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# SPEECHEXEC

Enterprise Transcribe 4.5

Pro Transcribe 8

Transcribe











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# PHILIPS



# User manual

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# 1 Important

This manual covers the basic installation of the SpeechExec software and its related use with the Philips foot control and headphones.

Not all devices mentioned in this manual are necessarily part of the package contents. Descriptions of devices and accessories are for information only and do not require Philips to deliver any of these accessories with this package.

## Note

If a topic begins with this icon , the described feature is available to users of SpeechExec Pro and Enterprise only.

## Tip

For more information about using the SpeechExec software, see the help function (press F1 on the keyboard).

Philips reserves the right to change products at any time without being obliged to adjust earlier supplies accordingly.

The material in this manual is believed adequate for the intended use of the system. If the product, or its individual modules or procedures, are used for purposes other than those specified herein, confirmation of their validity and suitability must be obtained.

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## Safety

- To avoid a short circuit, do not expose the product to rain or water.
- Do not expose the device to excessive heat caused by heating equipment or direct sunlight.
- Protect the cables from being pinched, particularly at plugs and the point where they exit from the unit.
- All wireless devices may be susceptible to interference, which could affect performance.

- Back up your files. Philips is not responsible for any loss of data.

## Hearing safety

Observe the following guidelines when using your headphones:

- Listen at reasonable volumes for reasonable periods of time.
- Be careful not to adjust the volume higher as your hearing adapts.
- Do not turn up the volume so high that you can't hear what's around you.
- You should use caution or temporarily discontinue use in potentially hazardous situations.
- Do not use headphones while operating a motorized vehicle, cycling, or skateboarding, etc. It may create a traffic hazard and is illegal in many areas.

## Important (for models supplied with headphones):

Philips guarantees compliance with the maximum sound power of its audio players as determined by relevant regulatory bodies, but only with the original model of provided headphones. If these headphones need replacement, we recommend that you contact your retailer to order a Philips model identical to that of the original.

## Small children

Your device and its enhancements may contain small parts. Keep them out of the reach of small children.

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## Cleaning and disinfection


- Unplug the device before cleaning.
- Use a soft cloth, if necessary dampened with a minimum amount of water or diluted mild soap, to clean the product.
- Products for disinfection of surfaces in clinical areas and patient care equipment, such as surface disinfectant wipes, can be used to

clean the device.

- Do not use harsh chemicals or strong detergents.
- Do not rub or strike the surface with anything hard as this may scratch or damage the surface permanently.

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### Disposal of your old product

- Your product is designed and manufactured with high quality materials and components that can be recycled and re-used.
- When this crossed-out wheeled bin symbol is attached to a product, it indicates that the product is covered by the European Directive 2002/96/EC. 
- Become informed about your local separate collection system for electrical and electronic products.
- Act according to your local rules and do not dispose of old products with normal household waste. The correct disposal of old products will help prevent potential negative consequences for the environment and human health.
- Batteries (including built-in rechargeable batteries) contain substances that may pollute the environment. All batteries should be disposed of at an official collection point.

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## 2 Your SpeechExec dictation software

Congratulations on your purchase and welcome to Philips!

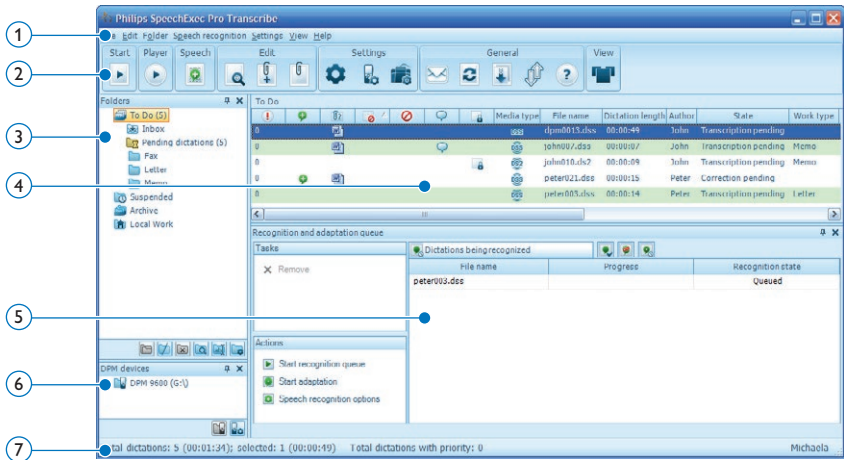
To fully benefit from the service that Philips offers, visit our Website for support information such as user manuals, software downloads, warranty information and more:

[www.philips.com/dictation](http://www.philips.com/dictation).









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### 2.1 Overview SpeechExec work list window

The work list allows you to manage the dictation file list, define dictation properties and change various settings.



