OLYMPUS®

PC TRANSCRIPTION KIT

AS-4000

INSTRUCTIONS

EN

DSS Player Pro Transcription Module Features

- Plays files in the background when another application is running, such as a word processor.
- Automatically runs a word processor when replaying a dictation file starts, so that transcription can be started immediately.*
- Receives dictation files and sends created document files by e-mail or FTP.*
- Sorts received dictation files by sender, and automatically sends created document files.*
- Manages created document files in association with dictation files.*
- Enables foot switch control of the playback process.

* Windows only

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Using the Online Manual

When you install the DSS Player Pro on your PC from the CD-ROM, you can use an online expanded version of this instruction manual, allowing you to learn more about the PC Transcription Kit.
If the DSS Player is installed, click the [start] button, select [All Programs], then [OLYMPUS DSS Player Pro], then click [AS-4000 Instructions]. You can read more about the items listed below.

Setting the E-mail/FTP Service 21

Minimum Requirement

Windows

PC:	IBM PC/AT compatible PC
Operating System:	Microsoft Windows 2000 Professional/ XP Professional, Home Edition
CPU:	Intel Pentium III class 500 MHz processor or more
RAM:	128 MB or more (256 MB or more is recommended)
Hard drive space:	50 MB or more
Drive:	2x or faster CD-ROM, CD-R, CD-RW, DVD-ROM drive
Sound card:	Creative Labs Sound Blaster 16 or 100% compatible sound card
Browser:	Microsoft Internet Explorer 4.01 SP2 or later
Display:	800 x 600 pixels or more, 256 colors or more
USB port:	One or more free ports
Audio I/O terminals:	Microphone input and earphone output or speaker

Macintosh

PC:	iMac/ iBook/ eMac/ Power Mac/ PowerBook (The computer must support a standard USB port.)
Operating System:	Mac OS 10.2/10.3/10.4
CPU:	PowerPC G3 500 MHz processor or more (Intel processor is not supported)
RAM:	128 MB or more (256 MB or more is recommended)
Hard drive space:	50 MB or more
Drive:	2x or faster CD-ROM, CD-R, CD-RW, DVD-ROM drive
Display:	800 x 600 pixels or more, 256 colors or more
USB port:	One or more free ports
Audio I/O terminals:	Earphone output or speakers

Notes

- To use the voice recognition function with the recorder, use Windows 98SE or later versions of the OS.
- Macintosh version does not support voice recognition software.

Installing DSS Player Software

Be sure to confirm the following before installation:

- Exit all running applications.
- Eject the floppy disk if you are using one.
- You need to log on as an Administrator.

* "DSS Player" in this manual refers to the DSS Player Pro Transcription Module.

Windows

1 **Insert Olympus DSS Player CD into the CD-ROM drive.**
The installation program will start automatically.
If the installation program does not start automatically, browse your CD-ROM drive and execute "setup.exe".

2 **The installation Language Selection dialog box appears.**
Select the desired language.

3 **Register user information.**
Enter your name, company name, and license ID number (serial number).
The license ID number is printed on the license ID card included inside the recorder package.
Click the [Next] button. When confirmation dialog box appears, click the [Yes] button.

4 **Proceed with the installation according to the instructions on the screen.**

Macintosh

1 **Insert Olympus DSS Player CD into the CD-ROM drive.**

2 **Double-click the CD icon.**
Select the folder named "Mac OS X" and start up your OS.

3 **Double-click the following icon.**
Select the folder of which the language is to be installed, and execute the installation program in the folder.

4 **Proceed with the installation according to the instructions on the screen.**

Uninstalling DSS Player Software

Windows

1 **Exit DSS Player program.**

2 **Click the [start] button on the taskbar.**

3 **Select [Add/Remove programs] from the [Control Panel].**
A list of installed applications is displayed.

4 **Select [Olympus DSS Player Pro], then click the [Change/Remove] button.**

5 **Proceed with the installation according to the instructions on the screen.**

Macintosh

1 **Exit DSS Player.**

2 **Delete the Preferences file.**
Delete the [DSS Preference] file in the following location.
Macintosh HD: User: Library: Preferences

3 **Delete the Executable file.**
Delete the [DSS Player] file in the location where you installed the file.

