Orator Dictation™

Telephone Dictation and Transcription System

Orator Dictation Starter Kit
Quick Start Installation Guide

bytescribe
Dictation & Transcription Solutions

Orator Starter Kit Installation Guide

Overview

This guide is intended to walk a user through the process of installing and configuring software drivers, voice board, and Orator dictation software. Below is outlined the basic steps that will be taken during the process. Please read and review each step carefully before proceeding to the next step.

Stage I: Building the Dictation System

A.   Verify Computer Specifications
     1.   Check to see that your computer has an available PCI slot for the voice board.
     2.   Check to make sure that you have at least 20 GB of free hard disk space on the drive which you will be installing the software.
     3.   Make sure that you have phone lines available. You will need one phone line per port.
B.   Install Dialogic Voice Board Drivers
     1.   Install Dialogic CD and follow installation prompts.
     2.   Shut down computer.
C.   Install Voice Board
     1.   Remove computer cover and insert voice board into PCI slot.
D.   Configure Dialogic Voice Board Drivers
     1.   Restart computer and run Dialogic Configuration Manager.
     2.   Verify that the drivers start in Dialogic Configuration Manager.
E.   Install Bytescribe Orator Dictation Software
     1.   Install dongle drivers.
     2.   Install Orator Dictation Software.
F.   Configure Orator Dictation Software
     1.   Add Users to System.
     2.   Check configuration settings.
     3.   Record test files.

Stage II: Exporting Files from the Orator Dictation Computer

A.   Determine the Network Topology
B.   Install the Bytescribe Export Utility
C.   Configure the Bytescribe Export Utility

Stage III: Managing Files over the Internet

A.   Install DocShuttle Administrator Software
B.   Configure DocShuttle Administrator Software
C.   Upload Voice Files to FTP site

STAGE I: Building the Dictation System

A. VERIFY COMPUTER SPECIFICATIONS

Before proceeding with the installation of the Orator starter kit, verify that your computer has the following specifications:

- Windows XP, or later
- One available PCI slot
- One available USB port for registration dongle
- At least 20 GB of free hard disk space on the drive which you will be installing the software
- 2.4GHz processor or greater
- 1024MB RAM or greater
- Sound card if it is necessary to review voice files before sending them to a transcriptionist
- Network card if files will be exported to the Internet

We recommend that you have the following:

- Power surge protection
- Phone line surge protection
- Uninterruptible power supply (UPS)
- A separate computer for exporting files to the Internet

Recommendations for IT Professionals:

- We recommend building the Dictation system on computer that has mirrored hard drives using Raid-1 mirroring.
- We recommend that Orator software is installed on a separate partition on the hard drive different from the operating system and drivers. That way if O/S partition becomes corrupted or infected with a virus, that partition could be rebuilt without affecting the Orator "data" partition.
- We recommend building on computer systems with SCSI drives because of the longer life to SCSI drives.
- We recommend creating a mirror image of the hard drive using a program like Norton Ghost so that the hard drive could be backed up in case of hard drive failure.

B. INSTALL DIALOGIC VOICE BOARD DRIVERS

Step 1. Insert the Orator Dictation Software CD into the CD drive. Follow the prompts as outlined in this Quick Start Guide. Click "Step 1: Install Dialogic Drivers".
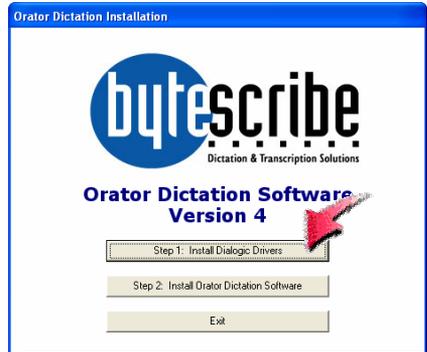
Step 2. Once the Welcome to Setup window appears, click the Next button.

