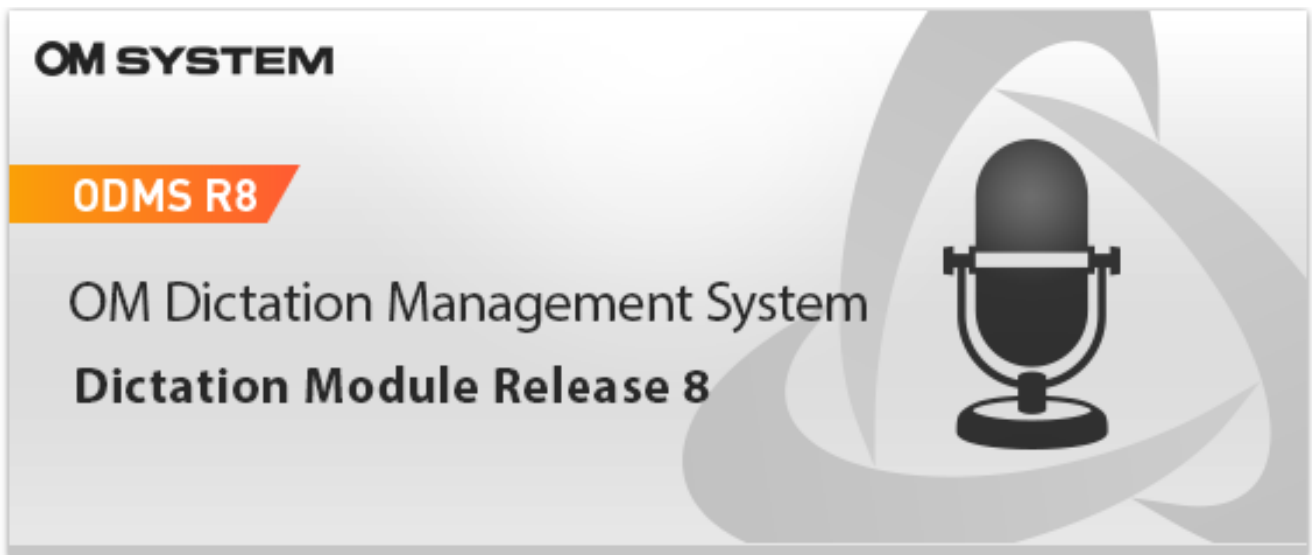


OM SYSTEM

OM Dictation Management System R8

Dictation Module

Reference Manual



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1 Introduction

Thank you very much for purchasing our product.

OM Dictation Management System is a Dictation/Transcription system that supports assignments of various sizes, from individual users to multiple users.

[OM Dictation Management System Outline](#)

[Licenses](#)

[Devices Connectable to Dictation Module](#)

[Supported File Formats](#)

1.1 OM Dictation Management System Outline

OM Dictation Management System R8 (ODMS R8) is a software product optimized to manage the workflow from dictation to document. It can be used to import audio data highly compressed with an OM Digital Solutions digital voice recorder (hereinafter referred to as "the recorder") to a PC.

ODMS R8 offers the following:

- Download a dictation file to a shared folder automatically when you connect the recorder to the PC so that it can be assigned to a transcriptionist.
- A dictation file can be assigned to a transcriptionist by directly recording to a PC using RecMic.
- A downloaded file can be assigned to a transcriptionist via e-mail or FTP.
- Efficient transcription is facilitated by use in combination with speech recognition software. (Background speech recognition and real-time speech recognition)
- The recognition rate of documents for which speech recognition has been performed can be further improved by adaptation.
- Transcription documents can be shared in a folder or sent via e-mail or FTP, and are linked automatically with the original dictation files.
- The status of a transcription can be determined at a glance.
- Transcription can be performed while listening to the dictation file in the Playback Control window.
- Security and other advanced settings can be configured in addition to the items that can be configured on the device.

ODMS R8 supports virtual environment, and is compatible with Citrix XenDesktop as well as XenApp Published Desktop and XenApp Published Application.

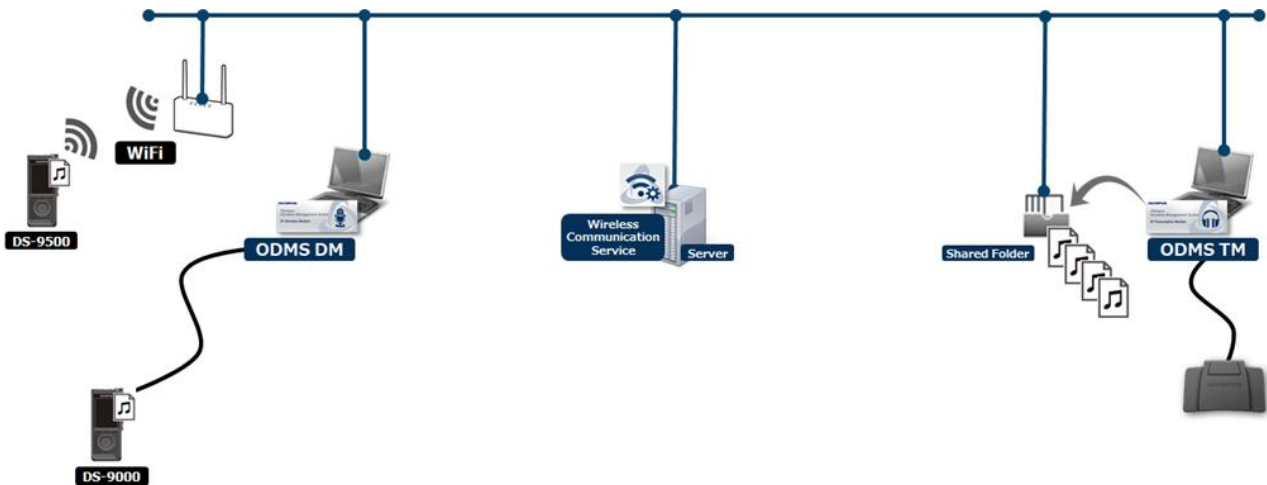
It also supports Terminal Services provided by Windows Server products, allowing this product to be used via the Terminal Services Client Virtual Driver.


1.1.1 System Configurations of ODMS R8

ODMS R8 system configuration is as follows.

- **Standalone System**

With this configuration, an individual user enters the supplied license ID (for a single license), installs the software on the system, and configures settings of the software. User profiles (various settings for each user) are located on local PCs and managed by individual users.



	<p>About silent installation with a volume license ID Silent installation with ODMS R8 DM/TM Volume License for Standalone can standardize the settings of multiple users. For information on how to achieve this, refer to "Installation Guide."</p>
---	--

1.1.2 Modules and Tools

- **Dictation Module**

Dictation Module is software that enables an author to easily download and manage dictation files. It also supports direct recording using an OM Digital Solutions USB microphone such as RecMic. In addition, hands-free recording is also possible using a 4-pedal foot switch such as the RS31N. Configuring the automatic settings of the workflow enables Dictation Module to automatically download and automatically transfer (via a designated LAN network, e-mail, or FTP) after the recorder is connected to a PC so you can share your dictation files with a transcriptionist or perform transcription automatically using the speech recognition functions linked with Dictation Module.

- **Transcription Module**

Transcription Module is software that allows you to playback dictation files with your hands free by using a USB foot switch such as the RS31N.

It can streamline transcription by, for example, automatically specifying a document template and starting your word processor when transcription starts. In addition, it can reduce the workload and improve the productivity of a transcriptionist by using the speech recognition functions to automatically create a document and synchronize with the voice to make corrections.

Furthermore, playback control, user interface, foot switch customize function, and other settings required for transcription can be accessed easily.

- **Device Customization Program**

This is a tool to manage device settings in a template, and supports the customization of device settings and the importing/exporting of settings. It allows you to connect devices by USB and then configure the same settings on multiple devices.

Furthermore, the device settings of individual users can be managed by using the import/export functions.

- **Client Virtual Driver**

Client Virtual Driver is installed on a client PC when using Dictation Module and/or Transcription Module under a virtual environment installed on a server.

A Citrix XenApp driver or Windows Terminal Service driver is provided, and communication between the client PC and server is supported to make it possible to use all of the Dictation Module and Transcription Module functions.

1.2 Licenses

A license is required to use ODMS R8. ODMS R8 is provided under the following types of licenses:

- **Single License (ODMS R8 DM/TM Single License for Standalone)**

The license bundled with the footswitch allows only Transcription Module to be installed on a PC.

- **Volume License (ODMS R8 DM/TM Volume License for Standalone)**

This is a combined license ID that groups several single licenses into one license ID for both Dictation Module and Transcription Module. A volume license is managed as a floating license.

Purchasing an Initial or Additional Volume License

In exchange for the corresponding number of single licenses, a volume license is available free of charge.

Please contact our [support team](#) for details.

Other License Keys

ODMS R8 license keys vary depending on the system.

Use the appropriate license for each system.

Please contact our [support team](#) for information on re-issuance or replacement of a license.

The following table shows the licensing scheme for ODMS R8 system configurations:

System Name	Required License
Standalone System	ODMS R8 DM Single License for Standalone
	ODMS R8 TM Single License for Standalone
	ODMS R8 DM Volume License for Standalone ^{*1}
	ODMS R8 TM Volume License for Standalone ^{*1}

*1: For multiple users on the same network, the system can be configured with ODMS R8 DM/TM Volume license for Standalone.

1.3 Devices Connectable to Dictation Module

Dictation Module supports the following OM Digital Solutions devices:

Device Type	Models
DVR (Mass storage recorder)	<ul style="list-style-type: none">• DS-9500• DS-9100• DS-9000• DS-2700• DS-2600
RecMic (Digital microphone for dictation)	<ul style="list-style-type: none">• RM-4110N• RM-4010N• RM-4110S• RM-4100S• RM-4015P• RM-4010P• RM-4000P
Foot switch	<ul style="list-style-type: none">• RS31N• RS28N• RS27N• RS31H• RS28H• RS27H <p>To use a foot switch with ODMS, you need to switch the mode to Olympus mode.</p>

1.4 Supported File Formats

Dictation Files

The following table lists the file types supported by each function:

Functions	Supported File Types (Extensions)
Playback, import, and export	DS2, DSS, WAV, WMA, MP3 and ZIP(ODMS Cloud Backup file) \$DSS, \$WAV, \$WMA, and \$MP3 In addition to the above, if a codec that works with Microsoft® DirectShow® Filter has been installed, an imported file can be played, but we do not guarantee proper operations.
New recording and editing	DS2, DSS, WAV, and WMA \$DSS, \$WAV, and \$WMA When making a new recording, the recorded file is encrypted if the folder where the file was saved with exit recording status is an encrypted folder.
File splitting/joining	DS2, DSS, WAV, and WMA \$DSS, \$WAV, and \$WMA

Document Files

The following file formats can be handled under the default setup.

- Text file (XXX.TXT)
- Rich Text Format file (XXX.RTF)
- Microsoft Word format (XXX.DOC/.DOCX)

To use another file format, registration is required.



Configure document type as an optional setting by selecting Folder Design and then Attributes.
=> [\[Folder Design\]-Attributes](#)

2 Fundamentals of OM Dictation Management System

This chapter describes the fundamentals of OM Dictation Management System (ODMS R8).

- [Dictation File Name and Author ID](#)
- [Process and Status](#)
- [How Folders Work](#)
- [Worktypes and Option Items](#)
- [Direct Recording](#)
- [Ownership Attribute](#)
- [Local Mode and Network Mode](#)
- [Clean](#)
- [Voice Comments](#)
- [Storage Mode and Composite Mode](#)
- [Backing Up](#)
- [Debugging Option](#)

2.1 Dictation File Name and Author ID

Dictation File Name

A dictation file created with an OM Digital Solutions recorder is automatically named with eight characters in the format below. A file directly recorded with the Dictation Module also follows the same naming process. Author ID (leading four characters) + Job No. (a four-digit number beginning with 1)

Author ID

The Author ID, which is registered as part of the file name, represents the Author of the file. The Dictation Module can register up to ten Author IDs and transfer them to the recorder. If no Author ID is registered, the log-on ID for Windows is used as the Author ID.

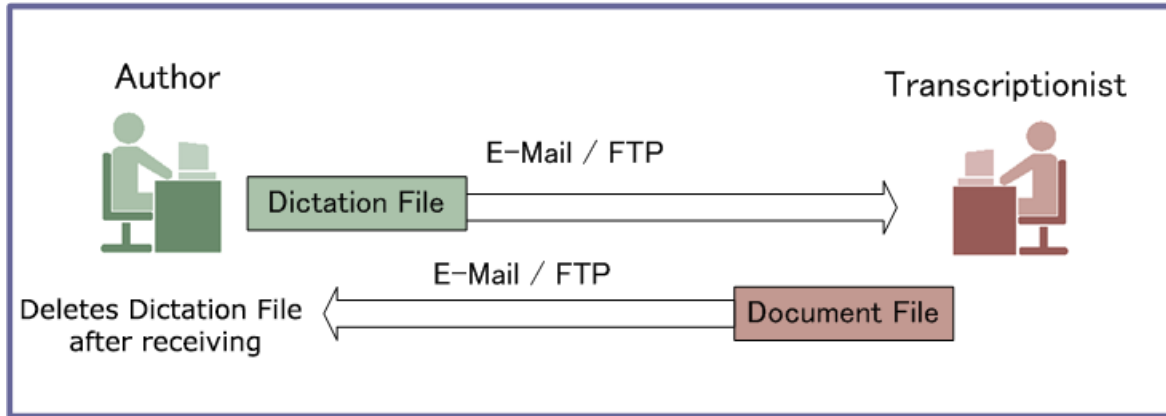
Job No.

The Job No. is automatically set when a recording is made. Each time a dictation file is created, a new number is provided for it. The Job No., which is an essential number for file management, cannot be reset by the user. Removing batteries from or formatting the memory card of the recorder will not reset the Job No.

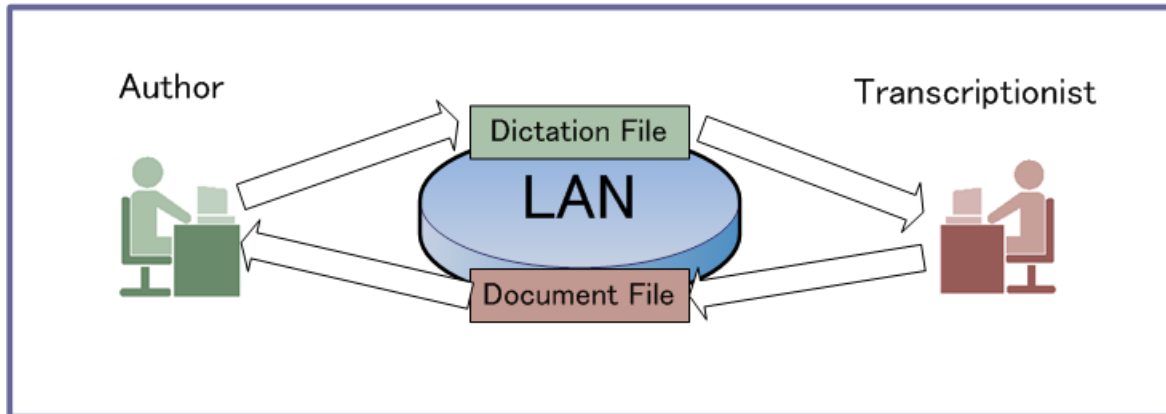
2.2 Process and Status

This section provides the workflow from the creation of a dictation file up to final transcription and deletion of the dictation file in an ODMS R8 Standalone System.

Sending a dictation file via email or FTP to an external site where it is transcribed:



Sharing a dictation file on the network and transcribing it:



ODMS R8 manages a workflow with the following combinations of processes and statuses:

: Supported : Not supported

	Process	Status	Dictation File Editing	Transcription / Speech Recognition	Location of Dictation File
[1]	Record	Running	-	<input type="checkbox"/>	
		Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In the Recording Folder
		Finished	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
[2]	Send	Waiting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In the Outbox
		Failed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		Finished	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In the Sent Items
[3]	Transcription	Running	<input type="checkbox"/>	-	
		Pending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		Finished	<input type="checkbox"/>	<input type="checkbox"/>	
[4]	Speech Recognition	Waiting	<input type="checkbox"/>	<input type="checkbox"/>	In the Speech Recognition queue
		Running	<input type="checkbox"/>	-	
		Pending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		Finished	<input type="checkbox"/>	<input type="checkbox"/>	
[5]	Delete	Finished	<input type="checkbox"/>	<input type="checkbox"/>	The Recycle Box is cleared automatically after a certain length of time (Settings can also be configured for immediate deletion upon completion.)

Operations after Deletion



By default, transcribed dictation files are automatically moved to the Recycle Box and then deleted permanently after a certain length of time. Files in the Recycle Box can be restored with the Restore function, but once deleted permanently, they cannot be recovered. Make sure that the configuration matches your requirements.

2.3 How Folders Work

In the Dictation Module, dictation files and document files are managed in the Dictation Tray and the Document Tray, respectively. Files are managed in different folders based on which process is being performed. Properties for each folder can be configured and centrally managed by an Administrator.

There are two types of folders managed in Dictation Module: virtual folders and folders other than virtual folders.

A virtual folder does not represent a physical path. It serves as a container of multiple folders and is called a "Tray".

Folders other than virtual folders are registered and managed in Dictation Module as shortcut folders with arbitrary folder paths. The user can rename a folder, but doing so just renames the shortcut folder. The actual path cannot be changed. When a folder represents a path in a local PC, it is displayed as  (normal color). If the path is over the network, it is displayed as  (blue).











	As for folders managed with Transcription Module, their current settings can be verified and modified in the Folder Design dialog box.
---	--












[Folder Descriptions](#)

[Folder Functions](#)

2.3.1 Folder Descriptions

This section describes how each folder works.

Folder Name	Description
 Dictation Tray	This is a virtual folder, provided as a root folder, for managing dictation files. It serves as a management container and has no specific function.
 Download Tray  Folder A -  Folder G	These are folders used to download and manage dictation files from the recorder. Dictation files in the recorder folders are downloaded into the corresponding Download folders. Each Download folder can be configured for a selected path.
 Custom Folder  Subfolder	This user-defined folder manages dictation files. It is used as a download destination folder and has functions similar to the Download folders. Different custom folders can be specified for each Author ID.
 Recording Folder	This folder manages dictation files in the process of recording (Pending status). In Pending status, the Recording tray path can only be a local PC folder. A network folder cannot be specified.
 Outbox ( E-mail  FTP)	This folder stores the dictation files waiting to be sent via email or FTP. Outbox consists of two separately managed folders: E-mail and FTP. Items distributed to Outbox are automatically sent when the automatic sending option is selected. With the manual sending option selected, they remain in this folder until the user manually sends them. The sending method is configured with the option settings for email and FTP. If items in the Outbox are deleted, their sending operations are canceled and the actual dictation files are deleted.

 Sent Items	<p>This folder manages the dictation files sent via email and FTP. When a dictation file has been sent, the item is then moved into the Sent Items folder. Process/Status of the transferred Dictation File changes to Sending.Finished. Sent Items has a Clean attribute that can be configured to specify time elapsed after sending. This makes it possible to clean up old files. Files in this folder can be moved to other folders.</p>
 Finished	<p>This folder manages dictation files that have completed transcription and speech recognition. This folder is provided with a Clean attribute to save disk space. A dictation file for which a transcription has been completed is deleted after a prescribed length of time elapses. It cleans up old dictation files after a specified length of time. The automatic collection option for a workflow is configured to automatically move the dictation files that have completed transcription or speech recognition into this folder.</p>
 Backup	<p>This folder backs up dictation files when downloaded or imported. If a downloaded or imported Dictation File is lost, it can be restored from the Backup folder. Since repeated backups can consume too much disk space, the folder has the Clean attribute for deletion of old backup files.</p>
 Recycle Box	<p>This folder temporarily stores old or unnecessary dictation files. Its function is similar to that of the Recycle Bin in Windows. Deleting dictation files in this folder eliminates them permanently and makes their restoration impossible. With the General option for a workflow, you can select whether the dictation files in folders are deleted permanently or moved to the Recycle Box folder. Dictation files in the Recycle Box folder can be restored to their original location with the Restore command. This folder has the Clean attribute so that old dictation files can be automatically deleted.</p>
 Speech Recognition <p>This virtual folder manages the speech recognition process. When speech recognition is enabled in the state in which speech recognition software is installed, the following folders are displayed under this virtual folder.</p>	
 Queue	<p>This virtual folder stores the dictation files before speech recognition. When speech recognition of the dictation file is executed, a progress bar is displayed in the list so that you can check the processing progress.</p>
 Finished	<p>This virtual folder stores the dictation files for which speech recognition is finished. The execution result of speech recognition is displayed as history. If an error occurred, clicking that error allows you to check details.</p>
 Adaptation  (Waiting List)	<p>This virtual folder manages information about revisions done by the user to text after speech recognition. If information about revisions to text is included in document files received by e-mail or FTP, it is saved in this folder. You can set the dictionary file to be updated based on the revision information when revision information is registered to Waiting List from the menu. Furthermore, setting revision information to be registered to Waiting List automatically in Option Settings allows you to set the dictionary file to be updated automatically after revisions.</p>
 Document Tray <p>This virtual folder manages document files. Registered document files can be managed in the My Documents folder with their extensions registered using an attribute of the folder. Since this is a virtual folder, document files cannot be dropped into it.</p>	
 My Documents	<p>This folder manages document files. A document file received via email or FTP is stored in this folder. An existing document file from the outside can also be dropped into this folder. A document file in this folder can easily be associated with a dictation file. Double-clicking a dictation file associated with a document file opens the document file.</p>

2.3.2 Folder Functions

This section describes each folder's capabilities and limitations.

: Supported : Not supported

Folder Name	Renaming	Subfolder Creation	Adding Encryption Attribute	Adding Ownership Attribute	File Dropping
Dictation Tray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Download Tray	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Folder A - Folder G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Folder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Subfolder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recording Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *1
Outbox (E-mail, FTP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *2
Sent Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *1
Finished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Backup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *1
Recycle Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speech Recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptation (Waiting List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Tray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*1 Files can be removed from the folder, but cannot be dropped into the folder from the outside.

*2 When a file is dropped into the Outbox, a dialog box will appear to configure settings for sending via E-mail / FTP.

2.4 Worktype and Option Item

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

A Worktype is defined as a string, including a department name or the category name of a recorded file.

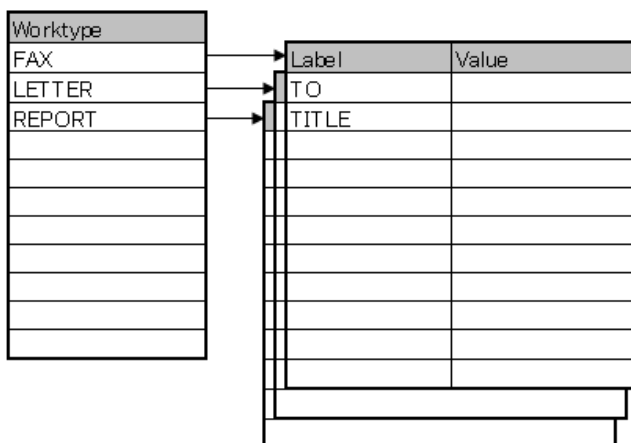
Option Items are used to further embed detailed information in a Worktype.

Each recorded file is assigned a pre-defined Worktype.

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

The Dictation Module can register up to twenty Worktypes. Each Worktype can have up to ten Option Items registered.

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



An Option Item consists of input data and its label. Once a label has been registered, its value can be entered. An Option Item is usually input with a bar code.



Whether to input multiple labels at once with a single bar code scanning or to input them separately with a series of bar code scanings can be configured in the Worktype Property dialog box.
=> [\[Workflow\] - Worktype](#)

2.5 Direct Recording

Direct Recording is for recording directly onto the hard disk drive of a PC using a connected recorder or RecMic as a microphone.

In Direct Recording, the recording state is managed in two statuses, Pending and Complete, both of which are required to finish a recording.

A dictation file with Pending status is saved in the Recording folder, where it can be selected and edited to resume recording. Since the files stored in the Recording folder are on the local PC, a Transcriptionist cannot open them.

A dictation file with Complete status can always be transcribed. Once a transcription has begun, it cannot be edited. A dictation file with Complete status can be edited until transcription begins.

[📄 Creating a Dictation File](#)

[📄 Editing a Dictation File](#)

Direct Recording settings are configured with the option settings.

=> [\[Workflow\] -Direct Recording](#)

The following settings can be configured:



- Recording format
- File naming rule for a new dictation
- Job data settings
- Voice comment settings
- Start window changes
- REV button settings
- VCVA function settings

2.6 Ownership Attribute

The transcription Module is initially configured to automatically move a transcribed Dictation File to the Finished folder in the module. This clarifies how many dictation files remain for transcription. However, once a dictation file has been moved to the Finished folder in Transcription Module, it is invisible to the Dictation Module and may be inconvenient for the Author. For this reason, the folder has an attribute, based on Author privileges, to prevent a dictation file from moving to the Finished folder in the Transcription Module after transcribing. This attribute is called the Ownership attribute. The Ownership attribute simply prevents a dictation file from being automatically moved to the Finished folder in the Transcription Module once the transcription has been completed. Transcriptionist or Author can move the transcribed file to another folder.

=> [\[Folder Design\] – Attributes -Ownership](#)

2.7 Local Mode and Network Mode

When a folder represents a path in a local PC, it is displayed as  (normal color). If the path is over the network, it is displayed as  (blue).

With access to the network, files in a folder assigned a path over the network can be listed. Such a configuration is called the network mode.

If the download destination is a folder on the network, when a server crashes or when no network access is available, audio and document files cannot be downloaded.

To avoid this inconvenience, if assigned a network path that is temporarily inaccessible, the destination folder is automatically switched to a local path, allowing file downloading. This is called the local mode.

If a file was downloaded in the local mode, and the system switches back to the network mode, the folders for the network and local modes are both displayed, and the file downloaded in the local mode is automatically moved to the folder associated with the network mode.









A file temporarily placed in the local mode can be identified by its icon. The icon changes back to normal when the file moves to the network mode.

2.8 Clean

Clean is a folder attribute that deletes files. Old files can be deleted through one of two methods: by directly deleting them, or by moving them to the Recycle Box and then deleting them with the Recycle Box delete option.

Folders with the Clean attribute are listed below. These folders may contain transcribed dictation files. They have the Clean attribute to clean up old dictation files.

■ Folders that can be cleaned

Folder	Dictation Module	Transcription Module
 Download Tray		
 Folder A -  Folder G	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Custom Folder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Subfolder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Sent Items	<input checked="" type="checkbox"/>	---
 Finished	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Forwarded	---	<input checked="" type="checkbox"/>

---... Unsupported function


... Cleanable

... Uncleanable

2.9 Voice Comments

There are two types of voice comments recorded by an Author with the Dictation Module: instruction comments and verbal comments.

■ **Instruction Comments**

Instruction comments can be created only with Direct Recording and cannot be composed when making a recording with a standalone recorder. Instruction comments are maintained as files separate from a dictation file and provide a transcriptionist with overall instruction. A  mark in Instruction Comments column indicates there are instruction comments.

■ **Verbal Comments**

Verbal comments are voice comments embedded in a dictation file. Verbal comments can be recorded with supported recorders. Unlike instruction comments, verbal comments are provided for transcription of audio data immediately following the commentary. For this purpose, verbal comments can be recorded at any position in a dictation file. With a recorder, they can be recorded only while the verbal comment recording button is being pressed during Dictation File recording. With Dictation Module, whenever the verbal comment recording button is being pressed, a verbal comment can be recorded, even when a dictation file is not being recorded.

Instruction comments and verbal comments cannot have index marks inserted.

2.10 Storage Mode and Composite Mode

OM Digital Solutions recorders implement some or all of three standard USB classes of storage, audio, and HID. To provide stable operation, they switch between the following two modes in accordance with the current application: Storage mode (storage class only) and Composite mode (auto and HID class composite device). With the Dictation Module, Storage class is used for dictation file downloading, while Audio+HID class is used for Direct Recording.

The modules listed below, which fully supported by the Dictation Module, are three-class composite devices (Storage + Audio + HID) when operating in Composite mode. With these models, specifying Composite mode enables dictation data download, Direct Recording, and all other operations without mode switching.

In the case of models other than those listed above, some models do not have a Storage class in Composite mode. When such a model is connected, users need to switch to Storage mode during dictation file downloading, while users need to switch to Composite mode for Direct Recording. With the Dictation Module, Composite mode is entered automatically whenever the [Direct Recording window](#) is displayed. When ODMS R8 returns to the [Main window](#) after a recording has been completed, the recorder is automatically switched back to Storage mode. Storage and Composite modes can also be switched manually.

2.11 Backing Up

After a folder's backup settings are configured, any file dropped into the folder will be automatically backed up to the other specified folder.

2.12 Debugging Option

The Dictation Module provides a Log Tool, which is a function to log information that enables analyses of problems that only occur in certain PC environments. By sending the log data of problematic areas to your dealer or distributor, you can receive advice to facilitate a resolution to the problem in a timely manner. Log Tool is provided as ODMSLogTool.exe in the Dictation Module installation folder. It allows for per-module configuration of log outputs.

For more information on how to use Log Tool, refer to "[Collecting Information with Log Tool.](#)"

3 Basic Operations

This chapter describes the basic operations of Dictation Module.

- [Starting and Exiting Dictation Module](#)
- [Downloading a Dictation File](#)
- [Importing a File](#)
- [Copying or Moving a Dictation File](#)
- [Playing a Dictation File](#)
- [Creating a Dictation File](#)
- [Editing a Dictation File](#)
- [Sending a Dictation File via E-mail](#)
- [Sending a Dictation File via FTP](#)
- [Managing Document Files](#)
- [Receiving a Document File via E-mail](#)
- [Receiving a Document File via FTP](#)
- [Speech Recognition](#)

3.1 Starting and Exiting Dictation Module

To start and exit Dictation Module, perform the following procedures:

[Starting](#)

[Auto-starting](#)

[Exiting](#)



Dictation Module and Transcription Module cannot be started simultaneously on the same PC.

Starting

To start the Dictation Module, perform the following steps:

■ Procedure A

1. From the Windows [Start] menu, select [All Programs] - [OM Dictation Management System] - [Dictation Module].

→ Dictation Module will start and the **Main window** will appear.

■ Procedure B

1. Double-click a DSS or DSS Pro file through the Windows Explorer.

→ Dictation Module will start and the **Playback Control window** will appear.

Auto-starting

■ Procedure

1. Start the resident Device Detector and check Dictation Module.
2. Connect the supported device to the USB port of the PC.

→ Dictation Module will automatically start and the **Main** or **Playback Control window** will appear.

Exiting

If in the **Playback Control** or **Direct Recording window**, return to the **Main window** and then exit Dictation Module.

■ Procedure

- 1.** Select [Exit] from the [File] menu on the **Main window**.

Or click **×** in the upper right corner of the Main window.

→ Dictation Module will close.

3.2 Downloading Dictation Files

Downloading refers to copying a file from a device and transferring it to the Dictation Module. To download a file, follow the procedures described below. Downloaded files are stored in the Download Tray.



Download settings are configured in the Workflow dialog box.
=> [\[Workflow\] - Download](#)

[□ Downloading All Files](#)

[□ Downloading Files into Specified Folders](#)

[□ Downloading Specified Files](#)

3.2.1 Downloading All Files

To download all files from a device, perform the following steps:



When using a model with the Music folder, executing [\[Download All\]](#) cannot download files in the Music folder.

■ Procedure

1. Connect a supported device to a USB port on the PC.
2. Switch on the device.



The [Main window](#) will automatically open.
The Device Tree View will display the model of the recorder and file information.



When connecting or disconnecting the device while the [Main window](#) is open, device information will be updated in the Device Tree View.

3. Verify that the device is in Storage mode.

If it is in Audio mode, select [\[Change Device Mode\]](#) from the [\[Device\]](#) menu.

4. Select the device in the Device Tree View and click .

Or right-click the device and select [\[Download All\]](#) from the context menu.



All files in every folder in the device are downloaded (copied) into the corresponding folders A-G in the Download Tray.

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



- If multiple devices are connected, the Device Selection dialog box will appear by clicking [\[Download All\]](#) on the [\[Device\]](#) menu. Select the device and click [\[OK\]](#).
- Files in a device can also be deleted when they are downloaded.
=> [\[Workflow\] - Download](#)
- Downloading can be automatically started when a device is detected.

- | | |
|--|--|
| | <p>=> [Folder Design] - Auto Download</p> <ul style="list-style-type: none">• When WCS is enabled, the statuses of the downloaded files can be managed. Refer to Help for the Wireless Communication Service for details. |
|--|--|

3.2.2 Downloading Files into Specified Folders

To download all files into a specified folder at the same time, perform the following steps:

■ Procedure

- 1.** Connect a supported device to a USB port on the PC.
- 2.** Switch on the device.
 - The **Main window** will automatically open.
- 3.** Right-click a folder of the device and select [Download Folder] on the context menu.
 - Files in the specified folder are downloaded into the corresponding folder in the Download tray. The file name format is "Recorder user ID (leading four characters) + four-digit number."



	<p>If multiple devices are connected, the Device Selection dialog box will appear when [Download Folder A (or B-G)] is selected from the [Device] menu. Select the device and click [OK].</p>
--	---

3.2.3 Downloading Specified Files

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

■ Procedure

- 1.** Connect a supported device to a USB port on the PC.
- 2.** Switch on the device.
 - The **Main window** will automatically open.
- 3.** Select a folder from the Device Tree View.
 - Files in the folder will be listed in the Content List View.
- 4.** Select a file in the Content List View and select [Download Selected Files] from the [Device] menu.
 - The selected files are downloaded into the corresponding folder (for example, folder A to folder A) in the Download Tray of the Dictation Tree View. When the corresponding folder is disabled, the files cannot be downloaded.

3.3 Importing a File

Importing is for capturing an external Dictation File not managed by Dictation Module so that Dictation Module can manage it.

Supported Dictation File formats are listed below. These files can also be dragged and dropped with a tool such as Explorer.

