



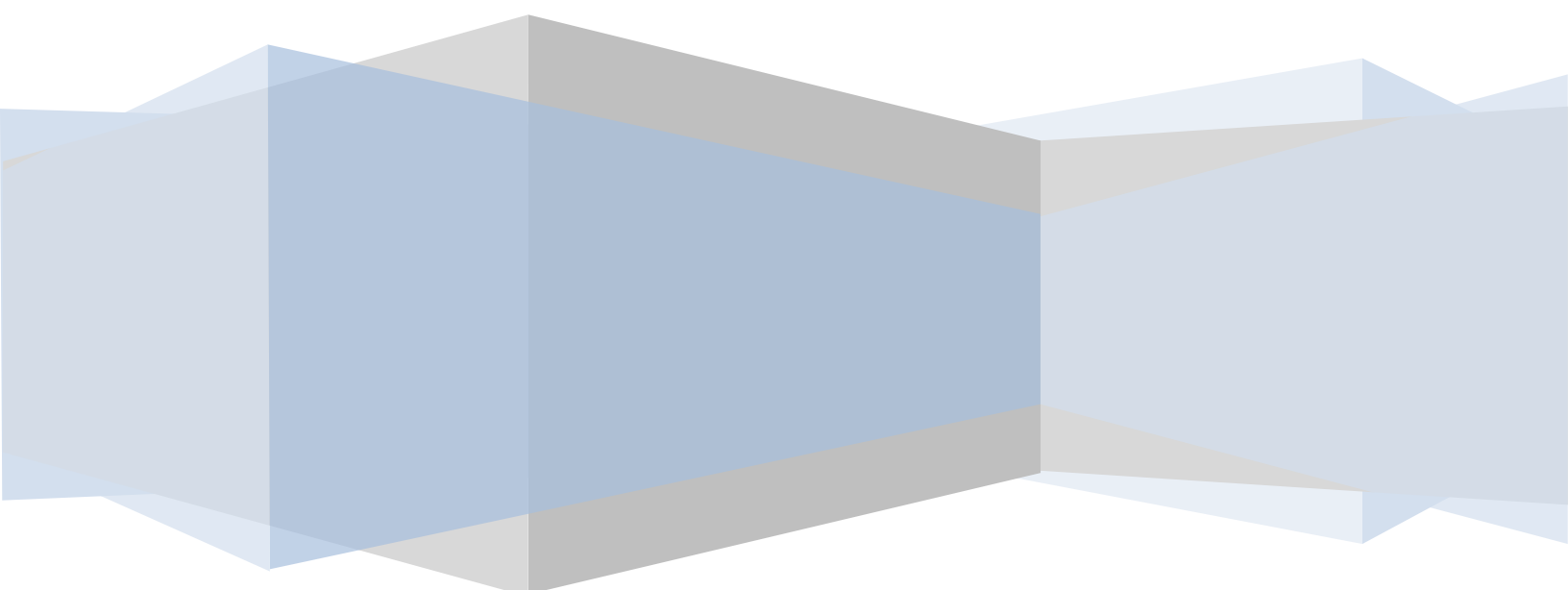
Technology by Apptec

The world's best
Audio – Video Transcriber

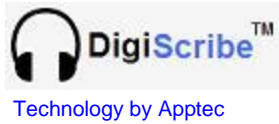
DigiScribe Manual

Installation, setup and use.

Apptec Corporation



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A developer of next generation technology!



The world's best
Audio – Video Transcriber

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INTRODUCTION

DigiScribe is a professional Audio-Video Transcriber that enables you to transcribe audio files (including WAV, MP3, WMA, and DSS) and video files (including MOV, MP4, AVI, and WMV) on your own computer. These audio files can come from DigiTel, or other sources of dictation. These video files can come from digital camcorders or other sources of video. DigiScribe works with the sound card in your computer or a Spectra SP/USB Headset (which has its own built-in sound card for loud and clear playback), and can use a foot pedal for hands-free control of playback.

DigiScribe lets you find work in up to 4 Work Pool folders that can be on your hard drive or on your network. DigiScribe also lets you Import or Stream work from your hard drive, across your network, on a Handheld Recorder, on a Memory Card, or on a CD or DVD. DigiScribe displays the dictation files in your Work Pool folders, priorities first then oldest to newest, and separates Completed Work from Available Work. It also lets you filter work by various parameters, and lets you search for specific work quickly.

DigiScribe highlights dictations that the DigiTel user has marked as a priority in red, and it lets you choose the dictation you wish to transcribe next from a list of all dictations available within the Work Pool you are currently looking at.

DigiScribe also displays each dictation's demographic information to enable you to intelligently choose the next dictation you wish to transcribe. Dictations received from DigiTel include *EZ-Track Demographics™*. DigiScribe will also apply *EZ-Track Demographics™* data to files received from other sources, such as handheld recorders.

EZ-Track Demographics™ includes File Number, Priority and Saved Status, Author Name/PIN, Work/Dept/Reference Numbers, File Length, and Date/Time of Dictation.

During video playback, DigiScribe displays a video window and lets you take bitmap (.bmp) snapshots which you can save, print, and include in documents.

- Play and manage the status of files from virtually any source of dictation!
- Play dictations from DigiTel, a network, a CD/DVD, a Handheld, or an FTP Site!
- Choose work quickly and effortlessly using the file's *EZ-Track Demographics™*, by listening to an Audio Preview, or from the prioritized list of Available Work!
- Choose work from the Available Work list, or Download or Import or Stream work!
- DigiScribe can also alert you when new work has arrived in the current Work Pool!
- Adjust playback Speed and Volume with ease.
- Mark work Completed, or Save it for later. Saved work is bookmarked with the 'current position', so when you return to this work later, its right where you left off!

