

- Elapsed time can be adjusted using  and .
- The playback scaling factor can be adjusted using  and .

### Support playback audio during cue/review

A typical CUE operation thins out audio data for playback. With this option enabled, however, when 1.5x or 2.0x is selected, the Speed control is used to provide continuous playback without thinning out sound data.

## 5.4.4 Recording Bar

---

This category configures various settings for direct recording bar.

[Display mode](#)

[Recording Bar Position](#)

[Button customization](#)

### Display mode

---

This option switches the initial mode for a transcription. Select whether to use **Recording bar** or **Standard view (Direct Recording window)**.

### Recording Bar Position

---

When "Always on top of Playback control/Recording bar" is enabled, the **direct recording bar** or **Direct Recording window** is displayed as the foreground window.



This setting is not applied to the Playback Control bar in the Main window.

### Button customization

---

This option configures the buttons to be displayed on the Transcribe bar.

- To add a button, select the button from [Non Display Button] (left), and then click the [Add->] button.
- To make a button invisible, select the button from [Display Button] (right), and then click the [<- Remove] button.
- To return the button display settings to the default settings, click [Reset].
- To change the order of displayed buttons, select a button to be moved and use the [Up] or [Down] button.




Customization of the displayed buttons is enabled only when bar display.

## 5.4.5 Transcribe bar

---

This category configures the settings of the Transcribe bar.

The items with the lock icon  can only be enabled or disabled by the Administrator.

- [☐ Display mode](#)
- [☐ Length / Remaining time indication](#)
- [☐ Transcribe Bar Position](#)
- [☐ Button customization](#)

## Display mode

---

This option switches the initial mode for a transcription. It can be selected from [\[Standard view\]](#) ([Playback Control window](#)) or [Transcribe bar](#).

## Length/Remaining time indication

---

This option switches the displayed information between the played time length and the remaining time length.

## Transcribe Bar Position

---

When [\[Always on top Playback control/Transcribe bar\]](#) is enabled, the [Playback Control window](#) or [Transcribe bar](#) is displayed as the foreground window.



This setting is not applied to the Playback Control bar in the Main window.

## Button customization

---

This option configures the buttons to be displayed on the Transcribe bar.

- To add a button, select it from [\[Non-Display Button\]](#) (on the left) and click [\[Add->\]](#).
- To hide a button, select it from [\[Display Button\]](#) (on the right) and click [\[<-Remove\]](#).
- To return the button display settings to the default settings, click [\[Reset\]](#).
- To change the order of displayed buttons, select a button to be moved and use the [\[Up\]](#) or [\[Down\]](#) button.



Customization of the displayed buttons is enabled only when bar display.

## 5.5 E-mail / FTP

This category configures the E-mail and FTP profiles.

### ■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [E-mail / FTP].  
→ The E-mail / FTP dialog box will appear.
3. Select an item from the tree on the left and configure it on the right.

[OK]: Secures the settings

[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file

[E-mail](#)

[FTP](#)

[Send / Receive](#)

[Send / Receive](#)

[Proxy](#)



## 5.5.1 E-mail

---

This category can register and modify E-mail profiles. Up to 100 profiles can be registered.

The following transmission/reception protocols including Web mail are supported.

- Internet E-mail (POP3/SMTP)
- IMAP
- Microsoft Outlook
- Novell GroupWise
- Lotus Notes
- Outlook.com
- Outlook Web App for Office 365
- Gmail
- Yahoo! Mail

### Selecting an E-mail Profile

---

If some profiles have already been registered, select a profile for email transmission and reception from the Default Profile drop-down list.

### Registering an E-mail Profile

---

To register a new E-mail profile, perform the following steps:

#### ■ Procedure

#### 1. Click [Add].

The **E-Mail Settings (Select) dialog box** will appear.

#### 2. Select an email transmission/reception protocol and click [Next].

→ If "Microsoft Outlook" is selected, you can select the inbox if there are multiple inboxes. Otherwise, the setting dialog box for the selected email profile will appear.

#### 3. Configure settings.

→ Advanced settings, such as port settings and SSL, can be configured only when using Internet email (POP3/SMTP) and IMAP protocols. To configure these settings, click [Advanced settings].

#### 4. When configuration has been completed, click [Finish].



For more information on email settings, contact your service provider or system administrator.

## Modifying a Profile

---

To modify an E-mail profile, select it and click [Modify]. Then, make changes to the profile in the dialog box. The displayed dialog box will vary depending on the selected E-mail profile.

## Deleting a Profile

---

To delete a profile, select it from the Default Profile drop-down list and click [Remove].

## Attachment

---

With this option enabled, the upper limit for the total size of files attached to an email can be configured. If the limit is exceeded, a separate email will be created to accommodate the excess. The upper limit can be set in increments of 1 MB in the range of 1 to 100 MB.

## 5.5.2 FTP

---

This category configures an FTP profile.

### FTP Profile

---

Registered FTP profiles are listed. Up to 100 FTP profiles can be registered.

With multiple FTP profiles registered, files can be sent to and received from multiple registered FTP sites via FTP.

- To add an FTP profile, configure it in the [FTP Settings dialog box](#), which is displayed by clicking [Add].
- To modify an FTP profile, select it and click [Modify]. Then, make changes to the profile in the [FTP Settings dialog box](#).
- To delete an FTP profile, select it and click [Remove].

### 5.5.3 Send / Receive

---

This category configures the transmission and reception settings of email and FTP.

Files are sent and received via email or FTP typically when [Send and Receive] is clicked on the module.

They can also be automatically sent and received at regular intervals.

#### Send interval

---

When "Automatically send files via E-mail/FTP" is enabled, dictation files can be transferred automatically.

- When "Send files in the Outbox immediately" is enabled, dictation files moved to the Outbox are sent immediately.
- When "Send files in the Outbox every" is enabled, dictation files moved to the Outbox are sent automatically at the specified interval (Default: 10 minutes).

#### Receive Interval

---

When "Automatically receive files via E-mail / FTP" is enabled, files sent via E-mail or FTP can be received at the specified interval. (Default: 10 minutes)

#### Management File

---

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with ODMS R6 or ODMS R7 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver.

- When "Send management file with the file" is selected, a dictation file, a management file, and instruction comment file (if present) are all sent together. Select this option when the addressee is an ODMS R6 user or ODMS R7 user.
- When "Do not send management file with the file" selected, only a dictation file and instruction comment file (if present) are sent. Their management file is not sent. Select this option when the addressee is not an ODMS R6 user or ODMS R7 user.


### 5.5.4 Send / Receive

---

This category configures the transmission and reception settings of email and FTP.

Files are sent and received via email or FTP typically when [Send and Receive] is clicked on the module.

They can also be automatically sent and received at regular intervals.

The items with the lock icon  can only be enabled or disabled by the Administrator.

## Receive Interval

---

When [Automatically receive files via E-mail / FTP] is enabled, files sent via E-mail or FTP can be received at the specified interval. (Default: 10 minutes)

## Send Interval

---

When the [Automatically send files via E-mail / FTP] option is enabled, files in the Outbox are detected and automatically sent.

- With [Send files in the Outbox immediately] enabled, files moved to the Outbox are sent immediately.
- With [Send files in the Outbox every] enabled, files moved to Outbox are sent at the specified interval (default: 480 min.)

## Management File

---

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with ODMS R6 or R7 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver.

- When [Send management file with the file] is selected, a dictation file, management file, and instruction comment file (if present) are all sent. Select this option when the addressee is not an ODMS R6 user or R7 user.
- When [Do not send management file with the file] is selected, only a dictation file and instruction comment file (if present) are sent. Their management file is not sent. Select this option when the addressee is not an ODMS R6 user or R7 user.

## 5.5.5 Proxy

---

This category configures a proxy.

- When "Use Internet Explorer's settings" is selected, the module accesses the same proxy server as the one used by Internet Explorer.
- When "Don't use the proxy server" is selected, no proxy server is configured.
- When "Use this proxy server" is selected, the module accesses a proxy server with a specified address and port number.

## 5.6 Management

Set profiles intended for an administrator.

The settings that can be made are shown in tree form for each category. Clicking an item in the tree causes the corresponding setting window to appear.

[Viewable Options](#)

[Device Settings](#)

[Logging](#)

[Device Detector](#)

### 5.6.1 Viewable Options

Specifies the types of options displayed on the Option Settings dialog box of the Dictation Module/Transcription Module.

#### Viewable Options

Clearing the check box of an item causes that item not to be displayed on the Option Settings dialog box of the Dictation Module/Transcription Module.

Items	Functions	Default
Folder Design	Specifies show or hide for the [Folder Design] tab.	ON
Workflow	Specifies show or hide for the [Workflow] tab.	ON
E-mail / FTP	Specifies show or hide for the [E-mail / FTP] tab.	ON

### 5.6.2 Device Settings

This can be set only for Authors and Author groups.

Set device setting privileges for Authors.

#### Device Customization

Items	Functions	Default
Display Device Setting option in the Dictation Module	Specifies whether to display the Device settings in the Dictation Module. With the checkbox unchecked, the Device button does not appear on the category bar in the Dictation Module option settings dialog box. Moreover, the [Device Settings] menu becomes invalid, and Authors are not allowed to make any operations for device settings.	Enabled

### 5.6.3 Logging

---

Set the profile for log file output.

#### Encryption

---

Items	Functions	Default
Output encrypted file names and passwords to a log file	Specify whether to output a log file that contains encrypted file names and passwords. With this enabled, log files that record encrypted file names and passwords line by line are output.	Disabled
Location	Select where a log file is output from a list or specify its path.	
File Name	Enter the name of a log file	



Recording in a log file is performed only when a password is entered for encryption against the password entry prompt. If encryption is performed using the password set in the folder, recording in a log file is not executed.

### 5.6.4 Device Detector

---

Device Detector is a resident application that detects Olympus devices connected to the PC and automatically starts up Olympus application software specified by the user. It is installed automatically along with Dictation Module and Transcription Module.

Device Detector settings can be controlled from System Configuration Program.

#### Auto Start of the Application

---

Items	Functions	Default
The application will start automatically when a device is connected	Check the checkbox if you want to start the application automatically when the device is connected. When a device is connected to the PC, the application at the top of the list will start up automatically. To change the priority sequence, select the application whose priority you want to change in the application list, and then use the [↑] and [↓] buttons to change its position in the list.	OFF

# 6 Making Profile Settings (ODMS R6 Users)

This section explains how to configure profile settings of the users and user groups that use ODMS R6 client applications (Dictation Module, Transcription Module).

Settings that can be configured with System Configuration Program depend on the client application version.

Setting items are grouped according to the categories described below.

Categories	Functions
<a href="#">Property</a>	Sets user or group identification information
<a href="#">Folder Design</a>	Sets up folders to be used by an Author or Transcriptionist
<a href="#">Workflow</a>	Sets up workflows to be performed by an Author or Transcriptionist
<a href="#">User Settings</a>	Sets up items related to facilitating user operations
<a href="#">E-mail / FTP</a>	Sets up user email and FTP
<a href="#">Update</a>	Sets up software updating.
<a href="#">Management</a>	Sets up items for an administrator



- You cannot set up profiles for [Authors] and [Transcriptionists], which are built-in groups.
- The default settings for new users depend on the group to which they are added. In cases where they are added to the built-in [Authors] or [Transcriptionists] group, the default settings will conform to the settings of the application. If they are added to other groups, the default settings will conform to the settings of the groups to which they are added.