Dictation File	DS2 (DSS Pro), DSS, WMA, WAV, MP3
Encrypted File	DS2 (DSS Pro), \$DSS, \$WMA, \$WAV, \$MP3

Specifying a file with a format other than the ones above causes a warning message to appear.

However, if a codec that can work with Microsoft® DirectShow® Filter has been installed, dictation files with other formats can also be imported. Once a file format has been imported, it can be re-captured by dragging and dropping it every subsequent time.

■ Procedure

1. Click  on the toolbar.

Or select [Import Dictation] from the [File] menu.

→ The File dialog box will appear.

2. Select in the file location list the folder of the file to import.

Set the import destination folder using [Change].

3. Select a file from the list and click [Open].

→ The specified file will be copied or moved to the folder selected in "Destination".

3.4 Copying or Moving a Dictation File

To copy or move a dictation file, perform the procedures described below.

[☐ Copying a File to the Dictation Tree View](#)

[☐ Moving a File to the Dictation Tree View](#)

[☐ Copying a File to a Specified Location](#)

[☐ Uploading a Dictation File to the Device](#)

[☐ Exporting a File](#)

3.4.1 Copying a File to the Dictation Tree View

To copy a file to the Dictation Tree View, perform the following steps:

■ Procedure

- 1.** Select a file in the Content List View.

Selecting [Select All] from the [Edit] menu selects all files in the List View.

- 2.** Click  on the toolbar.

Or select [Copy to Folder] from the [Edit] menu.

→ The Copy to Folder dialog box will appear.

- 3.** Select a destination folder and click [OK].

→ The selected file will be copied to the specified folder.

3.4.2 Moving a File to the Dictation Tree View

To move a file to the Dictation Tree View, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the [Edit] menu selects all files in the List View.

2. Click  on the toolbar.

Or select [Move to Folder] from the [Edit] menu.

→ The Move to Folder dialog box will appear.

3. Select a destination folder and click [OK].

→ The selected file will be moved to the specified folder.

3.4.3 Copying a File to a Specified Location

To copy a file to a specified location, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the [Edit] menu selects all files in the Content List View.

2. Click  on the toolbar.

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

→ The specified file will be copied to the clipboard.

3. Select a destination folder in the Dictation Tree View or specify a folder with the Windows Explorer.

4. Click  on the toolbar.

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

→ The file will be pasted into the specified folder.

3.4.4 Uploading a Dictation File to the Device

Uploading is copying a file in the Content List View and transferring it to a connected device.



File types not supported by the device cannot be uploaded.

■ Procedure

- 1.** Select a dictation file in the Content List View and click  on the Device Tree View.

Or select [Upload Selected Files] from the [Device] menu.

→ The Upload dialog box will appear.

- 2.** Select a destination folder and click [OK].

→ The selected file will be copied to the specified folder.

3.4.5 Exporting a File

This function can export audio and management files to external media.

Management files are files for storing important dictation information for dictation files.

■ Procedure

1. Select a file in the Content List View.

Selecting [Select All] from the [Edit] menu selects all files in the List View.

2. Click  on the toolbar.

Or select [Export Dictation] from the [File] menu.

→ The Export dialog box will appear.

By checking the deletion option check box in the Options field, the original file is deleted after exporting has been completed.

3. Select a destination folder and click [OK].

→ The selected audio and management files will be exported to the specified folder.



The export function only supports copying to an external location. Specifying a path managed by Dictation Module results in an error.

3.5 Playing a Dictation File

This section describes how to play a dictation file.

[Starting and Stopping Playback](#)

[Shifting the Playback Position](#)

[Adjusting Playback Conditions](#)

[Intro-Scanning](#)

[Inserting an Index Mark](#)

[Exiting the Recording Window](#)

3.5.1 Starting and Stopping Playback

Typical tape recorder operations such as playback, stop, fast-forwarding, and rewinding are available. The Playback Control bar on the [Main window](#) and [Playback Control window](#) offer the same operations during playback.

■ Procedure

1. Double-click a file to play from the Content List View.

Or click [Play] from the context menu.


Or select the file and click .

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

→ Playback of the file will begin. The Position control (▽) indicates the current playback position.




shows the total length of time in white and the current position in blue.

2. Click  during playback.

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

→ Playback of the file will stop.



- Clicking  again after stopping playback restarts playing from a previous position set by a length of time specified with [\[User Setting\] - Playback Control - Auto backspace](#) on the Playback Control.
- Clicking a DSS file with the Windows Explorer directly opens the [Playback Control window](#) and starts playing the file.

3.5.2 Shifting the Playback Position

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


- [Moving to a Desired Position](#)
- [Skipping to an Index Mark or Verbal Comment Position](#)
- [Moving the Position Control with the Keyboard](#)

Moving to a Desired Position

■ Procedure

1. Click on a desired position on the Play bar or drag the Position control there.
→ The Position control will move to the specified position.

Skipping to an Index Mark or Verbal Comment Position

On the Play bar, a red mark () represents an index mark and a light blue bar represents a verbal comment.

■ Procedure A

1. Click  or .

Or select [Previous/Next Index Mark] or [Previous/Next Verbal Comment] from the [Play] menu.

→ The Position control will move to an index mark or to the edge of a verbal comment before or after the current position.

■ Procedure B

1. Click  on the toolbar.

Or select [View All Index Mark] from the [Play] menu.

→ The View All Index Mark dialog box will appear.

2. Select an index mark and click [Skip].

Moving the Position Control with the Keyboard


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

Keyboard Operations	Position Control Behavior
---------------------	---------------------------

←	Moves to the left
→	Moves to the right
Home	Moves to the beginning of a file
End	Moves to the end of a file

3.5.3 Adjusting Playback Conditions

Dictation Module can provide better sound quality of recorded sound. Functions can be selected from the Playback Control bar on the [Main window](#) or from the [Playback Control window](#).



- The following controls except for Volume Adjustment Control are hidden initially. Modify the initial settings to display them.
=> [\[User Setting\] - Playback Control - Control Indicators](#)
- Depending on administrative settings, some menus will be hidden.

- [Adjusting Volume](#)
- [Adjusting Speed](#)
- [Suppressing Noise](#)
- [Adjusting Tone](#)



Adjusting Volume

This function is used to adjust the playback volume.

■ Procedure

1. Drag the slider on the Volume Adjustment control.
Or select [Up] or [Down] for Volume from the [Play] menu.
→ The playback volume will adjust.



Adjusting Speed

Playback speed adjustment allows for slower playback of demanding sound parts and faster playback for less demanding parts.

■ Procedure

1. Click ▲ or ▼, or drag the slider on the Speed Adjustment control.
Or select [Up] or [Down] for Speed from the [Play] menu.
→ The playback speed can be adjusted to nine levels between 50% and 200% without changing the voice pitch (sound pitch).

Suppressing Noise

Noise cancellation is useful for easier listening of noisy recordings.

■ Procedure

1. Click ▲ or ▼, or drag the slider on the Noise Cancellation control.

Or select [OFF] , [1], [2], or [3] for Noise Cancellation from the [Play] menu.

→ The noise cancellation effect can be adjusted to the following four levels: OFF, 1, 2, and 3.



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

Adjusting Tone

Move the slider to the [-] side to emphasize bass sounds and to the [+] side to emphasize higher sounds.

The [+] side is generally more suitable for easy listening.

■ Procedure

1. Click ▲ or ▼, or drag the slider on the Tone Adjustment control.


Or select [Up] or [Down] for Tone from the [Play] menu.

→ The tone can be adjusted in increments of 1%, from 100% on the [-] side to 100% on the [+] side.

3.5.4 Intro-Scanning

This function sequentially plays only the first five seconds of the files displayed or selected in the Content List View. When all the files have been intro-scanned, a beeping sound is produced. A file with a recording time of less than five seconds is played through before the next file is played. A file being played back is highlighted in the Content List View.

■ Procedure

1. Click  on the toolbar in the **Main window**.

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

→ Files displayed in the Content List View will be intro-scanned sequentially from a selected file. If no file is selected, intro-scanning will begin with the first file on the list.

2. Click .

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

→ Intro-scanning will stop.

3.6 Creating a Dictation File



This section describes how to create and edit a dictation file.

- [Making a New Recording](#)
- [Adding a Recording to a File](#)
- [Partially Deleting a File](#)
- [Inserting an Index Mark](#)
- [Exiting the Recording Window](#)


- [Recording Video Conference](#)

3.6.1 Making a New Recording

This function can be used to perform Direct Recording (create a new file) in the **Direct Recording window** using a digital voice recorder or RecMic as a microphone.

	The volume, status, and user ID of recorded sound are displayed on the status bar during recording.
	The recording quality should be configured in advance. => [Workflow] - DirectRecording

■ Procedure

1. Connect RecMic or a supported digital voice recorder to a USB port on the PC.
2. Click  on the toolbar.


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

→ The **Direct Recording window** or Direct Recording bar will open.

When creating a new file, the folder name is "Recording folder," and the file name format is "the leading four characters of the user ID + four-digit sequential number.extension".




3. Select the Microphone Sensitivity.


Select Conference mode, Dictation mode.

	Some OM Digital Solutions recorder models do not support selection of Microphone Sensitivity on the Direct Recording window . With these models, use the Sound and Audio Devices setting on the OS Control Panel to adjust the microphone input level. Supported recorders listed under " Devices Connectible to Dictation Module " and RecMic support all Microphone Sensitivity adjustments.
---	--

4. Click .

→ Recording will begin. It can be operated via RecMic, used as a microphone, or via the buttons on the digital voice recorder.

	<p> is the button for recording verbal comments. Use  for normal recording. => Recording a Verbal Comment</p>
---	--

5. Click .
→ Recording will stop.

6. [Exit the Recording window.](#)

3.6.2 Adding a Recording to a File


This function adds a recording to an existing file. When repeatedly starting and stopping recordings, each recorded segment will be appended to the file to create a single continuous recording.



Starting recording after shifting the Position control to a previously-recorded position results in either an overwrite recording or an insert recording.


Additionally recorded files are saved in the Dictation tray.


■ Procedure

1. Connect the RecMic or a supported digital voice recorder to a USB port on the PC.
2. Right-click the file to be configured and select [Edit Dictation] from the context menu.

Or select the file and click  on the toolbar.
Or select the file and select [Edit Dictation] from the [File] menu.
→ The **Direct Recording Window** will open.

3. Move the Position control to the intended recording position.
4. Select the recording mode.
Select  for insert recordings or select  for overwrite recordings.
5. Select the Microphone Sensitivity.
Select Conference mode, Dictation mode.

6. Click  to start recording.


7. Click .
→ Recording will stop.


8. [Exit the Recording window.](#)

3.6.3 Partially Deleting a File

To partially delete a recorded file, perform the following steps. Partially deleted files are saved in the Dictation tray.

■ Procedure

1. In the **Direct Recording Window**, move the Position control to the desired deletion starting point and click .

Clicking  again will unlock the starting point.

2. Move the Position control to the desired deletion end point and click .

→ The confirmation dialog box for deletion will appear.

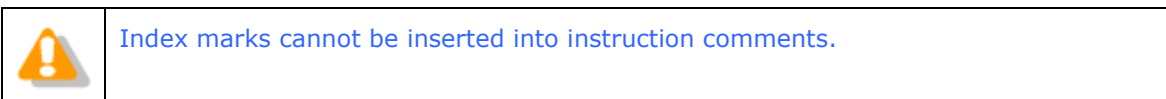
3. Click [OK].

→ The specified range will be deleted.

4. [Exit the Recording window.](#)

3.6.4 Inserting an Index Mark

An index mark can be inserted and deleted in the **Main Window** or **Direct Recording Window**.




Inserting an Index Mark

To insert an index mark, perform the following steps:

■ Procedure

1. Select a file in the Content List View.

→ The file will be displayed on the Playback Control bar.

2. Move the Position control and click  on the toolbar.

Or select [Insert Index Mark] from the [Play] menu.

→ An index mark will be inserted at the Position control location.






The maximum number of settable index marks is 16 for a DSS file and 32 for a DSS Pro/WAV/MP3 file.

Deleting an Index Mark

To delete an index mark, perform the following steps:

■ Procedure A

1. Move the Position control to the index mark to be deleted by clicking  or .
2. Click  on the toolbar.

Or select [Delete Index Mark] from the [Play] menu.

→ The index mark will be deleted.

■ Procedure B

1. Select [View All Index Mark] from the [Play] menu.
→ The View All Index Mark dialog box will appear. Index marks are displayed in the format of HH.MM.SS.
2. Select an index mark and click [Delete].
→ The index mark will be deleted. Multiple index marks can be deleted at once.

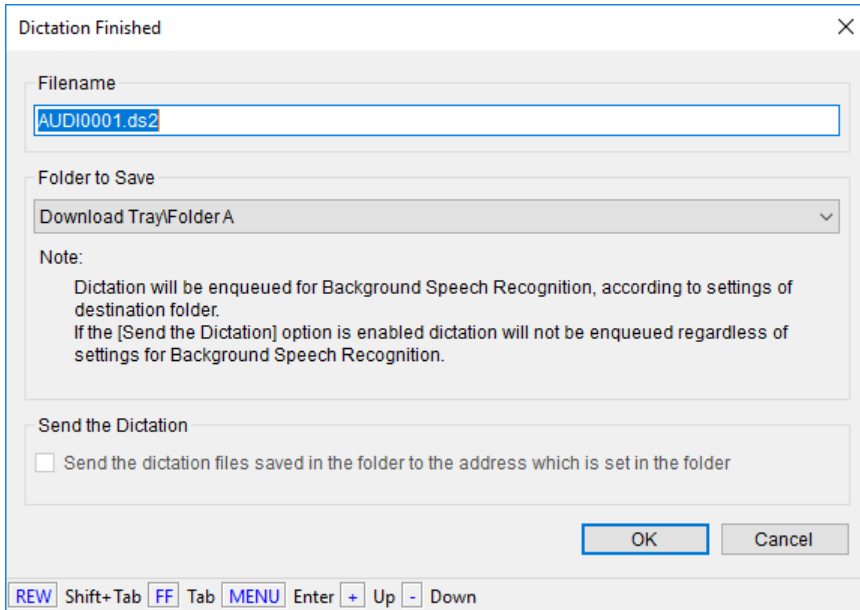
3.6.5 Exiting the Recording Window

To finish recording operations, perform the following steps:

■ Procedure

1. From the **Direct Recording Window**, click [Finished] after recording and editing a file.

→ The Dictation Finished dialog box will appear. Clicking [Pending] finishes recording operations in the Pending status of recording.



items	Description
Filename	Enter the file name.
Folder to Save	From the list, select the folder in which the file is to be saved.
Send the Dictation	If the folder for saving is configured with the automatic E-mail/FTP sending option, select whether or not to send the file.
Background Speech Recognition	Selects whether or not to register to the Recognition Queue.

2. Click [OK].

→ The file will be saved with Complete status.

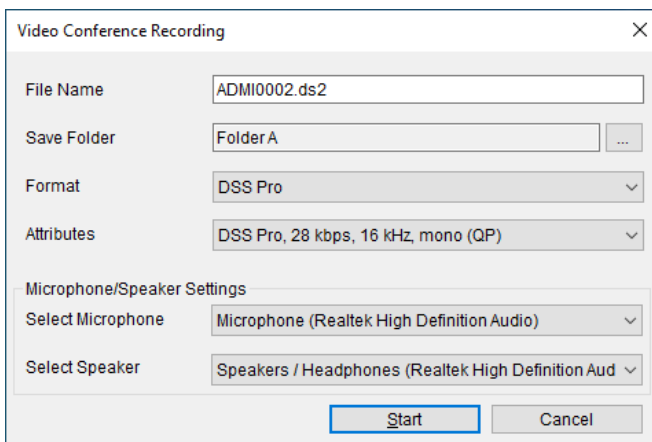
3.6.6 Recording Video Conference

To start Video Conference Recording, perform the following steps:

■ Procedure

1. Use a PC with a built-in microphone or connect a microphone or microphone device (supported digital voice recorder or RecMic) to the PC.
2. Select "Start Video Conference Recording" from the "File" menu.

➔ After you agree to start the recording in the agreement dialog box, the Video Conference Recording dialog box appears.



Items	Description
File name	Enter the file name for a recorded file. The current log-in user name leading four characters plus Job No. are initially displayed.
Save Folder	Select a folder for saving a recorded file. [Folder A] is the default folder. The Download folder or custom folders can be selected.
Format	Select the recording format of a file.
Attribute	Select the attributes of a file.
Select Microphone	Select a microphone. If an OM Digital Solution microphone/speaker device is connected, it will be selected as the first-time default. From the second time onward, the previously selected device will be selected by default.
Select Speaker	Select a speaker. If an OM Digital Solution microphone/speaker device is connected, it will be selected as the first-time default. From the second time onward, the previously selected device will be selected by default.

Format/Attributes/Maximum Recording Time during Video Conference Recording

Format	Attributes				
	Codec	Bit Rate	Sampling Frequency	Channel (Recording Mode)	Maximum Recording Time
DSS Pro	DSS	28 kbps	16kHz	mono (QP)	17:21:40
	DSS	13.7 kbps	12kHz	mono (SP)	23:08:53
DSS	DSS	13.7 kbps	12kHz	mono (SP)	23:08:53

Format	Attributes				
	Codec	Sampling Frequency	Quantization Bit Rate	Channel (Recording Mode)	Maximum Recording time
WAV	PCM	44.10kHz	16 bit	mono	6:17:55
	PCM	22.05kHz	16 bit	mono	12:35:51
	PCM	16.00kHz	16 bit	mono	17:21:40


3. Click the [Start] button.

→ The Video Conference Recording bar will be displayed.



4. Click  to start recording.

5. Click .


→ The recording will stop. Clicking  again appends recording to the same file. Recording cannot be inserted in the middle of the file.

6. Click .

→ The file will be saved with the conditions specified in step 2, and the application will then return to the Main window. Completed dictation files always have "Recording Finished" status.

3.7 Editing a Dictation File

DSS files, DSS Pro files, and other files recorded with an OM Digital Solutions recorder can be edited.


	Edited files are always saved as new files. MP3 files, some WAV files, and WMA files cannot be edited.
---	---

The following functions are available.

- [Converting the File Format](#)
- [Splitting a Dictation File into Two Files](#)
- [Joining Multiple Dictation Files into One](#)
- [Recording a Verbal Comment](#)
- [Recording an Instruction Comment](#)
- [Changing the Status of a Dictation File](#)


3.7.1 Converting the File Format

This function converts a dictation file in the Content List View into a specified file format. With multiple files selected, it converts all of the files into the specified format.

	When Format Conversion is enabled in the folder property settings, files in the folder are automatically converted into the specified format according to the settings. => [Folder Design] - Actions - Format Conversion
---	---

■ Procedure

- 1.** Right-click a dictation file in the Content List View, and select [Convert Dictation Setting] from the context menu.

Or select the dictation file and click  on the toolbar.
Or select [Convert Dictation] from the [File] menu.

→ The Convert Dictation Settings dialog box will appear.

- 2.** Select the **Format_and_Attribute** and click [OK].

The resulting file will be saved in the same folder. Select whether or not to delete the original file after conversion.

→ The file will be converted to and saved as a file with another format, and the original file will be deleted based on the folder property settings.

Format and Attributes of the Resulting File

The following tables list the formats and attributes that can be assigned to the resulting file in the Convert Dictation dialog box.

Format	Attributes			
	Codec	Sampling Frequency	Quantization Bit Rate	Channel (Recording Mode)
WAV	PCM	44.10 kHz	16 bit	stereo
	PCM	32.00 kHz	16 bit	stereo
	PCM	22.05 kHz	16 bit	stereo
	PCM	16.00 kHz	16 bit	stereo
	PCM	44.10 kHz	16 bit	mono
	PCM	22.05 kHz	16 bit	mono
	PCM	12.00 kHz	16 bit	mono
	PCM	8.00 kHz	16 bit	mono

Format	Attributes			
	Codec	Bit Rate	Sampling Frequency	Channel (Recording Mode)
DSS	DSS	13.7 kbps	12 kHz	mono (SP)
DSS Pro	DSS	13.7 kbps	12 kHz	mono (SP)
	DSS	28 kbps	16 kHz	mono (QP)

Format	Attributes			
	Codec	Bit Rate	Sampling Frequency	Channel Constant / Variable Bit Rate
WMA	WMA	8 kbps	8.00 kHz	mono CBR
	WMA	16 kbps	22.05 kHz	mono CBR
	WMA	32 kbps	44.10 kHz	mono CBR
	WMA	48 kbps	44.10 kHz	mono CBR
	WMA	12 kbps	8.00 kHz	stereo CBR
	WMA	32 kbps	22.05 kHz	stereo CBR
	WMA	64 kbps	44.10 kHz	stereo CBR
	WMA	128 kbps	44.10 kHz	stereo CBR

3.7.2 Splitting a Dictation File into Two Files

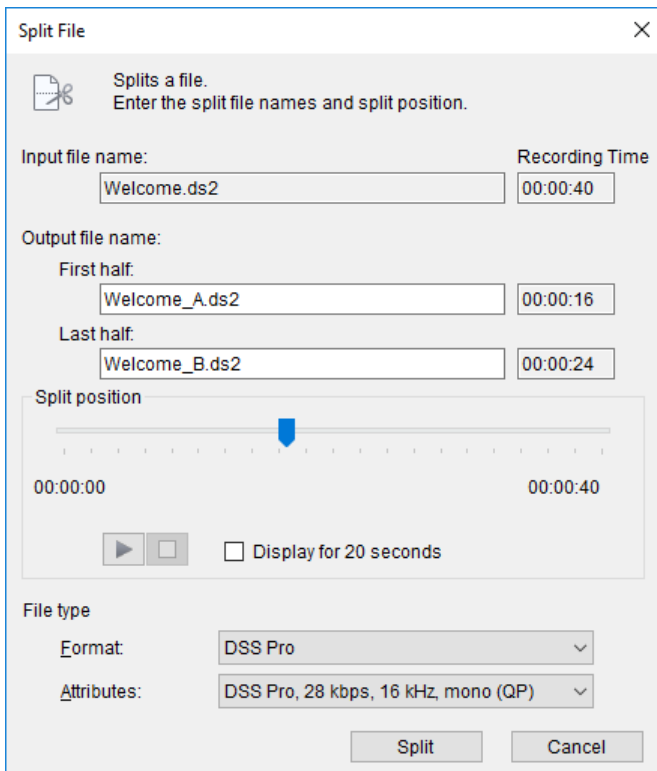
With this function, a dictation file in the Content List View can be split into and saved as two files. DSS, DSS Pro, WAV, and WMA files can be split. The resulting file format can be selected.


■ Procedure

1. Select a file in the Content List View and click  on the toolbar.

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

→ The Split File dialog box will appear.



Items	Description
Input file name	The name and time length of the file to be split are displayed.
First half	Type in a name for the first half of the resulting file.
Last half	Type in a name for the last half of the resulting file.
Split position	With the slider, specify the point of separation in the original file.
	With these buttons, playback of the file can be started, stopped, and verified.
Display for 20 seconds	Checking this option zooms in on a 20-second range centered on the slider, allowing for fine-tuning at the point of separation.
File type Format	Specify the file format of the resulting file.
File type Attribute	Specify the attributes of the resulting file.


2. Type in the names of the two resulting files that will represent the first and last halves of the original file, respectively.

3. Specify the split position with the slider.

4. Click [Split].

→ The file will be split at the Position control point, and the first and last halves will be saved with their specified names in the original folder.



The default naming format of the two resulting files is "the original file name + _A or _B.extension." The original file will remain intact.

	<ul style="list-style-type: none">• File status after splitting is [Recording Finished].• If files to be split each have instruction comments, the newly split file will retain all of the instruction comments from the original files.
---	---

3.7.3 Joining Multiple Dictation Files into One

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

DSS, DSS Pro, WAV, and WMA files can be joined.



	Joining two split files again may result in noise at the point of attachment.
	<ul style="list-style-type: none">• File status after joining is [Recording Finished].• If files to be joined each have instruction comments, the newly combined file will retain all of the instruction comments from the original files.

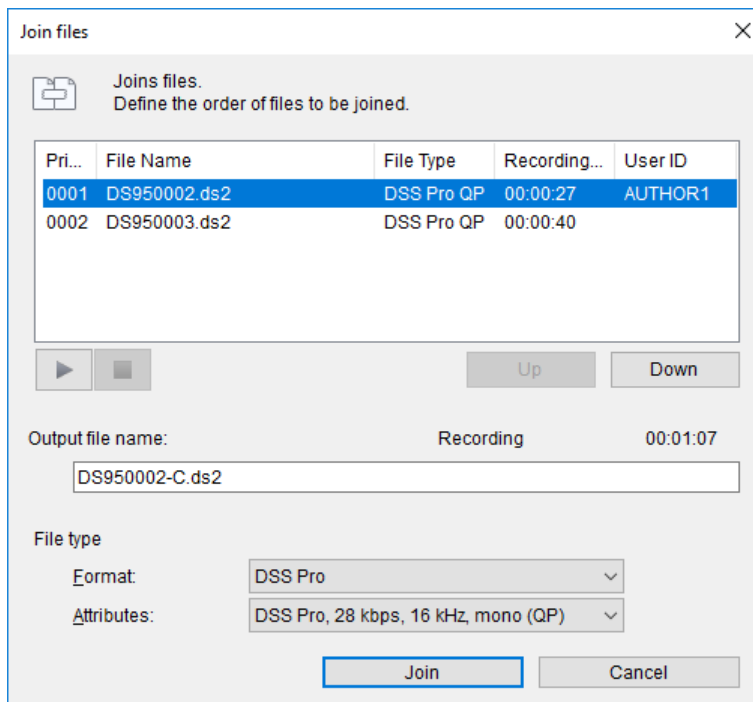
■ Procedure

1. Select the files to be joined in the Content List View and click  on the toolbar.

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

→ The Join Files dialog box will appear.

With  and , playback of the files can be started, stopped, and verified.



2. Specify the sequence of the files to be joined using [Up] and [Down].
3. Type in the desired name of the resulting combined file in the [Output file name] field.

As the default setting, the resulting file name is the original file name with the addition of "C."

4. Click [Join].

→ The joined file with the specified file name will be saved in the same folder. The default naming format of a joined file is "the original file name + _C.extension." The original files will remain intact.

3.7.4 Recording a Verbal Comment

Verbal comments are recorded at any position in a dictation file based on the need for instructions. A Transcriptionist will transcribe a dictation file according to the verbal comments recorded in the file. Verbal comments can be recorded with Dictation Module as well as any recorder that supports Verbal Comment. With a recorder, they can be recorded only while the verbal comment recording button is being pressed during Dictation File recording. With Dictation Module, whenever the verbal comment recording button is being pressed, a verbal comment can be recorded, even when a dictation file is not being recorded. Verbal comments cannot have index marks inserted. Verbal comments are displayed in light blue on the Play bar. They can be recorded as insert recordings or overwrite recordings.

To delete a verbal comment, use the partial deletion function for a recorded file.

=> [Partially Deleting a File](#)





Verbal comment recording can be disabled.
=> [\[Workflow\] - Direct Recording - Voice comments](#)

■ Procedure

1. In the **Direct Recording Window**, move the Position control to a point for verbal comment insertion.

2. Select the recording mode.


Select  for insert recordings or select  for overwrite recordings.

3. Select the Microphone Sensitivity.



Select Conference mode, Dictation mode.



Some OM Digital Solutions recorder models do not support selection of Microphone Sensitivity on the **Direct Recording window**. With these models, use the Sound and Audio Devices setting on the OS Control Panel to adjust the microphone input level. Supported recorders listed under "**Devices Connectible to Dictation Module**" and RecMic support all Microphone Sensitivity adjustments.


4. Verbal comments can only be recorded while pressing .

During the recording of a dictation file, a verbal comment can still be recorded while pressing the button. Releasing the button allows normal recording to resume.

Verbal comments are displayed in light blue. With  or , the Position control can be moved to an index mark or to the edge of a verbal comment before or after the current position.

5. [Exit the Recording window](#).

3.7.5 Recording an Instruction Comment

An instruction comment can be created only with Direct Recording and cannot be prepared when making a recording with a standalone recorder. An instruction comment is maintained as a file separate from a dictation file and provides the Transcriptionist with instruction. A  mark in Instruction Comments column indicates there are Instruction comments.



Instruction comment recording can be disabled.
=> [\[Workflow\] - Direct Recording - Voice comments](#)

Attaching an Instruction Comment

Use the following procedure to attach an instruction comment.


■ Procedure

1. Click  in the **Direct Recording Window**.


→ The Play bar will be surrounded by an orange line.

2. Select the Microphone Sensitivity.

Select Conference mode, Dictation mode.

	Some OM Digital Solutions recorder models do not support selection of Microphone Sensitivity on the Direct Recording window . With these models, use the Sound and Audio Devices setting on the OS Control Panel to adjust the microphone input level. Supported recorders listed under " Devices Connectible to Dictation Module " and RecMic support all Microphone Sensitivity adjustments.
---	--

3. Click  to start recording an instruction comment.


4. Click  to stop recording.

5. [Exit the Recording window](#).

Deleting an Instruction Comment

Use the following procedure to delete an instruction comment.

■ Procedure

1. Click  on the toolbar in the **Direct Recording Window**.

→ The instruction comment will be deleted.

3.7.6 Changing the Status of a Dictation File

This function changes the status of the currently selected dictation file

■ Procedure

1. Select a file in the Content List View and click  on the toolbar.

Or select [Change Status] from the [File] menu.

→ The Change Status dialog box will appear, and any of the following statuses can be selected.


Items	Functions
Recording.Pending	Set to the pending status of recording.
Recording.Finished	Recording has been completed.
Transcription.Finished	Transcription has been completed
Speech Recognition.Pending	Speech recognition is underway.
Speech Recognition.Finished	Speech recognition has been completed

2. Select the status and click [OK].

→ This will change the status of the selected file.

3.8 Sending a Dictation File via E-mail

The E-mailing function offers manual transmission via the menu and automatic transmission with periodic confirmation.

	To send a file via email, an email profile needs to be configured in advance. => [E-mail / FTP] - E-mail
---	--

The following two methods are available to send a file via email.

[Automatic Transmission via E-mail](#)

[Manual Transmission via E-mail](#)

[Registering an Email Address](#)

3.8.1 Automatic Transmission via E-mail

If a folder is configured for auto send of e-mail, any files stored in the folder are stored in Outbox, and sent to a specified addressee at a specified time.

	To automatically send an email, the folder needs to be pre-configured for automatic sending. => [Folder Design] - Actions - Send via E-mail
---	--


Automatically Switching E-mail Profiles

When configuring automatic transmission, it is beneficial to set an alternative profile at the same time so that if an email cannot be automatically sent with the [Auto Send via E-mail] setting, the profile switches and the email can then be automatically sent with the [Auto Send via E-mail (Alternate)] setting.

=> [\[Folder Design\] - Actions - Send via E-mail \(Alternate Profile\)](#)


3.8.2 Manual Transmission via E-mail

To specify and send a file via email, perform the following steps:

	<ul style="list-style-type: none">• To send a file via email, an email profile needs to be configured in advance. => [E-mail / FTP] - E-mail• For information on how to register an address, refer to Registering an Email Address.
---	--

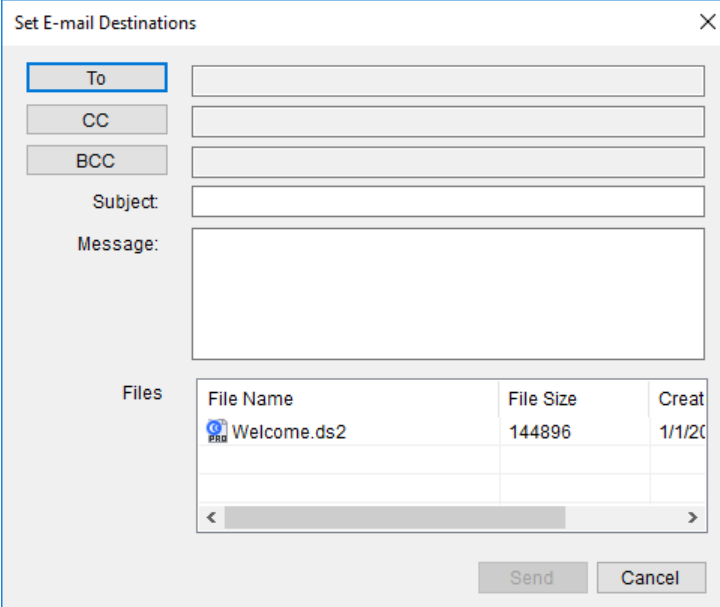
■ Procedure

1. Select a file.

2. Click  on the toolbar, and select a mail profile to be used.


Or select a mail profile with [Send Via E-mail] on the [Tool] menu.

→ The Set E-mail Destinations dialog box will appear.



The 'Set E-mail Destinations' dialog box contains the following fields and controls:

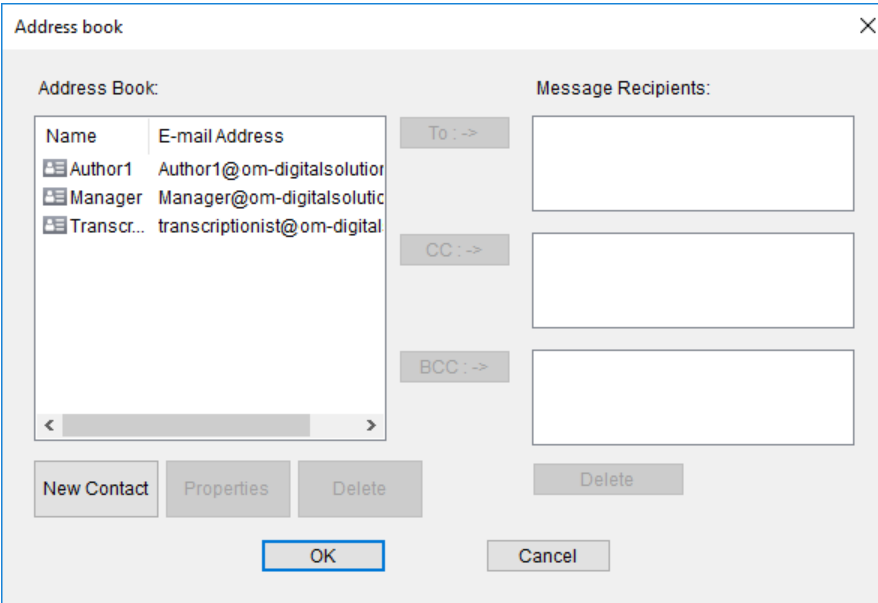
- To:** Text input field
- CC:** Text input field
- BCC:** Text input field
- Subject:** Text input field
- Message:** Large text area
- Files:** A table listing files to be attached.

