## Quick Start Guide DocShuttle Dictator

**Step 1.** Install DocShuttle Dictator software from the CD.

**Step 2.** Double-click the DocShuttle Dictator icon located on desk-top.

**Step 3.** Register the software if prompted. If the software registration window does not appear, select **Help | Register** from the menu. Complete the form and click **Register Online**.

**Step 4.** Select **Tools | Settings** from the DocShuttle Dictator menu or click the **Settings** button as shown.

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TP S	erver Files St	atus				Message	
File Name			Status	Job Type		Dictator	Transo

**Step 5.** Check with your system administrator for the connection settings. Set values for the host address, user name and password. Also set the job type and dedigit user ID. Click the **OK** button once or

4-digit user ID. Click the **OK** button once completed.

**Step 6.** Test your connection settings. Click the **Connect** button as shown. The software should display connection progress. Once connected, a message appears notifying you that you are connected. If

any files already exist on the FTP site, the files will appear in the top pane of the Doc-Shuttle Dictator window.

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TP Server Files Status: Displa	ing FTP fold	er: type1		Connected	to simpleftp.net/	
File Name	Status	Job	▼ T	Dictator	Transcripti	Su-
C 0424-003-2002 0010 0	Complet	0424-003	type1	2002	Neurology	310K
C 0424-007-2001 0010 0	Complet	0424-007	type1	2001	Neurology	1047K
C 0424-009-2001 1001 0	Complet	0424-009	type1	2001	1001	99K
			Acres of the	2002	1001	0474 T

tion code at www.docshuttle.com/regist

30051079251694

Healthsouth Clinic

FTP Port (default = 21)

OK.

Cancel

Encrupt Files Encruption Password Dassword

Note: Enter all characters including dashes when entering

Register through Firewall

Cancel

Registration Number

User Name

Organization

Local Import

User's 4-Digit ID:

Display Fi

Confirmation Code:

(Enter 0 for evaluation)

Register Online

**Step 7.** If you will be importing files from a handheld recorder or similar device, select **Tools | Settings** and click the **Import** tab. Set the import folder for each recording device you will be using. Set a unique 4-digit ID next to each import folder. Imported files will be stamped with this ID. Click **OK** when finished.

P Local Import		
ocation of Import Directory:	User ID:	
ENDiet1	0164	
:\Dict1	1002	
C:\Dictation Files	5544	
gram Files\Olympus\DSSPlayerPro\Message\FolderA	1004	
gram Files\Olympus\DSSPlayerPro\Message\FolderA	3312	
Delete Source Files after Import Rename Source Files after Import (add an undersco Append Source File Name to Import File Name to source File name to he imported bud accient file	re '' _ '' to be s from Windo	

## Note: You will need to configure your

handheld recorder to transfer files from

the recorder into a folder specified above before proceeding to the next step. See your recorder's documentation for instructions on transferring files to the PC.

**Step 8.** Once files have been recorded with a handheld recorder or other recording device, click the **Import** button as shown.



Imported voice files will appear in the lower pane of the DocShuttle window.

**Step 9.** Upload the voice files to the FTP site. If you are not already connected, first click the **Connect** button as shown in Step 6. Next

click the **Upload New Files** button to send files to the FTP site.

Once voice files have been uploaded, transcriptionists using DocShuttle Client will

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TP Server F	iles Status: Dis	playing FTP fo	lder: type1	M E	Logged out	<u>∍</u> <u></u> }⊘	
File Name		Status	Job	- T.,	Dictator	Transcripti	Size

download and transcribe the voice files. Transcribed reports will then be uploaded as attachments back to the FTP site. Files appearing with a document icon in the top pane have completed reports attached. You may then download the completed reports using the **Download New Files** button for viewing or printing.

**Step 10.** Read the Quick Start guide located in the DocShuttle Dictator Manual for more information.