- [Property](#)
- [Folder Design](#)
- [Workflow](#)
- [User Settings](#)
- [E-mail / FTP](#)
- [Device](#)
- [Management](#)

## 6.1 Property

Set user or group identification information.

### User Properties

---

The table below shows user identification information to be set.

Items	Details
User Name	User ID for logging in to the PC. (Read only)
First Name	First name of the user. (Read only)
Last Name	Last name of the user. (Read only)
Full Name	Full name of the user. (Read only)
Telephone Number	Phone number of the user. (Read only)
E-mail Address	Email address of the user. (Read only)
Network Environment	From the drop-down list, select "Local" or "Remote" as the user's network environment. (Optional)
Department	Department of the user. (Read only)
Notes	Enter any additional information about the user. (Optional)



## Group Properties

---

The table below shows group identification information to be set.

Items	Details
Group Name	Name to identify the group. (Read only)
Notes	Enter any additional information about the group. (Optional)

## 6.2 Folder Design

You can customize a folder for saving dictation files and document files.

[Folder Tree](#)

[Folder Properties](#)

[Attributes](#)

[Actions](#)

### 6.2.1 Folder Tree

---

The folder tree is shown to the left of the Profile dialog box under Folder Design.


The folder structure of the Dictation Module/Transcription Module of the user or group currently selected will be shown on the display.

The types of folders displayed will differ slightly depending on whether the selected user is an Author, Author group, Transcriptionist, or Transcriptionist group.

## Folder Functions


---


The table below shows the functions of individual folders.

	For the property settings of individual folders, see " <a href="#">Folder Properties</a> ."
---	---

Folders to be displayed differ depending on the type of user or group selected.

The [Relevant Users] column in the table below shows the relevant types of users and their accompanying icons:

: Author or Author group

: Transcriptionist or Transcriptionist group

Folder Names	Descriptions	Relevant Users	
Dictation Tray	This is a virtual folder that allows users to manage dictation files.		
Download Tray Folders A to  Folders G	These folders are shortcut folders for users to download and manage dictation files from the recorder.		
Custom Folder Subfolder	This is a shortcut folder that allows users to manage dictation files. If a new folder is created under this folder, the same attributes will apply.		
Recording Folder	This is a shortcut folder that allows Authors to manage incomplete dictation files (recording pending status).		
Inbox	This is a shortcut folder for Transcriptionists to receive dictation files through email or FTP. Dictation files that do not meet the reception rules are stored in this folder.		
Outbox ( E-mail /  FTP)	This is a virtual folder that is the first destination when a dictation file is sent via email or FTP. When transmission is completed, the files are moved to Sent Items. Outbox consists of two virtual folders, E-mail and FTP, which are managed separately.		
Sent Items	This is a shortcut folder that allows Authors to manage dictation files that have been sent from the E-mail and FTP folders. Once a dictation file has been sent, it is moved into the Sent Items folder.		
Forwarded	This is a shortcut folder that allows Transcriptionists to manage dictation files that have been transmitted. When manual transfer through email or FTP is successfully performed, this folder is used to move the original dictation files as sent files.		
Finished	This is a shortcut folder that allows users to manage dictation files for which transcription and speech recognition have been finished.		
Backup	This is a shortcut folder that allows the user to back up original dictation files when downloading or importing them.		
Recycle Box	This is a shortcut folder that allows users to temporarily store old or unnecessary dictation files.		
Transcriptionist Tray	This is a virtual folder that allows Transcriptionists to view dictation files other than those in the Outbox (E-mail / FTP included), Forwarded, Finished, Backup, and Recycle Box folders.		  
Adaptation Data ( Forwarded)	This is a short cut folder for managing information about revisions done by the user to text after speech recognition. (Only transcriptionists can set attributes in the Forwarded folder, as the folder for managing transmission logs is for text corrections.)		  ()
Document Tray	This is a virtual folder that allows users to manage document files. Registering the extensions of document files enables them to be managed with My Document.		
My Documents	This is a shortcut folder that allows users to manage document files. Document files received through email and FTP are stored in this folder.		
Outbox ( E-mail /  FTP)	This is a virtual folder that is the first destination of a document file when sent by a Transcriptionist via email or FTP. Once transmission is completed, the files are moved to Sent Items. Outbox consists of two virtual folders, E-mail and FTP, which are managed separately.		
Sent Items	This is a shortcut folder that allows Transcriptionists to manage document files that have been sent from the E-mail and FTP folders. Once a dictation file has been sent, it is moved into the Sent Items folder.		



### Sharing My Document Folder

In a case where My Document folder is set as a shared folder on the network, only transcribed document files will be displayed.

## Folder Settings

---

You can specify to display or not display folders used by individual users and groups. You can also create, add, and delete folders.

Using the checkbox beside a folder name, an administrator can specify whether the folder is to be available or unavailable to users or groups.

Deactivated folders will not be shown in the folder tree of Dictation Module/Transcription Module used by the user or group currently selected. Moreover, the user is not allowed to perform file operations (download, import, move, copy) related to the folder.

The following operations allow folders to be added and deleted. Note that some folders cannot be added or deleted.

To create a new folder, click the [New] button.

To add a folder, click the [Add] button, and then make settings in the displayed [Browse for Folder dialog box](#).

To delete a folder, select it, and then click the [Remove] button.

## 6.2.2 Folder Properties

---

The properties of a folder selected from the folder tree are shown in "Folder Properties".

In Properties, the settings for each folder can be changed separately.

Properties that can be configured depend on the folder.

### [Attributes](#)

[Enabled](#)

[Name](#)

[Synchronize Folder Name](#)

[Path](#)

[Encryption](#)

[Password](#)

[Ownership](#)

[Document Type](#)

### [Actions](#)

[Auto Download](#)

[Format Conversion](#)

[Send via E-mail](#)

[Send via E-mail \(Alternate Profile\)](#)

[Send via FTP](#)

[Send via FTP \(Alternate Profile\)](#)

[Backup](#)

[Notification](#)

[Clean](#)

[Purge](#)

## 6.2.3 Attributes

---

Set up the folder attributes. Properties that can be configured depend on the folder.

### Enabled

---

Specify whether to display folders in the folder tree.

This setting is linked with the checkbox On/Off of the folder tree.

Folders with non-display specified are not shown in the folder trees of Dictation Module/Transcription Module so that users cannot perform file operations (download, import, move, copy) regarding the folder.

### Name

---

Set a folder name.

Click on the cell and enter a folder name directly.

### Synchronize Folder Name

---

When this is enabled, the Name attribute will automatically change to the same name of the folder specified through the Path attribute.

### Path

---

Enter the path to the folder. Or, folder variables can be used as part of the path to make it easier to configure a path to match a client environment.

#### Folder Variables

The following folder variables can be used to set folder paths.

Variable Names	Details
AppDataFolder	Application Data folder of each user
CommonAppDataFolder	A common Application Data folder for all users
DesktopFolder	Desktop folder of each user
LocalAppDataFolder	Local Application Data folder of each user
PersonalFolder	My Document folder of each user
TempFolder	Temporary folders under system administration
USERPROFILE	Folders containing individual user profiles

### Encryption

---

Setting the Enabled attribute to [Yes] causes files in the folder to be encrypted with passwords.



For the password setting method, see the "[Password](#)" section below.

## Password

If you activate the Encryption attribute, you must also set a password for encrypting the files stored in the folder.

The password must consist of 4 to 16 alphanumeric characters.

Or an encryption strength setting can be configured for the encryption of a file recorded in DSS Pro format. The High setting can be used to apply higher strength encryption.



- Files are encrypted using a 128-bit encryption key in Standard mode, and a 256-bit encryption key in High mode.
- The password is the same in Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.

## Ownership

Setting the Enabled attribute to [Yes] hinders dictation files from moving to the Transcription Module Finished folder when transcription is finished.

The Ownership attribute can be set to Download Tray and Custom Folder. The subfolders of the set folder are also assigned the same Ownership attribute.

Ownership	Auto Collection	Dictation file in Transcription Finished State
Yes	Yes	Will be moved to the Dictation Module Finished folder (setting with the rule) => <a href="#">[Workflow] - Auto Collection</a>
	No	Will not be moved
No	Yes	Will be moved to the Transcription Module Finished folder => <a href="#">[Workflow] - Auto Collection</a>
	No	Will not be moved

## Document Type

Set the types (extensions) of document files to be supported by the folder.

Click the [Custom] button, and then set the extensions of document files.

You can set up to 100 extensions.



## 6.2.4 Actions

---

Make settings regarding folder operations. Properties that can be configured depend on the folder.

### Auto Download

---

Specify whether to automatically download dictation files from a recorder.

- Enabled : When set to [Yes], the device's multiple storage media will be detected, and files will be automatically downloaded. When downloading is complete, a completion message will be temporarily displayed.
- Locked : To prevent users from changing settings

### Format Conversion

---

Set up auto format conversion of files stored in the folders.

- Enabled : To enable/disable auto format conversion
- Target Format : To select a file format
- Format Attributes : To select an audio format
- Original Dictation : To delete the original file after conversion
- Locked : To prevent users from changing the settings

### Send via E-mail

---

Specify whether to automatically transmit files via email.

Click the [Edit] button to make settings for Auto Send via E-mail.

- Auto Send : To enable/disable auto transmission via email
- Profile : To select the profile to be used for auto transmission
- TO : Address (destination) of the email
- CC : Destination of a copy of the email (This destination will be disclosed to other recipients.)
- BCC : Destination of a blind copy of the email (This destination will not be disclosed to other recipients.)
- Subject : Subject of the email
- Message : Main text of the email
- Confirmation Dialog box : To specify display or non-display of a confirmation dialog box at the time of auto transmission
- Locked : To prevent users from changing the settings

- If multiple profiles exist for E-mail, a dialog box for selecting one profile will appear.
- If no profile is present for E-mail, a new profile can be created after the confirmation dialog box is displayed.

=> [E-mail / FTP](#)

## Send via E-mail (Alternate Profile)

Selecting "Yes" for the "Auto Send" attribute enables the alternative function of "Send via E-mail".

In cases where email cannot be transmitted with the profile of "Send via E-mail", transmission will be attempted with this profile.

If both "Send via E-mail" and "Send via E-mail (Alternate)" fail to transmit, a warning message will be displayed so that you can select which profile to use.

## Send via FTP

Specify whether to automatically transmit files via FTP.

Auto Send : To enable/disable auto transmission via FTP

Profile : FTP profile to be used for auto transmission

Confirmation Dialog box : Shows or hides the confirmation dialog box when a file is automatically sent

Locked : To prevent users from changing the settings

- If multiple profiles are present for FTP, a dialog box for selecting one will appear.
- If no profile is present for FTP, a new profile can be created after the confirmation dialog box is displayed.

=> [E-mail / FTP](#)

## Send via FTP (Alternate Profile)

Selecting "Yes" for the "Auto Send" Enabled attribute enables the alternative function of "Send via FTP".

