

Introduction

The following instructions are intended to guide you through the installation procedure and some standard configuration options for the AS-5000 Transcription Kit and DSS Player Pro v5 Software. They are not intended to replace the manual that came with your product.

Note that the software can be configured in a number of different ways (dependant on customer's requirements) so this document can only show some of the most commonly configured options.

If you need assistance: Dictation Distributors Limited, ph: 0900 55 300

Pre-Install Checks

- Check the PC meets the minimum specifications required for the product. These are listed on the exterior of the product box, and in the product manual. Alternatively, you can go to the "Downloads" page of our website at www.dictation.co.nz to download the Product Spec Sheet.
- Ensure you have the all the necessary product components. You will need:
 - CD labeled "**DSS Player Pro Release 5**"
 - Licence ID code that begins with the characters "**RT5...**". This is printed on a separate light green or blue paper that is the same size as the CD cover.
 - Olympus RS-26 or RS-28 Foot Control (mandatory if using Windows 7).
 - PC Headset.
- If you already use the AS-5000 but are moving to a new PC, we recommend you check all software settings on the old PC and copy these to the new PC. Alternatively, if other people in your office use the same equipment, you may be able to copy their settings.
- If your site already uses the Olympus product, ensure you know where the sound files are stored on your computer network. If this is the first install for your site, and you wish to share the files with other users on your network, you will need to create a shared Folder Structure. See below for more information on the Folder Structure.
- Do not plug in the Foot Control until after the software is installed.

Folder Structure

If this is a new install, and you wish to share the files with other users on your network, you will need to create a Folder Structure in a Shared Drive on your network, i.e. an area that can be accessed by all users. For easy recognition, we would recommend you call the folder "Dictation", or similar. If you do not know how to do this, please contact your IT person.

Within the "Dictation" folder you will need to create sub-folders. The naming and content of these sub-folders is entirely dependant on your specific requirements. If you wish to start with a simple Folder Structure, create the following sub-folders under the main "Dictation" folder: "Folder A", "Folder B", "Folder C", "Folder D", "Folder E", "Finished".

If you would like additional information on some commonly used Folder Structures, please request a copy of "Customer Install Instructions - Folder Structures". Once you have read this document, if you need more assistance, please phone Dictation Distributors to discuss options.

Installation

- Insert the DSS Player Pro CD into the PC and follow the prompts (please see your AS-5000 manual for step by step instructions).
- Once the software is successfully installed, plug in the Foot Control (use USB connection) and Headset. Your PC should go through the process of loading the Drivers for the hardware.
- When you open the DSS Player Pro software for the first time, if you do not have the most up to date version, you will be prompted to run an Update – we recommend you do this. Be aware, this may take 8-10 minutes.
- Configure the software (see below) then test before using in a real situation.

Software Configuration

AS-5000 Transcription Module (PAs)

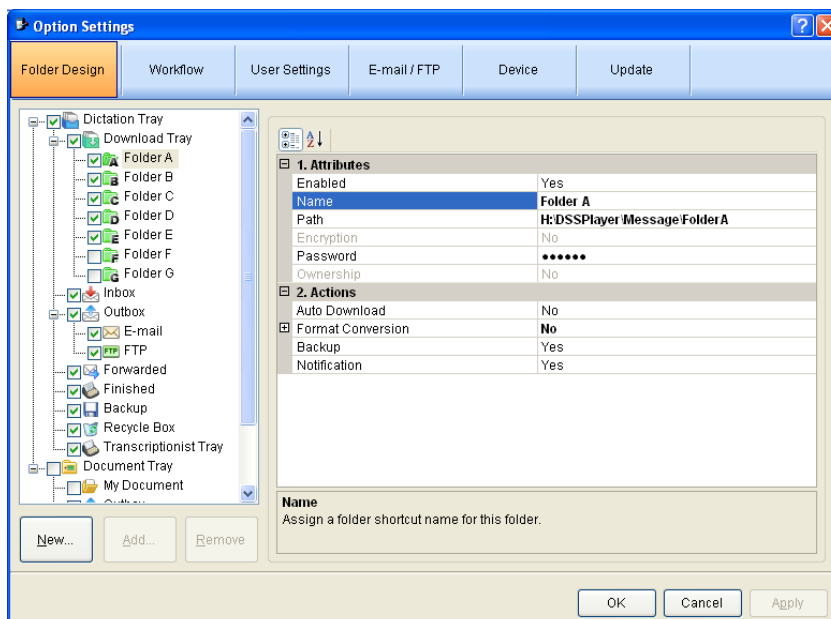
- Open the Olympus DSS Player Pro R5 (v5.x.x) Transcription Module software (Start – Programs – Olympus DSS Player Pro – Transcription Module)
- Go to “Tools – Options” and click on the Tabs shown below. Note that the settings shown are commonly configured options, and are not necessarily applicable in your environment.

