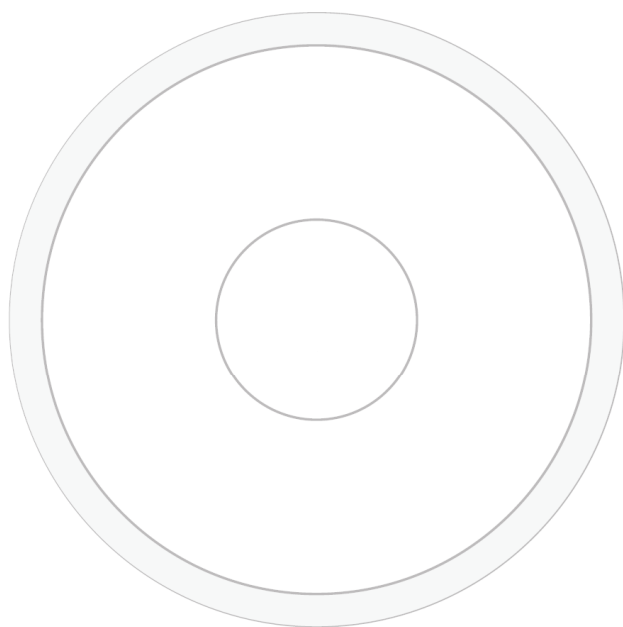




Olympus Dictation Management System R6

System Configuration Program








Reference Manual



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1 Welcome to System Configuration Program

System Configuration Program is an application for administrators to implement Olympus Dictation Management System R6 (ODMS R6) in an organization and to manage it.

System Configuration Program facilitates installation and updates of modules for users (Dictation Module and Transcription Module), manages application settings for end users (authors and transcriptionists), and manages firmware updates.

 [Olympus Dictation Management System Outline](#)

 [Licenses](#)

 [Check the details about the system requirements.](#)

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 “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 a 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.

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](#)

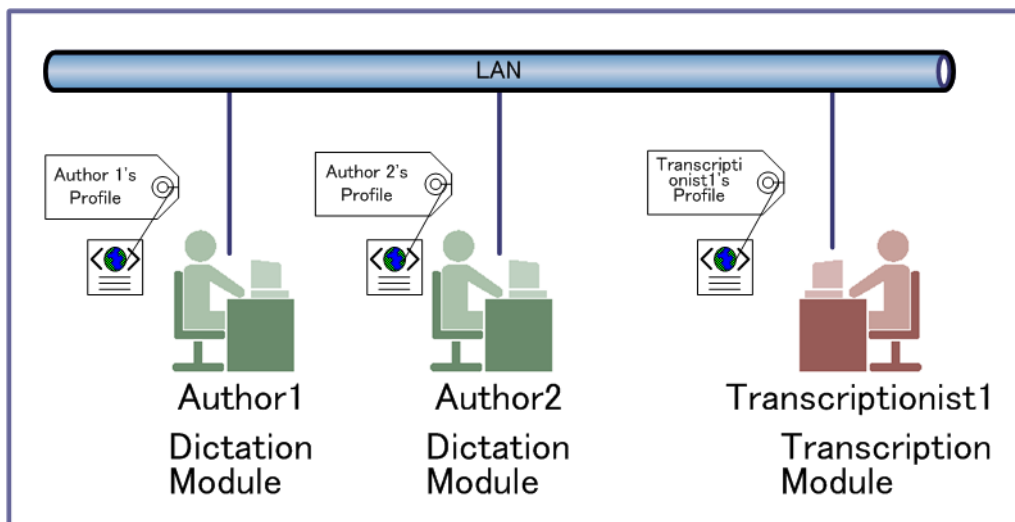
 [Modules and Tools](#)

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.



Silent installation with a multi-license ID

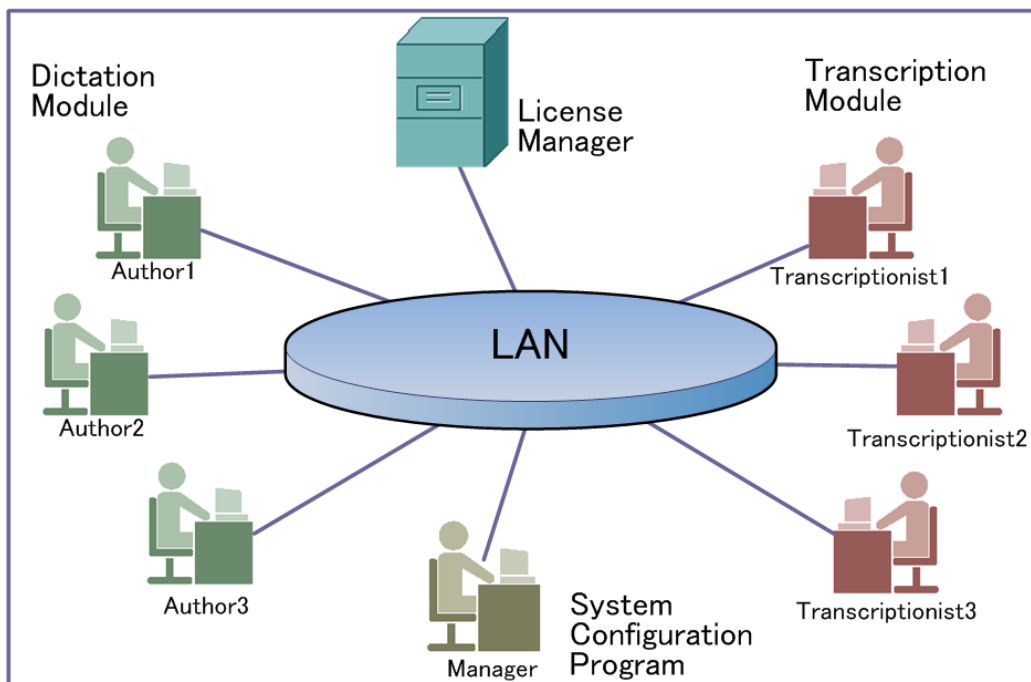
Silent installation with a multi-license ID can standardize the settings of multiple users. For information on how to achieve this, refer to "Installation Guide."

• 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.



Workgroup System construction

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

- **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 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 endusers (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.

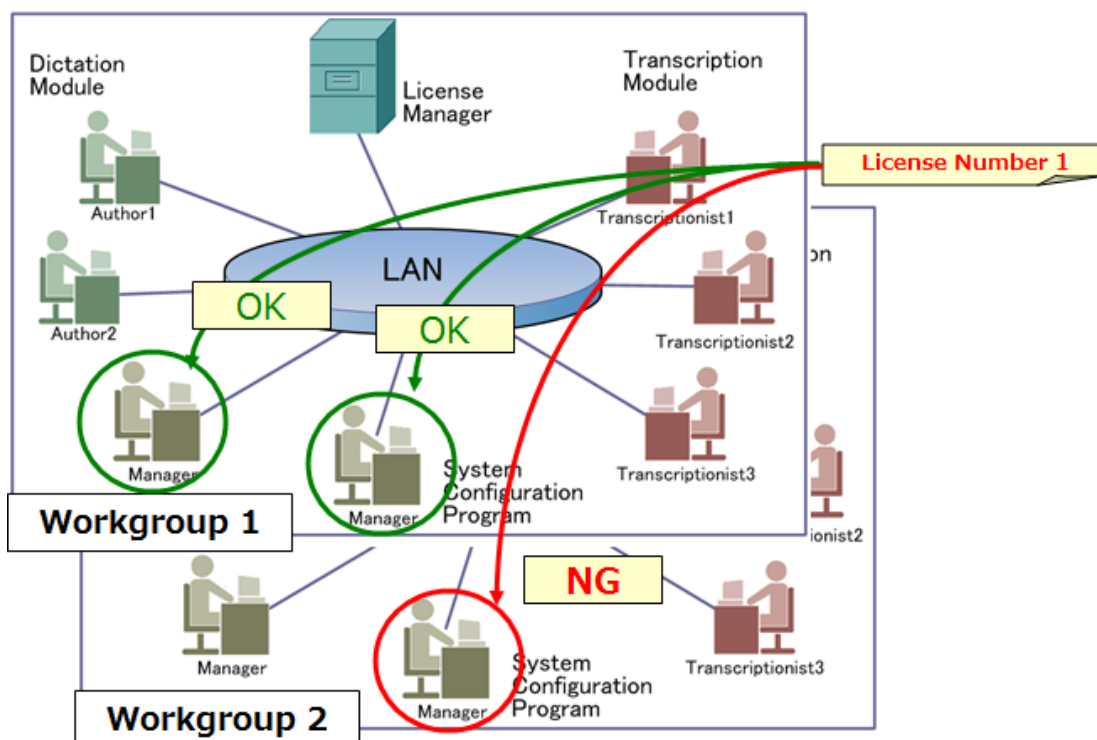
1.2 Licenses

To use the ODMS R6 System Configuration Program, a separate System Configuration Program license ID is required. The license ID is included in the ODMS R6 Administrators CD package.

Functional Scope of the License IDs

A System Configuration Program license ID can be used by all System Configuration Programs within a single **workgroup**. That is to say, when multiple System Configuration Programs are installed within a single workgroup, one license ID can be used to install and run all instances of System Configuration Program. System Configuration Program can manage up to two workgroups of different versions, one DSS Player Pro R5 workgroup and one ODMS R6 workgroup with a single license ID.

However, in a structure of multiple workgroups of the same version within a Standalone environment (company, organization, etc.), each workgroup requires its own individual System Configuration Program license ID. For example, when three ODMS R6 workgroups are structured within an organization's network, three System Configuration Program license IDs need to be provided and allocated to each of the workgroups. When there are multiple System Configuration Programs installed within each workgroup, the single license IDs assigned to each group can be used to install all System Configuration Program instances within the corresponding workgroup only.



2 Overview of System Configuration Program

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

☐ [Starting and Exiting](#)

☐ [Workgroup](#)

☐ [Tasks](#)

☐ [Users and Groups](#)

☐ [Profiles](#)

☐ [Locking the Settings](#)

☐ [Worktype and Option Item](#)

☐ [Olympus Update Service](#)

☐ [Software and Firmware Management](#)

☐ [Repository](#)

2.1 Starting and Exiting

Use the following procedures to start and exit System Configuration Program:

Starting

Start System Configuration Program to use its functions.

■ Procedure

1. In the Windows [Start] menu
click [Programs] - [Olympus Manager Tool] – [System Configuration Program], in that order.

→ The System Configuration Program starts.
If an administrator's password was specified during the installation, the password dialog box appears and after typing the password, the **Main Window** appears.



For details about the administrator's password settings, refer to [Managing Logins with Passwords](#) Managing Logins with Passwords.

Auto Start

If you activate the Auto Start function, System Configuration Program will automatically start when Windows is started.

When Auto Start occurs, the **main window** will not appear because the start-up is executed as a background job. During execution as a background job, the System Configuration Program icon will appear in the system tray.



To set auto start, use the “General” tab in the Option settings.

Exiting

You can exit System Configuration Program using the procedure below:

■ Procedure

1. Click in the main window, or select [Exit] from the File menu.

→ System Configuration Program will close.



- If software or firmware is being downloaded when you attempt to exit the application, a confirmation dialog box will appear to ask if System Configuration Program is to be closed.
- If execution as a background job has been enabled, System Configuration Program will not finish; the job will continue in the background. During execution as a background job, the System Configuration Program icon will appear in the system

tray.



- To specify execution as a background job, use the [General] tab in the Option settings.

2.1.1 Limiting Logins at Startup

The System Configuration Program is a program for managing user profiles, and managing repositories, distributed software and firmware, so it can be used to limit the users that can start up the software.

If an administrator's password was specified during the installation of the System Configuration Program, the login window appears when it is started and a password is requested.

It is also possible to increase the number of administrators that have the right to start the System Configuration Program.



Use the [Application User Settings dialog box](#) to add, edit, or delete users that are allowed to log in.
=> [\[File\] - Security](#)

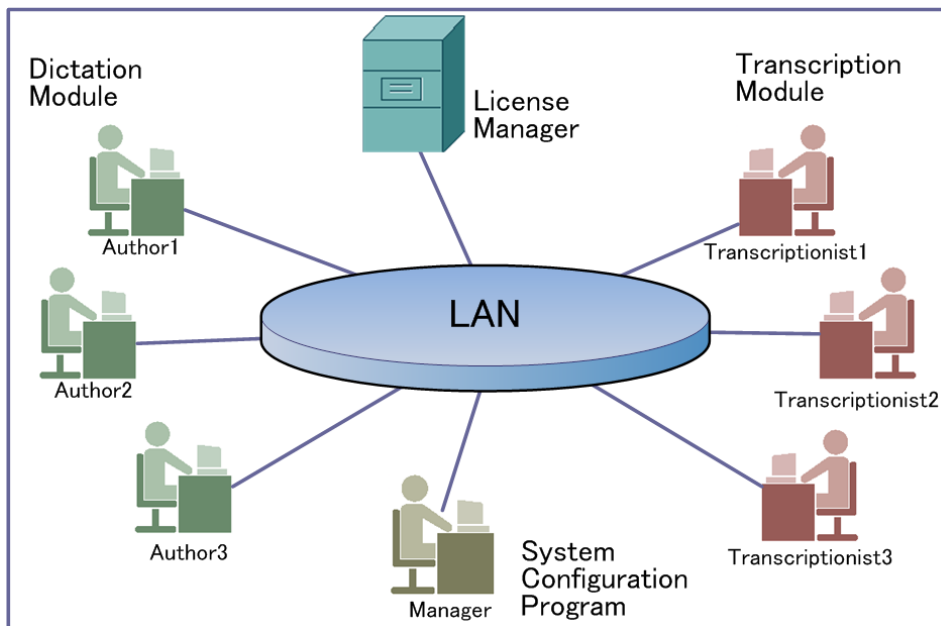
2.2 Workgroup

A workgroup indicates a management unit in an ODMS R6 workgroup system for management by an administrator using System Configuration Program/License Manager.

Normally, a single License Manager is deployed in a workgroup for central management of all Dictation Module and Transcription Module license IDs within the workgroup. License Manager must be deployed on a server PC that is always running where it can always issue licenses in response to license requests from the Dictation Module or Transcription Module.

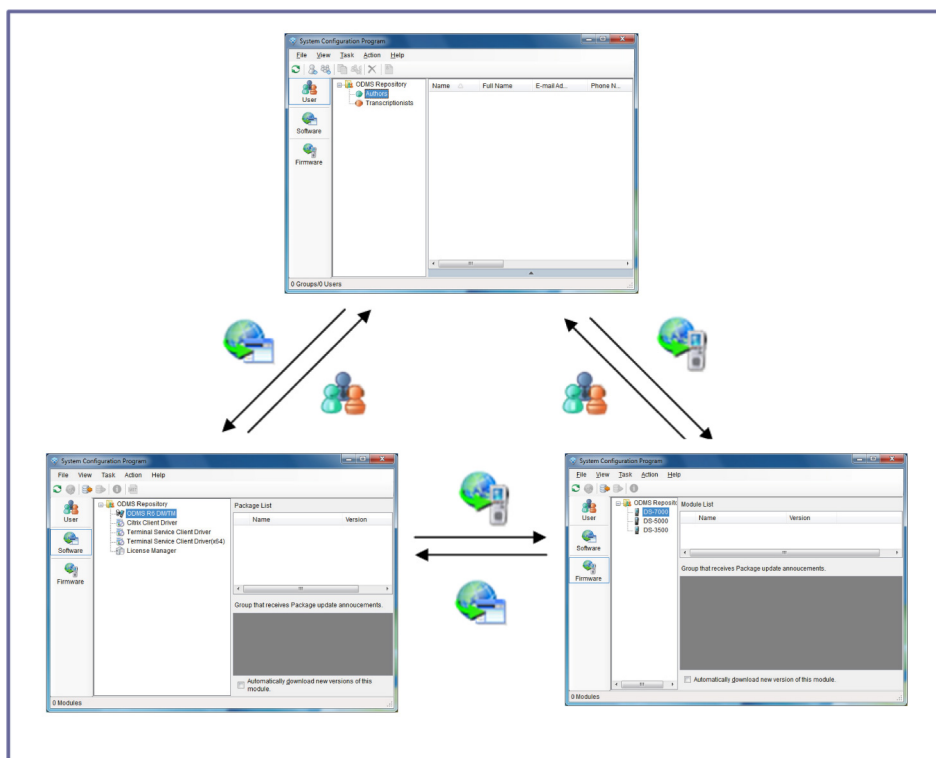
Also, installing System Configuration Program on an administrator PC on the same network will make it possible to perform central management of Dictation Module/Transcription Module settings, updates, etc. within the workgroup. System Configuration Program can be installed on multiple PCs if there are multiple administrators or if a single administrator uses multiple PCs for management tasks.

The diagram below shows a typical configuration of a workgroup system:



2.3 Tasks





The System Configuration Program supports three different tasks: user management, software management, and firmware management. You can easily switch tasks by clicking on the buttons on the task bar.



2.4 Users and Groups

A workgroup can include three types of users: Author, Transcriptionist, and Manager. The user types that are managed with System Configuration Program are Author and Transcriptionist.

The table below describes the individual user types:

| Type | Details |
|--|---|
| Author  | This is a user who dictates. ODMS R6 provides Dictation Module as an application for Authors. For a workgroup, Dictation Module users are managed as Authors. In this document, items only for Authors are marked  . |
| Transcriptionist  | This is a user who transcribes dictation to a document. ODMS R6 provides Transcription Module as an application for Transcriptionists. For a workgroup, Transcription Module users are managed as Transcriptionists. In this document, items only for Transcriptionists are marked  . |
| Manager | This is a user who manages a workgroup. ODMS R6 provides System Configuration Program as a tool for Managers. |

A group is an assembly of users. System Configuration Program allows multiple users to be managed in groups. A group falls into one of two categories: an Author group, which is an assembly of Authors, or a Transcriptionist group, which is an assembly of Transcriptionists. The application provides the built-in groups [Authors] and [Transcriptionists] for immediate use after registration. If a group is not specified by an administrator, [Authors] and [Transcriptionists] are considered the default groups.

2.5 Profiles

A profile refers to setting information regarding users and groups managed with System Configuration Program.

Profiles are managed according to each user and group. A profile that contains user (Author or Transcriptionist) information is called a user profile, and a profile that contains group (Author group or Transcriptionist group) information is called a group profile. These profiles are stored in repositories.


When a user in a workgroup uses a module (Dictation Module or Transcription Module), module setting information is acquired from his/her profile stored in the repository. If a user profile has not yet been created in the repository, the module automatically creates a new user profile in the repository. In this case, the user will belong to one of the built-in groups, [Authors] or [Transcriptionists].

2.6 Locking the Settings


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

The items that can be locked are marked with  , a checkbox for locking, in the [Profile dialog box](#).

Locking According to Each User

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

Locking According to Each Group

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

2.7 Worktype and Option Item

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

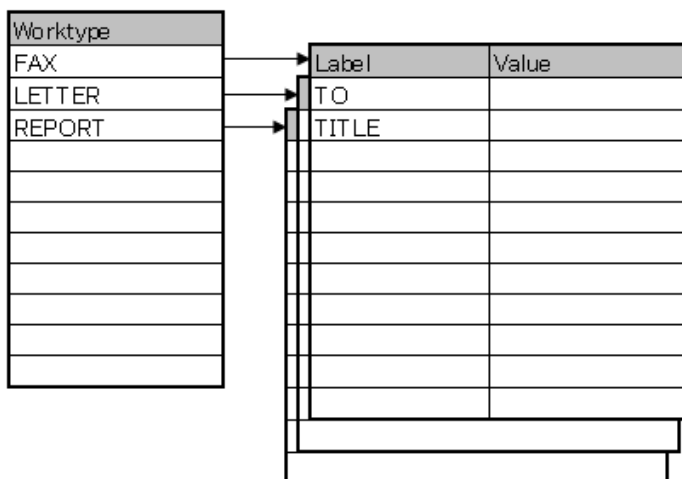
Worktypes are defined as strings, including department names or category names of recorded files. Option Items are used to further embed detailed information in a Worktype.

Each recorded file is assigned a pre-defined Worktype.

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

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

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



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 scanings can be configured in the **Worktype Property** dialog box.

=> [\[Workflow\] - Worktype](#)

2.8 Olympus Update Service

Olympus Update Service refers to the Olympus Web service that provides software and firmware update programs. System Configuration Program acquires update information from the Olympus download server so that new update programs can be downloaded automatically or manually.



To use the Olympus Update Service, the computer in use must be connected to the Internet.

2.9 Software and Firmware Management

This section describes the software and firmware management functions.

Manageable Software and Firmware

System Configuration Program is able to manage the following software and firmware:

Software

- Dictation Module and Transcription Module
- Citrix Client Driver
- Terminal Service Client Driver
- License Manager
- Repository Service

Firmware

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

Importing Software and Firmware

System Configuration Program supports Olympus Update Service, and is able to download and manage software updates from the Olympus download server. It also allows you to manually load software or firmware stored in another location, such as an installation medium. Software or firmware loaded by System Configuration Program is stored in a repository so that it can be managed by System Configuration Program.

Auto Distribution of Firmware and Software

The SCP supports the auto distribution function for some software and firmware that it is managing. When the auto distribution function is enabled, starting up the software on a client PC will cause a software update program and firmware update program located in the repository to be automatically downloaded to the client PC, so software and/or firmware can be updated automatically.

The auto distribution enable/disable setting can be configured for individual users or for a specific user group. For example, if you want to try a test installation with a limited number of users before performing a formal update, you could enable auto distribution for specific users or a specific user group.

The software auto distribution function is supported only by certain software. To update software that does not support auto distribution, the user must download directly from the repository and perform a manual update.

| Software | Support Status (R6) | Support Status (R5) | Remarks |
|------------------|---------------------|---------------------|---------|
| Dictation Module | Y | Y | |

| | | | |
|--------------------------------|--|--|--|
| Transcription Module | | | |
| Citrix Client Driver | | | |
| Terminal Service Client Driver | | | |
| License Manager | | | |
| Repository Service | | | |

The firmware update program auto distribution function runs when Dictation Module and/or Transcription Module are started up while the auto distribution target device is connected to the PC. Simply connecting the device to the PC does not run auto distribution and update.

| Firmware | Support Status (R6) | Support Status (R5) | Remarks |
|----------------|---------------------|---------------------|--|
| DS-7000 | Y | | Auto distribution does not run in the case of DSS Player Pro R5 Dictation Module/Transcription Module. |
| DS-3500 | Y | | |
| DS-5000/5000iD | Y | Y | |

Update Check

You can set the method for update checks in a user or group profile.



For details, see "[Software Update](#)" or "[Firmware Update](#)."

2.10 Repository

A repository refers to a place for storing data managed with System Configuration Program. The location of a repository must be set when System Configuration Program is installed.

 [Management Version](#)

 [Access Method](#)

 [Folder Structure](#)

2.10.1 Management Version

Two types of repositories can be managed with ODMS R6. One is for an ODMS R6 workgroup, while the other is for a DSS Player Pro R5 workgroup. Each repository type can manage only specific client application versions (Dictation Module, Transcription Module). The ODMS R6 repository can manage users of ODMS R6 client application, but it cannot manage users of DSS Player Pro R5 client applications. If a single workgroup consists of a mixture of ODMS R6 users and DSS Player Pro R5 users, two repositories must be created within the workgroup (one for ODMS R6 and one for DSS Player Pro R5), and both of them must be registered with System Configuration Program.

The user profiles created by each of the repositories apply the format that matches the client application being managed. The formats of profiles stored by the ODMS R6 repository and the format of profiles stored by the DSS Player Pro R5 repository are different from each other.

This means that if Explorer or some other file manager is used to move user profiles between repositories under different types of management, it can result in improper operation of client applications. To move user profiles between repositories, perform the operations described under [System Configuration Program GUI Operations](#).



The ODMS R6 System Configuration Program supports only the latest version of Dictation Module and Transcription Module for DSS Player Pro R5. Be sure to update the DSS Player Pro R5 client applications to the latest versions.

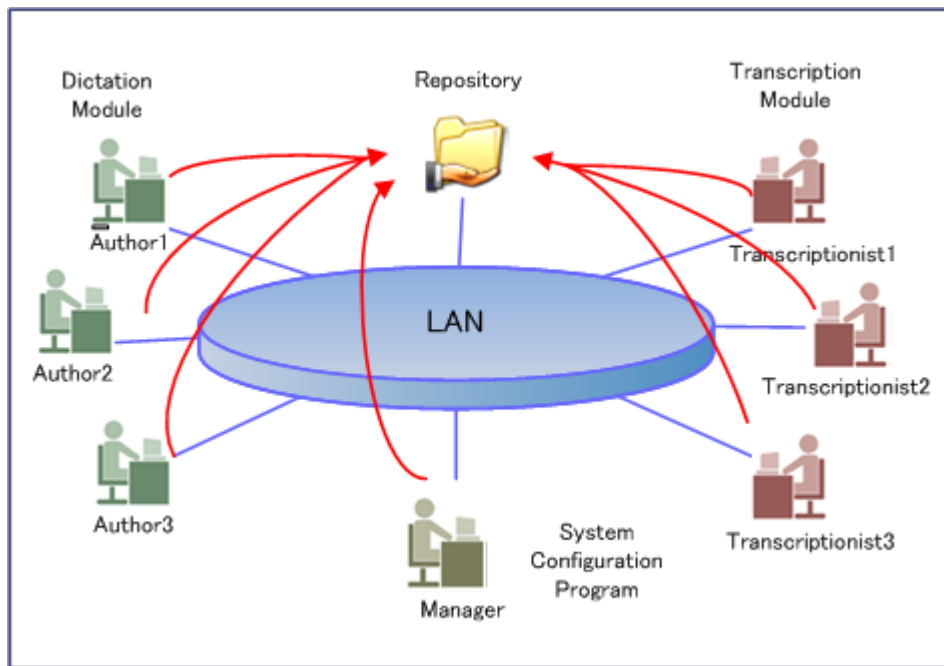
2.10.2 Access Method

Either of the two methods described below can be selected to access an ODMS R6 repository from a client (System Configuration Program, Dictation Module, etc.)

- **Shared Folder Type**
- **Repository Service Type**

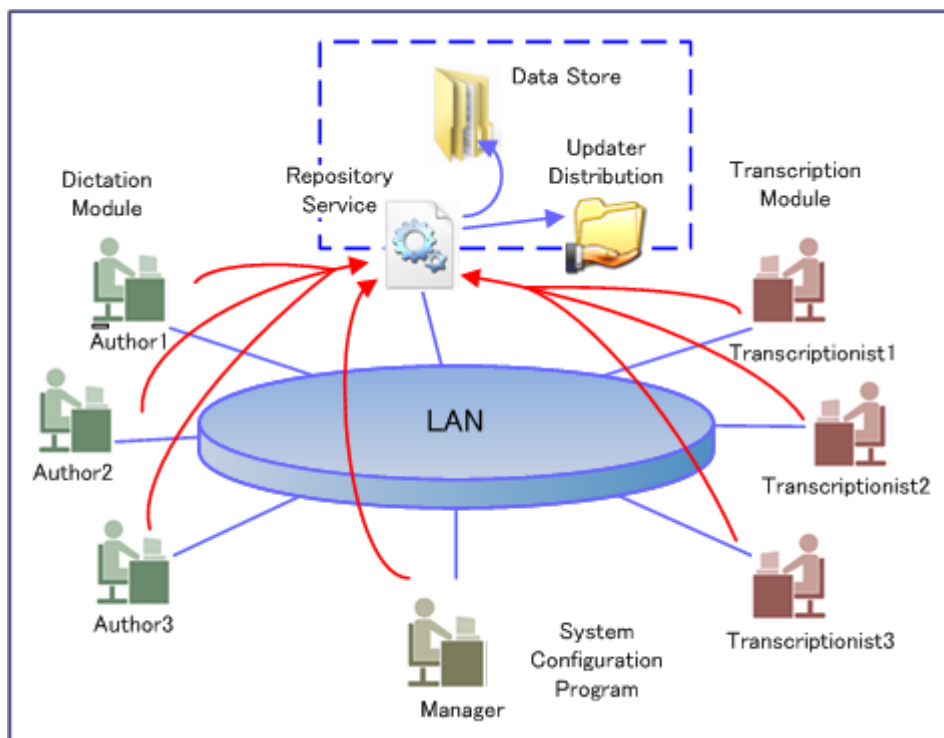
With both of these repository types, the repository itself is a folder on the network.

With the shared folder type, the network administrator uses the Windows folder sharing function or other tools to publish a shared repository folder. System Configuration Program places profiles, update programs, and other files into the shared folders. When Dictation Module and/or Transcription Module are started up, they reference the shared folder and import any settings configured by System Configuration Program. This is the basic structure of the shared folder type repository.



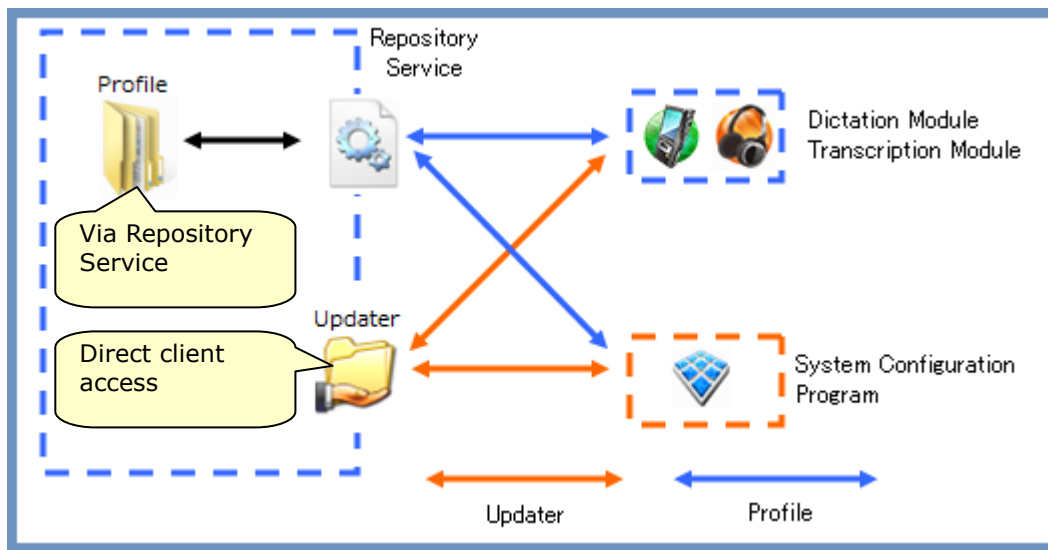
With the shared folder type repository, Dictation Module/Transcription Module directly writes repository-shared data. Because of this, full access permissions must be granted to all users of Dictation Module and/or Transcription Module.

However, organization or network security policy issues may make it impossible to grant all users full access to the repository folders. Repository Service is a program that resolves this problem by providing mediation between the repository, and System Configuration Program and Dictation Module/Transcription Module.



Once Repository Service is installed, profile writing in the repository by System Configuration Program or Dictation Module/Transcription Module is performed by exchanging data with Repository Service. Folders

actually in the repository are accessed only by Repository Service at this time. System Configuration Program and other applications do not directly access the repository itself. Because of this, only Repository Service needs to be granted full access to the folders actually in the repository.



Repository Service mediates only in the case of profile reading and writing. If the software and/or firmware auto distribution function is being used, System Configuration Program and Dictation Module/Transcription Module directly access auto distribution folders and perform storage and execution as required. Because of this, folders for storing update programs must be made shared files and users must be granted the permissions described below.

- System Configuration Program users must be granted full access permissions.
- All Dictation Module/Transcription Module users must be granted read/execute permissions.

A Repository Service type repository can be used only in an ODMS R6 workgroup. Repository Service cannot be used in a DSS Player Pro R5 workgroup.

2.10.3 Folder Structure

These are the actual repository folders.

System folders are automatically created as repositories in the specified folder when System Configuration Program and/or Repository Service access.

(1) Shared Folder Type

The folders described below are structured in the case of a shared folder type repository. Profiles and update programs are collectively managed in the specified folder.

| Folder | Functions |
|--------------|---|
| UserProfiles | Stores user or group profiles managed by System Configuration Program |
| SW_Updater | Stores software installation packages managed by System Configuration Program |
| FW_Updater | Stores firmware update programs managed by System Configuration Program |



The structures of repositories in shared folder repositories for ODMS R6 is different from DSS Player Pro R5.

(2) Repository Service Type

Folders are divided into profile management folders and update management folders to be managed when Repository Services is installed.

The folder for profile management has the structure described below.

| Folder | Functions |
|--------------|--|
| UserProfiles | Stores the profiles of users and groups managed by System Configuration Program. |

The folders for update programs have the structure described below.

| Folder | Functions |
|------------|---|
| SW_Updater | Stores software install packages managed by System Configuration Program. |
| FW_Updater | Stores update programs of firmware managed by System Configuration Program. |

3 User Management

This section describes the procedures for user management tasks.

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



For the names and functions of the user management window components, see “User management window”

[!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\) User Management Basics](#)

[!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\) Adding Users](#)

[!\[\]\(003082e50e3009141f59bd5df831749f_img.jpg\) Add Multiple Users](#)

[!\[\]\(17413706fd4997a1a4bdf85c6864eee1_img.jpg\) Adding Groups](#)

[!\[\]\(faf942dc3e59ce8eb64b4ac481eca7e0_img.jpg\) Moving a User to Another Group](#)

[!\[\]\(cf531ed27e91483460120fcc057b3901_img.jpg\) Deleting Users or Groups](#)

[!\[\]\(d3102649f02e825ddb76dc3de0190154_img.jpg\) Moving Users between Repositories](#)

[!\[\]\(4b7a79268f6ba26c1471d4232fffa85a_img.jpg\) Moving User Groups between Repositories](#)

3.1 User Management Basics

This section describes basic items connected with user management.

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b_img.jpg\) How to Decide User Names](#)

[!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) User Creation Destination](#)

[!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\) User Name and User Group Name Conflicts](#)

3.1.1 How to Decide User Names

For user names, use the same names as the Windows Login name (or the domain login name in the case of an environment that uses domain control) of the user who uses the client application (Dictation Module or Transcription Module).

3.1.2 User Creation Destination

System Configuration Program can manage one each of an ODMS R6 repository and a DSS Player Pro R5 repository. The profile creation destination repository is determined by the version of the client application (Dictation Module, Transcription Module) used by the user.

- For a DSS Player Pro R5 Dictation Module/Transcription Module user, create a user profile in the DSS Player Pro R5 repository.
- For an ODMS R6 Dictation Module/Transcription Module user, create a user profile in the ODMS R6 repository.

