

# OM SYSTEM

## OM Dictation Management System R8

Transcription Module

Reference Manual



# Contents

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<b>1 INTRODUCTION</b>	<b>7</b>
1.1 OM Dictation Management System Outline	8
1.1.1 System Configurations of ODMS R7	9
1.1.2 Modules and Tools	10
1.2 Licenses	11
1.3 Devices Supported by Transcription Module	12
1.4 Supported File Formats	13
<b>2 BASIC OM DICTATION MANAGEMENT SYSTEM FUNCTIONS</b>	<b>14</b>
2.1 Dictation File Name and Author ID	15
2.2 Process and Status	16
2.3 How Folders Work	18
2.3.1 Folder Descriptions	18
2.3.2 Folder Functions	21
2.4 Worktypes and Option Items	22
2.5 Ownership Attribute	23
2.6 Local Mode and Network Mode	24
2.7 Clean	25
2.8 Voice Comment	26
2.9 Storage Mode and Composite Mode	27
2.10 Backing Up	28
2.11 Debugging Option	29
<b>3 BASIC OPERATIONS</b>	<b>30</b>
3.1 Starting and Exiting Transcription Module	31
3.2 Starting and Finishing Transcription	33
3.3 Downloading Dictation Files	34
3.3.1 Downloading All Files	34
3.3.2 Downloading Files into Specified Folders	36
3.3.3 Downloading Specified Files	36
3.4 Importing Files	37
3.5 Copying or Moving a Dictation File	38
3.5.1 Copying a File to the Dictation Tree View	38

3.5.2 Moving a File to the Dictation Tree View	38
3.5.3 Copying a File to a Specified Location	39
3.5.4 Uploading a Dictation File to the Device	40
3.5.5 Exporting a File	41
3.6 Playing a Dictation File	42
3.6.1 Starting and Stopping Playback	42
3.6.2 Shifting the Playback Position	43
3.6.3 Adjusting Playback Conditions	45
3.6.4 Intro-Scanning	46
3.6.5 Inserting an Index Mark	48
3.6.6 Finishing Processing a Dictation File	49
3.7 Editing a Dictation File	50
3.7.1 Recording Dictation	50
3.7.2 Converting the File Format	54
3.7.3 Splitting a Dictation File into Two Files	56
3.7.4 Joining Multiple Dictation Files into One	57
3.7.5 Changing the Status of a Dictation File	58
3.8 Sending a Document File via E-mail	60
3.8.1 Automatic Transmission via E-mail	60
3.8.2 Manual Transmission via E-mail	60
3.8.3 Registering an Email Address	63
3.9 Sending Document Files via FTP	64
3.9.1 Automatic Transmission via FTP	64
3.9.2 Manual Transmission via FTP	64
3.10 Managing Document Files	67
3.10.1 Adding a Managed Document File Type	67
3.10.2 Associating a Document File with a Dictation File	67
3.10.3 Dissociating a Document File from a Dictation File	68
3.11 Receiving Dictation Files via E-mail	69
3.11.1 Automatic Reception via E-mail	69
3.11.2 Manual Reception via E-mail	69
3.12 Receiving Dictation Files via FTP	70
3.12.1 Automatic Reception via FTP	70
3.12.2 Manual Reception via FTP	70
3.13 Speech Recognition	71
3.13.1 Getting Ready for Speech Recognition	71
3.13.2 Settings to Share Adaptations	74

3.13.3 Performing Background Speech Recognition .....	75
3.13.4 Correcting Speech Recognition Results (Corrected in the Text Correction Window) .....	77
3.13.5 Corrected Speech Recognition Results Are Sent to the Author.....	78
3.13.6 Correction Feedback.....	79

**4 MANAGING FILES AND FOLDERS .....81**

4.1 Editing a Folder in the Dictation Tray .....	82
4.1.1 Creating a Folder .....	82
4.1.2 Mounting a Folder.....	82
4.1.3 Removing a Folder.....	84
4.1.4 Renaming a Folder.....	84
4.2 Editing the Properties of Audio and Document Files .....	85
4.2.1 Editing in the Properties View.....	85
4.2.2 In-line Editing .....	85
4.2.3 Editing with the Job Data Dialog Box.....	87
4.3 Backing Up a Downloaded Dictation File.....	88
4.4 Decrypting a Dictation File.....	89
4.5 Sorting Dictation Files .....	90
4.6 Sharing Dictation Files with Authors .....	92
4.7 Automatically Deleting Transcribed Dictation Files .....	93
4.8 Searching for Dictation Files and Document Files.....	94
4.8.1 Simple File Name Search .....	94
4.8.2 Column Item Search .....	94

**5 CUSTOMIZING THE TRANSCRIPTION MODULE.....96**

5.1 Customizing the Work Area .....	97
5.2 Customizing the Content List View .....	98
5.2.1 Interchanging Displayed Columns .....	98
5.2.2 Sorting Displayed Files .....	98
5.2.3 Changing the Columns Displayed in the Content List View .....	98
5.2.4 Filtering Displayed Files.....	100
5.3 Assigning Hot Keys .....	101

**6 OPTION SETTINGS ON OPERATING CONDITIONS ..... 102**

6.1 Folder Design.....	103
6.1.1 Folder Properties .....	103
6.1.2 Attributes .....	105

6.1.3 Actions .....	107
6.2 Workflow .....	111
6.2.1 General .....	112
6.2.2 Download .....	114
6.2.3 Advanced Download .....	115
6.2.4 Import .....	117
6.2.5 Receive .....	118
6.2.6 Notification .....	119
6.2.7 Routing .....	121
6.2.8 Speech recognition - General .....	121
6.2.9 Speech recognition – Background Speech Recognition .....	123
6.2.10 Speech recognition – Text Correction .....	124
6.2.11 Speech recognition – Template .....	125
6.2.12 Speech recognition – Dragon .....	126
6.2.13 Transcription .....	128
6.2.14 Worktype .....	129
6.2.15 Auto Collection .....	129
6.2.16 Logging .....	130
6.3 User Settings .....	131
6.3.1 General .....	132
6.3.2 Keyboard .....	132
6.3.3 Playback Control .....	133
6.3.4 Transcribe bar .....	134
6.4 E-mail / FTP .....	136
6.4.1 E-mail .....	136
6.4.2 FTP .....	138
6.4.3 Send / Receive .....	138
6.4.4 Proxy .....	139
6.5 Device .....	140
<b>7 TROUBLESHOOTING .....</b>	<b>142</b>
7.1 The Transcription Module Does Not Start Up .....	143
7.2 The System Remains Silent .....	144
7.3 DVR Is Not Recognized .....	146
7.4 Collecting Information with Log Tool .....	147
7.5 Updating .....	149
<b>8 APPENDIX .....</b>	<b>150</b>

8.1 Names and Functions of Window Components .....	151
8.2 Menu Lists (Main Window) .....	162
8.2.1 [File] Menu .....	162
8.2.2 [Folder] Menu .....	164
8.2.3 [Edit] Menu .....	164
8.2.4 [View] Menu .....	165
8.2.5 [Play] Menu .....	166
8.2.6 [Tool] Menu .....	167
8.2.7 [Speech Recognition] Menu .....	168
8.2.8 [Device] Menu .....	169
8.2.9 [Help] Menu .....	169
8.3 Menu List (Text Correction Window) .....	170
8.3.1 [File] Menu .....	170
8.3.2 [Edit] Menu .....	170
8.3.3 [View] Menu .....	171
8.3.4 [Dictation] Menu .....	171
8.3.5 [Voice Information] Menu .....	171
8.3.6 [Help] Menu .....	171
8.4 File Property Lists .....	172
8.5 Default Key Assignments .....	175
<b>9 SUPPORT CONTACTS .....</b>	<b>177</b>
<b>10 GLOSSARY .....</b>	<b>178</b>

# 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 Supported by Transcription 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.

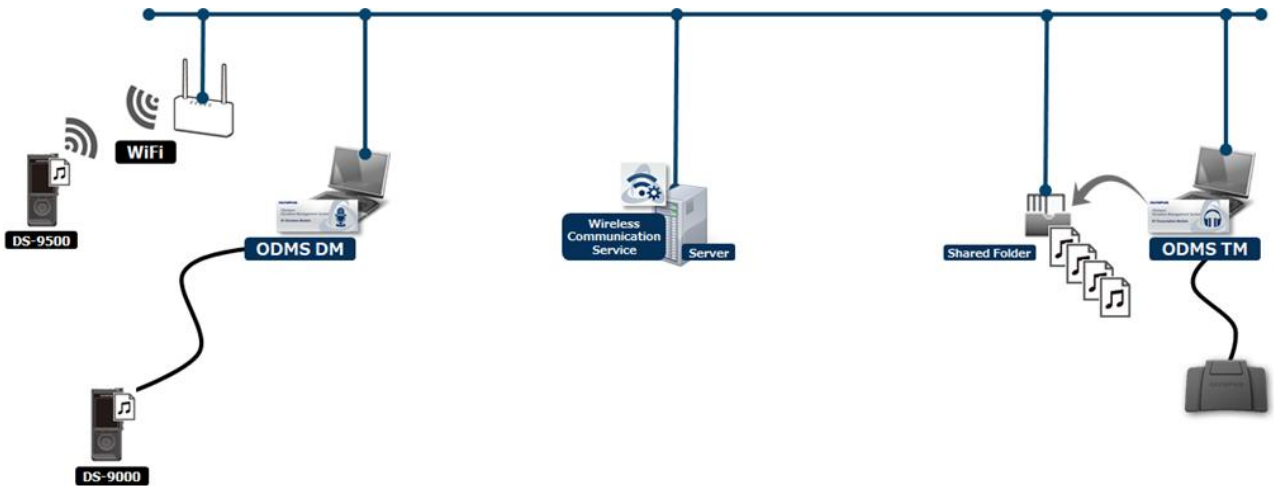
## 1.1.1 System Configurations of ODMS R8

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ODMS R8 offers two system variants with different administrative configurations.

- **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><b>About silent installation with a volume license ID</b> 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>
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## 1.1.2 Modules and Tools

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- **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 the 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* <sup>1</sup>
	ODMS R8 TM Volume license for Standalone* <sup>1</sup>

\*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 Supported by Transcription Module

Transcription Module supports the following OM Digital Solutions devices:

Device Type	Models
Foot switch	<ul style="list-style-type: none"><li>• RS31N</li><li>• RS28N</li><li>• RS27N</li><li>• RS31H</li><li>• RS28H</li><li>• RS27H</li></ul> <p>To use a foot switch with ODMS, you need to switch the mode to Olympus mode.</p>

# 1.4 Supported File Formats

## Dictation File

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

Functions	Supported File Formats (Extensions)
Playback, import, and export	Non-encrypted file: DS2, DSS, WAV, WMA, and MP3 Encrypted file: DS2, \$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 (at audio capturing)	Non-encrypted file: DS2, DSS, WAV, and WMA Encryption settings cannot be configured in the Transcription Module.
File splitting/joining	Non-encrypted file: DS2, DSS, WAV, and WMA Encrypted file: DS2, \$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 format as an optional setting by selecting [Folder Design] and then [Attributes].  
=> [\[Folder Design\]-Attributes](#)

## 2 Basic OM Dictation Management System Functions

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

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

## 2.1 Dictation File Name and Author ID

### Dictation File Name

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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

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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 logon ID for Windows is used as the Author ID.

### Job No.

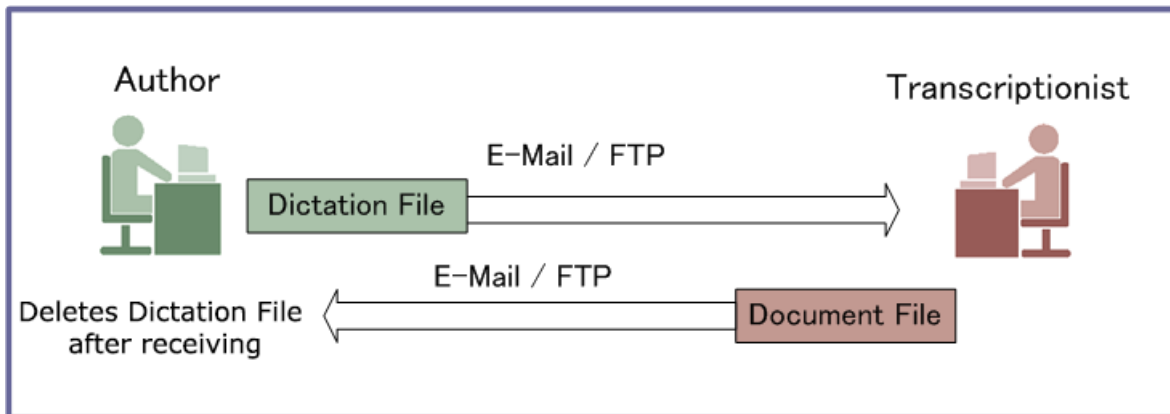
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The Job No. is automatically set when a recording is made. Each time a dictation file is created, a new number is provided for it. The Job No., which is an essential number for file management, cannot be reset by the user. Removing batteries from or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

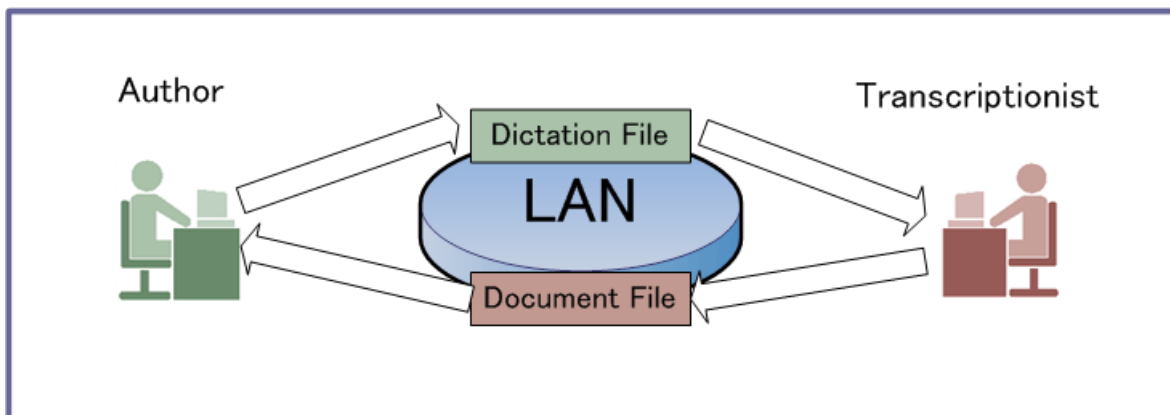
## 2.2 Process and Status

This section provides the workflow from creation of a dictation file up to final transcription and deletion of the dictation file in an ODMS R8 Standalone System and Workgroup 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 workflows 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"/>	Recycle Box clear after certain length of time (can be configured for immediate clear)

## Operations after Deletion



By default, deleted files are 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 Transcription 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 Transcription 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 Transcription 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

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This section describes how each folder works.

Folder Name	Description
 Dictation Tray	This virtual folder, provided as a root folder, manages dictation files. It serves as a management container and has no specific functions.
 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 specified path.
 Custom Folder  Sub-folder	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.
 Inbox	This folder stores dictation files received via email or FTP.