Folder Design Tab:

Use this tab to set the Properties for each Folder.

- In the left column, click on the Folder whose Properties you wish to change.
- Properties are displayed and modified in the right pane of this window.
- If an Author intends downloading at the Typist PC, set “Auto Download” to “yes”, so that files will be downloaded automatically when the Digital Voice Recorder is plugged in.
- Set “Notification” to “yes”, if you wish to be notified when a new dictation arrives for typing.
- Change the “Path” by browsing to the appropriate folder location for Folder A. If you are using the simple Folder Structure, as noted on page 1, the location will be [\\server1\Dictation\FolderA](#) (where “Server1” is the name of your company’s Server).

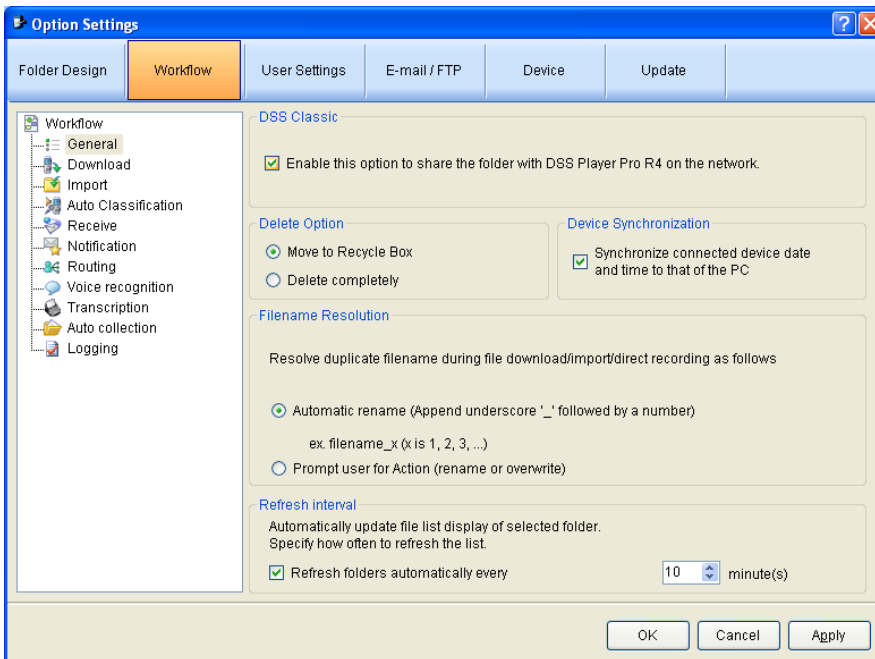
This screen shot shows “Folder A” Properties.



Workflow Tab:

