OLYMPUS

DSS Player Pro

Dictation Module

INSTRUCTIONS

Contents

DSS Player Pro Features

DSS Player Pro is made up of two sections - a Dictation Module and a Transcription Module. These software products can be installed using the license ID that is supplied with the product. Functions provided by these two modules are summarized below.

Dictation Module
- Allows speech recorded on the DS-3000 to be stored and managed as DSS audio files on a PC.
- Plays audio files.
- Converts DSS files to WAVE files.
- Sends audio files as e-mail attachments.
- Allows DSS files to be recorded directly from the DS-3000 to a PC.
- Allows recorded speech to be converted to text when used in conjunction with speech recognition software.

Transcription Module
- Plays audio files in the background while another application such as a word processor is running.
- Receives audio files sent as e-mail attachments.
- Enables foot switch control of the playback process.

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System Requirements

- Operating system

Microsoft Windows 95 (Internet Explorer 4.0 or later) / 98/Me/NT Workstation 4.0 with Service Pack 4 (SP4) or later / 2000 Professional (referred to here as Windows 2000) / XP Home/Professional (referred to here as Windows XP)

- PC

IBM PC/AT compatible PC

- CPU

Intel Pentium 166MHz or faster, or AMD-K6

- RAM

32MB or more

- Hard drive space

25MB or more (plus space for sound data files)

- Sound card

Creative Labs Sound Blaster 16 or 100% compatible sound card

- Display

800x600 pixels or more, 256 colors or more

- CD-ROM drive

Double-speed CD-ROM

- USB port

One or more free ports

- Audio I/O terminals

Microphone input and earphone (or speaker) output

Notes
- USB ports are not available on PCs running Windows 95 or that have been upgraded from Windows 95 to any other OS. An optional PC Card adapter or floppy disk adapter is needed to download audio files to such PCs.
- Certain functions, such as remote and direct recording, are not available on PCs that do not have USB ports.
- One serial port or USB port is required to connect the Foot Switch.
- To use the Send/Receive Mail Function with Windows 98/2000, an MAPI subsystem such as Microsoft Outlook should be installed.

Installing DSS Player Pro

DSS Player Pro is made up of two sections - a Dictation Module and a Transcription Module. You need to enter the license ID that is supplied with the product during installation to run this software.

Notes
- If you intend to use speech recognition software, it must be installed first. For instructions on installing the speech recognition software, refer to the user's guide supplied with the speech recognition software.
- If you are running Windows NT4.0/2000/XP on a network, you need to log in as an administrator or use a user name that has administrator's rights.

1 **Insert the DSS Player Pro CD-ROM into the CD-ROM drive.**
The installer launches automatically.
Note
If the installer does not launch automatically, follow these steps.
It is assumed that the CD-ROM drive is assigned drive letter D.
(1) Click the "Start" button and select "Run."
(2) Type "D:Setup.exe" in the "Open" field and click "OK."

2 **The "Welcome to Olympus DSS Player Pro Setup" dialog box opens.**
Exit all applications other than the installer and then click "Next."
Note
If you are running Windows NT4.0/2000/XP, you need to log in as an administrator or use a user name that has administrator's rights.

3 **Register user information.**
Register user information. Enter your name, company name, and license ID number (serial number). The license ID number is printed on the license ID card. Click "Next." A confirmation dialog box opens. Click "Yes."

4 **Confirm acceptance of License Terms.**
You must accept the License Terms to install DSS Player Pro. If you accept, click "Yes."

5 **Select where to install DSS Player Pro**.
Specify the folder in which to install DSS Player Pro. Click "Browse" to change the installation folder. To use the default folder, click "Next."
Note
If the installation folder does not exist, a folder creation confirmation dialog box opens. Click "Yes."

6 **Select a program menu folder.**
You may change the program menu folder to another one, such as "Start Up". To use the default folder, click "Next."

7 **Confirm the start of file copying.**
Confirm all "Current Settings." To accept them, click "Next."
Note
To change the program menu folder or installation folder, click "Back."

8 **Install Acrobat Reader if not currently installed on your PC.**
When the Acrobat Reader installation dialog box opens, select "Install Adobe Acrobat Reader" and click "Next."
Note
Installing Acrobat Reader allows you to view detailed operating instructions for DSS Player Pro.

9 **Copy files.**
Wait until DSS Player Pro is installed on your PC.

10 **Setup Complete.**
Setup is complete. Click "Finish."

11 **Set up Acrobat Reader.**
When the Acrobat Reader Setup dialog box opens, click "Next."

12 **Select where to install Acrobat Reader.**
Specify the folder in which to install Acrobat Reader. To use the default folder, click "Next."

13 **Setup Status.**
Wait until Acrobat Reader is installed on your PC.

14 **Exit Acrobat Reader setup.**
When the Exit Setup dialog box opens, click "OK."
Notes
- You may be requested to restart your PC when setup is complete. If so, make sure that "Yes, I want to restart my computer now." is selected before clicking Finish to restart the PC.

- When you start Windows after DSS Player Pro has been installed, is displayed on the taskbar.

- If you want to use both the Dictation Module and the Transcription Module on the same PC, repeat the installation process using the option "Modify" in the Start-up screen.

Uninstalling DSS Player Pro

The process of removing software installed on your PC is called uninstalling. Uninstall DSS Player Pro when it is no longer needed.

1 **Click "Start," point to "Settings," and select "Control Panel."**

2 **Double-click "Add/Remove Programs."**

3 **A list of applications that have been installed is displayed.**
Select "Olympus DSS Player Pro."

4 **Click "Add/Remove" (in Windows 2000, "Change/Remove").**

5 **The "Modify, Repair, or Remove the program" dialog box opens.**
Make sure that Remove is selected and then click "Next."

6 **A file deletion confirmation dialog box opens. Click "Yes"**

7 **Now deleting.**
DSS Player Pro is being deleted. Please wait.

> ***Note***
> *An additional message may appear. If so, read it carefully and do as instructed.*

8 **Exit uninstall.**
The program has been uninstalled. Click "Finish."

Connecting the DS-3000 Digital Recorder

The DS-3000 works with both the Dictation Module and the Transcription Module.

> *Notes*
> *- Make sure you finish installing DSS Player Pro before connecting the DS-3000. If you connect the DS-3000 before installing DSS Player Pro, the "Add New Hardware Wizard" dialog box will open. If this happens, click "Cancel" to exit the wizard and install DSS Player Pro (P.6).*
> *- Before connecting the USB cable to the DS-3000, make sure that the DS-3000 is in the stop mode, with its rear-panel POWER/LOCK switch ON and that the HOLD switch is not set to the HOLD position.*

1 **Insert the USB cable connector A into the PC USB port.**

A   **B**
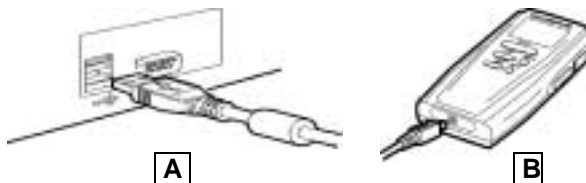
2 **Insert the USB cable connector B into the DS-3000.**
DSS Player Pro launches automatically when the software recognizes the DS-3000.

> *Notes*
> *- For information about your PC's USB ports, refer to the user's guide supplied with the PC.*
> *- Never remove the USB cable while a communication session is in progress. Data files could be damaged if you do.*

Starting the Dictation Module

To start the Dictation Module, follow these steps.

Note
It is assumed that the DSS Player Pro Dictation Module has been installed. For installation instructions, see **Installing DSS Player Pro** *(P.6).*

1 **Start Windows.**

2 **Connect the DS-3000.**
For instructions on how to connect the DS-3000, see **Connecting the DS-3000 Digital Recorder** (P.9). The Dictation Module will launch automatically, opening its main window.

Notes
- If you plan to use a SmartMedia, it should be
 connected at this point.
- If the Dictation Module does not launch
 automatically, follow these steps.
(1) Click the "Start" button.
(2) Point to "Programs" and select "Olympus DSS
 Player Pro."
(3) Click "Dictation Module."
- To disable automatic launching of the Dictation

 Module, right-click on on the taskbar and then select "Do not detect automatically."

(1)   (2)   (3)
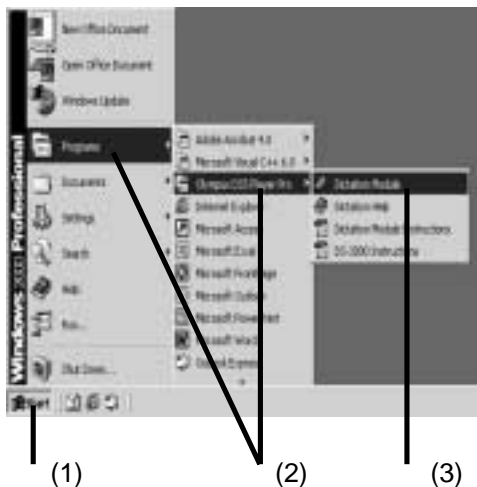
Send Mail Function

To activate the Send Mail function, the MAPI subsystem must be installed on your computer. Check if the MAPI subsystem is installed on your computer by following the steps below.

1 **Click Start, Settings and Control Panel.**

2 **Check whether "Mail" or "Mail and Fax" icon is in the Control Panel**.

If the icon exists, the MAPI subsystem has already been installed in your computer. Go to the "How to Activate Send Mail Function" section in this manual.
If the icon does not exist, install the MAPI subsystem. The MAPI subsystem will be installed when Windows Messaging, Microsoft Exchange Client, or Microsoft Outlook is installed.
Windows Messaging is included in the CD-ROM for Windows 95 and Windows NT4.0. Microsoft Outlook is included in the CD-ROM for Microsoft Office.

How to Install MAPI Subsystem

For Windows 95 users

1 Click **Start**, point to **Settings**, and click **Control Panel**.

2 Double-click on the **Add/Remove Program** icon.

3 Click on the **Windows Setup** tab.

4 Check the **Microsoft Exchange** (or **Windows Messaging)** box

5 Click OK to continue. You may be prompted to insert the Windows 95 CD-ROM.
A copying Files message appears, and the Inbox Setup window appears.

6 After you have finished installing Windows Messaging, your Windows Control Panel should have
a new "Mail" or "Mail and Fax" icon.

For Windows NT4.0 users

1 Click **Start**, point to **Settings**, and click **Control Panel**.

2 Double-click on the **Add/Remove Program** icon.

3 Click on the **Windows NT Setup** tab.

4 Check the **Windows Messaging** box.

5 Click OK to continue. You may be prompted to insert the Windows NT CD-ROM.
A Copying Files message appears.

6 After you have finished installing Windows Messaging, your Windows Control Panel should have
a new "Mail" or "Mail and Fax" icon.