 Outbox  E-mail  FTP	<p>This folder stores the dictation files waiting to be sent via email or FTP.</p> <p>Outbox consists of two separately managed shortcut 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 option settings for E-mail and FTP.</p> <p>If items in the Outbox are deleted, their sending operations are canceled and the actual dictation files are deleted.</p>
 Forwarded	<p>This folder manages the dictations that have been sent.</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. Dictation files that are older than the elapsed time settings are cleaned out of the folder. 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>
 Transcriptionist Tray	<p>This is a virtual folder that allows a Transcriptionist to view dictation files other than those in the Outbox (E-mail / FTP included), Forwarded, Finished, Backup, and Recycle Box folders.</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 dictations 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)  (Forwarded)	<p>This is a short cut folder for managing 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 and used to update the dictionary file for speech recognition. The forwarded folder is for managing logs of transmissions of data for adaptation from the Adaptation folder.</p>

 Document Tray	<p>This virtual folder manages document files. With the extensions of managed document files registered, using an attribute of the folder, the registered document files can be managed in the My Document folder. Since this folder 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 linked with a dictation file. Double-clicking a dictation file linked with a document file opens the document file.</p>
 Outbox  E-mail  FTP	<p>This folder is the first destination for document files sent via email or FTP.</p> <p>Outbox consists of two folders, E-mail and FTP, which are managed separately. 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 option settings for E-mail and FTP.</p> <p>If items in the Outbox are deleted, their sending operations are canceled and the actual document files are deleted.</p>
 Sent Items	<p>This folder manages items sent via email and FTP.</p> <p>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]. Files in this folder can be moved to other folders.</p>

## 2.3.2 Folder Functions

This section describes each folder's capabilities and limitations.

: Supported : Not supported

Folder Name	Renaming	Sub-folder Creation	Encryption	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"/>
FolderA -  FolderG	<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"/>
Sub-folder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outbox ( E-mail  FTP)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *1
Forwarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *2
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"/> *2
Recycle Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transcriptionist Tray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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) ( Forwarded)	<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"/>
Outbox ( E-mail  FTP)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sent Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> *2

\*1 When a file is dropped into the Outbox, a dialog box will appear to configure settings for sending via E-mail / FTP.

\*2 Files can be removed from the folder, but cannot be dropped into the folder from the outside.

## 2.4 Worktypes and Option Items

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

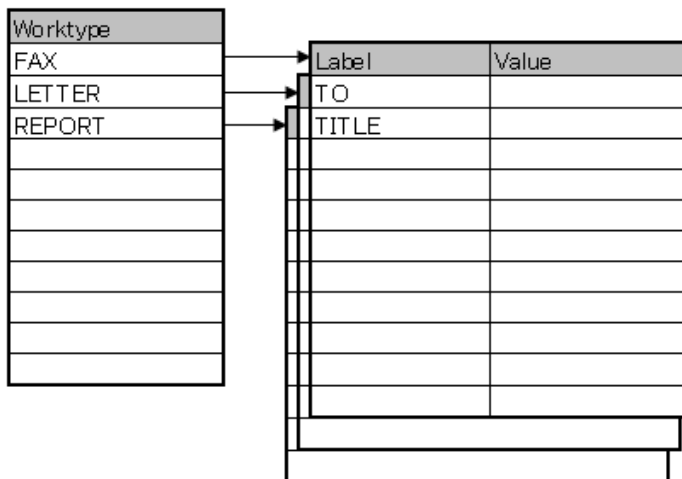
A Worktype is defined as a string, including a department name or the category name of a recorded file.

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 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.

## 2.5 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 an author privilege, 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](#)

## 2.6 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. This type of configuration is called the network mode.

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

To avoid this inconvenience, if assigned a network path that is at the time 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 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.

## 2.7 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  Sub-folder	<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

## 2.8 Voice Comment

Transcription Module supports two types of voice comments: 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 Comment column indicates there are instruction comments.

### ■ **Verbal Comments**

Verbal comments are voice comments embedded into 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.

Instruction comments and verbal comments cannot have index marks inserted.

## 2.9 Storage Mode and Composite Mode

An OM Digital Solutions recorder can be equipped with any one of three standard USB classes (storage class, audio class, HID class), or all three classes. 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 Transcription Module, Storage class is used for dictation file downloading, while Audio+HID class is used for Direct Recording.

The modules listed below, which fully support the Transcription 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 recording is complete, the [Main window](#) returns to the display and Storage Mode is switched to automatically. Storage and Composite modes can also be switched manually.

## 2.10 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.

## 2.11 Debugging Option

The Transcription Module provides 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 Transcription 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 Transcription Module.

[!\[\]\(130eb552b7f729639752562c836f911d\_img.jpg\) Starting and Exiting Transcription Module](#)

[!\[\]\(42234db66df333a86ea2bac96e7bd175\_img.jpg\) Starting and Finishing Transcription](#)

[!\[\]\(9744027c2462738a4b8ec7d9c6615183\_img.jpg\) Downloading Dictation Files](#)

[!\[\]\(5e17ffbca1f899607873677550e81004\_img.jpg\) Importing Files](#)

[!\[\]\(b6e3a331d96c75a1e39efd137c125d99\_img.jpg\) Copying or Moving a Dictation File](#)

[!\[\]\(43c95d78c31334a179428700d39030ee\_img.jpg\) Playing a Dictation File](#)

[!\[\]\(715c765c1181e6a670e37aa3bc2de67c\_img.jpg\) Editing a Dictation File](#)

[!\[\]\(86b1b52fb4b2e5ef84ee1bcb7fce3537\_img.jpg\) Sending a Document File via E-mail](#)

[!\[\]\(346424ad7ee3a06d33d2a012aa61dfde\_img.jpg\) Sending Document Files via FTP](#)

[!\[\]\(825738d446112df1946fd7abfcb9090f\_img.jpg\) Managing Document Files](#)

[!\[\]\(88f042c044ed0f8a43e6319d18feb71f\_img.jpg\) Receiving Dictation Files via E-mail](#)

[!\[\]\(a895f1cfc2a4586a576707ad87b41f18\_img.jpg\) Receiving Dictation Files via FTP](#)

[!\[\]\(8378693aafe4d79403da2348bb0b4061\_img.jpg\) Speech Recognition](#)

## 3.1 Starting and Exiting Transcription Module

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

[Starting](#)

[Auto-starting](#)

[Exiting](#)



Dictation Module, and Transcription Module cannot be running at the same time on the same PC.

### Starting

To start Transcription Module, perform the following steps:

#### ■ Procedure A

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

→ The Transcription Module will start and the **Main window** will appear.

#### ■ Procedure B

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

→ The Transcription Module will start and the **Playback Control window** or **Transcribe bar** will appear.

### Auto-starting

#### ■ Procedure

1. Start up the resident Device Detector 5, and select the Transcription Module check box.
2. Connect a supported device to a USB port on the PC.

→ This will automatically start up Transcription Module and display the **Main window**.

## Exiting

---

If the **Playback Control window** or **Transcribe bar** is displayed, return to the **Main window**, and then exit.

### ■ Procedure

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

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

→ Transcription Module will close.

## 3.2 Starting and Finishing Transcription

Select a dictation file to start transcription. If configured, the specified word processor will open at this point.



Starting conditions of transcription can be optionally configured.  
=> [\[Workflow\] - Transcription](#)

### ■ Procedure

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

Or select [Start Transcription] from the [File] menu.

- When [Open specified word-processor] is enabled, the specified word processor will open at this point.
- When [Open word processor using document templates] is enabled, a document template can be configured to open based on a specified Author and Worktype.



[Configuring a Workflow for Transcription](#)

2. The specified word processor or document template will open automatically.

Configure the settings specifying the word processor or document template to open in advance.



[Registering a Document Template](#)

3. Transcribe a file while playing it.



[Playing a Dictation File](#)

4. Once transcription has been completed, send the created document file to the Author.



- [Sending a Document File via E-mail](#)
- [Sending a Document File via FTP](#)

5. Delete the transcribed dictation file.



Automatic deletion can also be configured.  
=> [Configuring Auto Collection](#)

## 3.3 Downloading Dictation Files

Downloading refers to copying a file from a device and transferring it to Transcription 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](#)

[\[Download All Files\]](#)

[\[Download Files into Specified Folders\]](#)

[\[Download Specified Files\]](#)

### 3.3.1 Downloading All Files

---

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



When using a model with the Music folder, executing [\[Download All\]](#) will not download files from 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 launch.  
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 several devices are connected, click [\[Download All\]](#) on the [\[Device\]](#) menu to display the Device Select Dialog Box. Select the device and click [\[OK\]](#).
- Files in a device can also be deleted when they are downloaded.  
=> [\[Workflow\] - Download](#)

- |  |                                                                                                                                                                                                                                                                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Downloading can be automatically started when a device is detected.<br/>=&gt; <a href="#">[Folder Design] - Actions - Auto Download</a></li><li>• When WCS is enabled, the statuses of the downloaded files can be managed.<br/>Refer to Help for the Wireless Communication Service for details.</li></ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 3.3.2 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 launch.
3. Right-click the device and select [Download Folder] from the context menu.
  - Files in a 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."



If several devices are connected, click [Download Folder A(B - G)] on the [Device] menu to display the Device Select Dialog Box. Select the device and click [OK].

### 3.3.3 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 launch.
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 will be downloaded into the corresponding folder (for example, folder A to folder A) in the Download Tray in the Dictation Tree View. When the corresponding folder is disabled, files cannot be downloaded.

## 3.4 Importing Files

Importing is for capturing an external dictation file not managed by Transcription Module so that Transcription 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 a folder in the File Location field for the file import destination.  
Set the import destination folder with [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".

## 3.5 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](#)

### 3.5.1 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.

### 3.5.2 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.

### 3.5.3 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 Explorer.

4. Click  on the toolbar.

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

→ The file will be pasted into the specified folder.

### 3.5.4 Uploading a Dictation File to the Device

---

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



#### ■ 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.

### 3.5.5 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.

If delete option in Options is checked, the original file will be deleted after exported.

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 Transcription Module will result in an error.

## 3.6 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](#)

[Finishing Processing a Dictation File](#)

### 3.6.1 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](#), [Transcribe bar](#), and [Playback Control window](#) offer the same operations during playback.

#### ■ Procedure

**1.** Select the file you wish to play in the Content List View.

- Clicking [Switch to Playback Control Window] on the [View] menu displays the [Transcribe bar](#) or [Playback Control window](#).


Or click  on the Context menu.

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.

**3.** 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 specified length of time configured under [\[User Setting\] - \[Playback Control\] - Auto-backspace](#).
- Clicking a DSS file with a tool such as Explorer directly launches the [Playback Control window](#) and starts playing the file.
- Clicking [Switch to Playback Control Window] on the [View] menu displays the [Transcribe bar](#) or [Playback Control window](#).

## Operating with a Foot Switch

Connecting a **supported foot switch** makes it possible to use the foot switch as a playback button with the Main window playback control bar, the **Playback Control window** or the **Transcribe bar**.

	Connecting a foot switch does not start Transcription Module automatically.
	The pedal operations of a foot switch can be customized under [Device]. => <a href="#">[Device]</a>

Function	Transcription Module	Foot Switch Operations
Playback		Press the pedal that is assigned the PLAY/PAUSE function
Stop		Release the pedal that is assigned the PLAY/PAUSE function
Start fast-forwarding		Press the pedal that is assigned the FF function
Stop fast-forwarding	Releasing  .	Release the pedal that is assigned the FF function
Start rewinding		Press the pedal that is assigned the REW function
Stop rewinding	Releasing  .	Release the pedal that is assigned the REW function

### 3.6.2 Shifting the Playback Position

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

[Moving to a Desired Position](#)

[Skipping to a Position with an Index Mark or a Verbal Comment](#)

[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 a Position with an Index Mark or a Verbal Comment

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 [Next Index Mark/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 Marks] from the [Play] menu.

→ The [View All Index Marks] 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

### 3.6.3 Adjusting Playback Conditions

---

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

	<ul style="list-style-type: none"><li>•To show/hide each control,<ul style="list-style-type: none"><li>⇒<a href="#">[User Setting] - Playback Control - Control Indicators</a></li><li>⇒<a href="#">[User Setting] - Transcribe bar - Button customization</a></li></ul></li></ul> <p>Depending on administrative settings, some menus will be hidden.</p>
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Adjusting Volume](#)

[Adjusting Speed](#)

[Suppressing Noise](#)

[Adjusting Tone](#)

[Switching Channels](#)



#### 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

An emphasis is placed on the low-pitch side when shifting to the [-] side, and on the high-pitch side when shifting to the [+] side. In general, shifting to the [+] side provides better sound quality.

### ■ 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.

## Switching Channels

Channel switching may deliver better sound quality.

### ■ Procedure

1. Select a channel from [Channel] in the [Play] menu.

→ Playback sound will be modified.

Item	Description
Stereo	Plays as stereophonic sound
Monaural	Plays as monophonic sound
Left	Plays only the left side track of stereophonic sound
Right	Plays only the right side track of stereophonic sound




Channel switching is disabled for monaurally recorded sound.

## 3.6.4 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 .

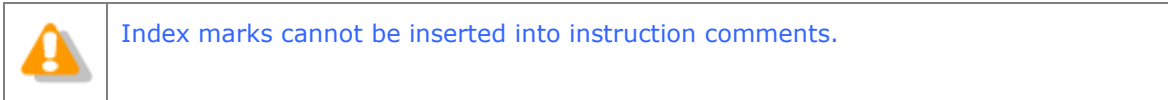
Or select [Play/Stop] from the [Play] menu.

→ Intro-scanning will stop.

### 3.6.5 Inserting an Index Mark

---

An Index mark can be inserted and deleted in the **Main window**, in the **Playback Control window** at audio capturing, or on the **Transcribe bar** at audio capturing.




#### 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.






#### 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.

→ This deletes the specified index mark. Multiple index marks can be specified for deletion at one time.

## ■ Procedure B

1. Select [View All Index Marks] from the [Play] menu.

→ The [View All Index Marks] dialog box will appear. Index marks are displayed in the format of HH.MM.SS.

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

→ This deletes the specified index mark. Multiple index marks can be specified for deletion at one time.

### **3.6.6 Finishing Processing a Dictation File**

---

To finish dictation file processing operations, perform the following steps:

## ■ Procedure

1. Click  on the **Transcribe bar** or in the **Playback Control window**.

→ The Change Status dialog box will appear.

2. If transcription has been completed, click [Finished]; otherwise, click [Pending].

→ The dictation file will be stored with Transcription Finished status or Transcription Pending 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.


- [Recording Dictation](#)
- [Recording Video Conference](#)
- [Converting the File Format](#)
- [Splitting a Dictation File into Two Files](#)
- [Joining Multiple Dictation Files into One](#)
- [Changing the Status of a Dictation File](#)

### 3.7.1 Recording Dictation

---

To create a new dictation file, perform the following steps:

#### ■ Procedure

1. Connect a supported digital voice recorder or RecMic to a USB port on the PC.
2. Select a dictation file in the Content List View and click  on the toolbar.

