

## Create a password for your SpeechLive login & download the app

1. Once you have signed up for SpeechLive or have been added as a user, you will receive an email from **'noreply@speech.com'**. Once you have received the email, scroll down and follow the link labelled **'Activate your account access'**. Follow the on-screen instructions to create a password for your SpeechLive login.

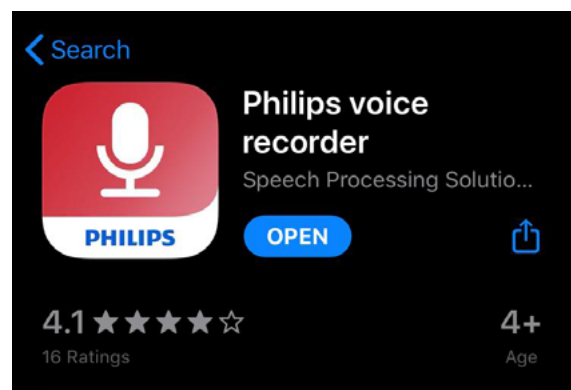
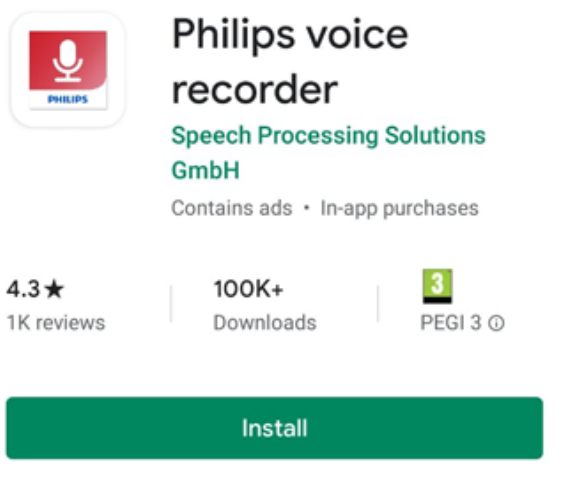
### 1. Activate your account access

To activate the access to your SpeechLive administrator account, click on 'Activate' below and follow the instructions on the web page:

[Activate your account access](#)

For security reasons, this link is only active until 2020-04-01 00:52:26. If you do not visit the link before then, you will need to request a new invitation email from your SpeechLive account administrator, office manager or supporting SpeechLive partner.

2. If you are going to be using your iPhone or Android Smartphone to create and send recordings, download the 'Philips Voice Recorder' app from the App Store (iPhone) or Google Play Store (Android).

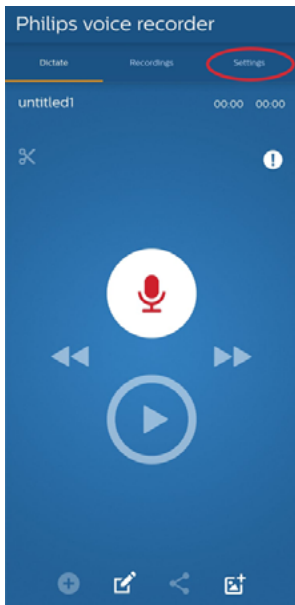


## How to set up SpeechLive with your smartphone

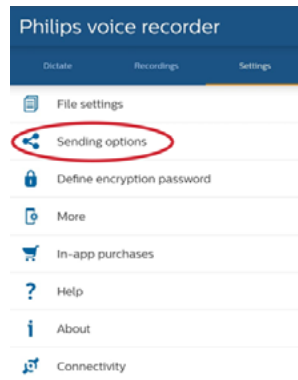
1. Open the app and log in to SpeechLive.