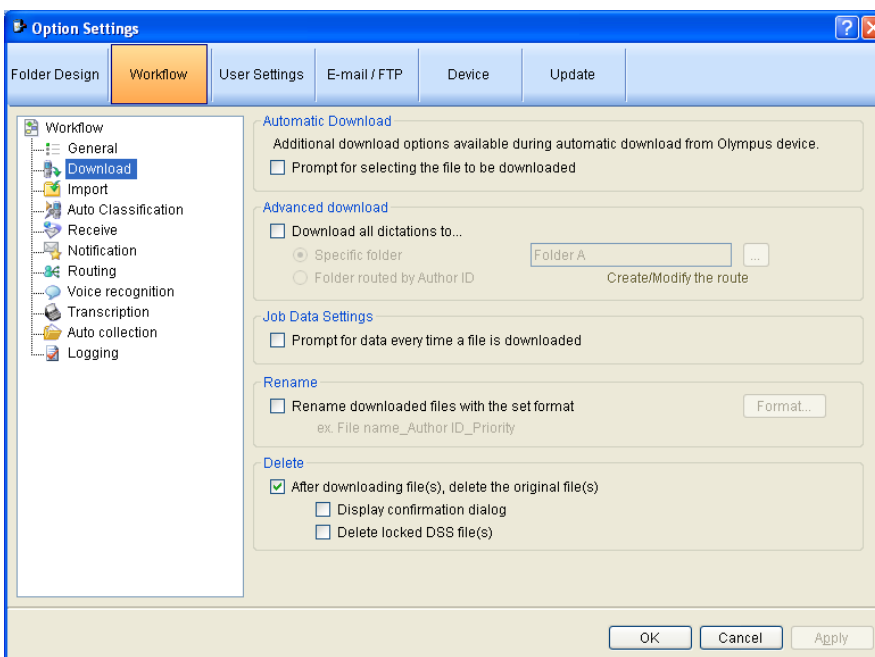
General Options:

- Click on “General” in the left column, to show General options.
- Tick “Enable this option to share the folder with DSS Player Pro R4...” if other users in your office have DSS Player Pro R4.



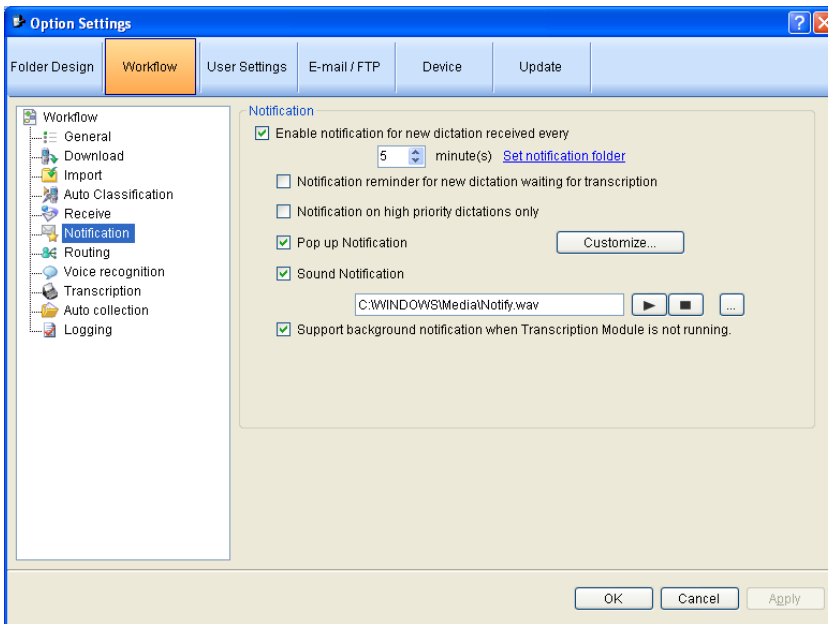
Download Options:

- Click on “Download” in the left column
- If an Author intends downloading at the Typist PC, put a tick beside “After downloading file(s), delete the original file(s). Once the files have been downloaded onto the PC, this option will ensure the DVR is cleared, ready for more recordings.



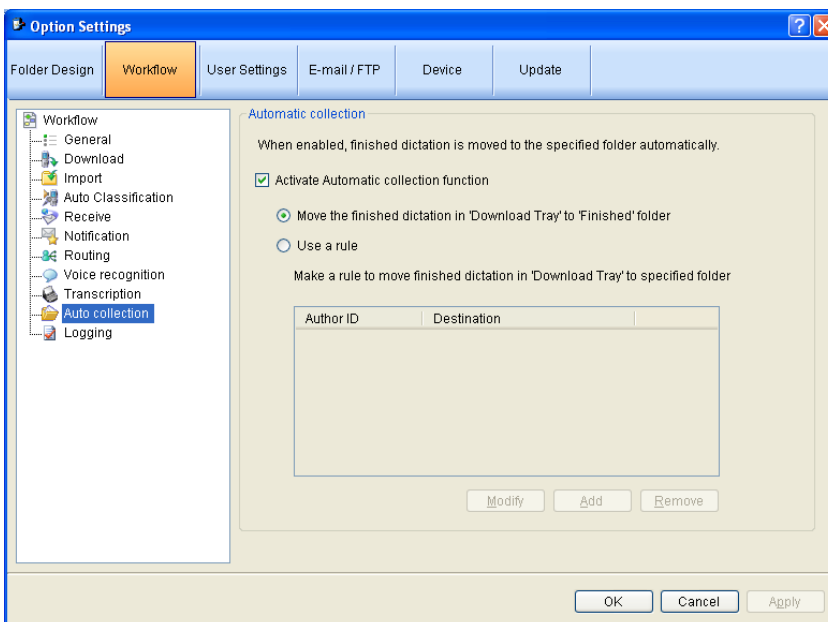
Notification Options:

