Olympus Dictation Management System R6

Dictation Module

Reference Manual

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1 Introduction

Thank you very much for purchasing our product.

Olympus Dictation Management System is a Dictation/Transcription system that supports assignments of various sizes, from individual users to multiple users.

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1.1 Olympus Dictation Management System Outline

Olympus Dictation Management System R6 (ODMS R6) is a Dictation/Transcription system that supports assignments of various sizes, from individual users to multiple users. It can be used to capture audio data highly compressed with an Olympus digital voice recorder (hereinafter referred to as "the recorder"), and allows for real-time playback, editing, and insertion of index information.

ODMS R6 and the recorder support the playback of DSS, an international standard for audio recording, Microsoft-promoted WMA, and MP3.
With peripheral devices connected, such as a DirectRec or foot switch, it provides a variety of additional functions, including audio streaming recording and remote control playback.

The Workgroup System supports Citrix XenApp/XenDesktop, and some other virtual environments.
It also supports Terminal Services provided by Windows Server products, allowing this product to be used via the Terminal Services Client Virtual Driver.

DSS support in Citrix XenApp/XenDesktop environment
DSS supports "Published Desktop" and "Published Application" from the Citrix XenApp, but doesn't support "Web Interface."

In addition to DSSPlayer Pro R5 features, ODMS R6 offers the following:

- Enhanced compatibility with Nuance Dragon NaturallySpeaking

- Enhanced direct recording functions using Olympus Directrec devices

- Citrix XenDesktop and VMware View support

- Addition of new applications specialized for downloading dictation files

- System management functions that enable sharing with DSSPlayer Pro R5

System Configurations of ODMS R6
Modules and Tools

1.1.1 System Configurations of ODMS R6

ODMS R6 offers two system variants with different administrative configurations:

- **Standalone System**

  With this configuration, an individual user enters the supplied license ID (for a single license), installs the software on the system, and configures applications. User profiles (various settings for each user) are located on local PCs and managed by individual users.
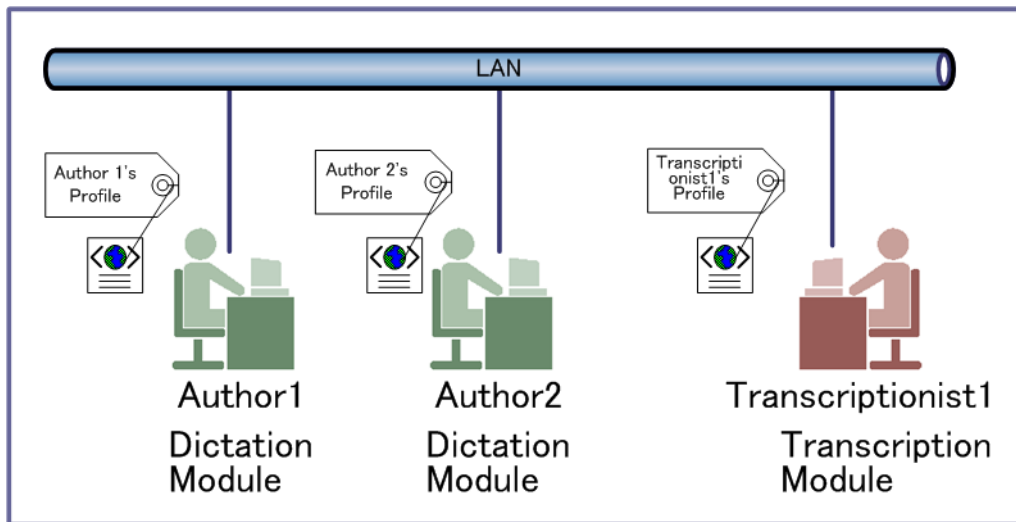
About silent installation with a multi-license ID
Silent installation with a multi-license ID can standardize the settings of multiple users. For information on how to achieve this, refer to "Installation Guide."

- **Workgroup System**

  With this system configuration, an Administrator installs and configures the modules for each user, and centrally manages and operates them under a multi-license.

  This system requires License Manager to be installed to manage the multi-license.

  User profiles are placed in a shared folder on the file server. The Administrator uses the System Configuration Program to assist each user in the configurations and installations. A significant part of the user profile settings can be configured and locked with the System Configuration Program.
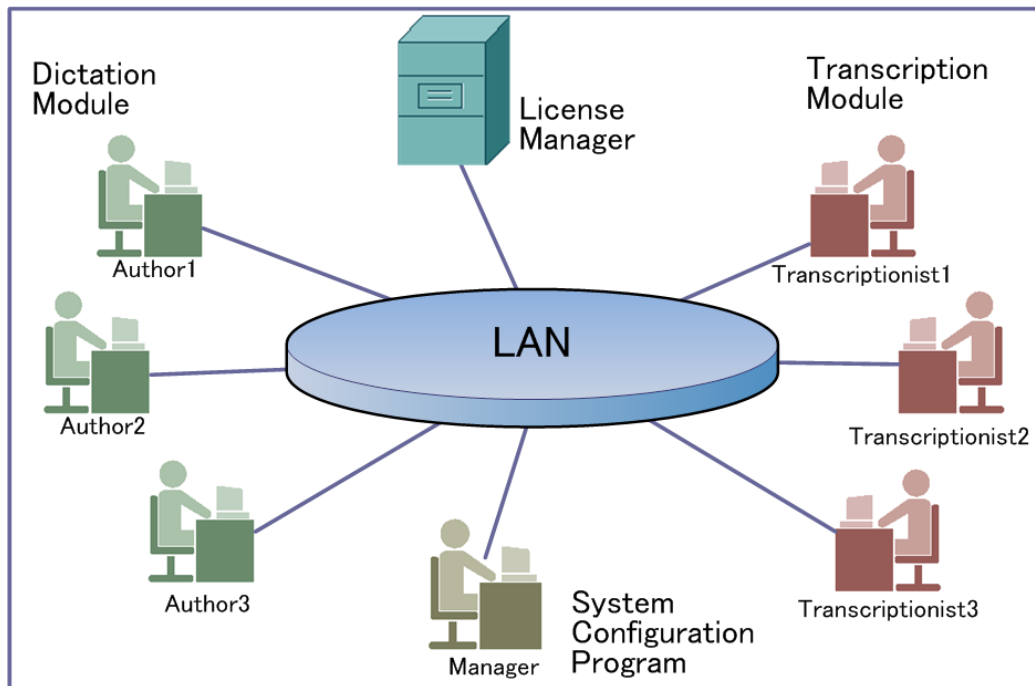
About Workgroup System installation
For information on how to set up the Workgroup System, refer to "Installation Guide."

1.1.2 Modules and Tools

- **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 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. This document management function can automatically start your word processor software when the Transcription Module is started up, 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.

- **File Downloader**

  File Downloader is an application that enables easy downloading of a DVR-recorded dictation file to a PC. The application starts up automatically whenever the PC is started, and resides in the system tray. When connection to a DVR is detected, the application automatically downloads its files and stores them in a specified location. The application offers a simple, efficient method of download for users. File Downloader can be installed on a computer that has the Dictation Module and/or the Transcription Module installed, so that any one of the applications can be used as required by the job at hand.

- **System Configuration Program (Workgroup System Only)**

  System Configuration Program is an application for administrators, which is used when structuring a Workgroup System. It facilitates the installation and updates of applications for end users (Dictation Module and Transcription Module), manages application settings for end users (Author and Transcriptionist), and updates firmware management.
  Installing the System Configuration Program will also install the Device Customization Program.
  The Device Customization Program can customize, import, and export device settings.

- **License Manager (Workgroup System Only)**

  This application is used to manage licenses. It manages the licenses and accounts of Dictation Module and Transcription Module in a Workgroup system.
  The application can change each license account by grouping multiple single licenses into one multi-license.

- **Client Virtual Driver (Workgroup system only)**

    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.

- **Repository Service (Workgroup system only)**

    For a Workgroup System, you need to create a data store, called a "repository".

    A repository is a location on a network where shared files are placed in order to share data between System Configuration Program and the Dictation Module and/or Transcription Module. Various types of Dictation Module/Transcription Module setting information (user profiles), the Dictation Module/Transcription Module and other applications, and firmware update programs are stored in the repository.

1.2 Licenses

A license is required to use ODMS R6. ODMS R6 is provided under the following types of licenses:

- **Single License**

  This is a license ID, issued with a recorder or foot switch, which allows single licensing of ODMS. A recorder license allows the Dictation Module to be installed on a PC. A foot switch license allows only Transcription Module to be installed on a PC.

- **Multi-license**

  This is a combined license ID that groups several single licenses into one license ID for both Dictation Module and Transcription Module. A multi-license is managed as a floating license.

- **Decoder License**

  This is a license for redistribution of DSS and DSS Pro decoders. A redistribution contract allows acquisition of a decoder license ID and redistribution of the decoder. To enable the decoder, the license ID needs to be registered when installing it.

> ⚠ About the multi-license key
> With License Manager, only the multi-license key can be registered. The single license and other licenses are not available.

Purchasing an Initial or Additional Multi-license

In exchange for a corresponding number of single licenses, a multi-license is available free of charge.
Please contact our support team for details.

Other License Keys

ODMS R6 license keys vary depending on the system.

Use the appropriate license for each system.

Please contact our support team for information on re-issuance or replacement of a license.

The following table shows the licensing scheme for ODMS R6 system configurations.

System Name	Required License	License Server
Standalone System	Dictation Module single license Transcription Module single license	Not required
	Multi-license^{*1}	
Workgroup System	Dictation Module multi-license Transcription Module multi-license	License Manager

*1 : If not using centralized user management with System Configuration Program and sharing data only, a Standalone system can be configured under a multi-license.

1.3 Devices Connectable to Dictation Module

Dictation Module supports the following Olympus devices:

Device Types	Models
DVR (Mass storage recorder)	• DS-7000 • DS-5000/5000iD • DS-3500 • DS-3400 • DS-2800 • DS-2500 • DS-2400 --- A model other than those listed above is treated as a [General Device], so only dictation file downloading and some option settings are supported.
DirectRec (Digital microphone for dictation)	• DR-2300 • DR-2200 • DR-2100 • DR-2000 • DR-1200 • DR-1000
Foot switch	• RS-31 • RS-28 • RS-27
Hand controller	• RS-32

1.4 Supported File Formats

Dictation Files

The following table lists the file types supported by each function:

Functions	Supported File Types (Extensions)
Playback, import, and export	Non-encrypted file: DS2, DSS, WAV, WMA, and MP3 Encrypted file: DS2, $DSS, $WAV, $WMA, and $MP3 In addition to the above, if a codec that works with Microsoft® DirectShow® Filter has been installed, an imported file can be played, but we do not guarantee proper operations.
New recording and editing	Non-encrypted file: DS2, DSS, WAV, and WMA Encrypted file: DS2, $DSS, $WAV, and $WMA When making a new recording, the recorded file is encrypted if the folder where the file was saved with exit recording status is an encrypted folder.
File splitting/joining	Non-encrypted file: DS2, DSS, WAV, and WMA Encrypted file: DS2, $DSS, $WAV, and $WMA

Document Files

The following file formats can be handled under the default setup.

- Text file (XXX.TXT)
- Rich Text Format file (XXX.RTF)
- Microsoft Word format (XXX.DOC/.DOCX)

To use another file format, registration is required.

> Configure document type as an optional setting by selecting Folder Design and then Attributes.
> => [Folder Design]-Attributes

1.5 Dictation Module Capabilities

Dictation Module provides the following functions:

- Ideas can be verbally transferred to the recorder and later downloaded to your PC. You can then organize and save the files (Direct Recording Window).

- Reports and meeting summaries can be created (Playback Control Window).

- Memos and ideas can be organized (Direct Recording Window).

- Recordings can be automatically downloaded from the recorder and backed up on the PC (Backup).

- Recordings can be automatically distributed to Transcriptionists or other users via email or FTP.

- Prepared documents can be automatically retrieved via email or FTP, and linked to the corresponding recording.

- Downloaded dictation files can be automatically converted to text using voice recognition.

- Settings on your recorder can be managed and modified.

- Recordings can be played and edited on your PC.

- With the recorder connected to the PC, Direct Recording can be performed on the PC.

- Voice recognition can be performed simultaneously during DirectRecording, and voice recognition results can be displayed and checked in real time

- Voice recognition results can be corrected with the location of the corrections fed back to the voice recognition engine.

2 Fundamentals of Olympus Dictation Management System

This chapter describes the fundamentals of Olympus Dictation Management System (ODMS R6)

☐ Dictation File Name and Author ID

☐ Process and Status

☐ How Folders Work

☐ Worktypes and Option Items

☐ Direct Recording

☐ Ownership Attribute

☐ Local Mode and Network Mode

☐ Clean

☐ Voice Comments

☐ Storage Mode and Composite Mode

☐ Backing Up

☐ Debugging Option

2.1 Dictation File Name and Author ID

Dictation File Name

A dictation file created with an Olympus recorder is automatically named with eight characters in the format below. A file directly recorded with the Dictation Module also follows the same naming process.

Author ID (leading four characters) + Job No. (a four-digit number beginning with 1)

Author ID

The Author ID, which is registered as part of the file name, represents the Author of the file. The Dictation Module can register up to ten Author IDs and transfer them to the recorder. If no Author ID is registered, the logon ID for Windows is used as the Author ID.

Job No.

The Job No. is automatically set when a recording is made. Each time a dictation file is created, a new number is provided for it. The Job No., which is an essential number for file management, cannot be reset by the user. Removing batteries from or formatting the memory card of the recorder will not reset the Job No.

2.2 Process and Status

This section provides the workflow from the creation of a dictation file up to final transcription and deletion of the dictation file in an ODMS R6 Standalone system and Workgroup System.

Sending a dictation file via email or FTP to an external site where it is transcribed:
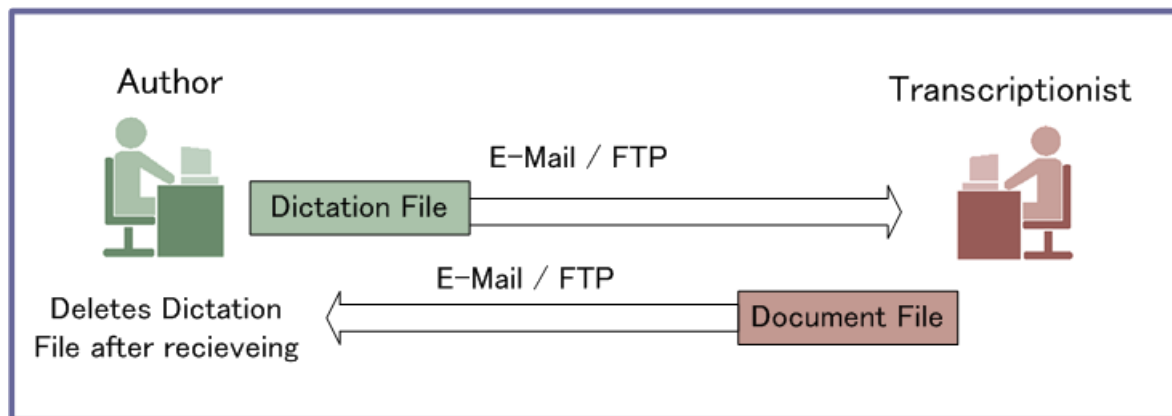
Sharing a dictation file on the network and transcribing it:
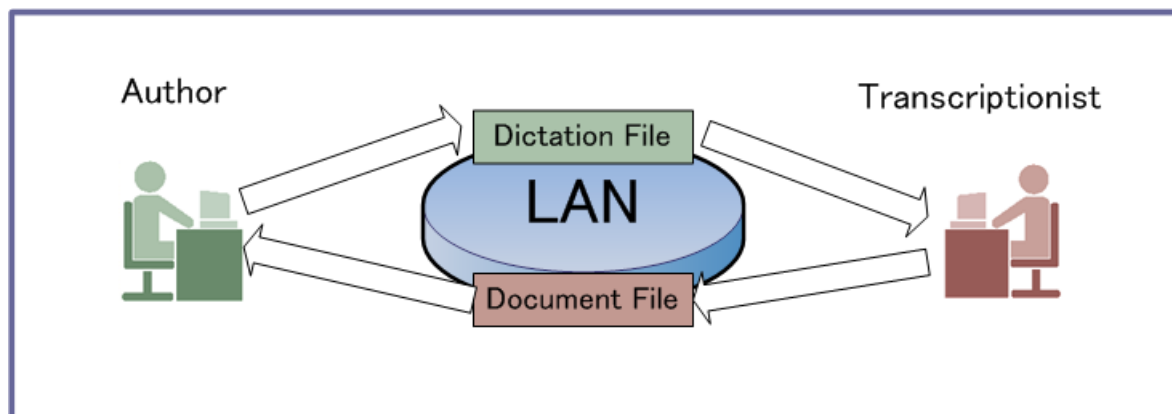
ODMS R6 manages a workflow with the following combinations of processes and statuses:

✔: Supported ☐: Not supported

	Process	Status	Dictation File Editing	Transcription / Voice Recognition	Location of Dictation File
[1]	Record	Running	-	☐	
		Pending	✔	☐	In the Recording Folder
		Finished	✔	✔	
[2]	Send	Waiting	✔	☐	In the Outbox
		Failed	✔	☐	
		Finished	☐	✔	In the Sent Items
[3]	Transcription	Running	☐	-	
		Pending	☐	✔	
		Finished	☐	☐	
[4]	Voice Recognition	Waiting	☐	☐	In the Voice Recognition queue
		Running	☐	-	
		Pending	☐	✔	
		Finished	☐	☐	
[5]	Delete	Finished	☐	☐	The Recycle Box is cleared automatically after a certain length of time (Settings can also be configured for immediate deletion upon completion.)

Operations after Deletion

By default, transcribed dictation files are automatically moved to the Recycle Box and then deleted permanently after a certain length of time. Files in the Recycle Box can be restored with the Restore function, but once deleted permanently, they cannot be recovered. Make sure that the configuration matches your requirements.

2.3 How Folders Work

In the Dictation Module, dictation files and document files are managed in the Dictation Tray and the Document Tray, respectively. Files are managed in different folders based on which process is being performed. Properties for each folder can be configured and centrally managed by an Administrator.

There are two types of these folders: shortcut folders and virtual folders.
Shortcut folders appear to be actual folders, but are really only shortcuts pointing to specified folder paths. The shortcuts are automatically created and managed by the Dictation Module. Users cannot modify them. The user can rename a shortcut folder, but doing so just renames the folder. The actual path cannot be changed. When a shortcut folder represents a path in a local PC, it is displayed as 📁 (normal color). If the path is over the network, it is displayed as 📁 (green).

A virtual folder does not represent a physical path. It serves as a container of multiple shortcuts and is called a "Tray".

> As for folders managed with Transcription Module, their current settings can be verified and modified in the Folder Design dialog box.

📖 Folder Descriptions
📖 Folder Functions

2.3.1 Folder Descriptions

This section describes how each folder works.

Folder Name	Description
📁 Dictation Tray	This is a virtual folder, provided as a root folder, for managing dictation files. It serves as a management container and has no specific function.
📁 Download Tray 📁A Folder A - 📁G Folder G	These are shortcut folders used to download and manage dictation files from the recorder. Dictation files in the recorder folders are downloaded into the corresponding Download folders. Each Download folder can be configured for a selected path.
📁 Custom Folder 📁 Subfolder	This user-defined shortcut folder manages dictation files. It is used as a download destination folder and has functions similar to the Download folders. Different custom folders can be specified for each Author ID.
📁 Recording Folder	This shortcut folder manages dictation files in the process of recording (Pending status). In Pending status, the Recording tray path can only be a local PC folder. A network folder cannot be specified.

Outbox (E-mail, FTP FTP)	This shortcut folder is the first destination for dictation files sent via email or FTP. Outbox consists of two separately managed shortcut folders: E-mail and FTP. Items distributed to Outbox are automatically sent when the automatic sending option is selected. With the manual sending option selected, they remain in this folder until the user manually sends them. The sending method is configured with the option settings for email and FTP. If items in the E-mail or FTP folder are deleted, their sending operations are canceled. Since these are not virtual items, their deletion affects the actual dictation files.
Sent Items	This shortcut folder manages items sent via email and FTP. When a dictation file has been sent, the item is then moved into the Sent Items folder. Process/Status of the transferred Dictation File changes to Sending/Finished. Sent Items has a Clean attribute that can be configured to specify time elapsed after sending. This makes it possible to clean up old files. Sent Items is a shortcut folder. Files in this folder can be moved to other folders.
Finished	This shortcut folder manages dictation files that have completed transcription and voice recognition. This folder is provided with a Clean attribute to save disk space. A dictation file for which a transcription has been complete is deleted after a prescribed length of time elapses. It cleans up old dictation files after a specified length of time. The automatic collection option for a workflow is configured to automatically move the dictation files that have completed transcription or voice recognition into this folder.
Backup	This shortcut folder backs up dictation files when downloaded or imported. If a downloaded or imported Dictation File is lost, it can be restored from the Backup folder. Since repeated backups can consume too much disk space, the folder has the Clean attribute for deletion of old backup files.
Recycle Box	This shortcut folder temporarily stores old or unnecessary dictation files. Its function is similar to that of the Recycle Bin in Windows. Deleting dictation files in this folder eliminates them permanently and makes their restoration impossible. With the General option for a workflow, you can select whether the dictation files in folders are deleted permanently or moved to the Recycle Box folder. Dictation files in the Recycle Box folder can be restored to their original location with the Restore command. This folder has the Clean attribute so that old dictation files can be automatically deleted.
Adaptation Data	This is a short cut folder for managing information about revisions done by the user to text after voice recognition. If information about revisions to text is included in document files received by e-mail or FTP, it is saved in this folder and used to update the dictionary file for voice recognition. The folder is set up with purge attributes so it is possible to delete information about revisions in old text.
Document Tray	This virtual folder manages document files. Registered document files can be managed in the My Documents folder with their extensions registered using an attribute of the folder. Since this is a virtual folder, document files cannot be dropped into it.
My Documents	This shortcut folder manages document files. A document file received via email or FTP is stored in this folder. An existing document file from the outside can also be dropped into this folder. A document file in this folder can easily be associated with a dictation file. Double-clicking a dictation file associated with a document file opens the document file.

2.3.2 Folder Functions

This section describes each folder's capabilities and limitations.

☑: Supported ☐: Not supported

Folder Name	Renaming	Subfolder Creation	Adding Encryption Attribute	Adding Ownership Attribute	File Dropping
Dictation Tray	☐	☐	☐	☐	☐
Download Tray Folder A - Folder G	☑	☑	☑	☑	☑
Custom Folder Subfolder	☑	☑	☑	☑	☑
Recording Folder	☐	☐	☐	☐	☑ *1
Outbox (E-mail, FTP)	☐	☐	☐	☐	☑ *2
Sent Items	☐	☐	☐	☐	☑ *1
Finished	☐	☐	☐	☐	☑
Backup	☐	☐	☐	☐	☑ *1
Recycle Box	☐	☐	☐	☐	☑
Adaptation Data	☐	☐	☐	☐	☐
Document Tray	☐	☐	☐	☐	☐
My Documents	☐	☐	☐	☐	☑

*1 Files can be removed from the folder, but cannot be dropped into the folder from the outside.

*2 When a file is dropped into the Outbox, a dialog box will appear to configure settings for sending via E-mail / FTP.

2.4 Worktypes and Option Items

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

A Worktype is defined as a string, including a department name or the category name of a recorded file.

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.

The Dictation Module 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.

Worktype		Label	Value
FAX	→	TO	
LETTER	→	TITLE	
REPORT	→		
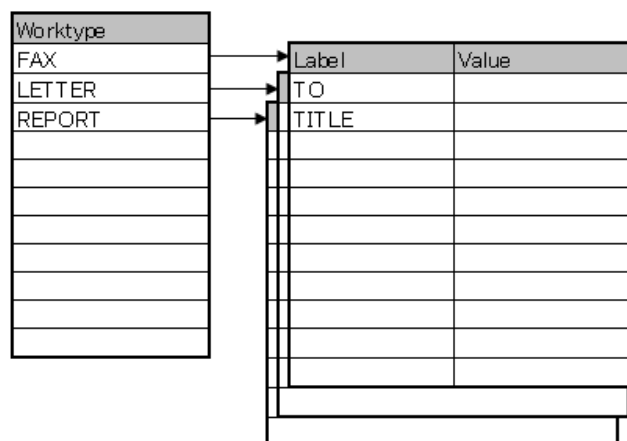
An Option Item consists of input data and its label. Once a label has been registered, its value can be entered.

An Option Item is usually input with a bar code.

> Whether to input multiple labels at once with a single bar code scanning or to input them separately with a series of bar code scannings can be configured in the Worktype Property dialog box.
>
> => [Workflow] - Worktype

2.5 Direct Recording

Direct Recording is for recording directly onto the hard disk drive of a PC using a connected recorder or DirectRec as a microphone.

In Direct Recording, the recording state is managed in two statuses, Pending and Complete, both of which are required to finish a recording.

A dictation file with Pending status is saved in the Recording folder, where it can be selected and edited to resume recording. Since the files stored in the Recording folder are on the local PC, a Transcriptionist cannot open them.

A dictation file with Complete status can always be transcribed. Once a transcription has begun, it cannot be edited. A dictation file with Complete status can be edited until transcription begins.

🔲 Creating a Dictation File
🔲 Editing a Dictation File

Direct Recording settings are configured with the option settings.

=>[Workflow] –Direct Recording

The following settings can be configured:

- Recording format
- File naming rule for a new dictation
- Job data settings
- Voice comment settings
- Start window changes
- REV button settings
- VCVA function settings

2.6 Ownership Attribute

The Transcription Module is initially configured to automatically move a transcribed Dictation File to the Finished folder in the module. This clarifies how many dictation files remain for transcription. However, once a dictation file has been moved to the Finished folder in Transcription Module, it is invisible to the Dictation Module and may be inconvenient for the Author. For this reason, the folder has an attribute, based on Author privileges, to prevent a dictation file from moving to the Finished folder in the Transcription Module after transcribing. This attribute is called the Ownership attribute. The Ownership attribute simply prevents a dictation file from being automatically moved to the Finished folder in the Transcription Module once the transcription has been completed. Transcriptionist or Author can move the transcribed file to another folder.

=>[Folder Design] – Attributes - Ownership

2.7 Local Mode and Network Mode

A shortcut folder can be modified for any path.

When a shortcut folder represents a path in a local PC, it is displayed as 📁 (normal color). If the path is over the network, it is displayed as 📗 (green).

With access to the network, files in a shortcut folder assigned a path over the network can be listed. Such a configuration is called the network mode.

If the download destination is a folder on the network, when a server crashes or when no network access is available, audio and document files cannot be downloaded.

To avoid this inconvenience, if assigned a network path that is temporarily inaccessible, the destination folder is automatically switched to a local path, allowing file downloading. This is called the local mode.

If a file was downloaded in the local mode, and the system switches back to the network mode, the folders for the network and local modes are both displayed, and the file downloaded in the local mode is automatically moved to the folder associated with the network mode.

A file temporarily placed in the local mode can be identified by its icon. The icon changes back to normal when the file moves to the network mode.

2.8 Clean

Clean is a folder attribute that deletes 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 Recycle Box delete option.

Folders with the Clean attribute are listed below. These folders may contain transcribed dictation files. They have the Clean attribute to clean up old dictation files.

■ **Folders that can be cleaned**

Folder	Dictation Module	Transcription Module
Download Tray Folder A - Folder G	☑	☐
Custom Folder Subfolder	☑	☐
Sent Items	☑	---
Finished	☑	☑
Forwarded	---	☑

---… Unsupported function

☑… Cleanable

☐… Uncleanable

2.9 Voice Comments

There are two types of voice comments recorded by an Author with the Dictation Module: instruction comments and verbal comments.

■ **Instruction Comments**

Instruction comments can be created only with Direct Recording and cannot be composed when making a recording with a stand-alone recorder. Instruction comments are maintained as files separate from a dictation file and provide a Transcriptionist with overall instruction. A 🗨 mark in 🗨 column indicates there are Instruction comments.

■ **Verbal Comments**

Verbal comments are voice comments embedded in a dictation file. Verbal comments can be recorded with supported recorders. Unlike instruction comments, verbal comments are provided for transcription of audio data immediately following the commentary. For this purpose, verbal comments can be recorded at any position in a dictation file.

Instruction comments and verbal comments cannot have index marks inserted.

2.10 Storage Mode and Composite Mode

Olympus recorders implement some or all of three standard USB classes of storage, audio, and HID. To provide stable operation, they switch between the following two modes in accordance with the current application: Storage mode (storage class only) and Composite mode (auto and HID class composite device). With the Dictation Module, Storage class is used for dictation file downloading, while Audio+HID class is used for Direct Recording.

The modules listed below, which are fully supported by the Dictation Module, are three-class composite devices (Storage + Audio + HID) when operating in Composite mode. With these models, specifying Composite mode enables dictation data download, Direct Recording, and all other operations without mode switching.

- DS-7000
- DS-5000/5000iD
- DS-3500
- DS-3400
- DS-2800
- DS-2500
- DS-2400

In the case of models other than those listed above, some models do not have a Storage class in Composite mode. When such a model is connected, users need to switch to Storage mode during dictation file downloading, while users need to switch to Composite mode for Direct Recording. With the Dictation Module, Composite mode is entered automatically whenever the Direct Recording window is displayed. When ODMS R6 returns to the Main window after a recording has been completed, the recorder is automatically switched back to Storage mode. Storage and Composite modes can also be switched manually.

2.11 Backing Up

After a folder's backup settings are configured, any file dropped into the folder will be automatically backed up to the other specified folder.

2.12 Debugging Option

The Dictation Module provides a Log Tool, which is a function to log information that enables analyses of problems that only occur in certain PC environments. By sending the log data of problematic areas to your dealer or distributor, you can receive advice to facilitate a resolution to the problem in a timely manner. Log Tool is provided as ODMSLogTool.exe in the Dictation Module program folder. It allows for per-module configuration of log outputs. Configuring all items to be logged generates a large amount of log information, resulting in slower operations of Dictation Module. When configuring logging, it is recommended to check only the items in question.

For more information on how to use Log Tool, refer to "Collecting Information with Log Tool."

3 **Basic Operations**

This chapter describes the basic operations of Dictation Module.

☐ Starting and Exiting Dictation Module

☐ Downloading a Dictation File

☐ Importing a File

☐ Copying or Moving a Dictation File

☐ Playing a Dictation File

☐ Creating a Dictation File

☐ Editing a Dictation File

☐ Sending a Dictation File via E-mail

☐ Sending a Dictation File via FTP

☐ Managing Document Files

☐ Receiving a Document File via E-mail

☐ Receiving a Document File via FTP

☐ Voice Recognition

3.1 Starting and Exiting Dictation Module

To start and exit Dictation Module, perform the following procedures:

☐ Starting

☐ Auto-starting

☐ Exiting

> ⚠️ Dictation Module, Transcription Module and File Downloader cannot be started simultaneously on the same PC.

Starting

To start the Dictation Module, perform the following steps:

◼ Procedure A

1. From the Windows [Start] menu,
select [All Programs] - [Olympus Dictation Management System] - [Dictation Module].

➡️ Dictation Module will start and the Main window will appear.

◼ Procedure B

1. Double-click a DSS or DSS Pro file through the Windows Explorer.

➡️ Dictation Module will start and the Playback Control window will appear.

Auto-starting

◼ Procedure

1. Start the resident Device Detector4 and check Dictation Module.

2. Connect the supported device to the USB port of the PC.

➡️ Dictation Module will automatically start and the Main or Playback Control window will appear.

Exiting

If in the Playback Control or Direct Recording window, return to the Main window and then exit Dictation Module.

■ Procedure

1. Select [Exit] from the File menu on the Main window.

Or click ☒ in the upper right corner of the Main window.
➜ Dictation Module will close.

3.2 Downloading a Dictation File

Downloading refers to copying a file from a device and transferring it to the Dictation Module. To download a file, follow the procedures described below. Downloaded files are stored in the Download tray.

> Download settings are configured in the Workflow dialog box.
> =>[Workflow] - Download

☐ Downloading All Files
☐ Downloading Files into a Specified Folder
☐ Downloading Specified Files

3.2.1 Downloading All Files

To download all files from a device, perform the following steps:

> ⚠ When using a model with the Music folder, executing [Download All] cannot download files in the Music folder.

■ Procedure

1. Connect a supported device to a USB port on the PC.

2. Switch on the device.

➡ The Main window will automatically open.
The Device Tree View will display the model of the recorder and file information.

> 📝 When connecting or disconnecting the device while the Main window is open, device information will be updated in the Device Tree View.

3. Verify that the device is in Storage mode.

If it is in Audio mode, select [Change Device Mode] from the [Device] menu.

4. Select the device in the Device Tree View and click 📲.

Or right-click the device and select [Download All] from the context menu.
➡ All files in every folder in the device are downloaded (copied) into the corresponding folders A-G in the Download tray.
The file name format is "Recorder user ID (leading four characters) + four-digit number."

> 📝 · If multiple devices are connected, the Device Selection dialog box will appear by clicking [Download All] on the Device menu. Select the device and click [OK].
> · Files in a device can also be deleted when they are downloaded.
> =>[Workflow] - Download

· Downloading can be automatically started when the device is detected.
=>[Folder Design] - Auto Download

3.2.2 Downloading Files into a Specified Folder

To download all files into a specified folder at the same time, perform the following steps:

■ Procedure

1. Connect a supported device to a USB port on the PC.

2. Switch on the device.

➡ The Main window will automatically open.

3. Right-click a folder of the device and select [Download Folder] on the context menu.

➡ Files in the specified folder are downloaded into the corresponding folder in the Download tray. The file name format is "Recorder user ID (leading four characters) + four-digit number."

If multiple devices are connected, the Device Selection dialog box will appear when [Download Folder A (or B-G)] is selected from the Device menu. Select the device and click [OK].

3.2.3 Downloading Specified Files

To download one or more specified files, perform the following steps:

■ Procedure

1. Connect a supported device to a USB port on the PC.

2. Switch on the device.

➡ The Main window will automatically open.

3. Select a folder from the Device Tree View.

➡ Files in the folder will be listed in the Content List View.

4. Select a file in the Content List View and select [Download Selected Files] from the [Device] menu.

➡ The selected files are downloaded into the corresponding folder (for example, folder A to folder A) in the Download Tray of the Dictation Tree View. When the corresponding folder is disabled, the files cannot be downloaded.

3.3 Importing a File

Importing is for capturing an external Dictation File not managed by Dictation Module so that Dictation Module can manage it.

Supported Dictation File formats are listed below. These files can also be dragged and dropped with a tool such as Explorer.

Dictation File	DS2 (DSS Pro), DSS, WMA, WAV, MP3
Encrypted File	DS2 (DSS Pro), $DSS, $WMA, $WAV, $MP3

Specifying a file with a format other than the ones above causes a warning message to appear. However, if a codec that can work with Microsoft® DirectShow® Filter has been installed, dictation files with other formats can also be imported. Once a file format has been imported, it can be re-captured by dragging and dropping it every subsequent time.

■ Procedure

1. Click [icon] on the toolbar.

    Or select [Import Dictation] from the File menu.
    ➜ The Import File dialog box will appear.
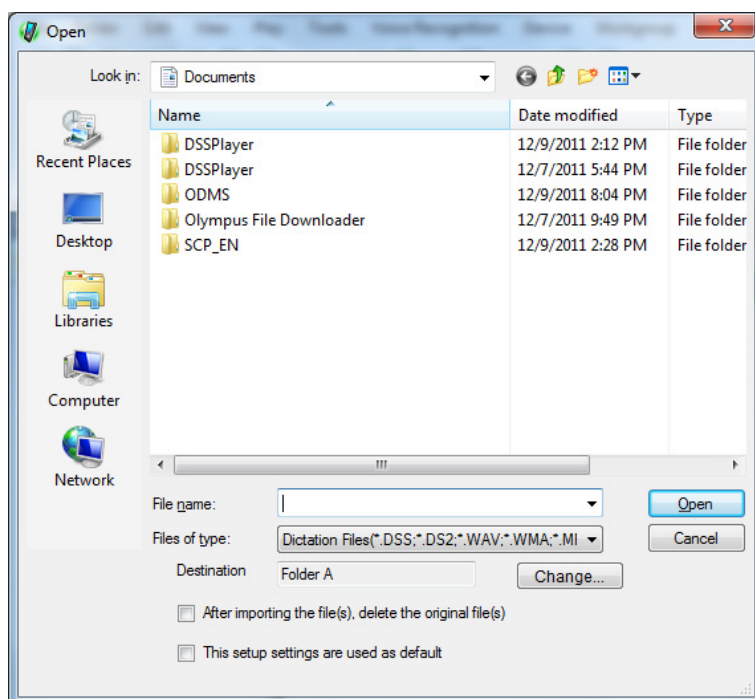
2. Select in the file location list the folder of the file to import.

    Set the import destination folder using [Change].