For Windows 98/2000/Me/XP users
Installing Microsoft Outlook 98

1 Start the Setup program for Outlook 98. When the following window appears, select **[Other Mail Applications]** and click the **Next** button.
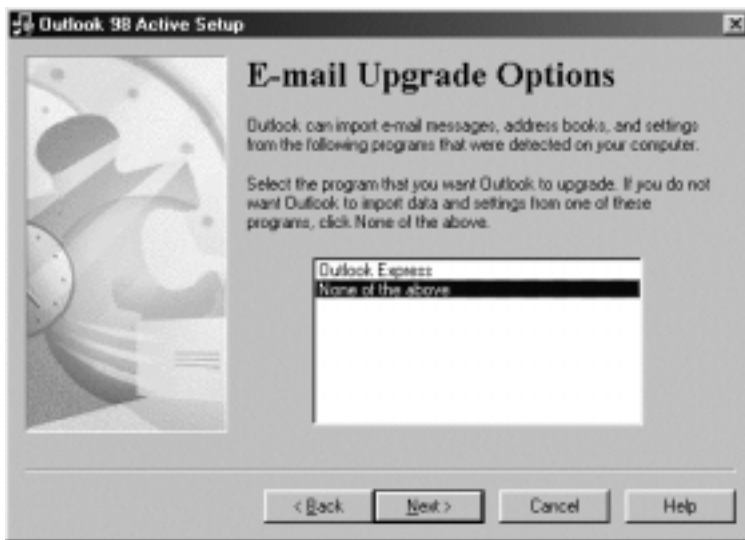
2 When the following window appears, select **[Corporate or Workgroup]** and click the **Next** button.

3 Follow the instructions on each screen.

Installing Microsoft Outlook 2000

1 After installing Outlook 2000, start the program.
When the following window appears, click the **Next** button.

2 Select **[Corporate or Workgroup]** and click the **Next** button.

3 A dialog box for setting up Microsoft Outlook appears. This is the Wizard for creating a Profile. See Step 3 in the following **Dictation/Transcription Module** section.

Installing Microsoft Outlook XP

1 After installing Outlook XP, double-click on the Mail icon in the Control Panel, and then click the [Show Profiles…] button.

2 Click the [Add…] button.
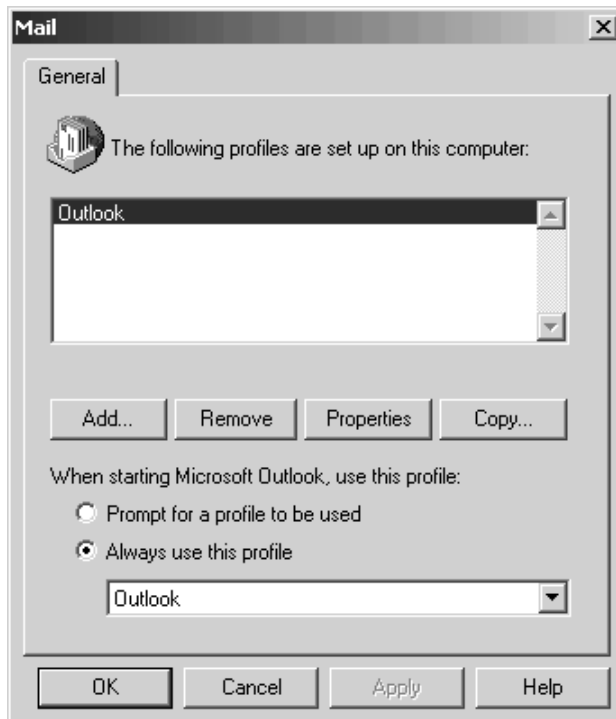
3 Type the profile name and click [OK].

New Profile

Create New Profile

OK

Cancel

Profile Name:

Lotus Notes

4 Select "Add a new e-mail account" and click [Next].

E-mail Accounts

E-mail Accounts
You can change the e-mail accounts and directories that Outlook uses.

E-mail
- Add a new e-mail account
- View or change existing e-mail accounts

Directory
- Add a new directory or address book
- View or change existing directories or address books

< Back   Next >   Close
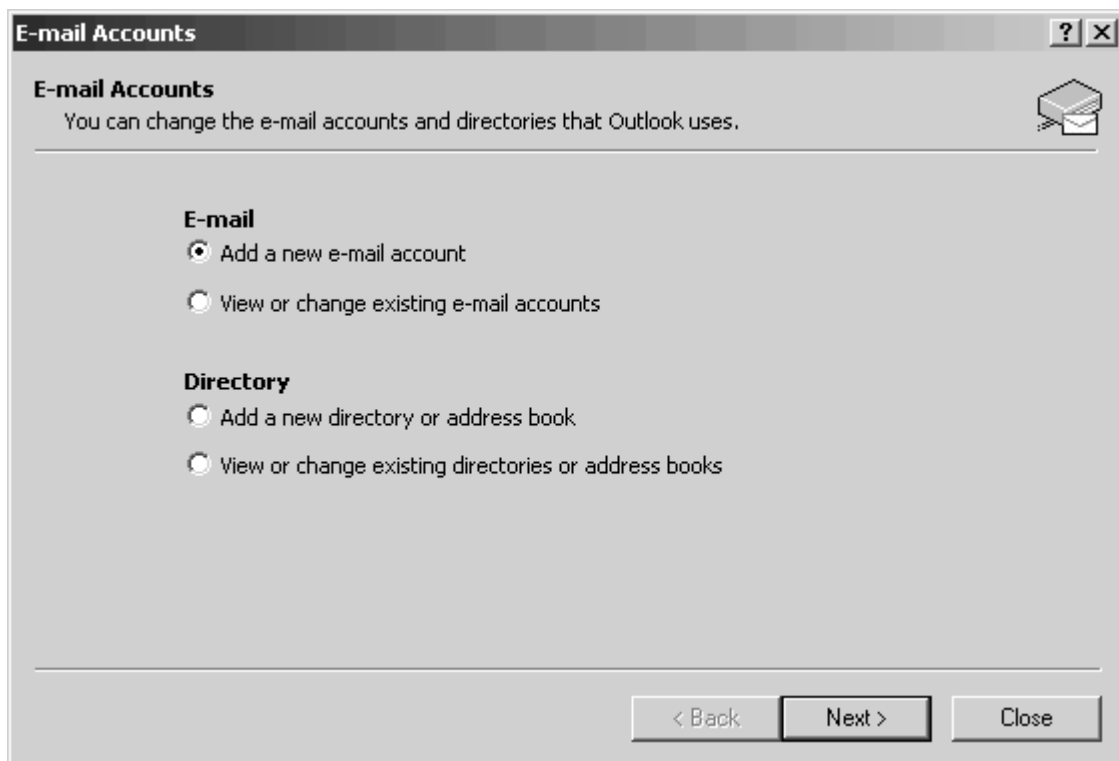
5 Select the server type that your e-mail account will work with. If you are going to use an MAPI compliant Workgroup system such as Lotus Notes or Novell GroupWise, select "Additional Server Types", click [Next], and then go to Step 6. If you are planning to use an Internet service provider, select POP3 server, click [Next], and then go to Step 7. Please note that AOL cannot be used because AOL cannot open e-mail servers.
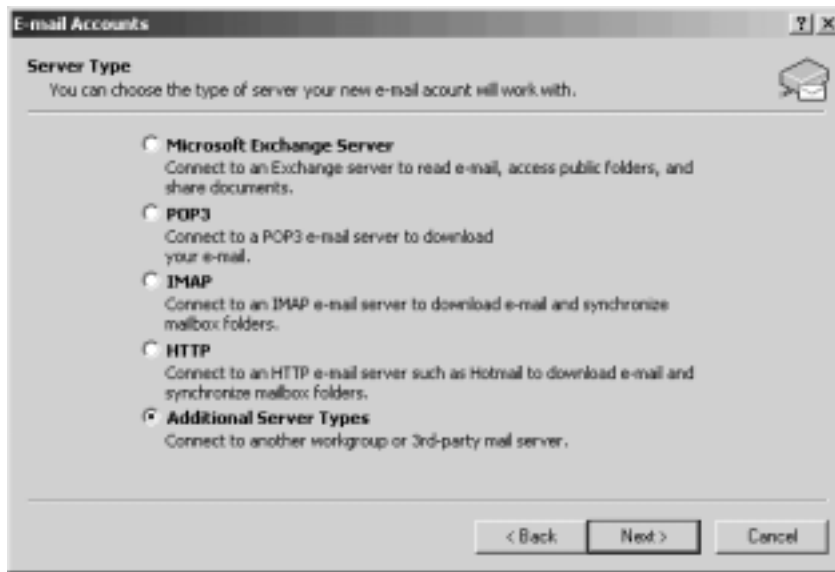
6 If you select "Additional Server Types", you will see the following dialog box. Click [Next] and follow the instructions on the screen, and then go to Step 8.
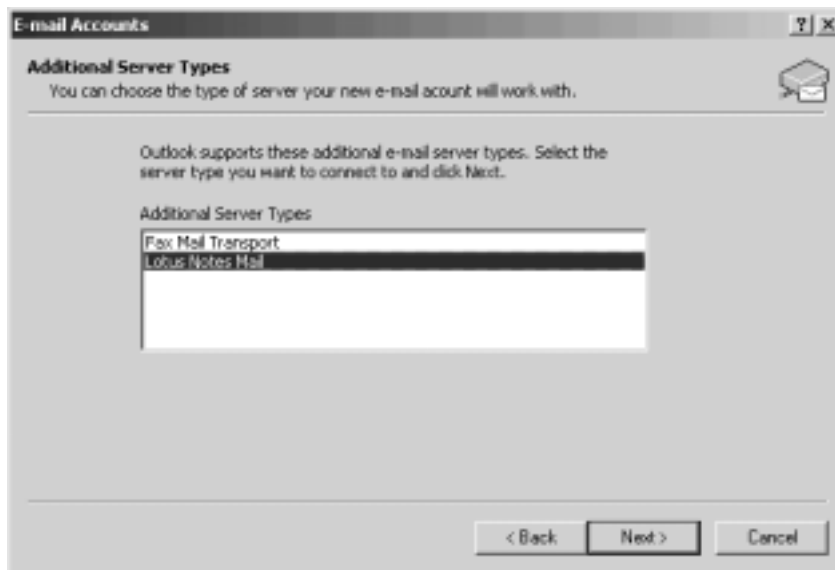
7 If you select "POP3", you will see the following dialog box. Enter the necessary information and click [More Settings…].

Select the Connection tab in the following dialog box and make sure the appropriate connection method is selected.

8 After the setup is completed, open DSS Player Pro and click "Tools", "Options", "Mail" tab, and select the profile name you have created. If you want to preset the destination address, enter the e-mail address, subject and message. If you are using Lotus Notes, click the "Address Type" Combo Box and select "NOTES" from the list of address types.

Options	

Download | Mail

Profile: Lotus Notes   Add...

To: Set

Delete

CC: Set

Delete

Address Type:

Address Book ...

SUBJECT:

Message:

☑ Display confirmation dialog box when sending a message

☐ Limit size of attachments

0   Kbyte under

OK   キャンセル

How to Activate Send/Receive Mail Function

Create A Profile

The Profile is the group of information services to set up the Messaging application. The information services allow you to access the Mailbox and review the Address Book. The Send Mail function will not work if there is no Profile. If the Profile exists and has already been used for sending e-mail, it is not necessary to create a new Profile.

The instructions for how to activate the Send Mail function in DSS Player Pro and create a Profile are shown below.