Note

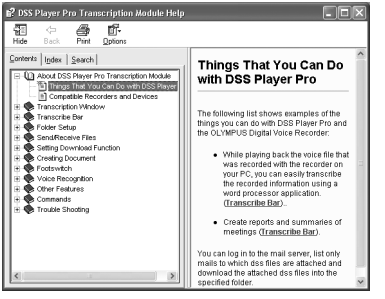
Uninstallation does not erase the stored dictation files.

Using Online Help

For information on the DSS Player usage and features, refer to the online Help.
To start online Help:

Windows

- Click the [start] button, then select [All Programs], [Olympus DSS Player Pro], [Transcription Help].
- While DSS Player is running, select the [Help] menu, [Contents] .
- While DSS Player is running, press F1 on the keyboard.



Macintosh

- While DSS Player is running, select [DSS Player Help] from the [Help] menu.

Note
Online Help is available after the DSS Player is installed.

Running DSS Player

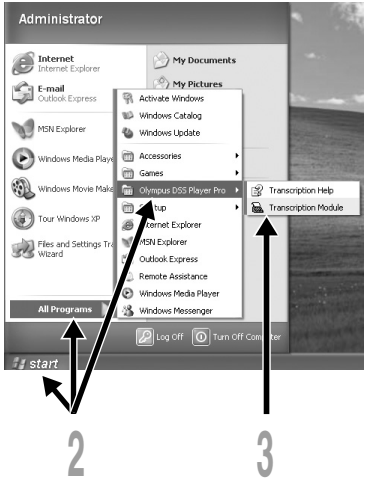
To start the Transcription Module, follow these steps:

Windows

1 **Start Windows.**

2 **Click the [start] button, then select [All Programs].**
All program menu will be displayed.

3 **Select [Olympus DSS Player Pro], then click [Transcription Module].**



Notes

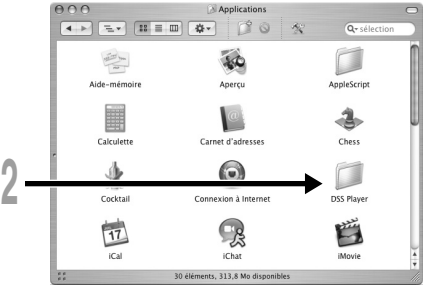
- If you connect the foot switch via the USB cable before installing DSS Player, the “Add New Hardware Wizard” dialog box will open. If this happens, click [Cancel] to exit the wizard, then install DSS Player software.
- If you install DSS Player Pro, Device Detector that makes DSS Player run automatically when connecting Olympus Digital Voice Recorder will be installed.Device Detector will always be displayed as icon in the task tray.

Macintosh

1 Start your Macintosh.

2 Double-click the [DSS Player] folder.

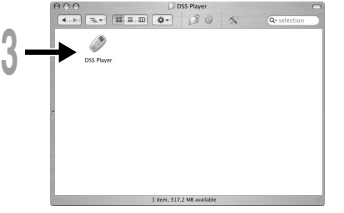
The DSS Player folder opens.



3 Double-click DSS Player.

DSS Player Plus launches.

"The user's registration screen" is displayed when first launched.



4 Register user information.

The users registration screen will be displayed at the time of initial startup.
Please input the serial number.
Please see the seal attached to the CD-ROM package included with the DSS Player, for the serial number.
After the input has ended, click [OK] to complete the registration.

Note

The Mac version DSS Player does not have the automatic start function.