3. Select a file from the list and click [Open].

➡ The specified file will be copied or moved to the folder selected in "Destination".

3.4 Copying or Moving a Dictation File

To copy or move a dictation file, perform the procedures described below.

☐ [Copying a File in the Dictation Tree View](#)

☐ [Moving a File in the Dictation Tree View](#)

☐ [Copying a File to a Specified Location](#)

☐ [Uploading a Dictation File to the Device](#)

☐ [Exporting a File](#)

3.4.1 Copying a File in the Dictation Tree View

To copy a file in the Dictation Tree View, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the Edit menu selects all files in the List View.

2. Click on the toolbar.

Or select [Copy to Folder] from the Edit menu.
➡ The Copy to Folder dialog box will appear.

3. Select a destination folder and click [OK].

➡ The selected file will be copied to the specified folder.

3.4.2 Moving a File in the Dictation Tree View

To move a file in the Dictation Tree View, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the Edit menu selects all files in the List View.

2. Click on the toolbar.

Or select [Move to Folder] from the Edit menu.
➡ The Move to Folder dialog box will appear.

3. Select a destination folder and click [OK].

➡ The selected file will be moved to the specified folder.

3.4.3 Copying a File to a Specified Location

To copy a file to a specified location, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the Edit menu selects all files in the Content List View.

2. Click on the toolbar.

Or select [Copy] from the Edit menu.
➡ The specified file will be copied to the clipboard.

3. Select a destination folder in the Dictation Tree View or specify a folder with the Windows Explorer.

4. Click on the toolbar.

Or select [Paste] from the Edit menu.
➡ The file will be pasted into the specified folder.

3.4.4 Uploading a Dictation File to the Device

Uploading is copying a file in the Content List View and transferring it to a connected device.

File types not supported by the device cannot be uploaded.

■ Procedure

1. Select a dictation file in the Content List View and click   on the Device Tree View.

Or select [Upload Selected Files] from the Device menu.
➡ The Upload dialog box will appear.

2. Select a destination folder and click [OK].

➡ The selected file will be copied to the specified folder.

3.4.5 Exporting a File

This function can export audio and management files to external media.

Management files are files for storing important dictation information for dictation files.

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the Edit menu selects all files in the List View.

2. Click ⬆️ on the toolbar.

Or select [Export Dictation] from the File menu.
➡️ The Export dialog box will appear.
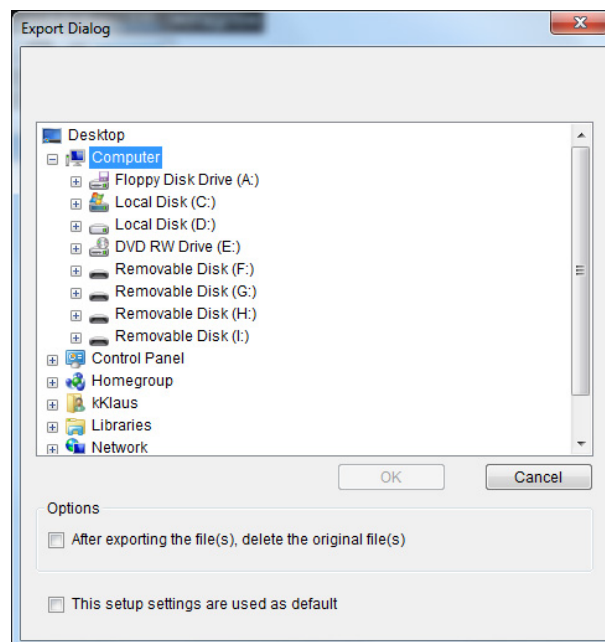
By checking the deletion option check box in the Options field, the original file is deleted after exporting has been completed.

3. Select a destination folder and click [OK].

➡️ The selected audio and management files will be exported to the specified folder.

⚠️ The export function only supports copying to an external location. Specifying a path managed by Dictation Module results in an error.

3.5 **Playing a Dictation File**

This section describes how to play a dictation file.

· Selecting [Switch to Playback Control Window] from the View menu hides the Main window and opens the Playback Control window.
· Clicking a DSS file with the Windows Explorer directly opens the Playback Control window and starts playing the file.

☐ Starting and Stopping Playback

☐ Shifting the Playback Position

☐ Adjusting Playback Conditions

☐ Intro-Scanning

3.5.1 Starting and Stopping Playback

Typical tape recorder operations such as playback, stop, fast-forwarding, and rewinding are available.

The Playback Control bar on the Main window and Playback Control window offer the same operations during playback.

■ Procedure

1. Double-click a file to play from the Content List View.

Or select [Play] from the context menu.

Or select the file and click [▶].
Or select the file and select [Play/Stop] from the Play menu.

➡ Playback of the file will begin. The Position control (▽) indicates the current playback position.
[00:00:25 / 00:00:55] shows the total length of time in white and the current position in blue.

2. Click [■] during playback.

Or select [Play/Stop] from the Play menu.
➡ Playback of the file will stop.

· Selecting [Switch to Playback Control Window] from the View menu displays the Playback Control window.
· Clicking [▶] again after stopping playback restarts playing from a previous position set by a length of time specified with Auto-backspace on the Playback Control.

3.5.2 Shifting the Playback Position

This section describes how to play a file from a specified position.

Moving to a Desired Position

■ Procedure

1. Click on a desired position on the Play bar or drag the Position control there.

➡ The Position control will move to the specified position.

Skipping to an Index Mark or Verbal Comment Position

On the Play bar, a red mark (🔺) represents an index mark and a light blue bar represents a verbal comment.

■ Procedure A

1. Click [◄◄] or [►►►] .

Or select [Next/Previous Index Mark/Verbal Comment] from the Play menu.
➡ The Position control will move to an index mark or to the edge of a verbal comment before or after the current position.

■ Procedure B

1. Click 📖 on the toolbar.

Or select [View All Index Mark] from the Play menu.
➡ The [View All Index Mark] dialog box will appear.
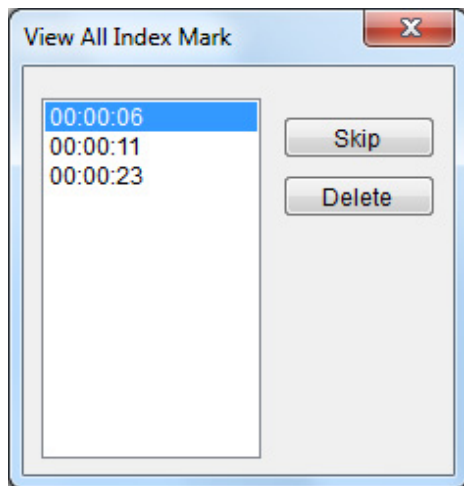
2. Select an index mark and click [Skip].

Moving the Position Control with the Keyboard

If the Play bar is highlighted (surrounded by a dotted line), the Position control can be moved with the keyboard.

Keyboard Operations	Position Control Behavior
←	Moves to the left
→	Moves to the right
Home	Moves to the beginning of a file
End	Moves to the end of a file

3.5.3 Adjusting Playback Conditions

Dictation Module can provide better sound quality of recorded sound. Functions can be selected from the Playback Control bar on the Main window or from the Playback Control window.

> The following controls except for Volume Adjustment Control are hidden initially. Modify the initial settings to display them.
> =>[User Setting] – Playback Control – Control Indicators
> Depending on administrative settings, some menus will be hidden.

☐ Adjusting Volume

☐ Adjusting Speed

☐ Suppressing Noise

☐ Adjusting Tone

Adjusting Volume

This function is used to adjust the playback volume.

■ Procedure

1. Drag the slider on the Volume Adjustment control.

Or select [Up] or [Down] for Volume from the Play menu.
➡ The playback volume will adjust.

Adjusting Speed

Playback speed adjustment allows for slower playback of demanding sound parts and faster playback for less demanding parts.

■ Procedure

1. Click ▲ or ▼, or drag the slider on the Speed Adjustment control.

Or select [Up] or [Down] for Speed from the Play menu.
➡ The playback speed can be adjusted to nine levels between 50% and 200% without changing the voice pitch (sound pitch).

Suppressing Noise

Noise cancellation is useful for easier listening of noisy recordings.

■ Procedure

1. Click ▲ or ▼, or drag the slider on the Noise Cancellation control.

Or select [OFF], [1], [2], or [3] for Noise Cancellation from the Play menu.
➡ The noise cancellation effect can be adjusted to the following four levels: OFF, 1, 2, and 3.

⚠ In some recording environments, noise cancellation may not work effectively. In certain noise cancellation levels (1-3), the volume level may be too low or the sound quality may change.

Adjusting Tone

Move the slider to the [-] side to emphasize bass sounds and to the [+] side to emphasize higher sounds. The [+] side is generally more suitable for easy listening.

■ Procedure

1. Click ▲ or ▼, or drag the slider on the Tone Adjustment control.

Or select [Up] or [Down] for Tone from the Play menu.

➡ The tone can be adjusted in increments of 1% from 100% on the [-] side to 100% on the [+] side.

3.5.4 Intro-Scanning

This function sequentially plays only the first five seconds of the files displayed or selected in the Content List View. When all the files have been intro-scanned, a beeping sound is produced. A file with a recording time of less than five seconds is played through before the next file is played. A file being played back is highlighted in the Content List View.

■ Procedure

1. Click ⬛ on the toolbar in the Main window.

Or select [Intro Scan] from the [Play] menu.

➡ Files displayed in the Content List View will be intro-scanned sequentially from a selected file. If no file is selected, intro-scanning will begin with the first file on the list.

2. Click ⬛.

Or select [Play/Stop] from the Play menu.

➡ Intro-scanning will stop.

3.6 Creating a Dictation File

This section describes how to create and edit a dictation file.

☐ Making a New Recording

☐ Adding a Recording to a File

☐ Partially Deleting a File

☐ Inserting an Index Mark

☐ Exiting the Recording Window

3.6.1 Making a New Recording

This function can be used to perform Direct Recording (create a new file) in the Direct Recording window using a digital voice recorder or DirectRec as a microphone.

> The volume, status, and user ID of recorded sound are displayed on the status bar during recording.

> The recording quality should be configured in advance.
> =>[Workflow] –Direct Recording

■ Procedure

1. Connect Directrec or a supported digital voice recorder to a USB port on the PC.

2. Click 　 on the toolbar.

Or select [New Dictation] from the File menu.

➜ The Direct Recording window will open.

When creating a new file, the folder name is "Recording folder," and the file name format is "the leading four characters of the user ID + four-digit sequential number.extension".

3. Select the Microphone Sensitivity.

Select Conference mode 　 or Dictation mode 　.

> ⚠ Some Olympus recorder models do not support selection of Microphone Sensitivity on the Direct Recording window. With these models, use the Sound and Audio Devices setting on the OS Control Panel to adjust the microphone input level.
> Supported recorders listed under "Devices Connectible to Dictation Module" and Directrec support all Microphone Sensitivity adjustments.

4. Click 　.

➜ Recording will begin. It can be operated via DirectRec, used as a microphone, or via the buttons

on the digital voice recorder.

⚠️ 🔴 is the button for recording verbal comments. Use 🔴 for normal recording.
=>Recording a Verbal Comment

5. Click [image].

➡ Recording will stop.

6. Exit the Recording window.

3.6.2 Adding a Recording to a File

This function adds a recording to an existing file. When repeatedly starting and stopping recordings, each recorded segment will be appended to the file to create a single continuous recording.

Starting recording after shifting the Position control to a previously-recorded position results in either an overwrite recording or an insert recording.

Additionally recorded files are saved in the Dictation tray.

■ Procedure

1. Connect the Directrec or a supported digital voice recorder to a USB port on the PC.

2. Right-click the file to be configured and select [Edit Dictation] from the context menu.

Or select the file and click [image] on the toolbar.
Or select the file and select [Edit Dictation] from the File menu.
➡ The Direct Recording Window will open.

3. Move the Position control to the intended recording position.

4. Select the recording mode.

Select [image] for insert recordings or select [image] for overwrite recordings.

5. Select the Microphone Sensitivity.

Select Conference mode [image] or Dictation mode [image].

6. Click [image] to start recording.

7. Click [image].

➡ Recording will stop.

8. Exit the Recording window.

3.6.3 Partially Deleting a File

To partially delete a recorded file, perform the following steps. Partially deleted files are saved in the Dictation tray.

■ Procedure

1. In the Direct Recording Window, move the Position control to the desired deletion starting point and click ✂ .

Clicking ✂ again will unlock the starting point.

2. Move the Position control to the desired deletion end point and click ✂ .

➡ The Confirmation dialog box for deletion will appear.

3. Click [OK].

➡ The specified range will be deleted.

4. Exit the Recording window.

3.6.4 Inserting an Index Mark

An index mark can be inserted and deleted in the Main Window or Direct Recording Window

⚠️ Index marks cannot be inserted into instruction comments.

Inserting an Index Mark

To insert an index mark, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

➡ The file will be displayed on the Playback Control bar.

2. Move the Position control and click ✓ on the toolbar.

Or select [Insert Index Mark] from the Play menu.
➡ An index mark will be inserted at the Position control location.

The maximum number of settable index marks is 16 for a DSS file and 32 for a DSS Pro file.

Deleting an Index Mark

To delete an index mark, perform the following steps:

■ Procedure A

1. Move the Position control to the index mark to be deleted by clicking ⏮ or

⏭.

2. Click ✐ on the toolbar.

Or select [Delete Index Mark] from the Play menu.
➡ The index mark will be deleted.

■ Procedure B

1. Select [View All Index Mark] from the Play menu.

➡ The [View All Index Mark] dialog box will appear. Index marks are displayed in the format of HH:MM:SS.

View All Index Mark

```
00:00:06
00:00:11              Skip
00:00:23
                      Delete
```
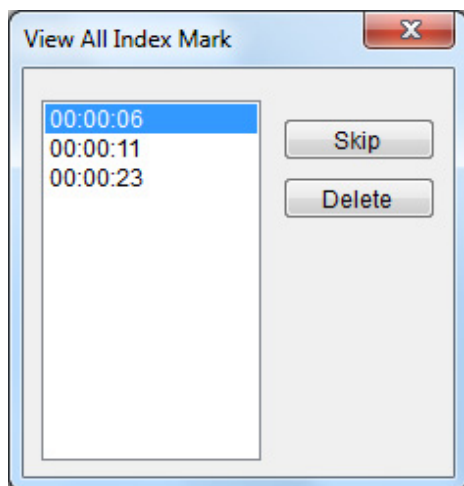
2. Select an index mark and click [Delete].

➡ The index mark will be deleted. Multiple index marks can be deleted at once.

3.6.5 Exiting the Recording Window

To finish recording operations, perform the following steps:

■ Procedure

1. From the Direct Recording Window, click [Finished] after recording and editing a file.

➔ The Dictation Finished dialog box will appear. Clicking [Pending] finishes recording operations in the Pending status of recording.
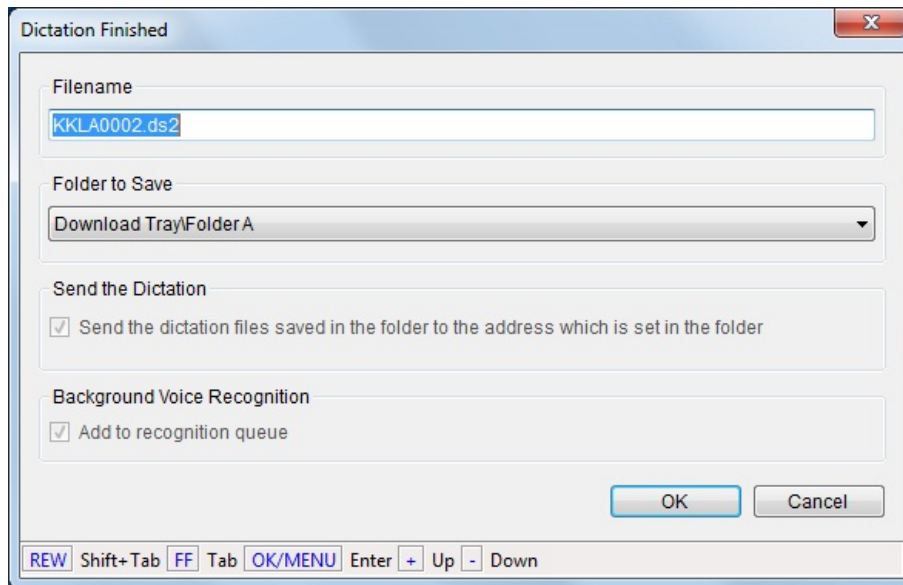
Items	Description
Filename	Enter the file name.
Folder to Save	From the list, select the folder in which the file is to be saved.
Send the Dictation	If the folder for saving is configured with the automatic E-mail/FTP sending option, select whether or not to send the file.
Background Voice Recognition	Selects whether or not to register to the Recognition Queue.

2. Click [OK].

➔ The file will be saved with Complete status.

3.7 Editing a Dictation File

DSS files, DSS Pro files, or WMA files recorded with an Olympus recorder can be edited.

> ⚠️ Edited files are always saved as new files.
> MP3, WAV, and general WMA files cannot be edited.

The following functions are available.

📘 Converting the File Format

📘 Splitting a Dictation File into Two Files

📘 Joining Multiple Dictation Files into One

📘 Recording a Verbal Comment

📘 Recording an Instruction Comment

📘 Changing the Status of a Dictation File

3.7.1 Converting the File Format

This function converts a dictation file in the Content List View into a specified file format. With multiple files selected, it converts all of the files into the specified format.

> 📝 When Format Conversion is enabled in the folder property settings, files in the folder are automatically converted into the specified format according to the settings.
> =>[Folder Design] - Actions - Format Conversion

■ Procedure

1. Right-click a dictation file in the Content List View, and select [Convert Dictation Setting] from the context menu.

Or select the file and click 🔄 on the toolbar.
Or select [Convert Dictation] from the File menu.
➡️ The Convert Dictation Settings Dialog Box will appear.

2. Select a format and attributes and click [OK].

The resulting file will be saved in the same folder. Select whether or not to delete the original file after conversion.
➡️ The file will be converted to and saved as a file with another format, and the original file will be deleted based on the folder property settings.

📘 Format and Attributes of the Resulting File

Format and Attributes of the Resulting File

The following tables list the formats and attributes that can be assigned to the resulting file in the Convert Dictation dialog box.

Format	Attributes			
	Codec	Sampling Frequency	Quantization Bit Rate	Channel (Recording Mode)
WAV	PCM	44.10 kHz	16 bit	stereo
	PCM	32.00 kHz	16 bit	stereo
	PCM	22.05 kHz	16 bit	stereo
	PCM	16.00 kHz	16 bit	stereo
	PCM	44.10 kHz	16 bit	mono
	PCM	22.05 kHz	16 bit	mono
	PCM	12.00 kHz	16 bit	mono
	PCM	8.00 kHz	16 bit	mono

Format	Attributes			
	Codec	Bit Rate	Sampling Frequency	Channel (Recording Mode)
DSS	DSS	13.7 kbps	12 kHz	mono (SP)
DSS Pro	DSS	13.7 kbps	12 kHz	mono (SP)
	DSS	28 kbps	16 kHz	mono (QP)

Format	Attributes			
	Codec	Bit Rate	Sampling Frequency	Channel Constant / Variable Bit Rate
WMA	WMA	8 kbps	8.00 kHz	mono CBR
	WMA	16 kbps	22.05 kHz	mono CBR
	WMA	32 kbps	44.10 kHz	mono CBR
	WMA	48 kbps	44.10 kHz	mono CBR
	WMA	12 kbps	8.00 kHz	stereo CBR
	WMA	32 kbps	22.05 kHz	stereo CBR
	WMA	64 kbps	44.10 kHz	stereo CBR
	WMA	128 kbps	44.10 kHz	stereo CBR

3.7.2 Splitting a Dictation File into Two Files

With this function, a Dictation file in the Content List View can be split into and saved as two files.

DSS, DSS Pro, WAV, and WMA files can be split. The resulting file format can be selected.

■ Procedure

1. Select a file in the Content List View and click on the toolbar.

Or select [Split] from the File menu.
➜ The Split File dialog box will appear.
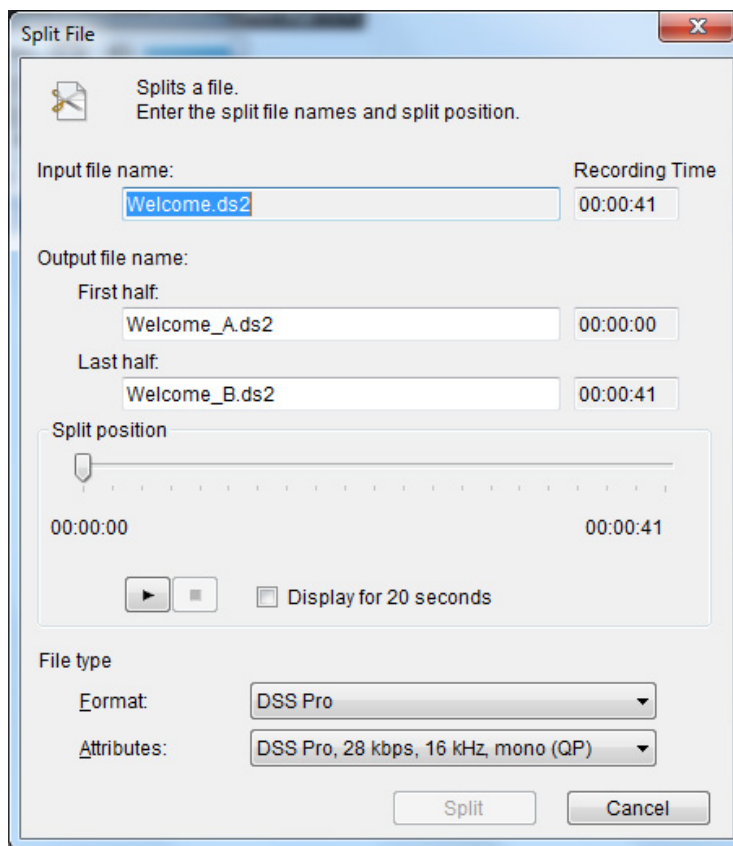
Items	Description
Input file name	The name and time length of the file to be split are displayed.
First half	Type in a name for the first half of the resulting file.
Last half	Type in a name for the last half of the resulting file.
Split position	With the slider, specify the point of separation in the original file.
▶ ■	With these buttons, playback of the file can be started, stopped, and verified.
Display for 20 seconds	Checking this option zooms in on a 20-second range centered on the slider, allowing for fine-tuning at the point of separation.

File type Format	Specify the file format of the resulting file.
File type Attributes	Specify the attribute of the resulting file.

2. Type in the names of the two resulting files that will represent the first and last halves of the original file, respectively.

3. Specify the split position with the slider.

4. Click [Split].

➡ The file will be split at the Position control point, and the first and last halves will be saved with their specified names in the original folder.
The default naming format of the two resulting files is "the original file name + _A or _B.extension." The original file will remain intact.

· File status after splitting is [Recording Finished].
· If files to be joined each have instruction comments, the newly combined file will retain all of the instruction comments from the original files.

3.7.3 Joining Multiple Dictation Files into One

Multiple files selected in the Content List View can be joined into and saved as a single file in the same folder.

DSS, DSS Pro, WAV, and WMA files can be joined.

Joining two split files again may result in noise at the point of attachment.

· File status after joining is [Recording Finished].
· If files to be joined each have instruction comments, the newly combined file will retain all of the instruction comments from the original files.

■ Procedure

1. Select the files to be joined in the Content List View and click 🗐 on the toolbar.

Or select [Join] from the File menu.
➡ The Join Files dialog box will appear.
With ▶ and ■, playback of the files can be started, stopped, and verified.
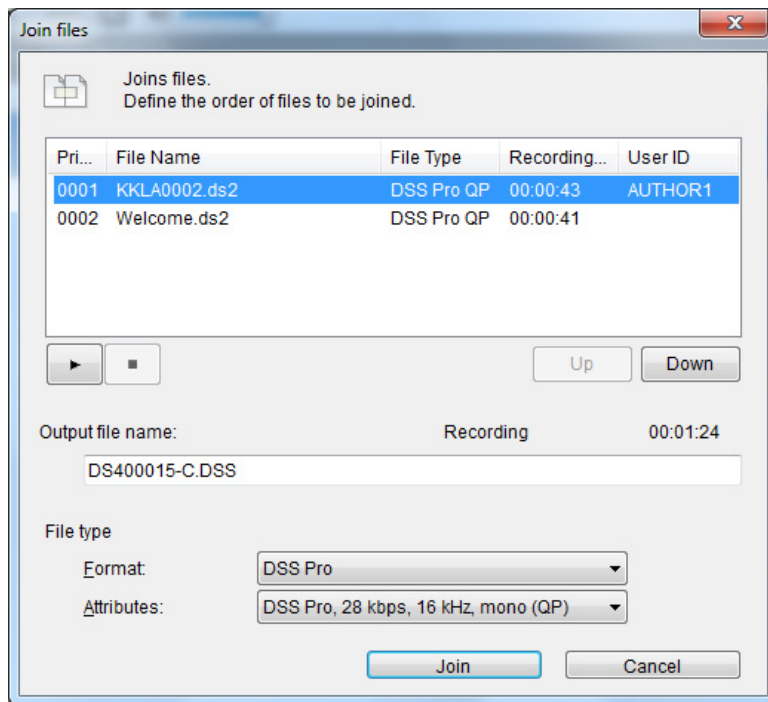
2. Specify the sequence of the files to be joined using [Up] and [Down].

3. Type in the desired name of the resulting combined file in the [Output file name] field.

   As the default setting, the resulting file name is the original file name with the addition of "C."

4. Click [Join].

   ➔ The joined file with the specified file name will be saved in the same folder.
   The default naming format of a joined file is "the original file name + _C.extension." The original files will remain intact.

3.7.4 Recording a Verbal Comment

Verbal comments are recorded at any position in a dictation file based on the need for instructions. A Transcriptionist will transcribe a dictation file according to the verbal comments recorded in the file. Verbal comments can be recorded with Dictation Module as well as any recorder that supports Verbal Comment. With a recorder, they can be recorded only while the verbal comment recording button is being pressed during Dictation File recording. With Dictation Module, whenever the verbal comment recording button is being pressed, a verbal comment can be recorded, even when a dictation file is not being recorded. Verbal comments cannot have index marks inserted.

Verbal comments are displayed in light blue on the Play bar. They can be recorded as insert recordings or overwrite recordings.

To delete a verbal comment, use the partial deletion function for a recorded file.

=>Partially Deleting a File

> Verbal comment recording can be disabled.
> =>[Workflow] – Direct Recording - Voice comments

■ Procedure

1. In the Direct Recording Window, move the Position control to a point for verbal comment insertion.

2. Select the recording mode.

Select ![icon] for insert recordings or select ![icon] for overwrite recordings.

3. Select the Microphone Sensitivity.

Select Conference mode ![icon] or Dictation mode ![icon].

> ⚠ Some Olympus recorder models do not support selection of Microphone Sensitivity on the Direct Recording window. With these models, the microphone input level is set via [Property of Sound and Audio Device] on the Control Panel of the OS.
>
> Supported recorders listed under "Devices Connectible to Dictation Module" and Directrec support all Microphone Sensitivity adjustments.

4. Verbal comments can only be recorded while pressing ![icon].

During the recording of a dictation file, a verbal comment can still be recorded while pressing the button. Releasing the button allows normal recording to resume.

Verbal comments are displayed in light blue. With ![icon] or ![icon], the Position control can be moved to an index mark or to the edge of a verbal comment before or after the current position.

5. Exit the Recording window.

3.7.5 Recording an Instruction Comment

An instruction comment can be created only with Direct Recording and cannot be prepared when making a recording with a stand-alone recorder. An instruction comment is maintained as a file separate from a dictation file and provides the Transcriptionist with instruction. A ![icon] mark in ![icon] column indicates there are Instruction comments.

> 📝 Instruction comment recording can be disabled.
> =>[Workflow] – Direct Recording - Voice comments

Attaching an Instruction Comment

■ Procedure

1. Click ![icon] in the Direct Recording Window.

➡ The Play bar will be surrounded by an orange line.

2. Select the Microphone Sensitivity.

Select Conference mode 📶 or Dictation mode 📶.

⚠ Some Olympus recorder models do not support selection of Microphone Sensitivity on the Direct Recording window. With these models, the microphone input level is set via [Property of Sound and Audio Device] on the Control Panel of the OS.

Supported recorders listed under "Devices Connectible to Dictation Module" and Directrec support all Microphone Sensitivity adjustments.

3. Click ▣ to start recording an instruction comment.

4. Click ▣ to stop recording.

5. Exit the Recording window.

Deleting an Instruction Comment

To delete an instruction comment, perform the following steps:

■ Procedure

1. Click ✖ on the toolbar in the Direct Recording Window.

➡ The instruction comment will be deleted.

3.7.6 Changing the Status of a Dictation File

This function changes the status of the currently selected Dictation File.

■ Procedure

1. Select a file in the Content List View and click ⚐ on the toolbar.

Or select [Change Status] from the File menu.
➡ The Change Status dialog box will appear.

Change Status	✕
Recording.Finished ▼	OK
	Cancel
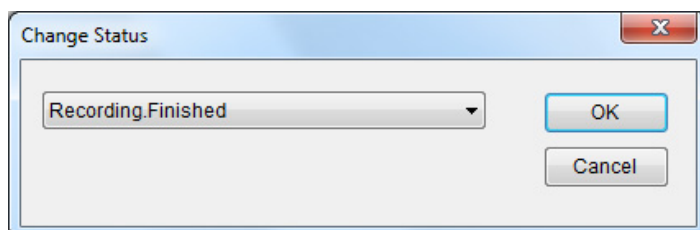
The following statuses can be selected:

Item	Functions
Recording.Pending	Set to the pending status of recording.
Recording.Finished	Recording has been completed.
Transcription.Finished	Transcription has been completed.
Voice Recognition.Pending	Voice recognition is underway.
Voice Recognition.Finished	Voice recognition has been completed.

2. Select the status and click [OK].

➜ This will change the status of the selected file.

3.8 Sending a Dictation File via E-mail

The E-mailing function offers manual transmission via the menu and automatic transmission with periodic confirmation.

> To send a file via email, an email profile needs to be configured in advance.
> =>[E-mail / FTP] - E-mail

The following two methods are available to send a file via email.

☐ Automatic Transmission via E-mail

☐ Manual Transmission via E-mail

☐ Registering an E-mail Address

3.8.1 Automatic Transmission via E-mail

If a folder is configured for auto send of e-mail, any files stored in the folder are stored in Outbox, and sent to a specified addressee at a specified time.

> To automatically send an email, the folder needs to be pre-configured for automatic sending.
> =>[Folder Design] – Actions – Send via E-mail

Automatically Switching E-mail Profiles

When configuring automatic transmission, it is beneficial to set an alternative profile at the same time so that if an email cannot be automatically sent with the [Auto Send via E-mail] setting, the profile switches and the email can then be automatically sent with the [Auto Send via E-mail (Alternate)] setting.

=>[Folder Design] – Actions – Send via E-mail (Alternate Profile)

3.8.2 Manual Transmission via E-mail

To specify and send a file via email, perform the following steps.

> · To send a file via email, an email profile needs to be configured in advance.
>   =>[E-mail / FTP] - E-mail
> · For information on how to register an address, refer to Registering an E-mail Address.
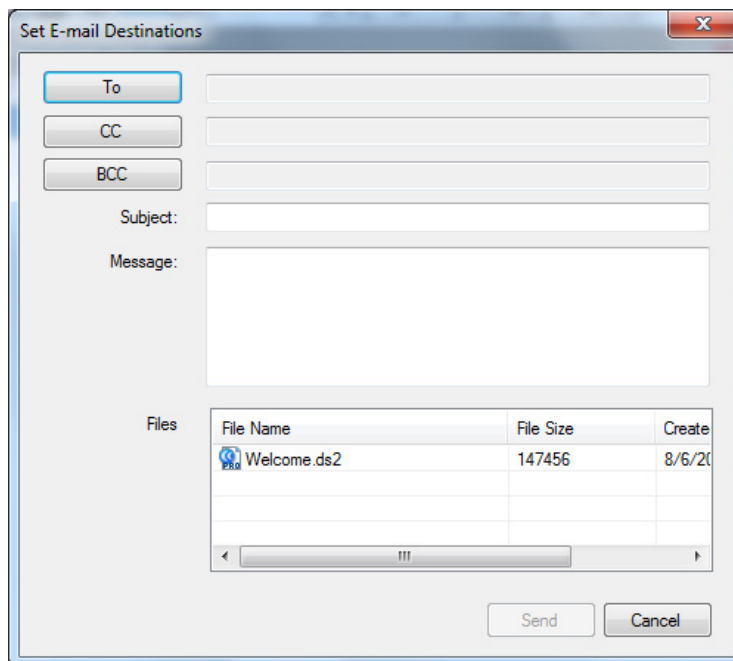
■ Procedure

1. Select a file.

2. Click ✉ on the toolbar, and select a mail profile to be used.

Or select a mail profile with [Send Via E-mail] on the Tool menu.
➜ The "Set E-mail Destinations" dialog box will appear.
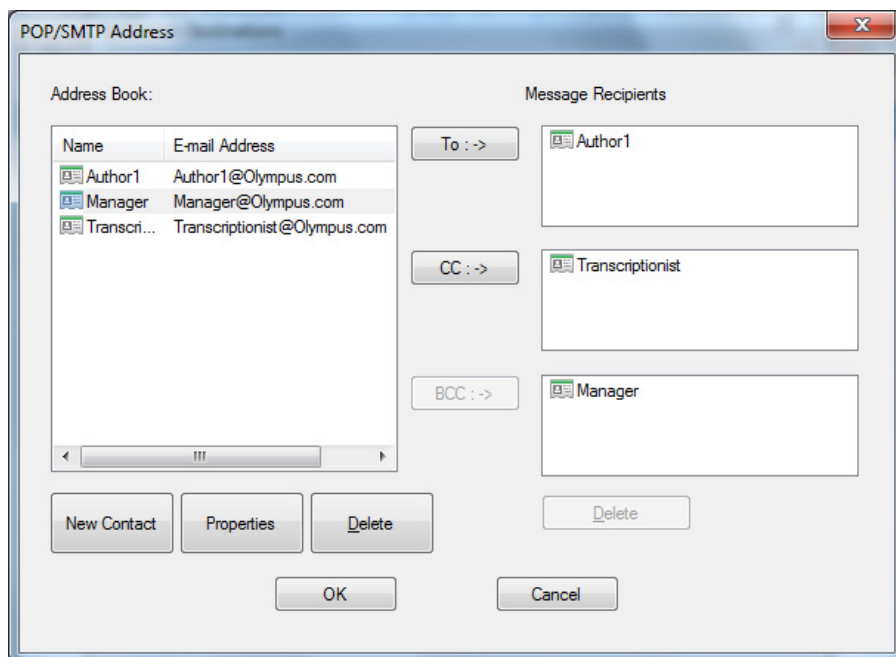
3. Click [To], [CC], and/or [BCC].

➜ The POP/SMTP Address dialog box will appear.

📖 Use the [New Contact] button to register a new address.
=> Registering an E-mail Address

4. Select addresses from the Address Book and click [To:=>], [CC:=>], and/or [BCC:=>].

5. After completing configuration, click [OK].

➡ The selected addresses will be displayed in the "Set E-mail Destination" dialog box.

6. Type in the "Subject" and the "Message".

Enter the mail body to the "Message".

7. Click [Send].

➡ The email will be saved in the Outbox folder.

8. Select the files configured for sending in the Content List View and click 📧 in the Information View.

➡ The Information View will display the mail body.

9. Click ▼ at the right of 🔄 of the tool bar, then select [Send] or [Send and Receive].

Or select [Send and Receive], then [Send] or [Send and Receive] from the Tool menu.
➡ The emails in the Outbox folder will be sent.