3.1.3 User Name and User Group Name Conflicts

Each user and user group must have a unique name in a repository. In the case of users, multiple users with the same user name cannot exist, even if they belong to different user groups within the same repository.

3.2 Adding Users


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

■ Procedure

1. In the **User Management window** group tree, select the repository/group to which you want to add a user.



- When adding an Author, select a group shown under [Authors].
- When adding a Transcriptionist, select a group shown under [Transcriptionists].

2. Click  on the toolbar.

→ The **Profile dialog box** will appear.

3. Make settings for the profile.



Refer to the section below for information about profile settings.

- ODMS R6 Users => Making Profile Settings (ODMS R6 Users)
- DSS Player Pro R5 Users => Making Profile Settings (DSS Player Pro R5 Users)

4. Click the [OK] button.

→ This will add the user to the selected repository and group.

3.3 Add Multiple Users

To use the System Configuration Program to add multiple users in a batch, there are the following two methods; to manually add them or to read the information registered in Active Directory.

[!\[\]\(2bdfe261b986065ee0ac76460d6528c9_img.jpg\) Add Multiple Users Manually](#)

[!\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5_img.jpg\) Adding Multiple Users from Active Directory](#)

3.3.1 Add Multiple Users Manually

Use the following procedure to add multiple users.

■ Procedure

1. In the **User Management Window** group tree, select the repository/group to which you want to add a user.



- To add an author, select a group displayed under "Authors".
- To add a transcriptionist, select a group displayed under "Transcriptionists".

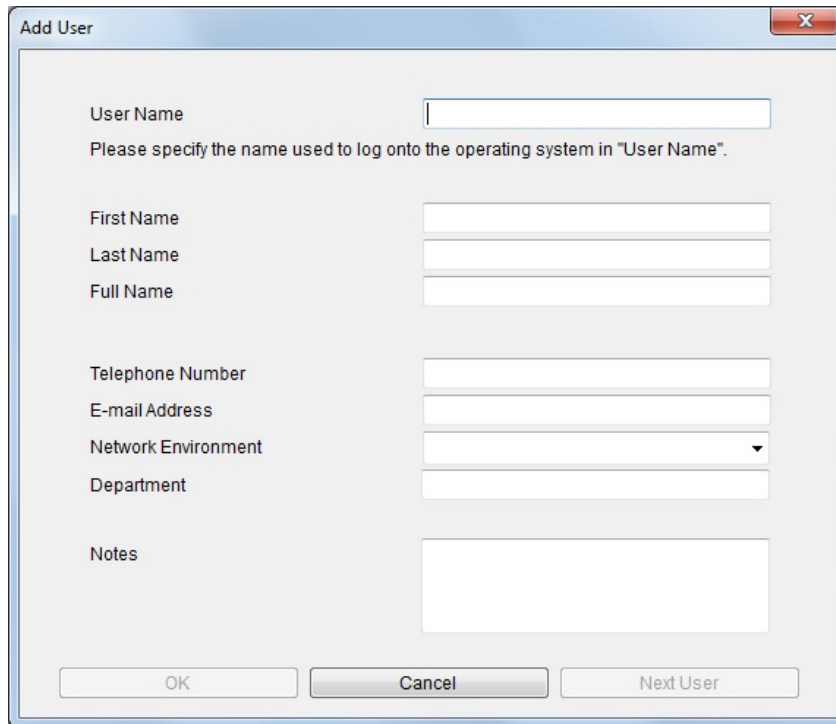
2. From the main menu, select [Action] - [Add Multiple Users].

➔ The **Multiple Users Registration Window** will appear.

You can edit the registered information directly by clicking on the cells.
You can edit user information (cut, copy, paste, and delete) from the context menu.

3. Press the [Add User] button.

➔ The [Add User] screen will appear.



The 'Add User' dialog box contains the following fields and controls:

- User Name:** A text input field with a placeholder text: "Please specify the name used to log onto the operating system in 'User Name'".
- First Name:** A text input field.
- Last Name:** A text input field.
- Full Name:** A text input field.
- Telephone Number:** A text input field.
- E-mail Address:** A text input field.
- Network Environment:** A dropdown menu.
- Department:** A text input field.
- Notes:** A large text area.
- Buttons:** 'OK', 'Cancel', and 'Next User'.

By typing the user information and pressing the [OK] button, it is registered to the Multiple Users Registration screen.

Press the [Next User] button to register the information for the next user.



Refer to the section below for information about profile settings.

- ODMS R6 Users => [Making Profile Settings \(ODMS R6 Users\)](#)
- DSS Player Pro R5 Users => [Making Profile Settings \(DSS Player Pro R5 Users\)](#)

4. After all of the information for all the users is registered, click [OK].



This will add the users to the selected repository and groups.



- When creating multiple users, the following settings are individual settings, so the following user settings in user profiles are not carried over.

=> [E-mail/FTP] - [E-mail] - E-mail

=> [E-mail/FTP] - [FTP] - FTP

3.3.2 Adding Multiple Users from Active Directory

Use the following procedure to access Active Directory to add multiple users.

■ Procedure

1. In the **User Management Window** group tree, select the repository/group to which you want to add a user.



- To add an author, select a group displayed under "Authors".
- To add a transcriptionist, select a group displayed under "Transcriptionists".

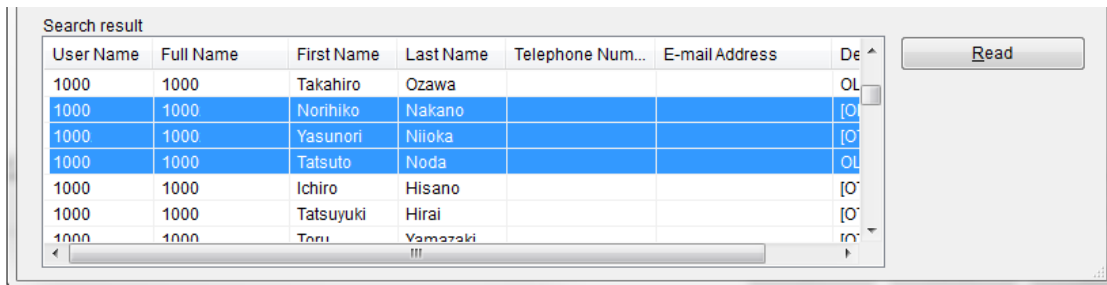
2. From the main menu, select [Action] - [Add Multiple Users].



The **Multiple Users Registration Window** will appear.

3. Press the [Search] button.

- The Search People dialog box will appear.
Press the [Start search] button to search for users from the Active Directory.
By selecting multiple users to register and pressing the [Read] button, the selected users are registered to the [Multiple User Registration Window](#).



| User Name | Full Name | First Name | Last Name | Telephone Num... | E-mail Address | De |
|-----------|-----------|------------|-----------|------------------|----------------|-----|
| 1000 | 1000 | Takahiro | Ozawa | | | OL |
| 1000 | 1000 | Norihiko | Nakano | | | [O] |
| 1000 | 1000 | Yasunori | Niioka | | | [O] |
| 1000 | 1000 | Tatsuto | Noda | | | OL |
| 1000 | 1000 | Ichiro | Hisano | | | [O] |
| 1000 | 1000 | Tatsuyuki | Hirai | | | [O] |
| 1000 | 1000 | Toru | Yamazaki | | | [O] |



- You can edit the information directly by clicking on the cells in the Multiple User Registration screen.
- You can edit user information (cut, copy, paste, and delete) from the context menu.

4. After all the users are registered to the [Multiple User Registration Window](#), click [OK].

- This will add the users to the selected repository and groups.



- When creating multiple users, the following settings are individual settings, so the following user settings in user profiles are not carried over.
=> [\[E-mail/FTP\] - \[E-mail\] - E-mail](#)
=> [\[E-mail/FTP\] - \[FTP\] - FTP](#)

3.4 Adding Groups

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

■ Procedure

1. In the **User Management window** group tree, select the [Authors] or [Transcriptionists] of the repository where you want to create a group.



- When adding an Author group, select [Authors].
- When adding a Transcriptionist group, select [Transcriptionists].
- Groups can be added only to [Authors] or [Transcriptionists], which are built-in groups.
- You cannot add a new group to another newly added group.

2. Click  on the toolbar.

→ The **Profile dialog box** will appear.

3. Make settings for the profile.



Refer to the section below for information about profile settings.

- ODMS R6 Users => Making Profile Settings (ODMS R6 Users)
- DSS Player Pro R5 Users => Making Profile Settings (DSS Player Pro R5 Users)


4. Click the [OK] button.

→ The group will be added under the selected repository [Authors] or [Transcriptionists].

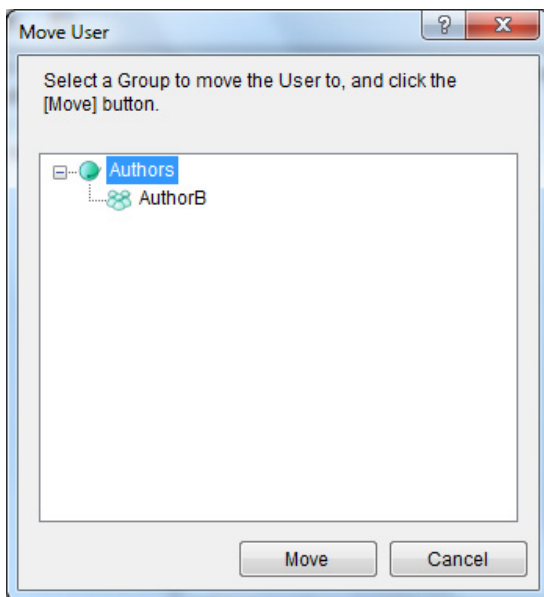
3.5 Moving a User to Another Group

Use the following procedure to move a user to another group:

■ Procedure

1. Select a user from the member list in the **user management window**.
2. Click  on the toolbar.

→ The Move User dialog box will appear.



- If you have specified an Author for movement, a list of Author groups will appear.
- If you have specified a Transcriptionist for movement, a list of Transcriptionist groups will appear.

3. Select a group to which the user is to be moved.

4. Click the [Move] button.

→ The user will be moved to the selected group.




- You may also drag and drop a user into another group on the member list in order to move the user to that group.
- If the move destination group profile has a setting that is locked, the corresponding setting of the moved profile will also be locked.
=> [Locking the settings](#)

3.6 Deleting Users or Groups

Use the following procedure to delete users or groups:

■ Procedure

1. Select users or groups to be deleted from the group tree in the **user management window**.

2. Click  on the toolbar.

➔ A confirmation dialog box will appear.

3. Check the message and click the [Yes] button.

➔ The selected user or group will be deleted.



- [Authors] and [Transcriptionists], which are built-in groups, cannot be deleted.
- Deleting a user-created Author group automatically moves that group's Authors to the built-in [Authors] group.
- Deleting a user-created Transcriptionist group automatically moves that group's Transcriptionists to the built-in [Transcriptionists] group.

3.7 Moving Users between Repositories

User profiles can be moved or copied between repositories. Only moving and copying user profiles from a DSS Player Pro R5 repository to an ODMS R6 repository is supported.



A user in an ODMS R6 repository cannot be moved or copied to a DSS Player Pro R5 repository.

When upgrading a client to ODMS R6 and using System Configuration Program to move or copy users to an ODMS R6 repository, it is recommended that the DSS Player Pro R5 repository user profiles be maintained just in case. Otherwise, if the user profiles are deleted from the DSS Player Pro R5 repository, there will be no way to perform a rollback from ODMS R6 if the client needs to be returned to DSS Player Pro R5 for some reason. In this case, new users will have to be re-created.

The formats of profiles stored by the ODMS R6 repository and the format of profiles stored by the DSS Player Pro R5 repository are different from each other.

When a user profile is copied between repositories, its format is automatically converted to the format of the destination repository.

■ Procedure

1. In the **User Management window** member list, select the user you want to move.
2. Drop the icon of the user being moved onto the destination repository root or onto the destination user group.

→ A confirmation message will ask if you want to keep the profile of the user being moved in the source repository.



- When moving or copying to a particular user group, you need to drop the user being moved onto a user group that is the same user type (Author or Transcriptionist). Moving or copying between different user types is not supported.
- When a user is dropped onto a repository root, the user will be moved or copied directly under [Authors] or [Transcriptionists]. The user will be automatically routed to the proper move/copy destination in accordance with its user type.

3. Select whether or not to leave the user profile in the source repository.
 - [Yes]: Leaves the user profile in the source (user copy).
 - [No]: Does not leave the user profile in the source (user move).
4. A user profile for the moved user will be created where you dropped it. The destination repository will process the user profile being moved in accordance with the selection you specified in step 3.


3.8 Moving User Groups between Repositories

In addition to moving and copying users, user groups can also be moved or copied between repositories. Only moving and copying group profiles from a DSS Player Pro R5 repository to an ODMS R6 repository is supported.

Moving or copying a user group also moves or copies all of the users registered in the group. At this time, the profiles of the user group being moved are converted to the format of move destination repository version. If there is already a user group at the move destination repository with the same name as the user group being moved, the users belonging to the group being moved will be added to the existing user group in the destination repository. The user group settings of the existing user group in the destination repository will be applied as user group settings.

■ Procedure

1. In the **User Management window** group tree or member list, select the user group you want to move.
2. Drop the icon of the user group being moved onto the move destination repository root.
 - A confirmation message will ask if you want to keep the profile of the user group being moved in the source repository.
3. Select whether or not to leave the user group profile in the source repository.
 - [Yes]: Leaves the user group profile in the source (copy).
 - [No]: Does not leave the user group profile in the source (move).
4. If there is a group with the same name in the destination repository, a confirmation message will appear asking if the users belonging to the user group being used should be added to the existing user group in the destination repository.
 - [Yes]: Adds the members of the user group being used to the existing user group in the destination repository. The user group settings of the existing user group in the destination repository will be applied as user group settings.
 - [No]: Cancels the move/copy process.



- If there is already a user in the destination repository with the same name as a user in the group being moved, a confirmation message will appear asking whether or not the settings of the existing user should be overwritten with the user being moved to the repository. Select [Yes] to overwrite the user settings with those being moved. If you want to use the existing user settings at the move destination, select [No].
 - The user overwrite confirmation message will appear for each applicable user.
 - Multiple users cannot have the same name, even if they belong to different user groups. The overwrite confirmation message will appear even if the like-named users are in different user groups.
5. If you selected [Yes] in step 4, a confirmation message will appear asking if you want to update the user group settings of the users being added with the move destination user group settings.

- ➔[Yes]: Updates the settings of all users being moved to the existing group with the group settings of the existing user group.
- ➔[No]: Adds all of the users being moved to the destination user group without changing their user settings.

- 6.** A user group will be created where you dropped the group being moved. Profiles for the group members are also created at the same time. The destination repository will process the user profiles being moved in accordance with the selection you specified in step **3**.

4 Making Profile Settings (ODMS R6 Users)

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

Settings that can be configured with System Configuration Program depend on the client application version. For information about how to configure profile settings of the users and user groups that use DSS Player Pro R5 client applications (Dictation Module, Transcription Module), refer to “[Making Profile Settings \(DSS Player Pro R5 Users\)](#)”.

Setting items are grouped according to the categories described below.

| Categories | Functions |
|-------------------------------|--|
| Property | Sets user or group identification information |
| Folder Design | Sets up folders to be used by an Author or Transcriptionist |
| Workflow | Sets up workflows to be performed by an Author or Transcriptionist |
| User Settings | Sets up items related to facilitating user operations |
| E-mail / FTP | Sets up user email and FTP |
| Device | Sets up devices to be used by Authors and Transcriptionists |
| Update | Sets up software updating. |
| Management | Sets up items for an administrator |



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

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

4.1 Property

Set user or group identification information.

User Properties

The table below shows user identification information to be set.

| Items | Details |
|---------------------|--|
| User Name | Enter a name to identify the user. Specify the user ID for logging in to the PC. (Mandatory) |
| First Name | Enter the first name of the user. (Optional) |
| Last Name | Enter the last name of the user. (Optional) |
| Full Name | Enter the full name of the user. This is automatically entered when the first name and last name are entered. (Optional) |
| Telephone Number | Enter the phone number of the user. (Optional) |
| E-mail Address | Enter the email address of the user. (Optional) |
| Network Environment | From the drop-down list, select "Local" or "Remote" as the user's network environment. (Optional) |
| Department | Enter the department of the user. (Optional) |
| Notes | Enter any additional information about the user. (Optional) |
| [Search] Button | A dialog box for a user search appears so that you can search the active directory for a user. Select a user and then click the [OK] button. The user's information will be set in the Property dialog box. (Optional) |

Group Properties

The table below shows group identification information to be set.

| Items | Details |
|------------|---|
| Group Name | Enter a name to identify the group. (Mandatory) |
| Notes | Enter any additional information about the group. (Optional) |

4.2 Folder Design

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

☐ [Folder Tree](#)

☐ [Folder Properties](#)

☐ [Attributes](#)

☐ [Actions](#)

4.2.1 Folder Tree

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

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

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

Folder Functions

The table below shows the functions of individual folders.



For the property settings of individual folders, see "[Folder Properties](#)."

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




































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





: Author or Author group



: Transcriptionist or Transcriptionist group

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

| | | |
|--|--|---|
|  Sent Items | This is a shortcut folder that allows Transcriptionists to manage document files that have been sent from the E-mail and FTP folders. Once a dictation file has been sent, it is moved into the Sent Items folder. |  |
|--|--|---|



Sharing My Document Folder

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

Folder Settings

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

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

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

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

- To create a new folder, click the [New] button.
- To add a folder, click the [Add] button, and then make settings in the displayed [Browse for Folder dialog box](#).
- To delete a folder, select it, and then click the [Remove] button.


4.2.2 Folder Properties


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

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

Properties that can be configured depend on the folder.

[Attributes](#)

 [Enabled](#)

 [Name](#)

 [Synchronize Folder Name](#)

 [Path](#)

 [Encryption](#)

 [Password](#)

 [Ownership](#)

 [Document Type](#)

[Actions](#)


 [Auto Download](#)

 [Format Conversion](#)

 [Send via E-mail](#)

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

 [Send via FTP](#)

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

 [Backup](#)


 [Notification](#)

 [Clean](#)

 [Purge](#)



Properties Settings Procedure

The procedure to set the various items in properties is done by clicking the [+] button or by clicking the  button and using the dialog box that is displayed. The properties can be set by using either method.

4.2.3 Attributes

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

Enabled

Specify whether to display folders in the folder tree.

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

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

Name

Set a folder name.

Click on the cell and enter a folder name directly.

Synchronize Folder Name

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

Path

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

Folder Variables

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

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

Encryption

Setting the Enabled attribute to [Yes] causes files in the folder to be encrypted with passwords. If a password has not been set, it has to be set in the [Encryption Password dialog box](#) that is displayed when the encryption procedure is started. Moving the folder does not affect the Encryption attribute.



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

Password

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

Click the  button, and then use the displayed **Encryption Password dialog box** to set or change the password.

The password must consist of 4 to 16 alphanumeric characters.

Or an encryption strength setting can be configured for the encryption of a file recorded in DSS Pro format.

The High setting can be used to apply higher strength encryption.



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

Ownership

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

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

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

Document Type

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

Click the  button, and then use the displayed **Support Document Type dialog box** to set the extensions of document files.

You can set up to 100 extensions.

4.2.4 Actions

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

Auto Download

Specify whether to automatically download dictation files from a recorder.

Click the [+] button to make settings for Auto Download.

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

Format Conversion

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

Click the [+] button to make settings for Format Conversion.

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

To make settings, you may also use the **Conversion Settings** dialog box displayed by clicking the  button.

Send via E-mail

Specify whether to automatically transmit files via email.

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

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

- If multiple profiles exist for E-mail, a dialog box for selecting one profile will appear.
If no profile is present for E-mail, a new profile can be created after the confirmation dialog box is displayed.
=> [E-mail / FTP](#)

To make settings, you may also use the [Send E-mail Destinations dialog box](#) displayed by clicking the  button.

Send via E-mail (Alternate Profile)

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

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

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

To make settings, you may also use the [Destination of Sent email dialog box](#) displayed by clicking the  button.

Send via FTP

Specify whether to automatically transmit files via FTP.

Click the [+] button to make settings for Auto Send via FTP.

Auto Send : To enable/disable auto transmission via FTP

Profile : FTP profile to be used for auto transmission

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

Locked : To prevent users from changing the settings

- If multiple profiles are present for FTP, a dialog box for selecting one will appear.
- If no profile is present for FTP, a new profile can be created after the confirmation dialog box is displayed.
=> [E-mail / FTP](#)

To make settings, you may also use the [Set FTP destinations dialog box](#) displayed by clicking the  button.

Send via FTP (Alternate Profile)

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

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

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

To make settings, you may also use the [Set FTP destinations dialog box](#) displayed by clicking the  button.

Backup

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

Notification

This can be set only for Transcriptionists and Transcriptionist groups.

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

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

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

Clean

Specify how long folder files are to be stored.

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

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

Numeric value : 1 to 99

Locked : To prevent users from changing the settings

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

Click the [+] button to make settings for cleaning.

Enabled : To enable/disable cleaning

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

Option : Deletion condition of the cleared (cleaned) file

Locked : To prevent users from changing the settings

To make settings, you may also use the [Cleaning Settings dialog box](#) displayed by clicking the  button.

Purge

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

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

Storage period

Numeric value : 1 to 99

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

Click the [+] button to make settings for purging.

Enabled : To enable/disable purging

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

Locked : To prevent users from changing the settings

To make settings, you may also use the [Purge Settings dialog box](#) displayed by clicking the  button.

4.3 Workflow

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

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

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

4.3.1 General

Make settings for general Workflow items.

DSS Classic

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

Delete Option

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

- Selecting "Move to Recycle Box" will move deleted files to Recycle Box.
- Selecting "Delete completely" will permanently delete the files.



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

Device Synchronizat

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

Filename Resolution

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

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

Refresh interval

Make settings for refreshing the current folder.

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

4.3.2 Download

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

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

Automatic Download

The Auto Download function automatically loads audio data on to a PC after detection of device connection. The following items can be set only for folders with the Auto Download function enabled.

Do not display the main window

This can be set only for Authors and Author groups.

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

Prompt for selecting the file to be downloaded

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

Job Data Settings

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

You can confirm the following settings as you download.

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

Rename

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

To set the naming rule, click the [Format] button, and then use the displayed [Format Options Dialog Box](#). You can specify which items are to be included in file names, as well as the characters used for separating them.

Delete

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

- When “After downloading file(s), delete the original file(s)” is enabled, the original files will be deleted after being downloaded.
- When “Display confirmation dialog” is enabled, a confirmation dialog box will appear when deletion is executed.
- When “Delete locked file(s)” is enabled, locked files are forcibly deleted.

4.3.3 Advanced Download

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



- [\[Download folder A-G\] menus will be disabled when the option is enabled. Use \[Download All\] when downloading the files.](#)
- [Auto download settings work in accordance with the \[Auto Download\] settings of the](#)

Download Tray. The [Auto Download] settings of individual folders (such as Folder A, etc.) are not displayed and are disabled.

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

- When “Specific folder” is selected, all dictation files in the device are downloaded into the specified folder.
- When “Routing according to the following conditions” is selected, download is performed by routing files in accordance with the conditions specified with the routing rule table.

Routing Rule Table

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

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

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

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

4.3.4 Import

Make settings for importing dictation files.

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

Job Data Settings

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

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

Rename

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

To set the naming rule, click the [Format] button, and then use the displayed [File Name Settings Dialog Box](#). You can specify which items are to be included in file names, as well as the characters used for separating them.

Delete

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

- When "After importing the file(s), delete the original file(s)" is enabled, original files will be deleted after being imported.
- When "Display confirmation dialog" is enabled, a confirmation dialog box will appear when deletion is executed.
- When "Delete locked file(s)" is enabled, locked files are forcibly deleted.

4.3.5 Notification

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

Enable notification for new dictation received every

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

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

Author ID

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

Notification reminder for new dictation waiting for transcription

Only enabled for transcriptionists or transcriptionist groups.

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

Notification on high priority dictations only

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




Pop up Notification

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

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

Sound Notification

Set notification sound.

| | | |
|---|--------|---|
|  | button | : Plays the notification sound |
|  | button | : Stops playback of the notification sound |
|  | button | : Specifies the desired notification sound (Default: [MediaFolder]Notify.wav) |

Support background notification when Dictation Module is not running

Only enabled for authors or author groups.

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

Support background notification when Transcription Module is not running

Only enabled for transcriptionists or transcriptionist groups.


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

4.3.6 Routing

This can be set only for Transcriptionists and Transcriptionist groups.

Set the routing rules.

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

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

| | |
|-------------|---|
| Sender | : Shows the senders of dictation files |
| Destination | : Shows the destination path of dictation files |
| Receiver | : Shows the recipients of document files |

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

4.3.7 Author

This can be set only for Authors and Author groups.

Make settings for Authors.

The Author ID and Priority Level registered here can be selected when a new dictation file is created through direct recording or other methods.

You can register up to 10 Authors.

- To add an Author, click the [Add] button, and then register a new author in the displayed **Author Property dialog box**.
- To change an Author, select an Author ID, click the [Modify] button, and then make changes in the

displayed [Author Property dialog box](#).

- To delete an Author, select an Author ID, and then click the [Remove] button.
- To change the order of the Authors, select an Author ID, and then click the [UP] or [Down] button.



- Enter an Author ID using up to 16 characters.
- Specify the Priority Level in the range of 0 to 15.

4.3.8 Worktype

This can be set only for Authors and Author groups.

Multiple registered Worktype Lists can be transferred to a recorder.

When recording a dictation file with direct recording or a recorder, selecting a Worktype ID causes Option Item and other information to be recorded automatically.

You can register up to 20 Worktype Lists.

- To add a Worktype List, click the [Add] button, and then make settings in the displayed [Worktype Property dialog box](#).
- To change a Worktype Property, select a Worktype ID, click the [Modify] button, and then make changes in the displayed [Worktype Property dialog box](#).
- To delete a Worktype Property, select a Worktype ID, and then click the [Remove] button.
- To change the order of the Worktype Lists, select a Worktype ID, and then click the [UP] or [Down] button.

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

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

4.3.9 Direct Recording

This can be set only for Authors and Author groups.

Recording parameters for direct recording can be configured.

The settings are enabled when performing direct recording with an Olympus direct recording device.

Basic Settings

Recording Format

Set the recording format for the Direct Recording window.

Click the [Format] button, and then use the displayed [Recording Format Settings Dialog Box](#) to select a recording format.

File Name Format

Set the file naming rule to be followed when a new recording is performed.

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

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

Destination Folder

Set a folder that stores files for which direct recording has been finished.

To set a storage folder, click the [Browse] button, and then use the displayed dialog box.

Prompt Option

When [Prompt for job data when direct recording is started] is enabled, the [Edit Job Data dialog box](#) will appear so that you can check and alter the Worktype ID, Option Items, and other items before direct recording is started.

When [Prompt for confirmation when direct recording is finished] is enabled, the Dictation Finished dialog box will appear when direct recording with Dictation Module has finished. The Dictation Finished dialog box allows you to change the file name and storage folder of recorded dictation files, among other things.

Voice Comment

When [Verbal comment] is enabled, a verbal comment can be recorded through direct recording. (Default: enabled)

With [Instruction comment] is enabled, the Instruction Comment mode switch button appears for direct recording so that an instruction comment can be recorded.

VCVA

Check the box [Enable VCVA].

Moving the slider to [MIN] decreases the voice detection level. Moving the slider towards [MAX] increases the voice detection level.

- You can adjust the VCVA level in the range of 0 to 9 (10 steps).

Start option

Make settings for using a direct recording device.

When this item is enabled, the recording window is started without starting the Dictation Module main window in the following cases:

- In cases where Dictation Module is started through Directrec button operations
- In cases where Dictation Module is automatically started through connection detection by Directrec

When the Direct Recording window is closed. The Dictation Module main window will appear.

[New] Button Operation

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

- When [Direct Recording Window] is selected, the Direct Recording Window is displayed.
- When [Voice Recognition Editor] is selected, the Voice Recognition Editor is displayed.

Button function

Enabling "Change the slide switch REV position to REW" changes the REV button function of the direct recording device to the REW button function.

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

4.3.10 Hands Free Recording

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

| Items | Functions | Default |
|-----------------|--|------------------|
| Pedal Operation | Select the operation mode for the foot switch or the hand controller. | Continuous Press |
| Model | Select the sample image for the foot switch or the hand controller displayed on the option dialog box. | RS-31 |

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

| Pedal Operation | Command | Functions |
|------------------|-------------|---|
| Continuous Press | REV/PLAY | Rewind (Review) is performed while the pedal/button is pressed. Releasing the pedal performs playback from the indicator position. |
| | REC/STOP | Recording is performed while the pedal/button is pressed. Releasing the pedal stops recording. |
| | NEW | Pressing the pedal/button creates a new dictation file. |
| | DISABLE | Disables pedal/button operation. No operation is performed when the pedal is pressed. |
| | CUE/PLAY | Fast forward (Cue) is performed while the pedal/button is pressed. Releasing the pedal performs playback from the indicator position. |
| | INSERT/STOP | Insert recording starts at the indicator position while the pedal/button is pressed. Releasing the pedal stops insert recording. |
| | STOP | Pressing the pedal/button stops playback. |
| | EOF/BOF | Pressing the pedal/button moves the indicator to the end of the file. If the indicator is already at the |

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

4.3.11 Voice Recognition - General

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

Enable Voice Recognition

Enables and disables voice recognition with the Dictation Module or Transcription 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 or Transcription 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.

Also, if a transcriptionist is set, after a document is corrected you can automatically transfer data for adaptation to an Author ID that is specified in advance. A maximum of 100 rules can be registered.

You can set the Author ID and automatic transfer (shared folder, e-mail, or FTP) in the [Rule Settings Dialog box](#).

4.3.12 Voice Recognition – Real-time Voice Recognition

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

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 Separator 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 voice recognition 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.

4.3.13 Voice Recognition – Background Voice Recognition

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

Queuing Control

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

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 waiting list. 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

By enabling “Use Noise Cancellation” background noise picked up during recording will be reduced to improve the background voice recognition accuracy.

4.3.14 Voice recognition – Text Correction

These are settings for configuring options used when correcting text generated by voice recognition with the Dictation Module or Transcription Module.

Focusing

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

Finishing

Enabling “Prompt for confirmation when text correcting is finished” will display a dialog box for confirming the dictation file output destination and other settings whenever real-time 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 voice recognition results 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 Folder] specifies the output destination folder for the converted document files.

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

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

4.3.15 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.



- 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 Dictation Module and Transcription Module automatically determines whether a template was used, and excludes anything in the text area at the beginning of the template from the adaptation process. In the example presented above, "AUTHOR NAME" and any other terms that are included before the [VR_START_POSITION] tag, as well as the date and other information in the template text area are not part of the adaptation process, and so they are not learned by the 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.

4.3.16 Voice Recognition – Dragon NaturallySpeaking

Configures Dragon NaturallySpeaking when it is linked with Dictation Module or Transcription Module. Setting items are different from those for Author and Transcriptionist.

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

Specifies the Dragon NaturallySpeaking user profile management mode.

The User Profile Location setting is configured with Dictation Module and Transcription Module. Settings cannot be configured with System Configuration Program, because doing so requires communication with Dragon NaturallySpeaking.

Active User Profile

Specifies the active DNS user profile to be used when using the Dragon NaturallySpeaking voice recognition function from the Dictation Module.

Active User Profile settings are configured with Dictation Module. Settings cannot be configured with System Configuration Program, because doing so required communication with Dragon NaturallySpeaking.

Profile Map

Specifies all DNS user profiles that can possibly perform voice recognition with Transcription Module.

Profile Map settings are configured with Transcription Module. Settings cannot be configured with System Configuration Program, because doing so required communication with Dragon NaturallySpeaking.

Dragon Engine Configuration

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

When “Enable to run ODMS and Dragon NaturallySpeaking on same CPU core” is enabled, simultaneous operation of the Dictation Module/Transcription Module and the Dragon NaturallySpeaking voice recognition engine are controlled to work simultaneously on the same CPU core.

4.3.17 Transcription

This can be set only for Transcriptionists and Transcriptionist groups.

When [Open word processor in starting transcription] is enabled, the designated word processor is started when transcription is started.

When [Open specified word-processor] is enabled, the designated word processor is started.

With [Open word-processor using document template] is enabled, it is possible to set a document template to open according to the set Author (ID) and Worktype. (Up to 100 items can be registered.)

- To add a document template, click the [Add] button, and then make settings in the displayed [Template Association dialog box](#).
- To change a document template, select a document template, click the [Modify] button, and then make settings in the displayed [Template Association dialog box](#).
- To delete a document template, select a document template, and then click the [Remove] button.

4.3.18 Receive (Author)

The settings for [Receive] differ between Authors/Author groups and Transcriptionists/Transcriptionist groups. This section describes the reception settings for Authors and Author groups.




For the settings for Transcriptionists and Transcriptionist groups, see "[Receive \(Transcriptionist\)](#)".

Make settings for automatically receiving files.

Set a time limit for E-mail / FTP, document file types, reception notification, and dictation files.

Receive

- With [E-mail] enabled, a file can be received via email.
By default, the profile of the currently used E-mail is shown.
- Clicking [Change the profile] allows you to create or change the profiles of E-mail / FTP.
=> [E-mail / FTP](#)
- With [FTP] enabled, a file can be received via FTP. Multiple FTP sites can be registered. After registration, the sites are added to the list.
A file can be received through an FTP profile whose checkbox has been checked.
- It is possible to receive document files with extensions that are specified in the list of [Select the extension of document file to receive].
- Clicking [Add/Remove support document type] displays the Document Tray Folder Properties setting window. To change the document type, click the  button in the Add/Remove support document type, and then use the displayed [Supported Document Type dialog box](#).

Notification

When a new document file is received through E-mail / FTP with "Enable notification for new document" enabled, the user is notified of reception with sound and a pop-up window.

- Enabling "Sound" causes the specified file to be played when a new document file is received.



button : Plays the registered notification sound



button : Stops playback of the registered notification sound



button : Specifies the desired notification sound (Default: Notify.wav)

To play a registered dictation file

- When "Pop-up" is enabled, a notification message is displayed whenever a new document file is received.

Overdue Transcription

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

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

4.3.19 Receive (Transcriptionist)

The settings for [Receive] differ between Authors/Author groups and Transcriptionists/Transcriptionist groups. This section describes the reception settings for Transcriptionists and Transcriptionist groups.