- Click on “Notification” in the left column
- If you wish to be notified when a new dictation arrives for typing, select “Enable notification for new dictation received every ...”
- Insert a time. This is how often the software will check to see if any new recordings have arrived.
- Select whether you want a “Pop Up Notification” and/or “Sound Notification”.
- Select “Support background notification when Transcription Module is not running” if you wish to receive notification of new recordings, even when the Transcription Module is closed.



Auto Collection Options:

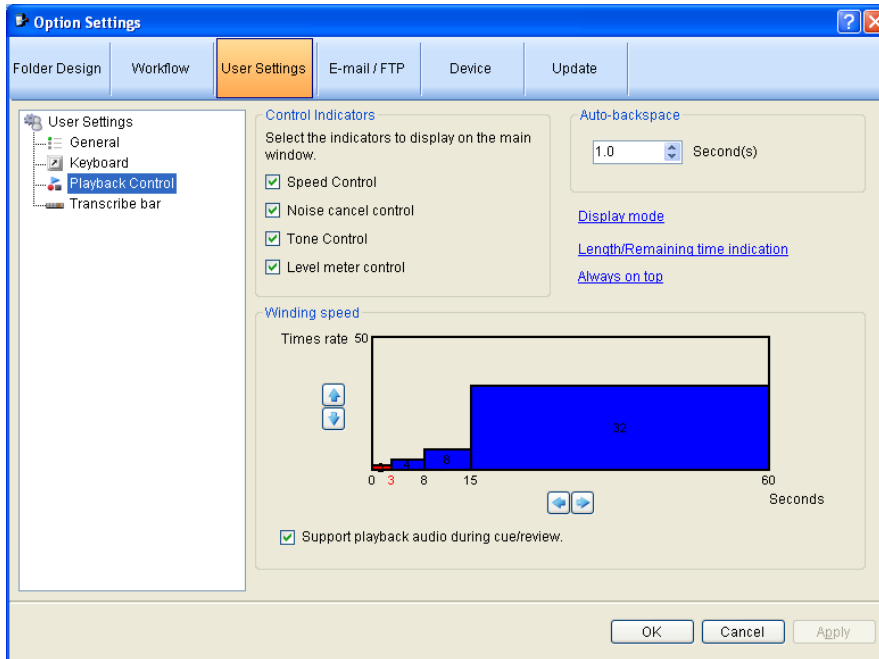
- Click on “Auto collection” in the left column
- Tick “Activate Automatic collection function” and select “Move the finished dictation ... to ‘Finished’ folder” to automatically move files into the Finished Folder when typing is completed.



User Settings Tab:

