DSS Player Pro R5

Transcription Module Reference Manual

Contents

1 Introduction

Thank you very much for purchasing our product.
DSS Player Pro R5 is a Dictation/Transcription system that supports assignments of various sizes, from individual users to multiple users.
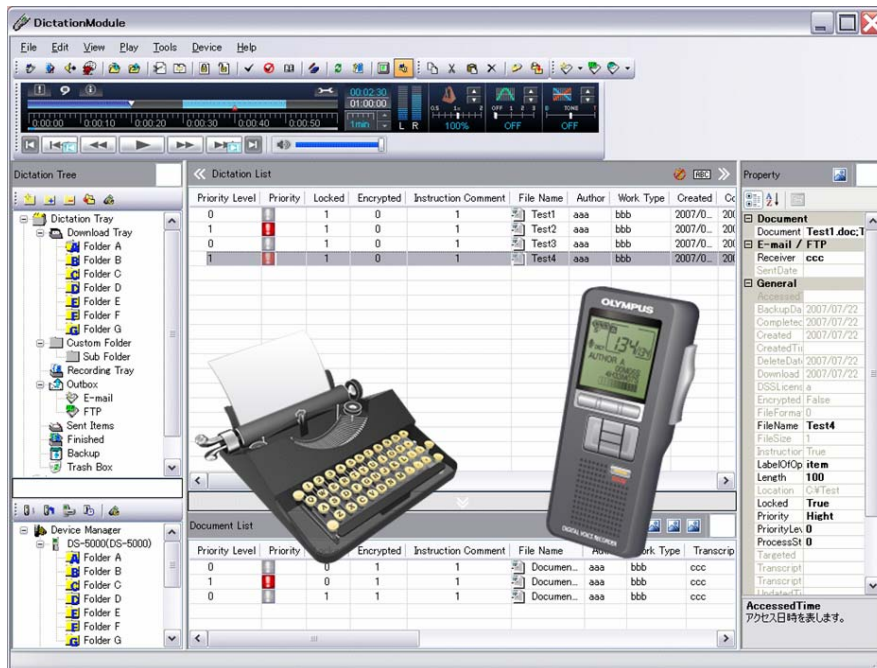
1.1 DSS Player Pro

DSS Player Pro R5 is a Dictation/Transcription system that supports assignments of various sizes, from individual users to multiple users. It can be used to capture highly compressed audio data with an Olympus VoiceTrek series IC recorder (hereinafter referred to as "the recorder"), and allows for real-time playback, editing, and insertion of index information.

DSS Player Pro R5 and recorder support the playback of DSS, an international standard for audio recording, Microsoft-promoted WMA, and MP3.
With peripheral devices connected, such as a DirectRec or foot switch, it provides a variety of additional functions, including audio streaming recording and remote control playback.

The workgroup system supports Citrix Presentation Servers, and enables this product to be operated via Citirix Presentation Server Clients.

It also supports the Terminal Service, allowing this product to be used via the Terminal Service with the DSS Terminal Service Client Driver.

In addition to the Release 4 features, Release 5 offers the following functions:

- Support for playback, editing, and encryption of DSS Pro files
- Improved dictation comments, such as instructional comments and verbal comments
- Support for the Microsoft® DirectShow® Filter
- Support for Citrix Presentation Server/Terminal Service
- Easy-to-see and intuitive graphical user interfaces
- Option dialog boxes that allow for centralized management of settings
- Button customization to link device buttons with commands, and to edit their details
- Administrative functions (with System Configuration Tool) and settings of users, devices, and updates

1.1.1 System Configurations of DSS Player Pro

DSS Player Pro offers two system variants with different administrative configurations.

- Stand-alone System
With this configuration, an individual user enters the supplied license ID (for the single license), installs the system, and configures applications. User profiles (various settings for each user) are located on local PCs and managed by individual users.
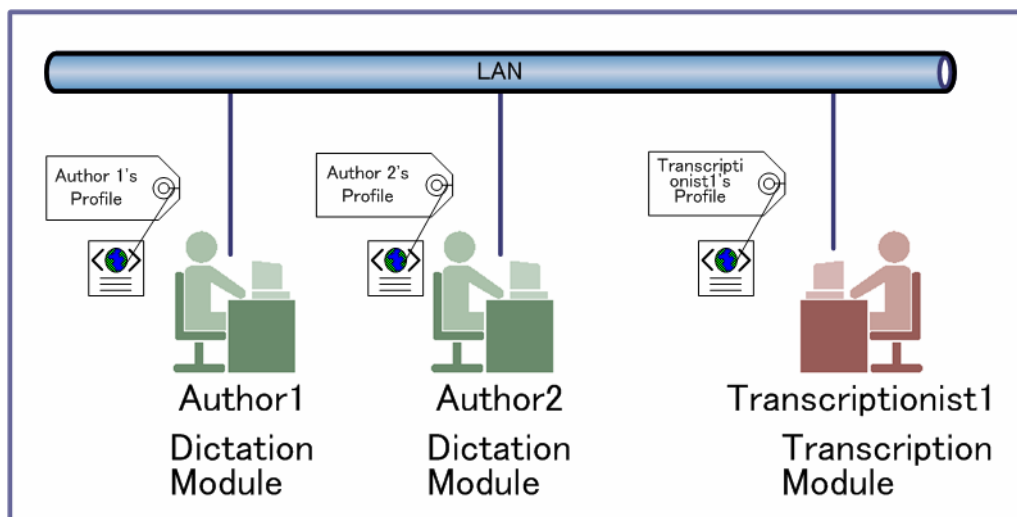
- Workgroup System

  With this system configuration, an administrator installs and configures the modules for each user, and centrally manages and operates them under a multi-license.
  This system requires License Manager to be installed to manage the multi-license.
  User profiles are placed in a shared folder on the file server. The administrator uses System Configuration Program to assist each user in configurations and installations. A significant part of user profile settings can be configured and locked with System Configuration Program.
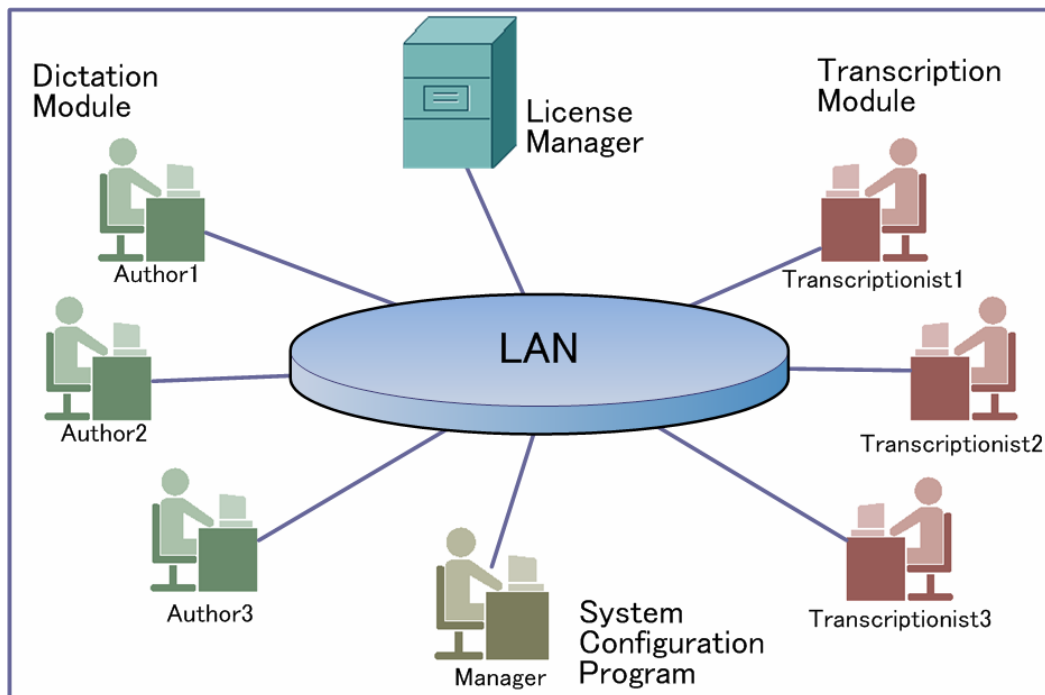
1.1.2 Modules and Tools

- Dictation Module
  This is an application for authors.   It is used mainly to download an audio file recorded with a DVR (Digital Voice Recorder), or to record an audio file directly onto a PC.   It can automatically e-mail or transfer a downloaded or directly-recorded audio file via FTP .   It also has the ability to automatically receive a transcribed document file and to manage it with a link to the corresponding audio file.

- Transcription Module
  This is an application for transcriptionists.   The application can notify the transcriptionist of the arrival of a new audio file and switch to a smaller screen at the onset for easier transcription.   It automatically receives and captures audio files, via e-mail or FTP, for transcription.   It has document management capability that can automatically start your word -processor software before transcription, and can manage a document with a link to the corresponding audio file.   In addition, if the original audio file was received via e-mail or FTP, the application can automatically send a document file to a specified destination immediately after transcription has been completed.

- System Configuration Program
  This is an application for administrators.   It is used to deploy and manage DSS Player Pro R5 in an organization.   System Configuration Program consists of System Customization Program and Device Customization Program.
  System Customization Program facilitates installation and updates of modules for end users (Dictation Module and Transcription Module), manages application settings for end users (Authors and Transcriptionists), and updates firmware management.
  Device Customization Program can customize, import, and export device settings.

- License Manager
  This is an application to manage licenses.   It manages licenses and accounts of the Dictation Module and Transcription Module in a workgroup system.
  This application can change each license account by grouping multiple single licenses as a multi-license.

1.2 Licenses

To use DSS Player Pro, a license is required.   DSS Player Pro is provided under the following two types of licenses:

- **Single License**
  This is the license ID, issued with a recorder or foot switch that allows single licensing of DSS Player Pro. A recorder license allows the Dictation Module and Transcription Module to be installed on a PC.   A foot switch license allows only the Transcription Module to be installed on a PC.

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

- **Decoder License**
  This is the license for redistribution of DSS and DSS Pro decoders.   A redistribution contract allows acquisition of a decoder license ID and redistribution of the decoder.   To enable the decoder, the license ID needs to be registered when installing it.

> ⚠ The single and other licenses cannot be used.

Purchasing an Initial or Additional Multi-license

In exchange for multiple single licenses, a multi-license, corresponding to the number of single licenses received, can be issued without charge.
Please contact our support team for details.

Other License Keys

DSS Player Pro R5 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 DSS Player Pro R5 system configurations.

System Name	Required License	License Server
Stand-alone System	Dictation Module single license Transcription Module single license	Not required
	Multi-license[1]	
Workgroup System	Dictation Module multi-license Transcription Module multi-license	License Manager

[1] : If not using centralized user management with System Configuration Program and sharing data only, a stand-alone system can be configured under a multi-license (DSS Player Pro R4.10 compatible).

1.3 Operating Conditions

The following table lists the operating conditions of DSS Player Pro R5.

Item	Conditions
OS	Microsoft® Windows® 2000 Professional Operating System SP4 Microsoft® Windows®XP Professional Edition SP2 / Home Edition SP2 Microsoft® Windows®XP 64-bit Professional Edition SP2 / Home Edition SP2 Microsoft® Windows Vista® Ultimate / Enterprise / Business / Home Premium / Home Basic Microsoft® Windows Vista® Ultimate 64-bit edition / Enterprise 64-bit edition / Business 64-bit edition / Home Premium 64-bit edition / Home Basic 64-bit edition Microsoft® Windows® 2000 Server Operating System Microsoft® Windows® Server 2003 Operating System Microsoft® Windows® Server 2003 Operating System x64 edition
CPU	Microsoft® Windows®2000/XP: Intel Pentium III 500MHz or higher Microsoft® Windows Vista® 800MHz or higher Microsoft® Windows® Server 2003: 550MHz or more
Memory	Microsoft® Windows®2000/XP: 128MB or more (256MB or more recommended) Microsoft® Windows Vista®: 500MB or more (1GB or more recommended) Microsoft® Windows® Server 2003: 256MB or more
HDD Space	70MB or more (700MB or more with .NET Framework 2.0 not installed)
Drive	CD-ROM drive installed
Display	Resolution : 800 x 600 pixels or higher 65,536 colors or more (1,677 colors or more recommended)
Browser	Microsoft® Internet Explorer 6.0 or later (with the latest Service Pack applied)
USB	With the Dictation Module and Transcription Module: One or more USB ports available
Audio Device	With the Dictation Module and Transcription Module: A Microsoft WDM- or MME-compliant and Windows-compatible sound device
Others	With Citrix Presentation Server: Citrix Presentation Server 4.0/4.5 (A Citrix License separately required) With Terminal Service: Microsoft® Windows® Server 2003 Terminal Service (* A TS CAL license separately required)
Supported Languages	English, French, German, Italian, Spanish, and Russian

Installing DSS Player Pro R5 requires the privileges of Administrator.

Currently supported OSes are listed on our Web page. For the latest information, please visit the Olympus Web site at http://www.olympus-global.com/en/global/.

1.4 Devices Connectable to DSS Player Pro Transcription Module

DSS Player Pro Transcription Module supports the following Olympus devices.

Device Type	Models
Foot switch	RS-27, RS-28
Compatible device (USB card reader/writer)	MAUSB-10, MAUSB-200

1.5 Supported File Formats

Audio File

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

Functions	Supported File Types (Extensions)
Playback, import, and export	Non-encrypted files: DS2, DSS, WAV, WMA, and MP3 Encrypted files: 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 files: DS2, DSS, WAV, WMA, and MP3 (Transcription Module cannot configure encryption.)
File splitting/joining	Non-encrypted files: DS2, DSS, WAV, and WMA Encrypted files: DS2

Document Files

By default, text files (XXX.TXT) and Microsoft Word documents (XXX.DOC) are supported.
To use another file type, registration is required.

Configure document type as an optional setting by selecting Folder Design and then Attribute.
 → [Folder Design]-Attribute

1.6 Transcription Module Capabilities

The following functions are available:

- While playing back an audio file that was recorded with the recorder on your PC, you can easily transcribe the recorded information using a word-processor application (Playback Control Window).

- Reports and meeting summaries can be created (Playback Control Window).

- Memos and ideas can be organized (Dictation Window).

- Recordings can be automatically downloaded from the recorder and backed up on the PC.

- Recordings can be automatically distributed to transcriptionists or other users via email or FTP.

- Prepared documents can be automatically retrieved via email or FTP, and linked to the corresponding recording.

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1.8 How to Use Help

This section describes how to use Help.

Starting Transcription Module Help

To start Help, perform the following steps.

■ Procedure A

1. From the Windows Start menu,
select [All Programs] → [Olympus] → [DSS Player Pro R5] → [Dictation Module].

➜ Transcription Module Help will launch.

■ Procedure B

1. Start the Transcription Module.

2. Click [F1], or click [Contents] on the Help menu.

Searching with Table of Contents

The Table of Contents tab groups topics by theme.

1. Click [Table of Contents].

2. Click for the item that you are interested in.

3. Click .

➜ The topic will be displayed on the right side of the screen.

Searching with Keyword

The Keyword tab provides an index system.   It can be used to search the keyword list for a desired term, or to look up a term by entering its first few letters.   Terms are defined in this section.

1. Click the Keyword tab.

2. Enter the first few letters of the term that you are interested in.

3. Select a topic from the list and click [Display] button.

➜ Related topics are will be displayed on the right side of the screen.

Searching

The Search tab searches for and displays topics that include the entered term.   When doing this, it can also identify related terms from across a broad range of Help documents.   Displayed topics are listed in the order of relevance.

1. Click the Search tab.

2. Type the desired term in the entry field and click [the Search] button.

➡ A list of related topics will be displayed in order of relevance.

3. Select a topic from the list and click [Display] button.

➡ The topic will be displayed on the right side of the screen.

2 Fundamentals of DSS Player Pro

This chapter describes the fundamentals of DSS Player Pro.

2.1 Audio File Name and Author ID

Audio File Name

An audio file created with an Olympus recorder is automatically named with eight characters in the format below.   Files directly recorded with the Dictation Module also follow the same naming process.
Author ID (leading four characters) + Job No. (a four-digit number beginning with 1)

Author ID

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

Job No.

The Job No. is a number (1 to 9999) that is decided automatically when a recording is made.   Each time an audio 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 workflows where users create audio files, complete transcriptions, and delete audio files with the DSS Player Pro R5 Stand-alone System and Workgroup System.

Sending an audio file via e-mail or FTP to an external site where it is transcribed:
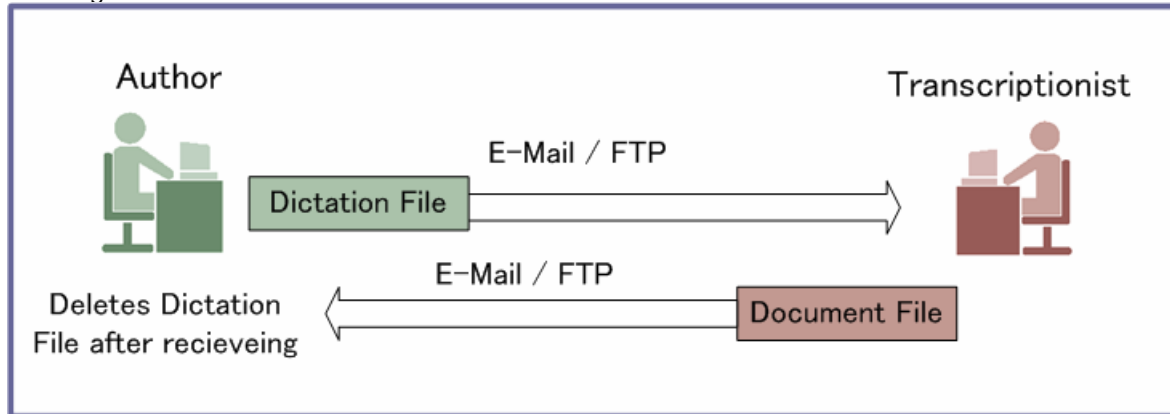
Sharing an audio file on the network and transcribing it:
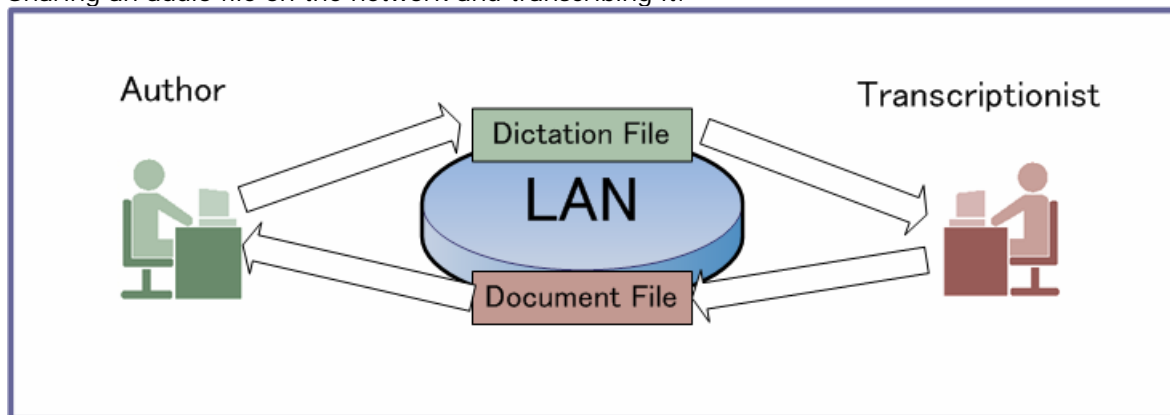
DSS Player Pro R5 manages a workflow with the following combinations of processes and statuses.

	Process	Status	Audio File Editing	Transcription / Voice Recognition	Location of Audio File
[1]	Record	Running	-	NO	
		Pending	OK	NO	In the Recording tray
		Complete	OK	OK	
[2]	Send	Waiting	OK	NO	In the Sending box
		Failed	OK	NO	
		Complete	NO	OK	In the Sent tray
[3]	Transcription	Running	NO	-	
		Pending	NO	OK	
		Complete	NO	NO	
[4]	Voice Recognition	Waiting	NO	NO	In the Voice Recognition queue
		Running	NO	-	
		Pending	NO	OK	
		Complete	NO	NO	
[5]	Delete	Complete	NO	NO	The Recycle Box is cleared automatically after a certain length of time (Manual deletion can also be performed)

Operations after Deletion

With the Stand-alone System and Workgroup System, transcribed audio files are deleted and "Process/Status" changes to "Delete/Complete".
By default, transcribed audio files are automatically moved to the Recycle Box and then deleted permanently after a certain length of time.   Files in the Recycle Box can be restored with the Restore function, but once deleted permanently, they cannot be recovered..   Make sure that the configuration matches your requirements.

2.3 How Folders Work

In the Transcription Module, audio 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 these folders: shortcut folders and virtual folders.
Shortcut folders appear to be actual folders, but are really only shortcuts pointing to specified folder paths. Shortcuts are automatically created and managed by DSS Player Pro.   Users cannot modify them. Shortcut folders can be renamed, but the change is limited to the name only and does not affect the shortcut path. When a shortcut 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 🗀 (green).

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

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

2.3.1 Folder Descriptions

This section describes how each folder works.

Folder Name	Description
🗀Dictation Tray	This virtual folder, provided as a root folder, manages audio files. It serves as a management container and has no specific function.
🗀Download Tray ▲FolderA ~🗀GFolderG	These shortcut folders download and manage audio files from the recorder. Audio files in the recorder folders are downloaded into corresponding Download folders. Each Download folder can be configured to a selected path. If an audio file has Pending status, it is not downloaded into the Download folder. It is downloaded into the Recording folder.
🗀Custom Folder 🗀Sub Folder	These user-defined shortcut folders manage audio files. They are used as download destination folders and have similar functions to Download folders. Different custom folders can be specified for each Author ID.
🗀Inbox	This shortcut folder stores dictation files received via email or FTP.
🗀Outbox (✉E-mail 🗀FTP)	This virtual folder is the first destination for audio files sent via email or FTP. Outbox consists of two separately managed virtual 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. If items in the E-mail or FTP folder are deleted, their sending operations are canceled. However, since these are virtual items, their deletion does not affect the actual audio files.
🗀Forwarded	This shortcut folder manages the dictations that have been sent.
🗀Finished	This shortcut folder manages items sent from the E-mail and FTP folders. When an audio file has been sent, the item moves into the Sent Items folder. Process/Status of the transferred audio

		file changes to Send/Complete. Sent Items has the Clean attribute, which allows old audio files, after being sent, to be cleaned up after a specified length of time. Sent Items is a shortcut folder. Files in this folder can be moved to other folders.
	Backup	This shortcut folder backs up audio files when downloaded or imported. If a downloaded or imported audio 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.
	Recycle Box	This shortcut folder temporarily stores old or unnecessary audio files. Its function is similar to that of Recycle Bin in Windows. Deleting audio files in this folder eliminates them permanently and makes their restoration impossible. With the General option for a workflow, you can select whether audio files in folders are deleted permanently or moved to the Recycle Box folder. Audio 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 audio files can be automatically deleted.
	Transcriptionist Tray	This is a virtual folder that allows a Transcriptionist to view audio files other than those in the Outbox (Email/FTP included), Forwarded, Finished, Backup, and Recycle Box folders.
Document Tray		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.
	My Document	This shortcut 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 to an audio file. Double-clicking an audio file linked to a document file opens the document file.
	Outbox (E-mail FTP)	This virtual folder is the first destination for audio files sent via email or FTP. Outbox consists of two separately managed virtual 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. If items in the E-mail or FTP folder are deleted, their sending operations are canceled. However, since these are virtual items, their deletion does not affect the actual audio files.
	Sent Items	This shortcut folder manages items sent via email and FTP. When a document file has been sent, the item moves into the Sent Items folder. Process/Status of the transferred document file changes to Send/Complete. Sent Items has the Clean attribute, which allows old document files, after being sent, to be cleaned up after a specified length of time. Sent Items is a shortcut folder. Files in this folder can be moved to other folders.

2.3.2 Folder Functions

This section describes each folder's capabilities and limitations.

Folder Name	Renaming	Subfolder Creation	Encryption Attribute	Ownership Attribute	File Dropping
Dictation Tray	No	No	No	No	No
Download Tray FolderA～ FolderG	Yes	Yes	Yes	Yes	Yes
Custom Folder Sub Folder	Yes	Yes	Yes	Yes	Yes
Inbox	No	No	No	No	OK with moving only *
Outbox (E-mail FTP)	No	No	No	No	No
Forwarded	No	No	No	No	No
Finished	No	No	No	No	OK with moving only *
Backup	No	No	No	No	No
Recycle Box	No	No	No	No	OK with moving only *
Document Tray	No	No	No	No	No
My Document	Yes	No	No	No	Yes
Outbox (E-mail FTP)	No	No	No	No	No
Sent Items	No	No	No	No	OK with moving only *

* : 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 the Author ID, used to classify recorded files.
Worktypes are defined as strings, including department names or category names of recorded files.
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 audio file transcription begins.

DSS Player Pro can register up to ten Worktypes.   Each Worktype can have up to ten Option Items registered.

The following diagram shows the relationship between Worktypes and Option Items.   In this diagram, a Worktype FAX is associated with two Option Items labeled "TO" and "TITLE".
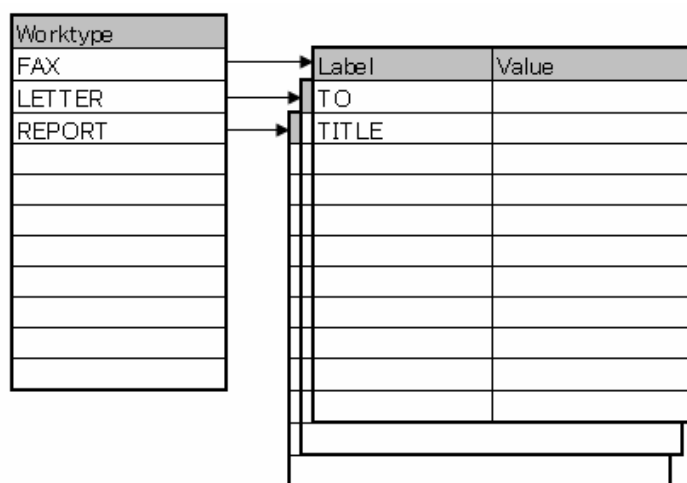
An Option Item consists of input data and its label.   Once a label has been registered, its value can be entered.   An Option Item is usually input with a barcode.