Step 3. Enter your name and company name into the Registration window. Click the Next button to proceed.
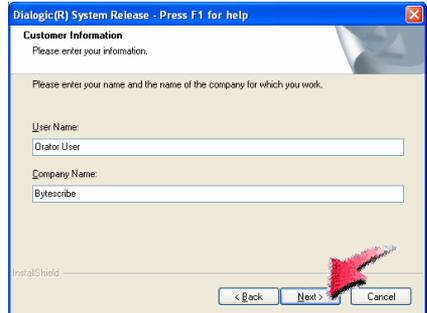
Step 4. On the Destination Location window, verify the Destination Directory. It is okay to leave the default setting here. Click the Next button to proceed.
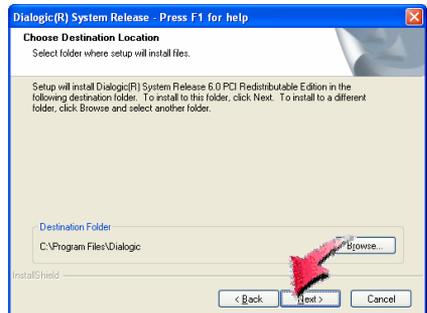
Step 5. Click on the empty box next to Core Runtime Package to install the Dialogic drivers. Then click the Next button.
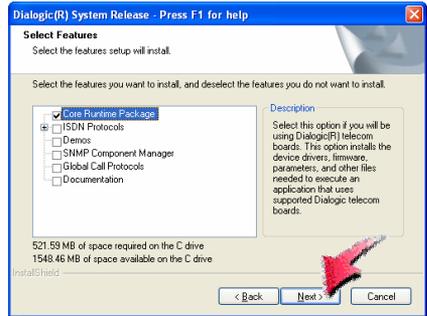
Step 6. The Program Group Folder displays the Program Folder that will be created. Leave the default setting as it appears. Click the Next button to proceed.
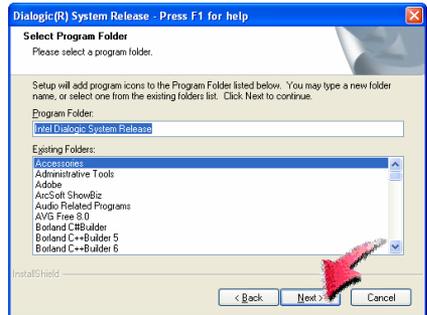
Step 7. The Start Copying Files window will display the Current Settings. Click the Next button to proceed.
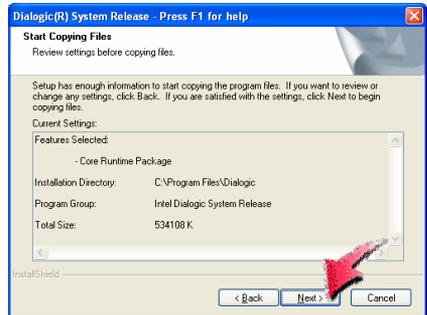
Step 8. The Setup Status will indicate the progress of the install. The next step will prompt us to reboot. Click the Next button to proceed.
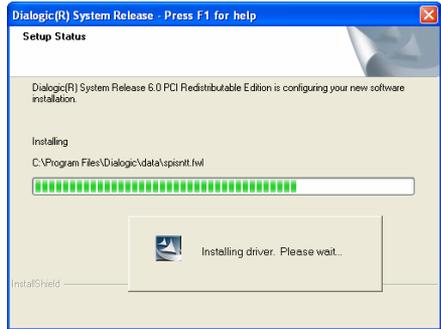
Step 9. The Setup Complete window appears. Leave the default setting to restart your computer. Click Finish and your computer will restart.

NOTE: If the Found New Hardware Wizard appears after reboot, the necessary drivers can be located at "C:\Program Files\Dialogic\driver"
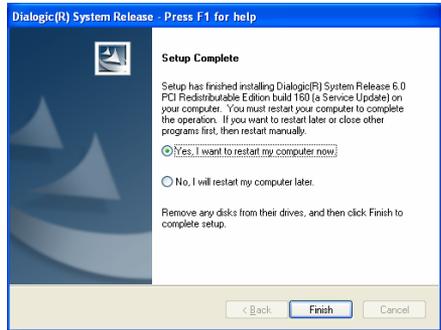
C. INSTALL VOICE BOARD

AT THIS POINT, SHUT DOWN THE COMPUTER AND INSTALL THE VOICE BOARD. IF YOU ARE NOT FAMILIAR WITH INSTALLING PCI DEVICES, FOLLOWING THE STEPS IN THE INSTALLATION VIDEO TO INSERT THE VOICE BOARD. THEN RESTART THE COMPUTER AND CONTINUE BELOW.

