

# Quick Start Guide

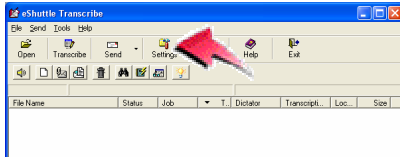
## eShuttle Transcribe

**Step 1.** Install the trial version of *eShuttle Transcribe*, either from the CD or from [www.bytescribe.com/downloads/](http://www.bytescribe.com/downloads/). The trial version will unlock to the full version when registered.

**Step 2.** To start *eShuttle Transcribe*, double-click the eShuttle Transcribe icon located on desktop.



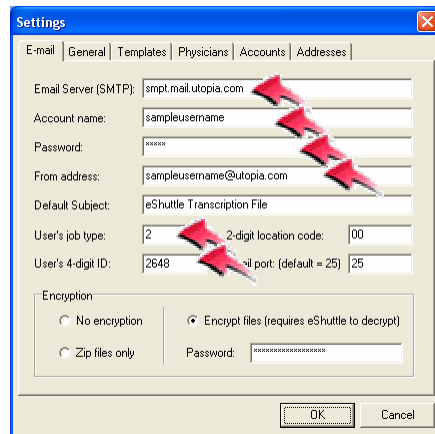
**Step 3.** *eShuttle Transcribe* will be registered when the Bytescribe *WavPlayer* is registered. If prompted to register, use your *WavPlayer* Product Serial Number, or else register your *WavPlayer* normally.



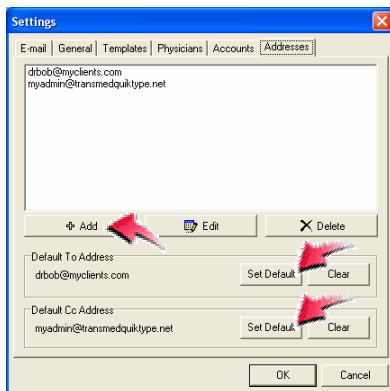
**Step 4.** Select **Tools | Settings** from the *eShuttle Transcribe* menu or click the **Settings** button.

**Step 5.** Set values for your outgoing email server (check with your regular email client software or your ISP for these settings).

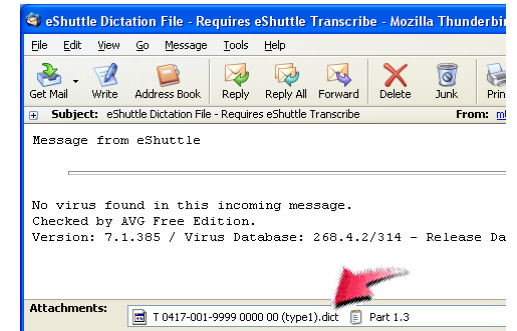
Next, set the job type, 4-digit user ID, and Encryption Password. Check with your system administrator for these settings.



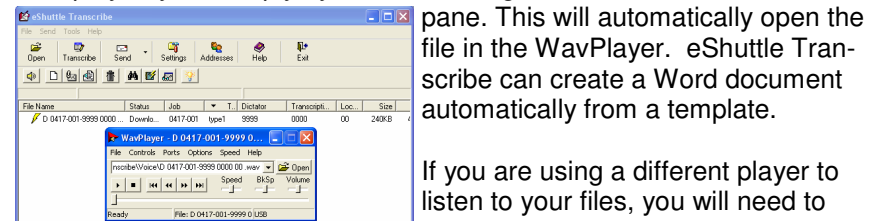
**Step 6.** Click on the **Addresses** tab and use the **Add** button to enter the email addresses to which you will be sending completed documents. You can set both a default **To:** address and a default **CC:** address. Click on the **OK** button to finish.



**Step 7.** When using *eShuttle*, you will receive dictation files through your email. Encrypted files will have a ".dict" at the end of the filename. When you open these files, they will load into *eShuttle Transcribe*.



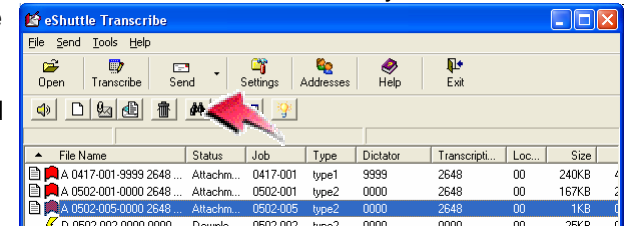
**Step 8.** If you are using the Bytescribe *WavPlayer*, you can play any file simply by double-clicking on the file in the bottom



pane. This will automatically open the file in the *WavPlayer*. *eShuttle Transcribe* can create a Word document automatically from a template.

If you are using a different player to listen to your files, you will need to load the files manually.

**Step 9.** Once documents have been attached, they can be sent back through email to the dictator, your system administrator, and others. To send all attached files, click on the **Send** button.



**Step 10.** For more information, please read the Quick Start guide located in the *eShuttle Transcribe* Manual.