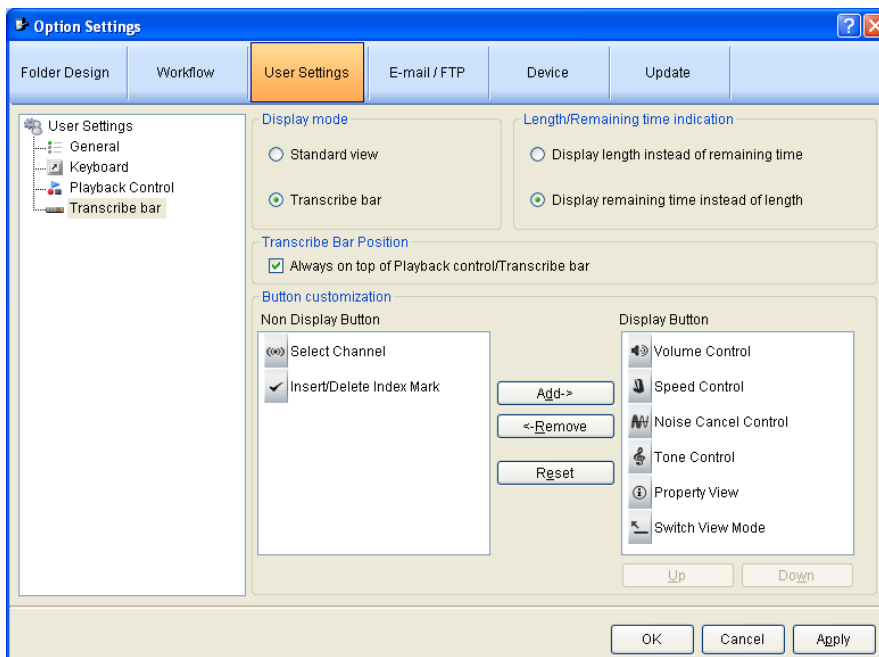
Playback Control Options:

- Click on “Playback Control” in the left column
- Change the “Auto-backspace” to suit your requirements (this is how far the recording jumps back when you remove your foot from the “Play” button on the Foot Control)
- If the rewind speed is too slow or too fast, change this using the “Winding Speed” controls.



Transcribe Bar Options:

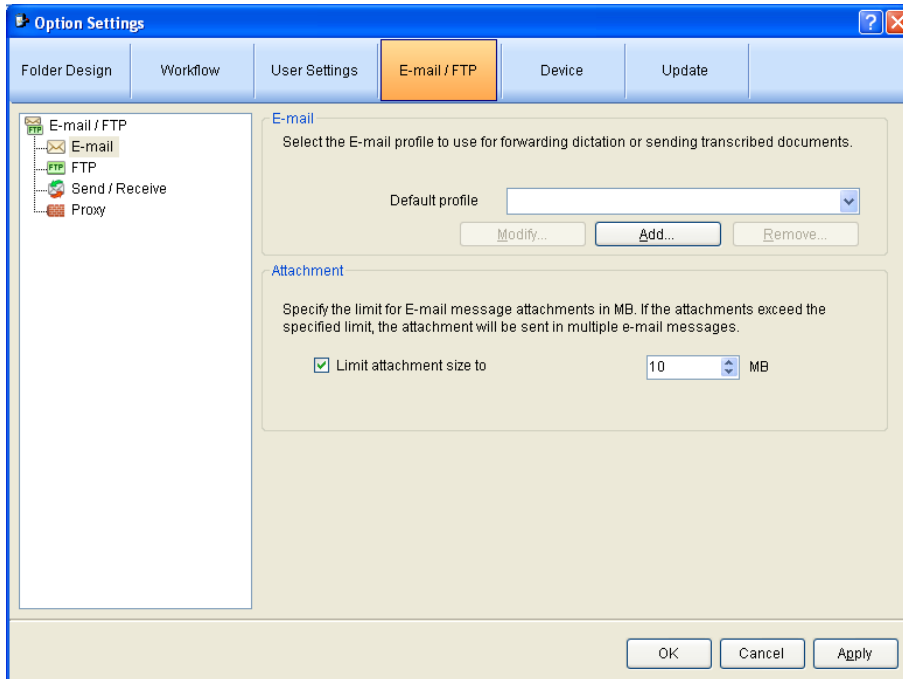
- Click on “Transcribe Bar” in the left column
- Use this screen to customise the buttons you see in the small Transcription Playback Bar.
- You can also choose how you want the recording time displayed in the small Transcription Playback Bar, i.e. display total length of file, or time left remaining in file.