3.8.3 Registering an E-mail Address

To register an email address, perform the following steps:

■ Procedure

1. Click [New Contact] in the POP/SMTP Address dialog box.
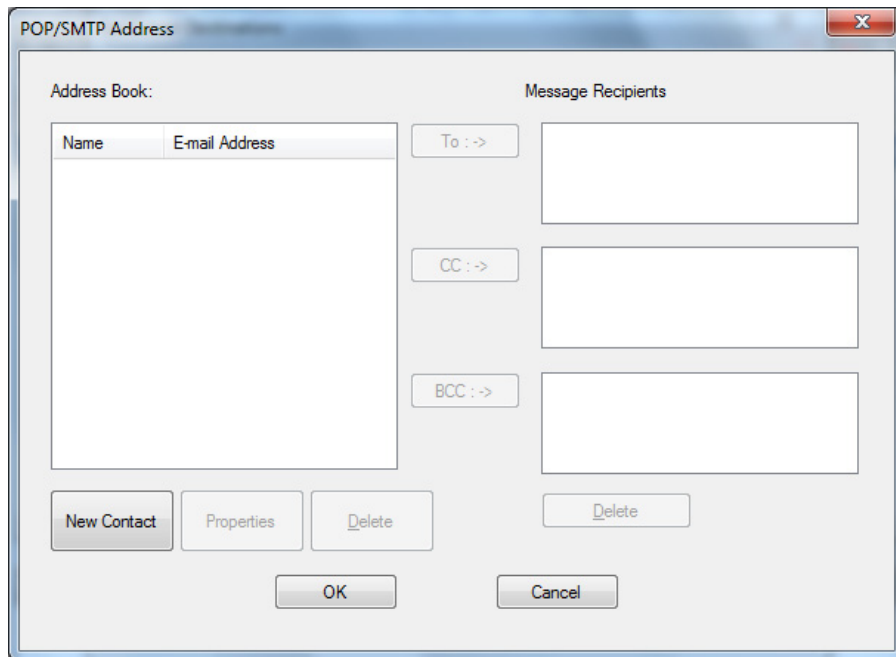
➡ The New Contact dialog box will appear.
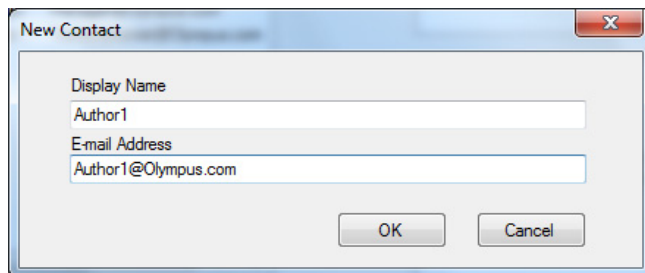
2. Type in a contact name and its email address in the "Display Name" and "E-mail Address" fields, respectively, and then click [OK].

➡ The address will be registered in the POP/SMTP Address dialog box.
   Selecting the registered address and clicking [Properties] enables editing of the address.
   Clicking [Delete] will remove the registered address.

3.9 Sending a Dictation File via FTP

The FTP sending function offers manual transmission via the menu and automatic transmission with periodic confirmation.

To send a dictation file via FTP, perform the following steps. Automatic and manual transmission are available.

To send a file via FTP, an FTP profile needs to be configured in advance.
=>[E-mail / FTP] - FTP

☐ Automatic Transmission via FTP
☐ Manual Transmission via FTP

3.9.1 Automatic Transmission via FTP

With a folder configured for automatic FTP transmission, files in the folder are automatically sent to a pre-determined destination at regular intervals.

To automatically send a file via FTP, the folder needs to be pre-configured for automatic FTP transmission.
=>[Folder Design] - Actions – Send via FTP

Automatically Switching FTP Profiles

When configuring automatic transmission, it is beneficial to set an alternative profile at the same time so that if a file cannot be automatically sent via FTP with the "Auto Send via FTP" setting, the profile switches and the file can then be automatically sent via FTP with the "Auto Send via FTP (Alternate)" setting.
=>[Folder Design] – Actions – Send via FTP (Alternate Profile)

3.9.2 Manual Transmission via FTP

To manually send a file via FTP, perform the following steps:

To send a file via FTP, an FTP profile needs to be configured in advance.
=>[E-mail / FTP] - FTP

■ Procedure

1. Select a file.

2. Click on the toolbar.

➜ The Set "FTP Destinations" dialog box will appear.
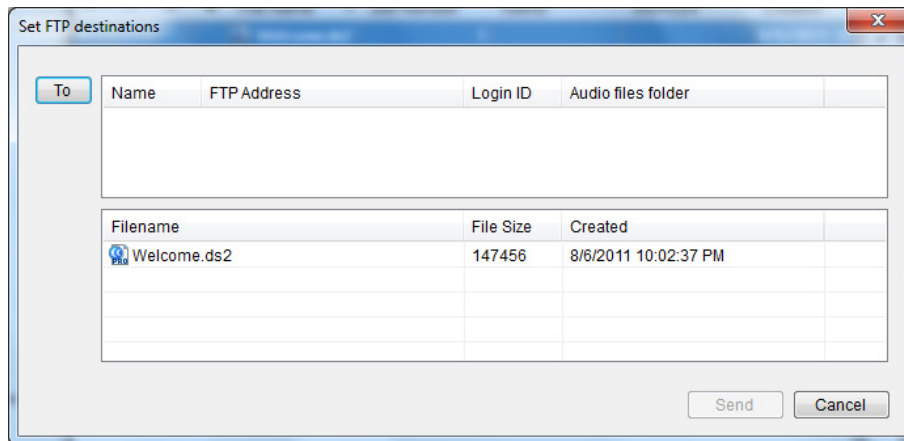
3. Click [To].

➜ The FTP Profiles dialog box will appear.
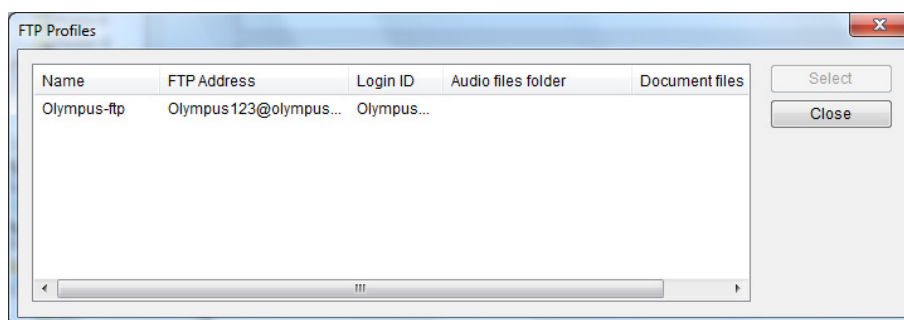
4. Select an FTP profile and click [Select].

➜ The FTP address will be displayed in the Set FTP Destination dialog box.
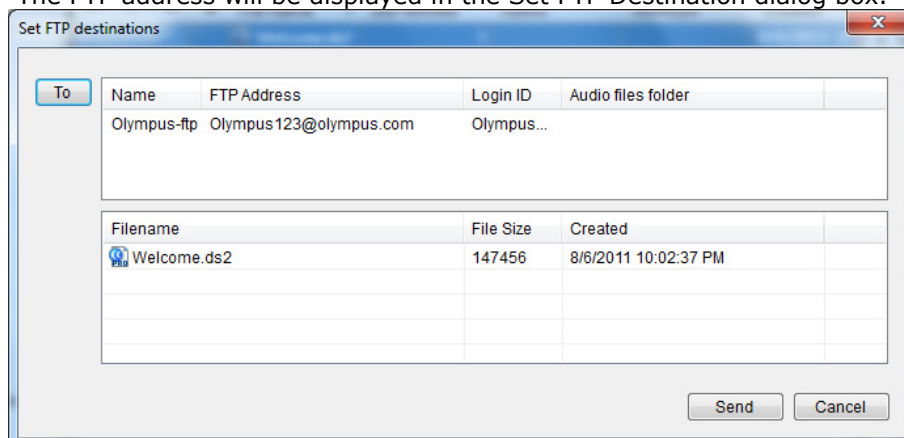
5. Click [Send].

➜ The file will be stored in the Outbox folder.

6. Click ▼ at the right of 🔄 of the tool bar, then select [Send] or [Send and Receive]

Or select [Send and Receive], then [Send] or [Send and Receive] from the [Tool] menu.
➜ The files in the Outbox folder will be sent.

3.10 Managing Document Files

Document files are managed in the Document Tray. They can easily be registered by dragging and dropping them with a tool such as Explorer.

File name extension registration must be performed on the Folder Settings dialog box to enable management with Document tray. Document Tray cannot manage any document file whose file name extension is not registered.

☐ Adding a Managed Document File Type

☐ Associating a Document File with a Dictation File

☐ Dissociating a Document File from a Dictation File

3.10.1 Adding a Managed Document File Type

To add a new type of document file, perform the following steps. The following is an example of adding a document file with the ".WRI" extension to the Document tray.

■ Procedure

1. Click 📁 in the Dictation Tree View.

➡ The Folder Design dialog box will appear.

2. Click [Document Tray] in the Folder Tree.

3. Select [Support Document Type] from the Folder Property and click 📄.

➡ The Supported Document Type dialog box will appear.

4. Type in the extension to be added and click [Add].

5. Click [OK].

➡ Files with the added extension (XXX.WRI) will be displayed in the Document tray.

3.10.2 Associating a Document File with a Dictation File

To associate a document file with a dictation file, perform the following steps:

■ Procedure

1. Select a dictation file in the Content List View and click [Associate with Document] on the File menu.

Or select a dictation file in the Content List View and click on the toolbar.
➜ The Open dialog box will appear.

2. Select a document file and click [OK].

➜ The document file name of the associated document file will be displayed in the Document column of the Content List View. Selecting a dictation file in the Content List View highlights the associated document file in the Document List.

Selecting a dictation file and clicking [Open Document] on the File menu causes the associated document file to be opened with its associated application.

3.10.3 Dissociating a Document File from a Dictation File

To dissociate a document file from a Dictation file, perform the following steps:

■ Procedure

1. Select a dictation file in the Content List View and click [Remove Association with Document] on the File menu.

Or select a dictation file in the Content List View and click on the toolbar.
➜ The file will be dissociated from the document file and the document file name will be removed from the Document column.

3.11 Receiving a Document File via E-mail

To receive a document file via E-mail, manual reception via the menu and automatic reception with periodic confirmation are provided.

A received document file is stored in the Document tray or My Documents folder.

> • The receive file settings must be configured before a document file can be received.
>   => [Workflow] - Receive

The following two methods are available for receiving a document file.

📖 Automatic Reception via E-mail

📖 Manual Reception via E-mail

3.11.1 Automatic Reception via E-mail

With automatic reception pre-configured, E-mails with document files are automatically received at regular intervals, and the received documents are stored in the Document Tray.

> · To receive a file via email, an email profile needs to be configured in advance.
>   => [E-mail / FTP] - E-mail
> · To automatically receive a document file, pre-configuration is required.
>   => [E-mail / FTP] - Send / Receive

3.11.2 Manual Reception via E-mail

To manually receive a document file via email, perform the following steps:

■ Procedure

1. Select [Receive] or [Send and Receive] by clicking ▼ on the right side of 📨 on the toolbar.

Or select [Receive] or [Send and Receive] from [Send and Receive] in the Tool menu.
➡ Document files will be received manually and stored in the Document tray.

2. Right click the document file then select [Open Document] from the Context menu.

Or select [Open Document] from the [File] menu.
➡The associated application with the document file opens the document.

3.12 Receiving a Document File via FTP

To receive a document file via FTP, manual reception via the menu and automatic reception with periodic confirmation are provided.

Received document files are stored in the Document tray.

- The receive file settings must be configured before a document file can be received.
  => [Workflow] - Receive

The following two methods are available for receiving a document file.

Automatic Reception via FTP

Manual Reception via FTP

3.12.1 Automatic Reception via FTP

With automatic reception pre-configured, document files are automatically received via FTP at regular intervals, and the received documents are stored in the Document Tray.

- To receive a file via FTP, an FTP profile needs to be configured in advance.
  => [E-mail / FTP] - FTP
- To automatically receive a document file, pre-configuration is required.
  => [E-mail / FTP] - Send / Receive

3.12.2 Manual Reception via FTP

To manually receive a document file via FTP, perform the following steps:

1. Select [Receive] or [Send and Receive] by clicking ▼ on the right side of 🔁 on the toolbar.

Or select [Receive] or [Send and Receive] from [Send and Receive] in the Tool menu.
➡ Document files will be received manually and stored in the Document tray.

2. Select the document file and select [Open Document] from the Context menu.

Or select [Open Document] from the [File] menu.
➡ The document file will open with its associated application.

3.13 Voice Recognition

A recorded dictation file can be converted to text automatically using voice recognition software.
ODMS R6 comes with a collection of voice recognition functions that have been dramatically improved and enhanced. Also, the Adaptation function learns from user corrections made to text output by voice recognition software and applies what it learns to the next voice recognition session.
The Dictation Module provides the following functions.

- Automatic voice recognition of dictation files downloaded from a device
- Simultaneous voice recognition during direct recording with a microphone
- Correction of voice recognition results using a special text editor (Voice Recognition Editor)
- Request transcriptionist to correct results of voice recognition
- Feedback of voice recognition result corrections to the voice recognition engine for improved voice recognition accuracy

☐ Getting Ready for Voice Recognition
☐ Settings to Share Adaptations
☐ Performing Real-time Voice Recognition
☐ Performing Background Voice Recognition
☐ Correcting Voice Recognition Results (Corrected by Voice Recognition Editor)
☐ Correcting Voice Recognition Results (Corrected by Transcriptionist)
☐ Correction Feedback

3.13.1 Getting Ready for Voice Recognition

The Dictation Module itself does not have voice recognition functions built-in. Supported voice recognition software must be installed separately.

Installing Voice Recognition Software

First, install supported voice recognition software. Refer to the installation guide that comes with your voice recognition software for information about how to install it.

ODMS R6 supports Dragon NaturallySpeaking voice recognition software.

Enabling Voice Recognition Functions

In order to use voice recognition with the Dictation Module, the [Workflow] – Voice Recognition on the Option Settings dialog box must be used to configure voice recognition settings.

■ Procedure

1. On the menu bar, select [Tools] – [Options..] to display the Option Settings dialog box.

2. Select the [Workflow] tab, which will cause [Voice Recognition] – [General] to appear in the tree view.

3. Select the "Enable Voice Recognition" check box.

➡ This will enable use of voice recognition function with the Dictation Module. You can display a voice recognition screen in the information view.

4. Select "Do adaptation" to apply corrections to voice recognition to a DNS user profile in Dragon NaturallySpeaking.

➡ The Adaptation function is enabled in the Dictation Module.

> • The transcriptionist must enable the "Do adaptation" option also to share voice recognition results and corrections in the adaptation data folders with other transcriptions.
> Refer to Help for the Transcription Module for details.

Dragon NaturallySpeaking User Profiles

With Dragon NaturallySpeaking, there is a separate profile file (referred to here as a "DNS user profile") that records personal settings for each voice recognition user. Set one fixed DNS user profile for use when performing voice recognition with the Dictation Module. Other users can also share a DNS user profile by using the roaming setting.

For details about DNS user profile options, refer to "Voice recognition – Dragon NaturallySpeaking".

■ Procedure

1. On the menu bar, select [Tools] – [Options..] to display the Option Settings dialog box.

2. Select the [Workflow] tab, which will cause [Voice Recognition] – [Dragon NaturallySpeaking] to appear in the tree view.

➡ This will access the Dragon NaturallySpeaking engine and obtain DNS user profile information kept by the Dragon NaturallySpeaking engine.

3. The [Dragon NaturallySpeaking] screen will appear. It will show the information obtained from the Dragon NaturallySpeaking engine.

4. Select the "User Profile Location" setting.

- If you are not sharing the DNS user profile with another user, select "Use Local Profile".
- If you are sharing the DNS user profile with another user, select "Use Dragon Roaming".

📖
- The "User Profile Location" setting links with Dragon NaturallySpeaking engine settings. Because of this, even if you do not click [OK] or [Apply] on the Option Settings dialog box, when the selection destination is moved the setup for Dictation Module is checked and reflected by the Dragon NaturallySpeaking Engine.

5. If you selected "Use Dragon Roaming" in step **4**, the user Roaming User Wizard for the user profile will appear on the display. After configuring the roaming destination shared location in accordance with the Wizard, select the DNS user profile to be managed in the shared location from the DNS user profiles present on the local PC.

➡This will copy the DNS user profile created on the local PC to the specified shared location. Now whenever the Dragon NaturallySpeaking engine accesses the DNS user profile, settings will be changed as if the shared location was referenced and not the local PC.

📖
- If the Roaming User Wizard is canceled part way through, the "User Profile Location" setting is also canceled and the "Use Local Profile" is re-enabled.

6. Use the "Active User Profile" option to configure the DNS user profile to be used when implementing voice recognition with the Dictation Module. Select the user profile to be used from the [User Name] list. The user profiles present at the location whose setting were configured in steps **4** and **5** are automatically displayed in and can be selected from the [User Name] list.

📖
- Voice recognition cannot be implemented unless a user profile is selected in the [User Name] box.
- The settings of other options besides the [User Name] selection are configured in accordance with how voice recognition is actually being used. For details about the meaning of each option, refer to "Voice recognition – Dragon NaturallySpeaking". Configuring settings appropriately will improve voice recognition efficiency.

7. Perform training for the selected user profile.

8. On the Option Settings dialog box, click [OK].

➡This will check the DNS user profile to be used by the Dictation Module. It also will enable start of voice recognition.

3.13.2 Settings to Share Adaptations

These settings allow corrections to voice recognition to be shared by the Dictation Module (author side) and Transcription Module (transcriptionist side) and are required to use the author's DNS user profile to do adaptations.

These settings are not particularly needed to do voice recognition, to correct results of voice recognition, or to do adaptation with just the Dictation Module.

Set either a shared folder, e-mail, or FTP as shown below to share the results and corrections to voice recognition with the Dictation Module and Transcription Module.

■ Shared Folder Setup Procedure

1. Set up a shared folder on a network that both the author and transcriptionist can see and confirm that both of them can access it.

2. Click on the [Folder Design] tab in option settings and select it as the adaptation data folder.

3. The author specifies a shared address for the path of the attributes.

➡ The shared address appears for the path. If an error occurs, check the address of the path and the access rights.

➡ The transcriptionist sets the same shared address as the author set in Option settings [Workflow]-[Voice Recognition] for the General Rule List.

Refer to Transcription Module Help regarding the option settings for the transcriptionist.

■ E-mail/FTP Setup Procedure

1. Select E-mail/FTP from Option settings and register the required profiles as the addresses of authors and transcriptionists.

• Refer to
=>[E-mail / FTP] - E-mail
=>[E-mail / FTP] - FTP
for details, about the e-mail/FTP profile.

3.13.3 Performing Real-time Voice Recognition

Real-time voice recognition is a function that lets you use a special voice recognition editor screen (Voice Recognition Editor) to perform voice recognition while recording dictation, and perform real-time monitoring of voice recognition results. When there is a mistake in the voice recognition results, you can use the Voice Recognition Editor to correct the text.

To improve the real-time voice recognition rate, you need to train the DNS user profile using the same microphone device that you will use for actual real-time voice recognition.

> Instruction Comment and Verbal Comment cannot be recorded with real-time voice recognition. Also, index marks cannot be added.

■ Procedure

1. Configure real-time voice recognition options.

➔For details, refer to "Voice recognition – Real-time Voice Recognition".

2. Connect the microphone device that you will use for real-time voice recognition to the PC.

> • With real-time voice recognition, the microphone device, used when the DNS profile being used was trained, is automatically selected and used.

3. On the toolbar, click .

Alternatively, click [Do Real-time Voice Recognition] on the [Voice Recognition] menu.
➔ This will open the Voice Recognition Editor.

4. On the Voice Recognition Editor toolbar, click the "Record"(●) button.

➔ "Recording…" will appear in the status bar to indicate that dictation recording and voice recognition has started.

> • You can stop and restart recording, playback, and perform other operations using the toolbar's playback control buttons.
> • If you are using Olympus Directrec or an Olympus recorder as the microphone device, you can also stop and start recording, playback, and perform other operations using button operations on the Directrec device or recorder.
> • When performing Directrec device or recorder button operations, you can configure option settings for each model and [PC Link] – [Programmable Buttons] – [Voice Recognition] settings are enabled. For details, refer to the explanations for configuring the settings of each device.
> • The [User Settings] – [Keyboard] – [Voice Recognition] settings of the Option Settings dialog box are valid on the Voice Recognition Editor. For details, refer to "Keyboard ".
> • Voice commands are supported for inserting line breaks and spaces verbally when recording dictation. For details about voice commands, refer to the Dragon NaturallySpeaking user documentation.

5. After dictation recording is complete, click the "Record" (●) again or click the

"Stop" (■) button.

➔ This will exit dictation recording and voice recognition.

⚠ There may be some time lag between dictation recording and voice recognition result output. Because of this, it may take some time before voice recognition stops entirely after the Stop button is pressed.

6. Correct the voice recognition result as required.

For information about how to make corrections, refer to "Correcting Voice Recognition Results".

7. Exit real-time voice recognition.

Perform the menu operations below to perform the operation you want on a recorded dictation file.

Menu	Button	Description
[File] – [Send for Correction]		Select this item to quit dictation recording and request voice recognition result correction by another user. The status of the dictation file becomes VoiceRecognition.Finished, and the recorded dictation file is output as a .WAV format file. You must specify the storage destination folder of the file.
[File] – [Finished]		Select this item to quit dictation recording and voice recognition. The status of the dictation file becomes Transcription.Finished, and add-on dictation recording and voice recognition result correction are disabled. You must specify the file output destination folder and the file format for document export.
[File] – [Pending]		Select this item when performing additional dictation recording later. The status of the dictation file becomes VoiceRecognition.Pending, and the dictation file is stored in the Recording Folder as a .dra format file. You can use Edit Dictation ( ) to perform add-on recording and voice recognition.

3.13.4 Performing Background Voice Recognition

Background voice recognition lets you queue recorded dictation files and sequentially perform voice recognition on them. Background voice recognition can be performed in parallel with other Dictation Module processes. This means voice recognition can be performed at the same time other dictation and transcription tasks are being performed.

To improve the background voice recognition rate, you need to train the DNS user profile using the same recorder that you will use for actual dictation recording. For details, refer to the Dragon NaturallySpeaking user documentation.

The following procedure explains the operational procedure using dictation file download as an example.

■ Procedure

1. Configure background voice recognition option settings so dictation files are automatically added to the voice recognition queue when files are downloaded.

➜ For details, refer to "Voice recognition – Background Voice Recognition".

- In order to register files automatically in the voice recognition queue when a file is downloaded or imported, you need to enable the "Add to recognition queue after downloading, importing and direct recording" option.
- Data is not added to the voice recognition waiting list when it is downloaded even if "Add to recognition queue after downloading, importing and direct recording" is enabled, if voice recognition is off, even for recorders that can be specified to run voice recognition.
- When the "Add to recognition queue after downloading, importing and direct recording" option is disabled, a file can be added to the voice recognition queue using drag and drop after the file is downloaded.

2. Open the information view on the Dictation Module main screen.

3. Open the Voice Recognition Waiting List in the information view.

4. Connect the recorder used to record the dictation file to the PC and download the dictation file.

5. At the same time the files are downloaded, all downloaded dictation files are registered to the Voice Recognition Waiting List.

- You can skip voice recognition processing by un-selecting the check box after a dictation file is registered to the voice recognition waiting list.

6. On the menu bar, select [Voice Recognition] – [Start Recognition Queue]. Voice recognition of the dictation files in the voice recognition queue is performed in the sequence they appear in the voice recognition queue.

➜ A progress bar appears on the display to show the progress of the voice recognition process. When a voice recognition process is complete, the dictation file is moved from the voice recognition queue to the voice recognition result list, so you can keep track of voice recognition process results.

- If you enabled the "Start recognition queue automatically when new files are added to the queue" option in step **1**, the voice recognition process is started automatically when a file is added to the voice recognition queue, even if you do not select [Start Recognition Queue].
- You can stop an ongoing voice recognition process by selecting [Voice Recognition] - [Stop Recognition Queue].

3.13.5 Correcting Voice Recognition Results (Corrected by Voice Recognition Editor)

You can use the Voice Recognition Editor to correct the voice recognition results of a dictation file that has been processed with real-time voice recognition or background voice recognition.

Text can be corrected using the Voice Recognition Editor while playing back the recorded dictation in the editor. When playing back the recorded dictation, the range of text that corresponds to the location being played can be highlighted, so corrections can be made to match the voice recognition result and the location being played.

Operation of the Voice Recognition Editor depends on the status of the dictation file. The following are the voice recognition correction operation procedures for each type of file status condition.

Incomplete Voice Recognition

This section explains the procedure when a new dictation file is being recorded with real-time voice recognition or when performing add-on recording and voice recognition of a file whose status is VoiceRecognition.pending.

In this case the voice recognition process must be performed with the Voice Recognition Editor, so the Dragon NaturallySpeaking engine should be started up and linked for operation. Contents edited in the Voice Recognition Editor are also discerned by the Dragon NaturallySpeaking ending, and synchronization with DNS is necessary. Because of this, the Dragon NaturallySpeaking editing function is used to correct text before voice recognition is complete.

If you find an error within voice recognition result text, select the range of error text and then select "Show Correction Dialog" ( ) or "Show Spell Dialog" ( ). This will make it possible to use text correction functions provided by Dragon NaturallySpeaking to update text data on screen while maintaining consistency with Dragon NaturallySpeaking internal data.

Of course, you can use keyboard operations to input text strings and delete text with the Voice Recognition Editor, the same as with standard text editor operations. Note, however, that deleting text using keyboard operations will also delete the corresponding dictation data. This is an unavoidable functional limitation of Dragon NaturallySpeaking. It is recommended that "Show Correction Dialog" or "Show Spell Dialog" be used whenever possible to edit text.

- For the menu configuration when handling a dictation file for which voice recognition is incomplete, refer to "Menu List (Voice Recognition Editor/Real-time Voice Recognition)".
- When corrections to voice recognition results are finished, the file is moved to the adaptation data folder.
  For details refer to Correction Feedback after the data is moved to the Adaptation Data folder.

Voice Recognition Complete Files

Further add-on recording and/or voice recognition cannot be performed on a file that has been processed

with background voice recognition, or on a file that has been finished or sent for correction with real-time voice recognition. Because of this, the Voice Recognition Editor starts up alone, without linking with Dragon NaturallySpeaking.

As with a file for which voice recognition is incomplete, the recorded dictation can be played back with the Voice Recognition Editor with the position of the text being played back highlighted on the screen. When correcting text, correct voice recognition results directly using keyboard operations. Using keyboard operations to delete text when voice recognition is complete will delete the dictation data that corresponds to the deleted text data, but the dictation data will not be deleted when text is deleted after voice recognition is complete.

However, since there is no linking with Dragon NaturallySpeaking, use of the "Spell Dialog" and other editing functions provided by Dragon NaturallySpeaking is not supported.

- For the menu configuration when handling a dictation file for which voice recognition is complete, refer to "Menu List (Voice Recognition Editor/Text Correction)".
- When corrections to voice recognition results are finished, the file is moved to the adaptation data folder.
  For details refer to Correction Feedback after the data is moved to the Adaptation Data folder.

3.13.6 Correcting Voice Recognition Results (Corrected by Transcriptionist)

The author sends voice recognition results from real-time voice recognition and background voice recognition to the transcriptionist and the transcriptionist corrects it and feeds it back to the author, then the author adapts it and updates the DNS profile.

The exchange for these corrections is done via the Adaptation Data folder of the Dictation Module and the Transcription Module.

You must set either a shared folder, e-mail, or FTP as shown below to share corrections to voice recognition results.

■ Voice Recognition Results Sending Procedure

1. The dictation files and voice recognition results files are stored in the Adaptation Data folder.

➜ After they are stored, they are sent using the same method as normal dictation files.

Item	Description
For Shared Folder	The voice recognition results files are transferred via the path of the shared folder.
For e-mail	The voice recognition results files are transferred to the OutBox\E-mail folder.
For FTP	The voice recognition results files are transferred to the OutBox\FTP folder.

The corrections to the voice recognition results stored in the OutBoxes are sent according to the transmission method stipulated for either e-mail or ftp. The standard sending procedure is used for sending. Refer to the following to change the settings for sending and receiving.
=>[E-mail / FTP] - Send / Receive

2. The transcriptionist manually edits the voice recognition results and sends the corrected file to the author.

➜ The corrections are stored in the author's Adaptation Data folder.

3.13.7 Correction Feedback

The corrections to the voice recognition results that are stored in the Adaptation Data folder are applied to the Dragon Naturally Speaking dictionary.

The Dictation Module supports two-step adaptation.

- **Vocabulary Adaptation**

    Vocabulary adaptation learns the sentence structures of the author, terms that are not known by the Dragon NaturallySpeaking engine, etc.

    Vocabulary adaptation processing can be completed within a relatively short time.

- **Acoustic Adaptation**

  Acoustic adaptation analyzes and allows learning of acoustic characteristics such as the noise level of the input sound, microphone characteristics, author voice characteristics, etc.

  Acoustic adaptation processing takes a relatively longer time than vocabulary adaptation.

Configuring option settings to execute adaptation will cause dictation files to be added to an adaptation queue when voice recognition and text correction is complete. This applies to both background voice recognition and real-time voice recognition (when [Finished] is executed).

The Dictation Module must execute the two types of adaptation in the sequence above. Acoustic adaptation cannot be performed on a dictation file unless vocabulary adaptation has been performed.

The following procedure explains execution of adaptation following background voice recognition.

■ Procedure

1. In the Adaptation Data folder, select a file on which to run adaptation, right click it and select [Add to Adaptation Waiting List].

➡ The selected file is registered to the adaptation waiting list.

2. When corrections for all the dictation files are finished, select [Voice Recognition] - [Adapt All Files] from the menu.

➡ First perform vocabulary adaption and then acoustic adaptation on all of the dictation files in the adaptation queue. If any dictation file already has had vocabulary adaptation performed, perform acoustic adaptation only for that file.
  A progress bar will appear above the adaptation queue to indicate the progress of the process.

- To perform vocabulary adaptation only, perform **[Do Vocabulary Adaptation]**. This will perform vocabulary adaptation only on the dictation file selected in the adaptation queue.
- To perform acoustic adaptation only, perform **[Do Acoustic Adaptation]**. This will perform acoustic adaptation only on the dictation file selected in the adaptation queue.

3. If the Dragon NaturallySpeaking engine encounters an unknown term during vocabulary adaptation, a term registration dialog box will appear when vocabulary adaptation of all target files is complete.

➡ Select the check boxes next to the terms you want the Dragon NaturallySpeaking engine to learn.
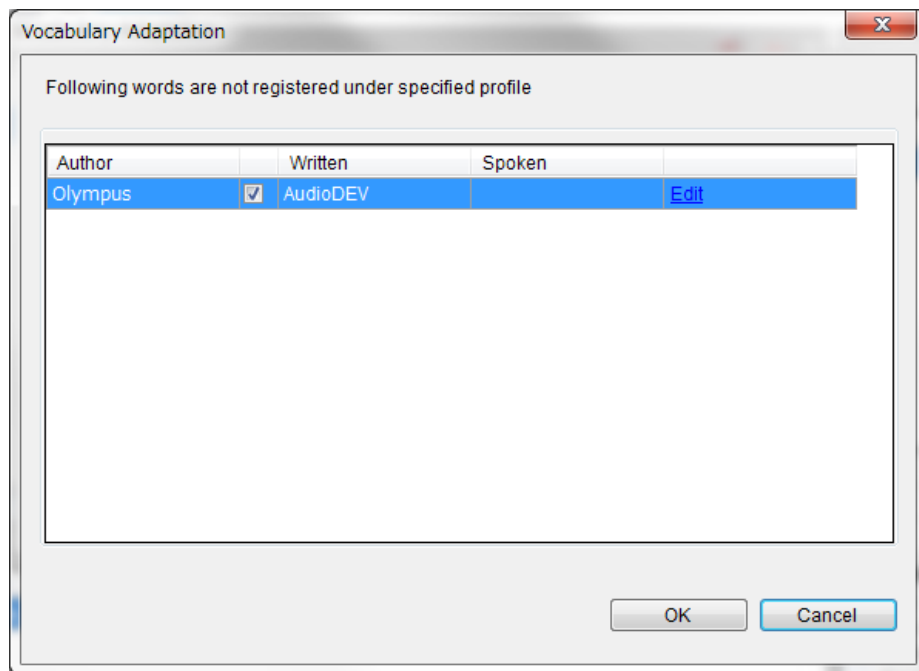
➔ [Written] shows the output when the term specified by [Spoken] is encountered during voice recognition. For example, when "mister" is specified for [Spoken] and "Mr." for [Written], "Mr." will be output in the voice recognition results when the word "mister" is spoken. To edit [Spoken] and [Written] entries, click Edit on the term registration dialog box and then use the term editing dialog box that appears for editing.

- The same as when **[Do Vocabulary Adaptation]** is performed, if a term that is unknown to Dragon NaturallySpeaking is encountered during vocabulary adaptation, a term registration dialog box will appear when vocabulary adaptation of all target files is complete.

4. Following vocabulary adaptation, perform acoustic adaptation on all of the target files.

➔ A progress bar will appear above the adaptation queue to indicate the progress of the process. Files are deleted from the adaptation queue as both vocabulary adaptation and acoustic adaptation are complete. A file will remain in the adaptation queue whenever either type of adaptation fails for some reason.

4 Managing Files and Folders

Folders in the Dictation Tree View and the Device Tree View can be edited for each application.

The following functions are available.

- ☐ Editing a Folder in the Dictation Tray
- ☐ Editing the Properties of Audio and Document Files
- ☐ Backing Up a Downloaded Dictation File
- ☐ Encrypting and Decrypting a Dictation File
- ☐ Sorting Dictation Files
- ☐ Sharing a Dictation File with Transcriptionists
- ☐ Automatically Deleting Transcribed Dictation Files
- ☐ Searching for Dictation Files and Document Files

4.1 Editing a Folder in the Dictation Tray

To edit a folder in the Dictation tray, follow the procedures below.

⚠ Up to 20 one-byte characters can be used for a folder name (note that for a folder in a recorder, the maximum character count is 8). The following one-byte characters are unavailable: **\ / : * ? " < => |**

☐ Creating a Folder

☐ Mounting a Folder

☐ Removing a Folder

☐ Renaming a Folder

4.1.1 Creating a Folder

To create a folder, perform the following steps. Folders can also be created with the [New] button in the Folder Design dialog box.

■ Procedure

1. Select a folder in the Dictation Tree View and click [New Folder] on the context menu.

Or select 📁 in the Dictation Tree View.
Or select [New Folder] from the File menu.
➡ The Create New Folder dialog box will appear.

2. Type in a folder name and click [OK].

➡ A subfolder will be created in the selected folder.

4.1.2 Mounting a Folder

This function adds a specified external folder path, as a custom folder, to the Dictation Tree View. As a result, it can be managed as a shortcut folder with Dictation Module.
One can also be added with [Add] in the Folder Design dialog box.

■ Procedure

1. Select the Dictation Tray in the Dictation Tree View and select [Add Folder] from the context menu.

Or click 📁 in the Dictation Tree View.
Or select [Add Folder] from the [Folder] menu.
➡ The Browse for Folder dialog box will appear.

2. Select a folder name and click [OK].

➔ The path to the specified folder will be registered as a shortcut folder in the Dictation tray.
It can be managed with Dictation Module just like an actual folder.

4.1.3 Removing a Folder

To remove a shortcut folder previously created with [Add Folder], perform the following steps:

■ Procedure

1. Select a shortcut folder in the Dictation Tree View and select [Remove Folder] from the context menu.

Or select ▢ from the Dictation Tree View.
Or select [Remove Folder] from the [Folder] menu.
➔ The selected shortcut folder will be removed.

Only user-added shortcut folders can be deleted. Only the path to the registered folder is removed and the folder itself, including its dictation files, are not deleted.

4.1.4 Renaming a Folder

This function renames a folder.

Folders whose context menus do not display [Rename] cannot be renamed.

■ Procedure

1. Select a folder in the Dictation Tree View and select [Rename] from the context menu.

Or select ▢ from the Dictation Tree View.
Or select [Rename Folder] from the [Folder] menu.
➔ The folder name field will become editable.

2. Type in a folder name and press [Enter].

➔ The folder name will be modified.

· Up to 20 one-byte characters can be used for a folder name (note that for a folder in a recorder, the maximum character count is 8). The following one-byte characters are unavailable: **\ / : * ? " <=> |**
· The method for renaming a device folder depends on the model.
    => Configuring a Device of a Selected Model => [Device]

4.2 Editing the Properties of Audio and Document Files

Dictation files and document files contain various types of information as their properties. To edit the properties of a file, the following methods are available.

☐ Editing in the Properties View

☐ In-line Editing

☐ Editing with the Job Data Dialog Box

4.2.1 Editing in the Properties View

To view the properties of a file, perform the following steps:

The items displayed in gray cannot be edited.

◼ Procedure

1. Select a folder in the Dictation Tree View or Device Tree View.

➡ Files in the folder will be listed in the Content List View.

2. Select a file in the Content List View.

➡ The properties of the selected file will be displayed in the Properties View.

3. Modify the properties as needed.

Items displayed in black can be edited. Click the edit box and select from the list or enter content.
➡ Entered content will be reflected immediately.

4.2.2 In-line Editing

This function can edit the properties of a Dictation File directly in the Content List View.

◼ Procedure

1. Click 🔲 to change to 🔲.

Or select [In-line Edit] from the View menu to change to 🔲.

2. Right click the dictation file in the Content List View then select [Edit Item] from the context menu.

Or select a Dictation file and click the cell to be modified.

➡ In editable items, text can be entered or a selectable Pull Down menu will appear.