Dictation/Transcription Module

1 Start the DSS Player Pro Dictation or Transcription Module and click **Tools**, **Options** in the menu to open the Option Setting dialog box.

2 Click the **Mail** tab and select the Profile name you want to use. If there is no Profile name, go to the next step.

3 Click the [Create] button. The Setup Wizard runs and will list the Messaging applications that comply with MAPI. For example, if Groupware such as Lotus Notes, Novell GroupWise, or Microsoft Exchange is installed, these applications will be listed.
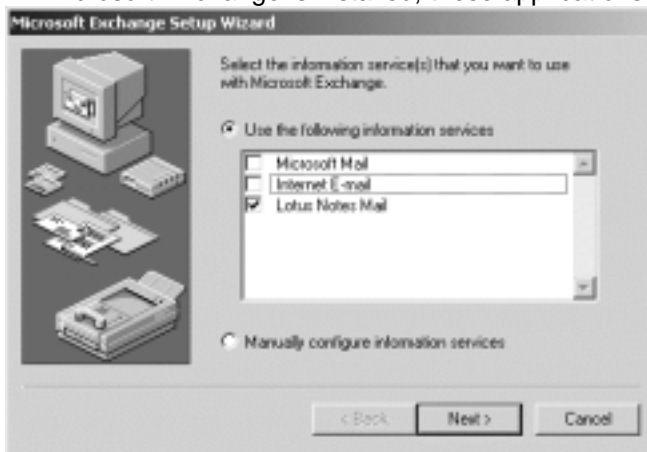
4 Select [Use the following information services] and check one application from the list. If you want to set up a dialup connection through an Internet service provider, select [Internet E-mail] in the list. If you want to set up to use a LAN within your company, also select [Internet E-mail] in the list.

Note
The Send Mail function does not work with AOL or Internet providers that cannot open POP3 server addresses.

5 Click the **Next** button and follow the instructions on each screen.

6 When the Wizard is complete, it returns to the Profile in the Option Setting dialog box. Please make sure that the Profile name you have created using the Setup Wizard is displayed in the Option Setting dialog box. If a different profile name is displayed, switch to the Profile you have created.

Let's Get Started

Download Files

The method for downloading files varies depending on the device used (storage media and DS-3000/2000/330/320/150/10). Select the device that you are using from the following list.

DS-3000

SmartMedia Card

Removable Drive

Download DS-3000

If you are using Windows 98/2000/Me/XP or Windows NT 4.0, you can use the DS-150/320 (USB) and DS-3000 (USB). If the Dictation Window is open and you connect or remove these devices, the Device TreeView information is immediately updated. In addition, if you connect these devices to the PC while the program is not running, the Dictation Window automatically starts.

The download destination of files is the same folder as that for the DS-3000 in the Download Tray. When files are being downloaded, a dialog box appears showing the progress of the download process. The DS-3000 files are downloaded to the PC in the following format.

"User ID (first four letters) +Serial Number (four digits)"

The downloaded DSS files can be played using a Windows compatible sound card. You can play the DSS files by

pressing [▶] (Play) or

selecting [Play] in the Tools menu.

Here, operations such as play, stop, fast forward, and rewind can be performed just like a tape recorder. You can also click on the position that you wish to play on the Play bar or drag the position control to quickly move the playback position.

Download SmartMedia Card

If the Dictation Window is open and you connect or remove a SmartMedia Card, the Device TreeView information is immediately updated.

In addition, if auto start is selected and you connect the SmartMedia Card to the PC while the program is not running, the Dictation Window automatically opens.

The download destination of files is the same folder as that for the SmartMedia Card in the Download Tray.

Download Removable Drive

Information about the Removable Drive in the Device TreeView is not updated when you connect or disconnect the Removable drive unless you select [Detect Device] in the Tools menu or click the

[Detect Device] button on the toolbar.

The download destination for files depends on whether there is a folder on the Removable Drive. If there is no folder on the Removable Drive, the files are downloaded to folder A of the Download Tray. Otherwise, the files are downloaded to the same folder as that for the Removable Drive in the Download Tray.

Play Files

In the Dictation Window, you can play and manage downloaded DSS files, WMA files and WAVE files. You can also double-click a DSS file in Windows Explorer, for example, to open the Playback Control Window and play the DSS file.

Edit Files

If the **DS-3000/2000/330/320/150/10** is connected to the PC, you can edit a DSS or WMA file by opening the Remote Dictation Window from the Dictation Window ([New File] or **[**Edit File**]** in the [File] menu or ![icon] or ![icon] on the toolbar).

Attach Files to E-mail and Transmit

You can attach files to an e-mail message and send the message with the profile specified by clicking [Options], and then clicking [Send mail] in the Tools menu of the Dictation Window.

In the Dictation Window, click the ![icon] [Send] button or select [Send Files] on the Tools menu to attach DSS files to an e-mail message and send the message. In the Remote Dictation Window, click the ![icon] [Send] button or select [Send Files] on the Tools menu to do the same.

In addition, the [Confirm the contents to be transmitted] dialog box appears only when the files are specified by [Send mail] in [Options]. Here, you can change the destination, subject, and other information.

Creating a log file

You can record histories of file operations such as downloading files, deleting files, renaming files and mail transmission on text.

To use this function, first execute the About Dictation Module command from Help Menu in the Dictation Window to display the version information. If you enter CTRL+L in this dialog box, the log file creation dialog will be displayed. This dialog box allows you to set the path and file name of the output log file. The log will be output to a different file each month.

[Mail] Options

Profile

Destination

CC

Set address/CC from the address book

SUBJECT

Message

Display the confirmation dialog box when sending a message

Limit the size of the attached file

[Download] Options

A function will become active if its check box is checked.

Delete

Deletes the original file after downloading.

Change WAV

Converts to a WAV file while it is being downloaded.

Send E-Mail

Attaches the file to an e-mail and sends after downloading.

Download Folder

Here, the current download folder is displayed.

The download folder can be changed by pressing the [...] button.

Auto Download

Downloads all data after detecting the device.

If you check Folder "A", "B" or "C", the files that are currently in these folders will be attached to the e-mail.

Profile

Pressing the [Create] button creates a new profile. If your profile already exists, it can be chosen here.

You can select from the profiles that are displayed by selecting

[icon] Control Panel, [icon] Mail, Service, and [Display Profile],

in sequence. You can also create new profiles by clicking [New].

Confirmation of contents to be transmitted

To
CC
Address Book
SUBJECT
Message
Attached File

To

Enter an e-mail address in the left edit box and click [**Set**] to add a To address. The list box on the right displays all To addresses that are currently set. You can delete a To address by selecting it and clicking [**Delete**].

CC

Enter an e-mail address in the left edit box and click [Set] to add a new CC address.

The list box on the right displays all CC addresses that are currently set. You can delete a CC address by selecting it and clicking [Delete].

Address Book

Your address book is opened allowing addresses to be added as a To address or CC.

SUBJECT

Subject of the E-mail.

Message

Message text of the E-mail.

Attached File

You can check all the attached files.

Display the confirmation dialog box when sending a message

If you select the check box, the [**Confirm the contents to be transmitted**] dialog box is displayed when you send an e-mail message. If you do not, the e-mail is sent using the current profile without confirmation.

Limit the size of the attached file

If you select the check box and the specified size is exceeded when sending an e-mail message with multiple file attachments, the message is divided into multiple messages so that each message does not exceed the specified size.

In this case, if any one file exceeds the specified size, an error message is displayed and the e-mail message is not sent. If this occurs, select "attach files" again or change the specified size.

DSS Player Pro Guided Tour

DSS Player Pro Guided Tour

Application Overview
DSS Player Pro consists of the following three windows.
Dictation Window
Remote Dictation Window
Playback Control Window

The Dictation Window
Enables you to perform functions such as playing DSS/WMA files that have been downloaded from the storage media (Removable Drive or SmartMedia Card) or the Digital Voice Recorder to your PC:

- Perform voice recognition between index marks (when IBM ViaVoice98 or ViaVoice Millennium (sold separately) is installed)

- Embed DSS files into another application

- Attach DSS/WMA files to e-mail messages and send them

- Upload DSS/WMA files from the hard disk

In addition, if auto start for the Dictation Window is selected, the Dictation Window will automatically start when the Digital Voice Recorder is connected to your PC via USB or when a PCMCIA card is inserted.

Remote Dictation Window
Enables you to use the DS-3000 for remote operation of the DSS Player Pro application on your PC. For example, if you press the record button on the recorder, recording starts. If you press the stop button, recording stops. This window is opened only from the Dictation Window.

Playback Control Window
Opens and plays DSS files when files are double-clicked in Windows Explorer, for example. The window also opens when playing DSS files that have been embedded into a document. The Playback Control Window opens only when the selected file is a DSS file.

Dictation Window

Dictation Window

The Dictation Window opens when DSS Player Pro is started.
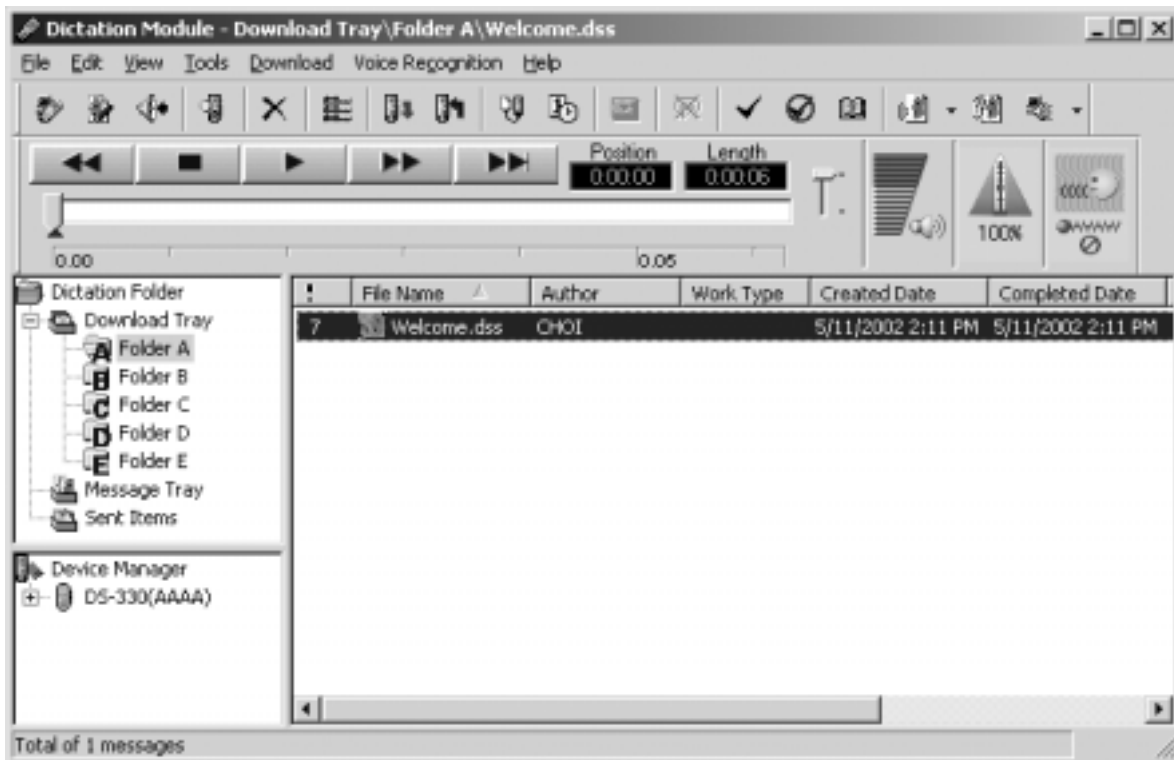
Title Bar

Displays the path of the active file.