Or select a file and select [Start Audio Capture] from the [File] menu.

→ The Audio Capture dialog box will appear.

If several devices are connected, the Device Select Dialog Box will be displayed. Select the device and click [OK].

Start Audio Capture

File Name: AUDI0004.ds2

Save Folder: Folder A

Format: DSS Pro

Attributes: DSS Pro, 28 kbps, 16 kHz, mono (QP)

Start Cancel

Items	Description
File name	Enter the file name for a recorded dictation 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.

**3.** Click the [Start] button.

→ The **Playback Control window** or **Transcribe bar with the recording button** 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.

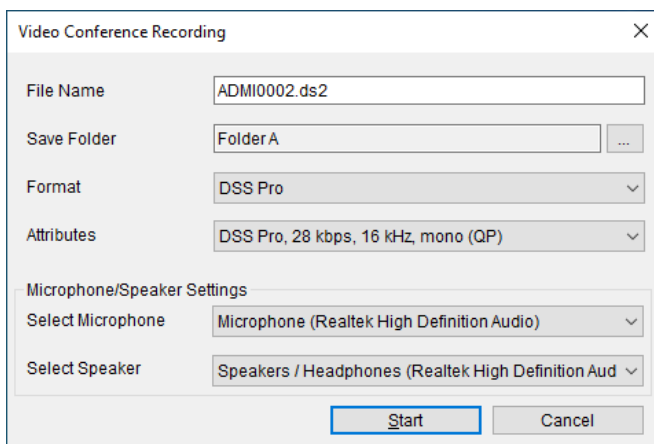
### 3.7.2 Recording Video Conference

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.

### 3.7.3 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 in 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] from the context menu.

Or select the file and click  on the toolbar.  
Or select [Convert Dictation] from the [File] menu.  
→ The Convert Dictation Settings dialog box will appear.

2. Select a **format and attributes**, 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	44.10kHz	16 bit	stereo
	PCM	32.00kHz	16 bit	stereo
	PCM	22.05kHz	16 bit	stereo
	PCM	16.00kHz	16 bit	stereo
	PCM	44.10kHz	16 bit	mono
	PCM	22.05kHz	16 bit	mono
	PCM	12.00kHz	16 bit	mono
	PCM	8.00kHz	16 bit	mono

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

### 3.7.4 Splitting a Dictation File into Two Files

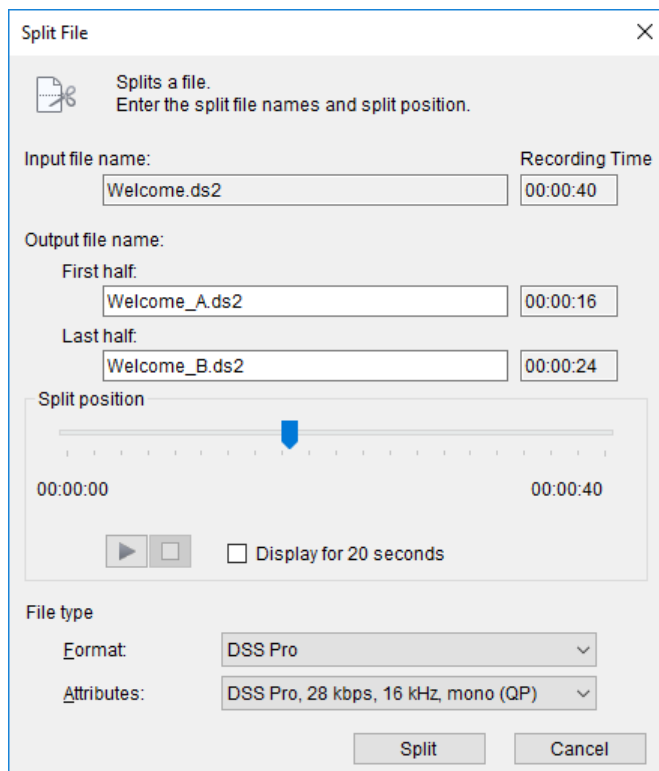
With this function, a dictation file in the Content List View can be split into and saved as two files. DSS, DSS Pro, WAV, and WMA files can be split. The resulting file format can be selected.


#### ■ 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 [First half] and [Last Half].

**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.



- File status after splitting is [Recording Finished].
- If a file to be split has instruction comments, the comments will be attached to each of the two resulting files.

### 3.7.5 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.



Rejoining two split files may result in noise at the point of attachment.





- 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.

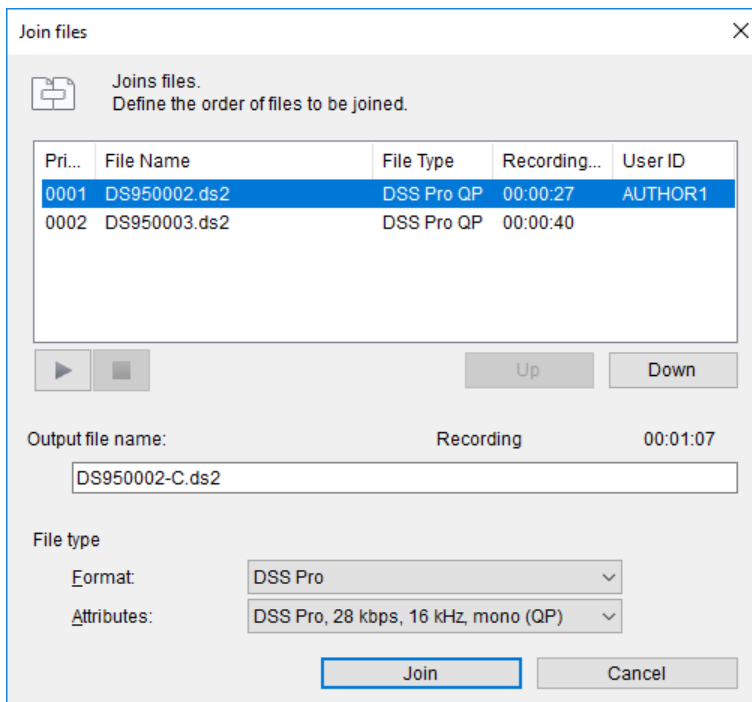
#### ■ Procedure

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

Or select [Joint] 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.

### 3.7.6 Changing the Status of a Dictation File

---

Changes the status of a dictation file => [Process and Status](#)

#### ■ 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.

The following statuses can be selected:

item	heading
Recording.Finished	Recording has been completed.
Transcription.Pending	Transcription is underway.

Transcription.Finished	Transcription has been completed
Speech Recognition.Pending	Speech recognition is underway.
Speech Recognition.Finished	Speech recognition has been completed

The selectable statuses depend on the current status.

**2.** Select a status and click [OK].

→ The status of the selected file will change.

## 3.8 Sending a Document File via E-mail

The E-mail 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

---

With a folder configured to automatically send files via E-mail, the files in the folder are saved in Outbox and automatically sent to a pre-defined destination at specified intervals.



- To send a file via email, an email profile needs to be configured in advance.  
=> [\[E-mail / FTP\] - E-mail](#)
- To automatically send a file via FTP, an automatic FTP transmission needs to be pre-configured.  
=> [\[E-mail / FTP\] - Send / Receive](#)

### 3.8.2 Manual Transmission via E-mail


---

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



- 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 using [Set E-mail Destinations] in the [Tool] menu.

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

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

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

→ The POP/SMTP Address dialog box will appear.

 With the [New Contact] button, a new address can be registered. => [Registering an Email Address](#)

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

**5.** After completing the configuration, click [OK].

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

Set E-mail Destinations

To: Author1

CC: Manager



BCC: Transcriptionist

Subject:

Message:

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

Send Cancel

- 6.** Type in the "Subject" and "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.

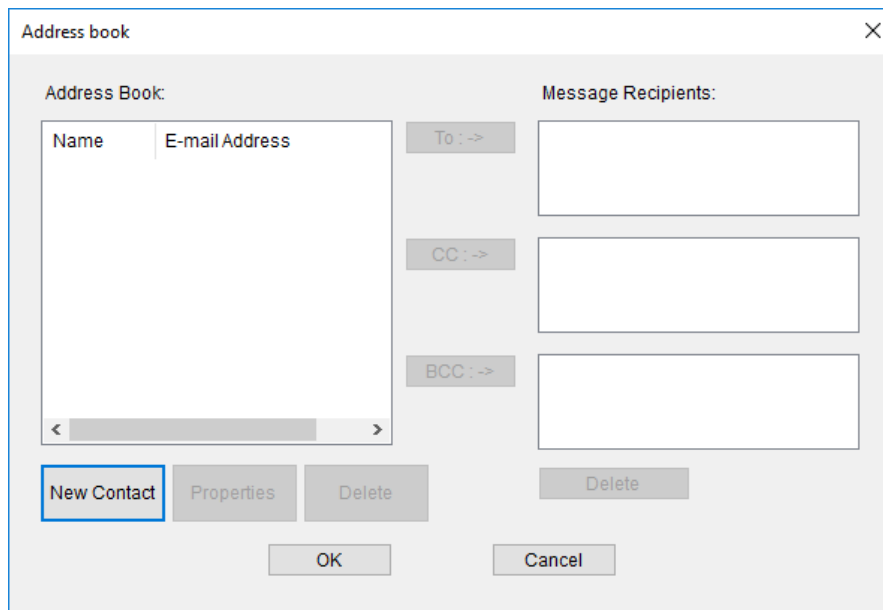
### 3.8.3 Registering an Email Address

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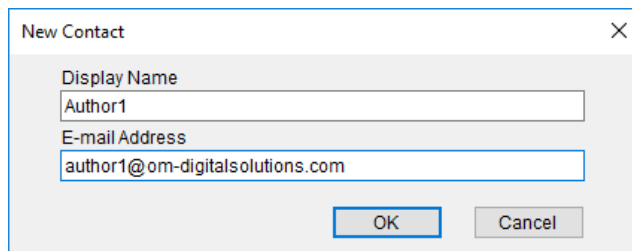
To register an email address, perform the following steps:

#### ■ 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 the E-mail 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 Document Files via FTP

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

To send a document 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. => <a href="#">[E-mail / FTP] - FTP</a>
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[Automatic Transmission via FTP](#)

[Manual Transmission via FTP](#)

### 3.9.1 Automatic Transmission via FTP

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


	To send a file via FTP, an FTP profile needs to be configured in advance. => <a href="#">[E-mail / FTP] - FTP</a> To automatically send a file via FTP, an automatic FTP transmission needs to be pre-configured. => <a href="#">[E-mail / FTP] - Send / Receive</a>
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### 3.9.2 Manual Transmission via FTP

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

■ Procedure

1. Select a file.
2. Click  on the toolbar.

Or select the FTP profile using [Send Via FTP] in the [Tool] menu.


→ The Set FTP Destination dialog box will appear.

Set FTP destinations

To

Name	FTP Address	Login ID	Audio files folder

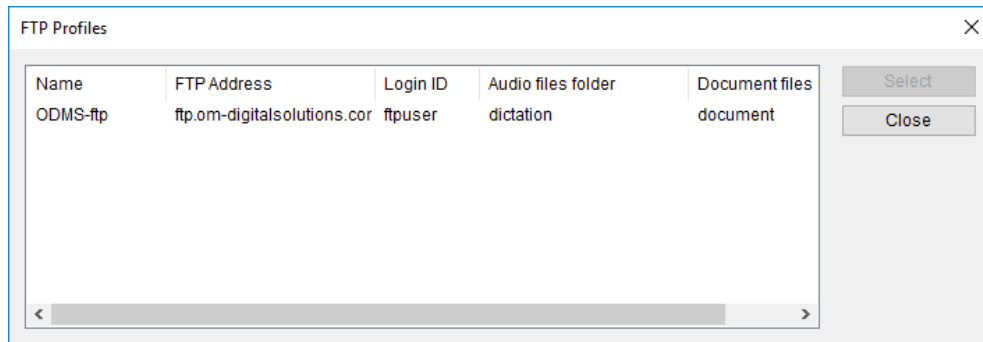
  

Filename	File Size	Created
 Welcome.ds2	144896	1/1/2012 12:00:00 AM

Send Cancel

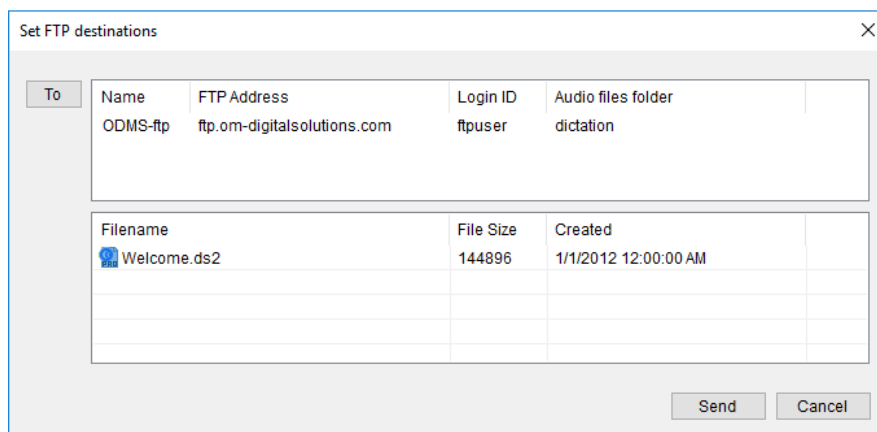
**3.** Click [To].

→ 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. With automatic FTP transmission configured in the option settings, the file will be sent based on those settings.

**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.  
  
Or select [Option] the [Tool] menu.  
→ The Folder Design dialog box will appear.
2. Click [Document Tray] in the Folder Tree.
3. Select [Document Type] from the Attribute menu, 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 A

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 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.


### 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 Dictation Files via E-mail

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

Received files are stored in Inbox.

The following two methods are available to receive document files.

[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 are automatically received at regular intervals with received dictation files stored in Inbox.




- To receive a file via email, an email profile needs to be configured in advance.  
=> [\[E-mail / FTP\] - E-mail](#)
- To automatically receive a dictation file, pre-configuration is required.  
=> [\[E-mail / FTP\] - Send / Receive](#)

### 3.11.2 Manual Reception via E-mail

---

To manually receive dictation files 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] from the [Tool] menu.

→ A dictation file will be manually received and stored in Inbox.

## 3.12 Receiving Dictation Files via FTP

To receive dictation files via FTP, manual reception via the menu and automatic reception with periodic confirmation are provided.

Received files are stored in Inbox.

The following two methods are available to receive document files.

[Automatic Reception via FTP](#)

[Manual Reception via FTP](#)

### 3.12.1 Automatic Reception via FTP

---

With automatic reception pre-configured, dictation files are automatically received via FTP at regular intervals, and the received dictation files are stored in Inbox.




- To receive a file via FTP, an FTP profile needs to be configured in advance.  
=> [\[E-mail / FTP\] - FTP](#)
- To automatically receive a dictation file, pre-configuration is required.  
=> [\[E-mail / FTP\] - Send / Receive](#)

### 3.12.2 Manual Reception via FTP

---

To manually receive document files 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] from the [Tool] menu.