3. Edit the properties as needed.

➡ Input data will be immediately reflected in the system.

4.2.3 Editing with the Job Data Dialog Box

This function can edit the job data (Author, Worktype ID, Option Items, and Comments) of a selected dictation file.

◾ Procedure

1. Right click a dictation file in the Content List View and select [Edit job Data] from the context menu.

Or select ![icon] on the toolbar.
Or select [Edit Job Data] from the File menu.
➡ The Edit Job Data dialog box will appear.

2. Edit the properties as needed.

3. Click [OK].

Baltech Transponder

Baltech Transponder Reader PAD allows use of its sensor inputs as text entries in the Edit Job Data dialog box.

◾ Procedure

1. Connect Baltech Transponder to a USB port on the PC.

2. Select a dictation file in the Content List View and click ![icon] on the toolbar.

Or select [Edit Job Data] from the File menu.
➡ The Edit Job Data dialog box will appear.

3. Select [Transponder is used] from the Options menu.
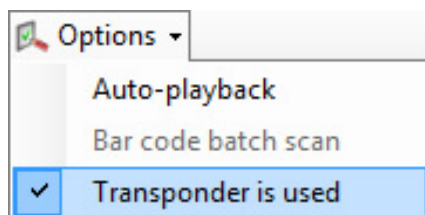
➡ The Transponder Reader PAD will become available.

4. Specify the target text entry box with the mouse.

If Baltech Transponder Reader PAD is disconnected and then reconnected, configure [Use Transponder] on the Options menu in step 3 again.

4.3 Backing Up a Downloaded Dictation File

A dictation file can be backed up with either one of two methods: by automatic backup with backup configuration or by manual export to external media.

Backing Up Automatically

This method allows for automatic backup of Dictation files with pre-configuration.

■ Procedure

1. Click 📁 in the Dictation Tree View.

Or select [Options] from the [Tool] menu.
➡The Folder Design Dialog Box or the Folder Design Options tab will appear.

2. Enable Backup under Actions in the Folder Properties box.

➡ With this setting, each time a file is updated, its backup file will be created and stored in the Backup folder.

> Files in the Backup folder can be deleted after a certain length of time. To achieve this, set the Purge attribute of the Backup folder.
>
> =>[Folder Design] - Actions - Purge

Backing Up Manually

With operations such as copying, exporting, and dragging and dropping, a file can be manually backed up.

4.4 Encrypting and Decrypting a Dictation File

Encryption ensures that important files are securely maintained.

Encryption is applied per file or per folder.

An encrypted file can only be played once the correct password has been entered.

> **About Dictation File Encryption**
> - Encryption of dictation files other than DSS Pro files uses the same Olympus proprietary format as that of DSS Player Pro R4/R5. They cannot be decrypted using another company's software, etc.
> - With DSS Pro, encryption is performed in accordance with DSS Pro specifications. They can be decrypted using another company's software if it supports DSS Pro format. In the case of Olympus software, DSS Pro format is supported by DSS Player Pro R5 and higher only. Decryption cannot be performed by DSS Player Pro R4.

> With the Encryption attribute set to [Yes] for a folder, files in that folder are automatically encrypted with the password set under Attribute. With a password not configured under Attribute, the Encryption Password dialog box will appear when a file is dropped into the folder.
>
> =>[Folder Design] - Attributes - Encryption/Password

- Encrypting per File
- Encrypting per Folder
- Decrypting a File

4.4.1 Encrypting per File

To encrypt a single file, follow the procedure below.

Encrypting "filename.dss" changes its extension, turning the file name into "filename.$dss". Encrypting a DSS Pro file does not affect its extension.

■ Procedure

1. Select an unencrypted Dictation file in the Content List View and click [Encrypt] on the context menu.

Or click 🔒 on the standard toolbar.
Or select [Encrypt] from the [File] menu.
➡ The Encryption Password dialog box will appear.

2. Type in a password in the Password and Confirm Password fields using 4 to 16 alphanumeric characters.

In the case of a DSS Pro format file, encryption format settings can also be configured.

- In the case of DSS Pro format, encryption format settings can be configured. 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.

3. Click [OK].

➜ The file will be encrypted. Clicking [Cancel] cancels the encryption.

4.4.2 Encrypting per Folder

With a folder configured for encryption, files in the folder are automatically encrypted with the password set for the folder. An encrypted file is displayed with the Encryption icon (🔒) in the Encrypted column (🔒) in the Content List View.

Encrypting "filename.dss" changes its extension, turning the file name into "filename.$dss". Encrypting a DSS Pro file does not affect its extension.

> ⚠️ When created under an encrypted folder, a subfolder automatically inherits the encryption setting from the parent folder.

■ Procedure

1. Select a folder to be encrypted and click 📁.

Or select [Options] from the [Tool] menu and open the Folder Design tab to select a folder.
➡ The Folder Settings dialog box or Folder Design dialog box in the Option Settings will appear.

2. Enable the Encryption attribute in the Folder Properties dialog box.

3. Click ⊡ next to "Password" in the Folder Properties dialog box.

➡ The Encryption Password dialog box will appear.

4. Type in a password in the Password and Confirm Password fields using 4 to 16 alphanumeric characters.

In the case of a DSS Pro format file, encryption format settings can also be configured.

> ● Encryption format settings are used for auto encryption of DSS Pro format files. There is no difference in the encryption format when auto encrypting non-DSS Pro format files.
> ● 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.

5. Click [OK].

➡ The folder will be encrypted. If there are any files already located in the folder, a message will appear asking the user whether or not to encrypt those files. Clicking [Yes] will encrypt all of the files currently located in the folder.

For subsequent operations, files will be encrypted as soon as they are stored in the folder.

4.4.3 Decrypting a File

To decrypt an encrypted file, perform the following steps:

■ Procedure

1. Select an encrypted Dictation File in the Dictation Tree View and select [Decrypt] from the context menu.

Or select the Dictation File and click ⬚ on the standard toolbar.
Or select the Dictation File and select [Decrypt] from the File menu.

➡ The Decryption Password dialog box will appear. If the password used when the file was encrypted has already been registered, the Decryption Password dialog box will not appear and decryption will start immediately.

2. Type in the password used for encryption and click [OK].

➡ The file will be decrypted and can then be played.

● The DSS Pro file encryption mode (Standard or High) is automatically determined by the Dictation Module for each file, and then the appropriate encryption process is performed.

● 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.

4.5 Sorting Dictation Files

When dictation files are downloaded from a recorder, they can be sorted and routed to particular download destinations based on their Author ID or Worktype ID. Or dictation files from all of the folders on a device, regardless of the file properties, can be downloaded and collected into a single folder on a PC. Settings need to be pre-configured to sort downloaded files.

With the following settings configured, dictation files are sorted by Author ID/Worktype ID into their specified folders when they are downloaded from the device.

☐ Configuring Automatic Sorting of Downloaded Files
☐ Registering the Author List with the Recorder
☐ Registering the Worktype ID with the Recorder

4.5.1 Configuring Automatic Sorting of Downloaded Files

This section describes how to define the rules on sorting downloaded or imported dictation files into different folders.

The procedure you need to perform depends on auto sorting conditions.

■ Procedure A
Use the following procedure to configure settings to download the file from the folders on a recorder and collect them into a single folder.

1. Select [Option] from the Tool menu.

➡ The Option Settings dialog box will appear.

2. Click the Workflow tab.

➡ The Option Settings Workflow dialog box will appear.

3. On the menu tree, click [Advanced Download].

➡ The auto sort settings information screen will appear in the right frame.

4. Select the [Download all dictations to..] check box.

This enables the auto sort function.

5. Select [Specific folder].

➡ This enables the ⬚ buttons.

6. Click the ⬚ button and then use the Select Folder dialog box that appears to

specify the folder you want to use as the download destination to collect the files.

■ Procedure B

Use the following procedure to configure settings when to route files to download destination folders based on their Author ID or Worktype ID.

1. On the [Tools] menu, click [Options].

➜ The Option Settings dialog box will appear.

2. Click the Workflow tab.

➜ The Option Settings Workflow dialog box will appear.

3. On the menu tree, click [Advanced Download].

➜ The auto sort settings information screen will appear in the right frame.

4. Select the [Download all dictations to..] check box.

➜This enables the auto sort function.

5. Select [Routing according to the following conditions].

➜This enables the routing condition list.

6. Click [Add].

➜ The Rule Settings dialog box will appear.

7. In the Rule Settings dialog box, specify the Author ID/Worktype ID and the destination folder name, and then click [OK].

● When Author ID and Worktype ID are both specified, only dictation files that match both criteria are routed to the specified folder.

● When either Author ID or Worktype ID is specified, the non-specified condition is interpreted as "unconditional", which is interpreted as everything matching. In this case, routing is performed in accordance with the specified condition only.

8. You can use the ⬆ ⬇ buttons to change the application sequence of the routing conditions. Matching is performed proceeding through conditions from the top of the list.

9. After all of the routing conditions are configured the way you want, click [OK].

Clicking the [Apply] button will apply the configured rules.

● You can modify an existing rule by selecting it in the routing list and then clicking the [Modify] button.   An existing rule can be deleted by clicking the [Remove] button.

4.5.2 Registering the Author List with the Recorder

The Author list can be registered with the recorder in the case of the following devices.

- DS-7000
- DS-5000/5000iD
- DS-3500
- DS-3400

If required Authors are not registered, register them in the Workflow dialog box.

=>[Workflow] - Author

■ Procedure

1. Connect a supported device to a USB port on the PC.

2. Switch on the device.

➜ The Main window will automatically open.
The Device Tree View will display the model of the recorder and file information.

When connecting or disconnecting the device while the Main window is open, device information will be updated in the Device Tree View.

3. Click 🖥️ in the Device Tree View.

Or select [Device Settings] from the Device menu.
➜ The Device Settings dialog box for the supported model will appear.

4. Select [Author List] from the menu tree.

➜ The right frame will show the Author IDs registered with [Workflow] – [Author] on the Option Settings dialog box.
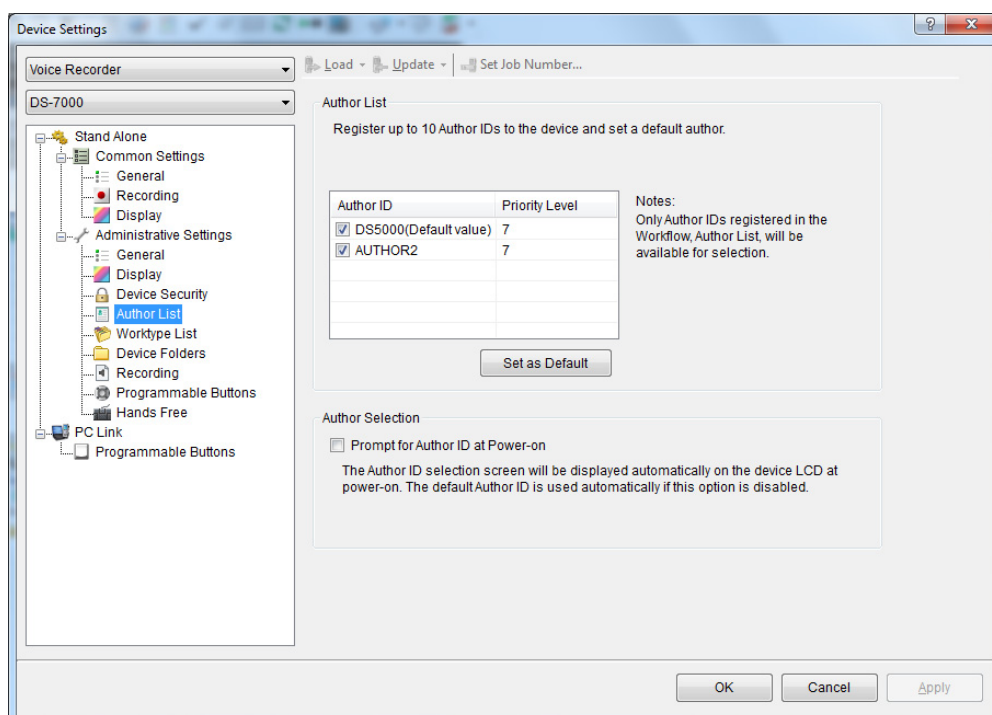
5. Check Author IDs to be registered with the recorder, and then click [Apply].

If you want to prompt for Author selection on the recorder whenever power is turned on, select the "Prompt for author ID at Power-on" check box.

6. Click ![Update] and select [All pages] or [Only this page].

➜ The "Author IDs" and "Priority Level" will be transferred to the device.

4.5.3 Registering the Worktype ID with the Recorder

The Worktype ID list can be registered with the recorder in the case of the following devices.

- DS-7000
- DS-5000/5000iD
- DS-3500
- DS-3400

> If the required Worktype is not registered, use the Workflow dialog box to register it.
> =>[Workflow] - Worktype

■ Procedure

1. Connect a supported device to a USB port on the PC.

2. Switch on the device.

➜ The Main window will automatically launch.
The Device Tree View will display the model of the recorder and file information.

> When connecting or disconnecting the device while the Main window is open, device information will be updated in the Device Tree View.

3. Click ![icon] in the Device Tree View.

Or select [Device Settings] from the [Device] menu.
➜ The Device Settings dialog box will appear.

4. On the menu tree, click Worktype List.

➜ The right frame will show the Worktype IDs registered with [Workflow] – [Worktype] on the Option Settings dialog box.
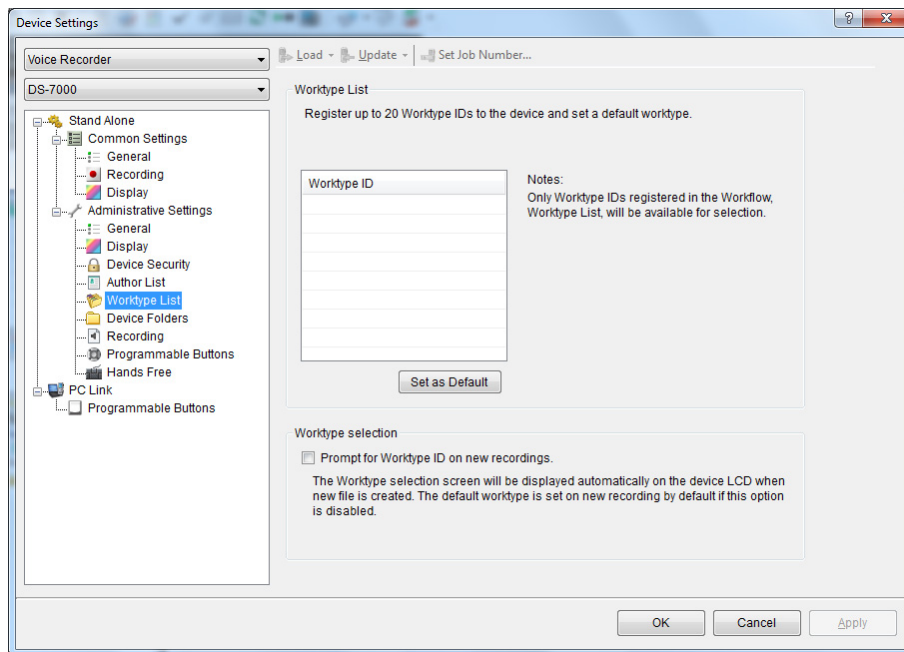
5. Select the check box next to the ID of the recorder you want to register and then click the [Apply] button.

If you want to prompt for selection of the Worktype ID on the recorder whenever recording is performed, select the "Prompt for Worktype ID on new recordings" check box.

6. Click ![Update] and then select [All pages] or [Only this page].

➜ The Worktype ID is transferred to the connected device.

4.6 Sharing a Dictation File with Transcriptionists

A shared folder allows for file sharing with Transcriptionists.

This section illustrates how to create a new custom folder and configure it for sharing. It explains the procedure for sharing dictation files by placing them into the folder. The shared folder is configured with access permission for both Transcriptionists and Authors.

File sharing requires configurations on both Dictation Module and Transcription Module.

■ Procedure

1. Create a shared network folder which can be accessed by Transcriptionists and Authors.

2. Right-click the [Dictation Tray] in the Dictation Tree View and select [Add Folder] from the context menu.

➜ The Browse For Folder dialog box will appear.

3. Specify the folder created in step 1 and click [OK].

➜ A new custom folder will be created.

4. Verify sharing for the folder created in step 1 to 3 is enabled.

Both Transcriptionists and Authors should be able to access the shared folder.

5. Drag and drop a dictation file to be shared into the folder created above.

➜ Both Transcriptionists and Authors will be able to access the same Dictation File.

4.7 Automatically Deleting Transcribed Dictation Files

With this function enabled, transcribed dictation files are automatically deleted.

This function can automatically carry out a clean-up and purge of transcribed dictation files per folder after a specified length of time.

The following procedure describes how to move a dictation file to the Recycle Box with the Cleaning setting after one month of storage in the Transcription Finished folder, and to eventually delete it permanently after two weeks of storage in the Recycle Box.

■ Procedure

1. Select [Option] from the Tool menu.

2. Click the Finished folder in the Folder tree in the Folder Design dialog box.

3. Select the "Clean" and click ⬚.

➡ The Cleaning Settings dialog box will appear.

4. Check "Enable Cleaning", select "1 Month(s)" for the interval, select "Move To Recycle Box" for the option setting, and then click [OK].

5. Click the Recycle Box folder.

6. Select the "Purge" and click ⬚.

➡ The Purge Settings dialog box will appear.

7. Check "Enable Purge", select "2 week(s)", and then click [OK].

4.8 Searching for Dictation Files and Document Files

This function lets you locate a file in the content list view. This is useful for situations where there are many files in the list.

☐ Simple File Name Search

☐ Column Item Search

4.8.1 Simple File Name Search

You can easily search for a file name by using the following procedure.

■ Procedure

1. Open the dictation or document list view.

2. Use the keyboard to type the file name, of the file you want to find, from the beginning in order.

➡ The files are searched using the text as you type it in incrementally, files that match the search conditions are selected.

4.8.2 Column Item Search

You can easily search for file names and columns of files by using the following procedure.

■ Procedure

1. Press [Ctrl] + [F] on the keyboard.

➡ The Search dialog box will appear.

2. Type the text string, and select the column and search method, then press the [Next] button.

➡ The list view is updated, and the focus moves to the files that match the search conditions.

You can change the column being searched in Search Column.
You can select whether to search for a target that starts with the text string or one that contains it.
The [Next] button searches forward and the [Previous] button searches backward.
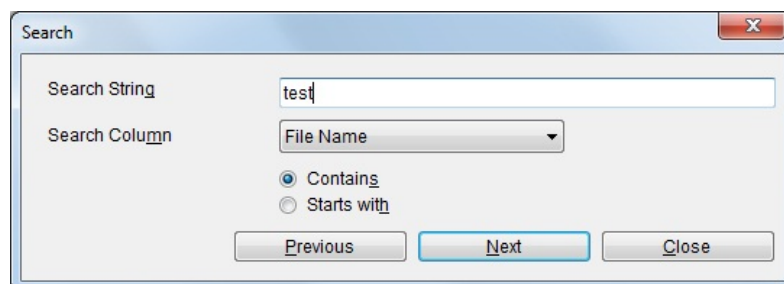
You can customize the short cut key used for searching columns in the User Setting dialog box.

=>[User Setting] - Keyboard

5 Customizing Dictation Module

This chapter describes how to make the module easier to use by modifying the window appearance and key assignments.

The following functions are available.

☐ Customizing the Work Area
☐ Customizing the Content List View
☐ Assigning Hot Keys

5.1 Customizing the Work Area

The work area of the Main window consists of the four parts listed in the following table. These views, except the Content List View, can be shown or hidden as needed.

Name	Hidden	Default
Dictation Tree View	Yes	Shown
Device Tree View	Yes	Shown
Content List View	Always shown	Always shown
Infomation View	Yes	Hidden
Properties View	Yes	Hidden

5.2 Customizing the Content List View

The display of files in the Content List View can be customized in various ways.

The following methods are available.

📋 Interchanging Displayed Columns

📋 Sorting Displayed Files

📋 Changing the Columns Displayed in the Content List View

📋 Filtering Displayed Files

5.2.1 Interchanging Displayed Columns

To change the order of displayed columns, perform the following steps:

◼ Procedure

1. Select a column name, and then drag and drop it.

➡ The order of the displayed columns will change.

Changing the Columns Displayed in the Content List View

5.2.2 Sorting Displayed Files

To change the order of displayed files, perform the following steps:

◼ Procedure

1. Select [Sort by] from the View menu.

➡ Files will be sorted from the selected column in ascending order. If the current sorting option is selected again, it will alternate between ascending and descending order.

5.2.3 Changing the Columns Displayed in the Content List View

To show or hide the columns in the Content List View, perform the following steps:

⚠ The file name and priority cannot be hidden.

◼ Procedure A

1. Right-click on one of columns in the Content List View.

➡ The list of column headers will be displayed as a context menu.

2. Click a column to show or hide it.

■ Procedure B

1. Select [Columns to Display] from the View menu.

➡ The Columns to Display dialog box will appear.
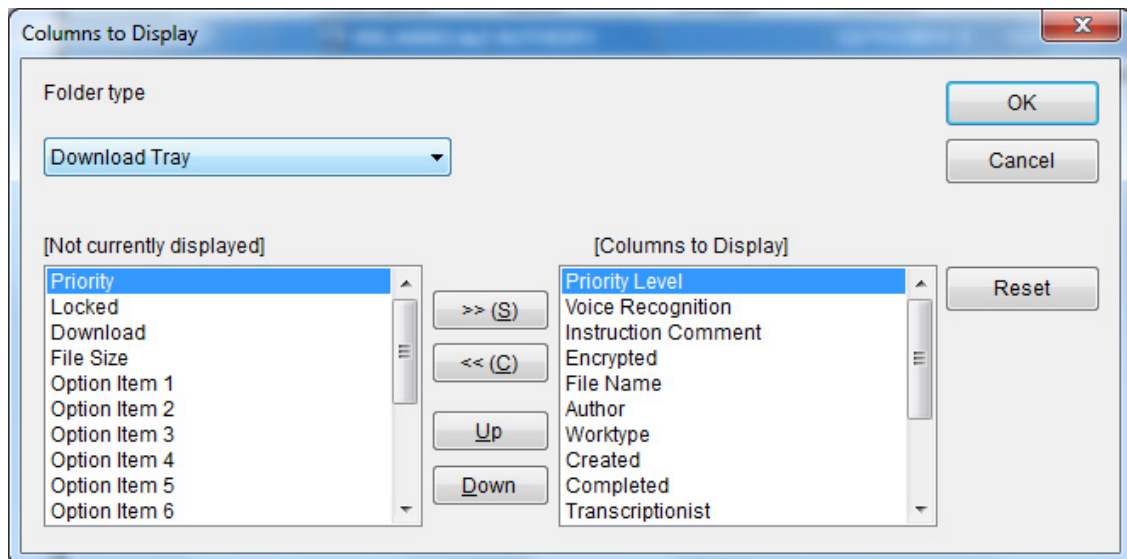
2. Select the Folder type.

3. Use [>>] and [<<] to move the columns.

The columns placed in the [Columns to Display] box are displayed in the Content List View.
To change the order of displayed columns, use [Up] and [Down].
Clicking [Reset] returns the displayed columns to the default setting.

4. Click [OK].

➡ The window will close and the display of the Content List View will be updated.

· Displayed Property List (Dictation File List View)
· Displayed Property List (Document List View)

5.2.4 Filtering Displayed Files

The filtering function for column headers can filter columns to display.

· Displayed Property List (Dictation File List View)
· Displayed Property List (Document List View)

■ Procedure

1. Click 🚫 in the Content List View.

Or select [Filter On/Off] from the [View] menu.
➡ The filtering function will be enabled and 🔽 will be displayed for each column header. When a filtering condition has been set for a column, the button for the column turns to 🔽.

	★	💬	🗨	🔒	File Name	Author	Worktype	Cr
🔽	🔽	🔽	🔽	🔽	🔽	🔽	🔽	
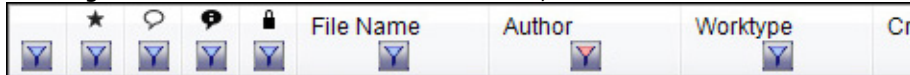
2. Click 🔽 and select a condition from the list box.

Selecting "All" disables the filter for the current column.
For the columns whose date and time, number, or length can be specified, the Filters Option dialog box will appear when [Option] is pressed. Configure their conditions based on the instructions provided.
➡ Only files that meet the configured conditions will be displayed in the Content List View.

5.3 Assigning Hot Keys

The User Settings dialog box allows for verification and modification of key assignments for commands.

Key assignments are configured in the User Settings dialog box.

=>[User Settings] - Keyboard

The functional scope of an assigned key depends on the Hot key settings, which are configured with [Hot key On/Off] on the Tool menu.

With Hot key set to "Off", the commands are executed only when the window is active.

With Hot key set to "On", the commands are executed regardless of whether or not the window is active.

Commands assigned to keys are operational even if another window is open on the display on top of the Dictation Module screen.

> For information on default key assignments for each function, refer to Default Key Assignments.

6 Configuring with the Device Connected

This chapter describes how to control the functions provided by the device via Dictation Module.

☐ Switching the Device Mode

☐ Using the Device as a USB Speaker / Microphone

☐ Transferring the Date and Time

6.1 Switching the Device Mode

Dictation Module automatically switches the recorder to Composite mode when the Direct Recording window opens. When returning to the Main window after a recording has been completed, the recorder will automatically switch back to Storage mode. Storage and Composite modes can also be switched manually. To manually switch the device mode, perform the following steps:

■ Procedure

1. Right-click a device and select [Change Device Mode] from the context menu.

Or select the device and click .
➔ The mode of selected device will be changed.

6.2 Using the Device as a USB Speaker / Microphone

A recorder connected to a PC as a USB audio device can be used as a microphone or speaker.

⚠️ USB speaker and USB microphone capabilities cannot be used simultaneously.

📖 For support for each device model, refer to Functional Support of Recorders.

Using a Recorder as a USB Microphone

A supported recorder can be used as a microphone when making a recording with Dictation Module.

■ Procedure

1. Connect a recorder to the PC.

➜ The Main window will automatically open.
Displaying the Direct Recording window automatically enables use as a USB microphone.

Using a Recorder as a USB Speaker

A supported recorder can be used as a speaker when playing sound. When specified as a speaker with DSS Player, a digital voice recorder will be used as a speaker by other software on the PC as well.

■ Procedure

1. Connect a recorder to the PC.

➜ The Main window will automatically open.

2. Switch the recorder to Composite mode by selecting [Change Device Mode] from the Device menu.

3. Select [Select Speaker] - [Olympus Device Speaker] from the Tool menu.

➜ The USB-connected recorder can now be used as a speaker.

📝 If several devices are connected, click [Change Device Mode] on the Device menu to display the Device Select Dialog Box. Select the device and click [OK].

6.3 Transferring the Date and Time

To transfer date and time data from the PC to a recorder, perform the following steps:

■ Procedure

1. Right-click the device and select [Synchronize Date/Time] from the context menu.

Or click on the toolbar.
➜ Date and time data will be transferred to the recorder.

> Transferring can be performed when the device mode is Storage mode, but not when it is Audio mode.

7 Configuring and Customizing the Device

With device configuration, the settings of each device can be obtained, configured, read, and saved.

The configurable setting items of a device are displayed in categorized tree form. Clicking an item in the tree switches the window to display the corresponding settings.

☐ Configuring for a Connected Device

☐ Configuring for a Selected Device Model

7.1 Configuring for a Connected Device

To configure the settings of a connected device, perform the following steps:

■ Procedure

1. Select a device in the Device Tree View and select [Device Settings] from the context menu.

Or click in the Device Tree View.
➜ The Device Setting dialog box will appear.

2. Edit the settings as needed.

For details on the configuration, refer to "Device".
[Load]: Clicking this button loads the settings of the connected device.
[Update]: Clicking this button updates the settings of the connected device.
[Reset]: Clicking this button returns the settings of the connected device to the default settings.
[Set Job Number]: The job number can be set in the range of 0 to 9999.

> Only job numbers that are larger than the current number can be set. All the files in a device must be deleted before a smaller job number can be set.

3. Click [OK].

➜ The settings will be saved and the window will close.

7.2 Configuring for a Selected Device Model

The following procedure shows how to configure the settings for a selected device model, regardless of whether or not the device is connected:

■ Procedure

1. Select [Options] from the Tool menu.

2. Click the Device tab.

➜ The Device dialog box will appear. It will display the same information as the Device Setting dialog box.

3. Use the drop-down list in the upper left to select the model name of the device you want to configure.

4. Configure option settings as required.

For details on the configuration, refer to "Device". Connecting the model you selected in step 3 to the PC will enable updating of the settings of the connected device using the buttons listed below.
[Load]: Clicking this button loads the settings of the connected device.
[Update]: Clicking this button updates the settings of the connected device.
[Reset]: Clicking this button returns the settings of the connected device to the default settings.
[Set Job Number]: The job number can be set in the range of 0 to 9999.

> Only job numbers that are larger than the current number can be set. All the files in a device must be deleted before a smaller job number can be set.

5. Click [OK].

➜ The settings will be saved and the window will close.

8 Option Settings on Operating Conditions

This chapter describes how to configure the operating conditions of Dictation Module.

When ODMS R6 is operated as a Workgroup system, the System Configuration Program manages the users on a per-Workgroup basis. The items with the lock icon 🔒 listed in the table below are managed by the System Configuration Program, prohibiting Authors from modifying them.
To modify these items, contact the Administrator.

Category	Functions
Folder Design	Designs the folders used by an Author or Transcriptionist
Workflow	Configures the workflows performed by an Author or Transcriptionist
User Settings	Configures items related to usability
E-mail / FTP	Configures email or FTP for users
Device	Configures the devices used by an Author or Transcriptionist
Updates	Configures the updates for software or firmware

☐ Folder Design

☐ Workflow

☐ User Settings

☐ E-mail / FTP

☐ Device

☐ Updates

8.1 Folder Design

This category is provided to customize the folders for storage of audio and document files.

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

■ Procedure

1. Select [Options] from the Tool menu.

2. Click [Folder Design].

➜ The Folder Design dialog box will appear.

3. Select a folder to be configured from the folder tree on the left, and configure its settings in the Folder Properties box on the right.

[OK]: Secures the settings
[Cancel]: Exits without modifying the settings
[Apply]: Reflects changes to the configuration file

📖 For information on applications and functions of the Dictation Tray and Document Tray, refer to How Folders Work.

☐ Folder Properties

☐ Attributes

☐ Actions

8.1.1 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

☐ Clean

☐ Purge

How to configure the properties

The properties can be configured with either one of the following two methods: By clicking [+], or by clicking 🔳 to display a dialog box where they can be configured. Both ways allow for configuration of the properties.

8.1.2 Attributes

☐ 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. It can be configured using the Browse for Folder dialog box, which is displayed by clicking ⬚.

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.

The password is set or modified in the Change Password dialog box, which is displayed by clicking ⬚.

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.

The extensions of document files are registered in the Supported Document Type dialog box, which is displayed by clicking ▣ .

Up to 100 extensions can be configured.

8.1.3 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

☐ Clean

☐ Purge

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

These settings can also be configured in the Convert Dictation Settings dialog box, which is displayed by clicking ▣ .

Send via E-mail

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

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

Auto Send : Enables or disables automatic transmission via email

Profile   : Selects a profile for automatic transmission

TO   : The destination of an email

CC   : Additional destinations disclosed to the recipients

BCC   : Additional destinations not disclosed to the recipients

Subject   : The title of an email

Message   : The main message of an email

Confirmation Dialog box : Shows or hides the confirmation dialog box when an email is
        automatically sent

These settings can also be configured in the Set E-mail Destinations dialog box, which is displayed by clicking [...].

- With multiple E-mail profiles configured, the "Select E-mail Profile" dialog box will appear.
- With no email profiles configured, the confirmation dialog box will appear, allowing the creation of a new email 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

These settings can also be configured in the Set FTP Destinations dialog box, which is displayed by clicking [...].

  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.

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

These settings can also be configured in the Cleaning Settings dialog box, which is displayed by clicking 🔲.

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)

These settings can also be configured in the Purge Settings dialog box, which is displayed by clicking 🔲.

8.2 **Workflow**

The ODMS R6 provides a Workflow, a configured series of operations when downloading and editing a dictation file.

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

■ 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

🔲 Voice recognition - General

🔲 Voice recognition – Real-time Voice Recognition

🔲 Voice recognition – Background Voice Recognition

🔲 Voice recognition – Text CorrectionHands Free Recording

🔲 Voice recognition – Template

🔲 Voice recognition – Dragon NaturallySpeaking

🔲 Receive

🔲 Notification

🔲 Auto Collection

🔲 Logging

8.2.1 General

This category configures the general settings for a workflow.

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

DSS Classic

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

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).

8.2.2 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.

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

☐ 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 downloading.

8.2.3 Advanced Download

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

Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

🔲 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.

8.2.4 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.

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

☐ 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 after importing.

8.2.5 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.

8.2.6 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.

8.2.7 Direct Recording

Direct recording parameters are configured here.

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

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

☐ 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: Author ID leading four characters + 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 [Browse] displays the "Modify Destination Folder" dialog box for selecting a folder for saving.

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 in the

following cases:

- Dictation Module is started via DirectRec button operations
- If DirectRec connection is detected and Dictation Module is started

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 [Voice Recognition Editor] is selected, the Voice Recognition Editor is displayed.

Voice comments

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

When "Instruction Comment" is enabled, the [Switch Instruction Comment Mode] button is shown when Direct Recording is performed, which enables the user to record an instruction comment (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.

8.2.8 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.	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.
	REC/STOP	Recording is performed while the pedal/button is pressed.
	NEW	Pressing the pedal/button creates a new dictation file.
	DISABLE	Disables pedal/button operation.
	CUE/PLAY	Fast forward (Cue) is performed while the pedal/button is pressed.
	INSERT/STOP	Insert recording is performed at the indicator position while the pedal/button is pressed.
	STOP	Pressing the pedal/button stops playback.
	EOF/BOF	Pressing the pedal/button moves the indicator to the end 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 starts recording. Pressing the pedal 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/button is pressed.
	FF/STOP	Pressing the pedal/button starts fast forward. Pressing the pedal again stops rewind.
	INSERT/STOP	Pressing the pedal/button starts insert recording from the indicator position.
	EOF/BOF	Pressing the pedal/button moves the indicator to the end 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)

8.2.9 Voice recognition - General

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

Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

Enable Voice Recognition

Enables and disables voice recognition with the Dictation Module.

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

Adaptation

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

When the "Do adaptation" check box is selected, the file on which voice 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 voice recognition results is received via e-mail or FTP.

8.2.10 Voice recognition – Real-time Voice Recognition

These are settings for configuring options used for real-time voice recognition with the Dictation Module.
Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

Basic Settings

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

File Name Format

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

Voice Recognition Editor

Selecting the "Change Voice Recognition Editor border color during recording" check box draws a border of the specified color around the Voice Recognition Editor text area while voice recognition is being performed.

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

8.2.11 Voice recognition – Background Voice Recognition

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

Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

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 voice recognition queue.

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

Others

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

8.2.12 Voice recognition – Text Correction

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

Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

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 voice recognition or voice recognition result correction is complete.

This setting is applied only when [Finished] is executed from the Voice Recognition Editor for real-time voice recognition processing or correction following voice 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 transcribed file to a specified file format and output it when [Finished] is executed from the Voice 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.

8.2.13 Voice recognition – Template

These are template file settings that are used during execution of voice 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 voice recognition results of both real-time voice recognition and background voice recognition can be output to a template file.

Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

> - Only Rich Text Format files are supported. Only Rich Text Format files can be specified as a template file.
> - 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 Voice Recognition" will automatically open a Rich Text Format file in the Voice Recognition Editor text area in accordance with the rules configured by the template whenever real-time voice recognition is started. Performing background voice recognition will cause the specified template file to be output for the voice 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 Rule Settings dialog box.
- To modify a rule, select a template in the list and then click the [Modify] button. Modify rules on the Rule Settings dialog box.
- To delete a rule, select a template in the list and then click the [Remove] button.

Voice Recognition Result Starting Position

Normally, voice 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, voice recognition date, or other information before the voice 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 voice recognition is performed, voice recognition results are output starting from the position where [VR_START_POSITION] is located. The [VR_START_POSITION] tag itself is automatically deleted when voice recognition results are output. It does not remain as part of the voice recognition result.

> - The [VR_START_POSITION] tag is valid for both real-time voice recognition and background voice recognition. In the case of real-time voice recognition, the cursor is moved to the [VR_START_POSITION] location when the Voice 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 NaturallySpeaking voice recognition engine learns by comparing voice recognized dictation data with the text data.

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

8.2.14 Voice recognition – Dragon NaturallySpeaking

These are settings for configuring Dragon NaturallySpeaking.

Items that have a lock icon 🔒 can be configured and canceled by the system administrator only.