File Name	File Size	Created
 Welcome.ds2	144896	1/1/20

Buttons: Send, Cancel




3. Click [To], [CC], and/or [BCC].

→ The POP/SMTP Address dialog box will appear.



The 'Address book' dialog box features the following components:

- Address Book:** A table listing contacts.
- Message Recipients:** Three text input fields for To, CC, and BCC.
- Buttons:** New Contact, Properties, Delete (for contacts), and OK, Cancel (for the dialog).

Name	E-mail Address
 Author1	Author1@om-digitalsolution
 Manager	Manager@om-digitalsolutic
 Transcr...	transcriptionist@om-digital



Use the [New Contact] button to register a new address.
=> [Registering an Email Address](#)

4. Select addresses from the Address Book and click [To:=>], [CC:=>], and/or [BCC:=>].

5. After completing configuration, click [OK].

→ The selected addresses will be displayed in the Send E-mail Destination dialog box.

To	Author1
CC	Manager
BCC	Transcriptionist
Subject:	
Message:	

File Name	File Size	Creat
Welcome.ds2	144896	1/1/20...

6. Type in the "Subject" and the "Message".

Enter the mail body to the "Message".

7. Click [Send].

→ The email will be saved in the Outbox folder.

8. Select the files configured for sending in the Content List View and click in the Information View.

→ The Information View will display the mail body.

9. Click at the right of ▼ of the tool bar, then select [Send] or [Send and Receive]. Or select [Send and Receive], then [Send] or [Send and Receive] from the [Tool] menu.

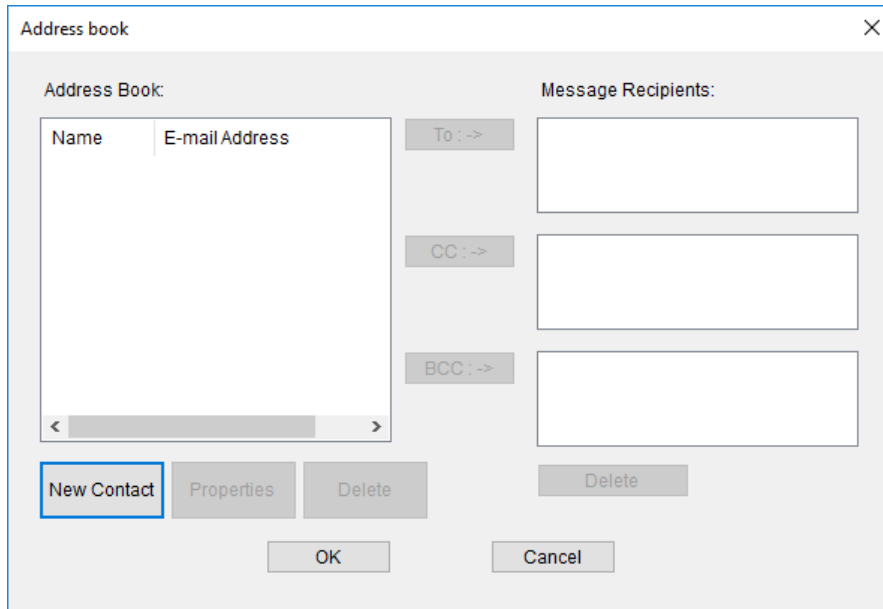
→ The emails in the Outbox folder will be sent.

3.8.3 Registering an Email Address

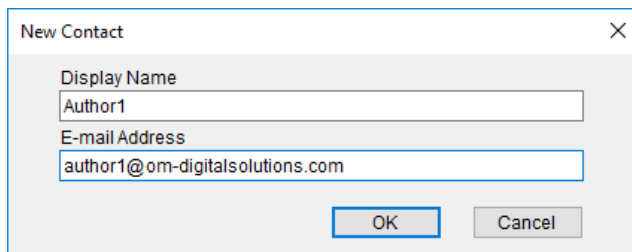
To register an email address, perform the following steps:

■ Procedure

1. Click [New Contact] in the POP/SMTP Address dialog box.



→ The New Contact dialog box will appear.




2. Type in a contact name and its email address in the "Display Name" and "E-mail Address" fields, respectively, and then click [OK].

→ The address will be registered in the POP/SMTP Address dialog box. Selecting the registered address and clicking [Properties] enables editing of the address. Clicking [Delete] will remove the registered address.

3.9 Sending a Dictation File via FTP

The FTP sending function offers manual transmission via the menu and automatic transmission with periodic confirmation.

To send a dictation file via FTP, perform the following steps. Automatic and manual transmission are available.


	To send a file via FTP, an FTP profile needs to be configured in advance. => [E-mail / FTP] - FTP
---	--

[Automatic Transmission via FTP](#)

[Manual Transmission via FTP](#)

3.9.1 Automatic Transmission via FTP

With a folder configured for automatic FTP transmission, files in the folder are automatically sent to a pre-determined destination at regular intervals.

	To automatically send a file via FTP, the folder needs to be pre-configured for automatic FTP transmission. => [Folder Design] - Actions - Send via FTP
---	--


Automatically Switching FTP Profiles

When configuring automatic transmission, it is beneficial to set an alternative profile at the same time so that if a file cannot be automatically sent via FTP with the "Auto Send via FTP" setting, the profile switches and the file can then be automatically sent via FTP with the "Auto Send via FTP (Alternate)" setting.

=> [\[Folder Design\] - Actions - Send via FTP \(Alternate Profile\)](#)

3.9.2 Manual Transmission via FTP

To manually send a file via FTP, perform the following steps:

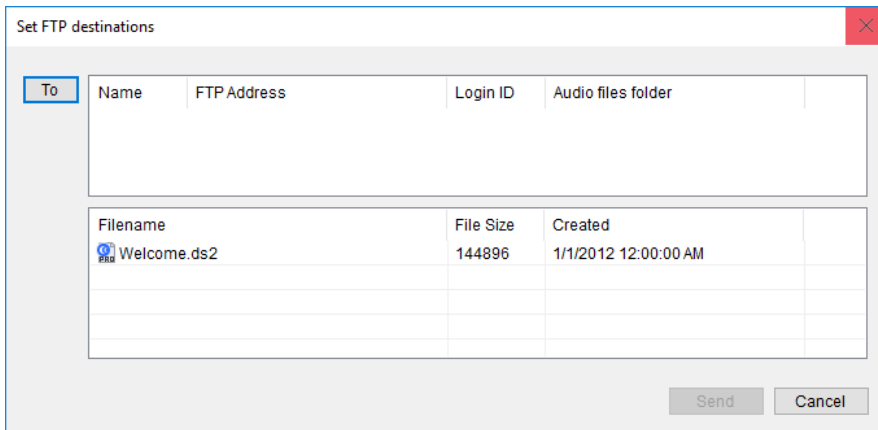
	To send a file via FTP, an FTP profile needs to be configured in advance. => [E-mail / FTP] - FTP
---	--

■ Procedure

1. Select a file.

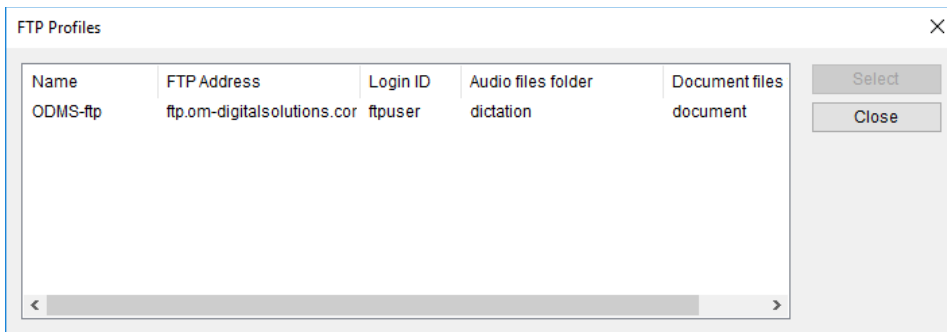
2. Click  on the toolbar.

→ The Set FTP Destinations dialog box will appear.



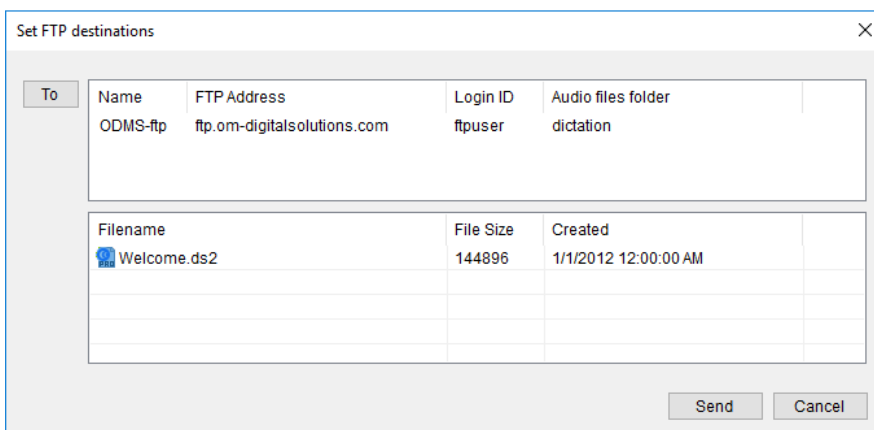
3. Click [To].

→ The FTP Profiles dialog box will appear.





4. Select an FTP profile and click [Select].

→ The FTP address will be displayed in the Set FTP Destination dialog box.



5. Click [Send].

→ The file will be stored in the Outbox folder.

6. Click  at the right of  of the tool bar, then select [Send] or [Send and Receive]
Or select [Send and Receive], then [Send] or [Send and Receive] from the [Tool] menu.

→ The files in the Outbox folder will be sent.

3.10 Managing Document Files

Document files are managed in the Document Tray. They can easily be registered by dragging and dropping them with a tool such as Explorer.

[File name extension registration](#) must be performed on the Folder Settings dialog box to enable management with Document tray. Document Tray cannot manage any document file whose file name extension is not registered.

[Adding a Managed Document File Type](#)



[Associating a Document File with a Dictation File](#)

[Dissociating a Document File from a Dictation File](#)

3.10.1 Adding a Managed Document File Type

To add a new type of document file, perform the following steps. The following is an example of adding a document file with the ".WRI" extension to the Document Tray.

■ Procedure


1. Click  in the Dictation Tree View.
 - The Folder Design dialog box will appear.
2. Click [Document Tray] in the Folder Tree.
3. Select [Document Type] from the Folder Property and click .
- The Supported Document Type dialog box will appear.
4. Type in the extension (WRI) to be added and click [Add].
5. Click [OK].
 - Files with the added extension (XXX.WRI) will be displayed in the Document Tray.

3.10.2 Associating a Document File with a Dictation File

To associate a document file with a dictation file, perform the following steps:

■ Procedure

1. Select a dictation file in the Content List View and click [Associate with Document] on the [File] menu.

Or select a dictation file in the Content List View and click  on the tool bar.
→ The File dialog box will appear.

2. Select a document file and click [OK].

→ The document file name of the associated document file will be displayed in the Document column of the Content List View. Selecting a dictation file in the Content List View highlights the associated document file in the Document List.



Selecting a dictation file and clicking [Open Document] on the [File] menu causes the associated document file to be opened with its associated application.




The document file associated with the dictation file cannot be sent via e-mail or FTP.

3.10.3 Dissociating a Document File from a Dictation File

To dissociate a document file from a dictation file, perform the following steps:

■ Procedure

1. Select a dictation file in the Content List View and click [Remove Association with Document] on the [File] menu.


Or select a dictation file in the Content List View and click  on the tool bar.

→ The file will be dissociated from the document file and the document file name will be removed from the Document column.

3.11 Receiving a Document File via E-mail

To receive a document file via E-mail, manual reception via the menu and automatic reception with periodic confirmation are provided.

A received document file is stored in the Document tray or My Documents folder.

	<ul style="list-style-type: none">• The receive file settings must be configured before a document file can be received. => [Workflow] - Receive
---	---

The following two methods are available for receiving a document file.

[Automatic Reception via E-mail](#)

[Manual Reception via E-mail](#)

3.11.1 Automatic Reception via E-mail


With automatic reception pre-configured, E-mails with document files are automatically received at regular intervals, and the received documents are stored in the Document Tray.

	<ul style="list-style-type: none">• To receive a file via email, an email profile needs to be configured in advance. => [E-mail / FTP] - E-mail• To automatically receive a document file, pre-configuration is required. => [E-mail / FTP] - Send / Receive
---	---

3.11.2 Manual Reception via E-mail

To manually receive a document file via email, perform the following steps:

■ Procedure

1. Select [Receive] or [Send and Receive] by clicking ▼ on the right side of  on the toolbar.

Or select [Receive] or [Send and Receive] from [Send and Receive] in the [Tool] menu.

→ Document files will be received manually and stored in the Document tray.

2. Right click the document file then select [Open Document] from the Context menu.


Or select [Open Document] from the [File] menu.

→ The associated application with the document file opens the document.

3.12 Receiving a Document File via FTP

To receive a document file via FTP, manual reception via the menu and automatic reception with periodic confirmation are provided.

Received document files are stored in the Document tray.

	<ul style="list-style-type: none">• The receive file settings must be configured before a document file can be received. => [Workflow] - Receive
---	---

The following two methods are available for receiving a document file.

 [Automatic Reception via FTP](#)

 [Manual Reception via FTP](#)


3.12.1 Automatic Reception via FTP

With automatic reception pre-configured, document files are automatically received via FTP at regular intervals, and the received documents are stored in the Document Tray.

	<ul style="list-style-type: none">• To receive a file via FTP, an FTP profile needs to be configured in advance. => [E-mail / FTP] - FTP• To automatically receive a document file, pre-configuration is required. => [E-mail / FTP] - Send / Receive
---	---

3.12.2 Manual Reception via FTP

To manually receive a document file via FTP, perform the following steps:

- 1.** Select [Receive] or [Send and Receive] by clicking ▼ on the right side of  on the toolbar.

Or select [Receive] or [Send and Receive] from [Send and Receive] in the [Tool] menu.
→ Document files will be received manually and stored in the Document tray.
- 2.** Right click the document file then select [Open Document] from the Context menu.

Or select [Open Document] from the [File] menu.
→ The associated application with the document file opens the document.

3.13 Speech Recognition

A recorded dictation file can be converted to text automatically using speech recognition software.

ODMS R8 comes with a collection of speech recognition functions that have been dramatically improved and enhanced. Also, the Adaptation function learns from user corrections made to text output by speech recognition software and applies what it learns to the next speech recognition session.

The Dictation Module provides the following functions.

- Automatic speech recognition of dictation files downloaded from a device
- Simultaneous speech recognition during direct recording with a microphone
- Correction of speech recognition results using a special text editor (Speech Recognition Editor)
- Request transcriptionist to correct results of speech recognition
- Feedback of speech recognition result corrections to the speech recognition engine for improved speech recognition accuracy

[Getting Ready for Speech Recognition](#)

[Settings to Share Adaptations](#)

[Performing Real-time Speech Recognition](#)

[Performing Background Speech Recognition](#)

[Correcting Speech Recognition Results \(Corrected by Speech Recognition Editor\)](#)

[Correcting Speech Recognition Results\(Corrected by Transcriptionist\)](#)

[Correction Feedback](#)

3.13.1 Getting Ready for Speech Recognition

The Dictation Module itself does not have speech recognition functions built-in. Supported speech recognition software must be installed separately.

Installing Speech Recognition Software

First, install supported speech recognition software. Refer to the installation guide that comes with your speech recognition software for information about how to install it.

ODMS R8 supports Nuance Dragon Recognition Software.

Enabling Speech Recognition Functions

In order to use speech recognition with the Dictation Module, the [\[Workflow\] – Speech Recognition](#) on the Option Settings dialog box must be used to configure speech recognition settings.

■ Procedure

1. On the menu bar, select [Tools] – [Options] to display the Option Settings dialog box.
2. Select the [Workflow] tab, which will cause [Speech Recognition] – [General] to appear in the tree view.
3. Select the “Enable Speech Recognition” check box.
→ This will enable use of speech recognition functions with the Dictation Module. A screen for speech recognition is displayed in the tree view.
4. Select "Do adaptation" to apply corrections to speech recognition to a Dragon user profile.
→ The Adaptation function is enabled in the Dictation Module.



- The transcriptionist must enable the “Do adaptation” option also to share speech recognition results and corrections in the adaptation folders with other transcriptions. Refer to [Help for the Transcription Module](#) for details.

Dragon User Profiles

With Dragon, there is a separate profile file (referred to here as a “Dragon user profile”) that records personal settings for each speech recognition user. Set one fixed Dragon user profile for use when performing speech recognition with the Dictation Module. Other users can also share a Dragon user profile by using the roaming setting.

For details about Dragon user profile options, refer to “[Speech recognition – Dragon](#)”.

■ Procedure

1. On the menu bar, select [Tools] – [Options] to display the Option Settings dialog box.
2. Select the [Workflow] tab, which will cause [Speech Recognition] – [Dragon] to appear in the tree view.
→ This will access the Dragon engine and obtain Dragon user profile information kept by the Dragon engine.
3. Select the “User Profile Location” setting.
 - If you are not sharing the Dragon user profile with another user, select “Use Local Profile”.

- If you are sharing the Dragon user profile with another user, select "Use Dragon Roaming".



- The "User Profile Location" setting links with Dragon engine settings. Because of this, even if you do not click [OK] or [Apply] on the Option Settings dialog box, when the selection destination is moved the setup for Dictation Module is checked and reflected by the Dragon Engine.

4. If you selected "Use Dragon Roaming" in step 3, the Roaming User Wizard for the user profile will appear on the display. After configuring the roaming destination shared location in accordance with the Wizard, select the Dragon user profile to be managed in the shared location from the Dragon user profiles present on the local PC.



This will copy the Dragon user profile created on the local PC to the specified shared location. Now whenever the Dragon engine accesses the Dragon user profile, settings will be changed as if the shared location was referenced and not the local PC.



- If the Roaming User Wizard is canceled part way through, the "User Profile Location" setting is also canceled and the "Use Local Profile" is re-enabled.

6. Use the [Add] button from "Profile Map" to configure the Dragon user profile to be used when implementing speech recognition. The user profiles present at the location whose setting were configured in steps 4 and 5 are automatically displayed in and can be selected from the [Dragon Profile] list.



- Speech recognition cannot be implemented unless a user profile is selected in the [Dragon Profile] box.
- When a user profile is selected, the options of the profile are displayed automatically, so configure in accordance with how speech recognition is actually being used. For details about the meaning of each option, refer to "Speech recognition – Dragon". Configuring settings appropriately will improve speech recognition efficiency.

7. Specify the Author ID, and click [OK] on the Profile Map dialog box.

8. On the Option Settings dialog box, and click [OK].



This will check the Dragon user profile to be used by the Dictation Module. It also will enable start of speech recognition.

3.13.2 Settings to Share Adaptations

These settings allow corrections to speech recognition to be shared by the Dictation Module (author side) and Transcription Module (transcriptionist side) and are required to use the author's Dragon user profile to do adaptations.

These settings are not particularly needed to do speech recognition, to correct results of speech recognition, or to do adaptation with just the Dictation Module.

Set either a shared folder, e-mail, or FTP as shown below to share the results and corrections to speech recognition with the Dictation Module and Transcription Module.

■ Shared Folder Setup Procedure

1. Set up a shared folder on a network that both the author and transcriptionist can see and confirm that both of them can access it.
2. Click on the [Folder Design] tab in option settings and select it as the adaptation folder
3. The author specifies a shared address for the path of the attributes.
 - The shared address appears for the path. If an error occurs, check the address of the path and the access rights.
 - The transcriptionist specifies the same shared address as the author set in Auto Routing Rule of [Folder Design] - [Adaptation] in Option Settings.

■ E-mail/FTP Setup Procedure

1. Select E-mail/FTP from Option settings and register the required profiles as the addresses of authors and transcriptionists.



• For information about E-mail and FTP profile settings, refer to the following.
=> [\[E-mail / FTP \] - E-mail](#)
=> [\[E-mail / FTP \] - FTP](#)

3.13.3 Performing Real-time Speech Recognition

Real-time speech recognition is a function that lets you use a special speech recognition editor screen ([Speech Recognition Editor](#)) to perform speech recognition while recording dictation, and perform real-time monitoring of speech recognition results. When there is a mistake in the speech recognition results, you can use the Speech Recognition Editor to correct the text.

To improve the real-time speech recognition rate, you need to train the Dragon user profile using the same microphone device that you will use for actual real-time speech recognition.


	Instruction Comment and Verbal Comment cannot be recorded with real-time speech recognition. Also, index marks cannot be added.
---	---

■ Procedure

1. Configure real-time speech recognition options.

→ For details, refer to "[Speech recognition – Real-time Speech Recognition](#)".

2. Connect the microphone device that you will use for real-time speech recognition to the PC.

	<ul style="list-style-type: none">• With real-time speech recognition, the microphone device, used when the Dragon user profile being used was trained, is automatically selected and used.
--	---


3. On the toolbar, click .



Alternatively, click [Do Real-time Speech Recognition] on the [Speech Recognition] menu.

→ This will open the [Speech Recognition Editor](#).


4. On the Speech Recognition Editor toolbar, click the "Record"() button.

→ "Recording..." will appear in the status bar to indicate that dictation recording and speech recognition has started.

	<ul style="list-style-type: none">• You can stop and restart recording, playback, and perform other operations using the toolbar's playback control buttons.• If you are using OM Digital Solutions RecMic or an OM Digital Solutions recorder as the microphone device, you can also stop and start recording, playback, and perform other operations using button operations on the RecMic device or recorder.• When performing RecMic device or recorder button operations, you can configure option settings for each model and [PC Link] – [Programmable Buttons] – [Speech Recognition] settings are enabled. For details, refer to the explanations for configuring the settings of each device.• The [User Settings] – [Keyboard] – [Speech Recognition] settings of the Option Settings dialog box are valid in the Speech Recognition Editor. For details, refer to "Keyboard".• Voice commands are supported for inserting line breaks and spaces verbally when recording dictation. For details about voice commands, refer to the Dragon user documentation.
---	---

- 5.** After dictation recording is complete, click the "Record" () again or click the "Stop" () button.

→ This will exit dictation recording and speech recognition.





	There may be some time lag between dictation recording and speech recognition result output. Because of this, it may take some time before speech recognition stops entirely after the Stop button is pressed.
---	--

- 6.** Correct the speech recognition result as required.

For information about how to make corrections, refer to "[Correcting Speech Recognition Results](#)"

- 7.** Exit real-time speech recognition.

Perform the menu operations below to perform the operation you want on a recorded dictation file.

Menu	Button	Description
[File] – [Send for Correction]		Select this item to quit dictation recording and request speech recognition result correction by another user. The status of the dictation file becomes SpeechRecognition.Finished, and the recorded dictation file is output as a .WAV format file. You must specify the storage destination folder of the file.
[File] – [Finished]		Select this item to quit dictation recording and speech recognition. The status of the dictation file becomes Transcription.Finished, and add-on dictation recording and speech recognition result correction are disabled. You must specify the file output destination folder and the file format for document export.
[File] – [Pending]		Select this item when performing additional dictation recording later. The status of the dictation file becomes SpeechRecognition.Pending, and the dictation file is stored in the Recording Folder as a .dra format file. You can use Edit Dictation () to perform add-on recording and speech recognition.

3.13.4 Performing Background Speech Recognition

Background speech recognition lets you queue recorded dictation files and sequentially perform speech recognition on them. Background speech recognition can be performed in parallel with other Dictation Module processes. This means speech recognition can be performed at the same time other dictation and transcription tasks are being performed.

To improve the background speech recognition rate, you need to train the Dragon user profile using the same recorder that you will use for actual dictation recording. For details, refer to the Dragon user documentation.

The following procedure explains the operational procedure using dictation file download as an example.

■ Procedure

1. Configure background speech recognition option settings so dictation files are automatically added to the speech recognition queue when files are downloaded.

→ For details, refer to [“Speech recognition – Background Speech Recognition”](#).



- In order to register files automatically in the speech recognition queue when files are downloaded or imported, you need to enable the “Start recognition queue automatically when new files are added to the queue” option.
- If the speech recognition setting is off for a recorder that can be specified to run speech recognition, its data will not be added to the speech recognition queue when downloaded even if this option is enabled.
- Even when this option is disabled, a file can be added to the speech recognition queue using drag and drop after the file is downloaded.

2. Click the Queue folder for speech recognition in the tree view of the [Main window](#) of Dictation Module to display the speech recognition queue.
3. Connect the recorder used to record the dictation file to the PC and download the dictation file.
4. At the same time the files are downloaded, all downloaded dictation files are registered to the Speech Recognition Waiting List.



- You can skip speech recognition processing by un-selecting the check box after a dictation file is registered to the speech recognition waiting list.

5. On the menu bar, select [Speech Recognition] – [Start Recognition Queue]. Speech recognition of the dictation files in the speech recognition queue is performed in the sequence they appear in the speech recognition queue.

→ A progress bar appears on the display to show the progress of the speech recognition process. When a speech recognition process is complete, the dictation file is moved to the Finished folder of speech recognition, so you can keep track of the speech recognition process results.



- If you enabled the “Start recognition queue automatically when new files are added to the queue” option in step 1, the speech recognition process is started automatically when a file is added to the speech recognition queue, even if you do

- | | |
|--|---|
| | <p>not select [Start Recognition Queue].</p> <ul style="list-style-type: none">• You can stop an ongoing speech recognition process by selecting [Speech Recognition] - [Stop Recognition Queue]. |
|--|---|

3.13.5 Correcting Speech Recognition Results

You can use the Speech Recognition Editor to correct the speech recognition results of a dictation file that has been processed with real-time speech recognition or background speech recognition.

Text can be corrected using the Speech Recognition Editor while playing back the recorded dictation in the editor. When playing back the recorded dictation, the range of text that corresponds to the location being played can be highlighted, so corrections can be made to match the speech recognition result and the location being played.



Operation of the Speech Recognition Editor depends on the status of the dictation file. The following are the speech recognition correction operation procedures for each type of file status condition.

Incomplete Speech Recognition

This section explains the procedure when a new dictation file is being recorded with real-time speech recognition or when performing add-on recording and speech recognition of a file whose status is `SpeechRecognition.pending`.

In this case the speech recognition process must be performed with the Speech Recognition Editor, so the Dragon engine should be started up and linked for operation. Contents edited in the Speech Recognition Editor are also discerned by the Dragon engine, and synchronization is necessary. Because of this, the Dragon editing function is used to correct text before speech recognition is complete.

If you find an error within speech recognition result text, select the range of error text and then select

“Show Correction Dialog” () or “Show Spell Dialog” (). This will make it possible to use text correction functions provided by Dragon to update text data on screen while maintaining consistency with Dragon internal data.

Of course, you can use keyboard operations to input text strings and delete text with the Speech Recognition Editor, the same as with standard text editor operations. Note, however, that deleting text using keyboard operations will also delete the corresponding dictation data. This is an unavoidable functional limitation of Dragon. It is recommended that “Show Correction Dialog” or “Show Spell Dialog” be used whenever possible to edit text.



- For the menu configuration when handling a dictation file for which speech recognition is incomplete, refer to “Menu List (Speech Recognition Editor/Real-time Speech Recognition)”.
- When corrections to speech recognition results are finished, the file is moved to the adaptation folder.
For details refer to [Correction Feedback after the data is moved to the Adaptation folder](#).

Speech Recognition Complete Files

Further add-on recording and/or speech recognition cannot be performed on a file that has been processed with background speech recognition, or on a file that has been finished or sent for correction with real-time speech recognition. Because of this, the Speech Recognition Editor starts up alone without linking with

Dragon.

As with a file for which speech recognition is incomplete, the recorded dictation can be played back with the Speech Recognition Editor with the position of the text being played back highlighted on the screen. When correcting text, correct speech recognition results directly using keyboard operations. Using keyboard operations to delete text when speech recognition is complete will delete the dictation data that corresponds to the deleted text data, but the dictation data will not be deleted when text is deleted after speech recognition is complete.

However, since there is no linking with Dragon, use of the "Spell Dialog" and other editing functions provided by Dragon s not supported.



- For the menu configuration when handling a dictation file for which speech recognition is complete, refer to "Menu List (Speech Recognition Editor/Text Correction)".
- When corrections to speech recognition results are finished, the file is moved to the adaptation folder.
For details refer to [Correction Feedback](#) after the data is moved to the Adaptation folder.

3.13.6 Correcting Speech Recognition Results(Corrected by Transcriptionist)

The author sends speech recognition results from real-time speech recognition and background speech recognition to the transcriptionist and the transcriptionist corrects it and feeds it back to the author, then the author adapts it and updates the Dragon profile.

The exchange for these corrections is done via the Adaptation folder of the Dictation Module and the Transcription Module.


You must set either a shared folder, e-mail, or FTP as shown below to share corrections to speech recognition results.

■ Speech Recognition Results Sending Procedure

1. The dictation files and speech recognition results files are stored in the Adaptation folder.

→ After they are stored, they are sent using the same method as normal dictation files.

Items	Description
For Shared Folder	The speech recognition results files are transferred via the path of the shared folder.
For e-mail	The speech recognition results files are transferred to the OutBox\E-mail folder.
For FTP	The speech recognition results files are transferred to the OutBox\FTP folder.

 The corrections to the speech recognition results stored in the OutBoxes are sent according to the transmission method stipulated for either e-mail or ftp. The standard sending procedure is used for sending. Refer to the following to change the settings for sending and receiving.
=> [E-mail / FTP] - Send / Receive

2. The transcriptionist manually edits the speech recognition results and sends the corrected file to the author.

→ The corrections are stored in the author's Adaptation folder.

3.13.7 Correction Feedback

The corrections to the speech recognition results that are stored in the Adaptation folder are applied to the Dragon dictionary. The Dictation Module supports two-step adaptation.

- **Vocabulary Adaptation**

Vocabulary adaptation learns the sentence structures of the author, terms that are not known by the Dragon engine, etc.

Vocabulary adaptation processing can be completed within a relatively short time.

- **Acoustic Adaptation**

Acoustic adaptation analyzes and allows learning of acoustic characteristics such as the noise level of the input sound, microphone characteristics, author voice characteristics, etc.

Acoustic adaptation processing takes a relatively longer time than vocabulary adaptation.

Configuring option settings to execute adaptation will cause dictation files to be added to an adaptation queue when speech recognition and text correction is complete. This applies to both background speech recognition and real-time speech recognition (when [Finished] is executed).

The Dictation Module must execute the two types of adaptation in the sequence above. Acoustic adaptation cannot be performed on a dictation file unless vocabulary adaptation has been performed.

The following procedure explains execution of adaptation following background speech recognition.

■ Procedure

1. In the Adaptation folder, select a file on which to run adaptation, right click it and select [Add to Adaptation Waiting List].

→ The selected file is registered to the adaptation waiting list.



- If Auto Queuing to Waiting List of the Adaption folder is enabled, dictation files will be added to the adaption waiting list automatically after text revisions.

2. When corrections for all the dictation files are finished, select [Speech Recognition] - [Adapt All Files] from the menu.

→ First perform vocabulary adaption and then acoustic adaptation on all of the dictation files in the adaptation queue. If any dictation file already has had vocabulary adaptation performed, perform acoustic adaptation only for that file. A progress bar will appear above the adaptation queue to indicate the progress of the process.

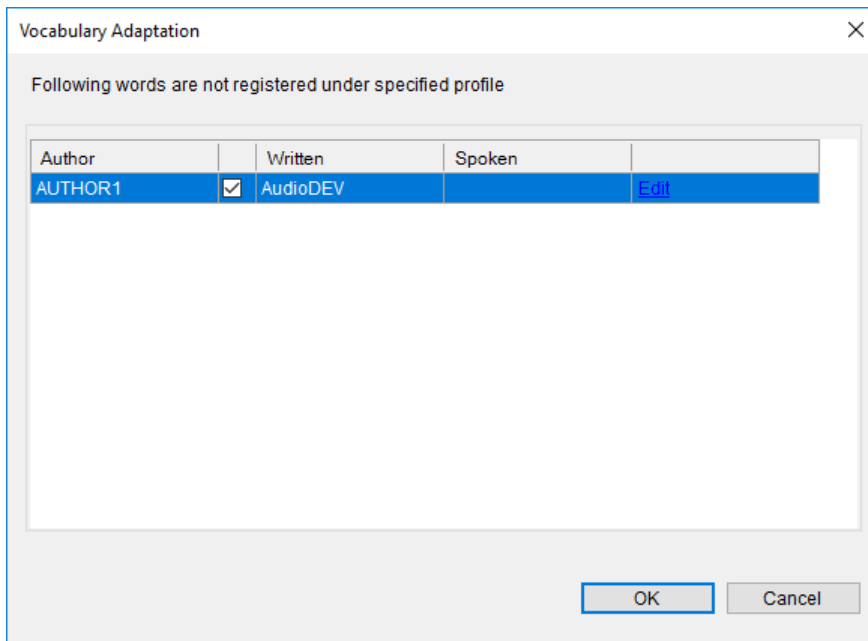


- To perform vocabulary adaptation only, perform **[Do Vocabulary Adaptation]**. This will perform vocabulary adaptation only on the dictation file selected in the adaptation queue.
- To perform acoustic adaptation only, perform **[Do Acoustic Adaptation]**. This will perform acoustic adaptation only on the dictation file selected in the adaptation queue.


3. If the Dragon engine encounters an unknown term during vocabulary adaptation, a term registration dialog box will appear when vocabulary adaptation of all target files

is complete.