Whether to input multiple labels at once with a single barcode scanning or to input them separately with a series of barcode scannings can be configured in the Worktype Property dialog box. → [Workflow] - [Worktype].

2.5 Direct Record

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

In Direct Record, the recording state is managed under two statuses, Pending and Complete, both of which are required to finish a recording.
An audio file with Pending status is saved in the Recording folder, where it can be selected and edited to resume recording.   Since the files stored in the Recording folder are in the local PC, a transcriptionist cannot open them.
An audio file with Complete status can always be transcribed.   Once a transcription has begun, it cannot be edited.   An audio file with Complete status can be edited until transcription begins.

The Direct Record settings are configured with option settings.
The following settings can be configured:

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

2.6 Ownership Attributes

Transcription Module is initially configured to automatically move a transcribed audio file to the Finished folder in the module.   This clarifies how many audio files remain for transcription.   However, once an audio file has been moved to the Finished folder in Transcription Module, it is invisible to the Dictation Module and may be problematic for the Author.   For this reason, the folder has an attribute, based on an Author's privilege, to prevent an audio file from moving to the Finished folder in the Transcription Module after transcription.   This attribute is called the Ownership attribute.   The Ownership attribute simply prevents an audio file from moving to the Finished folder in the Transcription Module once transcription has been completed.   A transcriptionist or an author can then move the transcribed file to another folder.
⇒[Folder Design] - Ownership

2.7 Local Mode and Network Mode

A shortcut folder can be modified for any path.
When a shortcut 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 ▢ (green).
With access to the network, files in a shortcut 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 for the network mode.
A file temporarily placed in the local mode can be identified by its icon.   The icon changes back to normal when the file moves to the network mode.

2.8 Clean

Clean is a folder attribute that deletes files.   Old files can be deleted through one of two methods: by directly deleting them, or by moving them to the Recycle Box and then deleting them with the Recycle Box delete option.
Folders with the Clean attribute are listed below.   These folders may contain transcribed audio files. They have the Clean attribute to clean up old audio files.

Folders that can be cleaned:

Folder	Dictation Module	Transcription Module
Download Tray FolderA~FolderG	Yes	No
Custom Folder Sub Folder	Yes	No
Sent Items	Yes	---
Finished	Yes	Yes
Forwarded	---	Yes

---   Unsupported function
Yes… Cleanable
No… Uncleanable

2.9 Voice Comment

There are two types of voice comments recorded by an Author with DSS Player Pro R5: instruction comments and verbal comments.

Instruction Comments

Instruction comments can be created only with Direct Record and cannot be composed when making a recording with a stand-alone recorder.   Instruction comments are maintained as files separate from an audio file and provide a transcriptionist with overall instruction.   A 🐦 mark in 🐦 column indicates there are Instrction comments.

Verbal Comments

Verbal comments are voice comments embedded into an audio 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 an audio file.
Instruction comments and verbal comments cannot have index marks inserted.

2.10 Storage Mode and Composite Mode

Olympus recorders implement some or all of three standard USB classes of storage, audio, and HID.   To provide stable operations, based on their applications, they switch between the following two modes: Storage mode, which enables storage class only; and Composite mode, which provides a composite device with audio and HID classes (for DS-5000, a composite device with storage, audio, and HID classes). When downloading an audio file, the recorder is switched to Storage mode. When using Direct Record, it is in Composite mode. DSS Player Pro automatically switches the recorder to Composite mode when the Recording screen opens. When DSS Player Pro returns to the Main screen after a recording is completed, the recorder is automatically switched back to Storage mode.   Storage and Composite modes can also be switched manually.

Unlike other models, a DS-5000 in Composite mode serves as a composite device with the three classes. A DS-5000 in Composite mode does not require mode switching when downloading an audio file or performing Direct Record.

Recorder	Storage Mode	Composite Mode
DS-5000	Storage	Storage + Audio + HID
DS-4000	Storage	Audio + HID
DS-3300	Storage	Audio + HID
DS-2300	Storage	Audio + HID
DS-50/40/30	Storage	Audio + HID
DS-20/2	Storage	Audio + HID

2.11 Backing Up

The backup setting of a folder enables an audio file dropped into that folder to be automatically backed up to another specified folder.

3 Basic Operations

This chapter describes the basic operations of Transcription Module.

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 started simultaneously on the same PC.

An option exists to prevent automatic starting.

Starting

To start Transcription Module, perform the following steps.

■ Procedure A

1. From the Windows Start menu,
select [All Programs] → [Olympus DSS Player Pro] → [Transcription Module].

➡ The Transcription Module will start and the Main screen will appear.

■ Procedure B

1. Double-click a DSS or DSS Pro file through a tool such as Explorer.

➡ The Transcription Module will start and the Playback Control screen or Transcribe bar will appear.

Auto-starting

■ Procedure

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

➡ The Transcription Module will automatically start and the Main screen, Playback Control screen or Transcribe bar   will appear.

Exiting

If you are on the Playback Control screen or Transcribe bar , return to the Main screen and then exit Transcription Module.

■ Procedure

1. Click [Exit] on the File menu on the Main screen.

Or click the ❌ button in the upper right corner of the Main screen.
➡ Transcription Module will close.

3.2 Starting and Finishing Transcription

Select an audio file to start transcription. If configured, a 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 tool bar.

Or click [Start Transcription] on the File menu.

➡ With "Open word processor in starting transcription" enabled, a specified word processor will open at this point.

➡ With "Open word processor using document template" enabled, a document template can be configured to open based on a specified Author and Worktype.

Configuring a Workflow for Transcription.

2. Select a document template.

If not using a document template, a specified word processor will open.

Registering a document template

3. Transcribing a file while playing it.

Playing an Audio File

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

・Sending an Audio File via E-mail
・Sending an Audio File via FTP

5. Delete the transcribed audio file.

Automatic deletion can also be configured.

→Configuring Auto Collection

3.3 Downloading Audio Files

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

Download settings are configured in the Workflow dialog box.   → [Workflow] - [Download]

3.3.1 Downloading All Files

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

When using a model with the Music folder, executing [Download All] cannot 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 screen will automatically open.
The Device window will display the model of the recorder and file information.

Connecting or disconnecting the device while the Main screen is open updates device information in the Device window.

3.   Verify that the device is in Storage mode.

If in Audio mode, select [Change Device Mode] on the Device menu to switch to Storage mode.

4.   Click 📱 in the Device Tree view.

Or select the device and click [Download All] on the Context menu.
Or click [Download All] on the Device menu.
➜ If multiple devices are connected, the Device Selection dialog box will appear.

Download All

- Device Manager
  - DS-5000(DS-5000)
  - DS-4000(DS-4000)

[OK]
[Cancel]
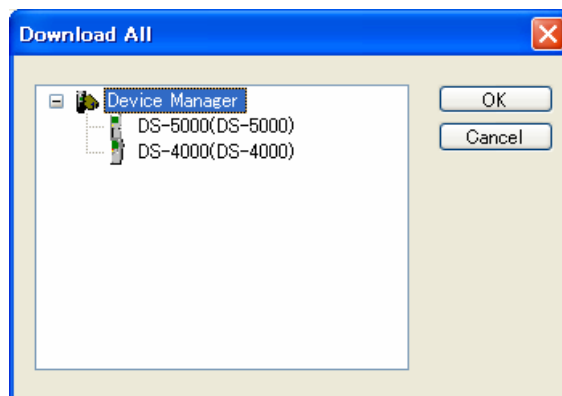
5. Select the desired device and click [OK] button.

➡ All files in every device folder are will be downloaded (copied) into the corresponding A-G folders in the Download tray.
The file naming format is as follows: Recorder user ID (leading four characters) + four-digit number.

· Files in the device can be deleted at the same time they are downloaded.
→[Workflow] - [Download]
· Downloading can be automatically started when a device is detected.
→[Folder Design] - [Auto Download]

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 screen will automatically open.

3. Right-click the device and select [Download Folder] on the Context menu.

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

➡ If multiple devices are connected, the Device Selection dialog box will appear.
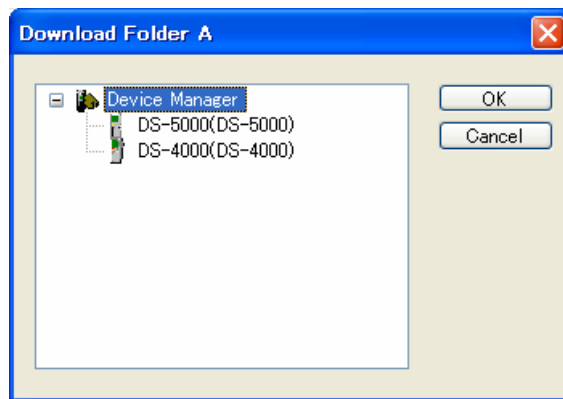
4. Select the desired device and click [OK] button.

➡ Files in a specified folder are downloaded into the corresponding folder in the Download tray.

3.3.3 Downloading Specified Files

To download 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 screen will automatically open.

3. Select a folder in the Device Tree view.

➡ Files in the folder will be listed in the Content List view.

4. Select one or more files in the Content List view to be downloaded.

5. Click [Download Selected File] on 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 Audio Tree view. If the device has no folder, the files will be automatically downloaded into folder A.

3.4 Importing Files

Importing is for securing external audio files not managed by Transcription Module so that Transcription Module can manage them.
Supported audio file formats are listed below. These files can also be dragged and dropped with a tool such as Explorer.

Audio Files	DS2 (DSS Pro), DSS, WMA, WAV, MP3
Encrypted Files	DS2 (DSS Pro), $DSS, $WMA, $WAV, $MP3

Specifying files with formats other than those listed above causes a warning message to appear. However, if a codec that works with Microsoft® DirectShow® Filter has been installed, audio files with other formats can also be imported. Once imported, file formats can be used by dragging and dropping them each subsequent time.

■ Procedure

1. Click ▣ on the tool bar.

Or click [Import Dictation] on the File menu.
➜ The Import File dialog box will appear.
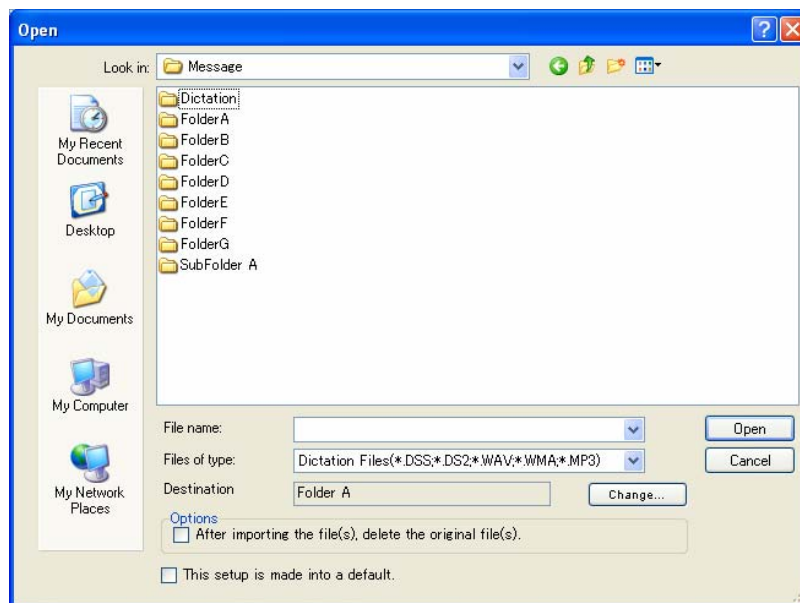
2. Select a folder in the File Location field for the file to be imported to.

Set the import destination folder with the Change button.
Checking the delete option in the Options box enables the original file to be deleted after importing.

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

➜ The specified file will be copied or moved to the selected folder.

3.5 Copying or Moving Audio Files

To copy or move an audio file, perform the following procedures.

3.5.1 Copying a File in the Audio Tree View

To copy a file in the Audio Tree view, perform the following steps.

■ Procedure

1. Select a file in the Content List view.

   Clicking [Select All] on the Edit menu selects all files in the List View.

2. Click on the tool bar.

   Or click [Copy to Folder] on 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 in the Audio Tree View

To move a file in the Audio Tree view, perform the following steps.

■ Procedure

1. Select a file in the Content List view.

Clicking [Select All] on the Edit menu selects all files in the List View.

2. Click 📂 on the tool bar.

Or click [Move to Folder] on 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.

Clicking [Select All] on the Edit menu selects all files in the Content List view.

2. Click 📋 on the tool bar.
Or click [Copy] on the Edit menu.

➡ The specified file will be copied to the clipboard.

3. Select a destination folder in the Audio File window or specify a folder with a tool such as Explorer.

4. Click 📋 on the tool bar.

Or click [Paste] on the Edit menu.

➜ The file will be pasted into the specified folder.

3.5.4 Uploading an Audio File to the Device

Uploading is for copying a file in the Content List view for a connected device.

⚠ File types not supported by the device cannot be uploaded.

■ Procedure

1. Select an audio file in the Content List view and click 📱 on the tool bar.

Or click [Upload Selected Files] on the Device menu.

➜ The Upload dialog box will appear.
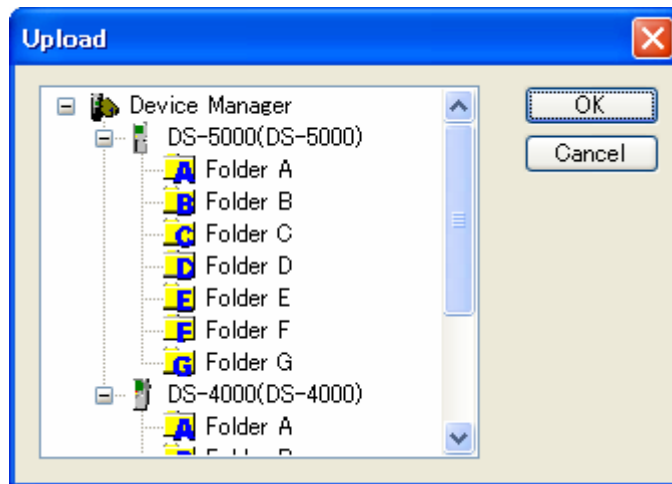
2. Select a destination folder and click [OK].

➜ 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.
A management file is associated with an audio file and contains important information on dictations.
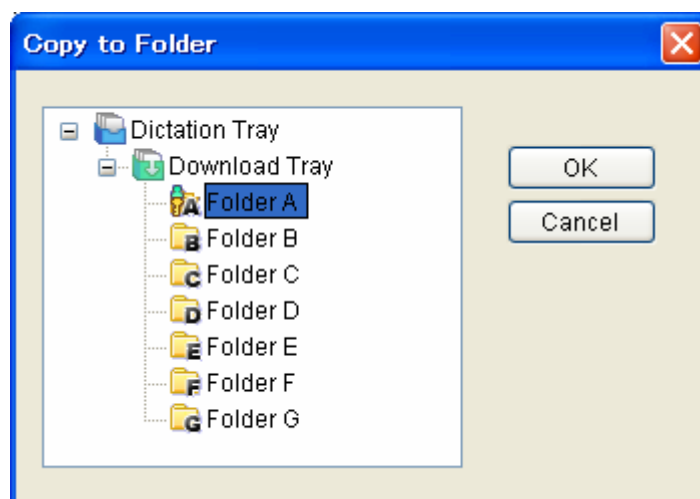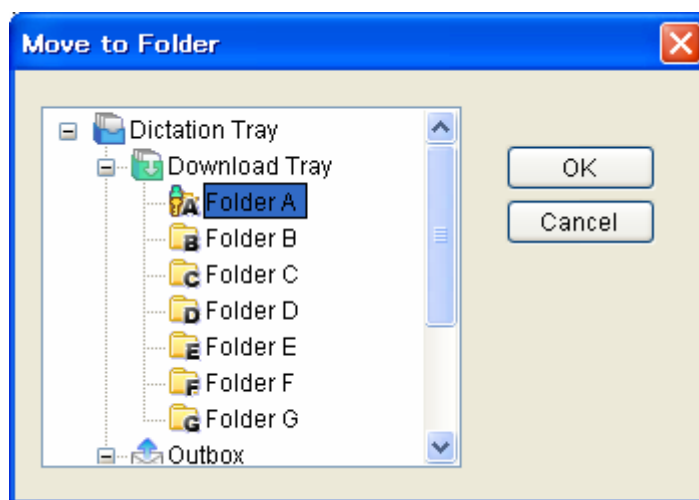
■ Procedure

1. Select a file in the Content List view.

Clicking [Select All] on the Edit menu selects all files in the List View.

2. Click on the tool bar.

Or click [Export Dictation] on the File menu.
➜ The Browse Folder dialog box will appear.

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 DSS Player Pro results in an error.

3.6 Playing an Audio File

This section describes how to play an audio file.

- Clicking [Switch to Playback Control Window] on the View menu hides the Main screen and launches the Playback Control screen or Transcribe bar .
- Clicking a DSS file with a tool such as Explorer directly launches the Playback Control screen and starts playing the file.

3.6.1 Starting and Stopping Playback

Operations like those on a typical tape recorder are available: playback, stop, fast-forwarding, and rewinding .
The Playback Control bar on the Main screen and the Playback Control screen offer the same operations during playback.

■ Procedure

1. Select a file to be played in the Content List view on the Main screen.

Clicking [Switch to Playback Control Window] on the View menu displays the Playback Control screen.

2. Click ▶ .

Or click [Play] on the Context menu.
Or select a file and click [Play/Stop] on the Play menu.
➜ Playback of the file will begin. The Position control (∇) indicates the current playback position.

3. Click ■ during playback.

Or click [Play/Stop] on the Play menu.
➜ Playback of the file will stop.

- Clicking [Switch to Playback Control Window] on the View menu displays the Playback Control screen.
- 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].

Operating with a Foot Switch

A foot switch (RS-27/28) can be used for playback operation buttons when using the Playback Control bar on the Main screen, the Playback Control screen, or the Transcribe bar .

Connect the foot switch with the PC via a USB port. A RS-232C connection is not available.
Connecting a foot switch does not start DSS Player automatically.

The pedal operations of a foot switch can be customized under →[Device]

Function	DSS Player	Foot Switch Operation
Playback	Pressing ▶	Pressing the LISTEN button.
Stop	Pressing ■	Releasing the LISTEN button.
Start fast-forwarding	Pressing ▶▶	Pressing the FF button.
Stop fast-forwarding	Releasing ▶▶ .	Releasing the FF button.
Start rewinding	Pressing ◀◀	Pressing the REW button.
Stop rewinding	Releasing ◀◀ .	Releasing the REW button.

3.6.2 Shifting the Playback Position

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

Shifting to a Desired Position
Skipping to an Index-marked Position or the Edge of a Verbal Comment
Operating 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 to the desired position.

➡ The Position control will move to the specified position.

Skipping to an Index-marked Position or the Edge of 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 on ◀◀ or ▶▶ .

Or click [Next Index Mark/Verbal Comment] on the Play menu.

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

■ Procedure B

1. Click 📖 on the tool bar.

Or click [View All Index Marks] on the Play menu.

➡ The View All Index Marks dialog box will appear.
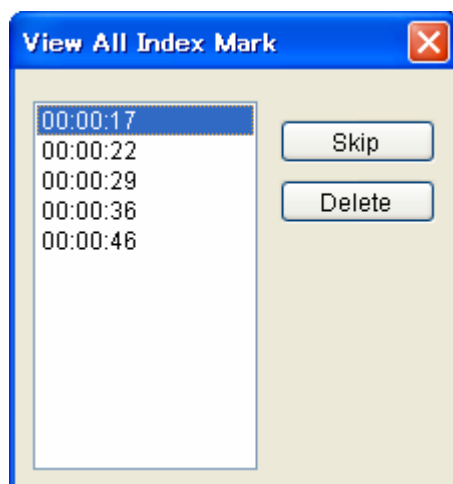
2. Select an index mark and click [Skip].

Moving the Position Control with the Keyboard

If the Play bar is focused on (surrounded with 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

DSS Player can provide better sound quality of recorded sound. Functions can be selected from the Playback Control bar on the Main screen, the Playback Control screen, or the Transcribe bar .

⚠️ Depending on administrative settings, some menus are hidden.

☐ 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 click [Up] or [Down] of Volume on the Play menu.
➜ The playback volume will adjust.

Adjusting Speed.

Playback speed adjustment allows for slow playback of demanding sound parts and fast playback for easier parts.

■ Procedure

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

Or click [Up] or [Down] of Speed on the Play menu.

➜ Playback speed can be adjusted to nine different levels between 50% and 200% without changing the voice pitch (sound pitch).

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

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 click [OFF] , [1], [2], or [3] of Noise Cancellation on 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 B side and on the high pitch side when shifting to the T side. In general, shifting to the T side provides better sound quality.

■ Procedure

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

Or click [Up] or [Down] of Tone on the Play menu.

➜ The tone can be adjusted in increments of 1% from 100% on the B side to 100% on the T side.

Switching Channels

Channel switching may deliver better sound quality.

■ Procedure

1. Select a channel with [Channel] on 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. Files with a recording time of less than five seconds are played through before the next file is played. Files being played back are highlighted in the Content List view.

■ Procedure

1. Click ▤ on the tool bar on the Main screen.

Or click [Intro Scan] on the Play menu.

➜ Files displayed in the Content List view will be intro-scanned sequentially from a selected file. If no file is selected, the Intro Scan will begin with the first file in the list.

2. Click ▢.

Or click [STOP] on the Play menu.
➜ The Intro Scan will stop.

3.6.5 Inserting Index Marks

Index marks can be inserted or deleted with the Main screen, the Playback Control screen at audio capturing, or the Transcribe bar at audio capturing.

⚠ Index marks cannot be inserted into instruction comments.

Inserting Index Marks

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 tool bar.

Or click [Insert Index Mark] on the Play menu.
➜ An index mark will be inserted at the Position control location.

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

Deleting Index Marks

To delete an index mark, perform the following steps.

■ Procedure A

1. By clicking [|◀◀] or [▶▶|], align the Position control with the index mark to be deleted.

2. Click 🖌 on the tool bar.

Or click [Delete Index Mark] on the Play menu.

➡ The index mark will be deleted. Multiple index marks can be deleted at once.

■ Procedure B

1. Click [View All Index Marks] on the Play menu.

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

View All Index Mark

```
00:00:17
00:00:22
00:00:29        Skip
00:00:36
00:00:46        Delete
```
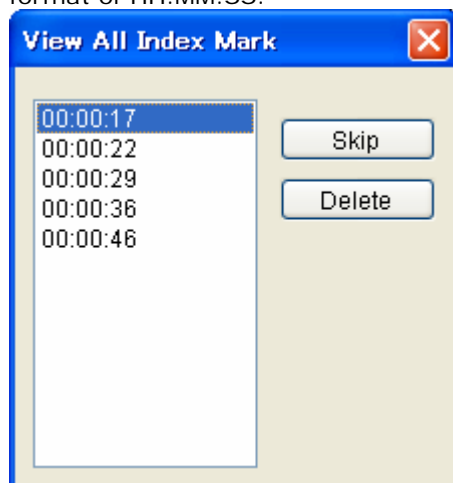
2. Select an index mark and click [Delete].

➡ The specified index mark will be deleted. Multiple index marks can be deleted at once.

3.7 Editing Audio Files

DSS files, DSS Pro files, or WMA files recorded with an Olympus recorder can be edited.

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

The following functions are available.

3.7.1 Capturing a Sound

To create a new audio file, perform the following steps.

■ Procedure

1. Connect a supported digital voice recorder or Directrec to a USB port on the PC.

2. Select a file and click [Start Audio Capture] on the File menu.

    Or select a file and click 🖳 on the tool bar.
    ➡ The Audio Capture dialog box will appear.

Audio Capture

File Name:	ELVI0001.ds2
Save Folder:	Folder A ...
Format:	DSS Pro
Attribute:	DSS, 28 kbps, 16 kHz, mono (QP)

[Start] [Cancel]
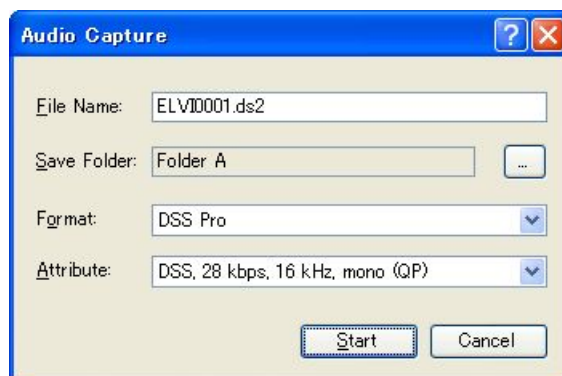
Item	Description
File name	Enter the file name for a recorded audio file. The current login user name's leading four characters plus Job No. are initially displayed.
Save Folder	Select the folder for saving a recorded file. "Folder A" is displayed by default. The Download folder or custom folders can 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 screen 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 screen. Completed audio files always have "Recording Finished" status.

3.7.2 Converting the File Format

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

With "Format Conversion" enabled in the folder property settings, files in the folder are automatically converted into the specified format according to the settings under

→[Option] – [Actions] – [Format Conversion]

■ Procedure

1. Right-click an audio file in the Content List view, and then click [Convert Dictation Setting] on the context menu.

Or select an audio file and click [ ] on the tool bar.
Or click [Convert Dictation] on the File menu.

➜ The Convert Dictation setting dialog box will appear.

2. Select a format and attributes and click [Convert].

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 deleted based on the folder property setting.