For the settings for Authors and Author groups, see "[Receive \(Author\).](#)"

Make settings for automatically receiving files.

Set E-mail / FTP profiles and dictation files type.

Receive

- When "E-mail" is enabled, a file can be received via email.
By default, the profile of the currently used E-mail is shown.
- Clicking [Change the profile] allows you to create or change the profiles of E-mail / FTP.
=> [E-mail / FTP](#)
- When "FTP" is enabled, a file can be received via FTP.
- Multiple FTP sites can be registered. After registration, the sites are added to the list.
A file can be received through an FTP profile whose checkbox has been checked.
- It is possible to receive dictation files with extensions that are specified in the list of "Specify the dictation type to receive by selecting applicable extensions".

Rename

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

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

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

4.3.20 Auto Collection

Dictation files whose status is "Transcription. Finished" in the Download Tray/Custom Folder are moved to a

specified folder. In combination with the Ownership attribute, the storage destination of dictation files changes.

Activate Automatic collection function

When this item is enabled, dictation files with [Transcription finished] status are moved to a specified folder.

Two movement methods are available:

- Movement to the Finished folder
- Movement to a folder specified by each Author ID/Worktype ID according to a set rule

To set the rule, perform the following operations:

- To add a rule, click the [Add] button, and then make settings in the displayed **Rule Settings dialog box**.
- To change a rule, select a rule, click the [Modify] button, and then make changes in the displayed **Rule Settings dialog box**.
- To delete a rule, select a rule, and then click the [Remove] button.

In combination with "Ownership", dictation files with "Transcription. Finished" status are automatically moved to the Finished folder.

| Ownership | Auto Collection | Dictation file in Transcription Finished State |
|-----------|-----------------|---|
| Yes | Yes | Will be moved to the Dictation Module Finished folder |
| | No | Will not be moved |
| No | Yes | Will be moved to the Transcription Module Finished folder |
| | No | Will not be moved |

4.3.21 Logging

Generate a log file about user operation.

User Operations

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

4.4 User Settings

Set the profile that users are allowed to customize when using Dictation Module and Transcription Module. The settings that can be made are shown in tree form for each category. Clicking the items in the tree causes the corresponding setting window to appear.



[User Settings] can only be set for individual users, not for Author Groups and Transcriptionist Groups.

[General](#)

[Keyboard](#)

[Playback Control](#)

[Transcribe Bar](#)

4.4.1 General

Language Selection

Select a language to be displayed for the application.

When changed, the new selection becomes effective after the application is restarted.

Dictation Color

This can be set only for Transcriptionists.

The colors of the list display can be set according to the status of individual dictation files.

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

- A color can be selected from the drop-down list.
- Clicking the [Custom] button allows a new color to be added to the drop-down list after color customization.
- Clicking the [Reset] button causes the default color to be restored.

System Event Sounds

This can be set only for Transcriptionists.





Disables system sounds while transcription Module is launching.

4.4.2 Keyboard

The keys on the keyboard can be assigned with functions.

Category

Selecting a category from the category list displays the command and key assignment list of the selected category.

- Playback Control 
- Direct Recording 
- General 
- Voice Recognition 

New Key

- To assign a function to a new key, select a command not yet assigned to any key, directly enter it in the "New key" box with the keyboard, and then click the [Assign] button. Combinations of [Alt], [Shift], and [Ctrl] with any other keys are possible.
- To change key assignments, select the target command, directly enter it in the "New key" box with the keyboard, and then click the [Assign] button.
- To delete an assigned command, select the command, and then click the [Remove] button.
- To return the key assignment to default, click the [Reset All] button.



For the default key assignments, see "[List of Default Key Assignments.](#)"

Current Key

If a key already assigned is entered into the "New key" box, the currently assigned command will be shown.



For default key assignments, see "[List of Default Key Assignments.](#)"

4.4.3 Playback Control

Make settings for playing dictation files.

Control Indicators

Make settings for the following control display switches:

- Speed control display/non-display
- Noise cancel control display/non-display
- Tone control display/non-display
- Level meter control display/non-display

Auto-backspace

Set the speed for Auto backspace in the range of 0.0 to 5.0 seconds (0.1 second step)

For Transcriptionists and Transcriptionist groups, the following links are shown.

Set the individual items with [[Transcribe bar](#)].

| | |
|-------------------------------|--|
| Display mode | Transcribe bar appears |
| Length/Remain time indication | Transcribe bar appears |
| Always on top | Transcribe bar appears |

Position

When this item is enabled, the application is displayed in the uppermost window. For Transcriptionists and Transcriptionist groups, this setting can be made with [Transcribe bar](#).



- The application's main window cannot be displayed in the uppermost position.
- This applies only to the application's Playback Control Window and Direct Recording Window.

Winding Speed

Select the winding speed for CUE/REVIEW and FF/REW from four possible levels.





The horizontal axis shows the time elapsed from the start. (3 seconds min., 60 seconds max)

The vertical axis shows the multiplying factor relative to standard play. (x1.5 min., x50 max)

After clicking one of the four possible levels, the multiplying factor becomes adjustable for the selected level.

Note that adjustment to a level below the multiplying factor of one level previous cannot be performed.

When performing adjustment, select a box for each level.

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

Support playback audio during cue/review

For CUE, audio data is usually thinned out for play. When this item is enabled, Speed Control is used for x1.5

and x2.0 speed so that continuous playback without thinning out becomes possible.

4.4.4 Transcribe Bar

This can be set only for Transcriptionists.

Make various settings for the Transcribe bar.

Display mode

Specify the display mode for when transcription starts.

Select [Standard view] (Playback Control Window) or [Transcribe bar].

Length/Remaining time indication

Switch the display between playback duration and remaining time.

Transcribe Bar Position

When [Always on top Playback control/Transcribe bar] is enabled, the Transcription Module Playback Control Window or Transcribe bar is displayed as the uppermost window.



This does not apply to the Playback Control Window of the main window of Transcription Module.

Button customization

Set the buttons to be displayed on the Transcribe bar.

- To add a button, select the button from [Non Display Button] (left), and then click the [Add] button.
- To make a button invisible, select the button from [Display Button] (right), and then click the [Remove] button.
- To return the button display to the default state, click the [Reset] button.
- To change the order of the button display, select the desired button, and then click the [Up] or [Down] button.



The button display can only be customized for the Transcribe bar. It cannot be customized for Playback control.

4.5 E-mail / FTP

Set profiles for E-mail and FTP.

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

[E-mail](#)

[FTP](#)

[Send / Receive \(Author\)](#)

[Send / Receive \(Transcriptionist\)](#)

[Proxy](#)

4.5.1 E-mail

This allows you to register and alter E-mail profiles. You can register up to 100 profiles. ODMS R6 supports the following transmission/reception protocols:

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

Selecting an E-mail Profile

With E-mail profiles registered, the Default Profile drop-down list allows you to select a profile for sending and receiving email.

Registering an E-mail Profile

Use the following procedure to register a new E-mail profile:

■ Procedure

1. Click the [Add] button.

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

2. Select an email transmission/reception protocol, and then click the [Next] button.

→ If Microsoft Outlook has been selected, the following settings are not needed, and the setting procedure is complete.

→ In other cases, the setting dialog box corresponding to the selected E-mail profile will appear.

- Internet E-mail (POP3/SMTP) => **E-mail Settings (POP/SMTP) 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. Make settings for individual items.

➔ Only when you have selected Internet E-mail(POP3/SMTP) or IMAP, you can make detailed settings such as port and SSL settings. To make detailed settings, click the [Advanced Settings] button.

- Internet E-mail (POP3/SMTP) =>Advanced Settings (POP/SMTP) dialog box
- IMAP =>Advanced Settings (IMAP) dialog box

4. To complete the settings, click the [Finish] button.



For detailed mail settings, consult the Internet Service Providers of the individual users or your system administrator.

Altering a Profile

To alter an E-mail profile, select a profile, click the [Modify] button, and then use the displayed dialog box. The dialog box displayed differs depending on the selected E-mail profile.

- Internet E-mail (POP3/SMTP) =>E-mail Settings (POP/SMTP) 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 then click the [Remove] button.

Attachment

When this item is enabled, you can set the upper limit for the size of an email attachment to be sent. If the upper limit is exceeded, another email is automatically generated to send the excess portion. You can set the upper limit in the range of 1 MB to 100 MB (in 1 MB steps).

4.5.2 FTP

Set FTP profiles.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=>[Locking the Settings](#)

FTP Profile

A list of registered FTP profiles is shown. You can register up to 100 FTP profiles.

With multiple FTP profiles registered, you can perform transfers with the registered FTP Websites.

- To add an FTP profile, click the [Add] button, and then make settings in the displayed **FTP Settings dialog box**.
- To alter an FTP profile, select a profile, click the [Modify] button, and then use the displayed **FTP Settings dialog box**.
- To delete an FTP profile, select a profile, and then click the [Remove] button.

4.5.3 Send / Receive (Author)

Make settings for transmission/reception through E-mail and FTP.

Usually transmission and reception through E-mail and FTP are performed at the moment the Send and Receive button in the module is clicked. However, you can cause transmission and reception to be performed automatically at certain intervals.

Send interval

When "Automatically send files via E-mail/FTP" is enabled, files in the Outbox are automatically transmitted.

- When "Send files in the Outbox immediately" is enabled, files in the Outbox are immediately transmitted.
- When "Send files in the Outbox Every" is enabled, files are automatically transmitted at the specified interval. (Default: 10 minutes)

Receive Interval

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

Management File

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with DSS Player Pro R5 or ODMS R6 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver. If the addressee of a dictation file or document file is using DSS Player Pro R5 or ODMS R6, attaching a management file enables more efficient management of the file being sent.

- When "Send management file with the file" is selected, dictation files, management files, and Instruction Comment files (if present) are transmitted. Select this option when the addressee is a DSS Player Pro R5 user or an ODMS R6 user.

- When “Do not send management file with the file” is selected, only dictation files and Instruction Comment files (if present) are transmitted. Management files are not transmitted. Select this option when the addressee is not a DSS Player Pro R5 user or ODMS R6 user.

4.5.4 Send / Receive (Transcriptionist)

Make settings for transmission/reception through E-mail and FTP.

Transmission and reception through E-mail and FTP are usually performed at the moment the Send and Receive button in the module is clicked. However, you can choose to have transmission and reception performed automatically at certain intervals.

Receive Interval

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

Send interval

When “Automatically send files via E-mail/FTP” is enabled, files in the Outbox are transmitted immediately.

- When “Send files in the Outbox immediately” is enabled, files in the Outbox are immediately transmitted.
- When “Send files in the Outbox every” is enabled, files are automatically transmitted at the specified interval. (Default: 480 minutes)

Management File

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with DSS Player Pro R5 or ODMS R6 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver. If the addressee of a dictation file or document file is using DSS Player Pro R5 or ODMS R6, attaching a management file enables more efficient management of the file being sent.

- When “Send management file with the file” is selected, dictation files, document files, management files, and Instruction Comment files (if present) are transmitted. Select this option when the addressee is a DSS Player Pro R5 user or an ODMS R6 user.
- When “Do not send management file with the file” is selected, only dictation files, document files, and Instruction Comment files (if present) are transmitted. Management files are not transmitted. Select this option when the addressee is not a DSS Player Pro R5 user or ODMS R6 user.

4.5.5 Proxy

Make settings for Proxy.

- When "Use Internet Explorer's Settings" is selected, the Proxy server of Internet Explorer is accessed.
- When "Don't use the proxy server" is selected, a Proxy server is not set.
- When "Use this proxy server" is selected, the entered address and Port number are used to access a Proxy server.

4.6 Device

The device settings allow you to acquire, configure, initialize, and save the setting information of the individual devices.

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

- To return the device settings to default, click the [Reset] button. Note that in windows without [Reset] buttons, you cannot restore the default settings.
- To export the device settings, click the [Export] button.



- 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.



- For device settings, the setting items and setting parameters (setting range) differ among models. For details, see the reference manuals of the individual devices.

 [Device Settings for DS-7000/3500](#)

 [Device Settings for DS-5000/5000iD/3400](#)

 [Device Settings for RS-27/28/31/32](#)

Devices that Support Device Settings

The following are the devices that support device settings in System Configuration Program:

- **For Authors and Author groups**


 [DS-7000](#)

 [DS-5000/5000iD](#)

 [DS-3500](#)

 [DS-3400](#)

- **For Transcriptionists and Transcriptionist groups**

 [RS-27/28/31 \(HID footswitch\)](#)

4.6.1 Device Settings for DS-7000/3500

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

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

Standalone

Common Settings

☐ [General](#)

☐ [Recording](#)

☐ [Display](#)

Administrative Settings

☐ [General](#)

☐ [Display](#)

☐ [Device Security](#)

☐ [Author List](#)

☐ [Worktype List](#)

☐ [Device Folders](#)

☐ [Recording](#)

☐ [Programmable Buttons](#)

☐ [Hands-free](#)

PC Link

☐ [Programmable Buttons](#)

Standalone Common Settings

General

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

Recording

| Items | Functions | Default |
|------------------------|--------------------------------------|-----------|
| Recording Mode | Specifies the recording format | QP |
| Microphone Sensitivity | Specifies the microphone sensitivity | Dictation |

| | | |
|-----------|---|-----|
| VCVA Mode | Switches the VCVA mode's attribute ON and OFF | OFF |
|-----------|---|-----|

Display

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

Standalone Administrative Settings

General

| Items | Functions | Default |
|--------------------|--|----------------------|
| Accessibility | Disable Erase button With this enabled, pressing the ERASE button on the device does not erase the file. | Disabled |
| | Disable Menu button With this enabled, pressing the MENU button on the device does not cause the menu window to appear. | 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 | Sets a splash message to be shown when the power to the device is switched On. If you enter text with "Custom" enabled, the entered text will appear when the power is switched On. Up to 32 characters can be entered. Both capital and lower-case letters are recognized. | Time of day greeting |
| Slide Switch Guide | When [ON] is selected, buttons for the slide switch are shown to the right of the LCD. * DS-7000 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 items to be displayed in the top information display area. | Hidden |
| Middle Area | Selects items to be displayed in the middle information display area. | Hidden |
| Lower Area | Selects items to be displayed in the lower information display area. | Hidden |

Device Security

| Items | Functions | Default |
|-------------|---|-----------------------------|
| Device Lock | Enable Device Lock function to prevent unauthorized access to the device This setting is effective only when a PIN code has been set. Enabling this allows you to set the [Device locking timing] and [Allowed retries], both of which are below. | Disabled |
| | Prompt for device PIN code to authenticate user The device locking timing can be selected either [At power-on] or [At power-on and wake-up from standby]. | When the power is turned On |
| | Limit the number of tries to xx times Specify how many consecutive attempts at authentication through a PIN code are allowed before the device is locked. | Five times |
| | Unlock Using UIN code When this option is enabled, the device is unlocked by entering the UIN code. When this option is disabled, the device will be unlocked automatically after a period of time. | Enabled |

Author List

| Items | Functions | Default |
|-------------|---|---------|
| Author List | Displays the Author List set with Workflow. Enabled Authors are registered in the device's Author List. Disabled Authors are removed from the device's Author List. [Set as default] Clicking [Set as default] configures the Author | |

| | | |
|------------------|--|--|
| | selected from the Author List as the default Author. [Author of Workflow] A link to the Author of the Workflow setting items is made. | |
| Author Selection | Prompt for author ID at Power-on. With this enabled, Author List is shown when the recorder starts recording. (Author List is not shown when only one item has been registered.) | |


Worktype List

| Items | Functions | Default |
|--------------------|---|----------|
| Worktype List | Displays the Worktype List set with Workflow. Enabled Worktypes are registered in the device's Worktype. Disabled Worktypes are removed from the device's Worktype. [Set as Default] The Worktype selected in the Worktype List is set as the default. [Worktype of Workflow] A link to the Worktype of the Workflow setting items is made. | |
| 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

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

| Items | Functions | Default |
|----------------------------|--|---|
| Folder Property (General) | Enabled Enables and disables folders | Folders A to E, enabled; Folders F and G, disabled |
| | Folder Name Enter a folder name using up to 16 alphanumeric characters. | Folders A to G |
| | Worktype Specify a Worktype to be set in the dictation file to be recorded under this folder. Specifying a Worktype here always uses the Worktype specified for the folder without displaying the Worktype List, even if "Prompt for Worktype ID on new recordings." is enabled for "Worktype Selection" on the [Worktype List] screen. | |
| Folder Property (Security) | Auto Lock Specifies whether to lock a dictation file recorded under the folder. Select [Yes] or [No] from the drop-down list displayed by clicking the [▼] button in the setting field. | 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 Setting] - [Recording] screen. "DSS Classic" | No |

| | <p>encryption is not supported by the device.</p> <table><tr><th>Selections</th><th>Description</th></tr><tr><td>No</td><td>Do not encrypt.</td></tr><tr><td>Standard</td><td>Encryption using a 128-bit key.</td></tr><tr><td>High</td><td>Encryption using a 256-bit key.</td></tr></table> | Selections | Description | No | Do not encrypt. | Standard | Encryption using a 128-bit key. | High | Encryption using a 256-bit key. | |
|-------------------------|--|------------|-------------|----|-----------------|----------|---------------------------------|------|---------------------------------|--|
| Selections | Description | | | | | | | | | |
| No | Do not encrypt. | | | | | | | | | |
| Standard | Encryption using a 128-bit key. | | | | | | | | | |
| High | Encryption using a 256-bit key. | | | | | | | | | |
| | <p>Password</p> <p>Set a 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 for [New Password] and [Password entry for confirmation] using 4 to 16 alphanumeric characters.</p> <p>The password is the same as the password for the [Encryption] Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.</p> | | | | | | | | | |
| Folder Property(Action) | <p>Voice Recognition</p> <p>Downloaded dictation files can be automatically converted to text using voice recognition. If it is Yes, recorded dictation files in this folder are automatically added to the Voice Recognition Waiting List when downloaded to ODMS.</p> | Yes | | | | | | | | |



DS-7000/3500 folder settings:

DS-7000/3500 contains both SD and Micro SD. The device menu allows you to select which is to be used for recording. Both of these have the same folder structure and contain "DSS_FLDA" to "DSS_FLDG" folders. This setting is reflected for both types of media.

Recording

| Items | Functions | Default |
|--------------------|---|-----------|
| DSS Format | Specifies a DSS recording format. The default recording format of Classic DSS is a DSS file. The default recording format of DSS Pro is DS2 file. Changing from DSS Pro to Classic DSS causes the following operations: • If QP has been set as the recording mode, it is replaced with SP, and QP becomes inactive. =>[Standalone Common Settings] – [Recording] • The Encryption attribute is changed to "No," and the Encryption attribute becomes unchangeable. =>[Standalone Administrator Settings] – [Folder] | DSS Pro |
| Recording Behavior | Specifies the kind of recording | Overwrite |
| Download File | Specifies a file to be downloaded | All Files |

Programmable Buttons

| Items | Functions | Default |
|--------------------------------|--|---------|
| New and Slide Switch Functions | Customize the positions of the slide switches and functions assigned to the buttons above the slide switches from Type A to C. * DS-7000 only | Type A |
| Main Button Functions | Selects the function, which is assigned to the main switch button, from Type A or B. | Type A |

| | | |
|----------------------|--|----------|
| | * DS-3500 only | |
| Programmable Buttons | Customize the functions assigned to the device's programmable Smart Button ([F1]/[F2]/[F3] buttons). | |
| Rec Mode | Selects whether or not the REC button must be held down to record. * DS-3500 only | disabled |

Hands Free

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

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

The table below shows the functions that can be assigned.

• Continuous Press

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

• Short Press

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

| | |
|----------|--|
| PRIORITY | Pressing the pedal switches the priority of the dictation file being recorded. (High<->Normal) |
|----------|--|

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. |

4.6.2 Device Settings for DS-5000/5000iD/3400

For information about DS-5000, 5000iD, and 3400 device settings, refer to DSS Player Pro R5 user help.

4.6.3 Device Settings for RS-27/28/31/32

This can be set only for Transcriptionists and Transcriptionist groups.

The items and functions for setting the devices RS-27/28/31 (foot switch) and RS-32 (hand controller) are described below.

Pedal Customize

| Items | Functions | Default |
|-----------------|--|---------|
| Pedal Customize | Functions are assigned to the foot pedal or buttons. | |

Assigned Function List

This section explains the functions assigned to each pedal/button, and the operation of each function. One of the functions described below can be assigned to any one of the pedals of all the supported models.

| Functions | Description |
|----------------------------------|---|
| REW | Rewind is performed while the pedal/button is pressed. Releasing the pedal stops rewind. |
| FF | Fast forward is performed while the pedal/button is pressed. Releasing the pedal stops fast forward. |
| PLAY/PAUSE | With the foot switch, dictation file playback is performed while the pedal is pressed. With the hand controller, play and stop are toggled each time the button is pressed. |
| DISABLE | Disables pedal/button operation. No operation is performed when the pedal is pressed. |
| INDEX | Pressing the pedal/button inserts an index mark at the indicator position. |
| COMMENT | Pressing the pedal/button displays the Information window that shows dictation file detailed information, with the focus on the "Comment" box. |
| EOF/BOF | Pressing the pedal/button moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves to the beginning of the file. |
| PLAYBACK FOR INSTRUCTION COMMENT | Instruction Comment playback is performed while the pedal/button is pressed. Releasing the pedal stops the indicator at the location where the pedal was released. |
| FINISH TRANSCRIPTION | Pressing the pedal/button ends transcription. The dictation file status changes to "Transcription Finished". |
| SPEED CONTROL | Pressing the pedal/button switches the playback speed to a preset speed. Pressing the pedal again returns to normal speed (1X). Assigning [Speed Control] to a pedal/button displays a drop-down list for selection of a playback speed. The speed selected in the drop-down list is the speed switched to when [SPEED CONTROL] is executed. |
| NOISE CANCEL | Pressing the pedal/button enables Noise Cancel at a preset setting. Pressing the pedal/button again disables Noise Cancel. Assigning [NOISE CANCEL] to a pedal displays a drop-down list for selection of the Noise Cancel value. The [NOISE CANCEL] setting selected in the drop-down list is the setting switched to when [NOISE CANCEL] is executed. |

4.7 Update

Update is a function that automatically checks whether a new update program is available from Olympus Update Service.

When “Check for updates automatically” is enabled, each time an application is started it automatically checks whether a new update has been published by Olympus Update Service. “Check interval” specifies the interval of the automatic check as a number of weeks.

If an update program has been published, a confirmation message will appear asking whether or not it should be downloaded automatically. Selecting [Yes] downloads the update program in the background. After download is complete, a confirmation message will appear asking if the update should be performed.

- This setting is enabled when “Access the Olympus Update Service and check for updates” is selected for the [Software Update] setting on the [Management] tab.
- When proxy server settings are required, click [Proxy Settings](#) and then configure server address and port number settings.

Dictation Module update

Specifies whether or not to download the Dictation Module automatically.

Transcription Module update

Specifies whether or not to download the Transcription Module automatically.

4.8 Management

Set profiles intended for an administrator.

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

☐ [Viewable Options](#)

☐ [Device Settings](#)

☐ [Logging](#)

☐ [Software Update](#)

☐ [Firmware Updates](#)

☐ [Device Detector](#)

☐ [Workgroup Environment](#)

4.8.1 Viewable Options

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

Viewable Options

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

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

4.8.2 Device Settings

This can be set only for Authors and Author groups.

Set device setting privileges for Authors.

Device Customization

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

Device Update

| Items | Functions | Default |
|---|---|---------|
| Update device configuration automatically | Specifies whether to apply the device configurations set via the System Configuration Program to devices automatically when connected to a PC. When this checkbox is checked, the locked settings in the System Configuration Program are applied to devices automatically. The unlocked settings are only applied upon connection when they have been modified. | Enabled |

4.8.3 Logging

Set the profile for log file output.

Encryption

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



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

4.8.4 Software Update

Set the method for checking for software updates.

Method for Checking for Updates

Select the method for checking for updates for Dictation Module and Transcription Module from the following:

| Items | Functions | Default |
|---|---|---------|
| Access the Olympus Update Service and check for updates | When this item is selected, the Dictation Module and Transcription Module access Olympus Download Service and check for updates. To configure advanced settings, click Update . | OFF |
| Access the repository and check for updates | When this item is selected, the Dictation Module and Transcription Module access the repository and check for updates. Updates are checked for automatically when the module is started up. If an update is available, module startup is interrupted and the update is executed. | ON |
| Do not check for updates | With this item selected, the update check function on the user module is disabled. This item is intended for workgroups managed with methods other than System Configuration Program. Select this item, for example, when managing the module with Active Directory group policies. | OFF |

4.8.5 Firmware Updates

This can be set only for Authors and Author groups.

Set the method for checking for firmware updates.

Method for Checking for Updates

Set the method for checking for firmware updates.

| Items | Functions | Default |
|---|---|---------|
| Access the repository and check for updates | When this item is selected, the Dictation Module and Transcription Module access the repository and check for updates. Updates are checked for automatically when the module is started up. If an update is available, module startup is interrupted and the update is executed. | ON |
| Do not check for updates | When this item is selected, checking for updates by modules used by the user is disabled. Select this option if manual updating is preferred or any time you do not want to use the auto distribution function. | OFF |

4.8.6 Device Detector

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

Device Detector settings can be controlled from System Configuration Program.

Auto Start of the Application

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

4.8.7 Workgroup Environment

Configure the settings for the Workgroup system environment.

Repository

Specify whether to allow the repository path to be changed via the Dictation Module/Transcription Module. If the repository cannot be accessed via the Dictation Module/Transcription Module, the path can be changed from the Dictation Module/Transcription Module even when the locked setting is not applied.

License Server

Specify the address and port for the license servers.

5 Making Profile Settings (DSS Player Pro R5 Users)

This section explains how to configure profile settings of the users and user groups that use DSS Player Pro R5 client applications (Dictation Module, Transcription Module).

Settings that can be configured with System Configuration Program depend on the client application version. For information about how to configure profile settings of the users and user groups that use ODMS R6 client applications, refer to “[Making Profile Settings \(ODMS R6 Users\)](#)”.

Setting items are grouped according to the categories described below.

| Categories | Functions |
|-------------------------------|--|
| Property | Sets user or group identification information |
| Folder Design | Sets up folders to be used by an Author or Transcriptionist |
| Workflow | Sets up workflows to be performed by an Author or Transcriptionist |
| User Settings | Sets up items related to facilitating user operations |
| E-mail / FTP | Sets up user email and FTP |
| Device | Sets up devices to be used by Authors and Transcriptionists |
| Update | Sets up software and firmware updates |
| Management | Sets up items for an administrator |

Adding a new user or group causes the Profile dialog box to appear in order to set up the profile for the user or group.

When altering an existing user or group profile, open the Profile dialog box using one of the following methods:

- From the [User Management window](#) group tree or member list, select a user or group, and then click



on the toolbar.

- From the member list of the [User Management window](#), select a user or group by double-clicking it.



- You cannot set up profiles for [Authors] and [Transcriptionists], which are built-in groups.
- The settings of the group being added to are used as the default settings for new users. When users are added to the Authors or Transcriptionists built-in group, application default settings are the default settings for new users. When users are added to other groups, the settings of the group being added to are the default settings for new users.

☐ [Property](#)

☐ [Folder Design](#)

☐ [Workflow](#)

☐ [User Settings](#)

☐ [E-mail / FTP](#)

☐ [Device](#)

 [Update](#)

 [Management](#)

5.1 Property

Set user or group identification information.

User Properties

Profile for Author1

Property | Folder Design | Workflow | User Settings | E-mail / FTP | Device | Update | Management

User Name: Author1
Please specify the name used to log onto the operating system in "User Name".

First Name: Author1
Last Name: Olympus
Full Name: Author1 Olympus

Telephone Number: 03-1234-5678
E-mail Address: Author1@olympus
Network Environment: Local
Department: Department1

Notes:

OK Cancel Apply

The table below shows user identification information to be set.

| Items | Details |
|---------------------|--|
| User Name | Enter a name to identify the user. Specify the user ID for logging in to the PC. (Mandatory) |
| First Name | Enter the first name of the user. (Optional) |
| Last Name | Enter the last name of the user. (Optional) |
| Full Name | Enter the full name of the user. This is automatically entered when the first name and last name are entered. (Optional) |
| Telephone Number | Enter the phone number of the user. (Optional) |
| E-mail Address | Enter the email address of the user. (Optional) |
| Network Environment | From the drop-down list, select "Local" or "Remote" as the user's network environment. (Optional) |
| Department | Enter the department of the user. (Optional) |
| Notes | Enter any additional information about the user. (Optional) |
| [Search] Button | A dialog box for a user search appears so that you can search for a user with Directory Service. Select a user and then click the [OK] button. The user's information will be set in the Property dialog box. (Optional) |

Group Properties



The screenshot shows a dialog box titled "Profile for AuthorA". It has a tabbed interface with the following tabs: "Property", "Folder Design", "Workflow", "User Settings", "E-mail / FTP", "Device", "Update", and "Management". The "Property" tab is currently selected. Inside this tab, there are two input fields: "Group Name" with the text "AuthorA" entered, and "Notes" which is an empty text area. At the bottom right of the dialog, there are three buttons: "OK", "Cancel", and "Apply".

The table below shows group identification information to be set.

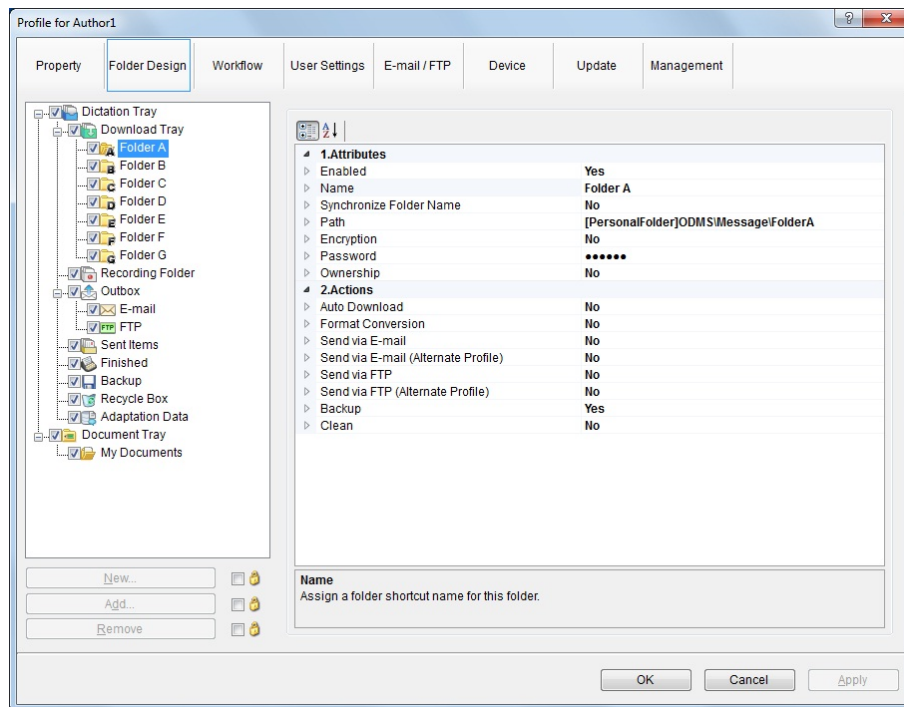
| Items | Details |
|------------|--|
| Group Name | Enter a name to identify the group. (Mandatory) |
| Notes | Enter any additional information about the group. (Optional) |

5.2 Folder Design

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

For items marked  , you can switch between locked and unlocked.

=> [Locking the Settings](#)



 [Folder Tree](#)

 [Folder Properties](#)

 [Attributes](#)

 [Actions](#)

5.2.1 Folder Tree

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

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

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

Folder Functions

The table below shows the functions of individual folders.



For the property settings of individual folders, see "[Folder Properties](#)."

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

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



: Author or Author group



: Transcriptionist or Transcriptionist group

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



Sharing My Document Folder

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

Folder Settings


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

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

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

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

- To create a new folder, click the [New] button.
- To add a folder, click the [Add] button, and then make settings in the displayed **Browse for Folder dialog box**.
- To delete a folder, select it, and then click the [Remove] button.

For buttons marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)

5.2.2 Folder Properties

The [Folder Properties] area displays the property of the folder selected from the folder tree.

You can change the properties for each individual folder.

Property items that can be set differ depending on the folder selected.

☐ [Attributes](#)


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

☐ [Actions](#)

- ☐ [Auto Download](#)
- ☐ [Format Conversion](#)
- ☐ [Send via E-mail](#)
- ☐ [Send via E-mail \(Alternate profile\)](#)
- ☐ [Send via FTP](#)
- ☐ [Send via FTP \(Alternate profile\)](#)
- ☐ [Backup](#)
- ☐ [Notification](#)
- ☐ [Clean](#)
- ☐ [Purge](#)



Property setting method

Two methods are available to set individual property items: by clicking the [+] button, and by using the dialog box displayed by clicking the  button.

5.2.3 Attributes

Set up the folder attributes.

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

Enabled

Specify whether to display folders in the folder tree.

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

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

Name

Set a folder name.

Click on the cell and enter a folder name directly.

Synchronize Folder Name

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

Path

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

Folder Variables

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

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

Encryption


Setting the Enabled attribute to [Yes] causes files in the folder to be encrypted with passwords. If a password has not been set, it has to be set in the **Encryption Password dialog box** that is displayed when the encryption procedure is started. Moving the folder does not affect the Encryption attribute.



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

Password

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

Click the  button, and then use the displayed **Encryption Password dialog box** to set or change the password.

The password must consist of 4 to 16 alphanumeric characters.

Ownership

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

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

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

Document Type

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

Click the  button, and then use the displayed **Support Document Type dialog box** to set the extensions of document files.

By default, TXT and DOC extensions are supported.

You can set up to 100 extensions.

5.2.4 Actions

Make settings regarding folder operations.

- ☐ [Auto Download](#)
- ☐ [Format Conversion](#)
- ☐ [Send via E-mail](#)
- ☐ [Send via E-mail \(Alternate profile\)](#)
- ☐ [Send via FTP](#)
- ☐ [Send via FTP \(Alternate profile\)](#)
- ☐ [Backup](#)

 [Notification](#)

 [Clean](#)

 [Purge](#)

Auto Download

Specify whether to automatically download dictation files from a recorder.

Click the [+] button to make settings for Auto Download.

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

Locked : To prevent users from changing settings

Format Conversion

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

Click the [+] button to make settings for Format Conversion.