- 1 The **menu bar** across the top organizes commands under menus.
- 2 The **toolbar** contains tools for playing and editing dictation files. Related tools are grouped together.
  - ▶ Start Transcription (open the selected dictation in the player)
  - ▶ Start/stop playback of the selected dictation file
  - ▶ Add to speech recognition queue
  - ▶ Displays the dictation properties of a file
  - ▶ Attach a document
  - ▶ Open an attached document
  - ▶ Display the General settings window
  - ▶ Display the settings window for a connected Philips Pocket Memo digital recorder

-  Display the settings window for a connected Philips foot control
-  **PRO** Create a new email message with the selected dictation file attached
-  Refresh the information displayed in the work list
-  **PRO** Start downloading from a connected Philips Pocket Memo digital recorder to a PC
-  **PRO** Send and receive emails with dictations via a connected email system
-  Receive emails with dictations via a connected email system
-  Open the help function
-  **PRO** Display the worklist in Carousel view

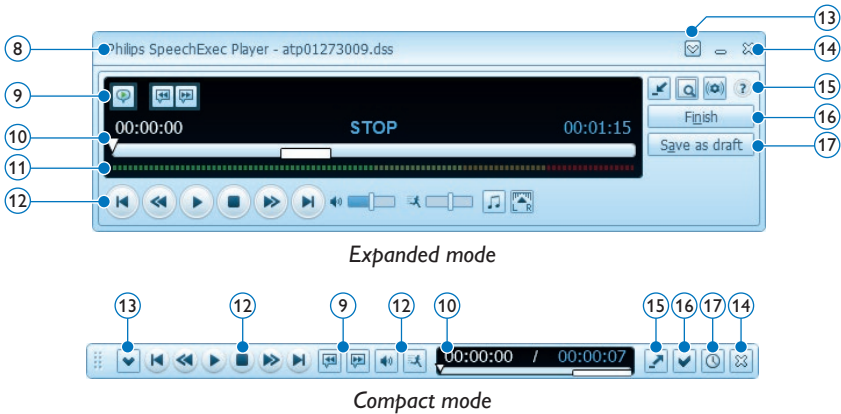
## Note















To customize the toolbar, click [Settings > General Settings](#) on the menu bar and select [Worklist > Toolbar](#). Select the icon you wish to add from the left column and click the [Add item](#) button.

- ③ The [folder list](#) displays the folder structure. The structure depends on personal or pre-configured settings. Click the plus sign at the left of a folder to expand the tree and display a folder's sub-folders.
- ④ The [dictation file list](#) displays information about the dictation files stored in the selected folder. The columns display the properties of the dictation files. Change the focus between the tree view and the dictation list view by clicking inside each pane.
- ⑤ **PRO** The [recognition and adaptation queue panel](#) displays information about dictation files submitted for offline speech recognition. See [6.8 \*\*PRO\*\* Speech recognition functions on page 20](#) for more information.
- ⑥ **PRO** [Digital Pocket Memo device display](#): The Digital Pocket Memo display appears when a Digital Pocket Memo is connected. It allows users to display and play back dictation files stored on the Digital Pocket Memo, and to configure settings on the connected device.
- ⑦ The [status bar](#) at the bottom of the window displays information on dictation management such as the number of dictation files in the selected folder, the number of dictation files with priority status assigned, and the name and role of the current user.








## 2.2 Overview SpeechExec player window

The player module allows the playback of sound files created with *SpeechExec Pro Dictate* or a *Digital Pocket Memo*.



- ⑧ The **title bar** displays the file name.
- ⑨ **Instructions** are recorded comments by the author that are directed to the person transcribing the dictation file. See [5.3 Instructions](#) on page 15 for more information.
  -  **PRO** Play back special instruction
  -  **PRO** Jump to the previous spoken instruction
  -  **PRO** Jump to the next spoken instruction
- ⑩ **Position slider:** Displays file information such as file length and the current position in the sound file during playback. The length of the recording is displayed in HH:MM:SS (hours:minutes:seconds) above the slider.
- ⑪ **Audio volume meter:** Displays the audio output level.
- ⑫ **Audio toolbar:**
  -  Start/pause playback
  -  Stop the current action (recording, playback)
  -  Jump to the beginning of the dictation
  -  Fast rewind
  -  Fast forward
  -  Jump to the end of the dictation
  -  Adjusts playback volume
  -  Adjusts playback speed
  -  Adjusts the playback tone
  -  Adjusts the playback balance
- ⑬  Show/hide the menu bar



- 14  **Close:** Close the dictation file without saving the changes that have been made to it.
- 15  Switch player window between compact (default setting) and expanded mode.
  -  Displays the dictation properties dialog
  -  **PRO** Displays the audio settings dialog
  -  Opens the help function
- 16  **Finish:** Close the dictation file and mark the transcription as finished. The dictation file is moved to the *Finished dictations* folder (SpeechExec Transcribe) or to the *Archive* folder (SpeechExec Pro Transcribe).
- 17  **Save as draft:** Close the dictation file and mark it as suspended, meaning that work on the dictation file is interrupted temporarily and will be continued at a later time. The dictation file is saved in the *Suspended* folder.