Menu Bar

File Menu

Edit Menu

View Menu

Tools Menu

Redirect Menu

Voice Recognition Menu

Tool Bar

[New File]

Starts the **Remote Dictation Window and opens a new DSS file**. This command is valid only if the DS-3000 is connected to the PC at this point.

[Edit File]

Opens the file that is currently selected in the Dictation ListView **(the active file if multiple files are selected)** in the Remote Dictation Window.

[Convert to WAV File]

Converts the files currently selected in the Dictation ListView **(all selected files if multiple files are selected) into WAVE Format and saves them to the specified folder.** The names of the WAVE files that are created are the same as those of the DSS files with the file extension changed to .wav.

[Detect Device]

Updates the information about devices that cannot be automatically detected. If a new device is detected, it is shown in the Device TreeView.

[Delete]

Deletes the files that are selected in the Dictation ListView.

[Intro Scan]

Plays the initial five seconds of the files in the selected folder. Scanning starts from the first file and continues until all the DSS files in the selected folder have been played. When all DSS files have been scanned, a beep is heard. For DSS files that are less than five seconds long, the file is played to the end and scanning continues to the next DSS file.

When the files in the selected folder are scanned, the DSS file that is being played is highlighted.

If you interrupt the scanning operation by stopping or changing the playback position, scanning stops at that point and the current file becomes the active file. In addition, if you execute Intro Scan while scanning is in progress, the operation is aborted and the current file is played until the end of the file or until it is stopped.

[Download All]

Downloads **all DSS files** in the recorders and cards that are currently detected in the **Device TreeView** to **the same folders in the Download Tray**. However, if files are downloaded from a Removable Drive that does not have a folder, they are downloaded only to Folder A. If multiple devices are detected in the **Device TreeView**, a dialog box appears for you to select which devices to download the DSS files from. In addition, even if the folder names are changed, the files are downloaded to the original Folders A, B, and C in the Download Tray.

[Upload DSS Files]

Uploads the DSS files that are currently selected in the **Dictation ListView to the same folder in the recorder or card.** You cannot upload files to a folder in the DS-150.

The DSS files chosen in the voice list window will be uploaded to the device detected in the device window.

However, when two or more devices are detected, a dialog window will appear, and you will need to choose one device.

[Create and Send Job Data]

The [Create and Send Job Data] dialog box opens and allows you to send the Author ID, Work Type ID and Priority Level of the device to the DS-3000 Digital Voice Recorder.

Up to 10 Author IDs and Work Type IDs can be set and transferred to the DS-3000. After transferring the list of the Author ID and Work Type ID to the DS-3000, it will be displayed on the DS-3000 LCD. If the authors select the appropriate Author ID and Work Type during dictation, the information will be stored in the file header of each dictation. The information is useful for later file management and transcription because the DSS Player Pro displays the Author ID and Work Type ID together with the File Name and Date/Time.

The check box for each entry can be used to select the default setting. The Author ID or Work Type ID checked is set as the default choice in the list.

The "Save" button is useful to back up the list of Author IDs and Work Type IDs in the PC. Once you save the data, you will see the latest settings every time you open the [Create and Send Job Data] dialog box.

You can assign a device priority level of 0 to 15 for each DS-3000. The default priority level is 7 and the highest level is 15. Once the priority level is changed and transferred to the DS-3000, the level will be maintained until a new priority level is transferred. Please note that the device priority level can be changed only through the software.

 [Transfer The Date/Time]

Transfers the date/time data of the PC **to the recorder**.

 [Send]

Attaches the **DSS files** currently selected in the **Dictation ListView** to an **e-mail message and sends the message.** If the DSS files are files in a recorder, the files are first downloaded to the Message Folder/Download Tray folder. The downloaded files are then attached and sent.
If the [Display the confirmation dialog box when sending a message] check box is selected in [Send the mail] options, the [Confirmation the contents to be transmitted] dialog box opens.
Once the message has been sent, the attached file is moved to the sent items folder.

 [Start Voice Recognition]

This command is available only when IBM's voice recognition applications ViaVoice98, ViaVoice Millennium (not included), or later versions, is installed on the PC. When the command is activated, SpeakPad starts automatically convert files selected in the Voice List window to text files.

This command is available only for DSS files recorded in standard mode and WMA files (Hi-Quality mode), recorded with the DS-10 (or other supported recorders).

When multiple files are selected in the Voice List window, voice recognition is executed one at a time. When voice recognition is completed for each file, the important information for the voice file is inserted as a delimiter. The status of current voice recognition can be viewed using the [Show ProgressRecognition_Status_View] command

 [New Index Mark]

Index marks can be assigned to any position in the selected DSS file. WMA files recorded by DS-10 are also available Clicking the Skip to next index mark button moves to the index mark position of the file at any time. A total of 16 index marks can be stored in each file. All index marks remain attached to the file until they are deleted.

To insert an index mark during playback, start playback, move to the desired position (play the file or drag the Position Control to the appropriate position), and select New Index Mark on the Tool bar.

To insert an index mark while playback is stopped, simply execute New Index Mark at the desired position of the DSS file.

 [Delete Index Mark]

To remove an index mark, first use the (Index Mark Skip Button) or the [View All Index Marks] command to move to the desired index mark. While playback is stopped, execute Delete Index Mark at the desired position.

 [View All Index Marks]

A dialog box opens. Double-click the time at the index mark or select the time and click the [Skip] button to play the file from the selected time position.

In addition, you can delete the time of the index mark by selecting the time while playback is stopped and clicking [Delete].

If an index mark is chosen and the [skip] button is pressed, the file is played back from the time chosen. Moreover, if an index mark is chosen in the middle of the stop mode and [delete] is pressed, the time of the index mark chosen can be deleted.

[Select File Type]

By pressing the button, **the button and the displayed files change as follows.**

Button display and displayed files	**Display after the button is pressed**
DSS Files Only	WAVE Files Only
WAVE Files Only	DSS files and WMA files
DSS files and WMA files	WMA files only
WMA files only	DSS files, WAV files and WMA files
DSS, WAV and WMA files	DSS Files Only

[Display Playback Control]

Opens the active file in the Playback Control Window.

[Select Speaker]

Selects either the PC speakers or speaker on the recorder as the target for audio output.

Output audio to PC

Output audio to Recorder

Playback Control Bar
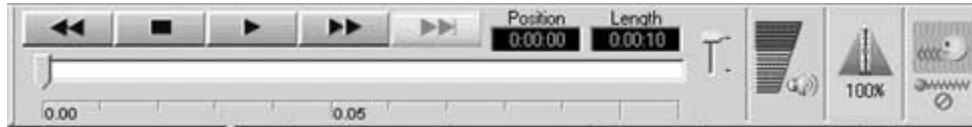
◄◄ Rewind Button

Moves the Position Control backward in five-second steps while pressed.
Each click moves the Position Control backward in one-second steps.

■ Stop Button

Stops playback.

► Play Button

Plays the current active file in the Dictation ListView.

►► Fast Forward Button

Moves the Position Control forward in five-second increments while pressed.
Each click moves the Position Control forward in one-second increments.

►►│ Index Mark Skip Button

The Position Control moves to the next index mark position each time this
button is pressed. Index marks are displayed as red triangles on the Time Axis.
If the current playback position is at the end of the file, the Position Control
moves to the first index mark. Also, it is invalid if there is no index mark.

☞ Index Mark

Position Indicator

Displays the current playback position in real-time during playback.

☞ Playback Position and Length

Length Indicator

Displays the recording length of the selected file.

☞ Playback Position and Length

Position Control

Indicates the current playback position.

If you drag the Position Control during playback, playback stops while the control
is being dragged. Playback resumes at the position where the control is released.

☞ Play Bar and Position Control

Play Bar

Click on the Play Bar to move the Position Control instantly to the cursor position.

If there are Index marks, then red triangles are displayed under the Play Bar.

☞ Play Bar and Position Control

Play Bar and Position Control

[Play Bar] and [Position Control] are graphics that **indicate the current position of the file being played.** You can move the playback position forward or backward quickly by dragging the [Position Control] or clicking in front of or behind the [Position Control].

The [Index Mark] is also displayed using a red triangle on the [Time Axis]. Up to 16 index marks can be used on each DSS file.

☞ Keyboard and slider motion

Time Axis and Time Control Slider

The Time Axis is displayed below the Play Bar with the same width as the Play Bar. You can change the scale of the Time Axis by moving the Time Control Slider knob up and down. The type of **Time Axis** varies depending on the recording length. The relationship is as follows.

Recording Length	Scale Display
0 to 1 minute	Full scale
1 to 10 minutes	Full scale and 1 minute
10 to 30 minutes	Full scale, 1 minute, and 10 minutes
30 to 60 minutes	Full scale, 1 minute, 10 minutes, and 30 minutes
1 hour or longer	Full scale, 1 minute, 10 minutes, 30 minutes, and 1 hour

The Time Axis Control Slider automatically determines the applicable Time Axis from the recording length of the current active file and updates the slider scale. For example, for a file with a recording length of 50 minutes, four types of scales, full scale, 1 minute, 10 minutes, and 30 minutes, apply. Thus, four levels of slider scale will be displayed. If the recording length of a file is less than 1 minute, only the full scale applies. The Time Axis Control Slider therefore does not operate.

If the Time Axis is set to a scale other than full scale and the position control reaches the right end of the play bar during playback, the position control instantly moves to the left end and the Time Axis display is updated. The last scale mark of the Time Axis is displayed in red and the fractional time is displayed. If you drag the position control to the left end or the right end of the play bar, accelerated fast forward or rewind takes place, updating the scale of the Time Axis and the current playback position.

In addition, the [Index Mark] is displayed using a red triangle on the [Time Axis]. Up to 16 index marks can be used on each DSS file.

☞ Keyboard and slider motion

Playback Position and Length

The hours, minutes, and seconds of the current playback position of the voice file are shown in the following format:

xx : xx : xx

The recording length of the active file is also shown using the same format.

Keyboard and slider motion
The position of the slide control can also be changed from the keyboard.

Key	Play Bar moves	Slider moves
Up, Left	to the left	upwards
Down, Right	to the right	downwards
Home	to the start of a file	to the top
End	to the end of a file	to the bottom

Volume Control Slider

If the soundboard used supports electronic volume control functions, the output volume can be

adjusted on the playback soundboard using the [Volume Control Slider] displayed when is clicked with the left mouse button. If the button is in focus, volume can be controlled by entering values via the keyboard. This feature is not available for older soundboards that have only manual volume controls

☞ Keyboard and slider motion

Speed Control Slider

The playback speed of DSS files can be adjusted without changing pitch by moving the [Playback

Speed Control Slider], which is displayed by clicking on with the left mouse button. This function is not supported for WAVE files. If the button is in focus, the pitch can be controlled by entering values via the keyboard

☞ Keyboard and slider motion

Noise Cancellation

The noise cancellation effect can be changed using the slider that is displayed by clicking on

 with the left mouse button. If the button is in focus, noise cancellation can be changed by entering values via the keyboard.