D. CONFIGURE VOICE BOARD DRIVERS

Step 1. After you computer has restarted, open the Configuration Manager. Click Start → All Programs → Intel Dialogic System Software Release 6 → Configuration Manager - DCM. Proceed to the next step.
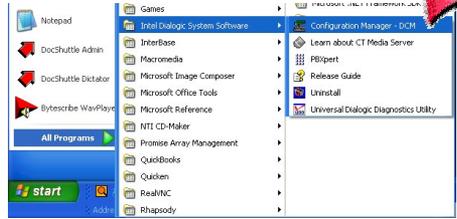
Step 2. Windows XP has built in security that may prompt you to acknowledge that the program you are attempting to start is safe. If this window appears, click the UNBLOCK button so that DCM will run in this and future occurrences.

Step 3. The Computer Name window appears. Leave the default setting for Local. Click the Connect button.

Step 4. The Intel Dialogic Configuration Manager should appear showing one board detected. At this point the drivers for the board have not been started so the board icon appears with a red square. To start the voice board drivers, click the green arrow button as shown.
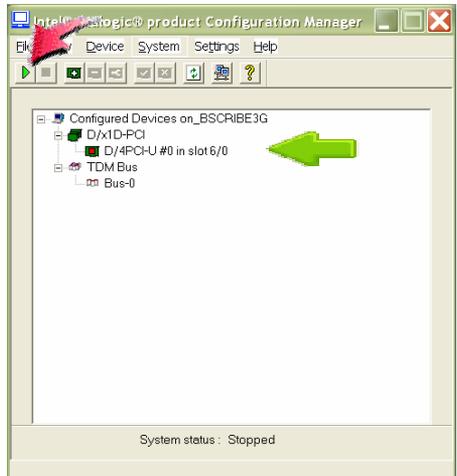
Step 5. If the voice board started correctly in the previous step, configure the settings to restart automatically after reboot.

Select:
>Settings
>System/Device autostart
>Start System

NOW PROCEED TO INSTALL-ING THE ORATOR SOFT-WARE.
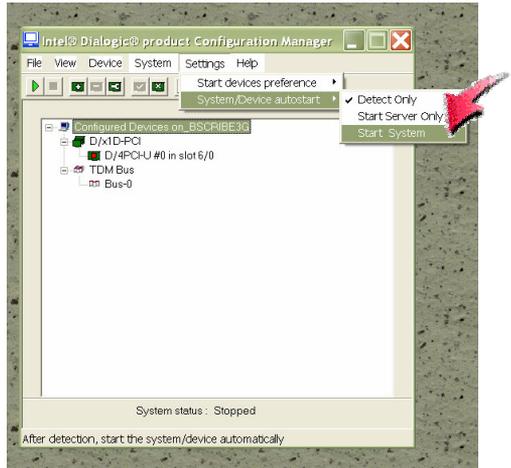
IMPORTANT - If the board and drivers have been successfully installed, the green arrow will appear in the voice board icon as shown to the right, and System Status will indicate "Running".

IF THE GREEN ARROW DOES NOT APPEAR IN THE BOARD, DO NOT PROCEED. TROU-BLESHOOT THE INSTALLA-TION PROCESS UNTIL THE VOICE BOARD IS STARTED.
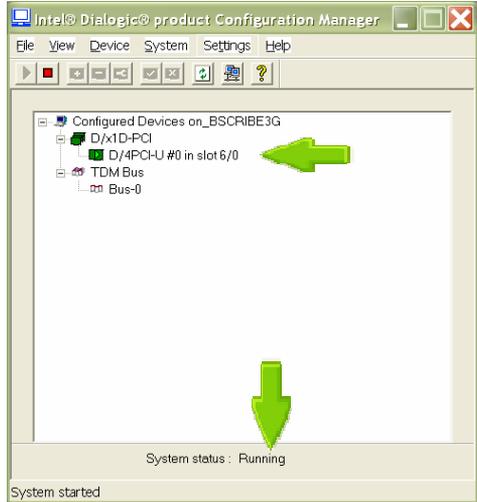
E. INSTALL BYTESCRIBE ORATOR DICTATION SOFTWARE