In cases where FTP transmission cannot be performed with the profile of "Send via FTP", transmission will be attempted with this profile.

If both "Send via FTP" and "Send via FTP (Alternate Profile)" fail to perform FTP transmission, a warning message will be displayed so that you can select which profile to use.

## Backup

Enabling [Backup] causes files in the folders to be copied to the Backup folder.

## Notification

---

This can be set only for Transcriptionists and Transcriptionist groups.

Specify whether to receive notification when a new file is stored in the folder.

Notification is given when a file is added through downloading, email/FTP reception, or by other means.

Selecting [Yes] causes notification of a new file to be given according to the Workflow [Notification](#) setting.

## Clean

---

Specify how long folder files are to be stored.

You can specify whether to move the files to Recycle Box or to delete them when the set storage period passes.

Storage period : With numeric values and units (see below), specify a period from movement to the Finished/Sent Items Folder to deletion (cleaning).

Numeric value : 1 to 99

Locked : To prevent users from changing the settings

Unit : Month(s)/Week(s)/Day(s)

Enabled : To enable/disable cleaning

Aging period: Condition of the file to be cleared (cleaned) (default: one month)

Option : Deletion condition of the cleared (cleaned) file

Locked : To prevent users from changing the settings

## Purge

---

This setting is used for a Backup folder or Recycle Box. Setting Purge in a folder causes dictation files in the folder to be automatically deleted (purged).

With numeric values and units, specify a period from copy to Backup Folder or movement to Recycle Box to purging.

Storage period

Numeric value : 1 to 99

Unit : Month(s)/Week(s)/Day(s)

Enabled : To enable/disable purging

Target : Condition of the file to be purged (default: one month)

Locked : To prevent users from changing the settings

## 6.3 Workflow

This allows you to customize the settings for downloading dictation files and automatic editing.

The settings that can be made are shown in tree form for each category. Clicking the items in the tree causes the corresponding setting window to appear.

- [General](#)
- [Download](#)
- [Advanced Download](#)
- [Import](#)
- [Notification](#)
- [Routing](#)
- [Author](#)
- [Worktype](#)
- [Direct Recording](#)
- [Hands Free Recording](#)
- [Speech recognition - General](#)
- [Speech recognition - Real-time Speech Recognition](#)
- [Speech recognition - Background Speech Recognition](#)
- [Speech recognition - Text Correction](#)
- [Speech recognition - Template](#)
- [Speech recognition - Dragon](#)
- [Transcription](#)
- [Receive \(Author\)](#)
- [Receive \(Transcriptionist\)](#)
- [Auto Collection](#)
- [Logging](#)

### 6.3.1 General

---

Make settings for general Workflow items.

#### **DSS Classic**

---

Select this checkbox only if accessing shared folders on the network using DSSPlayer Pro R4.

## Delete Option

---

Specify how dictation files are to be processed when an attempt is made to delete them using [Delete] in the [Edit] menu or using the Hotkey (Ctrl + D).

Selecting "Move to Recycle Box" will move deleted files to Recycle Box.

Selecting "Delete completely" will permanently delete the files.



- With "Move to Recycle Box" selected in the "Delete Option", [Shift]+[Delete] will execute the "Delete completely" process. With "Delete completely" selected, [Shift]+[Delete] will execute the "Move to Recycle Box" process.
- The setting for this item is effective only for dictation files. When an attempt is made to delete document files, the "Delete completely" process is executed and the documents are permanently deleted.

## Device Synchronization

---

Specify whether to automatically synchronize the clock settings of a DVR (recorder) with that of a PC when the DVR is connected to the PC.

## Filename Resolution

---

Specify whether to execute the rename process when dictation files are downloaded, imported, or dragged and dropped.

When "Automatic rename" is selected, files will be automatically renamed if files with the same name exist at the transfer destination.

When "Prompt user for Action" is selected, a message will be displayed if files with the same name exist at the transfer destination so that you can specify whether the files are to be overwritten or renamed.

## Refresh interval

---

Make settings for refreshing the current folder.

When "Refresh folders automatically every" is enabled, information shown in the Contents List View is automatically updated at a specified interval. You can specify the interval with "Refresh interval" (1 to 999 minutes).

## 6.3.2 Download

---

Make settings for operations to be performed when dictation files are downloaded.

You can make download settings for message displays, file naming rules, deletion conditions, and other functions.

## Automatic Download

---

The Auto Download function automatically loads audio data on to a PC after detection of device connection.

The following items can be set only for folders with the Auto Download function enabled.

### **Do not display the main window**

This can be set only for Authors and Author groups.

When this item is enabled, a device is detected at the time of connection, and dictation files are automatically downloaded without displaying the Dictation Module main window.

### **Prompt for selecting the file to be downloaded**

When this item is enabled, a dialog box for selecting a file to be downloaded appears when auto downloading is executed. At that time, the dialog box shows only the folder files with auto downloading enabled.

## Job Data Settings

---

If “Prompt for data every time a file is downloaded” is enabled, the [Edit Job Data dialog box](#) is displayed when downloading files.

You can confirm the following settings as you download.

File name, Author ID, Worktype ID, Option Item, Comment

Attributes: High Priority, Priority Level, File Locked

## Rename

---

When “Rename downloaded files with the set format” is enabled, downloaded files are renamed according to a specified naming rule.

To set the naming rule, click the [Format] button, and then use the displayed [Format Options](#).

You can specify which items are to be included in file names, as well as the characters used for separating them.

## Delete

---

Specify the method for deleting dictation files after they are downloaded.

When “After downloading file(s), delete the original file(s)” is enabled, the original files will be deleted after being downloaded.

When “Display confirmation dialog” is enabled, a confirmation dialog box will appear when deletion is executed.

When “Delete locked file(s)” is enabled, locked files are forcibly deleted.

### 6.3.3 Advanced Download

---

Advanced download configures settings to route dictation files as they are downloaded to specific folders. It downloads dictation files to a specific folder or folders assigned the Author ID and Worktype ID.



- [Download folder A-G] menus will be disabled when the option is enabled. Use [Download All] when downloading the files.
- Auto download settings work in accordance with the [Auto Download] settings of the Download Tray. The [Auto Download] settings of individual folders (such as Folder A, etc.) are not displayed and are disabled.

If “Download all dictations to...” has been enabled, select a download method.

When “Specific folder” is selected, all dictation files in the device are downloaded into the specified folder.

When “Routing according to the following conditions” is selected, download is performed by routing files in accordance with the conditions specified with the routing rule table.

#### Routing Rule Table

---

Use this table to configure rules for auto routing when downloading and importing dictation files. Setting up storage destination folders in accordance with Author ID/Workforce ID combinations automatically routes dictation files to folders that conform to conditions during download and import.

Routing rule table conditions are applied only when the “Routing according to the following conditions” option is selected.

A maximum of 100 rules can be registered at any time.

To add a rule, click the [Add] button, and then make settings in the displayed [Rule Settings](#).

To modify a rule, select it in the list and then click the [Modify] button. Modify rules on the [Rule Settings](#).

To delete a rule, select it in the list and then click the [Remove] button.

### 6.3.4 Import

---

Make settings for importing dictation files.

You can make import settings for message displays and file naming rules.

#### Job Data Settings

---

When “Prompt for data every time a file is imported” is enabled, the [Edit Job Data dialog box](#) will appear when a file is imported.

You can configure the Worktype ID and Option Item for each file as they are imported.

#### Rename

---

When “Rename imported files with the set format” is enabled, imported files are renamed according to a specified naming rule.

To set the naming rule, click the [Format] button, and then use the displayed [File Name Settings](#).

You can specify which items are to be included in file names, as well as the characters used for separating them.

## Delete

---

Specify the method for deleting dictation files after they are imported.

When "After importing the file(s), delete the original file(s)" is enabled, original files will be deleted after being imported.

When "Display confirmation dialog" is enabled, a confirmation dialog box will appear when deletion is executed.

When "Delete locked file(s)" is enabled, locked files are forcibly deleted.

## 6.3.5 Notification

---

This setting causes a **Notification Window** (pop-up window) to appear when a file is added to the folder.

### Enable notification for new dictation received every

---

When a file is added to the folder with this item enabled, the user is notified with a sound and a pop-up window.

You can make the notification setting for each folder with [Set notification folder].

### Author ID

---

Only enabled for authors or author groups. Sets a notification for reception of dictation file of specified author ID. If there is no registered author ID, register it at [\[Workflow\] - Author](#).

### Notification reminder for new dictation waiting for transcription

---

Only enabled for transcriptionists or transcriptionist groups.

If the status of the dictation file is [Recording Finished], notification is repeated, even for dictation files for which notification has already been given.

### Notification on high priority dictations only

---

This performs notification only for reception of dictation files having [High] selected for their Priority level.

### Pop up Notification

---

This performs notification of dictation file reception with a pop-up window.

When the [Customize] button is clicked with this setting enabled, the **Customize Notification** will appear so that you can set the display duration and the contents to be displayed in the pop-up window.



## Sound Notification

---

[MediaFolder]Notify.wav is specified by default, and can be changed by the user in DM/TM only.

## Support background notification when Dictation Module is not running

---

Only enabled for authors or author groups.

Notification of new arrivals is done even if Dictation Module is not running.

## Support background notification when Transcription Module is not running

---



Only enabled for transcriptionists or transcriptionist groups.

This performs notification of file reception even when Transcription Module has not yet been started.

## 6.3.6 Routing

---

This can be set only for Transcriptionists and Transcriptionist groups.

Set the routing rules.

A list of registered routing rules is shown (100 items max).

The icon display is switched with E-mail () and FTP ()

Sender	: Shows the senders of dictation files
Destination	: Shows the destination path of dictation files
Receiver	: Shows the recipients of document files

To add a routing rule, click the [Add] button, and then make settings in the displayed [Routing Settings](#).

To change a rule, select the rule, click the [Modify] button, and then modify settings in the displayed [Rule Settings](#).

To delete a routing rule, select a rule, and then click the [Remove] button.

## 6.3.7 Author

---

This can be set only for Authors and Author groups.

Make settings for Authors.

The Author ID and Priority Level registered here can be selected when a new dictation file is created through direct recording or other methods.

You can register up to 10 Authors.

To add an Author, click the [Add] button, and then register a new author in the displayed [Author Property](#).

To change an Author, select an Author ID, click the [Modify] button, and then make changes in the displayed [Author Property](#).

To delete an Author, select an Author ID, and then click the [Remove] button.

To change the order of the Authors, select an Author ID, and then click the [UP] or [Down] button.



- Enter an Author ID using up to 16 characters.
- Specify the Priority Level in the range of 0 to 15.

### 6.3.8 Worktype

---

This can be set only for Authors and Author groups.

Multiple registered Worktype Lists can be transferred to a recorder.

When recording a dictation file with direct recording or a recorder, selecting a Worktype ID causes Option Item and other information to be recorded automatically.

You can register up to 20 Worktype Lists.

To add a Worktype List, click the [Add] button, and then make settings in the displayed **Worktype Property**.

To change a Worktype Property, select a Worktype ID, click the [Modify] button, and then make changes in the displayed **Worktype Property**.

