


Transcription Module Easy Start Guide

1. Open the Transcription Module

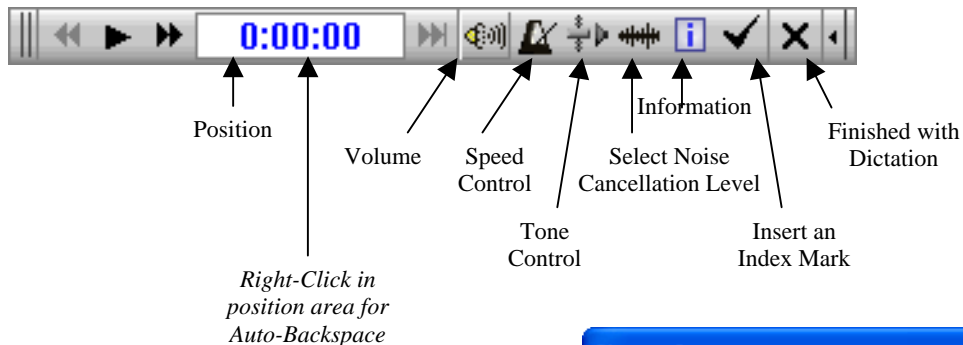
- a. Double-Click on the Transcription Module icon on your desktop.  Transcription Module.Ink
- b. Start Menu\Programs\Olympus DSS Player Pro\Transcription Module.

2. Open folder the dictation is stored in. Example: “Folder A” “Inbox”

3. Double-Click on selected dictation. (**Dictation in Red = “HIGH PRIORITY”**)

!	File Name	Job No.	Author	Work Type	Transcription Status	Completed Date	Transferred Date	Recording Length	Comment
7	JLH 0697.DSS	470	JLH	LETTER	Unfinished	5/22/2006 1:30:15 PM	5/24/2006 11:14:24 AM	0:05:06	
7	JLH 0698.DSS	471	JLH	MEMO		5/22/2006 1:47:33 PM	5/24/2006 11:14:24 AM	0:08:55	

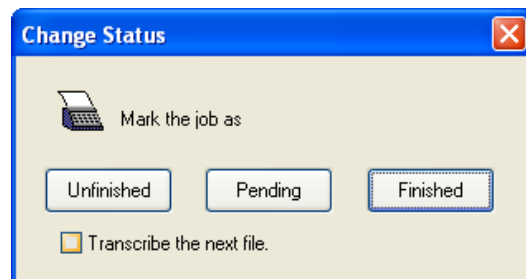
4. Olympus toolbar will minimize, now you will begin typing in your Word Processing application.



FOOTPEDAL SETTINGS: Tools/Foot Switch Settings

5. Mark the job as:

- a. **Unfinished** = If you can't complete that job and need to come back later. It will save the position where you left off.
- b. **Pending** = Locks the file. If you are working with a job and don't want anyone else to open that job. To re-open job: you need to right-click on that job in the Transcription Module and “Change the Status,” “Unfinished.”
- c. **Finished** = When you are completely finished typing a job. It moves the job to a separate “Finished folder.” It will reside in the “Finished folder” until you manually delete the job. *It is recommended to leave the job(s) in the “Finished folder” for at least 1 week. These jobs don't take up a lot of space.*
- d. **Transcribe the next file** = By checking this box it will take the next job in order. This will save a few steps by the eliminating the module from opening and double-clicking on the job.

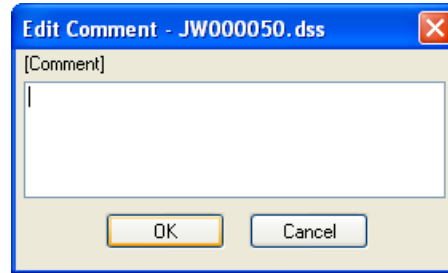


6. If you mark a job “Finished” and need to type it again you cannot open a job out of the “Finished” folder. Right-click on the job in the “Finished” folder, “Move to Folder,” select the folder you would like to move the dictation to. Mark the job as: “Unfinished.”

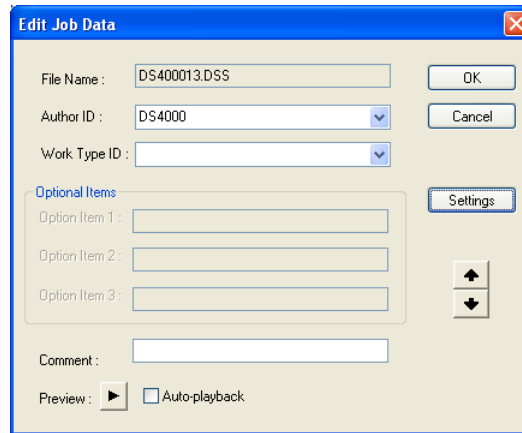
7. If dictation is e-mailed to you, click the “send/receive” icon to bring the dictation into your “Inbox.” Follow steps 2 – 5 to type dictation.
(Under tools/options/receive, there is a setting to bring dictation into your Inbox automatically after “X” amount of minutes.)