- Select the check boxes next to the terms you want the Dragon engine to learn.



- [Written] shows the output when the term specified by [Spoken] is encountered during speech recognition. For example, when "mister" is specified for [Spoken] and "Mr." for [Written], "Mr." will be output in the speech recognition results when the word "mister" is spoken. To edit [Spoken] and [Written] entries, click Edit on the term registration dialog box and then use the term editing dialog box that appears for editing.

	<ul style="list-style-type: none">• The same as when [Do Vocabulary Adaptation] is performed, if a term that is unknown to Dragon is encountered during vocabulary adaptation, a term registration dialog box will appear when vocabulary adaptation of all target files is complete.
---	--

4. Following vocabulary adaptation, perform acoustic adaptation on all of the target files.

- A progress bar will appear above the adaptation queue to indicate the progress of the process. Files are deleted from the adaptation queue as both vocabulary adaptation and acoustic adaptation are complete. A file will remain in the adaptation queue whenever either type of adaptation fails for some reason.

4 Managing Files and Folders

Folders in the Dictation Tree View and the Device Tree View can be edited for each application.

The following functions are available.

- [!\[\]\(dd98af475d6b410befd49319502a5089_img.jpg\) Editing a Folder in the Dictation Tray](#)
- [!\[\]\(75f23eaba4444a4a926d9373bab62c5e_img.jpg\) Editing the Properties of Audio and Document Files](#)
- [!\[\]\(312fcbf3e47031b1bda000aa4e344099_img.jpg\) Backing Up a Downloaded Dictation File](#)
- [!\[\]\(94349ad9f302118dcb3634aad525da9b_img.jpg\) Encrypting and Decrypting a Dictation File](#)
- [!\[\]\(a32fb75a88a58494b1e464d4b34d0e64_img.jpg\) Sorting Dictation Files](#)
- [!\[\]\(d5848e69cb880a36afd0a12be11895e5_img.jpg\) Sharing a Dictation File with Transcriptionists](#)
- [!\[\]\(83a73aecf1ae3e31da6281658e531035_img.jpg\) Automatically Deleting Transcribed Dictation Files](#)
- [!\[\]\(b5ea8cf0b80295efd5b3c5a006fe325b_img.jpg\) Searching for Dictation Files and Document Files](#)

4.1 Editing a Folder in the Dictation Tray

To edit a folder in the Dictation Tray, follow the procedures below.



Up to 20 one-byte characters can be used for a folder name (note that for a folder in a recorder, the maximum character count is 8). The following one-byte characters are unavailable: ¥ / : * ? " < > |

[Creating a Folder](#)

[Mounting a Folder](#)

[Removing a Folder](#)


[Renaming a Folder](#)

4.1.1 Creating a Folder

To create a folder, perform the following steps. Folders can also be created with the [New] button in the Folder Design dialog box.

■ Procedure

1. Right-click a folder in the Dictation Tree View and click [New Folder] on the context menu.

Or select  in the Dictation Tree View.
Or select [New Folder] from the [Folder] menu.
→ The Create a New Folder dialog box will appear.

2. Type in a folder name and click [OK].

→ A sub folder will be created in the selected folder.


4.1.2 Mounting a Folder

This function adds a specified external folder path, as a custom folder, to the Dictation Tree View.

One can also be added with [Add] in the Folder Design dialog box.

■ Procedure

1. Right-click the Dictation Tray in the Dictation Tree View and select [Add Folder] from the context menu.

Or click  in the Dictation Tree View.
Or select [Add Folder] from the [Folder] menu.
→ The Browse for Folder dialog box will appear.

2. Select a folder name and click [OK].


- The path to the specified folder will be registered as a folder in the Dictation Tray. It can be managed with Dictation Module just like an actual folder.

4.1.3 Removing a Folder

To remove a folder previously created with [Add Folder], perform the following steps:

■ Procedure

1. Right-click a folder in the Dictation Tree View and select [Remove Folder] from the context menu.

Or select  from the Dictation Tree View.
Or select [Remove Folder] from the [Folder] menu.

→ The selected folder will be removed.



Only user-added folders can be removed. Only the path to the registered folder is removed and the folder itself, including its dictation files, are not deleted.

4.1.4 Renaming a Folder


This function renames a folder.



Folders whose context menus do not display [Rename] cannot be renamed.

■ Procedure

1. Right-click a folder in the Dictation Tree View and select [Rename] from the context menu.

Or select  from the Dictation Tree View.
Or select [Rename Folder] from the [Folder] menu.

→ The folder name field will become editable.

2. Type in a folder name and press [Enter].

→ The folder name will be modified.



- Up to 20 one-byte characters can be used for a folder name (note that for a folder in a recorder, the maximum character count is 8). The following one-byte characters are unavailable: ¥ / : * ? " < > |
- The method for renaming a device folder depends on the model.
=> [Configuring a Device of a Selected Model](#) => [\[Device\]](#)

4.2 Editing the Properties of Audio and Document Files

Dictation files and document files contain various types of information as their properties. To edit the properties of a file, the following methods are available.

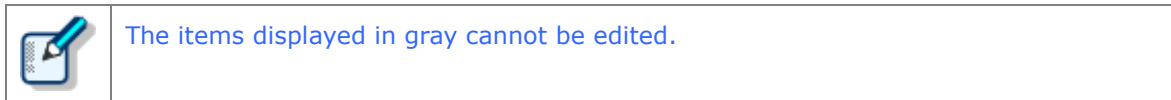
[Editing in the Properties View](#)

[In-line Editing](#)

[Editing with the Job Data Dialog Box](#)

4.2.1 Editing in the Properties View

To view the properties of a file, perform the following steps.



■ Procedure

1. Select a folder in the Dictation Tree View or Device Tree View.

→ Files in the folder will be listed in the Content List View.

2. Select a file in the Content List View.

→ The properties of the selected file will be displayed in the Properties View.

3. Modify the properties as needed.

Items displayed in black can be edited. Click the edit box and select from the list or enter content.


→ Entered content will be reflected immediately.

4.2.2 In-line Editing

This function can edit the properties of a dictation file directly in the Content List View.

■ Procedure

1. Click  to change to .

Or select [In-line Edit] from the [View] menu to change to .

2. Right click the dictation file in the Content List View then select [Edit Item] from the context menu.

Or select a dictation file and click the cell to be modified.

→ In editable items, text can be entered or a selectable Pull Down menu will appear.

3. Edit the properties as needed.


→ Input data will be immediately reflected in the system.

4.2.3 Editing with the Job Data Dialog Box

This function can edit the job data (Author, Worktype ID, Option Items, and Comments) of a selected dictation file.

■ Procedure

1. Right click a dictation file in the Content List View and select [Edit job Data] from the context menu.

Or click  on the toolbar.

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

→ The Edit Job Data dialog box will appear.

2. Edit the properties as needed.

3. Click [OK].

4.3 Backing Up a Downloaded Dictation File

A dictation file can be backed up with either one of two methods: by automatic backup with backup configuration, or by manual export to external media.

Backing Up Automatically

This method allows for automatic backup of dictation files with pre-configuration.

■ Procedure

1. Click  on the Dictation Tree View.

Or select [Options] from the [Tool] menu.

→ The Folder Settings dialog box or the Folder Design dialog box in the Option Settings will appear.

2. Enable Backup under Actions in the Folder Properties box.

→ With this setting, each time a file is updated, its backup file will be created and stored in the Backup folder.



Files in the Backup folder can be deleted after a certain length of time. To achieve this, set the Purge attribute of the Backup folder.
=> [\[Folder Design\] - Action - Purge](#)

Backing Up Manually

With operations such as copying, exporting, and dragging and dropping, a file can be manually backed up.

4.4 Encrypting and Decrypting a Dictation File

Encryption ensures that important files are securely maintained.

Encryption is applied per file or per folder.

An encrypted file can only be played once the correct password has been entered.

	<p>About Dictation File Encryption</p> <ul style="list-style-type: none">• Encryption of dictation files other than DSS Pro files uses the same OM Digital Solutions proprietary format as that of ODMS R7. They cannot be decrypted using another company's software, etc.• With DSS Pro, encryption is performed in accordance with DSS Pro specifications. They can be decrypted using another company's software if it supports DSS Pro format.
	<p>With the Encryption attribute set to [Yes] for a folder, files in that folder are automatically encrypted with the password set under Attribute. With a password not configured under Attribute, the Encryption Password dialog box will appear when a file is dropped into the folder.</p> <p>=> [Folder Design] - Attributes - Encryption/Password</p>

[□ Encrypting per File](#)

[□ Encrypting per Folder](#)

[□ Decrypting a File](#)


4.4.1 Encrypting per File

To encrypt a single file, follow the procedure below.

Encrypting "filename.dss" changes its extension, turning the file name into "filename.\$dss". Encrypting a DSS Pro file does not affect its extension.

■ Procedure


- 1.** Right-click an unencrypted dictation file in the Content List View and click [Encrypt] on the context menu.

Or click  on the standard toolbar.
Or select [Encrypt] from the [File] menu.

→ The Encryption Password dialog box will appear.

- 2.** Type in a password in the Password and Confirm Password fields using 4 to 16 alphanumeric characters.

In the case of a DSS Pro format file, encryption format settings can also be configured.

	<ul style="list-style-type: none">• In the case of DSS Pro format, encryption format settings can be configured. Files are encrypted using a 128-bit encryption key in Standard mode, and a 256-bit encryption key in High mode.• The password is the same in Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.
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3. Click the [OK] button.

→ The file will be encrypted. Clicking [Cancel] cancels the encryption.

4.4.2 Encrypting per Folder

With a folder configured for encryption, files in the folder are automatically encrypted with the password set for the folder. An encrypted file is displayed with the Encryption icon (🔒) in the Encrypted column in the Content List View.

Encrypting "filename.dss" changes its extension, turning the file name into "filename.\$dss". Encrypting a DSS Pro file does not affect its extension.

	When created under an encrypted folder, a subfolder automatically inherits the encryption setting from the parent folder.
---	---


■ Procedure

1. Click  on the Dictation Tree View.

Or select [Options] from the [Tool] menu.

→ The Folder Design dialog box will appear.


2. Enable the Encryption attribute in the Folder Properties dialog box.

3. Click  next to "Password" in the Folder Properties dialog box.

→ The Encryption Password dialog box will appear.

4. Type in a password in the Password and Confirm Password fields using 4 to 16 alphanumeric characters.

In the case of a DSS Pro format file, encryption format settings can also be configured.

	<ul style="list-style-type: none">• Encryption format settings are used for auto encryption of DSS Pro format files. There is no difference in the encryption format when auto encrypting non-DSS Pro format files.• Files are encrypted using a 128-bit encryption key in Standard mode, and a 256-bit encryption key in High mode.• The password is the same in Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.
---	--

5. Click [OK].

→ The folder will be encrypted. If there are any files already located in the folder, a message will appear asking the user whether or not to encrypt those files. Clicking [Yes] will encrypt all of the files currently located in the folder.


For subsequent operations, files will be encrypted as soon as they are stored in the folder.

4.4.3 Decrypting a File

To decrypt an encrypted file, perform the following steps:

■ Procedure

1. Right-click an encrypted Dictation File in the Dictation Tree View and select [Decrypt] from the context menu.

Or select the Dictation File and click  on the standard toolbar.

Or select the dictation file and select [Decrypt] from the [File] menu.

→ The Decryption Password dialog box will appear.

If the password used when the file was encrypted has already been registered, the Decryption Password dialog box will not appear and decryption will start immediately.

2. Type in the password used for encryption and click [OK].

→ The file will be decrypted and can then be played.



- The DSS Pro file encryption mode (Standard or High) is automatically determined by the Dictation Module for each file, and then the appropriate encryption process is performed.
- The password is the same in Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.

4.5 Sorting Dictation Files

When dictation files are downloaded from a recorder, they can be sorted and routed to particular download destinations based on their Author ID or Worktype ID. Or dictation files from all of the folders on a device, regardless of the file properties, can be downloaded and collected into a single folder on a PC. Settings need to be pre-configured to sort downloaded files.

With the following settings configured, dictation files are sorted by Author ID/Worktype ID into their specified folders when they are downloaded from the device.

[❏ Configuring Automatic Sorting of Downloaded Files](#)

[❏ Registering the Author List to the Recorder](#)

[❏ Registering the Worktype ID to the Recorder](#)

4.5.1 Configuring Automatic Sorting of Downloaded Files



This section describes how to define the rules on sorting downloaded or imported dictation files into different folders.

The procedure you need to perform depends on auto sorting conditions.

■ Procedure A

Use the following procedure to configure settings to download the file from the folders on a recorder and collect them into a single folder.


- 1.** Select [Option] from the [Tool] menu.
 - The Option Settings dialog box will appear.
- 2.** Click the Workflow tab.
 - The Option Settings Workflow dialog box will appear.
- 3.** On the menu tree, click [Advanced Download].
 - The auto sort settings information screen will appear in the right frame.
- 4.** Select the [Download all dictations to..] check box.



This enables the auto sort function.
- 5.** Select [Specific folder].
 - This enables the  button.
- 6.** Click the  button and then use the Select Folder dialog box that appears to specify the folder you want to use as the download destination to collect the files.

■ Procedure B

Use the following procedure to configure settings when to route files to download destination folders based on their Author ID or Worktype ID.


- 1.** Select [Option] from the [Tool] menu.
→ The Option Settings dialog box will appear.
- 2.** Click the Workflow tab.
→ The Option Settings Workflow dialog box will appear.
- 3.** On the menu tree, click [Advanced Download].
→ The auto sort settings information screen will appear in the right frame.
- 4.** Select the [Download all dictations to..] check box.
→ This enables the auto sort function.
- 5.** Select [Routing according to the following conditions].
→ This enables the routing condition list.
- 6.** Click [Add].
→ The Rule Settings dialog box will appear.
- 7.** In the Rule Settings dialog box, specify the Author ID/Worktype ID and the destination folder name, and then click [OK].

	<ul style="list-style-type: none">• When Author ID and Worktype ID are both specified, only dictation files that match both criteria are routed to the specified folder.• When either Author ID or Worktype ID is specified, the non-specified condition is interpreted as “unconditional”, which is interpreted as everything matching. In this case, routing is performed in accordance with the specified condition only.
---	---

- 8.** You can use the   buttons to change the application sequence of the routing conditions. Matching is performed proceeding through conditions from the top of the list.

- 9.** After all of the routing conditions are configured the way you want, click [OK].

Clicking the [Apply] button will apply the configured rules.

	<ul style="list-style-type: none">• You can modify an existing rule by selecting it in the routing list and then clicking the [Modify] button. An existing rule can be deleted by clicking the [Remove] button.
---	---

4.5.2 Registering the Author List to the Recorder

The author list can be registered to the recorder.



If required Authors are not registered, register them in the Workflow dialog box.
=> [\[Workflow\] - Author](#)

■ Procedure

1. Connect a supported device to a USB port on the PC.

2. Switch on the device.

→ The **Main window** will automatically open.
The Device Tree View will display the model of the recorder and file information.



When connecting or disconnecting the device while the **Main window** is open, device information will be updated in the Device Tree View.

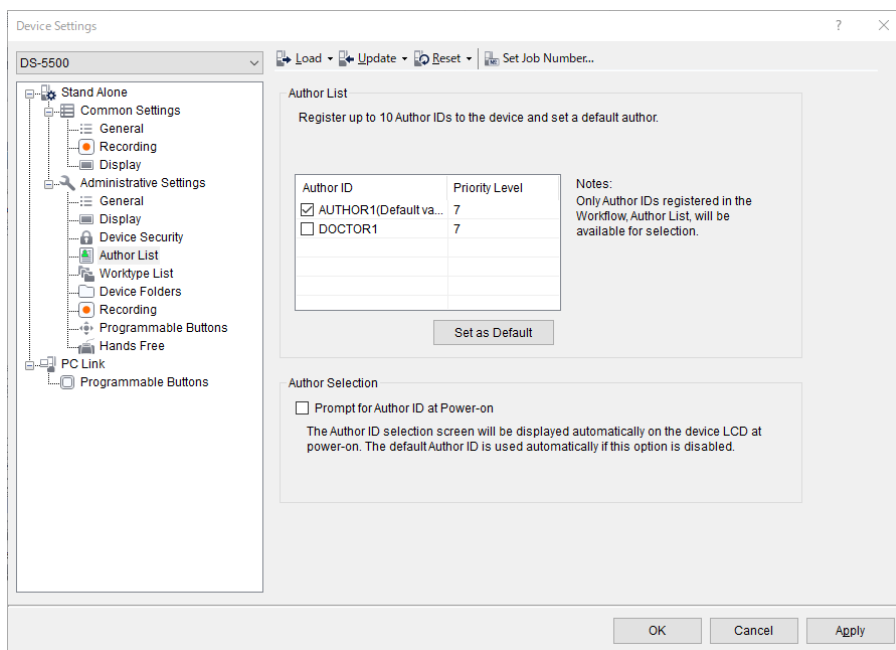
3. Click  in the Device Tree View.

Or select [Device Settings] from the [Device] menu.

→ The Device Settings dialog box will appear.

4. Select [Author List] from the menu tree.

→ The right frame will show the Author IDs registered with [Workflow] – [Author] on the Option Settings dialog box.



5. Check Author IDs to be registered to the recorder, and then click [Apply].

If you want to prompt for Author selection on the recorder whenever power is turned on, select the "Prompt for author ID at Power-on" check box.

→ The "Author IDs" and "Priority Level" will be transferred to the device.

4.5.3 Registering the Worktype ID to the Recorder

The work ID list can be registered to the recorder.



If the required Worktype is not registered, use the Workflow dialog box to register it.
=> [\[Workflow\] - Worktype](#)

■ Procedure

1. Connect a supported device to a USB port on the PC.
2. Switch on the device.

➔ The **Main window** will automatically open.
The Device Tree View will display the model of the recorder and file information.



When connecting or disconnecting the device while the **Main window** is open, device information will be updated in the Device Tree View.

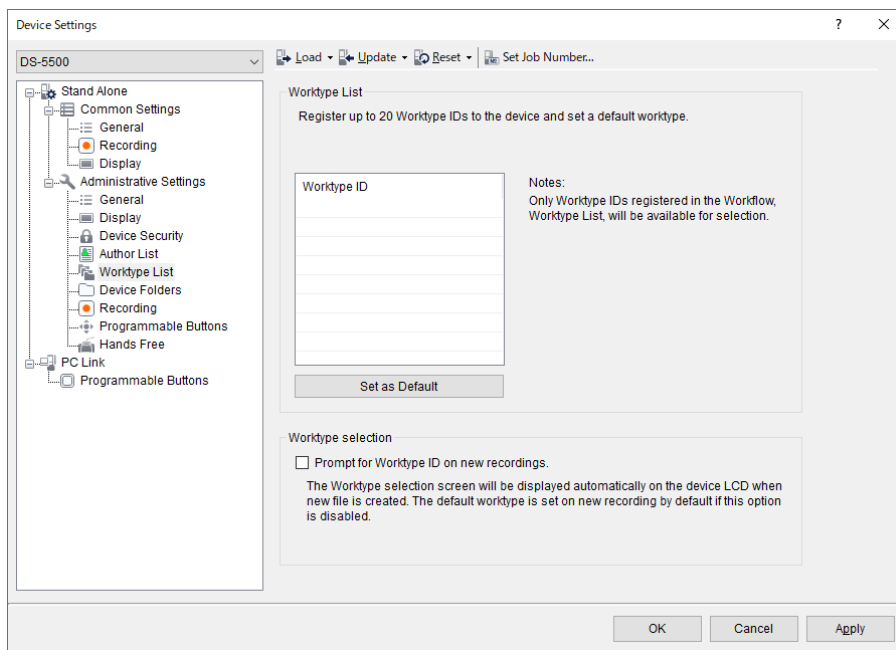
3. Click  in the Device Tree View.

Or select [Device Settings] from the [Device] menu.

➔ The Device Settings dialog box will appear.

4. On the menu tree, click Worktype List.

➔ The right frame will show the Worktype IDs registered with [Workflow] – [Worktype] on the Option Settings dialog box.



5. Select the check box next to the ID of the recorder you want to register and then click the [Apply] button.

If you want to prompt for selection of the Worktype ID on the recorder whenever recording is performed, select the "Prompt for Worktype ID at Power-on" check box.

➔ The Worktype ID is transferred to the connected device.

4.6 Sharing a Dictation File with Transcriptionists

A shared folder allows for file sharing with Transcriptionists.

This section illustrates how to create a new custom folder and configure it for sharing. It explains the procedure for sharing dictation files by placing them into the folder. The shared folder is configured with access permission for both Transcriptionists and Authors.



File sharing requires configurations on both Dictation Module and Transcription Module.

■ Procedure

- 1.** Create a shared network folder which can be accessed by Transcriptionists and Authors.
- 2.** Right-click the [Dictation Tray] in the Dictation Tree View and select [Add Folder] from the context menu.
 - The Browse for Folder dialog box will appear.
- 3.** Specify the folder created in step 1 and click [OK].
 - A new custom folder will be created.
- 4.** Verify sharing for the folder created in step 1 to 3 is enabled.

Both Transcriptionists and Authors should be able to access the shared folder.
- 5.** Drag and drop a dictation file to be shared into the folder created above.
 - Both Transcriptionists and Authors will be able to access the same Dictation File.



4.7 Automatically Deleting Transcribed Dictation Files

With this function enabled, transcribed dictation files are automatically deleted.

This function can automatically carry out a clean-up and purge of transcribed dictation files per folder after a specified length of time.

The following procedure describes how to move a dictation file to the Recycle Box with the Cleaning setting after one month of storage in the Transcription Finished folder, and to eventually delete it permanently after two weeks of storage in the Recycle Box.

■ Procedure

- 1.** Select [Option] from the [Tool] menu.
- 2.** Click the Finished folder in the Folder tree in the Folder Design dialog box.
- 3.** Select the "Clean" and click .
→ The Cleaning Settings dialog box will appear.
- 4.** Check "Enable Cleaning", select "1 Month(s)" for the interval, select "Move To Recycle Box" for the option setting, and then click [OK].
- 5.** Click the Recycle Box folder.
- 6.** Select the "Purge" and click .
→ The Purge Settings dialog box will appear.
- 7.** Check "Enable Purge", select "2 week(s)", and then click [OK].

4.8 Searching for Dictation Files and Document Files

This function lets you locate a file in the content list view. There are the following two methods to search for files.

[Simple File Name Search](#)

[Column Item Search](#)

4.8.1 Simple File Name Search

You can easily search for a file name by using the following procedure.

■ Procedure

1. Open the dictation or document list view.
2. Use the keyboard to type the file name, of the file you want to find, from the beginning in order.
 - The files are searched using the text as you type it in incrementally, files that match the search conditions are selected.

4.8.2 Column Item Search

You can easily search for file names and columns of files by using the following procedure.

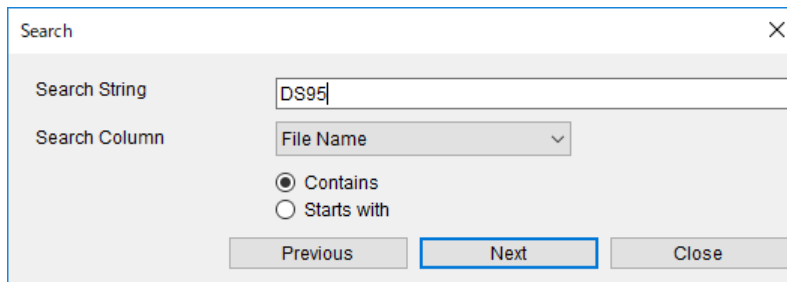
■ Procedure

1. Press [Ctrl] + [F] on the keyboard.
 - The Search dialog box will appear.
2. Type the text string, and select the column and search method, then press the [Next] button.
 - The list view is updated, and the focus moves to the files that match the search conditions.

You can change the column being searched in Search Column.

You can select whether to search for a target that starts with the text string or one that contains it.

The [Next] button searches forward and the [Previous] button searches backward.





You can customize the short cut key used for searching columns in the User Setting dialog box

=> [\[User Setting\] - Keyboard](#)

5 Customizing Dictation Module

This chapter describes how to make the module easier to use by modifying the window appearance and key assignments.

The following functions are available.

[Customizing the Work Area](#)

[Customizing the Content List View](#)

[Assigning Hot Keys](#)

5.1 Customizing the Work Area

The work area of the **Main window** consists of the four parts listed in the following table. These views, except the Content List View, can be shown or hidden as needed.

Name	Hidden	Default
Dictation Tree View	Yes	Shown
Device Tree View	Yes	Shown
Content List View	Always shown	Always shown
Information View	Yes	Hidden
Properties View	Yes	Hidden

5.2 Customizing the Content List View

The display of files in the Content List View can be customized in various ways.

The following methods are available.

[❏ Interchanging Displayed Columns](#)

[❏ Sorting Displayed Files](#)

[❏ Changing the Columns Displayed in the Content List View](#)

[❏ Filtering Displayed Files](#)

5.2.1 Interchanging Displayed Columns

To change the order of displayed columns, perform the following steps:

■ Procedure

1. Select a column name, and then drag and drop it.

→ The order of the displayed columns will change.



5.2.2 Sorting Displayed Files

To change the order of displayed files, perform the following steps:

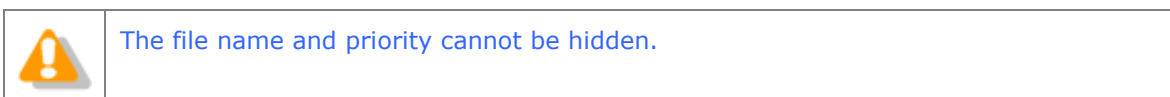
■ Procedure

1. Select [Sort by] from the [View] menu.

→ Files will be sorted from the selected column in ascending order. If the current sorting option is selected again, it will alternate between ascending and descending order.

5.2.3 Changing the Columns Displayed in the Content List View

To show or hide the columns in the Content List View, perform the following steps:



■ Procedure A

1. Right-click on one of columns in the Content List View.

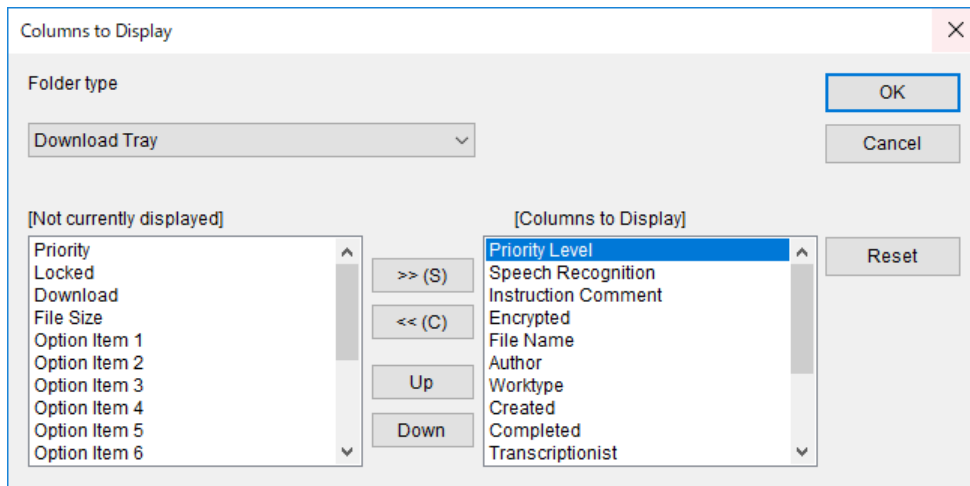
→ The list of column headers will be displayed as a context menu.

2. Click a column to show or hide it.

■ Procedure B

1. Select [Columns to Display] from the [View] menu.

→ The Columns to Display dialog box will appear.



2. Select the Folder type.

3. Use [>>] and [<<] to move the columns.


The columns placed in the [Columns to Display] box are displayed in the Content List View.

To change the order of displayed columns, use [Up] and [Down].

Clicking [Reset] returns the displayed columns to the default setting.


4. Click [OK].

→ The window will close and the display of the Content List View will be updated.


	<ul style="list-style-type: none">• Displayed Property List (Dictation File List View)• Displayed Property List (Document List View)
---	---

5.2.4 Filtering Displayed Files



The filtering function for column headers can filter columns to display.

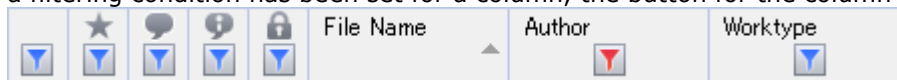
	<ul style="list-style-type: none">• Displayed Property List (Dictation File List View)• Displayed Property List (Document List View)
---	---


■ Procedure

1. Click  in the Content List View.

Or select [Filter On/Off] from the [View] menu.

→ The filtering function will be enabled, and  will be displayed for each column header. When a filtering condition has been set for a column, the button for the column turns to .



2. Click  and select a condition from the list box.

Selecting "All" disables the filter for the current column.

For the columns whose date and time, number, or length can be specified, the Filters Option dialog box will appear when [Option] is pressed. Configure their conditions based on the instructions provided.

→ Only files that meet the configured conditions will be displayed in the Content List View.

5.3 Assigning Hot Keys

The User Settings dialog box allows for verification and modification of key assignments for commands. Key assignments are configured in the User Settings dialog box.

=> [\[User Setting\] - Keyboard](#)

The functional scope of an assigned key depends on the Hot key settings, which are configured with [Hot key On/Off] on the [Tool] menu.

With Hot key set to "Off", the commands are executed only when the window is active.

With Hot key set to "On", the commands are executed regardless of whether or not the window is active.

Commands assigned to keys are operational even if another window is open on the display on top of the Dictation Module screen.



For information on default key assignments for each function, refer to [Default Key Assignments](#).

6 Configuring with the Device Connected

This chapter describes how to control the functions provided by the device via Dictation Module.

[!\[\]\(343507b81ed7f5d5f10ac51534bed10b_img.jpg\) Switching the Device Mode](#)

[!\[\]\(7aba086d9a7bfcf7e5633c48194f8b1f_img.jpg\) Using the Device as a USB Speaker / Microphone](#)

[!\[\]\(298e8b6fa4bcb31fe0243b48d6a5dbe5_img.jpg\) Transferring the Date and Time](#)

6.1 Switching the Device Mode

Dictation Module automatically switches the recorder to Composite mode when the **Direct Recording window** opens. When returning to the **Main window** after a recording has been completed, the recorder will automatically switch back to Storage mode. Storage and Composite modes can also be switched manually.

To manually switch the device mode, perform the following steps:

■ Procedure



1. Right-click a device and select [Change Device Mode] from the context menu.

Or select the device and click .

→ The mode of selected device will be changed.

6.2 Using the Device as a USB Speaker / Microphone

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

	USB speaker and USB microphone capabilities cannot be used simultaneously.
	For support for each device model, refer to Functional Support of Recorders.

Using a Recorder as a USB Microphone

A supported recorder can be used as a microphone when making a recording with Dictation Module.

■ Procedure

1. Connect a recorder to the PC.

→ The **Main window** will automatically open.
Displaying the Direct Recording window automatically enables use as a USB microphone.

Using a Recorder as a USB Speaker

A supported recorder can be used as a speaker when playing sound. When specified as a speaker, a digital voice recorder will be used as a speaker by other software on the PC as well.

■ Procedure


1. Connect a recorder to the PC.

→ The **Main window** will automatically open.

2. Switch the recorder to Composite mode by selecting [Change Device Mode] from the [Device] menu.

3. Select [Select Speaker] - [OM Digital Solutions Device Speaker] from the [Tool] menu.

→ The USB-connected recorder can now be used as a speaker.


	If several devices are connected, click [Change Device Mode] on the [Device] menu to display the Device Select dialog box. Select the device and click [OK].
---	--

6.3 Transferring the Date and Time

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

■ Procedure

1. Right-click the device and select [Synchronize Date/Time] from the context menu.

Or click  on the toolbar.

→ Date and time data will be transferred to the recorder.



- Transferring can be performed when the device mode is Storage mode, but not when it is Audio mode.

7 Configuring and Customizing the Device

With device configuration, the settings of each device can be obtained, configured, read, and saved.

The configurable setting items of a device are displayed in categorized tree form. Clicking an item in the tree switches the window to display the corresponding settings.

[!\[\]\(98ece4d13f19770642db27ae956e1502_img.jpg\) Configuring for a Connected Device](#)

[!\[\]\(fe8db1a597a66b39d2483e5f97fadb89_img.jpg\) Configuring for a Selected Device Model](#)

7.1 Configuring for a Connected Device

To configure the settings of a connected device, perform the following steps:

■ Procedure


1. Right-click a device in the Device Tree View and select [Device Settings] from the context menu.

Or click  in the Device Tree View.


→ The Device Settings dialog box will appear.


2. Edit the settings as needed.

For details on the configuration, refer to "[Device](#)".

 [Load] : Clicking this button loads the settings of the connected device.

 [Update] : Clicking this button updates the settings of the connected device.

 [Reset] : Clicking this button returns the settings of the connected device to the default settings.

 [Set Job Number]: The job number can be set in the range of 0 to 9999.



Only job numbers that are larger than the current number can be set. All the files in a device must be deleted before a smaller job number can be set.

3. Click [OK].

→ The settings will be saved and the window will close.





7.2 Configuring for a Selected Device Model

The following procedure shows how to configure the settings for a selected device model, regardless of whether or not the device is connected:

■ Procedure

1. Select [Option] from the [Tool] menu.
2. Click the Device tab.
 - The Device dialog box will appear. It will display the same information as the Device Setting dialog box.
3. Use the drop-down list in the upper left to select the model name of the device you want to configure.
4. Configure option settings as required.

For details on the configuration, refer to "[Device](#)". Connecting the model you selected in step 3 to the PC will enable updating of the settings of the connected device using the buttons listed below.

-  [Load] : Clicking this button loads the settings of the connected device.
-  [Update] : Clicking this button updates the settings of the connected device.
-  [Reset] : Clicking this button returns the settings of the connected device to the default settings.
-  [Set Job Number]: The job number can be set in the range of 0 to 9999.





Only job numbers that are larger than the current number can be set. All the files in a device must be deleted before a smaller job number can be set.