Enabled : To enable/disable auto format conversion

Target Format: To select a file format

Format Attributes : To select an audio format

Original Dictation : To delete the original file after conversion

Locked : To prevent users from changing the settings

To make settings, you may also use the [Conversion Settings](#) dialog box displayed by clicking the  button.

Send via E-mail

Specify whether to automatically transmit files via email.

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

Auto Send : To enable/disable auto transmission via email

Profile : To select the profile to be used for auto transmission

TO : Address (destination) of the email

CC : Destination of a copy of the email (This destination will be disclosed to other recipients.)

BCC : Destination of a blind copy of the email (This destination will not be disclosed to other recipients.)

Subject : Subject of the email

Message : Main text of the email

Confirmation Dialog box : To specify display or non-display of a confirmation dialog box at the time of auto transmission

Locked : To prevent users from changing the settings

- If multiple profiles exist for E-mail, a dialog box for selecting one profile will appear.
If no profile is present for E-mail, a new profile can be created after the confirmation dialog box is displayed.
=> [E-mail / FTP](#)

To make settings, you may also use the **Send E-mail Destinations dialog box** displayed by clicking the  button.

Send via E-mail (Alternate Profile)

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

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

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

To make settings, you may also use the **Destination of Sent email dialog box** displayed by clicking the  button.

Send via FTP

Specify whether to automatically transmit files via FTP.

Click the [+] button to make settings for Auto Send via FTP.

Auto Send : To enable/disable auto transmission via FTP

Profile : FTP profile to be used for auto transmission

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

Locked : To prevent users from changing the settings

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

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

To make settings, you may also use the **Set FTP destinations dialog box** displayed by clicking the  button.

Send via FTP (Alternate Profile)

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

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

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

To make settings, you may also use the [Set FTP destinations dialog box](#) displayed by clicking the  button.

Backup

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

Notification

This can be set only for Transcriptionists and Transcriptionist groups.

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

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

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

Clean

Specify how long folder files are to be stored.

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

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

Numeric value : 1 to 99

Locked : To prevent users from changing the settings

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

Click the [+] button to make settings for cleaning.

Enabled : To enable/disable cleaning

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

Option : Deletion condition of the cleared (cleaned) file

Locked : To prevent users from changing the settings

To make settings, you may also use the [Cleaning Settings dialog box](#) displayed by clicking the  button.

Purge

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

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

Storage period

Numeric value : 1 to 99

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

Click the [+] button to make settings for purging.

Enabled : To enable/disable purging

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

Locked : To prevent users from changing the settings

To make settings, you may also use the [Purge Settings dialog box](#) displayed by clicking the  button.

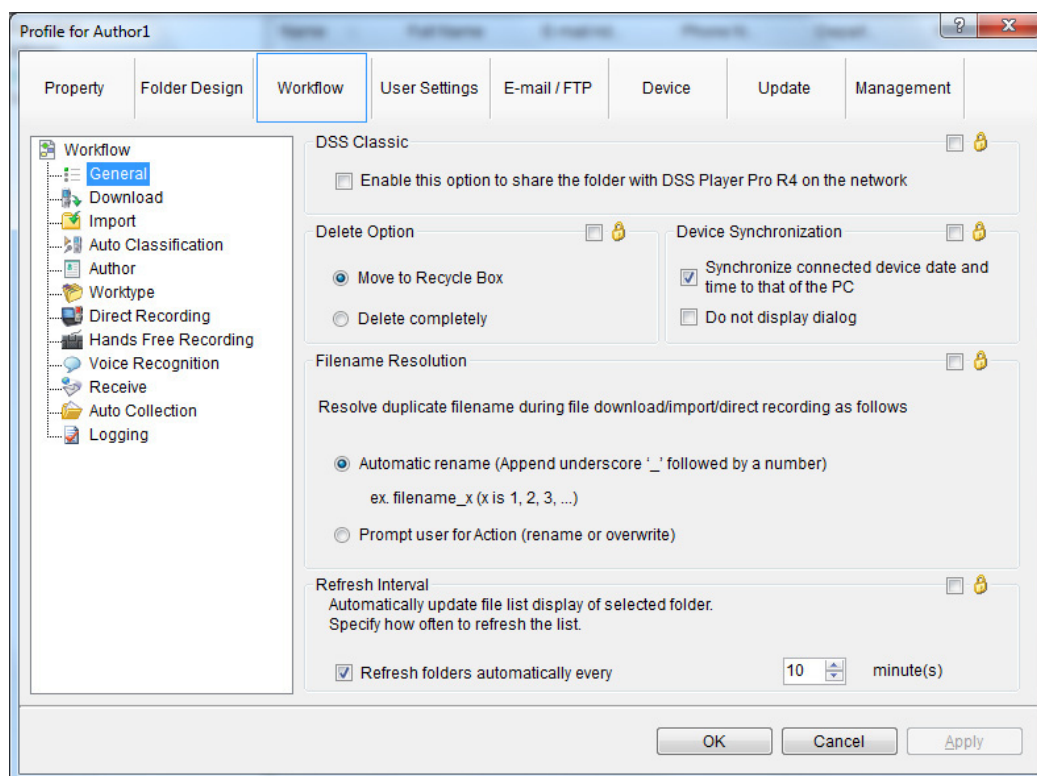
5.3 Workflow

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

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

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)



☐ [General](#)

☐ [Download](#)

☐ [Import](#)

☐ [Auto Classification](#)

☐ [Notification](#)

☐ [Routing](#)

☐ [Author](#)

☐ [Worktype](#)

☐ [Direct Recording](#)

☐ [Hands Free Recording](#)

☐ [Voice Recognition](#)

☐ [Transcription](#)

☐ [Receive \(Author\)](#)


☐ [Receive \(Transcriptionist\)](#)

☐ [Auto Collection](#)

☐ [Logging](#)

5.3.1 General

Make settings for general Workflow items.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

☐ [DSS Classic](#)

☐ [Delete Option](#)

☐ [Device Synchronization](#)

☐ [Filename Resolution](#)

☐ [Refresh interval](#)

DSS Classic

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

Delete Option

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

- Selecting "Move to Recycle Box" will move deleted files to Recycle Box.
- Selecting "Delete completely" will permanently delete the files.



With "Move to Recycle Box" selected in the "Delete Option", [Shift]+[Delete] will execute the "Delete completely" process. With "Delete completely" selected, [Shift]+[Delete] will execute the "Move to Recycle Box" process.

The setting for this item is effective only for dictation files. When an attempt is made to delete document files, the "Delete completely" process is executed and the documents are permanently deleted.

Device Synchronizaton

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

Filename Resolution

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

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

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

Refresh interval



Make settings for refreshing the current folder.

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

5.3.2 Download

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

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

For items marked with   (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

 [Automatic Download](#)

 [Advanced download](#)

 [Job Data Settings](#)

 [Rename](#)

 [Delete](#)

Automatic Download

The Auto Download function automatically loads audio data on to a PC after detection of device connection.
The following items can be set only for folders with the Auto Download function enabled.

Do not display the main window

This can be set only for Authors and Author groups.

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

Prompt for selecting the file to be downloaded

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

Advanced download

This downloads dictation files to specified folders allocated by each individual Author ID.



- This option overrides [Download Folders A-G] on the [Device] menu. Use [Download All] when downloading the files.
- Auto download settings are implemented in accordance with the [Auto Download] settings of the Download Tray. The [Auto Download] settings of individual folders (such as Folder A, etc.) are not displayed and are disabled.

If you have enabled "Download all dictations to...", select a download method.

- When "Specific folder" is selected, all dictation files in the device are downloaded into the specified folder.
- When "Folder routed by Author ID" is selected, dictation files are downloaded to the classified folders according to the rule set with [Auto Classification](#).

Job Data Settings

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

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

Rename

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

To set the naming rule, click the [Format] button, and then use the displayed [Format Options Dialog Box](#). You can specify which items are to be included in file names, as well as the characters used for separating them.

Delete


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

- When “After downloading file(s), delete the original file(s)” is enabled, the original files will be deleted after being downloaded.
- When “Display confirmation dialog” is enabled, a confirmation dialog box will appear when deletion is executed.
- When “Delete locked file(s)” is enabled, locked files are forcibly deleted.

5.3.3 Import

Make settings for importing dictation files.

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

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

☐ [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](#) will appear when a file is imported.

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

Rename

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

To set the naming rule, click the [Format] button, and then use the displayed [File Name Settings Dialog Box](#). You can specify which items are to be included in file names, as well as the characters used for separating them.

Delete

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

- When “After importing the file(s), delete the original file(s)” is enabled, original files will be deleted after being imported.
- When “Display confirmation dialog” is enabled, a confirmation dialog box will appear when deletion is executed.
- When “Delete locked file(s)” is enabled, locked files are forcibly deleted.

5.3.4 Auto Classification

Set the rules for auto classification for downloading and importing dictation files.

With an Author ID and storage folder specified, downloaded and imported dictation files are automatically loaded into the folder corresponding to the Author ID.

To encrypt dictation files automatically when saved, you must set the Encryption attribute for the folder and set a password. Click “Encryption Setting”, and then use the displayed [Folder Properties](#) to set both the Encryption attribute and a password.

You can register up to 100 rules.

- To add a rule, click the [Add] button, and then make the appropriate settings in the displayed [Rule Settings dialog box](#).
- To change a rule, select an Author ID on the list, and then click the [Modify] button. Use the [Rule Settings dialog box](#) to make changes.
- To delete a rule, select an Author ID on the list, and then click the [Remove] button.

5.3.5 Notification

This can be set only for Transcriptionists and Transcriptionist groups.

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

- ☐ [Enable notification for new dictation received every](#)
- ☐ [Notification remainder for new dictation waiting for transcription](#)
- ☐ [Notification on high priority dictations only](#)
- ☐ [Pop up Notification](#)
- ☐ [Sound Notification](#)
- ☐ [Support background notification when Transcription Module is not running](#)

Enable notification for new dictation received every

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

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

Notification remainder for new dictation waiting for transcription

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

Notification on high priority dictations only

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




Pop up Notification

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

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

Sound Notification

Set notification sound.

- | | | |
|---|--------|---|
|  | button | : Plays the notification sound |
|  | button | : Stops playback of the notification sound |
|  | button | : Specifies the desired notification sound (Default: [MediaFolder]Notify.wav) |

Support background notification when Transcription Module is not running



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

5.3.6 Routing

This can be set only for Transcriptionists and Transcriptionist groups.

Set the routing rules.

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

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

| | |
|-------------|---|
| Sender | : Shows the senders of dictation files |
| Destination | : Shows the destination path of dictation files |
| Receiver | : Shows the recipients of document files |

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

5.3.7 Author

This can be set only for Authors and Author groups.

Make settings for Authors.

The Author ID and Priority Level registered here can be selected when a new dictation file is created through direct recording or other methods.

You can register up to 10 Authors.

- To add an Author, click the [Add] button, and then register a new author in the displayed **Author Property dialog box**.
- To change an Author, select an Author ID, click the [Modify] button, and then make changes in the displayed **Author Property dialog box**.
- To delete an Author, select an Author ID, and then click the [Remove] button.
- To change the order of the Authors, select an Author ID, and then click the [UP] or [Down] button.



- Enter an Author ID using up to 16 characters.
- Specify the Priority Level in the range of 0 to 15.

5.3.8 Worktype

This can be set only for Authors and Author groups.

Multiple registered Worktype Lists can be transferred to a recorder.

When performing direct recording or recording with a recorder, selecting a Worktype ID causes Option Item and other information to be recorded automatically.

You can register up to 10 Worktype Lists.



- To add a Worktype List, click the [Add] button, and then make settings in the displayed **Worktype Property dialog box**.
- To change a Worktype Property, select an Author ID, click the [Modify] button, and then make changes in the displayed **Worktype Property dialog box**.
- To delete a Worktype Property, select an Author ID, and then click the [Remove] button.
- To change the order of the Worktype Lists, select an Author ID, and then click the [UP] or [Down] button.

5.3.9 Direct Recording

This can be set only for Authors and Author groups.

Recording parameters for direct recording can be configured.

The settings are enabled when performing direct recording with an Olympus direct recording device.

For items marked with   (checkbox for locking), you can switch between locked and unlocked.
=>[Locking the Settings](#)

 [Basic Settings](#)

 [Prompt Option](#)

 [Voice comment](#)

 [VCVA](#)

 [Start option](#)

 [Button function](#)

Basic Settings

Recording Format

Set the recording format for the Direct Recording window.

Click the [Format] button, and then use the displayed **Recording Format Settings Dialog Box** to select a recording format.

File Name Format

Set the file naming rule to be followed when a new recording is performed.

To set the naming rule, click the [Format] button, and then use the displayed **File Name Settings Dialog Box**.

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

Destination Folder

Set a folder that stores files for which direct recording has been finished.

To set a storage folder, click the [Browse] button, and then use the displayed dialog box.

Prompt Option

When [Prompt for job data when direct recording is started] is enabled, the **Edit Job Data dialog box** will appear so that you can check and alter the Worktype ID, Option Items, and other items before direct recording is started.

When [Prompt for confirmation when direct recording is finished] is enabled, the Dictation Finished dialog box will appear when direct recording with Dictation Module has finished. The Dictation Finished dialog box allows you to change the file name and storage folder of recorded dictation files, among other things.

Voice Comment

When [Verbal comment] is enabled, a verbal comment can be recorded through direct recording. (Default: enabled)

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

VCVA

Moving the slider to [Min] activates the VCVA mode (voice recognition activated).

Moving the slider toward [Max] (to the right) decreases the voice detection level, which means the recorder is unable to detect faint sound.

- You can adjust the VCVA level in the range of 0 to 9 (10 steps).

Start option

Make settings for using a direct recording device.

When this item is enabled, the Direct Recording window is started without starting the Dictation Module main window in the following cases.

- In cases where Dictation Module is started through Directrec button operations
- If Directrec connection is detected and Dictation Module does it

When the Direct Recording window is closed. The Dictation Module main window will appear.

Button function

Enabling this item changes the REV button function of the direct recording device to the REW button function.

5.3.10 Hands Free Recording

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


| Items | Functions | Default |
|-----------------|--|------------------|
| Pedal Operation | Select the operation mode for the foot switch or the hand controller. | Continuous Press |
| Model | Select the sample image for the foot switch or the hand controller displayed on the option dialog box. | RS-27 |

Assignable functions and default value (in bold) for each pedal are as follows.

| Pedal Operation | Rew Pedal | LISTEN Pedal | FF Pedal |
|-------------------------|------------|-----------------|-----------------|
| Continuous Press | REV/PLAY | REV/PLAY | REV/PLAY |
| | REC/STOP | REC/STOP | REC/STOP |
| | NEW | NEW | NEW |
| Shotr Press | REW | REW | REW/STOP |
| | PLAY/STOP | PLAY/STOP | PLAY/STOP |
| | REC/STOP | REC/STOP | REC/STOP |
| | NEW | NEW | NEW |

5.3.11 Voice Recognition

Make settings for using the voice recognition function.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=>[Locking the Settings](#)

Range

Set voice recognition operations.

Selecting [Entire File] subjects the entire file to voice recognition.

Selecting [Between Index Marks] divides a file, according to each Index Mark, for voice recognition.

Others

When [Use Noise Cancellation] is enabled, noise cancellation is applied.

When [Play automatically when voice recognition is started] is enabled, auto play occurs at the time of voice recognition.

5.3.12 Transcription

This can be set only for Transcriptionists and Transcriptionist groups.

When [Open specified word-processor] is enabled, the designated word processor is started.

With [Open word-processor using document template] is enabled, it is possible to set a document template to open according to the set Author (ID) and Worktype. (Up to 100 items can be registered.)

- To add a document template, click the [Add] button, and then make settings in the displayed **Template Association dialog box**.
- To change a document template, select a document template, click the [Modify] button, and then make settings in the displayed **Template Association dialog box**.
- To delete a document template, select a document template, and then click the [Remove] button.

5.3.13 Receive (Author)



The settings for [Receive] differ between Authors/Author groups and Transcriptionists/Transcriptionist groups. This section describes the reception settings for Authors and Author groups.



For the settings for Transcriptionists and Transcriptionist groups, see "[Receive \(Transcriptionist\)](#)".

Make settings for automatically receiving document files.


Set a time limit for E-mail / FTP, document file types, reception notification, and dictation files.

For items marked with   (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

 [Received document](#)

 [Overdue Transcription](#)

Received document

- With [E-mail] enabled, a document file can be received via email.
By default, the profile of the currently used E-mail is shown.
- Clicking [Change the profile] allows you to create or change the profiles of E-mail / FTP.
=> [E-mail / FTP](#)
- With [FTP] enabled, a document file can be received via FTP. Multiple FTP sites can be registered. After registration, the sites are added to the list.
A document file can be received through an FTP profile whose checkbox has been checked.
- It is possible to receive document files with extensions that are specified in the list of [Select the extension of document file to receive].
- Clicking [Add/Remove support document type] displays the Document Tray Folder Properties setting window. To change the document type, click the  button in the Add/Remove support document type, and then use the displayed [Supported Document Type dialog box](#).

Overdue Transcription

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

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

5.3.14 Receive (Transcriptionist)

The settings for [Receive] differ between Authors/Author groups and Transcriptionists/Transcriptionist groups. This section describes the reception settings for Transcriptionists and Transcriptionist groups.



For the settings for Authors and Author groups, see "[Receive \(Author\).](#)"

Make settings for automatically receiving dictation files.

Set E-mail / FTP profiles and dictation files type.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)

☐ [Receiving Dictation](#)

☐ [Rename](#)

Receiving Dictation

- When "E-mail" is enabled, a dictation file can be received via email.
By default, the profile of the currently used E-mail is shown.
- Clicking [Change the profile] allows you to create or change the profiles of E-mail / FTP.
=> [E-mail / FTP](#)
- When "FTP" is enabled, a dictation file can be received via FTP.
- Multiple FTP sites can be registered. After registration, the sites are added to the list.
A dictation file can be received through an FTP profile whose checkbox has been checked.
- It is possible to receive dictation files with extensions that are specified in the list of "Specify the dictation type to receive by selecting applicable extensions".

Rename

When "Rename received dictation with the set format" is enabled, received dictation files are renamed according to a specified naming rule.

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

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

5.3.15 Auto Collection

Dictation files whose status is "Transcription. Finished" in the Download Tray/Custom Folder are moved to a specified folder. In combination with the Ownership attribute, the storage destination of dictation files changes.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)

Activate Automatic collection function

When this item is enabled, dictation files with [Transcription finished] status are moved to a specified folder.

Two movement methods are available:

- Movement to the Finished folder
- Movement to a folder specified by each Author ID according to a set rule

To set the rule, perform the following operations:

- To add a rule, click the [Add] button, and then make settings in the displayed **Rule Settings dialog box**.
- To change a rule, select a rule, click the [Modify] button, and then make changes in the displayed **Rule Settings dialog box**.
- To delete a rule, select a rule, and then click the [Remove] button.

In combination with "Ownership", dictation files with "Transcription. Finished" status are automatically moved to the Finished folder.

| Ownership | Auto Collection | Dictation file in Transcription Finished State |
|-----------|-----------------|---|
| Yes | Yes | Will be moved to the Dictation Module Finished folder |
| | No | Will not be moved |
| No | Yes | Will be moved to the Transcription Module Finished folder |
| | No | Will not be moved |

5.3.16 Logging

Generate a log file about user operation.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

User Operations

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

5.4 User Settings

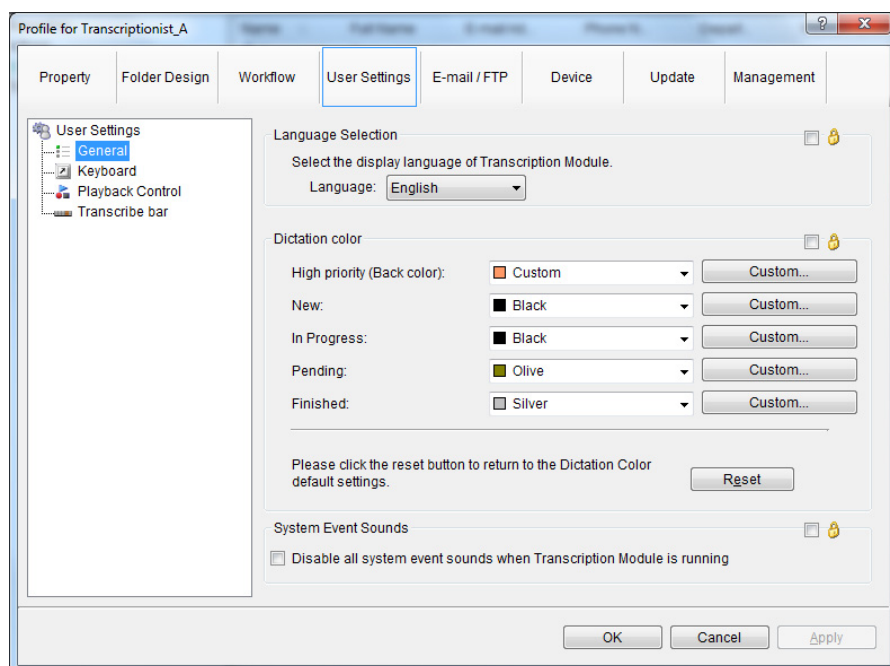
Set the profile that users are allowed to customize when using Dictation Module and Transcription Module. The settings that can be made are shown in tree form for each category. Clicking the items in the tree causes the corresponding setting window to appear.

For items marked with   (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)



[User Settings] can only be set for individual users, not for Author Groups and Transcriptionist Groups.



 [General](#)

 [Keyboard](#)

 [Playback Control](#)

 [Transcribe Bar](#)

5.4.1 General

Language Selection

Select a language to be displayed for the application.

When changed, the new selection becomes effective after the application is restarted.

Dictation Color

This can be set only for Transcriptionists.

The colors of the list display can be set according to the status of individual dictation files.

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

- A color can be selected from the drop-down list.
- Clicking the [Custom] button allows a new color to be added to the drop-down list after color customization.
- Clicking the [Reset] button causes the default color to be restored.


System Event Sounds

This can be set only for Transcriptionists.

Disables system sounds while transcription Module is launching.






5.4.2 Keyboard

The keys on the keyboard can be assigned with functions.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

Category

Selecting a category from the category list displays the command and key assignment list of the selected category.

- Playback Control  
- Direct Recording 
- General  

New Key

- To assign a function to a new key, select a command not yet assigned to any key, directly enter it in the "New key" box with the keyboard, and then click the [Assign] button. Combinations of [Alt], [Shift], and [Ctrl] with any other keys are possible.
- To change key assignments, select the target command, directly enter it in the "New key" box with the keyboard, and then click the [Assign] button.
- To delete an assigned command, select the command, and then click the [Remove] button.
- To return the key assignment to default, click the [Reset All] button.



For the default key assignments, see "[List of Default Key Assignments.](#)"

Current Key


If a key already assigned is entered into the "New key" box, the currently assigned command will be shown.



For default key assignments, see "[List of Default Key Assignments.](#)"

5.4.3 Playback Control

Make settings for playing dictation files.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)

☐ [Control Indicators](#)

☐ [Auto-backspace](#)

☐ [Position](#)

☐ [Winding Speed](#)

☐ [Support playback audio during cue/review](#)

Control Indicators

Make settings for the following control display switches:

- Speed control display/non-display
- Noise cancel control display/non-display
- Tone control display/non-display
- Level meter control display/non-display

Auto-backspace

Set the speed for Auto backspace in the range of 0.0 to 5.0 seconds (0.1 second step)

For Transcriptionists and Transcriptionist groups, the following links are shown.

Set the individual items with [[Transcribe bar](#)].

| | |
|-------------------------------|--|
| Display mode | Transcribe bar appears |
| Length/Remain time indication | Transcribe bar appears |
| Always on top | Transcribe bar appears |

Position

When this item is enabled, the application is displayed in the uppermost window. For Transcriptionists and Transcriptionist groups, this setting can be made with [Transcribe bar](#).



- The application's main window cannot be displayed in the uppermost position.
- This applies only to the application's Playback Control Window and Direct Recording Window.

Winding Speed





Select the winding speed for CUE/REVIEW and FF/REW from four possible levels.

The horizontal axis shows the time elapsed from the start. (3 seconds min., 60 seconds max)

The vertical axis shows the multiplying factor relative to standard play. (x1.5 min., x50 max)

After clicking one of the four possible levels, the multiplying factor becomes adjustable for the selected level.

Note that adjustment to a level below the multiplying factor of one level previous cannot be performed.
When performing adjustment, select a box for each level.

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


Support playback audio during cue/review

For CUE, audio data is usually thinned out for play. When this item is enabled, Speed Control is used for x1.5 and x2.0 speed so that continuous playback without thinning out becomes possible.

5.4.4 Transcribe Bar

This can be set only for Transcriptionists.

Make various settings for the Transcribe bar.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

☐ [Display mode](#)

☐ [Length/Remaining time indication](#)

☐ [Transcribe Bar Position](#)

☐ [Button customization](#)

Display mode

Specify the display mode for when transcription starts.

Select [Standard view] (Playback Control Window) or [Transcribe bar].

Length/Remaining time indication

Switch the display between playback duration and remaining time.

Transcribe Bar Position

When [Always on top Playback control/Transcribe bar] is enabled, the Transcription Module Playback Control Window or Transcribe bar is displayed as the uppermost window.



This does not apply to the Playback Control Window of the main window of Transcription Module.

Button customization

Set the buttons to be displayed on the Transcribe bar.

- To add a button, select the button from [Non Display Button] (left), and then click the [Add] button.
- To make a button invisible, select the button from [Display Button] (right), and then click the [Remove] button.
- To return the button display to the default state, click the [Reset] button.
- To change the order of the button display, select the desired button, and then click the [Up] or [Down] button.



The button display can only be customized for the Transcribe bar. It cannot be customized for Playback control.

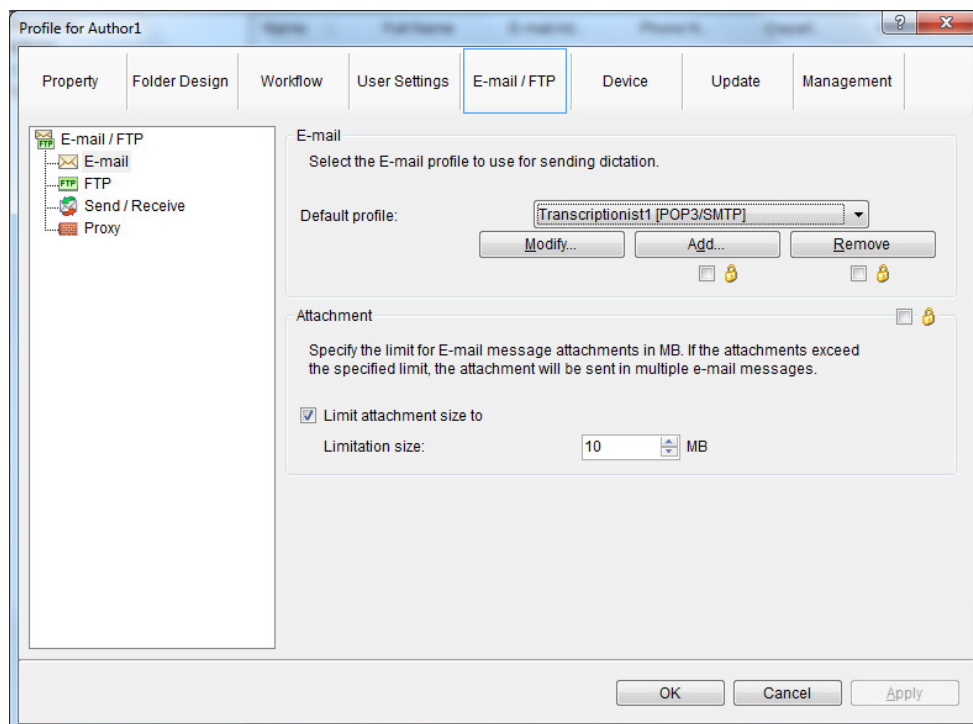
5.5 E-mail / FTP

Set profiles for E-mail and FTP.

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

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)



[☐ E-mail](#)

[☐ FTP](#)

[☐ Send / Receive \(Author\)](#)

[☐ Send / Receive \(Transcriptionist\)](#)

[☐ Proxy](#)

5.5.1 E-mail

This allows you to register and alter E-mail profiles. You can register up to 100 profiles.

DSS Player Pro R5 supports the following transmission/reception protocols:

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

- Extended MAPI

Selecting an E-mail Profile

With E-mail profiles registered, the Default Profile drop-down list allows you to select a profile for sending and receiving email.

Registering an E-mail Profile

Use the following procedure to register a new E-mail profile:

■ Procedure

1. Click the [Add] button.

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

2. Select an email transmission/reception protocol, and then click the [Next] button.

→ If Microsoft Outlook has been selected, the following settings are not needed, and the setting procedure is complete.

→ In other cases, the setting dialog box corresponding to the selected E-mail profile will appear.

- | | |
|-------------------------------|--|
| • Internet E-mail (POP3/SMTP) | => E-mail Settings (POP/SMTP) 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 |
| • Extended MAPI | => E-mail Settings (Extended MAPI) dialog box |

3. Make settings for individual items.

→ Only when you have selected Internet E-mail(POP3/SMTP) or IMAP, you can make detailed settings such as port and SSL settings. To make detailed settings, click the [Advanced Settings] button.

- | | |
|-------------------------------|---|
| • Internet E-mail (POP3/SMTP) | => Advanced Settings (POP/SMTP) dialog box |
| • IMAP | => Advanced Settings (IMAP) dialog box |

4. To complete the settings, click the [Finish] button.



For detailed mail settings, consult the [Internet Service Providers of the individual users](#) or your system administrator.

Altering a Profile

To alter an E-mail profile, select a profile, click the [Modify] button, and then use the displayed dialog box. The dialog box displayed differs depending on the selected E-mail profile.

- Internet E-mail (POP3/SMTP) ==>E-mail Settings (POP/SMTP) 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
- Extended MAPI ==>E-mail Settings (Extended MAPI) dialog box

Deleting a Profile


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

Attachment

When this item is enabled, you can set the upper limit for the size of an email attachment to be sent. If the upper limit is exceeded, another email is automatically generated to send the excess portion. You can set the upper limit in the range of 1 MB to 100 MB (in 1 MB steps).

5.5.2 FTP

Set FTP profiles.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=>[Locking the Settings](#)

FTP Profile

A list of registered FTP profiles is shown. You can register up to 100 FTP profiles.


With multiple FTP profiles registered, you can perform transfers with the registered FTP Websites.

- To add an FTP profile, click the [Add] button, and then make settings in the displayed **FTP Settings dialog box**.
- To alter an FTP profile, select a profile, click the [Modify] button, and then use the displayed **FTP Settings dialog box**.
- To delete an FTP profile, select a profile, and then click the [Remove] button.

5.5.3 Send / Receive (Author)

Make settings for transmission/reception through E-mail and FTP.

Usually transmission and reception through E-mail and FTP are performed at the moment the Send and Receive button in the module is clicked. However, you can cause transmission and reception to be performed automatically at certain intervals.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.
=>[Locking the Settings](#)

Send interval

When "Automatically send dictations via E-mail/FTP" is enabled, dictation files in the Outbox are automatically transmitted.

- When "Send dictations in the Outbox immediately" is enabled, dictation files in the Outbox are immediately transmitted.
- When "Send dictations in the Outbox Every" is enabled, dictation files are automatically transmitted at the specified interval. (Default: 10 minutes)

Receive Interval

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

Management File


When sending a dictation file or document file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with DSS Player Pro R5 or ODMS R6 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver. If the addressee of a dictation file or document file is using DSS Player Pro R5 or ODMS R6, attaching a management file enables more efficient management of the file being sent.

- When "Send management file with the dictation" is selected, dictation files, management files, and Instruction Comment files (if present) are transmitted. Select this option when the addressee is a DSS Player Pro R5 user or an ODMS R6 user.
- When "Do not send management file with the dictation" is selected, only dictation files and Instruction Comment files (if present) are transmitted. Select this option when the addressee is not a DSS Player Pro R5 user or ODMS R6 user.

5.5.4 Send / Receive (Transcriptionist)

Make settings for transmission/reception through E-mail and FTP.

Transmission and reception through E-mail and FTP are usually performed at the moment the Send and Receive button in the module is clicked. However, you can choose to have transmission and reception performed automatically at certain intervals.

For items with a lock icon , only a manager can unlock them.

Receive Interval

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

Send interval

When "Automatically send transcribed documents via E-mail/FTP" is enabled, document files in the Outbox are transmitted immediately.

- When "Send documents in the Outbox immediately" is enabled, document files in the Outbox are immediately transmitted.
- When "Send documents in the Outbox every" is enabled, document files are automatically transmitted at the specified interval. (Default: 480 minutes)



Management File

When sending a dictation file or document file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with DSS Player Pro R5 or ODMS R6 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver. If the addressee of a dictation file or document file is using DSS Player Pro R5 or ODMS R6, attaching a management file enables more efficient management of the file being sent.

- When "Send management file with forwarded dictation" is selected, dictation files, document files, management files, and Instruction Comment files (if present) are transmitted. Select this option when the addressee is a DSS Player Pro R5 user or an ODMS R6 user.
- When "Do not send management file with the forwarded dictation" is selected, only dictation files, document files, and Instruction Comment files (if present) are transmitted. Management files are not transmitted. Select this option when the addressee is not a DSS Player Pro R5 user or ODMS R6 user.

5.5.5 Proxy

Make settings for Proxy.