Formats and Attributes of Resulting Files

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

Format	Attribute			
	Codec	Sampling Frequency	Quantization Bit Rate	Channel (Recording Mode)
WAV	PCM	44.10kHz	16bit	stereo
	PCM	44.10kHz	16bit	mono
	PCM	32.00kHz	16bit	stereo
	PCM	32.00kHz	16bit	mono
	PCM	16.00kHz	16bit	stereo
	PCM	16.00kHz	16bit	mono
	PCM	12.00kHz	16bit	stereo
	PCM	12.00kHz	16bit	mono
	PCM	11.025kHz	16bit	stereo
	PCM	11.025kHz	16bit	mono
	PCM	8.00kHz	16bit	stereo
	PCM	8.00kHz	16bit	mono

Format	Attribute			
	Codec	Bit Rate	Sampling Frequency	Channel (Recording Mode)
DSS	DSS	6.3kbps	8kHz	mono (LP)
	DSS	13.7kbps	12kHz	mono (SP)
DSS Pro	DSS	6.3kbps	8kHz	mono (LP)
	DSS	13.7kbps	12kHz	mono (SP)
	DSS	28kbps	16kHz	mono (QP)

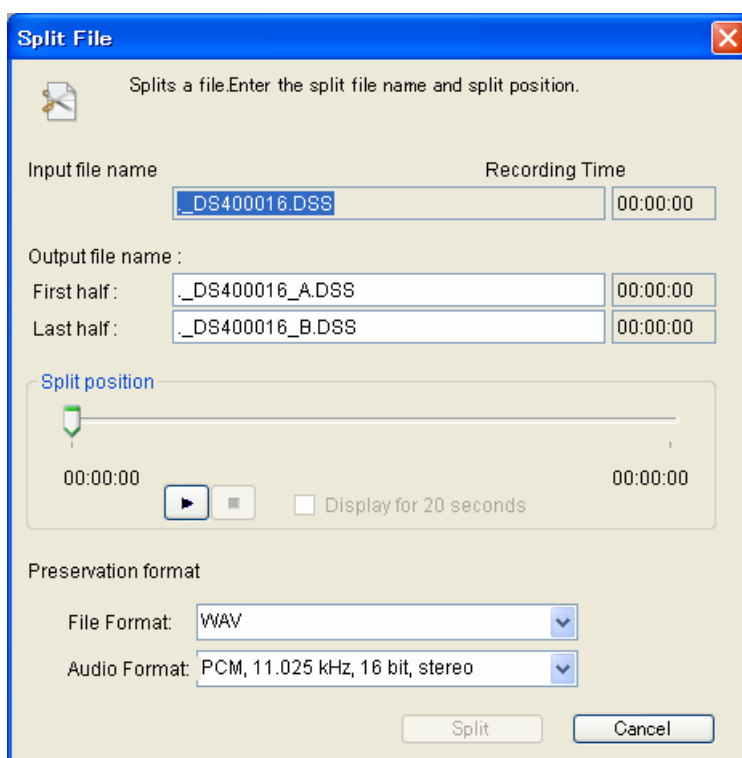| Format	Attribute			
	Codec	Bit Rate	Sampling Frequency	Channel Constant/Variable Bit Rate
WMA	WMA	8kbps	8.00kHz	mono CBR
	WMA	16kbps	22.05kHz	mono CBR
	WMA	32kbps	44.10kHz	mono CBR
	WMA	48kbps	44.10kHz	mono CBR
	WMA	12kbps	8.00kHz	stereo CBR
	WMA	32kbps	22.05kHz	stereo CBR
	WMA	64kbps	44.10kHz	stereo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

3.7.3 Splitting an Audio File in Two

With this function, a DSS file selected 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 format and attributes of the original file are preserved in the resulting two files.

■ Procedure

1. Select a file in the Content List view and click ✂ on the tool bar.

Or click [Split] on the File menu.
➜ The Split File dialog box will appear.

Item	Description
Input file name	The name and recording time length of the file to be split are displayed.
First half	Type in the name of the resulting file representing the first half of the original file.
Last half	Type in the name of the resulting file representing the last half of the original file.
Split position	Specify the split position of the file with the slider.
▶ 、 ■	With these buttons, playback of the file can be started, stopped, and verified.
Display for 20 seconds	Checking this option zooms in on a range of 20 seconds centered on the slider position, allowing for finer position adjustment.

2. Type in the names of the two resulting files that will represent the first and last halves of the original file, the first name for the first half and the second name for the 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 of the file saved with the specified names in the original folder.
By default, the naming format of the two resulting files is "the original file name + _A or _B + extension".   The original file also remains intact.

・ File status after splitting is "Recording Finished".
・ If a file to be split has an instruction comment, the comment is attached to each of two resulting files.

3.7.4 Joining Multiple Audio Files

Multiple files selected in the Content List view can be joined together and saved as a single file in the same folder.
DSS, DSS Pro, WAV, and WMA files can be joined. Note that only files with the same format can be joined.

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

・ 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 tool bar.

Or click [Join] on the File menu.
➡ The Join Files dialog box will appear.

With ▶ and ■, playback of the files can be started, stopped, and verified.
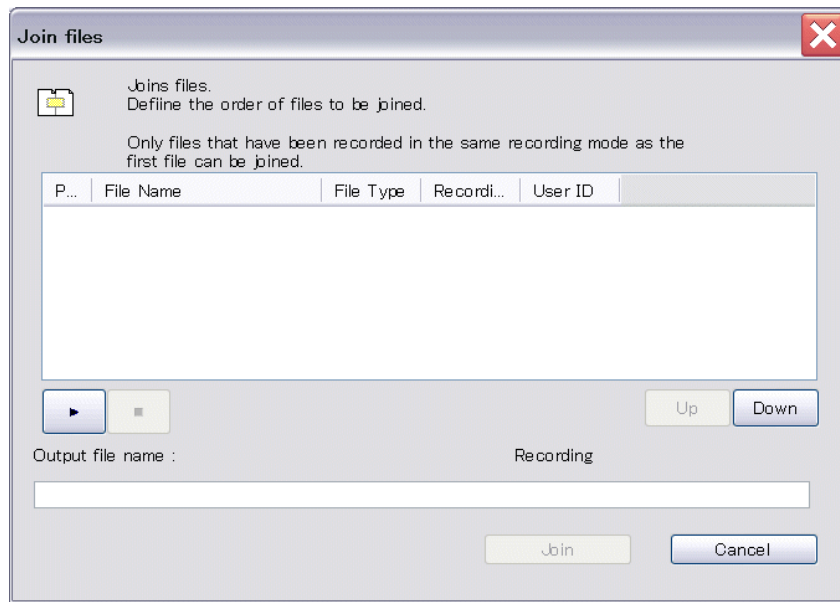
2. Specify the joining order of the files using the Up and Down buttons.

3. Type in the name of the resulting combined file in the Output File Name field.

By default, the naming format of a joined file is "the original file name + _C + extension".

4. Click [Join].

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

3.7.5 Changing the Status of an Audio File

This function changes the status of the currently selected audio file → Process and Status

■ Procedure

1. Select a file in the Content List view and click on the tool bar.

Or click [Change Status] on the File menu.

➡ The Change Status dialog box will appear.
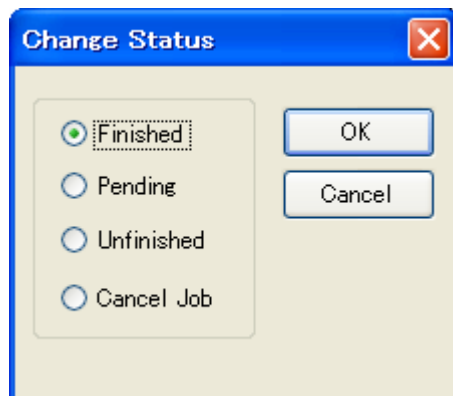
The following statuses can be selected.

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

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.

3.8.1 Automatic Transmission via E-mail

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

To automatically send email, the folder needs to be pre-configured for automatic transmission
→ [Folder Design] - [Actions]

Automatically Switching Email Profiles

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

3.8.2 Manual Transmission via Email
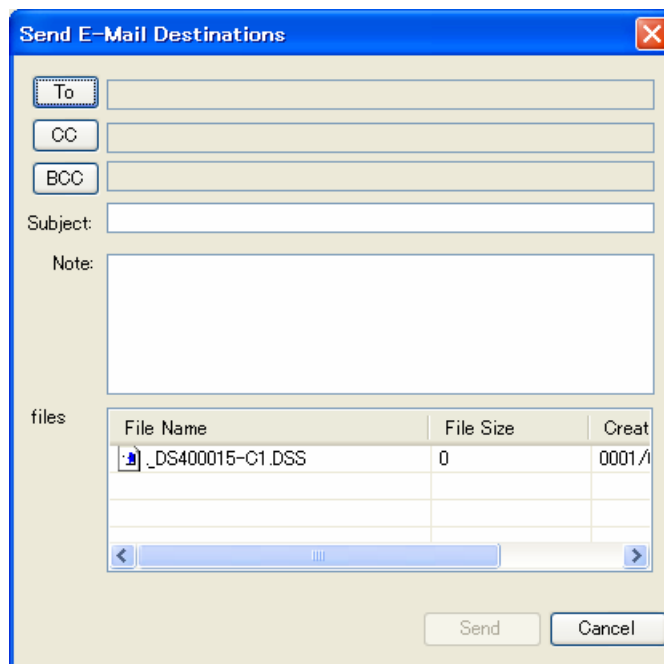
é
To specify and send files via email, perform the following steps.

· To send a file via email, an email profile needs to be configured in advance
→ [E-mail/FTP] - [E-mail]
· For information on how to register an address, refer to Registering an Email Address.

■ Procedure

1. Select a file.

2. Click ✉ on the tool bar and select a mail profile to be used from the list.

Or select a mail profile to be used with [Send Via E-mail] on the Tool menu.
➡ The Send E-Mail Destination dialog box will appear.
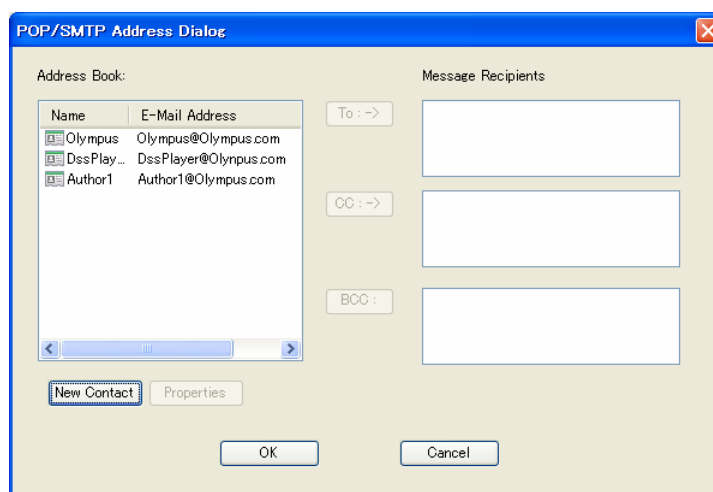
3. Click [To], [CC], or [BCC].

➜ 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.
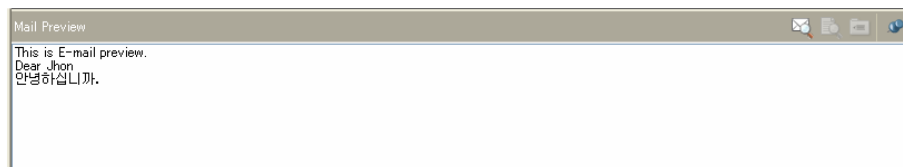
6. Type in the subject.

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 Entry area.

9. Type in message text for the mail.

10. Select [Send] or [Send and Receive] from Send and Receive on the Tool menu.

➡ The emails in the Outbox folder will be sent.

3.8.3 Registering Email Addresses

To register an email address, perform the following steps.

■ Procedure

1. Click [New Contact] in the POP/SMTP Address dialog box.
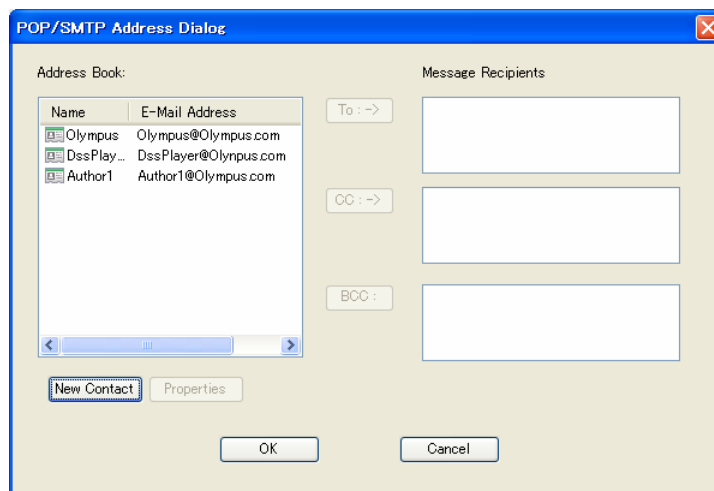
→ The New Contact dialog box will appear.
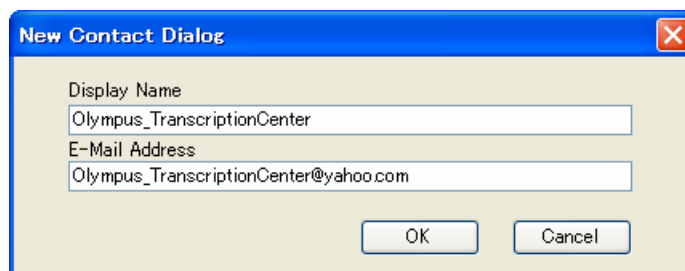
2. Type in a display name (contact name) and its email address in the Display Name and E-Mail Address fields respectively, and then click [OK].

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

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
> → [E-mail/FTP] - [FTP]

3.9.1 Automatic Transmission via FTP

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

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

Automatically Switching FTP Profiles

When configuring automatic transmission, it is beneficial to set an alternative profile at the same time so that if a file cannot be automatically sent via FTP with the Auto Send via FTP setting, the property is automatically switched and the file is automatically sent via FTP with the Auto Send via FTP (Alternative) setting.
→ [Folder Properties]

3.9.2 Manual Transmission via FTP

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

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

■ Procedure

1. Select a file.

2. Click on the tool bar.

Or select a mail profile to be used with [Send Via FTP] on the Tool menu.
➡ The Set FTP Destination dialog box will appear.
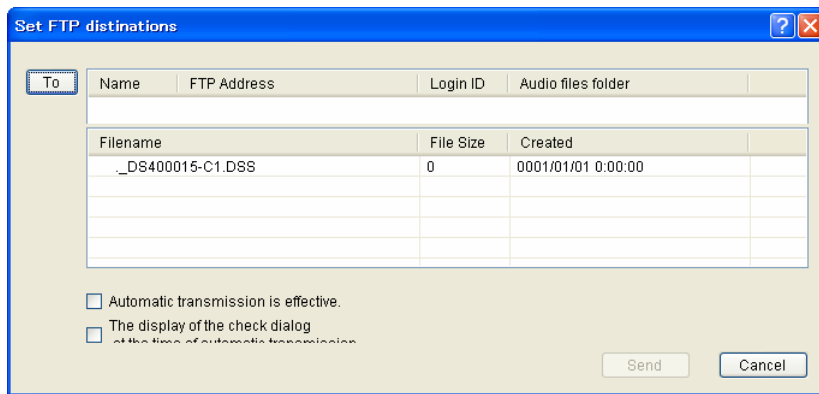
3. Click [To].

➜ The FTP Profiles dialog box will appear.
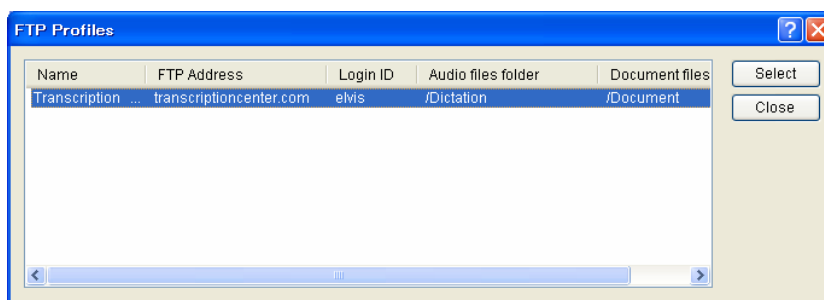
4. Select an FTP profile and click [Select].

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

5. Select whether or not to enable automatic FTP transmission and whether or not to display the Check dialog box when sending a file automatically.
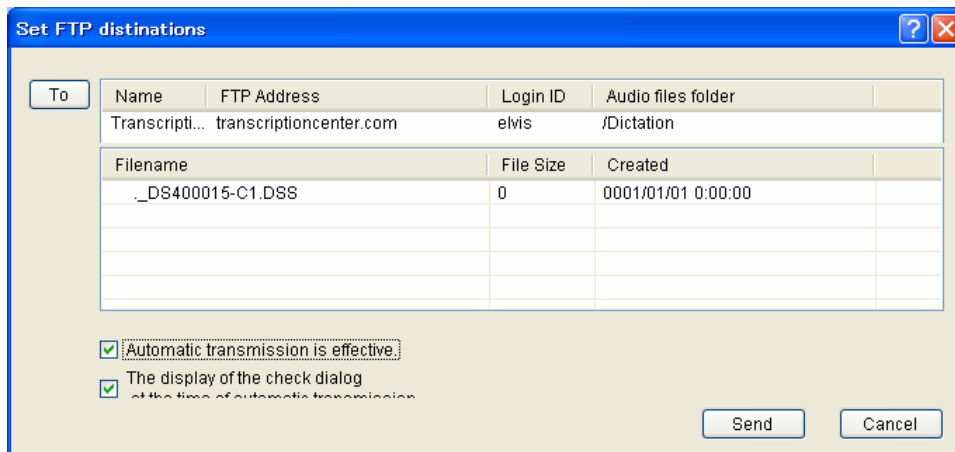
6. Click [Send].

➜ 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.

7. Select [Send] or [Send and Receive] from Send and Receive on the Tool menu.

➜ The files in the Outbox folder will be sent.

3.10 Managing Document Files

Document files are managed in the Document folder. They can easily be registered by dragging and dropping with a tool such as Explorer.
By default, files with "txt" or "doc" extensions are treated as related document files.
Only configured document files are displayed on the Content List view. To display document files with other extensions, the document types need to be configured.

3.10.1 Adding a Managed Document File Type

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

■ Procedure

1. Click [Option] on the Tool menu.

➜ The Folder Design dialog box will appear.

2. Click [Document Tray] in the Folder Tree.

3. Select [Support Document Type] from the Folder Property and click 🔲.

➜ The Support Document Type dialog box will appear.

4. Type in the extension to be added and click [Add].

➜ Files with the added extension (XXX.WRI) will be displayed in the Document tray.

3.10.2 Associating Document Files with Audio Files

To associate a document file with an audio file, perform the following steps.

■ Procedure A

1. Drag and drop a document file in the Information view onto an audio file in the Content List view.

➜ The document file will be associated with the audio file.
The icon and file name of the associated document file will be displayed in the Document column of the Content List view. Selecting an audio file in the Content List view will highlight the associated document file.

■ Procedure B

1. Select an audio file in the Content List view and click [Associate with Document] on the File menu.

➜ The File dialog box will appear with My Document as the current folder.

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

➜ The icon and file name of the associated document file will be displayed in the Document column of the Content List view. Selecting an audio file in the Content List view will highlight the associated document file.

Selecting an audio 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 an Audio File

To dissociate a document file from an audio file, perform the following steps.

■ Procedure

1. Select an audio file in the Content List view and click [Remove with Document] on the File menu.

➡ The audio file will be dissociated from the document file and the icon and file name of the document file will be removed from the Document column.

3.11 Receiving Audio Files via E-mail

To receive an audio 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.

3.11.1 Automatic Reception via E-mail

With automatic reception pre-configured, emails are automatically received at regular intervals with received audio 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 an audio file, pre-configuration is required
  → [E-mail/FTP] - [Send / Receive]

3.11.2 Manual Reception via E-mail

To manually receive audio files via email, perform the following steps.

■ Procedure

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

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

➜ An audio file will be manually received and stored in Inbox.

3.12 Receiving Audio Files via FTP

To receive audio 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 audio files.

3.12.1 Automatic Reception via FTP

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

> ・ To receive a file, an FTP profile needs to be configured in advance
>   → [E-mail/FTP] - [FTP]
> ・ To automatically receive an audio 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 tool bar.

Or select [Receive] or [Send and Receive] from Send and Receive on the Tool menu.
Audio files will be manually received and stored in Inbox.

3.13 Voice Recognition

This function can automatically convert selected audio files into document form using voice recognition software.

3.13.1 Setting Conditions for Voice Recognition

To install voice recognition software, perform the following steps.

Installing Voice Recognition Software

Install Dragon NaturallySpeaking 8.0 or later from Nuance. For instructions on installation, refer to the installation guide for Dragon NaturallySpeaking.

> ⚠️ Dragon NaturallySpeaking only supports the following files. Other types of files are not recognized.
> ・DSS files recorded in standard mode,
> ・WMA files in High Quality mode
> ・WAV files saved in PCM format with a sampling frequency of 11.025 kHz or higher.

Conditions for Voice Recognition

The conditions for voice recognition are configured in the Option Setting dialog box
→ [Workflow] - [Voice Recognition]

The following settings can be configured:

- Range of voice recognition
- Noise Cancellation
- Automatic playback

3.13.2 Performing Voice Recognition

Voice recognition is applied to a selected file or files. With multiple files selected, it is sequentially performed from the top in descending order. One document file is created per audio file.

> ⚠️ Verbal comment portions of an audio file are not voice-recognized.

■ Procedure

1. Select a file or files in the Content List view and click 🎙️ on the tool bar.

Or click [Start Voice Recognition] on the Context menu.
Or click [Start Voice Recognition] on the File menu.

➔ The status of the file will change to "Waiting". When voice recognition begins, it will then change to "Recognition Processing". Voice recognition proceeds based on the settings in Workflow.

Clicking [end of voice recognition] during voice recognition interrupts the process. Selecting a file waiting for voice recognition and clicking [Cancel] removes the file from the voice recognition target list.

2. With "Between Index Marks" configured, click again to begin voice recognition of the next part.

➡ The next part will be written into the same document file.
When voice recognition completes, a dialog box for selecting Pending or Finished will appear.

3. Click [Pending] or [Finished].

➡ With Pending selected, the audio file will remain in the same folder with "Pending" status.
With Finished selected, it will change to "Finished" status and move to the Finished folder.

4 **Managing Files and Folders**

Folders in the Audio File window and the Device window can be edited according to each application.

The following functions are available.

4.1 Editing Folders in the Dictation Tray

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

⚠️ Dragon NaturallySpeaking supports only the following files. Other types of files are not recognized.
· DSS files recorded in standard mode,
· WMA files in High Quality mode
· WAV files saved in PCM format with a sampling frequency of 11.025 kHz or higher.

4.1.1 Creating Folders

To create a folder, perform the following steps.   They can also be created by clicking [New] in the Folder Design dialog box.

■ Procedure

1. Select a folder in the Audio File window and click [New Folder] on the Context menu.

   Or click [New Folder] on the File menu.
   ➡ The Create New Folder dialog box will appear.
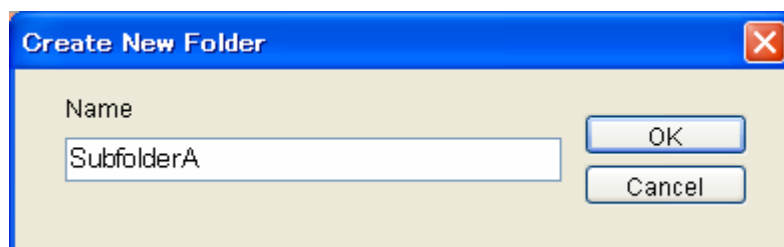
2. Type in a folder name and click [OK].

   ➡ When the Dictation tray is specified, a custom folder is created at the same tier as the Download tray.
   When a folder in the Download tray is specified, a subfolder is created.

4.1.2 Mounting Folders

This function adds a specified external folder path to the Audio Tree view as a custom folder. As a result, it can be managed as a shortcut folder with DSS Player Pro.
It can also be added with [Add] in the Folder Design dialog box.

■ Procedure

1. Select the Dictation tray in the Audio File window and click [Add Folder] on the context menu.

   Or click [Add Folder] on the File menu.
   ➡ The Browse Folder dialog box will appear.

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

   A new folder can be created by clicking [New Folder].

➜ The path to the specified folder will be registered as a shortcut folder in the Dictation tray. It can be managed with DSS Player Pro like an actual folder.

4.1.3 Removing Folders

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

■ Procedure

1. Select a shortcut folder in the Audio File window and click [Remove Folder] on the context menu.

Or click [Remove Folder] on the Folder menu.
➜ The selected shortcut folder will be removed.

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

4.1.4 Renaming Folders

To rename a folder, perform the following steps.

Folders whose context menu does not display [Rename] cannot be renamed.

■ Procedure

1. Select a folder in the Audio File window and click [Rename] on the context menu.

Or click [Rename Folder] on the Folder menu.
➜ The folder name field will become editable.

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

➜ The folder name will be set.

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

4.2 Editing Properties of Audio and Document Files

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

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.
- · The Properties view can be customized → Customizing the Properties View

■ Procedure

1. Select a folder in the Audio 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.

4.2.2 In-line Editing

This function can edit the properties of an audio file directly in the Content List view.

■ Procedure

1. Right-click an audio file in the Content List view and select [Edit Item] on the context menu.

Or select the file and click ABC.
Or click [In-line Edit] on the View menu.
➜ For editable items, the entry field turns into either a drop-down list box for selection or an editable text box.

2. Edit the properties as needed.

➜ Input data will be immediately reflected.

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 currently selected audio file.

■ Procedure

1. Select a file in the Content List view and click [Edit Job Data] on the File menu.

➡ The Edit Job Data dialog box will appear.

2. Edit the properties as needed.

3. Click [OK].

Baltech Transponder

Baltech's Transponder Reader PAD allows the user to use its sensor inputs as text entries to the Edit Job Data dialog box.

■ Procedure

1. Connect Baltech Transponder to a USB port on the PC.

2. Select a file and click [Edit Job Data] on the File menu.

➡ The Edit Job Data dialog box will appear.

3. Check [Use Transponder] on the Options menu.

| Options ▾ |
| Automatic reproduction |
| Bar code package scan |
| ✓ tranponder is used. |
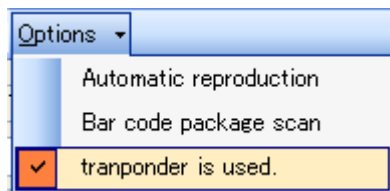
➡ The Transponder Reader PAD will become available.

4. Specify the target text entry box with the mouse.

⚠ If Baltech Transponder Reader PAD is disconnected and then reconnected, check [Use Transponder] on the Options menu in step 3 again.

4.3 Backing Up Downloaded Audio Files

An audio file can be backed up with one of two methods: automatic backup with backup configuration or manual export to external media.

Automatic Backup

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

■ Procedure

1. Select a folder to be backed up and click 🗸.

   Or click [Options] on the Tool menu and open the Folder Design tab to select a folder.

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

   With this setting, each time a file is updated, a backup file is 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]

Manual Backup

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

4.4 Encrypting and Decrypting Audio Files

Encryption ensures that important files are securely maintained.
Encryption is applied per file or per folder.
Encrypted files can be played only when a specified password is entered.