8. To edit a comment: right-click on the selected job, “Edit Comment,” you can enter up to 100 characters about that job.



9. To edit the job data of a job. Right-click On the job, “Edit Job Data.”





Start Transcription

Opens the file that is currently selected in the Typist List View (active file if multiple files are selected) in the Transcribe Bar. If the Status of the file to be opened is "Pending" or the file is being recorded, an error message is displayed and the file will not open.



Convert to WAV file

Saves the files currently selected in the Typist List View after converting them into WAV files.



Detect Device

Updates the information about devices that cannot be automatically detected. If a new device is detected, it is registered in Device Tree View and the action that is specified in "download options" is executed.



Delete

Deletes the files that are selected in the Typist List View.



Scan

You can **play the initial five seconds of the files in the selected folder**. Scanning starts from the first file and continues until all the files in the selected folder are played. When all files have been scanned, the program will emit a beep to alert the user that it has finished. For DSS files that are less than five seconds long, the file is played to the end and the scanning continues to the next DSS file.

When the files in the selected folder are scanned, the DSS file that is being played is highlighted.

If you interrupt the scanning operation by stopping or changing the playback position, the scanning stops at that point and the current file becomes the active file. In addition, if you execute scanning while scanning is in progress, the operation is aborted and the current file is played until the end of the file or until it is stopped.



Download Messages

Downloads all DSS files in the recorders and cards that are currently detected **to the corresponding folders in the Download Tray**. If files are downloaded from a Removable Drive that does not have a folder, they are downloaded only to Folder A. If multiple devices are detected in the Typist Tree View, a dialog box appears for you to select which devices to download the DSS files from. In addition, even if the folder names are changed, the files are downloaded to the original Folder A, B, and C of the Download Tray.



Start Voice Recognition


This command is available only when a voice recognition application is installed on the PC. When the command is activated, the file selected in Dictation List View is automatically converted to text.

IBM ViaVoice is available only for DSS files recorded in standard mode and WMA files in High Quality mode. Dragon NaturallySpeaking is available only for DSS files recorded in standard mode, WMA files in High Quality mode and WAV files saved in PCM format with a sampling frequency of 11.025 kHz or higher.

When multiple files are selected in the Voice List window, voice recognition is executed one at a time. When voice recognition is completed for each file, the important information for the voice file is inserted as a delimiter. The status of current voice recognition can be viewed using the [Show Progress] command



New Index Mark

Index marks can be assigned to any position in the selected DSS file. This function is also available for WMA files recorded with the DS-10. By clicking  ([Skip to Next Index Mark Button](#)), you can jump to the next index mark in the file at any time. A total of 16 index marks can be stored in each file. All index marks remain attached to the file until they are deleted.

You can set index marks using the Digital Voice Recorder or through DSS Player Pro. If you use DSS Player Pro, you can set index marks using the same procedure during playback and stop modes.

To insert an index mark during playback, start playback, move to the desired position (by playing the file or by dragging the Position Control to the appropriate position), and select "New Index Mark" on the Tool bar.

To insert an index mark while playback is stopped, select "New Index Mark" at the desired position of the [DSS/WMA](#) file.

This function is also available for WMA files recorded with the Olympus recorder.



Delete Index Mark

To remove an index mark, first use the [Skip to Next Index Mark Button](#) or the [View All Index Marks] command to move to the desired index mark. While playback is stopped, choose "Delete Index Mark" at the desired position.



View All Index Marks...

A dialog box will open, showing all the index marks available. Double-click the index mark or select the time and click the [Skip] button to move to the selected index marks. You can delete index marks by stopping playback, selecting the mark and clicking [Delete].



Change Status

A dialog box appears for you to select and change the Typist Status of the active file from the following list:

- Finished
- Pending
- Unfinished
- Cancel Job



Edit Job Data

Displays the DSS header information of the active file in a dialog box.
The DSS header information that is displayed is as follows:

- Author ID
- Work Type ID
- Option Items
- Comment



Send/Receive Files

Sends and receives files via e-mail or FTP server.

When a dictation file is attached in a newly received e-mail or is placed on the FTP server, the dictation file is automatically stored in the Inbox.

A send item that is placed in the Outbox folder after transcription is sent to the server.

Detail settings for the e-mail server and file reception can be set in [Options] selected from the [Tools] menu.



Select File Type

By pressing the button, the button and the displayed files change as follows.

Button display and displayed files



DSS Files Only



WAV Files Only



DSS files and WMA files



WMA files only

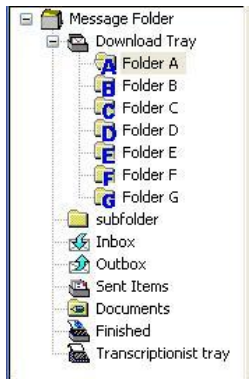


DSS, WAV and WMA Files



Display Dictation and Documents

Splits the Dictation List View to show files in the selected audio folder and files in the document folder simultaneously.



