

Configuring Auto-email Feature in DSS Player Pro R5 Dictation Module

Document last modified:	12 October 2011
Document applies to:	Olympus DSS Player Pro Dictation Module v5 (DS-5000/DS-3400)
Knowledge level:	Medium User

Question:

How do I setup my Olympus DSS Player Pro R5 Dictation Module to automatically email all my sound files to my typist?

Answer:

DSS Player Pro R5 (supplied with the DS-5000/DS-3400 Digital Voice Recorders and AS-5000 Typist Transcription Kit) can be integrated with most well known email programs, enabling files to be attached and emailed directly from DSS Player.

PDF Manuals are available from the “Downloads” page of our website, and provide full instructions on configuring the email options in the DSS Player Pro R5 software, both Dictation and Transcription Modules.

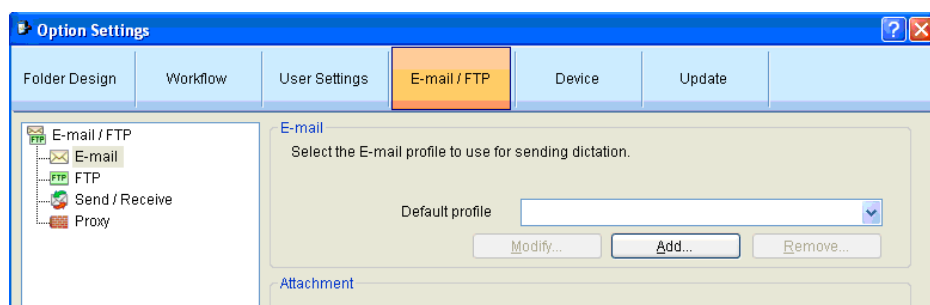
Instructions for the DS-5000/DS-3400 DSS Player Pro R5 Dictation Module start on page 126 and for the AS-5000 DSS Player Pro R5 Transcription Module on page 120.

The following instructions provide an overview of how to configure a Folder to automatically email every recording downloaded to it, to a predetermined email address. They are provided as a quick reference guide, and do not replace the full set of instructions supplied in the full PDF Manual.

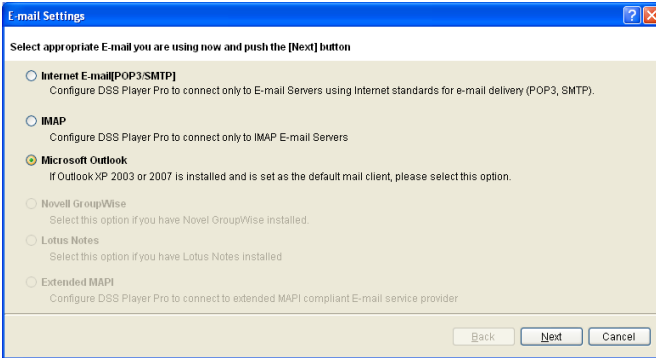
Configuring the Dictation Module (DS-5000/DS-3400)

Step 1: Configure Email Settings

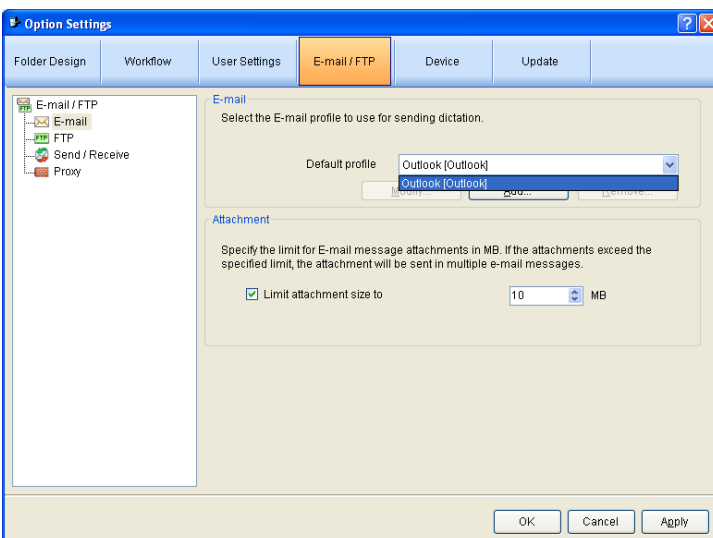
- Open DSS Player Pro R5 Dictation Module
- Go to “Tools – Options”
- Click on the “Email/FTP” tab
- Click on the “Add...” button