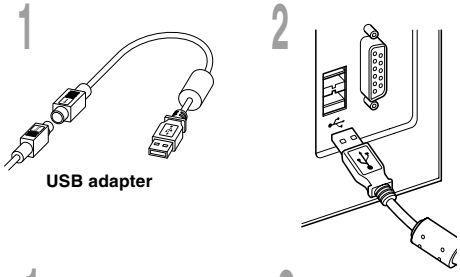
Connecting the RS27/RS28 Foot Switch

Windows Macintosh

Connecting to a USB Port

1 **Connect the foot switch cable to the USB adapter cable.**

2 **Connect the USB adapter cable to the PC's USB port.**

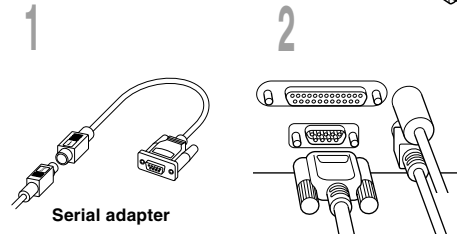


Windows

Connecting to a Serial Port

1 **Connect the foot switch cable to the serial adapter cable.**

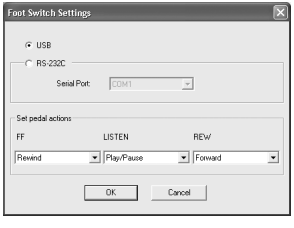
2 **Connect the serial adapter cable to the PC's serial port.**



Foot switch setting

3 **Start the DSS Player and select "Foot Switch Settings" from the "Tools" menu.**

4 **Select the foot switch connection method and the function for each of the three switches.**

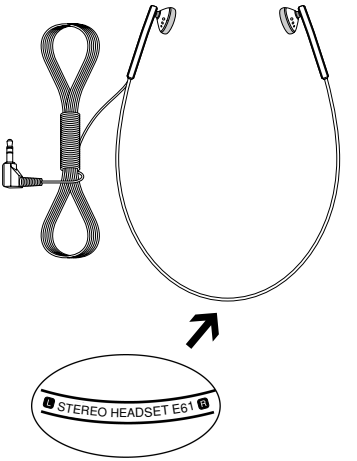


Note

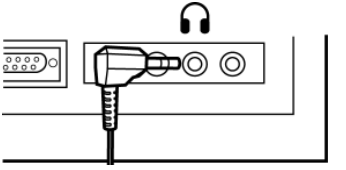
The RS27/RS28 foot switch works only with the DSS Player.

Connecting the E61 Headset

The E61 is a stereo headset. When playing stereo sound, wear the set properly, observing the L and R markings.



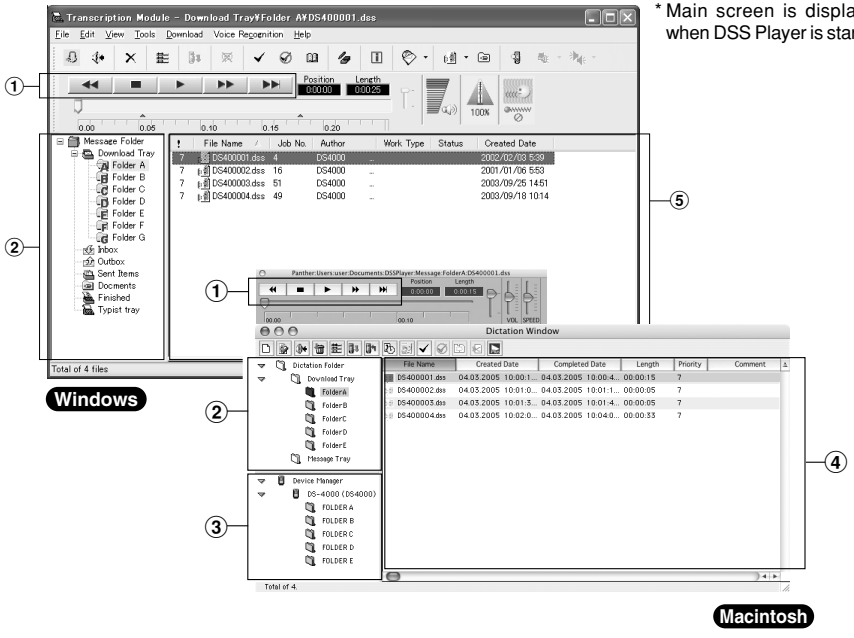
Plug the headset into the PC's earphone terminal .



Note

If your PC does not have a terminal marked with , plug the headset into a terminal marked with or .

Window Names



* Main screen is displayed when DSS Player is started.

① Playback Control Bar
Control buttons to play and stop dictation files.