About Audio File Encryption
DSS Player Pro R5's encryption of files other than DSS Pro files works the same as that of R4. Since DSS Pro files require DSS Pro-compliant encryption, encrypted DSS Pro files cannot be decrypted with DSS Player Pro R4.

With the "Encryption" attribute set to "Yes" for a folder, files in the folder are automatically encrypted with "Password" set under "Attribute". With "Password" not configured under "Attribute", the Encryption Password dialog box will appear when a file is dropped into the folder.
→ [Folder Design] - [Attributes] - [Encryption/Password]

4.4.1 Encrypting per File

To encrypt a single file, follow the procedure below.
Encrypting "filename.dss" changes its extension, turning the file name into "filename.$dss". Encrypting a DSS Pro file does not affect its extension.

■ Procedure

1. Select an unencrypted document file in the Document List view and click [Encrypt] on the context menu.

Or click 🔒 on the standard tool bar.
Or click [Encrypt] on the File menu.
➡ The Encryption Password dialog box will appear.

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

Checking [Set this Password as default] causes the entered password to appear the next time a file is encrypted.

3. Click [Encrypt].

Files in the folder will be encrypted. Clicking [Skip] cancels the encryption.

4.4.2 Encrypting per Folder

With a folder configured for encryption, files in the folder are automatically encrypted with the password set for the folder.   An encrypted file is displayed with the Encryption icon ( ) in the Encrypted column ( ) in the Content List view.
Encrypting "filename.dss" changes its extension, turning the file name into "filename.$dss". Encrypting a DSS Pro file does not affect its extension.
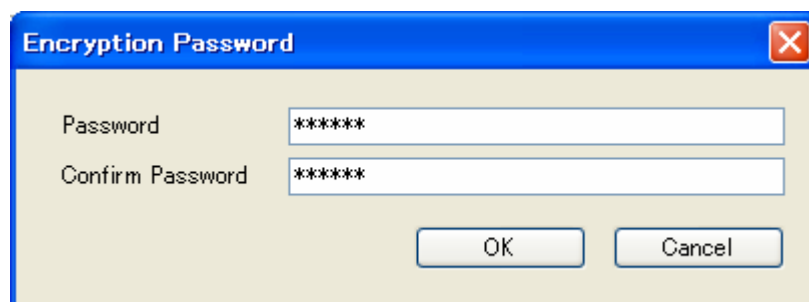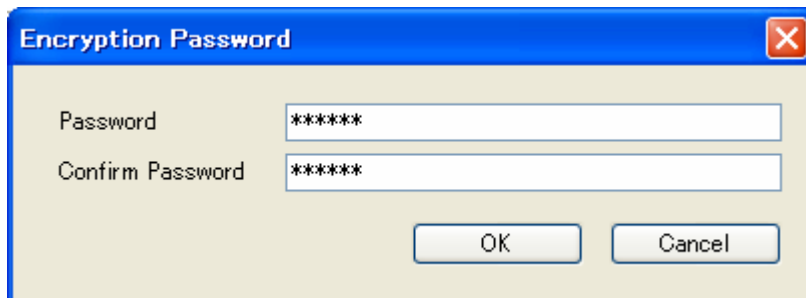
⚠ When created under an encrypted folder, a subfolder automatically inherits the encryption setting from the parent folder.

■ Procedure

1. Select a folder to be encrypted and click .

Or click [Options] on the Tool menu and open the Folder Design tab to select a folder.

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

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

➜ The Encryption Password dialog box will appear.

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

Checking [Set this Password as default] causes the entered password to appear the next time a file is encrypted.

5. Click [Encrypt].

➜ Files in the folder will be encrypted. Clicking [Skip] cancels the password setting.
With the folder encrypted, every file within also becomes encrypted, including new files stored in the folder.

4.4.3 Decrypting Files

To decrypt an encrypted file, perform the following steps.

⚠ Files in an encrypted folder cannot be decrypted.

■ Procedure

1. Select an encrypted audio file in the Audio File window and click [Decrypt] on the

context menu.

Or select the audio file and click on the standard tool bar.
Or select the audio file and click [Decrypt] on the File menu.

2. The Decryption Password dialog box will appear.
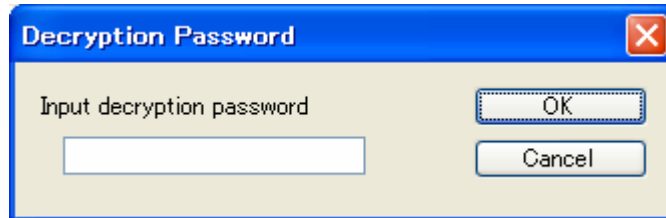
3. Type in the password used for encryption and click [OK].

The file will be decrypted and accesible for playing.

4.5 Sorting Audio Files by Author ID

This function can sort audio files downloaded from the recorder by Author ID. Sorting by Author ID requires pre-configuration.

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

4.5.1 Configuring Automatic Sorting of Downloaded Files

This section describes how to define rules on sorting downloaded or imported audio files into different folders.
Audio files are individually sorted into specified folders based on their Author IDs. To configure sorting, perform the following steps.

■ Procedure

1. Click [Options] on the Tool menu.

   ➡ The Option Setting dialog box will appear.

2. Click the Workflow tab.

   ➡ The Option Setting Workflow dialog box will appear.

3. Click [Auto Classification] in the menu tree.

   ➡ The Auto Classification settings box will appear in the right frame.
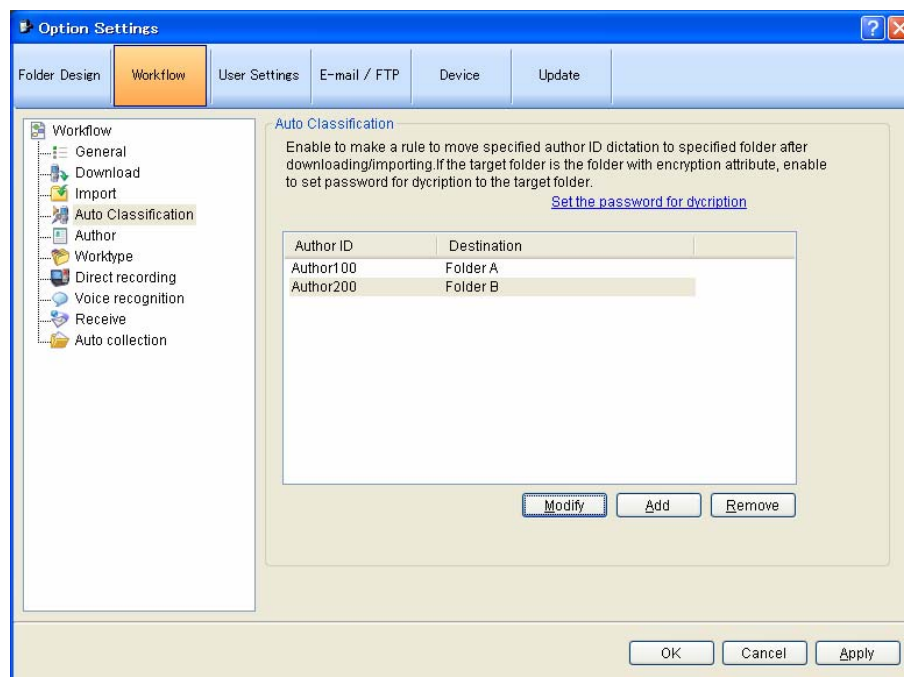
4. Click [Add].

The Modify button allows modifications to an exiting rule and the Remove button can delete an exiting rule.

➡ The Rule Settings dialog box will appear.

5. In the Rule Settings dialog box, specify the Author ID and the destination folder name, and then click [OK].

6. If the folder specified in step 5 is encrypted, click [Set the password for decryption] to set the decryption password for the folder.

7. Click [OK].

Clicking [Apply] applies the configured rules to the configuration file.

4.5.2 Registering the Author List in the Recorder

To register the Author list, perform the following steps.

If required Authors are not registered, register them in the Workflow dialog box.
→ [Workflow] - [Author]

■ Procedure

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

2. Switch on the device.

➡ The Main screen will automatically launch.
The Device window will display the model of the recorder and file information.

While connecting or disconnecting the device while the Main screen is open, device information will be updated in the Device window.

3. Click 🖥 on the Device Tree view.

Or click [Device Setting] on the Device menu.
The Device Setting dialog box for the supported model will appear.

4. Click [Author List] in the menu tree.

➡ The Author List settings will appear in the right frame.
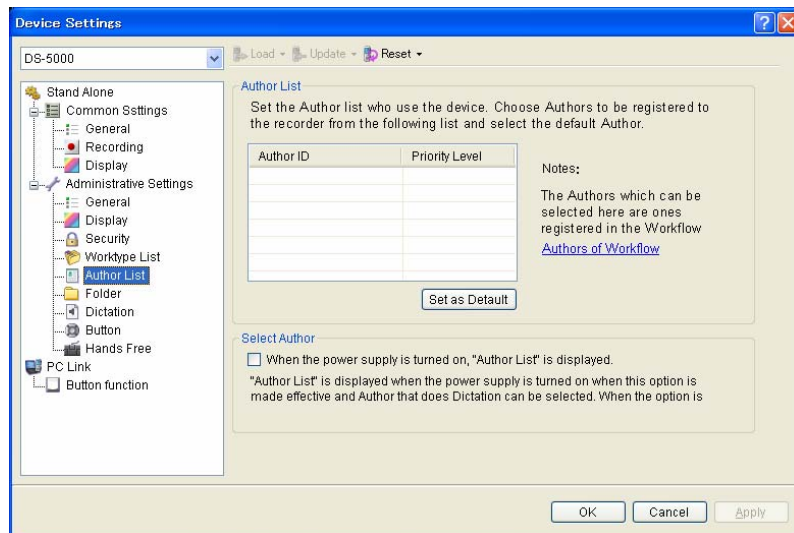
5. Check Author IDs to be registered with the recorder, and click [OK].

To select an Author on the recorder when making a recording, check [Display the Author List at power-on].

➡ The Device Setting dialog box will close.

6. Click 📲.

➡ Author IDs, Priorities, and JobData (Worktypes, Option Items 1-10) will be transferred to the device.

4.6 Sharing an Audio File with the Author

Shared folders allow for file sharing with Authors.
This section illustrates how to create a new folder in a custom folder and configure it for sharing. Audio files are placed in the shared folder to be shared with the Author. The shared folder is configured with access permission to be accessible to both the Author and Transcriptionist.

⚠ *File sharing requires configurations on both the Dictation Module and Transcription Module.*

■ Procedure

1. Right-click a custom folder in the Audio Tree view and select [New Folder] on the context menu.

   ➡ The Create New Folder dialog box will appear.

Create New Folder	
Name	
SubFolderA	OK
	Cancel
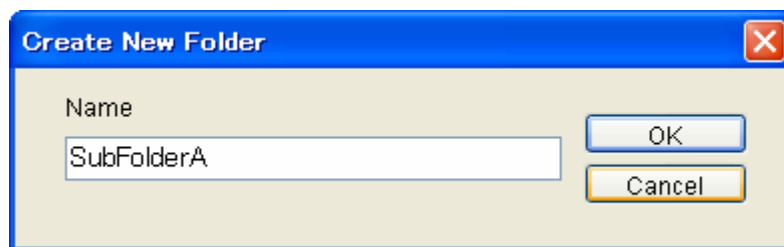
2. Type in the folder name and click [OK].

   ➡ A new shortcut folder will be created.

3. Click 📁.

   ➡ The Folder Setting dialog box will appear.

4. Select the folder created in step 2 and click ⬜ next to the Path attribute.

   ➡ The Browse Folder dialog box will appear.

5. Select a folder and click [OK].

   Clicking the New Folder button will create a new folder on the specified path.
   ➡ The specified folder will be linked with the shortcut folder created in step 2.

6. Verify the folder sharing setting configured in step 5.

   Both the Author and Transcriptionist should be able to access the shared folder.

7. Drag and drop audio files to be shared into the folder created above.

   ➡ Both the Author and Transcriptionist can access the same audio files.

4.7 Automatically Deleting Transcribed Audio Files

With this function enabled, transcribed audio files are automatically deleted.
This function can automatically cleanup and purge transcribed audio files in each folder after a specified length of time.

The following procedure describes how to move an audio file to the Recycle Box with the Cleaning setting after one-month storage in the Transcription Finished folder, and how to eventually delete it permanently after two-week storage in the Recycle Box.

■ Procedure

1. Click [Option] on the Tool menu.

2. Click the Finished folder in the Folder tree in the Folder Design dialog box.

3. Select the "Clean" item and click 🔲.

➡ The Cleaning Setting dialog box will appear.

4. Check "Enable Cleaning", select "1 month" for the interval, select "Move To Recycle Box" for the option setting, and click [OK].

5. Click the Recycle Box folder.

6. Select the "Purge" item and click 🔲.

➡ The Purge Setting dialog box will appear.

7. Check "Enable Purge", select "2 weeks" for the interval, and click [OK].

5 **Customizing the Transcription Module**

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

The following functions are available.

5.1 Customizing the Work Area

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

Name	Hidden	Default
Audio Tree view	Yes	Shown
Device Tree view	Yes	Shown
Content List view	Always shown	Always shown
Information view	Yes	Hidden
Properties view	Yes	Shown

5.2 Customizing the Content List View

Displaying files in the Content List view can be customized in various ways.
The following methods are available.

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.

Changing Displayed Columns for a File

5.2.2 Sorting Displayed Files

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

■ Procedure

1. Select a column with [Sort by] on the View menu.

➡ Files will be sorted by the selected column in ascending 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.

⚠ File name and priority cannot be hidden.

■ Procedure A

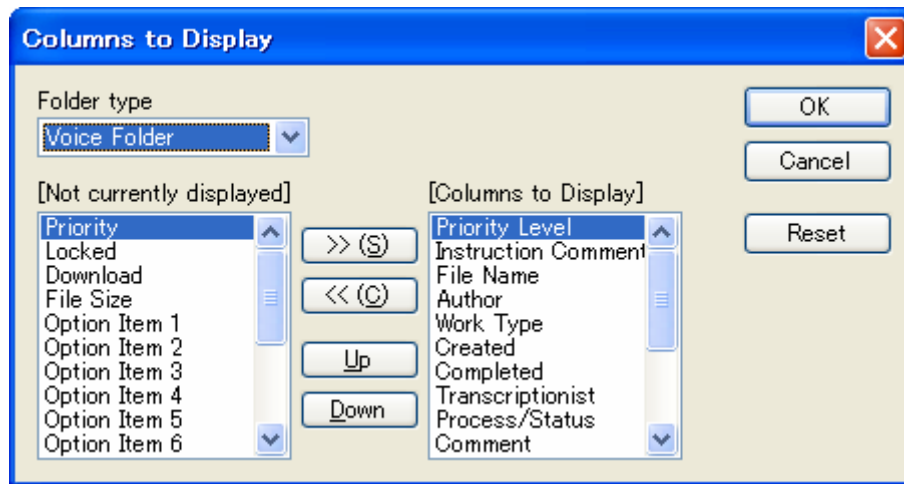**1.** Right-click on the list box in the Content List view without selecting a file.

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

2. Click a column to show or hide it.

■ Procedure B

1. Click [Columns to Display] on the View menu.

➡ The Columns to Display dialog box will appear.

2. Select the Folder type.

Voice Folder	Configures the displayed columns for files in the audio file folder except the following three types of folders.
Outbox	Configures the displayed columns for Outbox files.
Sent Items	Configures the displayed columns for Sent Items files.
My Document	Configures the displayed columns for My Document files.

3. Use the [>>] and [<<] buttons 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 the UP and DOWN buttons.
Clicking [Reset] returns the displayed columns to the default setting.

➡ The screen will close and the display of the Content List view will be updated.

· Displayed Property List (Audio File List view)
· Displayed Property List (Document List view)

5.2.4 Filtering Displayed Files

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

· Displayed Property List (Audio File List view)
· Displayed Property List (Document List view)

■ Procedure

1. Click 🚩 in the Content List view.

Or click [Filter On/Off] on 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 🔽.

★	💬	File Name	Author	Work Type	Created
🔽	🔽	🔽	🔽	🔽	🔽

2. Click 🔽 and select conditions 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 the Option button is pressed. Configure their conditions based on the instructions provided.
➡ Only the files that meet the configured conditions will be displayed.

5.3 Customizing the Properties View

The ⚙ (Customization) button can customize the Properties view.

■ Procedure

1. Click ⚙ on the Properties view.

   ➜ The Change of a property view dialog box will appear.
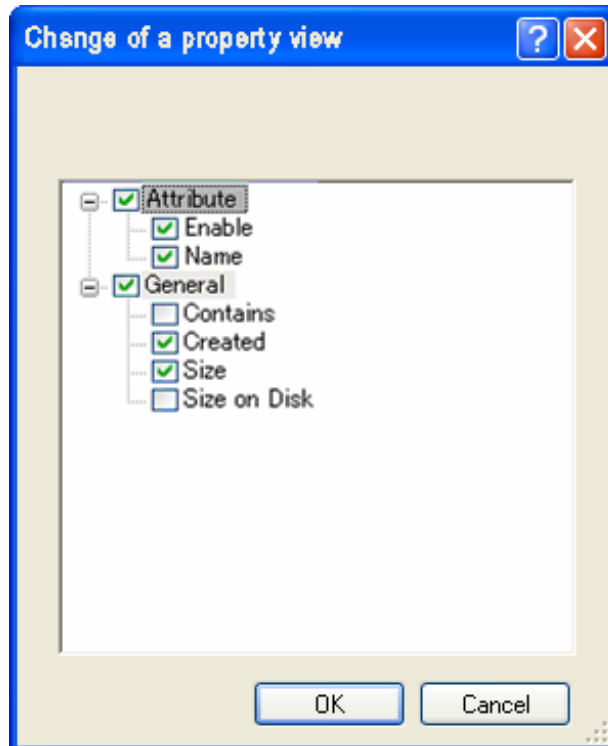
2. Check or uncheck the boxes to show or hide the corresponding properties.

   The properties can be individually set to be shown or hidden.
   They can also be shown or hidden according to their category.
   Checking [The display of an explanation domain] displays the description area at the bottom of the window.

3. Click [OK].

   ➜ The settings will be fixed and the dialog box will close.

5.4 Assigning Hot Keys

The User Setting dialog box allows for verification and modification of key assignments for commands.
Key assignments are configured in the User Setting dialog box.
→ [User Setting] [Keyboard]

The functional scope of an assigned key depends on the Hotkey settings, which are configured with
[Hotkey On/Off] on the Tool menu.
With Hotkey set to Off, the commands are executed only when the window is active.
With Hotkey set to On, the commands are executed regardless of whether or not the window is active. In
that case, command-assigned keys are enabled even when another screen overlaps the DSS Player Pro
screen on the display.

For information on default key assignment for each function, refer to Default Key Assignments.

6 Option Settings on Operating Conditions

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

When DSS Player Pro is operated as a Workgroup System, System Configuration Program manages users on a per-workgroup basis. The option setting for items with the lock icon 🔒 listed in the table below are managed by System Configuration Program, forbidding Author modification.
To modify these items, contact your administrator.

Category	Functions
Folder Design	Designs folders used by an Author or Transcriptionist.
Workflow	Configures workflows performed by an Author or Transcriptionist.
User Settings	Configures items related to usability.
E-mail/FTP	Configures email or FTP for users.
Device	Configures devices used by an Author or Transcriptionist.
Update	Configures updates for software or firmware.

6.1 Folder Design

This category is provided to customize folders for audio and document file storage .
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

■ Procedure

1. Click [Options] on 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]   : Fixes settings.
[Cancel]   : Exits without modifying settings.
[Apply] : Enables changes.

📖 For information on applications and functions of the Dictation tray and Document tray, refer to How Folders Work.

6.1.1 Folder Properties

Properties of folders selected from the folder tree are displayed.
Properties are configured for each folder.
Configurable properties vary depending on the folder type.

☐ Attributes
    ☐ Enabled
    ☐ Name
    ☐ Path
    ☐ Encryption
    ☐ Password
    ☐ Ownership
    ☐ Support Document Type
☐ Actions
    ☐ Auto Download
    ☐ Format Conversion
    ☐ Auto Send via E-mail
    ☐ Auto Send via E-mail (Alternative)
    ☐ Auto Send via FTP
    ☐ Auto Send via FTP (Alternative)
    ☐ Backup
    ☐ Cleaning
    ☐ Purge
    ☐ Notification

✎ How to Configure Properties
Properties can be configured with one of two methods: clicking the [+] button for direct configuration or clicking the 🔳 button to display a dialog where they can be configured. Either way allows for property configuration.

6.1.2 Attributes

The following attributes of a folder can be configured.

☐ Enabled
☐ Name
☐ Path
☐ Encryption
☐ Password
☐ Ownership
☐ Support 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.
With this attribute set to False (Hidden), folders are not displayed in the application 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 the cell.

Path

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

Encryption

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

Password

If the Encryption attribute is enabled, the encryption password for files stored in the folder needs to be specified.
The password is set or modified in the Change Password dialog box, which is displayed by clicking the [...] button.
It can be specified using 4 to 16 one-byte alphanumeric characters.

Ownership

With the Ownership attribute set to "Yes", audio files are not moved to the Transcription Module Finished folder even after transcription.
The Ownership attribute can be set for the Download tray and custom folders, whose subfolders have the same Ownership attribute as them.

Ownership	Auto Collection	Audio 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 concept of the Ownership attribute, refer to Ownership Attribute.

Support 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 Support Document Type dialog box, which is displayed by clicking the 	 button.
"TXT" and "DOC" are the default extensions.
Up to 100 extensions can be configured.

6.1.3 Actions

The following folder actions can be configured.

- Auto Download
- Format Conversion
- Auto Send via E-mail
- Auto Send via E-mail (Alternative)
- Auto Send via FTP
- Auto Send via FTP (Alternative)
- Backup
- Cleaning
- Purge
- Notification

Auto Download

This option sets whether or not to automatically download audio files from the recorder.
With this option set to "Yes", audio files are automatically downloaded from various storage media detected in the device.　When they have been downloaded successfully, a completion message is temporarily displayed.

Format Conversion

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

By clicking the [+] button, format conversion can be configured.
Enabled   : Enables or disables auto format conversion.
Format   : Selects file format.
Attribute   : Selects audio format.
Original Deletion : Deletes the original file after conversion.
These settings can also be configured in the Convet Dictation Settings dialog box, which is displayed by clicking the ⬚ button.

Auto Send via E-mail

This option sets whether or not to automatically send files stored in the folder via email.

By clicking the [+] button, automatic transmission via email can be configured.
Enabled : Enables or disables automatic transmission via email
Profile : Selects a profile for automatic transmission
TO   : The destination of an email
CC   : The destinations of copies of an email (addresses disclosed to recipients)
BCC   : The destinations of copies of an email (addresses not disclosed to recipients)
Subject : The title of an email
Body   : The message of an email
Prompt   : Shows or hides the confirmation dialog box when a file is automatically sent

- With multiple email profiles configured, the profile selection dialog box appears.

- With no email profile configured, the confirmation dialog box appears and allows the user to choose to create a new email profile. → E-mail / FTP

These settings can also be configured in the Auto Send via E-mail Setting dialog box, which is displayed by clicking the ⬚ button.

Auto Send via E-mail (Alternative)

Setting the Enabled attribute to "Yes" enables the alternative 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 (Alternative)", a warning message appears and allows the user to decide which profile to use.

Auto Send via FTP

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

By clicking the [+] button, automatic sending via FTP can be configured.
Enabled : Enables or disables automatic sending via FTP
Profile : The profile used for automatic sending
Prompt   : Shows or hides the confirmation dialog box when a file is automatically sent

- With multiple FTP profiles configured, the profile selection dialog box appears.

- With no FTP profile configured, the confirmation dialog box appears and allows the user to choose to create a new FTP profile.
  → E-mail / FTP

These settings can also be configured in the Auto Send via FTP Setting dialog box, which is displayed by clicking the ⬚ button.

Auto Send via FTP (Alternative)

Setting the Enabled attribute to "Yes" enables the alternative setting for "Auto Send via FTP".
This profile is used for 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 (Alternative)", a warning
message appears and allows the user to decide which profile to use.

Backup

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

Cleaning

This option sets the retention period of 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 cleaning occurs, starting from the moment files
> have been moved to the Finished/Sent Items folder
> Value　　: 1-99
> Unit　　: Month(s) / Week(s) / Day(s)

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

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

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

Purge

This option is configured for the Backup folder or Recycle Box. With Purge configured for the folder, the
files in the folder are automatically deleted (purged).
To configure Purge for the folder, select its checkbox. (Default: unchecked)
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 [+] button, the purging function can be configured.

> Enabled　: Enables or disables the purging 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 the
[...] button.

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.
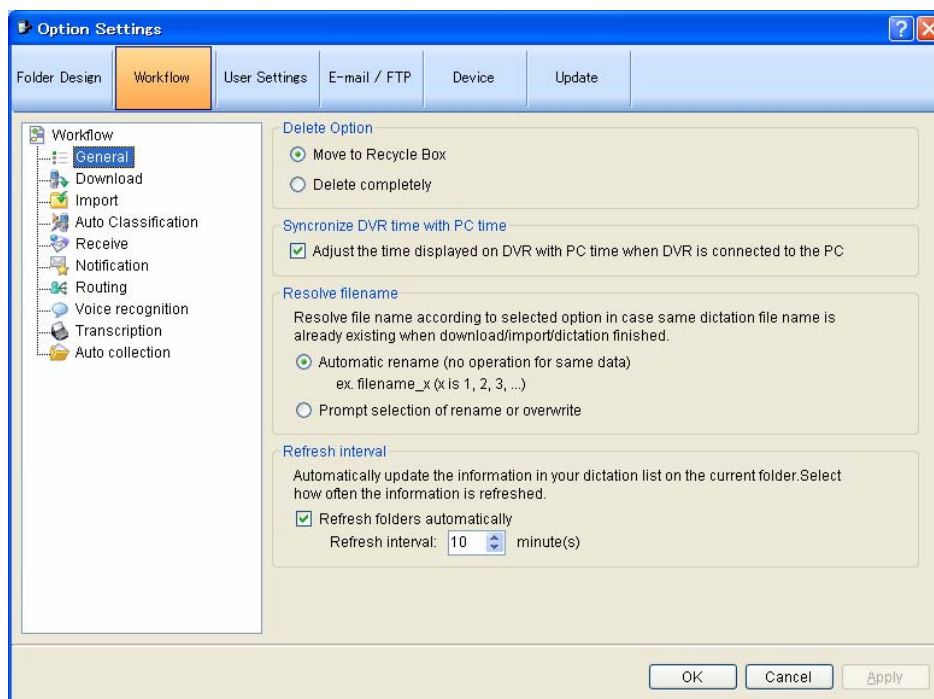
6.2 Workflow

DSS Player Pro provides Workflow, a configured series of operations when downloading and editing an audio file.
The items with the lock icon 🔒 can only be enabled or disabled by the administrator.