Dragon NaturallySpeaking User Profile

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

User Profile Location

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

Use Local Profile

When "Use Local Profile" is selected, DNS user profiles are managed on the local PC here Dragon NaturallySpeaking is installed. This method can be used only for voice recognition with DNS user profiles that are present on the local PC.

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

Use Dragon Roaming

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

When a user is opened with Dragon NaturallySpeaking, it loads the DNS user profile located in the shared folder, reads in the personal setting information, and performs voice recognition. When adaptation or other methods are used to update personal setting information, the DNS 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 DNS user profiles for each author, which are automatically and constantly updated, without copying the DNS user profile each time.

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

- When using "Use Dragon Roaming", you need to prepare and specify a shared folder for managing DNS user profiles. Click the [...] button next to the [Roaming Folder Path:], and

then specify the shared folder for managing DNS user profiles.

- DNS user profiles on the local PCs are not used while "Use Dragon Roaming" is being used. This means that DNS 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 DNS user profiles to be exported can be selected in the Wizard. Completing the Roaming User Wizard causes the DNS user profiles selected for export to be copied to the specified shared folder.
The DNS 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 DNS user profile to be used when using the Dragon NaturallySpeaking voice recognition function from the Dictation Module.

Author ID

Select if a DNS user profile is specified for each author when using a voice recognition type of function. Normally the author ID is not specified, the [User Name] specified for the DNS user profile to be used. When multiple authors are performing voice recognition with the Dictation Module on the same PC and as the same (Dictation Module) user, the DNS 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 voice recognition functions, the DNS user profile specified by [User Name] is automatically opened in the background and used during voice recognition. On the drop-down list, select DNS user profile name of the author who is recording the dictation.
With Dictation Module, you can specify multiple DNS 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 DNS user profile was created by Dragon NaturallySpeaking.

Dictation source in real-time voice recognition feature

This feature is used to select the microphone device to be used when performing real-time voice recognition.
The DNS 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 voice recognition rate, you need to train the DNS user profile using the same microphone that you will use for actual real-time voice 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 DNS user profile, which can improve the voice 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 voice recognition. When using a microphone device that is different from the one used for real-time voice recognition, register a real-time voice recognition device and a background voice recognition device, using Dragon NaturallySpeaking, for the user specified by the [User Name] box.

Dragon Engine Configuration

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

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

When "Enable to run Dictation Module and Dragon NaturallySpeaking on same CPU core" is enabled, Dictation Module and the Dragon NaturallySpeaking voice recognition engine are controlled to work simultaneously on the same CPU core.

8.2.15 Receive

This category configures operations when files are automatically received.

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

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

☐ 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.

  An E-mail or FTP profile can be created and modified by clicking [Change the profile].

  =>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. The Supported Document Type dialog box that appears when the ⊡ button displayed in the "Document Type" field of the [Document Tray] can be used to add and delete supported document types.

Overdue transcription

With this option 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.

8.2.16 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 every new dictation received
☐ 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 for high priority dictations only

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

Pop-up Notification

Only pop-up window notification is done for dictation files.
You can set the content of the pop-up and the time it is displayed by enabling this setting and clicking on the [Customize] button and opening the Configure Notification dialog box.

Sound Notification

Set the notification sound.
▶ button: Plays the notification sound file.
■ button: Stops the notification sound file.
… button: Sets the notification sound file. (Default: notify.wav)

Support background notification when Dictation Module is not running

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

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8.2.17 Routing

Set the routing rules.

Opens a list of registered routing rules. (Maximum 100)

The icon shown for E-mail (✉) and FTP (FTP) changes.

Sender: Shows the sender of the dictation file.

Destination: Shows the path of the destination of the dictation file.

Receiver: Shows the person receiving the dictation file.

- To add a routing rule, click the [Add] button, and then make settings in the displayed Routing Settings dialog box.

- To change a routing rule, select the rule, click the [Modify] button, and then modify settings in the displayed Routing Settings dialog box.

- To delete a routing rule, select a rule and then click the [Remove] button.

8.2.18 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.

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

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

8.2.19 Logging

Set the profile for log file output.

For items marked with 🔒 (icon for locking), only the manager can change the settings.

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.	Off
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.	

8.3 User Settings

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

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

■ 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

8.3.1 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.

8.3.2 Keyboard

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

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

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.

8.3.3 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

This option sets the length of time for Auto backspace in the range of 0.0 to 5.0 seconds, in steps of 0.1 seconds.

Position

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

> · This option is applied only to the Playback Control window, the Direct Recording window, and the Voice Recognition Editor.
> · The Main window may not be displayed in the foreground.

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.

8.4 E-mail / FTP

This category configures email and FTP profiles.

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

■ 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

▢ Proxy

8.4.1 E-mail

This category can register and modify email profiles. Up to 100 profiles can be registered.

The transmission/reception protocols listed below are supported.

- Internet E-mail (POP3/SMTP)
- IMAP
- Microsoft Outlook
- Novell GroupWise
- Lotus Notes

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 email 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 has been selected, the following settings are not necessary. Exit the setting procedure.
Otherwise, the setting dialog box for the selected email profile will appear.

- Internet E-mail (POP3/SMTP)   =>E-mail Settings (POP/SMTP) Dialog Box
- IMAP   =>E-mail Settings (IMAP) Dialog Box
- Novell GroupWise   =>E-mail Settings (GroupWise) Dialog Box
- Lotus Notes   =>E-mail Settings (Lotus Notes) Dialog Box

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].

- Internet E-mail (POP3/SMTP)   =>Advanced Settings (POP/SMTP) Dialog Box
- IMAP   =>Advanced Settings (IMAP) Dialog Box

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 email 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 email profile.

- Internet E-mail (POP3/SMTP)   =>E-mail Settings (POP/SMTP) Dialog Box
- IMAP   =>E-mail Settings (IMAP) Dialog Box
- Novell GroupWise   =>E-mail Settings (GroupWise) Dialog Box
- Lotus Notes   =>E-mail Settings (Lotus Notes) Dialog Box

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.

8.4.2 FTP

This category configures an FTP profile.

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

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].

8.4.3 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.

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

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 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.

- When "Send management file with the file" is selected, a dictation file, management file, and instruction comment file (if present) are all sent together. Use this option only when the sent files are for use in DSS Player Pro R5 or ODMS R6.

- 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. Use this option when the sent files are for use in a program other than DSS Player Pro R5 or ODMS R6.

8.4.4 Proxy

This category configures a proxy.

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

- When [Use Internet Explorer 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

8.5 Device

The device configuration allows for obtaining, configuring, initializing, and saving the settings of each device.

Using [Set job Number], the job number can be set in the range of 0 to 9999 (Dictation Module only).

The configurable setting items of a device are displayed in categorized tree form. Clicking an item in the tree switches the window to display the corresponding settings.

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

- To return the device settings to default, click [Reset]. Note that in a window without [Reset], the settings cannot be returned to default.
- To upload the device settings, click [Update].

> ⚠ · Lock/unlock settings are configured by the System Configuration Program.
> · The Device Configuration Program also can be used to assign direct lock settings to the device.
> 📖 · The setting items and values (ranges) of devices vary depending on the device model. For details, refer to the reference manual for each device.

For information on device configuration, read the following descriptions.

🔲 Devices with Device Configuration Support

🔲 Device Settings for DS-7000/3500

🔲 DS-5000/5000iD/3400 Device Configuration

🔲 Device Settings for DR-2300/2200/2100/1200

8.5.1 Devices with Device Configuration Support

Devices that can be configured via Dictation Module are listed below. This section describes the configuration of DS-7000/3500, DS-5000/5000iD/3400, and DR-2300/2200/2100/1200.

· The setting items and values (ranges) of devices vary depending on the device model. For details, refer to the reference manual for each device.

☐ DS-7000

☐ DS-5000/5000iD

☐ DS-3500

☐ DS-3400

    DS-2800

    DS-2500

    DS-2400

☐ DR-2300/2200/2100/1200

    General Devices

8.5.2 Device Settings for DS-7000/3500

This section explains DS-7000/3500 setting items and functions.

Stand Alone
    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	Selects beep ON/OFF.	ON
Power Save	Selects power saving time.	10 min.
USB Class	Selects composite mode or storage mode as the USB connection mode.	Composite
Card Select	Switches the card being accessed.	SD
	Disable SD Card Slot Selecting this check box disabled 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

Recording

Items	Functions	Default
Recording Mode	Selects the recording mode.	QP
Microphone Sensitivity	Selects microphone sensitivity.	Dictation
VCVA Mode	Selects 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
Brightness	Specifies backlight brightness. A larger value indicates a higher level of backlight brightness.	2
LED Mode	Selects LED ON/OFF.	ON
Date Format	Specifies the date display format.	M.D.Y
	If synchronizing the recorder time with that of the PC, enable "Use PC Settings".	Not synchronized with the PC
Clock Format	Specifies either 12-hour or 24-hour time display format.	12h
Language	Switches the device display language.	English

Stand Alone-Administrative Settings

General

Items	Functions	Default
Accessibility	**Disable Erase button** When this option is enabled, a file cannot be deleted by pressing the device [ERASE] button.	Disabled
	Disable Menu button When this option is enabled, the menu screen is not displayed when the device [MENU] button is pressed.	Disabled
	Disable Rewind button When this option is enabled, rewind is not performed when the device [Rewind] (|◄◄) button is pressed.	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
Slide Switch Guide	When [ON] is selected, the slider switch button is positioned on the right side of the LCD. * DS-7000 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	**Error** Sounds a beep when an error occurs.	ON
	Pre-end 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
	Notification 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
	Button Operation Sounds a beep whenever a device button operation is performed.	OFF
	Recording Start/Stop Sounds a beep whenever recording is started or stopped.	OFF

Display

Items	Functions	Default
Upper Area	Selects the contents displayed in the top information display area.	Hidden
Middle Area	Selects the contents displayed in the middle information display area.	Hidden
Lower Area	Selects the contents displayed in the lower information display area.	Hidden

Device Security

Items	Functions	Default
PIN code	To enable the Security, click the [PIN Code change] button then enter the PIN code.	
Device Lock	**Enable Device Lock function to prevent unauthorized access to the device** 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
	Prompt for device PIN code to authenticate user Select the device lock timing from [At power-on] or [At power-on and wake-up from stand-by].	At power-on
	Limit the maximum number of device access attempts to Specifies how many unsuccessful consecutive PIN code authentication attempts are allowed before the devices 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. **[Set as Default]** Clicking [Set as Default] configures the Author selected from the Author List as the default Author. **[Author of Workflow]** Links to the Workflow-Author setting. =>Registering the Author List with the Recorder	
Author Selection	**Prompt for Author ID at Power-on.** With this option enabled, the Author List is displayed when a recording is started using the recorder. (However, if only one Author has been registered, the list is not displayed.)	

Worktype List

Items	Functions	Default

Worktype List	Shows the Worktype List configured by Workflow. Enabled Worktypes are registered in the device's Worktype. Disabled Worktypes are removed from the device's Worktype. **[Set as Default]** Clicking [Set as Default] configures the Worktype selected with the Worktype List as the default Worktype. **[Worktype of Workflow]** Links to the Workflow-Worktype setting.	
Worktype Selection	**Prompt for Worktype ID on new recordings.** 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.	Disabled

Device Folders

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

Items	Functions	Default
Folder Property(General)	**Enabled** Enables/disables folders.	Folders A to E, enabled Folders F and G, disabled
	Folder Name You can input up to 16 single-byte alphanumeric English characters for a folder name.	Folders A to G
	Worktype Specifies the Worktype specified for dictation files recorded to 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] screen.	
Folder Property(Security)	**Auto Lock** Specifies whether dictation files recorded to the folder should be locked.	No
	Encryption 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 Settings] - [Recording] screen. "DSS Classic" encryption is not supported by the device. | Selections	Description
---	---
No	Do not encrypt.
Standard	Encrypt using a 128-bit key.
High	Encrypt using a 256-bit key.		No

| | Password
Specifies the password to be used for encryption.
Click the [...] button in the setting field, and use the displayed Encryption Password dialog box to make the setting. Enter a password in the [New password] and [Confirm password] fields using 4 to 16 one-byte alphanumeric characters.
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. | |
|---|---|---|
| Folder Property(Action) | **Voice Recognition**
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 Voice Recognition Waiting List when downloaded to ODMS. | Yes |

DS-7000/3500 Folder Settings
DS-7000/3500 have slots for both SD and Micro SD media, so either on can be used. The device menu can be used to specify which type of media is being recorded to. Both media have the same folder structure with "DSS_FLDA" to "DSS_FLDG" folders. This setting is enabled for both media.

Recording

Items	Functions	Default
DSS Format	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:
• If the recording format is set to QP, it is changed to SP, and QP is prevented from being selected.
=>[Standalone] – [Common Settings] – [Recording]
• The Encryption attribute is set to "NO" and is prevented from being modified.
=>[Standalone] – [Administrative Settings] – [Folder]	DSS Pro
Record Function	Selects the recording operation.	Overwrite
File download	Specifies a file to be downloaded.	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.
* DS-7000 only	Type A
Main Button Functions	Selects either Type A or Type B as the function assigned to the main switch button.
* DS-3500 only	Type A
Programmable Buttons	Customizes the functions that are assigned to the function buttons [F1], [F2], and [F3] on the device.	
Rec Mode	Selects whether or not the REC button must be held down to record.
* DS-3500 only	Disabled

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

■ DS-7000

Mode	F1	F2	F3
NEW Mode	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Information	Information	**Information**
	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	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Information	Information	**Information**
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	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
	Voice Recognition	Voice Recognition	Voice Recognition
	Disable	Disable	Disable
REC Mode	**Verbal**	Verbal	Verbal
	Disable	**Disable**	Disable
	Index	Index	**Index**
PLAY Mode	**Insert**	Insert	Insert
	Speed	**Speed**	Speed
	Index	Index	**Index**
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Voice Recognition	Voice Recognition	Voice Recognition
	Disable	Disable	Disable

■ DS-3500

Mode	F1	F2	F3
NEW Mode	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Information	Information	**Information**
	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	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Information	Information	**Information**
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	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
	Voice Recognition	Voice Recognition	Voice Recognition
	Disable	Disable	Disable
REC Mode	**Verbal**	Verbal	Verbal
	Disable	**Disable**	Disable
	Index	Index	**Index**
PLAY Mode	**Insert**	Insert	Insert
	Speed	**Speed**	Speed
	Index	Index	**Index**
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Voice Recognition	Voice Recognition	Voice 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	Selects hands free operations.	Dictation
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
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 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)

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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.
Voice Recognition	Specifies the operation while the Voice Recognition Editor is active.

8.5.3 DS-5000/5000iD/3400 Device Configuration

This section describes the DS-5000/5000iD/3400 device setting items and their functions.

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	Selects ON or OFF for a beep sound	ON
Power Save	Selects power saving time	10 min.
USB Class	Selects Composite or Storage mode as the USB connection mode	Composite
Card Select	Selects the card to be accessed Only DS-5000/5000iD are supported. DS-3400 is not supported.	SD
	Disable SD Card Slot When this is enabled, access to the SD card slot in a device is disabled and the connection is not recognizable. DS-5000/5000iD are supported. DS-3400 is not supported.	None
Cue/Review Setting (Sound)	Selects whether or not to play sound while fast-forwarding or rewinding during play back.	DS-5000/5000iD:OFF DS-3400:ON
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	Selects the recording mode	QP
Microphone Sensitivity	Selects Microphone Sensitivity	Dictation
VCVA Mode	Selects ON or OFF for VCVA (Variable Control Voice Actuator) mode	OFF

Display

Items	Functions	Default
Backlight	Selects ON or OFF for backlight	ON
LED Mode	Selects ON or OFF for the LEDs	ON
Contrast	Adjusts the contrast (12 levels)	6
Date Format	Sets the display format of date	M.D.Y.
	If synchronizing the recorder time with that of the PC, enables "Use PC Settings"	Not synchronized with the PC
Clock Format	Selects the 12-hour or 24-hour time display format	12-hour
Language	Switches the displayed language for the device	English

Standalone Administrative Settings

General

Items	Functions	Default
Accessibility	**Disable Erase button** With this option enabled, pressing [ERASE] on the device will not delete the files.	Disabled
	Disable Menu button With this option enabled, pressing [MENU] on the device does not display the menu window. DS-5000/5000iD are supported. DS-3400 is not supported.	Disabled
	Disable Rewind Button When it is checked, the file won't be rewound if the [Rewind] button of the device (|◄◄) is clicked.	Disabled
Splash Message	Configures the splash message displayed when the device is powered on. If characters have been entered in the text box with [Custom] enabled, the entered characters are displayed when the device is powered on. Up to 32 characters can be entered. They are case-sensitive.	Time of day greeting
Slide Switch Guide	When [ON] is selected, the button layout of the slider switch is displayed on the right edge of the LCD. DS-5000/5000iD are supported. DS-3400 is not supported.	OFF
Main Button Guide	When [ON] is selected, the main button allocation is displayed on the right side of the LCD. DS-3400 is supported. DS-5000/5000iD are not supported.	OFF
Alarm	Produces an alarm sound when certain operations occur. Turn on the alarm for significant events (Error/Pre-end/Important/General).	Error and Pre-end Notification

Display

Items	Functions	Default
Upper Area	Configures the items displayed on the upper portion of the device display. The following choices are provided: - Author ID - File Name - Worktype	Author ID
Lower Area	Configures the items displayed on the lower portion of the device display. The items selected for Upper Area cannot be configured. - Level Meter - File Name - Worktype - Rec Time	Level Meter

Device Security

Items	Functions	Default
PIN code	To enable the Security, click the [PIN Code change] button then enter the PIN code.	
Device Lock	**Enable Device Lock function to prevent unauthorized access to the device** It can be enabled only when the PIN code is set. When it is enabled, the followings can be set	Disabled
	Prompt for device PIN code to authenticate user Select the device lock timing from [At power-on] or [At power-on and wake-up from stand-by].	At power-on
	Limit the maximam number of dvice access to xx times Specifies the number of failed authentication of the PIN code which results to lock the device.	5 times

Author List

Items	Functions	Default
Author List	The Author List configured in the Workflow is displayed. An enabled Author is registered in the Author List for the device. A disabled Author is removed from the Author List for the device. **[Set as Default]** Configures the Author selected from the Author List as the default Author. **[Author of Workflow]** Links to the setting items for the Author in the Workflow.	
Author Selection	**Prompt for Author ID at Power-on** With this option enabled, the Author List is displayed when a recording is started using the recorder. (However, if only one Author has been registered, the list is not displayed.)	

Worktype List

Items	Functions	Default
Worktype List	The Worktype List configured in the Workflow is displayed. An enabled Worktype is registered as a Worktype of the device. A disabled Worktype is removed from the Worktype List for the device. **[Set as Default]** Configures the Worktype selected from the Worktype List as the default Worktype. **[Worktype of Workflow]** Links to the setting items for the Workflow-Worktype	
Worktype Selection	**Prompt for the Worktype ID on new recordings.** With this option enabled, the Worktype List is displayed when a new recording is made, allowing a Worktype to be selected for the dictation File. However, if only one Worktype has been registered, the list is not displayed.	Disabled

Device Folders

The properties can be configured for the folder selected in the [Folder Tree].

Items	Functions	Default
Folder Properties (General)	**Enabled** Enables or disables a folder	Folders A-E enabled, Folders F-G disabled
	Folder Name Specifies the folder name with up to 16 one-byte alphanumeric characters	Folders A-G
	Worktype Specifies the Worktype to be configured for dictation files stored in the folder. With Worktype specified, the Worktype List is not displayed and the Worktype configured for the folder is always used, even if the [Prompt for Worktype ID on new recordings] option has been enabled for [Worktype selection].	
Folder Properties (Security)	**Auto Lock** Sets whether or not to lock dictation files stored in the folder	No
	Encryption Selects whether or not to encrypt dictation files stored in the folder. This option can be set only when the folder has been enabled.	No

	Password Configures the password for encryption. It can be configured in the Change Password dialog box, which is displayed by clicking [...] in the setting box. Enter a password in the [New password] and [Confirm password] fields using 4 to 16 one-byte alphanumeric characters.	

About folder configuration on DS-5000/5000iD
 DS5000/5000iD offers two types of recording media: SD and Micro SD. Using the device menu, the user can select either one of the two for recording. Both media have the same folder structure with "DSS_FLDA" to "DSS_FLDG" folders. This setting is enabled for both media.

About folder configuration on DS-3400
 DS-3400 only has an SD media slot.
 Folder tree structure is the same as DS-500/5000iD.
 There are "DSS FLDA" to "DSS FLDG" folders.

Recording

Items	Functions	Default
DSS Format	Selects the DSS recording format. The default recording format for DSS Classic is DSS. The default recording format for DSS Pro is DS2. Switches from "DSS Pro" to "DSS Classic" mode and checks the items below. · If the recording format is set to QP, it is changed to SP, and QP is prevented from being selected. =>[Standalone] – [Common Settings] – [Recording] · The Encryption attribute is set to "NO" and is prevented from being modified. =>[Standalone] – [Administrative Settings] – [Device Folders]	DSS Pro
Record Function	Selects the recording operation	Overwrite
File Download	Selects the file(s) to be downloaded	All Files

Programmable Buttons

Items	Functions	Default
New and Slide Switch Functions	Customizes the slide switch locations and the functions that are assigned to the buttons at the top of the slide switch from Type A to C. DS-5000/5000iD are supported. DS-3400 is not supported.	Type A
Main Button Functions	Selects the function, which is assigned to the main switch button, from Type A to C. DS-3400 is supported. DS-5000/5000iD are not supported.	Type A
Programmable Buttons	Customizes the functions that are assigned to the function buttons [F1], [F2], and [F3] on the device	

Rec Mode	Selects whether or not the REC button must be held down to record. DS-3400 is supported. DS-5000/5000iD are not supported.	disabled	

Functionalities which can be assigned to the function buttons are as follows.

■DS-5000/5000iD

Mode	F1	F2	F3
NEW Mode	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Information	Information	**Information**
	Rec Mode	Rec Mode	Rec Mode
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	Disable	Disable	Disable
STOP Mode	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Information	Information	**Information**
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	New	New	New
	Disable	Disable	Disable
REC Mode	**Verbal**	Verbal	Verbal
	Index	Index	**Index**
	Display	**Display**	Display
	Disable	Disable	Disable
PLAY Mode	**Insert**	Insert	Insert
	Speed	**Speed**	Speed
	Index	Index	**Index**
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Disable	Disable	Disable

■DS-3400

Mode	F1	F2	F3
NEW Mode	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Menu	Menu	**Menu**
	Information	Information	Information
	Rec Mode	Rec Mode	Rec Mode
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	Disable	Disable	Disable
STOP Mode	**Folder**	Folder	Folder
	Priority	**Priority**	Priority
	Menu	Menu	**Menu**
	Information	Information	Information
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	New	New	New
	Disable	Disable	Disable

REC Mode	**Verbal**	Verbal	Verbal
	Index	Index	**Index**
	Display	**Display**	Display
	Disable	Disable	Disable
PLAY Mode	**Insert**	Insert	Insert
	Speed	**Speed**	Speed
	Index	Index	**Index**
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Disable	Disable	Disable

Hands-free

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

DS-5000/5000iD are supported. DS-3400 is not supported.

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

Assignable functions and default value (in bold) for each pedal are as follows.

Pedal Operation	Rew Pedal	LISTEN Pedal	FF Pedal
Continous Press	REV/PLAY	REV/PLAY	**REV/PLAY**
	REC/STOP	**REC/STOP**	REC/STOP
	NEW	NEW	NEW
Short Press	REW	REW	**REW**
	PLAY/STOP	PLAY/STOP	PLAY/STOP
	REC/STOP	**REC/STOP**	REC/STOP
	NEW	NEW	NEW

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.
Voice Recognition	Specifies the operation while the Voice Recognition Editor is active.

8.5.4 DR-2300/2200/2100/1200 Device Configuration

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

◻ Customize
◻ Application Control

Customize

The [Button] column in the Button list displays the actual buttons on DirectRec, 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 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 DirectRec device button click sound so it is less susceptible to pick up by the Directrec device microphone.

Enable Track Ball

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

The DR-2100 does not have a track ball so the "Enable Track Ball" setting cannot be configured.

Application Control

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

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

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

In addition to Directrec 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 Directrec 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 Voice 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 Voice Recognition Editor.
Delete Instruction Comment	Y		Delete the instruction comment of the recording file.
Undo	Y	Y	Undo the last operation.
Redo	Y	Y	Redo 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 Voice Recognition Editor.
Show Correction Dialog		Y	Performs the same operation as the [Show Correction Dialog] menu item of the Voice Recognition Editor.
Show Spell Dialog		Y	Performs the same operation as the [Show Spell Dialog] menu item of the Voice Recognition Editor.
Train Word		Y	Performs the same operation as the [Train Word] menu item of the Voice Recognition Editor.
Add New Word		Y	Performs the same operation as the [Add New Word] menu item of the Voice Recognition Editor.
Start Dragon Audio Setup Wizard		Y	Performs the same operation as the [Start Dragon Audio Setup Wizard] menu item of the Voice Recognition Editor.
Copy to Clipboard	Y	Y	Performs the same operation as the [Copy to Clipboard] menu item of the Voice 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 voice recognition with Real-time Voice Recognition.

8.6 Updates

This category configures whether or not to check for the latest Updates.

■ Procedure

1. Select [Options] from the Tool menu.

2. Click [Update].

➡ The Update dialog box will appear.

3. To configure automatic checking, select [Check for updates automatically] and set [Check Interval].

4. To check for Updates immediately, click [Check now].

5. Click [OK].

➡ The settings will be confirmed.

[OK]: Secures the settings
[Cancel]: Exits without modifying the settings
[Apply]: Reflects changes to the configuration file

Dictation Module

To automatically check for the latest Updates, enable [Check for updates automatically] and set [Check Interval].

With automatic updating enabled, the Olympus download server is checked for updates at configured intervals. In the case of a Workgroup System, either the Olympus download server or the repository in the Workgroup System is checked, depending on administrative settings.

When a newer version than the currently installed one is detected, the confirmation dialog box for upgrading appears. If upgrading is selected, the data is downloaded from the server and then updating of Dictation Module begins.

If a proxy server needs to be configured, click [Proxy Settings] and configure the address and port number of the server.

9 Troubleshooting

This chapter assists in solving problems with Dictation Module.

☐ The Dictation Module Does Not Start Up

☐ Cannot Perform Direct Recording Window Operations with Directrec

☐ The System Remains Silent

☐ DVR Is Not Recognized Updating

☐ Collecting Information with Log Tool

☐ Updating

☐ Changing a Workgroup environment

9.1 The Dictation Module Does Not Start Up

If the Dictation Module does not start up, check for the following items.

Other Olympus software is running

Some Olympus software does not allow the Dictation Module to be started up while it is running.

Check that none of the following software applications are running. If any one of the following applications is running, exit it and then start up the Dictation Module.

- **Olympus Dictation Management System**
    Transcription Module / File Downloader
- **DSS Player Pro R5**
    Dictation Module / Transcription Module
- **DSS Player Standard**
    Dictation Module / Transcription Module
- **Olympus Sonority**

9.2 Cannot Perform Direct Recording Window Operations with Directrec

If the window does not respond when you perform Directrec button operation while you have an Olympus Directrec Series device connected to a PC and running the Direct Recording Window or Voice Recognition Window, check for the following items.

Device Configuration Manager is running

Device Configuration Manager is voice recognition support software that is available for free use by those who have purchased an Olympus Directrec Series device. A PC that has Device Configuration Manager installed starts up Device Configuration Manager whenever the PC is started up.

While Device Configuration Manager is running, it manages all button operations of any Directrec device connected to the PC. At this time, other applications are unable to detect Directrec device button operations. Consequently, Direct Recording Window operations are not performed when Directrec buttons are pressed. If you want to use Directrec to perform Direct Recording Window operations, exit Device Configuration Manager.

9.3 The System Remains Silent

If no sound is produced, verify the following items:

Recorder Connection

➔ Check that the device is connected to your PC and turned ON.

Speakers

➔ Check that the speaker volume is turned up to an audible level.

Sound Card

➔ Check whether or not your sound card features a manual volume control; if it does, try turning up the volume.

Playback Volume

To check this, perform the following steps:

■ Procedure

1. Click [Settings] - [Control Panel] on the Start menu.

2. Select [Sounds and Audio Devices] - [Audio], and then click [Volume].

3. Check that the volume of [Volume Control] and [Wave] are not set to the minimum level and that the [Mute] box is not checked. (Play WAV File)

With Windows Vista/7, you can adjust the playback volume of each application. If the global system volume is set correctly, the Dictation Module specific volume may be turned off. To check this, perform the following steps.

■ Procedure

1. Start up Dictation Module.

2. On the [Start] menu, click [Control Panel].

3. Switch to the category view. Under the [Sound] category, click "Adjust system volume".

4. The "Volume Mixer" dialog box that appears shows the currently running applications. Check that the Dictation Module volume is set to an appropriate level.

When running a Terminal Services environment

When running the Dictation Module under a Terminal Service environment, the client PC needs to have a Terminal Services Client Virtual Driver installed. The Terminal Services Client Virtual Driver supports playback under Terminal Services.

Install a Terminal Services Client Virtual Driver that is the same version as the Dictation Module being used. The Terminal Service Client Virtual Driver is included on the ODMS R6 Administrators CD.

Software Internal Error

An internal error that occurs when installing the Dictation Module can cause incorrect installation of the playback program. This will cause the message "Run OlyCodecFilterSetup.exe." to appear when the Dictation Module is started up.

If this happens, run OlyCodecFilterSetup.exe, which is located in the Dictation Module installation folder. This will perform a repair setup of the playback module, and may enable proper operation of the playback program.

If the same message appears after you run OlyCodecFilterSetup.exe, contact your Olympus Dealer where you purchased the product.

9.4 DVR Is Not Recognized

If the recorder connected to the PC is not recognized, verify the following items:

■ Procedure

1. After connecting the recorder to your PC using a USB cable, check that the LCD display of the Digital Voice Recorder reads REMOTE.

2. If REMOTE is not displayed, remove the USB cable from the recorder and check that the Stop mode and the hold switch are not enabled.

3. Reconnect the USB cable to the recorder and check that the LCD display reads REMOTE.

4. If it still does not display REMOTE, try connecting the device to an alternative USB port.

9.5 Collecting Information with Log Tool

Olympus Dictation Management System R6 provides the ability to trace and log a series of application operations. To perform logging, the modules to be logged have to be specified before the application is started. When a problem is encountered, it is recommended that the PC operating conditions and the log data of the problematic areas be sent to your dealer or distributor.

■ Procedure

1. Open the Dictation Module installation folder with the Windows Explorer, and double-click ODMSLogTool.exe.

➡ The ODMS Log Tool dialog box will appear.
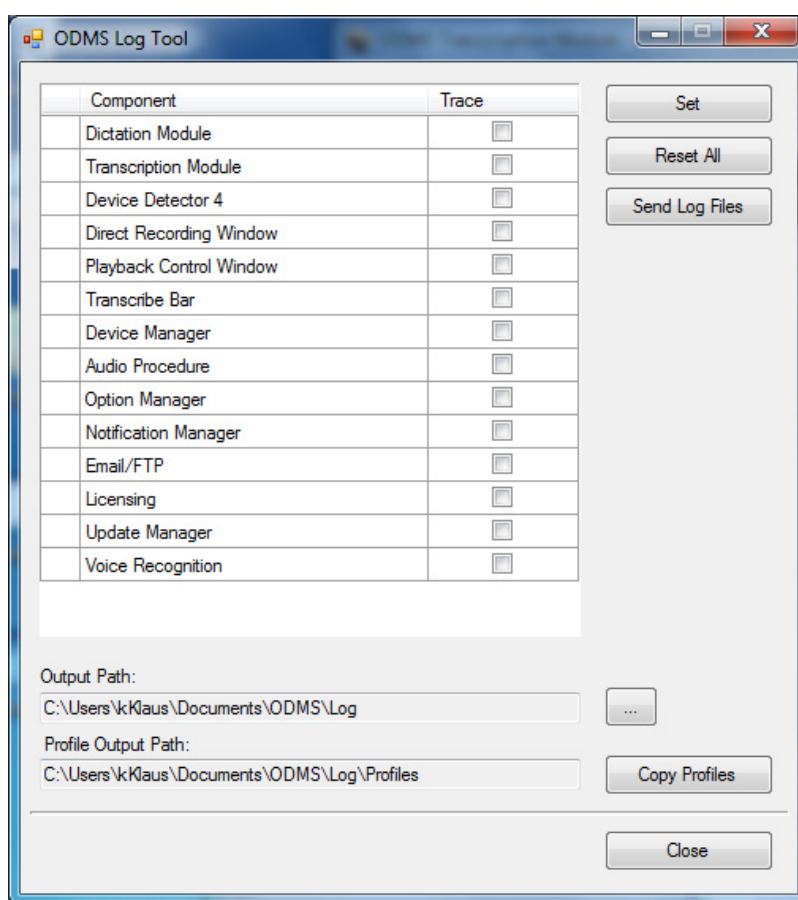
2. Check the Trace column of the modules to be logged.

> The log output generates a large amount of information, resulting in slower operations of Dictation Module. It is recommended to check only problematic modules.

3. Click ⬚ next to the Output Path field to specify the log output path.

4. Click [Set].

➡ ⬚ will appear at the items configured for logging, setting the application to the log output mode.

When Dictation Module is started the next time, log outputs will begin for the specified items.

5. Perform a problematic operation with Dictation Module, and then exit the application.

6. Click [Reset all].

➡ A confirmation dialog box will appear. Clicking [OK] disables the log output configuration.

7. Click [Copy Profiles] if needed.

➡ A Dictation Module settings file will be generated into the folder specified in the [Profile Output Path]

8. Click [Send log Files].

➡Mail software will start, creating an email with ODMSLog.zip, a compressed log file and settings information.

9. Write the required information in the email and send it to your dealer or distributor.

9.6 Updating

It is recommended to keep software up-to-date.

Check for updates and update the software.

Updating Dictation Module

To update Dictation Module, perform the following steps:

■ Procedure

1. Select [Check for Update] from the Help menu.

The Olympus download server will be checked for updates.
When a version newer than the currently installed one is detected, the confirmation dialog box for updating will appear.

2. Select updating.

➜ The data will be downloaded from the server and updating of Dictation Module will begin.

9.7 Changing a Workgroup environment

You can change the license server and repository settings after installing the Dictation Module as a Workgroup system.

> Administrator privileges are required to change license server and repository settings with the Dictation Module. If you are running the Dictation Module on a computer that is running Windows Vista or Windows 7, you will be required to open the application by right-clicking the Dictation Module icon in the Start menu, and then clicking " Run as administrator".

Changing a repository (automatic updating)

If the previously used repository is left on the network or if repository service is still running, settings will be automatically reconfigured so the new repository is referenced, even if you do not change any settings with the Dictation Module.

When the repository is moved in the case of a shared-folder repository, the System Configuration Program records information for a redirect to the new repository in the old repository folder. The Dictation Module will automatically redirect and update upon launch.

In the case of a repository service configuration, the System Configuration Program switches the mode of the old repository service to notification of the new repository service location. When the Dictation Module is started up and receives redirect information from the old repository service, it automatically reconfigures settings to access the new repository service.

If the old repository folder is deleted or if it cannot be accessed for some reason making automatic configuration of settings impossible, you should reconfigure settings manually.

Changing a repository (manually)

To change a repository manually, perform the following steps:

■ Procedure

1. Select [Change Repository] from the [Workgroup] menu.

➔ The "Change Repository" dialog box will appear.

2. On the Change Repository dialog box, specify the new repository path, or the name and port number of the PC running the repository service.

3. Click [OK].

> In the case of a shared-folder configuration, logged in users need to have full-access rights to the network folder specified as the repository. Before changing the settings, verify that you have the proper access rights the new repository folder.
>
> It is impossible to implement the operation without the proper access rights, even if you click [OK]

Changing the License Server

To change the license server, perform the following steps.

■ Procedure

1. Select [Change License Server] from the [Workgroup] menu.

➡ The "Change License Server" dialog box will appear.

2. Enter the IP address for the new license server, or enter the PC name and port number.

3. Click [OK].

When you click [OK], the Dictation Module will access the license server.

Once access has been confirmed, setup is complete. If access cannot be confirmed, setup will remain incomplete.

Before changing the settings, complete setup for the license server.

10 Appendix

□ Names and Functions of Window Components

□ Menu List (Main Window)

□ Menu List (Voice Recognition Editor/Real-time Voice Recognition)

□ Menu List (Voice Recognition Editor/Text Correction)

□ File Property Lists

□ Default Key Assignments

□ Names and Functions of the Option Settings Dialog Boxes Components

10.1 Names and Functions of Window Components

This section describes the names and functions of Dictation Module screens.

Main Window

This is the main window of Dictation Module. It is used to organize and play files. The Direct Recording window and Playback Control window are opened via the Main window.