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INSTALLATION

Host System Requirements

Pentium II or better, Memory: 1 MB or greater, Hard Disk: 10 MB for DigiScribe program
Interface: USB 1.1 or USB 2.0, one for a USB Foot Pedal and one for a USB Headset
Sound Card: SoundBlaster-16 or 100% compatible (optional when using a Spectra SP/USB Headset)

Optional Network Interface Card: To get audio files across a network

Optional Internet Connection: To get audio files from an FTP Site.

Windows 2000 or Windows XP or Windows VISTA (16-Bit)

Microsoft Windows Media Player: Version 10 or higher

Microsoft Windows Media Format Runtime: Version 11 or higher

Microsoft DirectX Runtime: Version 9 or higher

Foot Pedal: Infinity IN-USB1 or Infinity IN-USB2

Software Installation (from the Installation CD or from www.DigiTelSoftware.com)

Login as a user with “administrator rights”, and then run the DigiScribe Full Installation program. *During installation, if asked “...do you want to keep this file?” to a pop-up message that says “... a file being copied is older than one on your computer” click “Yes”.* Next click OK, then click the big square picture button, then click Continue, and then click OK. After setup is complete, restart the computer.

Make Work Pool Folders Shareable (if needed)

If there is more than one DigiScribe on your network, and if they will be sharing work from one or more Work Pool folders, you will need to make those folders “shareable” so that each DigiScribe can see that work across your network.

To make a folder shareable, use Windows Explore to browse to that folder. Then right-click on that folder and choose its Properties. Then set its properties to shareable. You may also need to “map a drive letter” for each shared folder so that each DigiScribe can locate each shared folder by its drive letter.

To tell DigiScribe where to find those shared folders, open DigiScribe’s Toolbox, select “Dictation Files Paths”, and then set each Work Pool path as desired.

Software Registration

The product runs in evaluation mode for 30 days or until it is registered. To register the product open its Registration menu and follow its on-screen instructions or the instructions on the installation CD’s label.

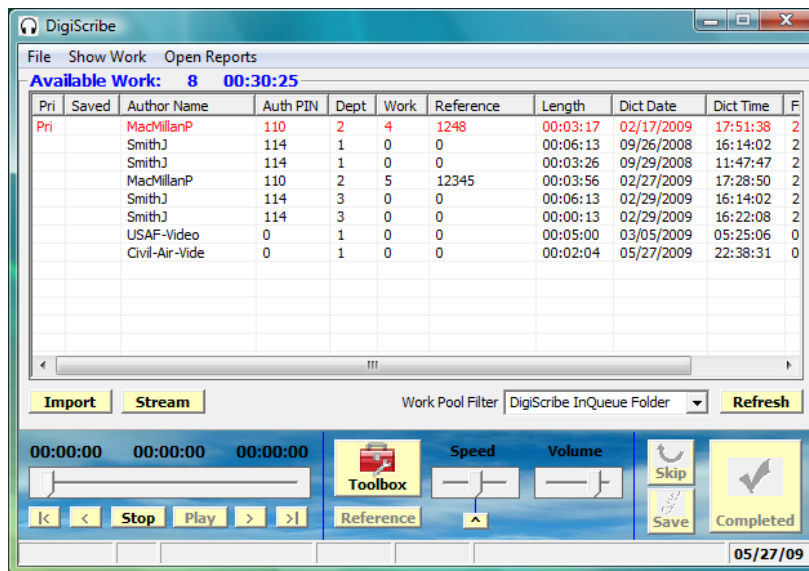
The Registration menu displays a “Lock Number”, and the Installation CD label shows a “Pop Number”. Email both of those numbers to Keys@DigiTelSoftware.com to receive your License Key via email reply.

Once you receive your License Key, enter it into the Registration menu.

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MAIN MENU

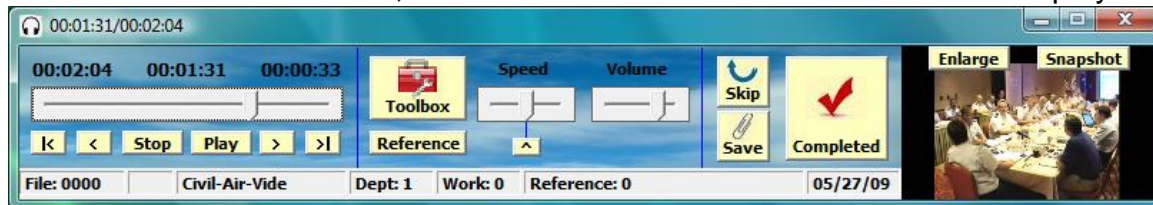
The main menu of DigiScribe displays a list of all Available Work.



Use the Work Pool Filter drop-down box to select the Work Pool Filter you wish to show work from, or use Browse to browse to work.

Select one of the available dictations (by clicking on it) and then press the “play” foot pedal. The Available Work list presents all the prioritized dictation first, showing the oldest at the top of the list. You may also click on a dictation to listen to a preview of it.

Once a dictation is selected, the main menu will reduce in size to the mini-player mode.



If the file you selected is a video, the video window (as shown in the example above) will open on the right side of the mini-player. You may reposition the mini-player on your desktop and it will remember its new position. You may double-click the status-bar at the bottom of the mini-player to adjust the height of the status-bar.

