Quick Start Guide
Importing Files to DocShuttle Dictator

Step 1. Open DocShuttle. Double-click the DocShuttle Dictator icon located on desktop.

Step 2. Open the Settings Window. Select **Tools | Settings** from the DocShuttle Dictator menu or click the **Settings** button as shown. Then click the **Import** tab.
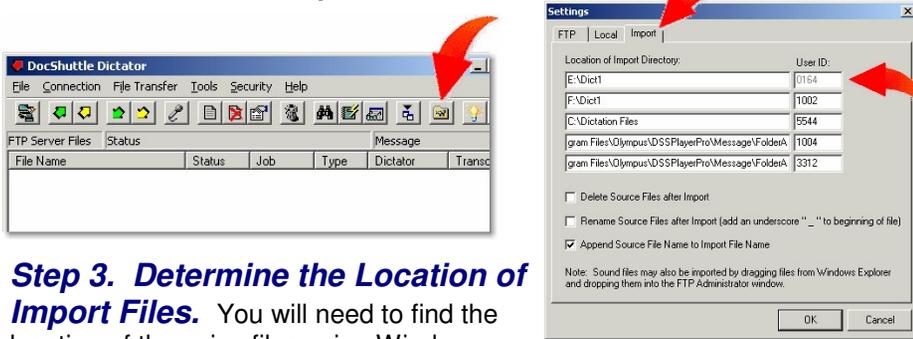
Step 3. Determine the Location of Import Files. You will need to find the location of the voice files using Windows Explorer. Olympus recorders appear as a "Removable Disk" when they are connected to the USB port. The drive letter may vary from computer to computer. In the example shown below, the files are located in:

G:\DSS_FLDA
G:\DSS_FLDB
G:\DSS_FLDC
G:\DSS_FLDD
G:\DSS_FLDE
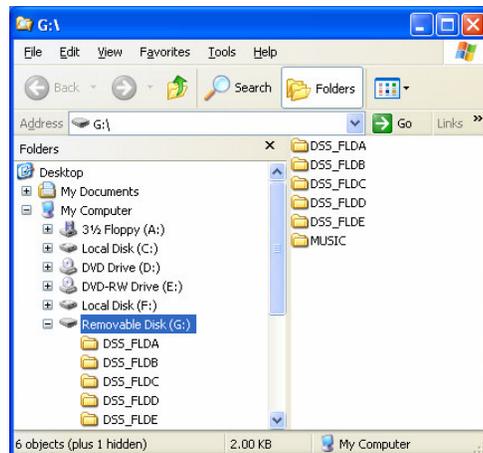
Step 4. Set the Import Directories. Set the import folder into the Settings window (shown in Step 2). In the example above, the first line would be set to "G:\DSS_FLDA". Set a unique 4-digit ID next to each import folder. Imported files will be stamped with this ID. Click **OK** when finished.

Note: It may not be necessary to install any other software for the recorder. If you have installed the Olympus DSS Player software, you will need to disable the "Auto Download" feature. This will prevent files from being transferred into the Olympus software instead of DocShuttle. Depending on the version of the Olympus software, this setting may appear differently. In the latest version, click **Tools | Options** from the Olympus menu and click the "Download Tray" on the left side. Then set the "Auto Download" setting to "No" as shown.
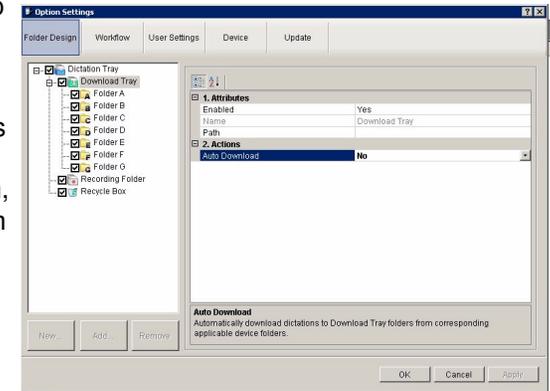
Step 5. Click the Import button. Once files have been recorded with a handheld recorder or other recording device, click the **Import** button as shown. Imported voice files will appear in the lower pane of the DocShuttle window.

Step 7. Upload Files to FTP Site. Upload the voice files to the FTP site. If you are not already connected, first click the **Connect** button in DocShuttle. Next click the **Upload New Files** button to send files to the FTP site.

Troubleshooting. If you have problems importing files into DocShuttle, please see our support site at
http://www.bytescribe.com/support