Step 1. Insert the Orator Dictation Software CD back into the CD drive of the computer. The following Orator Dictation Installation screen should appear. Click the "Step 2: Install Orator Dictation Software" button.

Note: DO NOT INSERT THE USB DONGLE UNTIL AFTER IN-STALLATION OF THE ORATOR SOFTWARE
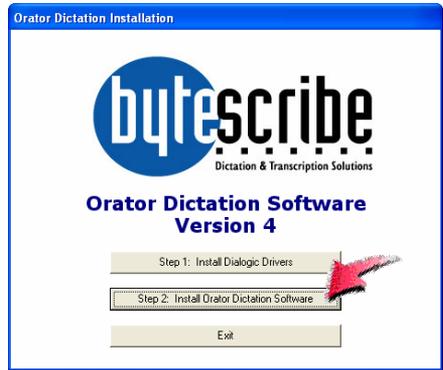
Step 2. The Orator Dictation System - InstallShield Wizard appears. Click the Next button to proceed.

Step 3. Enter your name and company name into the Customer Information window. Click the Next button to proceed.

Step 4. Verify the Destination Folder. Click the Next button to proceed.

Step 5. Verify the Current Settings. Click the Install button to proceed.

Step 6. Click the Finish button. The install program should have created a shortcut to the Orator Dictation software on your desktop.

YOU CAN NOW INSERT THE USB DONGLE. IF THE "FOUND NEW HARDWARE WIZARD" APPEARS, FOLLOW THE PROMPTS OF THE WIZARD TO INSTALL THE DONGLE. IN SOME CASES, YOU MAY NEED TO REBOOT THE COMPUTER TO FINISH INSTALLATION IF PROMPTED.

F. CONFIGURE ORATOR DICTATION SOFTWARE

Step 1. Double click the Orator Dictation System shortcut located on your desktop.

Step 2. The Orator Dictation System window should appear. Four channels should appear in the window. To set up users in the system, click the Users button as shown.
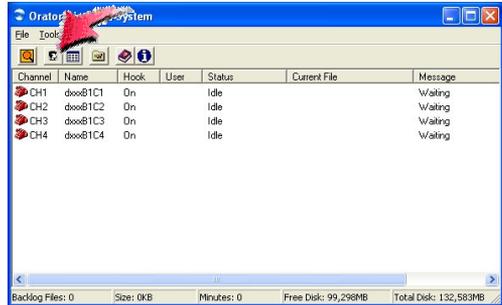
Step 3. In order for dictators to begin calling and dictating on the system, each user must be entered in the system. Click the Add User button as shown.
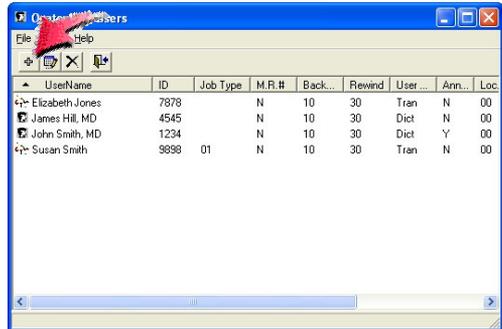
Step 4. Create a user profile for each user that will be calling the system. Each user must be given a name and user ID. The other fields are optional. Once all users have been entered, close the Add New User window and close the Orator Users window.
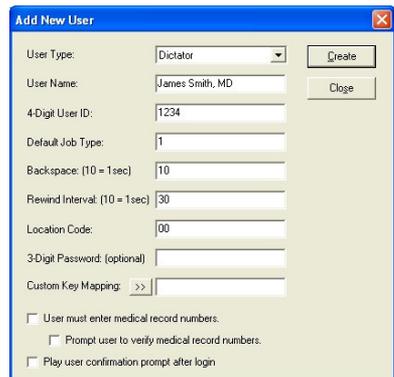
Step 5. Callers can now call the system and dictate. To test the system, call the system and record some test dictation files. Then click the Dictation Browser button to view the voice files.
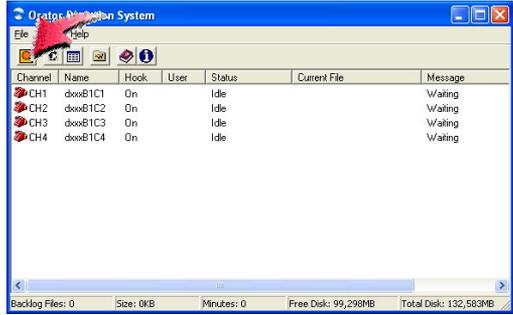
Step 6. Voice files will appear in the Dictation Browser window. To listen to the voice files, double-click on a file in the Dictation Browser window. The WavPlayer will appear and the file play through the computer speakers.
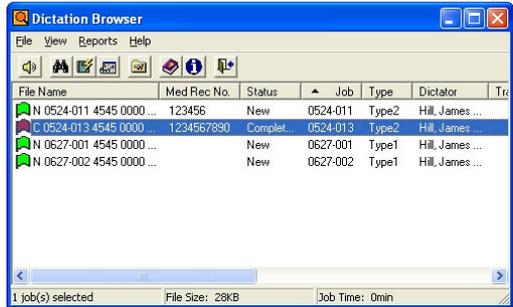
Step 7. The WavPlayer will appear and the file play through the computer speakers.