5. Click [OK].
 - The settings will be saved and the window will close.

8 Option Settings on Operating Conditions

This chapter describes how to configure the operating conditions of Dictation Module.


The following options, which are marked with a lock icon  , cannot be changed by the Author.

 To modify these items, contact the Administrator.

Category	Functions
<input type="checkbox"/> Folder Design	Designs the folders used by an Author or Transcriptionist
<input type="checkbox"/> Workflow	Configures the workflows performed by an Author or Transcriptionist
<input type="checkbox"/> User Settings	Configures items related to usability
<input type="checkbox"/> E-mail / FTP	Configures email or FTP for users
<input type="checkbox"/> Device	Configures the devices used by an Author or Transcriptionist

8.1 Folder Design

This category is provided to customize the folders for storage of audio and document files.

The items with the lock icon  can only be enabled or disabled by the Administrator.

■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [Folder Design].
→ The Folder Design dialog box will appear.
3. Select a folder to be configured from the folder tree on the left, and configure its settings in the Folder Properties box on the right.

[OK]: Secures the settings

[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file



For information on applications and functions of the Dictation Tray and Document Tray, refer to [How Folders Work](#).

[Folder Properties](#)

[Attributes](#)

[Actions](#)

8.1.1 Folder Properties

The Folder Properties box displays the properties of a folder selected from the folder tree.

Properties are configured for each folder.

Configurable properties vary depending on the folder type.

[Attributes](#)

[Enabled](#)

[Name](#)

[Synchronize Folder Name](#)

[Path](#)

[Encryption](#)

[Password](#)

[Ownership](#)

[Document Type](#)

[Actions](#)


[Auto Download](#)

[Format Conversion](#)

- [Send via E-mail](#)
- [Send via E-mail \(Alternate Profile\)](#)
- [Send via FTP](#)
- [Send via FTP \(Alternate Profile\)](#)
- [Backup](#)
- [Clean](#)
- [Purge](#)



How to configure the properties

The properties can be configured with either one of the following two methods: By clicking [+], or by clicking  to display a dialog box where they can be configured. Both ways allow for configuration of the properties.

8.1.2 Attributes

The following folder attributes can be configured.

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

Enabled

This attribute sets whether or not to display the folder in the folder tree.

This setting works with the ON/OFF setting of the checkbox in the folder tree.

With this attribute set to False (Hidden), the folder is not displayed in the application's folder tree, and files cannot be manipulated (downloaded, imported, moved, or copied) with the folder.

Name

This attribute sets the folder name.


It can be entered by clicking on the cell.

Synchronize Folder Name

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

through the Path attribute.

Path


This attribute sets the folder path. It can be configured using the Browse for Folder dialog box, which is displayed by clicking .

Encryption

With the Encryption attribute set to "Yes", files in the folder are encrypted. Moving the folder does not affect the Encryption attribute.

Password

If the Encryption attribute is enabled, the encryption password for files stored in the folder needs to be specified.

The password is set or modified in the Encryption Password dialog box, which is displayed by clicking . It can be specified using 4 to 16 one-byte alphanumeric characters.

DSSPro Encryption Format configures the strength of security settings for encryption of files recorded with the DSS Pro format. "High" can implement a more secure encryption.



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

Ownership

With the Ownership attribute set to "Yes", a dictation file is not moved to the Transcription Module Finished folder even after it has been transcribed.

The Ownership attribute can be set for the Download tray and custom folders. Their subfolders will also have the same Ownership attribute.

Ownership	Auto Collection	Transcription Finished Dictation files
Yes	Yes	Moved to the Finished folder in Dictation Module (set as a rule)
	No	Not moved
No	Yes	Moved to the Finished folder in Transcription Module (set as a rule)
	No	Not moved




For the fundamentals of the Ownership attribute, refer to [Ownership Attribute](#).

Document Type

This is an attribute configured for the Document Tray. It sets the supported types (extensions) of document

files.

The extensions of document files are registered in the Supported Document Type dialog box, which is displayed by clicking .

Up to 100 extensions can be configured.

8.1.3 Actions

The following folder actions can be configured.

- [Auto Download](#)
- [Format Conversion](#)
- [Send via E-mail](#)
- [Send via E-mail \(Alternate Profile\)](#)
- [Send via FTP](#)
- [Send via FTP \(Alternate Profile\)](#)
- [Backup](#)
- [Clean](#)
- [Purge](#)
- [Background Speech Recognition](#)

Auto Download

This option sets whether or not to automatically download dictation files from the recorder.

When this option is set to "Yes", dictation files are automatically downloaded from various storage media detected in the device. When they have been downloaded successfully, a completion message is temporarily displayed.

Format Conversion

This option sets automatic conversion of files stored in the folder.

By clicking [+], format conversion can be configured.

- Enabled : Enables or disables auto format conversion
- Target Format : Selects the file format
- Format Attributes : Selects the audio format
- Original Dictation : Deletes the original file after conversion


These settings can also be configured in the Convert Dictation Settings dialog box, which is displayed by clicking .

Send via E-mail

This option sets whether or not to automatically send the folder files via E-mail.

By clicking [+], automatic transmission via E-mail can be configured.

Auto Send	: Enables or disables automatic transmission via E-mail
Profile	: Selects a profile for automatic transmission
TO	: The destination of an E-mail
CC	: Additional destinations disclosed to the recipients
BCC	: Additional destinations not disclosed to the recipients
Subject	: The title of an E-mail
Message	: The main message of an E-mail
Confirmation dialog box	: Shows or hides the confirmation dialog box when an E-mail is automatically sent

These settings can also be configured in the Set E-mail Destinations dialog box, which is displayed by clicking .

- With multiple E-mail profiles configured, the Select E-mail Profile dialog box will appear.
- With no E-mail profiles configured, the confirmation dialog box will appear, allowing the creation of a new E-mail profile. => [\[E-mail / FTP\]](#)

Send via E-mail (Alternate Profile)

Setting the "Auto Send" attribute to "Yes" enables the alternate setting for "Auto Send via E-mail".

This profile is used for sending an email when it cannot be sent with the "Auto Send via E-mail" profile.


If it cannot be sent with either "Auto Send via E-mail" or "Auto Send via E-mail (Alternate)", a warning message will appear, allowing the user to decide which profile to use.

Send via FTP

This option sets whether or not to automatically send the folder files via FTP.

By clicking [+], automatic transmission via FTP can be configured.

Auto Send	: Enables or disables automatic transmission via FTP
Profile	: The profile used for automatic transmission
Confirmation dialog box	: Shows or hides the confirmation dialog box when a file is automatically sent

These settings can also be configured in the Set FTP Destinations dialog box, which is displayed by clicking .

With no FTP profiles configured, the confirmation dialog box will appear, allowing the creation of a new FTP

profile.

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

Send via FTP (Alternate Profile)

Setting the "Auto Send" attribute to "Yes" enables the alternate setting for "Auto Send via FTP".

This profile is used to try sending a file via FTP when it cannot be sent with the "Auto Send via FTP" profile.

If it cannot be sent with either "Auto Send via FTP" or "Auto Send via FTP (Alternate)", a warning message will appear, allowing the user to decide which profile to use.

Backup

When "Backup" is enabled, the files in the folder are backed up to the Backup folder.

Clean

This option sets the retention period for the files in the folder.

The settings include whether or not to move the files to the Recycle Box, and whether or not to delete them permanently once the retention period has expired.

Retention Period	:	Sets the length of time until file cleaning occurs after the files have been moved to the Finished/Sent Items folder
Value	:	1-99
Unit	:	Month(s)/Week(s)/Day(s)

By clicking [+], the cleaning function can be configured.

Enabled	:	Enables or disables the cleaning function
Aging period	:	The minimum age of files to which cleaning is applied (Default: 1 month)
Option	:	The conditions for deleting cleaned files

These settings can also be configured in the Cleaning Settings dialog box, which is displayed by clicking .

Purge

This option is configured for the Backup folder or Recycle Box. When Purge is enabled, the files in the folder will be automatically deleted (purged) after the retention period has expired.

By clicking [+], the purge function can be configured.

Enabled	:	Enables or disables the purge function
Target	:	The minimum age of files to which purging is applied (Default: 1 month)

Value : 1-99
Unit : Month(s)/Week(s)/Day(s)

These settings can also be configured in the Purge Settings dialog box, which is displayed by clicking .

Background Speech Recognition

This option sets the execution rule for background speech recognition.


By clicking [+], the purge function can be configured.

Auto queue: Enables/disables auto queuing

Target: Condition of the files to be automatically queued.


(Default: Files after downloading, importing and direct recording)

Use a rule: Enables/disables the rule settings (specification of author ID and worktype ID).

These settings can also be configured in the Background Speech Recognition dialog box, which is displayed by clicking .

8.2 Workflow

The ODMS R8 provides a Workflow, a configured series of operations when downloading and editing a dictation file.

The items with the lock icon  can only be enabled or disabled by the Administrator.

■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [Workflow].
→ The Workflow dialog box will appear.
3. Select an item from the tree on the left and configure it on the right.

[OK]: Secures the settings


[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file

- [General](#)
- [Download](#)
- [Advanced Download](#)
- [Import](#)
- [Author](#)
- [Worktype](#)
- [Direct Recording](#)
- [Hands Free Recording](#)
- [Speech recognition - General](#)
- [Speech recognition – Real-time Speech Recognition](#)
- [Speech recognition – Background Speech Recognition](#)
- [Speech recognition – Text Correction](#)
- [Speech recognition – Template](#)
- [Speech recognition – Dragon](#)
- [Receive](#)
- [Notification](#)
- [Auto collection](#)
- [Logging](#)

8.2.1 General

This category configures the general settings for a workflow.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Delete Option](#)

[Device Synchronization](#)

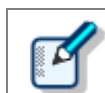
[Filename Resolution](#)

[Refresh interval](#)

Delete Option

This option selects how to handle a dictation file when it has been deleted using [Delete] on the [Edit] menu or the [Ctrl+D] shortcut keys.

- When "Move to Recycle Box" is selected, deleted files are moved to the Recycle Box.
- When "Delete completely" is selected, deleted files are permanently deleted.



- With "Move to Recycle Box" selected for "Delete Option", pressing [Shift]+[Delete] executes "Delete completely".
- With "Delete completely" selected for "Delete Option", pressing [Shift]+[Delete] executes "Move to Recycle Box".
- This option can only affect dictation files. Deleting a document file always executes "Delete Completely," resulting in permanent deletion.

Device Synchronization

This option sets whether or not to automatically synchronize the DVR (recorder) clock setting with the time on the PC when the DVR is connected to the PC.

When "Do not display dialog" is enabled, the DVR clock will synchronize with the PC time settings without displaying a confirmation dialog.

Filename Resolution

This option sets whether or not to rename a dictation file when it is downloaded, imported, or dragged and dropped.

- When "Automatic rename" is selected, the file is automatically renamed if there is a file with the same name in the destination folder.
- When "Prompt user for Action" is selected, after receiving a message, the user can select overwriting or renaming of the file if there is a file with the same name in the destination folder.

Refresh interval


This option configures refreshing of the current folder.

When "Refresh folders automatically every" is enabled, the file information displayed in the Content List View is periodically refreshed. The refresh interval is configured with "Refresh interval" (1-999 minutes).

8.2.2 Download

This category configures operations when a dictation file is downloaded.

For a downloaded file, the message displayed, file naming rule, and deletion criteria can be configured.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Automatic Download](#)

[Job Data Settings](#)

[Rename](#)

[Delete](#)

Automatic Download

The automatic download option enables the PC to automatically receive audio data from the device after detecting it.

The following settings can be configured only for automatic-download-enabled folders.

Do not display the Main window

When this option is enabled, detection of a device auto starts the Dictation Module without displaying the **Main window**, performs auto download only, and then exits the Dictation Module.

Prompt for selecting the file to be downloaded

When "Prompt for selecting the file to download" is enabled, the dialog box for selecting the files to download appears when they are downloaded. Only the files you have selected will be downloaded.

Download destination when DS-9500 is connected via USB

When "Download files to the Wi-Fi transfer destination set in the DS-9500" is enabled, the files will be downloaded to the Wi-Fi transfer destination set in the DS-9500. If transfer is not possible, an error message will be displayed and the files will not be downloaded.

Job Data Settings

If "Prompt for data every time a file is downloaded" is enabled, the Edit Job Data dialog box is displayed when downloading files.

You can confirm the following settings as you download.

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

Rename

When "Rename downloaded files with the set format" is enabled, a downloaded file is renamed according to 128/222

a naming rule.

The naming rule can be configured in the Format Options dialog box, which is displayed by clicking [Format].

The items to be included in a file name, with a separator between them, can be defined.


Delete

This option sets how to delete a dictation file in the device after it has been downloaded.

When "After downloading file(s), delete the original file(s)" is enabled, the original file is deleted after the file has been downloaded.

- When "Display confirmation dialog" is enabled, a confirmation dialog box appears before the file can be deleted.
- When "Delete locked file(s)" is enabled, even locked files are deleted after importing.

8.2.3 Advanced Download

Advanced download configures settings to route dictation files as they are downloaded to specific folders. Items that have a lock icon  can be configured and canceled by the system administrator only.

[Advanced Download](#)

[Routing Rule Table](#)

Advanced download

Downloads dictation files to specific folders or folders assigned the Author ID and Worktype ID.



- [Download folder A-G] menus will be disabled when the option is enabled. Use [Download All] when downloading the files.
- Auto download settings work in accordance with the [Auto Download] settings of the Download Tray. The [Auto Download] settings of individual folders (such as Folder A, etc.) are not displayed and are disabled.

When the "Download all dictations to..." option is enabled, select the download method.

- When "Specific folder" is selected, all dictation files in the device are downloaded into the specified folder.
- When the "Routing according to the following conditions" option is selected, files are routed to each folder in accordance with routing rules.

Routing Rule Table

The routing rule table configures auto routing rules used when downloading and importing dictation files. Setting up storage destination folders in accordance with Author ID/Workforce ID combinations automatically routes dictation files to folders that conform to conditions during download and import. Routing rule table conditions are applied only when the "Routing according to the following conditions" option is selected.


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

- To add a rule, click the [Add] button, and then make settings in the displayed Rule Settings dialog box.
- To modify a rule, select it in the list and then click the [Modify] button. Modify rules on the Rule Settings dialog box.
- To delete a rule, select it in the list and then click the [Remove] button.

8.2.4 Import

This category configures operations when a dictation file is imported.

The message to display and the file naming rule when the file is imported can be configured.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Job Data Settings](#)

[Rename](#)

[Delete](#)

Job Data Settings

When "Prompt for data every time a file is imported" is enabled, the Edit Job Data dialog box appears when a file is imported.

Files can be imported after their Worktypes and Option Items are each verified and configured.

Rename

When "Rename imported files with the set format" is enabled, an imported file is renamed according to a naming rule.

The naming rule can be configured in the Format Options dialog box, which is displayed by clicking [Format].

The items to be included in a file name, with a separator between them, can be defined.

Delete

This option sets how to delete a dictation file after it has been imported.

When "After importing file(s), delete the original file(s)" is enabled, the original file is deleted after the file has been imported.

- When "Display confirmation dialog" is enabled, a confirmation dialog box appears before the file can be deleted.
- When "Delete locked file(s)" is enabled, even locked files are deleted.

8.2.5 Author

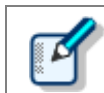
This category configures Authors.

Author ID and Priority Level registered here can be selected when creating a new dictation File with a function such as direct recording.

Up to 10 Authors can be registered.

- To add an Author, register it in the Author Property dialog box, which is displayed by clicking [Add].

- To modify an Author, select the Author ID and click [Modify]. Then, make changes to the Author in the Author Property dialog box.
- To delete an Author, select the Author ID and click [Remove].
- To change the order of Authors, select an Author ID and use the [Up] and [Down] buttons.



- An Author ID can be specified using up to 16 characters.
- The Priority Level can be configured in the range of 0 to 15.

8.2.6 Worktype

Multiple registered Worktype Lists can be transferred to the recorder.

When recording a dictation file with direct recording or a recorder, selecting a Worktype ID enables information such as option items to be automatically recorded in the file.

Up to 20 Worktype Lists can be registered.

- To add a Worktype List, configure it in the Worktype Property dialog box, which is displayed by clicking [Add].
- To modify a Worktype List, select an Author ID and click [Modify]. Then, make changes to the Worktype List in the Worktype Property dialog box.
- To delete a Worktype List, select an Author ID and click [Remove].
- To change the order of Worktype Lists, select an Author ID and use the [Up] and [Down] buttons.


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

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

8.2.7 Direct Recording

Direct recording parameters are configured here.

These options are enabled for Direct Recording with an OM Digital Solutions direct recording device.

The items with the lock icon  can only be enabled or disabled by the Administrator.

- [Basic Settings](#)
- [Prompt Option](#)
- [Button function](#)
- [Start option](#)
- [\[New\] button operation](#)
- [Voice comments](#)
- [VCVA](#)

Basic Settings

Recording Format

This option sets the recording format for Direct Recording.

The recording format can be selected in the Recording Format Setting dialog box, which is displayed by clicking [Format].

File Name Format

This option defines the file naming rule for a new recording.

The naming rule can be configured in the Format Options dialog box, which is displayed by clicking [Format]. The items to be included in a file name, with a separator between them, can be defined.

(Default: First 4 characters of Author ID + Job No.)

Destination folder

This option specifies the default saving folder, which is displayed by clicking [Finished] in the **Direct Recording window** after performing Direct Recording.

Clicking the [Browse] button displays a Modify Destination Folder dialog box, which can be used to select a storage folder.

Prompt Option

When "Prompt for job data when direct recording is started" is enabled, the Edit Job Data dialog box appears when Direct Recording is performed, which enables the user to verify and modify data, such as Worktype ID and Option Items, before starting recording.

When "Prompt for confirmation when direct recording is finished" is enabled, the Dictation Finished dialog box appears when a dictation has been finished. (Default: enabled)

Button function

When "Change the slide switch REV position to REW" is enabled, the [REV] button function for direct recording is changed to [REW].

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

Start Option

This option configures operations when a direct recording device is used.

When this option is enabled, the **Direct Recording window**, instead of the **Main window**, is opened when Dictation Module is running while RecMic is connected. Exiting the Direct Recording window displays the Main window.

[New] button operation

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

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

Voice comments

When "Verbal comment" is enabled, a verbal comment can be recorded. (Default: enabled)

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

VCVA

VCVA (Variable Control Voice Actuator) can be turned OFF by setting the slider to Min.

Moving the slider toward Max lowers the sound detection level.

- When "Activate VCVA" is enabled, the VCVA level adjustment is applied.
- The VCVA level can be adjusted to 10 different levels from 0 to 9.

8.2.8 Hands Free Recording

If an OM Digital Solutions foot switch is connected to the PC, pedal operations can be used to perform dictation recording while the **Direct Recording** window is displayed, without doing button operations on the Direct Recording Window, microphone device, etc.


Items	Functions	Default
Pedal Operation	Select the operation mode for the foot switch.	Continuous Press
Model	Selects a sample image for a foot switch on the option dialog.	RS31

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

Pedal Operation	Command	Functions
Continuous Press	REV/PLAY	Rewind (Review) is performed while the pedal is pressed.
	REC/STOP	Recording is performed while the pedal is pressed.
	NEW	Pressing the pedal creates a new dictation file.
	DISABLE	Disables pedal operation.
	CUE/PLAY	Fast forward (Cue) is performed while the pedal is pressed.
	INSERT/STOP	Insert recording is performed at the indicator position while the pedal is depressed.
	STOP	Pressing the pedal stops playback.
	EOF/BOF	Pressing the pedal moves the indicator to the end of the file.
	INDEX	Pressing the pedal inserts an index mark at the indicator position.
Short Press	PRIORITY	Pressing the pedal switches the status of the dictation file being recorded to Priority. (High<->Normal)
	REW/STOP	Pressing the pedal starts rewind. Pressing the pedal again stops rewind.
	PLAY/STOP	Pressing the pedal starts playback from the indicator position. Pressing the pedal again stops playback.
	REC/STOP	Pressing the pedal starts recording. Pressing the pedal again stops recording.
	NEW	Pressing the pedal creates a new dictation file.
	DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
	FF/STOP	Pressing the pedal starts fast forward. Pressing the pedal again stops rewind.
	INSERT/STOP	Pressing the pedal starts insert recording from the indicator position.
	EOF/BOF	Pressing the pedal moves the indicator to the end of the file.
INDEX	Pressing the pedal inserts an index mark at the indicator position.	
PRIORITY	Pressing the pedal switches the status of the dictation file being recorded to Priority. (High<->Normal)	

8.2.9 Speech Recognition - General

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

Items that have a lock icon  can be configured and canceled by the system administrator only.

Enable Speech Recognition

Enables and disables speech recognition with the Dictation Module.


When the "Enable Speech Recognition features" check box is selected, all speech recognition functions are enabled. When the check box is not selected, speech recognition functions are not displayed on the Dictation Module screen and no speech recognition functions are available for use.

Adaptation

With adaptation, the speech recognition software learns user corrections to the document generated by the speech recognition process, which improves future speech recognition.

When the "Do adaptation" check box is selected, the file on which speech recognition is being performed is automatically added to the adaptation list when its status becomes Transcription.Finished. Or, it is added automatically to the Adaptation folder when a file of corrected speech recognition results is received via e-mail or FTP.

8.2.10 Speech recognition – Real-time Speech Recognition

These are settings for configuring options used for real-time speech recognition with the Dictation Module. Items that have a lock icon  can be configured and canceled by the system administrator only.

Basic Settings

These are rules for generation of dictation files when running real-time speech recognition.

File Name Format

These are rules for naming files when performing real-time speech recognition.

To configure a naming rule, click the [Format] button, and then configure settings on the Format Options dialog box that appears. You can specify items included in file names and the item delimiter character.

Destination Folder

This option specifies the default storage destination folder that is displayed when real-time speech recognition is complete.

Clicking the [Browse] button displays a Modify Destination Folder dialog box, which can be used to select a storage folder.

Prompt Option

If “Prompt for job data when direct recording is started” is enabled, the Edit Job Data dialog box is displayed when real-time speech recognition starts.


Speech Recognition Editor

Selecting the “Change Speech Recognition Editor border during recording” check box draws a border of the specified color around the Speech Recognition Editor text area while speech recognition is being performed.

- You can select colors for Speech Recognition and for Sleep from the drop-down list.
- By clicking [Custom], the color can be customized and added as a new color to the drop-down list.

8.2.11 Speech recognition – Background Speech Recognition

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

Items that have a lock icon  can be configured and canceled by the system administrator only.

Queuing Control

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


While “Start recognition queue automatically when new files are added the queue” is enabled, background speech recognition starts automatically whenever a file is added to the speech recognition queue. If “Start recognition queue automatically when new files are added the queue” is disabled, background speech recognition does not start until the user executes the [Start Recognition Queue] command.

Others

Performing background speech recognition while “Use Noise Cancellation” is enabled will perform speech recognition with noise cancellation being performed on the recorded data. This reduces any noise introduced during recording and enables an improved speech recognition rate.

8.2.12 Speech recognition – Text Correction

These are settings for configuring options used when correcting text generated by speech recognition with the dictation module.

Items that have a lock icon  can be configured and canceled by the system administrator only.

Focusing

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

Finishing

Enabling “Prompt for confirmation when text correcting is finished” will display a dialog box for confirming the dictation file output destination and other settings whenever real-time speech recognition or speech recognition result correction is complete.

This setting is applied only when [Finished] is executed from the Speech Recognition Editor for real-time speech recognition processing or correction following speech recognition. Settings to be used after recording with the Direct Recording Window are configured on the [Direct Recording](#) screen.

Enabling “Export documentation” will convert the text of a speech recognition results to a specified file format and output it when [Finished] is executed from the Speech Recognition Editor.

- Use [Output Format] to specify the output file format.
- [Output Format] specifies the output destination folder for the converted document files.

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

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


Field Replacement

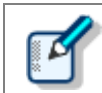
With ODMS, you can insert fields bracketed by the [...] delimiters in template files being used while speech recognition is running according to the Add Fields dialog box.

If “Automatically Replace Field” is enabled, the various fields can be replaced, while editing the speech recognition results, with information controlled by ODMS.

8.2.13 Speech recognition – Template

These are template file settings that are used during execution of speech recognition. A template file is a document pattern file that embeds, by default, formats that are always used by the user, such as a name input box. The speech recognition results of both real-time speech recognition and background speech recognition can be output to a template file.

Items that have a lock icon  can be configured and canceled by the system administrator only.



- Only Rich Text Format files are supported. Only Rich Text Format files can be specified as a template file.
- If you want to add headers or footers, edit the data in Microsoft Word or some other application, and then save the data in a rich text format (.rtf).
- Using the Windows-1252 code page as the template file is recommended. A warning message appears if any other code page is specified as the template.

Templates

Enabling “Use document templates in Speech Recognition” will automatically open a Rich Text Format file in the Speech Recognition Editor text area in accordance with the rules configured by the template whenever real-time speech recognition is started. Performing background speech recognition will cause the specified template file to be output for the transcribe result.

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

- Rules are created for Author ID and Worktype ID combinations.
- When rules are created without specifying either of the IDs, the non-specified condition is interpreted as “unconditional”, which is interpreted as everything matching. For example, if “OMDS” is specified for the Author ID and nothing is specified for the Worktype ID, any “OMDS” Author ID is judged to be a match, regardless of the Worktype ID.
- To add a rule, click the [Add] button, and then make settings in the displayed Template Association dialog box.
- To modify a rule, select a template in the list and then click the [Modify] button. Modify rules on the Template Association dialog box.
- To delete a rule, select a template in the list and then click the [Remove] button.

Inserting field in templates

Normally, speech recognition result text is output from the beginning of the Rich Text Format file. When using a template file, however, there may be cases when you want to include the author name, speech recognition date, or other information also. For these cases, use WordPad, the standard Windows rich text editor in advance to add the necessary fields, such as dictation file header information or date information, so that when Speech Recognition Editor or Text Collection Window starts or stops, this function replaces the fields with the actual information.

To add a field, open a template in WordPad, select [Speech Recognition] - [Add Fields to Template] menu, and add the fields you require to the template from the Add Fields dialog box.

Speech Recognition Result Starting Position

The start position for speech recognition is normally output from the top of the rich text file. But, if you want to output speech recognition results from an arbitrary position described in the data, such as the author's name or the date speech recognition was done, insert a [VR_START_POSITION] field in the template file from Add Fields dialog box. Then when speech recognition is performed, speech recognition results are output starting from the position where [VR_START_POSITION] is located. The [VR_START_POSITION] tag itself is automatically deleted when speech recognition results are output. It does not remain as part of the speech recognition result.



- [VR_START_POSITION] is valid for both real-time speech recognition and background speech recognition. In the case of real-time speech recognition, the cursor is moved to the [VR_START_POSITION] location when the Speech Recognition Editor is started up.

```
AUTHOR NAME : Author  
TRANSCRIBE DATE : 20xx/8/21  
[VR_START_POSITION]  
  
--The End of File|--
```

Templates and Adaptation

With adaptation, the Dragon speech recognition engine learns by comparing speech recognized dictation data with the text data.


In the case of speech recognition using a template file, the applicable audio is not in the part in the template where data is first inserted. When performing adaptation, any part of the template that does not contain audio is not used for adaptation.

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

In order to use the adaptation function to teach particular terms to the speech recognition engine, the actual author must say the terms and they must be learned for speech recognition. Terms also can be learned directly by the speech recognition engine using functions such as Dragon Train Word.

8.2.14 Speech recognition – Dragon

These are settings for configuring Dragon.

Items that have a lock icon  can be configured and canceled by the system administrator only.

Dragon User Profile

With Dragon speech recognition, user profiles (files that record personal settings, speech recognition results and other information) are created to perform speech recognition. The speech recognition rate is improved by reflecting the speech recognition results in the profiles.

User profiles can be placed locally or also on the network for sharing with multiple users (Group edition only). This setting specifies the management method for Dragon user profiles.

User Profile Location

Dragon has two methods that can be used for managing Dragon user profiles. Though selection of the method is a Dragon setting, the setting also can be configured from the Dictation Module.

Use Local Profile

Use of "Use Local Profile" is possible when a user performs speech recognition on their own PC. When "Use Local Profile" is selected, Dragon user profiles can be managed on the local PC where Dragon is installed.

This method can be used only with Dragon user profiles that are present on the local PC when speech recognition is performed.

Use Dragon Roaming

Use of roaming profile function is possible when a user shares the Dragon user profile with a transcriptionist.

When "Use Dragon Roaming" is selected, Dragon user profiles can be shared by specifying the shared folder on the network specified in the [Roaming Folder Path] box.

Speech recognition can also be performed in an off-line environment by using the cache function.

- Use the following procedure to set the Roaming Profile settings and cache function settings in Dragon.
 - Step 1: Enable Roaming User Profile from Dragon Settings - Administrative Settings - [Roaming] tab.
 - Step 2: Specify local paths for the roaming directories and local directory (for cache).

Profile Map

Specifies all Author Dragon user profiles that can possibly perform speech recognition with Dictation Module. When executing background speech recognition, the Dragon user profile used by each author must be switched. Because of this, Dragon profile and microphone device to be used during speech recognition are associated, keying on the Author ID recorded to a dictation file.

- To add a profile and Author ID matching condition, click the [Add] button, and then configure settings on the Profile Map dialog box that appears.
- To modify Profile and Author ID matching conditions, select the condition you want to modify on the Profile Map, and then click the [Modify] button to display the Profile Map dialog box.
- To delete Profile and Author ID matching conditions, select the condition you want to delete on the Profile Map, and then click the [Remove] button.

Dragon Profile

When using speech recognition functions, the Dragon user profile specified by [Dragon Profile] is automatically opened in the background and used during speech recognition. On the drop-down list, select Dragon user profile name of the author who is recording the dictation.

With Dictation Module, you can specify multiple Dragon user profiles by combining specified Author IDs.



- The drop-down list shows the names of all user profiles present in the location selected with [User Profile Location].

Vocabulary

Vocabulary shows the user dialect, terminology, and other information (“U.S. English - General”, etc.) that was registered when a Dragon user profile was created by Dragon.

Dictation Source : Real-time

This feature is used to select the microphone device to be used when performing real-time speech recognition.

The Dragon user profile selected by [Dragon Profile] will display an alert button next to “Train Profile” if training has not been performed for the selected microphone device. To improve the speech recognition rate, you need to train the Dragon user profile using the same microphone that you will use for actual real-time speech recognition. If you use the microphone that actually will be used for recording to perform training, the noise characteristics and other characteristics of the microphone device will be remembered by the Dragon user profile, which can improve the speech recognition rate.

Dictation Source : Background

This setting is used to select the recorder or microphone devices for recording a file to be

submitted for background speech recognition. When using a microphone device that is different from the one used for real-time speech recognition, register a real-time speech recognition device and a background speech recognition device, using Dragon, for the user specified by the [Dragon Profile] box.

Author ID

Select if a Dragon user profile is specified for each author when using a speech recognition type of function. Normally the author ID is not specified, the [Dragon Profile] specified for the Dragon user profile to be used. When multiple authors are performing speech recognition with the Dictation Module on the same PC and as the same (Dictation Module) user, the Dragon user profile corresponding to this Author ID specification is set.



- The selected Author ID can be specified from the author IDs registered in Option settings [Workflow] - [Author].
=> [\[Workflow\] - Author](#)

Dragon User Command

You can create voice commands by using [Create New Command].

Also, by registering ODMS user commands (up to 10 commands) by using [Assign User Command], you can assign the following operations to hot keys or buttons.

- In Option Settings [User Settings]-[Keyboard], you can assign user commands in the Dragon User Command category to any short-cut keys.
- In Option Settings select RecMic for [Device], and use the RecMic device button settings to assign the user command to any button.
- In Option Settings select Voice Recorder for [Device], and use the PC Link button settings to assign the user command to function buttons [F1] to [F3].



- The voice commands are registered to the User Profile of Dragon.

Dragon Engine Configuration

Enabling "Always restart Dragon Engine" will force the Dragon speech recognition engine to restart whenever the Dictation Module is started up. Restart is not performed if the speech recognition engine is not running when the Dictation Module is started up.


Also, clicking the [Restart Now] button will immediately restart the speech recognition engine.

When "Enable to run Dictation Module and Dragon on same CPU core" is enabled, Dictation Module and the Dragon speech recognition engine are controlled to work simultaneously on the same CPU core.

8.2.15 Receive

This category configures operations when files are automatically received.

It can configure profiles, document file types, receipt notifications, and dictation file expirations.

The items with the lock icon  can only be enabled or disabled by the Administrator.


 [Receive](#)

 [Overdue transcription](#)

Receive

- When [E-mail] is enabled, files can be received via email.
=> [E-mail](#)
- When [FTP] is enabled, files can be received via FTP.
=> [FTP](#)

Multiple FTP sites can be registered. They are added to the list after registration.

When this is enabled, files can be downloaded from the specified FTP.
- Only files of the file formats whose check box are selected under "Select the extension of document file to receive" are received by E-mail/FTP.
- Clicking "Add/Remove support document type" will display the Folder Design dialog box. The Supported Document Type dialog box that appears when the  button displayed in the "Document Type" field of the [Document Tray] is pressed can be used to add and delete supported document types.

Overdue transcription

With this option is enabled, a transcription expiration date can be set to a dictation file sent via email or FTP. If the file is not sent back before its expiration, it is marked with a different color.

The length of time before expiration can be set in the range of 1 to 999 hours.

8.2.16 Notification

This setting opens a Notification Window (pop-up) when a file is added to a folder and when mail arrives via e-mail/FTP.

- [Enable notification for finishing transcription every](#)
- [Author ID](#)
- [Notification high priority dictations only](#)
- [Pop up Notification](#)
- [Sound Notification](#)
- [Support background notification when Dictation Module is not running](#)

Enable notification for finishing transcription every

If you enable this item, the user is notified by a sound and pop-up window at the specified interval when transcription is finished or speech recognition is finished. (Default: 10 minutes)

Author ID

Users are notified if the selected Author ID file is added to the folder.