To delete a Worktype Property, select a Worktype ID, and then click the [Remove] button.

To change the order of the Worktype Lists, select a Worktype ID, and then click the [UP] or [Down] button.

Set the captions for the file list and column titles in Option Item Labels for Dictation Module when option items are displayed. Up to 10 option items can be set for each Worktype ID, and they are numbered in order that they are registered as option items 1 to 10. Captions are set for the various option items 1 to 10 with Option Item Labels. If a caption is not set, option item 1 to 10 is displayed as is.

Also, the captions set here are also used as the default value when an option item is added to Worktype ID.

### 6.3.9 Direct Recording

---

This can be set only for Authors and Author groups.

Recording parameters for direct recording can be configured.

The settings are enabled when performing direct recording with an Olympus direct recording device.

#### Basic Settings

---

##### Recording Format

Set the recording format for the Direct Recording window.

Click the [Format] button, and then use the displayed **Recording Format Settings** to select a recording format.

## File Name Format

Set the file naming rule to be followed when a new recording is performed.

To set the naming rule, click the [Format] button, and then use the displayed [File Name Settings](#).

You specify which items are to be included in file names, as well as the characters for separating them.

## Destination Folder

Set a folder that stores files for which direct recording has been finished.

To set a storage folder, click the [Browse] button, and then use the displayed dialog box.

## Prompt Option

When [Prompt for job data when direct recording is started] is enabled, the [Edit Job Data dialog box](#) will appear so that you can check and alter the Worktype ID, Option Items, and other items before direct recording is started.

When [Prompt for confirmation when direct recording is finished] is enabled, the Dictation Finished dialog box will appear when direct recording with Dictation Module has finished. The Dictation Finished dialog box allows you to change the file name and storage folder of recorded dictation files, among other things.

## Voice Comment

When [Verbal comment] is enabled, a verbal comment can be recorded through direct recording.

(Default: enabled)

With [Instruction comment] is enabled, the Instruction Comment mode switch button appears for direct recording so that an instruction comment can be recorded.

## VCVA

Check the box [Enable VCVA].

Moving the slider to [MIN] decreases the voice detection level. Moving the slider towards [MAX] increases the voice detection level.

You can adjust the VCVA level in the range of 0 to 9 (10 steps).

## Start option

Make settings for using a direct recording device.

When this option is enabled, the recording window, instead of the Main window, is opened when Dictation Module is running while RecMic is connected. When the Direct Recording window is closed, the Dictation Module main window will appear.

## [New] Button Operation

This option selects the type of window that is displayed when the [New] button of a direct recording device is pressed.

When [Direct Recording Window] is selected, the Direct Recording Window is displayed.

When [Speech Recognition Editor] is selected, the Speech Recognition Editor is displayed.

## Button function

Enabling "Change the slide switch REV position to REW" changes the REV button function of the direct recording device to the REW button function.

When "Recording while REC button is continuously pressed" is selected, recording is done while the [REC] button is pressed but stops when the [REC] button is released. If it is not selected, recording toggles on and off each time the [REC] button is pressed. This option is only enabled when an Olympus device which has a [REC] button is used as the recording microphone.

### 6.3.10 Hands Free Recording

If an Olympus foot switch or hand controller is connected to the PC, pedal/button operations can be used to perform dictation recording while the Direct Recording window is displayed, without doing button operations on the Direct Recording Window, microphone device, etc.

Items	Functions	Default
Pedal Operation	Select the operation mode for the foot switch or the hand controller.	Continuous Press
Model	Select the sample image for the foot switch or the hand controller displayed on the option dialog box.	RS-31

The following table shows functions that can be assigned to each pedal.

Pedal Operation	Command	Functions
Continuous Press	REV/PLAY	Rewind (Review) is performed while the pedal/button is pressed. Releasing the pedal performs playback from the indicator position.
	REC/STOP	Recording is performed while the pedal/button is pressed. Releasing the pedal stops recording.
	NEW	Pressing the pedal/button creates a new dictation file.
	DISABLE	Disables pedal/button operation. No operation is performed when the pedal is pressed.
	CUE/PLAY	Fast forward (Cue) is performed while the pedal/button is pressed. Releasing the pedal performs playback from the indicator position.
	INSERT/STOP	Insert recording starts at the indicator position while the pedal/button is pressed. Releasing the pedal stops insert recording.
	STOP	Pressing the pedal/button stops playback.
	EOF/BOF	Pressing the pedal/button moves the indicator to the end of the file. If the indicator is already at the

		end of the file, pressing the pedal moves to the beginning of the file.
	INDEX	Pressing the pedal/button inserts an index mark at the indicator position.
	PRIORITY	Pressing the pedal/button switches the status of the dictation file being recorded to Priority. (High<->Normal)
Short Press	REW/STOP	Pressing the pedal/button starts rewind. Pressing the pedal/button again stops rewind.
	PLAY/STOP	Pressing the pedal/button starts playback from the indicator position. Pressing the pedal/button again stops playback.
	REC/STOP	Pressing the pedal/button starts recording. Pressing the pedal/button again stops recording.
	NEW	Pressing the pedal/button creates a new dictation file.
	DISABLE	Disables pedal/button operation. No operation is performed when the pedal is pressed.
	FF/STOP	Pressing the pedal/button starts fast forward. Pressing the pedal/button again stops rewind.
	INSERT/STOP	Pressing the pedal/button starts insert recording from the indicator position. Pressing the pedal again during insert recording stops insert recording.
	EOF/BOF	Pressing the pedal/button moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves it to the beginning of the file.
	INDEX	Pressing the pedal/button inserts an index mark at the indicator position.
	PRIORITY	Pressing the pedal/button switches the status of the dictation file being recorded to Priority. (High<->Normal)

### 6.3.11 Speech Recognition - General

---

These are settings for configuring application general options that are applied when using speech recognition with the Dictation Module or Transcription Module.

#### Enable Speech Recognition

---

Enables and disables speech recognition with the Dictation Module or Transcription Module.

When the "Enable Speech Recognition features" check box is selected, all speech recognition functions are enabled. When the check box is not selected, speech recognition functions are not displayed on the Dictation Module or Transcription Module screen and no speech recognition functions are available for use.

#### Adaptation

---

With adaptation, the speech recognition software learns user corrections to the document generated by the speech recognition process, which improves future speech recognition.

When the "Do adaptation" check box is selected, the file on which speech recognition is being performed is automatically added to the adaptation list when its status becomes Transcription.Finished. Or, it is added automatically to the Adaptation Data folder when a file of corrected speech recognition results is received via e-mail or FTP.

Also, if a transcriptionist is set, after a document is corrected you can automatically transfer data for adaptation to an Author ID that is specified in advance. A maximum of 100 rules can be registered.

You can set the Author ID and automatic transfer (shared folder, e-mail, or FTP) in the [Rule Settings Dialog box](#).

### 6.3.12 Speech Recognition – Real-time Speech Recognition

---

These are settings for configuring options used for real-time speech recognition with the Dictation Module.

#### Basic Settings

---

These are rules for generation of dictation files when running real-time speech recognition.

##### File Name Format

These are rules for naming files when performing real-time speech recognition.

To configure a naming rule, click the [Format] button, and then configure settings on the Format Options dialog box that appears. You can specify items included in file names and the item Separator character.

##### Destination Folder

This option specifies the default storage destination folder that is displayed when real-time

speech recognition is complete.

Clicking the [Browse] button displays a Modify Destination Folder dialog box, which can be used to select a storage folder.

## **Prompt Option**

---

If “Prompt for job data when speech recognition is started” is enabled, the Edit Job Data dialog box is displayed when real-time speech recognition starts.

## **Speech Recognition Editor**

---

Selecting the “Change Speech Recognition Editor border color during recording” check box draws a border of the specified color around the Speech Recognition Editor text area while speech recognition is being performed.

You can select colors for Speech Recognition and for Sleep from the drop-down list.

By clicking [Custom], the color can be customized and added as a new color to the drop-down list.

### **6.3.13 Speech Recognition – Background Speech Recognition**

---

These are settings for configuring options used when background speech recognition is executed with the Dictation Module or Transcription Module.

## **Queuing Control**

---

Completing a dictation file download operation, an import operation, or a direct record operation while “Add to recognition queue after downloading, importing and direct recording” is enabled will cause the dictation file to be automatically added to the speech recognition waiting list.

While “Start recognition queue automatically when new files are added the queue” is enabled, background speech recognition starts automatically whenever a file is added to the speech recognition waiting list. If “Start recognition queue automatically when new files are added the queue” is disabled, background speech recognition does not start until the user executes the [Start Recognition Queue] command.

## **Others**

---

By enabling “Use Noise Cancellation” background noise picked up during recording will be reduced to improve the background speech recognition accuracy.

### 6.3.14 Speech recognition – Text Correction

---

These are settings for configuring options used when correcting text generated by speech recognition with the Dictation Module or Transcription Module.

#### Focusing

---

Enabling “Highlight words during the playback of voice file” will highlight (by reversing its background color) the text that corresponds to the current playback location during dictation playback.

#### Finishing

---

Enabling “Prompt for confirmation when text correcting is finished” will display a dialog box for confirming the dictation file output destination and other settings whenever real-time speech recognition or speech recognition result correction is complete.

This setting is applied only when [Finished] is executed from the Speech Recognition Editor for real-time speech recognition processing or correction following speech recognition. Settings to be used after recording with the Direct Recording Window are configured on the Direct Recording screen.

Enabling “Export document” will convert the text of a speech recognition results to a specified file format and output it when [Finished] is executed from the Speech Recognition Editor.

Use [Output Format] to specify the output file format.

[Output Folder] specifies the output destination folder for the converted document files.

When “Prompt for confirmation when text correcting is finished” is enabled, export/do not export, output settings, and other settings can be configured on the confirmation dialog box. [Output Format] and other settings are used as initial values when the confirmation dialog box is displayed.

When “Prompt for confirmation when text correcting is finished” is not checked, export is performed automatically using specified conditions.

#### Field Replacement

---

If “Automatically Replace Field” is enabled, the various tags can be replaced, while editing the speech recognition results, with information controlled by ODMS that is inserted in the field tags on the template using ODMS.



### 6.3.15 Speech Recognition – Template

---

These are template file settings that are used during execution of speech recognition. A template file is a document pattern file that embeds, by default, formats that are always used by the user, such as a name input box. The speech recognition results of both real-time speech recognition and background speech recognition can be output to a template file.



- Only Rich Text Format files are supported. Only Rich Text Format files can be specified as a template file.
- If you want to add headers or footers, edit the data in Microsoft Word or some other application, and then save the data in a rich text format (.rtf).
- Using the Windows-1252 code page as the template file is recommended. A warning message appears if any other code page is specified as the template.

#### Templates

---

Enabling “Use document templates in Speech Recognition” will automatically open a Rich Text Format file in the Speech Recognition Editor text area in accordance with the rules configured by the template whenever real-time speech recognition is started. Performing background speech recognition will cause the specified template file to be output for the speech recognition result.

A maximum of 100 rules can be registered at any time.

Rules are created for Author ID and Worktype ID combinations.