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## 3 Get started

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### 3.1 System requirements

- Pentium III, 500MHz and 512 MB RAM; Recommended: Pentium IV or similar, 1 GHz and 1 GB RAM
- 100 MB hard disk space for SpeechExec, 250 MB for Microsoft .NET Framework
- One free USB port
- Recommended minimum transfer rate for LAN: 100 Mbit/s
- Windows 7, Windows Vista, Windows XP

#### Note

For all operating systems, it is recommended that the latest service pack available be installed before installing SpeechExec.

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### 3.2 Install the software


#### Important

- Administrator rights are required to install the software. For more help, contact your administrator.
- For installation of *SpeechExec*, a license key is required. The license key can be found on the DVD envelope.

- 1 Turn on the computer.
- 2 Insert the installation DVD in the DVD-ROM drive. The set-up program should start automatically. If it does not, open the DVD contents in Windows Explorer and double-click the *autorun.exe* file.
- 3 Click the **Install** button.
- 4 Follow the on-screen instructions of the set-up program.

---

### 3.3 Start SpeechExec software

If the option to start SpeechExec automatically was selected in the settings menu, open the program by clicking the  icon in the notification area of the Windows task bar. To manually start the program, open the Windows start menu in Windows and select **Programs > SpeechExec (Pro) Transcribe**.

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#### 3.3.1 Create a SpeechExec user profile

When using *SpeechExec* for the first time, a wizard guides you through the step-by-step configuration process to create a new user profile and configure your initial key settings.

Follow the on-screen instructions to:

- Specify a user name. The user name identifies the user who last worked on the dictation file.
- Set the destination folder on the PC for *Pending dictations*. Pending dictations will be listed in the *To Do* folder in the work list. The *To Do* folder organizes all your input folders into one simulated 'overview' folder.
- Configure settings for the 'new dictation' notification in your *To Do* folder.
- Start another wizard to configure a Philips foot control. See [6.4 Foot Control Configuration Wizard](#) on page 18 for more information.

#### Note

It is possible to change these settings later using the Settings menu. See [6.1 Settings menu](#) on page 17 for more information.


#### Tip

If working in a network, select the folder on a mapped network drive where the author's finished dictations are stored. These will be your *pending dictations*.

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### 3.3.2 SpeechExec help

For detailed information about using the SpeechExec software, see the help function. To start the help function:

- Press F1 on the keyboard
- Click the  button on the toolbar in the worklist or recorder window.

## 4 Work with Philips hardware devices

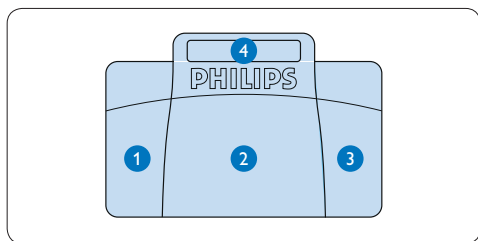
Philips hardware devices such as foot controls, headphones and the Digital Pocket Memo are designed for compatibility with SpeechExec.

### 4.1 Use the Philips foot control

The Philips foot control is designed to offer an ergonomic, hands-free tool for playback of files for transcription.

#### 4.1.1 Foot control 2330

The Philips foot control 2330 has four pedals: a left **1**, a middle **2**, a right **3** and a top **4** pedal.



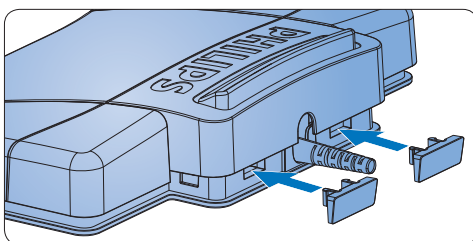
By default, the foot control 2330 has the following configuration:

- 1 Press and hold the **left pedal** to fast forward. When forwarding reaches the desired position, release the pedal.
- 2 Press and release the **middle pedal** to start continuous playback. Press the middle pedal again to stop playback.
- 3 Press and hold the **right pedal** for fast rewind. When rewinding reaches the desired position, release the pedal.
- 4 Press and release the **top pedal** to finish a dictation.

#### \* Tip

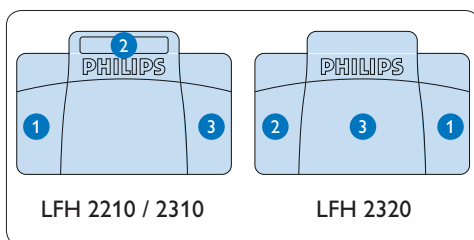
Use the Foot Control Configuration Wizard to change the pedal functions to your preferred configuration. See [6.4 Foot Control Configuration Wizard](#) on page 18 for more information.

If the middle pedal has been disabled with the Configuration Wizard, it can be secured with the plastic locking tabs (included).