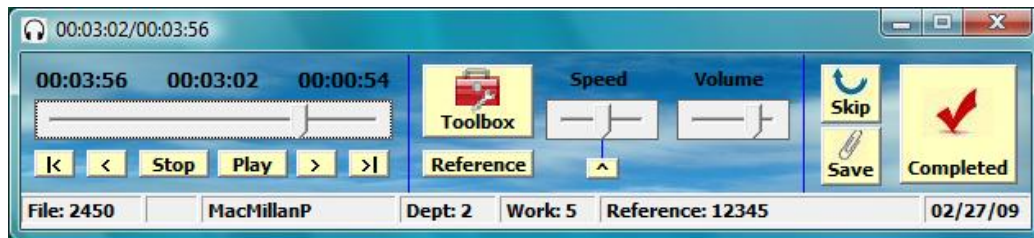
You may set the mini-player to minimize to the task bar each time play is activated (set “Minimize Upon Play” in the General Settings menu of the Toolbox). The “current position in the file” and the “total file length” is shown at the top of the mini-player and in Windows’ Task Bar at the bottom of your screen.

You may also set “Show on Top of Other Applications” in the Toolbox to keep all DigiScribe menus in the forefront.

You may also change the widths of the columns of the Available Work and Completed Work lists. The changes will be saved automatically.

HELPFUL HINTS

For your convenience the current dictation's demographic data is shown in the status-bar at the bottom of the mini-player. This data includes the File Number, Priority Status, Author Name, Department Number, Work-type Number, Reference Number, and Date of Dictation. You may double-click on the status-bar to adjust its height; and hover over its fields to see additional demographic data such as the Author PIN and the Time of Dictation. The "current position in the file" and the "total file length" will also be shown at the top of the mini-player and in Windows' Task Bar at the bottom of your screen.

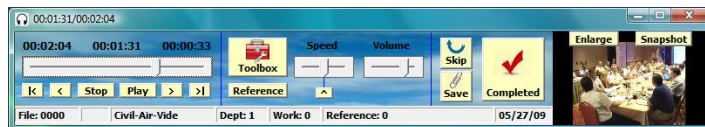


Slide the volume control to adjust the playback volume. Slide the speed control to adjust the playback speed or click "A" to return the speed control to normal speed. Click "Toolbox" to adjust any of DigiScribe's settings. Click "Reference" to change the data in the dictation's Reference field to correct it or to enter a short note of up to 15 characters.

Click "Skip" to skip the current dictation and return it to the Available Work list. Click "Save" to mark the current dictation Saved, to bookmark its current position, and to return it to the Available Work list. Click "Completed" to mark the current dictation Completed and to send it to the Completed Work list.

From the File menu, click "Change the Wallpaper" to change the mini-player's background wallpaper.

When a video file is selected, a video window will open, as shown in the example below.



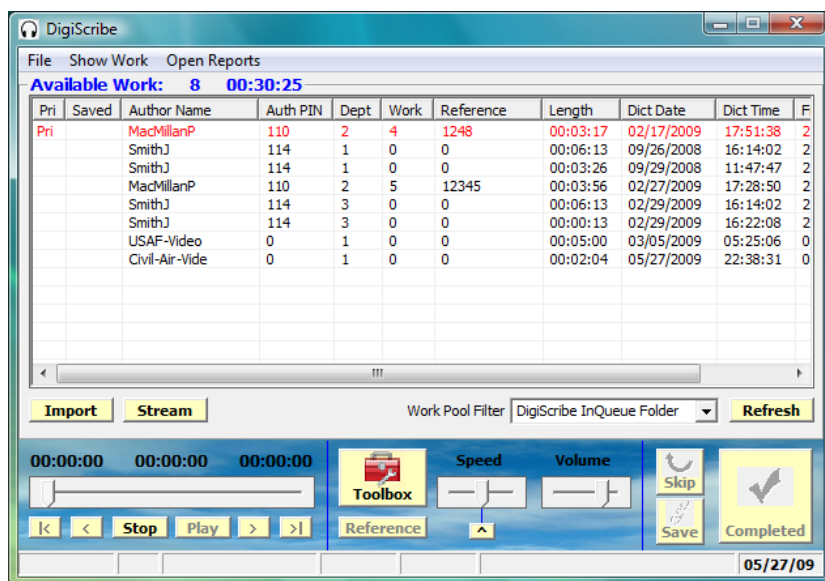
Click Enlarge to make the video window larger. Click Snapshot to save a bitmap (.bmp) file of the current video frame.

To support the playback of some video files, the latest "Windows Media Format Runtime" and the latest "DirectX 9 Runtime" should be installed on your pc. These files are available at the bottom of the Software page at www.DigiTelSoftware.com.

You can also customize the operation of your DigiScribe with a whole host of adjustments and special features. These are described later in this manual.

SHOW WORK – AVAILABLE WORK

The Available Work list shows the dictations that are available to be transcribed. It shows all priority dictations first, in **red**, top-down from the oldest to the newest. Then it displays all non-priorities, top-down from the oldest to the newest. It also indicates your saved dictations.



Click a column header to re-sort the dictation list by that criterion.

Click “Refresh” to refresh the list to include new dictations that have recently come in.

Each time Completed, Save or Skip is clicked, the list is automatically refreshed.

To see Available work that is in a different Work Pool, select a different Work Pool Filter from the Work Pool Filter drop-down box. To select work from a CD or DVD drive, from a Handheld Recorder or Memory Card, from a Network Folder, or from another location, click the Import or Stream keys.

The Import key lets you browse to a file which is then imported into the Available Work list. In the Toolbox, select “Delete Original File After Import” to have the original file deleted after it is imported from the media.