For items marked with   (checkbox for locking), you can switch between locked and unlocked.
=> [Locking the Settings](#)

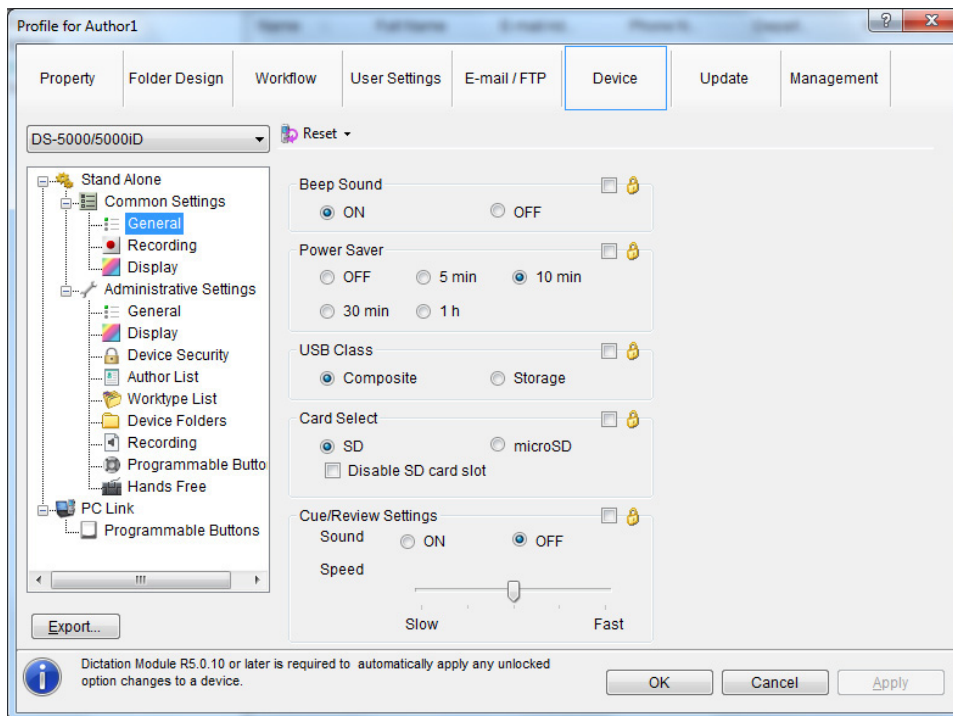
- When "Use Internet Explorer's Settings" is selected, the Proxy server of Internet Explorer is accessed.
- When "Don't use the proxy server" is selected, a Proxy server is not set.
- When "Use this proxy server" is selected, the entered address and Port number are used to access a Proxy server.

5.6 Device

The device settings allow you to acquire, configure, initialize, and save the setting information of the individual devices.

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

For items marked with   (checkbox for locking), you can switch between locked and unlocked.
=>[Locking the Settings](#)



- To return the device settings to default, click the [Reset] button. Note that in windows without [Reset] buttons, you cannot restore the default settings.
- To export the device settings, click the [Export] button.



• The devices that allow the items to be locked are only DS-5000/5000iD/3400/2400 and RS-27/28. With the settings locked, users are not allowed to change the settings.

=>[Locking the Settings](#)



• You can enable and disable the lock attribute only in System Configuration Program.
• For device settings, the setting items and setting parameters (setting range) differ among models. For details, see the reference manuals of the individual devices.

Devices that Support Device Settings

The following are the devices that support device settings in System Configuration Program:

For Authors and Author groups

 [DS-5000/5000iD](#)

 [DS-4000](#)

[!\[\]\(a3ea015cc5581cad732d1eb81613fe7b_img.jpg\) DS-3400](#)

[!\[\]\(c8d96c8885d3000a912c2582004aed63_img.jpg\) DS-3300](#)

[!\[\]\(919a2cb85b99741a73c0c31a427236a8_img.jpg\) DS-2400](#)

For Transcriptionists and Transcriptionist groups

[!\[\]\(c3d993ca47bfe2a953c700506ce31fa0_img.jpg\) RS-27/28 \(HID footswitch\)](#)

[!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\) Device Settings for DS-5000/5000iD/3400](#)

[!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\) Device Settings for DS-4000/3300](#)

[!\[\]\(003082e50e3009141f59bd5df831749f_img.jpg\) Device Settings for RS-27/28/31/32](#)

5.6.1 Device Settings for DS-5000/5000iD/3400

These can be set for Authors and Author groups.

The items and functions regarding the device settings for DS-5000/5000iD/3400 are described below:

Standalone

Common Settings

[!\[\]\(95b425611cbd2b8716a140cf67c81822_img.jpg\) General](#)

[!\[\]\(b4eeff342f60cc7bcd67d869b4fedca2_img.jpg\) Recording](#)

[!\[\]\(4f6bf54ae7e4144a72d78316053e412d_img.jpg\) Display](#)

Administrative Settings

[!\[\]\(56549452e01ca28bdf2500ced9653143_img.jpg\) General](#)

[!\[\]\(1f56542a42e2413e44a2b2023033aa2e_img.jpg\) Display](#)

[!\[\]\(19d44b37fb4fa155bf9d60c77a3d3cb2_img.jpg\) Device Security](#)

[!\[\]\(5a351309c3b87e4420622c1f0e57efc0_img.jpg\) Author List](#)

[!\[\]\(bff896c19919791b89ab521f039b410a_img.jpg\) Worktype List](#)

[!\[\]\(23a2e9ddc7bb0ef55393d38b772a848d_img.jpg\) Device Folders](#)

[!\[\]\(9f3852d68d41e1e95bc4ec10e81aba4b_img.jpg\) Recording](#)

[!\[\]\(4186b6ce3a1c83eabb297c1bfd00309c_img.jpg\) Programmable Buttons](#)

[!\[\]\(206536f97fdb267876a3a10ea42b0254_img.jpg\) Hands-free](#)

PC Link

[!\[\]\(241407ae374027aec4b030ca93d07b05_img.jpg\) Programmable Buttons](#)

Standalone Common Settings

General

| Items | Functions | Default |
|------------|---|-----------|
| Beep Sound | Switches beeps on and off | ON |
| Power Save | Specifies the power saving time | 10 min. |
| USB Class | Switches the USB connection mode between Composite mode and Storage | Composite |

| | | |
|----------------------------|---|----------------------------------|
| | mode | |
| Card Select | Switches the card to be accessed 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 | Specifies the recording format | QP |
| Microphone Sensitivity | Specifies the microphone sensitivity | Dictation |
| VCVA Mode | Switches the VCVA mode's attribute ON and OFF | OFF |

Display

| Items | Functions | Default |
|--------------|--|--------------------|
| Backlight | Switches the backlight on and off | ON |
| LED Mode | Switches the LEDs on and off | ON |
| Contrast | Adjusts the contrast (12 levels) | 6 |
| Date Format | Specifies the date display format | M.D.Y |
| | To synchronize the recorder's clock to the PC's, enable "Use PC Settings." | Not matching to PC |
| Clock Format | Specifies the clock format in either 12-hour display or 24-hour display | 12h |
| Language | Changes the device's display language | English |

Standalone Administrative Settings

General

| Items | Functions | Default |
|---------------|---|----------|
| Accessibility | Disable Erase button With this enabled, pressing the ERASE button on the device does not erase the file. | Disabled |
| | Disable Menu button With this enabled, pressing the MENU button on the device does not cause the menu window to appear. 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 | Sets a splash message to be shown when the power to the device is switched On. If you enter text with "Custom" enabled, the entered text will appear when the power is switched On. Up to 32 characters can be entered. Both capital and lower-case letters are recognized. | Time of day greeting |
| Slide Switch Guide | When [ON] is selected, buttons for the slide switch are shown to the right of the LCD. DS-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 | Generates an alarm beep when an event occurs | Error Pre-end Notification |

Display

| Items | Functions | Default |
|------------|---|-------------|
| Upper Area | Specifies the items to be shown in the upper field of the device window. The following are available: - Author ID - File Name - Worktype | Author ID |
| Lower Area | Specifies the items to be shown in the lower field of the device window. The same values as for Upper Area cannot be chosen. - Level Meter - File Name - Worktype - Rec. Time | Level Meter |

Device Security

| Items | Functions | Default |
|-------------|---|-----------------------------|
| Device Lock | Enable Device Lock function to prevent unauthorized access to the device This setting is effective only when a PIN code has been set. Enabling this allows you to set the [Device locking timing] and [Allowed retries], both of which are below. | Disabled |
| | Prompt for device PIN code to authenticate user The device locking timing can be selected either [At power-on] or [At power-on and wake-up from standby]. | When the power is turned On |

| | | |
|--|---|------------|
| | Limit the number of tries to xx times Specify how many consecutive attempts at authentication through a PIN code are allowed before the device is locked. | Five times |
| | Unlock Using UIN code When this option is enabled, the device is unlocked by entering the UIN code. When this option is disabled, the device will be unlocked automatically after a period of time. | Enabled |

Author List


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

Worktype List

| Items | Functions | Default |
|--------------------|---|----------|
| Worktype List | Displays the Worktype List set with Workflow. Enabled Worktypes are registered in the device's Worktype. Disabled Worktypes are removed from the device's Worktype. [Set as Default] The Worktype selected in the Worktype List is set as the default. [Worktype of Workflow] A link to the Worktype of the Workflow setting items is made. | |
| 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

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

| Items | Functions | Default | | | | | | | | |
|----------------------------|---|---|-------------|----|-----------------|----------|---------------------------------|------|---------------------------------|----|
| Folder Property (General) | Enabled Enables and disables folders | Folders A to E, enabled; Folders F and G, disabled | | | | | | | | |
| | Folder Name Enter a folder name using up to 16 alphanumeric characters. | Folders A to G | | | | | | | | |
| | Worktype Specify a Worktype to be set in the dictation file to be recorded under this folder. With Worktype specified here, enabling “Prompt for Worktype ID on new recording” does not cause Worktype List to appear; the Worktype set for the folder is always used. | | | | | | | | | |
| Folder Property (Security) | Auto Lock Specifies whether to lock a dictation file recorded under the folder. Select [Yes] or [No] from the drop-down list displayed by clicking the [▼] button in the setting field. | No | | | | | | | | |
| | Encryption Specify whether to encrypt dictation files recorded under the folder. This setting can be made when the folder is enabled. <table><tr><th>Selections</th><th>Description</th></tr><tr><td>No</td><td>Do not encrypt.</td></tr><tr><td>Standard</td><td>Encryption using a 128-bit key.</td></tr><tr><td>High</td><td>Encryption using a 256-bit key.</td></tr></table> | Selections | Description | No | Do not encrypt. | Standard | Encryption using a 128-bit key. | High | Encryption using a 256-bit key. | No |
| | Selections | Description | | | | | | | | |
| No | Do not encrypt. | | | | | | | | | |
| Standard | Encryption using a 128-bit key. | | | | | | | | | |
| High | Encryption using a 256-bit key. | | | | | | | | | |
| | Password Set a 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 for [New Password] and [Password entry for confirmation] using 4 to 16 alphanumeric characters. | | | | | | | | | |



DS-5000 folder settings:

DS-5000 contains both SD and Micro SD. The device menu allows you to select which is to be used for recording. Both of these have the same folder structure and contain "DSS_FLDA" to "DSS_FLDG" folders. This setting is effective for both of them.

DS-3400 folder settings:

DS-3400 only supports SD.

Folder tree structure is the same as DS-5000/5000iD. There are "DSS_FLDA" to "DSS_FLDG" folders.

Recording

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

Programmable Buttons

| Items | Functions | Default |
|--------------------------------|---|----------|
| New and Slide Switch Functions | <p>Customize the positions of the slide switches and functions assigned to the buttons above the slide switches from Type A to C. DS-5000/5000iD are supported. DS-3400 is not supported.</p> | Type A |
| Main Button Functions | <p>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.</p> | Type A |
| Programmable Buttons | <p>Customize the functions assigned to the device’s programmable Smart Button ([F1]/[F2]/[F3] buttons).</p> | |
| Rec Mode | <p>Selects whether or not the REC button must be held down to record. DS-3400 is supported. DS-5000/5000iD are not supported.</p> | disabled |

The table below shows the functions that can be assigned to Function buttons F1 to F3, as well as their initial values (in bold).

■DS-5000/5000iD

| Mode | F1 | F2 | F3 |
|-----------|----------------|-----------------|--------------------|
| NEW Mode | Folder | Folder | Folder |
| | Priority | Priority | Priority |
| | Information | Information | Information |
| | RecMode | RecMode | RecMode |
| | MicSensitivity | MicSensitivity | MicSensitivity |
| | VCVA | VCVA | VCVA |
| STOP Mode | Disable | Disable | Disable |
| | Folder | Folder | Folder |
| | Priority | Priority | Priority |
| | Information | Information | Information |
| | Pending | Pending | Pending |
| | Lock | Lock | Lock |
| | Insert | Insert | Insert |
| | MicSensitivity | MicSensitivity | MicSensitivity |
| | VCVA | VCVA | VCVA |
| REC Mode | New | New | New |
| | Disable | Disable | Disable |
| | Verbal | Verbal | Verbal |
| | Index | Index | Index |
| PLAY Mode | Display | Display | Display |
| | Disable | Disable | Disable |
| | 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 |
| | RecMode | RecMode | RecMode |
| | MicSense | MicSense | MicSense |
| | 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 |
| | MicSense | MicSense | MicSense |
| | VCVA | VCVA | VCVA |
| | NEW | New | New |
| REC Mode | Disable | Disable | Disable |
| | Verbal | Verbal | Verbal |
| | Index | Index | Index |
| | Display | Display | Display |
| PLAY Mode | Disable | Disable | Disable |
| | 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 recorder cradle allows hands-free operations.

DS-5000/5000iD are supported. DS-3400 is not supported.

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

The table below shows the functions that can be assigned to the pedals and initial values (in bold).

| Pedal Operation | Rew Pedal | LISTEN Pedal | FF Pedal |
|-------------------------|------------|-----------------|-----------------|
| Continuous 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

Hot keys registered in advance can be assigned to recorder buttons.

Set the button functions to be used when a PC is connected. Click [\[Assign Hot key\]](#) to configure the Hotkey settings.

| 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. |

5.6.2 Device Settings for DS-4000/3300

These can be set for Authors and Author groups.

The items and functions regarding the device settings for DS-4000/3300 are described below:

 [Basic](#)

Menu

[General](#)

[Recording](#)

[Display](#)

Template

[Job Data](#)

Basic

| Items | Functions | Default |
|-------------|-----------------------------|---------------------|
| Author ID | Sets a recorder's Author ID | DS-4000/ DS-3300 |
| Folder Name | Renames a folder | FOLDERS A to G |

Menu

General

| Items | Functions | Default |
|---------------|--|---------------------|
| Beep Sound | Switches beeps on and off | ON |
| Backlight | Switches backlight on and off | ON |
| Contrast | Adjusts the contrast (12 levels) | 6 |
| Date Format | Specifies the date display format | M.D.Y |
| | To synchronize the recorder's clock to the PC's, enable [Use PC Settings]. | Not synchronized |
| Clock Format | Specifies the clock format in either 12-hour display or 24-hour display | 12h |
| Cradle Charge | Specifies whether to charge with a cradle | ON |

Recording

| Items | Functions | Default |
|------------------------|---|-----------|
| Recording Mode | Specifies the recording mode (LP/SP) | SP |
| Microphone Sensitivity | Specifies the microphone sensitivity | Dictation |
| VCVA Mode | Switches the VCVA mode on and off (voice-activated recording) | OFF |

Display

| Items | Functions | Default |
|---------------------------|---|-------------|
| Display Item at Stop/Play | Specifies the content to be displayed when a dictation file is played/stopped | File Length |
| Display Item at Recording | Specifies the content to be displayed during recording | Level Meter |

Template

Job Data

| Items | Functions | Default |
|-----------|-------------------|---------|
| Author ID | Sets an Author ID | |

| | | |
|----------------|-------------------------|---|
| Worktype | Sets a Worktype | |
| Priority Level | Sets the priority level | 7 |

5.6.3 Device Settings for RS-27/28/31/32

This can be set only for Transcriptionists and Transcriptionist groups.

The items and functions for setting the devices RS-27/28/31 (foot switch) and RS-32 (hand controller) are described below.

Pedal Customize

| Items | Functions | Default |
|-----------------|------------------------------|---------|
| Pedal Customize | Assigns foot pedal functions | |

5.7 Update

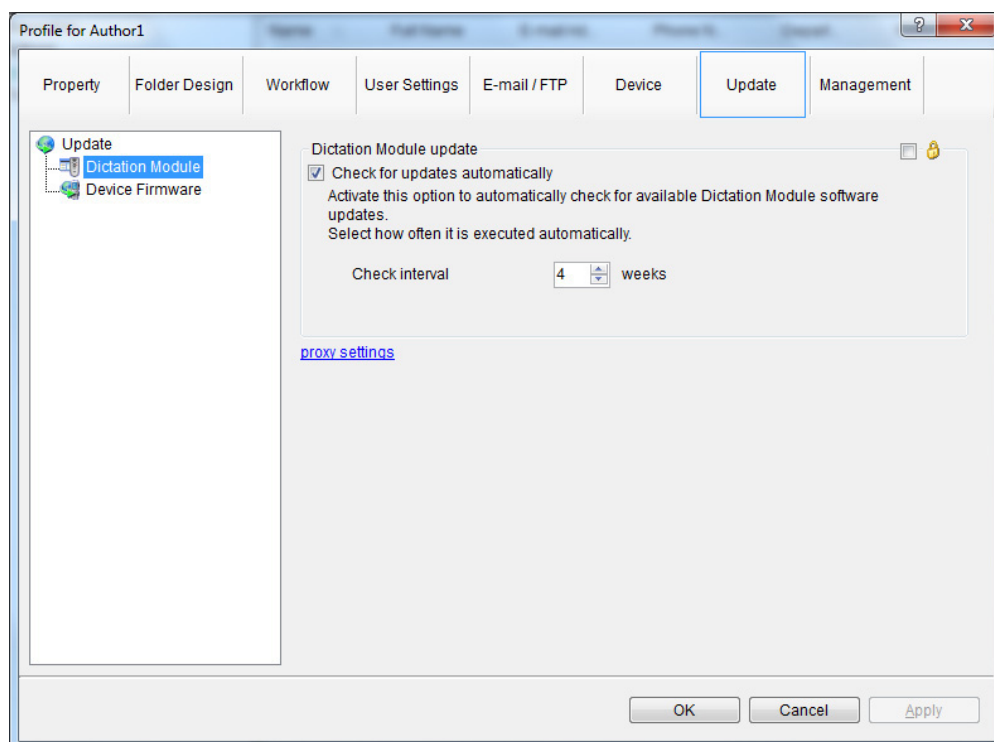
Specify whether to check for the latest updates.

The setting items differ between Authors/Author groups and Transcriptionists/Transcriptionist groups.

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

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)



☐ [Updating Regarding Authors and Author Groups](#)

☐ [Updating regarding Transcriptionists and Transcriptionist Groups](#)

5.7.1 Updating Regarding Authors and Author Groups

Dictation Module

To automatically check for the latest updates, enable [Check for updates automatically], and then specify the value, in one-week intervals, for [Check interval].

With Auto Update enabled, the presence of updates on the Olympus download server is checked for at a specified interval.

If a newer version than the currently installed one is present, a confirmation dialog box will appear to ask whether upgrading is desired. Selecting Upgrading causes the data to be downloaded from the server and Dictation Module to be updated.

In cases where the Proxy server needs to be set, click [[Proxy Settings](#)], and then enter the server's address and port number.

Device Firmware

To automatically check for the latest updates of Device Firmware, enable [Check for updates automatically], and then specify the value, in one-week intervals, for [check interval].

With Auto Update enabled, the presence of updates on the Olympus download server is checked for at a specified interval.

If a newer version than the currently installed one is present, a confirmation dialog box will appear to ask whether upgrading is desired. Selecting Upgrading causes the data to be downloaded from the server and Device Firmware to be updated.

In cases where the Proxy server needs to be set, click [[Proxy Settings](#)], and then enter the server's address and port number.

5.7.2 Updating regarding Transcriptionists and Transcriptionist Groups

Transcription Module

To automatically check for the latest updates, enable [Check for updates automatically], and then specify the value, in one-week intervals, for [check interval].

With Auto Update enabled, the presence of updates on the Olympus download server is checked for at a specified interval.

If a newer version than the currently installed one is present, a confirmation dialog box will appear to ask whether upgrading is desired. Selecting Upgrading causes the data to be downloaded from the server and Transcription Module to be updated.

In cases where the Proxy server needs to be set, click [[Proxy Settings](#)], and then enter the server's address and port number.

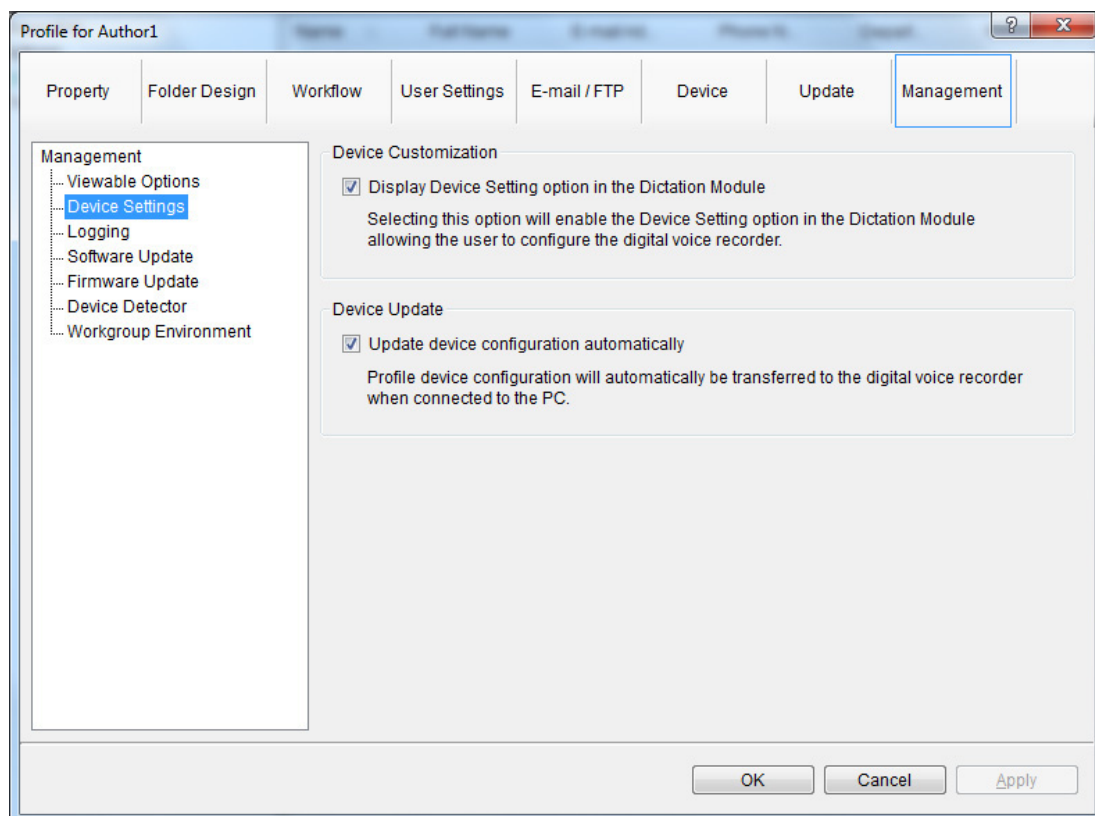
5.8 Management

Set profiles intended for an administrator.

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

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked.

=> [Locking the Settings](#)



☐ [Viewable Options](#)

☐ [Device Settings](#)

☐ [Logging](#)

☐ [Software Update](#)

☐ [Firmware Updates](#)

☐ [Device Detector](#)

☐ [Workgroup Environment](#)

5.8.1 Viewable Options

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

Viewable Options

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

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

5.8.2 Device Settings

This can be set only for Authors and Author groups.

Set device setting privileges for Authors.

Device Customization


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

Device Update

| Items | Functions | Default |
|---|--|---------|
| Update device configuration automatically | <p>Specifies whether to apply the device configurations set via the System Configuration Program to devices automatically when connected to a PC.</p> <p>When this checkbox is checked, the locked settings in the System Configuration Program are applied to devices automatically. The unlocked settings are only applied upon connection when they have been modified.</p> | Enabled |

5.8.3 Logging

Set the profile for log file output.

For items marked with ☐  (checkbox for locking), you can switch between locked and unlocked. Lock settings can only be made for groups.

=>[Locking the Settings](#)

Encryption

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



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

Folder Variables

The following folder variables can be used to set paths for User Operations and encryption log files.

| Variable Names | Details |
|------------------------|--|
| App Data Folder | Application Data folders of each user |
| Common App Data Folder | A common Application Data folder for all users |
| Desktop Folder | Desktop folder of each user |
| Local App Data Folder | Local Application Data folder of each user |
| Personal Folder | My Document folder of each user |
| Temp Folder | Temporary folders under system administration |
| USER PROFILE | Folders containing individual user profiles |

5.8.4 Software Update

Set the method for checking for software updates.

Method for Checking for Updates

Select the method for checking for updates for Dictation Module and Transcription Module from the following:

| Items | Functions | Default |
|---|--|----------|
| Access the Olympus Update Service and check for updates | With this item selected, the user module (Dictation Module or Transcription Module) accesses the Olympus download server to check for updates based on the auto update and manual update settings. | Disabled |

| | | |
|---|--|----------|
| Access the repository and check for updates | With this item selected, the user module accesses the System Configuration Program Repository to check for updates automatically when the module is started. If new updates are present, starting of the module is interrupted and updating will begin. | Enabled |
| Do not check for updates | With this item selected, the update check function on the user module is disabled. This item is intended for workgroups managed with methods other than System Configuration Program. Select this item, for example, when managing the module with Active Directory group policies. | Disabled |

5.8.5 Firmware Updates

This can be set only for Authors and Author groups.

Set the method for checking for firmware updates.

Method for Checking for Updates

Set the method for checking for firmware updates.

| Items | Functions | Default |
|---|--|----------|
| Access the Olympus Update Service and check for updates | When this item is selected, the user module (Dictation Module or Transcription Module) accesses the Olympus download server to check for updates based on the auto update and manual update settings. | Disabled |
| Access the repository and check for updates | When this item is selected, the user module accesses the System Configuration Program Repository to check for updates automatically when the module is started. If new updates are present, starting of the module is interrupted and updating will begin. | Enabled |
| Do not check for updates | When this item is selected, the update check function on the user module is disabled. Select this option if manual updating is preferred or any time you do not want to use the auto distribution function. | Disabled |

5.8.6 Device Detector

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

Device Detector settings can be controlled from System Configuration Program.

Auto Start of the Application

| Items | Functions | Default |
|---|--|---------|
| The application will start automatically when a device is connected | Check the checkbox if you want to start the application automatically when the device is connected. When a device is connected to the PC, the application at the top of the list will start up automatically. To change the priority sequence, select the application whose priority you want to change in the application | OFF |

| | | |
|--|--|--|
| | list, and then use the [↑] and [↓] buttons to change its position in the list. | |
|--|--|--|

5.8.7 Workgroup Environment

Configure the settings for the Workgroup system environment.

Repository

Specify whether to allow the repository path to be changed via the Dictation Module/Transcription Module. If the repository cannot be accessed via the Dictation Module/Transcription Module, the path can be changed from the Dictation Module/Transcription Module even when the locked setting is not applied.

License Server

Specify the address and port for the license servers.

6 Software Management

This section describes the operational procedures for software management tasks.

Software management tasks manage various kinds of software that operates in workgroups.



• For the names and functions of the software management window components, see “Software management window.”

- [Supported Install Packages](#)
- [Updating the Install Package List Information](#)
- [Downloading an Install Package](#)
- [Adding Install Packages](#)
- [Deleting Installation Packages](#)
- [Auto Update of Install Packages](#)
- [Customizing the Default Operations of Install Packages](#)

6.1 Supported Install Packages

Supported install packages depend on the version managed by the repository.

• ODMS R6 Repository

With an ODMS R6 repository, the install packages of the applications included in ODMS R6 can be managed. DSS Player Pro R5 install packages are not supported.

| Application Name | Auto Update | Remarks |
|--|-----------------------------|--|
| ODMS R6 DM/TM | Y | Dictation Module/Transcription Module Update Program (R6 only) |
| Citrix Client Virtual Driver | | |
| Terminal Service Client Virtual Driver (x86/x64) | | |
| License Manager | | |
| Repository Service | | |

• DSS Player Pro R5 Repository

With a DSS Player Pro R5 repository, the install packages of the applications included in DSS Player Pro R5 can be managed. ODMS R6 install packages are not supported.

| Application Name | Auto Update | Remarks |
|--|-----------------------------|--|
| DSS Player Pro | Y | Dictation Module/Transcription Module Update Program (R5 only) |
| Citrix Client Virtual Driver | | |
| Terminal Service Client Virtual Driver (x86/x64) | | |
| License Manager | | |

6.2 Updating the Install Package List Information

The procedure below can be used to obtain the latest install package information published on the Olympus download server.

■ Procedure

1. Select a module from the module tree in the **Software Management window**.

➔ The current install package list corresponding to the selected module will be shown on the Package List.



The version managed by the repository that belongs to the module selected in the module tree is automatically determined, and the latest update program information within that version is obtained.

For example, if "DSS Player Pro" of the DSS Player Pro R5 repository is selected, the latest updater program information for DSS Player Pro R5 will be obtained. To obtain ODMS R6 update program information, select a module that belongs to an ODMS R6 repository.

2. Click  on the toolbar.

➔ The latest update program information published on the Olympus download server is added to the package list.

6.3 Downloading an Install Package

Use the following procedure to download an install package:

■ Procedure

1. Select a module from the module tree in the **Software Management window**.

➔ The current install package list corresponding to the selected module will be shown on the Package List.

2. From the Package List, select an install package not yet downloaded.

➔ Install packages not yet downloaded will be shown in gray on the Package List.

3. Click  on the toolbar.

➔ Downloading of the selected install package will begin. While downloading is in progress, an icon will be shown in the status field of the Package List.




If you select the install package being downloaded from the Package List, the [Download] button is replaced with a [Cancel] button. Clicking the [Cancel] button causes downloading to stop halfway.

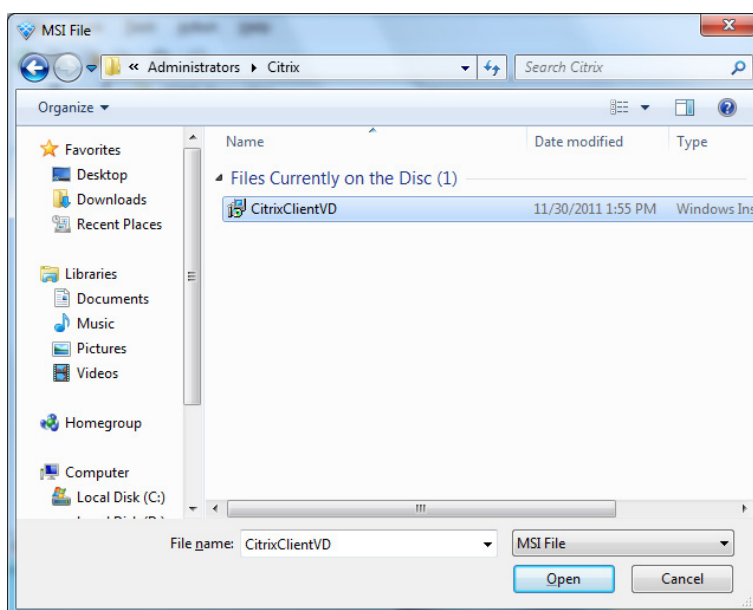
6.4 Adding Install Packages

System Configuration Program allows you to manage additional install packages downloaded with another computer as well as install packages downloaded from the Olympus server. This allows software management even in an environment not connected to the Internet.

Use the following procedure to add install packages to System Configuration Program:

■ Procedure

1. From the module tree in the **Software Management window**, select a module to which an install package is to be added.
2. Click  on the toolbar.
→ The “MSI File” dialog box will appear.
3. Select an MSI file from the install package to be added.



4. Click the [Open] button.
→ The selected install package will be copied to the repository and added to the package list.

6.5 Deleting Installation Packages

From the package list, delete install packages that need not be managed with System Configuration Program.

Use the following procedure to delete install packages from the package list:

■ Procedure

1. From the module tree in the **Software Management window**, select a module from which an install package is to be deleted.

➔ The current install package list corresponding to the selected module will be shown in the Package List.

2. From the Package List, select an install package to be deleted.

3. Click  on the toolbar.

➔ The selected install package will be deleted from the package list.



- Install packages not yet downloaded cannot be deleted from the package list.
- An install package deleted from the package list will no longer be visible in the list, but the install package itself will not be deleted from the repository. To delete the install package from the repository, use Explorer or some other file manager to navigate to the repository and delete the package manually.

6.6 Auto Update of Install Packages



This function is supported for Dictation Module and Transcription module install packages only.

You can use the procedure below to publish install packages to groups or to individual users, and update the software of each user automatically.

If settings have been configured in the user profile to allow the user to check the repository for updates, the user is only allowed to access the install packages his/her group or himself/herself has been issued permission for.

=> Software Update (ODMS R6 users)

=> Software Update (DSS Player Pro R5 users)

Use the following procedure to automatically update software for groups and individual users.

■ Procedure

1. Select DSS Player Pro from the module tree in the **Software Management window**.

→ The current DSS Player Pro install package list will be shown on the Package List.

2. From the Package List, select an install package.

→ A list of groups and users who can be issued permission to access the install package will be shown in the group tree.



Groups and users cannot be issued permission to access install packages that have not yet been downloaded.

3. In the Package Update Permission Tree, check the checkboxes for groups and users to issue them permission to access install packages.
4. The users whose check boxes you selected in step **3** will be assigned an install package and updated the next time the Dictation Module/Transcription Module is started up.

6.7 Customizing the Default Operations of Install Packages




This function is supported for Dictation Module and Transcription module install packages only.

The Customize Installation Wizard can be used to change the default operations of a Dictation Module/Transcription Module install package.

Changes made for the install package (MSI file) with this wizard are recorded in Transform (MST file). When setup is executed with Transform, Transform is applied to the original package with Windows Installer. As a result, the customized settings that were recorded in Transform are applied.

Use the following procedure to operate the customization wizard for installation:

■ Procedure

1. Select DSS Player Pro from the module tree in the **Software Management window**.
→ The current DSS Player Pro install package list will be shown on the Package List.
2. From the Package List, select an install package to be customized.
3. Click  on the toolbar.
→ Customize Installation Wizard will start.
4. Follow the instructions in the wizard to set the operations of the install package.
→ When the wizard is finished, the settings will be stored in the MST file specified in the wizard.



- Install packages not yet downloaded cannot be customized.
- Customize Installation Wizard allows customization of only the settings that are relevant to installation in a workgroup system. The settings that are relevant to installation in a standalone system cannot be customized.
- The Customize Installation Wizard settings for the ODMS R6 Dictation Module/Transcription Module are different from the settings of the DSS Player Pro R5 Dictation Module/Transcription Module.



For the setup procedure using Transform, see "Installation Guide."

7 Firmware Management

This section describes the operational procedures for firmware management tasks.

Firmware management tasks manage the firmware of individual devices used by workgroup users.



For the names and functions of the firmware management window components, see "firmware management window."