Message Folder

You can freely create a folder under this.

Download Tray

This is the folder used to manage the DSS/MMA/WAV files that are downloaded from the Digital Voice Recorder and the storage media.

Folder A-G

This is the **folder used to save the files downloaded from Folders A, B, C, D, E, F and G** of the recorder and card.

Sub Folder

Subfolders can be created within the Dictation Folder, Folders A to G, and in other subfolders.

Inbox

This folder is used to save dictation files received.

Outbox

Items ready for sending are saved here until a connection to the server is established.

Sent Items

This is the folder used to save files that have already been sent through e-mail or FTP attachments.

Documents

Stores document files.

Finished

This folder is used to files which typing has been completed.

Transcriptionist Tray

This is the folder to list files of the entire folders that has not been transcribed. You can distinguish a file in a folder as the file paths will be displayed in the title bar.

TRANSCRIPTION MODULE

PROBLEM: NO SOUND

Solution: Headset may have come unplugged. Verify headset connection.

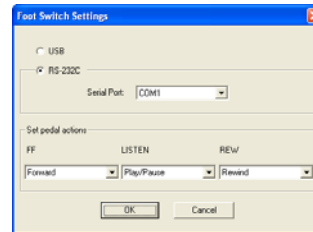
Solution: Verify that it is not a defective headset. Try another headset.

Solution: Verify volume settings, and if Mute is turned “ON”.

Solution: Verify the Windows Sounds are working.

Solution: Reboot the computer.

Solution: Install a new PCI Sound Blaster 4.1 or higher sound card.



PROBLEM: FOOT PEDAL DOESN'T WORK

Solution: Foot pedal may have come unplugged, verify connection, there should be a foot pedal icon in the lower right-hand corner of the Transcription Module window if the foot pedal is functioning properly.

Solution: It's recommended to use the serial foot pedal connection. With the USB connection it is a known problem for the USB to loose connection to the PC.

If you want to stay with USB you can:

- 1.) Reboot the PC.
- 2.) Unplug the USB cable and plug it in again.
- 3.) Install a USB PCI Card.

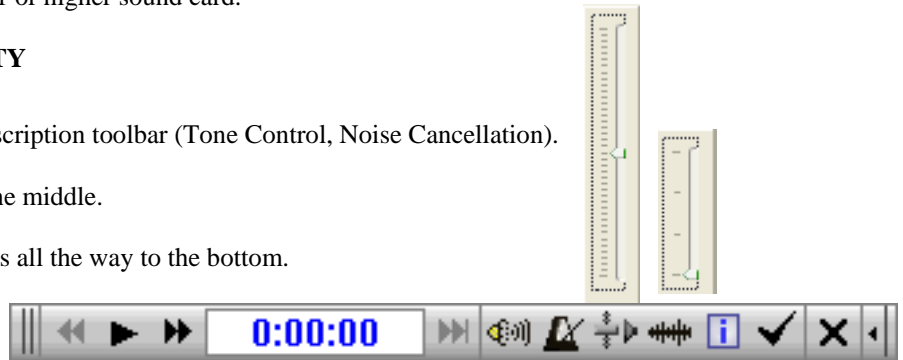
Solution: Install a PCI Sound Blaster 4.1 or higher sound card.

PROBLEM: POOR SOUND QUALITY

Solution: Verify the settings in the Transcription toolbar (Tone Control, Noise Cancellation).

Tone Control: The default setting is in the middle.

Noise Cancellation: The default setting is all the way to the bottom.



Solution: Reboot the pc.

Solution: Verify your Windows sounds are at the highest quality.

Solution: Install a new PCI Sound Blaster 4.1 or higher sound card.

DICTATION MODULE/TRANSCRIPTION MODULE

PROBLEM: SOFTWARE NOT FUNCTIONING PROPERLY

Solution: Reboot the computer.

Solution: Re-install software with latest patch. Hyperlink to latest patch below.
<http://northlandsys.zftp.com/Olympus/Patches/>

PROBLEM: SLOW FILE TRANSFER / SOFTWARE IS OPERATING EXTREMELY SLOW

(Be sure the workstation meets the minimum specs)

- 1.) Back-Up folder is over 500 mb in size. It is recommended to move the back-up files and folders to a 2nd location after it reaches this size, or just delete the back-up files.
- 2.) Slow bandwidth connection to the server.
- 3.) Typist – Finished folder is over 500 mb in size. It is recommended to archive the finished folder either by moving the files to a 2nd location or deleting the files. There is an auto archive feature in the Transcription Software.

Note: Server outages will reflect the operation of the digital dictation software.