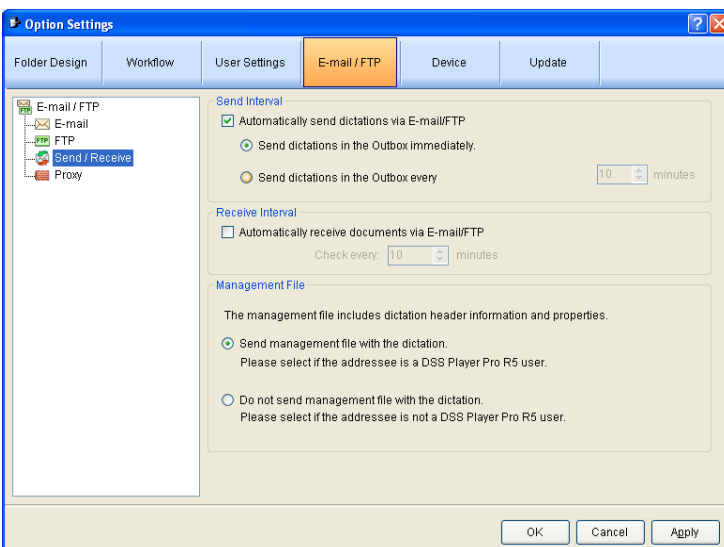
- Choose the appropriate email system (if you are unsure, please contact your IT Consultant)



- Click on “Next” and follow through the prompts until you return to the “Email/FTP” tab
- Click on the down arrow at the right of the “Default profile” field and select the profile you have just added.



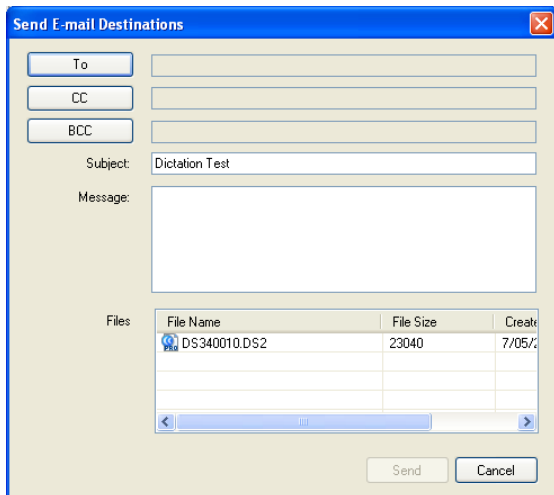
- Click on “Send/Receive” in the left column of the screen
- Set the “Send Interval”. Note that files are sent from the Download Folder/s into the Dictation Module Outbox. The “Send Interval” determines how often the Outbox is cleared, and messages sent.



- Click on “OK” to save the settings you have made and return to the main Dictation Module screen.

Step 2: Test Email Settings

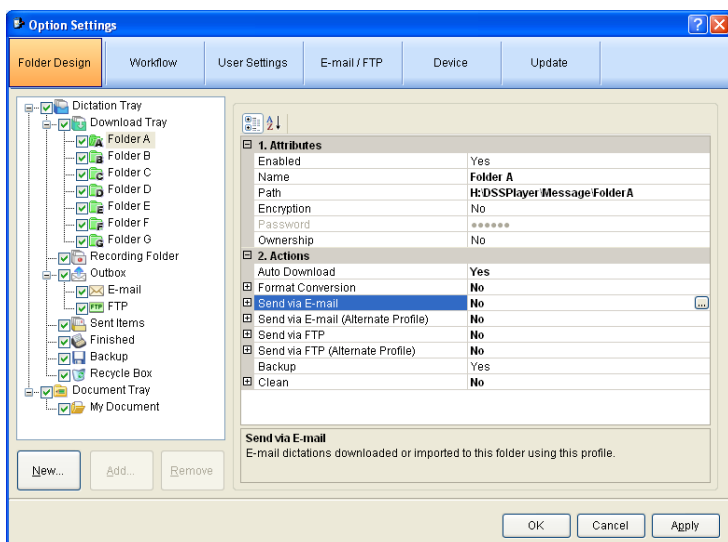
- Download a test recording.
- Right-click on the recording and choose “Send via Email” from the drop down menu. Select the newly created email profile to display the “Send Email Destinations” window.