Dictation TreeView

- The **voice files are listed in a folder structure** on your PC **with the Dictation Folder at the top** as shown in the following figure.
- Drag and drop can be used with the Download Tray Folder, Message Tray, and Work Tray.

Dictation Folder

Folders can be created in this as desired.

Download Tray

This is the folder used to manage the DSS, WMA, or WAVE files that are downloaded from the DS-3000 and the storage media.

Folder

This is the **folder used to save the files downloaded from Folders A, B, C, D, or E** of the recorder and card.

Rename Folder can also be used here.

The folder also accepts DSS, WMA, or WAVE files that are dropped into it.

Name of drop source directory	Functions when files are dropped
Other Application Import Files	Import Files
Files in the Dictation ListView	Import Files
Message Tray and Sent Items	Move to Folder
Files within Device TreeView	Download Folder A
	Download Folder B
	Download Folder C
	Download Folder D
	Download Folder E

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Message Tray

This is the folder saved to by Direct Dictation.
DSS/WMA/WAV files can be dropped here.

![printer icon] Sent Items

This is the folder used to save DSS files that have already been sent as e-mail attachments.

Device TreeView

This is the list of devices that are currently connected to your PC.
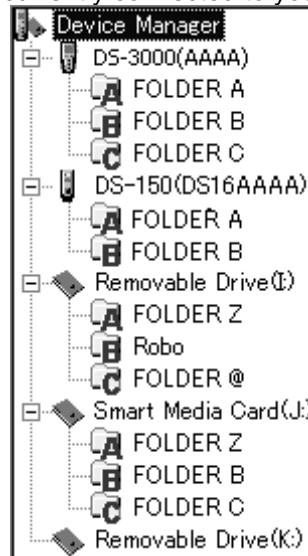
If USB devices or PCMCIA cards are connected or disconnected while the Dictation Window is open, the Device TreeView is immediately updated with the names of those devices.

If devices are connected, and you double-click ![icon] (Device Manager),

the connected device is shown below (Device Manager).

Conversely, if you double-click ![icon] (Device Manager)

but no device icons appear,

it indicates that no devices are connected to your PC.

![icon] DS-3000

DSS files are downloaded to the same folder in the Download Tray, as there are three folders in the DS-3000.

Right-Click Menu (DS-3000)

Open

Opens the folder and retrieves the file information.

Download All

Downloads all DSS files existing in the DS-3000 to the same folders in the Download Tray.

DS-3000 Folder

Shows the DS-3000 Folders A/B/C, and if one of the DS-3000 folders is selected, all the files of the selected folder will be displayed in the Dictation ListView.

This folder accepts DSS Files that are dragged and dropped into it from either Windows Explorer or the Dictation ListView. DSS files that are dropped into the DS-3000 folder are uploaded to the DS-3000.

Right-Click Menu (DS-3000 Folder)

Rename Folder

Renames the folder. You can enter up to 8 characters. If you do not enter 8 characters, the rest are filled with spaces. The following characters are not allowed.

 # $ ' @ [ ] \ - | ^ { } Full-size character

Download Folder A / B / C

Downloads the files in Folders A/B/C to the Download Tray. Files can be downloaded from the selected folder.

SmartMedia Card

DSS files are downloaded to the same folder in the Download Tray, as there are three folders on the SmartMedia Card.

Right-Click Menu (SmartMedia Card)

Open

Opens the Message Folder and displays information about the files located in Folder A of the SmartMedia Card in the Dictation ListView.

Download All

Downloads all files on the SmartMedia Card to the Download Tray.

SmartMedia Card Folder

You can display and rename the folder name.

You can drop DSS files from other applications and from the Dictation ListView.

Right-Click Menu (SmartMedia Card Folder)

Rename Folder

Renames the selected folder.

Download Folders A/B/C

Downloads the files in Folders A/B/C to the Download Tray. Files can be downloaded from the selected folder.

DS-150/320

DSS files are downloaded to the same folder in the Download Tray, as there are two folders in the DS-150/320.

Right-Click Menu (DS-150/320)

Open

Opens the folder and retrieves the file information.

Download All

Downloads all the files in the DS-150/320 to the same folder in the Download Tray.

DS-150/320 Folders

Shows the DS-150/320 Folders A/B, and if one of the DS-3000 folders is selected, all the files in the selected folder will be displayed in the Dictation ListView.

Communication with the recorder is possible while this folder is selected.

DS-150/320 folder names cannot be renamed.

Right-Click Menu (DS-150/320 Folders)

Download Folders A/B

Downloads the files in Folder A/B to the Download Tray.

Files can be downloaded from the selected folder.

Removable Drive

When a Removable Drive is detected with the [Detect Device] command, an icon is displayed in the Device TreeView.

If [Detect Device] is used again with the Removable Drive disconnected, the icon is deleted from the Device TreeView.

You can only drop DSS files that are displayed in other applications or the Dictation ListView onto the Removable Drive.

Right-Click Menu (Removable Drive)

Download All

Downloads all files in the Removable Drive to the Download Tray.

Removable Drive Folder

A plus sign is displayed to the left of the removable drive when it contains folders.

For those removable drives with folders indicated, you can only drop DSS files that are displayed in other applications or the Dictation ListView onto the folders.

Right-Click Menu (Removable Drive Folder)

Rename Folder

Rename the selected folder.

Download Folders A/B/C

Downloads the files in Folders A/B/C to the Download Tray.

Files can be downloaded from the selected folder.

Header Bar

These are the items that are currently shown.

When you click an item, the files are sorted according to the clicked item in ascending or descending order.

☞ Details of the Items That Are Displayed on the Header Bar

☞ Setup of displayed items

☞ Sort by Items

Dictation ListView

The Dictation ListView is the main interface for DSS Player Pro.

The list view **displays detailed information** about folders and storage media that are selected with Dictation TreeView or Dictation Device TreeView, and **all DSS, WMA and WAVE files** that are in the Digital Voice Recorder. However, priority and comment information are not displayed for WAVE files.

If you select a file using the mouse or the up and down cursor keys, the file is activated, displaying the current playback position, recording length, and priority, etc., in the appropriate fields. You can also select multiple files by selecting the files while pressing the Shift or Ctrl key.

I**f the priority of the file is between 8 and 15, all the displayed information for the files is displayed in red.**

Double-click the DSS/WMA file to play.

Right-Click Menu

If you select and right-click a file in the Dictation ListView, the following items are displayed in a pop-up menu. Click the desired item to display the description.

Edit DSS Files

Convert to WAV Files…

Move to Folder…

Delete

Download All

Upload DSS Files…

Send

Edit Comments

Properties

Detail of Items That Are Displayed on the Header Bar

Displayed Items	Details
Display of all files	
File Name	In front of the file names, the corresponding icon for each file is attached.
Created Date	Dictation start date.
Completed Date	Date Dictation completed.
Transferred Date	DSS/WMA file: Date and time of when it was first created as a Window's file.
	WAV file: Same as the "Created Date".
File Type	Type of file.
	DSS file: DSS File
	WAV file: WAV File
	WMA file: WMA File
Recording mode	Recorded mode of the file.
	DSS file: Standard / Long
	WAV file: Sample rate, Stereo / Mono
	WMA file: High-Quality
Recording Length	Length of the file recorded.
Display of DSS and WMA files (recorded by DS-10)	
❗	You can set this number in the Create & Send Job Data and Remote Dictation Window.
	Between 0 and 15.
Status	Displays the progress status of Typist's Transcription for the DSS file. Status includes the following items:
	Pending, Unfinished, Interrupted, and Finished.
Work Type	Displays the Work Type ID.
Author	Displays the Author ID.
Comment	Notes attached by Edit Comments are displayed.

Edit Item Name

You can edit which items are displayed using [Item Settings] on the View menu. The Dictation ListView shows the specified number of items. If the items do not fit in the width of the Dictation ListView, a horizontal scroll bar is displayed. You can also change the size of the Dictation Window, TreeView, and List View in a similar fashion.

☞ Details of the displayed items

☞ Sort by items

Sort by Items

Click an item name on the Header Bar to sort the displayed files according to the data of the clicked item name in ascending or descending order (click [File Name] on the Header Bar to sort by file name, for example.) If files are sorted in ascending order, △ appears to the right of the item name used to sort the files. If files are sorted in descending order, ▽ appears.

You can also use Drag & Drop to move the position of the item.

☞ Details of the displayed items

☞ Edit item names

Status Bar

Displays the current status or a description of the menu command.

Dictation Commands

File Menu

New File

Starts the Remote Dictation Window and opens a new DSS file. This command is disabled if the DS-3000/2000/330/320/150/10 is not connected to the PC.

Edit File

Opens the files that are currently selected in the Dictation ListView **(the active file if multiple files are selected)** in the **Remote Dictation Window.**

Convert to WAV File

Converts the files currently **selected in the Dictation ListView (all selected files if multiple files are selected) into WAVE format and saves them to the specified folder.** The names of the WAVE files that are created are the same as those of the DSS files with the file extension changed to .wav.

Import Files

Displays a dialog box **and copies or moves DSS, WMA, or WAVE files in an existing folder to the Download Tray folder.**

Export Files

Copies files selected in the Dictation ListView to an existing folder of your choice.
This function can be used for backup.

Add Folder

Adds the specified folder in the Dictation Folder. If a subfolder exists in the added folder, it is displayed on the tree structure. This folder can freely handle DSS/WAV/WMA files.

Though you can delete the added folder with Remove Folder command, it is deleted on display. To delete an actual folder, use Delete command.
This command is useful to share dictation data by adding the same path on the network shared by individual users

Remove Folder

The folder added by Add Folder command will be deleted from display.

New Folder

Creates a new folder on the tree. You can specify the path to create one directly in the Dictation Folder. However, path specifications to a network drive will be invalid. To add a path on a network drive on the tree, use the Add Folder command. Folders created directly inside another folder will be handled as subfolders.

Rename Folder

R**enames the folder names** of Folders A, B, C, D, E and created folder in the Dictation TreeView. Folder names can be up to 20 characters long. The following characters are not allowed.
\, /, :, *, ?, ", <, >, |

Properties

Displays the file and folder properties. You can change the path for each folder in the folder properties.

Exit

Exits DSS Player Pro.

Edit Menu

Copy

Copies the files that are currently **selected in the Dictation ListView to the clipboard**.

Paste

Pastes the DSS, WMA, or WAVE files that are currently **copied to the clipboard**. You can paste the files to folders that accept dragging and dropping or to the Dictation ListView.

Select All

Selects all the voice files that are displayed in the Dictation ListView.

Delete

Deletes the files that are selected in the Dictation ListView.

Move to Folder

Copies the files that are selected in the Dictation ListView **to a specified folder (in the Dictation TreeView).**

View Menu

Current View

Switches the file display in the Dictation ListView.