### Android Users

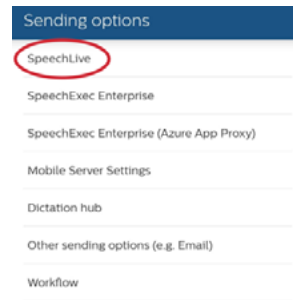
Tap 'Settings'



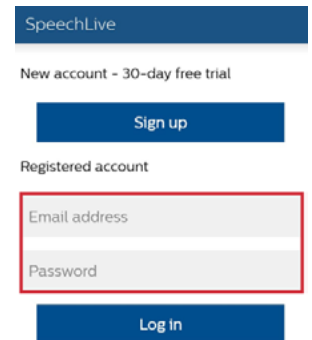
Select 'Sending Options'



Select 'SpeechLive'

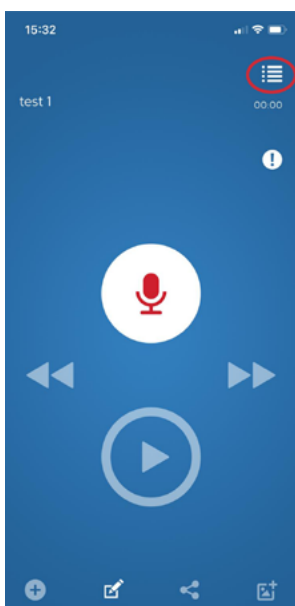


Enter your details

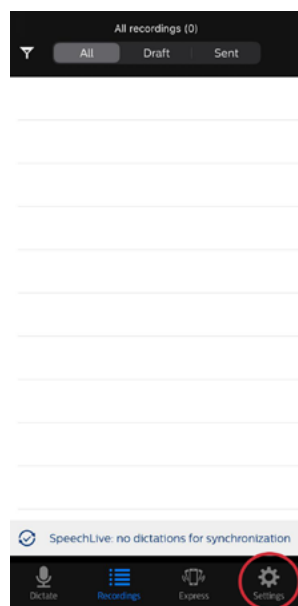


### iPhone Users

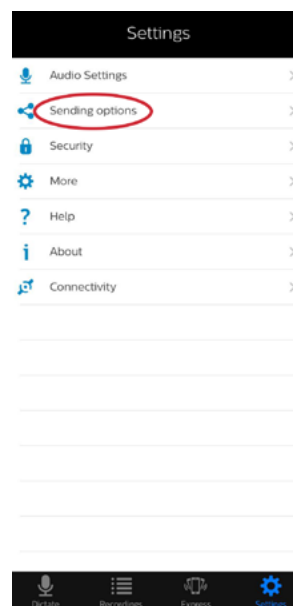
Tap the 'Menu' icon



Select 'Settings'



Select 'Sending Options'



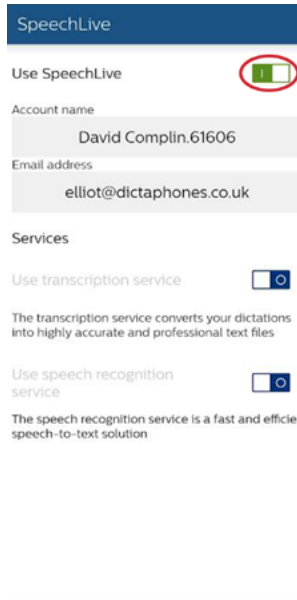
Tap SpeechLive and enter your details



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2. For users sending dictation via SpeechLive to a typist, you will need to turn off the options labelled 'Use Transcription Service and 'Use Speech Recognition Service', making sure that the only option selected is 'Use SpeechLive'.

Android



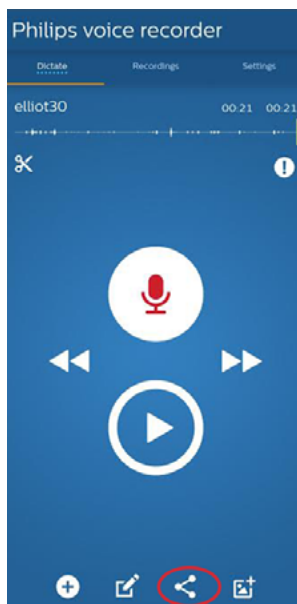
iPhone



3. Use the touch screen controls to create and edit the recording. Once you are finished, tap the 'Share' icon to send the recording securely to a transcriptionist.

You can also view your recordings as a list in the 'Recordings' tab. You are able to go back and edit unsent recordings as required. When finished, you can then send recordings from this menu.

Tap the 'Share' icon to send the file



Or select the file(s) to send under the 'Recordings' tab