The names and functions of the Main window components are described here.
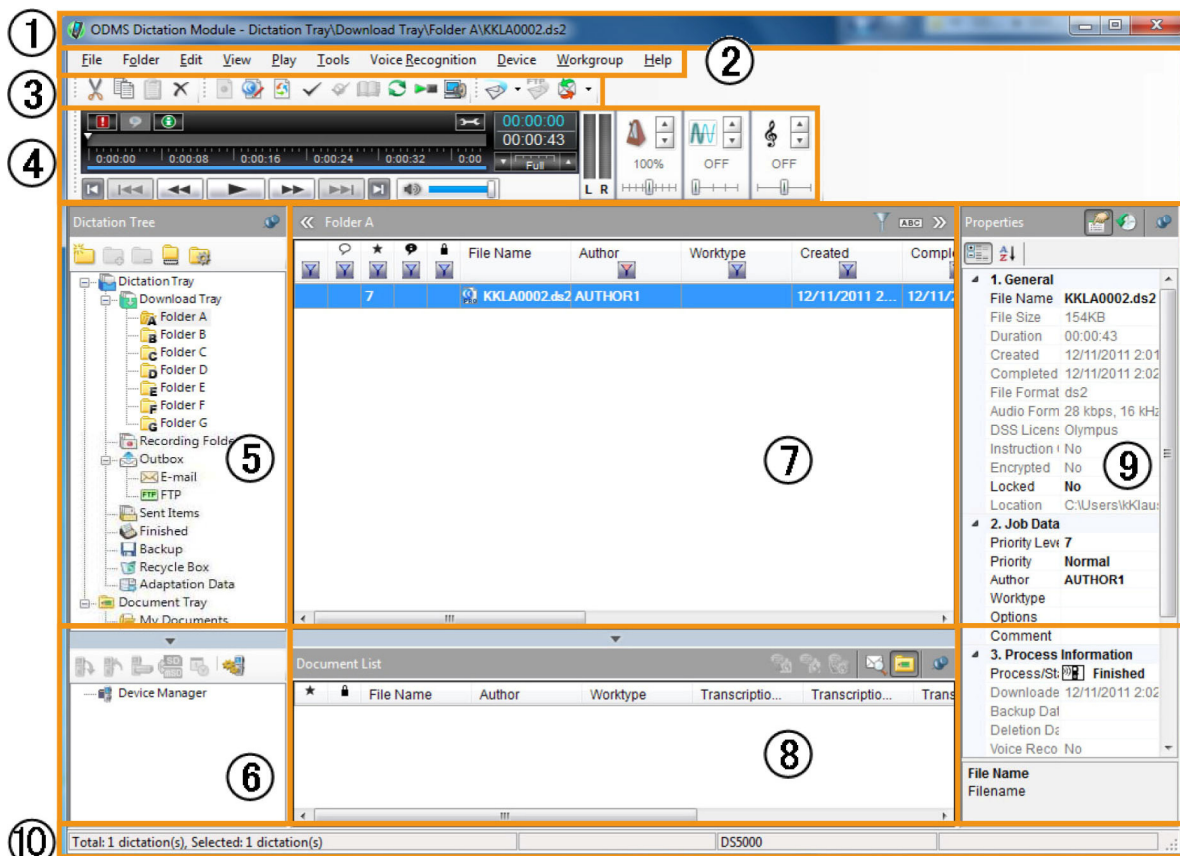
① Title Bar
  Displays the standard Windows title bar

② Menu Bar
  Displays the menu used with Dictation Module

③ Toolbar
  Displays toolbar buttons, which are divided among four groups: Standard, Editing, Mail/FTP, Voice Recognition. Displayed buttons vary depending on the settings. Dragging a toolbar button with the [Alt] key pressed can change the display order of the buttons. Right-clicking the toolbar displays the context menu, which can be used to show or hide the buttons.

④ Playback Control Bar
  Used to play the dictation File selected in the Content List View. The Playback Control bar provides functions and ways of use similar to the Playback Control window.

⑤ Dictation Tree View
  Displays various folders storing audio and document files managed by Dictation Module. Organization and properties of the folders can be configured based on the user's needs. Selecting a folder displays audio and document files in the folder in the Content List View.

⑥ Device Tree View
  Displays folders in connected devices and cards. Selecting a folder displays the dictation files in the folder in the Content List View.

⑦ Content List View
  Lists audio or document files in the folder selected in the Dictation Tree View or Device Tree View

⑧ Information View
  Displayed by clicking [Restore] in the Content List View. This view displays information on content in the Content List View, including the content of a document file and the message of a sent email. In addition, voice recognition information is also displayed in the information view.

⑨ Properties View
  Displays the properties of the file or folder that is currently being focused on

⑩ Status Bar
  Displays the following information:

First Area (Operating state display):
  Displays the current operating state. In the halt condition, the number of content items listed in the Content List View and the number of selected content items among them are displayed.

Second Area (Icon display):
  Displays the progress of files being automatically sent via email or FTP. Double-clicking this area with an icon displayed shows the Status dialog box, where you can see the progress of transmission. When an error occurs, an icon appears. By double-clicking the icon, the details of the error can be checked.

Third Area:
  Displays Author ID. If no Author ID has been registered, the Windows logon ID is displayed.

Playback Control Window

The names and functions of the Playback Control window components are described here.

The Playback Control window is displayed by clicking [Switch to Playback Control Window] on the View menu in the Main window. This window is specialized for playing a file. It is used to perform tasks like writing a document while listening to a recorded file. Exiting the window brings the user back to the Main window.
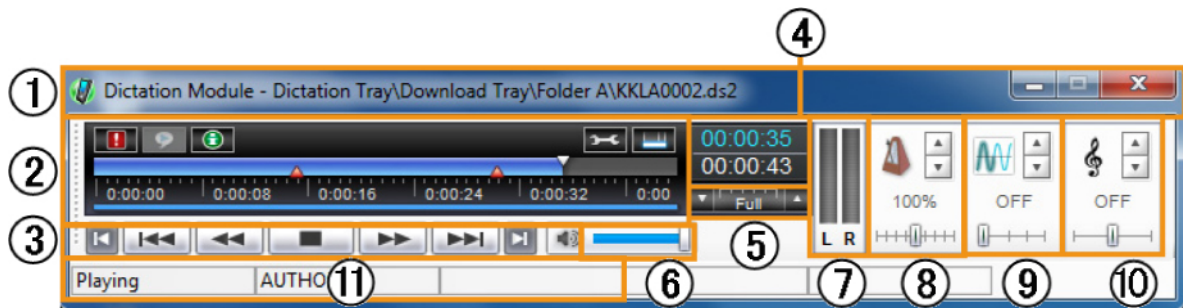
① Title Bar
Displays the name of the file that is currently being played and the name of the folder in which the file is stored.

② Control Panel

Priority Button
This mark indicates the priority of the file. A red mark means that the file is assigned high priority.

Audio/Instruction Comment Mode Switching Button
Switches between audio playback and Instruction Comment playback. In Instruction Comment mode, the icon turns to green and the Play bar is surrounded by a green line.

Information Button
Clicking this button displays property information of a file. The Main window does not have this button.

User Settings Button
Clicking this button displays the User Settings dialog box. Playback condition and Transcribe Bar settings can be changed.

Show Status Bar Button
Shows or hides the status bar. The Main window does not have this button.

Play Bar and Position Slider
Graphically displays which part of the current file is being played. The range, from the beginning to the currently played position, is represented with ▬▬, and verbal-commented ranges are represented with ▬▬.

Index Mark

Clicking ✓ inserts an index mark at the point of the Position control.

Displayed Area Slider
Indicates the currently displayed range in the file with ▬▬. Dragging the slider shifts the displayed range.

Control Buttons

③ Pressing these buttons moves the Playback Position control.

[icon]: Moves to the beginning of a file

[icon]: Moves to the previous index mark or to the edge of a verbal comment

[icon]: Rewinds a file. Holding the button speeds up rewinding.

[icon] / [icon]: Starts playback. Pressing this button during playback stops it.

[icon]: Fast-forwards a file. Holding the button speeds up fast-forwarding.

[icon]: Moves to the next index mark or to the beginning (or end) of a verbal comment

[icon]: Moves to the end of a file

④ [00:00:25 / 00:00:55] **Playback Position/Recording Time Length**

Displayed on the immediate right of the Play bar in the format of HH:MM:SS. The playback position of a file is displayed in blue, and the total recording time length is displayed in white.

⑤ [icon] **Timescale Control**

Displays the timescale of the Play bar. The time frame can be changed in the range of a 1-minute width to full scale. Clicking ▲ or ▼ changes the timescale.

⑥ [icon] **Volume Adjustment Control**

Adjusts output sound volume. This function is not available with an older sound board that does not have electronic volume adjustment capability. If that is the case, adjust the volume manually.

⑦ [icon]

Audio Output Display

Displays the current state of audio playback. In the case of monoral recording, the L and R outputs are displayed at the same height.

⑧ [icon]

Playback Speed Adjustment Control

Clicking ▲ and ▼ or dragging the slider adjusts the playback speed without changing the voice pitch (sound pitch).This control is hidden by default.

⑨ [icon]
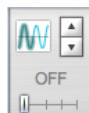
Noise Cancellation Control

Clicking ▲ and ▼ or dragging the slider adjusts the noise cancellation effect in four levels of 0, 1, 2, and 3.This control is hidden by default.

⑩ [icon]

Tone Adjustment Control

Clicking ▲ and ▼ or dragging the slider adjusts the tone in increments of 1% from 100% on the B side to 100% on the T side.This control is hidden by default.

⑪ **Status Bar**

Displays the following information:
First Area: The current operating state (Play, Stop, Fast-forward, Rewind, QUE, REVIEW)
Second Area: Author ID
Third Area: Worktype
Fourth Area: Comment

Direct Recording Window

The names and functions of the Direct Recording Window components are described here.

The Direct Recording Window is displayed by clicking [icon] or [icon] in the Main window, or by clicking [New Dictation] or [Edit Dictation] on the [File] menu. This window is used to create (record) and edit a file with a supported device. Exiting the window brings the user back to the Main window.
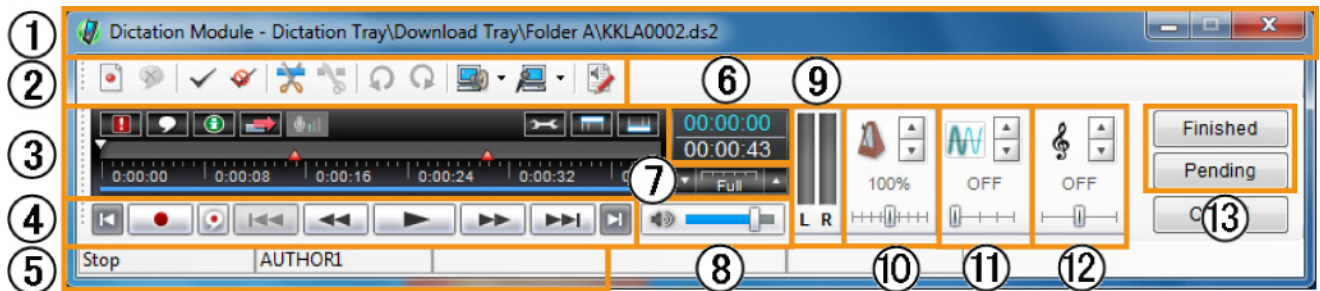
① Title Bar
  Displays the name of the file that is currently being edited and the name of the folder in which the file is stored

② Toolbar
  Displays the toolbar buttons. Displayed buttons vary depending on the settings.
  Dragging a toolbar button with the [Alt] key pressed can change the display order of the buttons.

③ Control Panel

  Priority Button
  This mark indicates the priority of the file. A red mark means that the file is assigned high priority.

  Audio/Instruction Comment Mode Switching Button
  Switches between audio playback and Instruction Comment playback. In Instruction Comment mode, the icon turns to green and the Play bar is surrounded by a green line.

  Information Button
  Clicking this button displays the property information of the file. The Main window does not have this button.

  Recording Mode
  Switches between Insert and Overwrite recording modes

  Microphone Sensitivity
  [icon] indicates the sensitivity for dictation recording and [icon] represents the sensitivity for conference recording. This is available with DS-5000/5000iD/3400 or DirectRec.

  User Settings Button
  Clicking this button displays the User Settings dialog box. Playback condition and Transcribe Bar settings can be changed.

  Show Toolbar Button
  Shows or hides the Toolbar. The Main window does not have this button.

  Show Status Bar Button
  Shows or hides the status bar. The Main window does not have this button.

  Select Speaker
  Selects the speaker supplied with a PC or the one provided by a connected digital voice recorder.

Select Microphone

Selects the microphone supplied with a PC or the one provided by a connected digital voice recorder.

Play Bar and Position Slider

Graphically displays which part of the current file is being played. The range, from the beginning to the currently played position, is represented with ▬▬▬, and verbal-commented ranges are represented with ▦▦▦.

Index Mark

Clicking ✓ inserts an index mark at the Position control point.

Displayed Area Slider

Indicates the currently displayed range in the file with ▬▬. Dragging the slider shifts the displayed range.

④ **Control Buttons**

Pressing these buttons moves the Playback Position control.

⏮ : Moves to the beginning of a file

⏺ : Recording will begin

⏺ : Record a verbal comment only while this button is being pressed.

⏮ : Moves to the previous index mark or to the edge of a verbal comment

⏪ : Rewinds a file. Holding the button speeds up rewinding.

▶ / ⏹ : Starts playback. Pressing this button during playback stops it.

⏩ : Fast-forwards a file. Holding the button speeds up fast-forwarding.

⏭ : Moves to the next index mark or to the beginning (or end) of a verbal comment

⏭ : Moves to the end of a file

⑤ **Status Bar**

First Area: The current operating state (Play, Stop, Fast-forward, Rewind, CUE, REVIEW)
Second Area: Author ID
Third Area: Worktype
Fourth Area: Comment

⑥ **Playback Position/Recording Time Length**

Displayed on the immediate right of the Play bar in the format of HH:MM:SS. The playback position of a file is displayed in blue, and the total recording time length is displayed in white.

⑦ **Timescale Control**

Displays the timescale of the Play bar. The time frame can be changed in the range of a 1-minute width to full scale. Clicking ▲ or ▼ changes the timescale.

⑧ **Volume Adjustment Control**

Adjusts output sound volume. This function is not available with an older sound board that does not have electronic volume adjustment capability. If that is the case, adjust the volume manually.

⑨ **Audio Output Display**
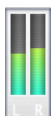
Displays the current state of audio playback. In the case of monoral recording, the L and R outputs are displayed at the same height.

⑩ **Playback Speed Adjustment Control**
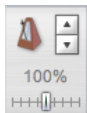
Clicking ▲ and ▼ or dragging the slider adjusts the playback speed without changing

the voice pitch (sound pitch).

⑪ **Noise Cancellation Control**

Clicking ▲ and ▼ or dragging the slider can adjust the noise cancellation effect in four levels of 0, 1, 2, and 3.

⑫ **Tone Adjustment Control**

Clicking ▲ and ▼ or dragging the slider adjusts the tone in increments of 1% from 100% on the B side to 100% on the T side.

⑬ **[Finished]**

Stops and exits a recording. The file can then be transcribed.

[Pending]

Closes the window in Pending state. The file will be stored in Pending status in the Recording tray.

Voice Recognition Editor

This is the screen that appears for text editing when performing real-time voice recognition or after doing voice recognition with Dictation Module.

In the case of a dictation file that has been transcribed without using voice recognition, the application associated with the file format of the text file is started up. As the same when voice recognition is performed with DSS Player Pro R5: the application that matches the file format of the text file is started up (but not displayed in this window).
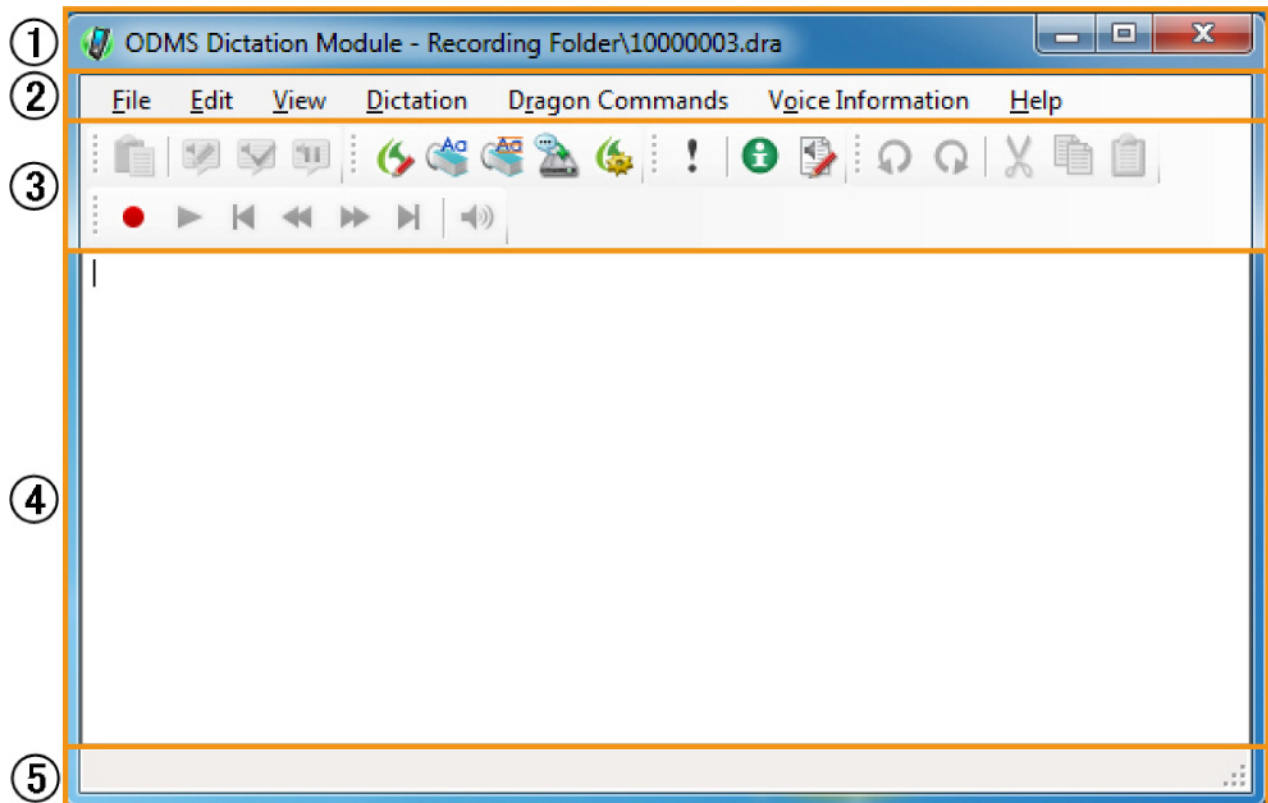
① Title Bar
Shows the folder name and file name currently being recorded or played back.

② Menu Bar
Displays menus of various commands used for voice recognition and text correction.
Command availability depends on the status of the file.
For information about the functions of each menu, refer to "Menu List (Voice Recognition Editor/Real-time Voice Recognition)" or "Menu List (Voice Recognition Editor/Text Correction)".

③ Toolbar
Displays buttons that execute various commands used for voice recognition and text correction.
A large variety of different commands including dictation record, playback, stop and other commands, and font operation and other text editing commands.
Command availability depends on the status of the file.
For information about the functions of each button, refer to "Menu List (Voice Recognition Editor/Real-time Voice Recognition)" or "Menu List (Voice Recognition Editor/Text Correction)".

④ Text Display Area
This area show text that is output by voice recognition.
When using real-time voice recognition, text is output in sequence from passages for which Dragon NaturallySpeaking voice recognition processing is complete.
When editing voice recognition results, text editing can be performed while operating the toolbar playback controls to playback the dictation. When performing real-time voice

recognition, use of both manual input and Dragon NaturallySpeaking editing functions is supported. For text editing after voice recognition is complete, only manual text editing is available.

When playing back dictation, the text that corresponds to the current playback location is highlighted in order to give you an idea of the location of the text that is playing back.

⑤ **Status Bar**

The left area of the status bar shows the dictation playback/recording status, and other information.

Dictation Tree View (Main Window)

The Dictation Tree View is displayed on the left side of the Main window.
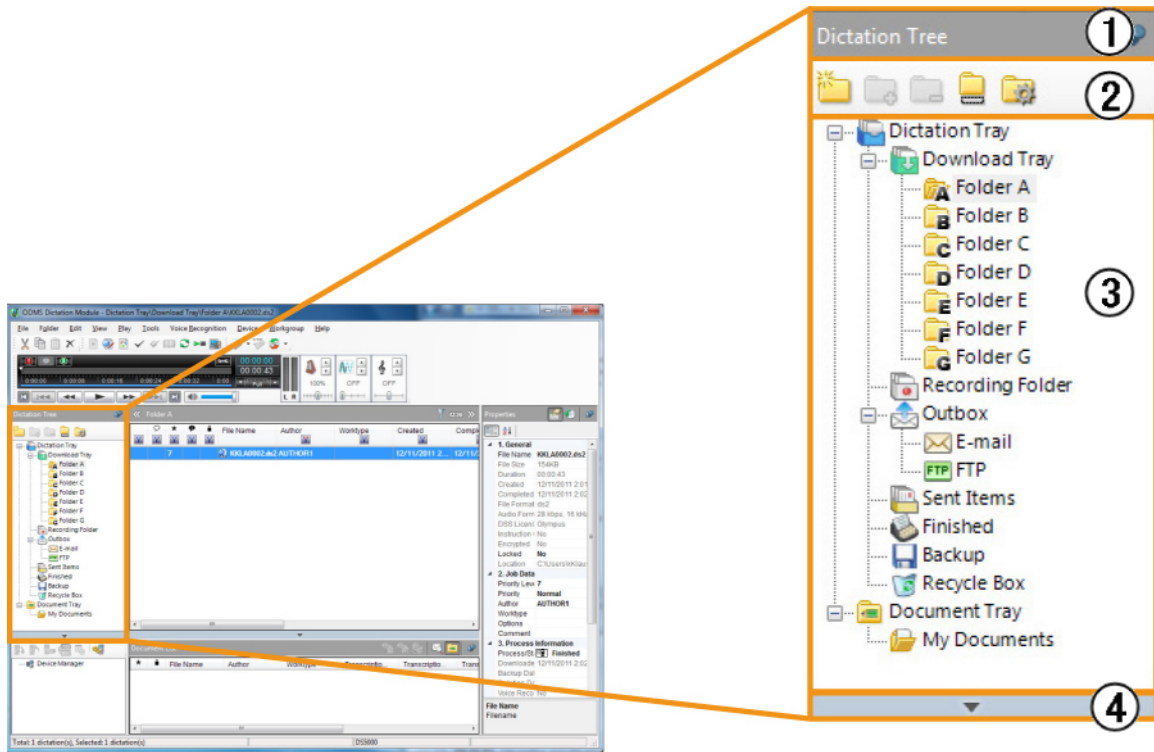
① Title
Displays the name of the view

> **Pin Button**
> Switches the display mode of the view between automatically hidden and always displayed

(On): Always displayed

(Off): Automatically hidden when not in use. To display the view again, press ⟪ in the Content List View.

② Toolbar
Displays the tool buttons for working with a file.
For information on the functions, refer to the Folder menu section in Menu List.
The folder structure is displayed under the Dictation tray.

③ For information on each folder, refer to How Folders Work.

④ [Hide/Restore] button

Pressing ▼ hides the Device Tree View.

Pressing ▲ shows the Device Tree View again. Note that if no device is connected, pressing this button does not show any view.

Device Tree View (Main Window)

The Device Tree View is displayed on the left side of the Main window.

This view is displayed when the device is connected. It displays, with icons, the devices supported by

Dictation Module.
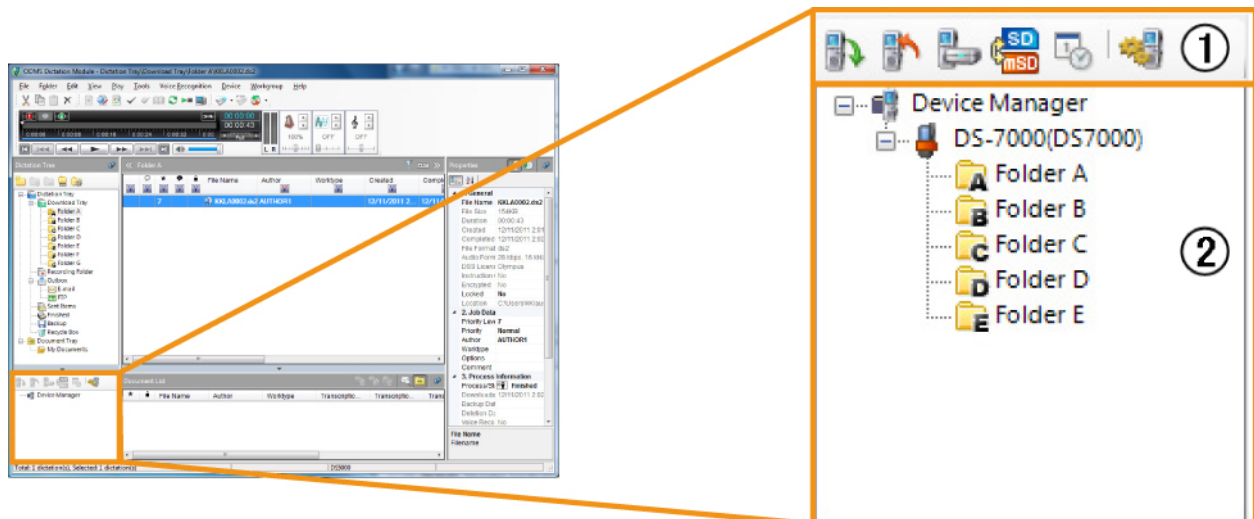
① Toolbar
Displays the tool buttons for working with a file.
For information on the functions, refer to the Device menu section in Menu List.

② The folder structure under Device Manager is displayed.
For information on each folder, refer to How Folders Work.

Content List View (Main Window)

The Content List View is displayed in the center of the Main window. It cannot be hidden.
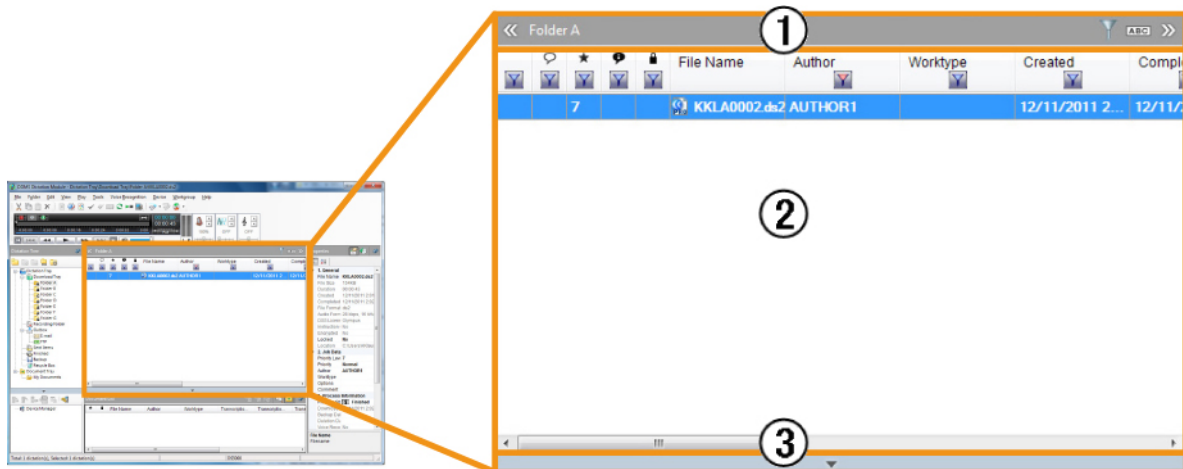
①
: Shows or hides the Dictation Tree View

Title
Displays the name of the list view (either the Dictation List or Document List) displayed in the view area

: Switches the Filter of the list view on or off

: Switches the in-line editing function of the list view on or off

, : Shows or hides the Properties view

②
View Area
Displays audio or document files in the folder selected in the Dictation Tree or Device Tree View

③
[Hide/Restore] button

Pressing hides the Information View.

Pressing shows the Information View again.

Information View (Main Window)

The Information view is displayed at the bottom center of the Main window. The default setting hides this view.
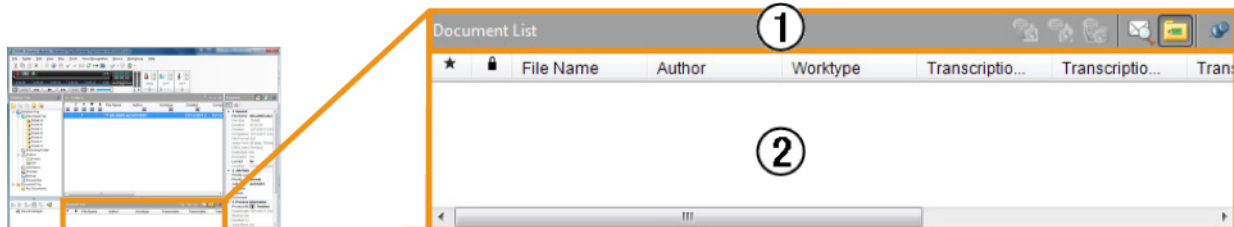
① Title
   Shows the screen title displayed by the information view.

   ✉📁🗣🗣🗣 : Switches the displayed view

   📌 **Pin Button**
   Switches the display mode of the view between automatically hidden and always displayed

   📌 (On): Always displayed

   📌 (Off): Automatically hidden when not in use. To show the view again, press ▲.

② View Area
   📁**Document List**
   Lists all the document files under the Document tray when the contents of the Dictation folder are displayed in the Content List View. Dragging one of the document files to a dictation file in the Content List View can link the document file with the dictation File.

   ✉**Mail Preview**
   Displays the content of email. When sending a dictation file selected in the Content List View via email, its content is displayed.

   🗣**Voice Recognition Waiting List**

   Shows the background voice recognition file queue and a progress bar of the current ongoing background voice recognition process. (Buttons are displayed only when the "Use voice recognition" option is selected on the Option Settings dialog box.)

   🗣**Voice Recognition Result List**

   Displays a list of background voice recognition results. If voice recognition fails for some reason, the reason for the failure is also displayed. (Buttons are displayed only when the "Use voice recognition" option is selected on the Option Settings dialog box.)

   🗣**Adaptation Wating List**
   Shows the adaptation (function for feeding back voice recognition corrections) file queue. (Buttons are displayed only when the "Use voice recognition" option is selected on the Option Settings dialog box.)

Properties View (Main Window)

The Properties view is displayed on the right side of the Main window. The default setting hides this view.
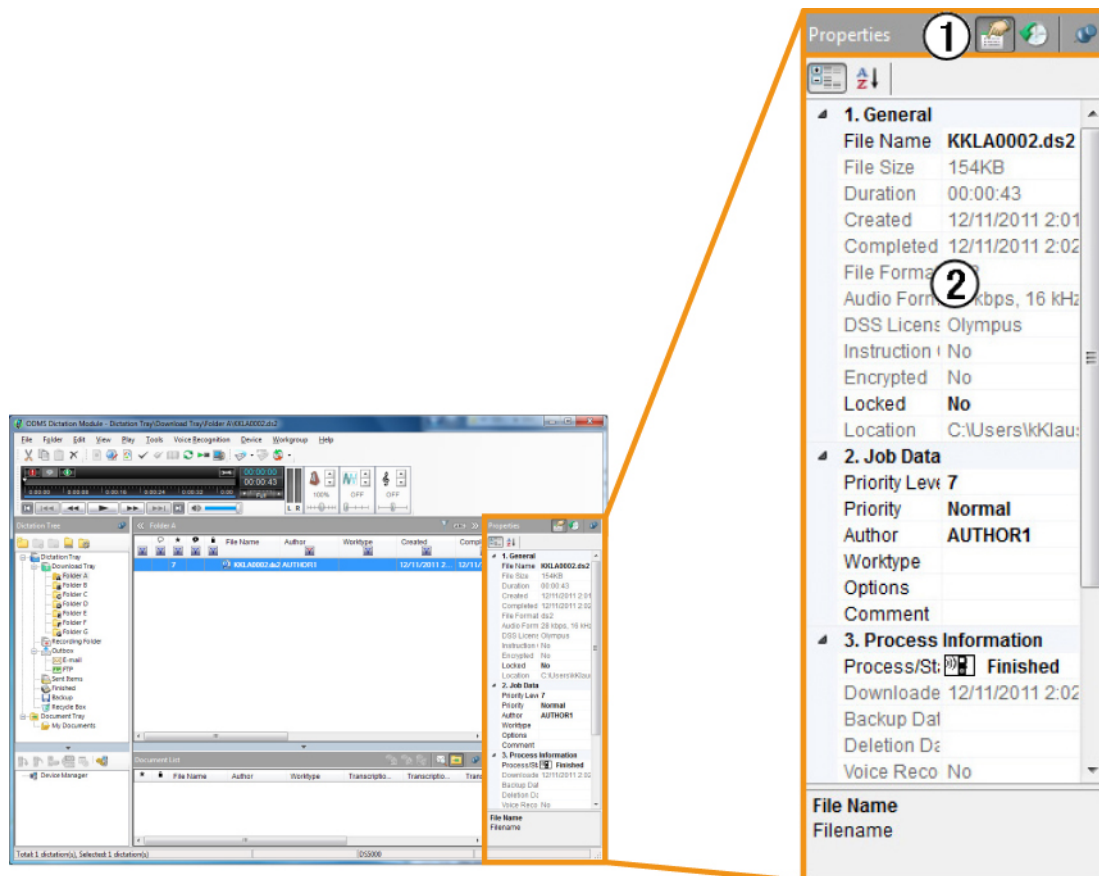
Title
① Displays the name of the view, either "Property" or "Job History."

[icon] [icon] : Switches the displayed view

Pin Button
Switches the display mode of the view between automatically hidden and always displayed

[icon] (On): Always displayed

[icon] (Off): Automatically hidden when not in use. To display the view again, press [icon] in the Content List View.

② Property View
Displays the properties of the selected file or folder. The items displayed in black characters can be edited.

[icon] : Displays the properties by category

[icon] : Displays all properties in alphabetical order

[icon] : Displays the history of the dictation file

Job History View
Displayed only when Dictation is selected in the Content List View. It displays the history from the creation of the selected dictation File to the completion of its transcription (or to the completion of transmission if the dictation File has been sent via email or FTP).

10.2 Menu Lists (Main Window)

This section describes the menus provided by Dictation Module.

- ☐ [File] Menu
- ☐ [Folder] Menu
- ☐ [Edit] Menu
- ☐ [View] Menu
- ☐ [Play] Menu
- ☐ [Tool] Menu
- ☐ [Device] Menu
- ☐ [Voice Recognition] Menu
- ☐ [Workgroup] Menu
- ☐ [Help] Menu

10.2.1 [File] Menu

Command Name	Button	Functions
New Dictation		Opens the Direct Recording window and creates a new dictation File
Edit Dictation		Displays a selected dictation File in the Direct Recording window, allowing file editing
Convert Dictation		Converts a selected dictation File into a specified file format
Import Dictation		Imports an external dictation File not managed by Dictation Module so that Dictation Module can manage it
Export Dictation		Converts a selected dictation File into external media
Split		Splits a selected file at a specified position into two files
Join		Joins multiple files into a single file
Encrypt		Encrypts a selected file
Decrypt		Decrypts a selected encrypted file
Open Document		Opens a selected document file. When running this operation with a dictation file specified, the linked document file will also open.
Associate with Document		Associates a selected dictation File with a specified external document file. The associated document file will be copied to My Documents and managed with the link.
Remove Association with Document		Dissociates a dictation file from its linked document file
Edit Job Data		Edits the job data of a selected dictation File. Job data refers to several editable

Command Name	Button	Functions
		settings: Author ID, Worktype ID, Option Items, and Comments.
Change Status		Changes the status of a selected dictation File
Exit	Ctrl+W	Exits Dictation Module

10.2.2 [Folder] Menu

Command Name	Button	Functions
New Folder		A subfolder will be created in a highlighted folder in the Download tray.
Add Folder		Opens the Select Folder dialog box, with which, at the same tier as the Download tray, you can create a shortcut folder for a path to a specified external folder
Remove Folder		Deletes the subfolder created with [New Folder] and removes the shortcut folder created with [Add Folder].
Rename Folder		Renames a selected folder. The folders in the Download tray and custom folders are shortcut folders maintained internally by DSS Player. When renaming is applied to these folders, only the shortcuts are renamed, not their actual folders. Subfolders are real folders and can be renamed.
Folder Settings		Starts the Folder Design dialog box, with which you can configure the attributes of a folder

10.2.3 [Edit] Menu

Command Name	Button	Functions
Cut		Copies a selected dictation File to the clipboard. Pasting the dictation File after cutting it moves the file to the specified folder.
Copy		Copies a selected dictation File to the clipboard
Paste		Moves or copies the dictation File, which was copied to the clipboard with the Cut or Copy command, into a specified folder
Delete		Deletes a selected audio or document file
Select All	-	Selects all the files in the Content List View
Copy to Folder		Copies the dictation File selected in the Content List View to a specified folder
Move to Folder		Moves the dictation File selected in the Content List View to a specified folder

10.2.4 [View] Menu

Command Name	Button	Functions
Switch to Playback Control Window	►■	Switches from the Main window to the Playback Control window. The dictation File selected in the Main window begins playing.
Folder Navigation	-	Shows or hides the Dictation Tree View or Device Tree View
Property Window	-	Shows or hides the Properties View
Information Window	-	Shows or hides the Information View
Toolbar	-	Toggles the toolbar between show and hide. "Customize" can be used to specify the buttons to appear on each toolbar.
Status Bar	-	Shows or hides the status bar
Playback Control Bar	-	Shows or hides the Playback Control bar
Gridlines	-	Shows or hides the grid lines in the Information View
Columns to Display	-	Shows or hides the columns in the Dictation Tree View and configures their displayed order
Sort by	-	Sorts files in alphabetical order by the columns selected in the Information View
Filter On/Off	▽	Enables or disables the filtering function
In-line Editing	ABC	Enables or disables direct editing of the items displayed in the Dictation Tree View. Clicking a configurable item in the list makes the field editable.
Refresh	F5 ↻	Refreshes the Dictation Tree View in the Main window. The Dictation Tree View refers to cached data for speeding up the display. Since refreshing the list causes the cached data to be rebuilt, it may take a while to display a large list.