When rules are created without specifying either of the IDs, the non-specified condition is interpreted as “unconditional”, which is interpreted as everything matching. For example, if “OLYMPUS” is specified for the Author ID and nothing is specified for the Worktype ID, any “OLYMPUS” Author ID is judged to be a match, regardless of the Worktype ID.

To add a rule, click the [Add] button, and then make settings in the displayed [Template Association Dialog Box](#).

To modify a rule, select a template in the list and then click the [Modify] button. Modify rules on the [Template Association Dialog Box](#).

To delete a rule, select a template in the list and then click the [Remove] button.

#### Speech Recognition Result Starting Position

---

Normally, speech recognition result text is output from the beginning of the Rich Text Format file. When using a template, however, there may be cases when you want to include the author name, speech recognition date, or other information before the speech recognition result.

To do so, you can use a Rich Text editor such as the standard Windows WordPad to insert the “[VR\_START\_POSITION]” tag into the template file. Then when speech recognition is performed, speech recognition results are output starting from the position where [VR\_START\_POSITION] is located. The [VR\_START\_POSITION] tag itself is automatically deleted when speech recognition results are output. It does not remain as part of the speech recognition result.



- The [VR\_START\_POSITION] tag is valid for both Real-time Speech Recognition and Background Speech Recognition. In the case of real-time speech recognition, the cursor is moved to the [VR\_START\_POSITION] location when the Speech Recognition Editor is started up.

```
AUTHOR NAME : OLYMPUS_Author
```

```
TRANSCRIBE DATE : 20xx/8/21
```

```
[VR_START_POSITION]
```

```
--The End of File|--
```

## Templates and Adaptation

---

With adaptation, the Dragon speech recognition engine learns by comparing voice recognized dictation data with the text data.

In the case of speech recognition using a template file, the applicable audio is not in the part in the template where data is first inserted. When performing adaptation, any part of the template that does not contain audio is not used for adaptation.

When speech recognition is performed, the Dictation Module and Transcription Module automatically determines whether a template was used, and excludes anything in the text area at the beginning of the template from the adaptation process. In the example presented above, "AUTHOR NAME" and any other terms that are included before the [VR\_START\_POSITION] tag, as well as the date and other information in the template text area are not part of the adaptation process, and so they are not learned by the speech recognition engine.

In order to use the adaptation function to teach particular terms to the speech recognition engine, the actual author must say the terms and they must be learned for speech recognition. Terms also can be learned directly by the speech recognition engine using functions such as Dragon Train Word.

## 6.3.16 Speech Recognition – Dragon

---

Configures Dragon when it is linked with Dictation Module or Transcription Module.

Setting items are different from those for Author and Transcriptionist.

### Dragon User Profile

---

When using Dragon speech recognition, user profiles (files that record personal user settings and other information for speech recognition) that record author user information are required to improve the speech recognition rate. This setting specifies the management method for Dragon user profiles (DNS user profiles).

### User Profile Location

---

Specifies the Dragon user profile management mode.

The User Profile Location setting is configured with Dictation Module and Transcription Module. Settings cannot be configured with System Configuration Program, because doing so requires communication with Dragon.

### Active User Profile

---

Specifies the active DNS user profile to be used when using the Dragon speech recognition function from the Dictation Module.

Active User Profile settings are configured with Dictation Module. Settings cannot be configured with System Configuration Program, because doing so required communication with Dragon.

### Profile Map

---

Specifies all DNS user profiles that can possibly perform speech recognition with Transcription Module.

Profile Map settings are configured with Transcription Module. Settings cannot be configured with System Configuration Program, because doing so required communication with Dragon.

### Dragon User Command

---

System Configuration Programs cannot set the functions for setting user-defined voice commands because the settings depend on the individual users.

## Dragon Engine Configuration

---

Enabling “Always restart Dragon Engine” will force the Dragon speech recognition engine to restart whenever the Dictation Module or Transcription Module is started up. Restart is not performed if the speech recognition engine is not running when the Dictation Module or Transcription Module is started up.

When “Enable to run ODMS and Dragon on same CPU core” is enabled, simultaneous operation of the Dictation Module/Transcription Module and the Dragon speech recognition engine are controlled to work simultaneously on the same CPU core.

### 6.3.17 Transcription

---

This can be set only for Transcriptionists and Transcriptionist groups.

When [Open word processor in starting transcription] is enabled, the designated word processor is started when transcription is started.

When [Open specified word-processor] is enabled, the designated word processor is started.

With [Open word-processor using document template] is enabled, it is possible to set a document template to open according to the set Author (ID) and Worktype. (Up to 100 items can be registered.)

To add a document template, click the [Add] button, and then make settings in the displayed [Template Association](#).

To change a document template, select a document template, click the [Modify] button, and then make settings in the displayed [Template Association](#).

To delete a document template, select a document template, and then click the [Remove] button.

### 6.3.18 Receive (Author)

---

The settings for [Receive] differ between Authors/Author groups and Transcriptionists/Transcriptionist groups. This section describes the reception settings for Authors and Author groups.



For the settings for Transcriptionists and Transcriptionist groups, see "[Receive \(Transcriptionist\)](#)".

Make settings for automatically receiving files.

Set a time limit for E-mail / FTP, document file types, reception notification, and dictation files.

#### Receive

---

With [E-mail] enabled, a file can be received via email.

By default, the profile of the currently used E-mail is shown.

Clicking [Change the profile] allows you to create or change the profiles of E-mail / FTP.

=> [E-mail / FTP](#)

With [FTP] enabled, a file can be received via FTP. Multiple FTP sites can be registered. After registration, the sites are added to the list.

A file can be received through an FTP profile whose checkbox has been checked.

It is possible to receive document files with extensions that are specified in the list of [Select the extension of document file to receive].

Clicking [Add/Remove support document type] displays the Document Tray Folder Properties setting window. To change the document type, click the [Custom] button in the Add/Remove support document type, and then use the displayed **Supported Document Type**.

#### Overdue Transcription

---

When this item is enabled, a time limit for transcription can be set to a dictation file transmitted via email or FTP; if the document file is not returned within the allotted time limit, the display color of the dictation file will change.

You can set the time limit in the range of 1 to 999 hours.

### 6.3.19 Receive (Transcriptionist)

---

The settings for [Receive] differ between Authors/Author groups and Transcriptionists/Transcriptionist groups. This section describes the reception settings for Transcriptionists and Transcriptionist groups.



For the settings for Authors and Author groups, see "[Receive \(Author\)](#)".

Make settings for automatically receiving files.

Set E-mail / FTP profiles and dictation files type.

## Receive

---

When "E-mail" is enabled, a file can be received via email.

By default, the profile of the currently used E-mail is shown.

Clicking [Change the profile] allows you to create or change the profiles of E-mail / FTP.

=> [E-mail / FTP](#)

When "FTP" is enabled, a file can be received via FTP.

Multiple FTP sites can be registered. After registration, the sites are added to the list.

A file can be received through an FTP profile whose checkbox has been checked.

It is possible to receive dictation files with extensions that are specified in the list of "Specify the dictation type to receive by selecting applicable extensions".

## Rename

---

When "Rename received file with the set format" is enabled, received files are renamed according to a specified naming rule.

To set the naming rule, click the [Format] button, and then use the displayed [Format Option](#).

You can specify which items are to be included in file names, as well as the characters used for separating them.

### 6.3.20 Auto Collection

---

Dictation files whose status is "Transcription. Finished" in the Download Tray/Custom Folder are moved to a specified folder. In combination with the Ownership attribute, the storage destination of dictation files changes.

## Activate Automatic collection function

---

When this item is enabled, dictation files with [Transcription finished] status are moved to a specified folder.

Two movement methods are available:

Movement to the Finished folder

Movement to a folder specified by each Author ID/Worktype ID according to a set rule

To set the rule, perform the following operations:

To add a rule, click the [Add] button, and then make settings in the displayed [Rule Settings](#).

To change a rule, select a rule, click the [Modify] button, and then make changes in the displayed [Rule Settings](#).

To delete a rule, select a rule, and then click the [Remove] button.

In combination with "Ownership", dictation files with "Transcription. Finished" status are automatically moved to the Finished folder.

Ownership	Auto Collection	Dictation file in Transcription Finished State
Yes	Yes	Will be moved to the Dictation Module Finished folder
	No	Will not be moved
No	Yes	Will be moved to the Transcription Module Finished folder
	No	Will not be moved

### 6.3.21 Logging

---

Generate a log file about user operation.

#### User Operations

---

Items	Functions	Default
Specify whether or not to output user actions to a log file	Enable this item when outputting a log file in which user operations have been recorded.	Disabled
Location	From the list, select a location to which a log file is to be output, or enter it directly.	
File Name	Set a log file name. The format of a file name will be (prefix) computer name_YYYY-MM(suffix). Only the (prefix) and (suffix) portions can be changed.	

## 6.4 User Settings

Set the profile that users are allowed to customize when using Dictation Module and Transcription Module. The settings that can be made are shown in tree form for each category. Clicking the items in the tree causes the corresponding setting window to appear.



[User Settings] can only be set for individual users, not for Author Groups and Transcriptionist Groups.

[General](#)

[Keyboard](#)

[Playback Control](#)

[Transcribe Bar](#)

### 6.4.1 General

#### Language Selection

Select a language to be displayed for the application.

When changed, the new selection becomes effective after the application is restarted.

#### Dictation Color

This can be set only for Transcriptionists.

The colors of the list display can be set according to the status of individual dictation files.

Dictation Type	Default Color	Font	Default
High Priority (Back color)	Custom	-	DS500001.ds2
New (Recording Finished)	Black	Bold	<b>DS500001.ds2</b>
In progress (Transcription In progress)	Black	-	DS500001.ds2
Pending (Transcription Pending)	Olive	-	DS500001.ds2
Finished (Transcription Finished)	Silver	Italics	<i>DS500001.ds2</i>

A color can be selected from the drop-down list.

Clicking the [Custom] button allows a new color to be added to the drop-down list after color customization.

Clicking the [Reset] button causes the default color to be restored.

#### System Event Sounds

This can be set only for Transcriptionists.

Disables system sounds while transcription Module is launching.



## 6.4.2 Keyboard





---

The keys on the keyboard can be assigned with functions.

### Category

---

Selecting a category from the category list displays the command and key assignment list of the selected category.

Playback Control   
Direct Recording   
General   
Speech Recognition 

### New Key

---

To assign a function to a new key, select a command not yet assigned to any key, directly enter it in the “New key” box with the keyboard, and then click the [Assign] button. Combinations of [Alt], [Shift], and [Ctrl] with any other keys are possible.

To change key assignments, select the target command, directly enter it in the “New key” box with the keyboard, and then click the [Assign] button.

To delete an assigned command, select the command, and then click the [Remove] button.

To return the key assignment to default, click the [Reset All] button.



For the default key assignments, see “[List of Default Key Assignments.](#)”

### Current Key

---

If a key already assigned is entered into the “New key” box, the currently assigned command will be shown.



For default key assignments, see “[List of Default Key Assignments.](#)”

### 6.4.3 Playback Control

---

Make settings for playing dictation files.