■ Procedure

1. Click [Options] on 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]　　: Fixes settings.
[Cancel]　　　　: Exits without modifying settings.
[Apply] : Enables changes.

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
☐ Synchronize DVR time with PC time
☐ Resolve filename
☐ Refresh interval

Delete Option

This option selects how to handle an audio file when deleting, using [Delete] on the Edit menu or the [Ctrl+D] shortcut keys.

- With "Move to Recycle Box" selected, a deleted file is moved to the Recycle Box.
- With "Delete Completely" selected, a deleted file is permanently deleted.

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

Synchronize DVR time with PC time

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.

Resolve filename

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

- With "Automatic rename" selected, the file is automatically renamed if there is a file with the same name in the destination folder.
- With "Prompt selection of rename or overwrite" selected, the user has the option of overwriting or renaming 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.
With "Refresh folders automatically" enabled, the file information displayed in the Content List view is periodically refreshed. The refresh interval is configured with "Refresh interval" (1-999 minutes).

6.2.2 Download

This category configures operations when an audio file is downloaded.
The message for display, file naming rule, and deletion criteria when the file is downloaded can be configured.
The items with the lock icon 🔒 can only be enabled or disabled by the administrator.

☐ Auto download option
☐ Advanced download
☐ Job Data Settings
☐ Rename
☐ Delete

Auto download option

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.

- With "Do not display the main window" enabled, the application detects the device at startup and automatically downloads files from the device without displaying the Main screen.

- With "Prompt for selecting the file to download" enabled, the dialog box for selecting files to download appears when they are downloaded. Only the files in automatic-download-enabled folders are displayed in the dialog box.

Advanced download

This option is used to download audio files to specified folders or folders assigned for each Author ID.

> This option overrides [Download Folder A-G] on the Folder menu. Use [Download All] when downloading the files.

With "Download all dictations to…" enabled, the download method can be selected.

- With "Specific folder" selected, all audio files in the folders with Folder Properties - Attributes - Enabled set to "Yes" are downloaded into a specified folder.

- With "Folder routed by Author ID" selected, downloaded audio files are sorted into different folders based on the rules configured with Auto Classification.

Job Data Settings

With "Prompt for data every time a file is downloaded" enabled, the Edit Job Data dialog box appears each time a file is downloaded.
Files can be downloaded after both their Worktype ID and Option Item settings are verified.

Rename

With "Rename downloading files with the set format" enabled, a downloaded file is renamed according to a naming rule.
The naming rule can be configured in the File Name Settings dialog box, which is displayed by clicking the Format button.
Items included in the file name with a separator between them can be defined.

Delete

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

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

- With "Display confirmation dialog box" enabled, a confirmation dialog box appears before the file can be deleted.

- With "Delete locked DSS file(s)" enabled, even locked files are deleted after importing.

6.2.3 Import

This category configures operations when an audio 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

With "Prompt for data every time a file is downloaded" enabled, the Edit Job Data dialog box appears when a file is imported.
Files can be imported after both their Worktypes and Option Items are verified and configured.

Rename

With "Rename imported files with the set format" enabled, an imported file is renamed according to a naming rule.
The naming rule can be configured in the File Name Settings dialog box, which is displayed by clicking the Format button.
Items included in a file name with a separator between them can be defined.

Delete

This option sets how to delete an audio file after it has been imported.

- With "After downloading file(s), delete the original file(s)" enabled, the original file is deleted after it has been imported.

- With "Display confirmation dialog box" enabled, a confirmation dialog box appears before the file can be deleted.

- With "Delete locked DSS file(s)" enabled, even locked files are deleted after importing.

6.2.4 Auto Classification

This category defines the rules on automatically sorting downloaded or imported audio files into different folders.
With Author IDs and their saving folders registered, downloaded or imported audio files are automatically sorted by Author ID into corresponding folders.

Up to 100 rules can be defined.

- To add a rule, configure it in the Rule Settings dialog box, which is displayed by clicking [Add].

- To modify a rule, select an Author ID from the list and click [Modify]. Then, modify the rule in the Rule Settings dialog box,.

- To delete a rule, select an Author ID from the list and click [Remove].

6.2.5 Notification

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

☐ Notification of new dictation to the 'Notification folder' with specified interval
☐ Notification Interval
☐ Remaining dictations still waiting for transcription
☐ Notification of high priority dictation only
☐ Dialog notification
☐ Sound notification
☐ Notification of new dictation while Transcription Module is closing

Notification of new dictation to the 'Notification folder' with specified interval

With this option enabled, a sound or pop-up window is produced for notification when a file has been added to the folder.
The notification settings can be configured on a per-folder basis with "Set notification folder".

Notification Interval

This option sets the interval for notification of a new file's arrival (Default : 10 minutes).

Remaining dictations still waiting for transcription

As long as a newly added audio file has "Recording Finished" status, notification is issued repeatedly, even if the user has already been notified of the file's arrival.

Notification of high priority dictation only

Notification is made only for the arrival of audio files with "High" priority.

Dialog notification

A pop-up window notifies the user of an audio file's arrival.
With this option 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 audio file for notification.
■	: Stops playback of the audio file for notification.
...	: Sets the name of the audio file for notification. (Default : notify.wav)

Notification of new dictation while Transcription Module is closing

Notification of a new file's arrival is made even when the Transcription Module has not been started.
Clicking [Notification Test] initiates the test of Dialog Notification.

6.2.6 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 audio files are displayed.
Destination   : Destination paths of audio files are displayed.
Document Template: Names of document file templates are displayed.
Receiver   : Receivers of document files are displayed.

- To add a routing rule, configure it in the Routing dialog box, which is displayed by clicking [Add].

- To modify a routing rule, select it and click [Modify]. Then, configure the rule in the Routing dialog box.

- To delete a routing rule, select it and click [Delete].

6.2.7 Author

This category configures Authors.
Author ID and Priority Level registered here can be selected when creating a new audio file with a function such as direct recording.

Up to ten Authors can be registered.

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

- To modify an Author, select the Author's ID and click [Modify]. Then, make changes to t the Author Property dialog box.

- To delete an Author, select the Author's ID and click [Delete].

- To change the order of Authors, select an Author ID and use the Up and Down buttons to change its position.

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

6.2.8 Worktype

Multiple registered Worktype Lists can be transferred into the recorder.
When recording an audio file with a recorder or direct recording , selecting a Worktype ID enables information such as option items to be automatically recorded in the file.

Up to ten Worktype Lists can be registered.

- To add a Worktype List, configure it in the Worktype Property dialog box, which is displayed by clicking [Add].

- To modify a Worktype List, select an Author ID and click [Modify]. Then, make changes to the Worktype List in the Worktype Property dialog box.

- To delete a Worktype List, select an Author ID and click [Delete] .

- To change the order of Worktype Lists, select an Author ID and use the Up and Down buttons to change the Worktype List's position.

6.2.9 Voice recognition

This category configures operations when voice recognition is used.
The items with the lock icon 🔒 can only be enabled or disabled by the administrator.

Range

This option configures the operations of voice recognition.
With "Entire File" enabled, the whole file is voice-recognized at once.
With "Between Index Mark" selected, voice recognition is performed for a segment between two adjacent index marks.

Others

With "Use Noise Cancellation" enabled, noise cancellation is applied.
With "Play automatically when voice recognition is started" enabled, an audio file is automatically played when voice recognition is performed.

6.2.10 Transcription

This category configures the operations for when transcription is started.
With "Open word processor in starting transcription" enabled, a specified word processor is started when starting transcription.
With "Open specified word processor" enabled, transcription is started with a specified word processor.
With "Open word processor using document template" enabled, a document template can be configured to be opened 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].

6.2.11 Receive

This category configures the settings for automatically receiving audio files.
E-mail/FTP profiles, audio file types, receipt notifications, and expiration of audio file for transcription can be configured.
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

☐ Received dictation
☐ Rename
☐ Auto collection
☐ Activate automatic collection function

Received dictation

- With "E-mail" enabled, audio files can be received via email.
  By default, the currently used email profile is displayed.

- An E-mail or FTP profile can be created and modified by clicking "Change the profile".
  → E-mail / FTP

- With "FTP" enabled, audio files can be received via FTP.

- Multiple FTP sites can be registered. They are added to the list after registration.
  An audio file can be received via FTP sites with the appropriate checkbox selected.

- An audio file can be received when it has one of the extensions enabled in the "Select the extension of dictation file to receive" list.

- The document type can be changed in the Support Document Type dialog box, which is displayed by clicking "Add/Remove support document type".

Rename

With "Rename received dictation with the set format" enabled, an audio file is renamed according to a naming rule when it is received.
The naming rule can be configured in the File Name Settings dialog box, which is displayed by clicking [Format].
Items to be included in the file name with a separator between them can be defined.

Auto collection

This function moves audio files with "Transcription finished" status into a specified folder in the Download tray or a custom folder. Using this option in combination with the Ownership attribute, the folder for saving audio files can be changed.

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

Activate automatic collection function

With this option enabled, audio 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 files to Author ID-specific folders according to a pre-defined rule.

To define the rule, perform the following tasks:

- To add a rule, configure it in the Rule Settings dialog box, which is displayed by clicking [Add].

- To modify a rule, select it and click [Modify]. Then, make changes to the rule in the Rule Settings dialog box.

- To delete a rule, select it and click [Remove].

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

Using this attribute in combination with Auto Collection, audio files with "Transcription Finished" status can be automatically moved to the Finished folder.

Ownership	Auto Collection	Audio 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.

6.3 User Settings

This category provides user-customized settings for using Transcription Module.
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

■ Procedure

1. Click [Options] on the Tool menu.

2. Click [User Settings].

→ The User Settings dialog box will appear.

3. Select an item from the tree on the left and configure it on the right.

[OK]   : Fixes settings.
[Cancel]   : Exits without modifying settings.
[Apply] : Enables changes.
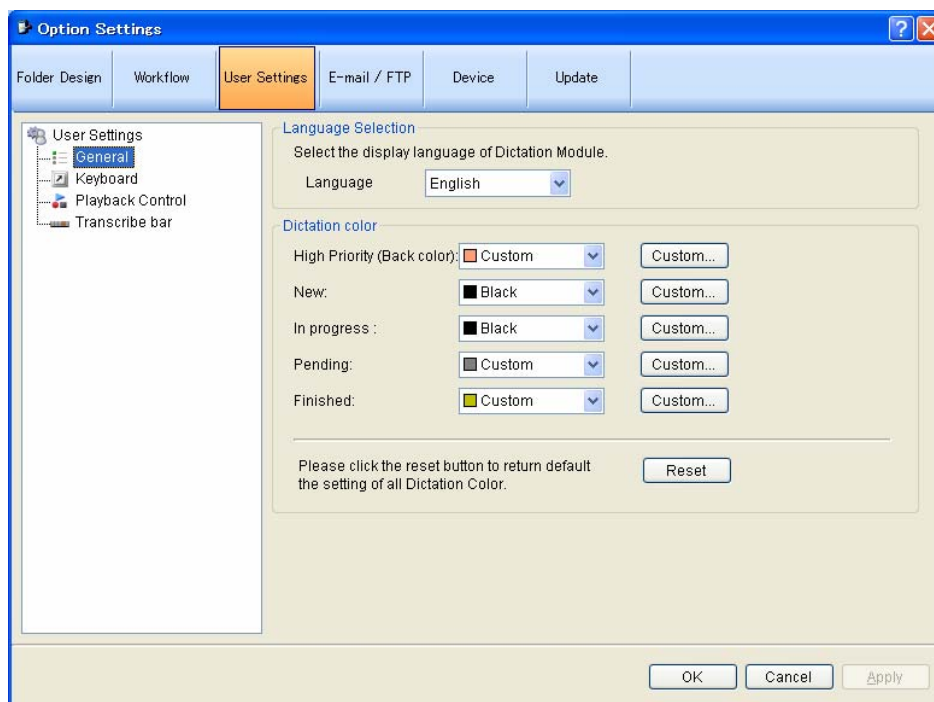
6.3.1 General

This category configures general settings for users.

Language selection

This option selects the displayed language used by the application.
If the setting has been modified, it comes into effect only after the application is restarted.

Dictation color

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

Dictation Type	Default Color	Font	Default
High Priority (Back color)	Light Salmon	-	DS500001.ds2
New (Recording Finished)	Black	Bold	DS500001.ds2
In progress (Transcription In progress)	Black	-	DS500001.ds2
Pending (Transcription Pending)	Olive	-	DS500001.ds2
Finished (Transcription Finished)	Silver	Italics	DS500001.ds2

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

- The colors can be selected from the 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 default.

6.3.2 Keyboard

Specific functions can be assigned to the keys on the keyboard.
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], [Ctrl], and any other key can be combined.
- 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 default, click [Reset All].

> For information on default key assignments, refer to Default Key Assignments.

Current Assignment

If the keys entered in the New Key box have already been assigned, the currently assigned commands are 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.
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

☐ Control Indication
☐ Auto backspace
☐ Winding speed
☐ Activate to be able to hear your recording during CUE/REVIEW

Control Indication

This option controls the display switching of controls as follows:

- Shows/Hides the Speed control (Default : Shown)

- Shows/Hides the Noise Cancellation control (Default : Shown)

- Shows/Hides the Tone control (Default : Hidden)

- Shows/Hides the Level Meter control (Default : Shown)

Auto backspace

This option sets the time period of Auto backspace in the range of 0.0 to 5.0 seconds in 0.1-second increments.

The following settings are configured with [User Setting] - Transcribe bar.

• Display mode	Displays the setting screen for the Transcribe bar.
• Length/Remaining time indication	Displays the setting screen for the Transcribe bar.
• Always on top	Displays the setting screen for the Transcribe bar.

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 beginning. (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 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.

- The elapsed time can be adjusted using the [←] and [→] buttons.

- The playback scaling factor can be adjusted using the [↑] and [↓] buttons.

Enable Listenable Playback at CUE/REVIEW

A typical QUE operation thins out audio data for playback. With this option enabled, however, the Speed control is used to provide continuous playback without thinning out sound data when 1.5x or 2.0x is selected.

6.3.4 Transcribe bar

This category configures the settings of the Transcribe bar.
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

☐ Display Mode
☐ Length / Remain time indication
☐ Always on top
☐ Button Customization

Display Mode

This option switches the initial mode for a transcription.
It can be selected from "Standard view" (Playback Control screen) or "Transcribe bar".

Length / Remain time indication

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

Always on top

With "Always on top Playback control/Transcribe bar" enabled, the Playback Control screen or Transcribe bar is displayed as the foreground window.

⚠️ This setting is not applied to the Playback Control bar on 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 default, click [Reset].

- To change the order of displayed buttons, select a button to be moved and use the Up and Down buttons to change its position.

⚠️ Displayed button customization is available only for the Transcribe bar.

6.4 E-mail/FTP

This category configures email profile and FTP profiles.
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

■ Procedure

1. Click [Options] on 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]   : Fixes settings.
[Cancel]   : Exits without modifying settings.
[Apply] : Enables changes.
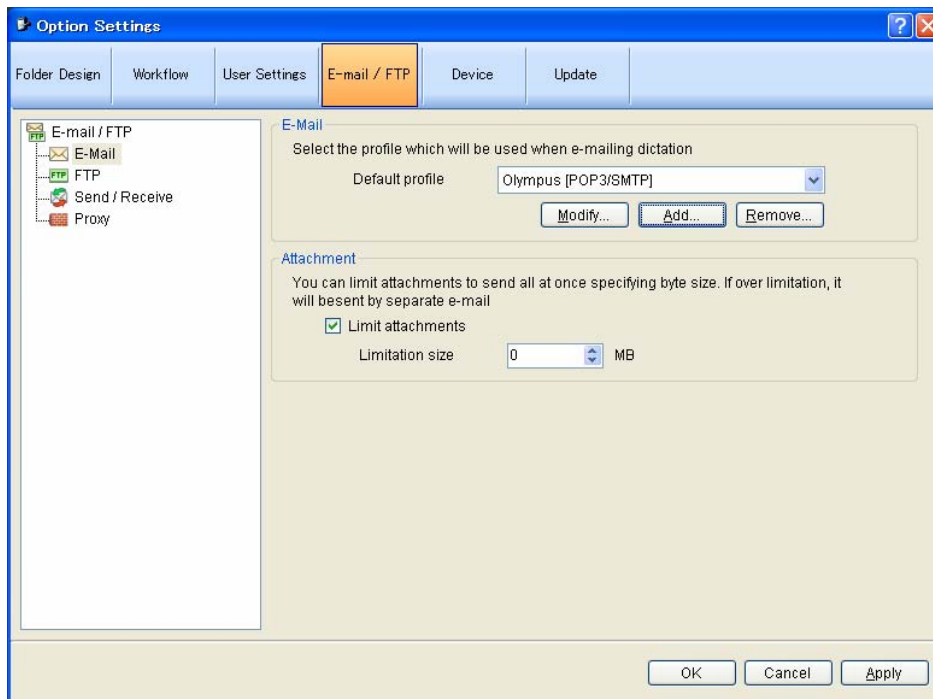
6.4.1 E-mail

This category can register and modify email profiles.   Up to 100 profiles can be registered.
DSS Player Pro R5 supports the following sending/receiving protocols:

- Internet E-mail (POP3/SMTP)
- IMAP
- Microsoft Outlook
- Novell GroupWise
- Lotus Notes
- Extended MAPI

Selecting an E-mail Profile

If some profiles have already been registered, select a profile for sending and receiving emails from the [Default Profile] drop-down list.

Registering an E-mail Profile

To register a new email profile, perform the following steps.

■ Procedure

1. Click [Add].

➡ The E-Mail Settings (Select) dialog box will appear.

2. Select an email sending/receiving protocol and click [Next].

If "Microsoft Outlook" has been selected, the following settings are not necessary. Exit the setting procedure.
Otherwise, the setting dialog box for the selected email profile will appear.

- Internet E-mail (POP3/SMTP)   →E-mail Settings (POP/SMTP) Dialog Box
- IMAP   →E-mail Settings (IMAP) Dialog Box
- Novell GroupWise   →E-mail Settings (GroupWise) Dialog Box
- Lotus Notes   →E-mail Settings (Lotus Notes) Dialog Box
- Extended MAPI   →E-mail Settings (Extend MAPI) Dialog Box

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 [More setting].

- Internet E-mail (POP3/SMTP)   →Advanced Settings (POP/SMTP) Dialog Box
- IMAP   →Advanced Settings (IMAP) Dialog Box

4. When the 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 email profile, select it and click [Modify]. Then, make changes to the profile in the dialog box. The displayed dialog box varies depending on the selected email profile.

- Internet E-mail (POP3/SMTP)   →E-mail Settings (POP/SMTP) Dialog Box
- IMAP   →E-mail Settings (IMAP) Dialog Box
- Novell GroupWise   →E-mail Settings (GroupWise) Dialog Box
- Lotus Notes   →E-mail Settings (Lotus Notes) Dialog Box
- Extended MAPI   →E-mail Settings (Extend MAPI) Dialog Box

Deleting a Profile

To delete a profile, select it from the [Default Profile] drop-down list and click [Remove].

Attachment

With this option enabled, the upper limit for the total size of files attached to an email to be sent can be configured. If the limit is exceeded, a separate email is created to accommodate the excess. The upper limit can be set in increments of 1MB in the range of 1 to 100MB.

6.4.2 FTP

This category configures an FTP profile.
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 registered multiple 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 sending and receiving settings of email and FTP.
Files are sent and received via email or FTP typically when the [Send and Receive] button on the module is clicked. They can also be automatically sent and received at regular intervals.
Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

Send Interval

With this option enabled, audio files in Outbox are detected and automatically sent.

- With "Immediately Send" enabled, audio files moved to Outbox are sent immediately.

- With the sending interval configured, audio files in Outbox are detected and automatically sent.

- The sending interval can be set in the range of 1 to 999 minutes (Default: 10 minutes).

Receive Interval

With this option enabled, files are automatically received at regular receiving intervals.
The receiving interval can be set in the range of 1 to 999 minutes (Default: 10 minutes).

Sending a File

- With "With Management File" selected, an audio file, management file, and instruction comment file (if present) are all sent.

- With "Without Management File" selected, only an audio file and instruction comment file (if present) are sent.   Their management file is not sent.

6.4.4 Proxy

This category configures a proxy.

Items with the lock icon 🔒 can only be enabled or disabled by the administrator.

- With "Use Internet Explorer's settings" selected, the application accesses the same proxy server as the one used by Internet Explorer.

- With "Don't use the proxy server" selected, no proxy server is configured.

- With "Use this proxy server" selected, the module accesses a proxy server with a specified address and port number.

6.5 Device

The device configuration can customize the pedals of RS-27/28 (foot switches).

■ Procedure

1. Click [Options] on the Tool menu.

2. Click [Device].

➜ The Device dialog box will appear.
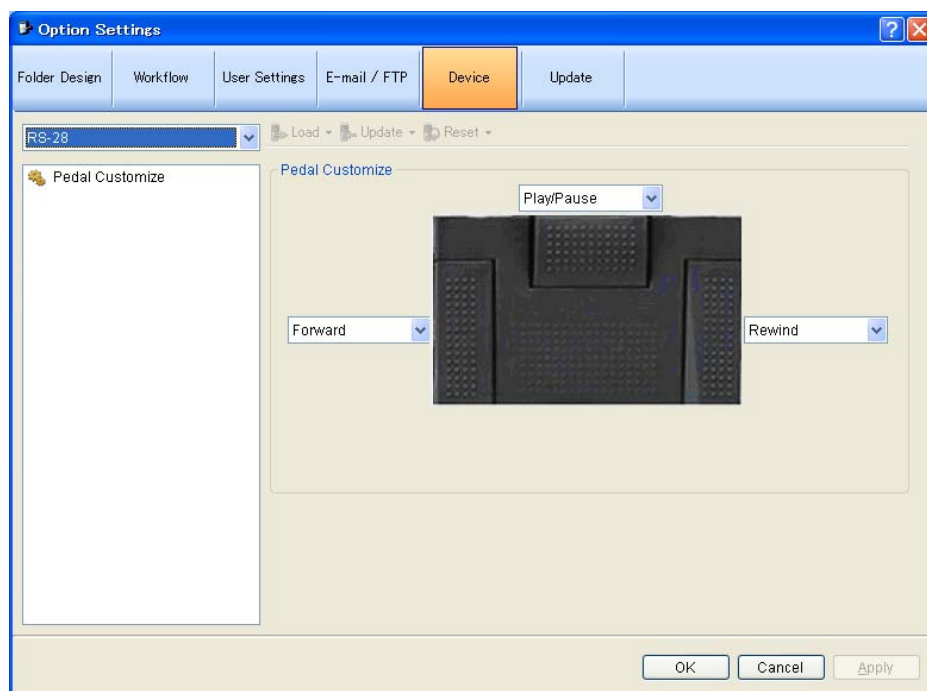
3. Select functions for the Left (FF), Center (LISTEN), and Right (REW) pedals.

Some foot switches have no "FF", "LISTEN", or "REW" printings on their pedals.

[OK]　　: Fixes settings.
[Cancel]　　　 : Exits without modifying settings.
[Apply] : Enables changes.

Pedal Customize

Item	Functions	Default
Pedal Customize	Assigns functions to the foot pedal.	

6.6 Update

This category configures whether or not to check for the latest Updates.

■ Procedure

1. Click [Options] on the Tool menu.

2. Click [Update].

→ The Update dialog box will appear.
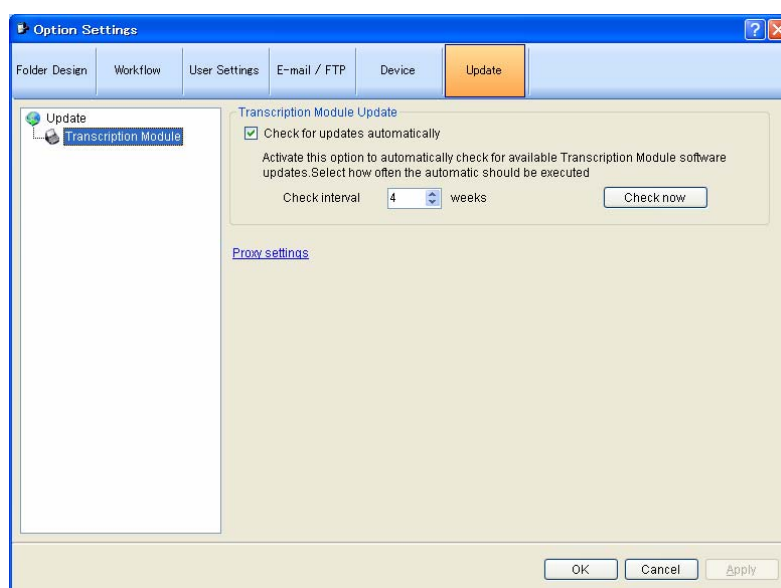
3. To configure automatic checking, check [Check for updates automatically] and set [Check Interval].

4. To check for Updates immediately, click [Check now].

5. Click [OK].

→ The settings will be confirmed.

[OK]   : Fixes settings.
[Cancel]   : Exits without modifying settings.
[Apply] : Enables changes.

Transcription Module

To automatically check for the latest Updates, enable "Check for updates automatically" and configure "check interval".
With automatic updating enabled, the Olympus download server is checked for update data at configured intervals.
When a newer version than the currently installed one is detected, a confirmation dialog box for upgrading appears. If upgrading is selected, the data is downloaded from the server and then updating of Transcription Module begins.
If a proxy server needs to be configured, click [Proxy Settings] and configure the address and port number of the server.

7 Troubleshooting

This chapter describes how to solve problems with Transcription Module.

7.1 The System Remains Silent

If no sound can be produced, verify the following items.

Recorder Connection

Check that the device is connected to your PC and powered ON.

Speakers

Check that the speaker volume is not set to the minimum level.

Sound Card

Check whether your sound card features a manual volume control; if it does, try turning up the volume.

Playback Volume

To check this, perform the following steps.

■ Procedure

1. Click [Settings] - [Control Panel] from the Start menu.

2. Select [Sounds and Multimedia] - [Audio] and then click [Master].

3. Check that the volume of [Master] and [Wave] are not set to the minimum level and that [Mute] is not selected. (Play WAV File)

7.2 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 an USB cable, check that the LCD display of the Digital Voice Recorder shows "REMOTE".