[Supported Update Programs](#)

[Adding Update Programs](#)

[Deleting Update Programs](#)

[Firmware Auto Update](#)

7.1 Supported Update Programs

Supported update program models depend on the version managed by the repository.

- **ODMS R6 Repository**

An ODMS R6 repository can manage update programs for the following models, which are officially supported by ODMS R6.

| Function Name | Auto Update | Remarks |
|---------------|-----------------------------|---------|
| DS-7000 | Y | |
| DS-5000 | Y | |
| DS-3500 | Y | |

- **DSS Player Pro R5 Repository**


A DSS Player Pro R5 repository can manage update programs for the following models, which are officially supported by DSS Player Pro R5.

| Function Name | Auto Update | Remarks |
|---------------|-----------------------------|---------|
| DS-5000 | Y | |

7.2 Adding Update Programs

Use the following procedure to add update programs to System Configuration Program:

■ Procedure

1. From the device tree in the **Firmware Management window**, select a device to which the update program is to be added.
2. Click  on the toolbar.
 - ➔ The “Firmware Update Module” dialog box will appear.
3. Select the execution file for the update program to be added.
4. Click the [Open] button.
 - ➔ The selected update program will be copied to the repository and added to the program list.

7.3 Deleting Update Programs

From the program list, delete update programs that do not need to be managed with System Configuration Program.

Use the following procedure to delete update programs from the program list:

■ Procedure

1. From the device tree in the **Firmware Management window**, select a device from which the update program is to be deleted.

➔ The current update program list corresponding to the selected device will be shown in the Program List.

2. From the Program List, select an update program to be deleted.

3. Click  on the toolbar.

➔ The selected update program will be deleted from the program list.



- Update programs not yet downloaded cannot be deleted from the program list.
- Deleting update programs from the program list does not cause the programs to be deleted from the repository.

7.4 Firmware Auto Update

Update programs can be published to groups and individual users for auto firmware updating.

If settings have been configured in the user profile to allow the user to check the repository for updates, the user is only allowed to access the program updates his/her group or himself/herself has been issued permission for.

=> Firmware Update (ODMS R6 users)

=> Firmware Update (DSS Player Pro R5 users)

Use the following procedure to issue groups permission to access program updates:

■ Procedure

1. From the device tree in the **Firmware Management window**, select a device for which groups and users will be issued permission to access.

➔ The current update program list corresponding to the selected device will be shown in the Program List.

2. From the Program List, select a program.

➔ A list of groups and users who can be issued permission to access program updates will be shown in the Program Update Access tree.



Groups and users cannot be issued permission to access update programs that have not yet been downloaded.

3. In the Program Update Permission tree, check the checkboxes for groups and users which will be issued permission to access program updates.

8 Option Settings

Option settings allow you to set up operations for System Configuration Program.

Use the following procedure to make option settings:

■ Procedure

- 1.** Select [Option] from the File menu on the menu bar.
→ The [Option](#) dialog box will appear.
- 2.** Make settings for the items in the individual tabs as necessary.
- 3.** To complete the settings, click the [OK] button.
→ The new settings will be applied.

 [General](#)

 [Repository](#)


 [Network](#)

 [Download](#)

 [Update](#)

8.1 General

Use the "General" tab to set general operations for System Configuration Program.

| Items | Functions |
|---|---|
| Language | Specifies the display language for System Configuration Program. Click the [▼] button, and then select a language from the displayed list. The new setting becomes effective when System Configuration Program is restarted. |
| Launch System Configuration Program on Start-up | To start System Configuration Program when starting Windows, check the checkbox. In cases where System Configuration Program starts when Windows starts, the main window of System Configuration Program will not be shown, and the icon of System Configuration Program will be shown in the system tray. |
| Allow System Configuration Program to run in the background | Specifies whether to execute System Configuration Program as a background job. With the checkbox checked, selecting [Exit] from the File menu or clicking the  button does not close System Configuration Program; the program is executed as a background job. During execution as a background job, the System Configuration Program icon will appear in the system tray. |

8.2 Repository

The [Repository] tab configures repository settings managed by System Configuration Program.

System Configuration Program can manage two repositories. One repository is for managing an ODMS R6 workgroup, while the other is for a DSS Player Pro R5 workgroup.

To learn about the basics of repository, refer to "Repositories".



- Two repositories for the same version cannot be managed.
- Repository management requires administrator privileges for the user who starts up System Configuration Program. Under Windows Vista/7/8, and any other environment in which UAC (User Account Control) is enabled, use "Run As Administrator" to start up System Configuration Program with administrator privileges.

The following shows the contents of each column displayed in the repository list.

| Items | Functions |
|----------|--|
| Name | Repository Name |
| Type | Workgroup version manager by the repository and access method (shared folder or Repository Service) |
| Address | Shared Folder Path to the shared folder used as the repository Repository Service IP address and port number of server running Repository Service |
| Interval | Interval for automatically re-obtaining registered user information from the repository and for refreshing the screen. Can be adjusted in minute units. |

Adding a Repository

The following is the procedure for adding a repository.


■ Procedure

1. Click the [Add] button.

→ The Repository Configuration dialog box message will appear.

The screenshot shows a 'Repository Configuration' dialog box. It has a title bar with a close button. Inside, there are four main sections: 'Repository Name' with a text input field; 'Type' with a dropdown menu showing 'R5'; 'Address' with a text input field and a browse button (...); and 'Refresh Interval' with a checked checkbox 'Refresh profile lists every', a spin box set to '10', and the unit 'minute(s)'. At the bottom are 'OK' and 'Cancel' buttons.

2. Configure the settings of the items on the Repository Configuration dialog box.

| Items | Functions |
|------------------|---|
| Repository Name | Enter the name of the repository. |
| Type | Specifies the version of the workgroup managed by the repository and the access method (shared folder or Repository Service). When there is already a repository registered, the Type box will not be displayed if the version is the same as the version being managed by the existing repository. |
| Address | <p>When (Folder) is selected for [Type] For [Address], specify the path of the shared folder to be used as the repository. The Browse for Folder dialog box that appears when the  button is clicked can also be used to specify a folder.</p> <p>When (Service) is selected for [Type] In the [Address] box, specify the IP address of the server where Repository Service is running. In the [Port] box, specify the port number used by Repository Service.</p> |
| Refresh Interval | Specifies the interval for auto refresh of user information. The setting can be specified in minute units. A shorter interval maintains System Configuration Program with the latest information, but a refresh interval that is too short can cause operational performance problems under certain network conditions or when there are a large number of users. Adjust this setting in accordance with network conditions and the number of users. Clear the check box if auto refresh is not required. |

3. Click the [OK] button.

→ The repository added in accordance with the settings configured in step **2** will be added to the Repository list on the [Repository] tab.

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

→ This applies the settings and displays the added repository information of the management windows of System Configuration Program.

Modifying a Repository

Using the System Configuration Program to move a repository to a different server or location can make the process easier and more efficient.

The [Modify] button on the [Repository] tab can be used to modify the information of a Repository managed by System Configuration Program. If System Configuration Program at this time is able to access the pre-modification repository, a file that registered with move destination information is created in the pre-modification repository. When the client application (Dictation Module, Transcription Module) accesses the pre-modification repository, the client application's own settings are automatically updated, and from then on will access the new repository. To use this auto update function the pre-modification repository must be left accessible for some time after the repository itself is moved.

If the pre-modification repository is deleted before the client application accesses it, the repository settings referenced from the Client Application option can be modified.

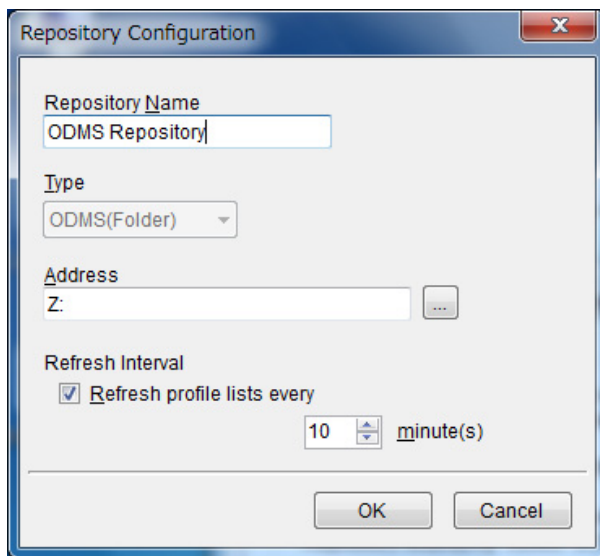
The following is the procedure for modifying a repository.

■ Procedure

1. Use the repository list to select the repository you want to modify.

2. Click the [Modify] button.

→ The Repository Configuration dialog box message will appear. The current settings of the repository you selected in **1** are displayed as they were initially entered.



2. Configure the settings of the items on the Repository Configuration dialog box.

| Items | Functions |
|------------------|--|
| Repository Name | Use this setting to rename the repository. |
| Type | The repository management version and access method cannot be modified. To change the access method, you need to delete the existing repository and then add a new repository. In this case, the referenced client is not automatically updated. |
| Address | When (Folder) is selected for [Type] For [Address], specify the path of the shared folder to be used as the new repository. The Browse for Folder dialog box that appears when the [...] button is clicked can also be used to specify a folder. When (Service) is selected for [Type] In the [Address] box, specify the IP address of the server where the new Repository Service will run. In the [Port] box, specify the port number to be used by the Repository Service. |
| Refresh Interval | Specifies the interval for auto refresh of user information. The setting can be specified in minute units. Clear the check box if auto refresh is not required. |

3. Click the [OK] button.

→ The information for the repository selected in the Repository list on the [Repository] tab in step **1** will be updated with the information configured in step **2**.

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

→ This applies the settings and updates the information of the management windows of System Configuration Program.

8.3 Network

Use the [Network] tab to enable the proxy server to be used for connecting to the Internet with HTTP.

| Items | Functions |
|--------------------------------|---|
| Use Internet Explorer settings | Uses the proxy settings on Internet Explorer to connect to the Internet |
| Do not use the proxy server | Does not use the proxy server when connecting to the Internet |
| Use the proxy server | Uses the specified proxy server to connect to the Internet. If selecting this item, enter the address and port number of the proxy server to be used. |

8.4 Download

Use the [Download] tab to specify an interval for checking for updates of applications and firmware managed with System Configuration Program, and to specify the starting time of auto downloading.

| Items | Functions |
|----------------|---|
| Schedule | Sets the schedule for automatically downloading software and firmware managed with software management tasks and firmware management tasks, respectively. Use the Software Management window and Firmware Management window to specify which software and firmware are to be automatically downloaded. |
| Check interval | Specifies the interval for auto downloading |
| Start time | Specifies the starting time of auto downloading |

8.5 Update

Use the [Update] tab to specify whether to check for updates of System Configuration Program, and to specify the check interval.

| Items | Functions |
|-------------------------------------|---|
| Check for new updates automatically | Specifies whether to periodically check for the presence of a new version of System Configuration Program. With the checkbox checked, the presence of a new version on the Olympus Download Server is checked at the interval specified in the [Check interval] box. |
| Checking interval | Specifies the interval for automatically checking for the presence of new updates |
| [Check now] | Accesses the Olympus Download Server to check for the presence of a new version |

9 Managing Logins with Passwords

You can add, edit, and delete administrators that can log in by using the System Configuration Program.

9.1 Adding, Editing, and Deleting Administrative Users

To run this function, you must log in with administrative privileges for the operating system.

The following procedure explains how to add, edit, and delete administrators.

■ Procedure

1. On the menu bar, select [File] and then [Security].

→ The **Application User Settings dialog box** will appear.

| Button | Description |
|-----------------|---|
| [Add] button | Set a suitable ID and password in the ID and Password input screens. |
| [Modify] button | The ID and password to change appear in the ID and Password input screens. |
| [Remove] button | The "Are you sure you want to delete user?" message is displayed, click the [OK] button to delete that administrative user. |

[Add Administrators](#)

[Edit Administrators](#)

[Delete Administrators](#)

9.1.1 Add Administrators

You can add administrators that are not Admin. Press the [Add] button to add an administrator.

Set a suitable ID and password in the ID and Password input screens.

To enable these settings, it is necessary to temporarily exit the System Configuration Program.

9.1.2 Edit Administrators

To edit an administrator, select the ID of the user you want to change, and then press the [Modify] button.

Edit the ID and password in the ID and Password input screens.

To enable these settings, it is necessary to temporarily exit the System Configuration Program.

Administrators whose user ID is "Admin" can only edit passwords. Also, if the Admin administrator does not set a password, the login screen no longer appears.

9.1.3 Delete Administrators

To delete an administrator, select the ID of the user you want to delete, and then press the [Remove] button.

The "Are you sure you want to delete user?" dialog box appears, to delete the user, click [OK].

To enable these settings, it is necessary to temporarily exit the System Configuration Program.

Administrators whose user ID is "Admin" cannot delete administrators. Also, if the Admin administrator does not set a password, the login screen no longer appears.

10 Appendix

☐ [Names and Functions of Window Components](#)

☐ [Names and Functions of Setting Dialog Boxes](#)

☐ [Menu Lists](#)

☐ [List of Default Key Assignments](#)

10.1 Names and Functions of Window Components

[Main Window](#)

[User Management Window](#)

[Software Management Window](#)

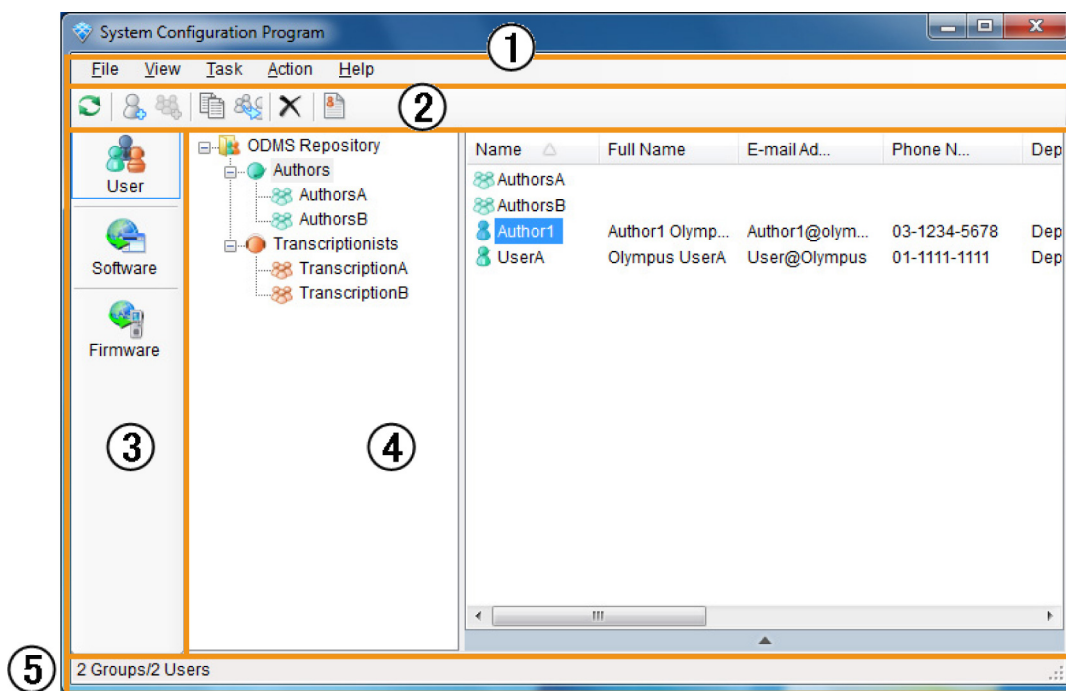
[Firmware Management Window](#)




[Profile Dialog Box](#)

Main Window

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

The individual areas are described below:

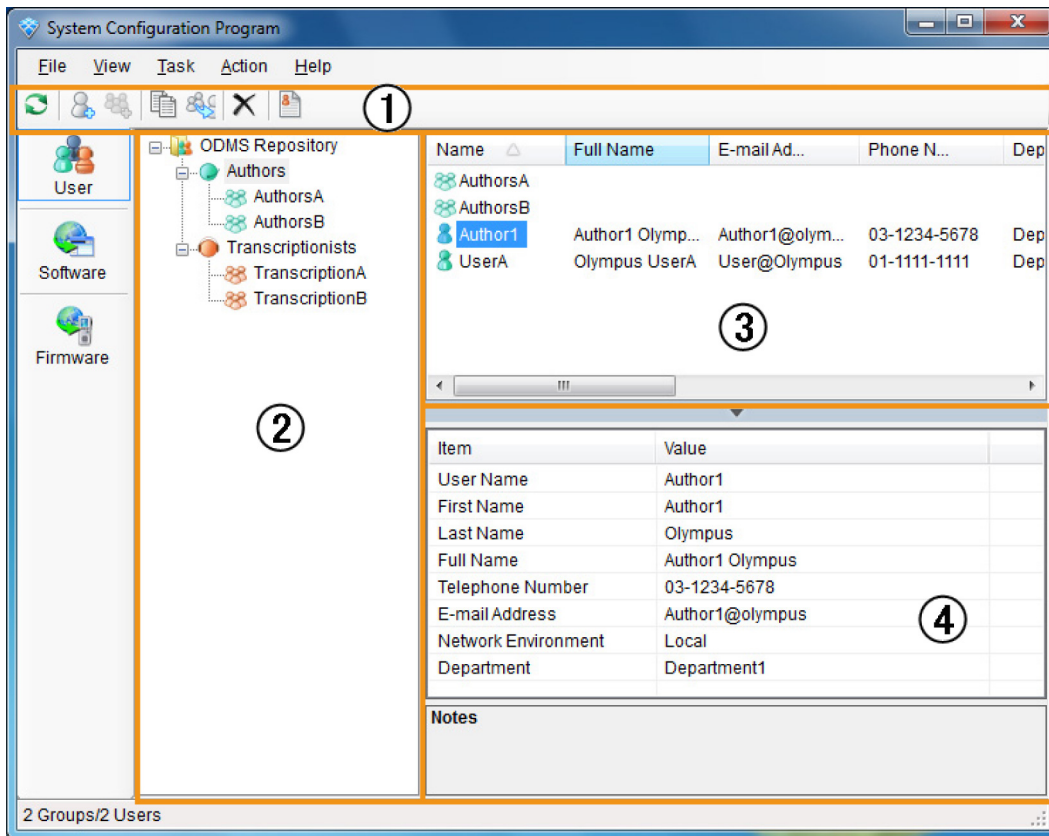


- ① **Menu bar**
Shows menus that can be selected and tasks to be executed with System Configuration Program
- ② **Toolbar**
Shows tool buttons that are available for the currently selected task
- ③ **Task bar**
Clicking buttons selects the designated task. The currently selected task will be lit up.
 -  [User] button => User management window
 -  [Software] button => Software management window
 -  [Firmware] button => Firmware management window
- ④ **Management data display area**
Shows data managed by the currently selected task










- ⑤ **Status bar**
Shows the status of System Configuration Program

User Management Window

The configuration of the main window for user management tasks is as follows:



- ① **[Action] Menu**
The table below shows a list of Action menu commands that are available for user management tasks.

| Items | Tool Buttons | Functions |
|-------------------------------|---|---|
| Refresh |  | Re-obtains user information from the repository and refreshes the member list. |
| Add New User |  | Creates a new user for a group selected from the group tree |
| Add Multiple Users |  | Creates multiple new users in the group selected from the group tree. |
| New Group |  | Creates a new group |
| Copy |  | Creates a new user that inherits the settings of the user selected in the memory list. |
| Copy Multiple Users |  | Creates multiple new users that inherit the settings of the user selected in the memory list. |
| Move to Group |  | Moves a user selected from the member list to another group |
| Delete |  | Deletes a selected user or group |
| Profile |  | Sets the profile of a selected user or group |

② Group tree

Displays a list of repositories managed by System Configuration Program and the groups managed by each repository.

The two groups, Authors and Transcriptionists, are built-in groups already in existence.

③ Member list

Shows a list of users/groups belonging to the group selected from the group tree. The following items are shown in the list:

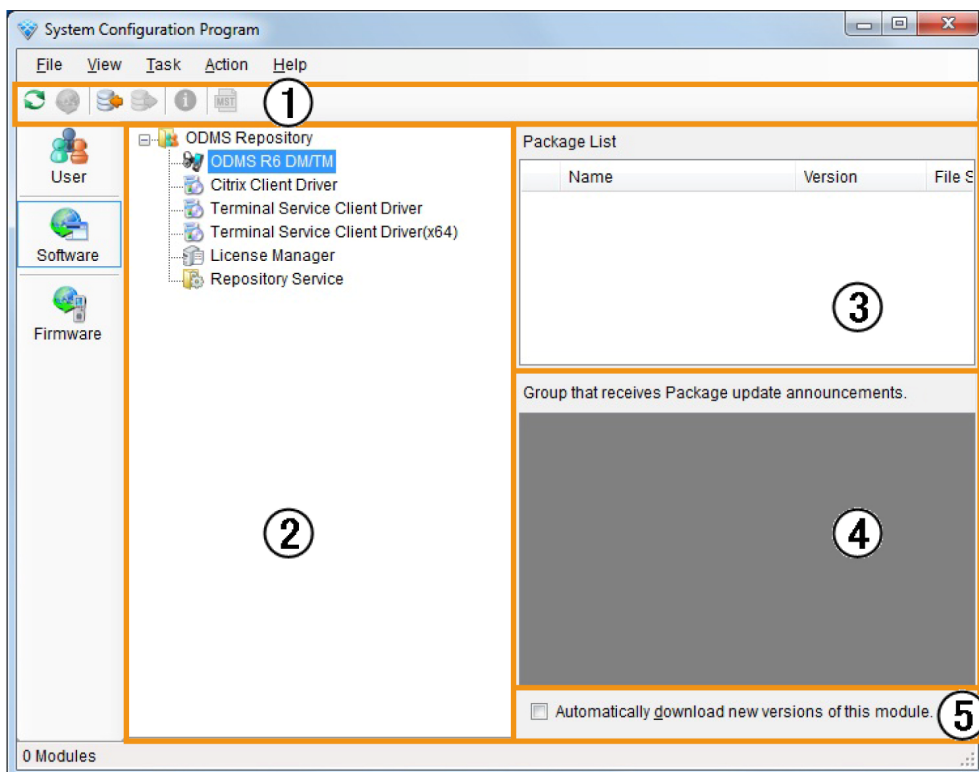
| Items | Functions |
|---------------------|---|
| Name | Shows the name of a user or group |
| Full Name | Shows the full name of a user |
| Email Address | Shows the email address of a user |
| Phone Number | Shows the phone number of a user |
| Department | Shows the department of a user |
| Network Environment | Shows the network environment of a user |
| Module Version | Shows the current Dictation Module / Transcription Module version |
| Last used | Shows the date that the Dictation Module / Transcription Module was last used |
| Notes | Shows additional information of a user |

④ Properties Window

Displays detailed information about the user or user group selected in the member list. Displayed items are the same as those shown under ③, above.

Software Management Window







The configuration of the main window for software management tasks is as follows:



① [Action] Menu

The table below shows a list of the Action menu commands that are available for

software management tasks:

| Items | Tool Buttons | Functions |
|---------------------------|---|--|
| Refresh |  | Updates the list information of the install package for a module selected from the module tree |
| Download |  | Downloads an install package selected from the package list |
| Add |  | Adds the install package of a module selected from the module tree to the package list |
| Remove |  | Removes an install package, selected from the package list, from the list |
| Property |  | Shows the property information of an install package selected from the package list |
| Customize |  | Customizes the default operations of the selected installation package on the package list |

② Module tree

Displays a list of repositories managed by System Configuration Program and the modules that can be managed by each repository.

③ Package list

Select a module from the module tree to display the list of install packages provided through the Olympus Update Services.

Install packages not downloaded to a local PC are shown in gray. The package list shows the following items:

| Items | Functions |
|---------|--|
| Status | An icon will appear when an install package is being downloaded and downloading fails. |
| Name | Shows the name of the install package |
| Version | Shows the version of the install package |

④ Package Update Permission tree

Selecting a package from the package list displays the groups and users issued permission to access package updates. Check the checkboxes for groups and users for which package is to be disclosed, and uncheck the checkboxes for groups for which the package is not to be disclosed.

=> [Issuing Install Packages](#)

⑤ Auto downloading setting

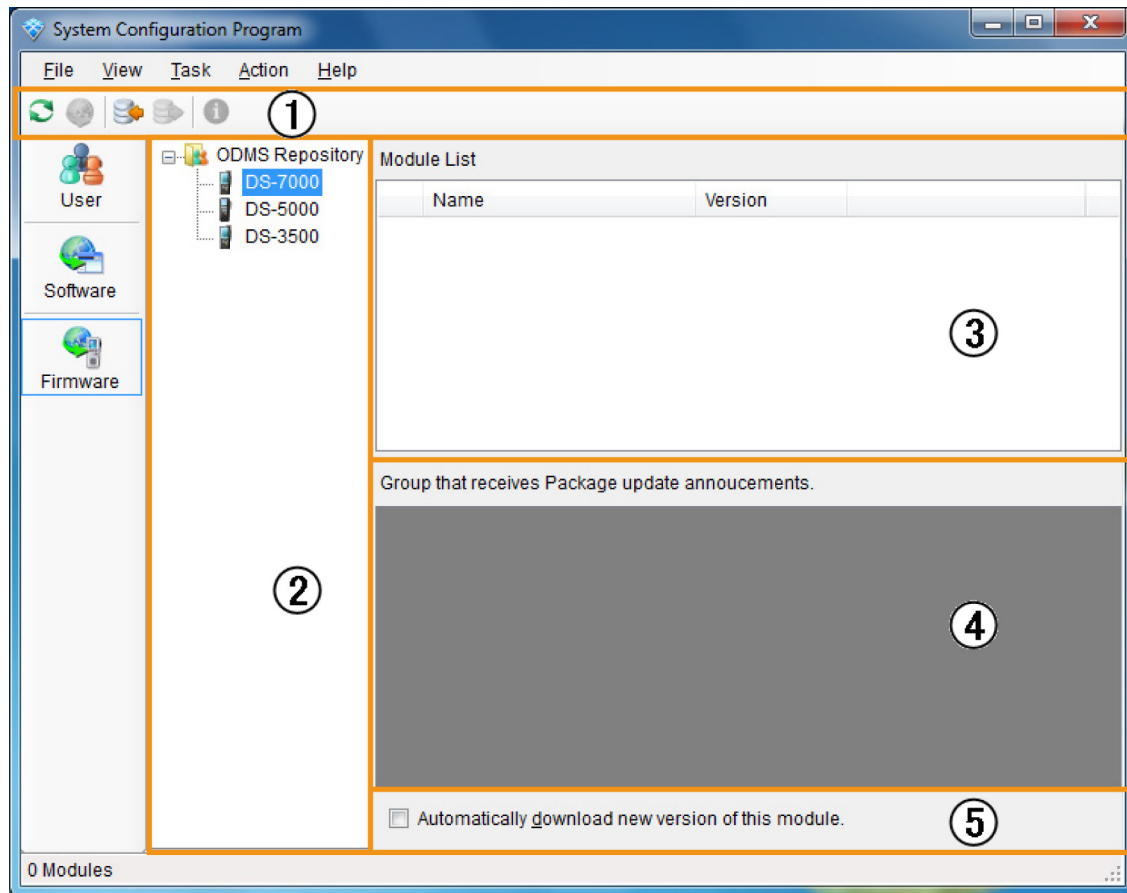
Specify whether to automatically download a new module version.

To enable auto downloading, select a module from the module tree, and check the checkbox for [Downloading a new version of this module automatically].

With the checkbox checked, the Olympus Download Server is searched for updates at the interval specified with the [Download] tab of the Option dialog box; if a new version is present, it is downloaded automatically.

Firmware Management Window

The configuration of the main window for firmware management tasks is as follows:



① Action Menu

The table below shows a list of the Action menu commands that are available for firmware management tasks.

| Items | Tool Buttons | Functions |
|--------------------------|--------------|---|
| Refresh | | Updates the list information of the update program for a device selected from the device tree |
| Download | | Downloads an update program selected from the program list |
| Add | | Adds to the program list the update program of a device selected from the device tree |
| Remove | | Removes from the list an update program selected from the program list |
| Property | | Shows the property information of an update program selected from the program list |

② Device tree

Displays a list of repositories managed by System Configuration Program and the devices that can be managed by each repository.

③ List of update programs

Select a device from the device tree to display the list of firmware update programs provided through the Olympus Update Services.

Firmware update programs not downloaded to a local PC are shown in gray. The program list shows the following items:

| Items | Functions |
|---------|--|
| Status | An icon will appear when a firmware update program is being downloaded and downloading fails |
| Name | Shows the name of the firmware update program |
| Version | Shows the version of the firmware update program |

④ Program Update Permission tree

Selecting a firmware update from the update list displays the groups and users issued permission to access the update. Check the checkboxes for groups which will be issued permission to access the firmware update, and uncheck the checkboxes for groups which will not be issued permission to access the update.

=> [Firmware Auto Update](#)

⑤ Auto downloading setting

Specify whether to automatically download a new version of firmware update program. To enable auto downloading, select a device from the device tree, and check the checkbox for [Downloading an update program of this device automatically].

With the checkbox checked, the Olympus Download Server is checked for updates at the interval specified with the [[Download](#)] tab of the Option dialog box; if a new version is present, it is downloaded automatically.

Profile Dialog Box

The configuration of the Profile dialog box is as follows:

• ODMS R6 Users

Profile for Author1

Property Folder Design Workflow User Settings E-mail / FTP Device Update Management ①

User Name: Author1
Please specify the name used to log onto the operating system in "User Name".

First Name: Author1
Last Name: Olympus
Full Name: Author1 Olympus

Telephone Number: 03-1234-5678
E-mail Address: Author1@olympus
Network Environment: Local
Department: Department1

Notes

②

OK Cancel Apply

• DSS Player Pro R5 Users

① Category bar

Select a profile category. The currently selected category will be lit up.

The setting information included in profiles is grouped into the following categories:

| Categories | Functions |
|---------------|---|
| Property | Sets user or group identification information |
| Folder Design | Sets up a folder to be used by an Author or Transcriptionist |
| Workflow | Sets up a workflow to be performed by an Author or Transcriptionist |
| User Settings | Sets up items relating to the individual user operational preferences |
| E-mail / FTP | Sets up email and FTP for the user |
| Device | Sets up the devices to be used by an Author or Transcriptionist |
| Update | Sets up software or firmware updating |
| Management | Sets up items intended for an administrator |

② Setting information display area

Shows the items to be set up in the selected category.

For setting items that can be locked, ☐  (check box for locking) is shown.

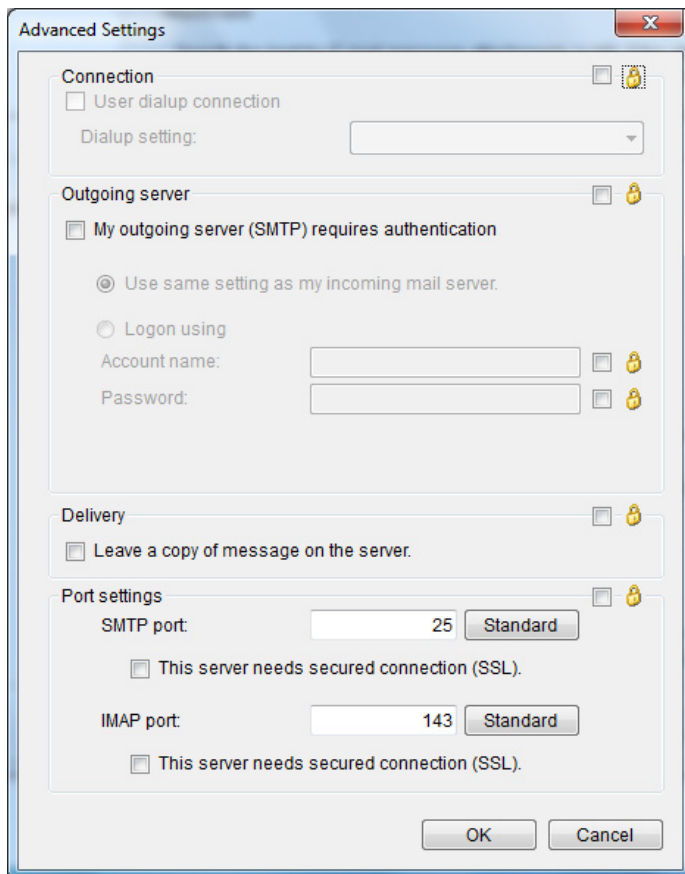
=> [Locking the Settings](#)

10.2 Names and Functions of Setting Dialog Boxes

This section describes the names and functions of the components comprising the Option Settings dialog boxes, which are used for configuring various options.

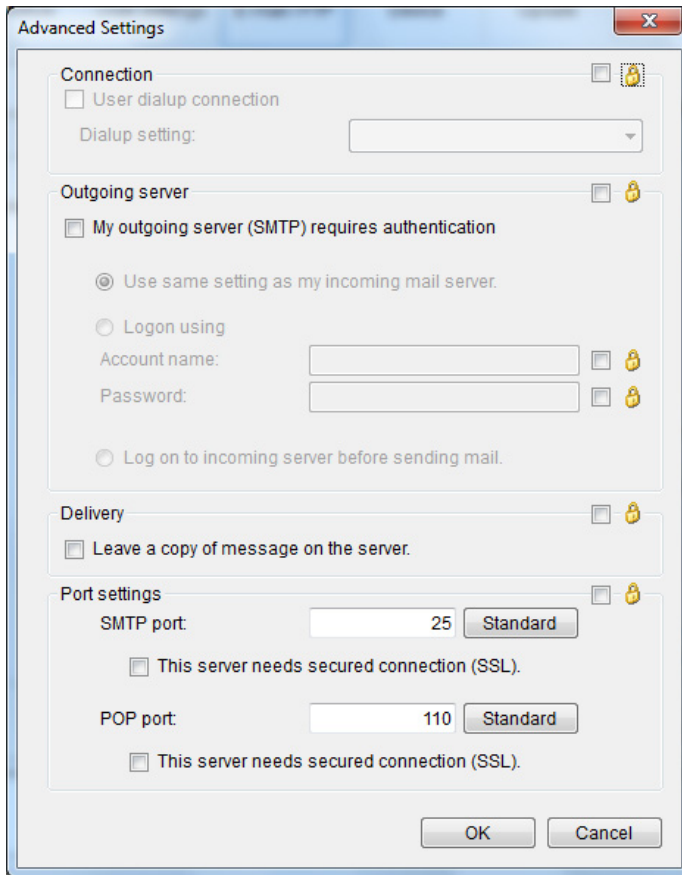
- [☐ Advanced Settings \(IMAP\) Dialog Box](#)
- [☐ Advanced Settings \(POP/SMTP\) Dialog Box](#)
- [☐ Application User Settings dialog box](#)
- [☐ Author Property Dialog Box](#)
- [☐ Browse for Folder Dialog Box](#)
- [☐ Cleaning Settings Dialog Box](#)
- [☐ Conversion Settings Dialog Box](#)
- [☐ Customize Notification Dialog Box](#)
- [☐ Destination of Sent email 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](#)
- [☐ Edit Job Data Dialog Box](#)
- [☐ Encryption Password Dialog Box](#)
- [☐ Format Option Dialog Box](#)
- [☐ FTP Settings Dialog Box](#)
- [☐ Multiple Users Registration Window](#)
- [☐ Option Item Property Dialog Box](#)
- [☐ Purge Settings Dialog Box](#)
- [☐ Recording Format Settings Dialog Box](#)
- [☐ Rule Settings Dialog Box \(Adaptation\)](#)
- [☐ Routing Settings Dialog Box](#)
- [☐ Rule Settings Dialog Box](#)
- [☐ Set FTP Destinations Dialog Box](#)
- [☐ Supported Document Type Dialog Box](#)
- [☐ Template Association Dialog Box](#)
- [☐ Worktype Property Dialog Box](#)

Advanced Settings (IMAP) Dialog Box



- Specify the settings and click [OK].