#### Control Indicators

---

Make settings for the following control display switches:

Speed control display/non-display

Noise cancel control display/non-display

Tone control display/non-display

Level meter control display/non-display

#### Auto-backspace

---

Set the speed for Auto backspace in the range of 0.0 to 5.0 seconds (0.1 second step)

For Transcriptionists and Transcriptionist groups, the following links are shown.

Set the individual items with [[Transcribe bar](#)].

Display mode	<a href="#">Transcribe bar</a> appears
Length/Remain time indication	<a href="#">Transcribe bar</a> appears
Always on top	<a href="#">Transcribe bar</a> appears

#### Position

---

When this item is enabled, the application is displayed in the uppermost window. For Transcriptionists and Transcriptionist groups, this setting can be made with [Transcribe bar](#).



- The application's main window cannot be displayed in the uppermost position.
- This applies only to the application's Playback Control Window and Direct Recording Window.

#### Winding Speed

---

Select the winding speed for CUE/REVIEW and FF/REW from four possible levels.



The horizontal axis shows the time elapsed from the start. (3 seconds min., 60 seconds max)

The vertical axis shows the multiplying factor relative to standard play. (x1.5 min., x50 max)

After clicking one of the four possible levels, the multiplying factor becomes adjustable for the selected level.

Note that adjustment to a level below the multiplying factor of one level previous cannot be performed.

When performing adjustment, select a box for each level.

Elapsed time can be adjusted using  and .

The playback scaling factor can be adjusted using  and .

## Support playback audio during cue/review

For CUE, audio data is usually thinned out for play. When this item is enabled, Speed Control is used for x1.5 and x2.0 speed so that continuous playback without thinning out becomes possible.

### 6.4.4 Transcribe Bar

This can be set only for Transcriptionists.

Make various settings for the Transcribe bar.

#### Display mode

Specify the display mode for when transcription starts.

Select [Standard view] (Playback Control Window) or [Transcribe bar].

#### Length/Remaining time indication

Switch the display between playback duration and remaining time.

#### Transcribe Bar Position

When [Always on top Playback control/Transcribe bar] is enabled, the Transcription Module Playback Control Window or Transcribe bar is displayed as the uppermost window.



This does not apply to the Playback Control Window of the main window of Transcription Module.

#### Button customization

Set the buttons to be displayed on the Transcribe bar.

To add a button, select the button from [Non Display Button] (left), and then click the [Add] button.

To make a button invisible, select the button from [Display Button] (right), and then click the [Remove] button.

To return the button display to the default state, click the [Reset] button.

To change the order of the button display, select the desired button, and then click the [Up] or [Down] button.



The button display can only be customized for the Transcribe bar. It cannot be customized for Playback control.

## 6.5 E-mail / FTP

Set profiles for E-mail and FTP.

The settings that can be made are shown in tree form for each category. Clicking an item in the tree causes the corresponding setting window to appear.

[E-mail](#)

[FTP](#)

[Send / Receive \(Author\)](#)

[Send / Receive \(Transcriptionist\)](#)

[Proxy](#)

### 6.5.1 E-mail

---

This allows you to register and alter E-mail profiles. You can register up to 100 profiles. ODMS R6 supports the following transmission/reception protocols:

Internet E-mail (POP3/SMTP)

IMAP

Microsoft Outlook

Novell GroupWise

Lotus Notes

#### Selecting an E-mail Profile

---

With E-mail profiles registered, the Default Profile drop-down list allows you to select a profile for sending and receiving email.

#### Registering an E-mail Profile

---

Use the following procedure to register a new E-mail profile:

##### ■ Procedure

**1.** Click the [Add] button.

→ The **E-mail Settings** will appear.

**2.** Select an email transmission/reception protocol, and then click the [Next] button.

→ If Microsoft Outlook has been selected, the following settings are not needed, and the setting procedure is complete.

→ In other cases, the setting dialog box corresponding to the selected E-mail profile will appear.


Internet E-mail (POP3/SMTP)	=>E-mail Settings (POP/SMTP)
IMAP	=>E-mail Settings (IMAP)
Novell GroupWise	=>E-mail Settings (GroupWise)
Lotus Notes	=>E-mail Settings (Lotus Notes)

### 3. Make settings for individual items.

→ Only when you have selected Internet E-mail(POP3/SMTP) or IMAP, you can make detailed settings such as port and SSL settings. To make detailed settings, click the [Advanced Settings] button.

Internet E-mail (POP3/SMTP)	=>Advanced Settings (POP/SMTP)
IMAP	=>Advanced Settings (IMAP)

### 4. To complete the settings, click the [Finish] button.

	For detailed mail settings, consult the <a href="#">Internet Service Providers of the individual users or your system administrator.</a>
---	--

## Altering a Profile

To alter an E-mail profile, select a profile, click the [Modify] button, and then use the displayed dialog box. The dialog box displayed differs depending on the selected E-mail profile.

Internet E-mail (POP3/SMTP)	=>E-mail Settings (POP/SMTP)
IMAP	=>E-mail Settings (IMAP)
Novell GroupWise	=>E-mail Settings(GroupWise)
Lotus Notes	=>E-mail Settings (Lotus Notes)

## Deleting a Profile

To delete a profile, select it from the Default Profile drop-down list, and then click the [Remove] button.

## Attachment

When this item is enabled, you can set the upper limit for the size of an email attachment to be sent. If the upper limit is exceeded, another email is automatically generated to send the excess portion. You can set the upper limit in the range of 1 MB to 100 MB (in 1 MB steps).

## 6.5.2 FTP

---

Set FTP profiles.

For items marked with   (checkbox for locking), you can switch between locked and unlocked.

=>[Locking the Settings](#)

### FTP Profile

---

A list of registered FTP profiles is shown. You can register up to 100 FTP profiles.

With multiple FTP profiles registered, you can perform transfers with the registered FTP Websites.

To add an FTP profile, click the [Add] button, and then make settings in the displayed [FTP Settings](#).

To alter an FTP profile, select a profile, click the [Modify] button, and then use the displayed [FTP Settings](#).

To delete an FTP profile, select a profile, and then click the [Remove] button.

## 6.5.3 Send / Receive (Author)

---

Make settings for transmission/reception through E-mail and FTP.

Usually transmission and reception through E-mail and FTP are performed at the moment the Send and Receive button in the module is clicked. However, you can cause transmission and reception to be performed automatically at certain intervals.

### Send interval

---

When "Automatically send files via E-mail/FTP" is enabled, files in the Outbox are automatically transmitted.

When "Send files in the Outbox immediately" is enabled, files in the Outbox are immediately transmitted.

When "Send files in the Outbox Every" is enabled, files are automatically transmitted at the specified interval. (Default: 10 minutes)

### Receive Interval

---

When "Automatically receive files via E-mail / FTP" is enabled, files sent via E-mail or FTP can be received at the specified interval. (Default: 10 minutes)

### Management File

---

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with DSS Player Pro R5 or ODMS R6 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver. If the addressee of a dictation file or

document file is using DSS Player Pro R5 or ODMS R6, attaching a management file enables more efficient management of the file being sent.

When "Send management file with the file" is selected, dictation files, management files, and Instruction Comment files (if present) are transmitted. Select this option when the addressee is a DSS Player Pro R5 user or an ODMS R6 user.

When "Do not send management file with the file" is selected, only dictation files and Instruction Comment files (if present) are transmitted. Management files are not transmitted. Select this option when the addressee is not a DSS Player Pro R5 user or ODMS R6 user.

## 6.5.4 Send / Receive (Transcriptionist)

---

Make settings for transmission/reception through E-mail and FTP.

Transmission and reception through E-mail and FTP are usually performed at the moment the Send and Receive button in the module is clicked. However, you can choose to have transmission and reception performed automatically at certain intervals.

### Receive Interval

---

When "Automatically receive files via E-mail/FTP" is enabled, files sent via E-mail or FTP can be received at the specified interval. (Default: 10 minutes)

### Send interval

---

When "Automatically send files via E-mail/FTP" is enabled, files in the Outbox are transmitted immediately.

When "Send files in the Outbox immediately" is enabled, files in the Outbox are immediately transmitted.

When "Send files in the Outbox every" is enabled, files are automatically transmitted at the specified interval. (Default: 480 minutes)

### Management File

---

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with DSS Player Pro R5 or ODMS R6 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver. If the addressee of a dictation file or document file is using DSS Player Pro R5 or ODMS R6, attaching a management file enables more efficient management of the file being sent.

When "Send management file with the file" is selected, dictation files, document files, management files, and Instruction Comment files (if present) are transmitted. Select this option when the addressee is a DSS Player Pro R5 user or an ODMS R6 user.

When "Do not send management file with the file" is selected, only dictation files, document files, and

Instruction Comment files (if present) are transmitted. Management files are not transmitted. Select this option when the addressee is not a DSS Player Pro R5 user or ODMS R6 user.

### **6.5.5 Proxy**

Make settings for Proxy.

When "Use Internet Explorer's Settings" is selected, the Proxy server of Internet Explorer is accessed.

When "Don't use the proxy server" is selected, a Proxy server is not set.

When "Use this proxy server" is selected, the entered address and Port number are used to access a Proxy server.



## 6.6 Device Settings for RS-27/28/31

This can be set only for Transcriptionists and Transcriptionist groups.

The items and functions for setting the devices RS-27/28/31 (foot switch) are described below.

### Pedal Customize

Items	Functions	Default
Pedal Customize	Functions are assigned to the foot pedal or buttons.	

### Assigned Function List

This section explains the functions assigned to each pedal/button, and the operation of each function.

One of the functions described below can be assigned to any one of the pedals of all the supported models.

Functions	Description
REW	Rewind is performed while the pedal/button is pressed. Releasing the pedal stops rewind.
FF	Fast forward is performed while the pedal/button is pressed. Releasing the pedal stops fast forward.
PLAY/PAUSE	With the foot switch, dictation file playback is performed while the pedal is pressed. With the hand controller, play and stop are toggled each time the button is pressed.
DISABLE	Disables pedal/button operation. No operation is performed when the pedal is pressed.
INDEX	Pressing the pedal/button inserts an index mark at the indicator position.
COMMENT	Pressing the pedal/button displays the Information window that shows dictation file detailed information, with the focus on the "Comment" box.
EOF/BOF	Pressing the pedal/button moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves to the beginning of the file.
PLAYBACK FOR INSTRUCTION COMMENT	Instruction Comment playback is performed while the pedal/button is pressed. Releasing the pedal stops the indicator at the location where the pedal was released.
FINISH TRANSCRIPTION	Pressing the pedal/button ends transcription. The dictation file status changes to "Transcription Finished".
SPEED CONTROL	Pressing the pedal/button switches the playback speed to a preset speed. Pressing the pedal again returns to normal speed (1X). Assigning [Speed Control] to a pedal/button displays a drop-down list for selection of a playback speed. The speed selected in the drop-down list is the speed switched to when [SPEED CONTROL] is executed.
NOISE CANCEL	Pressing the pedal/button enables Noise Cancel at a preset setting. Pressing the pedal/button again disables Noise Cancel. Assigning [NOISE CANCEL] to a pedal displays a drop-down list for selection of the Noise Cancel value. The [NOISE CANCEL] setting selected in the drop-down list is the setting switched to when [NOISE CANCEL] is executed.