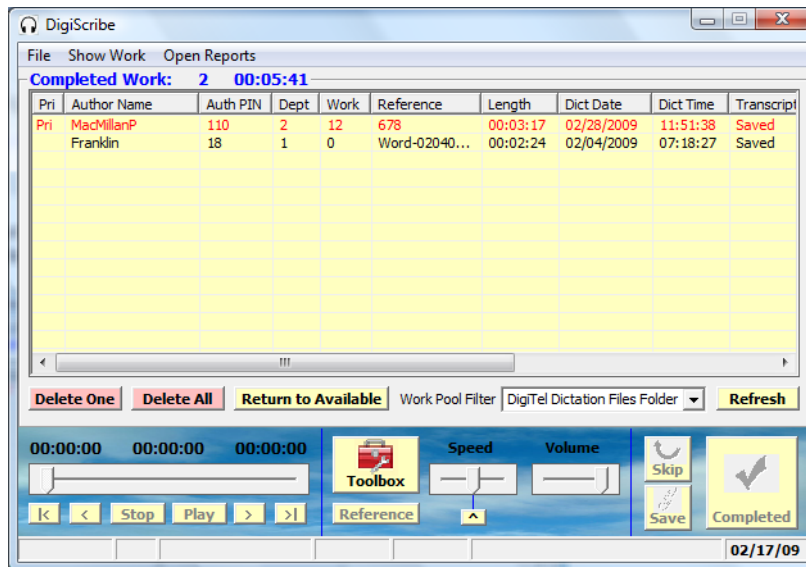
The Stream key lets you browse to a file which is then played directly from the media.

If a column is too narrow to display all the characters in it, you may readjust its width by clicking and dragging the line between columns in the column’s header. The new column width will be remembered automatically.

Click “Open Reports” to open a report showing the content of the Available Work list.

SHOW WORK – COMPLETED WORK

The Completed Work list shows the dictations that you have already transcribed and marked Completed.



Click on a file and then click “Return to Available” to return a Completed dictation to the Available Work list.

To see Completed Work that is in a different Work Pool, select a different Work Pool Filter from the Work Pool Filter drop-down box.

Old Completed dictations are automatically deleted based on the number of days set in the “Delete” field of the Toolbox’s “Dictation File Paths”. Each of the 4 Work Pool paths may be set with its own “Delete” parameter from 1 to 99 days. If a “Delete” parameter is set to 0, automatic deletion of old completed dictation files from that path is disabled.

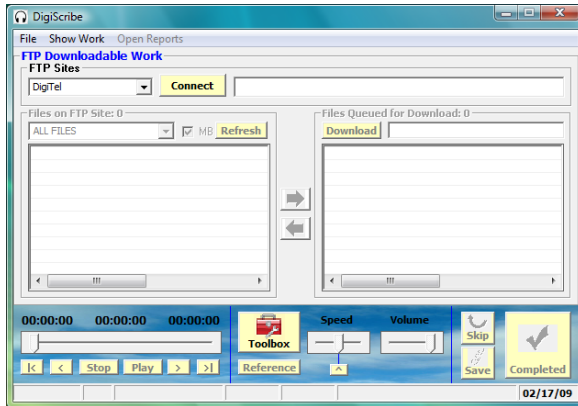
You may also manually delete Completed dictations from the Completed Work list. To delete one file from this list, click on it and then click “Delete One”. To delete all files from this list, click “Delete All”.

If a column is too narrow to display all the characters in it, you may readjust its width by clicking and dragging the line between columns in the column’s header. The new column width will be remembered automatically.

Click “Open Reports” to open a report showing the content of the Completed Work list.

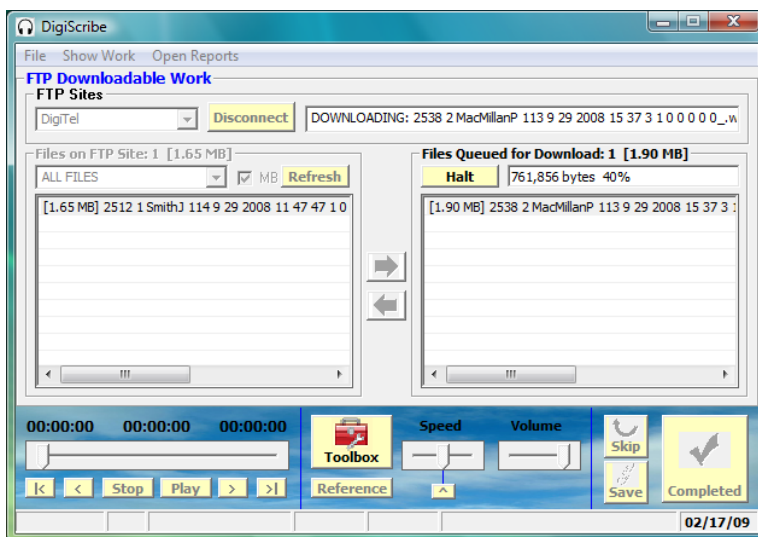
SHOW WORK – FTP DOWNLOADABLE WORK

The Download FTP Work menu lets you download work from up to 25 FTP sites or FTP folders.



Choose the FTP Site you wish to download from and then click “Connect”. Then select the files to download and click “Download”. The downloaded files are placed into the current Work Pool Filter’s path.

Click “Halt” to halt further downloading after the current download is complete. Once all the queued dictations are downloaded, the connection to the FTP Site is disconnected.



The downloaded files are placed into the current Work Pool Filter’s path.

Check “Automatically download all files upon Connect” (in the Toolbox’s “FTP Site Settings”) to automatically Download all files upon connecting to an FTP Site.

Check “MB” to include the file size (in megabytes) in the list.