Step 8. The setup and configuration of the Orator is complete. Now review the following page that discusses options for delivery of voice files to the transcriptionists.

Stage II. Exporting Files from the Orator Dictation Computer

A. Determine the Network Topology

A program called the Bytescribe Export Utility is used to convert and export files from the Orator dictation system into a format that is suitable for Internet transfer. Once files are converted and exported, a program called DocShuttle Administrator (sold separately) is used to encrypt and upload files to an Internet FTP site. The type of network configuration will determine onto which computer the Export Utility and DocShuttle should be installed. Below are diagrams showing two different network topologies that can be used when exporting files to the Internet.

Since the Orator dictation computer plays a critical role, we recommend dedicating the dictation computer to only one task — recording dictation. If the Orator system is configured as a dedicated dictation computer, it should run for years with minimal maintenance and support. This topology can be configured without giving the Orator computer direct access to the Internet. This will minimize potential Internet threats such as viruses. **For these reasons, we recommend the two computer networking topology shown in the diagram below to the left.** This topology does require an additional computer and some knowledge of networking.

All programs necessary for exporting files can be loaded on a single computer, as shown in the diagram below to the right. This topology requires the dictation computer to run several programs and have direct access to the Internet.

Network topology showing two computer setup. One computer is installed with Orator software and the other is installed with Export Utility and DocShuttle Admin.

Orator Dictation System

Converting Computer
(with Export Utility and DocShuttle Administrator)

Internet FTP Server

Remote Transcriptionists Downloading from Internet
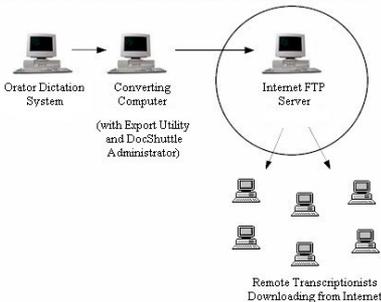
Network topology showing single computer running Orator software, Export Utility and DocShuttle Admin.

Orator Dictation System
(with Export Utility and DocShuttle Administrator)

Internet FTP Server

Remote Transcriptionists Downloading from Internet
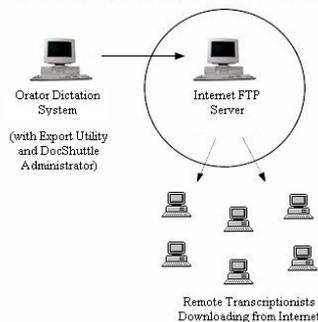
B. Install the Bytescribe Export Utility

Determine which computer will run the Bytescribe Export Utility from the preceding page. Download the Export Utility installation program by visiting the web page below and clicking the download link.

http://www.bytescribe.com/products/support/export.htm

Once you have downloaded the installation file, run the installation program and follow the steps outlined below.