Selected Item	Files Displayed in the Dictation ListView
DSS Files	DSS files only
WAV Files	WAVE files only
DSS Files and WMA Files	DSS Files and WMA Files
WMA Files	WMA Files Only
All Files	DSS files, WMA Files and WAVE files

A check mark is placed beside the currently selected display mode

Item Settings

A Dialog box opens in which you can edit the items that are displayed on the Header Bar of the Dictation ListView.

The items in the left edit box are currently not displayed on the Header Bar.

The items in the right edit box are displayed from the left end of the header bar in an ascending order.

You can show or hide the items in the edit box. You can also change the position on the Header Bar.

Priority and file name must however be displayed.

☞ Details of the Items That Are Displayed on the Header

Sort

Displays the item that is currently displayed on the Header Bar in a pop-up menu. Click an item in the pop-up menu to sort the display on the Dictation ListView according to the selected item.

Display Playback Control

Opens the active file in the Playback Control Window.

Refresh

Refreshes the information on the files in the directory currently selected and redisplays the information in the Dictation ListView.

<u>Tools Menu</u>

<u>Detect Device</u>

Updates the information on devices that cannot be automatically detected. If a new device is detected, it is shown in the Device TreeView.

<u>Rename Device Folder</u>

[DS-3000/2000]
Renames the folder names of Folders A, B, and C. The folder names can be up to 8 characters long and spaces can be used.
However, the following characters are not allowed.
 # $ ' @ [ ] \ ~ | ^ { }

[DS-330/10]
Renames the folder names of Folders A, B, C, D, and E. The folder names can be up to 8 characters long and spaces can be used.
However, the following characters are not allowed.
 # $ ' @ [ ] \ ~ | ^ { }

<u>Edit Comments</u>

Edits the comments in a DSS or WMA file recorded using the DS-10. You can enter up to 100 characters for the comments.

<u>Select Speaker</u>

When the DS-330 is connected to a PC, the audio can be output to either the PC speakers PC or the recorder speaker. This is not available for recorders (such as the DM-1, DS-2000/3000, and DS-150/320) that do not support USB audio

<u>Play</u>

Plays the current active voice file in the Dictation ListView **on your PC**. The playback start position in this case is the current display position of the Position Control on the play bar. When the end of the file (right end of the play bar) is reached, playback automatically stops. The Position Control either rewinds or remains at the last position on the play bar until the next time playback is executed. If you execute the playback command when the Position Control is at the end of the file, the playback starts from the beginning of the file.

Files in the DS-150 are played back on the DS-150, and playback always starts from the beginning of the file.

<u>Stop</u>

Stops playback, fast forward, or rewind.

<u>Fast Forward</u>

Fast-forwards the file.

<u>Rewind</u>

Rewinds the file.

<u>Intro Scan</u>

Plays **the initial five seconds of the files in the selected folder.** Scanning starts from the first file and continues until all the files in the selected folder have been played. When all files have been

scanned, a beep is heard. For files that are less than five seconds long, the file is played to the end and scanning continues to the next file.

When the files in the selected folder are scanned, the file that is being played is highlighted.

If you interrupt the scanning operation by stopping or changing the playback position, scanning stops at that point and the current file becomes the active file. Similarly, if you execute Intro Scan while scanning is in progress, the operation is aborted and the current file is played until the end of the file or until it is stopped.

OLE Setting

With this command, you **can select whether the OLE Drag & Drop function embeds the object (Embedded) or links the object (Linked).** The process that the application will use is specified by inserting a check mark on the desired operation.

Because an embedded object actually becomes a part of the target file, the file size of the target file will be larger than linked objects. However, since you do not have to worry about the link between the target application and the DSS source file, embedded objects are convenient for file transfers such as e-mail attachments. When a file is embedded into another application, a copy of the entire DSS file is moved to the target client application and literally embedded into the executable file.

Linked objects are best suited for network environments where the link between the target application and the DSS source file can easily be maintained. The actual DSS file is not copied to the target application; only the path that defines the position of the DSS file is stored in the OLE icon. If you open the OLE icon within the target application, the DSS file is linked using the path definition. The file is then played back via the link.

Enable Function Keys

This is used to enable or disable the function keys. When a check mark appears next to this command, the function keys are enabled.

Function Key Settings

A dialog box appears for you to assign the following functions to the F2 through F12 function keys (you cannot use F5):
- FF
- REW
- PLAY / STOP
- Volume Up
- Speed Up
- Disable Function Keys

Send Files

Attach the **DSS files** currently selected in the **Dictation ListView** to an **e-mail message and send the message.** If the DSS files are files in your recorder, the files are first downloaded to the Message Folder/Download Tray folder. The downloaded files are then attached and sent.
If the [Display the confirmation dialog box when sending a message] check box is selected in [Send the mail] options, the [Confirmation the contents to be transmitted] dialog box opens.
Once the message has been sent, the attached file is moved to the sent items folder.

The following message is displayed after sending E-mail.

Move to "Sent Items" folder?

If you select [Yes], the sent file is moved to the "Sent Items" folder.

<u>Options</u>

Download, E-mail and Folder Set up options for downloading e-mail or folder path.

On the Download page, you can check an option for [After detecting the device, download all data].

If this is selected, the Dictation Window will be started if a "device" is detected when is displayed on the Task Tray. The path of each folder will be listed on the Folder page.

<u>Set Auto Back Space</u>

You can select the time for "Auto Back Space" from this menu. When playback is stopped, the position control determines the time (Auto Back Space) for backing up.

The following times can be selected.

  0.0, 0.3, 0.5, 1.0, 2.0, 3.0, 5.0 sec

Download Menu

Download Folder A

Downloads the DSS files in Folder A of the DS-3000/2000/330/320/150/10, SmartMedia Card, or Removable Drive (with a displayed folder) **to Folder A of the Download Tray**. If multiple devices (DS-3000/2000/330/320/150/10, SmartMedia Card, and Removable Drive) are detected in the Device TreeView, a dialog box appears for you to select which device to download from.

Download Folder B

Downloads the DSS files in Folder B of the DS-3000/2000/330/320/150/10, SmartMedia Card, or Removable Drive (with a displayed folder) **to Folder B of the Download Tray**. If multiple devices (DS-3000/2000/330/320/150/10, SmartMedia Card, and Removable Drive) are detected in the Device TreeView, a dialog box appears for you to select which device to download from.

Download Folder C

Downloads the DSS files in Folder C of the DS-3000/2000/330/320/150/10, SmartMedia Card, or Removable Drive (with a displayed folder) **to Folder C of the Download Tray**. If multiple devices (DS-3000/2000/330/320/150/10, SmartMedia Card, and Removable Drive) are detected in the Device TreeView, a dialog box appears for you to select which device to download from.

Download Folder D

Downloads the DSS files in Folder D of the DS-330/10, SmartMedia Card, or Removable Drive (with a displayed folder) to Folder D of the Download Tray.

Download Folder E

Downloads the DSS files in Folder E of the DS-330/10, SmartMedia Card, or Removable Drive (with a displayed folder) to Folder E of the Download Tray.

Download Selected Files

Downloads the DSS files that are displayed in the Dictation ListView to the Download Tray folder. The download destination folder is the same as the download source folder. However, if there are no folders in the Removable Drive, the files in the drive are downloaded to Folder A.

Device Name	Folders Available
DS-3000/2000	A, B, C
DS-150/320	A, B
DS-10/330	A, B, C, D, E
SmartMedia Card	A, B, C
Removable Drive	A, B, C

Download All

Downloads all files in the recorders and cards that are currently detected in the Device TreeView **to the same folders in the Download Tray.** However, if files are downloaded from a Removable Drive that does not have a folder, they are downloaded only to Folder A. If multiple devices are detected in the Device TreeView, a dialog box appears for you to select which devices to download the files from. Also, even if the folder names are changed, the files are downloaded to the original Folders A, B, C, D and E in the Download Tray.

Upload Files

Uploads the DSS files that are currently selected in the Dictation ListView to the device detected in the device window. If multiple devices are detected in the Device TreeView, a dialog box appears for you to select which devices to upload the DSS files to. WMA files can be uploaded in the same way as DSS files when the DS-10 is connected.

Transfer The Date/Time

Transfers the date/time data of the PC to the recorder.

Create & Send Job Data

Use this to create and transfer "Author ID", "Work Type ID", and "DS-3000 Priority Level" to your recorder.

[Author ID]

It is possible to create and send up to 10 different Author IDs to the DS-3000. Here, the following characters can be used.

Number   **'0' – '9'**

Alphabet   **'A' – 'Z'**

Underscore   **'_'**

Capital letters must also be used. If you use small letters, they will be converted to capital letters.

If you press the [Save] button, the IDs will be registered in your registry without being transmitted to the DS-3000. If you press the [Send] button, the IDs will be transmitted to the DS-3000.

[Work Type ID]

It is possible to create and send up 10 different Work Type IDs to the DS-3000.

If you press the [Save] button, the IDs will be registered in your registry without being transmitted to the DS-3000. If you press the [Send] button, the IDs will be transmitted to the DS-3000.

[DS-3000 Priority Level]

You can assign a device priority level of 0 to 15 for each DS-3000. The default priority level is 7 and the highest level is 15. Once the priority level is changed and transferred to the DS-3000, the level will be maintained until a new priority level is transferred. Please note that the device priority level can be changed only through the software.

Voice Recognition Menu
Start Voice Recognition

This command is available only when IBM's voice recognition applications ViaVoice98, ViaVoice Millennium (not included), or later versions, is installed on the PC. When the command is activated, SpeakPad starts automatically convert files selected in the Voice List window to text files.

This command is available only for DSS files recorded in standard mode and WMA files (Hi-Quality mode), recorded with the DS-10 (or other supported recorders).

When multiple files are selected in the Voice List window, voice recognition is executed one at a time. When voice recognition is completed for each file, the important information for the voice file is inserted as a delimiter. The status of current voice recognition can be viewed using the [Show ProgressRecognition_Status_View] command

Voice Recognition Range

This command is used to select the range of the file to be converted to text. Select [Entire File] or [Between Index Marks]. A check mark appears by the selected choice.

If you select the entire file, the voice data from the beginning to the end of the file is converted to text. If you select Between Index Marks, the voice data between the first and second index marks is converted to text. If only one index mark exists, the data between this index mark and the end of the file is converted to text. If there are no index marks, the entire file is converted to text.

Automatic Playback

If this item is checked, the screen switches to the Playback Control Window immediately after starting the voice recognition operation. If you exit the Playback Control Window, playback continues in the Dictation Window.

In this case, if the range for voice recognition is between index marks, playback starts from the first index mark position.

Show Progress

A dialog box appears and the voice recognition progress is shown for each file.

The file that is being transcribed by voice recognition is indicated as **[Recognition Processing].**

Those files that are standing by are indicated as **[Waiting]**.

The current voice recognition transcription can be canceled by pressing the [End of voice recognition] button.

You can remove files that are waiting on the list using the **[Cancel]** button.