In the “Files on FTP Site” list on the left side of this menu, click on the files you want to download. If you want to take any files out of the “Files Queued for Download” list on the right side of this menu, click on those files. To move all files at once from one list to the other, click on the arrow between the lists.

The drop-down box to the left of the MB checkbox lets you select the types of files to show in the “Files on FTP Site” list. You can choose to show ALL FILES, or just PRIORITY FILES, or just WAV, MP3, WMA, or DSS/Transporter-DS2 files.

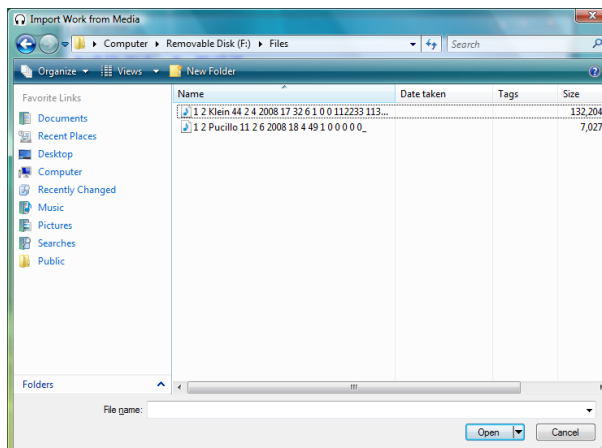
After clicking “Connect”, if no files are available, you will remain connected so that you may click “Refresh” to check for files later, or you may click “Disconnect”.

SHOW WORK – IMPORT/STREAM WORK FROM MEDIA

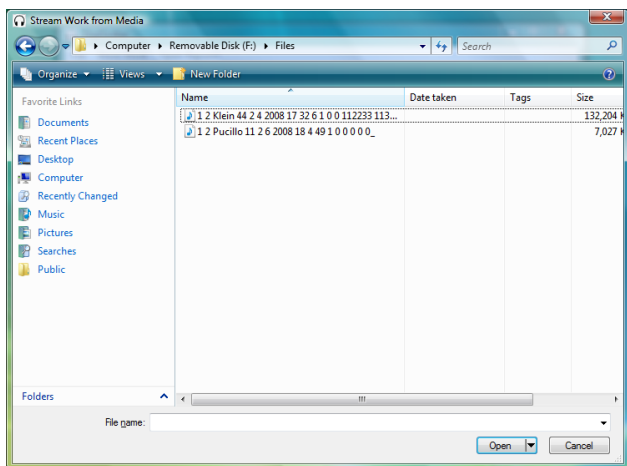
Click “Import Work from Media” from the Show Work menu, or the “Import” key to open the browse menu shown at the right.

Click on the desired file and click “Open”.

Imported files will be imported to the Available Work list. The original file will be deleted from the media if “Delete Original File After Import” is enabled in the Toolbox.

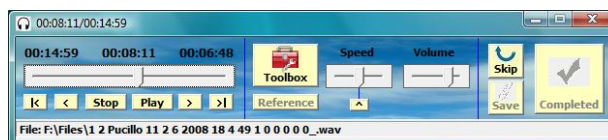


Click “Stream Work from Media” from the Show Work menu, or the “Stream” key to open the browse menu shown below.



Click on the desired file and click “Open”.

That file will then automatically open in the mini-player.



You may Import or Stream an audio or video file that is on your hard drive, across your network, on a CD or DVD, or on a Recorder or Memory Card.

When you're finished with the file you selected to Stream, click “Skip”.

A file that is “streamed” is handled outside of the file management of DigiScribe's Available Work and Completed Work lists. As such, a “streamed” file retains its original filename, and cannot be marked as Saved or Completed.

A “streamed” DSS or Transporter-DS2 audio file will not play because it must be converted into a “wav” file for playback. DSS and Transporter-DS2 files should be “imported” into the Available Work list, where it will be converted into a playable wav file.

SHOW WORK – WORK POOL FILTER DEFINITIONS

Work Pool Filters let you see only the work you want to look at right now. You can define as many Work Pool Filters as you desire.

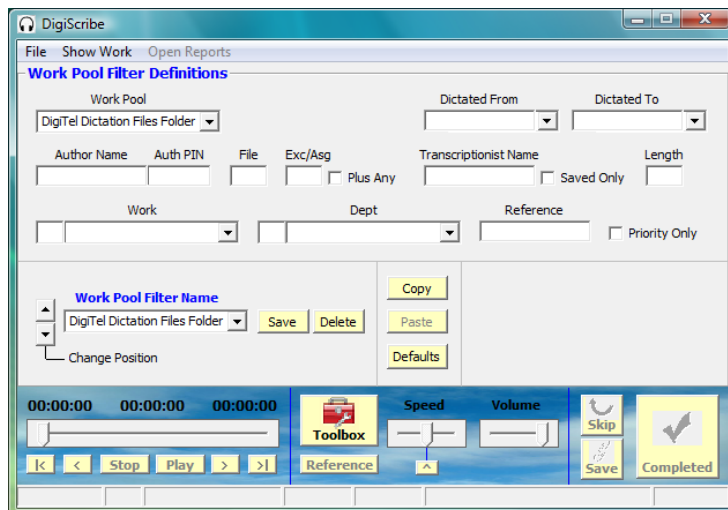
At a minimum, just setup one Work Pool Filter for each Work Pool path that you want to choose work from. Remember, there are 4 Work Pool paths that you can choose from.

DigiScribe is preconfigured with two Work Pool Filter definitions.

