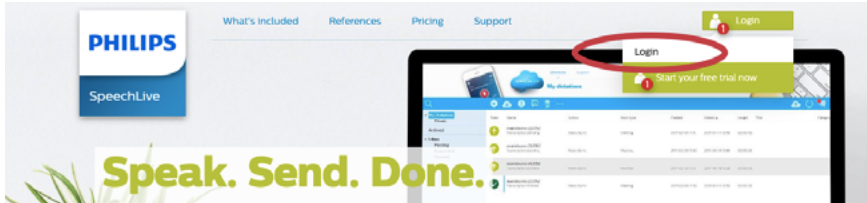**Log in to SpeechLive as a typist to transcribe voice recordings**
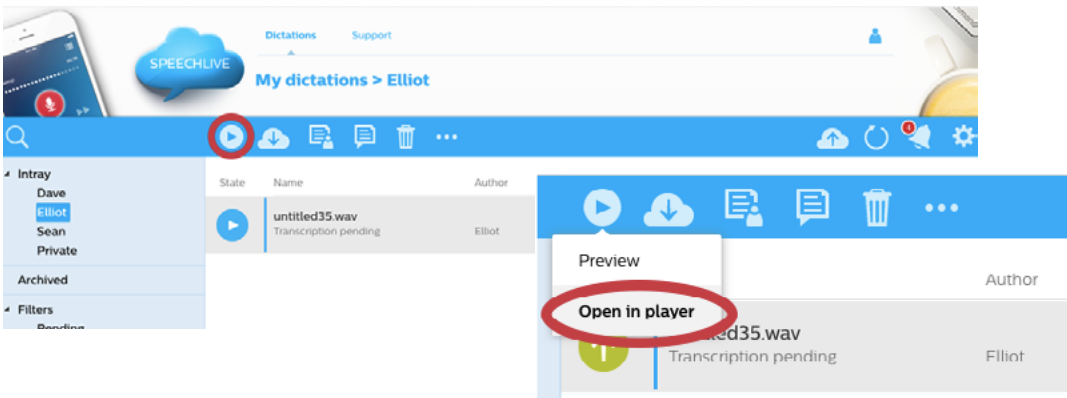
1. Using Google Chrome or Firefox, go to www.SpeechLive.com and log in with your email address and password.

2. Once logged in, you will be able to see a complete list of dictations. Highlight the file you wish to transcribe and click on 'Playback Dictation' then 'Open in Player'. This will allow you to use your Philips ACC2310/ACC2320/ACC2330 Foot Control to control playback of the file. *Note: LFH Foot Controls will not be compatible with SpeechLive in the browser.*

Click here to find more information on how to configure a Foot Control with SpeechLive.

Open your preferred word processing application to type into.

3. When you have finished transcribing the document, mark the file as 'Finished'. This will provide you with the option to attach a file to the dictation.

If required, select the appropriate file when prompted using the menu and click 'OK' (You can skip this step by just clicking 'OK' if you do not need to attach a file to be sent back to the author).