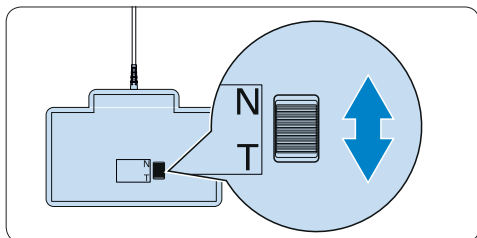
#### 4.1.2 Foot control 2210 / 2310 / 2320

The foot controls 2210 / 2310 and 2320 have three pedals: fast rewind **1**, fast forward **2** and playback **3**.



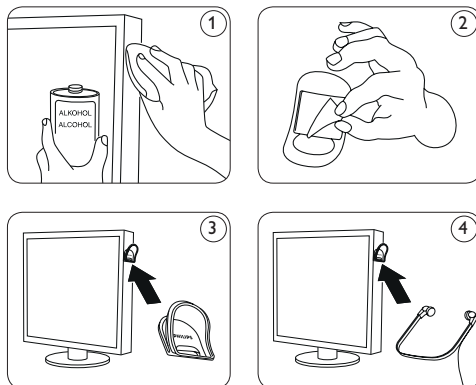
- 1 Press and hold the pedal for fast rewind. When rewinding reaches the desired position, release the pedal.
- 2 Press and hold the pedal to fast forward. When forwarding reaches the desired position, release the pedal.

- 3 The pedal starts playback. The behavior for starting and stopping playback depends on the setting of the playback switch on the underside of the foot control:
- **N (Neutral) position:** Press and hold the right pedal for playback. When the pedal is released, playback is stopped.
  - **T (Toggle) position:** Press and release the right pedal to start continuous playback. Press the right pedal again to stop playback.



#### 4.2.2 Install the hanging bracket

Follow the illustration below to install the hanging bracket:



#### 4.2 Use the Philips headphones

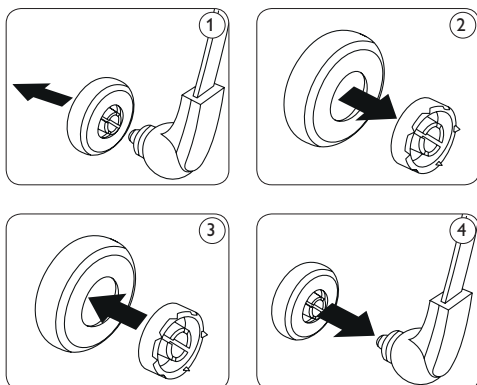
The headphones are equipped with soft ear cushions for wearing comfort and a hanging bracket that attaches the headphone to a monitor.

#### Warning

Listen at a moderate volume to avoid hearing damage.

#### 4.2.1 Change the ear cushions

Follow the illustration below to change the ear cushions:



---

## 5 Use SpeechExec

### Note



- By default, the player window is displayed on top of other application windows. This allows a transcriptionist to work in another application (such as Microsoft Word) while the player window is visible in the foreground. To change the position of the player when in compact mode, move the mouse pointer to the area below the menu arrow, hold the left mouse button and drag the toolbar to a different position.
- While the player window is open, the SpeechExec window may be visible in the background, but does not accept user input until transcription is finished, canceled or suspended.


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### 5.1 Transcription

#### Important

This chapter describes how to transcribe using the Philips foot control 2330. If another foot control model is used or the foot control's default configuration has been changed, the behavior of foot control pedals may be different. See 4.1 *Use the Philips foot control* on page 12 for more information about other models of the Philips foot control.

- 1 Connect the foot control to be PC.
- 2 In the SpeechExec window, select a dictation file from the list and click the  button on the toolbar. The player window is displayed and the status changes to *Transcription in progress*. If a word processing program for transcription (such as Microsoft Word) is defined in the settings menu, it will also open (see 6.1 *Settings menu* on page 17 for more information).
- 3 To start playback, press and release the **middle pedal** of the foot control or click the  **PLAY/PAUSE** button on the player toolbar. To stop playback, press the **middle pedal** of

the foot control again or click the  **PLAY/PAUSE** button on the player toolbar.


- 4 To fast rewind, press and hold the **right pedal** of the foot control or click the  button on the player toolbar. When rewinding reaches the desired position, release the pedal or click the  **PLAY/PAUSE** button on the player toolbar.
- 5 To fast forward, press and hold the **left pedal** of the foot control or click the  button on the player toolbar. When forwarding reaches the desired position, release the pedal or click the  **PLAY/PAUSE** button on the player toolbar.
- 6 To stop working, press and release the **top pedal** of the foot control to finish a dictation or click the  **FINISH**, the  **SAVE AS DRAFT** or the  **CLOSE** button on the player toolbar. See the next chapter for more information.


#### Tip

SpeechExec allows the customization of the behavior of the Player during transcription. See 6.5 *Playback options* on page 18 for more information.

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### 5.2 Finish, suspend or cancel a transcription

To mark a transcription as finished, press and release the **top pedal** of the Philips foot control 2330 or click the  **FINISH** button in the player window. The dictation file is moved to the *Finished dictations* folder (SpeechExec Transcribe) or to the *Archive* folder (SpeechExec Pro Transcribe).