② Transcriptionist Tree View
Displays the directory structure of the folders in which dictation files and document files are stored.

③ Dictation Tree View
Displays the directory structure of the folders in which dictation files are stored.

④ Device Tree View
Displays the directory structure of the folders in the recorder.

⑤ Dictation List View
Displays the dictation files in the folder selected in ② and ⑤.

Downloading Dictation Files

To save dictation files to DSS Player Pro Transcription Module, follow these steps.

Downloading a Dictation from with the Recorder

Windows **Macintosh**

1 **Connect the recorder.**
For instruction on how to connect the recorder, check the recorder manual.

2 **Click the [Download] icon on the toolbar.**
The dictation file is downloaded and saved to the corresponding folder in the Download Tray.

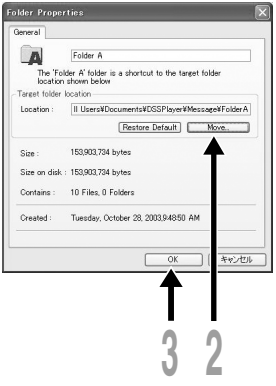
Mapping to a Shared Folder on the Network

Windows

1 **Right-click a folder in the Download Tray, and select [Properties] from the drop down menu.**

2 **In the dialog box, click the [Move…] button, and select a folder on the network.**

3 **Click the [OK] button to finish setting.**
In the main screen, clicking the folder specified as the shared folder displays the contents in the Dictation List View.



Macintosh

1 **From the [Tools] menu, select [Options], and open the [Folder] tab.**

2 **Set the Message folder as the shared folder on the network.**

Downloading a Dictation File Sent by E-mail or FTP

Windows

1 **Create a Client Profile for E-mail or FTP.**
For the profile settings, see P.18. For details. Follow the on screen instruction.

2 **On the toolbar, click the [Send/Receive files] icon.**
The transcription module will automatically connect to your E-mail and FTP location specified in the Client Profile. New dictation will be downloaded and saved into the Inbox folder in the Transcriptionist Tree View by default. If a Client Profile is created and an alternate folder is specified, the dictation will be saved to that folder (☞ P.18).

Note

DSS Player for Mac cannot directly receive a file sent by E-mail or FTP. When a dictation file is received with other mail or FTP software, save the file with the software, and then download it to DSS Player for Mac using the [Import File] command from the [File] menu.

Starting Transcription

Windows

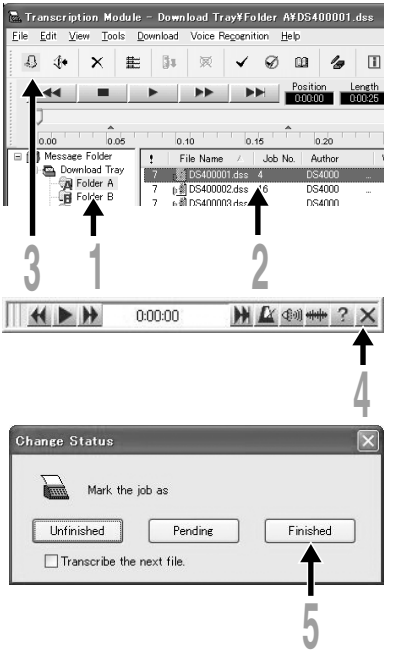
1 Select the folder.
Select the folder where the dictation file resides.

2 Select the dictation file.
Select the dictation file to play from the Dictation List View.

3 On the toolbar, click the button.
The transcribe bar will appears while the main windows is hidden from view.
A word processing application or another program can be set to start automatically. For setting, see P.17.
Playback of dictation file can be controlled with the connected foot switch or the buttons on the Transcribe bar.

4 To end transcription, click the button in the Transcribe bar.
The dialog box for setting the status of the transcribed file appears.

5 To complete transcription, select [Finished].
The dictation will be moved to the [Finished] folder in the Transcriptionist Tree View and the transcribed document will be saved to the Documents folder.



The created document file is associated with the dictation file. When a folder in the Transcriptionist Tree View is opened and any dictation file in the folder has an associated document file, the document file is listed under the Document column.