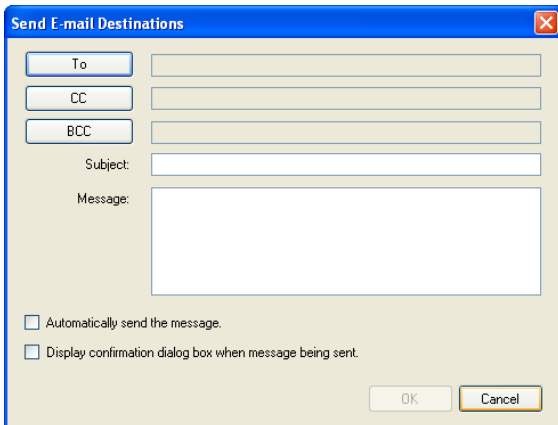
- Type in a subject and click on the “To” button to select a recipient from your Contact List.
- Click on “OK” to return to the “Send Email Destinations” window.
- Click on the “Send” button. The file will be moved into the Dictation Module “Outbox” and then into the “Sent Items” folder when it has been sent.
- If this process fails, please check with your IT Consultant that the email profile you setup in Step 1 includes all the correct information.

Step 3: Configure Auto-Email Feature

- Go to “Tools – Options”
- Click on the “Folder Design” tab
- Click on the Download Folder you wish to auto-email from (example below uses Folder A)
- Click in “Send via Email” field to display the browse “...” button



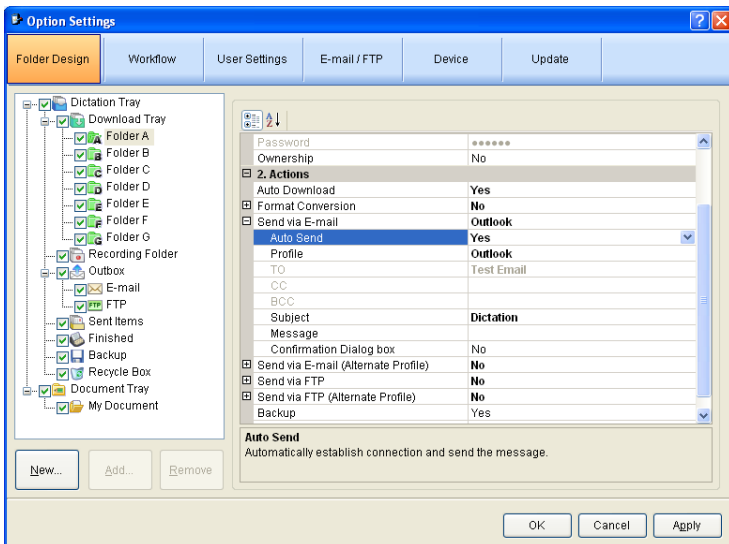
- Click on the “...” button to display the “Send Email Destinations” window



The "Send E-mail Destinations" dialog box contains the following fields and options:

- To:** Text input field
- CC:** Text input field
- BCC:** Text input field
- Subject:** Text input field
- Message:** Large text area for the message body
- Automatically send the message.
- Display confirmation dialog box when message being sent.
- Buttons:** OK, Cancel

- Fill in the Subject line
- Click on the “To” button, select the recipient and click on “OK”
- Click on “OK” again to return to the main Folder Design window



The "Option Settings" dialog box has several tabs: Folder Design, Workflow, User Settings, E-mail / FTP, Device, and Update. The "E-mail / FTP" tab is active, showing the following settings:

Password	*****
Ownership	No
2. Actions	
Auto Download	Yes
Format Conversion	No
Send via E-mail	Outlook
Auto Send	Yes
Profile	Outlook
TO	Test Email
CC	
BCC	
Subject	Dictation
Message	
Confirmation Dialog box	No
Send via E-mail (Alternate Profile)	No
Send via FTP	No
Send via FTP (Alternate Profile)	No
Backup	Yes

At the bottom, there is an "Auto Send" section with the text: "Automatically establish connection and send the message." Buttons at the bottom include New..., Add..., Remove, OK, Cancel, and Apply.

- The settings you have just made will be displayed in the Folder Properties under “Send via Email”.
- Ensure “Auto Send” is set to “Yes”
- Click on “OK” to save the settings you have made and return to the main Dictation Module screen.
- All files downloaded into Folder A will now automatically be emailed to the recipient you have chosen.