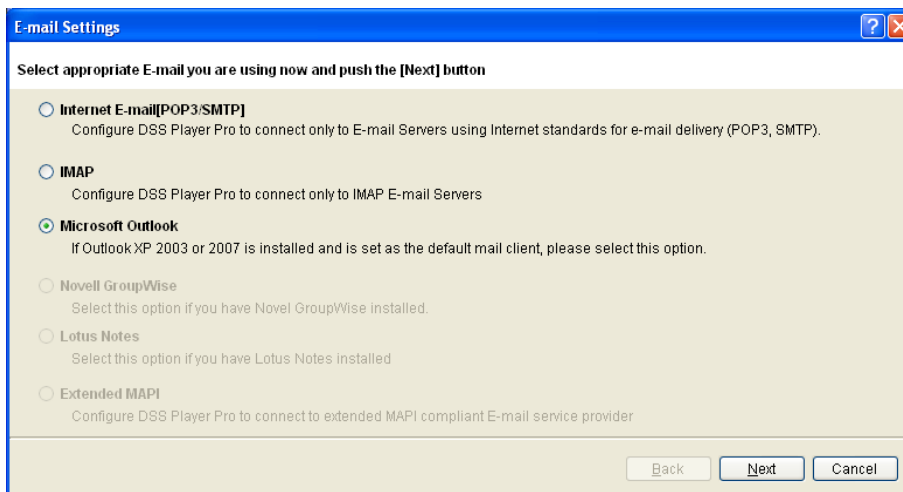
Email / FTP Tab:

Use this option if you wish to receive sound files emailed from an Author, directly into your Transcription Module software.

- Click on “E-mail” in the left column



- Click on the “Add” button to add your email profile
- Choose the appropriate email type from the list

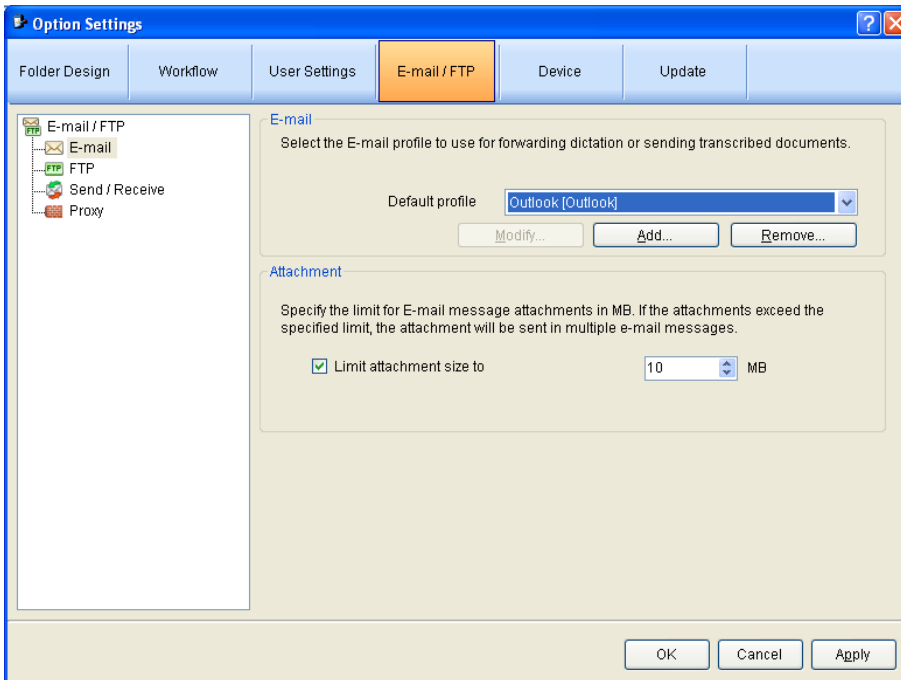


- If you choose “Internet Email (POP3/SMTP)”, fill in your email details, as provided by your Internet/Email provider. These can be found in your email program.