Step 1. When downloading from the web site, you may be prompted to enter a password. Enter the password below:

040300

Click the Next button to proceed.
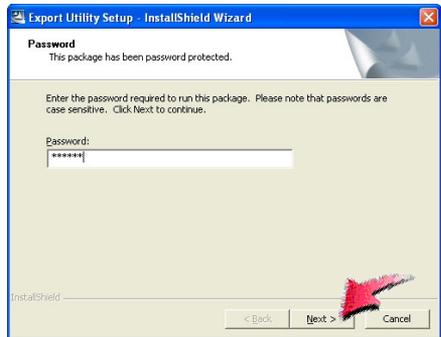
Step 2. The Bytescribe Export Utility - InstallShield Wizard appears. Click the Next button to proceed.

Step 3. Enter your name and company name into the Customer Information window. Click the Next button to proceed.
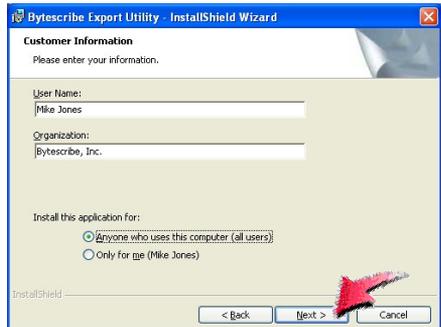
Step 4. Verify the Destination Folder. Click the Next button to proceed.
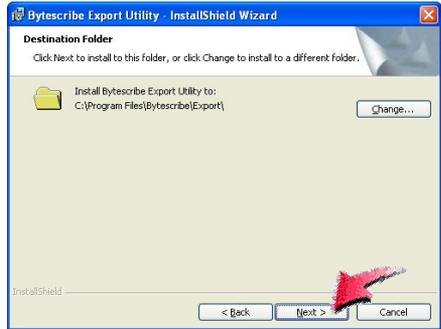
Step 5. Verify the Current Settings. Click the Install button to proceed.

Step 6. Click the Finish button. The install program should have created a shortcut to the Export Utility software on your desktop.
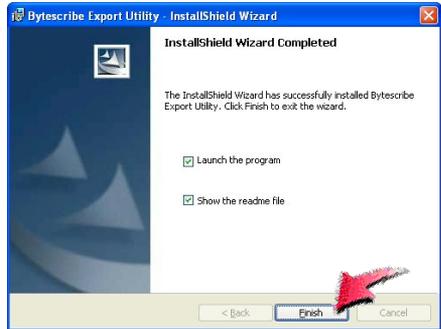
Step 7. If the Export Utility is not already running from the previous step, double-click the Bytescribe Export Utility shortcut located on your desktop.

C. Configure the Bytescribe Export Utility

Step 1. The Bytescribe Export Utility window appears. Click the Directories button to configure the input and output directories.

Step 2. Enter the correct path to the input and output directories. The input directory is where voice files are stored on the Orator dictation computer. The output directory is converted .wav files will be deposited. Click the Save button to proceed.
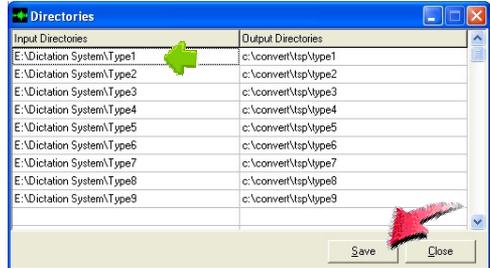
Note: If you will be using DocShuttle Administrator to manage files over the Internet, you do not need to change the output directories since DocShuttle will use the default settings. Usually, only the drive letter of the input directories needs to be changed. The input directories are the folders where voice files are recorded from the Orator dictation software.