10.2.5 [Play] Menu

Command Name	Button	Functions
Play/Stop	▶ ■	Plays a selected file or the first file on the list in the Content List View from the Position control point on the Play bar. Clicking this menu during playback stops it.
Fast Forward	▶▶	Fast-forwards a file. Holding the button speeds up fast-forwarding.
Rewind	◀◀	Rewinds a file. Holding the button speeds up rewinding.
Next Index Mark	◀◀◀	Moves the Position control to the next index mark or to the beginning (or end) of a verbal comment
Previous Index Mark	▶▶▶	Moves the Position control to the previous index mark or to the beginning (or end) of a verbal comment
Volume	◀)	Adjusts output sound volume
Speed	100%	Speeds up or slows down playback
Tone	OFF	Configures the tone, placing an emphasis on the high or low pitch areas
Noise Cancellation	OFF	Selects the level of noise cancellation from 0, 1, 2, and 3. A larger number means a higher effect of noise cancellation.
Insert Index Mark	✓	Inserts an index mark at the Position control point
Delete Index Mark	✓	Deletes an index mark at the Position control point
View All Index Marks	📖	Displays the View All Index Marks dialog box
Next Verbal Comment	◀◀◀	The Position control moves to the next index mark or to the beginning (or end) of a verbal comment
Previous Verbal Comment	▶▶▶	The Position control moves to the previous index mark or to the beginning (or end) of a verbal comment
Dictation/Instruction Comment Mode	F10	Switches between Dictation File mode and Instruction Comment mode if an Instruction Comment has been recorded in the currently selected dictation File
Intro Scan	≣	Sequentially plays only the first five seconds of the files selected or displayed in the Content List View

10.2.6 [Tool] Menu

Command Name	Button	Functions
Select Speaker		Selects the speaker supplied with a PC or the one provided by a connected digital voice recorder when playing a file
Send Via E-mail		Manually moves a selected dictation File to the email sending box. If multiple email profiles have been registered, select a profile for transmission with the pop-up menu.
Send Via FTP		Manually sends a selected dictation File via FTP
Send and Receive		The Send command sends an email in the sending box or a file via FTP to the server. When the transmission successfully completes, the dictation File will move to Sent Items. The Receive command initiates the reception of document files.
Hot keys On/Off		Enables or disables Hot keys
Keyboard Settings	-	Displays the user-configured keyboard options. It enables the user to assign Hot keys to Dictation Module commands, and to delete or modify the assignments.
OLE Settings	-	Selects the way to handle audio data, when dropping a DSS or DSS Pro file selected in the Content List View to an OLE-enabled application, from the following: · Embedding the dictation File in a document file · Embedding only the link information in a document file
Options		Displays the Option Settings dialog box for Dictation Module
Show Setup Wizard	-	Displays Setup Wizard. Only displayed if Dictation Module is installed in a Standalone System.

10.2.7 [Device] Menu

Command Name	Button	Functions
Download Folders A-G	-	Downloads all files in Folders A-G in the device displayed in the Device Tree View (recorder, PCMCIA card, or removable drive) into the corresponding Folders A-G in the Download tray in the Dictation Tree View
Download Selected Files	-	Downloads only selected files into the Download tray in the Dictation Tree View
Download All		Downloads all files in the device displayed in the Device Tree View into the corresponding Folders A-G in the Download tray. Files in the removable drive that have no folder are downloaded into Folder A.
Upload Selected Files		Uploads the files selected in the Dictation Tree View into the device displayed in the Device Tree View
Change Device Mode		Switches device mode of a connected device to Audio mode or Storage mode
Change Storage Media		This command is available only for models that support two types of storage media. This command specifies the contents of which media is displayed when the device is connected via USB to the PC. It is impossible to display the contents of both media simultaneously.
Synchronize Date/Time		Synchronizes the date and time of the recorder with those of the PC. The device can also be automatically synchronized with the PC when connected.
Device Settings		With this menu, the functions of a connected device can be configured via the PC.

10.2.8 [Voice Recognition] Menu

Command Name	Button	Functions
Do Real-time Voice Recognition		Starts up the Voice Recognition Editor and executes real-time voice recognition.
Add to Recognition Queue		Registers the dictation file that is selected in the content list view into the Recognition Queue.
Start Recognition Queue		Executes background voice recognition. Voice recognition of dictation files registered in the voice recognition queue is performed in sequence.
Stop Recognition Queue		Stops ongoing background voice recognition.
Move to the Top Position	-	Moves the dictation file that is selected in the voice recognition queue up in the queue to the position following the dictation file on which background voice recognition is currently being performed. In the displayed voice recognition queue, the file is moved so it is directly under the dictation file on which background voice recognition is currently being performed.
Requeue		Re-registers the dictation file that is selected in the voice recognition result list into the queue. Only a dictation file whose voice recognition has failed for some reason can be requeued. A file whose voice recognition was successful cannot be requeued.

Details	-	Shows detailed information about the voice recognition result of a dictation file that is selected in the voice recognition result list.
Add to Adaptation Waiting List		Registers the dictation files and text corrections that are managed in the adaptation folder in the Adaptation queue.
Adapt All Files		Performs adaptation on all of the dictation files registered in the adaptation queue. Users can select to do either vocabulary adaptation or acoustic adaptation, or both vocabulary adaptation and acoustic adaptation.
Do Vocabulary Adaptation		Performs vocabulary adaptation only on the dictation file selected in the adaptation queue. If a selected dictation file has already had vocabulary adaptation performed, that file will be ignored.
Do Acoustic Adaptation		Performs acoustic adaptation only on the dictation file selected in the adaptation queue. Vocabulary adaptation needs to be performed first before performing acoustic adaptation. If a selected dictation file has not yet had vocabulary adaptation performed, that file will be ignored.
Remove from the Queue		Deletes the selected dictation file from the voice recognition queue or other displayed voice recognition function list.
Clear the Queue		Deletes all of the files from the voice recognition queue or other displayed voice recognition function list.
Check All Items		Selects ON for all dictation files registered in the voice recognition queue.
Uncheck All Items		Selects OFF for all dictation files registered in the voice recognition queue.
Voice Recognition Settings	-	Displays the page that appears when the following operation is performed on the Option Settings dialog box: [Workflow] – [Voice Recognition] – [General].

10.2.9 [Workgroup] Menu

Command Name	Button	Functions
Change Repository	-	Configure settings for repository. Administrative privileges are needed to modify the settings.
Change License Server	-	Configure settings for license server. Administrative privileges are needed to modify the settings.

The [Workgroup] menu will appear only when the Dictation Module is installed in Workgroup mode.

10.2.10 [Help] Menu

Command Name	Button	Functions
Contents	F1	Displays the Help for Dictation Module
Check for Updates	-	Checks the Olympus download server for the latest Updates and downloads them if present
Device Manual Download Site	-	Starts up your Web browser and displays the Olympus Website that publishes device instruction manuals.
About Dictation Module	-	Displays the version information of Dictation Module

10.3 Menu List (Voice Recognition Editor/Real-time Voice Recognition)

This section explains the Voice Recognition Editor menu that is displayed during real-time voice recognition.

☐ [File] Menu

☐ [Edit] Menu

☐ [View] Menu

☐ [Dictation] Menu

☐ [Dragon Commands] Menu

☐ [Voice Information] Menu

☐ [Help] Menu

10.3.1 [File] Menu

Command Name	Button	Functions
Copy to Clipboard		Copies text files that have text formatting to the clipboard. After copying, the text with the text formatting can be pasted into MS word or some other application.
Send for correction		Saves dictation data and the text file and changes the file status to VoiceRecognition.Finished. Files are handled as: "recording and voice recognition complete, text file to be corrected". Though subsequent add-on recording to the dictation file is not possible, the text can be edited. Use this command to request correction and other tasks of the typists after author recording is complete.
Finished		Saves dictation data and the text file and changes the file status to Transcription.Finished. Files are handled as: "dictation recording and text file editing complete", and subsequent add-on recording and text editing is not possible.
Pending		Saves dictation data and the text file and changes the file status to Transcription.Pending. Add-on recording and text editing can be restarted later.
Cancel		Cancels changes and closes the Voice Recognition Editor.

10.3.2 [Edit] Menu

Command Name	Button	Functions
Undo		Undoes the last operation.
Redo		Redoes the last undone operation.
Cut		Copies the text currently selected in the text display area to the clipboard. Executing Cut and then Paste will move the cut text to the cursor position.
Copy		Copies the text currently selected in the text display area to the clipboard.
Paste		Moves text put on the clipboard with Cut or copies text put on the clipboard with Copy to the cursor location.
Select Next Word	-	Selects the next word relative to the cursor position in the text

Command Name	Button	Functions
		display area.
Select Previous Word	-	Selects the previous word relative to the cursor position in the text display area.
Capitalize Word	-	Capitalizes the first letter of each sentence in the text selected in the text display area.

10.3.3 [View] Menu

Command Name	Button	Functions
Toolbar	-	Toggles toolbars between show and hide, specifies the buttons displayed in toolbars, etc.
Status Bar	-	Toggles the status bar between show and hide.

10.3.4 [Dictation] Menu

Command Name	Button	Functions
Record	🔴	Starts dictation recording and auto voice recognition using Dragon NaturallySpeaking. Voice recognition results are automatically added from the cursor position in the text display area. Dictation recording is also inserted from the location that corresponds to cursor location in the text.
Play/Stop	▶ ■	Restarts dictation recording from the cursor position in the text display area. Pressing this button again stops playback. During playback, the text that corresponds to the playback position is highlighted.
Home	⏮	Returns the cursor to the beginning of the text.
Rewind	⏪	Rewinds a file.
Fast Forward	⏩	Fast-forwards a file.
End	⏭	Moves the cursor to the end of the text.
Volume	🔊	Adjusts output volume.

10.3.5 [Dragon Commands] Menu

Command Name	Button	Functions
Show Correction Dialog		Displays the Dragon NaturallySpeaking Correction dialog box. Correction suggestions for the text where the cursor is located are displayed and can be selected in the text display area, and they can be used to correct the voice recognition results.
Show Spell Dialog		Displays the Dragon NaturallySpeaking Spell dialog box.
Train Word		Displays the Dragon NaturallySpeaking Train dialog box. This is used to teach Dragon NaturallySpeaking particular terms in the author's voice (training). This help to improve voice recognition accuracy for the trained terms.
Add New Word		Displays the Dragon NaturallySpeaking Add New Word dialog box. This can be used by Dragon NaturallySpeaking to learn terms it does not know.
Start Dragon Audio Setup Wizard		Starts up the Dragon NaturallySpeaking Dragon Audio Setup Wizard. This allows the Dragon NaturallySpeaking engine to

Command Name	Button	Functions
		learn the characteristics and other information about the microphone device to be used for voice recognition.

10.3.6 [Voice Information] Menu

Command Name	Button	Functions
Change Priority		Change the priority of the dictation file.
Show Information Window		Displays detailed information about a dictation file.
Show Edit Job Data Dialog		Displays the Edit Job Data dialog box.

10.3.7 [Help] Menu

Command Name	Button	Functions
Contents		Opens Help.

10.4 Menu List (Voice Recognition Editor/Text Correction)

This section explains the Voice Recognition Editor menu that is displayed during voice recognition.

After a dictation file transitions to a status that does not allow further add-on recording, the menus change to text correction only menus. Menus that can be used vary depending on the status of the dictation file.

☐ [File] Menu

☐ [Edit] Menu

☐ [View] Menu

☐ [Dictation] Menu

☐ [Voice Information] Menu

☐ [Help] Menu

10.4.1 [File] Menu

Command Name	Button	Functions
Copy to Clipboard		Copies text files that have text formatting to the clipboard. After copying to the clipboard, the text with the text formatting can be pasted into MS word or some other application.
Save		Saves a text file. The file status is unchanged.
Finished		Saves the text file and changes the file status to Transcription.Finished. Files are handled as: "dictation recording and text file editing complete", and subsequent text editing is not possible.
Pending		Saves the text file and changes the file status to Transcription.Pending. Files are handled as: "text editing temporarily interrupted, but will be resumed later", and text editing can be resumed with the Voice Recognition Editor.
Print		Prints text.
Print Preview		Displays a text print preview.
Cancel		Cancels changes and closes the Voice Recognition Editor.

10.4.2 [Edit] Menu

Command Name	Button	Functions
Undo		Undoes the last operation.
Redo		Redoes the last undone operation.
Cut		Copies the text currently selected in the text display area to the clipboard. Executing Cut and then Paste will move the cut text to the cursor position.
Copy		Copies the text currently selected in the text display area to the clipboard.
Paste		Moves text put on the clipboard with Cut or copies text put on the clipboard with Copy to the cursor location.

Find	🔍	Displays a text search dialog box, which searches for the text string specified in the text display area.

10.4.3 [View] Menu

Command Name	Button	Functions
Toolbar	-	Toggles toolbars between show and hide, specifies the buttons displayed in toolbars, etc.
Status Bar	-	Toggles the status bar between show and hide.

10.4.4 [Dictation] Menu

Command Name	Button	Functions
Play/Stop	▶ ■	Playback the dictation file from the cursor position in the text display area. Pressing this button again stops playback. During playback, the text that corresponds to the playback position is highlighted.
Home	⏮	Returns the cursor to the beginning of the text.
Rewind	⏪	Rewinds a file.
Fast Forward	⏩	Fast-forwards a file.
End	⏭	Moves the cursor to the end of the text.
Volume	🔊	Adjusts output volume.
Speed	🎚	Adjusts the dictation playback speed.
Tone	🎼	Configures the tone, placing an emphasis on the high or low pitch area.

10.4.5 [Voice Information] Menu

Command Name	Button	Functions
Show Information Window	ℹ	Displays detailed information about a dictation file.

10.4.6 [Help] Menu

Command Name	Button	Functions
Contents	❓	Opens Help.

10.5 File Property Lists

This section explains the dictation file and document file properties that are displayed in the Content List View.

R/W: Read and Write attributes. The items that have the W attribute are user-editable.
The Filter column indicates whether or not the filter is set. The Option column shows the option setting for filtering.

🔲 Displayed Property List (Dictation File List View)
🔲 Displayed Property List (Document List View)

Displayed Property List (Dictation File List View)

The following table lists the properties and their descriptions displayed in the Dictation File List View.

Property	Description	R/W	Filter	Option
★ Priority Level	A numeric value representing the priority level, ranging from 0 to 15	R/W	Yes	Value
! Priority	Priority (High/Normal)	R/W	Yes	No
🗨Voice Recognition	Whether or not the dictation File has been voice-recognized	R	Yes	No
💬Instruction Comment	Whether or not the dictation File is instruction-commented	R	Yes	No
🔒 Encrypted	Whether or not the dictation File is encrypted	R	Yes	No
🔐 Locked	Whether or not the dictation File is locked	R	Yes	No
File Name	The name of the dictation File	R/W	No	---
Author	The Author name	R/W	Yes	No
Worktype	The Worktype name	R/W	Yes	No
Created	The date and time of when the dictation File was started	R	Yes	Date
Completed	The date and time of when the dictation File was finished	R	Yes	Date
Downloaded	The date and time of when the dictation File was downloaded	R	Yes	Date
Deletion Date	The date and time of when the dictation File was deleted	R	Yes	Date
Backed up Date	The date and time of when the dictation File was backed up	R	Yes	Date
Transcriptionist	The name of the Transcriptionist	R	Yes	No
Transcription Started	The date and time of when a transcription was started	R	Yes	Date
Transcription Completed	The date and time of when a transcription was finished	R	Yes	Date

Process/Status	The Process/Status of the dictation File : Process Recording : Process Transcription : Process Voice Recognition : Process Export : Process Archive	R/W	Yes	No
Duration	The recording time length of the dictation File (HH:MM:SS)	R	Yes	Value
File Size	The size of the dictation File (KB)	R	No	---
Option Item 1	The content of Option Item 1	R/W	Yes	No
Option Item 2	The content of Option Item 2	R/W	Yes	No
Option Item 3	The content of Option Item 3	R/W	Yes	No
Option Item 4	The content of Option Item 4	R/W	Yes	No
Option Item 5	The content of Option Item 5	R/W	Yes	No
Option Item 6	The content of Option Item 6	R/W	Yes	No
Option Item 7	The content of Option Item 7	R/W	Yes	No
Option Item 8	The content of Option Item 8	R/W	Yes	No
Option Item 9	The content of Option Item 9	R/W	Yes	No
Option Item 10	The content of Option Item 10	R/W	Yes	No
Comment	Comments for a dictation file	R/W	Yes	No
Document	The name of a document file linked with the dictation File	R	No	---
File Format	The extension of the dictation File	R	Yes	No
Audio Format	The format of the dictation File	R	Yes	No
Original Location	The folder in which the dictation File was originally stored	R	Yes	No
Receiver	The receiver of the dictation File	R	Yes	No
Sent Date	The date and time of when the dictation File was sent	R	Yes	Date
Location	The location of where the dictation File is stored (full path)	R	No	---
DSS License	The name of the vendor that supplies the codec for the dictation File	R	Yes	No

Displayed Property List (Document List View)

The following table lists the properties and their descriptions displayed in the Document List View.

Property	Description
★ Priority Level	A numeric value representing the priority level, ranging from 0 to 15
! Priority	Priority (High/Normal)
💬 Voice Recognition	Whether or not the associated dictation file has been voice-recognized
📌 Instruction Comment	Whether or not the associated dictation file is instruction-commented
🔒 Encrypted	Whether or not the document file is encrypted
🔑 Locked	Whether or not the document file is locked
File Name	The name of the document file
Author	The Author name
Worktype	The Worktype name
Transcriptionist	The name of the Transcriptionist
Transcription Started	The date and time of when a transcription was started
Transcription Completed	The date and time of when a transcription was finished
Process/Status	The Process/Status of the dictation File 📟 : Process Recording 💾 : Process Transcription 💬 : Process Voice Recognition 📤 : Process Export 📑 : Process Archive
Option Item 1	The content of Option Item 1
Option Item 2	The content of Option Item 2
Option Item 3	The content of Option Item 3
Option Item 4	The content of Option Item 4
Option Item 5	The content of Option Item 5
Option Item 6	The content of Option Item 6
Option Item 7	The content of Option Item 7
Option Item 8	The content of Option Item 8
Option Item 9	The content of Option Item 9
Option Item 10	The content of Option Item 10
File Format	The extension of the document file
File Size	The size of the document file (KB)
Dictation	The name of the associated Dictation file
Sender	The sender of the document file
Received Date	The date and time of when the document file was received
Location	The location of where the document file is stored (full path)

10.6 Default Key Assignments

This section lists the initial default key assignments.

☐ Default Key Assignments

Default Key Assignments

☐ Playback Control Key Assignments

☐ Direct Recording Key Assignments

☐ General Key Assignments

☐ Key Assignments for Voice Recognition

☐ Function Assignments for Programmable Buttons

Playback Control Key Assignments

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[*1]	-
Insert Index Mark	Ctrl+Alt+I
Delete Index Mark	-
Dictation/Instruction Comment Mode	F10

*1: Each command execution cyclically switches levels in the order of Off, 1, 2, 3, and then back to Off again.

Direct Recording Key Assignments

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[*2]	Ctrl+Alt+F8
Send / Don't Send Finished Dictation[*3]	Ctrl+Alt+F9
Delete Instruction Comment	Ctrl+Alt+D
Undo	Ctrl+Alt+Z
Redo	Ctrl+Alt+Y

*2: Finishing a dictation displays the Save As dialog box. With this dialog box, you can specify the file name, change the saving destination, and select whether or not to automatically send the file. This command is for changing the save destination. Each execution of this command changes the save destination to the next folder.

*3: Finishing a dictation displays the [Save As] dialog box. With this dialog box, you can specify the file name, change the saving destination, and select whether or not to automatically send the file. Each execution of this command toggles between auto send and do not set.

General Key Assignments

Command	Default Key
New Dictation	Ctrl+N
Edit Dictation	Ctrl+O
Start Voice Recognition	Ctrl+R
Property View	
Hotkeys On/Off	F11
Download All	Ctrl+Shift+M
Show List Search Dialog	Ctrl+F

Key Assignments for Voice 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
Copy to Clipboard	Ctrl+Shift+C

Function Assignments for Programmable Buttons

Programmable Button	Windows Standard	DSS Player Pro
[F1]	Display Help	Display Help
[F2]	Edit Item	Edit Item
[F3]	Search	---
[F4]		
[Ctrl]+[F4]	Close Window	

[Alt]+[F4]	Exit Application	Exit Application
[F5]	Refresh Window	Refresh Window
[F6]		Move Pane
[F7]		Rewind
[F8]		Fast-forward
[F9]		Play/Stop
[F10]		Switch Dictation/Instruction Comment Mode
[Shift]+[F10]	Show Context Menu	Show Context Menu
[F11]		Hotkey On/Off
[F12]		

10.7 Names and Functions of the Option Settings Dialog Boxes Components

This section describes the names and functions of the components comprising the Option Settings dialog boxes, which are used for configuring various options.

- Advanced Settings (IMAP) Dialog Box
- Advanced Settings (POP/SMTP) Dialog Box
- Author Property Dialog Box
- Browse For Folder Dialog Box
- Cleaning Settings Dialog Box
- Configure Notification dialog box
- Convert Dictation Settings Dialog Box
- Decryption Password Dialog Box
- Device Select Dialog Box
- Edit Job Data Dialog Box
- Encryption Password Dialog Box
- E-mail Settings (GroupWise) Dialog Box
- E-mail Settings (IMAP) Dialog Box
- E-mail Settings (Lotus Notes) Dialog Box
- E-mail Settings (POP/SMTP) Dialog Box
- E-mail Settings (Select) Dialog Box
- Format Options Dialog Box
- Folder Design Dialog Box
- FTP Settings Dialog Box
- Notification Window
- Option Item Property Dialog Box
- Purge Settings Dialog Box
- Recording Format Settings Dialog Box
- Rule Settings Dialog Box
- Routing Settings Dialog Box
- Set E-mail Destinations Dialog Box
- Set FTP Destinations Dialog Box
- Supported Document Type Dialog Box
- Worktype Property Dialog Box

Advanced Settings (IMAP) Dialog Box

Specify the settings and click [OK].

Advanced Settings (POP/SMTP) Dialog Box

Specify the settings and click [OK].

Author Property Dialog Box
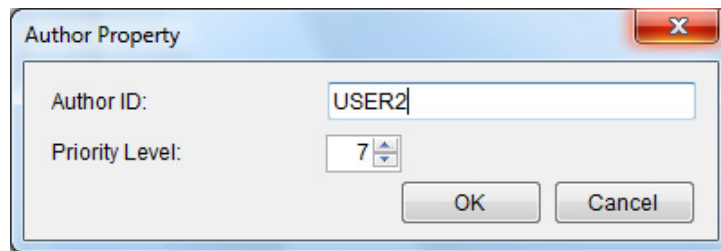
Configure the Author ID and Priority Level, and then click [OK].

Browse For Folder Dialog Box
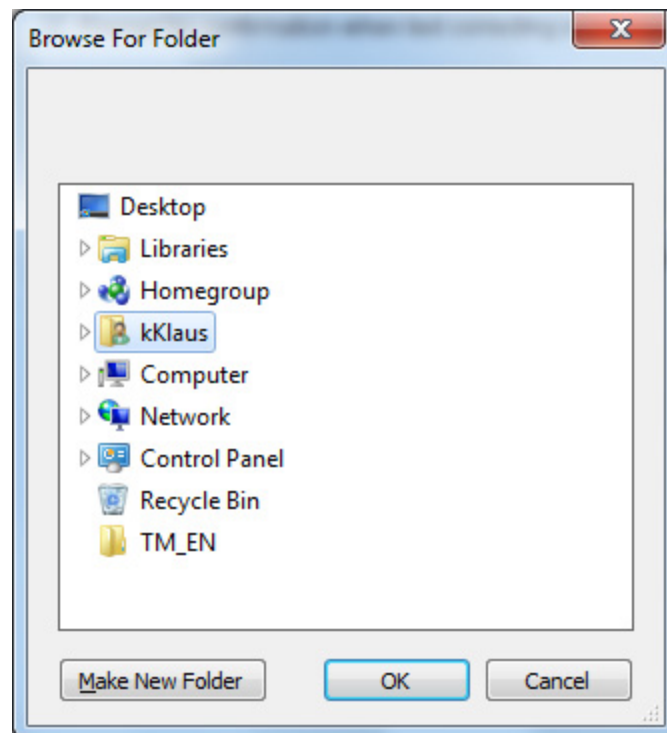
Select a folder and click [OK].

Cleaning Settings Dialog Box
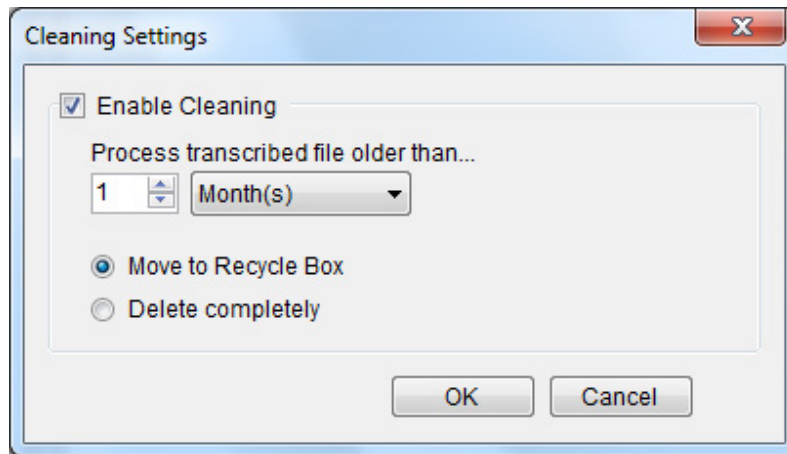
Enable Cleaning, specify the retention period, and click [OK].

Configure Notification dialog box
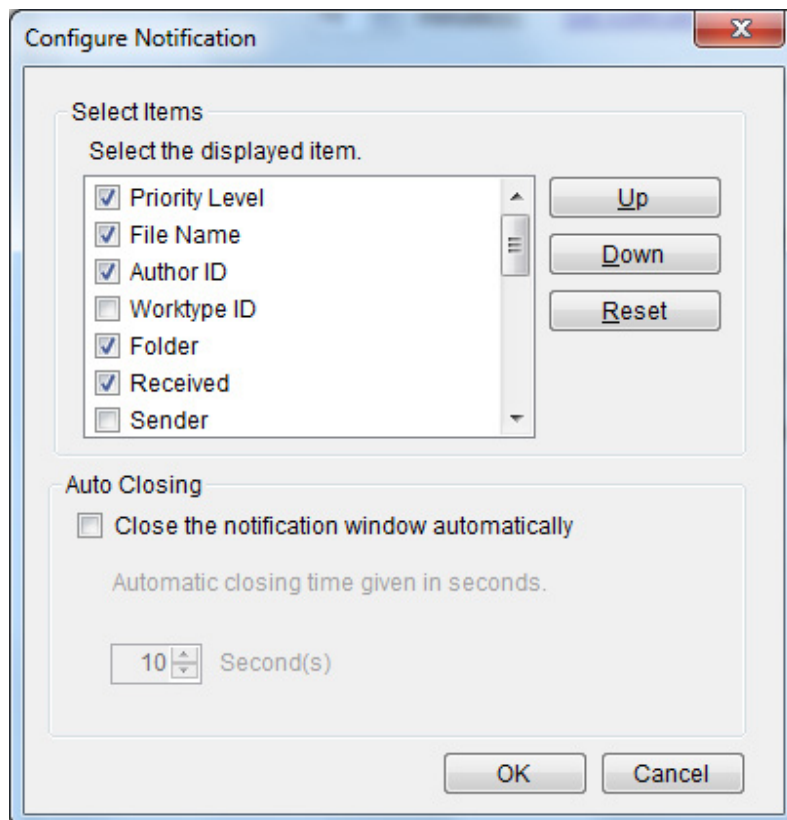
- "Select Items"

    Enable items in pop-ups.

    Priority level (Always enabled)

    File name (Always enabled)

    Author ID (Default: Enabled)

Work type ID (Default: Disabled)

Folder (Default: Enabled)

Received (Default: Enabled)

Sender (Default: Disabled)

Option item 1 to 10 (Default: Disabled)

Comment (Default: Disabled)

Automatic closing

To change the order items are displayed, select an item, and then click the [Up] or [Down] button.

Click [Reset] to return to the defaults.

- "Automatic Closing"
  Enabling "Close the notification window automatically" allows you to set how long notification windows are open before they close automatically.
  The length of time that the window is displayed is set in a range from 3 to 30 seconds in "Automatic closing time given in seconds". (Default: 10 seconds)

Convert Dictation Settings Dialog Box
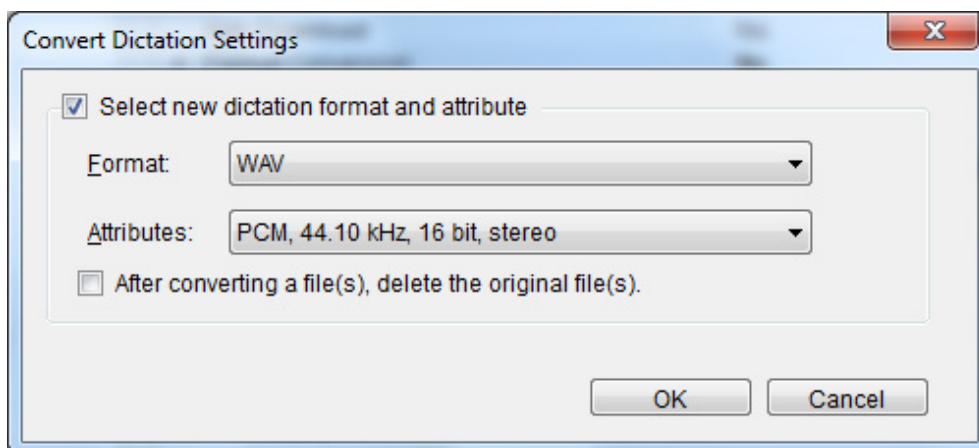
Specify the settings and click [OK].

Decryption Password Dialog Box
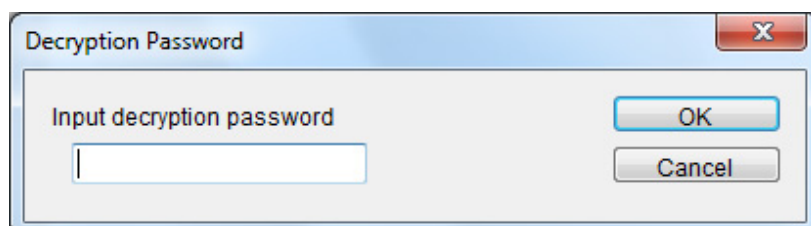
Enter the password then click [OK].

Device Select Dialog Box

When the device menu is selected with multiple devices connected, this dialog box appears.
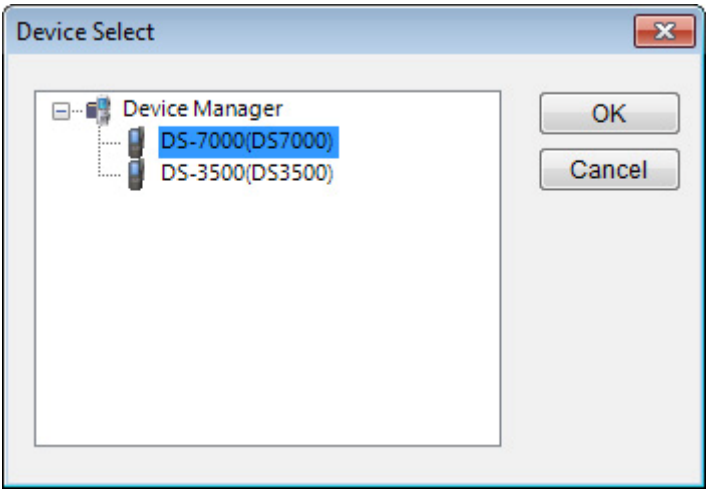
Specify a device or device folder, and click [OK].

Edit Job Data Dialog Box
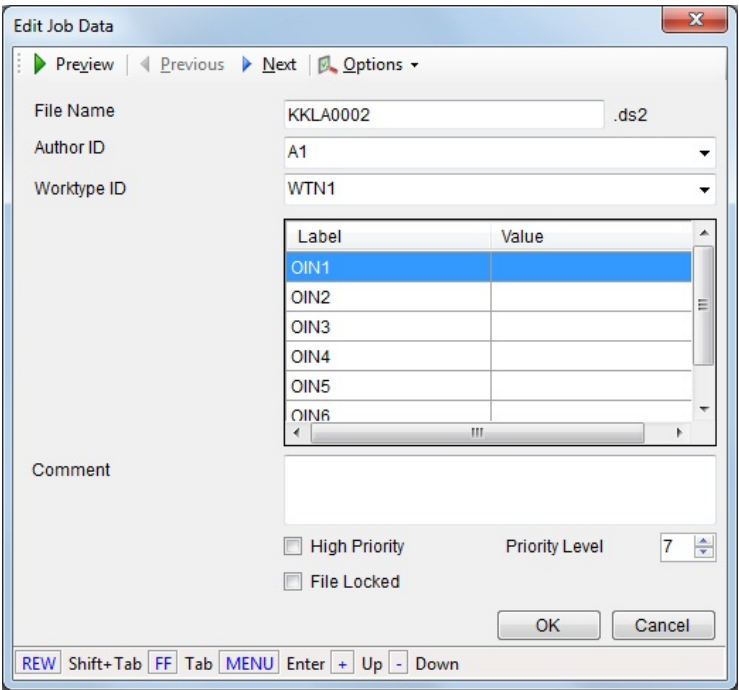
Specify the settings and click [OK].