Dictation files will be received and stored in the Inbox.

## 3.13 Speech Recognition

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

ODMS R8 comes with a correction 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 Transcription Module provides the following functions.

- Automatic speech recognition of dictation files downloaded from a device
- Correction of speech recognition results using a special text editor (Text Correction Window)
- Corrected speech recognition results are sent to the author
- 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 Background Speech Recognition](#)

[Correcting Speech Recognition Results \(Corrected in the Text Correction Window\)](#)

[Corrected Speech Recognition Results Are Sent to the Author](#)

[Correction Feedback](#)

### 3.13.1 Getting Ready for Speech Recognition

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

#### Installing Speech Recognition Software

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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 Transcription 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 function with the Transcription Module. You can display a speech recognition screen in the [information view](#).
  4. Select [Do adaptation] to apply corrections to speech recognition to a Dragon user profile.
    - The Adaptation function is enabled in the Transcription Module.
  5. To feed corrections back to the author, register them with the [Add] button in the rule list.
    - The Rule Settings dialog box opens and you can specify the author ID and select the procedure for sending data from shared folder (folder path), e-mail (✉), or FTP (FTP). (Maximum 100)
- To add a routing rule, click the [Add] button, and then make settings in the displayed Routing Settings dialog box.
  - To change a routing rule, select the rule, click the [Modify] button, and then modify settings in the displayed Routing Settings dialog box.
  - To delete a routing rule, select a rule and then click the [Remove] button.

## Dragon User Profiles

With Dragon recognition software, there is a separate profile file (referred to here as a “Dragon user profile”) that records personal settings for each speech recognition user. All the Dragon user profiles used when performing speech recognition with the Transcription Module are registered with a link to the Author ID of the dictation file.

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.
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 Transcription 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.

5. 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 with Transcription Module cannot be performed on any dictation file with an Author ID that is not registered in the Profile Map.

6. Specify the author ID, and click [OK] on the Profile Map dialog box.

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

→ This registers the Dragon user profiles of all Transcription Module users. 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 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.



•Refer to the section below for information about E-mail and FTP profile settings.  
=> [\[E-mail / FTP \] - E-mail](#)  
=> [\[E-mail / FTP \] - FTP](#)

### 3.13.3 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 Transcription 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](#)".


	<ul style="list-style-type: none"><li>• In order to register files automatically in the speech recognition queue when a file is downloaded or imported, you need to enable the [Start recognition queue automatically when new files are added to the queue] option.</li><li>• Even though the [Start recognition queue automatically when new files are added to the queue]: option is disabled, a file can be added to the speech recognition queue using drag and drop after the file is downloaded.</li></ul>
------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. Click the Queue folder for speech recognition in the tree view of the [Main window](#) of Transcription 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 file is downloaded, all downloaded dictation files are registered to the file recognition queue.

	<ul style="list-style-type: none"><li>• You can skip speech recognition processing by un-selecting the check box after a dictation file is registered to the speech recognition waiting list.</li></ul>
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. On the menu bar, select [Speech Recognition] – [Start Recognition Queue]. Speech recognition of the dictation files in the speech recognition waiting list 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.

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

### **3.13.4 Correcting Speech Recognition Results (Corrected in the Text Correction Window)**

---

You can use the Text Correction Window to correct the speech recognition results of a dictation file that has been processed with Background Speech Recognition or Real-time Speech Recognition.

Text can be corrected using the Text Correction Window 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.

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 Dictation Module Real-time Speech Recognition. Because of this, the Text Correction Window starts up alone, without linking with Dragon.


The recorded dictation can be played back with the Text Correction Window with the position of the text being played back highlighted on the screen. When correcting text, correct speech recognition results directly using keyboard operations. Since there is no linking with Dragon, use of the "Spell Dialog" and other editing functions provided by Dragon are not supported.

### **3.13.5 Corrected Speech Recognition Results Are Sent to the Author**



After finishing corrections, pressing the [Finish] button in the Text Correction window saves the corrected speech recognition results in the Adaptation folder. If an author is specified in the rule list, after the corrections are stored in the Adaptation folder they are automatically sent to the specified author. If the rule list is not set, it is necessary to manually send the corrections if a shared folder is not set.


When Rule List is enabled

Items	Description
Shared Folder	The corrections are transferred via the path of the shared folder.
For e-mail	The corrections are transferred via the OutBox\E-mail folder.
For FTP	The corrections are transferred via the OutBox\FTP folder.

	<p>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.  <a href="#">=&gt; [E-mail / FTP] - Send / Receive</a></p>
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

After the corrections are sent, a history of the transmission from Adaptation to the author is stored in the Forwarded folder in Adaptation.

Items	Description
File Name	Name of dictation file to which speech recognition was performed
Author	Author ID of dictation file to which speech recognition was performed
Destination	Via folder: Shows the path of the shared folder. E-mail: Shows  and the destination (address). For FTP: Shows  and the FTP profile name or address.
Forwarded Date	Shows the date and time the corrections were sent.

	<p>The files in the Forwarded folder can be deleted after a specified period. Set the purge attribute of the Forwarded folder.  <a href="#">=&gt; [Folder Design] - Action - Purge</a></p>
-------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 3.13.6 Correction Feedback

---

The corrections to the speech recognition results that are stored in the Adaptation folder are applied to the Dragon dictionary. The Transcription 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).

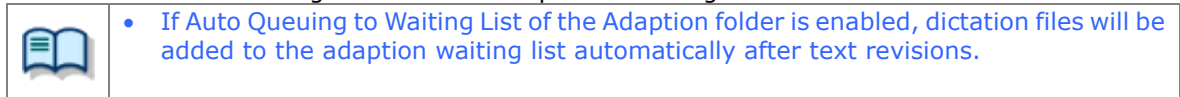
The Transcription Module must execute the two types of adaptation in the sequence above. Acoustic adaptation cannot be performed on a dictation file unless vocabulary adaptation has been performed.

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

■ Procedure

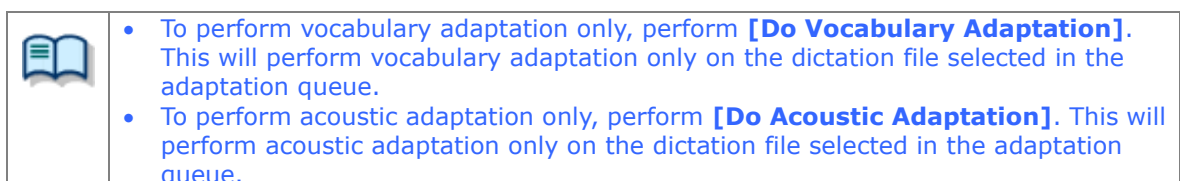
1. In the Adaptation folder, select a file on which to run adaptation, right click it and select [Add to Adaptation Waiting List].

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



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

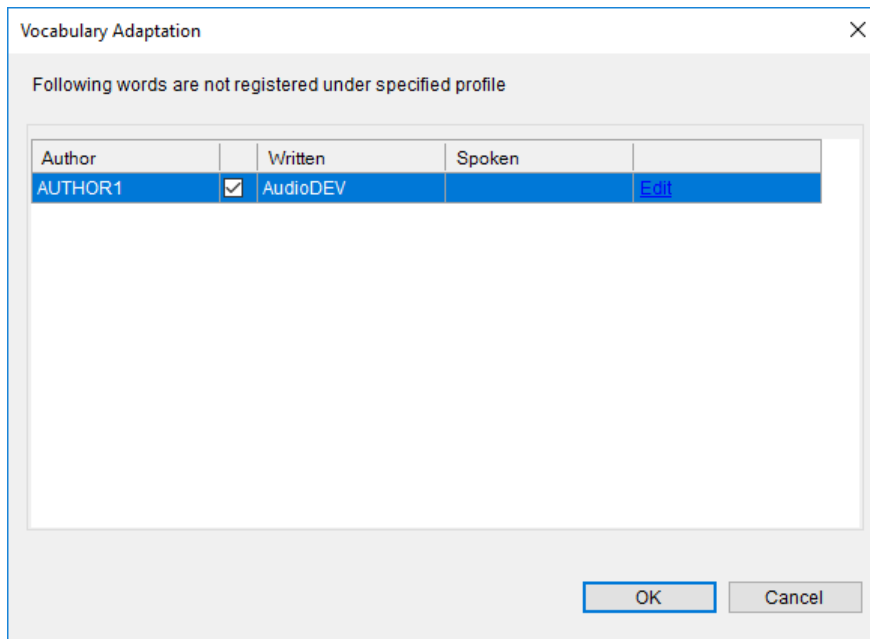
→ First perform vocabulary adaption and then acoustic adaptation on all of the dictation files in the Adaptation waiting list. If any dictation file already has had vocabulary adaptation performed, perform acoustic adaptation only for that file. A progress bar will appear above the adaptation waiting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




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.

-  • 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 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.

- [Editing a Folder in the Dictation Tray](#)
- [Editing the Properties of Audio and Document Files](#)
- [Backing Up a Downloaded Dictation File](#)
- [Decrypting a Dictation File](#)
- [Sorting Dictation Files](#)
- [Sharing Dictation Files with Authors](#)
- [Automatically Deleting Transcribed Dictation Files](#)
- [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 characters can be used for a folder name (note that for a folder in a recorder, the maximum character count is eight). The following 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. Select 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. Select the Dictation Tray in the Dictation Tree View and click [Add Folder] from the context menu.

Or select  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 Transcription 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. Select a folder in the Dictation Tree View and click [Remove Folder] on the context menu.

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

→ The selected folder will be removed.



Only user-added folders can be deleted. Only the path to the registered folder will be removed and the folder itself, including its dictation files, will not be 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. Select a folder in the Dictation Tree View and select [Rename] from the context menu.

Or select  in 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 characters can be used for a folder name (note that for a folder in a recorder, the maximum character count is eight). The following characters are unavailable: ¥ / : \* ? " < > |

## 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.



- The items displayed in gray cannot be edited.

#### ■ 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. Select a dictation file in the Contents 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.** Select a dictation file in the Content List View

and 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  in the Dictation Tree View.

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

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

2. Select the folder and change the backup attribute in the Folder Properties to enabled.

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.  
=> [\[Folder Design\] - Actions - Purge](#)

### Backing Up Manually

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

## 4.4 Decrypting a Dictation File

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

	<ul style="list-style-type: none"><li>• File encryption can be performed by the Dictation Module only. File decryption can be performed by the Transcription Module only.</li><li>• 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.</li><li>• 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.</li></ul>
	<p>With the Encryption attributes set to [Yes] for a folder, files in that folder are automatically encrypted with the password set under [Attributes]. With a password not configured under [Attributes], the Encryption Password dialog box will appear when a file is dropped into the folder. =&gt; <a href="#">[Folder Design] - Attributes - Encryption/Password</a></p>

To decrypt an encrypted file, perform the following steps.

### ■ Procedure

1. Select an encrypted dictation file in the Dictation Tree View and click [Decrypt] on 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 for encryption has already been registered, the Decryption Password dialog box does not appear, and decryption starts immediately.

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

→ The file will be decrypted and can be played.

	<ul style="list-style-type: none"><li>• The DSS Pro format new encryption format (Standard or High) is automatically determined by the Transcription Module for each dictation file, and then the appropriate decryption process is performed. The user does not need to be concerned with the encryption format used to encrypt each file.</li></ul>
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## 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.

When the settings described below are configured, downloading dictation files from a device causes them to be downloaded to specified folders based on Author ID and Worktype ID.

The settings specify import rules when downloading and importing dictation files.

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 [Options] 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.** In 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.** On the [Tools] menu, click [Options].

- The Option Settings dialog box will appear.
- 2.** Click the Workflow tab.
- The Option Settings Workflow dialog box will appear.
- 3.** In 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.** On the Rule Settings dialog box, specify the Author ID and/or Worktype ID, and name of the destination folder, and then click the [OK] button.

	<ul style="list-style-type: none"><li>• When Author ID and Worktype ID are both specified, only dictation files that match both criteria are routed to the specified folder.</li><li>• 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.</li></ul>
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- 8.** Click [OK].

Clicking [Apply] will reflect the configured rules in the configuration file.

	<ul style="list-style-type: none"><li>• 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.</li></ul>
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## 4.6 Sharing Dictation Files with Authors

Shared folders allow for file sharing with Authors.

This section illustrates how to create a new custom folder, and then configure it for sharing. Dictation files to be shared with Authors are placed in the shared folder. The shared folder is configured with access permission for access by both Authors and Transcriptionists.



File sharing requires configurations in 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 a one-month storage in the Transcription Finished folder, and how to eventually delete it permanently after a two-week storage in the Recycle Box.

### ■ Procedure

1. Click [Options] on the [Tools] menu.
2. Click the Finished folder in the Folder tree in the Folder Design dialog box.
3. Select [Clean] and click .
  - The Cleaning Settings dialog box will appear.
4. Check [Enable Cleaning], select [1 month] for the interval, select [Move To Recycle Box], and click [OK].
5. Click on the Recycle Box folder.
6. Select [Purge] and click .
  - The Purge Settings dialog box will appear.
7. Check [Enable Purge], select [2 weeks], 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. This is useful for situations where there are many files in the list.

You can easily search for file names or items in the columns for the dictation and document list views.

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 in order as they match the text as you type it in incrementally, file names that are found 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

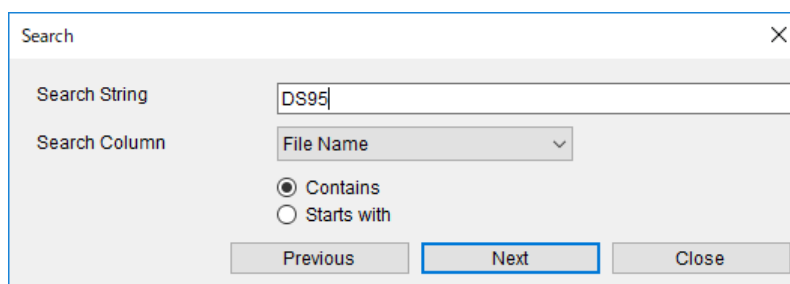
1. Press [Ctrl] + [Alt] + [F] on the keyboard.  
→ The Search dialog box will appear.
2. Type the text string, and select the column and search method, then press the [Next] button.

→ 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 the Transcription 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 for 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 displayed columns will change.



### 5.2.2 Sorting Displayed Files

---

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

#### ■ Procedure

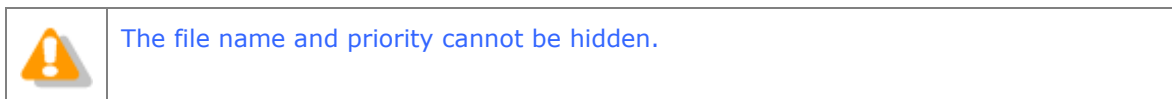
1. Select [Sort by] from the [View] menu.

→ 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.