Step 3. If you recorded some test files on the Orator computer (see Step 30) and if you configured the directories in the previous step correctly, voice files should now appear in the Export Utility window. Click the Convert All Files button to begin the conversion process.
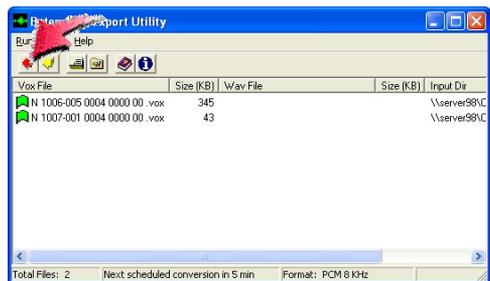
Step 4. The Conversion Progress window appears. Converted .wav files will be sent to the output directory specified in Step 42.

16
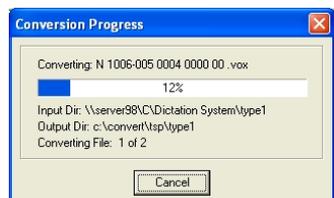
Step 5. Return to the main Bytescribe Export Utility window and click the Options button.

Step 6. In the Options window, you can configure the Export Utility to convert on a regular scheduled basis. To enable scheduling, click the Scheduled Timer On checkbox and set the desired time interval. Click the OK button.
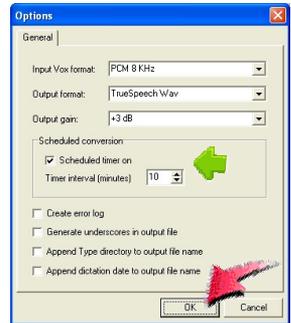
Stage III. Managing Files over the Internet

A. Install DocShuttle Administrator Software

DocShuttle Internet Transcription Software (sold separately) is suite of software products used to manage workflow of voice and text files on an FTP site. DocShuttle allows automatic uploading of voice files and text documents, complete tracking and management, secure encryption, and integration with dictation systems and handheld recorders. DocShuttle Administrator module will upload voice files that have been exported by the Bytescribe Export Utility. Follow the steps below to install and configure DocShuttle Administrator.

Step 1. Install the DocShuttle Administrator software on the same computer as the Bytescribe Export Utility. Insert the DocShuttle Administrator CD into the CD drive or download the program from the Bytescribe web site. Once the Welcome to Setup window appears, click the Next button.

Step 2. Enter your name and company name into the Customer Information window. Click the Next button to proceed.
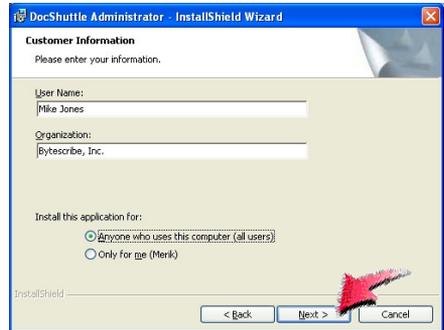
Step 3. Verify the Destination Folder. Note that the default installation folder is the same as the default output directory of the Export Utility in Step 42. Click the Next button to proceed.

Step 4. Click the Finish button. The install program should have created a shortcut to DocShuttle Administrator on your desktop.
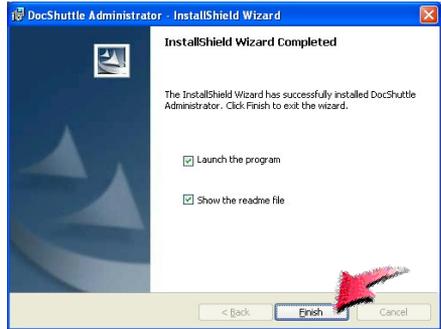
Step 5. If the DocShuttle Administrator is not already running from the previous step, double-click the DocShuttle Administrator shortcut located on your desktop.