You can add author IDs from Option settings [\[Workflow\] - Author](#).

Notification on high priority dictation only

Notification is made only for dictation files that are set as "High" priority.




Pop up Notification

Pop-up window notification is made only for dictation files.

When this option is enabled, clicking [Customize] button displays the Configure Notification dialog box, where the user can configure the display time and the information to be displayed in the pop-up window.

Sound Notification

Set the notification sound.


-  button: Plays the notification sound file.
-  button: Stops playback of the notification sound file.
-  button: Sets the name of the notification sound file. (Default: notify.wav)

Support background notification when Dictation Module is not running

Notification of the arrival of a new file is made even when Dictation Module has not been started.

8.2.17 Auto Collection

This function moves the dictation files with Transcription Finished status into a specified folder in the Download tray or into a custom folder. Using this option in combination with the Ownership attribute, the folder for saving the dictation files can be changed.

The items with the lock icon  can only be enabled or disabled by the Administrator.

Activate Automatic Collection Function

When this option is enabled, the dictation files with Transcription Finished status are moved to a specified folder.

Either of the following two methods is available:

- Moving the files to the Finished folder
- Moving the files to Author ID-specific folders according to a pre-defined rule

To define the rule, perform the following tasks:

- To add a rule, configure it in the Rule Settings dialog box, which is displayed by clicking [Add].
- To modify a rule, select it and click [Modify]. Then, make changes to the rule in the Rule Settings dialog box.
- To delete a rule, select it and click [Remove].


The Ownership attribute can be set for the Download tray and custom folders. Their subfolders will also have the same Ownership attribute.

Using this attribute in combination with Auto Collection, the dictation files with Transcription Finished status can be automatically moved to the Finished folder.

Ownership	Auto Collection	Transcription Finished Dictation Files
Yes	Yes	Moved to the Finished folder in Dictation Module (set as a rule)
	No	Not moved
No	Yes	Moved to the Finished folder in Transcription Module (set as a rule)
	No	Not moved

8.2.18 Logging

Set the profile for log file output.


For items marked with  (icon for locking), only the administrator can change the settings.

User Operations

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

8.3 User Settings

This category provides user-customized settings for using Dictation Module.

The items with the lock icon  can only be enabled or disabled by the Administrator.

■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [User Settings].
→ The User Settings dialog box will appear.
3. Select an item from the tree on the left and configure it on the right.

[OK]: Secures the settings

[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file

[General](#)

[Keyboard](#)

[Playback Control](#)

8.3.1 General


Language Selection

This option selects the language displayed by the application.

If the setting has been modified, it comes into effect only after the application has been restarted.

8.3.2 Keyboard

Specific functions can be assigned to the keys on the keyboard.

The items with the lock icon  can only be enabled or disabled by the Administrator.

Category

Selecting a category from the category list displays the command/key assignment list in the selected category.

New Key

- To add a key assignment, select a command with no key assigned, specify a key in the New Key box using the keyboard, and click [Assign]. [Alt], [Shift], and [Ctrl] can be combined with any other key.

- To modify a key assignment, select a command to be modified, specify another key in the New Key box using the keyboard, and click [Assign].
- To delete a key assignment, select a command with a key assigned, and click [Remove].
- To return key assignments to the default settings, click [Reset All].



For information on default key assignments, refer to [Default Key Assignments](#).

Current Key


If the key entered under “New Key” has already been assigned, the currently assigned command will be displayed.



For information on default key assignments, refer to [Default Key Assignments](#).

8.3.3 Playback Control

This category configures the settings for audio playback.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Control Indicators](#)

[Auto-backspace](#)

[Position](#)

[Winding speed](#)

Control Indicators

This option manages control display switching as follows:

- Shows/Hides the Speed control
- Shows/Hides the Noise Cancel control
- Shows/Hides the Tone control
- Shows/Hides the Level Meter control

Auto-backspace

Set the speed for Auto-backspace. 0.0 to 5.0 seconds (0.1 second step)

Position

When “Always on top” is enabled, the application window is always displayed on the foreground.



- This option is applied only to the Playback Control window, the Direct Recording window, and the Speech Recognition Editor.
- The Main window may not be displayed in the foreground.

Winding speed

The feed amounts of CUE/REVIEW and FF/REW can be configured in four levels.

The horizontal axis represents the length of time that has elapsed since starting (3 seconds minimum, 60 seconds maximum).

The vertical axis represents the scaling factor relative to the standard playback speed (1.5x minimum, 50x maximum).

Click any one of the four levels and adjust the scaling factor to the desired level.

Note that it cannot be adjusted to levels less or equal to the scaling factor at the previous level.

To make an adjustment, select the box displayed for each level.


- Elapsed time can be adjusted using ← and →.
- The playback scaling factor can be adjusted using ↑ and ↓.

Support playback audio during cue/review

A typical CUE operation thins out audio data for playback. With this option enabled, however, when 1.5x or 2.0x is selected, the Speed control is used to provide continuous playback without thinning out sound data.

8.3.4 Recording Bar

This category configures various settings for direct recording bar.

The items with the lock icon  can only be enabled or disabled by the Administrator.

[Display mode](#)

[Recording Bar Position](#)

[Button customization](#)

Display mode

This option switches the initial mode for a transcription. Select whether to use [Recording bar](#) or [Standard view \(Direct Recording window\)](#).

Recording Bar Position

When "Always on top of Playback control/Recording bar" is enabled, the [direct recording bar](#) or [Direct Recording window](#) is displayed as the foreground window.



This setting is not applied to the Playback Control bar in the Main window.

Button customization

This option configures the buttons to be displayed on the Transcribe bar.


- To add a button, select the button from [Non Display Button] (left), and then click the [Add->] button.
- To make a button invisible, select the button from [Display Button] (right), and then click the [<- Remove] button.
- To return the button display settings to the default settings, click [Reset].
- To change the order of displayed buttons, select a button to be moved and use the [Up] or [Down] button.



Customization of the displayed buttons is enabled only when bar display.

8.4 E-mail / FTP

This category configures the E-mail and FTP profiles.

The items with the lock icon  can only be enabled or disabled by the Administrator.


■ Procedure

- 1.** Select [Options] from the [Tool] menu.
- 2.** Click [E-mail / FTP].
→ The E-mail / FTP dialog box will appear.
- 3.** Select an item from the tree on the left and configure it on the right.

[OK]: Secures the settings

[Cancel]: Exits without modifying the settings

[Apply]: Reflects changes to the configuration file

 [E-mail](#)

 [FTP](#)

 [Send / Receive](#)

 [Proxy](#)

8.4.1 E-mail

This category can register and modify E-mail profiles. Up to 100 profiles can be registered.

The following transmission/reception protocols including Web mail are supported.

- Internet E-mail (POP3/SMTP)
- IMAP
- Microsoft Outlook (Try the new Outlook is on)
- Microsoft Outlook (Try the new Outlook is off)
- Outlook.com
- Gmail
- Yahoo! Mail

Selecting an E-mail Profile

If some profiles have already been registered, select a profile for email transmission and reception from the Default Profile drop-down list.

Registering an E-mail Profile

To register a new E-mail profile, perform the following steps:

■ Procedure

1. Click [Add].

The E-Mail Settings (Select) dialog box will appear.

2. Select an email transmission/reception protocol and click [Next].

→ If "Microsoft Outlook" is selected, you can select the inbox if there are multiple inboxes. Otherwise, the setting dialog box for the selected email profile will appear.

3. Configure settings.

→ Advanced settings, such as port settings and SSL, can be configured only when using Internet email (POP3/SMTP) and IMAP protocols. To configure these settings, click [Advanced settings].

4. When configuration has been completed, click [Finish].



For more information on email settings, contact your service provider or system administrator.

Modifying a Profile

To modify an E-mail profile, select it and click [Modify]. Then, make changes to the profile in the dialog box.

The displayed dialog box will vary depending on the selected E-mail profile.

Deleting a Profile


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

Attachment

With this option enabled, the upper limit for the total size of files attached to an email can be configured. If the limit is exceeded, a separate email will be created to accommodate the excess. The upper limit can be set in increments of 1 MB in the range of 1 to 100 MB.

8.4.2 FTP

This category configures an FTP profile.

The items with the lock icon  can only be enabled or disabled by the Administrator.

FTP Profile

Registered FTP profiles are listed. Up to 100 FTP profiles can be registered.

With multiple FTP profiles registered, files can be sent to and received from multiple registered FTP sites via FTP.


- To add an FTP profile, configure it in the FTP Settings dialog box, which is displayed by clicking [Add].
- To modify an FTP profile, select it and click [Modify]. Then, make changes to the profile in the FTP Settings dialog box.
- To delete an FTP profile, select it and click [Remove].

8.4.3 Send / Receive

This category configures the transmission and reception settings of email and FTP.

Files are sent and received via email or FTP typically when [Send and Receive] is clicked on the module.

They can also be automatically sent and received at regular intervals.

The items with the lock icon  can only be enabled or disabled by the Administrator.

Send interval

When "Automatically send files via E-mail/FTP" is enabled, dictation files can be transferred automatically.

- When "Send files in the Outbox immediately" is enabled, dictation files moved to the Outbox are sent immediately.
- When "Send files in the Outbox every" is enabled, dictation files moved to the Outbox are sent automatically at the specified interval (Default: 10 minutes).

Receive Interval

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


Management File

When sending a file via E-mail/FTP, specifies whether or not a management file is attached. A management file is a system file used when sending a dictation file or document file with ODMS R6 or ODMS R8 to share dictation file or document file related information, transcription date and time information, and other information with the sender/receiver.

- When "Send management file with the file" is selected, a dictation file, a management file, and instruction comment file (if present) are all sent together. Select this option when the addressee is an ODMS R7 user or ODMS R8 user.
- When "Do not send management file with the file" selected, only a dictation file and instruction comment file (if present) are sent. Their management file is not sent. Select this option when the addressee is not an ODMS R7 user or ODMS R8 user.

8.4.4 Proxy

This category configures a proxy.

The items with the lock icon  can only be enabled or disabled by the Administrator.


- When "Use Internet Explorer's settings" is selected, the module accesses the same proxy server as the one used by Internet Explorer.
- When "Don't use the proxy server" is selected, no proxy server is configured.
- When "Use this proxy server" is selected, the module accesses a proxy server with a specified address and port number.

8.5 Device



The device configuration allows for obtaining, configuring, initializing, and saving the settings of each device.

Using [Set job Number], the job number can be set in the range of 0 to 9999 (Dictation Module only).

The configurable setting items of a device are displayed in categorized tree form. Clicking an item in the tree switches the window to display the corresponding settings.

The items with the lock icon  can only be enabled or disabled by the Administrator.

- To return the device settings to default, click [Reset]. Note that in a window without [Reset], the settings cannot be returned to default.
- To upload the device settings, click [Update].

	<ul style="list-style-type: none">• Lock/unlock settings are configured by the administrator using the device customization program, which then applies the settings directly to the device itself.
	<ul style="list-style-type: none">• The setting items and values (ranges) of devices vary depending on the device model. For details, refer to the reference manual for each device.

8.5.1 Devices with Device Configuration Support

Devices that can be configured via Dictation Module are listed below.



The setting items and values (ranges) of devices vary depending on the device model. For details, refer to the reference manual for each device.

- [DS-9500](#)
- [DS-9100](#)
- [DS-9000](#)
- [DS-2700](#)
- [DS-2600](#)
- [RM-4010N/4110N](#)
- [RM-4000P/4010P/4015P/4100S/4110S](#)

8.5.2 DS-9500/9100/9000 Device Configuration

This section describes the device setting items and their functions.

Standalone

Common Settings

- [General](#)
- [Recording](#)
- [Display](#)
- [Recipient E-mail](#)

Administrative Settings

- [General](#)
- [Display](#)
- [Device Security](#)
- [Author List](#)
- [Worktype List](#)
- [Device Folders](#)
- [Recording](#)
- [Programmable Buttons](#)
- [Hands Free](#)
- [Wireless Network](#)
- [Wireless Download](#)
- [E-mail Profile](#)

PC Link

- [Programmable Buttons](#)

Standalone Common Settings

General

Items	Functions	Default
Beep Sound	Selects the volume of the beep sound.	Volume 2
Power Save	Selects power saving time.	10 min.
USB Class	Selects Composite or Storage mode as the USB connection mode	Composite
Memory Select	Switches the memory being accessed.	Built-in Memory
	Disable SD Card Slot Selecting this check box disables SD Card Slot operation so it is no longer recognized from the PC.	None
Cue/Review Settings(Sound)	Selects whether or not to play sound while fast-forwarding or rewinding during play back.	OFF
Cue/Review Settings(Speed)	Sets the Cue/Review speed. Move the indicator to the left or right to decrease or increase the speed respectively.	3

Review Skip	Sets the interval for reverse skipping with Review Skip.	3 seconds
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Recording

Items	Functions	Default
Microphone Mode	Sets the microphone mode.	Dictation 1
Recording Mode	Sets the recording mode.	DSS - QP
Microphone Sensitivity	Sets Microphone Sensitivity	Middle
VCVA Mode	Sets VCVA mode (voice-activated recording) ON/OFF.	OFF

Display

Items	Functions	Default
Backlight - Lighting Time	Specifies the backlight illumination time when the device is operated.	10 Seconds
Backlight - Dim light time	Specifies the dim backlight time after the "Lighting Time" elapses. When the dim light mode is entered while "Always ON" is selected, the backlight will remain lit in the dim light mode until the next device operation.	Always ON
Backlight - Brightness	Specifies backlight brightness. A larger value indicates a higher level of backlight brightness.	2
LED Mode	Sets LED ON/OFF.	ON
Date Format	Specifies the date display format. If synchronizing the recorder time with that of the PC, enable "Use PC Settings".	M.D.Y Not synchronized with the PC
Clock Format	Sets whether time display is 12-hour display or 24-hour display.	12h
Language	Sets the device display language.	English

Recipient E-mail

Configures the address and other settings for when e-mail is sent by the recorder. (DS-9500 only)

Items	Functions	Default
Author ID	You can register a sender e-mail profile and send destination addresses for each Author ID. This selects the Author ID for which to register them.	
Default Profile	Selects the default e-mail profile to use when sending e-mail. The e-mail address selected here needs to be registered separately. => "Standalone" - "Administrative Settings" - "E-mail Profile"	
Delivery Address	Up to 10 delivery e-mail addresses can be registered for each Author ID.	

Standalone-Administrative Settings

General

Items	Functions	Default
Accessibility	Disable Erase button Allows you to disable the device [ERASE] button. When this is set, erasing files will be no longer possible.	Disabled
	Disable Menu button Allows you to disable the device [MENU] button. When this is set, displaying the menu screen will be no longer possible.	Disabled
	Disable Rewind button Allows you to disable the device [Rewind] (◀) button. When this is set, rewinding by button operation will be no longer possible.	Disabled
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.	Time of day greeting
Alarm	Error Sounds a beep when an error occurs.	ON
	Pre-end Sounds a beep when remaining recordable time runs low. An alarm sounds when remaining recordable time reaches 60 seconds, 30 seconds, and 10 seconds.	ON
	Notification After password validation is successful, a beep sounds if remaining battery power is low or to notify the user of certain other important operations or events.	ON
	Button Operation Sounds a beep whenever a device button operation is performed.	OFF
	Recording Start/Stop Sounds a beep whenever recording is started or stopped.	OFF

Display

Items	Functions	Default
Information Area in Rec Mode	Selects the content to display in the upper and lower sections of the information display area.	Hidden
File Information in List View	Selects the content to display in the file list. * DS-9500 only	Date&Time

LED Color	Sets the display color of LED. Overwrite REC You can select off, red, blue, green, orange, or yellow. Insert REC You can select off, red, blue, green, orange, or yellow. Play You can select off, red, blue, green, orange, or yellow.	Overwrite REC: Red Insert REC: Blue Play: Green
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Device Security

Items	Functions	Default
PIN code	To enable the 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.	Disabled
	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].	At power-on
	Limit the maximum number of device access attempts to Allows you to specify how many unsuccessful consecutive PIN code authentication attempts are allowed before the device locks up.	Five times

Author List

Items	Functions	Default
Author List	Shows the Author List configured by Workflow. Enabled Authors are registered in the device's Author List. Disabled Authors are removed from the device's Author List. [Set as Default] Clicking [Set as Default] configures the Author selected from the Author List as the default Author. [Author of Workflow] Links to the Workflow-Author setting. => Registering the Author List to the Recorder	
Author Selection	Prompt for author ID at Power-on With this option enabled, the Author List is displayed when a recorder starts up. (However, if only one Author has been registered, the list is not displayed.)	Disabled
	Filter dictations by Author ID With this option enabled, only the dictation files of the selected Author ID are displayed on the recorder.	Disabled


Worktype List

Items	Functions	Default
Worktype List	Shows the Worktype List configured by Workflow. Enabled Worktypes are registered in the device's Worktype. Disabled Worktypes are removed from the device's Worktype. [Set as Default] Clicking [Set as Default] configures the Worktype selected with the Worktype List as the default Worktype. [Worktype of Workflow] Links to the Workflow-Worktype setting.	
Worktype Selection	Prompt for Worktype ID on new recordings. With this enabled, Worktype List is shown when new recording is performed so that you can select Worktype to be set in a dictation file. Worktype List is not shown when only one item has been registered.	Disabled

Device Folders

After you select a folder in the Folder Tree, you can configure its folder properties.

Items	Functions	Default							
Folder Property(General)	Enabled Sets the number of folders to enable on the device.	Folders A to E, enabled Folders F and G, disabled							
	Folder Name Allows you to set up to 16 single-byte alphanumeric English characters for a folder name.	Folders A to G							
	Worktype Allows you to specify the Worktype to set for dictation files recorded to each 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.	No							
	Encryption Sets whether to encrypt the dictation files recorded to the folder. This setting can be configured when the folder is enabled, and "DSS Pro" is selected for the "DSS Format" setting on the [Administrative Setting] - [Recording] screen. "DSS Classic" encryption is not supported by the device. <table border="1" data-bbox="571 1832 1214 1955"> <thead> <tr> <th>Selections</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Do not encrypt.</td> </tr> <tr> <td>Standard</td> <td>Encrypt using a 128-bit key.</td> </tr> <tr> <td>High</td> <td>Encrypt using a 256-bit key.</td> </tr> </tbody> </table>	Selections	Description	No	Do not encrypt.	Standard	Encrypt using a 128-bit key.	High	Encrypt using a 256-bit key.
Selections	Description								
No	Do not encrypt.								
Standard	Encrypt using a 128-bit key.								
High	Encrypt using a 256-bit key.								

	<p>Password</p> <p>Specifies the password to be used for encryption.</p> <p>Click the  button in the setting field, and use the displayed Encryption Password dialog box to make the setting. Enter a password in the [New password] and [Confirm password] fields using 4 to 16 one-byte alphanumeric characters.</p> <p>The password is the same as the password for the [Encryption] Standard mode and High mode. An encryption key, suitable for the specified encryption mode, is generated from the password, with a key length that is in accordance with the encryption mode set within the program.</p>	
Folder Property(Action)	<p>Speech Recognition</p> <p>Specifies the initial value of ON/OFF for Background VR during recording. If it is ON, recorded dictation files in this folder are automatically added to the Speech Recognition Waiting List when downloaded to ODMS.</p>	Yes



DS-9500/9000 Folder Settings

The DS-9500 and 9000 have two memory areas: SD memory and internal memory. You can set which one to record to in the device menu. Both have the same folder structure with "DSS_FLDA" to "DSS_FLDG" folders. These settings are applied to both memory areas.

Recording

Items	Functions	Default
DSS Format	<p>Selects the DSS recording format.</p> <p>The default recording format for DSS Classic is DSS.</p> <p>The default recording format for DSS Pro is DS2.</p> <p>When DSS Classic mode is switched from "DSS Pro", the following items are checked:</p> <ul style="list-style-type: none"> • If the recording format is set to QP, it is changed to SP, and QP is prevented from being selected. => "Standalone" - "Common Settings" - "Recording" • The Encryption attribute is set to "NO" and is prevented from being modified. => "Standalone" - "Administrative Settings" - "Folder" 	DSS Pro
Record Function	Sets the recording operation.	Overwrite
File download	Sets the target (file) to download automatically when connected by USB.	All Files

Programmable Buttons

Items	Functions	Default
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.	Type A
Programmable Buttons	Customizes the functions that are assigned to the function buttons [F1], [F2], and [F3] on the device.	

The following table shows functions that can be assigned to function buttons F1 to F3.

■ DS-9500

Mode	F1	F2	F3
NEW Mode	List	List	List
	Priority	Priority	Priority
	Information	Information	Information
	Mic Mode	Mic Mode	Mic Mode
	Rec Mode	Rec Mode	Rec Mode
	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Disable	Disable	Disable
STOP Mode	List	List	List
	Priority	Priority	Priority
	Send	Send	Send
	Information	Information	Information
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	Mic Mode	Mic Mode	Mic Mode
	Mic. Sensitivity	Mic. Sensitivity	Mic. Sensitivity
	VCVA	VCVA	VCVA
	New	New	New
	File Copy	File Copy	File Copy
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Index	Index	Index
Speech Recognition	Speech Recognition	Speech Recognition	
Disable	Disable	Disable	
List Mode	List	List	List
	Filter	Filter	Filter
	Send	Send	Send
	Priority	Priority	Priority
	Information	Information	Information
	Pending	Pending	Pending
	Lock	Lock	Lock
	File Copy	File Copy	File Copy
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Speech Recognition	Speech Recognition	Speech Recognition
	Disable	Disable	Disable
REC Mode	Verbal	Verbal	Verbal
	Disable	Disable	Disable
	Index	Index	Index
PLAY Mode	Insert	Insert	Insert
	Speed	Speed	Speed
	Index	Index	Index
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Speech Recognition	Speech Recognition	Speech Recognition
Disable	Disable	Disable	

■ DS-9000

Mode	F1	F2	F3
NEW Mode	Folder	Folder	Folder
	Priority	Priority	Priority
	Information	Information	Information
	Mic Mode	Mic Mode	Mic Mode
	Rec Mode	Rec Mode	Rec Mode

	Mic.Sensitivity	Mic.Sensitivity	Mic.Sensitivity
	VCVA	VCVA	VCVA
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Disable	Disable	Disable
STOP Mode	Folder	Folder	Folder
	Priority	Priority	Priority
	Information	Information	Information
	Pending	Pending	Pending
	Lock	Lock	Lock
	Insert	Insert	Insert
	Mic Mode	Mic Mode	Mic Mode
	Mic. Sensitivity	Mic. Sensitivity	Mic. Sensitivity
	VCVA	VCVA	VCVA
	New	New	New
	File Copy	File Copy	File Copy
	Folder Copy	Folder Copy	Folder Copy
	All Copy	All Copy	All Copy
	Index	Index	Index
	Speech Recognition	Speech Recognition	Speech Recognition
Disable	Disable	Disable	
REC Mode	Verbal	Verbal	Verbal
	Disable	Disable	Disable
	Index	Index	Index
PLAY Mode	Insert	Insert	Insert
	Speed	Speed	Speed
	Index	Index	Index
	Pending	Pending	Pending
	Priority	Priority	Priority
	Lock	Lock	Lock
	Speech Recognition	Speech Recognition	Speech Recognition
	Disable	Disable	Disable

Hands Free

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

Items	Functions	Default
Operation Settings	Sets hands free operations.	Dictation
Microphone Mode	Enables/disables the function to automatically switch to the microphone mode for hands free.	Disabled
Foot Pedal Settings	Selects foot pedal press methods and the functions to be assigned to foot pedals.	

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

• Continuous Press

Function Name	Description
REV/PLAY	Rewind (Review) is performed while the pedal is pressed. Releasing the pedal performs playback from the indicator position.
REC/STOP	Recording is performed while the pedal is pressed. Releasing the pedal stops recording.
NEW	Pressing the pedal creates a new dictation file.
DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
CUE/PLAY	Fast forward (Cue) is performed while the pedal is pressed.

	Releasing the pedal performs playback from the indicator position.
INSERT/STOP	Insert recording is performed at the indicator position while the pedal is pressed. Releasing the pedal stops insert recording.
STOP	Pressing the pedal stops playback.
EOF/BOF	Pressing the pedal moves the indicator to the end of the file. If the indicator is already at the end of the file, pressing the pedal moves it to the beginning of the file.
INDEX	Pressing the pedal inserts an index mark at the indicator position.
PRIORITY	Pressing the pedal switches the priority of the dictation file being recorded. (High<->Normal)

• Short Press

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

Wireless Network

Configures various settings for a wireless network. (DS-9500 only)


Items	Functions	Default
Wi-Fi	Turns Wi-Fi on or off.	OFF
Quick Send	If this option is enabled, the current file is sent at the timing when the [New] button is pressed.	Disabled
Network List	Up to 10 wireless network profiles can be registered. Set the network name and security key for each wireless network.	

Wireless Download

Configures the settings to transfer dictation files to a folder via the wireless network. (DS-9500 only)

Items	Functions	Default
Wireless Download	Enable wireless download to folder Enables/disables the wireless download function.	Disabled

	<p>Address / Port Sets the address (computer name) and port number of the computer running Wireless Communication Service.</p> <p>If you click [Use Wireless Downloader], the address and port number for using Wireless Downloader are entered automatically.</p>	
Download Path	Sets the download destination for dictation files for each folder of the recorder.	
Clock Synchronization	When this option is enabled, the clock of the recorder is synchronized with the time of the computer running Wireless Communication Service (WCS) when communicating with the recorder and WCS.	Enabled
Delete	Sets whether or not to delete dictation files after they have been downloaded via the network. If you set dictation files to be deleted, you can set whether to delete them immediately after downloading or after a specified time has elapsed after transcription completes.	OFF
Rename	If this option is enabled, files are renamed according to a naming rule when downloaded. The naming rule can be set in the dialog box displayed by clicking [Format] .	Disabled
WAV Conversion	If this option is enabled, files are converted from DSS Pro format to WAV format when downloaded.	Disabled



Wireless Downloader
If settings entered automatically by using the **[Use Wireless Downloader]** button are uploaded to the device, Wireless Downloader starts automatically. Wireless Downloader displays an icon in the notification area and runs in the background.

Backing Up Dictation Files
Dictation files transferred via Wireless Downloader can be backed up for every date by specifying any folder. They can also be managed as the backup files of DM if you specify the backup folder of ODMS. This can be set in the menu settings of the icon in the notification area.

Associating with the Wireless Communication Service
If the PC on which WCS is installed is on the network, specify the Address/Port of the PC and connect the DS-9500 (Ver. 1.13 or later) to DM/TM via USB to download the dictation files to the specified folders. The dictation status will then be manageable in the same way as during Wi-Fi transfer.

E-mail Profile

Configures various settings for e-mail of the recorder. (DS-9500 only)

Items	Functions	Default
E-mail Profile List	Up to 10 profiles for sending e-mail from the recorder can be registered. This option sets the user information, server information, and other settings for each e-mail profile. It also assigns the Author ID of the author that will use that profile to the e-mail profile.	
Mail Template	Registers the subject and message of the e-mail that will be sent as a template.	

Delete	Sets whether or not to delete dictation files after they have been sent by e-mail. If you set dictation files to be deleted, you can set whether to delete them immediately after sending or after a specified time has elapsed after sending.	OFF
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PC Link

Programmable Buttons

Specifies the operations performed when the function buttons ([F1], [F2], [F3]) of the device connected to the PC are pressed.

Items	Functions
Main Window	Specifies the operation while the Dictation Module Main window is active.
Direct Recording Window	Specifies the operation while the Direct Recording window is active.
Speech Recognition	Specifies the operation while the Speech Recognition Editor is active.

8.5.1 DS-2700/2600 Device Configuration

This section describes the device setting items and their functions.

Standalone

Common Settings

[General](#)

[Recording](#)

[Display](#)

Standalone Common Settings

General

Items	Functions	Default
Beep Sound	Selects the volume of the beep sound.	Volume 2
Power Save	Selects power saving time.	10 min.
USB Class	Selects Composite or Storage mode as the USB connection mode	Composite
Memory Select	Switches the memory being accessed.	Built-in Memory
	Disable SD Card Slot Selecting this check box disables SD Card Slot operation so it is no longer recognized from the PC.	None

Recording

Items	Functions	Default
Microphone Mode	Sets the microphone mode.	Dictation 1
Recording Mode	Sets the recording mode.	DSS - QP
Microphone Sensitivity	Sets Microphone Sensitivity	Middle
VCVA Mode	Sets VCVA mode (voice-activated recording) ON/OFF.	OFF

Display

Items	Functions	Default
Backlight - Lighting Time	Specifies the backlight illumination time when the device is operated.	10 Seconds
Backlight - Dim light time	Specifies the dim backlight time after the "Lighting Time" elapses. When the dim light mode is entered while "Always ON" is selected, the backlight will remain lit in the dim light mode until the next device operation.	Always ON
Backlight - Brightness	Specifies backlight brightness. A larger value indicates a higher level of backlight brightness.	2
LED Mode	Sets LED ON/OFF.	ON
Date Format	Specifies the date display format.	M.D.Y
	If synchronizing the recorder time with that of the PC, enable "Use PC Settings".	Not synchronized with the PC

Clock Format	Sets whether time display is 12-hour display or 24-hour display.	12h
Language	Sets the device display language.	English

8.5.2 RecMic (RM series) device settings

This section describes the device setting items and their functions for RecMics (digital microphone devices for dictation).

- Customize
 - [General](#)
 - [Recording scene mode](#)
 - [Motion Control](#)
- [Application Control](#)

General

The [Button] column in the Button list displays the actual buttons on RecMic, and the [Function] column lists functions assigned to the buttons.

Clicking the Function column for a button opens a pull-down menu, which lists functions that can be assigned to the button. Select a function to assign to the button from the list.

User ID

This option configures the user ID.

Enable Button Click Suppression

Selecting the check box of this item suppresses the RecMic device button click sound so it is less susceptible to pick up by the RecMic device microphone.

Enable Beep Sound

Checking this option enables a beep sound. You also can adjust the volume level of the beep sound.

Enable Trackball

Selecting the check box of this item enables trackball operations. You also can adjust trackball sensitivity (movement amount). This setting cannot be configured for a model that does not have a trackball.

Enable ClickLock

Checking this option locks the left button in the pressed position after you press it. You also can set the length of time that it is locked.

Recording scene mode

Current settings

Select one item from this list to use the recording scene mode that matches your environment. The directionality and noise reduction level controlled by each recording scene mode are displayed.



The **Directionality**, **Noise cancellation**, and **Automatic Gain Control** options cannot be changed.

Motion control

Enable automatic mute mode

Select this check box to use the function to mute automatically using the motion sensor.

If this option is enabled, the microphone is muted automatically when the RecMic is placed on a desk.

Enable hands-free recording mode

Select this check box to use the hands-free recording mode.

If this option is enabled, the mode is changed to the hands-free recording mode when the RecMic is placed in the stand.

Application Control

Assign functions to be performed when RecMic buttons are clicked while recording voice with Direct Recording Window or doing Real-time Speech Recognition with Speech Recognition Editor.

Assigned function settings are applied both to the Direct Recording Window and the Speech Recognition Editor.

In the Speech Recognition Editor, the commands appear on the tool bar if the assigned function is a voice command.



Some functions, such as Insert Index Mark, are only for Direct Recording Window. Some functions, such as Send for Correction are only for Speech Recognition Editor. If the currently active window does not support the assigned function, that function is not executed on that window.

In addition to RecMic buttons, functions can also be assigned to combinations that involve the PC keyboard [Shift] and [Ctrl] key. To execute a function assigned to a key combination, hold the [Shift] or [Ctrl] key on the PC keyboard as you press the applicable RecMic button.

Application Control settings can be saved in a file, so the same settings can be imported by other users. This means that the same settings can be setup in multiple user environments, which improves work efficiency.

[Import]	Imports key function assignments from a file. Click the [Import] button and then specify the file you want to import.
[Export]	Exports key function assignments to a file. Click the [Export] button and then specify the output destination and file name.

Command	DR	VR	Description
<Empty>			No command is assigned.
Launch Dictation Module			Starts up Dictation Module.
Cancel / Exit	Y	Y	Stops recording and returns to the Main Window. The Dictation Module is disabled while the Main Window is

			displayed.
Record Verbal Comment	Y		While this button is pressed, verbal comment recording is performed from the position of the record indicator cursor.
Switch between High and Normal Priority	Y	Y	Changes the priority setting of the dictation file being recorded. (High<->Normal)
Switch between Conference and Dictation	Y		Changes the recording sensitivity.
Switch between Insert and Overwrite mode	Y		Changes the recording mode. (Insert <-> Overwrite)
Pending Dictation	Y	Y	In case of DR, saves the dictation file currently being recorded and assigns it Recording Pending status, and closes the Direct Recording Window. In case of VR, performs the same operation as the "Pending" menu item Speech Recognition Editor.
Finish Dictation	Y	Y	In case of DR, saves the dictation file currently being recorded and assigns it Recording Finished status, and closes the Direct Recording Window. In case of VR, performs the same operation as the "Finished" menu item Speech Recognition Editor.
Delete Instruction Comment	Y		Deletes the instruction comment of the recording file.
Undo	Y	Y	Undoes the last operation.
Redo	Y	Y	Redoes the last undone operation.
Volume Up	Y	Y	Increases playback volume.
Volume Down	Y	Y	Decreases playback volume.
Dictation/Instruction Comment mode	Y		Toggles between the Instruction Comment record and playback modes.
Insert Index Mark	Y		Inserts an Index Mark at the playback indicator cursor position.
Delete Index Mark	Y		Deletes the Index Mark at the playback indicator cursor position.
Send For Correction		Y	Performs the same operation as the [Send for Correction] menu item of the Speech Recognition Editor.
Show Correction Dialog		Y	Performs the same operation as the [Show Correction Dialog] menu item of the Speech Recognition Editor.
Show Spell Dialog		Y	Performs the same operation as the [Show Spell Dialog] menu item of the Speech Recognition Editor.
Train Word		Y	Performs the same operation as the [Train Word] menu item of the Speech Recognition Editor.
Add New Word		Y	Performs the same operation as the [Add New Word] menu item of the Speech Recognition Editor.
Start Dragon Audio Setup Wizard		Y	Performs the same operation as the [Start Dragon Audio Setup Wizard] menu item of the Speech Recognition Editor.
Copy to Clipboard	Y	Y	Performs the same operation as the [Copy to Clipboard] menu item of the Speech Recognition Editor.