1. The first preconfigured Work Pool Filter definition is “DigiTel Dictation Files Folder” which looks for work at the path “C:\Apptec\DigiTel\Dictation Files”. It presumes that you have a DigiTel Call-In Dictation System installed on the same pc as DigiScribe, so that DigiScribe can see DigiTel’s dictation files.
2. The second preconfigured Work Pool Filter definition is “DigiScribe InQueue Folder” which looks for work at the path “C:\Apptec\DigiScribe\Files\InQueue”. It presumes that you don’t have a DigiTel System installed on the same pc as DigiScribe. It gives DigiScribe a place to put files downloaded from FTP Sites.

The definition of each Work Pool Filter begins with the choice of “Work Pool”. The “Work Pool” is one of the 4 available Work Pool paths as set in the Toolbox’s “Dictation File Paths”. All the other parameters in the Work Pool Filter are optional, but can allow you to define a Work Pool Filter with greater specificity.

For example, you can setup a Work Pool Filter to just show work from a particular Author from a particular Work Pool path. Or for example, you can define Work Pool Filters to choose specific types of work by Work-type or Department Number or Priority, or to locate specific dictations quickly by their Reference Number or Dictation Date.



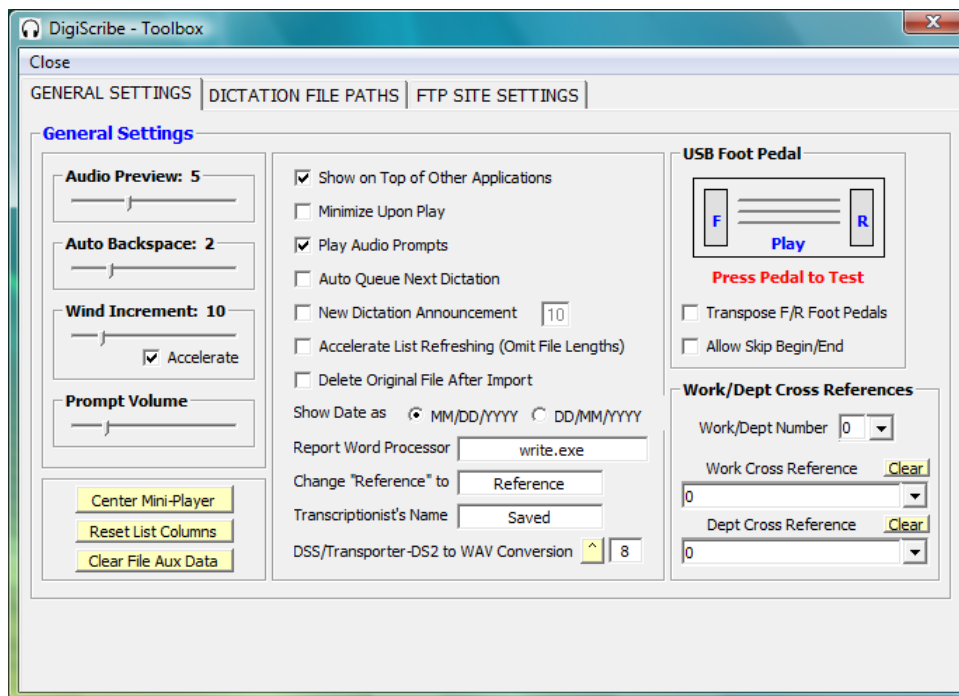
To add a Work Pool Filter, type its name in the “Work Pool Filter Name” drop-down box, then define the filter and click “Save”.

To rename a Work Pool Filter, select it from the “Work Pool Filter Name” drop-down box, overwrite its name and click “Save”.

The “Work Pool Filter Name” sequence can be changed by using the up/down arrows labeled “Change Position”. Just choose a filter name and then move it up or down in the list.

TOOLBOX – GENERAL SETTINGS

The General Settings menu contains adjustments and special features that let you fine-tune the operation of DigiScribe.



Audio Preview: Listen to a few seconds of a dictation to help you choose if it's the one you want. Adjust from 1 to 15 seconds; set to 0 to disable Audio Preview.

Auto Backspace: Select the number of seconds to Rewind each time you press the Play foot pedal. Adjust from 1 to 9 seconds; set to 0 to disable Auto Backspace.

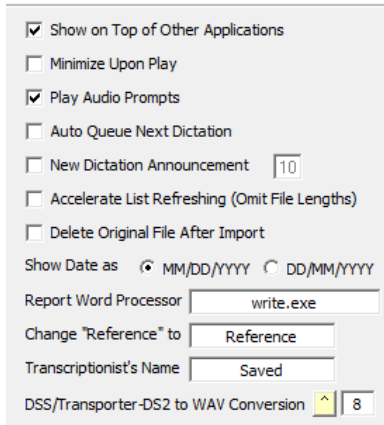
Wind Increment: Select the number of seconds to Rewind or Fast Forward for each second the Rewind or Fast Forward foot pedal is pressed. Adjust from 1 to 60 seconds. Check "Accelerate" to accelerate the wind increment as you continue to press the pedal.

Prompt Volume: Adjust the prompt playback volume as well as the volume of the rewind and fast forward tones.

Center Mini-Player: Return the mini-player to center screen.

Reset List Columns: Reset the Available Work and Completed Work list's columns to their default widths.

Clear File Aux Data: Clear the current Work Pool Filter path's auxiliary file data. This data includes the calculated file lengths of each file which are used to accelerate list refreshing.



The screenshot shows the DigiScribe settings window with the following options:

- ☒ Show on Top of Other Applications
- ☐ Minimize Upon Play
- ☒ Play Audio Prompts
- ☐ Auto Queue Next Dictation
- ☐ New Dictation Announcement [10]
- ☐ Accelerate List Refreshing (Omit File Lengths)
- ☐ Delete Original File After Import
- Show Date as: ☒ MM/DD/YYYY ☐ DD/MM/YYYY
- Report Word Processor: [write.exe]
- Change "Reference" to: [Reference]
- Transcriptionist's Name: [Saved]
- DSS/Transporter-DS2 to WAV Conversion: [8]

Show on Top of Other Applications: Keeps DigiScribe visible over other applications.

