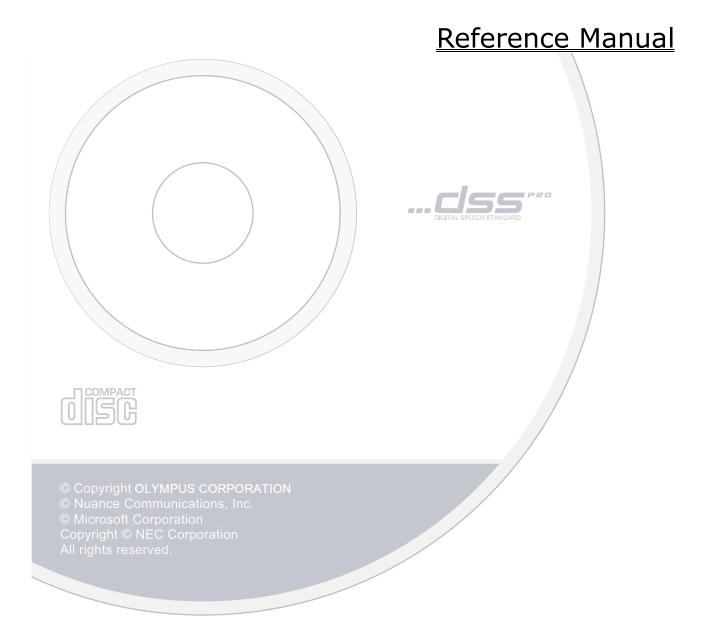


# **DSS Player version 7**



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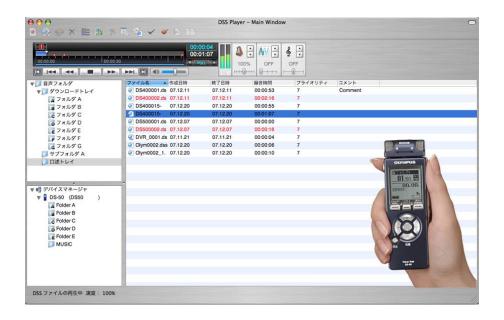
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### 1 Introduction

DSS Player is software that allows for easy playback, editing, and management of audio files on a personal computer (PC).

Connecting a device (such as an Olympus IC digital voice recorder) in combination with RecMic Directrec (hereinafter referred to as the device) to a PC via USB expands the functions of the applications with a combination of the device and the PC.



This section introduces DSS Player.

- DSS Player Functions
- Audio File Formats and Functions Supported by DSS Player
- Devices Supported by DSS Player
- Screen Layout of DSS Player
- Operating Conditions for DSS Player
- Attention
- Trademarks and licenses
- Using the Help System
- Starting and Exiting DSS Player

### 1.1 DSS Player Functions

DSS Player has the following functions.

### **Audio Recording Functions**

- Supported audio formats
- A recording can be made with DSS Player using an Audio-capable recorder or RecMic.
- A recording can be inserted into or overwrite a recorded file.

### **Audio Playback Support Functions**

The following playback support functions are available for easier listening.

Speed control

Noise cancellation

Tone adjustment

Channel partitioning for stereophonic sound

- An index mark enables jumping to any position.
- Easy fast-forwarding and rewinding are provided.

### **Audio File Editing Functions**

- A verbal comment can be recorded at any position.
- An audio file can be partially deleted.
- An audio file can be split into two and files with the same format can be joined.

### **Encrypted File Playback Functions**

Encrypted files can be played. (DSS Pro format only)

### **Device Management Functions**

- DSS Player is automatically launched when connecting the device.
- A recorder can be utilized as a USB speaker or USB microphone for a PC.
- A foot switch can be connected.
- Files recorded with a recorder can easily be transferred to and from a PC.
- Various settings for the Device can easily be configured, including the recording/playback modes, time, and folder renaming.
- Guidance files can be checked and automatically transferred to a Voice Guidance-enabled device.

# 1. 2 Audio File Formats and Functions Supported by DSS Player

DSS Player can handle five audio file formats: DSS, DSS Pro, WAV, AIFF, and MP3.

Supported functions for each format are listed in the following table.

Functions	DSS	DSS Pro	AIFF	MP3	WAV
<u>File Playback</u>	<b>∨</b>	✓	<b>V</b>	✓	<b>✓</b>
File recording	>	<u>~</u>			
<u>File editing</u>	>	>			<b>✓</b>
Conversion to AIFF file	>	>		>	
<u>File split</u>	>	<u>~</u>			<b>✓</b>
<u>File Joining</u>	>	>			<b>✓</b>
Comment editing	>	<u>~</u>		<b>✓</b>	<b>✓</b>
<u>Index mark</u>	>	<u>~</u>			<b>✓</b>
Playback speed adjustment	V	<u>v</u>	<u>~</u>	V	V
Noise cancellation	>	<u>~</u>	<u>~</u>	<u>~</u>	<b>✓</b>
Tone control	>	<u>~</u>	~	<u>~</u>	<b>V</b>
<u>Channel switching</u>	>	>	>	>	<b>V</b>
<u>Priority setting</u>	>	<u> </u>		<b>∨</b>	<b>V</b>

☑: Supported
□: Not supported

# 1.3 Devices Supported by DSS Player

DSS Player supports the following Olympus devices.



For information on a specific recorder and its functions, refer to the following section:

Functional Support of Recorders for DSS Player

Device Types	Models
Digital voice recorder	DS-9500*1/9000
	DS-7000/3500
	DS-5500
	DS-2600/2500
RecMic (Digital microphone for	RM-4000P/4010P/4015P/4100S/4110S
dictation)	DR-1200/2100/2200/2300
Foot switch	RS27/27H
	RS28/28H
	RS31/31H

 $<sup>{</sup>m *1}$ : The DS-9500 wireless network and email functions are not supported.

### 1.4 Screen Layout of DSS Player

DSS Player has these three screens:

#### • Main Screen

This is the main screen of DSS Player. This screen is used to organize and play files. The Direct Recording screen and Playback Control screen are launched via the Main screen.

### Direct Recording Screen

This screen is used to create (record) and edit files with a DSS Player-compatible device. Exiting the screen brings the user back to the Main screen.

#### Playback Control Screen

This screen is specialized for playing files. It is used to perform tasks such as writing documents while listening to audio files. Exiting the screen brings the user back to the Main screen.

# 1.5 Operating Conditions for DSS Player

The following table lists the operating conditions for DSS Player.

Items	Conditions	
OS	0S X 10.10 - 10.11	
	macOS 10.12 - 10.15, 11.0	
CPU	Intel Core 2 Duo 2.0GHz	
	Apple M1 chip is not supported.	
Memory	2GB or more	
HDD space	200MB or more	
Display	1024 * 768 pixels or higher, 32,000 colors	
	or more	
USB port *1	One or more ports available	
Audio input/output	Headphone or speaker output	
Others	An Internet connection	
	Macintosh Safari 8.0 or later	

<sup>\*1 :</sup> Operation with add-on USB ports is not guaranteed. Installing DSS Player requires the privileges of Administrator.



Currently supported OSes are listed on our website. For the latest information, please visit <a href="https://www.olympus-global.com/">https://www.olympus-global.com/</a>.

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### 1.8 Using the Help System

If you are unsure of how to use DSS Player or having trouble with its operation, the Help system can be used to resolve the problem.

### **Search Using the Table of Contents**

Clicking the Table of Contents button in the upper-left corner of the screen displays the table of contents in the left frame. The Table of Contents frame summarizes topics for each category. Clicking on a menu item displays the corresponding contents in the right frame.

### **Search Using the Index**

Clicking Index in the table of contents opens the Index page.

Clicking a desired word displays its related topics.

### **Displaying the Last Selected Contents**

Clicking the Back button on the browser displays the last selected topic.

### 1.9 Starting and Exiting DSS Player

To start or exit DSS Player, perform the following steps.

- Starting
- Auto-starting
- Exiting

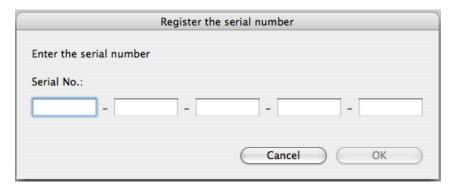


DSS Player automatically launches when a supported device is connected to the PC.

### Starting

#### Procedure

- Execute /Applications/DSS Player via such means as Finder.
  - → When the application launches for the first time, the Serial Number Registration dialog box appears.



Enter the serial number.

For the serial number information, see the license ID card supplied with the product.

if a correct serial number is entered, the Main Screen appears.



Once the serial number has been registered, double-clicking a DSS file are or DSS



Pro file in the Finder automatically launches the Playback Control Screen.

### **Auto-starting**

#### Procedure

- 1. Connect a supported device to a USB port on the PC.
  - → DSS Player automatically launches.



Disabling auto-starting can be selected.

### **Exiting**

If you are in the Playback Control or Direct Recording screen, return to the Main screen to exit the program.

### Procedure

- 1. On the Main Screen, select [Quit DSS Player] from the [DSS Player] menu.
  - Or click the \varTheta button on the upper-left corner of the Main screen.
  - → DSS Player closes.

# **2** Basic Operations

Let's use DSS Player.

- Downloading a File
- Playing Files
- Creating a New File
- Editing Files
- Managing Files and Folders

# 2.1 Downloading a File

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



Relocating the Dictation folder.

It defaults to the [%HomeDirectory%:Document:DSS Player:Message] folder.

There are the following three types of downloading.

- Downloading All Files
- Downloading Files from a Specified Folder
- Downloading Specified Files

### 2.1.1 Downloading All Files

To download all files from the device, perform the following steps.



When performing the [Download All] operation, files in the Music folder cannot be downloaded.



For information on a specific recorder and its functions, refer to the following section:

Functional Support of Recorders for DSS Player

#### **Procedure**

- **1.** Connect a supported device to a USB port on the PC.
- 2. Switch on the device.
  - → The Main Screen automatically launches.

    The Device Window shows the model of the recorder and file information.



If a device is connected or disconnected while the Main Screen is open, the device information is automatically updated in the Device Window.

**3.** Verify that the device is in Storage mode.

If it is in Audio mode, select [Switch to Storage mode] from the [Device] menu to switch to [Storage mode].

**4.** Click on the tool bar.

Or select the Device Window or device and then select [Download All] from the context menu.

Or select [Download All] from the [Device] menu.

All files from every folder on the device will be downloaded (copied) into the corresponding folders A-G in the Download tray.

The file name format is "User ID (leading four characters) + four-digit number".



- The files on the device can be automatically deleted at the time of downloading.
- · Downloading can be automatically started when the device is detected.
- · The Download tray can be relocated.

### 2.1.2 Downloading Files from a Specified Folder

To download all files in a specified folder at once, perform the following steps.



For information on a specific recorder and its functions, refer to the following section:

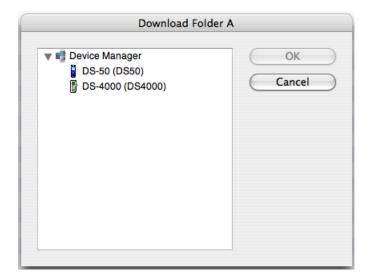
Functional Support of Recorders for DSS Player

#### **Procedure**

- **1.** Connect a supported device to a USB port on the PC.
- **2.** Switch on the device.
  - The Main Screen automatically launches.
- **3.** Select the device and select [Download Folder A] (or B-G) from the context menu.

Or select [Download Folder A] (or B-G) from the [Device] menu.

- if multiple devices are connected, the Device Selection screen appears.
- **4.** Select the device and click the [OK] button.



Files from the specified folder are downloaded (copied) into the corresponding folder in the Download tray.



This screen is not displayed if only one device is connected.