Encryption Password Dialog Box

- **Dictation Files and Dictation File Folders**
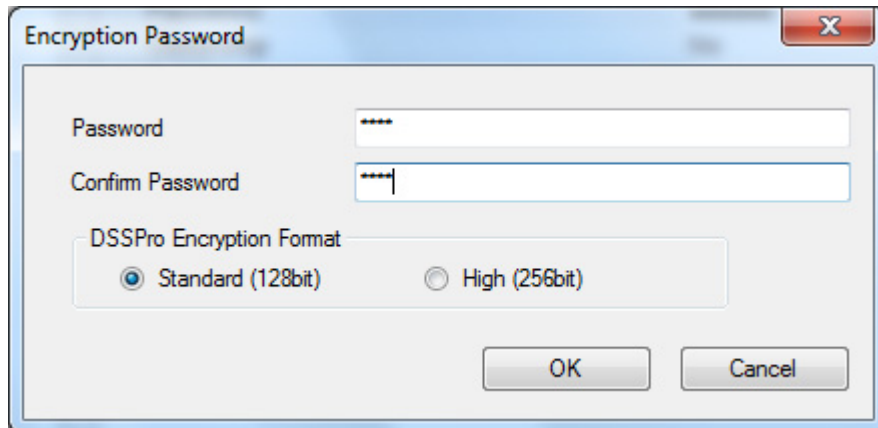
- **Document Files and Document File Folders**
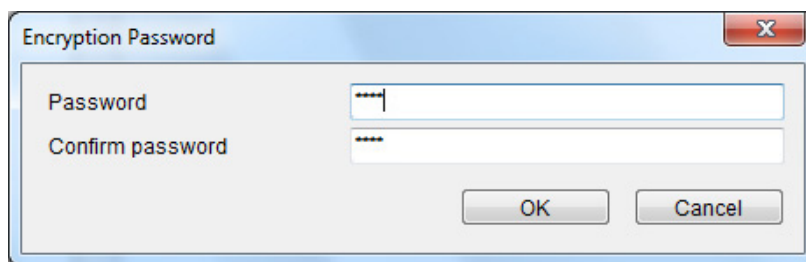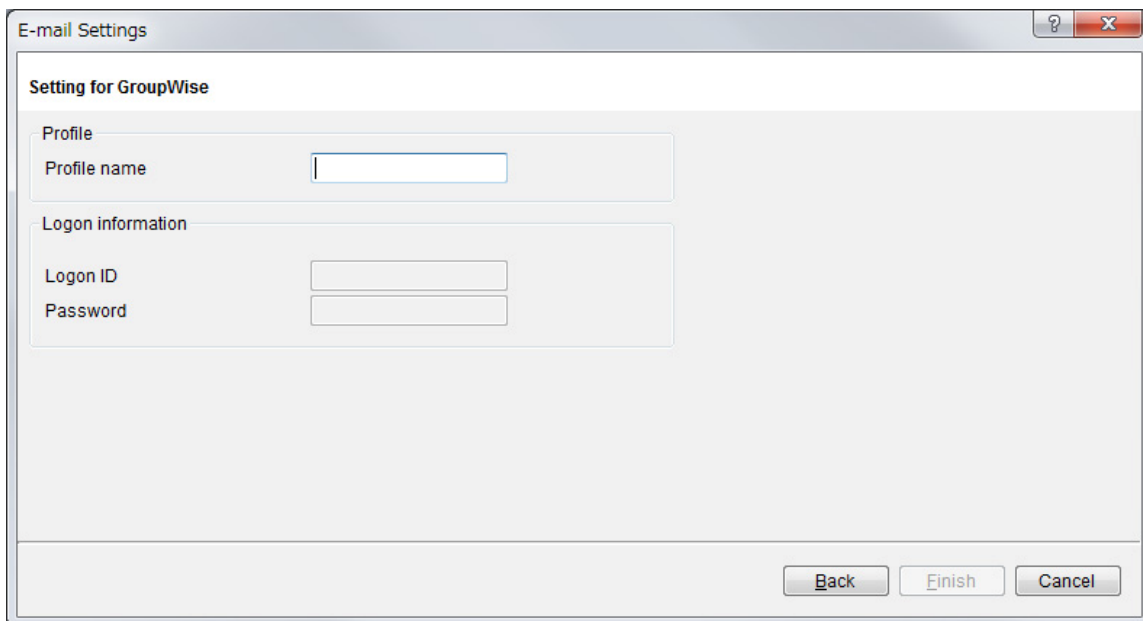
Enter a password in the New Password and Confirm Password fields and click [OK].

If a dictation file or a dictation file folder has an encryption password configured, settings can be configured

to specify the encryption strength (password length).

- The "Standard" setting encrypts using a 128-bit key. The "High" setting encrypts using a 256-bit key.
- The encryption strength setting is reflected only for files recorded in DSS Pro format. This setting is not applied to the encryption of file recorded in DSS Classic format, WAV/WMA format, or any other non-DSS Pro recording format.
- The encryption strength cannot be specified in the case of an encryption password setting configured for a document file or document file folder.
- 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.

E-mail Settings (GroupWise) Dialog Box

Specify the settings and click [Finish].

E-mail Settings (IMAP) Dialog Box

- Pressing [Test settings] initiates a test to determine whether or not an email can successfully be sent and received with the current settings in the dialog box, and then displays the results.

- To configure advanced settings, use the Advanced Settings (IMAP) dialog box, which is displayed by clicking [Advanced Settings].

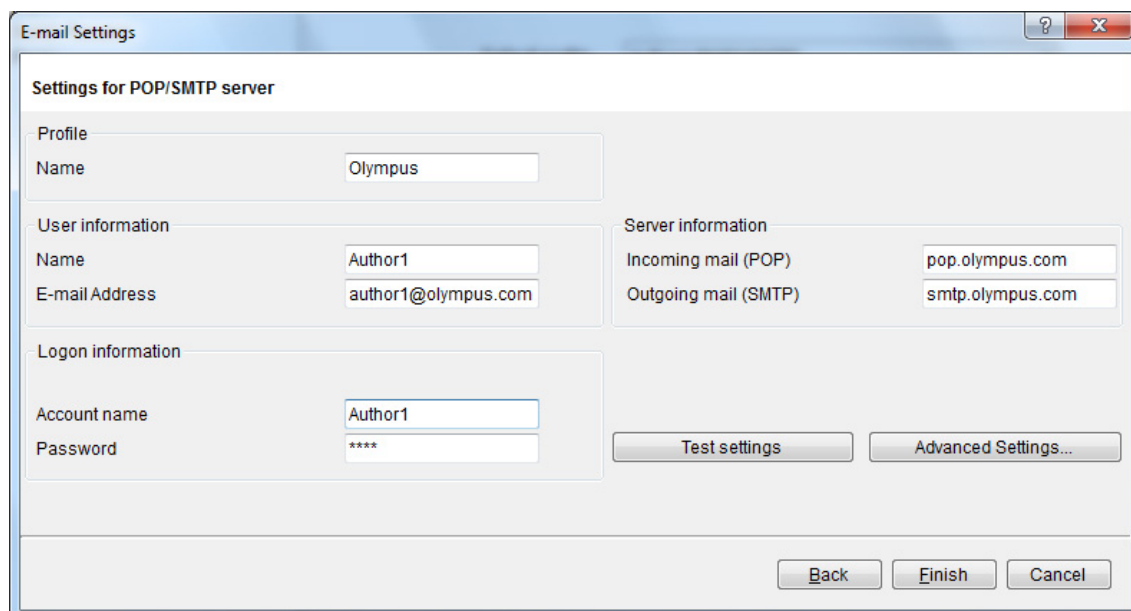- Specify the settings and click [Finish].

E-mail Settings (Lotus Notes) Dialog Box

Specify the settings and click [Finish].

E-mail Settings (POP/SMTP) Dialog Box


- To configure advanced settings, use the Advanced Settings (POP/SMTP) dialog box, which is displayed by clicking [Advanced Settings].

- Pressing [Test settings] initiates a test to determine whether or not a file can successfully be uploaded and downloaded with the current settings in the dialog box, and then displays the results.

- Specify the settings and click [Finish].
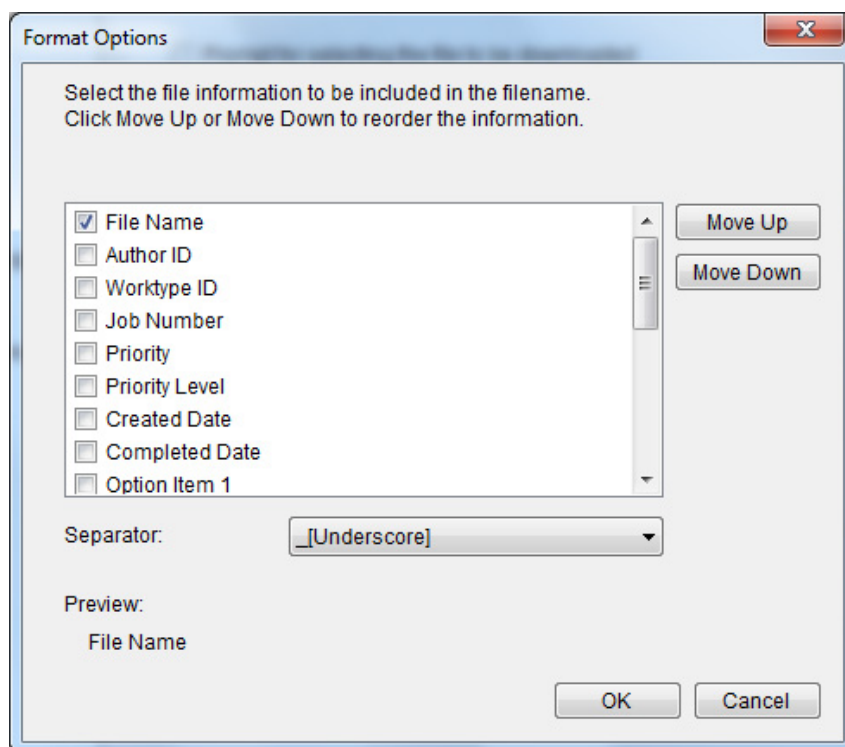
E-mail Settings (Select) Dialog Box
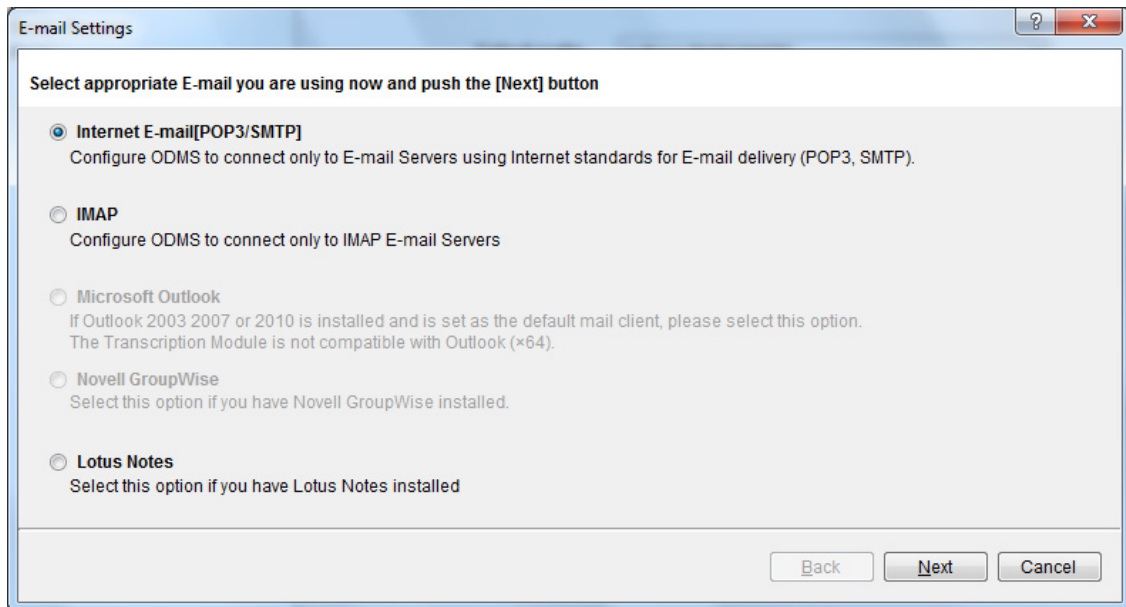
- Select an email transmission/reception protocol for registration and click [Next].
  ➡ The E-mail Settings dialog box for the selected protocol will appear.

Format Options Dialog Box

- By selecting the checkbox of an item, its setting is applied to the file name. Note that [File Name] is a required item.

- To change the order of items, select an item and use the [Up] and [Down] buttons to change its position.

- Setting a separator inserts it between selected items.
  The separator is selected from a drop-down list.

  [none]

    [space]

   - [hyphen]

   . [period]

   _ [underscore] (Default)

- [Preview] displays the format of a file name resulting from renaming.

Folder Design Dialog Box

This dialog box is used to configure folder-related settings.
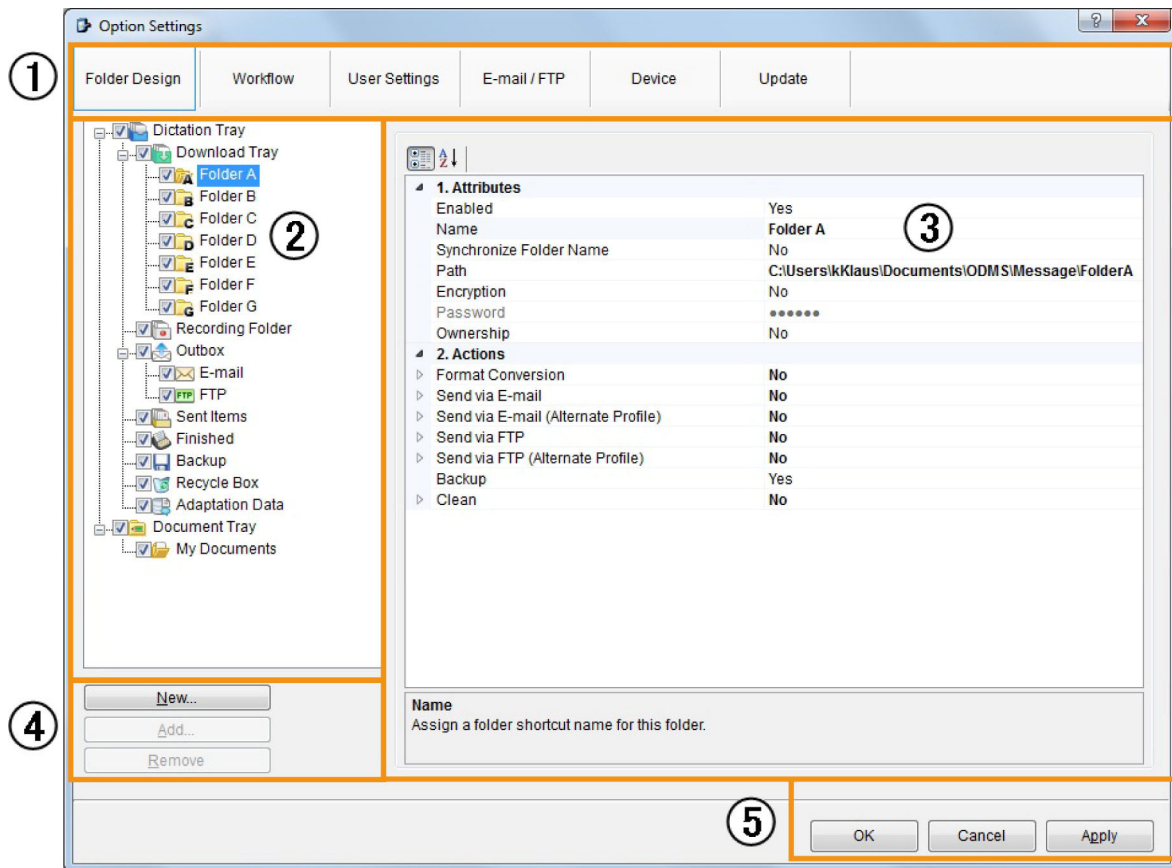
Category Bar
Selects the category of the profile. The currently selected category is highlighted.
The setting information included in the profile falls into the following categories.

Folder Tree
Configures the folders in the Dictation tray and Document tray.
Turning the checkbox on or off enables or disables the corresponding folder.

Folder Properties
Displays the properties of the folder selected from the folder tree.
Properties are configured for each folder.
Configurable properties vary depending on the folder type.

: Sorts properties by category

: Lists the properties in alphabetical order

Create Folder Buttons
[New]: Creates a new folder.
[Add]: Adds a specified external folder path as a custom folder to the Dictation Tree View
[Remove]: Removes a shortcut folder previously created with [Add]

[OK]: Secures the settings
[Cancel]: Exits without modifying the settings
[Apply]: Reflects changes to the configuration file

FTP Settings Dialog Box
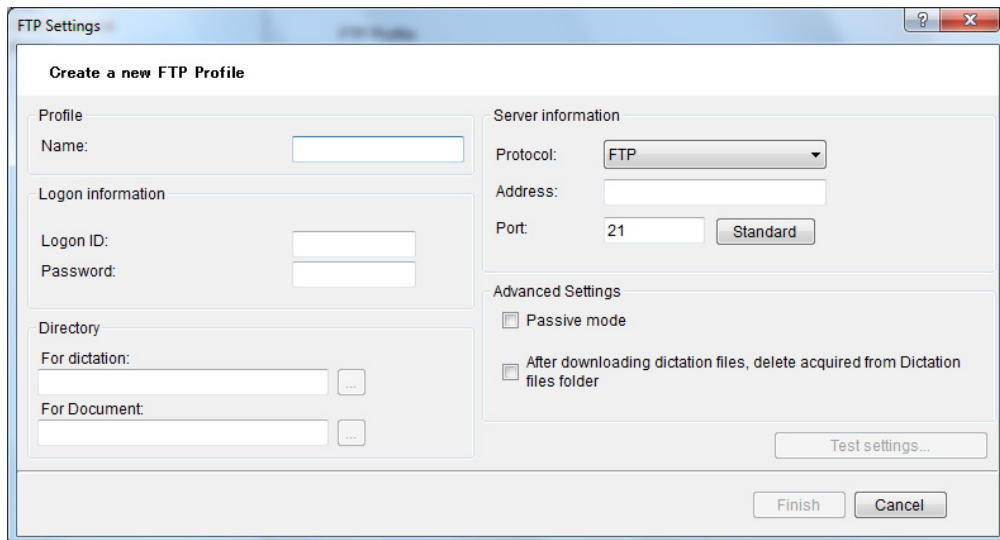
- Pressing [Test settings] initiates a test to determine whether or not a file can successfully be uploaded and downloaded with the current settings in the dialog box, and then displays the results.

- Specify the settings and click [Finish].
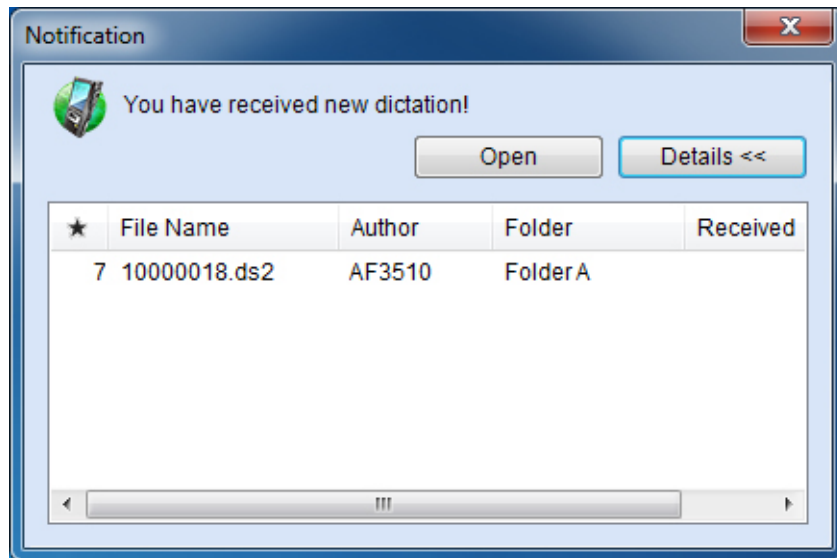
Notification Window

Notification Window (Default)
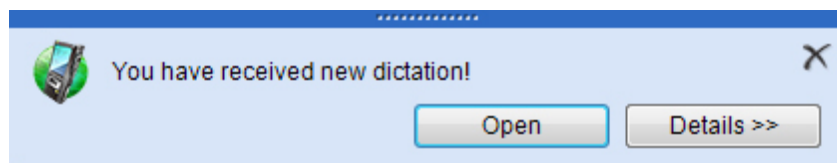
- Clicking the [Details>>] button will display the Notification Window (detailed display).

Notification Window (Detailed display)

- Click the [Details<<] button to return to the default display.

- Click ✗ to close the dialog box.

Option Item Property Dialog Box

This dialog box is used to configure an Option Item.
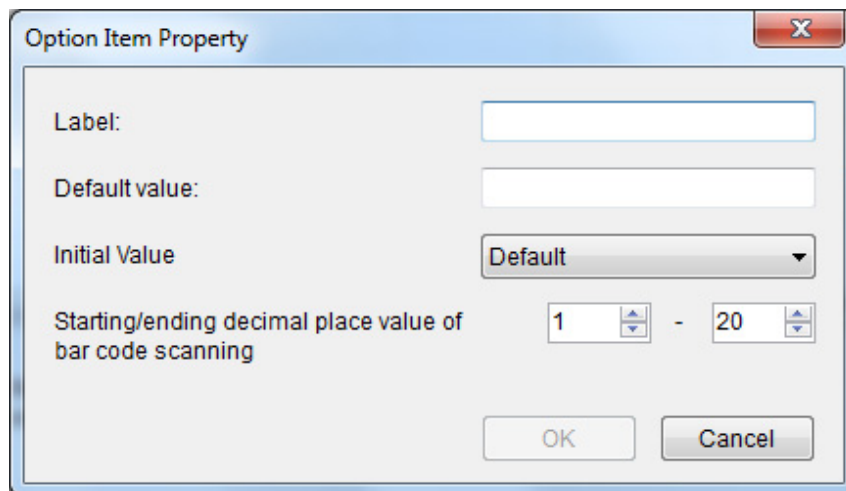
- For the "Label", any string can be entered using up to 16 characters.
- The "Default value" will be used as the initial value for options which appears in the dialog boxes, such as "Edit Job Data", when the "Initial Value" is set to "Default".
- The "Default value" can be set in the range specified in "Starting/ending decimal place value of bar code scanning".
- For the "Initial Value", the initial value type of the label when making a recording with a recorder is selected by default.

Default: Uses the specified default value.

Blank: The initial value has not been set.

Last input value : Uses the last value input by the user as the [Initial Value] for the next recording.

- For the "Starting/ending decimal place value of bar code scanning", the string range extracted from scanned data is specified with the starting and ending digits.

⚠ Limitations on the Label

When using the DSS recording format, only up to eight characters in a registered Label name string can be used. Subsequent characters are not recorded in a file.

Purge Settings Dialog Box
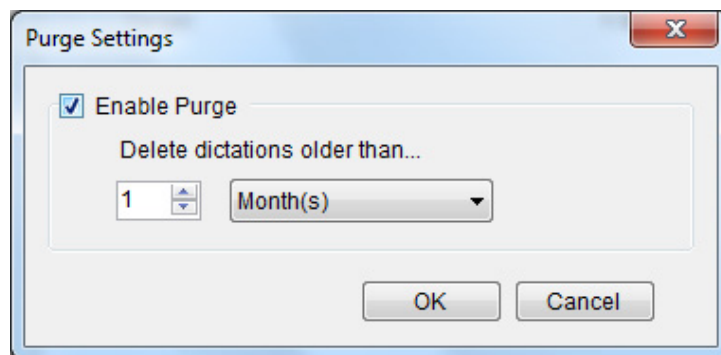
Specify the settings and click [OK].

Recording Format Settings Dialog Box
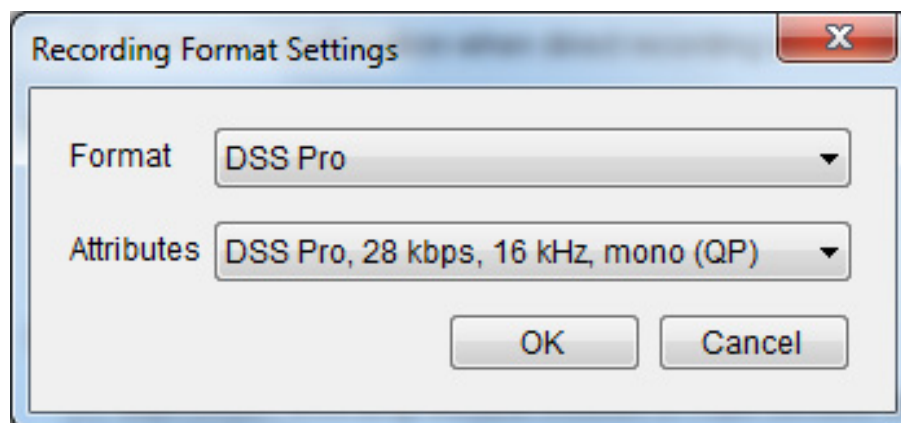
- Select the recording format from the "Format" drop-down list.
- Select the bit rate and stereo/monaural settings for a specified recording format from the "Attributes" drop-down list.

Rule Settings Dialog Box
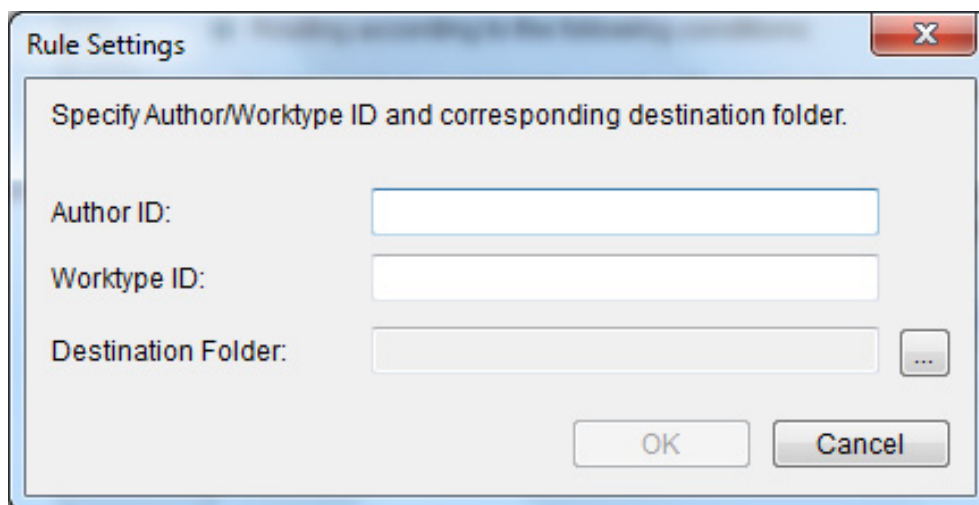
- Configure the Author ID/Worktype ID and destination folder of a dictation file, and then click [OK].

Routing Settings Dialog Box

Enter items and then click [OK].

Dictation Sender

Specify the E-mail address or FTP profile of a sender for routing dictations.

Select E-mail or FTP in Protocol, and then specify the E-mail addresses or FTP profiles using [Address book] in Sender. This setting cannot be registered unless an E-mail profile or FTP profile is first configured with the Option Settings dialog box.
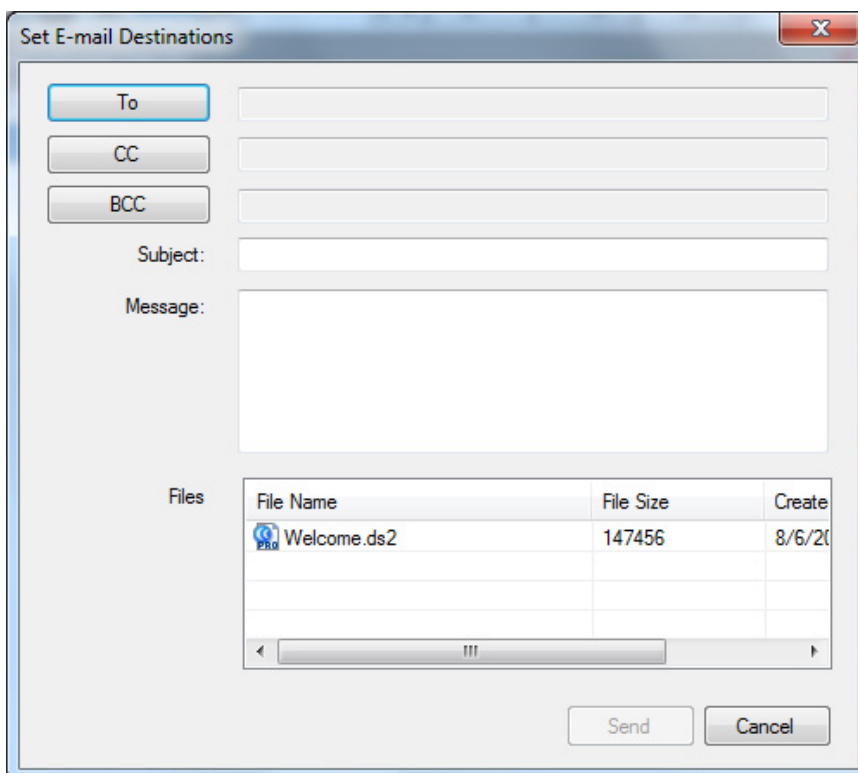
Destination for Dictation

Specify the folders used for routing dictations by clicking [...].

Automatic Document Creation and Sending

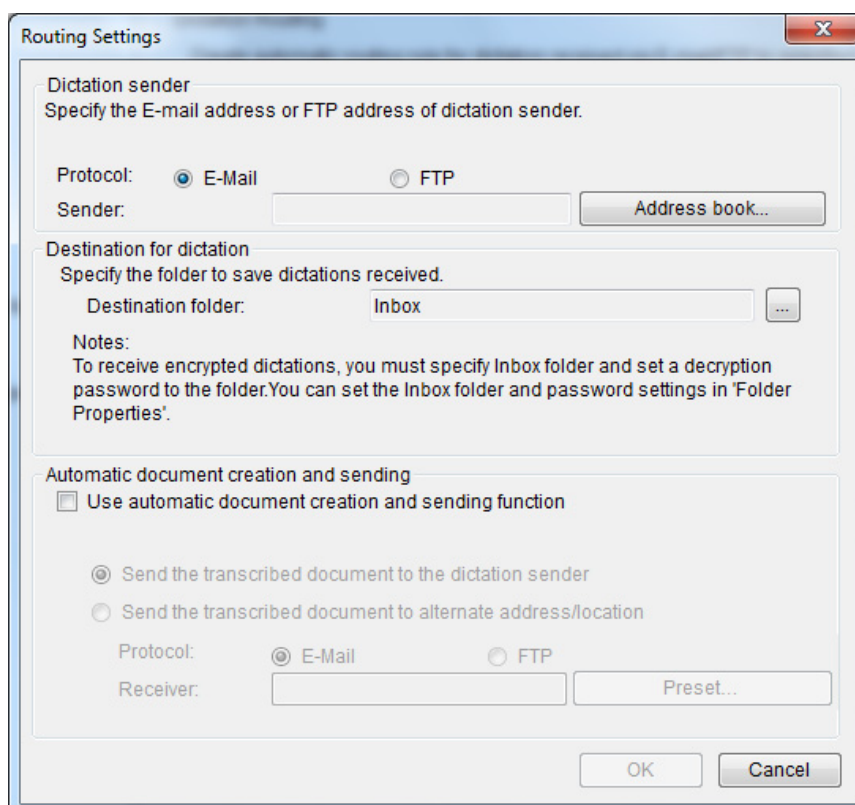When "Use automatic document creation and sending function" is enabled, starting up the Transcription will automatically create a document, and exiting the Transcription will automatically cause the document to be sent to the specified addressee. The document is created in accordance with the "Open word processor" setting on the [Transcription] tab.

Set E-mail Destinations Dialog Box

- Click [To], [CC], and/or [BCC] to specify the addresses.
- Type in a title and body in the "Subject" and "Message" boxes, respectively.

Specify the settings and click [OK].

Set FTP Destinations Dialog Box
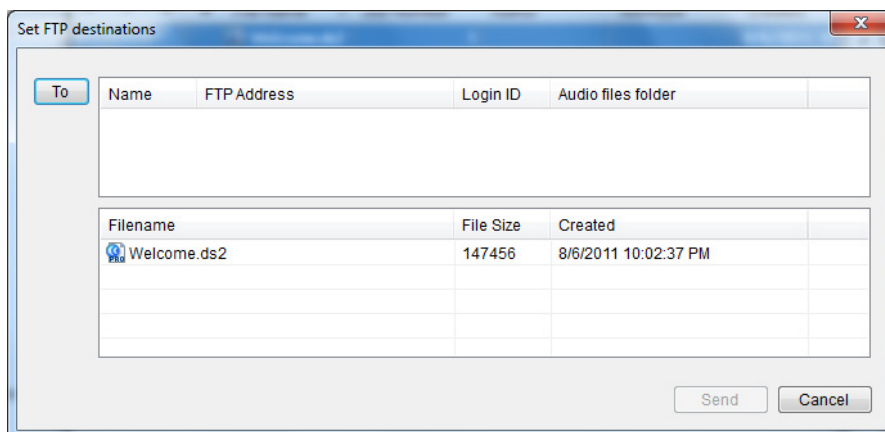
Specify the settings and click [OK].

Supported Document Type Dialog Box
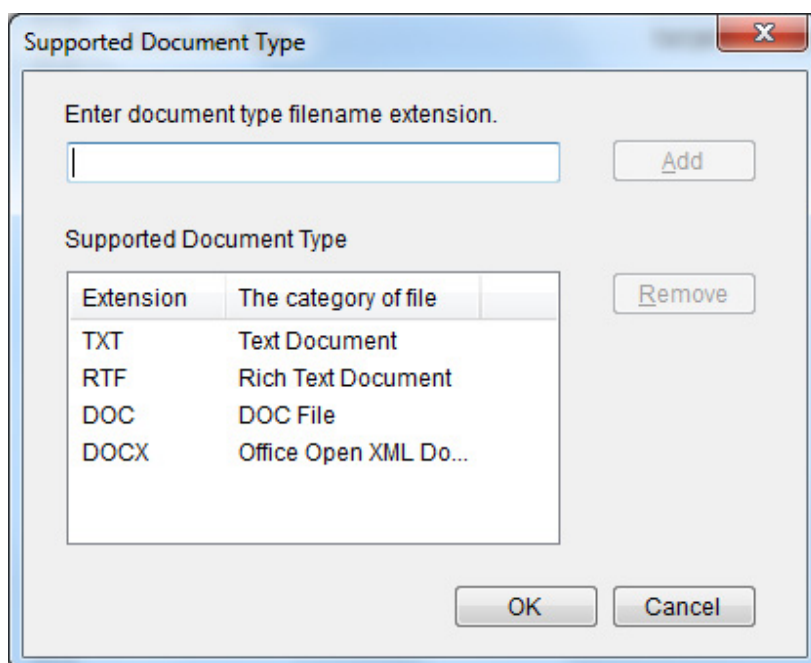
- To register an extension, type it in the Supported document extension box and click [Add].
- To delete an extension, select it from the Supported document list and click [Remove].
- When the configuration has been completed, click [OK].

Worktype Property Dialog Box

This dialog box is used to configure Worktype ID, Option Items, and the bar code input option.

Option Item

Worktype ID and Option Items are configured.

Worktype ID can be entered using up to 16 characters.

Up to 10 Option Items can be registered.

- To add an Option Item, configure it in the Option Item Property dialog box, which is displayed by clicking [Add]. To enable an Option Item when making a recording on the recorder side, select the checkbox of its Label.

- To modify an Option Item, select its Label and click [Modify]. Then, make changes to the Option Item in the Option Item Property dialog box.

- To delete an Option Item, select its Label and click [Remove].

- To change the order of Option Items, select a Label and use the [Up] and [Down] buttons to change the item's position.

> ⚠️ Limitations on Option Items
> When creating a dictation file, up to 10 Option Items are registered using the DS2 recording format, while only three of them are registered using the DSS recording format.

Bar Code Input Option

This option configures the input method when using bar codes to input values to the Option Items registered

in the Option Item list.

- With the bar code input option set to [Batch scanning] in the Worktype Property dialog box, one bar code scanning fills multiple Option Items with data. The starting and ending digits for scanning can be set in the Option Item Property dialog box.

- With the bar code input option set to [Individual scanning], one bar code scanning fills a single Option Item with data. If multiple Option Items have been registered, Individual bar code scannings sequentially fill the Option Items with scanned data.

Description

The description of the Worktype is registered. Up to 100 characters can be entered.

11 Support Contacts

For Purchasing License Keys

To purchase the following license keys, please contact your dealer or distributor.

- Dictation Module multi-license key
- Transcription Module multi-license key

Asking about Malfunctions

When submitting a query, the information below needs to be provided to our support staff along with the details of your problem. Please keep the following data handy:

- Type of PC (manufacturer and model)
- Amount of memory
- Hard disk space
- Name and version of the OS
- Connected peripheral devices

For assistance in solving a problem such as a malfunction, please contact your dealer or distributor.

Other Support

Various types of information, including product specifications, PC connections, support for OSes, and FAQs, are available on our Web site. For the latest information, please visit the Olympus Web site at http://www.olympus-global.com/en/global/

These descriptions are subject to change.

12 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 is Citrix client software supports.

Clean

A folder attribute and a way to delete files. Old dictation files can be deleted through one of two methods: by directly deleting them or by moving them to7 the Recycle Box and then deleting them with the delete option. Setting the Clean attribute enables automatic clean-up of old dictation files.

Composite Mode

Mode that simultaneously runs 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 Directrec Series or other specialized direct record device, or a recorder microphone connect 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 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 the 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 to be executed simply by pressing that 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 stand-alone recorder. It is maintained as a file separately 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 Cancellation

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. Dictation Module/Transcription Module supports it only for playback. The file extension is .MP3.

MSI Package

A Windows Installer-compliant package for installation.

OLE

When dragging and dropping a dictation file onto 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 such tools as Baltech Transponder and a bar code reader.

Ownership

An attribute that, based on Author privileges, 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 the moment 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

An operating mode that causes recorder built-in memory or a 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. Level settings optimized for different recording environments ensure efficient recording. For recording intended for voice 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.