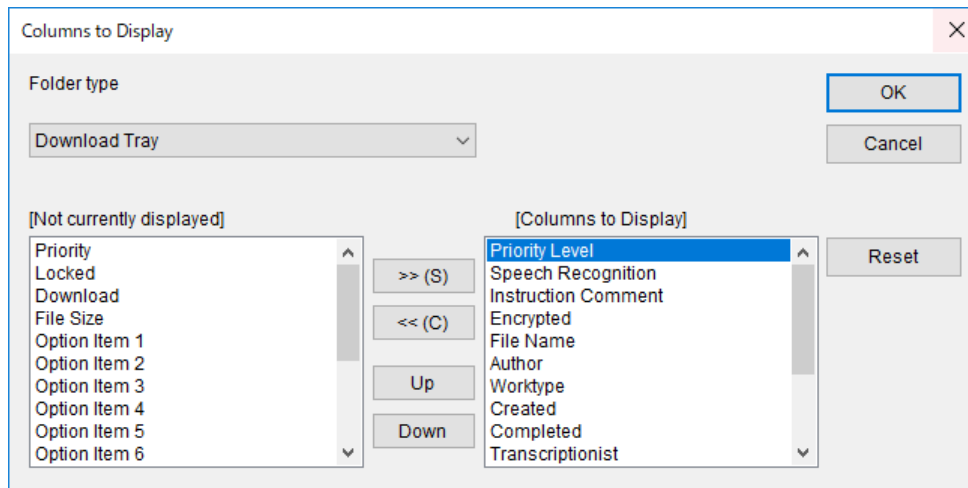
→ The list of column headers will be displayed as a context menu.

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].

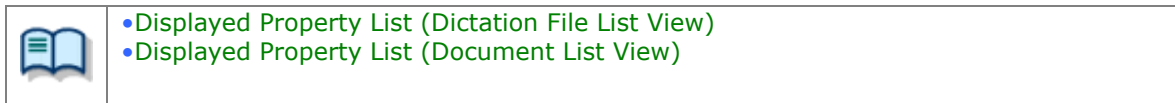
→ The window will close and the display of the Content List View will be updated.




## 5.2.4 Filtering Displayed Files

---



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

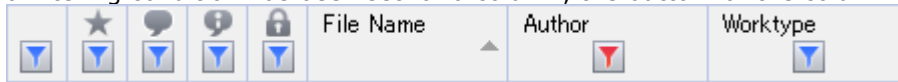



### ■ Procedure

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.

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

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 Transcription Module screen.



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

## 6 Option Settings on Operating Conditions

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

When Transcription Module is operated as a Workgroup system, the System Configuration Program manages the users on a per-Workgroup basis. The items with the lock icon  listed in the table below are managed by the System Configuration Program, prohibiting Transcriptionists from modifying them.

To modify these items, contact the Administrator.

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

## 6.1 Folder Design

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

Items that have a lock icon  can be configured and canceled by the system administrator only.

### ■ 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 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](#)

### 6.1.1 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](#)
- [Notification](#)
- [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.

## 6.1.2 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 folders in the folder tree.

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

If 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

---



The current Encryption attribute settings will appear.

- For Download folders and Custom folders:

The Encryption attribute for the folder cannot be changed via the Transcription Module.

- For the E-mail folder and the FTP folder in the Outbox:  
This option sets whether or not the folder is encrypted when files are sent via E-mail or FTP.

## Password

- For Download folders and Custom folders:  
When the Encryption attribute is set to "Yes," a decryption password must be entered for files stored in the folder.  
The password can be entered in the Decryption Password Dialog box, which is displayed by clicking .  
The specified password can be from 4 to 16 alphanumeric characters.
- For the E-mail folder and the FTP folder in the Outbox:  
When the Encryption attribute is set to "Yes," an encryption password must be entered for files in the folder before they are sent.  
The password can be entered in the Encryption Password Dialog box, which is displayed by clicking .  
The specified password can be from 4 to 16 alphanumeric characters.

## Ownership

The current Ownership attribute settings will appear. The Ownership attribute cannot be changed via the Transcription Module.


Ownership	Auto Collection	Dictation Files in Transcription Finished
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.

## 6.1.3 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](#)
- [Notification](#)
- [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 kinds of storage media detected in the device. When they have been downloaded successfully, a completion message will be 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 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 Send 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, files in the folder will be backed up to the Backup folder.

## Notification

---

This option sets whether or not to give the user notification when a new file has been stored in the folder. The notification is issued when a file is added via downloading, email, or FTP.

With the option set to [Yes], notification is made according to the [Notification setting of the Workflow](#).

## 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 and Recycle Box. With Purge configured for the folder, the files in the folder are automatically deleted (purged).

This option sets the length of time until purging files once they have been copied to the Backup folder or

moved to the Recycle Box.

#### Retention Period

Value : 1-99

Unit : Month(s)/Week(s)/Day(s)

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)

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 .

## 6.2 Workflow

The Transcription Module provides a Workflow, which is a configured series of operations when downloading and editing a dictation file.

Items that have a lock icon  can be configured and canceled by the system administrator only.

### ■ 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 settings

[Apply] : Reflects changes to the configuration file

[General](#)

[Download](#)

[Advanced Download](#)

[Import](#)

[Receive](#)

[Notification](#)

[Routing](#)

[Speech recognition - General](#)

[Speech recognition – Background Speech Recognition](#)

[Speech recognition – Text Correction](#)

[Speech recognition – Template](#)

[Speech recognition – Dragon](#)

[Transcription](#)

[Worktype](#)


[Auto Collection](#)

[Logging](#)

## 6.2.1 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](#)

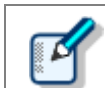
[Refresh interval](#)

### 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, a deleted file is moved to the Recycle Box.
- When [Delete Completely] is selected, a deleted file is permanently deleted.



- When [Move to Recycle Box] is selected for [Delete], selecting [Shift]+[Delete] executes "Delete Completely." When [Delete Completely] is selected for [Delete], selecting [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.

### 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]. (default: 10 minutes)

## 6.2.2 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.

#### Prompt for selecting the file to be downloaded

When [Prompt for selecting the file to download] is enabled, the dialog box for selecting files to download appears when they are downloaded. Only the files set to "Automatic download" 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 a naming rule.

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

### 6.2.3 Advanced Download

Advanced download configures settings to route dictation files as they are downloaded to specific folders.

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

## Advanced download

Downloads dictation files to a specific folder, or a folder 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 are implemented 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 [Routing according to the following conditions] is selected, download is performed by routing files in accordance with the conditions specified with the routing rule table.

## Routing Rule Table

Use this table to configure rules for auto routing 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.

## 6.2.4 Import

---

This category configures operations when a dictation file is imported.

The message for 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.

You can confirm the Author ID, Worktype ID, Option Items, and Attributes (High Priority, Priority Level, and File Locked) as you download data. You can also change file names in this dialog box.

### 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 characters used to separate the words in the file name can be selected.

### Delete

---

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

When [After importing the file(s), delete the original file(s)] is enabled, the original file is deleted after it 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 after importing.

## 6.2.5 Receive

---

This category configures the settings for automatically receiving files.

E-mail / FTP profiles, dictation file types, receipt notifications, and expiration of dictation file for transcription can be configured.

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

[Receive](#)

[Rename](#)

### Receive

---

- When [E-mail] is enabled, files can be received via email.  
The default display is the currently used email profile.
- An E-mail or FTP profile can be created and modified by clicking [Change the profile].  
⇒[E-mail](#)
- When [FTP] is enabled, files can be received via FTP.
- Multiple FTP sites can be registered. They are added to the list after registration.  
A file can be received via FTP sites with the appropriate checkbox selected.
- A dictation file can be received when it has one of the extensions enabled in the "Specify the dictation type to receive by selecting applicable extensions".

### Rename

---

When [Rename received file with the set format] is enabled, a received 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 characters used to separate the words in the file name can be selected.

## 6.2.6 Notification

---

This setting displays a Notification window (a pop-up window) when a file has been added to the folder.

- [Enable notification for new dictation received or completed speech recognition every](#)
- [Notification remainder for dictation waiting for transcription](#)
- [Notification high priority dictations only](#)
- [Pop up Notification](#)
- [Sound Notification](#)
- [Support background notification when Transcription Module is not running](#)

### Enable notification for new dictation received or completed speech recognition every

---

If you enable this item, the user is notified by a sound and pop-up window at a specified interval when a file is received from the author or speech recognition is finished. (Default: 10 minutes)

The notification settings can be configured on a per-folder basis with [Set notification folder].

### Notification reminder for new dictation waiting for transcription

---

When there is a dictation file with the [Recording Finished] status, notification is issued repeatedly at the specified interval, even if the user has already been notified of the file's arrival.

### Notification on high priority dictation only

---

Notification is made only for the arrival of dictation files with [High] priority.

### Pop up Notification

---




A pop-up window notifies the user of the arrival of a dictation file.

When this option is enabled, clicking [Customize] 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

---

This option configures the sound for notification.

-  : Plays the notification sound
-  : Stops playback of the notification sound
-  : Specifies the name of the notification sound file (Default: notify.wav)

## **Support background notification when Transcription Module is not running**



Notification of the arrival of a new file is made even when Transcription Module has not been started.

## 6.2.7 Routing

---

This option configures the rules for routing.

Registered routing rules are listed (Up to 100 rules).

E-mail () and FTP () each have their own icon to display.


Sender : Senders of dictation files are displayed  
Destination : Destination paths of dictation files are displayed  
Receiver : Receivers of document files are displayed

- To add a routing rule, configure it in the Routing Settings dialog box, which is displayed by clicking [Add].
- To change a rule, select the rule, click the [Modify] button, and then modify settings in the displayed Rule Settings dialog box.
- To delete a routing rule, select it and click [Remove].

## 6.2.8 Speech recognition - General

---

These are settings for configuring application general options that are applied when using speech recognition with the Transcription Module.

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

### Enable Speech Recognition

---

Enables and disables speech recognition with the Transcription 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 Transcription 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 accuracy.

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.

Also, if a transcriptionist is set, after a document is corrected you can automatically transfer data for adaptation to an Author ID that is specified in advance. A maximum of 100 rules can be registered.

You can set the Author ID and automatic transfer (shared folder, e-mail, or FTP) in the Rule Settings Dialog


box.

- To add an author, click the [Add] button, and then register the author in the displayed Rule Settings dialog box.
- To change an author, select the Author ID, click the [Modify] button, and then modify settings in the displayed Rule Settings dialog box.
- To delete an author, select an Author ID and then click the [Remove] button.

## 6.2.9 Speech recognition – Background Speech Recognition

---

These are settings for configuring options used when Background Speech Recognition is executed with the Transcription Module.

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

### 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 to the queue” is enabled, Background Speech Recognition starts automatically whenever a file is added to the speech recognition queue. If it 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 may enable an improved speech recognition rate.

## 6.2.10 Speech recognition – Text Correction

---

These are settings for configuring options used when correcting text generated by speech recognition with the Transcription Module.

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

### 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 speech recognition result correction is complete.

This setting is applied only when [Finished] is executed from the Text Correction Window for text correction following speech recognition.

Enabling [Export documentation] will convert the text of a transcribed file to a specified file format and output it when [Finished] is executed from the Text Correction Window.

- 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.

## 6.2.11 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. In the case of background speech recognition, speech recognition results can be output to a template file.

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



- 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

---

When [Use document templates in Speech Recognition.] is enabled, Background Speech Recognition results are output to the specified template file.