### 2.1.3 Downloading Specified Files

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



For information on a specific recorder and its functions, refer to the following section:

Functional Support of Recorders for DSS Player

### Procedure

- **1.** Connect a supported device to a USB port on the PC.
- **2.** Switch on the device.
  - The Main Screen automatically launches.
- **3.** Select a folder from the Device Window .
  - Files in the folder are listed in the Audio List Window.
- **4.** Select one or more files to download in the Audio List Window.
- **5.** Select [Download the selected file(s)] from the [Device] menu.
  - The selected files are downloaded into the corresponding folder (for example, folder A to folder A) in the Download tray in the Audio List Window. If the device has no folder, the files are downloaded into folder A.

### 2. 2 Playing Files

This section describes how to play files.

On the Main Screen, double-clicking a file starts playback.

Double-clicking DSS or DSS Pro files in the Finder automatically launches the Direct Recording Screen to start playback.



For information on a specific recorder and its functions, refer to the following section:

Functional Support of Recorders for DSS Player

The following functions are available.

- Starting and Stopping Playback
- Playing Encrypted Files
- Moving the Playback Position
- Skipping to a Specified Position
- Adjusting the Playback Conditions
- Intro Scanning

### 2.2.1 Starting and Stopping Playback

Operations such as playback, stopping, fast-forwarding, and rewinding are available like on a standard audio recorder.

The Playback Control bar on the Main Screen and the Direct Recording Screen offer the same operations available during playback.

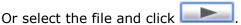


For information on a specific recorder and its functions, refer to the following section:

Functional Support of Recorders for DSS Player

#### Procedure

**1.** Double-click a file in the Audio List Window to begin playback.



Or select the file and select [Play] from the [Play] menu.

- Playback of the file begins. The Position control  $(\nabla)$  indicates the current playback position.

  O0:00:25

  O0:00:25

  shows the total time length of the file with white characters and the current position with blue characters.
- **2.** Click on during playback to stop playing the file.

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

→ Playback of the file stops.



Clicking on again after stopping playback resumes play from a position specified with [Auto Short-Rewind] in the [Play] menu.



Selecting a file to play in the Audio List Window on the Main Screen and selecting [Switch to the Playback Control Window] from the [Display] menu displays the Playback Control Screen.

### **Operate with a Foot Switch**

A foot switch (RS-27H/28H/31H) can be used to control playback when using the Playback Control bar on the Main Screen or the Playback Control Screen.



Connecting a foot switch does not start DSS Player automatically.



Foot switch setting can be modified.

Functions	DSS Player	Foot Switch Operations
Playback		Press the pedal that is
		assigned the PLAY/PAUSE
		function
Stop		Release the pedal that is
		assigned the PLAY/PAUSE
		function
Start fast-forwarding	<b>▶</b> ▶	Press the pedal that is
		assigned the FF function
Stop fast-forwarding	Pologoing	Release the pedal that is
	Releasing	assigned the FF function
Start rewinding	44	Press the pedal that is
		assigned the REW function
Stop rewinding	Releasing	Release the pedal that is
		assigned the REW function

### 2.2.2 Playing Encrypted Files

Playing encrypted files requires password entry.



Only DSS Pro encrypted files can be played with DSS Player. Playback of other encrypted file formats is not supported.

#### Procedure

**1.** Double click a file in the Audio List Window to begin playback.

Or select the file and click \_\_\_\_\_\_.

Or select the file and select [Play] from the [Play] menu.

The password entry dialog box appears.

If the default password configured in the General tab on the Preferences dialog box is identical to the password for the encrypted file, the password entry dialog box does not appear and playback starts immediately.



- **2.** Type in the password for the file and click the [OK] button.
  - Playback of the file begins. If the entered password is wrong, an error message appears and the file is not played.



Selecting a file to play in the Audio List Window on the Main Screen and selecting [Switch to the Playback Control Window] from the [Display] menu displays the Playback Control Screen.

### 2.2.3 Moving the Playback Position

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

- Moving to a Desired Position
- Changing the Time Scale
- Moving the Position Control using the Keyboard

### **Moving to a Desired Position**

The starting point can be moved to any position by dragging the Position control.

#### Procedure

- **1.** Click on the desired position on the Direct Recording Screen or drag the Position control to the position directly.
  - The Position control moves to the specified position.

### **Changing the Time Scale**

The playback timescale can be changed.

#### Procedure

- 1. Click ▲ or ▼ on
  - The time scale is changed. The width of the Play bar can be set to 1, 10, 30, or 60 minutes, or to the full length of the file.
- **2.** Move the Position control to the right or left end of the Play bar.
  - The starting point moves to an adjacent block. The next or last 10-minute window appears if the time scale is set to 10 minutes.

# Moving the Position Control with the Keyboard

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

Keyboard Operations	Position Control
<b>←</b>	Moves to the left
<b>→</b>	Moves to the right
Home	Moves to the beginning of a file
End	Moves to the end of a file

### 2.2.4 Skipping to a Specified Position

This function is used to skip to a position marked with an index mark or verbal comment.

- Skipping to an Index marked Position
- Skipping to a Verbal commented Position

### **Skipping to an Index-marked Position**

An index mark is represented by a red triangle ( on the Playback Control bar. Index marks should be configured in advance.

#### Procedure A

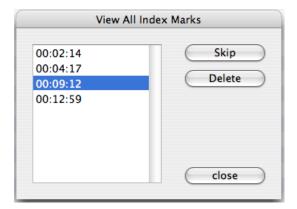
- 1. Click on or or
  - The Position control skips to the nearest index mark before or after the current position.



Note that if there is a verbal comment before or after the current position, the Position control moves to the verbal comment rather than the next index mark.

#### Procedure B

- **1.** Select [List of index marks] from the [Play] menu.
  - The [View All Index Marks] dialog box appears.



- **2.** Select an index mark and click the [Skip] button.
  - The Position control skips to the specified index marked position.

### **Skipping to a Verbal-commented Position**

### Procedure

1. Click on or or

→ The Position control skips to the start or end of the nearest verbal comment before or after the current position. Verbal comments are represented by light blue indicators on the Play bar.



Note that if there is an index mark before or after the current position, the Position control moves to the index marked position rather than the next verbal comment.

# 2.2.5 Adjusting the Playback Conditions

Playback conditions can be adjusted in DSS Player to provide easier listening of recorded files. The functions can be selected from the Playback Control bar on the Main Screen or from the Playback Control Screen.

- Adjusting the Volume
- Adjusting the Speed
- Suppressing Noise
- Adjusting the Tone
- Switching the Channels



This function is used to adjust the playback volume.

#### Procedure

- **1.** Drag the slider on the Volume Adjustment control.
  - → Playback volume is adjusted.



### Adjusting the Speed

Playback speed adjustment allows for slow playback during complicated sections of a recording, and fast playback during less complicated sections.

#### Procedure

- Click ▲ or ▼, or drag the slider on the Playback Speed Adjustment control.
  - The playback speed can be adjusted to nine levels between 50% and 200% without changing the voice pitch (sound pitch).



When the playback speed of a stereo-recorded file is set to a number other than 100%, the audio output switches to mono.

# Suppressing Noise

The noise cancellation effect is useful when listening to files with a high level of background interference.

### Procedure

- **1.** Click  $\blacktriangle$  or  $\blacktriangledown$  or drag the slider on the Noise Cancellation control.
  - The noise cancellation effect can be adjusted to four levels; OFF, 1, 2, and 3.



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

# Adjusting the Tone

Emphasis is placed on the low pitch side when shifting to the B {bass} side and on the high pitch side when shifting to the T {treble} side. In general, shifting to the T side provides easier listening.

### Procedure

- **1.** Click ▲ or ▼ or drag the slider on the Tone Adjustment control.
  - The tone can be adjusted in increments of 1% from 100% on the B side to 100% on the T side.

### **Switching the Channels**

Channel switching may provide easier listening.



Channel switching is disabled for a files recorded in mono.

### **Procedure**

- **1.** Select a channel with [Channel] in the [Play] menu.
  - → Play files in accordance to the following table.

Items	Description
Stereo	Play as stereophonic sound.
Monaural	Play as monophonic sound.
Play left	Play only the left track of stereophonic
channel only.	sound.
Play right	Play only the right track of stereophonic
channel only.	sound.

### 2.2.6 Intro Scanning

This function sequentially plays through the first 5 seconds of all the files displayed or selected in the Audio List window. Once all the files have been played, the player beeps to indicate the end of playback. Files with a total recording time of less than 5 seconds are played through before playing the next file. Files are highlighted in the Audio List Window during playback.

### Procedure

1. Click an on the tool bar.

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

- Files displayed in the Audio List Window are intro scanned sequentially starting with the selected file. If no file is selected, the Intro Scan begins with the first file on the list.
- 2. Click on \_\_\_\_\_.

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

→ The Intro Scan stops.

# 2. 3 Creating a New File

A new file can be created in the Direct Recording Screen using a digital voice recorder or RecMic as a microphone (a direct recording). The buttons on a supported digital voice recorder or RecMic can be used exactly the same as the menus or buttons on the Direct Recording Screen.



The volume, status, and ID of a recorded sound file are displayed in the status bar during a direct recording.



For information on a specific recorder, refer to the following section.  $\Rightarrow$  Setting Preferences of DSS Player

#### Procedure

- **1.** Connect a supported digital voice recorder or RecMic to a USB port on the PC.
- **2.** Verify that the device is in Audio mode.

If it is in Storage mode, select [Switch to Audio mode] from the [Device] menu to switch to Audio mode.

**3.** Click on the tool bar.

Or select [New] from the [File] menu.

- The Direct Recording Screen opens.

  When creating a new file, the folder name is "Dictation tray", and the file name format is "the leading four characters of User ID + four-digit sequential number + .DSS".
- **4.** Select the microphone sensitivity.
  - → Select Dictation mode or Conference mode ...



Microphone sensitivity can be set for specific devices such as the RecMic series and some digital voice recorders in the Direct Recording Screen. The microphone sensitivity button is disabled in non-compatible models. If this is the case, set the microphone input level in the sound settings of the operating system.

- => Functional Support of Recorders for DSS Player
- **5.** Clicking on starts recording, and clicking on stops it.

Settings can be changed so that recording continues while is being held, and stops when it is released.



is the button for recording verbal comments. Use for normal recording.

- **6.** Click **U** on the tool bar.
  - → The [Confirmation] dialog box for saving a file appears.
- **7.** Clicking the [OK] button saves the file in the Dictation tray.
  - Clicking the [Cancel] button brings the user back to the file being edited without saving it. Clicking the [Delete] button cancels the edit and brings the user back to the Main Screen.

### Operating with a Recorder's Buttons

The buttons on a connected recorder can be used as the playback/recording operation buttons for DSS Player in the Direct Recording Screen.



The foot switch settings can be modified.

Direct Recording Window Menus /Buttons	Recorder Buttons	Description
	Play	Plays the audio file being edited.
•	Record	Records sound.
	Stop	Stops playback or recording.
<b>4</b>	Rewind/Fast- forward	Moves the playback position.
* / *	Delete	Specifies a range for partial deletion and performs it.
~	Index	Inserts an index mark at a playback position.
•	NEW	Creates a new file.
44	REV	Moves the playback position.
4)	Volume Up/Down	Adjusts the volume.

# 2.4 Editing Files



Edited files are always saved as new files. MP3 and AIFF files cannot be edited. See <u>Audio File Formats and Functions Supported by DSS Player.</u>

DSS files, DSS Pro files, or WAV files recorded with an Olympus recorder can be edited. The following functions are available.

- Adding Comments to an Audio File
- Converting to AIFF File Formatdu
- Splitting a File into Two
- Joining Multiple Files
- Inserting an Index Mark
- Recording a Verbal Comment
- Adding a Recording to a File
- Partially Deleting Files

# 2.4.1 Adding Comments to an Audio File

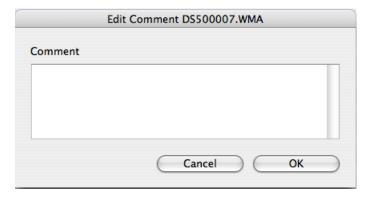
Comments of up to 100 one-byte characters, or 50 two-byte characters in length can be added to each file.

#### Procedure

**1.** Select a file in the Audio List Window and select [Edit Comment] from the context menu.

Or select [Edit Comment] from the File menu.