## 6.7 Management

Set profiles intended for an administrator.

The settings that can be made are shown in tree form for each category. Clicking an item in the tree causes the corresponding setting window to appear.

- [Viewable Options](#)
- [Device Settings](#)
- [Logging](#)
- [Software Update](#)
- [Firmware Updates](#)
- [Device Detector](#)

### 6.7.1 Viewable Options

---

Specifies the types of options displayed on the Option Settings dialog box of the Dictation Module/Transcription Module.

#### Viewable Options

---

Clearing the check box of an item causes that item not to be displayed on the Option Settings dialog box of the Dictation Module/Transcription Module.

Items	Functions	Default
Folder Design	Specifies show or hide for the [Folder Design] tab.	ON
Workflow	Specifies show or hide for the [Workflow] tab.	ON
E-mail / FTP	Specifies show or hide for the [E-mail / FTP] tab.	ON

### 6.7.2 Device Settings

---

This can be set only for Authors and Author groups.

Set device setting privileges for Authors.

#### Device Customization

---

Items	Functions	Default
Display Device Setting option in the Dictation Module	Specifies whether to display the Device settings in the Dictation Module. With the checkbox unchecked, the Device button does not appear on the category bar in the Dictation Module option settings dialog box. Moreover, the [Device Settings] menu becomes invalid, and Authors are not allowed to make any operations for device settings.	Enabled

## Device Update

Items	Functions	Default
Update device configuration automatically	Specifies whether to apply the device configurations set via the System Configuration Program to devices automatically when connected to a PC. When this checkbox is checked, the locked settings in the System Configuration Program are applied to devices automatically. The unlocked settings are only applied upon connection when they have been modified.	Enabled

### 6.7.3 Logging

---

Set the profile for log file output.

#### Encryption

---

Items	Functions	Default
Output encrypted file names and passwords to a log file	Specify whether to output a log file that contains encrypted file names and passwords. With this enabled, log files that record encrypted file names and passwords line by line are output.	Disabled
Location	Select where a log file is output from a list or specify its path.	
File Name	Enter the name of a log file	



Recording in a log file is performed only when a password is entered for encryption against the password entry prompt. If encryption is performed using the password set in the folder, recording in a log file is not executed.

### 6.7.4 Software Update

---

Set the method for checking for software updates.

#### Method for Checking for Updates

---

Select the method for checking for updates for Dictation Module and Transcription Module from the following:

Items	Functions	Default
Access the Olympus Update Service and check for updates	When this item is selected, the Dictation Module and Transcription Module access Olympus Download Service and check for updates. To configure advanced settings, click <a href="#">Update</a> .	OFF
Do not check for updates and patches.	With this item selected, the update check function on the user module is disabled. This item is intended for workgroups managed with methods other than System Configuration Program. Select this item, for example, when managing the module with Active Directory group policies.	OFF

### 6.7.5 Device Detector

---

Device Detector is a resident application that detects Olympus devices connected to the PC and automatically starts up Olympus application software specified by the user. It is installed automatically along with Dictation Module and Transcription Module.

Device Detector settings can be controlled from System Configuration Program.

## Auto Start of the Application

---

Items	Functions	Default
The application will start automatically when a device is connected	Check the checkbox if you want to start the application automatically when the device is connected. When a device is connected to the PC, the application at the top of the list will start up automatically. To change the priority sequence, select the application whose priority you want to change in the application list, and then use the [↑] and [↓] buttons to change its position in the list.	OFF

# 7 Making Profile Settings (File Downloader Users)

This section explains how to configure profile settings of the users and user groups that use File Downloader functions in SCP Client.

Setting items are grouped according to the categories described below.

Categories	Functions
<a href="#">Folder Settings</a>	Sets up folders to be used by an Author or Transcriptionist
<a href="#">Option Settings</a>	Sets up items related to facilitating user operations

[Folder Settings](#)

[Option Settings](#)

# 7.1 Folder Settings

You can customize a folder for saving dictation files and document files.

[Attributes](#)

[Actions](#)

## 7.1.1 Attributes

Set up the folder attributes. Properties that can be configured depend on the folder.

### Name

Set a folder name.

Click on the cell and enter a folder name directly.

### Synchronize Folder Name

When this is enabled, the Name attribute will automatically change to the same name of the folder specified through the Path attribute.

### Path

Enter the path to the folder. Or, folder variables can be used as part of the path to make it easier to configure a path to match a client environment.

### Folder Variables

The following folder variables can be used to set folder paths.

Variable Names	Details
AppDataFolder	Application Data folder of each user
CommonAppDataFolder	A common Application Data folder for all users
DesktopFolder	Desktop folder of each user
LocalAppDataFolder	Local Application Data folder of each user
PersonalFolder	My Document folder of each user
TempFolder	Temporary folders under system administration
USERPROFILE	Folders containing individual user profiles

### Encryption

Setting the Enabled attribute to [Yes] causes files in the folder to be encrypted with passwords.



For the password setting method, see the "[Password](#)" section below.

## Password

---

If you activate the Encryption attribute, you must also set a password for encrypting the files stored in the folder.

The password must consist of 4 to 16 alphanumeric characters.

Or an encryption strength setting can be configured for the encryption of a file recorded in DSS Pro format. The High setting can be used to apply higher strength encryption.



- Files are encrypted using a 128-bit encryption key in Standard mode, and a 256-bit encryption key in High mode.
- The password is the same in Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.



## 7.1.2 Actions

---

Make settings regarding folder operations. Properties that can be configured depend on the folder.

### Auto Download

---

Specify whether to automatically download dictation files from a recorder.

- Enabled : When set to [Yes], the device's multiple storage media will be detected, and files will be automatically downloaded. When downloading is complete, a completion message will be temporarily displayed.
- Locked : To prevent users from changing settings

### Format Conversion

---

Set up auto format conversion of files stored in the folders.

- Enabled : To enable/disable auto format conversion
- Target Format : To select a file format
- Format Attributes : To select an audio format
- Original Dictation : To delete the original file after conversion
- Locked : To prevent users from changing the settings

## 7.2 Option Settings

This allows you to customize the settings for downloading dictation files and automatic editing.

The settings that can be made are shown in tree form for each category. Clicking the items in the tree causes the corresponding setting window to appear.

[General](#)

[Download](#)

[Advanced Download](#)

[Logging](#)

### 7.2.1 General

---

#### Language Selection

---

Select a language to be displayed for the application.

When changed, the new selection becomes effective after the application is restarted.

### 7.2.2 Download

---

Make settings for operations to be performed when dictation files are downloaded.

You can make download settings for message displays, file naming rules, deletion conditions, and other functions.

#### Automatic Download

---

The Auto Download function automatically loads audio data on to a PC after detection of device connection.

The following items can be set only for folders with the Auto Download function enabled.

##### **Prompt for selecting the file to be downloaded**

When this item is enabled, a dialog box for selecting a file to be downloaded appears when auto downloading is executed. At that time, the dialog box shows only the folder files with auto downloading enabled.

#### Rename

---

When "Rename downloaded files with the set format" is enabled, downloaded files are renamed according to a specified naming rule.

To set the naming rule, click the [Format] button, and then use the displayed [Format Options](#).

You can specify which items are to be included in file names, as well as the characters used for separating

them.

## Delete

---

Specify the method for deleting dictation files after they are downloaded.

When "After downloading file(s), delete the original file(s)" is enabled, the original files will be deleted after being downloaded.

When "Display confirmation dialog" is enabled, a confirmation dialog box will appear when deletion is executed.

When "Delete locked file(s)" is enabled, locked files are forcibly deleted.

### 7.2.3 Advanced Download

---

Advanced download configures settings to route dictation files as they are downloaded to specific folders.

It downloads dictation files to a specific folder or folders assigned the Author ID and Worktype ID.



- [Download folder A-G] menus will be disabled when the option is enabled. Use [Download All] when downloading the files.
- Auto download settings work in accordance with the [Auto Download] settings of the Download Tray. The [Auto Download] settings of individual folders (such as Folder A, etc.) are not displayed and are disabled.

If "Download all dictations to..." has been enabled, select a download method.

When "Specific folder" is selected, all dictation files in the device are downloaded into the specified folder.

When "Routing according to the following conditions" is selected, download is performed by routing files in accordance with the conditions specified with the routing rule table.

## Routing Rule Table

---

Use this table to configure rules for auto routing when downloading and importing dictation files. Setting up storage destination folders in accordance with Author ID/Workforce ID combinations automatically routes dictation files to folders that conform to conditions during download and import.

Routing rule table conditions are applied only when the "Routing according to the following conditions" option is selected.

A maximum of 100 rules can be registered at any time.

To add a rule, click the [Add] button, and then make settings in the displayed [Rule Settings](#).

To modify a rule, select it in the list and then click the [Modify] button. Modify rules on the [Rule Settings](#).

To delete a rule, select it in the list and then click the [Remove] button.

### 7.2.4 Logging

---

Generate a log file about user operation.

## User Operations

---

Items	Functions	Default
Specify whether or not to output user actions to a log file	Enable this item when outputting a log file in which user operations have been recorded.	Disabled
Location	From the list, select a location to which a log file is to be output, or enter it directly.	
File Name	Set a log file name. The format of a file name will be (prefix) computer name_YYYY-MM(suffix). Only the (prefix) and (suffix) portions can be changed.	

# 8 Appendix

[List of Default Key Assignments](#)

## 8.1 List of Default Key Assignments

### General

The table below shows the keys assigned to functions other than playing and recording of dictation files:

Command	Default Key
New Dictation* <sup>1</sup>	Ctrl+N
Edit Dictation* <sup>1</sup>	Ctrl+O
Start Speech Recognition	Ctrl+R
Property View	
Hotkeys On/Off	F11
Download All* <sup>1</sup>	Ctrl+Shift+M

\*1: This is unavailable for Transcriptionists and Transcriptionist groups.

### Playback Control

The table below shows the keys assigned for playing dictation files:

Command	Default Key
Play/Stop	F9
Stop	-
Fast Forward	F8
Rewind	F7
Next Index Mark	Ctrl+Right
Previous Index Mark	Ctrl+Left
Next Verbal Comment	Ctrl+Shift+Right
Previous Verbal Comment	Ctrl+Shift+Left
Jump to Top	-
Jump to End	-
Volume Up	Ctrl+Up
Volume Down	Ctrl+Down
Speed Up	Ctrl+Shift+Up
Speed Down	Ctrl+Shift+Down
Tone Up	Ctrl+Alt+Up
Tone Down	Ctrl+Alt+Down
Noise Cancellation Level* <sup>2</sup>	-
Insert Index Mark	Ctrl+Alt+I
Delete Index Mark	-
Dictation/Instruction Comment Mode	F10
Switch Playback View Mode* <sup>3</sup>	-
Switch Remain/Length Indication* <sup>3</sup>	-
Back to the Main Window* <sup>3</sup>	Ctrl+Shift+Z

\*2: Each time this command is executed, the selection is switched in the following sequence,  
Off=>1=>2=>3=>Off=>....

\*3: This is unavailable for Authors and Author groups.

## Direct Recording

The table below shows the keys assigned for recording dictation files.

These are available only for Authors and Author groups.