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 ID 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 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.

```
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.

### 6.2.12 Speech recognition – Dragon

---

These are settings for configuring Dragon.

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

## 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 Transcription 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 an author.

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 offline 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 Transcription 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 Engine Configuration

---

Enabling [Always restart Dragon Engine] will force the Dragon speech recognition engine to restart whenever the Transcription Module is started up. Restart is not performed if the speech recognition engine is not running when the Transcription Module is started up.

Also, clicking the [Restart Now] button will immediately restart the speech recognition engine.

When "Enable to run Transcription Module and Dragon on same CPU core" is enabled, simultaneous operation of the Transcription Module and the Dragon speech recognition engine are controlled to work simultaneously on the same CPU core.

### 6.2.13 Transcription

---

This category configures the operations for when transcription is started.

#### Open word processor in starting transcription

---

When [Open word processor in starting transcription] is enabled, a specified word processor is started when starting transcription.

When [Open specified word-processor] is enabled, transcription is started with a specified word processor.

When [Open word processor using document templates] is enabled, a document template can be configured to open based on a configured Author (ID) and Worktype. (Up to 100 templates can be registered.)

- To add a document template, configure it in the Template Association dialog box, which is displayed by clicking [Add].
- To modify a document template, select it and click [Modify]. Then, make changes to the template in the Template Association dialog box.
- To delete a document template, select it and click [Remove].

## 6.2.14 Worktype

---


Option items are data for file management that are set for dictation files. With Dictation Module, it is possible to register up to 10 option items for each dictation file. Items are numbered 1 to 10 according to the order they are registered.

Captions can be set as option item labels for each option item, such as column titles of file lists in Transcription Module. For example, to set "Customer name" as the first option item for a dictation file, specify CUSTOMERNAME in option item 1, so it is easier to understand the meaning of the data in the first option item of the dictation file list. If dictation file captions are not set, option items appear as 1 through 10.

## 6.2.15 Auto Collection

---

This function moves 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 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].


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	Dictation Files in Transcription Finished
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

## 6.2.16 Logging

---

Set the profile for log file output.

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


### 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.	

## 6.3 User Settings

This category provides user-customized settings for using Transcription 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. [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 settings

[Apply]: Reflects changes to the configuration file

 [General](#)

 [Keyboard](#)

 [Playback Control](#)

 [Transcribe bar](#)

## 6.3.1 General

---

This category configures general settings for users.

### 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.

### Dictation color

---

The display colors for the listing of dictation files can be configured based on the status of each file.

Dictation Type	Default Color	Font	Default
High Priority (Background color)	Custom	-	DS500001.ds2
New (Recording.Finished)	Black	Bold	<b>DS500001.ds2</b>
In progress (Transcription.In progress)	Black	-	DS500001.ds2
Pending (Transcription.Pending)	Olive	-	DS500001.ds2
Finished (Transcription.Finished)	Silver	Italic s	<i>DS500001.ds2</i>

- The colors can be selected from a drop-down list.
- By clicking [Custom], the color can be customized and added as a new color to the drop-down list.
- Clicking [Reset] returns display colors to the default settings.

### System Event Sounds


---

Disables system sounds such as alarm and audios while Transcription Module is launching.

## 6.3.2 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.

- General
- Playback Control

## 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](#).

## 6.3.3 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](#)

[Winding speed](#)

## Control Indicators

---

This option manages control display switching as follows:

- Shows/Hides the Speed control
- Shows/Hides the Noise Cancellation control
- Shows/Hides the Tone control
- Shows/Hides the Level Meter control

## Auto-backspace

---

This option sets the length of time for Auto-backspace in the range of 0.0 to 5.0 seconds, in steps of 0.1 seconds.

## Display mode

---

Switches the mode for the Transcription with [\[User Setting\] - Transcribe bar](#).

## Length/Remaining time indication

---

Changes the display to either the recording time or the remaining time with [\[User Setting\] - Transcribe bar](#).

## Position

---

This option shows the Transcribe Bar Position. When "Always on top..." is enabled, the [Transcribe Bar](#) or the [Playback Control Window](#) are displayed as the topmost window.

## 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.

## 6.3.4 Transcribe bar

---

This category configures the settings of the Transcribe bar.

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

[Display mode](#)

[Length / Remaining time indication](#)

[Transcribe Bar Position](#)

[Button customization](#)

## Display mode

---

This option switches the initial mode for a transcription. It can be selected from [\[Standard view\]](#) ([Playback Control window](#)) or [Transcribe bar](#).

## Length/Remaining time indication

---

This option switches the displayed information between the played time length and the remaining time length.

## Transcribe Bar Position

---

When [\[Always on top Playback control/Transcribe bar\]](#) is enabled, the [Playback Control window](#) or [Transcribe bar](#) 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 it from [\[Non-Display Button\]](#) (on the left) and click [\[Add->\]](#).
- To hide a button, select it from [\[Display Button\]](#) (on the right) and click [\[<-Remove\]](#).
- 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.

## 6.4 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 settings

[Apply]: Reflects changes to the configuration file

 [E-mail](#)

 [FTP](#)

 [Send / Receive](#)

 [Proxy](#)

### 6.4.1 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/SMTP
- 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 Settings dialog box for the selected E-mail 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 the 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.

### 6.4.2 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].

### 6.4.3 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.

## 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)

## Send Interval

---

When the [Automatically send files via E-mail / FTP] option is enabled, files in the Outbox are detected and automatically sent.

- With [Send files in the Outbox immediately] enabled, files moved to the Outbox are sent immediately.
- With [Send files in the Outbox every] enabled, files moved to Outbox are sent at the specified interval (default: 480 min.)

## 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 R7 or 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, management file, and instruction comment file (if present) are all sent. Select this option when the addressee is not an ODMS R7 user or R8 user.
- When [Do not send management file with the file] is 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 R8 user.

### 6.4.4 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.

## 6.5 Device

Device settings can be configured to assign function to the foot switch buttons.

### ■ Procedure

1. Select [Options] from the [Tool] menu.
2. Click [Device].
  - The Device dialog box will appear.
3. Use the drop-down list in the upper left corner of the screen to select the model of the foot switch to be used in combination with the Transcription Module.
  - This will display the screen for the selected foot switch and a dropdown list for each button.
4. Assign a function to each button of each foot switch pedal and then click the [OK] button.

### Assigned Function List

This section explains the functions that can be assigned to each pedal, and the operation of each function. One of the functions described below can be assigned to any one of the pedals of all the supported models.

Functions	Description
REW	Rewind is performed while the pedal is pressed. Releasing the pedal stops rewind.
FF	Fast forward is performed while the pedal is pressed. Releasing the pedal stops fast forward.
PLAY/STOP	With the foot switch, dictation file playback is performed while the pedal is pressed.
DISABLE	Disables pedal operation. No operation is performed when the pedal is pressed.
INDEX	Pressing the pedal inserts an index mark at the indicator position.
COMMENT	Pressing the pedal displays the Information window that shows dictation file detailed information, with the focus on the "Comment" box.
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 to the beginning of the file.
PLAYBACK FOR INSTRUCTION COMMENT	Instruction Comment playback is performed while the pedal is pressed. Releasing the pedal stops the indicator at the location where the pedal was released.
FINISH TRANSCRIPTION	Pressing the pedal ends transcription. The dictation file status changes to "Transcription finished".
SPEED CONTROL	Pressing the pedal switches the playback speed to a preset speed. Pressing the pedal again returns to normal speed (1X). Assigning [Speed Control] to a pedal displays a drop-down list for selection of a playback speed. The speed selected in the drop-down list is the speed switched to when [Speed Control] is executed.
NOISE CANCEL	Pressing the pedal enables NOISE CANCEL at a preset setting. Pressing the pedal again disables NOISE CANCEL.

	Assigning [NOISE CANCEL] to a pedal displays a drop-down list for selection of the NOISE CANCEL value. The [NOISE CANCEL] setting selected in the drop-down list is the setting switched to when [NOISE CANCEL] is executed.
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# 7 Troubleshooting

This chapter assists in solving problems with Transcription Module.

[!\[\]\(15f52e7db5a24c9649bdc3d5ec9f0f3f\_img.jpg\) The Transcription Module Does Not Start Up](#)

[!\[\]\(2a68c11e07c0c29946447a69db12c89f\_img.jpg\) The System Remains Silent](#)

[!\[\]\(beb61053d91344af583c5460c5a21386\_img.jpg\) DVR Is Not Recognized](#)

[!\[\]\(96588aa21b287b801167b314d5926585\_img.jpg\) Collecting Information with Log Tool](#)

[!\[\]\(5021614cad0d1cef6a8bf829e373f145\_img.jpg\) Updating](#)

## 7.1 The Transcription Module Does Not Start Up

If the Transcription 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 Transcription 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 Transcription Module.

- **Dictation Management System R8**  
Dictation Module
- **Dictation Management System R7**  
Dictation Module / Transcription Module / File Downloader
- **DSS Player Standard**  
Dictation Module / Transcription Module

## 7.2 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. Select [Settings] - [Control Panel] from the [Start] menu.
2. Select [Sounds and Multimedia] - [Audio], and then click [Master].
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)

If the global system volume is set correctly, the Transcription Module specific volume may be turned off. To check this, perform the following steps.

#### ■ Procedure

1. Start up Transcription Module.
2. On the [Start] menu, click [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 Transcription 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 Transcription Module can cause incorrect installation of the playback program. This will cause the message "Run OlyCodecFilterSetup.exe." to appear when the Transcription Module is started up.

If this happens, run OlyCodecFilterSetup.exe, which is located in the Transcription 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.

## 7.3 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], the communication driver may not be working properly. In such cases, check Communication Driver Problem.

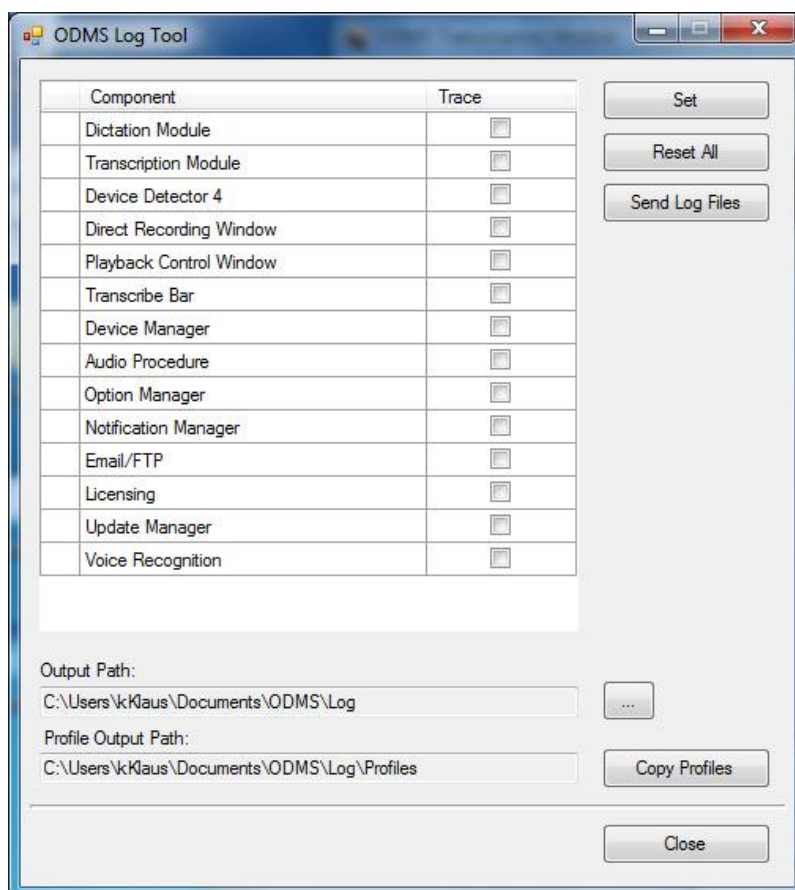
## 7.4 Collecting Information with Log Tool

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.

→ The ODMS Log Tool dialog box will appear.



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 Transcription 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.

## 7.5 Updating

When a version newer than the currently installed one is detected, a notification dialog box for upgrading will appear. Selecting Upgrading causes the data to be downloaded from the server and Transcription Module to be updated.

### Updating Transcription Module

---

To update Transcription Module, perform the following steps:

#### ■ Procedure

1. Select [Check for Updates] 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 upgrading will appear.

2. Select upgrading.

→ The data will be downloaded from the server and updating of Transcription Module will begin.

If a proxy server needs to be configured, click [\[Proxy Settings\]](#) and configure the address and port number of the server.

# 8 Appendix

The appendix provides a collection of related information.

[Names and Functions of Window Components](#)

[Menu Lists](#)

[Menu List \(Text Correction Window\)](#)

[File Property Lists](#)

[Default Key Assignments](#)

# 8.1 Names and Functions of Window Components

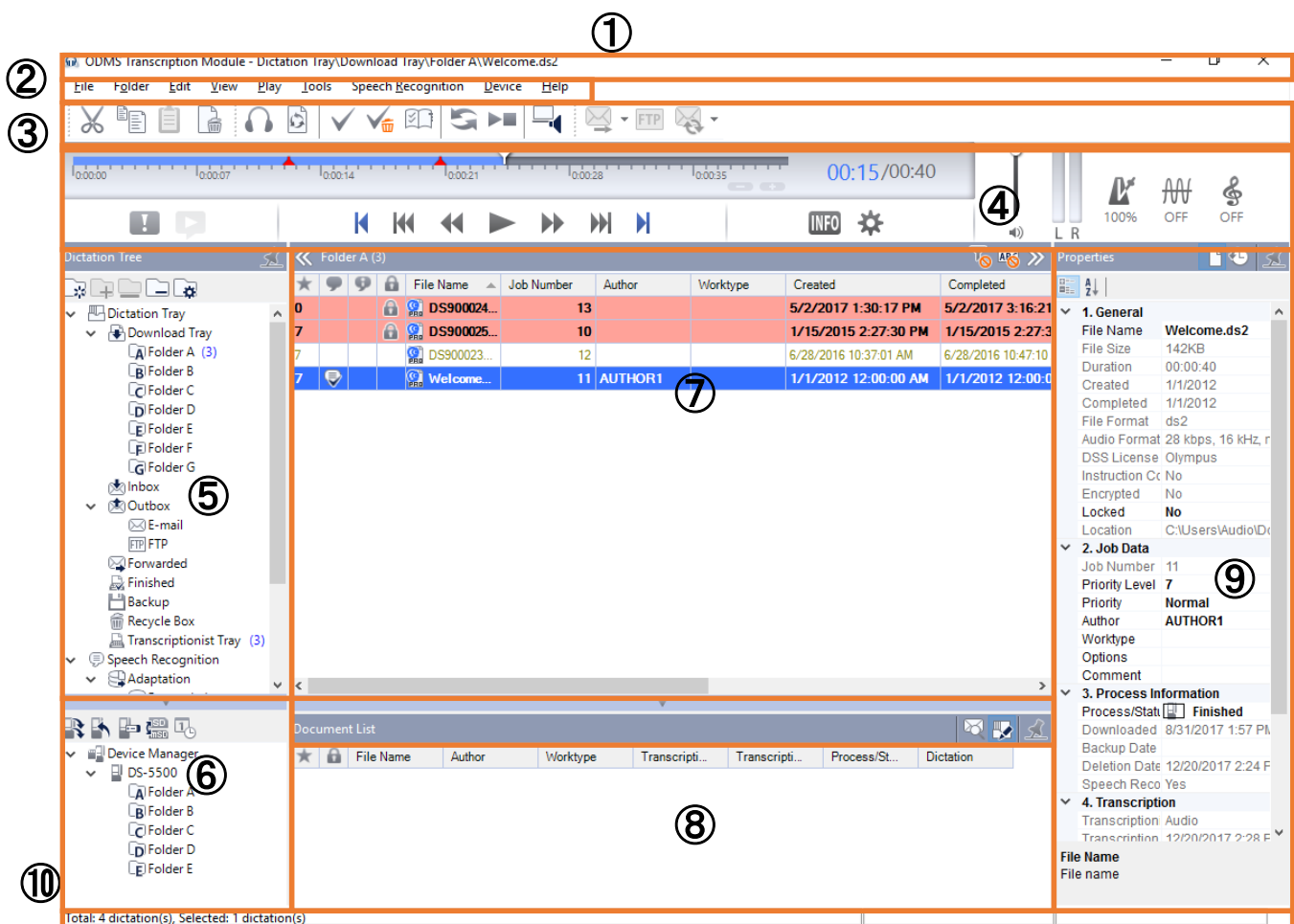
This section describes the names and functions of the components composing the three windows of Transcription Module.

- [Main Window](#)
- [Playback Control Window Components](#)
- [Playback Control Window Components during Audio Capturing](#)
- [Transcribe Bar](#)
- [Transcribe Bar during Audio Capturing](#)
- [Text Correction Window](#)

## Main Window

This is the Main window of Transcription Module. It is used to organize and play files. The Recording window and Playback Control window are launched via the Main window.

The names and functions of the Main window components are described here.

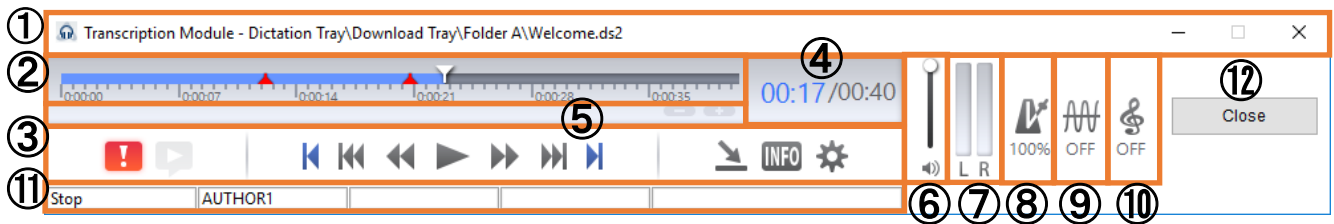





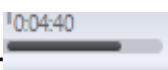










①	<b>Title Bar</b> Displays the standard Windows title bar
②	<b>Menu Bar</b> Displays the menu used with Transcription Module
③	<b>Toolbar</b> Displays toolbar buttons, which are divided among four groups: Standard, Editing, Mail/FTP, Speech Recognition. Displayed buttons vary depending on the settings. 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 buttons.
④	<b>Playback Control Bar</b> Used to play the dictation files selected in the Content List View. The Playback Control bar provides functions and ways of use similar to the Playback Control window.
⑤	<b>Dictation Tree View</b> Displays various folders storing audio and document files managed by Transcription Module. Organization and properties of the folders can be configured based on user needs. Selecting a folder displays audio and document files in the folder in the Content List View.