Notes

- When transcribing a dictation file sent by E-mail or FTP from the DSS Player Pro Dictation Module Release 4 or later is completed, the created document file is automatically returned to the sender of the dictation file.
- With DSS Player for Mac, a word processor cannot be set to automatically run when replaying a selected dictation file starts. After selecting a dictation file, control the foot switch to start transcribing.

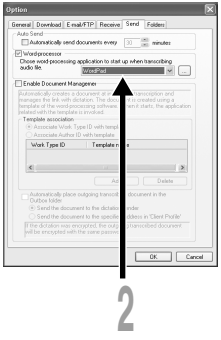
Setting a Word Processor or Document Management

You can set a word processor or template file used for transcribing.This will run the set application or file automatically when starting transcribing.

Windows

Setting a Word Processor

To set a word processor for transcription, follow these steps.



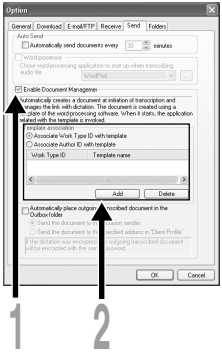
1 From the [Tools] menu, select [Options].

2 Select the [Send] tab, and set the word processor software.

3 Click the [OK] button to save setting.

Setting a Document Management

The Document Management function allows the association of word processor template with Author ID or Work Type ID. Create and save the templates to be used beforehand.



1 Check [Enable Document Management].

2 Configure the template as required.
A template can be set for each Work Type ID or Author ID. Select Work Type ID or Author ID, and click the [Add] button. In the Template Association dialog box, enter the Work Type/ Author ID, and select the desired template file.

Receiving Dictation Files/Sending Document Files

Windows

The transcription module will automatically send the document to the dictation sender or to a third party as specified in the Client Profile.This process can be automated by configuring the DSS Player with the Client Profile information and the sending method.

Setting the E-mail/FTP Service

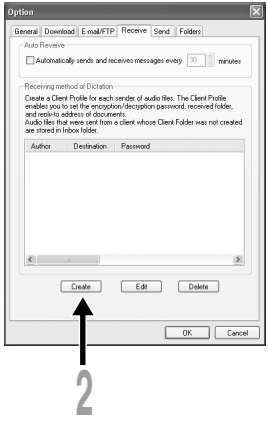
E-mail/FTP service needs to be set to send/receive files. See the E-mail/FTP service setting on the online manual.

Setting the Client Profile

If a Client Profile is created, destination folder for the dictation files can be specified. The transcribe documents of the dictation file will be sent back to the sender or to an alternate E-mail address or FTP location specified in the Client Profile.

1 From the [Tools] menu, select [Options], then click the [Receive] tab in the Option dialog box.

2 Click the [Create] button, and create a Client Profile for each sender.
By creating Client Profile, received dictation files can be sorted by sender, and the designation to send back document files can be also specified.



Protocol

Select method of sending dictation files from the sender.

Dictation Sender

Select a sender. To do this, a E-mail or FTP Profiler must be already created for the protocol selected on the [E-mail/FTP] tab. Clicking the [Address Book] button opens the dialog box to select a dictation sender.

Document Receiver

Specify the destination to send back document files. This setting item is available when the function to send documents is enabled on the [Send] tab (☞ P.20).

Enable Encryption/Decryption

Enter the password to decrypt when a received file is encrypted.

Destination Folder

Select a default folder to save dictation files received from the sender.

Manually Sending Document Files

1 From the Transcriptionist Tree View, select the Documents folder.

2 Right-click the document file, select [Send File], and then select E-mail or FTP for the sending method.
The Send dialog box appears.

3 In the dialog box for specifying the destination, enter the destination to send the file.

4 In the Send dialog box, click the [Send] button.
The file is saved to the Outbox until the file transmission is actually carried out.

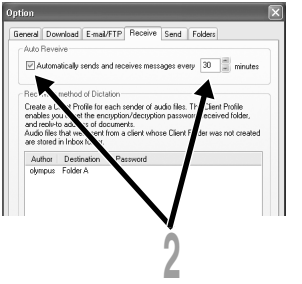
5 On the toolbar, click the [Send/Receive files] button.
When the connection to the server is established, the file stored in the Outbox is sent.