Minimize Upon Play: Minimizes DigiScribe to the taskbar (at the bottom of your screen) upon play.

Play Audio Prompts: Plays helpful prompts.

Auto Queue Next Dictation: Each time the Play foot pedal is pressed, the top-most dictation (that is not marked Saved) will be automatically selected and played.

New Dictation Announcement: A screen pop-up and a prompt will announce when a new dictation has arrived in the current Work Pool Filter path. The interval for checking if new dictation has arrived can be set between 1 and 60 seconds.

Accelerate List Refreshing (Omit File Lengths): Check to accelerate the refreshing of the Available Work and Completed Work lists (and omit the display of each file's length) on very slow networks. Uncheck to display the length of each file.

Delete Original File After Import: Check to automatically delete the original file from its media after it has been imported by the Import key or Import Work from Media menu.

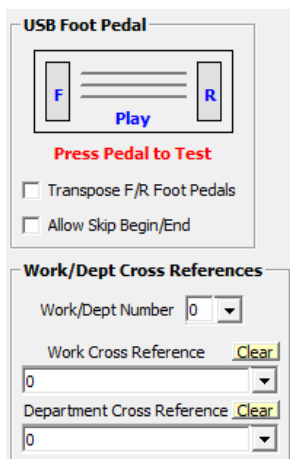
Show Date as: Select to display the date in MM/DD/YYYY (North American) format or in DD/MM/YYYY (European) format.

Report Word Processor: The filename of the word processor to use when opening an Available Work or Completed Work list Report. The default is "write.exe". Sometimes it may be necessary to put in the full path and name of the word processor.

Change "Reference" to: Rename the Available Work and Completed Work list's "Reference" field label to any desired name. For example, "MRN", "Case Number", etc.

Transcriptionist's Name: This name will be displayed in the Saved field of the Available Work list for a dictation that has been marked as Saved. You may leave it as "Saved" when only one transcriptionist has access to a particular Work Pool Filter path. If more than one transcriptionist has access to a particular Work Pool Filter path, each transcriptionist should put their own name in this field of their DigiScribe so that everyone can see which transcriptionist has Saved a particular file.

DSS/Transporter-DS2 to WAV Conversion: Select the Transporter-DS2 file and DSS file to WAV file conversion rate (kHz). The higher the file conversion rate, the higher the audio fidelity will generally be.



Transpose F/R Foot Pedals: Swap the functions of the Rewind and Fast Forward foot pedals.

Allow Skip Begin/End: Allow Skip-to-the-Beginning or Skip-to-the-End of a dictation by quickly double-pressing the Rewind or Fast Forward foot pedals respectively.

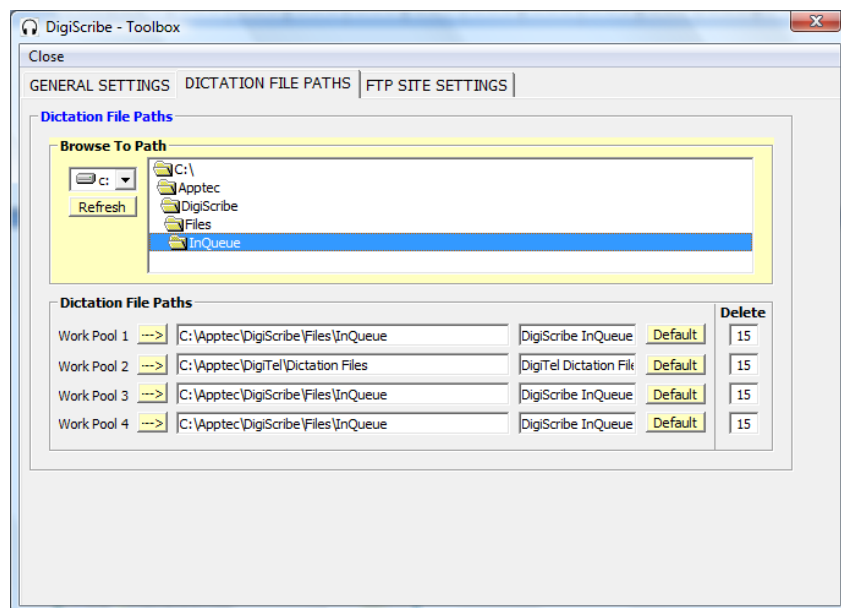
Work/Dept Cross References: The Work-type (“Work”) and Department (“Dept”) fields of each file normally show (in the Available Work and Completed Work lists) their associated Work-type number and Department number. To display an alternate reference for each work-type number and/or department number, select a number from the “Work/Dept Number” drop-down box, and enter a cross reference for each in the “Work Cross Reference” and/or the “Department Cross Reference” drop-down boxes.

For example, for Work-type 1, you can enter a cross reference of “CAT”, for Work-type 2, you can enter a cross reference of “MRN”, etc.

This way in your Available Work and Completed Work lists, you can see more meaningful names for the Work or Dept fields instead of just seeing their numeric equivalents.

TOOLBOX – DICTATION FILE PATHS

DigiScribe will play most audio and video files.



DigiScribe will play most WAV, MP3, WMA, DSS, and Transporter-DS2 audio files.

DigiScribe will also play most MOV, AVI, MP4, and WMA video files.

Just place any of these files into any of the Work Pool paths.