2. If "REMOTE" is not displayed, remove the USB cable from the recorder and check that the stop mode and hold switch are not enabled.

3. Reconnect the USB cable to the recorder and check that the LCD display shows "REMOTE".

4. If the LCD display still does not show "REMOTE", the communication driver may not be working properly. In such cases, check Communication Driver Problem.

7.3 Installing to a Network Folder
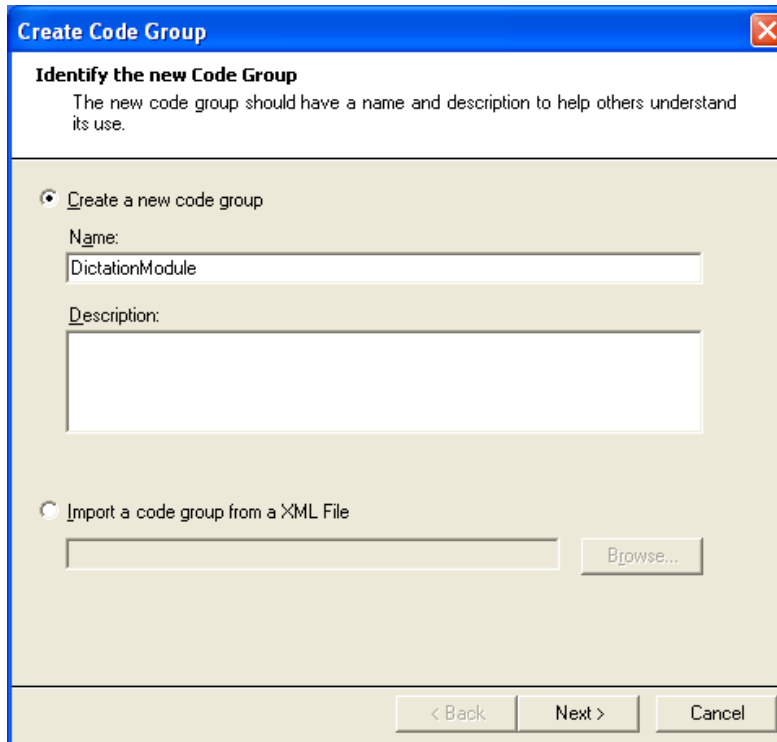
If installed with a local network folder specified as the installation destination, the DSS Player Pro (Dictation Module, Transcription Module) on the local network cannot be started with the standard settings due to CAS (Code Access Security) in .NET Framework.

.NET Framework 2.0 Configuration can configure CAS (Code Access Security) to enable the module to start from the network folder.

To configure CAS, perform the following steps.

■ Procedure

1. Select [Control Panel] - [Management Tools] from the Windows Start menu and then start .NET Framework 2.0 Configuration.

2. Click the Console Root tree and select [.NET Framework 2.0 Configuration] - [My Computer] - [Runtime Security Policy] - [Machine] - [Code Group] - [All_Code].

3. Select [New] on the right-click menu to open the Code Group dialog box.

4. Enter data following the wizard.

- New code group name :   (Ex. DSS Player Pro)
- Code group condition : URL
- URL : Installation destination on the local network (Ex. file://ShareServer/Shared Program/*)
- Access permission set : FullTrust

5. After configuring CAS, start Dictation Module or Transcription Module for verification.

7.4 Updating

It is recommended to keep the software up-to-date for efficient use.
To check for the latest updates for Transcription Module, perform the following steps.

■ Procedure

1. Click [Check for Update] on the Help menu.

The Olympus 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.

7.5 Support Contacts

For Purchasing License Keys

To purchase the following license keys, please contact your dealer or distributor.

- Dictation Module multi-license key
- Transcription Module multi-license key

For Asking about Malfunctioning

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. Please note that it may take some time to answer your query, depending on our investigations.

Other Support

Various types of information including product specifications, PC connections, support for OSes, and FAQs is available on our Web site. For the latest information, please visit the Olympus Web site at http://www.olympus-global.com/en/global/

These descriptions are subject to change.

8 Appendix

The appendix provides a collection of related information.

8.1 Names and Functions of Screen Components

This section describes the names and functions of the components comprising the three screens of DSS Player Pro Transcription Module.

Names and Functions of the Main Screen Components

This is the main screen of Transcription Module. This screen is used to organize and play files. The Recording screen and Playback Control screen are launched via the Main screen.
The names and functions of the Main screen components are described here.
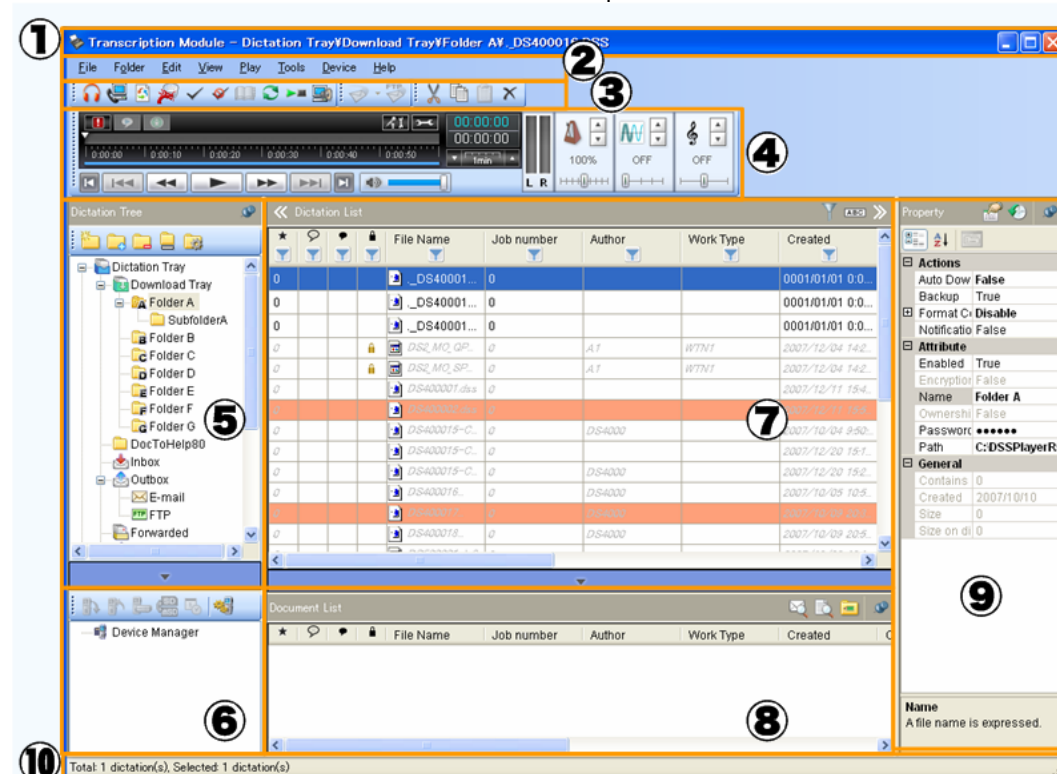
① Title Bar
Displays the standard Windows title bar.

② Menu Bar
Displays the menu used with Dictation Module.

③ Tool Bar
Displays the three groups of tool bar buttons - the Standard, Edit, and E-mail/FTP groups. Displayed buttons vary depending on the settings.   Dragging a tool bar button with the [Alt] key pressed can change

⑦ Content List View
Lists audio or document files in the folder selected in the Audio File window or Device window.

⑧ Information View
Displayed by clicking [Restore] in the Content List view. This view displays the information on content in the Content List view, including the content of document files and messages of a sent email.

⑨ Properties View
Displays the properties of the chosen file or folder.

the display order of the buttons. Right-clicking the tool bar displays the context menu, which can be used to show or hide buttons.

(4) Playback Control Bar

Used to play audio files selected in the Content List view. The Playback Control bar is similar to the Playback Control screen.

(5) Audio Tree View

Displays various folders storing audio and document files managed by Dictation Module. The organization and properties of the folders can be configured based on user needs. Selecting a folder displays the audio and document files in the folder in the Content List view.

(6) Device Tree View

Displays folders in connected devices and cards. Selecting a folder displays the audio files in the folder in the Content List view.

(10) Status Bar

Displays the following information.

First Area (Operating state display)

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.

Second Area (Icon display)

Displays how files are being automatically sent via email or FTP. Double-clicking this area with an icon displayed shows the Status dialog box, where you can see the progress of transmission. When an error occurs, an icon appears. By double-clicking the icon, the details of the error can be checked.

Third Area

Displays Author ID. If no Author ID has been registered, the Windows logon ID is displayed.

Names and Functions of Playback Control Screen Components

The names and functions of the Playback Control screen components are described here.
The Playback Control screen is displayed by clicking [Switch to Playback Control Window] on the View menu on the Main screen. This screen is specialized for playing files. It is used to perform such tasks as writing a document while listening to a recorded file. Exiting the screen brings the user back to the Main screen.

① Title Bar
Displays the name of the file currently being played and the name of the folder in which the file is stored.

② Control Panel

Priority Button
This mark indicates the priority of a file. A red mark means that the file is assigned high priority.

Audio/Instruction Comment Mode Switching Button
Switches between audio playback and Instruction Comment playback. In Instruction Comment mode, the icon turns to green and the Play bar is surrounded by a green line.

Information Button
Clicking this button displays property information of a file. The Main screen does not have this button.

Switch Input Device Button
Pressing this button displays the Select Input Device dialog box, enabling the user to select an input device.

User Setting Button
Clicking this button displayes User Setting dialog box. Playback condition and Transcribe Bar setting can be changed.

Transcribe Bar Button
Switches Playback Control Screen to Transcribe Bar.

④ Playback Position/Recording Time Length
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.

⑤ Timescale control
Displays the timescale of the Play bar. The time frame can be changed in the range of one-minute width to the full-scale. Clicking ▲ or ▼ can change the timescale.

⑥ Volume Adjustment Control
Allows for the adjustment of output sound volume. This function is not available with an older sound board that does not have electronic volume adjustment capability. In that case, adjust the volume manually.

⑦ Audio Output Display
Displays the current state of audio playback. In the case of a monaural recording, the L and R outputs are displayed at the same height.

⑧ Playback Speed Adjustment Control
Clicking ▲ and ▼ or dragging the slider can adjust the playback speed without changing the voice pitch

Show Status Bar Button
Shows or hides the status bar.   The Main screen does not have this button.

Play Bar and Position Slider
Graphically displays which part of the current file is being played. The range from the beginning to the current position is represented with and verbal-commented ranges are represented with .

Index Mark

Clicking ✓ inserts an index mark at the Position control point.

Displayed Area Slider
Indicates the currently displayed range in the file with Dragging the slider shifts the displayed range.

③ **Control Buttons**
Pressing these buttons moves the Playback Position control.

⏮ : Moves to the beginning of a file.

⏮ : Moves to the previous index mark or edge of a verbal comment.

◀◀ : Rewinds a file.   Holding the button speeds up rewinding.

▶ / ■ : Starts playback.   Pressing this button during playback stops it.

▶▶ : Fast-forwards a file. Holding the button speeds up rewinding.

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

⏭ : Moves to the end of a file.

(sound pitch).

⑨ **Noise Cancellation Control**
Clicking ▲ and ▼ or dragging the slider can adjust noise cancellation in four levels of 0, 1, 2, and 3.

⑩ **Tone Adjustment Control**
Clicking ▲ and ▼ or dragging the slider can adjust the tone in increments of 1% from 100% on the B side to 100% on the T side.

⑪ **Status Bar**
Displays the following information.
First Area : The current operating state (Play, Stop, Fast-forward, Rewind, QUE, REVIEW)
Second Area : Author ID
Third Area : Worktype
Fourth Area : Comment

Names and Functions of Playback Control Screen Components during Audio Capturing

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

① Title Bar
Displays the name of the file currently being played and the name of the folder in which the file is stored.

② Control Panel

Priority Button
This mark indicates the priority of a file. A red mark means that the file is assigned high priority.

Audio/Instruction Comment Mode Switching Button
Switches between audio playback and Instruction Comment playback. In Instruction Comment mode, the icon turns to green and the Play bar is surrounded by a green line.

Information Button
Clicking this button displays property information of a file. The Main screen does not have this button.

Switch Input Device Button
Pressing this button displays the Select Input Device dialog box, enabling the user to select an input device.

User Setting Button
Clicking this button displayes User Setting dialog box. Playback condition and Transcribe Bar setting can be changed.

Transcribe Bar Button
Switches Playback Control Screen to

④ Playback Position/Recording Time Length
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.

⑤ Timescale control
Displays the timescale of the Play bar. The time frame can be changed in the range of one-minute width to the full-scale. Clicking ▲ or ▼ can change the timescale.

⑥ Volume Adjustment Control
Allows for the adjustment of output sound volume. This function is not available with an older sound board that does not have electronic volume adjustment capability. In that case, adjust the volume manually.

⑦ Audio Output Display
Displays the current state of audio playback. In the case of a monaural recording, the L and R outputs are displayed at the same height.

⑧ Playback Speed Adjustment Control
Clicking ▲ and ▼ or dragging the slider can adjust the playback speed without changing the voice pitch

Transcribe Bar.

⬚ Show Status Bar Button
Shows or hides the status bar.   The Main screen does not have this button.

ay Bar and Position Slider
Graphically displays which part of the current file is being played. The range from the beginning to the current position is represented with ▬ and verbal-commented ranges are represented with ▬ .

▲Index Mark

Clicking ✔ inserts an index mark at the Position control point.

Displayed Area Slider
Indicates the currently displayed range in the file with ▬ Dragging the slider shifts the displayed range.

③ Control Buttons
Pressing these buttons moves the Playback Position control.

🔴 : Starts audio caputuring.

◀ : Moves to the beginning of a file.

◀◀ : Moves to the previous index mark or edge of a verbal comment.

◀◀ : Rewinds a file.   Holding the button speeds up rewinding.

▶ / ■ : Starts playback.   Pressing this button during playback stops it.

▶▶ : Fast-forwards a file. Holding the button speeds up rewinding.

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

▶ : Moves to the end of a file.

(sound pitch).

⑨

Noise Cancellation Control
Clicking ▲ and ▼ or dragging the slider can adjust noise cancellation in four levels of 0, 1, 2, and 3.

⑩

Tone Adjustment Control
Clicking ▲ and ▼ or dragging the slider can adjust the tone in increments of 1% from 100% on the B side to 100% on the T side.

⑪ Status Bar
Displays the following information.
First Area : The current operating state (Play, Stop, Fast-forward, Rewind, QUE, REVIEW)
Second Area : Author ID
Third Area : Worktype
Fourth Area : Comment

Names and Functions of the Transcribe Bar Components

This screen 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.

① Control Buttons

● : Starts audio capturing.

|◄◄ : Moves to the previous index mark or edge of a verbal comment.

◄◄ : Rewinds a file. Holding the button speeds up rewinding.

► / ■ : Starts playback. Pressing this button during playback stops it.

►► : Fast-forwards a file. Holding the button speeds up rewinding.

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

② 00:00:55 Counter

Displays the current playback time length in the format of HH:MM:SS.

Audio/Instruction Comment Mode Switching Button

Switches between audio playback and Instruction Comment playback. In Instruction Comment mode, the icon turns to green and the Play bar is surrounded by a green line.

Priority Button

This mark indicates the priority of a file. A red mark means that the file is assigned high priority.

④ Volume Control Button

With this button pressed, the slider is displayed, enabling the user to adjust the volume with mouse operations.

Speed Control Button

Pressing this button displays the slider, enabling the user to adjust the playback speed with mouse operations.

Noise Cancellation Control Button

Pressing this button displays the slider, enabling the user to adjust the noise cancellation level with mouse operations.

Tone Control Button

Pressing this button displays the slider, enabling the user to adjust the tone with mouse operations.

Channel Separation Control Button

Pressing this button cyclically switches the channel mode between Left, Right, Stereo, and Monaural.

Edit Index Mark Button

Pressing this button inserts an index mark at the current unmarked position. Pressing this button at an index-marked position deletes the index mark.

Show/Hide Properties Button

Pressing this button shows or hides the properties of the current file.

Extended Display Switching Button

③ Displayed Area Slider
Indicates the currently displayed range with ▬▬ if the range is set to other than full scale with the Time Frame control. Dragging the slider shifts the displayed range.

🔺 **Index Mark**
Indicates an index-marked position.

Switches the display on the desktop and in the task bar.

⑤ ❌ **Close Button**
Exits the Transcribe bar and brings the user back to the Main screen.

⑥ ◄ ▶ **Option Button Switching**
Shows or hides the option buttons.

🖾 Change Microphone Device Button
Pressing this button displays the Select Input Device dialog box, enabling the user to select an input device.

Names and Functions of the Transcribe Bar Components at Audio Capturing

This Transcribe bar is displayed when clicking 🖥 or [Start Audio Capture] on the File menu. It can create a new audio file. Exiting the screen brings the user back to the Main screen.

① Control Buttons

⏺ : Starts audio capturing.

⏮ : Moves to the previous index mark or edge of a verbal comment.

⏪ : Rewinds a file. Holding the button speeds up rewinding.

▶ / ⏹ : Starts playback. Pressing this button during playback stops it.

⏩ : Fast-forwards a file. Holding the button speeds up rewinding.

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

② `00:00:55` Counter

Displays the current playback time length in the format of HH:MM:SS.

💬 **Audio/Instruction Comment Mode Switching Button**

Switches between audio playback and Instruction Comment playback. In Instruction Comment mode, the icon turns to green and the Play bar is surrounded by a green line.
します。

❗ **Priority Button**

This mark indicates the priority of a file. A red mark means that the file is assigned high priority.

④ Option Buttons

🔊 **Volume Control Button**

Functions as volume during play/stop; functions as microphone input during recording.

🎚 **Select Input Device Button**

Pressing this button displays the Select Input Device dialog box, enabling the user to select an input device.

✔ **Edit Index Mark Button**

Pressing this button inserts an index mark at the current unmarked position. Pressing this button at an index-marked position deletes the index mark.

ⓘ **Show/Hide Properties Button**

Pressing this button shows or hides the properties of the current file.

⑤ ✕ Close Button

Exits the Transcribe bar and brings the user back to the Main screen.

⑥ ◄► Option Button Switching

Shows or hides the option buttons.

③ Displayed Area Slider

Indicates the currently displayed range with ▬▬ if the range is set to other than full scale with the Time Frame control. Dragging the slider shifts the displayed range.

▲ Index Mark

Indicates an index-marked position.

Audio Tree View (Main Screen)

The Audio Tree view is displayed on the left part of the Main screen.
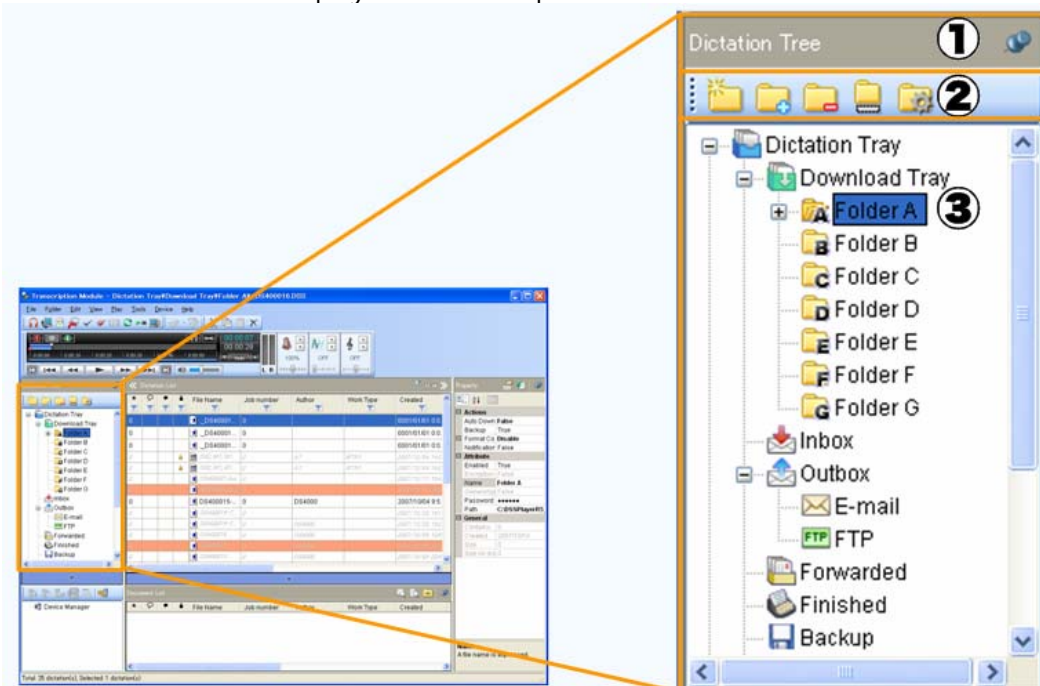
① Title

Displays the name of the view.

Pin Button

Switches the display mode of the view between automatically hidden and always displayed.

(On): Always displayed.

(Off): Automatically hidden when not in use. To display the view again, press ≪ in the Content List view.

② Tool Bar

Displays the tool buttons for working with a file.
For information on the functions, refer to the Folder menu section in Menu List.

③ The folder structure under the Dictation tray is displayed.
For information on each folder, refer to How Folders Work.

Device Tree View (Main Screen)

The Device Tree view is displayed on the left part of the Main screen.
This view is displayed when the device is connected. It displays with icons the devices supported by Dictation Module.
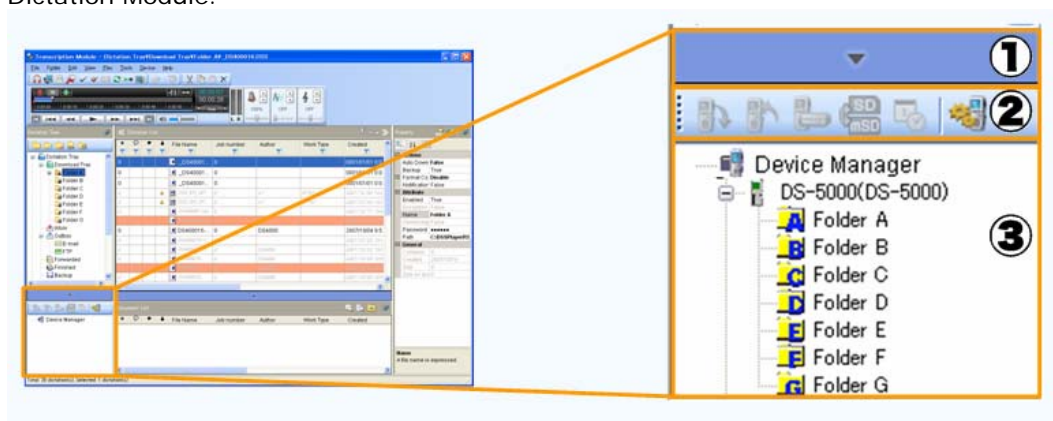
① [Hide/Restore] button

Pressing ▼ hides the Device Tree view.

Pressing ▲ shows the Device Tree view again. Note that if no device is connected, pressing this button does not show the view.

② Tool Bar

Displays the tool buttons for working with a file.
For information on the functions, refer to the Device menu section in Menu List.

③

The folder structure under Device Manager is displayed.
For information on each folder, refer to How Folders Work.

Content List View (Main Screen)

The Content List view is displayed in the center of the Main screen.   It cannot be hidden.
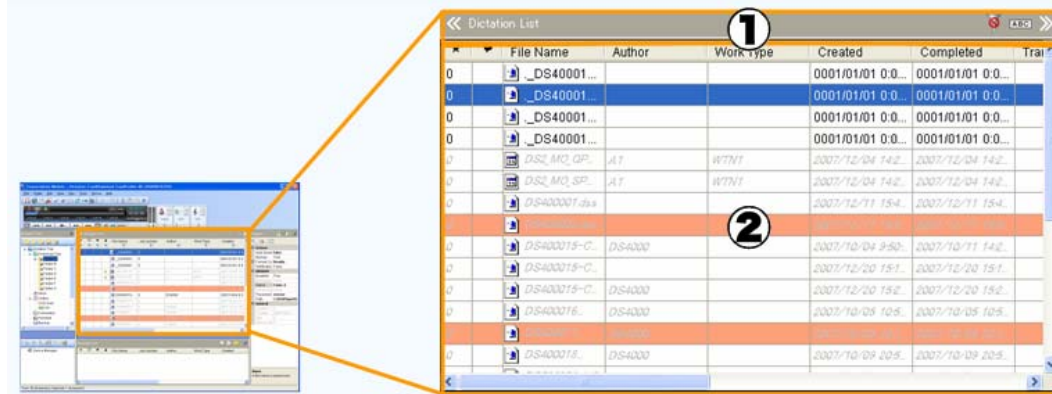
① 《 》 : Shows or hides the Audio List view.

Title

Displays the name of the list view (either the Dictation List or Document List) displayed in the view area.

▽ : Switches the Filter of the list view on or off.

ABC : Switches the in-line editing function of the list view on or off.

《 》 Shows or hides the Properties view.

② **View Area**

Displays audio or document files in the folder selected in the Folder Navigation Pane.

Information View (Main Screen)

The Information view is displayed on the bottom center of the Main screen. This view is hidden by default.
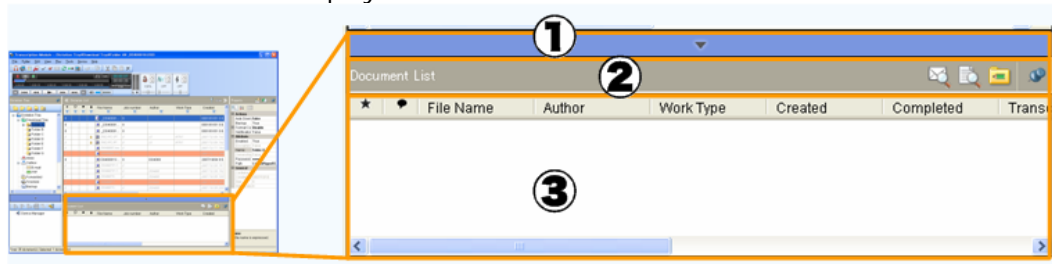
① [Hide/Restore] button

Pressing ▼ hides the Device Tree view.

Pressing ▲ shows the Device Tree view again. Note that if no device is connected, pressing this button does not show the view.

② Title

Displays either "Document List", "Document Preview", or "Mail Preview".

📧 🔍 📁 : Switches the displayed view.

📌 Pin Button

Switches the display mode of the view between automatically hidden and always displayed.