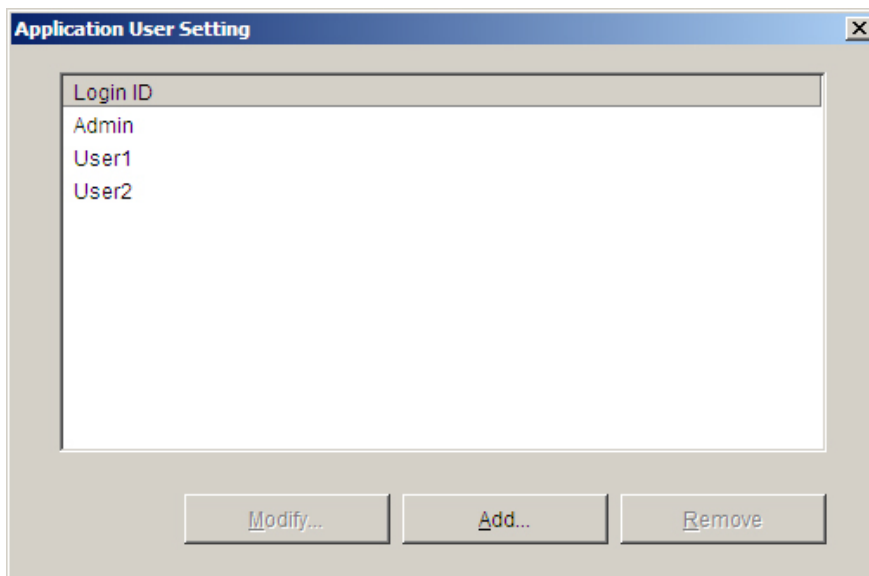
Advanced Settings (POP/SMTP) Dialog Box



- Specify the settings and click [OK].

Application User Settings dialog box

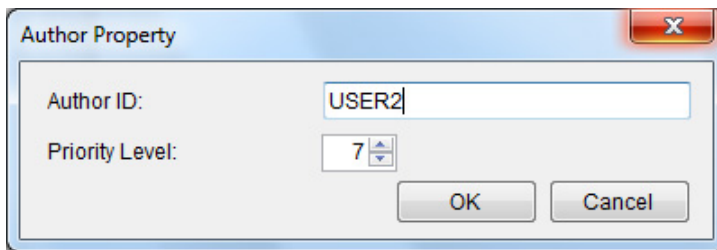
You can add, edit, and delete administrators by using the System Configuration Program.



- You can add users by using the [Add] button.
- You can edit users by using the [Modify] button.
- You can delete users by using the [Remove] button.

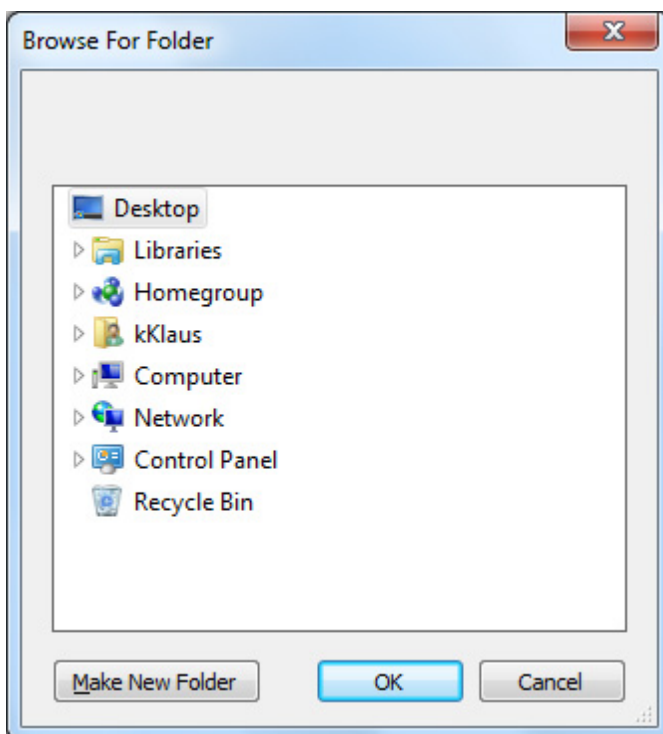
Author Property Dialog Box

This allows you to specify an Author ID and Priority Level.



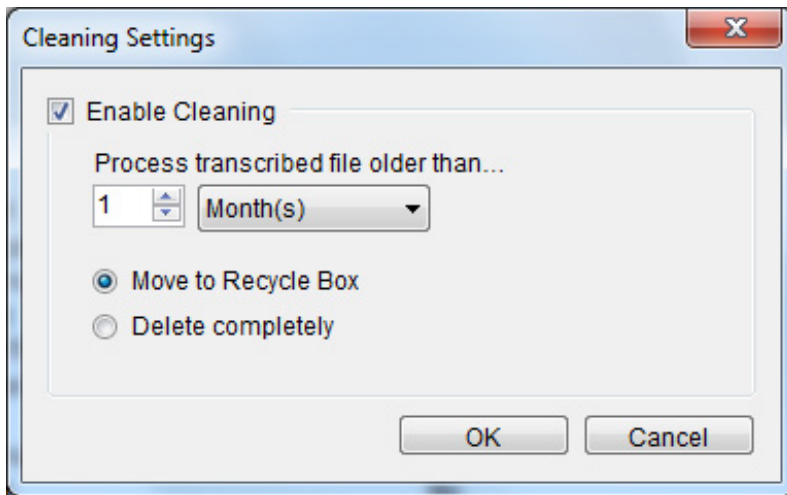
- Specify an Author ID and Priority Level.

Browse for Folder Dialog Box



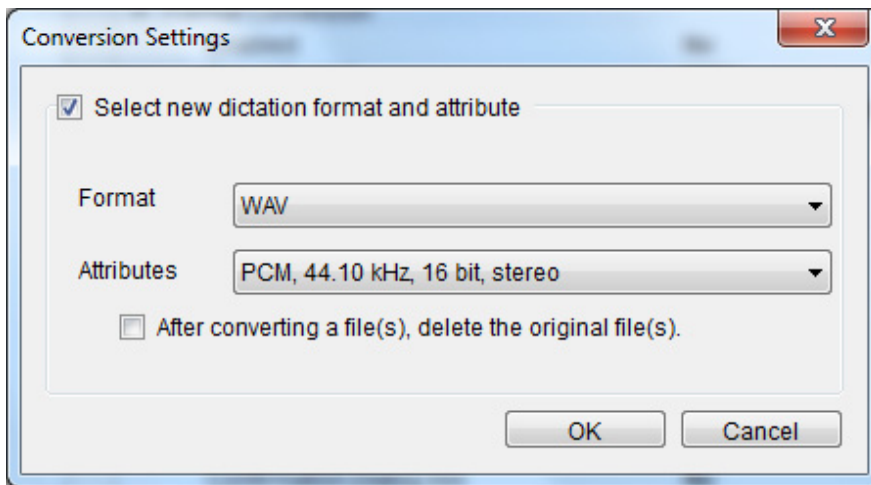
- Select a folder, and then click the [OK] button.

Cleaning Settings Dialog Box



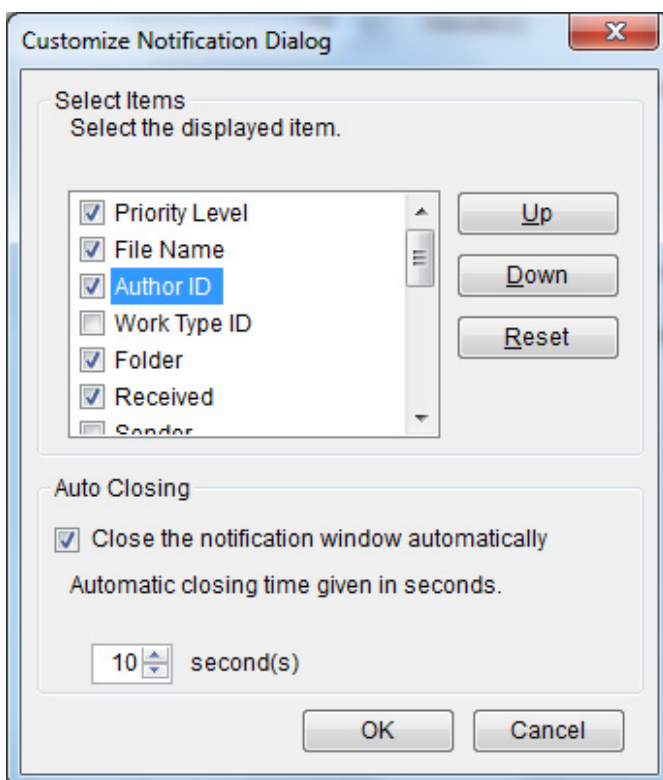
- Enable the setting for cleaning, specify the storage period, and then click [OK].

Conversion Settings Dialog Box



- Use this dialog box to enable conversion of dictations and to select the format and attributes for conversion.

Customize Notification Dialog Box



- Select Items
 - Enable items to be displayed in a pop-up window.
 - Priority level (enabled, fixed)

File name (enabled, fixed)
Author ID (Default: enabled)
Worktype ID (Default: disabled)
Folder (Default: enabled)
Received (Default: enabled)
Sender (Default: disabled)
Option items 1 to 10 (Default: disabled)
Comment (Default: Disabled)

To change the display order, select an item, and then click the [UP] or [Down] button.

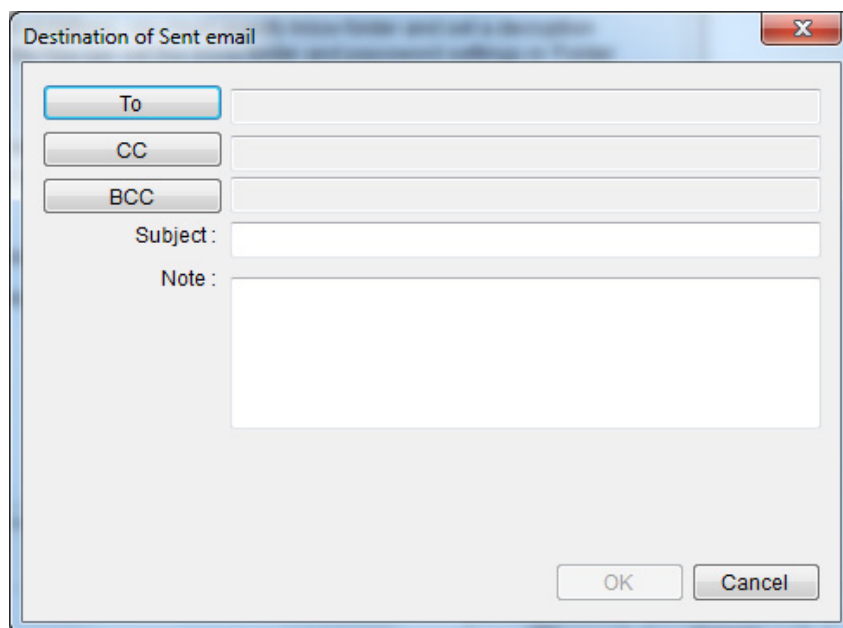
To restore the default settings, click the [Reset] button.

- Automatic Closing

When [Close the notification window automatically] is enabled, a window is displayed only for the period specified in the [Notification window display duration] box, and then is closed automatically.

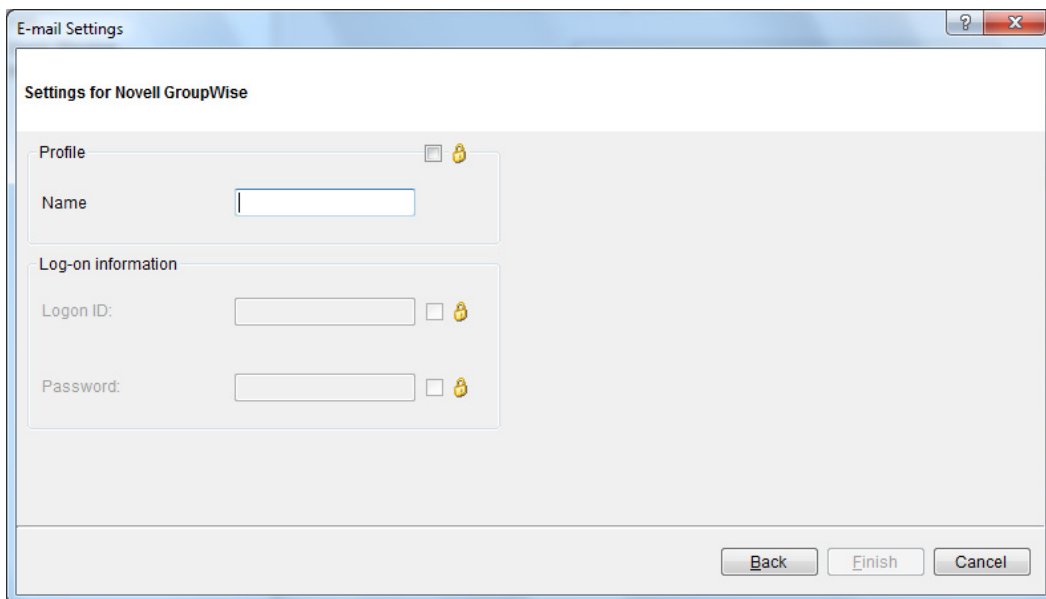
For [Notification window display duration], specify the window display duration in the range of 3 to 30 seconds. (Default: 10 seconds)

Destination of Sent email Dialog Box

The image shows a dialog box titled "Destination of Sent email". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog contains several input fields: three buttons labeled "To", "CC", and "BCC" stacked vertically on the left, each followed by a text input field; a "Subject:" label followed by a text input field; and a "Note:" label followed by a larger text area. At the bottom right, there are "OK" and "Cancel" buttons.


- Click To, CC and/or BCC to input addresses.
- The title and the body of the email can be entered in the "Subject" and "Note" sections, respectively.

E-mail Settings (GroupWise) Dialog Box




E-mail Settings


Settings for Novell GroupWise

Profile 

Name

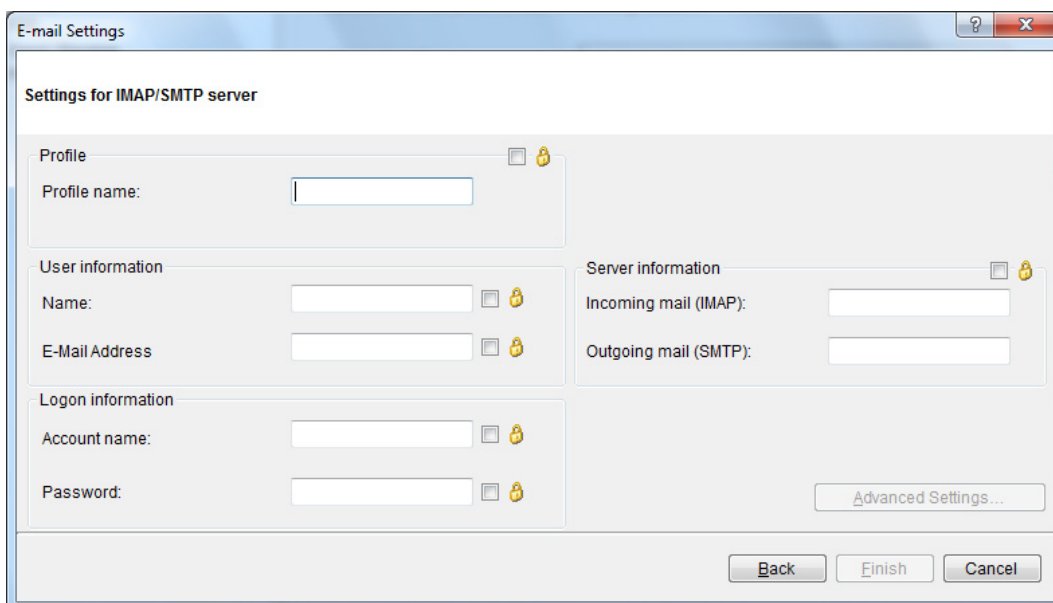
Log-on information

Logon ID: 

Password: 


- Specify the settings and click [Finish].

E-mail Settings (IMAP) Dialog Box




E-mail Settings


Settings for IMAP/SMTP server

Profile 


Profile name:


User information


Name: 

E-Mail Address 

Logon information

Account name: 

Password: 

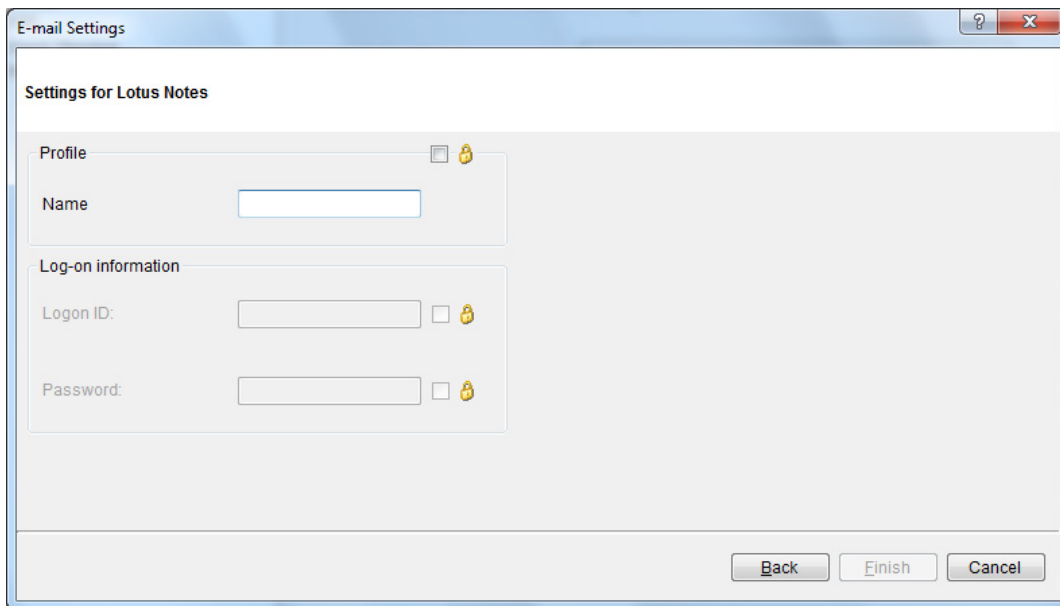
Server information 

Incoming mail (IMAP):

Outgoing mail (SMTP):

- To configure advanced settings, click the [Advanced Settings] button.
- Specify the settings and click [Finish].

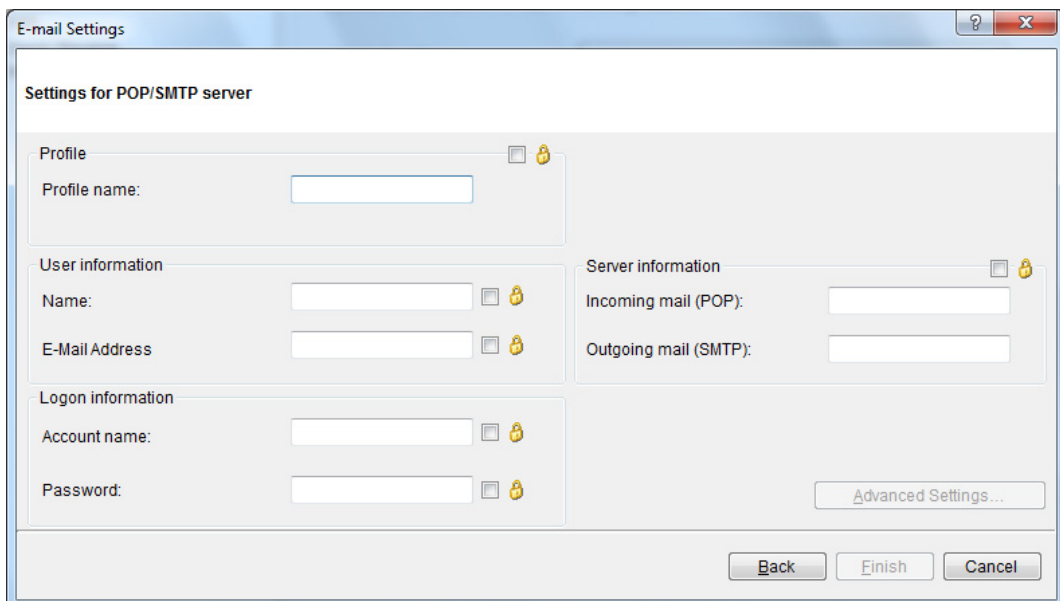
E-mail Settings (Lotus Notes) Dialog Box



The dialog box is titled "E-mail Settings" and contains the section "Settings for Lotus Notes". It features a "Profile" section with a "Name" text field and a "Log-on information" section with "Logon ID:" and "Password:" text fields. Each field has a small icon to its right. At the bottom right, there are three buttons: "Back", "Finish", and "Cancel".

- Specify the settings and click [Finish].

E-mail Settings (POP/SMTP) Dialog Box

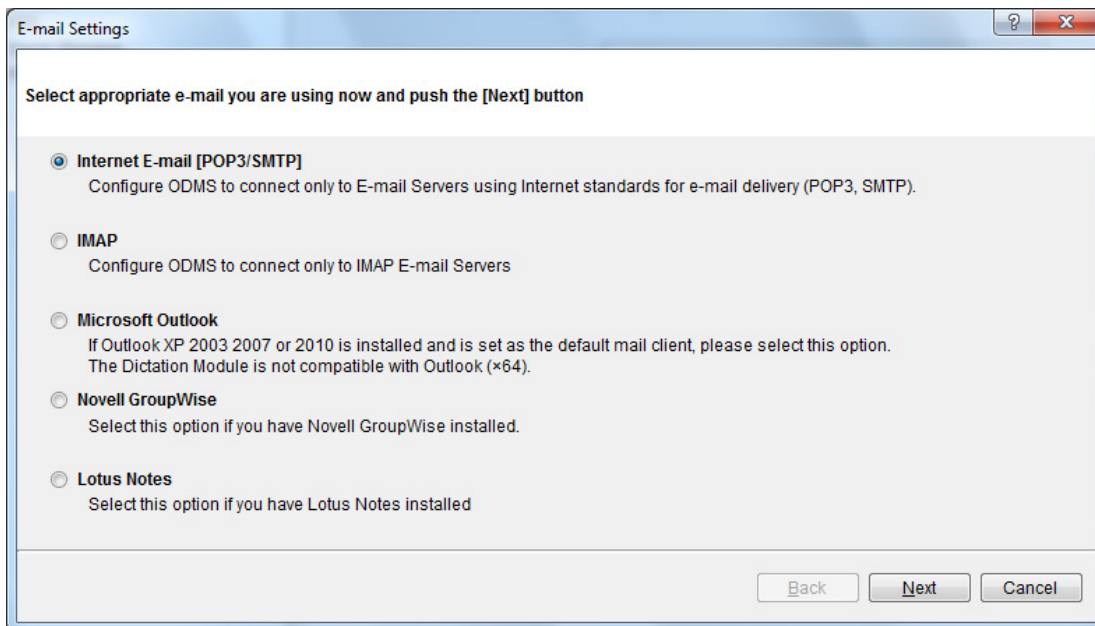


The dialog box is titled "E-mail Settings" and contains the section "Settings for POP/SMTP server". It is divided into three main sections: "Profile" with a "Profile name:" text field; "User information" with "Name:" and "E-Mail Address" text fields; and "Logon information" with "Account name:" and "Password:" text fields. To the right of these is a "Server information" section with "Incoming mail (POP):" and "Outgoing mail (SMTP):" text fields. An "Advanced Settings..." button is located at the bottom right of the main content area. At the bottom of the dialog are "Back", "Finish", and "Cancel" buttons.

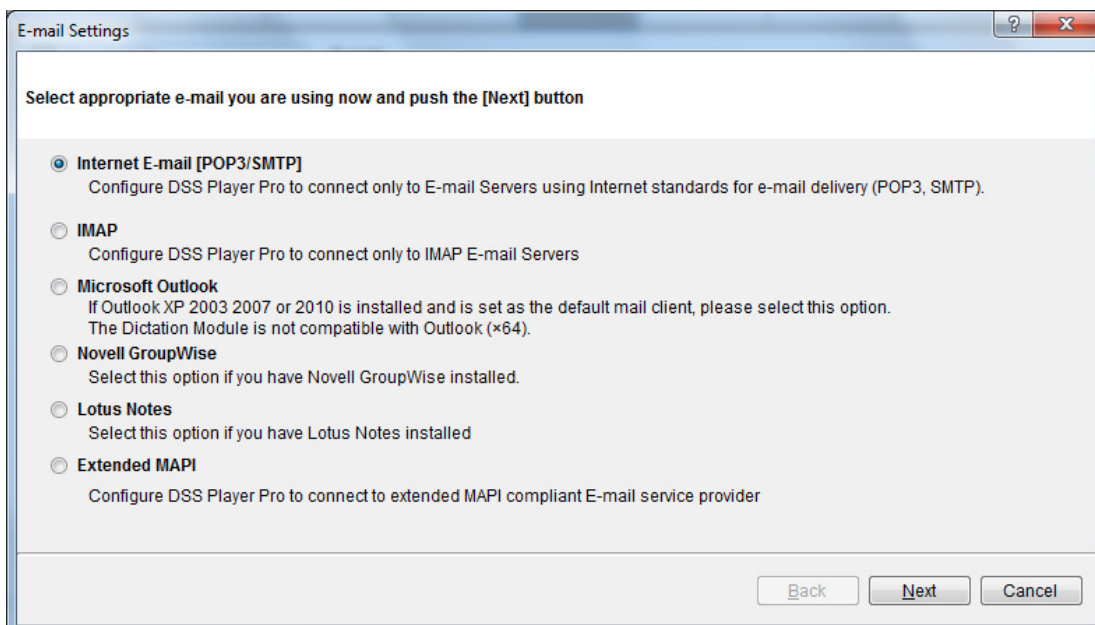
- To configure advanced settings, click the [Advanced Settings] button.
- Specify the settings and click [Finish].

E-mail Settings (Select) Dialog Box

- **ODMS R6 Users**

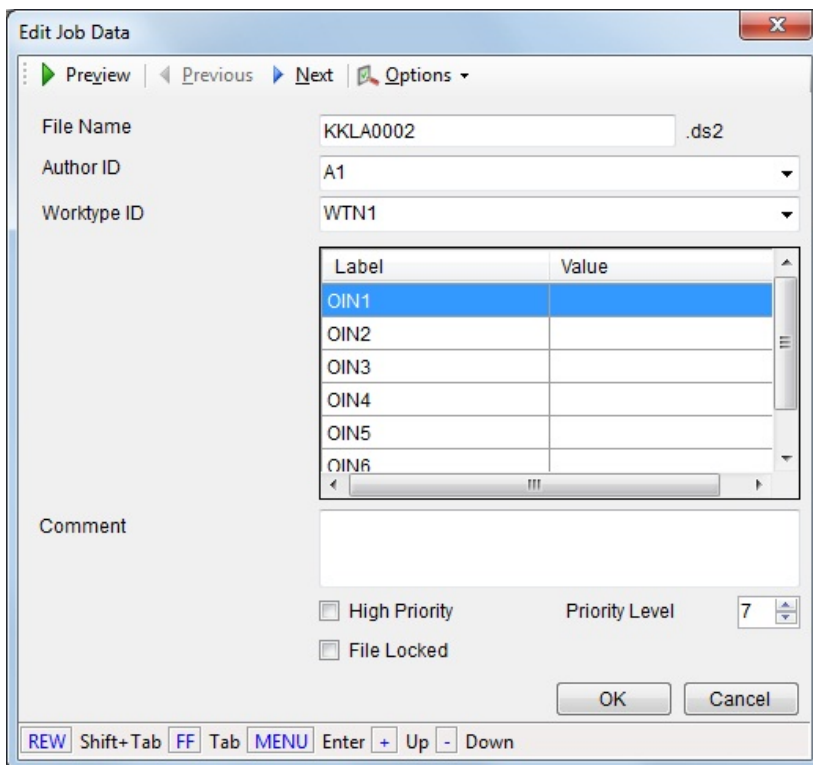


- **DSS Player Pro R5 Users**



- Select an email transmission/reception protocol for registration and click [Next].
→The E-mail Settings dialog box for the selected protocol will appear.

Edit Job Data Dialog Box



Edit Job Data

Preview | Previous | Next | Options ▾

File Name: KKLA0002 .ds2

Author ID: A1

Worktype ID: WTN1

| Label | Value |
|-------|-------|
| OIN1 | |
| OIN2 | |
| OIN3 | |
| OIN4 | |
| OIN5 | |
| OIN6 | |

Comment:

☐ High Priority Priority Level: 7

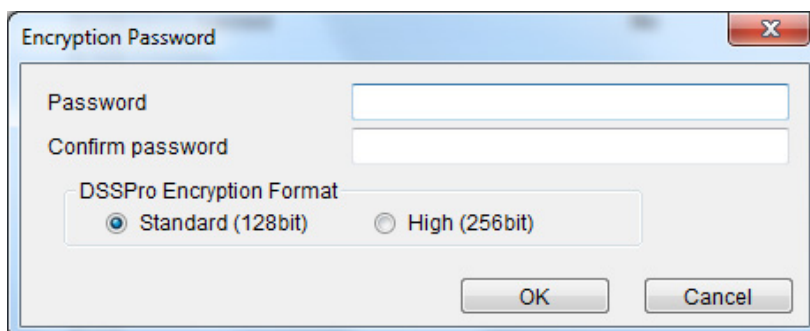
☐ File Locked

OK Cancel

REW Shift+Tab FF Tab MENU Enter + Up - Down

Encryption Password Dialog Box

- **Dictation File Folder**



Encryption Password

Password:

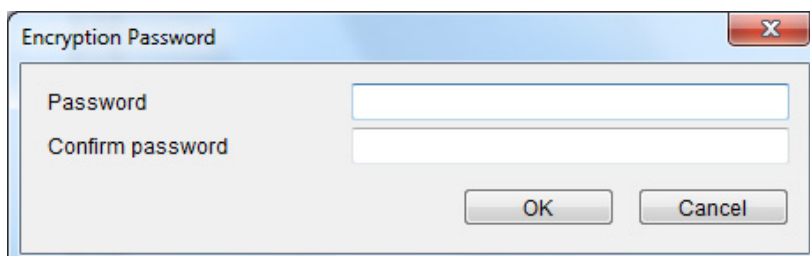
Confirm password:

DSSPro Encryption Format

☒ Standard (128bit) ☐ High (256bit)

OK Cancel

- **Document Folder**



Encryption Password

Password:

Confirm password:

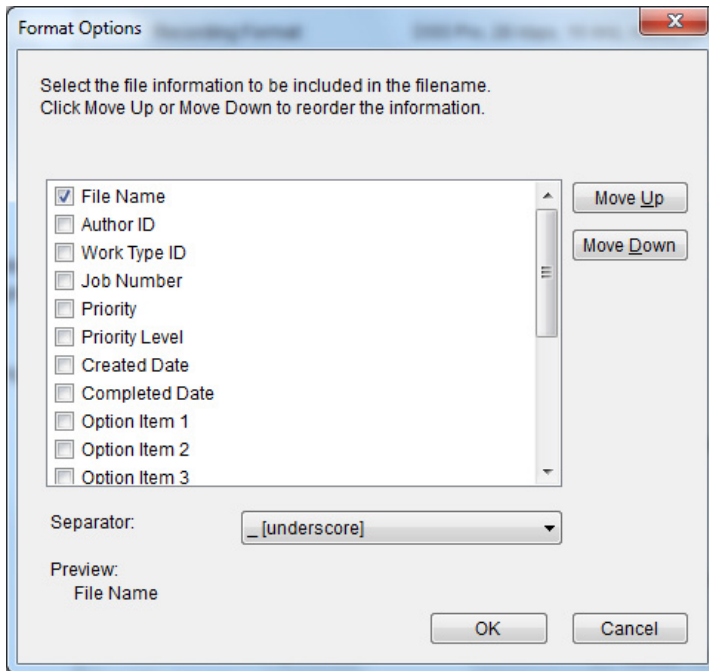
OK Cancel

To change the password, enter the new password and the confirmation, and then click the [OK] button. If 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 applied only to 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.
- In order to change the password, enter both [New password] and [Confirm password], then click the [OK] button.

Format Option Dialog Box



- Checking the individual checkboxes causes the contents of their respective items to be applied to the file name. Note that the checkbox for File Name must always be checked.
- To change the order of items, select an item, and then click the [Up] or [Down] button.
- You can set characters to put between items.
Select a character from the drop-down list:
 - [none]
 - [space]
 - [hyphen]
 - . [period]
 - _ [Underscore] (Default)
- Using Preview allows you to check the format of the changed file name.