Alternatively, a dictation can be marked as suspended by clicking the  **SAVE AS DRAFT** button in the player window. Mark a dictation as suspended to interrupt transcription

temporarily and continue later. The recording is saved in the *Suspended folder*.

Clicking the  **CLOSE** button cancels the transcription without saving changes.

### 5.3 Instructions




Instructions are recorded comments by the author that are directed to the person transcribing the dictation. SpeechExec supports two types of instructions:

- **Spoken instructions** are stored within the dictation sound file at the position where the instruction was actually recorded. (Examples of spoken instructions might include the correct spelling of a name or technical term or instructions to insert a new paragraph.)
- **Special instructions** are usually recorded at the start of a dictation with special information relating to the dictation. Special instructions are stored in a separate sound file. (Examples of special instructions might include document formatting instructions, names of individuals to receive copies, or delivery instructions.)


#### 5.3.1 Play back a spoken instruction



A spoken instruction is stored in the dictation file at the position where the instruction was actually recorded. It is displayed as a white bar in the position slider.



- 1 Click the  **PLAY/PAUSE** button to play back a spoken instruction like any other part of the dictation.
- 2 **PRO** Click the  button to jump to the previous spoken instruction.
- 3 **PRO** Click the  button to jump to the next spoken instruction.

#### 5.3.2 **PRO** Play back a special instruction

In the player window, the  icon indicates that the recording contains a special instruction.

- 1 Click the  button in the player window to play back the special instruction.
- 2 Click the  button again to stop playing back the special instruction.



#### 5.4 Delete a dictation file

Follow these steps to delete a dictation file:

- 1 Select the dictation files to be deleted in the work list. To select more than one file, press and hold **SHIFT** on the keyboard and click on the files to be selected.
- 2 Click on **Edit > Delete** on the menu bar to delete the selected dictation files.

#### 5.5 **PRO** Attach a document to a dictation file

SpeechExec allows a document such as transcribed text to be attached to a dictation file.

- 1 Select the dictation file in the dictation list to which the document should be attached.
- 2 Click the  button on the toolbar and select the document to be attached. A copy of the selected file is saved in the SpeechExec user folder and renamed to the name of the dictation file. If the dictation file already has a file attached, the user is asked to overwrite the existing file. A paper clip icon in the work list indicates that a dictation has a file attached.
- 3 To open the attached file, select a dictation file in the dictation list and click the  button on the toolbar.
- 4 To remove an attached file from the dictation file, click **Edit > Detach document** on the menu bar and specify the drive and directory in which to store the file.

 **Note**

Files with the extension .xml, .sfd, .dir, .dll, .exe, .bat and .com cannot be attached.

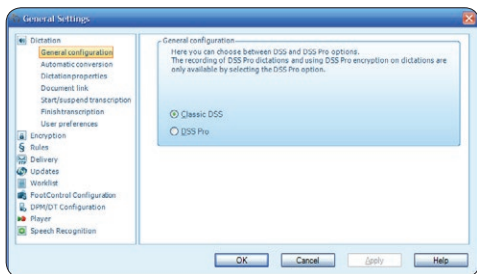


## 6 Use more of SpeechExec

### 6.1 Settings menu

The *General Settings* dialog allows the personalization of a variety of application settings such as dictation options, encryption, user profiles, delivery rules, software updates and work list options. It also allows the configuration of a SpeechMike as well as a foot control, Digital Pocket Memo or Digital Desktop and recorder/player settings.

- 1 Click **Settings > General Settings** on the menu bar to open the settings menu. The left pane contains the list of the available settings.
- 2 Select an option in the list to display the associated options on the right pane.
- 3 Click **Apply** to save the changes or click **OK** to save the settings and close the dialog.



### ! Important

All or some of the settings can be pre-configured and locked by your system administrator. Locked settings are read-only.

### 6.2 **PRO** Digital Pocket Memo Configuration Wizard

The Digital Pocket Memo Configuration Wizard guides users through the device configurations and settings of their Digital Pocket Memo.

The wizard assists users in configuring the time format, sound feedback, voice-activated recording, display appearance (standard or advanced display mode), the recording format, microphone sensitivity, author names, and settings for file download to the PC.

- 1 Connect the Digital Pocket Memo to the PC using a USB cable.
- 2 Start *Philips SpeechExec* software.
- 3 Click **Settings > General Settings** on the menu bar of SpeechExec to open the settings menu and select **DPM/DT Configuration > DPM Wizard** from the list on the left side.
- 4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the Digital Pocket Memo.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Digital Pocket Memo.

### 6.3 **PRO** Configure the download process from the Digital Pocket Memo

How and which files are downloaded after a Digital Pocket Memo is connected can be configured in the settings menu or the Configuration Wizard.

- 1 Connect the Digital Pocket Memo to the PC using the USB cable.
- 2 Click **Settings > General Settings** on the menu bar, select **DPM/DT Configuration > DPM Settings** from the list on the left side.
- 3 Click the **Start...** button. The DPM configuration dialog is displayed in a new

window.