→ The Edit Comment dialog box appears.



- **2.** Type in a comment.
  - → Up to 100 one-byte characters can be entered.
- **3.** Click the [OK] button.
  - The comment is added to the file and displayed in the Comment field on the Audio List Window.

# 2.4.2 Converting to AIFF File Format

This function converts files selected in the Audio List Window to AIFF format.



Note that converting a DSS or DSS Pro file to AIFF format results in loss of the high compression rate (which is a benefit of the DSS format) and any DSS-specific information, such as index marks.

#### **Procedure**

1. Select a file in the Audio List Window and click on the tool bar.

Or select [Convert to AIFF file] from the [File] menu.

→ An AIFF file is created in the same folder in which the original file is located.



 You can also select the audio format when converting DSS/DSS Pro files to AIFF files.

## 2.4.3 Splitting a File into Two

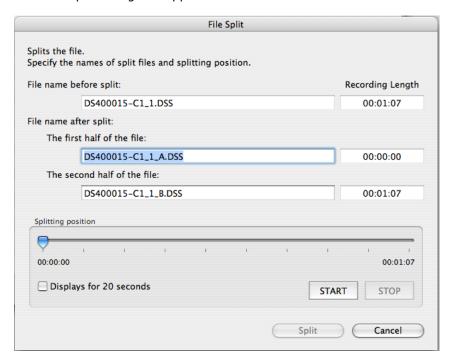
Files selected in the Audio List Window can be split into and saved as two files in the same folder.

#### Procedure

**1.** Select a file in the Audio List Window and click <sup>80</sup> on the tool bar.

Or select [Split] from the [File] menu.

The File Split dialog box appears.



- **2.** Type in file names for the two split files in [The first half of the file] and [The second half of the file] fields.
- **3.** Specify the splitting position with the slider.

Checking [Displays for 20 seconds] zooms in to display a range of 20 seconds centered around the slider position, allowing for a more precise position adjustment. The contents of the files can be verified using the [START] and [STOP] buttons.

- **4.** Click the [Split] button.
  - The file is split at the slider position and the first and second halves of the file are saved with the specified names in the original folder.

    The original file also remains intact.

## 2.4.4 Joining Multiple Files

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



- Only the files with the same recording format and recording mode can be joined.
- Joining two split files again may insert a noise into the joining point.

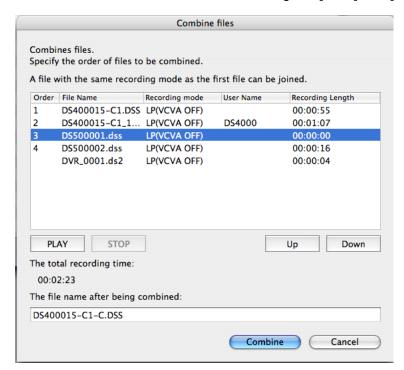
### Procedure

1. Select files to be joined in the Audio List Window and click in the tool bar.

Or select [Join] from the [File] menu.

The Join Files dialog box appears.

The contents of the files can be verified using the [PLAY] and [STOP] buttons.



- **2.** Determine the joining order with the [Up] and [Down] buttons.
- **3.** Type in a file name for the joined file in the [The file name after being joined] field.
- 4. Click the [Combine] button.
  - The joined file is saved in the same folder as the original files. The original files remain intact.

## 2.4.5 Inserting an Index Mark

An index mark can be inserted or deleted with the Playback Control bar in the Main Screen or on the Direct Recording Screen.



- This function supports DSS files, DSS Pro files, and WAV/MP3 files with the DSS header
- Index marks cannot be inserted in a verbal commented portion.

### **Inserting an Index Mark**

To insert an index mark, perform the following steps. The maximum number of settable index marks is 32 for DSS Pro files and WAV/MP3 files with the DSS header, and 16 for DSS files.

### Procedure

- **1.** Select a file in the Audio List Window.
  - The file is displayed on the Play bar.
- 2. Click on the tool bar.

Or select [Insert index mark] from the [Play] menu.

→ An index mark is inserted at the Position control location.



WAV/MP3 files recorded with DS-3500 can only insert up to 16 index marks.

### **Deleting an Index Mark**

To delete an index mark, perform the following steps.

#### Procedure A

- **1.** Align the Position control with the index mark to be deleted by clicking or or
- 2. Click on the tool bar.

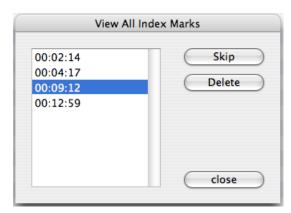
Or select [Delete index mark] from the [Play] menu.

The index mark is deleted.

#### Procedure B

**1.** Select [List of index mark] from the [Play] menu.

The View All Index Marks dialog box appears.
Index marks positions are displayed in the HH.MM.SS format.



- **2.** Select an index mark and click the [Delete] button.
  - → The specified index mark is deleted. Multiple index marks can be deleted at the same time.
- **3.** Click the [close] button.
  - → The screen returns to the Main Screen.

## 2.4.6 Recording a Verbal Comment

Verbal comments can be recorded as additional voice comments while recording. They are displayed in blue on the Play bar for visibility. You can play verbal comments only or skip them by

clicking or



Only DSS Pro format file supports this function. Even if [Recording a Verbal Comment] is enabled, verbal comments cannot be recorded with DSS format file.

## **Configuring Verbal Comment Recording**

Configuration is required in advance to record verbal comments.

#### **Procedure**

- 1. Click [Preferences] on the DSS Player menu.
  - → The Preferences dialog box will appear.
- **2.** Click [Record] to display Record tab.
- **3.** Click [Format] and select [DSS Pro format].
- 4. Check [Add Verbal Comment].
- **5.** Click [OK].
  - → Verbal comment recording icon will be displayed on the Direct Recording screen.

## **Record a Verbal Comment While Recording**

Verbal comment recording continues while is being pressed, comments displayed in blue on the Play bar. To return to normal recording, release to stop recording verbal comments.

1. Click on the Direct Recording Screen to start recording.

During normal recording, verbal comment recording continues while the button is being held and returns to normal recording once it is released.

Verbal comments are represented by a light blue indicator. The current position can be moved to the start or end of a previous verbal comment or index mark with or

- 2. Continue pressing 🖸 to record.
  - A verbal comment will be recorded while pressing this icon and the comment data will be displayed in blue on the Play bar.
- 3. Release 💽
  - → DSS Player will return to normal recording.

## **Recording Verbal Comments to Recorded Audio File**

Verbal comments can be recorded to an audio file.

#### Procedure

- **1.** Move the Position control to the intended recording position on the Direct Recording Screen.
- **2.** Select the recording mode.
  - Selecting initiates the Insert recording mode. Selecting initiates the Overwrite recording mode.
- **3.** A verbal comment is recorded while pressing . Releasing the button stops recording.
  - → Verbal comments are displayed in blue. Click or to the beginning or end position of the previous verbal comment.
- **4.** Click igcup 0 on the tool bar to stop recording.
  - → A Confirmation dialog box for saving a file will appear.
- **5.** Clicking [Save] saves the file in the Dictation tray under a different name.
  - Clicking the Cancel button brings the user back to the file being edited without saving it. Clicking the Delete button erases the edited file and brings the user back to the Main Screen. (The original audio file won't be changed)



When recording a verbal comment, its recording quality is based on the settings at the time of recording. The original file will remain in the original folder. If changes need to be made, access and edit the original file again.

# 2.4.7 Adding a Recording to a File

This function adds a recording to an existing audio file. In general, additional recordings are appended to the end of the file, however Overwrite or Insert recordings can be made at any point in the file by stopping and moving the playback position. Additional recordings are saved in the Dictation tray.



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

#### Procedure

- 1. Connect a supported digital voice recorder or RecMic to a USB port on the PC.
- 2. Select the file to be edited and click properties on the tool bar.

Or select [Edit] from the [File] menu.

- The Direct Recording Screen appears.
- **3.** Move the Position control to the intended recording position.
- **4.** Select the recording mode.
  - Select to enter Insert recording mode, and select to enter Overwrite recording mode.
- **5.** Set the microphone sensitivity.
  - Select Dictation mode III or Conference mode III.
- **6.** Click to start recording.
- **7.** Click to stop recording.
- **8.** Click  $\bigcirc$  on the tool bar to exit recording.
  - → The [Confirmation] dialog box for saving a file appears.
- **9.** Clicking the [Save] button saves the file under another name in the Dictation tray.
  - Clicking the [Cancel] button brings the user back to the file being edited without saving it. Clicking the [Delete] button cancels the edit and brings the user back to the Main Screen.



When adding a recording to a file, its recording quality is based on the current settings. The original file remains in the original folder. If a problem occurs during recording, access and edit the original file again.

## 2.4.8 Partially Deleting Files

To partially delete an audio file, perform the following steps. A partially deleted file is saved in the Dictation tray.

#### Procedure

1. Select a file to be configured, and click on the tool bar.

Or select [Edit] from the [File] menu.

- The Direct Recording Screen appears.
- 2. Align the Position control with a deletion start position and click 🕇 .
  - → The deletion start position is locked.

Clicking again unlocks the start position.

- **3.** Align the Position control with a deletion end position and click **3.** 
  - → The [Confirmation] dialog box for deletion appears.
- 4. Click the [OK] button.
  - → The specified range is deleted.
- **5.** Click **b** on the tool bar to exit the recording.
  - → The [Confirmation] dialog box for saving the file appears.
- **6.** Click the [Save] button.
  - → The file is saved in the Dictation tray under a new name.

Clicking the [Cancel] button brings the user back to the file being edited without saving it.

Clicking the [Delete] button cancels the edit and brings the user back to the Main Screen.



The original file remains in the original folder. If a problem occurs, access and edit the original file again.

# 2. 5 Managing Files and Folders

Folders selected in the Audio List Window and the Device Window can be edited according to applications.

The following functions are available.

- Creating a Subfolder
- Deleting Folders
- Renaming Folders
- Modifying the Properties of a File
- Moving Files
- Deleting File(s)

# 2.5.1 Creating a Subfolder

This function creates a new subfolder.



A subfolder cannot be created in the Download tray and in the Dictation tray.

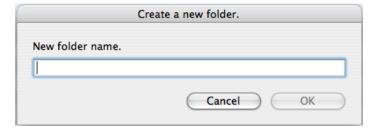


#### Procedure

**1.** Select a folder in the Audio List Window, and select [Create a folder] from the context menu.

Or select [Create a folder] from the [File] menu.

→ The [Create a new folder] dialog box appears.



- **2.** Type in a folder name and click the [OK] button.
  - → A new subfolder is created in the selected folder.

# 2.5.2 Deleting Folders

This function deletes a previously created subfolder.



Only user-created subfolders can be deleted. The Download tray, Dictation tray, and Folders A-G cannot be deleted.

### Procedure

**1.** Select a folder in the Audio List Window, and select [Delete the folder] from the context menu.

Or select [Delete the folder] from the [File] menu.

→ The selected folder is deleted.

# 2.5.3 Renaming Folders

This function renames a folder.



The Dictation folder, Device Manager, Download tray, and Dictation tray cannot be renamed.

#### **Procedure**

**1.** Select a folder in the Audio List Window and select [Rename the folder] from the context menu.

Or click [Rename the folder] on the [File] menu.

- The folder name field becomes editable.
- **2.** Edit the folder name and click the [Enter] key.
  - The folder name is changed.





Folder names for the device follow the character count rule of the device. Refer to Renaming a Folder on a Device.

# 2.5.4 Modifying the Properties of a File

This function modifies the properties of a DSS or DSS Pro file.

## Procedure

**1.** Select a file and select [Properties] from the context menu.

Or select [Properties] from the [File] menu.

The dialog box for XXX.DSS Properties appears. Modify the properties as needed.



Refer to Details on Displayed Columns.

- 2. Click the [OK] button.
  - → The screen closes and the properties of the DSS file are updated.

# 2.5.5 Moving Files

DSS Player has some rules and restrictions on copying and moving files in order to preserve their contents. It is important to understand those restrictions when managing files.