Command	Default Key
Record	Ctrl+Alt+F1
Record Verbal Comment	Ctrl+Alt+F2
Switch between High and Normal Priority	Ctrl+Alt+F3
Switch between Conference and Dictation	Ctrl+Alt+F4
Switch between Insert and Overwrite Mode	Ctrl+Alt+F5
Pending Dictation	Ctrl+Alt+F6
Finish Dictation	Ctrl+Alt+F7
Change Saving Folder* <sup>4</sup>	Ctrl+Alt+F8
Send / Don't Send Finished Dictation* <sup>5</sup>	Ctrl+Alt+F9
Delete Instruction Comment	Ctrl+Alt+D
Undo	Ctrl+Alt+Z
Redo	Ctrl+Alt+Y

\*4: This changes the storage folder for the Save As dialog box to be shown when dictations are finished. Each time the command is executed, the storage folder is switched to the next one.

\*5: This specifies whether to enable or disable auto transmission regarding the Save As dialog box to be shown when dictations are finished. Each time the command is executed, the auto transmission setting is switched between [Enable] and [Disable].

## Speech Recognition

Command	Default Key
Send For Correction	Ctrl+Shift+F1
Show Correction Dialog	Ctrl+Shift+F2
Show Spell Dialog	Ctrl+Shift+F3
Train Word	Ctrl+Shift+F4
Add New Word	Ctrl+Shift+F5
Start Dragon Audio Setup Wizard	Ctrl+Shift+F6
Create New Command	Ctrl+Shift+F7
Switch to Normal Mode	Shift+Alt+F1
Switch to Dictation Mode	Shift+Alt+F2
Switch to Command Mode	Shift+Alt+F3
Switch to Numbers Mode	Shift+Alt+F4
Switch to Spell Mode	Shift+Alt+F5
Next Field	Shift+Alt+Right
Previous Field	Shift+Alt+Left
Clear Field Delimiters	Ctrl+Alt+C
Capitalize Word	Ctrl+Shift+F8
Compound Words	Ctrl+Shift+F9
Microphone Sleep/On	Ctrl+Alt+S
Copy to Clipboard	Ctrl+Shift+C

## Key assignments for Dragon User Commands

Command	Default Key
User Command 1	Ctrl+ F1
User Command 2	Ctrl+ F2
User Command 3	Ctrl+ F3
User Command 4	Ctrl+ F4
User Command 5	Ctrl+ F5
User Command 6	Ctrl+ F6
User Command 7	Ctrl+ F7
User Command 8	Ctrl+ F8
User Command 9	Ctrl+ F9
User Command 10	Ctrl+ F10

## Function Assignments for Function Keys

When System Configuration Program is launched, the table below shows the functions assigned to the functions keys:

Function Key	Windows	DSS Player Pro
[F1]	Help display	Help display
[F2]	Editing items	Editing items
[F3]	Search	---
[F4]		
[Ctrl]+[F4]	Closing a window	
[Alt]+[F4]	Finishing an application	Finishing an application
[F5]	Updating a window	Updating a window
[F6]		Moving a window
[F7]		Rewinding
[F8]		Forwarding
[F9]		Play/stop
[F10]		Switching between Dictation and Instruction Comment modes
[Shift]+[F10]	Displaying the context menu	Displaying the context menu
[F11]		Hotkeys On/Off
[F12]		



# 9 Support Contacts

## Inquiries Regarding Purchasing License Keys

When purchasing the following license keys, contact your dealer or distributor.

ODMS R7 Dictation Module volume license

ODMS R7 Transcription Module volume license

## Inquiries Regarding Malfunctions

When making an inquiry, please let us know the following items of information and a detailed description of the problem.

Type of PC (manufacturer and model name)

Memory capacity

Hard disk space

OS and version

Connected peripheral devices

For malfunctions and other problems, contact your dealer or distributor.

## Other Support

Various kinds of information, including product specifications, connection with PCs, OS supporting status, and Q & A, are available on our Web site. For the latest information, visit <http://www.olympus-global.com/en/global/>



The information provided may be subject to change without notice.

# 10 Glossary

## **Backup**

After a folder's backup settings are configured, any file saved in the folder will be automatically backed up to the other specified folder.

## **Citrix XenApp/XenDesktop**

Product name of a client/server system that is called a virtual environment enabling operation of applications running on a server or of the server PC desktop itself from a remote client PC on the network. Diverse client operating systems are supported, including Windows, Macintosh, Linux, etc. A Windows server can also be remotely operated from a smartphone or other portable device Citrix client software supports.

## **Clean**

A folder attribute and a way to delete files. Old files can be deleted through one of two methods: by directly deleting them, or by moving them to the Recycle Box and then deleting them with the delete option. Setting the Clean attribute enables automatic clean-up of old files.

## **Composite Mode**

A mode for simultaneous operation of multiple standard USB classes when a recorder is connected to a PC. Supported USB classes depend on the model. With the DS-7000/3500, three classes (Audio, HID, Storage) are operated simultaneously. Audio class supports function as a PC microphone and/or speaker, HID class supports button operations, and Storage class supports operation as a removable disk. Leaving the device USB connection mode set in Composite mode enables smooth operation of Dictation Module and Transcription module functions.

## **Direct Record**

A recording method that enables connection of a microphone device to a PC and recording of dictation data directly to the PC. Dictation can be directly recorded to a PC using an Olympus RecMic Series or other specialized direct record device, or a recorder microphone connected to the PC USB port.

## **DRM**

This stands for Digital Rights Management. It is a general term for the technologies that protect the copyrights of digitally-created contents and regulate the use and replication of them.

## **DSS**

This stands for Digital Speech Standard.

This voice encoding standard has been developed by Olympus and two other companies. It can downsize audio data while maintaining sound quality. All of Olympus professional recorder models support DSS. DSS-compliant dictation files have the "DSS" extension.

## **DSS Pro**

An audio standard enhanced from the classic DSS.

Key differences from the DSS standard include QP (Quality Play) mode for high-grade recording, an increase from 16 to 32 in the number of settable index marks, support for dictation file encryption, and support for verbal comment recording. DSS-compliant dictation files have the "DS2" extension.

## **FTP**

This stands for File Transfer Protocol. This is a protocol used for transferring a file over a TCP/IP network.

## **Hot Key**

A function that allows an application or button operation on the device to be assigned to a key on the keyboard, and then to be executed simply by pressing the key. It can be customized and enables the user to work more efficiently by registering frequently used functions.

## **HTTPS**

A protocol that integrates SSL (Secure Sockets Layer) encrypted communication into HTTP.

## **Instruction Comment**

An Instruction Comment is an instruction or other message recorded for a Transcriptionist. It can be recorded only with Direct Record and cannot be created when making a recording with a standalone recorder. It is maintained as a file separate from a dictation file, and is recorded to provide a Transcriptionist with instructions.

## **Job Data**

A general term to refer to the Author ID, worktype, option item, comment, or other data that can be specified for a dictation file by the Dictation Module or Transcription Module.

Such specified data items serve as keys for dictation file management, classification, and other management.

## **Noise Cancel**

An operation that reduces noise output by extracting and filtering out noise components from a dictation file. The cancellation effect can be adjusted to three different levels.

## **MP3**

An MPEG-1-based audio compression method. Like other major audio compression techniques, it uses a lossy compression method that achieves a high compression rate by deducting less audible portions from sound data. Playback is supported with Dictation Module and Transcription Module. The file extension is MP3.

## **MSI Package**

A Windows Installer-compliant package for installation. DSS Player Pro R5 executes the MSI packages of modules when performing installations and upgrades.

## **OLE**

When dragging and dropping a dictation file to a document file, it can be configured to be an embedded object or a linked object.

Embedding causes audio data to be stored as-is, which results in a large volume of data. However, even if the stored data is ported to another PC, it can be played back on the destination PC as long as the PC has a player installed that can play back the applicable audio format. In the case of a link, only the file name and path of the audio file is stored which means a smaller volume of data, but playback cannot be performed if the document file is ported to a location from which the audio data embedded in the file cannot be accessed.

## **Option Item**

An item associated with a Worktype. Up to 10 items can be registered with combinations of

values.

Option Items can be input with tools such as Baltech Transponder or a bar code reader.

### **Ownership**

An attribute that, based on an Author's privilege, prevents a dictation file from moving to the Finished folder in Transcription Module after the file has been transcribed. With this attribute configured, the file is not moved to the Finished folder in Transcription Module when its transcription has been completed.

### **Priority Level**

This is represented by the 16 priority levels of 0 to 15, and allows the user to prioritize dictations.

### **Proxy**

This is a boundary that separates an internal network from the external Internet. It is a computer or software that connects to the Internet on behalf of an internal computer that cannot directly access the external network. A proxy centrally controls the access traffic between the Internet and the internal network, and blocks unauthorized accesses.

### **Repository**

A shared location for storing shared data under management by the System Configuration Program. The Olympus Dictation Management System allows selection of two repository types: a shared-folder configuration and a service program configuration. Internally, a repository stores each user's and group's profile (application setup information), the software and device firmware update programs, etc.

### **Standalone System**

The basic system of Olympus Dictation Management System. It represents a system environment in which Dictation Module and Transcription Module run on local PCs, and management tools such as System Configuration Program are not used.

### **Storage Mode**

Operation mode that causes a recorder's built-in memory or memory card to be recognized as a removable drive when the recorder is connected to a PC. Normal removable disk operations are supported, the same as with USB memory and other types of removable memory.

However, the recorder cannot be used as a PC microphone or speaker when it is connected in Storage Mode. When using the recorder for direct recording, you need to switch to Audio mode, Composite mode, or some other operating mode in which the normal USB Audio class is supported.

### **Terminal Service**

This is a client service provided by Windows Server. It can execute applications and services provided by the server on the client side. A separate license such as TS-CAL is required to use this function.

### **VCVA**

A capability that enables sound-initiated recording (called Variable Control Voice Actuator) in order to improve usability and efficiency for prolonged recording. It halts recording after a certain period of silence and resumes it in response to sound. The sound level to initiate recording can be adjusted. A level setting optimized for a recording environment ensures efficient recording. For recording intended for speech recognition, it is recommended to disable the VCVA function.

## **Verbal Comment**

A voice comment that is embedded in dictation file data. A verbal comment can be recorded with a supported recorder. It is provided to transcribe audio data immediately after commentary. A verbal comment is recorded at any position in a dictation file based on the need for instructions.

## **WAV**

A standard dictation file format for Windows. It is also referred to as the WAVE format. The specifications include the saving format for recording a digitally converted audio signal. The file extension is WAV.

## **WMA**

A standard audio format for Windows. This technology is a component of Windows Media, a multimedia technology incorporated in Windows, and is a standard audio compression technique. The file extension is WMA.

## **Workgroup System**

It is one of the operating modes in ODMS which operates DM/TM remotely from some administration software. The System Configuration Program can be used for remote Dictation Module/Transcription Module setting configuration and updating. License Manager can be used for central management of multiple user licenses.

## **Worktype**

This is the data used to classify dictations. The user can classify the types and Authors of dictations with the application by selecting a Worktype on the recorder when making a new recording.

Using Option Items associated with a Worktype, additional attributes can be provided.