- In the case of DR, the box displays commands that are enabled during recording with the Direct Recording Window.
- In the case of VR, the box displays commands that are enabled when performing speech recognition with Real-time Speech Recognition.

9 Wireless Downloader (Standalone mode only)

Wireless Downloader is a resident program for downloading dictation files via Wi-Fi from a DS-9500, and is installed automatically when Dictation Module is installed.

If you set the wireless transfer settings of the DS-9500 in ODMS, Wireless Downloader will be resident in the task tray. When dictation files are received from the DS-9500, they will be stored in the target download tray (Folder A-G) in the same way as downloading with USB.

Furthermore, a function is also available for backing up transferred dictation files to any specified folder.

Language Selection

Select the display language of Wireless Downloader.

Enable auto-backup

Automatically back up files to the specified folder.

- If you select "Link with ODMS Backup Folder", the files downloaded to the backup folder of ODMS will be backed up. The purge process of the backup will be in accordance with Folder Design.
- If you select "Manage folders by date", the files downloaded for every date will be backed up to any specified path. Also, when the date specified as the start point for downloading has elapsed, purging is also possible.

Path: Backup destination path

Enable Purge: Enable/disable purging

Elapsed days: 1 to 365 [days]

10 Troubleshooting

This chapter assists in solving problems with Dictation Module.

- [!\[\]\(250f7b7793042f759bee4ffcbe395c82_img.jpg\) The Dictation Module Does Not Start Up](#)
- [!\[\]\(a05b547f265290277995f77d73fea1f7_img.jpg\) Cannot Perform Direct Recording Window Operations with RecMic](#)
- [!\[\]\(91fd4ffee699d0ba0af316ede260d455_img.jpg\) The System Remains Silent](#)
- [!\[\]\(075e4b8a0f8d52422fa658950f1a4881_img.jpg\) DVR Is Not Recognized](#)
- [!\[\]\(d0e7bc5cb14eb793859ca9bfa18b9277_img.jpg\) Collecting Information with Log Tool](#)
- [!\[\]\(ef15d636426c9644d7c45b418d023525_img.jpg\) Updating](#)

10.1 The Dictation Module Does Not Start Up

If the Dictation Module does not start up, check for the following items.

Other OM Digital Solutions software is running

Some OM Digital Solutions software does not allow the Dictation Module to be started up while it is running. Check that none of the following software applications are running. If any one of the following applications is running, exit it and then start up the Dictation Module.

- **Dictation Management System R8**
Transcription Module
- **Dictation Management System R7**
Dictation Module / Transcription Module / File Downloader
- **DSS Player Standard**
Dictation Module / Transcription Module

10.2 Cannot Perform Direct Recording Window Operations with RecMic

If the window does not respond when you perform RecMic button operation while you have an OM Digital Solutions RecMic Series device connected to a PC and running the Direct Recording Window or Speech Recognition Window, check for the following items.

Device Configuration Manager is running

Device Configuration Manager is speech recognition support software that is available for free use by those who have purchased an OM Digital Solutions RecMic Series device. A PC that has Device Configuration Manager installed starts up Device Configuration Manager whenever the PC is started up.

While Device Configuration Manager is running, it manages all button operations of any RecMic device connected to the PC. At this time, other applications are unable to detect RecMic device button operations. Consequently, Direct Recording Window operations are not performed when RecMic buttons are pressed. If you want to use RecMic to perform Direct Recording Window operations, exit Device Configuration Manager.

10.3 The System Remains Silent

If no sound is produced, verify the following items:

Recorder Connection

→ Check that the device is connected to your PC and turned ON.

Speakers

→ Check that the speaker volume is turned up to an audible level.

Sound Card

→ Check whether or not your sound card features a manual volume control; if it does, try turning up the volume.

Playback Volume

To check this, perform the following steps:

■ Procedure

1. Click [Settings] - [Control Panel] on the [Start] menu.
2. Select [Sounds and Audio Devices] - [Audio], and then click [Volume].
3. Check that the volume of [Volume Control] and [Wave] are not set to the minimum level and that [Mute] box is not checked. (Play WAV File)

With Windows, you can adjust the playback volume of each application. If the global system volume is set correctly, the Dictation Module specific volume may be turned off. To check this, perform the following steps.

■ Procedure

1. Start up Dictation Module.
2. On the [Start] menu, click [Settings]-[Control Panel].
3. Switch to the category view. Under the [Sound] category, click "Adjust system volume".
4. The Volume Mixer dialog box that appears shows the currently running applications. Check that the Dictation Module volume is set to an appropriate level.

When running a Terminal Services environment

When running the Dictation Module under a Terminal Service environment, the client PC needs to have a Terminal Services Client Virtual Driver installed. The Terminal Services Client Virtual Driver supports playback under Terminal Services.

Install a Terminal Services Client Virtual Driver that is the same version as the Dictation Module being used. Terminal Service Client Virtual Driver is included with ODMS R8 Standalone Launcher.

Software Internal Error

An internal error that occurs when installing the Dictation Module can cause incorrect installation of the playback program. This will cause the message "Run OlyCodecFilterSetup.exe." to appear when the Dictation Module is started up.

If this happens, run OlyCodecFilterSetup.exe, which is located in the Dictation Module installation folder. This will perform a repair setup of the playback module, and may enable proper operation of the playback program.

If the same message appears after you run OlyCodecFilterSetup.exe, contact your OM Digital Solutions Dealer where you purchased the product.

10.4 DVR Is Not Recognized

If the recorder connected to the PC is not recognized, verify the following items:

■ Procedure

- 1.** After connecting the recorder to your PC using a USB cable, check that the LCD display of the Digital Voice Recorder reads REMOTE.
- 2.** If REMOTE is not displayed, remove the USB cable from the recorder and check that the Stop mode and the hold switch are not enabled.
- 3.** Reconnect the USB cable to the recorder and check that the LCD display reads REMOTE.
- 4.** If it still does not display REMOTE, try connecting the device to an alternative USB port.

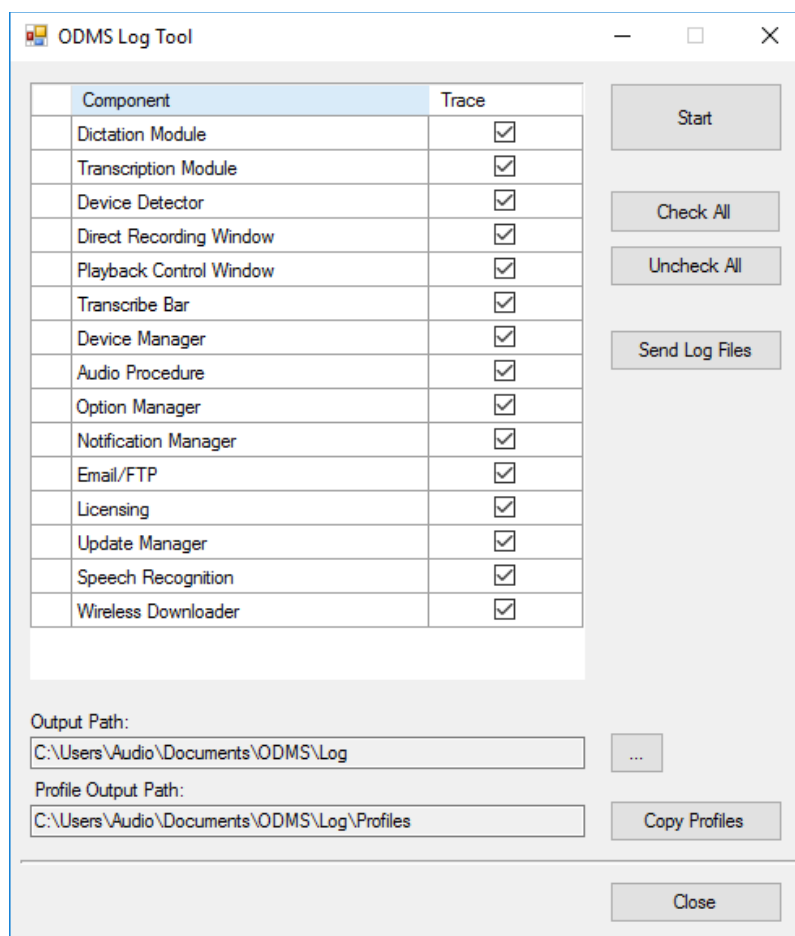
10.5 Collecting Information with Log Tool


OM Dictation Management System R8 provides the ability to trace and log a series of application operations. To perform logging, the modules to be logged have to be specified before the application is started. When a problem is encountered, it is recommended that the PC operating conditions and the log data of the problematic areas be sent to your dealer or distributor.

■ Procedure

1. Select [Launch Log Tool] in the [Help] menu.

→ Log Tool launches in the state with the Trace check boxes of all modules selected.



2. Click  next to the Output Path field to specify the log output path.

3. Click [Start].

→ The mode becomes log output mode, and output of the logs of the specified items will start at the next startup.

4. Perform a problematic operation with Dictation Module, and then exit the application.

5. Click [STOP].

- The log output settings are canceled.
- 6.** Click [Copy Profiles] if needed.
 - A settings file will be generated into the folder specified in the [Profile Output Path].
- 7.** Click [Send Log Files].
 - Mail software will start, creating an email with ODMSLog.zip, a compressed log file and settings information.
- 8.** Write the required information in the email and send it to your dealer or distributor.

10.6 Updating

When a version newer than the currently installed one is detected, a notification dialog box for upgrading will appear. If upgrading is selected, the data is downloaded from the server and then updating of Dictation Module begins.

Updating Dictation Module

To update Dictation Module, perform the following steps:

■ Procedure

1. Select [Check for Update] from the [Help] menu.

The OM Digital Solutions download server will be checked for updates.

When a version newer than the currently installed one is detected, a confirmation dialog box for updating will appear.

2. Select updating.

→ The data will be downloaded from the server and updating of Dictation Module will begin.

If a proxy server needs to be configured, click [Proxy Settings](#) and configure the address and port number of the server.

Updating the Connected Device

To update the connected device, perform the following steps.

■ Procedure

1. Select [Check for Update] from the [Help] menu.

The OM Digital Solutions download server will be checked for updates.

If there is a newer version of the firmware of the device, a confirmation dialog box for upgrading will appear.

2. Select updating.

→ The data will be downloaded from the server and transferred to the device. When you disconnect the USB cable from the device, the update start screen will appear.

If a proxy server needs to be configured, click [Proxy Settings](#) and configure the address and port number of the server.

11 Appendix

- [!\[\]\(a074530788474a8025eed2cdc6071acc_img.jpg\) Names and Functions of Window Components](#)
- [!\[\]\(48d2d592d910653f22cbe1bd8a5d3711_img.jpg\) Menu List \(Main Window\)](#)
- [!\[\]\(ef5cfd6feebaf510e522b19d11f5321e_img.jpg\) Menu List \(Speech Recognition Editor/Real-time Speech Recognition\)](#)
- [!\[\]\(d33d2bc2aa620b6ad4c8245ba3c0efd1_img.jpg\) Menu List \(Speech Recognition Editor/Text Correction\)](#)
- [!\[\]\(fccabd95cf48369de451f1c2f82cc99d_img.jpg\) File Property Lists](#)
- [!\[\]\(e06735ea00115355789bc6e726728823_img.jpg\) Default Key Assignments](#)

11.1 Names and Functions of Window Components

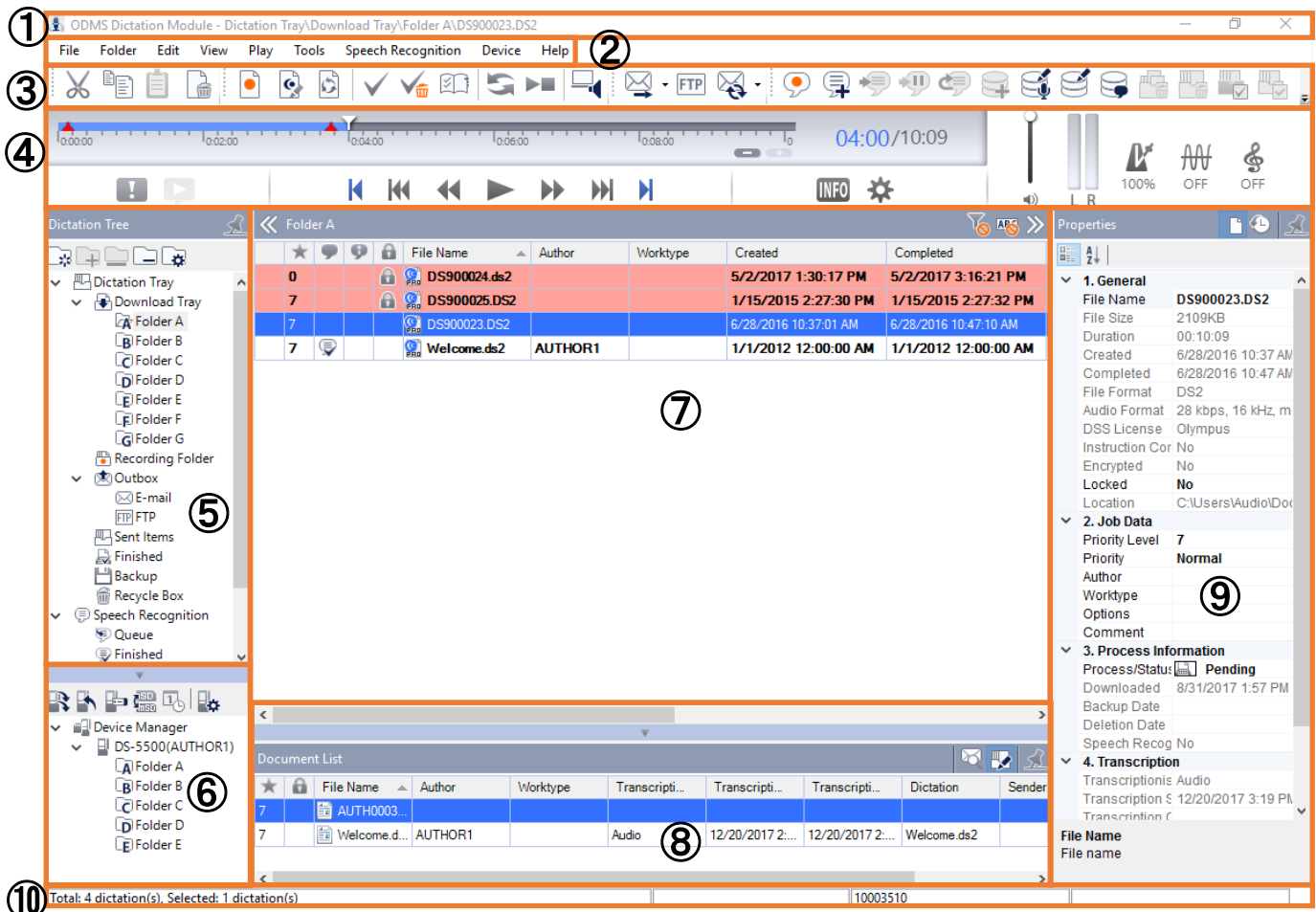
This section describes the names and functions of Dictation Module screens.

- [Main Window](#)
- [Playback Control Window](#)
- [Direct Recording Window](#)
- [Direct Recording Bar](#)
- [Speech Recognition Editor](#)

Main Window

This is the Main window of Dictation Module. It is used to organize and play files. The **Direct Recording window** is launched from the Main window.

The names and functions of the Main window components are described here.



①	Title Bar Displays the standard Windows title bar.
②	Menu Bar

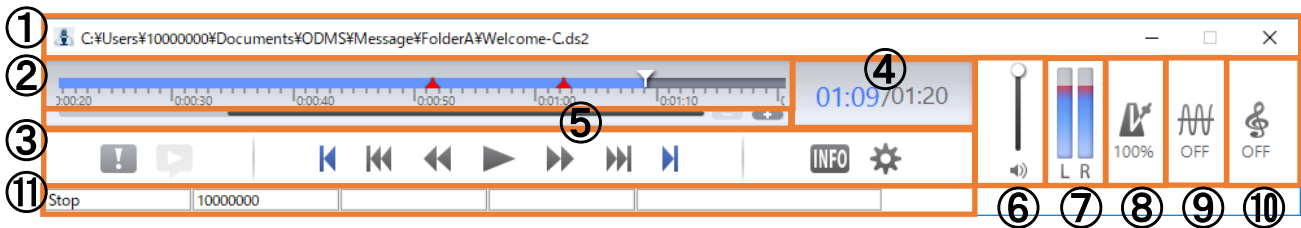
	Displays the menu used with Dictation Module.
③	<p>Toolbar Displays toolbar buttons, which are divided among four groups: Standard, Editing, Mail/FTP, Speech Recognition. Displayed buttons vary depending on the settings. Dragging a toolbar button with the [Alt] key pressed can change the display order of the buttons. Right-clicking the toolbar displays the context menu, which can be used to show or hide the buttons.</p>
④	<p>Playback Control Bar Used to play the dictation File selected in the Content List View. The Playback Control bar provides functions and ways of use similar to the Playback Control window.</p>
⑤	<p>Dictation Tree View Displays various folders storing audio and document files managed by Dictation Module. Organization and properties of the folders can be configured based on the user's needs. Selecting a folder displays audio and document files in the folder in the Content List View.</p>
⑥	<p>Device Tree View Displays folders in connected devices and cards. Selecting a folder displays the dictation files in the folder in the Content List View.</p>
⑦	<p>Content List View Lists audio or document files in the folder selected in the Dictation Tree View or Device Tree View</p>
⑧	<p>Information View Displayed by clicking [Restore] in the Content List View. This view displays information on content in the Content List View, including the content of a document file and the message of a sent email.</p>
⑨	<p>Properties View Displays the properties of the file or folder that is currently being focused on</p>
⑩	<p>Status Bar Displays the following information:</p> <p>First Area (Operating state display) Displays the current operating state. In the halt condition, the number of content items listed in the Content List View and the number of selected content items among them are displayed.</p> <p>Second Area (Icon display) Displays the progress of files being automatically sent via email or FTP. Double-clicking this area with an icon displayed shows the Status dialog box, where you can see the progress of transmission. When an error occurs, an icon appears. By double-clicking the icon, the details of the error can be checked.</p> <p>Third Area Displays Author ID. If no Author ID has been registered, the Windows log-on ID is displayed.</p>



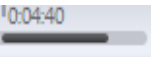










Playback Control Window










The names and functions of the Playback Control window components are described here.

Double-click a DSS or DSS Pro file from Windows Explorer to display this window. This window is specialized for playing a file. It is used to perform tasks like writing a document while listening to a recorded file.

Exiting the window brings the user back to the Main window.





①	<p>Title Bar</p> <p>Displays the name of the file that is currently being played and the name of the folder in which the file is stored.</p>
②	<p>Control Panel</p> <p>Play Bar and Position Slider </p> <p>Graphically displays which part of the current file is being played. The range, from the beginning to the currently played position, is represented with blue, and verbal-commented ranges are represented with light green.</p> <p>Index Mark </p> <p>Clicking <input checked="" type="checkbox"/> inserts an index mark at the Position control point.</p> <p>Displayed Area Slider </p> <p>Indicates the currently displayed range in the dictation file. Dragging the slider shifts the displayed range.</p>
③	<p>Control Buttons</p> <p>Priority Button </p> <p>This mark indicates the priority of the file. A red mark means that the file is assigned high priority.</p> <p>Audio/Instruction Comment Mode Switching Button </p> <p>Switches between audio playback and Instruction Comment playback. In the Instruction Comment mode, the icon and the Play bar upper part are displayed in red.</p> <p> : Moves to the beginning of a file.</p> <p> : Moves to the previous index mark or to the edge of a verbal comment.</p> <p> : Rewinds a file. Holding the button speeds up rewinding.</p> <p> /  : Starts playback. Pressing this button during playback stops it.</p> <p> : Fast-forwards a file. Holding the button speeds up fast-forwarding.</p> <p> : Moves to the next index mark or to the beginning (or end) of a verbal comment.</p> <p> : Moves to the end of a file.</p>






	<p>Information Button </p> <p>Clicking this button displays the property information of the file. The Main window does not have this button.</p> <p>Option Setting Button </p> <p>This allows you to change the option settings.</p>
④	<p>Playback Position/Recording Time Length </p> <p>Displayed on the immediate right of the Play bar, in the format of HH:MM:SS. The playback position of a file is displayed in blue, and the total recording time length is displayed in white.</p>
⑤	<p>Timescale Control </p> <p>Displays the timescale of the Play bar. The time frame can be changed in the range of a 1-minute width to full scale. Clicking [-] or [+] can change the timescale.</p>
⑥	<p>Volume Adjustment Control </p> <p>Adjusts output sound volume.</p>
⑦	<p>Audio Output Display </p> <p>Displays the current state of audio playback. In the case of monoral recording, the L and R outputs are displayed at the same height. You can set this to be displayed or hidden in Option Settings.</p>
⑧	<p>Playback Speed Adjustment Control </p> <p>The playback speed can be changed from 50% to 200% without changing the voice pitch (sound pitch). Click [-] or [+], or drag the slider to adjust the playback speed. You can select whether to display or hide this in Option Settings.</p>
⑨	<p>Noise Cancellation Control </p> <p>The level of the noise cancellation effect can be changed to any of four levels: 0, 1, 2, and 3. Click [-] or [+], or drag the slider to adjust the noise cancellation effect. You can select whether to display or hide this in Option Settings.</p>
⑩	<p>Tone Adjustment Control </p> <p>Clicking ▲ and ▼ or dragging the slider adjusts the tone in increments of 1% from 100% on the B side to 100% on the T side. You can select whether to display or hide this in Option Settings.</p>
⑪	<p>Status Bar</p> <p>Displays the following information: First Area: The current operating state (Play, Stop, Fast-forward, Rewind, QUE, REVIEW) Second Area: Author ID Third Area: Worktype Fourth Area: Comment</p>





















Direct Recording Window



The names and functions of the Direct Recording Window components are described here.

The Direct Recording Window is displayed by clicking  or  in the Main window, or by clicking [New Dictation] or [Edit Dictation] on the [File] menu. This window is used to create (record) and edit a file with a supported device. Exiting the window brings the user back to the Main window.



①	Title Bar Displays the name of the file that is currently being edited and the name of the folder in which the file is stored
②	Toolbar Displays the toolbar buttons.
③	Control Panel <div data-bbox="694 1070 1120 1128" style="text-align: center;"> </div> Play Bar and Position Slider Graphically displays which part of the current file is being played. The range, from the beginning to the currently played position, is represented with blue, and verbal-commented ranges are represented with light green. Index Mark  Clicking  inserts an index mark at the Position control point. <div data-bbox="600 1317 756 1375" style="text-align: center;"> </div> Displayed Area Slider Indicates the currently displayed range in the dictation file. Dragging the slider shifts the displayed range.
④	Control Buttons Priority Button  This mark indicates the priority of the file. A red mark means that the file is assigned high priority. Audio/Instruction Comment Mode Switching Button  Switches between audio playback and Instruction Comment playback. In the Instruction Comment mode, the icon and the Play bar upper part are displayed in red. Microphone Sensitivity  The microphone sensitivity can be changed in accordance with the recording purpose and environment. Microphone sensitivity can be selected for only an OM Digital Solutions device connected via USB. <ul style="list-style-type: none"> - High: High sensitivity level. Suitable for recording conferences. - Middle: Suitable for dictations. - Low: Low sensitivity level. Suitable for recording conversations in noisy environments.














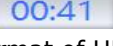
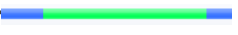




	<p>Recording Mode </p> <p>This switches between the insert and overwrite recording modes.</p> <p> : Recording will begin.</p> <p> : Record a verbal comment only while this button is being pressed.</p> <p> : Moves to the beginning of a file.</p> <p> : Moves to the previous index mark or to the edge of a verbal comment.</p> <p> : Rewinds a file. Holding the button speeds up rewinding.</p> <p> /  : Starts playback. Pressing this button during playback stops it.</p> <p> : Fast-forwards a file. Holding the button speeds up fast-forwarding.</p> <p> : Moves to the next index mark or to the beginning (or end) of a verbal comment.</p> <p> : Moves to the end of a file.</p> <p>Bar Display Switch Button </p> <p>If you press this button, the Playback Control window switches to the Direct Recording bar.</p> <p>Information Button </p> <p>Clicking this button displays the property information of the file. The Main window does not have this button.</p> <p>Option Setting Button </p> <p>This allows you to change the option settings.</p>
⑤	<p>Status Bar</p> <p>First Area: The current operating state (Play, Stop, Fast-forward, Rewind, QUE, REVIEW)</p> <p>Second Area: Author ID</p> <p>Third Area: Worktype</p> <p>Fourth Area: Comment</p>
⑥	<p>Playback Position/Recording Time Length </p> <p>Displayed on the immediate right of the Play bar, in the format of HH:MM:SS. The playback position of a file is displayed in blue, and the total recording time length is displayed in white.</p>
⑦	<p>Timescale Control </p> <p>Displays the timescale of the Play bar. The time frame can be changed in the range of a one-minute width to full-scale. Clicking  or  can change the timescale.</p>
⑧	<p>Volume Adjustment Control </p> <p>Adjusts output sound volume.</p>
⑨	<p>Audio Output Display </p> <p>Displays the current state of audio playback. In the case of monoral recording, the L and R</p>










	<p>outputs are displayed at the same height. You can set this to be displayed or hidden in Option Settings.</p>
	<p>Playback Speed Adjustment Control </p> <p>The playback speed can be changed from 50% to 200% without changing the voice pitch (sound pitch). Click [-] or [+], or drag the slider to adjust the playback speed. You can select whether to display or hide this in Option Settings.</p>
⑪	<p>Noise Cancellation Control</p> <p>The level of the noise cancellation effect can be changed to any of four levels: 0, 1, 2, and 3. Click [-] or [+], or drag the slider to adjust the noise cancellation effect. You can select whether to display or hide this in Option Settings.</p>
⑫	<p>Tone Adjustment Control </p> <p>Clicking ▲ and ▼ or dragging the slider adjusts the tone in increments of 1% from 100% on the B side to 100% on the T side. You can select whether to display or hide this in Option Settings.</p>
⑬	<p>Stops recording and sets whether or not the file status is recording finished.</p> <p>[Finished] Ends recording and sets the status to recording finished. Notification that preparation for transcription is complete can be sent to the transcriptionist.</p> <p>[Pending] Ends recording and sets the status to pending.</p>

Direct Recording Bar



Dragging the corner of the bar resizes the bar from 50% to 200%.

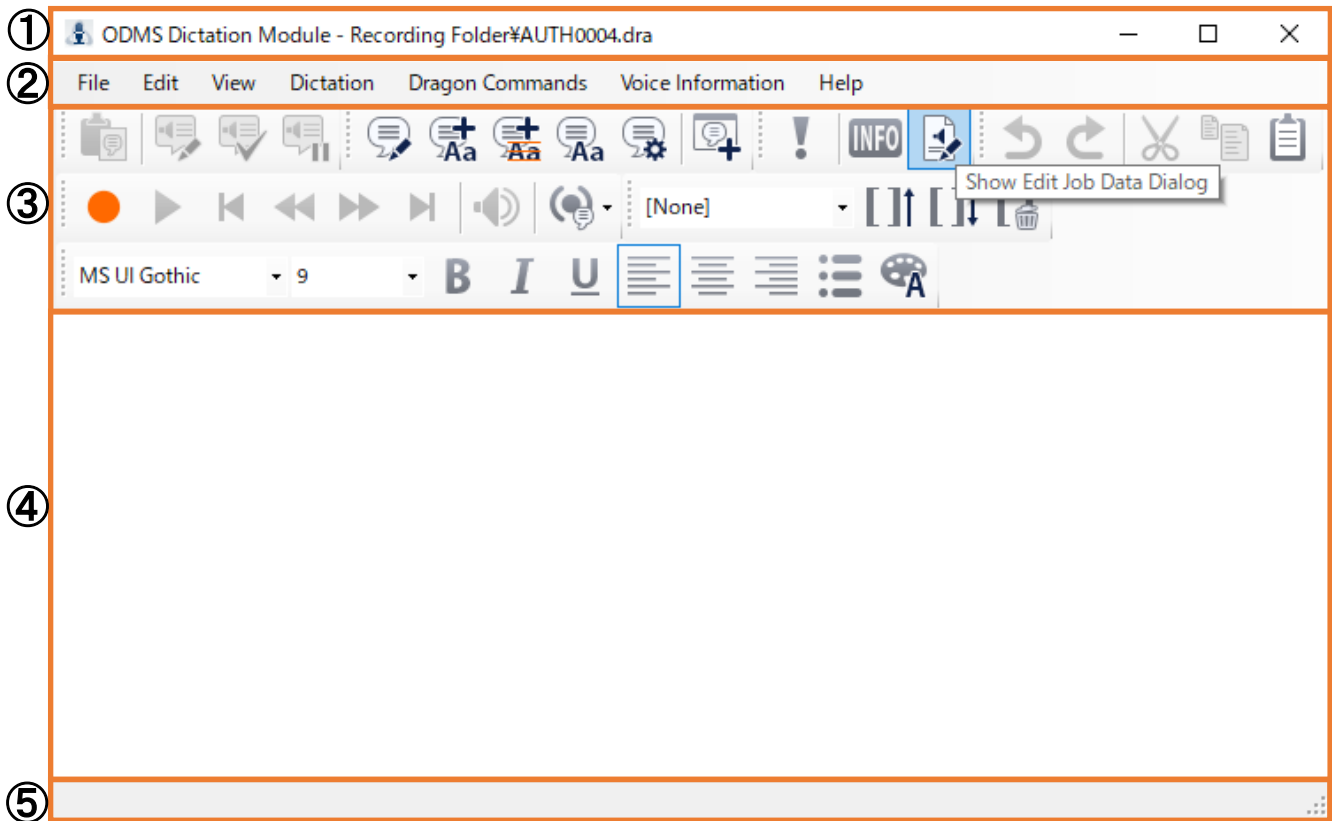
<p>①</p>	<p>Priority Button </p> <p>This mark indicates the priority of the file. A red mark means that the file is assigned high priority.</p> <p>Audio/Instruction Comment Mode Switching Button </p> <p>Switches between audio playback and Instruction Comment playback. In the Instruction Comment mode, the icon and the Play bar upper part are displayed in red.</p> <p>Recording Mode </p> <p>This switches between the insert and overwrite recording modes.</p> <p> : Recording will begin.</p> <p> : Record a verbal comment only while this button is being pressed.</p> <p> : Moves to the beginning of a file.</p> <p> : Moves to the previous index mark or to the edge of a verbal comment.</p> <p> : Rewinds a file. Holding the button speeds up rewinding.</p> <p> /  : Starts playback. Pressing this button during playback stops it.</p> <p> : Fast-forwards a file. Holding the button speeds up fast-forwarding.</p> <p> : Moves to the next index mark or to the beginning (or end) of a verbal comment.</p> <p> : Moves to the end of a file.</p>
<p>②</p>	<p>Playback Position/Recording Time Length </p> <p>The current playback position is displayed in the format of HH:MM:SS.</p>
<p>③</p>	<p>Play Bar and Position Slider </p> <p>Graphically displays which part of the current file is being played. The range, from the beginning to the currently played position, is represented with blue, and verbal-commented ranges are represented with light green.</p> <p>Index Mark </p> <p>Indicates an index-marked position.</p>
<p>④</p>	<p>Option Buttons</p> <p>Volume Control Button </p> <p>Pressing this button displays the slider to allow you to adjust the volume with the mouse.</p> <p>Speed Control Button </p> <p>Pressing this button displays the slider to allow you to adjust the playback speed with the mouse.</p> <p>Tone Control Button </p>

	<p>Pressing this button displays the slider to allow you to adjust the tone with the mouse.</p> <p>Select Microphone  </p> <p>Selects the speaker supplied with a PC or the one provided by a connected OM Digital Solutions digital voice recorder.</p> <p>Channel Separation Control Button </p> <p>Each press of this button switches to left, right, stereo, or mono.</p> <p>Edit Index Mark Button </p> <p>Inserts an index mark at a place that is not marked and deletes the mark at a place with a mark.</p> <p>Show/Hide Properties Button </p> <p>Each press of this button shows or hides the properties of the file.</p> <p>Extended Display Switching Button </p> <p>Switches to the <u>Direct Recording window</u>.</p>
⑤	<p>Close Button </p> <p>Closes the Direct Recording bar.</p>
⑥	<p>Option Button Switching  </p> <p>Shows or hides the Option button.</p>

Speech Recognition Editor

This is the screen that appears for text editing when performing real-time speech recognition or after doing speech recognition with Dictation Module.

In the case of a dictation file that has been transcribed without using speech recognition, the application associated with the file format of the text file is started up.



①	<p>Title Bar Shows the folder name and file name currently being recorded or played back.</p>
②	<p>Menu Bar Displays menus of various commands used for speech recognition and text correction. Command availability depends on the status of the file. For information about the functions of each menu, refer to "Menu List (Speech Recognition Editor/Real-time Speech Recognition)" or "Menu List (Speech Recognition Editor/Text Correction)".</p>
③	<p>Toolbar Displays buttons that execute various commands used for speech recognition and text correction. A large variety of different commands including dictation record, playback, stop and other commands, and font operation and other text editing commands. Command availability depends on the status of the file. For information about the functions of each button, refer to "Menu List (Speech Recognition Editor/Real-time Speech Recognition)" or "Menu List (Speech Recognition Editor/Text Correction)".</p>
④	<p>Text Display Area This area show text that is output by speech recognition. When using real-time speech recognition, text is output in sequence from passages for which Dragon speech recognition processing is complete. When editing speech recognition results, text editing can be performed while operating the toolbar playback controls to playback the dictation. When performing real-time speech</p>















	recognition, use of both manual input and Dragon editing functions is supported. For text editing after speech recognition is complete, only manual text editing is available. When playing back dictation, the text that corresponds to the current playback location is highlighted in order to give you an idea of the location of the text that is playing back.
⑤	Status Bar The left area of the status bar shows the dictation playback/recording status, and other information.