The following functions are available.

- Moving a File within the Dictation Folder
- Importing Files
- Exporting Files
- Copying to a Specified Location
- Uploading to the Device

## Moving a File within the Dictation Folder

In the Dictation folder, files can be dragged and dropped freely to move them.

#### **Procedure A**

- **1.** Select a file in the Audio List Window, and drag and drop it into a destination folder in the Audio File Window.
  - The file moves to the folder.

#### Procedure B

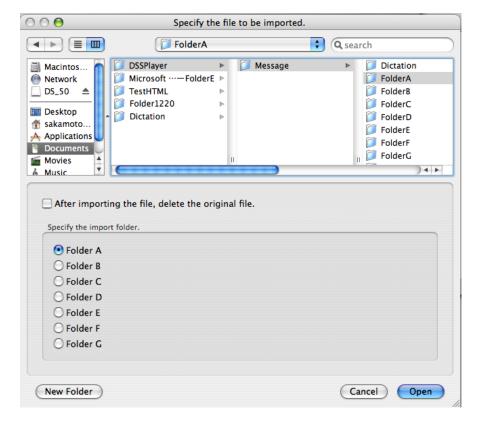
- **1.** Select a file in the Audio List Window and select [Move to folder] from the [Edit] menu in the context menu. Or select [Move to folder] from the [Edit] menu.
  - → The [Select destination folder] dialog box appears.
- 2. Select the destination folder in the Audio List Window and click the [OK] button.
  - The file is moved to the specified folder.

# **Importing Files**

Importing is copying or moving audio files into the Dictation folder from an outside location.

### Procedure

- **1.** Select [Import] from the [File] menu.
  - → The Import screen appears.



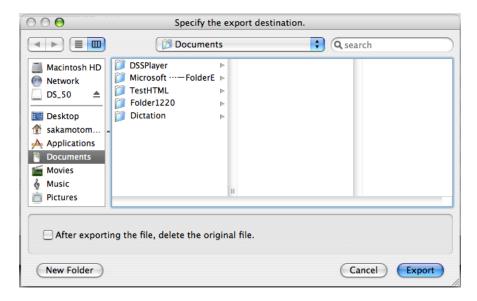
- **2.** Specify the files to be imported in the upper section of the screen.
  - → Clicking the [New Folder] button creates a new folder within the specified folder.
- **3.** When moving files, check [After importing the file, delete the original file].
- **4.** Select a folder in the Dictation folder from the [Specify the import folder] box.
- **5.** Click the [Open] button.
  - → The specified files are copied or moved to the selected folder.

## **Exporting Files**

Exporting is copying or moving audio files from the Dictation folder to an outside location. This function is used to backup a file.

#### **Procedure**

- **1.** Select files in the Audio List Window and select [Export] from the [File] menu.
  - → The Export screen appears.



- **2.** Specify an export destination folder in the upper section of the screen.
- **3.** When moving the files, check [After exporting the file, delete the original file].
  - → Clicking the [New Folder] button creates a new folder in the specified folder.
- **4.** Click the [Export] button.
  - → The files are copied to the specified folder.

# **Copying to a Specified Location**

This function copies files to any location.

#### Procedure

- **1.** Select a file in the Audio List Window and select [Copy] from the [Edit] menu.
  - → The specified files are copied to the clipboard.
- 2. Select a destination folder in the Audio List Window or specify the folder in the Finder, and then select [Paste] from the [Edit] menu.

→ The files are copied to the specified folder.

# **Uploading to the Device**

Uploading is copying files from the Audio List Window to a connected device.



File types not supported by the device cannot be uploaded.



Refer to **Downloading Files**.

#### Procedure

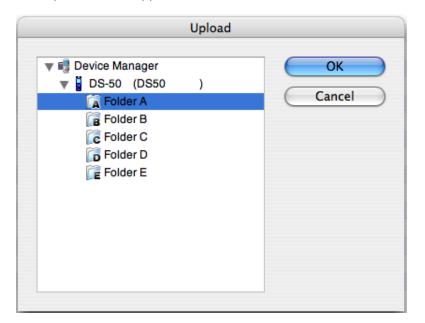
Verify that the device is in Storage mode.

If it is in Audio mode, select [Switch to Storage mode] from the [Device] menu to switch to Storage mode.

Select a file in the Audio List Window and click bon the tool bar. 2.

Or select [Upload] from the context menu. Select [Upload] from the [File] menu.

→ The Upload screen appears.



- 3. Select an upload destination device and folder, and click the [OK] button.
  - The selected file is copied to the specified folder in the device.

# 2.5.6 Deleting File(s)

To delete files, perform the following steps.

### Procedure

**1.** Select a file in the Audio List Window and select [Delete] from the context menu.

Or select [Delete] from the [Edit] menu.

The selected file is deleted.

# 3 Miscellaneous Configurations

This section describes various applications of DSS Player.

- Customizing the Display of the Main Screen
- Customizing the Audio List Window Display
- Configuring Foot Switch Operations
- Changing the Auto-start (Device Detector) Setting of DSS Player
- Using the Device as a USB Speaker/Microphone
- Sharing Folders
- Setting DSS Player Preferences

# 3.1 Customizing the Display of the Main Screen

The tool bar, status bar, and Playback Control bar on the Main Screen, and the grids in the Audio List window can be shown or hidden at the user's discretion. Settings can be changed in the Display menu.

### Procedure

- **1.** Select [Hide the tool bar] from the [Display] menu.
  - The tool bar is hidden. Selecting [Show the tool bar] from the [Display] menu displays it again.

The status bar, Playback Control bar, and grids can also be displayed or hidden.

## 3.2 Customizing the Audio List Window Display

You can customize how files are displayed in the Audio List window.

- Interchanging Displayed Columns for a File
- Sorting Displayed Files
- Selecting Displayed Fie Types
- Changing Displayed Columns for a File

### Rearranging Displayed Columns for a File

Displayed columns in the Audio List Window can be rearranged.

#### **Procedure**

- **1.** Drag and drop a column name on the Header bar.
  - The order of the displayed columns changes.



Refer to Changing Displayed Columns for a File.

## **Sorting Displayed Files**

The order of displayed files can be changed.

#### Procedure

- **1.** Select a column as a sort key by selecting [Sort by] from the [Display] menu.
  - → Files are sorted by the selected column in ascending sequence.

### **Selecting Displayed Fie Types**

Files types displayed in the Dictation Folder can be customized. (e.g. DSS files only, or MP3 files only).

#### Procedure

**1.** Click  $^{\bullet}$  on the toolbar and then click the file type toolbar button.

Or select [Current view] from the [Display] menu and select one or more file types.

→ Displayed file types change.

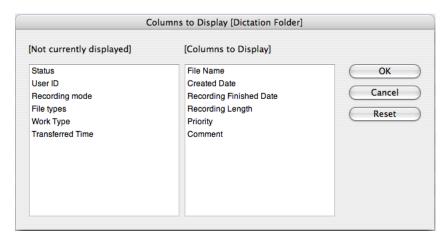


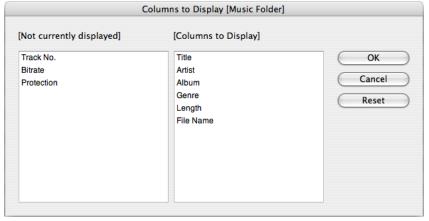
### **Changing Displayed Columns for a File**

Columns displayed on the header bar in the Audio List Window can be added, deleted, or interchanged.

#### Procedure

- **1.** Select [Audio File] or [Music File] from [Columns to display] in the [Display] menu.
  - The [Columns to Display] dialog box appears.





**2.** Move columns to display to the [Columns to display] box and columns not to display to the [Not currently displayed] box by dragging and dropping them.

Note that the File Name and Priority columns cannot be hidden. The order of columns displayed in the Audio List Window can be changed by rearranging the columns listed on this screen. Clicking the [Reset] button resets the display of the screen.

- **3.** Click the [OK] button.
  - → The screen closes and the Audio List Window display is updated.



# 3.3 Configuring Foot Switch Operations

The foot switch (RS-27H/28H/31H) can be used to do playback operations when they are connected.

### Procedure

- **1.** Connect a foot switch.
  - $\rightarrow$  is displayed on the status bar.
- **2.** Click in on the status bar.
  - The [Foot switch setting] dialog box appears. Select the model of the foot switch being used from the list in the upper left of the dialog box.



The following settings can be selected with Center, Left, Right, or Top. (The dialog box varies depending on the model.)

Foot Switch Operations	Description
REW	Rewinds when the pedal/button is pressed.
	Stops rewinding when the pedal/button is
	released.
FF	Fast-forwards when the pedal/button is
	pressed. Stops fast-forwarding when the
	pedal/button is released.
PLAY/PAUSE	When the pedal on the foot switch is
	pressed, the dictation file plays. When the
	button on the hand controller is pressed,
	the dictation file plays or stops.
DISABLE	Disables the pedal/button.
INDEX	Insert an index mark.

	Index marks are not inserted if one already exists.
COMMENT	Display Comment dialog box.
E0F/B0F	Move cursor to end of time bar. If its
	already at the end, it moves to the start.
Speed Control	Switch playback speed between x1 and x1.5.
Noise Cancel	Switch noise cancel between ON (Level 2)
	and OFF.

- **3.** Select functions to be assigned to the buttons on the foot switch from the list and click the [OK] button.
  - The foot switch can be used as playback operation buttons when using the Playback Control bar on the Main Screen.



Connecting a foot switch does not start DSS Player automatically.

# 3.4 Changing the Auto-start (Device Detector) Setting of DSS Player

After DSS Player has been installed, "Device Detector" automatically starts DSS Player when a recorder is connected to a USB port on the PC.

To configure DSS Player to not automatically start, perform the following steps.

#### Procedure

**1.** Select • - [System Preferences] from the menu bar, and click the [DSS Player] icon.



The configuration screen appears.



- 2. Click [OFF].
  - → Auto-start is disabled.

## 3.5 Using the Device as a USB Speaker/Microphone

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



USB speaker and USB microphone capabilities cannot be used simultaneously.

### Using a Recorder as a USB Microphone

Supported recorders can be used as a microphone when making a recording with DSS Player.

#### Procedure

- 1. Connect a recorder to the PC.
  - The Main Screen launches.

    Opening the [Remote Edit] window automatically enables the recorder to be used as a USB microphone.

### Using a Recorder as a USB Speaker.

Supported recorders can be used as a speaker when playing audio files. When specified as a speaker, other software on the PC also uses the digital recorder as a speaker.

#### Procedure

- **1.** Connect a recorder to a USB port on the PC.
  - The Main Screen launches.
- 2. Select [Switch to Audio mode] from the [Device] menu to switch to Audio mode.
- **3.** Select [Use the recorder speaker] from [Select the audio output] in the [Device] menu.
  - → The USB-connected recorder is used as a speaker.

# 3.6 Sharing Folders

The Download tray, which stores audio files, can be linked to a shared folder over a network. Audio files in the Download tray can be shared among the network users.



Shared folders on the network should only be configured by a network administrator.

#### Procedure

- **1.** Prepare a shared folder on the network.
- 2. Start DSS Player.
- **3.** Select [Preferences] from the [DSS Player] menu and click the [Select folder] button on the [Download folder] tab.
  - → The [Select folder] dialog box appears.
- **4.** Set the shared folder configured in step 1 as the Download folder.
  - → Multiple users now have access to the same folder over the network.

# 3.7 Setting DSS Player Preferences

To set DSS Player preferences, perform the following steps.

#### Procedure

- 1. Start DSS Player.
- **2.** Select [Preferences] from the [DSS Player] menu.
  - → The General tab on the [Preferences] dialog box appears.





The Preferences screen cannot be used while playing an audio file.



Refer to Preference Settings of DSS Player

- **3.** Click the [OK] button.
  - Changes are applied to the application and the Preferences screen closes. Clicking the [Cancel] button cancels the changes and exits the screen.

# 4 Device Management Functions

Functions provided by the device can be managed in DSS Player. These functions are dependent on the connected device.