⑥	<b>Device Tree View</b> Displays folders in connected devices and cards. Selecting a folder displays the dictation files in the folder in the Content List View.
⑦	<b>Content List View</b> Lists audio or document files in the folder selected in the Dictation Tree View or Device Tree View
⑧	<b>Information View</b> Displayed by clicking [Restore] in the Content List View. This View displays information on content in the Content List View, including the content of document files and messages of sent email. In addition, speech recognition information is also displayed in the information view.
⑨	<b>Properties View</b> Displays the properties of the file or folder that is currently highlighted.
⑩	<b>Status Bar</b> Displays the following information: <b>First Area (Operating state display)</b> Displays the current operating state. In the halt condition, the number of contents listed in the Content List View and the number of selected contents among them are displayed. <b>Second Area (Icon display)</b> Displays the progress of files being automatically sent via email or FTP. Double-clicking this icon area 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. <b>Third Area</b> Displays Author ID. If no Author ID has been registered, the Windows logon ID is displayed.











## Playback Control Window Components

The names and functions of the Playback Control window components are described here.

The Playback Control window is displayed by clicking [Switch to Playback Control Window] on the [View] menu in the Main window. This window is specialized for playing files. It is used to perform tasks such as writing a document while listening to a recorded file. Exiting the window brings the user back to the Main window.

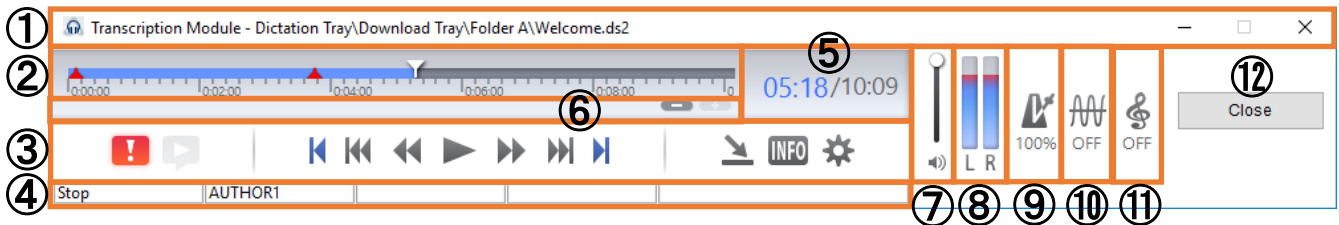














①	<p><b>Title Bar</b> Displays the name of the file that is currently being played, and the name of the folder in which the file is stored.</p>
②	<p><b>Control Panel</b></p> <p><b>Play Bar and Position Slider</b>  Graphically displays which part of the current file is being played. The range from the beginning to the current position is shown in blue, and verbal-commented ranges are shown in light green.</p> <p><b>Index Mark</b>  Clicking  inserts an index mark at the Position control point.</p> <p><b>Displayed Area Slider</b>  Indicates the currently displayed range in the dictation file. Dragging the slider shifts the displayed range.</p>
③	<p><b>Control Buttons</b></p> <p><b>Priority Button</b>  This mark indicates the priority of a file. A red mark means that the file is assigned high priority.</p> <p><b>Audio/Instruction Comment Mode Switching Button</b>  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><b>Bar Display Switch Button</b> </p> <p>If you press this button, the Playback Control window switches to the <b>Transcribe bar</b>.</p> <p><b>Information Button</b> </p> <p>Clicking this button displays the property information of a file. The Main window does not have this button.</p> <p><b>Option Setting Button</b> </p> <p>This allows you to change the option settings.</p>
④	<p><b>Playback Position/Recording Time Length</b> </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><b>Timescale Control</b> </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>
⑥	<p><b>Volume Adjustment Control</b> </p> <p>Allows for the adjustment of output sound volume.</p>
⑦	<p><b>Audio Output Display</b>  L R</p> <p>Displays the current state of audio playback. In the case of a 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><b>Playback Speed Adjustment Control</b> </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><b>Noise Cancellation Control</b> </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><b>Tone Adjustment Control</b> </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. This control is hidden by default. You can select whether to display or hide this in Option Settings.</p>
⑪	<p><b>Status Bar</b></p> <p>Displays the following information:</p> <ul style="list-style-type: none"> <li>First Area: The current operating state (Play, Stop, Fast-forward, Rewind, CUE, REVIEW)</li> <li>Second Area: Author ID</li> <li>Third Area: Worktype</li> <li>Fourth Area: Comment</li> </ul>
⑫	<p><b>Close Button</b></p> <p>Close the Window.</p>

## Playback Control Window Components during Audio Capturing

This Playback Control window is displayed when clicking [Start Audio Capture] on the [File] menu. It can create a new dictation file. Exiting the window brings the user back to the Main window.



<p>①</p>	<p><b>Title Bar</b> Displays the name of the file that is currently being edited and the name of the folder in which the file is stored.</p>
<p>②</p>	<p><b>Control Panel</b></p> <p><b>Play Bar and Position Slider</b> Graphically displays which part of the current file is being played. The range from the beginning to the current position is shown in blue, and verbal-commented ranges are shown in light green.</p> <p><b>Displayed Area Slider</b> Indicates the currently displayed range in the dictation file. Dragging the slider shifts the displayed range.</p>
<p>③</p>	<p><b>Control Buttons</b></p> <p><b>Priority Button</b>  This mark indicates the priority of a file. A red mark means that the file is assigned high priority.</p> <p><b>Audio/Instruction Comment Mode Switching Button</b>  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 will begin.</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><b>Bar Display Switch Button</b> </p>

	<p>If you press this button, the Playback Control window switches to the <b>Transcribe bar</b>.</p> <p><b>Information Button</b> </p> <p>Clicking this button displays the property information of a file. The Main window does not have this button.</p> <p><b>Option Setting Button</b> </p> <p>This allows you to change the option settings.</p>
④	<p><b>Status Bar</b></p> <p>First Area: The current operating state (Play, Stop, Fast-forward, Rewind, CUE, REVIEW)  Second Area: Author ID  Third Area: Worktype  Fourth Area: Comment</p>
⑤	<p><b>Playback Position/Recording Time Length</b> </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>
⑥	<p><b>Timescale Control</b> </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>
⑦	<p><b>Volume Adjustment Control</b> </p> <p>Allows for the adjustment of output sound volume.</p>
⑧	<p><b>Audio Output Display</b>  L R</p> <p>Displays the current state of audio playback. In the case of a 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>
⑨	<p><b>Playback Speed Adjustment Control</b> </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>
⑩	<p><b>Noise Cancellation Control</b></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>
⑪	<p><b>Tone Adjustment Control</b> </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. This control is hidden by default. You can select whether to display or hide this in Option Settings.</p>
⑫	<p><b>Close Button</b></p> <p>Closes the Window.</p>











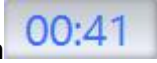




## Transcribe Bar










This window is specialized for playing certain files.

When opening and transcribing a document file, you can work with the file more efficiently using the Transcribe bar without disrupting file editing.




Dragging the corner of the bar resizes the bar from 50% to 200%.

<p>①</p>	<p><b>Priority Button</b> </p> <p>This mark indicates the priority of a file. A red mark means that the file is assigned high priority.</p> <p><b>Audio/Instruction Comment Mode Switching Button</b> </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>②</p>	<p><b>Playback Position/Recording Time Length</b> </p> <p>The current playback position is displayed in the format of HH:MM:SS.</p>
<p>③</p>	<p><b>Play Bar and Position Slider</b> </p> <p>Graphically displays which part of the current file is being played. The range from the beginning to the current position is shown in blue, and verbal-commented ranges are shown in light green.</p> <p><b>Index Mark</b> </p> <p>Indicates an index-marked position.</p>
<p>④</p>	<p><b>Option Buttons</b></p> <p><b>Volume Control Button</b> </p> <p>Pressing this button displays the slider to allow you to adjust the volume with the mouse.</p> <p><b>Speed Control Button</b> </p>




	<p>Pressing this button displays the slider to allow you to adjust the playback speed with the mouse.</p> <p><b>Tone Control Button</b> </p> <p>Pressing this button displays the slider to allow you to adjust the tone with the mouse.</p> <p><b>Select Microphone</b> </p> <p>Selects the speaker supplied with a PC or the one provided by a connected OM Digital Solutions digital voice recorder.</p> <p><b>Channel Separation Control Button</b> </p> <p>Each press of this button switches to left, right, stereo, or mono.</p> <p><b>Edit Index Mark Button</b> </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><b>Show/Hide Properties Button</b> </p> <p>Each press of this button shows or hides the properties of the file.</p> <p><b>Extended Display Switching Button</b> </p> <p>Switches to the <a href="#">Playback Control window</a>.</p>
⑤	<p><b>Close Button</b> </p> <p>Closes the Transcribe bar.</p>
⑥	<p><b>Option Button Switching</b>  </p> <p>Shows or hides the Option button.</p>









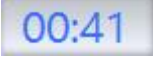












## Transcribe Bar during Audio Capturing

The Transcribe bar is displayed when clicking  or selecting [Start Audio Capture] from the [File] menu. It can create a new dictation file. Exiting the window brings the user back to the Main window.



Dragging the corner of the bar resizes the bar from 50% to 200%.

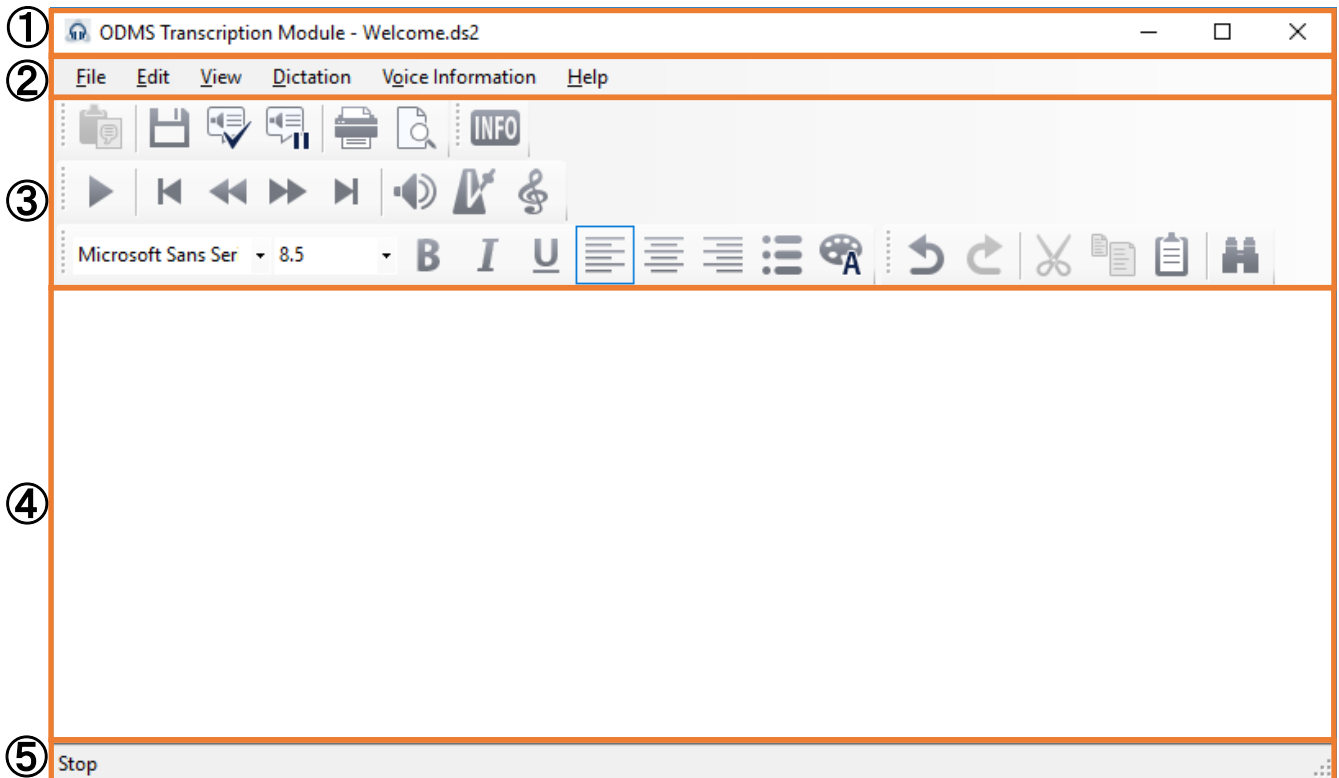
①	<p><b>Priority Button</b> </p> <p>This mark indicates the priority of a file. A red mark means that the file is assigned high priority.</p> <p><b>Audio/Instruction Comment Mode Switching Button</b> </p> <p>Switches between audio playback and Instruction Comment playback. In the Instruction Comment mode, the icon and the Play Bar upper part are displayed in red.</p> <p> : Recording will begin.</p>
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	<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>
②	<p><b>Playback Position/Recording Time Length</b> </p> <p>The current playback position is displayed in the format of HH:MM:SS.</p>
③	<p><b>Play Bar and Position Slider</b> </p> <p>Graphically displays which part of the current file is being played. The range from the beginning to the current position is shown in blue, and verbal-commented ranges are shown in light green.</p> <p><b>Index Mark</b> </p> <p>Indicates an index-marked position.</p>
④	<p><b>Option Buttons</b></p> <p><b>Volume Control Button</b> </p> <p>Pressing this button displays the slider to allow you to adjust the volume with the mouse.</p> <p><b>Speed Control Button</b> </p> <p>Pressing this button displays the slider to allow you to adjust the playback speed with the mouse.</p> <p><b>Tone Control Button</b> </p> <p>Pressing this button displays the slider to allow you to adjust the tone with the mouse.</p> <p><b>Show/Hide Properties Button</b> </p> <p>Each press of this button shows or hides the properties of the file.</p> <p><b>Extended Display Switching Button</b> </p> <p>Switches to the <a href="#">Audio Capture window</a>.</p> <p><b>Select Microphone</b> </p> <p>Selects the speaker supplied with a PC or the one provided by a connected OM Digital Solutions digital voice recorder.</p> <p><b>Channel Separation Control Button</b> </p> <p>Each press of this button switches to left, right, stereo, or mono.</p> <p><b>Edit Index Mark Button</b> </p> <p>Inserts an index mark at a place that is not marked and deletes the mark at a place with a mark.</p>
⑤	<p><b>Close Button</b> </p> <p>Closes the Direct Recording bar.</p>
⑥	<p><b>Option Button Switching</b> </p> <p>Shows or hides the Option button.</p>

## Text Correction Window

The Text Correction Window is displayed when editing text following speech recognition with the Transcription 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	<b>Title Bar</b> Shows the name of the file currently being played back.
②	<b>Menu Bar</b> Displays menus of various commands used for text correction. Command availability depends on the status of the file. For details about each menu, refer to " <a href="#">Menu List (Text Correction Window)</a> ".
③	<b>Toolbar</b> Displays buttons that execute commands. A large variety of different commands including recorded dictation playback and stop, and other playback commands, and font operation and other text editing commands. Command availability depends on the status of the file. For details about each tool button, refer to " <a href="#">Menu List (Text Correction Window)</a> ".
④	<b>Text Display Area</b> This area shows text that is output by speech recognition. Text editing can be performed while operating the toolbar playback controls to playback the dictation while manually entering text with the editor. 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	<b>Status Bar</b> The left area of the status bar shows the dictation playback status, and other information. When there is a foot switch connected to the PC, there will be an icon displayed on the right side of the status bar to indicate that the foot switch has been recognized.

















## 8.2 Menu Lists (Main Window)

This section describes the menus displayed on the Transcription Module main screen.






- [\[File\] Menu](#)
- [\[Folder\] Menu](#)
- [\[Edit\] Menu](#)
- [\[View\] Menu](#)
- [\[Play\] Menu](#)
- [\[Tool\] Menu](#)
- [\[Speech Recognition\] Menu](#)
- [Device Menu](#)
- [\[Help\] Menu](#)

### 8.2.1 [File] Menu







Command Name	Button	Functions
<a href="#">Start Transcription</a>		Start Transcription A specified word processor is started when starting transcription.
<a href="#">Start Audio Capture</a>		Displays the setting window and starts audio capturing
<a href="#">Start Video Conference Recording</a>		Records both the other person's voice (speaker output) and your own voice (microphone input) in an online video conference.
<a href="#">Convert Dictation</a>		Converts a dictation file into a specified file format
<a href="#">Import Dictation</a>		Imports an unmanaged external dictation file
<a href="#">Export Dictation</a>		Exports a dictation file to external media
<a href="#">Split</a>		Splits a file at a specified position into two files
<a href="#">Join</a>		Joins multiple files into a single file
<a href="#">Decrypt</a>		Decrypts an encrypted file
Open Document		Opens a document file. When running this operation with a dictation file specified, the linked document file is opened.
<a href="#">Associate with Document</a>		Associates a dictation file with a specified external document file. The associated document is copied to My Documents and managed with the link.
<a href="#">Remove Association with Document</a>		Dissociates a dictation file from its linked document file
<a href="#">Edit Job Data</a>		Edits the job data of a dictation file. Job data refers to several editable settings: Author ID, Worktype ID, Option Items, and Comments
<a href="#">Change Status</a>		Changes the status of a dictation file

<a href="#">Exit</a>	-	Exits Transcription Module
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## 8.2.2 [Folder] Menu

Command Name	Button	Functions
<a href="#">New Folder</a>		A subfolder will be created in a highlighted folder in the Download tray.
<a href="#">Add Folder</a>		Opens the Select Folder dialog box to create a shortcut path to a specified folder at the same level as Download Tray.
<a href="#">Remove Folder</a>		Deletes the subfolder created with [New Folder]. And removes the folder created with [Add Folder].
<a href="#">Rename Folder</a>		Renames a folder.  The folders and custom folders in the Download Tray are shortcuts created internally by ODMS. Renaming modifies the shortcut name without affecting the actual folder name. Sub folders are actual folders, so renaming one renames the actual folder.