📌 (On): Always displayed.

📌 (Off): Automatically hidden when not in use. To show the view again, press ▲.

③ View Area

Document List

Lists all the document files under the Document tray when the contents of the Dictation folder are displayed in the Content List view. Dragging one of the document files to an audio file in the Content List view can link the document file with the audio file.

Document Preview

Displays the content of a selected document file when the contents of the Document folder are displayed in the Content List view. It also displays the content of a linked document file when the contents of the Dictation folder are displayed in the Content List view.

Mail Preview

Displays the content of email. When sending an audio file selected in the Content List view via email, its content is displayed.

Properties View (Main Screen)

The Properties view is displayed on the right part of the Main screen.   This view is hidden by default.
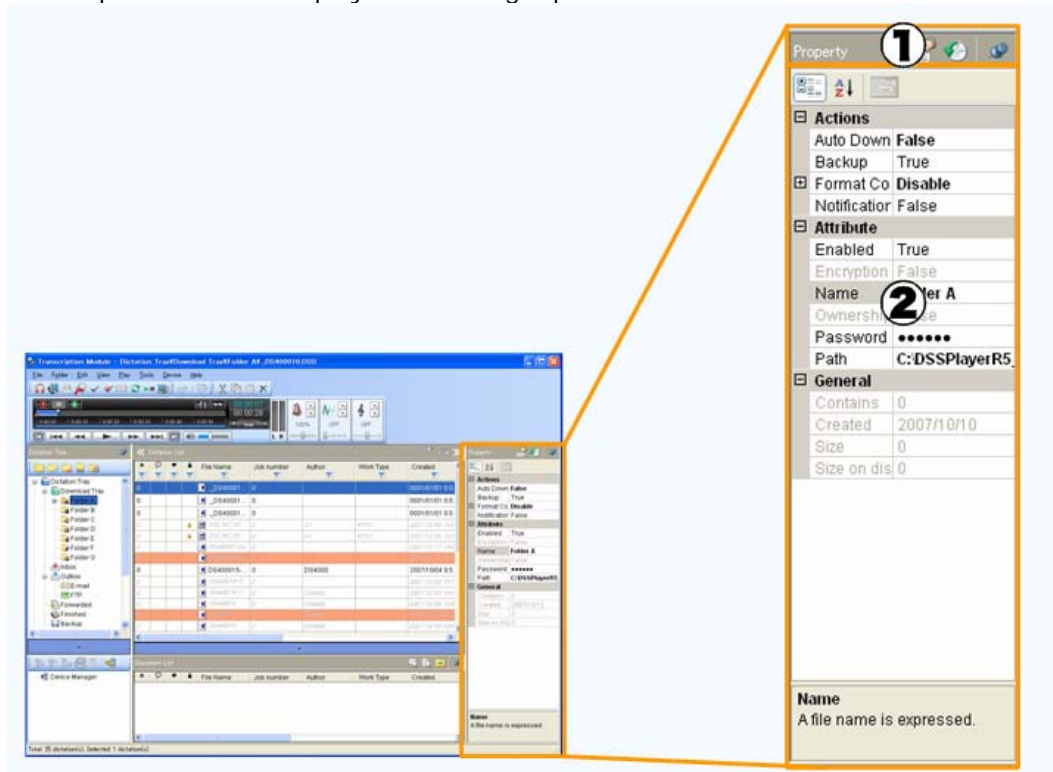
① Title
Displays the name of the view - either "Property" or "Job History".

: Switches the displayed view.

Pin Button
Switches the display mode of the view between automatically hidden and always displayed.

(On): Always displayed.

(Off): Automatically hidden when not in use. To display the view again, press in the Content List view.

(Customize) Button
Shows or hides an item or category in the Properties view.

② Property View
Displays the properties of the selected file or folder. The items displayed in black characters can be edited.

: Displays the properties by category.

: Displays all properties in alphabetical order.

: Displays the history of the dictation file.

Job History View
Displayed only when Dictation is selected in the Content List view. It displays the history from the creation of the selected audio file to the completion of its transcription (or to the completion of transmission if the audio file has been sent via email or FTP).

8.2 Menu Lists

This section describes the menus provided by the Transcription Module.

8.2.1 [File] Menu

Command Name	Button	Functions
Start Transcription		Starts transcription. A specified word processor is started when starting transcription.
Start Audio Capture		Displays the setting screen and starts audio capturing.
Convert Dictation		Converts a selected audio file into a specified file format.
Start Voice Recognition		Voice-recognizes a selected audio file using Dragon NaturallySpeaking.
Import Dictation		Imports an unmanaged external audio file.
Export Dictation		Converts a selected audio file into external media.
Split		Splits a selected file at a specified position into two files.
Join		Joins multiple selected files into a single file.
Encrypt		Encrypts a selected file.
Decrypt		Decrypts a selected encrypted file.
Open Document		Opens a selected document file. When running this operation with an audio file specified, the linked document file is opened.
Associate with Document		Associates a selected audio file with a specified external document file. The associated document is copied to My Document and managed with the linkage.
Remove Association with Document		Dissociates an audio file from its linked document file.
Edit Job Data		Edits the job data of a selected audio file. Job data refers to several editable settings - Author ID, Worktype ID, Option Items, and Comments.
Change Status		Changes the status of a selected audio file.
Exit	-	Exits Transcription Module.

8.2.2 [Folder] Menu

Command Name	Button	Functions
New Folder		When the Transcription tray is focused on, a custom folder is created at the same tier as the Download tray. When a folder in the Download tray is focused on, a subfolder is created under the folder.
Add Folder		Opens the Select Folder dialog box, with which, at the same tier as the Download tray, you can create a shortcut folder path to a specified external folder.
Remove Folder		Deletes the shortcut folder (shortcut path to an external folder) created with [Add Folder].
Rename Folder		Renames a selected folder. The folders in the Download tray and custom folders are shortcut folders only maintained internally by DSS Player. When renaming is applied to these folders, only the shortcuts are renamed and their actual folders are not. Subfolders are real folders and can be renamed.
Folder Setting		Starts the Folder Setting dialog box, with which you can configure the attributes of a folder.

8.2.3 [Edit] Menu
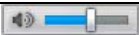
Command Name	Button	Functions
Cut		Copies a selected audio file to the clipboard. Pasting the audio file after cutting it moves the file to a specified folder.
Copy		Copies a selected audio file to the clipboard.
Paste		Moves or copies the audio file copied to the clipboard with the Cut or Copy command into a specified folder.
Delete		Deletes a selected audio or document file.
Select All	-	Selects all the files in the Content List view.
Copy to Folder		Copies the audio file selected in the Content List view to a specified folder.
Move to Folder		Moves the audio file selected in the Content List view to a specified folder.

8.2.4 [View] Menu

Command Name	Button	Functions
Switch to Playback Control Window	▶■	Switches from the Main screen to the Playback Control screen or Transcribe bar. The audio file selected in the Main screen begins playing.
Folder Navigation	-	Shows or hides the Audio Tree view or Device Tree view.
Property Window	-	Shows or hides the Properties view.
Information Window	-	Shows or hides the Information view.
Tool Bar	-	Show or hides the Standard Edit E-mail/FTP Customize tool bar.
Status Bar	-	Shows or hides the status bar.
Playback Control Bar	-	Shows or hides the Playback Control bar.
Gridlines	-	Shows or hides the grid lines in the Content List view and Information view.
Columns to Display	-	Shows or hides the columns in the audio list and configures their display order.
Sort by	-	Sorts, in alphabetical order, the files by the displayed columns selected in the Content List view and Information view.
Filter On/Off	▽ ▽	Enables or disables the filtering function.
In-line editing	ABC A	Enables or disables direct editing of the items displayed in the audio list. Clicking a configurable item in the list makes the field editable.
Refresh	↻	Refreshes the audio list in the Main screen. The audio list 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 a large list.

8.2.5 [Play] Menu

Command Name	Button	Functions
Play/Stop		Plays a selected file or the first file on the list, in the Content List view, from the Position control point on the Play bar. Clicking this menu during playback stops it.
Fast Forward		Fast-forwards a file. Holding the button speeds up rewinding.
Rewind		Rewinds a file. Holding the button speeds up rewinding.
Next Index Mark		Moves the Position control to the next index mark or start (or end) of a verbal comment.
Previous Index Mark		Moves the Position control to the previous index mark or start (or end) of a verbal comment.
Volume		Adjusts output sound volume.
Speed		Speeds playback up or down.
Tone		Configures the tone, placing an emphasis on the high or low pitch area.
Noise Cancellation		Selects the level of noise cancellation from 0, 1, 2, and 3. A larger number means a higher amount of noise cancellation.
Channel	-	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.
Insert Index Mark		Inserts an index mark at the Position control point.
Delete Index Mark		Deletes an index mark at the Position control point.
View All Index Marks		Displays the View All Index Marks dialog box.
Next Verbal Comment		Moves the Position control to the next index mark or start (or end) of a verbal comment.
Previous Verbal Comment		Moves the Position control to the previous index mark or start (or end) of a verbal comment.
Dictation / Instruction Comment Mode	-	Switches between Audio File mode and Instruction Comment mode if an Instruction Comment has been recorded in the currently selected audio file.
Intro Scan		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.
Submit for E-mail		Manually moves a selected audio file to the email sending box. If multiple email profiles have been registered, select a profile for transmission with the pop-up menu.
Submit for FTP		Manually sends a selected audio file via FTP.
Send and Receive		The Send command sends an email in the sending box or a file via FTP to the server. When transmission successfully completes, the audio file is moved to Sent Items. The Receive command initiates the reception of document files.
Hotkeys On/Off		Enables or disables Hot keys.
Keyboard Settings	-	Displays the user-configured keyboard options. It enables the user to assign Hot keys to 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: ・ Embedding the audio file in a document file ・ Embedding only the link information in a document file
Options		The Option Settings dialog box appears.

8.2.7 [Device] Menu

Command Name	Button	Functions
Download Folders A-G	-	Downloads all files in Folders A-G in the device displayed in the Device Tree view (recorder, PCMCIA card, or removable drive) into the corresponding Folders A-G in the Download tray in the Audio Tree view.
Download Selected Files	-	Downloads only selected files into the Download tray in the Audio Tree view.
Download All		Downloads all files in the device displayed in the Device Tree view into the corresponding Folders A-G in the Download tray. Files in the removable drive that have no folder are downloaded into Folder A.
Upload Selected Files		Uploads the files selected in the Audio Tree view into the device displayed in the Device Tree view.
Change Device Mode		Switches the device mode of a connected device to Audio mode or Storage mode.
Change Storage Media		This command is enabled only for DS-5000. DS-5000 provides two types of media: the SD card and micro SD card. This command specifies the contents of which media is displayed when the device is connected via USB to the PC. It is impossible to display the contents of both media simultaneously.
Synchronize Date/Time		Synchronizes the date and time of the recorder with those of the PC. The device can also be automatically synchronized with the PC when connected.
Foot Switch Setting		With this menu, the functions of a connected foot switch can be configured via the PC.

8.2.8 [Help] Menu

Command Name	Button	Functions
Contents	F1	Displays Help for Transcription Module.
Check for Updates	-	Checks the Olympus download server for the latest Updates and downloads them if present.
About Transcription Module	-	Displays the version information of Transcription Module.

8.3 File Property Lists

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

The R/W column describes the Read and Write attributes.
The Filter column indicates whether or not the filter is set. The Option column shows the option setting for filtering.

Displayed Property List (Audio File List view)

The Filter column indicates whether or not the filter is set. The Option column shows the option setting for filtering.

Property	Description	R/W[*1]	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
Voice Recognition	Whether or not the audio file has been voice-recognized	R	Yes	No
⬛ Instruction Comment	Whether or not the audio file is instruction-commented	R	Yes	No
⬛ Encrypted	Whether or not the audio file is encrypted	R	Yes	No
⬛ Locked	Whether or not the audio file is locked	R	Yes	No
File Name	The name of the audio 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 audio file started	R	Yes	Date
Completed	The date and time of when the audio file was finished	R	Yes	Date
Downloaded	The date and time of when the audio file was downloaded	R	Yes	Date
Deleted Date	The date and time of when the audio file was deleted.	R	Yes	Date
Backup Date	The date and time of when the audio file was backed up	R	Yes	Date
Transcriptionist	The name of the Transcriptionist	R	Yes	Date
Transcription Started	The date and time of when a transcription started	R	Yes	Date
Transcription Completed	The date and time of when a transcription ended	R	Yes	Date
Process/Status	The Process/Status of the audio file ⬛ : ProcessRecording ⬛ : ProcessTranscription ⬛ : ProcessVoiceRecognition ⬛ : ProcessExport ⬛ : ProcessArchive	R/W	Yes	No
Length	The recording time length of the audio file (HH:MM:SS)	R	Yes	Value

File Size	The size of the audio 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 an audio file	R/W	Yes	No
Document	The name of a document file linked with an audio file	R	No	---
File Format	The extension of the audio file	R	Yes	No
Audio Format	The format of the audio file	R	Yes	No
Original Location	The folder in which the audio file was originally stored	R	Yes	No
Sender	The sender of the audio file	R	Yes	No
Received Date	The date and time of when the audio file was received	R	Yes	Date
Receiver	The receiver of the audio file	R	Yes	No
Forwarded Date	The date and time of when the audio file was forwarded	R	Yes	Date
Sent Date	The date and time of when the audio file was sent	R	Yes	Date
Location	The location of where the audio file is stored (full path)	R	No	---
DSS License	The name of the vendor that supplies the codec for the audio file	R	Yes	No

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

Displayed Property List (Document List view)

The following table lists the properties displayed in the Document List view and their descriptions.
R/W: Read and Write attributes. The items that have the W attribute are user-editable.
Filter   : Whether or not the filter is set.
Option   : Option setting for filtering

Property	Description	R/W	Filter	Option
☀ Priority Level	A numeric value representing the priority level, ranging from 0 to 15	R/W	Yes	Value
❗ Priority	Priority (High/Normal)	R/W	Yes	No
Voice Recognition	Whether or not the audio file has been voice-recognized	R	Yes	No
💬 Instruction Comment	Whether or not the audio file is instruction-commented	R	Yes	No
🔒 Encrypted	Whether or not the document file is encrypted	R	Yes	No
🔑 Locked	Whether or not the document file is locked	R	Yes	No
File Name	The name of the document file	R/W	No	-
Author	The Author name	R/W	Yes	No
Worktype	The Worktype name	R/W	Yes	No
Transcriptionist	The name of the Transcriptionist	R	Yes	Date
Transcription Started	The date and time of when a transcription started	R	Yes	Date
Transcription Completed	The date and time of when a transcription ended	R	Yes	Date
Process/Status	The Process/Status of the audio file ⏺ : ProcessRecording 💾 : ProcessTranscription 💬 : ProcessVoiceRecognition 📤 : ProcessExport 📁 : ProcessArchive	R/W	Yes	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
Dictation	The file name of the dictation linked with a document file	R	No	---
File Format	The extension of the audio file	R	Yes	No
File Size	The size of the audio file (KB)	R	No	---
Receiver	The receiver of the document file	R	Yes	No
Sent Date	The date and time of when the document file was sent	R	Yes	Date
Location	The location of where the audio file is stored (full path)	R	No	---

8.4 Default Key Assignments

This section provides the lists for default key assignments.

Default Key Assignments

[ ] Playback Control Key Assignments
[ ] General Key Assignments
[ ] Function Assignments for Function Keys

Playback Control Key Assignments

Command	Default Key
Play/Stop	F9
Stop	-
Fast Forward	F8
Rewind	F7
Next Index Mark	Ctrl+Right
Previous Index Mark	Ctrl+Left
Next Verbal Comment	Ctrl+Shift+Right
Previous Verbal Comment	Ctrl+Shift+Left
Jump to Top	-
Jump to End	-
Volume Up	Ctrl+Up
Volume Down	Ctrl+Down
Speed Up	Ctrl+Shift+Up
Speed Down	Ctrl+Shift+Down
Tone Up	Ctrl+Alt+Up
Tone Down	Ctrl+Alt+Down
Noise cancellation level[1]	-
Insert Index Mark	-
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 the level in the order of Off, 1, 2, 3, Off, and so on.

General Key Assignments

Command	Default Key
Start Transcription	Ctrl+O
Start Voice Recognition	Ctrl+R
Property View	
Hotkeys On/Off	F12
Download All	Ctrl+Shift+M
Command	Default Key

Function Assignments for Function Keys

Function Key	Windows Standard	DSS Player Pro
[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]		
[F12]		Hotkey On/Off

8.5 Names and Functions of Option Settings Dialog Boxes Components

This section describes the names and functions of the components comprising the Option Settings dialog boxes, which are used for configuring various options.

Folder Design Dialog Box

This dialog box is used to configure folder-related settings.
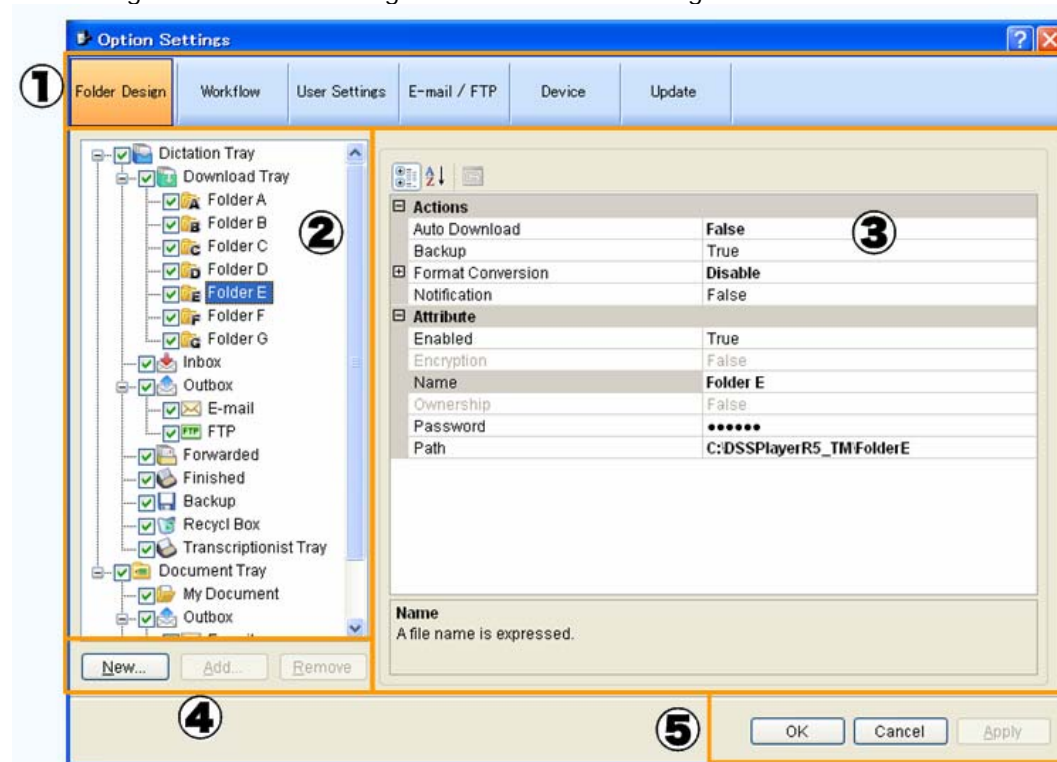
① Category Bar
Selects the category of the profile. The currently selected category is highlighted.
The setting information included in the profile falls into the following categories.

② Folder Tree
Configures the folders in the Dictation tray and Document tray.
Turning the checkbox on or off enables or disables the corresponding folder.

④ Create Folder Buttons
[New]: Creates a new folder. A created folder is displayed between the Download tray and Recording folder.
[Add]: Adds a specified external folder path as a custom folder to the Audio Tree view.
[Remove]: Removes a shortcut folder previously created with [Add].

③ Folder Properties

Displays the properties of the folder selected from the folder tree.
The properties are configured for each folder.
Configurable properties vary depending on the folder type.

Sorts the properties by category.

Lists the properties in alphabetical order.

⑤

[OK]: Fixes settings.
[Cancel]: Exits without modifying settings.
[Apply]: Enables changes.

Browse for folder Dialog Box
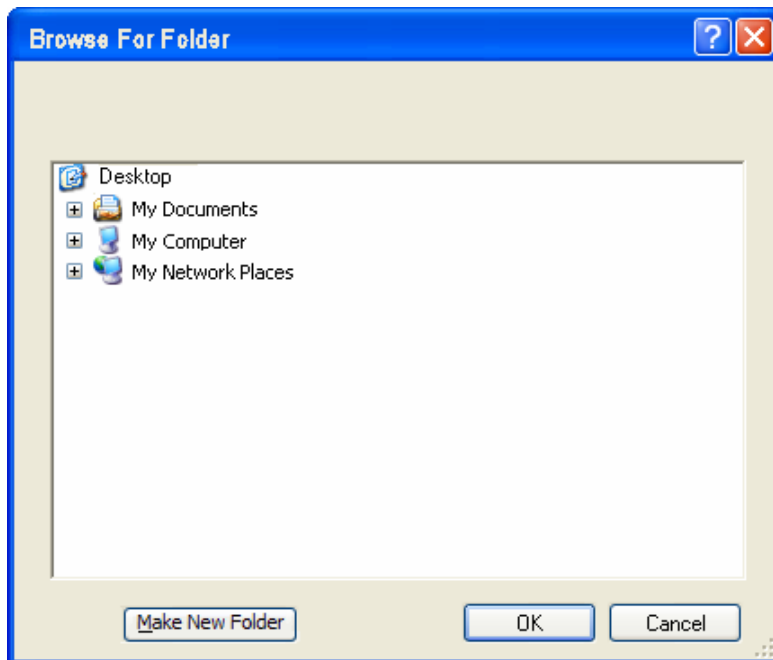
Select a folder and click [OK].

Change Password Dialog Box
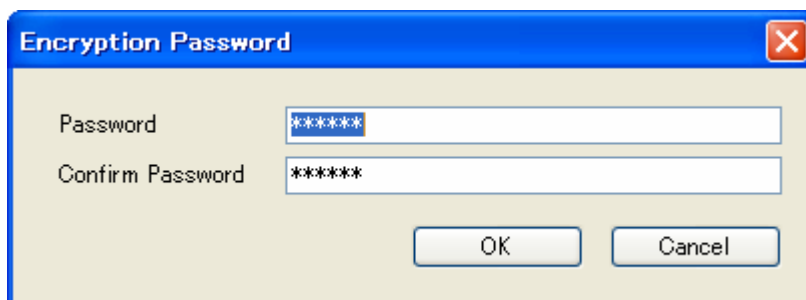
Enter a password in the New Password and Confirm Password fields and click [OK].

Support Document Type Dialog Box
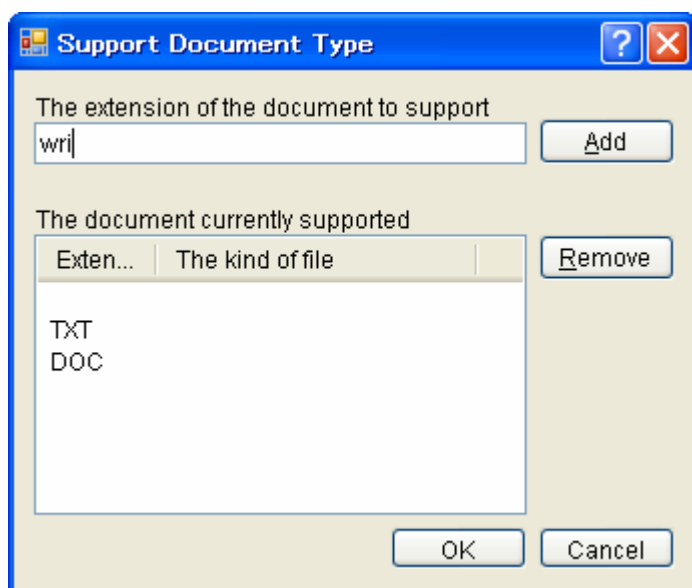
- To register an extension, type it in the [Supported document extension] box and click [Add].
- To delete an extension, select it from the [Supported document] list and click [Remove].
- When configuration has been completed, click [OK].

Convert Settings Dialog Box
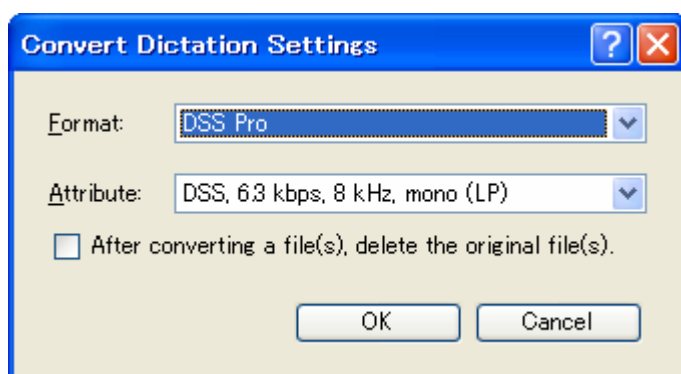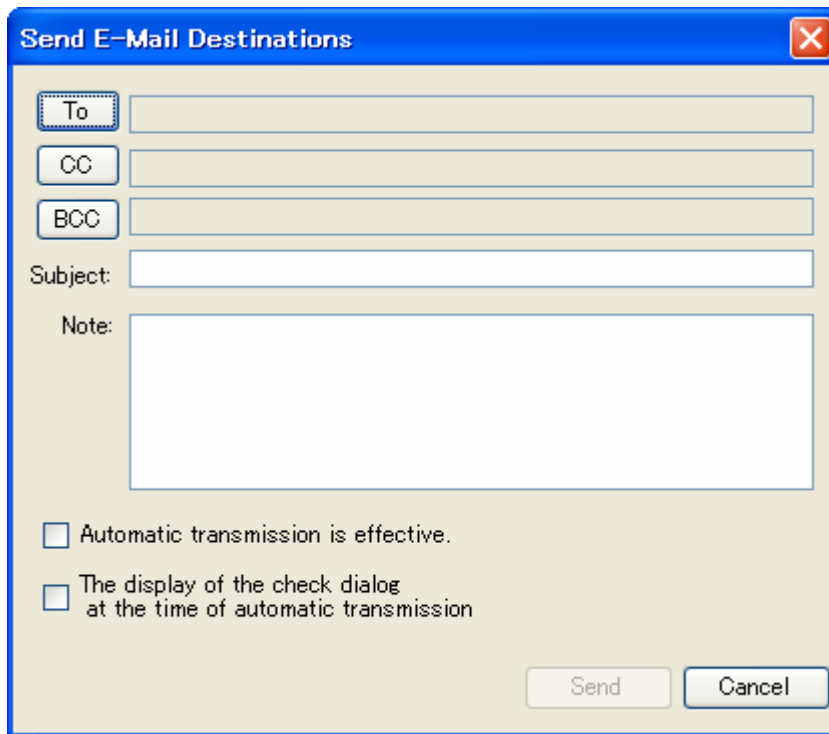
Specify the settings and click [OK].