- 4 Select **Download** in the left pane.
- 5 Select which files will be downloaded (download file type):
  - All files
  - EOL (recordings marked as finished/end-of-letter)
  - File selection (SpeechExec prompts the selection of specific files to be downloaded)
  - File with keyword 1 (specify a keyword)
- 6 The download settings also allow the user to specify if files will be deleted on the Digital Pocket Memo after they are downloaded.
- 7 Click **OK** to save the settings and confirm the transfer of the new settings to the Digital Pocket Memo.

## 6.4 Foot Control Configuration Wizard

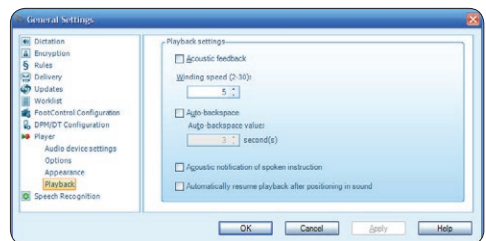
Use the Foot Control Configuration Wizard to change the pedal functions to your preferred configuration.

- 1 Connect the foot control to the PC.
- 2 Start *Philips SpeechExec Transcribe* software.
- 3 Click **Settings > General Settings** on the menu bar of SpeechExec to open the settings menu and select **Foot Control configuration > Foot Control Wizard** from the list on the left side.
- 4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the foot control.
- 5 Click the **Finish** button to close the wizard and save the new settings.

## 6.5 Playback options

The behavior of the Player can be adjusted to the user's preferences. SpeechExec allows playback options to be customized, such as acoustic feedback during fast forward or rewind, winding speed, auto-backspace and, acoustic notification for spoken instructions.

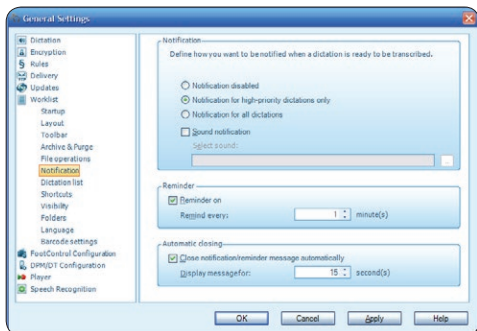
- 1 Click **Settings > General Settings** on the menu bar to open the settings menu and select **Player > Playback** from the list on the left side.
- 2 Define the preferred behavior for the player:
  - **Acoustic feedback**: activate this option to hear the recording during fast forward or rewinding.
  - **Winding speed**: set the speed for rewind and fast forward.
  - **Auto-backspace**: activate this option and specify the number of seconds to rewind a sound file when restarting playback.
  - **Acoustic notification of spoken instruction**: activate this option to hear a beep at the start of a spoken instruction during playback.
- 3 Click **OK** to save the settings and close the dialog box.



## 6.6 PRO Notifications and reminders

SpeechExec can alert the transcriptionist when new dictation files arrive in the *To Do* folder and remind of untranscribed dictation files. A visual signal, acoustic sound (beep) – or both – can alert a transcriptionist when a new dictation is available for transcription.

- 1 Click **Settings > General Settings** on the menu bar to open the settings menu and select **Worklist > Notification** from the list on the left side.
- 2 Define the preferred type of notification for new dictation files.
  - **High-priority dictations only:** receive notifications for dictations that have a priority value equal to or greater than the threshold defined under **General Settings > Worklist > Dictation list**.
  - **Visual notification:** a dialog box will be displayed when a new dictation file arrives.
  - **Sound notification:** an audio signal will play when a new dictation file arrives.
- 3 Activate the option **Reminder on** and specify a time interval to be notified by a dialog box about dictation files waiting for transcription.
- 4 Click **OK** to save the settings and close the dialog box.

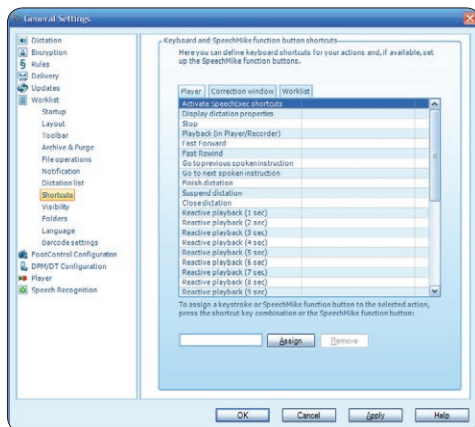


## 6.7 PRO Keyboard shortcuts

Keyboard shortcuts save time because it is not necessary to move your hands from the keyboard to use the mouse.

To create a new shortcut:

- 1 Click on **Settings > General Settings** on the menu bar to open the settings menu and select **Worklist > Shortcuts** from the list on the left side. A list with the combinations of keys and actions that have been assigned (and can be assigned) is displayed on the right side.
- 2 Select an action from the list, press the keystroke combination to assign and click **Assign**.
- 3 To delete a shortcut, select the shortcut from the list and click **Remove**.



