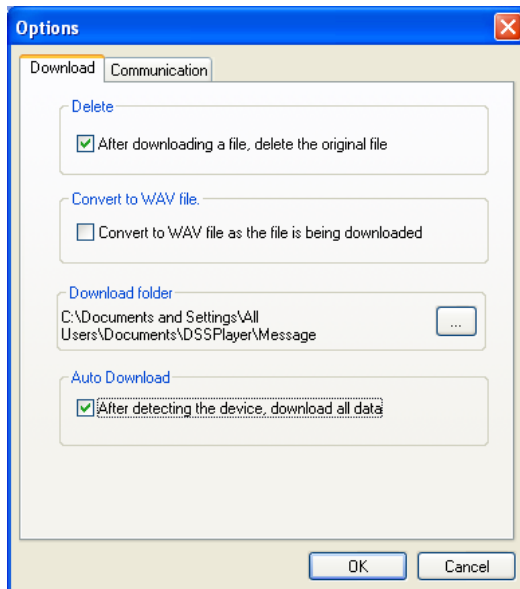


Special: Importing Files from Olympus Recorders

There are two methods for importing files from an Olympus recorder. One method is to use the Olympus DSS Player software to transfer the dictation files to the local PC, then have DocShuttle Dictator software import the files from the Olympus folder. The second method is to import files directly from the memory on the Olympus recorder once it is connected by USB cable. Both methods require the Olympus DSS Player software to be installed on the computer.

Method 1: Transfer files to the local PC first before importing into DocShuttle Dictator. Open the Olympus DSS Player software and select **Tools > Options** from the menu. Select the checkbox labeled “After detecting the device, download all data”. This will cause files to transfer to the PC immediately once the recorder is placed in a docking station or connected to a USB cable.

Please note the location of the Download folder in the Options window. You will need this location when entering the import directories into DocShuttle. Also, if you want the original file to be deleted after import, select the checkbox labeled “After downloading a file, delete the original file”.



With this method, an import directory may look similar to this:

C:\Documents and Settings\All Users\Documents\DSSPlayer\Message\FolderA

Method 2: Import files directly from memory on the handheld recorder. Open the Olympus DSS Player software and select **Tools > Options** from the menu. With this method, **uncheck** the checkbox labeled “After detecting the device, download all data”. You **do not** want the Olympus software to transfer the files when connected to a docking station or USB cable. Close the settings of the Olympus DSS Player software.

When the Olympus recorder is connected to a docking station or USB cable, a new drive letter appears in Windows Explorer as shown below. This new drive letter contains folders of files stored directly on the Olympus recorder. Use these folder paths in your DocShuttle Dictator settings on the Import tab. A sample import directory may look like:

E:\DSS_FLDA

*Note: When using Method 2, files are imported into DocShuttle Dictator when the **Import Files** button is clicked or when the scheduled importing takes place. Files are not imported the moment the device is connected.*