The following functions are available.

- Renaming a Folder in the Device
- Transferring Voice Guidance
- Transferring Date and Time
- Configuring the Device

# 4.1 Renaming a Folder in the Device

Folders on the device displayed in the Device Window can be renamed using the following steps.



Refer to Configuring the Device.

#### Procedure

 $\mathbf{1}$  Right-click a drive in the Device Window and select [Rename the folder].

Or select [Rename the folder] from the [File] menu.

- The folder name field becomes editable.
- 2. Type in a folder name in accordance with the maximum character count and character type specified for each model, and press the [Enter] key.
  - The folder name field is changed.



For the maximum number and type of characters that can be entered, refer to the instruction manual for the recorder.

## 4. 2 Transferring Voice Guidance

Voice guidance files in specific languages can be transferred from DSS Player to a recorder with voice guidance capability, which uses an audio file to inform the user of the operational status of the recorder.

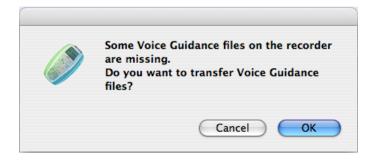
#### **Transferring Voice Guidance Automatically**

To automatically transfer a voice guidance file, perform the following steps based on the device's settings.



If DSS Player has been installed in a Japanese environment, the Japanese and English voice guidance files are transferred. For a multilingual installation, the English voice guidance file is transferred.

- **1.** Connect a voice guidance capable device to a USB port on the PC.
  - DSS Player reads the voice guidance ON/OFF setting in the General Voice dialog box. If the voice guidance capability is ON, DSS Player checks the recorder for guidance files immediately after launch of the software, and detection of a device connection. If voice guidance files are missing from the recorder, the [File Transfer] dialog box appears.



- 2. Click the [OK] button.
  - One or more voice guidance files are transferred. If a transfer error occurs, an error message is displayed.

#### Transferring Voice Guidance Manually

To manually transfer a voice guidance file in a desired language, perform the following steps.

Procedure

- **1.** Connect a voice guidance capable device to a USB port on the PC.
- **2.** Select [Transfer Voice Guidance files] from the [Device] menu.
  - → The [Transfer Voice Guidance files] dialog box appears.



- **3.** Select a language for voice guidance from the [Language] drop-down list, and click the [OK] button.
  - The voice guidance file is transferred to the device.

    The voice guidance file of the primary supported language of the device is overwritten with the guidance file of the selected language.

## 4.3 Transferring Date and Time

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

#### **Transferring Automatically**

With the following settings configured, date and time data is automatically transferred when the device is connected to a USB port on the PC.

#### Procedure

- **1.** Select [Preferences] from the [DSS Player] menu in the menu bar.
  - → The [Preferences] dialog box appears.
- **2.** On the [Connect] tab, check [Set date and time when the device is connected] and click the [OK] button.

#### **Transferring Manually**

Date and time data can also be manually transferred from the PC to a recorder.

#### Procedure

- 1. Click on the tool bar.
  - Click [Transfer the date/time] from the [Device] menu.
  - If multiple devices that can receive the date and time data are selected, the device selection dialog box appears.
- 2. Select a destination device.
  - The date and time data is transferred to the recorder.



The date and time data cannot be transferred while playing an audio file.

## 4. 4 Configuring the Device

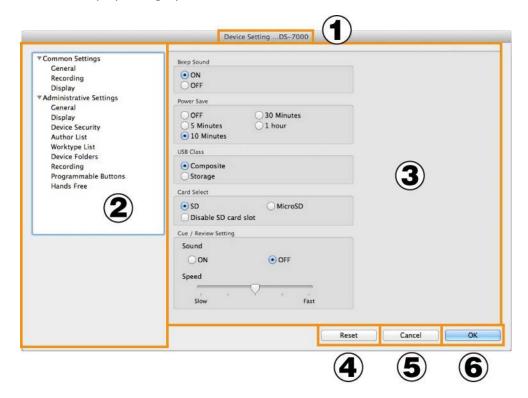
Device settings can be configured via DSS Player Plus.



See the Devices with Device Configuration Support.

#### Procedure

- **1.** Connect a recorder to the USB port on the PC.
- **2.** Select [Device Setting] from the [Device] menu.
  - The [Device Setting] dialog box appears. (The screen image below is for the DS-7000). The functions displayed in gray on the screen are unavailable with the connected recorder.



- Device name (user ID)
  - Displays the device type and user ID.
- Settings menu
- Displays available settings in tree form.

  Setting details
  - Displays details of the item selected in (2).
- Reset button
  Clicking this button resets the device settings.
- Cancel button

Clicking this button closes the screen without saving changes.



### OK button

Clicking this button updates the device settings.

- **3.** Select an item from the [Settings] menu on the left to switch the individual settings screen.
- **4.** Edit items as needed.



For information on each setting, refer to the instruction manual for the recorder.

- **5.** Click the [OK] button.
  - → Configured information is transferred to the recorder.

Clicking the [Reset] button resets the recorder to its default settings. Clicking the [Cancel] button closes the screen without saving changes.

## **4.4.1 Devices with Device Configuration Support**

Devices that can be configured via DSS Player Plus are listed below.

- DS-9500
- DS-9000
- DS-7000
- DS-5500
- DS-3500
- DS-2600
- DS-2500

## 4.4.2 Device Configuration for DS-9500/9000

This section explains DS-9500/9000 setting items and functions.

### **Common Settings**

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- Recording
- Display

#### **Administrative Settings**

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- Display
- Device Security
- Author List
- Worktype List
- Device Folders
- Recording
- Programmable Buttons
- Hands Free

## **Common Settings**

#### **General**

Items	Functions
Beep Sound	Selects the volume of the beep sound.
Power Save	Selects power saving time.
USB Class	Selects composite mode or storage mode as the USB
	connection mode.
Memory Select	Switches the memory being accessed.
Cue/Review	Selects whether or not to play sound while fast-
Settings (Sound)	forwarding or rewinding during play back.
Cue/Review	Sets the Cue/Review speed. Move the indicator to
Settings(Speed)	the left or right to decrease or increase the
	speed respectively.
Review Skip	Sets the interval for reverse skipping with Review
	Skip.

### Recording

Items	Functions
Microphone Mode	Selects the microphone mode.
Recording Mode	Selects the recording mode.
Microphone Sensitivity	Selects microphone sensitivity.

VCVA Mode	Selects VCVA mode (voice-activated recording)
	ON/OFF.

## Display

Items	Functions
Backlight -	Specifies the backlight illumination time when the
Lighting Time	device is operated.
Backlight -	Specifies the dim backlight time after the
Dim light time	"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.
Backlight -	Specifies backlight brightness.
Brightness	A larger value indicates a higher level of
	backlight brightness.
LED Mode	Selects LED ON/OFF.
Date Format	Specifies the date display format.
Clock Format	Specifies either 12-hour or 24-hour time display
	format.
Language	Switches the device display language.

#### **General**

Items	Functions
Accessibility	Disable Erase button When this option is enabled, a file cannot be deleted by pressing the device [ERASE] button.
	<b>Disable Menu button</b> When this option is enabled, the menu screen is not displayed when the device [MENU] button is pressed.
	<b>Disable Rewind button</b> When this option is enabled, rewind is not performed when the device [Rewind] (   ◀◀) button is pressed.
Splash Message	Configures settings for the splash messages displayed when the device is turned on. If you enter text with "Custom" enabled, the entered text will appear when the power is switched on. Up to 32 characters can be entered. Both capital and lower-case letters are recognized.
Alarm	<b>Error</b> Sounds a beep when an error occurs.
	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.
	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.
	Button Operation Sounds a beep whenever a device button operation is performed.
	Recording Start/Stop Sounds a beep whenever recording is started or stopped.

### Display

Items	Functions
Information Area	Selects the content to display in the upper and
	lower sections of the information display area.

LED Color	Overwrite REC You can select off, or yellow.	red,	blue,	green,	orange,
	Insert REC You can select off, or yellow.	red,	blue,	green,	orange,
	Play You can select off, or yellow.	red,	blue,	green,	orange,

## **Device Security**

Items	Functions	
PIN code	To enable Security, click the [PIN Code change]	
	button then enter the PIN code.	
Device Lock		
	Enable Device Lock function to prevent	
	unauthorized access to the device	
	This option can be enabled only when a PIN code	
	setting is configured. When it is enabled, the	
	following two items can be set.	
	Prompt for device PIN code to authenticate	
	user	
	Select the device lock timing from [At power-	
	on] or [At power-on and wake-up from stand-by].	
	Limit the maximum number of device access	
	attempts to	
	Specifies how many unsuccessful consecutive PIN	
	code authentication attempts are allowed before	
	the device locks up.	

### **Author List**

Items	Functions
Author List	A maximum of 10 authors can be registered. The checked author is set as the default author.
Author Selection	Prompt for Author ID at Power-on. With this enabled, the Author List is displayed when the device is turned on. (However, if only one has been registered, it is not displayed.)
	Filter dictations by Author ID With this option enabled, only the dictation files of the selected Author ID are displayed on the recorder.

## **Worktype List**

Items	Functions
Worktype List	A maximum of 20 worktypes of work can be
	registered.
	The checked worktype is set as the default
	worktype.
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 the Worktype to be set in a dictation
	file. However, if only one has been registered,
	it is not displayed.

#### **Device Folders**

Items	Functions	
Folder Property(General)	Enabled Enables/disables folders.	
	Folder Name You can input up to 16 single-byte alphanumeric English characters for a folder name.	
	Worktype Specifies the Worktype specified for dictation files recorded to this folder. Specifying a Worktype here always uses the Worktype specified for the folder without displaying the Worktype List, even if "Prompt for Worktype ID on new recordings." is enabled for "Worktype selection" on the [Worktype] screen.	
Folder Property (Security)	Auto Lock Specifies whether dictation files recorded to the folder should be locked.	
	Encryption  Specifies whether dictation files recorded to the folder should be encrypted. This setting can be configured when the folder is enabled, and "DSS Pro" is selected for the "DSS Format" setting on the [Administrative Settings] - [Recording] screen. "DSS Classic" encryption is not supported by the device.  Selections Description  No Do not encrypt.  Standard Encrypt using a 128-bit key.  High Encrypt using a 256-bit key.	
	Password  Specifies the password to be used for encryption. Click the button in the setting field, and use the displayed Encryption  Password dialog box to make the setting. Enter a password in the [Password] and [Confirm Password] fields using 4 to 16 one-byte alphanumeric characters.  The password is the same as the password for the [Encryption] Standard mode and High mode.  An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.	

## Recording

Items	Functions
DSS Format	Selects the DSS recording format.
	The default recording format for DSS Classic is
	DSS.
	The default recording format for DSS Pro is
	DS2.
	When DSS Classic mode is switched from "DSS
	Pro", the following items are checked:
	<ul> <li>If the recording format is set to QP, it is changed</li> </ul>
	to SP, and QP is prevented from being selected.
	=>[Common Settings] - [Recording]
	<ul> <li>The Encryption attribute is set to "NO" and is</li> </ul>
	prevented from being modified.
	=>[Administrative Settings] - [Device Folders]
Record Function	Selects the recording operation.
File download	Specifies a file to be downloaded.

## **Programmable Buttons**

Items	Functions
New and Slide Switch Functions	Selects Type A, Type B, or Type C as the functions assigned to each position of the slide switch and the buttons above the slide switch.
Programmable Buttons	Customizes the functions that are assigned to the function buttons [F1], [F2], and [F3] on the device.

### **Hands Free**

Items	Functions
Operation Settings	Selects hands free operations.
Microphone Mode	Enables/disables the function to automatically switch to the microphone mode for hands free.
Device Settings	Selects how to use the foot pedal and the functions to be assigned to their switches.