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## 6.8 Speech recognition functions

SpeechExec Pro handles the complete dictation and transcription workflow including the integration of Dragon NaturallySpeaking speech recognition, allowing the user to control the entire process from dictation, speech recognition and correction to the final text document in SpeechExec.

### Important

To activate the speech recognition functions, an additional SpeechExec license is required. For more information about upgrading, contact your local Philips dealer.

If you have already purchased a speech recognition license for SpeechExec, click on *Help > License information* on the menu bar to activate the license.

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### 6.8.1 System requirements for speech recognition

- Dragon NaturallySpeaking Professional (Service Pack 1 and higher)
- Intel Pentium4 or later or AMD Athlon 64 1 GHz. Recommended: 2.4 GHz (1.6 GHz dual core) or equivalent AMD processor. SSE2 instruction set required. 512 KB L2 Cache. Recommended: 1 MB.
- 512 MB RAM (1 GB for Windows Vista, and 2 GB for Windows 7). Recommended: 1 GB (2 GB for Windows 7 32-bit, and 4 GB for Windows 7 64-bit)
- 1 GB free hard disk space (2 GB for localized non-English versions)
- Windows Server 2003, Windows XP (SP2 and SP3, 32-bit) Windows Vista (SP1 and SP2, 32-bit and 64-bit), Windows 7 (32-bit and 64-bit)
- DVD-ROM drive required for installation
- Creative Labs Sound Blaster 16 or equivalent sound card supporting 16-bit recording

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### 6.8.2 Setting up speech recognition

SpeechExec Pro installs only the necessary files and components to access the recognition application functionalities. The Dragon NaturallySpeaking speech recognition application must be purchased and installed separately. For information on the installation, configuration, training, and adaptation of Dragon NaturallySpeaking, see the Dragon NaturallySpeaking user manual.

To use Dragon NaturallySpeaking for speech recognition, a Dragon user profile with a valid user name and dictation source is required. User profiles can be installed on the local hard drive (C:), or can live on a server and can be accessed through a network connection (roaming profiles).

Before using the speech recognition feature, the following settings must be made:

- Enable the speech recognition functions in the SpeechExec settings menu under [Settings > General settings > Speech recognition > Speech recognition settings](#).
- The Dragon user profiles must be set up separately in Dragon NaturallySpeaking.

The following settings are optional:

- Enable the use of roaming user profiles under [Settings > General settings > Speech recognition > Speech recognition settings](#).
- Enable the use of templates under [Settings > General settings > Speech recognition > Templates](#) if you want the text to be inserted into a predefined text document.
- Enable the automatic start of the recognition queue under [Settings > General settings > Speech recognition > Recognition & adaptation](#) to process dictation files newly added to the recognition queue automatically.
- Enable the automatic collection of corrected dictation files for adaptation under [Settings > General settings > Speech recognition > Recognition & adaptation](#) to make adaptations



on Dragon user profiles based on the corrected speech-recognized documents.

- Activate the option *Send files for speech recognition after DPM download* under **Settings > General Settings > DPM/DT Configuration > Speech recognition** to have dictation files automatically processed with speech recognition when they are downloaded from the Pocket Memo recorder.

### ⓘ Note

If this option is activated, the conversion, encryption and delivery after download options are disabled.

## 6.8.3 **PRO** Using speech recognition


- 1 Select one or more dictation files from the work list.
- 2 Click the  **Add to speech recognition** button on the toolbar to queue the selected files for speech recognition in the recognition and adaptation queue panel.
- 3 Click the  **Start recognition queue** button in the recognition and adaptation queue panel to start the speech recognition process.

*When the speech recognition process is finished, the dictation file is moved to the **Finished dictations** folder and the status is set to **Correction pending**. A Text document (.rtf) containing the transcribed text is attached to the dictation file.*

### ⚠ Important

- If you wish to use speech recognition, the name of the user profile in Dragon NaturallySpeaking must be identical to the SpeechExec author name and the author name used for recordings on a handheld dictation recorder.
- Speech recognition is not supported for dictation files with the following recording formats:
  - .wav files with a sampling rate of less than 11kHz.
  - .dss files recorded in Long Play or Long Play mobile format.

## 6.8.4 **PRO** Playback and correction of transcribed recordings

- 1 Double-click the dictation file in the work list or select a dictation file and click the  **Start transcription** button on the toolbar. *The dictation file is opened in the correction window.*
- 2 Use the buttons on the toolbar of the correction window or the foot control to rewind, forward and start playback. See [5.1 Transcription](#) on page 14 for more information. *Each segment of the sound file is bookmarked in the text document with the relevant time position and length. The transcribed text is simultaneously highlighted during playback, forwarding and rewinding.*

### ⓘ Note

- If too much editing or correction is made on the transcribed text or the entire flow of the document is changed, highlighting may not work properly.
- If parts of the transcribed text are deleted, the related sound parts will remain in the sound file.
- Dictation files with the status *Transcription finished* can be opened only for playback. Editing or correction is not possible.
- For making corrections in the transcribed document in the correction window, the installation of Dragon NaturallySpeaking is not required.