Remote Dictation Window

Remote Dictation Window
- The Remote Dictation Window opens when you create a New File or Edit DSS File from the file menu in the Dictation Window.
- Click on the following figure to show a detailed description.
- Remote Operation is possible when you connect the DS-3000 to your PC.
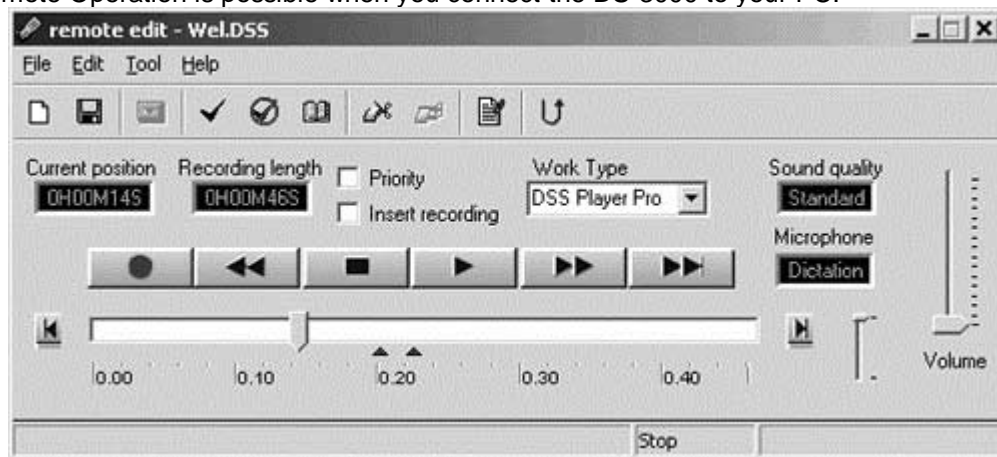
Remote Operation
- Remote operation is available only on the DS-3000 when it is connected via USB.
- The display will show "REMOTE" if the DS-3000 is connected to a PC via USB. In this state, the Remote Dictation Window can perform the following operations.

Play   Voice data is downloaded from the DS-3000 to the hard disk of a PC in real time, and played back on the PC.

Recording It is possible to use the DS-3000 as a microphone to record DSS data onto your hard disk.

Rewind   When this button is pressed while playback is stopped, it rewinds at twice the previous speed. Continue pressing the rewind button to double the speed each time up to a maximum of 128 times normal speed.

Title Bar

If you select [**New**] in the Dictation Window, a file is created with a name in the following format:

"User ID (the first four letters) + Serial Number (four digits) .dss"

If you select [**Edit**] in the Dictation Window, the file name is not changed.

Menu Bar

File Menu
Edit Menu
Tools Menu

Tool Bar

[New]

Creates a new DSS/WMA file. WMA files are enabled only when the DS-10 is connected.

[Save]

Saves the newly created DSS or WMA files in the specified destination.
The edited file will be renamed and saved in the same path. A serial number will be added to the original file name to change the file name.

[Send Files]

Attaches the DSS files currently selected in the Dictation ListView **to an e-mail message and sends the message**. If the DSS files are in your recorder, the files are first downloaded to the Message Folder/Download Tray folder. The downloaded files are then attached and sent.
If the [Display the confirmation dialog box when sending a message] check box is selected in [Send the mail] options, the [Confirm the contents to be transmitted] dialog box opens.

The following message is displayed after sending the E-mail.
  Move sent file to "Sent Items" folder?
If you select [Yes], the sent file is moved to the "Sent Items" folder.

[New Index Mark]

Index marks can be assigned to any position in the selected DSS file. WMA files recorded by DS-10 are also available. By clicking ▶▶ (Skip to next index mark Button), you can move to the index mark position of the file at any time. Depending on the DSS Specification, up to 16 index marks can be stored in each file. All index marks remain attached to the file until they are deleted.

To insert an index mark during playback, start playback, move to the desired position (play the file or drag the Position Control to the appropriate position), and select "New Index Mark" on the Tool bar.

To insert an index mark while playback is stopped, press "New Index Mark" at the desired position in the DSS file.

[Delete Index Mark]

To remove an index mark, first use the [Index Mark Skip Button] or the [View All Index Marks] command to move to the desired index mark. While playback is stopped, press Delete Index Mark at the desired position.

[View All Index Marks]

A dialog box opens. Double-click the time at the index mark or select the time and click the [Skip] button to move to the selected index marks. You can also delete the selected index marks by selecting the mark while playback is stopped and clicking [Delete].

[Start Partial Erase/Undo]

Begin choosing a section of the DSS file that is currently being edited from the current playback position. When this operation starts, the command is replaced with an undo erase command (toggle command).

[Execute partial erase]

Deletes the section between where the Start Partial Erase command was executed and the position where the Execute Partial Erase was chosen.

[Set Job Data]

Sets the "Author ID" and "Notes" for a file. "Option Items" set up is displayed when "Option Items" are set up.

[End]

Ends the editing of the DSS file and returns to the Dictation Window. If the file being edited is not saved, a dialog box appears, allowing you to select whether to save or discard the changes.

Position Indicator

Displays the time of the current position (HH:MM:SS format) during recording, playback, or while changing the playback position.

Length Indicator

While Playing   Displays the recording length.

While Recording   Displays the available recording length of the file.

Insert Check Box

Select this check box to insert recordings into previously recorded passages. If the check is not present, previously recorded information may be overwritten.

Work Type Selector

Selects a WorkType ID that is already registered.

Set the WorkType ID by setting Job Data and using transfer commands.

Set Priority

If you select this check box, the DSS file that is being edited will be increased in Priority. Consequently, all the displayed information of this file will be displayed in red in the Dictation Window.

Record Button

Starts recording a DSS file using the DS-3000.

WMA files can be also recorded using the DS-10.

If [Insert Record] is not checked, previously recorded information may be overwritten.

You can also press the record button on the DS-3000 to start recording.

☞ Remote Operation

Stop Button

Stops recording or playback of a DSS/WMA file.

Play Button

Starts playback of a DSS/WMA file.

Index Mark Skip Button

Each time you press this button, the Position Control moves to the next index mark position. Index marks are displayed as red triangles on the Time Axis. If

the current playback position is at the end of the file, the Position Control moves to the beginning index mark. It is also invalid if there is no index mark.

☞ Index Mark

Recording Modes

Click to switch the quality of the recording between.

Standard and Long

Standard mode DSS files and Hi Quality WMA files recorded in Dictation mode can be transcribed to text automatically using the Voice Recognition option.

Sensitivity Control

Click to switch the quality of the recording between.

Conference and Dictation

Standard mode DSS files and Hi Quality WMA files recorded in Dictation mode can be transcribed to text automatically using the Voice Recognition option.

Skip to End

Skips to the end of the file.

Position Control

This knob is used to change the current recording/playback.

If you drag the Position Control during playback, the playback stops while the control is being dragged. Playback resumes at the position where you release the control.

☞ Play Bar and Position Control

Play Bar

Click on the play bar to move the Position Control instantly to the cursor position. If index marks are present, they are displayed with red triangles below the play bar.

☞ Play Bar and Position Control

Skip to Start

Skips to the beginning of the file.

Time Control Slider

Enables switching of the **Time Axis** display in up to five levels:

full scale, one minute, 10 minutes, 30 minutes, and one hour.

The displayed levels vary depending on the recording length.

☞ Time Axis and Time Control Slider

Time Axis

The Time Axis has five display modes:

full scale, one minute, 10 minutes, 30 minutes, and one hour.

If index marks are present, they are displayed with red triangles.

☞ Time Axis and Time Control Slider

Status Bar   Message Area

Displays a description of each command.

During recording, the volume of the recorded voice is displayed in real-time.

Status Bar   Current Status

Displays the current playback and recording position.

Status	Status Bar Display
Stopped	Stop
Playing	Playing
Recording	Recording
Pause Recording	Stop Recording
Playing Pause	Stop Playing
Rewinding	Rewinding
Play Speed 1.5 Times	Play Speed 1.5 Times

Status Bar   Author

When [New DSS file] is chosen from the main screen

- The user ID of the DS-3000 is displayed.

When [Edit DSS file] is chosen from the main screen

- The user ID of the DSS file is displayed.

☞ Create & Send Job Data

Play Bar and Position Control

[Play Bar] and [Position Control] are graphics that **indicate the current position of the file being played.** You can move the playback position forward or backward quickly by dragging the [Position Control] or clicking in front of or behind the [Position Control].

The [Index Mark] is displayed using a red triangle on the [Time Axis]. Up to 16 index marks can be used on each DSS file.

☞ Keyboard and slider motion

Time Axis and Time Control Slider

Time Axis is displayed below the play bar with the same width as the play bar. You can change the scale of the Time Axis by moving the Time Control Slider knob up and down. The type of **Time Axis** varies depending on the recording length. The relationship is as follows.

Recording Length	Scale Display
0 to 1 minute	Full scale
1 to 10 minutes	Full scale and 1 minute
10 to 30 minutes	Full scale, 1 minute, and 10 minutes
30 to 60 minutes	Full scale, 1 minute, 10 minutes, and 30 minutes
1 hour or longer	Full scale, 1 minute, 10 minutes, 30 minutes, and 1 hour

The Time Axis Control Slider automatically determines the applicable Time Axis from the recording length of the current active file and updates the slider scale. For example, for a file with a recording length of 50 minutes, four types of scales, full scale, 1 minute, 10 minutes, and 30 minutes, apply. Thus, four levels of slider scale will be displayed. If the recording length of a file is less than 1 minute, only full scale applies. The Time Axis Control Slider therefore does not operate.

If the Time Axis is set to a scale other than full scale and the position control reaches the right end of the play bar during playback, the position control instantly moves to the left end and the Time Axis display is updated. The last scale mark of the Time Axis is displayed in red and the fractional time is displayed. If you drag the position control to the left end or the right end of the play bar, accelerated fast forward or rewind takes place, updating the scale of the Time Axis and the current playback position.

In addition, the [Index Mark] is displayed using a red triangle on the [Time Axis]. Up to 16 index marks can be used on each DSS file.

☞ Keyboard and slider motion

Playback Position and Length

The hours, minutes, and seconds of the current playback position of the voice file are shown in the following format.

xx : xx : xx

The recording length is also shown using the same format.

Keyboard and slider motion

The position of the slide control can also be changed via the keyboard.

Key	Play Bar moves	Slider moves
Up, Left	to the left	upwards
Down, Right	to the right	downwards
Home	to the start of the file	to the top
End	to the end of the file	to the bottom

Volume Control Slider

If your sound card supports electronic volume control, you can use the [Volume Control Slider] to adjust the output volume on the sound card.

By selecting (clicking) the [Volume Control Slider], you can also adjust the volume using the cursor keys.

Note that some older sound cards only support a manual dial knob volume control, and in this case, the [Volume Control] function cannot be used.

☞Keyboard and slider motion

Remote Dictation Commands

File Menu

New

Creates a new **DSS file in the Message Tray.**

Save

Saves the file that is currently **being edited in the Message Folder**. If you open and edit a DSS file from a folder other than the Message Tray folder in the **Dictation Window**, the edited data is saved to the Message Tray with the same file name. If a file with the same name already exists, a character is added to the end of the file name (xxxxxxxx_1.dss format) and saved.

Change Destination Folder

Changes the destination of the sound file created by direct dictation. The destination will be one of the folders in the Dictation Folder.