## 4.4.3 Device Configuration for DS-7000/3500

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

### **Common Settings**

Gen	eral

- Recording
- Display

#### **Administrative Settings**

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- Display
- Device Security
- Author List
- Worktype List
- Device Folders
- Recording
- Programmable Buttons
- Hands Free

## **Common Settings**

#### **General**

Items	Functions
Beep Sound	Selects beep ON/OFF.
Power Save	Selects power saving time.
USB Class	Selects composite mode or storage mode as the USB connection mode.
Card Select	Switches the card being accessed.
	Disable SD Card Slot Selecting this check box disabled SD Card Slot operation so it is no longer recognized from the PC.
Cue/Review	Selects whether or not to play sound while fast-
Settings(Sound)	forwarding or rewinding during play back.
Cue/Review	Sets the Cue/Review speed. Move the indicator to
Settings(Speed)	the left or right to decrease or increase the speed respectively.

## Recording

Items	Functions
Recording Mode	Selects the recording mode.
Microphone Sensitivity	Selects microphone sensitivity.
VCVA Mode	Selects VCVA mode (voice-activated recording)
	ON/OFF.

### Display

Items	Functions
Backlight -	Specifies the backlight illumination time when the
Lighting Time	device is operated.
Backlight -	Specifies the dim backlight time after the
Dim light time	"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.
Backlight -	Specifies backlight brightness.
Brightness	A larger value indicates a higher level of
	backlight brightness.
LED Mode	Selects LED ON/OFF.
Date Format	Specifies the date display format.
Clock Format	Specifies either 12-hour or 24-hour time display
	format.
Language	Switches the device display language.

#### **General**

Items	Functions
Accessibility	Disable Erase button When this option is enabled, a file cannot be deleted by pressing the device [ERASE] button.
	Disable Menu button When this option is enabled, the menu screen is not displayed when the device [MENU] button is pressed.
	Disable Rewind button When this option is enabled, rewind is not performed when the device [Rewind] (   ◄◄) button is pressed.
Splash Message	Configures settings for the splash messages displayed when the device is turned on. If you enter text with "Custom" enabled, the entered text will appear when the power is switched on. Up to 32 characters can be entered. Both capital and lower-case letters are recognized.
Slide Switch Guide	When [ON] is selected, the slider switch button is positioned on the right side of the LCD.  * DS-7000 only
Main Button Guide	When [ON] is selected, the main button allocation is displayed on the right side of the LCD.  * DS-3500 only
Alarm	Error Sounds a beep when an error occurs.
	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.
	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.
	Button Operation Sounds a beep whenever a device button operation is performed.
	Recording Start/Stop Sounds a beep whenever recording is started or stopped.

## Display

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

## **Device Security**

Items	Functions
PIN code	To enable Security, click the [PIN Code change]
	button then enter the PIN code.
Device Lock	
	Enable Device Lock function to prevent
	unauthorized access to the device
	This option can be enabled only when a PIN code
	setting is configured. When it is enabled, the
	following two items can be set.
	Prompt for device PIN code to authenticate
	user
	Select the device lock timing from [At power-
	on] or [At power-on and wake-up from stand-by].
	Limit the maximum number of device access
	attempts to
	Specifies how many unsuccessful consecutive PIN
	code authentication attempts are allowed before
	the device locks up.

### **Author List**

Items	Functions	
Author List	A maximum of 10 authors can be registered. The checked author is set as the default author.	
Author Selection	Prompt for Author ID at Power-on. With this enabled, the Author List is displayed when the device is turned on. (However, if only one has been registered, it is not displayed.)	

## **Worktype List**

Items	Functions	
Worktype List	A maximum of 20 worktypes of work can be registered. The checked worktype is set as the default worktype.	

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 the Worktype to be set in a dictation
	file. However, if only one has been registered,
	it is not displayed.

### **Device Folders**

Items	Functions			
Folder Property(General)	Enabled Enables/disables folders.			
	Folder Name You can input up to 16 single-byte alphanumeric English characters for a folder name.			
	Worktype Specifies the Worktype specified for dictation files recorded to this folder. Specifying a Worktype here always uses the Worktype specified for the folder without displaying the Worktype List, even if "Prompt for Worktype ID on new recordings." is enabled for "Worktype selection" on the [Worktype] screen.			
Folder Property(Security)	Auto Lock Specifies whether dictation files recorded to the folder should be locked.			
	Encryption  Specifies whether dictation files recorded to the folder should be encrypted. This setting can be configured when the folder is enabled, and "DSS Pro" is selected for the "DSS Format" setting on the [Administrative Settings] - [Recording] screen. "DSS Classic" encryption not supported by the device.  Selections Description			
	No Do not encrypt. Standard Encrypt using a 128-bit key.			
	High Encrypt using a 256-bit key.			

Password  Specifies the password to be used for encryption. Click the button in the setting field, and use the displayed Encryption  Password dialog box to make the setting. Enter a password in the [Password] and [Confirm Password] fields using 4 to 16 one-byte alphanumeric characters.  The password is the same as the password for the [Encryption] Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the
password, with a key length that is in accordance with the encryption mode set within the program.

## Recording

Items	Functions			
DSS Format	Selects the DSS recording format.			
	The default recording format for DSS Classic is			
	DSS.			
	The default recording format for DSS Pro is			
	DS2.			
	When DSS Classic mode is switched from "DSS			
	Pro", the following items are checked:			
	<ul> <li>If the recording format is set to QP, it is changed</li> </ul>			
	to SP, and QP is prevented from being selected.			
	=>[Common Settings] - [Recording]			
	<ul> <li>The Encryption attribute is set to "NO" and is</li> </ul>			
	prevented from being modified.			
	=>[Administrative Settings] - [Device Folders]			
Record Function	Selects the recording operation.			
File download	Specifies a file to be downloaded.			

## **Programmable Buttons**

Items	Functions				
New and Slide Switch	Selects Type A, Type B, or Type C as the				
Functions	functions assigned to each position of the				
	slide switch and the buttons above the slide				
	switch.				
	* DS-7000 only				
Main Button Functions	Selects either Type A or Type B as the function				
	assigned to the main switch button.				
	* DS-3500 only				
Programmable Buttons	Customizes the functions that are assigned to				
	the function buttons [F1], [F2], and [F3] on				
	the device.				
Rec Mode	Selects whether or not the REC button must be				
	held down to record.				
	* DS-3500 only				

### **Hands Free**

Items	Functions		
Operation Settings	Selects hands free operations.		
Device Settings	Selects how to use the foot pedal and the functions to be assigned to their switches.		

# **5** Troubleshooting

This section describes common problems with DSS Player and their solutions.

- No Audio Output during Playback
- Don't Know How to Check the Playback Volume
- The Recorder Doesn't Appear on the Device Window
- Problems with Other Devices

## 5. 1 No Audio Output during Playback

If the system does not output any sound when playing an audio file, perform the following steps.

#### Procedure

#### 1. Check the Connections

Make sure that devices are properly connected to the PC and that they are all powered on.

### 2. Check the Speakers

Make sure that the speaker volume is not set too low. Increase the speaker volume and proceed to the next step.

### **3.** Check the Sound Device

Select - [System Preferences] click the [Sound] and [Output] icons successively, and make sure of the following:

- · The sound board is functional.
- · The main volume is not set to the minimum level.

## 5. 2 Don't Know How to Check the Playback Volume

Follow the procedures described below.

### **1.** Check the Sound Device

Select - [System Preferences] click the Sound and Output icons successively, and make sure the of following:

- · The sound board is functional.
- · The main volume is not set to the minimum level.

## 5. 3 The Recorder Doesn't Appear on the Device Window

Follow the procedures described below to find the problem.

#### Procedure

- **1.** Disconnect the USB cable from the recorder.
- **2.** Select a submenu from the recorder menu, and select [Storage Class] from the USB Class menu.
  - The recorder is recognized, and the Device Window shows the model of the recorder and file information.
- **3.** Make sure that the recorder is not in inactive mode and that the Hold switch is not turned on.
- **4.** Connect the USB cable to the recorder again, and verify that the LCD panel displays "Storage class device connected to PC."
  - The recorder is recognized, and the Device Window shows the model of the recorder and file information.



If the LCD panel still does not display "Storage class device connected to PC" even after step 4, the communication driver may be malfunctioning. Refer to Problems with the Communication Driver.

## 5. 4 Problems with Other Devices

For information on problems with devices other than recorders, such as a PCMCIA card or removable drive, refer to the instruction manual for that device.

## **6** Appendix

This section provides detailed information on menu lists and displayed item lists. Refer to the tables as needed.

- Menu Lists
- Audio List Window Display Columns
- File Properties
- DSS Player Preference Settings
- Component Names and Functions
- Device Functions
- Glossary

## 6.1 Menu Lists

This section provides menu-by-menu descriptions of the command functions available in the menu bar.

- DSS Player Menu
- File Menu
- Edit Menu
- Display Menu
- Play Menu
- Device Menu
- Help Menu

## 6.1.1 DSS Player Menu

The DSS Player menu in the menu bar provides the following commands.

Command Names	Shortcut Keys	Button s	Functions
About DSS Player	-	-	Displays the version information and serial number of DSS Player.
<u>Preferences</u>	Command+.	-	Sets the downloading and connection conditions for DSS Player.
Quit DSS Player	-	-	Exits DSS Player.



Other commands are standard Mac commands. Refer to Mac User manuals for more information.

## 6.1.2 File Menu

The File menu in the menu bar provides the following commands.

Command	Shortcut Keys	Buttons	Functions
Names	Shorteat Keys	Ductoris	
New	Command+N	•	Opens the Direct Recording Screen and creates a new audio file (DSS file).
Edit	Command+O		Opens the Direct Recording Screen, which is used to edit files selected in the Audio List Window.
Convert to AIFF file	-	•	Converts a specified file into an AIFF file and saves it in a specified folder. The file name format of the resulting AIFF file is "original file name + .AIF".
Import File	-	-	Copies or moves a specified file to one of Folders A-G.
Export File	-	-	Copies files selected in the Audio List window to any specified folder. After the folder browsing dialog box opens, the destination folder is specified. This function is used to back up files.
<u>Split</u>	Shift + Command+S		Splits a file selected in the Audio List window.
<u>Join</u>	Shift + Command+J		Joins multiple files selected in the Audio List window.
Create a folder	Shift + Command+N	-	Creates a subfolder in the folder selected in the Audio File window.
Delete the folder	-	-	Deletes all subfolders and files in a selected folder.
Rename the folder	-	-	Renames a folder or subfolder selected in the Audio File window, or a recorder folder selected in the Device window.
Edit Comment	-	-	Edits comments on DSS files. Up to 100 one-byte characters or 50 two-byte characters can be entered.
<u>Properties</u>	Command+I	-	Displays information on a file selected in the Audio List window, including its file type, location, and size.

## 6.1.3 Edit Menu

The [Edit] menu in the menu bar provides the following commands.

Command Names	Shortcut Keys	Button s	Functions
Cut	Command+X	-	Moves a file selected in the Audio List Window to the clipboard.
Сору	Command+C	-	Copies a file selected in the Audio List Window to the clipboard.
Paste	Command+V	-	Selecting a folder in the Audio File window or Device Window and then clicking [Paste] copies the audio file in the clipboard to a selected folder.
<u>Delete</u>	Command+D	X	Deletes files selected in the Audio List Window.
Select all	Command+A	-	Select all the audio files displayed in the Audio List Window.
Move to folder	-	-	Selecting files in the Audio List Window and clicking this menu item moves the file to a specified folder in the Audio File window.

## 6.1.4 Display Menu

The [Display] menu in the menu bar provides the following commands.

Command Names	Shortcut Keys	Buttons	Functions
Switch to the Playback Control Window	-	-	Selecting a file in the Audio List window and then clicking this menu item switches the screen to the Playback Control screen.
Hide the tool bar	-	-	Clicking this menu item hides the tool bar.
Hide the status bar	-	-	Clicking this menu item hides the status bar.
Hide the Playback Control Bar	-	1	Clicking this menu item hides the Playback Control bar.
Show the grid	-	-	Clicking this menu item displays ruled lines on the Audio List window.
Current view	-	2	Selects file types to display in the Audio List window from the five audio file formats supported by DSS Player (DSS / DS2 (DSS Pro) / AIFF / MP3 / WAV).
Colums to display	-	1	Edits columns to display on the header bar in the Audio List window.
Sort by	-	-	The columns on the header bar in the Audio List window are displayed as menu items. Files are sorted in the order of checked columns.
Refresh	Command +R	-	Retrieves information on files in a selected folder and updates the display of the Audio List window.