B. Configure DocShuttle Administrator Software

Step 6. The DocShuttle Administrator appears. If some test files were successfully converted in Step 44, the files will appear in the lower pane of the DocShuttle Administrator window. Click the Settings button to check the connection settings.
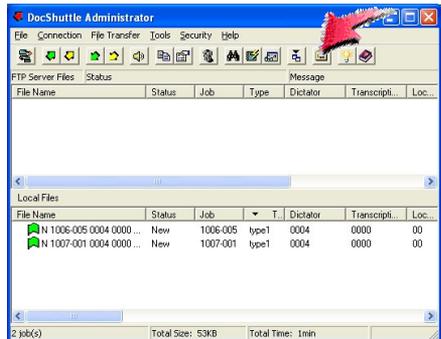
Step 7. Enter the host address, user name and password for the FTP site you are using. Also enter a 4-digit ID in the User's 4-digit ID field. Click the OK button to proceed.
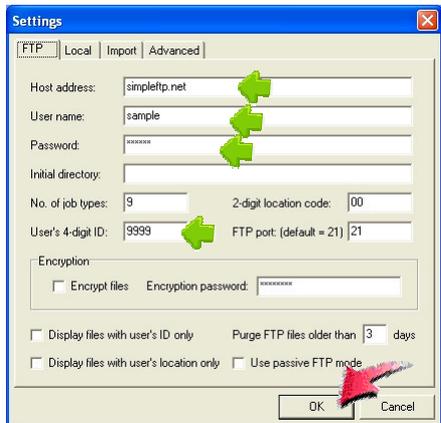
Step 8. Click the Connect button. If the connection settings are correct from the previous step, you will connect to the FTP site.
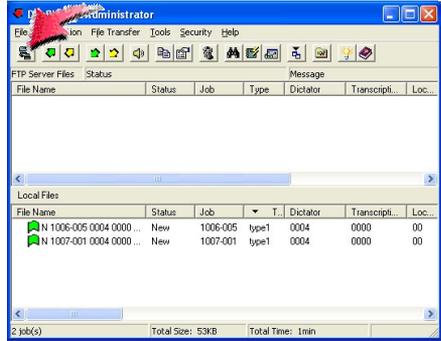
Step 9. If you are connecting to an FTP site for the first time, you will need to create the storage folders on the site. To do this, click the Tools | Create Folders on FTP Site menu option.

C. Upload Voice Files to FTP Site

Step 10. Once you are connected and folders have been created, you can begin to upload voice files from the lower pane. Click the Upload All Files button.
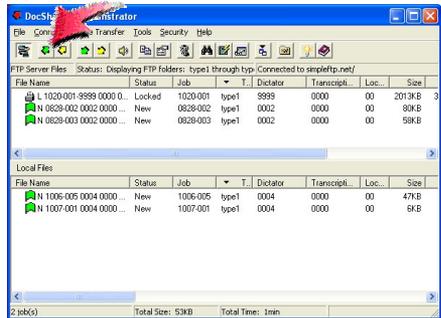
Step 11. As files are uploaded, the Transfer Progress window appears.
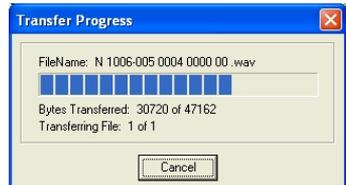
Step 12. Once you are familiar with the upload process, you can schedule files to upload automatically. Click the Tools → Settings menu option and click the Local Tab. Select the Schedule Uploads checkbox and set the desired time interval.

Build Your Own Reliable Dictation Servers

Install drivers on your computer.

Install voice board into PCI slot

Install Orator Dictation Software

The Orator Dictation Starter Kit is an affordable do-it-yourself dictation kit. Transcription companies and medical facilities can build their own reliable dictation servers for a fraction of the cost. Orator software has been used for years in dictation servers built by Bytescribe.

The Orator Dictation Starter Kit comes with simple documentation for installation and configuration. Install the Orator Starter Kit on a Windows based computer to build your own dictation server.

This Quick Start Guide will guide you through the process of installing the Orator Dictation Startup Kit and configuring your computer to send files over the Internet.

Bytescribe Development Company also offers a line of affordable dictation and transcription products. If you are interested in finding out about our other products, please visit our website at www.bytescribe.com

Thank you for purchasing the Orator Dictation Starter Kit by Bytescribe!

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