DigiScribe's Work Pool Filter paths can be set to look into up to 4 different Work Pool paths for dictation files. As well you can use DigiScribe's main menu's "Browse" feature to browse to any other path that contains dictation files.

Any of the file types mentioned above can be placed into any of the 4 Work Pool paths.

During Available Work list refreshing, the files in the current Work Pool Filter path will be processed. DSS and Transporter-DS2 files will be converted into WAV files. Files whose names are not formatted in the "EZ-Track Demographics" format will be renamed into this format with the first 14 characters of its original file name displayed in the Author Name field.

Work Pool 1/2/3/4: You can enter each Work Pool path manually. Or you can use "Browse To Path" to locate a path on your hard drive or across your network, and then click the → arrow to enter that path into a particular Work Pool path field.

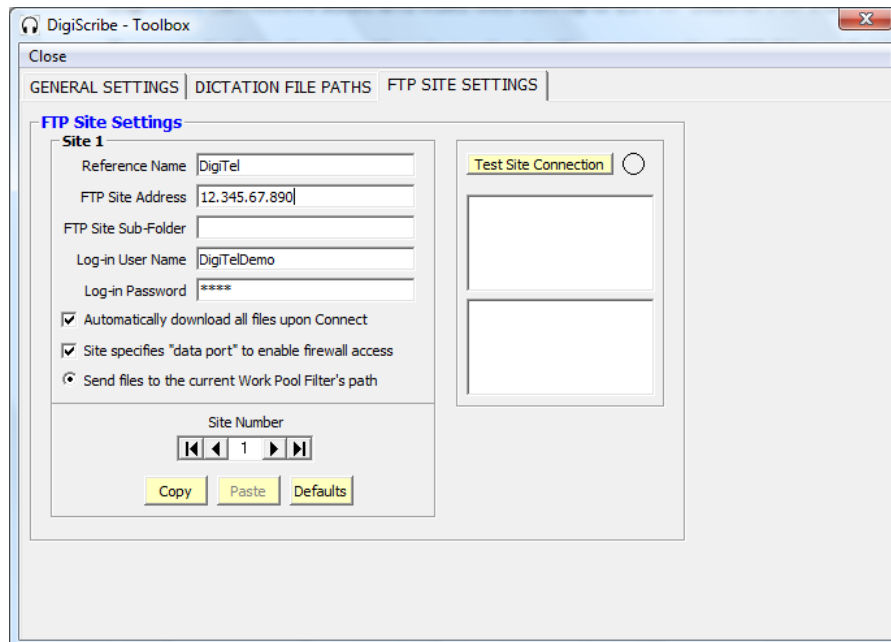
The field to the right of the Work Pool path is for a descriptive field name that will be displayed in the Work Pool Filter's definition.

Click "Default" to return a Work Pool path to its default setting.

Delete: Set the number of days a Completed dictation file in a particular Work Pool path should be kept before it is automatically deleted. This can be set from 1 to 99 days, or set to 0 to disable the automatic deletion of old Completed dictation files.

TOOLBOX – FTP SITE SETTINGS

DigiScribe can retrieve audio and video files from up to 25 FTP Sites or FTP Folders.



Reference Name:

A descriptive name for this Site that is displayed in the “FTP Downloadable Work” menu.

FTP Site Address:

The IP Address or Web Address of the FTP Server.

FTP Site Sub-Folder:

The subdirectory of the FTP Site that you want to retrieve files from.

Log-in User Name: The User Name to securely log-in with.

Log-in Password: The password to securely log-in with.

Automatically download all files upon Connect: Check to automatically download all files upon Connecting to an FTP Site in the “FTP Downloadable Work” menu.

Site specifies “data port” to enable firewall access: This should usually be checked. When checked it enables “passive mode” so that the FTP Site specifies the “data port” number to use in order to connect through its firewall.

Send files to the current Work Pool Filter’s path: This is a reminder that all files downloaded from an FTP Site will be sent to the current Work Pool Filter’s path.

Use ← and → to scroll through the 25 FTP Site profiles. Use |← and →| to jump to the first or last profile. “Copy” copies the FTP Site profile to memory, and “Paste” pastes from this memory into the current FTP Site profile. “Defaults” clears the current profile.

Click “Test Site Connection” to verify that the FTP Site Settings are correct.

If you need information about how to setup or where to rent FTP Sites or FTP Folders, you may email Info@DigiTelSoftware.com for more information.

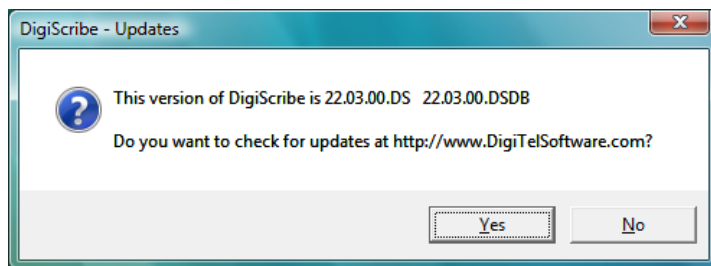
UPDATES and LICENSE AGREEMENT

Updates:

Software and Documentation updates are available at <http://www.DigiTelSoftware.com>

If DigiScribe is not already installed, check this site to see if a newer “Full Software Package” version is available.

If DigiScribe is already installed, you may click File then “Check for Updates” to automatically navigate to this site.



When you are on <http://www.DigiTelSoftware.com>, click SOFTWARE and then scroll down to the “Software Upgrade” section and click on the new version of DigiScribe. Then follow the on-screen instructions.

On this site, you can also sign-up for Update Notices to receive an email when a new update becomes available.

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