Exit

Exits the editing of the DSS file and returns to the Dictation Window. If the file being edited is not saved, a dialog box appears, allowing you to select whether to save or discard the changes.

Edit Menu

[Start Partial Erase/Undo]

Begin choosing a section of the file that is currently being edited from the current playback position. When this operation starts, the command is replaced with an undo erase command (toggle command).

Execute Partial Erase

Deletes the section between where the Start Partial Erase command was executed and the position where the Execute Partial Erase was chosen.

Tools Menu

New Index Mark

Index marks can be assigned to any position in the selected file. WMA files recorded by DS-10 are also available. By clicking the Skip to next index mark Button, you can move to the index mark position of the file at any time. Up to 16 index marks can be stored in each file. All index marks remain attached to the file until they are deleted.

To insert an index mark during playback, start playback, move to the desired position (play the file or drag the Position Control to the appropriate position), and select New Index Mark on the Tool bar.

To insert an index mark while playback is stopped, simply execute New Index Mark at the desired position of the file.

Delete Index Mark

To remove an index mark, first use the ▶▶ (Index Mark Skip Button) or the [View All Index Marks] command to move to the desired index mark. While playback is stopped, press Delete Index Mark at the desired position.

View All Index Marks

A dialog box opens. Double-click the time at the index mark or select the time and click the [Skip] button to play the file from the selected time position.

You can also delete the index mark by selecting the mark while playback is stopped and clicking [Delete].

Set Job Data

Selects the Author IDs that are set in "Create & Send Job Data" in the Dictation Window. If the Option Items names are available, you can enter up to 20 characters of data. You can enter up to 100 characters of comments in the file.

Send File

Attached the **DSS files** currently selected in the **Dictation ListView** to an **e-mail message and sends the message.** If the DSS files are in your recorder, the files are first downloaded to the Message Folder/Download Tray folder. The downloaded files are then attached and sent.
If the [Display the confirmation dialog box when sending a message] check box is selected in [Send the mail] options, the [Confirm the contents to be transmitted] dialog box opens.

Playback Control Window

- Playback Control Window
- Click on the following figure to display a detailed description. The Playback Control Window appears when you choose a DSS file by double-clicking it in Explorer, for example.

Title Bar

Displays the path of the active file.

Speed Control Slider

By moving the [Speed Control Slider] knob up and down, you can control the playback speed of the DSS file without affecting the voice pitch (this function cannot be used on WAVE files). The playback speed is increased when the knob is above the center level and reduced when the knob is below the center level. The speed control range is as follows. (The units are %)

Below <–   –>   Above

50   60   75   80   100   125   133   150   200

Playback can be adjusted by selecting (clicking) the [Speed Control Slider].

☞ Keyboard and slider motion

Play Bar and PositioKeyboard and slider mn Control

 [Play Bar] and [Position Control] are graphics that **indicate the current position of the file being played.** You can move the playback position forward or backward quickly by dragging the [Position Control] or clicking in front of or behind the [Position Control].

The [Index Mark] is displayed using a red triangle on the [Time Axis]. Up to 16 index marks can be used on each DSS file.

☞ Keyboard and slider motion

Time Axis and Time Control Slider

The Time Axis is displayed below the play bar with the same width as the play bar. You can change the scale of the Time Axis by moving the Time Control Slider knob up and down. The type of **Time Axis** varies depending on the recording length. The relationship is as follows.

Recording Length	Scale Display
0 to 1 minute	Full scale
1 to 10 minutes	Full scale and 1 minute
10 to 30 minutes	Full scale, 1 minute, and 10 minutes
30 to 60 minutes	Full scale, 1 minute, 10 minutes, and 30 minutes
1 hour or longer	Full scale, 1 minute, 10 minutes, 30 minutes, and 1 hour

The Time Axis Control Slider automatically determines the applicable Time Axis from the recording length of the current active file and updates the slider scale. For example, for a file with a recording length of 50 minutes, four types of scales, full scale, 1 minute, 10 minutes, and 30 minutes, apply. Thus, four levels of slider scale will be displayed. If the recording length of a file is less than 1 minute, only full scale applies. The Time Axis Control Slider therefore does not operate.

If the Time Axis is set to a scale other than full scale and the position control reaches the right end of the play bar during playback, the position control instantly moves to the left end and the Time Axis display is updated. The last scale mark of the Time Axis is displayed in red and the fractional time is displayed. If you drag the position control to the left end or the right end of the play bar, accelerated fast forward or rewind takes place, updating the scale of the Time Axis and the current playback position.

The [Index Mark] is displayed using a red triangle on the [Time Axis]. Up to 16 index marks can be used on each DSS file.

☞Keyboard and slider motion

Playback Position and Length

The hours, minutes, and seconds of the current playback position of the voice file are shown in the following format.

xx : xx : xx

The recording length is also shown using the same format.

Keyboard and slider motion

The position of the slide control can also be changed via the keyboard.

Key	Play Bar moves	Slider moves
Up, Left	to the left	upwards
Down, Right	to the right	downwards
Home	to the start of the file	to the top
End	to the end of the file	to the bottom

Volume Control Slider

 If the soundboard used supports electronic volume control functions, the output volume can be

adjusted on the playback soundboard using the [Volume Control Slider] displayed when is
clicked with the left mouse button. If the button is in focus, volume can be controlled by entering
values via the keyboard. This feature is not available for older soundboards that have only manual
volume controls.

☞ Keyboard and slider motion

Speed Control Slider

The playback speed of DSS files can be adjusted without changing pitch by moving the [Playback

Speed Control Slider], which is displayed by clicking on with the left mouse button. This
function is not supported for WAVE files. If the button is in focus, the pitch can be controlled by
entering values via the keyboard.

☞ Keyboard and slider motion

Noise Cancellation

The noise cancellation effect can be changed using the slider that is displayed by clicking on

 with the left mouse button. If the button is in focus, noise cancellation can be changed by
entering values via the keyboard.

Troubleshooting

No Sound

Check the connection

Check that the device is connected to your PC and that the power is on.

Check the speaker

Check that the speaker volume is not set to the minimum setting. If there is no problem, continue to the next check item.

Check the sound card

Check whether your sound card has a manual volume control knob. If so, adjust the volume using the knob.

Check the Playback Volume

[Windows 95 and Windows NT 4.0]]

From the Windows [Start] menu, select

Settings, Control Panel, Multimedia, Audio

Select the [Show volume control on the taskbar] check box if it is not already selected here. Check that [Volume] is not set to the minimum setting.

Double-click on the taskbar to start [Master Volume Control]. Check that the volume of [Master] and [Wave] are not set to the minimum settings and that the [Mute] check box is not selected.

Play WAVE File

[Windows 98]

From the Windows [Start] menu, select

Settings, Control Panel, Multimedia, Audio

Check that [Volume] is not set to the minimum setting.

Next, click to start [Master]. Check that the volume of [Master] and [Wave] are not set to the minimum settings and that the [Mute] check box is not selected. (Play WAVE File).

[Windows 2000]

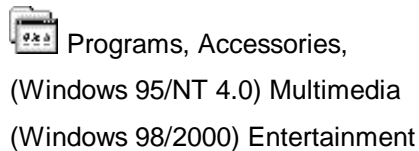From the Windows [Start] menu, select

Settings, Control Panel,

Sound and Multimedia, Audio, Master

Check that the volume of [Master] and [Wave] are not set to the minimum settings and that the [Mute] check box is not selected.

☞ Play WAVE File.

Play WAVE File

From the Windows [Start] menu, select

Programs, Accessories,

(Windows 95/NT 4.0) Multimedia

(Windows 98/2000) Entertainment

Sound Recorder, File, Open

Open "**:\Windows\Media**" and play back a WAVE File (*.wave file).

If the WAVE file does not play or it is playing but the sound cannot be heard, consult your sound card or PC vendor.

Cannot Connect to DS-3000

1. After connecting the DS-3000 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 connection cable from the DS-3000 and check that the stop mode or the hold switch is not enabled.

3. Reconnect the communication cable to the DS-3000 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 this case, check "Communication Driver Problem" below.

Communication Driver Problem

[Windows 95]

Even if you install the USB transfer kit on Windows 95, you cannot use the DS-3000/2000/330/320/150/10 with the USB connection.

[Windows 98 and Windows Me]

From the Windows [Start] menu, select

Settings, Control Panel, System

Next, find the DSSUSB1 Device (DSSUSB1 Device for DS-3000, DSSUSB Device for DS-320/150, DSXUSB Device for DS-330/10) at the root of the [Device Manager] page and check that it is operating properly. If the DS-3000 is not working properly, enable it.

[Windows 2000 and Windows XP]

From the Windows [Start] menu, select

Settings, Control Panel, System

Next, find the DSSUSB1 Device (DSSUSB1 Device for DS-3000, DSSUSB Device for DS-320/150, DSXUSB Device for DS-330/10) at the root of the [Device Manager] page and check that it is operating properly. If the DS-3000 is not working properly, enable it.

[Windows NT 4.0]

From the Windows [Start] menu, select

Settings, Control Panel, Devices

Next, select the DS-3000 (USBDSS Device for DS-150 and DSSUSB1 Device for DS-3000) under [Devices] and click [Hardware Profiles]. Check that the [Status] of the DS-3000 is [Enabled]. If the [Status] is [Disabled], click [Enable] to set the [Status] to [Enabled].

Other Device Problems

For other device problems such as the SmartMedia Card and removable card, see the manual for these devices.

Note that DSS Player Pro cannot detect DS-150 recorders or SmartMedia Cards connected via RS-232C.

Attachment File Problem

In some cases, the receiver may not be able to receive attachment files if you specify [Internet Mail] in the profile when sending the message. In this case, change the settings as follows.

From the Windows [Start] menu, select

Settings, Control Panel, Mail, Service

Here, select Internet Mail and click [Properties] to display the Internet mail properties.

Click [Message Format] to display the [Message Format] dialog box. Check that the [Use MIME when sending a message] check box is not selected.

Click [OK] to complete the change.

Technical Assistance And Support

DSS Player Pro is part of the Olympus Professional Dictation System.
Your dealer is trained to troubleshoot and fix many common problems that you may be having with this system. If you encounter problems with installing or using DSS Player Pro, we recommend that you contact the Olympus Professional Dealer from which the system was purchased.
If your dealer cannot fix your problem, please call our technical hotline number or send an e-mail.

- Technical Hotline Number in the U.S.A. and Canada
   1-888-553-4448

- User Support e-mail address in the U.S.A. and Canada
   distec@olympus.com

- Technical Hotline Number in Europe
   Toll free number
   00800 67 10 83 00
      For Austria, Belgium, Denmark, France, Germany, Netherlands, Norway, Sweden, Switzerland, and United Kingdom

   Charged numbers
   +49 180 5-67 1083
      For Finland, Italy, Luxemburg, Portugal, Spain, and Czech Republic

   +49 40 23773 899
      For Greece, Croatia, Hungary, and the rest of Europe

- User Support e-mail address in Europe
   dss.support@olympus-europa.com

- For technical questions and support about IBM ViaVoice.
   http://www.ibm.com/software/speech/support/faqolympus.html