11.2 Menu List (Main Screen)






This section describes the menus provided by Dictation Module.

- [\[File\] Menu](#)
- [\[Folder\] Menu](#)
- [\[Edit\] Menu](#)
- [\[View\] Menu](#)
- [\[Play\] Menu](#)
- [\[Tool\] Menu](#)
- [\[Device\] Menu](#)
- [\[Speech Recognition\] Menu](#)
- [\[Help\] Menu](#)







11.2.1 [File] Menu

Command Name	Button	Functions
New Dictation		Opens the Direct Recording window and creates a new dictation File
Edit Dictation		Displays a selected dictation File in the Direct Recording window , allowing file editing
Start Video Conference Recording		Records both the other person's voice (speaker output) and your own voice (microphone input) in an online video conference.
Convert Dictation		Converts a dictation file into a specified file format
Import Dictation		Imports an external dictation File not managed by Dictation Module so that Dictation Module can manage it
Export Dictation		Converts a selected dictation File into external media
Split		Splits a selected file at a specified position into two files
Join		Joins multiple files into a single file
Encrypt		Encrypts a selected file
Decrypt		Decrypts a selected encrypted file
Open Document		Opens a selected document file. When running this operation with a dictation file specified, the linked document file will also open.
Associate with Document		Associates a selected dictation File with a specified external document file. The associated document file will be copied to My Documents and managed with the link.
Remove Association with Document		Dissociates a dictation file from its linked document file
Edit Job Data		Edits the job data of a selected dictation File. Job data refers to several editable settings: Author ID, Worktype ID, Option Items, and Comments.
Change Status		Changes the status of a selected dictation File
Exit	Ctrl+W	Exits Dictation Module




11.2.2 [Folder] Menu

Command Name	Button	Functions
New Folder		A subfolder will be created in a highlighted folder in the Download tray.
Add Folder		Opens the Select Folder dialog box to create a shortcut path to a specified folder at the same level as Download Tray.
Remove Folder		Deletes the subfolder created with [New Folder] and removes the folder created with [Add Folder].
Rename Folder		Renames a selected folder. The folders in the Download tray and custom folders are shortcut folders maintained internally by ODMS. When renaming is applied to these folders, only the shortcuts are renamed, not their actual folders. Subfolders are real folders and can be renamed.
Folder Settings		Starts the Folder Design dialog box, with which you can configure the attributes of a folder

















11.2.3 [Edit] Menu

Command Name	Button	Functions
Cut		Copies a selected dictation File to the clipboard Pasting the dictation File after cutting it moves the file to the specified folder.
Copy		Copies a selected dictation File to the clipboard
Paste		Moves or copies the dictation File, which was copied to the clipboard with the Cut or Copy command, into a specified folder
Delete		Deletes a selected audio or document file
Select All	-	Selects all the files in the Content List View
Copy to Folder		Copies the dictation File selected in the Content List View to a specified folder
Move to Folder		Moves the dictation File selected in the Content List View to a specified folder







11.2.4 [View] Menu

Command Name	Button	Functions
Folder Navigation	-	Shows or hides the Dictation Tree View or Device Tree View
Property Window	-	Shows or hides the Properties View
Information Window	-	Shows or hides the Information View
Toolbar	-	Toggles the toolbar between show and hide. "Customize" can be used to specify the buttons to appear on each toolbar.
Status Bar	-	Shows or hides the status bar
Playback Control Bar	-	Shows or hides the Playback Control bar
Gridlines	-	Shows or hides the grid lines in the Information View
Columns to Display	-	Shows or hides the columns in the Dictation Tree View and configures their displayed order
Sort by	-	Sorts files in alphabetical order by the columns selected in the Information View
Filter On/Off		Enables or disables the filtering function
In-line Edit		Enables or disables direct editing of the items displayed in the Dictation Tree View. Clicking a configurable item in the list makes the field editable.
Refresh	F5 	Refreshes the Dictation Tree View in the Main window . The Dictation Tree View refers to cached data for speeding up the display. Since refreshing the list causes the cached data to be rebuilt, it may take a while to display a large list.







11.2.5 [Play] Menu

Command Name	Button	Functions
Play/Stop	F9 	Plays a selected file or the first file on the list in the Content List View from the Position control point on the Play bar. Clicking this menu during playback stops it.
Fast Forward	F8 	Fast-forwards a file. Holding the button speeds up fast-forwarding.
Rewind	F7 	Rewinds a file. Holding the button speeds up rewinding.
Next Index Mark		Moves the Position control to the next index mark
Previous Index Mark		Moves the Position control to the previous index mark
Volume		Adjusts output sound volume.
Speed		Speeds up or slows down playback
Tone		Configures the tone, placing an emphasis on the high or low pitch areas
Noise Cancellation		Selects the level of noise cancellation from 0, 1, 2, and 3. A larger number means a higher effect of noise cancellation.
Insert Index Mark		Inserts an index mark at the Position control point
Delete Index Mark		Deletes an index mark at the Position control point
View All Index Mark		Displays the View All Index Mark dialog box
Next Verbal Comment		The Position control moves to the next index mark or to the beginning (or end) of a verbal comment
Previous Verbal Comment		The Position control moves to the previous index mark or to the beginning (or end) of a verbal comment
Dictation / Instruction Comment Mode	F10 	Switches between Dictation File mode and Instruction Comment mode if an Instruction Comment has been recorded in the currently selected dictation file
Intro Scan		Sequentially plays only the first five seconds of the files selected or displayed in the Content List View








11.2.6 [Tool] Menu








Command Name	Button	Functions
Select Speaker		Selects the speaker supplied with a PC or the one provided by a connected digital voice recorder when playing a file
Send via E-mail		Manually moves a selected dictation File to the email sending box. If multiple email profiles have been registered, select a profile for transmission with the pop-up menu.
Send via FTP		Manually sends a selected dictation File via FTP
Send and Receive		The Send command sends an email in the sending box or a file via FTP to the server. When the transmission successfully completes, the dictation File will move to Sent Items. The Receive command initiates the reception of document files.
Hotkeys On/Off		Enables or disables Hot keys
Keyboard Settings	-	Displays the user-configured keyboard options. It enables the user to assign Hot keys to Dictation Module commands, and to delete or modify the assignments.
OLE Settings	-	Sets one of the following actions for when a DSS or DSS Pro file selected in Content List View is dropped into an application that supports the OLE function. <ul style="list-style-type: none"> • Embed the dictation file as part of the document file. • Embed only the information of the link to the dictation in the document file.
Options		Displays the Option Settings dialog box for Dictation Module
Show Setup Wizard	-	Displays Setup Wizard. Only displayed if Dictation Module is installed in a Standalone System.

11.2.7 [Device] Menu

Command Name	Button	Functions
Download Folders A-G	-	Downloads all files in Folders A-G in the device displayed in the Device Tree View (recorder, PCMCIA card, or removable drive) into the corresponding Folders A-G in the Download tray in the Dictation Tree View
Download Selected Files	-	Downloads only selected files into the Download tray in the Dictation Tree View
Download All		Downloads all files in the device displayed in the Device Tree View into the corresponding Folders A-G in the Download tray. Files in the removable drive that have no folder are downloaded into Folder A.
Upload Selected Files		Uploads the files selected in the Dictation Tree View into the device displayed in the Device Tree View
Change Device Mode		Switches device mode of a connected device to Audio mode or Storage mode
Change Storage Media		This command is available only for models that support two types of storage media. If the external SD card is selected when connected by USB to the PC, the button is displayed on the left side of the device. It is impossible to display the contents of both media simultaneously.
Synchronize Date/Time		Synchronizes the date and time of the recorder with those of the PC. The device can also be automatically synchronized with the PC when connected.
Device Setting		With this menu, the functions of a connected device can be configured via the PC.

11.2.8 [Speech Recognition] Menu

Command Name	Button	Functions
Do Real-time Speech Recognition		Starts the Speech Recognition Editor and executes real-time speech recognition.
Add to Recognition Queue		Registers the dictation file that is selected in the content list view into the Recognition Queue.
Start Recognition Queue		Executes background speech recognition. Speech recognition of dictation files registered in the speech recognition queue is performed in sequence.
Stop Recognition Queue		Stops ongoing background speech recognition.
Move to the Top Position	-	Moves the dictation file that is selected in the speech recognition queue up in the queue to the position following the dictation file on which background speech recognition is currently being performed. In the displayed speech recognition queue, the file is moved so it is directly under the dictation file on which background speech recognition is currently being performed.
Requeue		Re-registers the dictation file that is selected in the speech recognition result list into the queue. Only a dictation file whose speech recognition has failed for some reason can be requeued. A file whose speech recognition was successful cannot be requeued.
Details	-	Shows detailed information about the speech recognition result of a dictation file that is selected in the speech recognition result list.
Add to Adaptation Waiting List		Registers the dictation files and text corrections that are managed in the adaptation folder in the Adaptation queue.
Adapt All Files		Performs adaptation on all of the dictation files registered in the adaptation queue. Users can select to do either vocabulary adaptation or acoustic adaptation, or both vocabulary

		adaptation and acoustic adaptation.
Do Vocabulary Adaptation		Performs vocabulary adaptation only on the dictation file selected in the adaptation queue. If a selected dictation file has already had vocabulary adaptation performed, that file will be ignored.
Do Acoustic Adaptation		Performs acoustic adaptation only on the dictation file selected in the adaptation queue. Vocabulary adaptation needs to be performed first before performing acoustic adaptation. If a selected dictation file has not yet had vocabulary adaptation performed, that file will be ignored.
Remove from the Queue		Deletes the selected dictation file from the speech recognition queue or other displayed speech recognition function list.
Clear the Queue		Deletes all of the files from the speech recognition queue or other displayed speech recognition function list.
Check All Items		Selects ON for all dictation files registered in the speech recognition queue.
Uncheck All Items		Selects OFF for all dictation files registered in the speech recognition queue.
Add Fields to Template		Displays a dialog box for adding a voice field for speech recognition.
Speech Recognition Settings	-	Displays the page that appears when the following operation is performed on the Option Settings dialog box: [Workflow] – [Speech Recognition] – [General].

11.2.9 [Help] Menu







Command Name	Button	Functions
Contents	F1	Displays the Help for Dictation Module
Check for Updates	-	Checks the OM Digital Solutions download server for the latest Updates and downloads them if present
Device Manual Download Site	-	Starts up your Web browser and displays the OM Digital Solutions Website that publishes device instruction manuals.
About Dictation Module	-	Displays the version information of Dictation Module

11.3 Menu List (Speech Recognition Editor/Real-time Speech Recognition)





This section explains the Speech Recognition Editor menu that is displayed during real-time speech recognition.









- [\[File\] Menu](#)
- [\[Edit\] Menu](#)
- [\[View\] Menu](#)
- [\[Dictation\] Menu](#)
- [\[Dragon Commands\] Menu](#)
- [\[Voice Information\] Menu](#)
- [\[Help\] Menu](#)

11.3.1 [File] Menu

Command Name	Button	Functions
Template		Specifies the template file to be used.
Copy to Clipboard		Copies text files that have text formatting to the clipboard. After copying, the text with the text formatting can be pasted into MS word or some other application.
Send for correction		Saves dictation data and the text file and changes the file status to SpeechRecognition.Finished. Files are handled as: "recording and speech recognition complete, text file to be corrected". Though subsequent add-on recording to the dictation file is not possible, the text can be edited. Use this command to request correction and other tasks of the typists after author recording is complete.
Finished		Saves dictation data and the text file and changes the file status to Transcription.Finished. Files are handled as: "dictation recording and text file editing complete", and subsequent add-on recording and text editing is not possible.
Pending		Saves dictation data and the text file and changes the file status to Transcription.Pending. Add-on recording and text editing can be restarted later.
Cancel		Cancels changes and closes the Speech Recognition Editor.

11.3.2 [Edit] Menu










Command Name	Button	Functions
Undo		Undoes the last operation.
Redo		Redoes the last undone operation.
Cut		Copies the text currently selected in the text display area to the clipboard. Executing Cut and then Paste will move the cut text to the cursor position.
Copy		Copies the text currently selected in the text display area to the clipboard.

Paste		Moves text put on the clipboard with Cut or copies text put on the clipboard with Copy to the cursor location.
Select Next Word		Selects the next word relative to the cursor position in the text display area.
Select Previous Word		Selects the previous word relative to the cursor position in the text display area.
Next Field		Selects the next field word relative to the cursor position in the text display area.
Previous Field		Selects the previous field word relative to the cursor position in the text display area.
Clear Field Delimiters		Deletes all delimiters '[' , ']' in the field.
Capitalize Word		Capitalizes the first letter of each sentence in the text selected in the text display area.
Compound Words		Deletes all the spaces between the selected words.

11.3.3 [View] Menu







Command Name	Button	Functions
Toolbar	-	Toggles toolbars between show and hide, specifies the buttons displayed in toolbars, etc.
Status Bar	-	Toggles the status bar between show and hide.

11.3.4 [Dictation] Menu



Command Name	Button	Functions
Record		Starts dictation recording and auto speech recognition using Dragon. Speech recognition results are automatically added from the cursor position in the text display area. Dictation recording is also inserted from the location that corresponds to cursor location in the text.
Mic Sleep/Wake Up		Stops/restarts speech recognition. (Voice commands are received even when stopped.)
Play/Stop		Restarts dictation recording from the cursor position in the text display area. Pressing this button again stops playback. During playback, the text that corresponds to the playback position is highlighted.
Home		Returns the cursor to the beginning of the text.
Rewind		Rewinds a file.
Fast Forward		Fast-forwards a file.
End		Moves the cursor to the end of the text.
Volume		Adjusts output volume.
Modes		Allows you to select Speech Recognition mode in Dragon.

11.3.5 [Dragon Commands] Menu


Command Name	Button	Functions
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Show Correction Dialog		Displays the Correction dialog box of Dragon. Correction suggestions for the text where the cursor is located are displayed and can be selected in the text display area, and they can be used to correct the speech recognition results.
Show Spell Dialog		Displays the Spell dialog box of Dragon.
Train Word		Displays the Train dialog box of Dragon. This is used to teach Dragon particular terms in the author's voice (training). This help to improve speech recognition accuracy for the trained terms.
Add New Word		Displays the Add New Word dialog box of Dragon. This can be used by Dragon to learn terms it does not know.
Start Dragon Audio Setup Wizard		Starts Dragon Audio Setup Wizard of Dragon. This allows the Dragon engine to learn the characteristics and other information about the microphone device to be used for speech recognition.
Create New Command		Displays MyCommands Editor of Dragon. This allows you to create and edit user defined voice commands.

11.3.6 [Voice Information] Menu

Command Name	Button	Functions
Change Priority		Change the priority of the dictation file.
Show Information Window		Displays detailed information about a dictation file.
Show Edit Job Data Dialog		Displays the Edit Job Data dialog box.

11.3.7 [Help] Menu

Command Name	Button	Functions
Contents		Opens Help.

11.4 Menu List (Speech Recognition Editor/Text Correction)

This section explains the Speech Recognition Editor menu that is displayed during speech recognition.

After a dictation file transitions to a status that does not allow further add-on recording, the menus change to text correction only menus. Menus that can be used vary depending on the status of the dictation file.

[\[File\] Menu](#)

[\[Edit\] Menu](#)









[\[View\] Menu](#)

[\[Dictation\] Menu](#)





[\[Voice Information\] Menu](#)



[\[Help\] Menu](#)

11.4.1 [File] Menu

Command Name	Button	Functions
Template		Specifies the template file to be used.
Copy to Clipboard		Copies text files that have text formatting to the clipboard. After copying to the clipboard, the text with the text formatting can be pasted into MS word or some other application.
Save		Saves a text file. The file status is unchanged.
Finished		Saves the text file and changes the file status to Transcription.Finished. Files are handled as: "dictation recording and text file editing complete", and subsequent text editing is not possible.
Pending		Saves the text file and changes the file status to Transcription.Pending. Files are handled as: "text editing temporarily interrupted, but will be resumed later", and text editing can be resumed with the Speech Recognition Editor.
Print		Prints text.
Print Preview		Displays a text print preview.
Cancel		Cancels changes and closes the Speech Recognition Editor.

11.4.2 [Edit] Menu









Command Name	Button	Functions
Undo		Undoes the last operation.
Redo		Redoes the last undone operation.
Cut		Copies the text currently selected in the text display area to the clipboard. Executing Cut and then Paste will move the cut text to the cursor position.
Copy		Copies the text currently selected in the text display area to the clipboard.

Paste		Moves text put on the clipboard with Cut or copies text put on the clipboard with Copy to the cursor location.
Find		Displays a text search dialog box, which searches for the text string specified in the text display area.


11.4.3 [View] Menu

Command Name	Button	Functions
Toolbar	-	Toggles toolbars between show and hide, specifies the buttons displayed in toolbars, etc.
Status Bar	-	Toggles the status bar between show and hide.


11.4.4 [Dictation] Menu

Command Name	Button	Functions
Play/Stop		Playback the dictation file from the cursor position in the text display area. Pressing this button again stops playback. During playback, the text that corresponds to the playback position is highlighted.
Home		Returns the cursor to the beginning of the text.
Rewind		Rewinds a file.
Fast Forward		Fast-forwards a file.
End		Moves the cursor to the end of the text.
Volume		Adjusts output volume.
Speed		Adjusts the dictation playback speed.
Tone		Configures the tone, placing an emphasis on the high or low pitch area.

11.4.5 [Voice Information] Menu

Command Name	Button	Functions
Show Information Window		Displays detailed information about a dictation file.

11.4.6 [Help] Menu

Command Name	Button	Functions
Contents		Opens Help.

11.5 File Property Lists

This section explains the dictation file and document file properties that are displayed in the Content List View.

R/W: Read and Write attributes. The items that have the W attribute are user-editable.

The Filter column indicates whether or not the filter is set. The Option column shows the option setting for filtering.

[Displayed Property List \(Dictation File List View\)](#)

[Displayed Property List \(Adaptation - Forwarded List View\)](#)

Displayed Property List (Dictation File List View)




The following table lists the properties and their descriptions displayed in the Dictation File List View.

Property	Description	R/W	Filter	Option
★ Priority Level	A numeric value representing the priority level, ranging from 0 to 15	R/W	Yes	Value
! Priority	Priority (High/Normal)	R/W	Yes	No
♥ Speech Recognition	Whether or not the dictation file has been speech-recognized	R	Yes	No
♥ Instruction Comment	Whether or not the dictation File is instruction-commented	R	Yes	No
🔒 Encrypted	Whether or not the dictation file is encrypted	R	Yes	No
🔒 Locked	Whether or not the dictation file is locked	R	Yes	No
File Name	The name of the dictation file	R/W	No	---
Author	The Author name	R/W	Yes	No
Worktype	The Worktype name	R/W	Yes	No
Created	The date and time of when the dictation File was started	R	Yes	Date
Completed	The date and time of when the dictation file was finished	R	Yes	Date
Downloaded	The date and time of when the dictation file was downloaded	R	Yes	Date
Deletion Date	The date and time of when the dictation file was deleted	R	Yes	Date
Backup Date	The date and time of when the dictation file was backed up	R	Yes	Date
Transcriptionist	The name of the Transcriptionist	R	Yes	No
Transcription Started	The date and time of when a transcription was started	R	Yes	Date
Transcription Completed	The date and time of when a transcription was finished	R	Yes	Date
Process/Status	The Process/Status of the dictation file  : Process Recording  : Process Transcription  : Process Speech Recognition	R/W	Yes	No
Duration	The recording time length of the	R	Yes	Value

	dictation file (HH:MM:SS)			
File Size	The size of the dictation file (KB)	R	No	---
Option Item 1	The content of Option Item 1	R/W	Yes	No
Option Item 2	The content of Option Item 2	R/W	Yes	No
Option Item 3	The content of Option Item 3	R/W	Yes	No
Option Item 4	The content of Option Item 4	R/W	Yes	No
Option Item 5	The content of Option Item 5	R/W	Yes	No
Option Item 6	The content of Option Item 6	R/W	Yes	No
Option Item 7	The content of Option Item 7	R/W	Yes	No
Option Item 8	The content of Option Item 8	R/W	Yes	No
Option Item 9	The content of Option Item 9	R/W	Yes	No
Option Item 10	The content of Option Item 10	R/W	Yes	No
Comment	Comments for a dictation file	R/W	Yes	No
Document	The name of a document file linked with a dictation file	R	No	---
File Format	The extension of the dictation file	R	Yes	No
Audio Format	The format of the dictation file	R	Yes	No
Original Location	The folder in which the dictation file was originally stored	R	Yes	No
Receiver	The receiver of the dictation file	R	Yes	No
Sent Date	The date and time of when the dictation file was sent	R	Yes	Date
Location	The location of where the dictation file is stored (full path)	R	No	---
DSS License	The name of the vendor that supplies the codec for the dictation file	R	Yes	No

Displayed Property List (Document List View)

The following table lists the properties and their descriptions displayed in the Document List View.

Property	Description
★Priority Level	A numeric value representing the priority level, ranging from 0 to 15
!Priority	Priority (High/Normal)
♥Speech Recognition	Whether or not the associated dictation file has been speech-recognized
♥Instruction Comment	Whether or not the associated dictation file is instruction-commented
🔒Encrypted	Whether or not the dictation file is encrypted
🔒Locked	Whether or not the dictation file is locked
File Name	The name of the document file
Author	The Author name
Worktype	The Worktype name
Transcriptionist	The name of the Transcriptionist
Transcription Started	The date and time of when a transcription was started
Transcription Completed	The date and time of when a transcription was finished
Process/Status	The Process/Status of the dictation file  : Process Recording  : Process Transcription  : Process Speech Recognition
Option Item 1	The content of Option Item 1
Option Item 2	The content of Option Item 2
Option Item 3	The content of Option Item 3
Option Item 4	The content of Option Item 4
Option Item 5	The content of Option Item 5
Option Item 6	The content of Option Item 6
Option Item 7	The content of Option Item 7
Option Item 8	The content of Option Item 8
Option Item 9	The content of Option Item 9
Option Item 10	The content of Option Item 10
File Format	The extension of the document file
File Size	The size of the document file (KB)
Dictation	The name of the associated dictation file
Sender	The sender of the document file
Received Date	The date and time of when the document file was received
Location	The location of where the document file is stored (full path)

11.6 Default Key Assignments

This section lists the initial default key assignments.

[Default Key Assignments](#)

Default Key Assignments

[Playback Control Key Assignments](#)

[Direct Recording Key Assignments](#)

[General Key Assignments](#)

[Speech Recognition Key Assignments](#)

[Dragon User Command Key Assignments](#)

[Function Assignments for Function Keys](#)

Playback Control Key Assignments

Command	Default Key
Play/Stop	F9
Stop	-
Fast-forward	F8
Rewind	F7
Next Index Mark	Ctrl+Right
Previous Index Mark	Ctrl+Left
Next Verbal Comment	Ctrl+Shift+Right
Previous Verbal Comment	Ctrl+Shift+Left
Jump to Top	-
Jump to End	-
Volume Up	Ctrl+Up
Volume Down	Ctrl+Down
Speed Up	Ctrl+Shift+Up
Speed Down	Ctrl+Shift+Down
Tone Up	Ctrl+Alt+Up
Tone Down	Ctrl+Alt+Down
Noise Cancellation Level ^{*1}	-
Insert Index Mark	Ctrl+Alt+I
Delete Index Mark	-
Dictation/Instruction Comment Mode	F10

*1: Each command execution cyclically switches levels in the order of Off, 1, 2, 3, and then back to Off again.

Direct Recording Key Assignments

Command	Default Key
Record	Ctrl+Alt+F1
Record Verbal Comment	Ctrl+Alt+F2
Switch between High and Normal priority	Ctrl+Alt+F3

Switch between Conference and Dictation	Ctrl+Alt+F4
Switch between Insert and Overwrite mode	Ctrl+Alt+F5
Pending Dictation	Ctrl+Alt+F6
Finish Dictation	Ctrl+Alt+F7
Change Saving Folder*2	Ctrl+Alt+F8
Send / Don't Send Finished Dictation*3	Ctrl+Alt+F9
Delete Instruction Comment	Ctrl+Alt+D
Undo	Ctrl+Alt+Z
Redo	Ctrl+Alt+Y
Cancel	Ctrl+Alt+F10

*2: Finishing a dictation displays the Save As dialog box. With this dialog box, you can specify the file name, change the saving destination, and select whether or not to automatically send the file.

This command is for changing the save destination. Each execution of this command changes the save destination to the next folder.

*3: Finishing a dictation displays the Save As dialog box. With this dialog box, you can specify the file name, change the saving destination, and select whether or not to automatically send the file.

Each execution of this command toggles between auto send and do not set.

General Key Assignments

Command	Default Key
New Dictation	Ctrl+N
Edit Dictation	Ctrl+O
Do Real-time Speech Recognition	Ctrl+R
Property View	Ctrl+Alt+F6
Hotkeys On/Off	F11
Download All	Ctrl+Shift+M
Show List Search Dialog	Ctrl+F

Speech Recognition Key Assignments

Command	Default Key
Show Correction Dialog	Ctrl+Shift+F2
Show Spell Dialog	Ctrl+Shift+F3
Train Word	Ctrl+Shift+F4
Add New Word	Ctrl+Shift+F5
Start Dragon Audio Setup Wizard	Ctrl+Shift+F6
Create New Command	Ctrl+Shift+F7
Switch to Normal Mode	Shift+Alt+F1
Switch to Dictation Mode	Shift+Alt+F2
Switch to Command Mode	Shift+Alt+F3
Switch to Numbers Mode	Shift+Alt+F4
Switch to Spell Mode	Shift+Alt+F5
Next Field	Shift+Alt+Right
Previous Field	Shift+Alt+Left
Clear Field Delimiters	Ctrl+Alt+C
Capitalize Word	Ctrl+Shift+F8
Compound Words	Ctrl+Shift+F9
Copy to Clipboard	Ctrl+Shift+C
Microphone Sleep/On	Ctrl+Alt+S
Send For Correction	Ctrl+Shift+F1
Template	Ctrl+T

Dragon User Command Key Assignments

Command	Default Key
User Command 1	Ctrl+F1
User Command 2	Ctrl+F2
User Command 3	Ctrl+F3
User Command 4	Ctrl+F4
User Command 5	Ctrl+F5
User Command 6	Ctrl+F6
User Command 7	Ctrl+F7
User Command 8	Ctrl+F8
User Command 9	Ctrl+F9
User Command 10	Ctrl+F10

Function Assignments for Function Keys

Programmable Button	Windows Standard	ODMS
[F1]	Display Help	Display Help
[F2]	Edit Item	Edit Item
[F3]	Search	---
[F4]		
[Ctrl]+[F4]	Close Window	
[Alt]+[F4]	Exit Application	Exit Application
[F5]	Refresh Window	Refresh Window
[F6]		Move Pane
[F7]		Rewind
[F8]		Fast-forward
[F9]		Play/Stop
[F10]		Switch Dictation/Instruction Comment Mode
[Shift]+[F10]	Show Context Menu	Show Context Menu
[F11]		Hotkey On/Off
[F12]		

12 Support Contacts

For Purchasing License Keys

To purchase the following license keys, please contact your dealer or distributor.

- Dictation Module Volume License for Standalone
- Transcription Module Volume License for Standalone

Asking about Malfunctions

When submitting a query, the information below needs to be provided to our support staff along with the details of your problem. Please keep the following data handy.

- Type of PC (manufacturer and model)
- Amount of memory
- Hard disk space
- Name and version of the OS
- Connected peripheral devices

For assistance in solving a problem such as a malfunction, please contact your dealer or distributor.

Other Support

Various types of information, including product specifications, PC connections, support for OSES, and FAQs, are available on our Web site. For the latest information, access the OM Digital Solutions website for your region.

13 Glossary

Backup

After a folder's backup settings are configured, any file saved in the folder will be automatically backed up to the other specified folder.

Citrix XenApp/XenDesktop

Product name of a client/server system that is called a virtual environment enabling operation of applications running on a server or of the server PC desktop itself from a remote client PC on the network. Diverse client operating systems are supported, including Windows, Macintosh, Linux, etc. A Windows server can also be remotely operated from a smartphone or other portable device if Citrix client software supports.

Clean

A folder attribute and a way to delete files. Old dictation files can be deleted through one of two methods: by directly deleting them or by moving them to the Recycle Box and then deleting them with the delete option. Setting the Clean attribute enables automatic clean-up of old dictation files.

Composite Mode

Mode that simultaneously runs multiple standard USB classes when a recorder is connected to a PC. Supported USB classes depend on the model. With the DS-9500/9100, three classes (Audio, HID, Storage) are operated simultaneously. Audio class supports function as a PC microphone and/or speaker, HID class supports button operations, and Storage class supports operation as a removable disk. Leaving the device USB connection mode set in Composite mode enables smooth operation of Dictation Module and Transcription module functions.

Direct Record

A recording method that enables connection of a microphone device to a PC and recording of dictation data directly to the PC. Dictation can be directly recorded to a PC using an OM Digital Solutions RecMic Series or other specialized direct record device, or a recorder microphone connected to the PC USB port.

DRM

This stands for Digital Rights Management. It is a general term for the technologies that protect the copyrights of digitally-created contents and regulate the use and replication of them.

DSS

This stands for Digital Speech Standard.

This voice encoding standard has been developed by OM Digital Solutions and two other companies. It can downsize audio data while maintaining sound quality. All of OM Digital Solutions recorder models support DSS. DSS-compliant dictation files have the "DSS" extension.

DSS Pro

An audio standard enhanced from the classic DSS.

Key differences from the DSS standard include QP (Quality Play) mode for high-grade recording, an increase from 16 to 32 in the number of settable index marks, support for dictation File encryption, and support for verbal comment recording. DSS-compliant dictation files have the "DS2" extension.

FTP

This stands for File Transfer Protocol. This is a protocol used for transferring a file over the TCP/IP network.

Hot Key

A function that allows an application or button operation on the device to be assigned to a key on the keyboard and to be executed simply by pressing that key. It can be customized and enables the user to work more efficiently by registering frequently used functions.

HTTPS

A protocol that integrates SSL (Secure Sockets Layer) encrypted communication into HTTP.

Instruction Comment

An Instruction Comment is an instruction or other message recorded for a Transcriptionist. It can be created only with Direct Recording and cannot be created when making a recording with a standalone recorder. It is maintained as a file separately from a dictation file and is recorded to provide a Transcriptionist with instructions.

Job Data

A general term to refer to the Author ID, worktype, option item, comment, or other data that can be specified for a dictation file by the Dictation Module or Transcription Module.

Such specified data items serve as keys for dictation file management, classification, and other management.

Noise Cancellation

An operation that reduces noise output by extracting and filtering out noise components from a dictation file. The cancellation effect can be adjusted to three different levels.

MP3

An MPEG-1-based audio compression method. Like other major audio compression techniques, it uses a lossy compression method that achieves a high compression rate by deducting less audible portions from sound data. Dictation Module/Transcription Module supports it only for playback. The file extension is .MP3.

MSI Package

A Windows Installer-compliant package for installation.

OLE

When dragging and dropping a dictation file onto a document file, it can be configured to be an embedded object or a linked object.

Embedding causes audio data to be stored as-is, which results in a large volume of data. However, even if the stored data is ported to another PC, it can be played back on the destination PC as long as the PC has a player installed that can play back the applicable audio format. In the case of a link, only the file name and path of the audio file is stored which means a smaller volume of data, but playback cannot be performed if the document file is ported to a location from which the audio data embedded in the file cannot be accessed.

Option Item

An item associated with a worktype. Up to 10 items can be registered with combinations of values.

Option Items can be input with such tools as a barcode reader.

Ownership

An attribute that, based on Author privileges, prevents a dictation file from moving to the Finished folder in Transcription Module after the file has been transcribed. With this attribute configured, the file is not moved to the Finished folder in Transcription Module the moment transcription has been completed.

Priority Level

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

Proxy

This is a boundary that separates an internal network from the external Internet. It is a computer or software that connects to the Internet on behalf of an internal computer that cannot directly access the external network. A proxy centrally controls the access traffic between the Internet and the internal network, and blocks unauthorized accesses.

Standalone System

The basic system of OM Dictation Management System. It represents a system environment in which Dictation Module and Transcription Module run on local PCs, and management tools such as System Configuration Program are not used.

Storage Mode

An operating mode that causes recorder built-in memory or a memory card to be recognized as a removable drive when the recorder is connected to a PC. Normal removable disk operations are supported, the same as with USB memory and other types of removable memory. However, the recorder cannot be used as a PC microphone or speaker when it is connected in Storage Mode. When using the recorder for direct recording, you need to switch to Audio mode, Composite mode, or some other operating mode in which the normal USB Audio class is supported.

Terminal Service

This is a client service provided by Windows Server. It can execute applications and services provided by the server on the client side. A separate license such as TS-CAL is required to use this function.

VCVA

A capability that enables sound-initiated recording (called Variable Control Voice Actuator) in order to improve usability and efficiency for prolonged recording. It halts recording after a certain period of silence and resumes it in response to sound. The sound level to initiate recording can be adjusted. Level settings optimized for different recording environments ensure efficient recording. For recording intended for speech recognition, it is recommended to disable the VCVA function.

Verbal Comment

A voice comment that is embedded in dictation file data. A verbal comment can be recorded with a supported recorder. It is provided to transcribe audio data immediately after commentary. A verbal comment is recorded at any position in a dictation file based on the need for instructions.

WAV

A standard dictation file format for Windows. It is also referred to as the WAVE format. The specifications include the saving format for recording a digitally converted audio signal. The file extension is WAV.

WMA

A standard audio format for Windows. This technology is a component of Windows Media, a multimedia technology incorporated in Windows, and is a standard audio compression technique. The file extension is .WMA.

Worktype

This is the data used to classify dictations. The user can classify the types and Authors of dictations with the application by selecting a Worktype on the recorder when making a new recording.

Using Option Items associated with a Worktype, additional attributes can be provided.