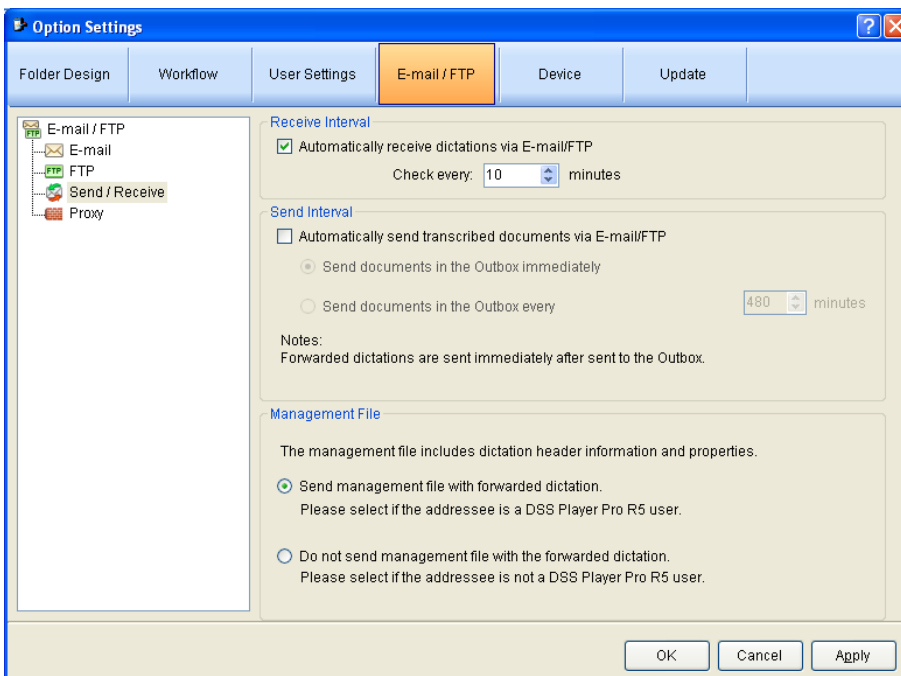
Olympus AS-5000 Transcription Kit

Installation Instructions and Standard Configuration Options

Once the appropriate email details have been entered, click on the down arrow at right of the default profile field to select and display your default email profile:

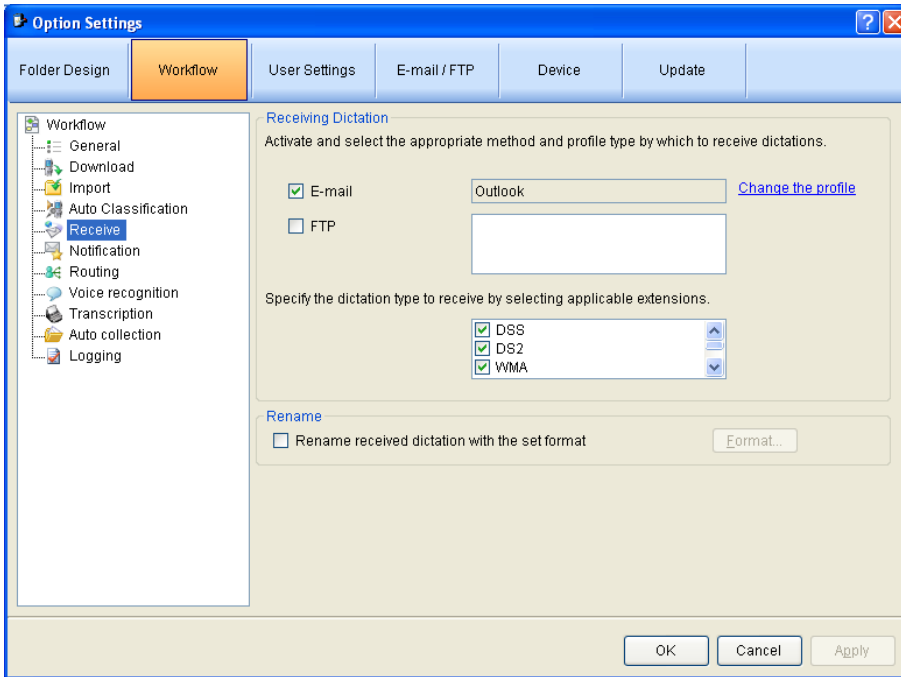


- Click on “Send/Receive” in the left column
- Tick “Automatically receive dictations via email/FTP” and choose at what interval you want the Transcription Module to check your email program for sound file attachments.



Workflow Tab:

- Click on “Receive” in the left column
- Tick “Email” and your default email profile will be displayed
- Tick the sound file types you wish to receive into your Transcription Module software. This should include at least “DSS” and “DS2”. If unsure, leave all ticked.



Additions to Standard Tool Bar



Add the “Intro Scan” and “Change Status” buttons to the Standard Tool Bar:

- Ensure you are on the main screen of the Transcription Module
- Right-click on the Tool Bar to see all available features.
- Click on a feature to add to the Bar.