## 6.1.5 Play Menu

The [Play] menu in the menu bar provides the following commands.

Command	Shortcut Keys	Buttons	Functions
Names Play	Command+P		Plays a selected file or the first file in the Audio List Window if none is selected from the Position control point on the Play bar.
Stop	Command+S	-	Clicking this menu item, during a playback stops playback.
<u>FF</u>	Command+F	<b>&gt;&gt;</b>	Fast-forwards a file. Hold this button to speed up fast-forwarding.
REW	Command+B	44	Rewinds a file. Hold this button to speed up rewinding.
Next Index mark	Command+ →	<b>&gt;&gt;</b>	The Position control moves to the next index marked position.
Prev. Index mark	Command+ ←	144	The Position control moves to the previous index marked position.
Next Verbal Comment	Shift+ Command+ →	<b>&gt;&gt;</b>	The Position control moves to the start or end of the next verbal comment.
Prev. Verbal Comment	Shift+ Command+ ←		The Position control moves to the start or end of the previous verbal comment.
Noise Cancellation	-	OFF	Set the level of noise cancellation to 0, 1, 2, or 3. The larger the number, the higher the noise cancellation effect.
<u>Channe I</u>	-	-	Selects a channel for audio playback. Stereo-Plays audio file with stereophonic sound. Monaural- Plays audio file with monophonic sound. Play left channel only: Plays only the left track of a stereophonic sound file. Play right channel only: Plays only the right track of a stereophonic sound file.
Auto Short- Rewind	-	-	When is clicked, moves the Position control back by a specified amount of time, and stops playback. The time can be selected from 0.0, 0.3, 0.5, 1.0, 2.0, 2.5, 3.0, 4.0, and 5.0 seconds.
Insert index mark	Command+J	~	Inserts an index mark at the Position control point for a selected file. The maximum number of settable index marks is 16 for a DSS file and 32 for a DSS Pro file.
Delete index mark	Shift+ Command+J	8	Deletes an index mark.
List of index marks	-	-	The View All Index Marks dialog box appears.
Intro Scan	Command+H	薑	Sequentially plays only the first 5 seconds of the files selected or displayed in the Audio List window.

## 6.1.6 Device Menu

The [Device] menu in the menu bar provides the following commands.

Command Names	Shortcut Keys	Buttons	Functions
Download Folder	Shift +		Downloads all files in Folders A-G
<u>A-G</u>	Command + A-G		from the devices displayed in the
			Device Window (recorder, PCMCIA
		-	card, or removable drive) into the
			corresponding Folders A-G in the
			Download tray on the Audio File
			window.
Download the	_		Downloads only selected files into
<u>selected file(s)</u>		-	the Download tray on the Audio File
Download All	Shift +		window.  Downloads all files from the
<u>Download All</u>	Command+M	III.	devices displayed in the Device
	Collillatiu+ivi	3	Window into the corresponding
			Folders A-G in the Download tray.
			Files in the device that have no
			folder are downloaded into Folder
			A.
Upload	Shift +		Uploads the files selected in the
	Command+U	E L	Audio List window onto the device
		(0)	displayed in the Device Window.
Select the	-		Allows selection between the
<u>Speaker</u>			speaker supplied with the PC or
		-	the one provided by a connected
			digital voice recorder during
			playback.
<u>Switch to</u>	_		Clicking this menu item switches a
<u>audio/storage</u>		-	connected device to Audio or
mode Transfer the		_	Storage mode.
<u>Transfer the</u> date/time	_	10	Transfers the date and time data from the PC to a device.
Device Setting			With this menu item, the functions
Device Setting	_		of a connected device can be
		-	configured using a PC.
Transfer Voice	_		Transfers voice guidance files.
Guidance files		-	ilanororo volos guruanos illes.
durdanoc i i i co			

## 6.1.7 Help Menu

The [Help] menu in the menu bar provides the following commands.

Command Names	Shortcut Keys	Button s	Functions
DSS Player Help	Command+?	-	Displays the DSS Player help files.

## 6. 2 Audio List Window Display Columns

This section describes the columns displayed on the Audio List window.

- Dictation Folder Display Columns
- Music Folder Display Columns

## **6.2.1 Dictation Folder Display Columns**

The following columns can be displayed in the Dictation folder. Actual displayed columns are set by selecting [Display] menu [Columns to Display] and [Dictation Folder] successively from the menu bar.

\*Table contents need to be confirmed\*

Items	DSS/DSS Pro files	AIFF files	Default
	WAV/MP3 files *1		Setting
File Name	The file name.	The file name.	Always
	An icon indicating the file	An icon indicating the	displayed
	type is displayed before the	file type is displayed	
	file name.	before the file name.	
Created Date	The date and time when the	The date and time when	✓
	file was created.	the file was created.	
Recording	The date and time when the	Same as the Created Date.	<b>~</b>
Finished Date	file transfer was completed.		
Recording Length	The recording length of a	The recording length of a	<b>V</b>
	file.	file.	
Priority	The priority level can be set	Disabled	✓
	to a number from 1 to 15,		
	which reflects user-defined		
	priority.		
Comment	Comment entered with Edit	Disabled	✓
	Comment.		
Status	The editing status of a file.	Disabled	Ш
	(Pending or Complete).	TI ID C C'I	
User ID	The user ID of a file.	The user ID of a file.	
Recording mode	DSS files	The sampling frequency,	
	LP/SP/QP	(stereo or mono)	
	WAV/MP3 files *1		
	The sampling frequency,		
	(stereo or mono)		
File types	DSS, DSS Pro, WAV, MP3	AIFF	
Work Type	The work type set on a	Unsupported	
	recorder.		
Transfer Date	The date and time when the	Same as the Created Date.	
	file was downloaded to DSS		
	Player.		

lacksquare : Shown by default,  $\Box$  : Hidden by default

\*1: Only WAV/MP3 files recorded with an Olympus recorder are supported.

## 6.2.2 Music Folder Display Columns

The following columns are displayed for the Music folder.

Items	Description	Default Setting
Title	Displays the title.	Always displayed
Artist	Displays the artist name.	<u>~</u>
Album	Displays the album name.	<u>~</u>
Genre	Displays the genre.	<u>~</u>
Length	Displays the recording time length.	<b>V</b>
File name.	Displays the file name.	<b>V</b>
Track No.	Displays the track.	
Bit-rate	Displays the bit-rate.	
Protection	Displays the protection status.	

lacksquare : Shown by default,  $\Box$  : Hidden by default

## 6.3 File Properties

This section describes the properties displayed in the File Properties dialog box.



Refer to Modifying the Properties of a file.

- General Tab
- Details Tab

## 6.3.1 General Tab

The General tab provided by [Properties] in the [File] menu displays the following items.

Items	Editing	Description	
File Name	OK	File name input field.	
File Type	NO	Displays the file type and	
		sound quality.	
File Path	NO	Displays the file location.	
		Clicking "" opens the Finder	
		and allows the user to change	
		the location of the file.	
Size	NO	Displays the file size.	
Recording Length	NO	Displays the recording	
		length.	
Created Date	NO	Displays the date and time	
		the file was created.	
Finished Date	NO	Displays the date and time	
		the file editing was	
T 6 D .	NO	finished.	
Transfer Date	NO	Displays the date and time	
		when the file was transferred	
0	OK	to DSS Player.	
Comment	UK	Comment input field. Up to	
		100 one-byte characters can be entered.	
Attribute : Locked	OK	Checking this option protects	
ALLITUULE . LOCKEU	OK	the file from deletion. When	
		attempting to delete a	
		protected file, you are	
		prompted for confirmation.	
Attribute : Priority	OK	Checking this option sets the	
		file to high priority. The	
		file is displayed in red in	
		the Device window and the	
		symbol appears on the	
		Playback Control bar.	

## 6.3.2 Details Tab

The Details tab under[Properties] in the [File] menu displays the following items.

Items	Editing	Description	
DSS License	NO	Displays the DSS license.	
Job No	NO	Displays the Job number.	
User ID	OK	Displays the user ID configured	
		in the recorder. Up to 16	
		numeric characters, alphabetic	
		upper-case characters, and	
		underscore can be entered.	
Work Type ID	OK	Classifies audio files.	
Audio Quality	NO	Displays the audio quality.	
Priority Level	riority Level OK Specifies the pr		
		the file. Priority can be set	
		from 1 to 15.	
The number of indexes	NO	Displays the number of indexes	
		inserted into the file.	
Transcribe Status	NO	Displays the status of	
		documentation.	
File Status	NO	Displays the status of the file.	

## 6. 4 DSS Player Preference Settings

DSS Player Preference Settings

## 6.4.1 DSS Player Preference Settings

Selecting [Preferences] from the [DSS Player] menu in the menu bar displays the following items.

## **■** Preference Settings

General Tab	
Password	The field for the default password, which is used when playing encrypted files (DSS Pro format). With this item selected, the password entry dialog box does not appear when an encrypted file is opened. Passwords can contain 4 to 16 one-byte alphanumeric characters excluding the following: \(\formall^* / \* ? \\\ \\ \>
Confirm password	This field becomes editable when characters are typed in the Password field. For confirmation, type in the same string as the password above.
Set date/time	With this option checked, the date and time data on the PC is automatically transferred to the recorder on connection.
Size of Tool bar icons	The size of icons on the tool bar can be set to big or small.
File Conversion	You can also select the audio format when converting DSS/DSS Pro files to AIFF files.
Download Tab	
Delete	With this option checked, audio files on the device are deleted when the file has been downloaded from the device to the PC.
Convert to AIFF file	With this option checked, an AIFF file is created in the same folder as the original file when it is downloaded from the device to the PC. If an AIFF file with the same name already exists in the folder, "_1" is appended to the name of the newly created AIFF file.
Download Tray Folder	Sets the location of each folder in the Download tray. If the folder location is changed, the files downloaded before the change remain in their original place.  Folder aliases (custom folders) can be added to Dictation folder.
Auto Download	With this option checked, all audio files on the device are downloaded automatically when DSS Player detects the device. If a file with the same name already exists in the Download tray, the file is not downloaded.

Recording Tab				
Audio format	The recording file format can be set from the			
	following options:			
	DSS 12kHz SP			
	DSS Pro 12kHz Mono			
	DSS Pro 16kHz Mono			
Voice comment	For DSS Pro format files, checking this option			
	enables verbal comments to be recorded in the Direct			
	Recording Screen.			
Record button	Sets the preferences for the Record button. With this			
	option checked, recording continues while the button			
	is being held down, and stops when it is released. If			
	unchecked, pressing the button once starts the			
	recording and pressing it once more stops it.			

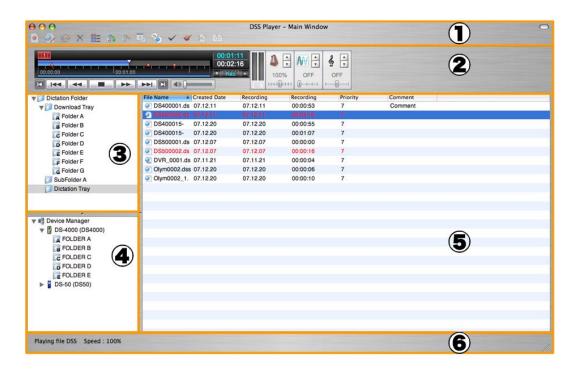
## **6.5 Component Names and Functions**

This section describes the names and functions of the components of DSS Player.

- Main Screen
- Playback Control Screen
- Direct Recording Screen
- Audio File Window (Main Screen)
- Device Window (Main Screen)
- Audio List Window (Main Screen)

#### **Main Screen**

This section describes the names and functions of the Main screen components. The boundaries between the Audio File window, Device window, and Audio List window can be adjusted.