## 6.9 Receive dictation files by email or from an FTP server

SpeechExec allows dictation files to be received via email or downloaded from an FTP server directly into SpeechExec's dictation list.

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### 6.9.1 Receive dictation files by email


An email profile must be created before dictation files can be received via email.

- 1 Click **Settings > General Settings** on the menu bar to open the settings menu and select **Delivery > Email** from the list on the left side.
- 2 Click the **Add...** button to add a new profile. Select a type of profile, enter a profile name and click the **OK** button. The settings window for the selected profile is displayed.
- 3 Enter the settings for the selected profile and click the **OK** button.
- 4 **SpeechExec Transcribe only:** Select **Delivery > Options** from the list on the left side and activate the option *Receive dictations via email*.
- 5 Click the  **Send and Receive** button on the toolbar to download dictation files from your email account. See [6.9.3 Send and receive automatically](#) on page 22 for more information about downloading dictation files automatically.

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### 6.9.2 Download dictation files from an FTP server

An FTP profile must be created before dictation files downloaded from an FTP server.

- 1 Click **Settings > General Settings** on the menu bar to open the settings menu and select **Delivery > FTP** from the list on the left side.
- 2 Click the **Add...** button to add a new profile.
- 3 Enter a profile name and fill in the settings for the FTP server.
- 4 Click the **OK** button to save the settings.
- 5 Click the  **Send and Receive** button on the toolbar to download dictation files from the FTP server. See [6.9.3 Send and receive automatically](#) on page 22 for more information about downloading dictation files automatically.

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### 6.9.3 Send and receive automatically

By default, dictation files are downloaded only after clicking the  **Send and Receive** button on the toolbar. To receive dictation files automatically:

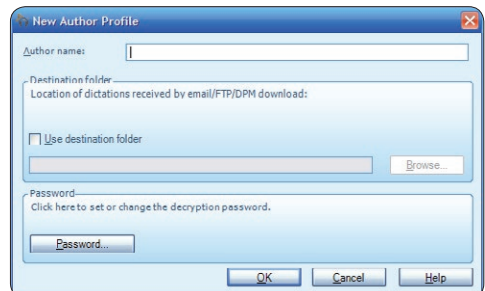
- 1 Click **Settings > General Settings** on the menu bar to open the settings menu and select **Delivery > Send/Receive** from the list on the left side.
- 2 Activate the option *Send/Receive automatically* and set a time interval.
- 3 Click the **OK** button to save the settings.

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### 6.10 Create author profiles for encrypted dictations

When working with encrypted dictations, it is recommended that users set up author profiles. Author profiles are used to identify dictation files for individual authors.

- 1 Click **Settings > General Settings** on the menu bar to open the settings menu and select **Rules > Author profiles** from the list on the left side.
- 2 Click the **Add...** button. The New Author Profile dialog is displayed.
- 3 Enter the author's name, specify a folder where the dictation files received from the author will be stored, and enter the author's password to decrypt encrypted dictation files automatically.
- 4 Click **OK** to save the profile and close the dialog.



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## 7 Frequently asked questions

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### The PC sound system is not functioning

When connected, a SpeechMike or a Digital Pocket Memo will also act as USB sound devices. To configure the sound system of a PC as the default device, click on [Settings > Sound and Audio Device Properties](#) to open the Windows sound settings. Select [Audio](#) and choose the sound system of the PC as the default selection. Mark the [Use only default devices](#) option.

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### Cannot connect the Digital Pocket Memo to the PC

Ensure that the USB drivers are installed correctly. If the installation of the USB driver was not completed or the *Unknown device detected* process was canceled the first time the Digital Pocket Memo was connected to the PC, proceed as follows:

- 1 Connect the Digital Pocket Memo to the PC.
- 2 Click on [Start > Settings > Control Panel > System > Device Manager](#).
- 3 Look for an unknown USB device in the list.
- 4 Select the [Unknown Device](#) and click [Remove](#).
- 5 Click [OK](#) and close the Control Panel window.
- 6 Disconnect the Digital Pocket Memo and reconnect it.
- 7 The [Add New Hardware Wizard](#) will open automatically. Click [Next](#). Follow the instructions on the screen. When the wizard detects the driver (USB Mass Storage Device), click [Next](#) to copy the driver to the PC.
- 8 On the last page of the wizard, click [Finish](#) to complete the installation.

### Drive letter conflict with the Digital Pocket Memo

When installing the Digital Pocket Memo on a PC with Windows XP, the operating system automatically assigns a drive for the Digital Pocket Memo. This drive appears as a “removable disk” in Windows Explorer. Sometimes the drive letter assignment for the Digital Pocket Memo conflicts with an existing drive letter mapping; this is why the Digital Pocket Memo cannot be seen in Windows Explorer and SpeechExec displays the status as “DPM (disconnected).”

**Solution:** Map all network drives starting with drive letters Z, Y, X (in reverse alphabetical order).









Specifications are subject to change without notice.

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