FTP Settings Dialog Box

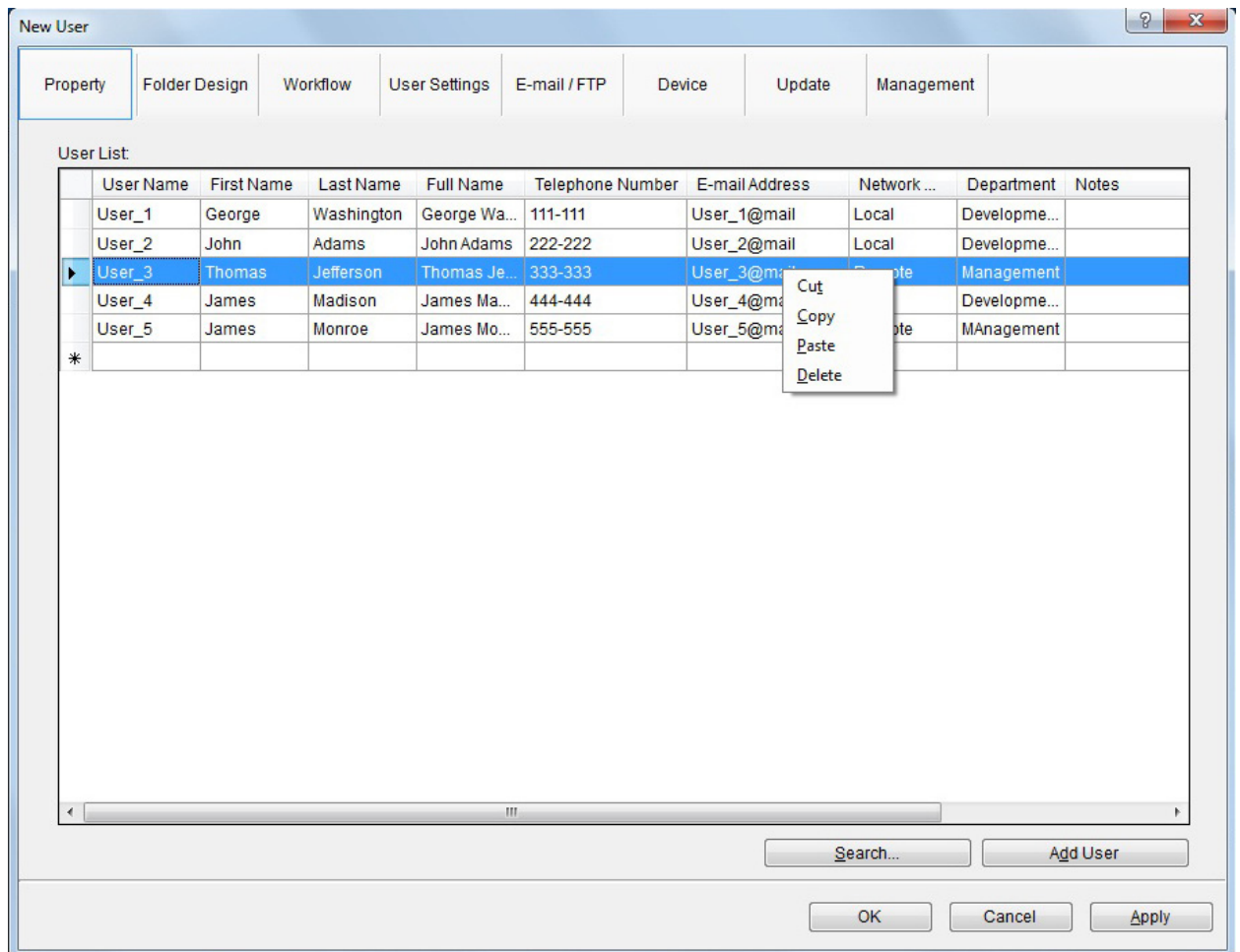
The screenshot shows the 'FTP Settings' dialog box with the title 'Create new FTP profile'. It is divided into several sections:

- Profile:** A text field for 'Name'.
- Log-on information:** Text fields for 'Logon ID:' and 'Password:'.
- Directory:** Text fields for 'For dictation:' and 'For Document:'.
- Server information:** A dropdown for 'Protocol' (set to 'FTP'), a text field for 'Address:', and a text field for 'Port' (set to '21') with a 'Standard' button.
- Advanced Settings:** Checkboxes for 'Passive mode' and 'After downloading document files, delete acquired files from Document files folder'.

At the bottom right, there are 'Finish' and 'Cancel' buttons.

- Specify the settings and click [Finish].

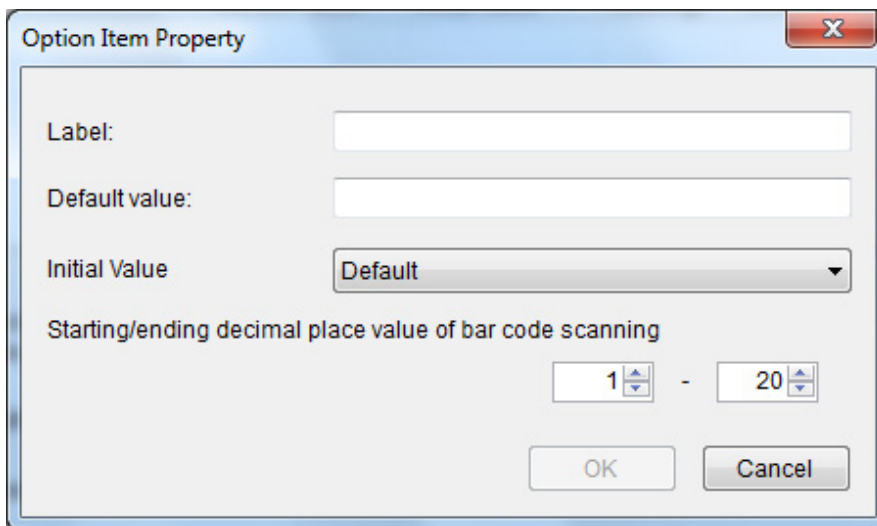
Multiple Users Registration Window



- You can register new users by using the [Add User] button.
- You can register users from Active Directory with the [Search] button.
- You can edit registered user information (cut, copy, paste, and delete) by using the context menu.

Option Item Property Dialog Box

This allows you to set Option Items.



The "Option Item Property" dialog box contains the following fields and controls:

- Label:** A text input field.
- Default value:** A text input field.
- Initial Value:** A dropdown menu currently showing "Default".
- Starting/ending decimal place value of bar code scanning:** Two spin boxes with values "1" and "20" separated by a hyphen.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

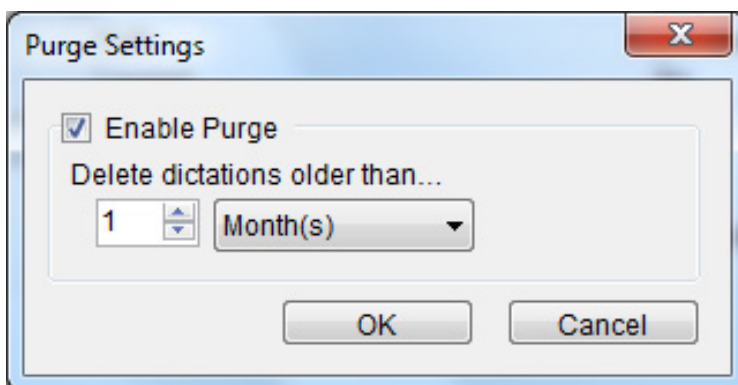
- For the Label, any string can be entered using up to 16 characters.
- The "Default value" will be used as the initial value for options which appears in the dialog boxes, such as "Edit Job Data", when the "Initial Value" is set to "Default". The "Default value" can be set in the digit number specified 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.
 - Blank: The initial value has not been set.
 - Default: Uses the value specified in the "Default value" by default.
 - Last input value: Uses the last value input by the user as the "Initial Value" for the next recording.
- For "Starting/ending decimal place value of bar code scanning" specify the cut-out range (start/end) for bar code scanning.



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



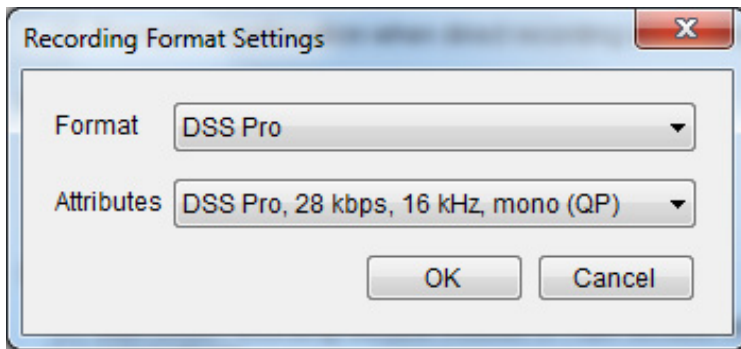
The "Purge Settings" dialog box contains the following fields and controls:

- Enable Purge:** A checked checkbox.
- Delete dictations older than...**
 - A spin box with the value "1".
 - A dropdown menu showing "Month(s)".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Enter individual items and then click [OK].

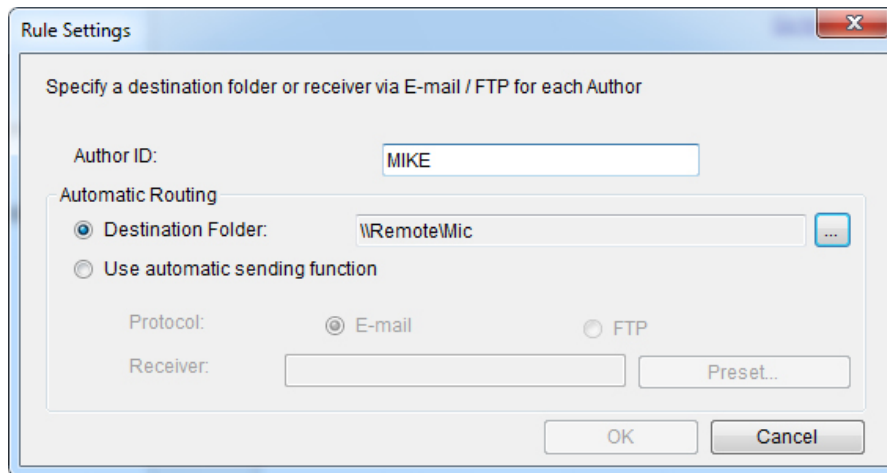
- Enable the setting for purging, and then specify the storage period.

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 (Adaptation)



Author ID

Specify the Author ID to which to automatically send Adaptation Data.

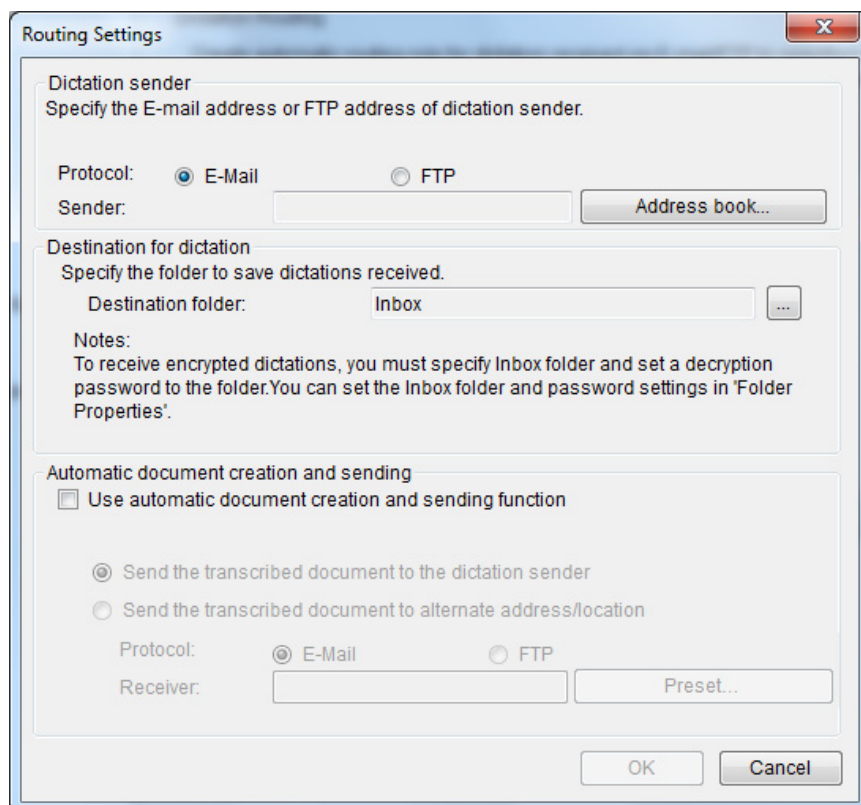
Automatic Routing

Specify the Author ID of the folder for transferring data, e-mail address or FTP profile.

With the [Preset...] button, you can browse the profiles for already registered e-mails and FTPs.

This setting cannot be registered unless an e-mail address or FTP profile is already set in [E-mail/FTP] - E-mail or [E-mail/FTP] - FTP.

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.

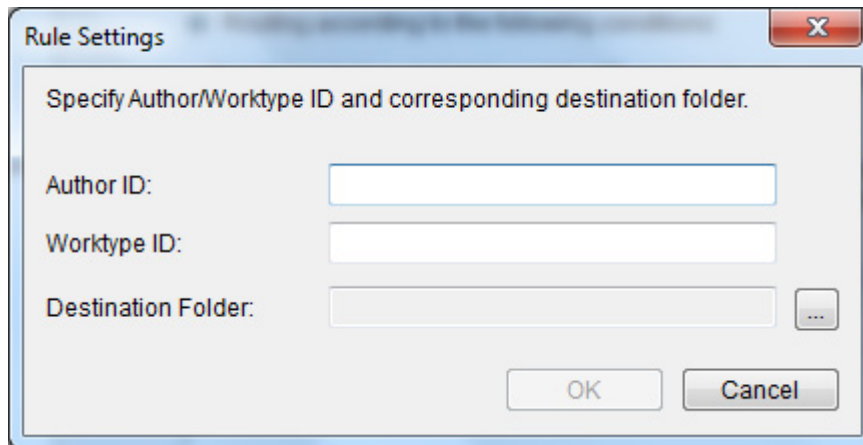
Destination for Dictation

Specify the folders used for routing dictations by clicking .

Automatic Document Creation and Sending

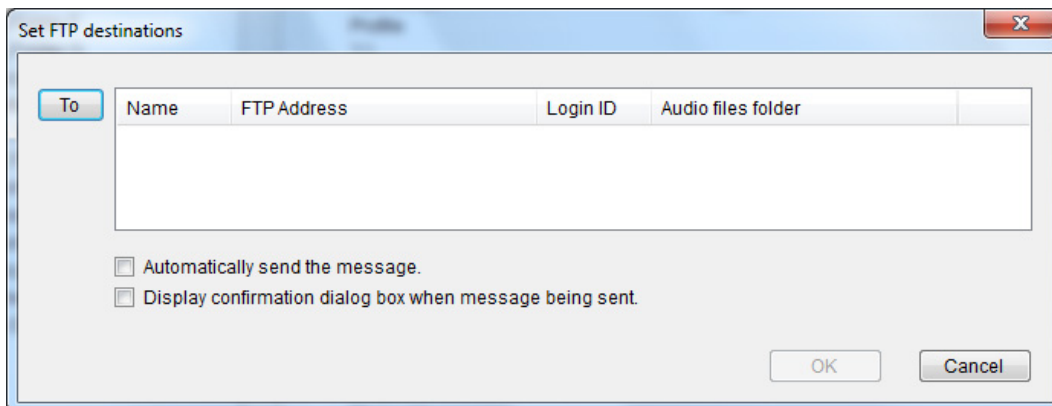
When “Use automatic document creation and sending function” is enabled, starting up the Transcription will automatically create a document, and exiting the Transcription will automatically cause the document to be sent to the specified addressee. The document is created in accordance with the “Open word processor” setting on the [Transcription] tab.

Rule Settings Dialog Box



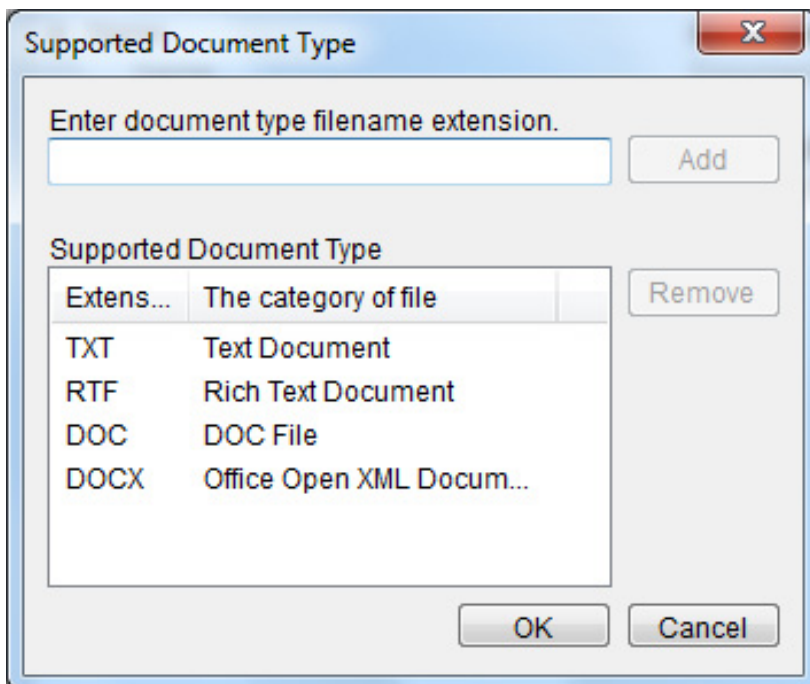
- Specify the dictation file Author ID, Worktype ID, and destination folder, and then click the [OK] button.

Set FTP Destinations Dialog Box



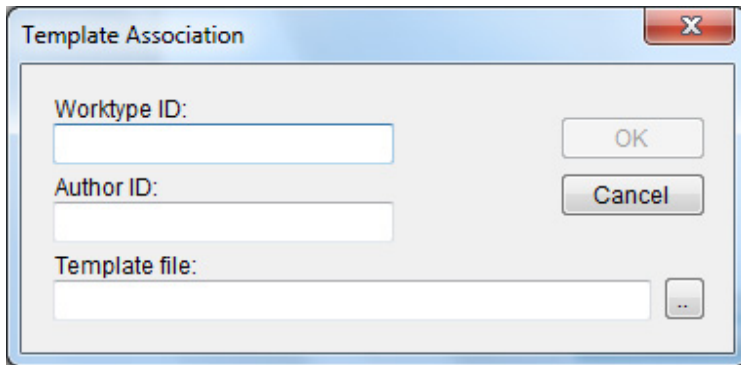
- Click the [To] button to display the FTP Profiles dialog box, then select an FTP profile to use.

Supported Document Type Dialog Box



- Enter the extension in [Supported document extension] then click [Add] to register it.
- When removing one, select the extension in [Currently supported document extensions] then click [Remove].
- Click the [OK] button to reflect changes.

Template Association Dialog Box

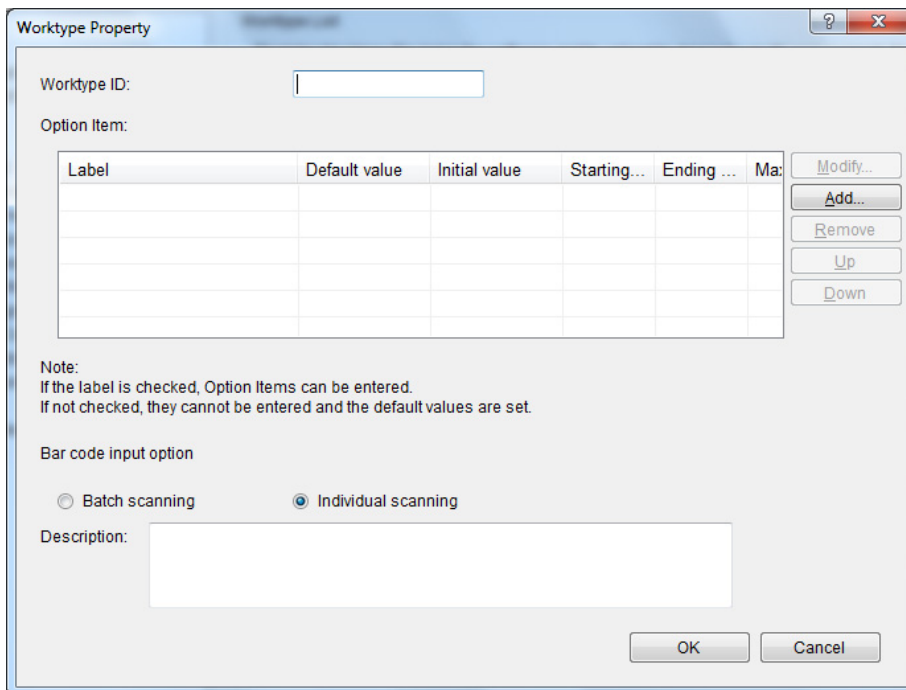


The dialog box is titled "Template Association" and has a close button (X) in the top right corner. It contains three input fields: "Worktype ID:", "Author ID:", and "Template file:". To the right of the "Worktype ID:" and "Author ID:" fields are "OK" and "Cancel" buttons respectively. To the right of the "Template file:" field is a browse button (two dots).

- Specify a Worktype ID, Author ID, and a template file to be associated with a template.
- Enter items and click [OK].

Worktype Property Dialog Box

Edit settings for Worktype ID, Option Item, and bar code entry.



The dialog box is titled "Worktype Property" and has a help button (?) and a close button (X) in the top right corner. It contains the following sections:

- Worktype ID:** A text input field.
- Option Item:** A table with columns: Label, Default value, Initial value, Starting..., Ending ..., and Ma... (partially visible). To the right of the table are buttons: Modify..., Add..., Remove, Up, and Down.
- Note:** If the label is checked, Option Items can be entered. If not checked, they cannot be entered and the default values are set.
- Bar code input option:** Two radio buttons: Batch scanning and Individual scanning (selected).
- Description:** A text input field.
- Buttons:** OK and Cancel at the bottom right.

Option Item

Set a Worktype ID and Option Item.

Enter a Worktype ID using up to 16 characters.

You can register up to 10 Option Items.

- To add an Option Item, click the [Add] button, and then edit the settings in the displayed [Option Item Property dialog box](#). To enable an Option Item during recording with a recorder, check the checkbox

for the label.

- To change an Option Item, select a label, click the [Modify] button, and then edit the settings in the displayed [Option Item Property dialog box](#).
- To delete an Option Item, select a label, and then click the [Remove] button.
- To change the order of the Option Items, select a label, and then click the [Up] or [Down] button.



Restrictions about Option Items

If the recording format is DS2 when a dictation file is generated, 10 Option Items are registered. However, if the recording format is DSS, only three out of the registered Option Items are recorded.

Bar Code Input Option

Through bar codes, specify the method for entering the values of the individual Option Items registered in the Option Item List.

- In cases where [Batch scanning] has been selected for [Bar code entry option] in the Worktype Property dialog box, a single bar code scan causes data to be applied to multiple Option Items. Use the [Option Item Property dialog box](#) to specify the starting/ending digits for scanning.
- In cases where [Individual scanning] has been selected for [Bar code entry option], a single bar code scan causes data to be applied to a single Option Item. If multiple Option Items have been registered, each scan causes data to be applied to the registered Option Items in the order done.

Description

This allows you to register the description of a Worktype. Enter up to 100 characters.

10.3 Menu Lists

The functions of the individual commands on the menu bar are described below:




File menu

| Command Names | Functions |
|--------------------------|--|
| Options | Sets up the operations of System Configuration Program |
| Security | Edit users logging in to the System Configuration Program. |
| Exit | Finishes System Configuration Program |

View menu

| Command Names | Functions |
|---------------|--|
| Toolbar | Switches between display and non-display of the toolbar |
| Status Bar | Switches between display and non-display of the status bar |
| Task Bar | Switches between display and non-display of the task bar |

Task menu

| Items | Buttons | Functions |
|-------------------------------------|---|--|
| User Management |  | Switches the task to "user management" |
| Software Management |  | Switches the task to "software management" |
| Firmware Management |  | Switches the task to "firmware management" |

Action menu

The commands shown on the Action menu differ depending on the selected task.

[User management window](#)

[Software management window](#)

[Firmware management window](#)

Help menu

| Items | Functions |
|------------------------------------|---|
| Contents | Shows System Configuration Program Help |
| Check for Updates | Access the Olympus Download server to check for an updated version of System Configuration Program. If a new version is present, a confirmation dialog box will appear to ask if updating is to be executed. If execution is selected, updates will be downloaded from the server, and updating will begin. |
| About System Configuration Program | Shows the version information of System Configuration Program |

10.4 List of Default Key Assignments

General

The table below shows the keys assigned to functions other than playing and recording of dictation files:

| Command | Default Key |
|------------------------------|--------------|
| New Dictation ^{*1} | Ctrl+N |
| Edit Dictation ^{*1} | Ctrl+O |
| Start Voice Recognition | Ctrl+R |
| Property View | |
| Hotkeys On/Off | F11 |
| Download All ^{*1} | Ctrl+Shift+M |

^{*1}: This is unavailable for Transcriptionists and Transcriptionist groups.

Playback Control

The table below shows the keys assigned for playing dictation files:

| Command | Default Key |
|---|------------------|
| Play/Stop | F9 |
| Stop | - |
| Fast Forward | F8 |
| Rewind | F7 |
| Next Index Mark | Ctrl+Right |
| Previous Index Mark | Ctrl+Left |
| Next Verbal Comment | Ctrl+Shift+Right |
| Previous Verbal Comment | Ctrl+Shift+Left |
| Jump to Top | - |
| Jump to End | - |
| Volume Up | Ctrl+Up |
| Volume Down | Ctrl+Down |
| Speed Up | Ctrl+Shift+Up |
| Speed Down | Ctrl+Shift+Down |
| Tone Up | Ctrl+Alt+Up |
| Tone Down | Ctrl+Alt+Down |
| Noise Cancellation Level ^{*2} | - |
| Insert Index Mark | Ctrl+Alt+I |
| Delete Index Mark | - |
| Dictation/Instruction Comment Mode | F10 |
| Switch Playback View Mode ^{*3} | - |
| Switch Remain/Length Indication ^{*3} | - |
| Back to the Main Window ^{*3} | Ctrl+Shift+Z |

^{*2}: Each time this command is executed, the selection is switched in the following sequence,
Off=>1=>2=>3=>Off=>....

^{*3}: This is unavailable for Authors and Author groups.

Direct Recording

The table below shows the keys assigned for recording dictation files.

These are available only for Authors and Author groups.

| Command | Default Key |
|--|-------------|
| Record | Ctrl+Alt+F1 |
| Record Verbal Comment | Ctrl+Alt+F2 |
| Switch between High and Normal Priority | Ctrl+Alt+F3 |
| Switch between Conference and Dictation | Ctrl+Alt+F4 |
| Switch between Insert and Overwrite Mode | Ctrl+Alt+F5 |
| Pending Dictation | Ctrl+Alt+F6 |
| Finish Dictation | Ctrl+Alt+F7 |
| Change Saving Folder ^{*4} | Ctrl+Alt+F8 |
| Send / Don't Send Finished Dictation ^{*5} | Ctrl+Alt+F9 |
| Delete Instruction Comment | Ctrl+Alt+D |
| Undo | Ctrl+Alt+Z |
| Redo | Ctrl+Alt+Y |

*4: This changes the storage folder for the Save As dialog box to be shown when dictations are finished. Each time the command is executed, the storage folder is switched to the next one.

*5: This specifies whether to enable or disable auto transmission regarding the Save As dialog box to be shown when dictations are finished. Each time the command is executed, the auto transmission setting is switched between [Enable] and [Disable].

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 ^{*6} |

*6: Enabled for users in ODMS R6.2 and later.

Function Assignments for Function Keys

When System Configuration Program is launched, the table below shows the functions assigned to the functions keys:

| Function Key | Windows | DSS Player Pro |
|---------------|-----------------------------|---|
| [F1] | Help display | Help display |
| [F2] | Editing items | Editing items |
| [F3] | Search | --- |
| [F4] | | |
| [Ctrl]+[F4] | Closing a window | |
| [Alt]+[F4] | Finishing an application | Finishing an application |
| [F5] | Updating a window | Updating a window |
| [F6] | | Moving a window |
| [F7] | | Rewinding |
| [F8] | | Forwarding |
| [F9] | | Play/stop |
| [F10] | | Switching between Dictation and Instruction Comment modes |
| [Shift]+[F10] | Displaying the context menu | Displaying the context menu |
| [F11] | | Hotkeys On/Off |
| [F12] | | |

11 Support Contacts

Inquiries Regarding Purchasing License Keys

When purchasing the following license keys, contact your dealer or distributor.

- Dictation Module multi-license key
- Transcription Module multi-license key

Inquiries Regarding Malfunctions

When making an inquiry, please let us know the following items of information and a detailed description of the problem.

- Type of PC (manufacturer and model name)
- Memory capacity
- Hard disk space
- OS and version
- Connected peripheral devices

For malfunctions and other problems, contact your dealer or distributor.

Other Support

Various kinds of information, including product specifications, connection with PCs, OS supporting status, and Q & A, are available on our Web site. For the latest information, visit

<http://www.olympus-global.com/en/global/>



The information provided may be subject to change without notice.

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 Citrix client software supports.

Clean

A folder attribute and a way to delete files. Old files can be deleted through one of two methods: by directly deleting them, or by moving them to the Recycle Box and then deleting them with the delete option. Setting the Clean attribute enables automatic clean-up of old files.

Composite Mode

A mode for simultaneous operation of multiple standard USB classes when a recorder is connected to a PC. Supported USB classes depend on the model. With the DS-7000/3500, three classes (Audio, HID, Storage) are operated simultaneously. Audio class supports function as a PC microphone and/or speaker, HID class supports button operations, and Storage class supports operation as a removable disk. Leaving the device USB connection mode set in Composite mode enables smooth operation of Dictation Module and Transcription module functions.

Direct Record

A recording method that enables connection of a microphone device to a PC and recording of dictation data directly to the PC. Dictation can be directly recorded to a PC using an Olympus Directrec Series or other specialized direct record device, or a recorder microphone connected to the PC USB port.

DRM

This stands for Digital Rights Management. It is a general term for the technologies that protect the copyrights of digitally-created contents and regulate the use and replication of them.

DSS

This stands for Digital Speech Standard.

This voice encoding standard has been developed by Olympus and two other companies. It can downsize audio data while maintaining sound quality. All of Olympus professional recorder models support DSS. DSS-compliant dictation files have the "DSS" extension.

DSS Pro

An audio standard enhanced from the classic DSS.

Key differences from the DSS standard include QP (Quality Play) mode for high-grade recording, an increase from 16 to 32 in the number of settable index marks, support for dictation file encryption, and support for verbal comment recording. DSS-compliant dictation files have the "DS2" extension.

FTP

This stands for File Transfer Protocol. This is a protocol used for transferring a file over a TCP/IP network.

Hot Key

A function that allows an application or button operation on the device to be assigned to a key on the keyboard, and then to be executed simply by pressing the key. It can be customized and enables the user to work more efficiently by registering frequently used functions.

HTTPS

A protocol that integrates SSL (Secure Sockets Layer) encrypted communication into HTTP.

Instruction Comment

An Instruction Comment is an instruction or other message recorded for a Transcriptionist. It can be recorded only with Direct Record and cannot be created when making a recording with a standalone recorder. It is maintained as a file separate from a dictation file, and is recorded to provide a Transcriptionist with instructions.

Job Data

A general term to refer to the Author ID, worktype, option item, comment, or other data that can be specified for a dictation file by the Dictation Module or Transcription Module.

Such specified data items serve as keys for dictation file management, classification, and other management.

Noise Cancel

An operation that reduces noise output by extracting and filtering out noise components from a dictation file. The cancellation effect can be adjusted to three different levels.

MP3

An MPEG-1-based audio compression method. Like other major audio compression techniques, it uses a lossy compression method that achieves a high compression rate by deducting less audible portions from sound data. Playback is supported with Dictation Module and Transcription Module. The file extension is MP3.

MSI Package

A Windows Installer-compliant package for installation. DSS Player Pro R5 executes the MSI packages of modules when performing installations and upgrades.

OLE

When dragging and dropping a dictation file to a document file, it can be configured to be an embedded object or a linked object.

Embedding causes audio data to be stored as-is, which results in a large volume of data. However, even if the stored data is ported to another PC, it can be played back on the destination PC as long as the PC has a player installed that can play back the applicable audio format. In the case of a link, only the file name and path of the audio file is stored which means a smaller volume of data, but playback cannot be performed if the document file is ported to a location from which the audio data embedded in the file cannot be accessed.

Option Item

An item associated with a Worktype. Up to 10 items can be registered with combinations of values.

Option Items can be input with tools such as Baltech Transponder or a bar code reader.

Ownership

An attribute that, based on an Author's privilege, prevents a dictation file from moving to the Finished folder in Transcription Module after the file has been transcribed. With this attribute configured, the file is not moved to the Finished folder in Transcription Module when its transcription has been completed.

Priority Level

This is represented by the 16 priority levels of 0 to 15, and allows the user to prioritize dictations.

Proxy

This is a boundary that separates an internal network from the external Internet. It is a computer or software that connects to the Internet on behalf of an internal computer that cannot directly access the external network. A proxy centrally controls the access traffic between the Internet and the internal network, and blocks unauthorized accesses.

Repository

A shared location for storing shared data under management by the System Configuration Program. The Olympus Dictation Management System allows selection of two repository types: a shared-folder configuration and a service program configuration. Internally, a repository stores each user's and group's profile (application setup information), the software and device firmware update programs, etc.

Standalone System

The basic system of Olympus Dictation Management System. It represents a system environment in which Dictation Module and Transcription Module run on local PCs, and management tools such as System Configuration Program are not used.

Storage Mode

Operation mode that causes a recorder's built-in memory or memory card to be recognized as a removable drive when the recorder is connected to a PC. Normal removable disk operations are supported, the same as with USB memory and other types of removable memory. However, the recorder cannot be used as a PC microphone or speaker when it is connected in Storage Mode. When using the recorder for direct recording, you need to switch to Audio mode, Composite mode, or some other operating mode in which the normal USB Audio class is supported.

Terminal Service

This is a client service provided by Windows Server. It can execute applications and services provided by the server on the client side. A separate license such as TS-CAL is required to use this function.

VCVA

A capability that enables sound-initiated recording (called Variable Control Voice Actuator) in order to improve usability and efficiency for prolonged recording. It halts recording after a certain period of silence and resumes it in response to sound. The sound level to initiate recording can be adjusted. A level setting optimized for a recording environment ensures efficient recording. For recording intended for 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.