## Tool bar

Displays the tool bar buttons. Available icons vary depending on the status of the connection with the device and the selected files.

## Playback Control bar

Used to play a file selected in the Audio List window. It can be operated in a way similar to the Playback Control screen.

#### Audio File window

Displays folders on the PC that contain audio files managed by DSS Player, including files downloaded from a recorder or device and files recorded with DSS Player.

## Device window

Displays the folders on a connected device or card. Selecting a folder displays audio files in the folder in the Audio List window.

#### Audio List window

Displays detailed information on audio files in the folder selected in the Audio File window or Device window.

## Status bar

Displays the recording volume (only during recording), current status (during playback, recording, and inactivity period), ID of the connected recorder, and the number of files in a selected folder.

#### **Playback Control Screen**

This section describes the names and functions of the Playback Control screen.



Play bar and Position control

Graphically displays which part of the current file is being played.

## Priority switch

Clicking this icon changes the priority of the file. A red mark means that the file is assigned high priority. In the Audio List window, information on the file is displayed in red.

## **③** Verbal comments

The verbal comment sections of an audio file are displayed in light blue.

## ▲ Index marks

Clicking inserts an index mark at the Position control point. Up to 16 index marks can be inserted into a DSS file.

## **5** Operation buttons

Pressing these buttons moves the Playback Position control.

: Moves to the beginning of the file.

: Moves to the previous index mark or to the start (or end) of a verbal comment.

Rewinds the file. Holding down the button speeds up rewinding.

: Starts playback. Press this button again during playback to stop.

Fast-forwards the file. Holding down the button speeds up fast-forwarding.

: Moves to the next index mark or to the start (or end) of a verbal comment.

: Moves to the end of the file.

#### 00:00:25 00:00:55 Playback position/Recording Recording length

The playback position of a file is displayed in blue, and the total recording length is displayed in white. The time format is HH:MM:SS.



## Timescale control

Displays the timescale of the Play bar. When playing a file, the time frame can be changed from a minimum width of 1-minute to full scale. Clicking A or T changes the timescale.





#### Volume Adjustment control

Allows the adjustment of output sound volume. This function is not available with older model sound boards that do not have the electronic volume adjustment capability. In that case, adjust the volume manually.





#### Audio output display

Displays the current audio playback status. In the case of a monaural recording, the L and R outputs are displayed as the same height.





#### Playback Speed Adjustment control

Clicking ▲ and ▼ or dragging the slider can adjust the playback speed without changing the voice pitch (sound pitch).





### Noise Cancellation control

Clicking ▲ and ▼ or dragging the slider adjusts the noise cancellation effect to one of four levels: 0, 1, 2, and 3.





#### Tone Adjustment control

Clicking ▲ and ▼ or dragging the slider adjusts the tone in increments of 1% from 100% on the B {bass} side to 100% on the T {treble} side.

#### **Direct Recording Screen**

The Direct recording component names and functions are described here.



Tool bar

Displays the tool bar buttons used in the Direct Recording screen.

Play bar and Position control

Graphically displays which part of the current file is being played.

Operation buttons

Pressing these buttons moves the Playback Position control.

: Moves to the beginning of a file.

Starts recording.

Records a verbal comment when held down.

: Moves to the previous index mark or to the start (or end) of a verbal comment.

: Rewinds the file. Holding down the button speeds up rewinding.

/ Starts playback. Press this button again during playback to stop.

: Fast-forwards the file. Hold down the button to speed up fast-forwarding.

: Moves to the next index mark or to the start (or end) of a verbal comment.

: Moves to the end of the file.

4 Status bar

Displays the volume, status, and user ID of the recorded sound.

Priority switch

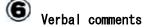
Clicking this icon switches the priority on or off. A red mark means that the file is marked high priority. Information on the file is displayed in red in the Audio List window.

Recording Mode switch

Selects Insert or Overwrite recording mode.

### 

Selects Conference or Dictation mode.



The verbal comment parts of an audio file are displayed in light blue.

## Index marks

Clicking inserts an index mark at the Position control point. Up to 16 index marks can be inserted into a DSS file and up to 32 index marks can be inserted into a DSS Pro file.

#### 00:00:25 00:00:55 Playback position/Recording time length

The playback position of the file is displayed in blue, and the total recording length is displayed in white. The time format is HH:MM:SS.

# Timescale control

Displays the timescale of the Play bar. When playing a file, the timescale can be changed from a minimum width of 1-minute to full scale. Clicking  $\triangle$  or  $\nabla$  changes the timescale. (During recording, it is fixed to 1 minute.)

## Volume Adjustment control

Adjusts the output sound volume. This function is not available when using an older model sound board that does not have the electronic volume adjustment capability. In that case, adjust the volume manually.

## Audio output display

Displays the current audio playback status. In the case of a monaural recording, the L and R outputs are displayed as the same height.



**(11**)

#### Playback Speed Adjustment control

Clicking  $\triangle$  and  $\overline{\mathbf{v}}$  or dragging the slider adjusts the playback speed without changing the voice pitch (sound pitch).



#### Noise Cancellation control

Clicking  $\triangle$  and  $\nabla$  or dragging the slider adjusts the noise cancellation effect to one of four levels: 0, 1, 2, and 3.

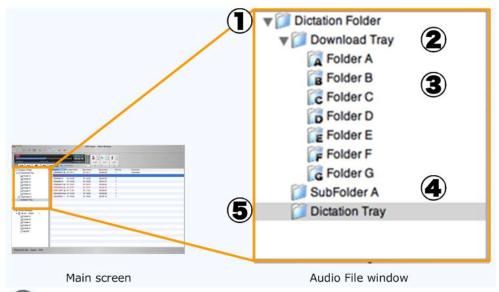


#### Tone Adjustment control

Clicking ▲ and ▼ or dragging the slider adjusts the tone in increments of 1% from 100% on the B {bass} side to 100% on the T {treble} side.

#### **Audio File Window (Main Screen)**

The Audio File window on the Main screen displays the folder structure expanded from the Dictation folder.





#### Dictation folder

This is the root folder.

Selecting [Create Folder] from the context menu creates a folder in the Dictation folder.



#### Download tray

Files downloaded from recorders or recording media are managed in this folder. Subfolders cannot be created in the Download tray.



#### Folders A-G

These folders store downloaded files. Folders A-G can be renamed but cannot be deleted. Subfolders can be created and renamed in Folders A-G.



#### Subfolders

Subfolders can be created in the Dictation folder or Folders A-G. Subfolders can also be created in an existing subfolder. They can be renamed and deleted freely.

Files can be dragged and dropped from other folders into a subfolder.



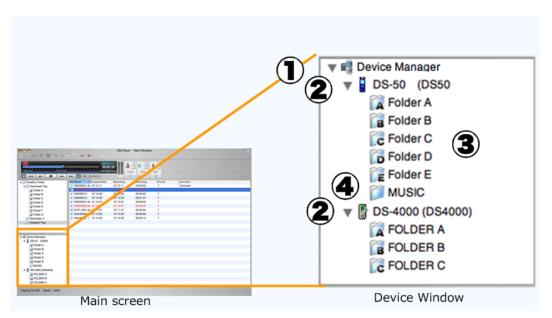
#### Dictation tray

This folder stores audio files created and edited in the Direct Recording screen. The files edited in the Direct Recording screen are always stored in the Dictation tray. The Dictation tray cannot be deleted.

### **Device Window (Main Screen)**

This window lists the devices currently connected to the USB ports on the PC, and audio files and folders on the devices. Displayed contents vary depending on which models of devices are used.

When connecting or disconnecting an Olympus IC recorder, a PCMCIA card adapter with a memory card containing the folders for Olympus an IC recorder, or a USB reader/writer, the names of these devices are displayed in the Device window.





#### Device Manager

This is the main folder.



#### Devices

Device names (user IDs) are displayed.



#### Folders A-G

The number of folders varies depending on the type and model of the device. Folders A-G can be renamed, but cannot be deleted



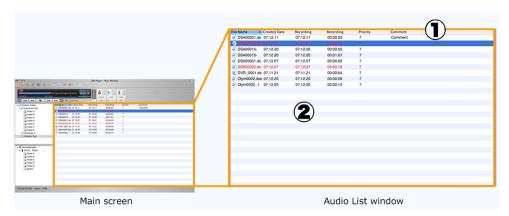
#### Music folder

Music files on a device are displayed here.

## **Audio List Window (Main Screen)**

The Audio List window displays information on DSS/DSS Pro/WAVE /MP3 files in the folder selected in the Audio File window or Device window.

When the Music folder on a device is selected, detailed information on music files in the folder are listed (up to the second tier under the Music folder).





#### Columns to Display

Dragging and dropping the columns to change their display order.



#### Displayed file types

Clicking or selecting [Current view] from the [Display] menu changes the displayed file types.

## 6. 6 Device Functions

This section lists the functions of devices.

Functional Support of Recorders for DSS Player

## **Functional Support of Recorders for DSS Player**

Some devices have limitations on DSS Player functions. The following table summarizes the functional support for DSS Player by device model.

lacksquare: Supported, lacksquare: Partially supported, lacksquare: Unsupported Dictation folder Download/Upload: Supported file types are listed.

Functions Models	Direct Recording (Creating a new file)	Direct Recording (Mic sensitivity control)	Dictation folder Download	Dictation folder Upload	Device Menu setting
DS-9500	>	<u>&gt;</u>	DSS, DSS Pro, WAV, MP3	DSS, DSS Pro, WAV, MP3	*
DS-9000	>	<u>&gt;</u>	DSS, DSS Pro, WAV, MP3	DSS, DSS Pro, WAV, MP3	<u>×</u>
DS-7000	>	<u>&gt;</u>	DSS, DSS Pro	DSS, DSS Pro	<u>&lt;</u>
DS-5500	>	>	DSS, DSS Pro	DSS, DSS Pro	<u>×</u>
DS-3500	V	<u>\</u>	DSS, DSS Pro, WAV, MP3	DSS, DSS Pro, WAV, MP3	<u>×</u>
DS-2600	V	~	DSS Pro, WAV, MP3	DSS Pro, WAV, MP3	V
DS-2500	>	V	DSS Pro	DSS, DSS Pro	<u>~</u>

## 6.7 Glossary

#### **Composite Mode**

Composite mode enables a connected device to be used as a microphone, speaker, or HID (Human-Interface Device). The DS-7000/3500/2500/ 5000/3400/2400 can also serve as a storage device in Composite mode.

#### **Direct Recording**

A recording method that records audio data directly onto the hard disks of a PC connected to a Direct Recording device. The Olympus devices that support this function include recorders that can be used as microphone devices, as well as the DR-2100/1200/2200/2300.

#### **DSS**

An audio file format using DSS (Digital Speech Standard), an audio compression technology jointly developed by OLYMPUS and two other companies. This technology can downsize data, placing less stress on the users when they try to open a file. All of Olympus recorder models support DSS. The file name format is "XXX.DSS".

#### **DSS Pro**

An audio file format enhanced from the DSS standard. The file name format is "XXX.DS2". Key differences from the DSS standard include the QP (Quality Play) mode for high-grade recording, an increase from 16 to 32 in the number of settable index marks, and the support for audio file encryption. It also supports verbal comments.

#### MP3

An MPEG-1-based audio compression method. Like other major audio compression technologies, it uses a lossy compression method that achieves a high compression rate by removing less audible portions of data. Only MP3 playback is supported by DSS Player.

#### **Noise Cancellation**

An operation that reduces noise output by extracting and filtering out noise components from an audio file.

#### **Priority**

This is represented by 16 priority levels from 0 to 15, and allows the user to prioritize dictations.

#### Storage Mode

Storage mode enables a recorder's memory or memory card to be used as a regular removable drive when the device is connected to the PC via USB.

#### **Verbal comments**

A verbal comment gives the typist instructions via dictation. It is recorded with a start and end position in an audio file, and is displayed separately from the main recording body of the file. A verbal comment recording is combined with the main recording body as a single file.

#### WAV

A standard audio 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.

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```

(XX.DSS Properties dialog box				