Auto Send via E-mail Setting Dialog Box
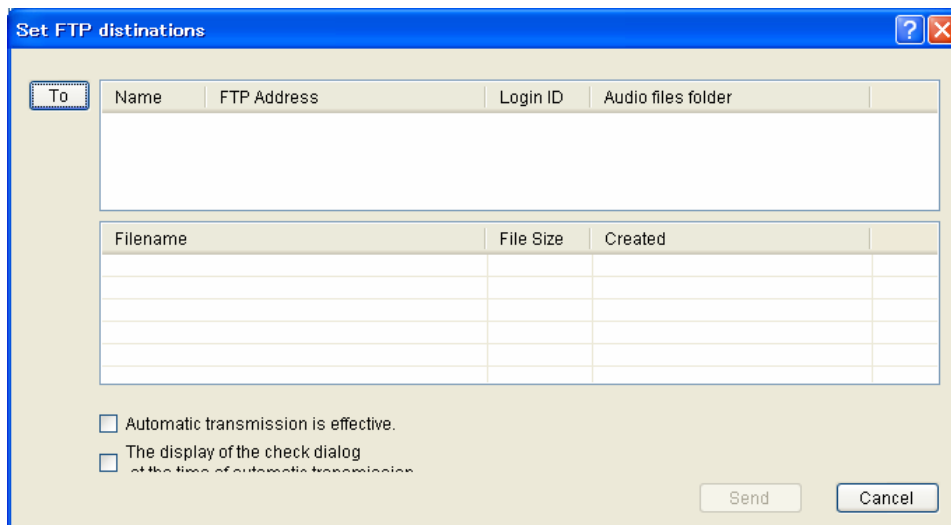
- Click To, CC, and/or BCC to specify the addresses.
- Type in a title and body in the Subject and Note boxes respectively.

Specify the settings and click [OK].

Auto Send via FTP Setting Dialog Box

Specify the settings and click [OK].

Cleaning Settings Dialog Box
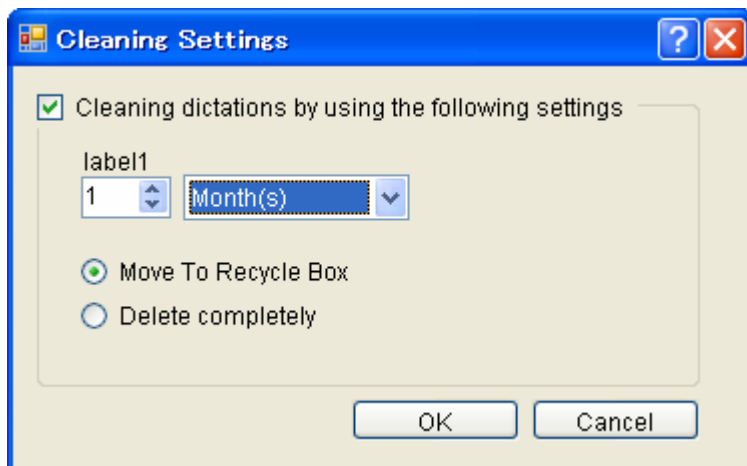
- Enable the Cleaning setting, specify the retention period, and click [OK].

Purge Setting Dialog Box
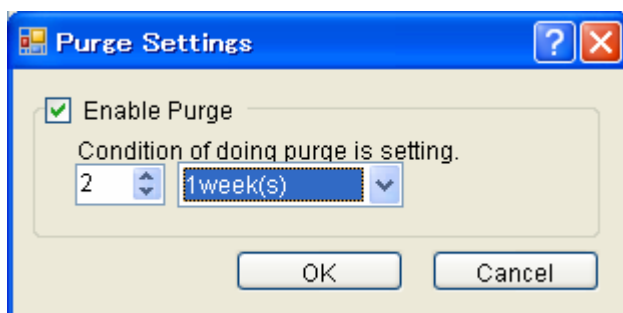
Specify the settings and click [OK].

File Name Setting Dialog Box
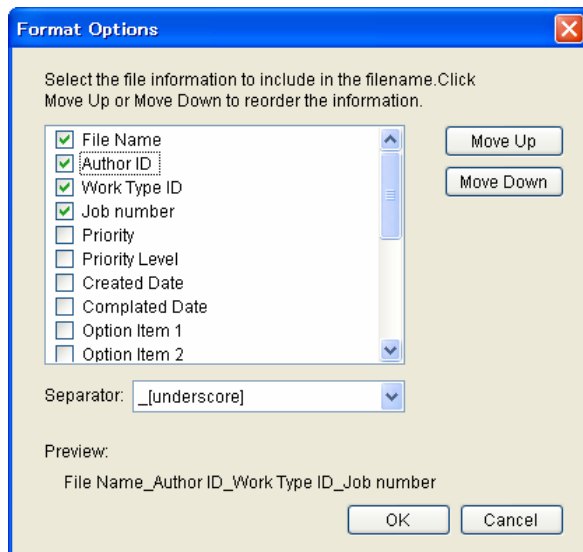
- By selecting the checkbox of an item, its setting is applied to the file name. Note that File Name is a required item.

- To change the order of items, select an item and use the Up and Down buttons to change its position.

- Setting a separator inserts it between selected items.
  The separator is selected from the drop-down list.
  [none]
     [space]
   - [hyphen]
   . [period]
   _ [underscore] (Default)

- [Preview] displays the format of a file name resulting from renaming being configured.

Edit Job Data Dialog Box
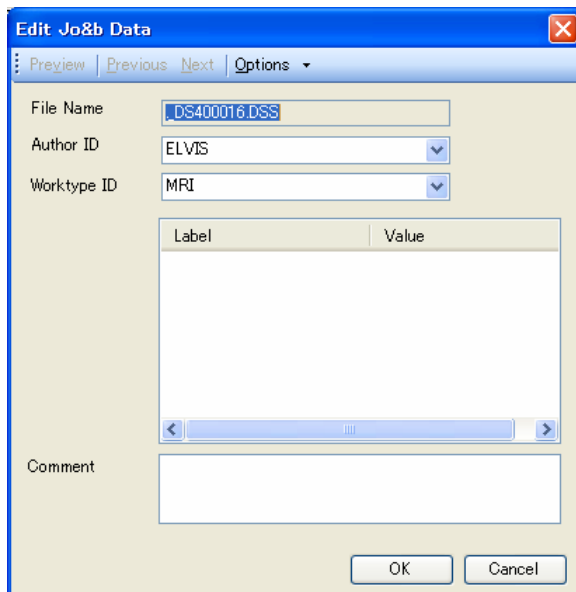
- This dialog box is used to configure job data (Author ID and Priority Level) for a file.
- Select the Author ID and Worktype ID from the drop-down lists.
- Enter the label names and values of option items.

Specify the settings and click [OK].

Rule Setting Dialog Box
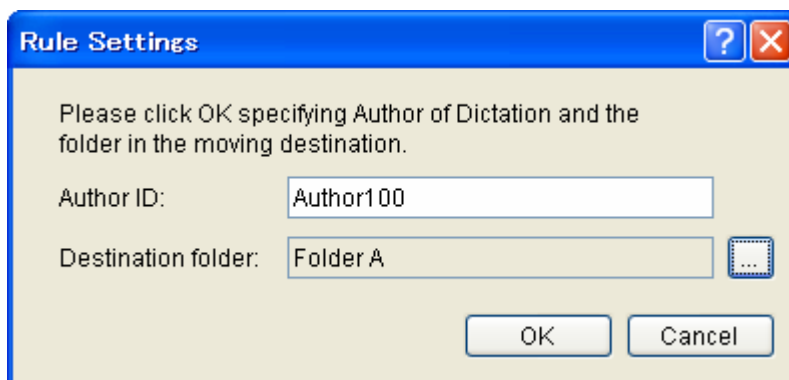
Configure the Author ID and destination folder of an audio file, and then click [OK].

Notification Window

Notification Window (Default)

- Clicking [Detail>>] displays the Notification window (Detailed display).

Notification Window (Detailed Display)
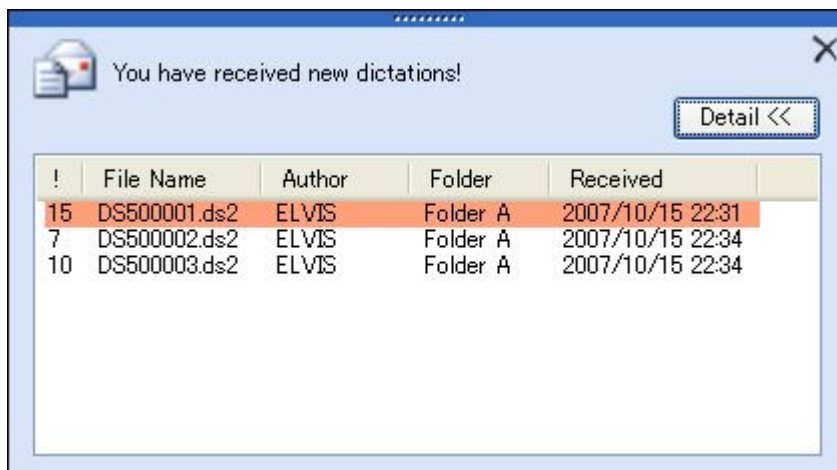
- Clicking [<<Detail] returns the display to default.
- Clicking ✗ closes the dialog box.

Configure Notification Dialog Box
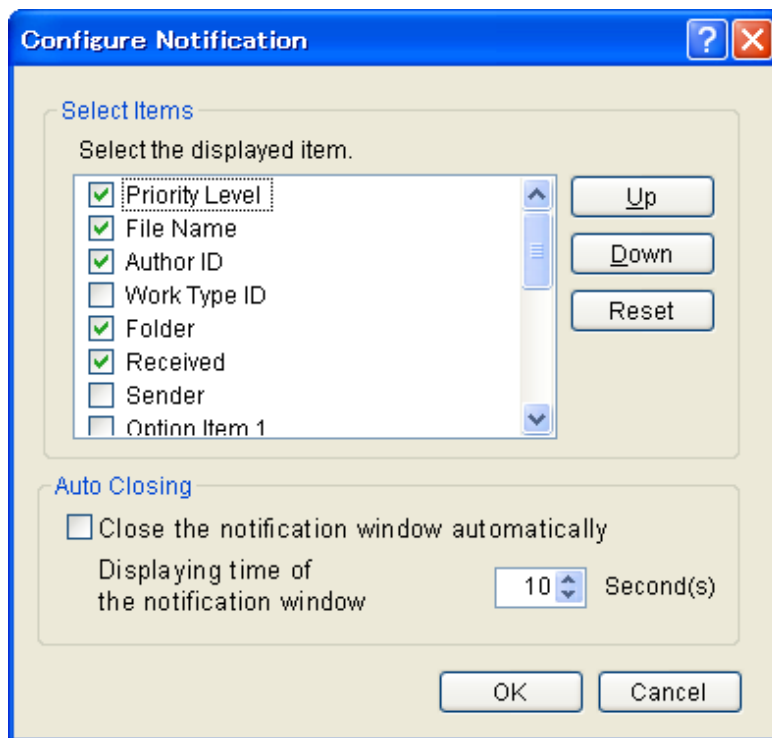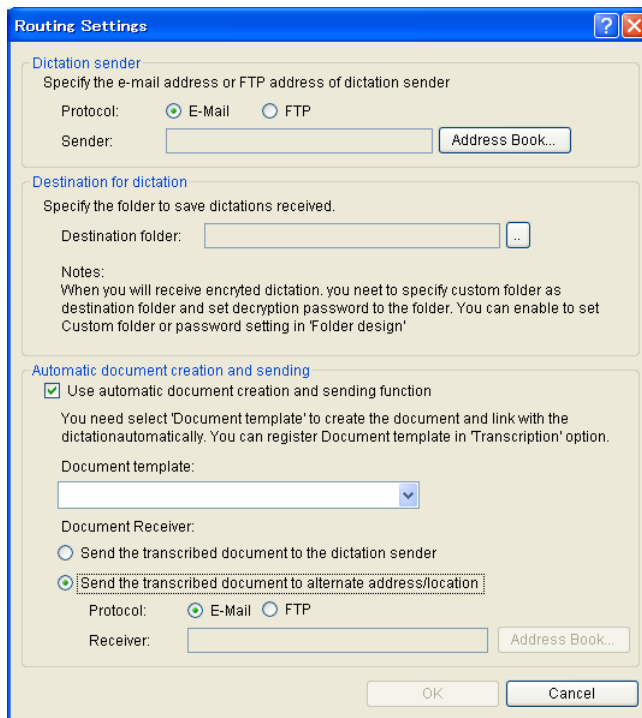
- " Select Items"
  Enables or disables the items displayed on the pop-up window.
  Priority level (Always enabled)
  File name (Always enabled)
  Author ID (Default: Enabled)
  Worktype ID (Default: Disabled)
  Folder (Default: Enabled)
  Received (Default: Enabled)
  Sender (Default: Disabled)
  Option items 1-10 (Default: Disabled)
  Automatic closing

- To change their display order, select an item and use the Up and Down buttons to change its position.

- To return the settings to default, click [Reset].

- "Automatic Closing"
  With "Close the Notification window automatically" enabled, the Notification window is automatically closed after the length of time configured with [Displayed only for].
  Configure the display length of time in the range from 3 to 30 seconds with [Displayed only for]. (Default: 10 seconds)

Routing Dialog Box

Specify the settings and click [OK].

Author Property Dialog Box

The Author ID and Priority Level can be configured.

Specify the settings and click [OK].

Worktype Property Dialog Box

This dialog box is used to configure the Worktype ID, Option Items, and the barcode input option.

Option Item

The Worktype ID and Option Items are configured.
Worktype ID can be entered using up to 16 desired characters.
Up to 10 Option Items can be registered.

- To add an Option Item, configure it in the Option Item Property dialog box, which is displayed by clicking [Add]. To enable an Option Item when making a recording on the recorder side, select the checkbox of its Label.

- To modify an Option Item, select its Label and click [Modify]. Then, make changes to the Option Item in the Option Item Property dialog box.

- To delete an Option Item, select its Label and click [Remove].

- To change the order of Option Items, select a Label and use the Up and Down buttons to change the item's position.

Limitations on Option Items
When creating an audio file, up to 10 Option Items are registered using the DS2 recording format, while only three of them are recorded using the DSS recording format.

Barcode Input Option

This option configures the input method when using barcodes to input values to the Option Items registered in the Option Item list.

- With [Barcode input option] set to "Bulk scanning" in the Worktype Property dialog box, one barcode scanning populates multiple Option Items with data. The start and end digit numbers for scanning can be set in the Option Item Property dialog box.

- With [Barcode input option] set to "Separate scanning", one barcode scanning populates a single Option Item with data. If multiple Option Items have been registered, separate barcode scannings sequentially populate the Option Items with scanned data.

Description

The description of the Worktype is registered. Up to 100 characters can be entered.

Option Item Property Dialog Box

This dialog box is used to configure an Option Item.

- For the Label, any string can be entered using up to 16 characters.
- For the Default Value, any value can be specified using up to 20 characters.
- For the Initially Displayed Value, the default value of the label when making a recording with a recorder is selected.
  (Blank/Default/Last Entered Value)
- For the Start and End Digit Numbers for Barcode Scanning, the range of string extracted from scanned data is specified with the start and end digit numbers.

⚠️ Limitations on the Label
When using the DSS recording format, only up to eight characters in a registered Label name string can actually be used. Subsequent characters are not recorded in a file.
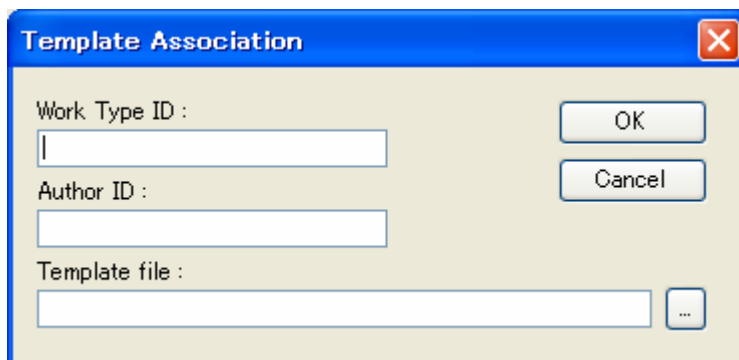
Recording Format Setting Dialog Box
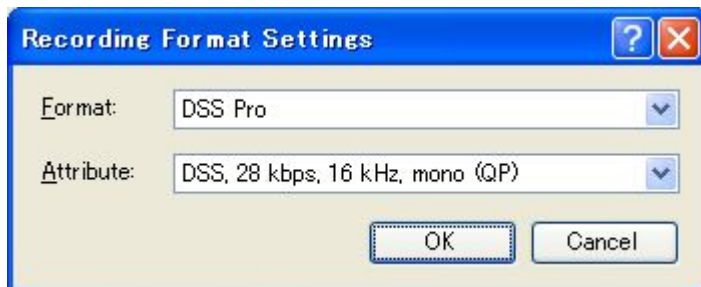
- Select the recording format from the Format drop-down list.
- Select the bit rate and stereo/monaural settings for a specified recording format from the Attribute drop-down list.

Template Association Dialog Box

Specify the settings and click [OK].

E-mail Settings (Select) Dialog Box

- Select an email sending/receiving protocol for registration and click [Next].
  The E-mail Settings dialog box for the selected protocol appears.

E-mail Settings (POP/SMTP) Dialog Box

```
┌─────────────────────────────────────────────────────────────────────┐
│ E-mail Settings                                              [?] [X]   │
├─────────────────────────────────────────────────────────────────────┤
│   Settings for POP/SMTP server                                        │
│                                                                       │
│  ┌ Profile ─────────────────────────┐                                 │
│  │  Name        [Yahoo          ]    │                                 │
│  └──────────────────────────────────┘                                 │
│                                                                       │
│  ┌ User information ────────────────┐  ┌ Server information ─────────┐ │
│  │  Name        [elvis          ]   │  │ Incomming mail(POP) [pop3.yahoo.com] │
│  │  E-Mail Address [elvis@yahoo.com]│  │ Outgoing mail (SMTP)[smtp.yahoo.com] │
│  └──────────────────────────────────┘  └─────────────────────────────┘ │
│                                                                       │
│  ┌ Logon information ───────────────┐                                  │
│  │  Account name [elvis          ]  │                                  │
│  │  Password     [********       ]  │           [ More settings ]      │
│  └──────────────────────────────────┘                                 │
│                                                                       │
│                                  [ Back ]  [ Finish ]  [ Cancel ]     │
└─────────────────────────────────────────────────────────────────────┘
```
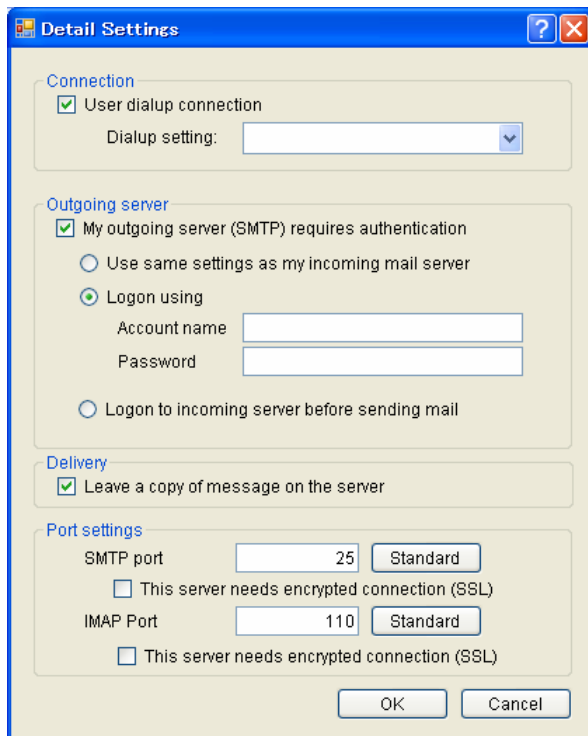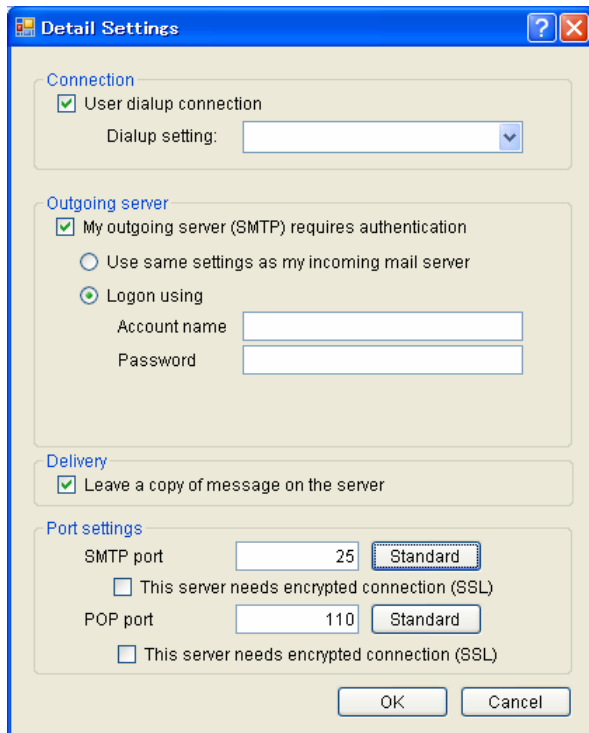
- To configure advanced settings, use the Advanced Settings (POP/SMTP) dialog box, which is displayed by clicking [More settings].

- Pressing [Test settings] initiates a test to determine whether or not a file can successfully be uploaded and downloaded with the current settings in the dialog box, and then displays the result.

- Specify the settings and click [Finish].

Advanced Settings (POP/SMTP) Dialog Box

Specify the settings and click [OK].

E-mail Settings (IMAP) Dialog Box

- Pressing [Test settings] initiates a test to determine whether or not an email can successfully be sent and received with the current settings in the dialog box, and then displays the result.

- To configure advanced settings, use the Advanced Settings (IMAP) dialog box, which is displayed by clicking [More settings].

- Specify the settings and click [Finish].

Advanced Settings (IMAP) Dialog Box

Specify the settings and click [OK].

E-mail Settings (GroupWise) Dialog Box

Specify the settings and click [Finish].

E-mail Settings (Lotus Notes) Dialog Box

Specify the settings and click [Finish].

E-mail Settings (Extend MAPI) Dialog Box

Specify the settings and click [Finish].

FTP Settings Dialog Box

- Pressing [Test settings…] initiates a test to determine whether or not a file can successfully be uploaded and downloaded with the current settings in the dialog box, and then displays the result.
- Specify the settings and click [Finish].

8.6 Glossary

Backup

With a folder configured for backup, the audio files dropped into the folder can be automatically backed up to a specified folder.

Citrix Presentation Server

A client/server system that allows a shared server application to be started from multiple client OSes including Windows, Macintosh, and Linux.

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 of the box.   Setting the Clean attribute enables automatic cleanup of old files.

Composite Mode

This mode supports multiple device classes. Recorders support the Audio and HID classes (note that DS-5000 supports the Audio, HID, and Storage classes).

Direct Record

A recording method that records audio data directly onto the hard disk drive of a PC with a connected DirectRecording device. DR-1000 and DR-2000 are the devices specialized for direct recording. Some DVR models also support direct recording.

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 Olympus and two other companies. It can downsize audio data while maintaining sound quality. All of Olympus recorder models support DSS. DSS-compliant audio 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 audio file encryption. DSS Pro-compliant audio 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 operation of an application or a button on the device to be assigned to

a key on the keyboard and executed simply by pressing the 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 instructions or other messages recorded for a Transcriptionist. An instruction comment can be created only with Direct Record and cannot be prepared when making a recording with a standalone recorder. It is maintained as a file separately from an audio file and is recorded to provide a Transcriptionist with instructions.

Job Data

A collective term for several basic settings - Author ID, Worktype, Option Items, and Comment.

By centrally managing this setting data as Job Data on the application side, each dictation can be edited and configured more easily.

Noise Cancellation

An operation that reduces noise output by extracting and filtering out noise components from an audio file.   The cancellation effect can be adjusted in three 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. DSS Player supports it only for playback. The file extension is .MP3.

MSI Package

A Windows Installer-compliant package for installation. DSS Player Pro R5 utilizes the MSI packages of modules when performing installations and upgrades.

OLE

When dragging and dropping an audio file to a document file, it can be configured to be either an embedded object or linked object.

An embedded object brings all audio data into the file, resulting in a larger amount of data, which can be played on another PC that has DSS Player installed. A file only linked with audio data retains the file name and path of an audio file, resulting in a smaller amount of data, which may not be able to be played if it cannot refer to the path of the audio data.

Option Item

Items associated with a work type. Up to 10 items can be registered with a combination of numbers.

Option Items can be input with tools such as Baltech Transponder or a barcode reader.

Ownership

An attribute that, based on an Author's privilege, prevents an audio file from moving to the Finished folder in Transcription Module after transcription. With this attribute configured, the file is not moved to the Finished folder in the Transcription Module when transcription has been completed.

Under review, with the Ownership attribute configured, the dictations in the folder can only be manipulated (moved and deleted) by the Author.

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.

Repository

A hierarchically structured database that stores shared data managed by System Configuration Program. It stores the profiles of users, profiles of groups, and Update information.

Stand-alone System

The basic system of DSS Player Pro R5. 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

In this mode, the device is recognized as large storage media when connected to a PC.

The memory or memory card installed in the recorder is recognized as a removable drive, and the files stored there can be accessed just as those on a hard disk.

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. A level setting optimized for a recording environment ensures an efficient recording. For recording intended for voice recognition, disabling the VCVA function is recommended.

Verbal Comment

A voice comment that is embedded in audio 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 an audio file based on the need for instructions.

WAV

A standard audio file format for Windows. It is also referred to as the WAVE format. The specifications include the saving format for recording a digitally converted audio signal. 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.

Workgroup System

The middle-class system of DSS Player Pro R5. It represents a multi-user system environment in which multiple licenses are managed by License Manager and user settings can be maintained with System Configuration Program.

Worktype

This is 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, additonal attributes can be provided.