<a href="#">Folder Settings</a>		Opens the Folder Setting dialog box, with which you can configure the attributes of a folder.

















## 8.2.3 [Edit] Menu

Command Name	Button	Functions
Cut		Copies a dictation file to the clipboard. Pasting the dictation file after cutting it moves the file to a specified folder.
<a href="#">Copy</a>		Copies a dictation file to the clipboard
<a href="#">Paste</a>		Moves or copies the dictation file copied to the clipboard with the Cut or Copy command to a specified folder
Delete		Deletes an audio or document file
Select All	-	Selects all the files in the Content List View
<a href="#">Copy to Folder</a>		Copies a dictation file selected in the Content List View to a specified folder
<a href="#">Move to Folder</a>		Moves a dictation file selected in the Content List View to a specified folder









## 8.2.4 [View] Menu

Command Name	Button	Functions
<a href="#">Switch to Playback Control Window</a>		Switches from the <b>Main window</b> to the <b>Playback Control window</b> or Transcribe bar. The dictation file selected in the Main window begins playing.
<a href="#">Folder Navigation</a>	-	Shows or hides the Dictation Tree View or Device Tree View.
<a href="#">Property Window</a>	-	Shows or hides the Properties View.
<a href="#">Information Window</a>	-	Shows or hides the Information View.
<a href="#">Tool Bar</a>	-	Show or hides the Standard Edit E-mail / FTP Customize toolbar
<a href="#">Status Bar</a>	-	Shows or hides the status bar
<a href="#">Playback Control Bar</a>	-	Shows or hides the Playback Control bar
Gridlines	-	Shows or hides the grid lines in the Content List View and Information View.
<a href="#">Columns to Display</a>	-	Shows or hides the columns on the Dictation Tree View and configures their display order
<a href="#">Sort by</a>	-	Sorts, in alphabetical order, the files by the displayed columns selected in the Content List View and Information View.
<a href="#">Filter On/Off</a>		Enables or disables the filtering function
<a href="#">In-line Edit</a>		Enables or disables direct editing of the items displayed on the Dictation Tree View. Clicking a configurable item on the list makes the field editable.
Refresh	F5 	Refreshes the Dictation Tree View in the <b>Main window</b> . The Dictation Tree View refers to cached data to speed up the display. Since refreshing the list causes the cached data to be rebuilt, it may take a while to display large lists.














## 8.2.5 [Play] Menu

Command Name	Button	Functions
<a href="#">Play/Stop</a>	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.
<a href="#">Fast Forward</a>	F8 	Fast-forwards a file. Holding the button speeds up fast-forwarding.
<a href="#">Rewind</a>	F7 	Rewinds a file. Holding the button speeds up rewinding.
<a href="#">Next Index Mark</a>		Moves the Position control to the next index mark
<a href="#">Previous Index Mark</a>		Moves the Position control to the previous index mark
<a href="#">Volume</a>		Adjusts output sound volume
<a href="#">Speed</a>		Speeds playback up or down
<a href="#">Tone</a>		Configures the tone, placing an emphasis on the high or low pitch area
<a href="#">Noise Cancellation</a>		Selects the level of noise cancellation from 0, 1, 2, and 3. A larger number means a higher amount of noise cancellation.
<a href="#">Channel</a>	-	Selects a channel for sound to be played. Stereo: Plays as stereophonic sound Monaural: Plays as monophonic sound Left channel only: Plays only the left side track of stereophonic sound Right channel only: Plays only the right side track of stereophonic sound
<a href="#">Insert Index Mark</a>		Inserts an index mark at the Position control point
<a href="#">Delete Index Mark</a>		Deletes an index mark at the Position control point
<a href="#">View All Index Marks</a>		Displays the view All Index Marks dialog box
<a href="#">Next Verbal Comment</a>		Moves the Position control to the beginning (or end) of the next verbal comment
<a href="#">Previous Verbal Comment</a>		Moves the Position control to the beginning (or end) of the previous verbal comment
<a href="#">Dictation / Instruction Comment Mode</a>	F10 	Switches between Dictation File mode and Instruction Comment mode if an Instruction Comment has been recorded in the currently selected dictation file
<a href="#">Intro Scan</a>		Sequentially plays only the first five seconds of the files selected or displayed in the Content List View







## 8.2.6 [Tool] Menu

Command Name	Button	Functions
Select Speaker	 	Selects speakers (either the ones supplied with the PC or the ones provided by a connected digital voice recorder) when playing a file
<a href="#">Send Via E-mail</a>		Manually moves a dictation file to the email sending box. If multiple email profiles have been registered, select a profile for transmission with the pop-up menu.
<a href="#">Send Via FTP</a>		Manually sends a dictation file via FTP
<a href="#">Send and Receive</a>		The Send command sends an email in the Outbox or a file via FTP to the server. When transmission has successfully been completed, the dictation file is moved to Sent Items. The Receive command initiates the reception of document files.
<a href="#">Hotkeys On/Off</a>	 	Enables or disables Hot keys
<a href="#">Keyboard Settings</a>	-	Displays user-configured keyboard options. It enables the user to assign Hot keys to Transcription Module commands, and to delete or modify the assignments.
OLE Settings	-	From the following two ways, selects how to handle audio data when dropping a DSS or DSS Pro file selected in the Content List View into an OLE-enabled application: <ul style="list-style-type: none"> <li>• Embedding the dictation file in a document file</li> <li>• Embedding only.</li> </ul>
<a href="#">Options</a>		The Option Settings dialog box appears
Show Setup Wizard	-	Displays the Setup Wizard. Only displayed if Transcription Module is installed in a Standalone System.

## 8.2.7 [Speech Recognition] Menu

Command Name	Button	Functions
Add 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 correction information that is managed in the adaptation folder to the adaptation queue.
Adapt All Files		Performs adaptation on all of the dictation files registered in the adaptation queue. Users can select doing either vocabulary adaptation or acoustic adaptation, or both vocabulary adaptation and acoustic adaptation can be performed.
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].

## 8.2.8 [Device] Menu

Command Name	Button	Functions
<a href="#">Download Folders A-G</a>	-	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
<a href="#">Download Selected Files</a>	-	Downloads only selected files into the Download Tray in the Dictation Tree view
<a href="#">Download All</a>		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.
<a href="#">Upload Selected Files</a>		Uploads the files selected in the Dictation Tree View into the device displayed in the Device Tree View
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.
Change Device Mode		This command is available only for models that support two types of storage media. Switches which media content is displayed when a PC is connected via USB. Both cannot be displayed at the same time.
Change Storage Media		This command is available only for models that support two types of storage media. Switches which media content is displayed when a PC is connected via USB. Both cannot be displayed at the same time.
<a href="#">Foot Switch Setting</a>		With this menu, the functions of a connected foot switch can be configured via the PC.

## 8.2.9 [Help] Menu

Command Name	Button	Functions
<a href="#">Contents</a>	F1	Displays Help for Transcription Module
<a href="#">Check for Updates</a>	-	Checks the OM Digital Solutions download server for the latest Updates and downloads them if present
About Transcription Module	-	Displays the version information of Transcription Module

## 8.3 Menu List (Text Correction Window)

This section describes menus of Text Correction Window.

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](#)

### 8.3.1 [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.
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: "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 Text Correction Window.
Print		Prints text.
Print preview		Displays a text print preview.
Cancel		Cancels changes and closes the Text Correction Window.

### 8.3.2 [Edit] Menu









Command Name	Button	Functions
Undo		Undo the last operation.
Redo		Redo 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.


### 8.3.3 [View] Menu

Command Name	Button	Functions
Toolbar	-	Toggles toolbars between show and hide, specifies the buttons displayed in toolbars, etc.
Status Bar	-	Shows or hides the status bar


### 8.3.4 [Dictation] Menu

Command Name	Button	Functions
Play/Stop		Plays back 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 sound volume
Speed		Adjusts the dictation playback speed.
Tone		Configures the tone, placing an emphasis on the high or low pitch area

### 8.3.5 [Voice Information] Menu

Command Name	Button	Functions
Show Information Window		Displays detailed information about a dictation file.

### 8.3.6 [Help] Menu

Command Name	Button	Functions
Contents		Opens Help.

## 8.4 File Property Lists

This section provides the property lists of audio and document files displayed in the Content List view.

R/W indicates reading and writing functions, users can edit data only with the writing functionality.

Filter shows if a filter is specified, option shows the content of the optional settings for the filter.

[Displayed Property List \(Dictation File List View\)](#)

[Displayed Property List \(Adaptation - Forwarded List View\)](#)

[Displayed Property List \(Document List View\)](#)

### Displayed Property List (Dictation File List View)

The following table lists the properties displayed in the Dictation File List View and their descriptions.

Property	Description	R/W* <sup>1</sup>	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 voice-recognized	R	Yes	No
🗣️ Instruction Comment	Whether or not the dictation file has instruction comments	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	---
Job Number	A numeric value representing the job number	R	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 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 started	R	Yes	Date
Transcription Completed	The date and time of when a transcription was completed	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 dictation file (HH:MM:SS)	R	Yes	Value
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
Sender	The sender of the dictation file	R	Yes	No
Received Date	The date and time of when the dictation file was received	R	Yes	Date
Receiver	The receiver of the dictation file	R	Yes	No
Forwarded Date	The date and time of when the dictation file was forwarded	R	Yes	Date
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

\*1: The R/W column describes the Read and Write attributes.

## **Displayed Property List (Adaptation - Forwarded List View)**




The following table lists the properties displayed in the Adaptation - Forwarded List View and their descriptions.

Property	Description	R/W*1	Filter	Option
File Name	Names of dictation files of data for adaptation that have been sent	R	No	---
Author	Author ID of sender	R	No	---
Destination	Destination: No icon: Path of shared folder : E-mail : FTP	R	No	---
Forwarded Date	Sent Date and Time	R	No	---

## Displayed Property List (Document List View)

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The following table lists the properties displayed in the Document List View and their descriptions.

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 voice-recognized
💬 Instruction Comment	Whether or not the associated dictation file has instruction comments
🔒 Encrypted	Whether or not the document file is encrypted
🔒 Locked	Whether or not the document 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 started
Transcription Completed	The date and time of when a transcription was completed
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
Dictation	The file name of the dictation associated with a document file
File Format	The extension of the document file
File Size	The size of the document file (KB)
Receiver	The receiver of the document file
Sent Date	The date and time of when the document file was sent
Location	The location of where the document file is stored (full path)

## 8.5 Default Key Assignments

This section lists the initial default key assignments.

[Default Key Assignments](#)

### Default Key Assignments

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[Playback Control Key Assignments](#)

[General Key Assignments](#)

[Function Assignments for Function Keys](#)

#### Playback Control Key Assignments

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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* <sup>1</sup>	-
Insert Index Mark	Ctrl+Shift+I
Delete Index Mark	-
Dictation/Instruction Comment Mode	F10
Switch Playback View Mode	-
Switch Remain/Length Indication	-
Back to the Main Window	Ctrl+Shift+Z

\*1: Each command execution cyclically switches levels in the order of Off, 1, 2, 3, and then back to Off again.

#### General Key Assignments

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Command	Default Key
Start Transcription	Ctrl+O
Start Speech Recognition	Ctrl+R
Property View	
Hotkeys On/Off	F11
Show List Search Dialog	Ctrl+Alt+F

## 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	Exit Application
[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]		

# 9 Support Contacts

## For Purchasing License Keys

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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

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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

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Various types of information, including product specifications, PC connections, support for OSes, and FAQs is available on our Web site. For the latest information, access the OM Digital Solutions website in your respective region.

# 10 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 files can be deleted through one of two methods: directly deleting them or moving them to the Recycle Box and then deleting them with the delete option. Setting the Clean attribute enables automatic clean-up of old files.

## **Composite Mode**

A mode for simultaneous operation of 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 Recording**

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, and support for dictation file encryption. DSS Pro-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 in 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. Playback is supported with Dictation Module and Transcription Module. The file extension is .MP3.

## **MSI Package**

A Windows Installer-compliant package for installation. ODMS executes the MSI packages of modules when performing installations and upgrades.

## **OLE**

When dragging and dropping a dictation file onto a document file, it can be configured to be an embedded object or 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 combination of values.

Option Items can be input with tools such as a bar code 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 the Transcription Module the moment transcription has been completed.

## **Priority**

This is represented by the 16 priority levels, from 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 access.

## **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**

Operation mode that causes a recorder's built-in memory or 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. Note that a recorder cannot be used as a PC microphone or speaker while connected in Storage mode. To use a recorder for Direct Recording, you must switch to Audio mode, Composite mode, or another operation mode that supports the Audio standard USB class.

## **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.