Note

When using E-mail and/or FTP for sending/receiving files, see P.18-20 to configure the settings.

Automatically Receiving Dictation Files

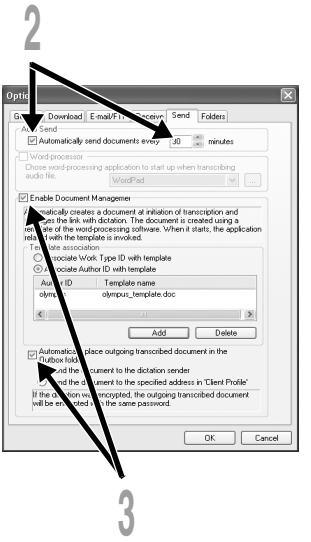
Enabling this function allows the transcription module to automatically check for new dictation files.



1 **From the [Tools] menu, select [Options], then click the [Receive] tab in the Option dialog box.**

2 **Check [Auto Receive], and enter the time interval to attempt to receive dictation files.**

Automatically Sending Document Files



1 **From the [Tools] menu, select [Options], then click the [Send] tab in the Option dialog box.**

2 **Check [Automatically send documents every], and enter the time interval to attempt to send document files.**

3 **Check [Enable Document Management], then check [Automatically place outgoing transcribed document in the Outbox folder].**
When dictation file transcription is complete, the created document file is saved to the Outbox folder. Files in the Outbox folder are automatically sent at the specified interval.
Check “Send the document to the specified address in Client Profile” to send the document to the alternate address specified in the Document Reciever section of the Client Profile instead of the sender address (☞ P.19).

Technical Assistance and Support

AS-4000 is part of the Olympus Professional Dictation System. Your dealer is trained to troubleshoot and fix many common problems that you may be having with this system. If you encounter problems with use of AS-4000, we recommend that you contact your Olympus Professional Dealer that sold you the system. If your dealer cannot fix your problem, please call our technical hotline number or send an e-mail.

◆ Technical Hotline Number in the U.S. and Canada

1-888-553-4448

◆ User Support E-mail address in the U.S. and Canada

distec@olympus.com

◆ For detailed support please contact your authorized dealer.

◆ Contact e-mail address in Europe:

dss.support@olympus-europa.com

For customers in North and South America

Declaration of Conformity

Model Number:	RS27/RS28
Trade Name:	PC TRANSCRIPTION KIT
Responsible Party:	OLYMPUS IMAGING AMERICA INC.
Address:	3500 Corporate Parkway, P.O. Box 610, Center Valley, PA 18034-0610, U.S.A.
Telephone Number:	1-888-553-4448

This device Complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Tested To Comply
With FCC Standards
FOR HOME OR OFFICE USE

Canadian RFI

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique ne dépasse pas les limites de Catégorie B pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien des Communications.

For customers in Europe

"CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.

L'indication "CE" signifie que ce produit est conforme aux exigences concernant la sécurité, la santé, l'environnement et la protection du consommateur.

Das „CE" Zeichen bestätigt die übereinstimmung mit den Europäischen Bestimmungen für Betriebssicherheit und Umweltschutz.

This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.

Applicable Product : Foot Switch

Le symbole [poubelle sur roue barrée d'une croix WEEE annexe IV] indique une collecte séparée des déchets d'équipements électriques et électroniques dans les pays de L'UE. Veuillez ne pas jeter l'équipement dans les ordures domestiques. A utiliser pour la mise en rebut de ces types d'équipements conformément aux systèmes de traitement et de collecte disponibles dans votre pays.

Produit applicable : Pédale

Dieses Symbol [durchgestrichene Mülltonne nach WEEE Anhang IV] weist auf die getrennte Rücknahme elektrischer und elektronischer Geräte in EU-Ländern hin. Bitte werfen Sie das Gerät nicht in den Hausmüll. Informieren Sie sich über das in Ihrem Land gültige Rücknahmesystem und nutzen dieses zur Entsorgung.

Anwendbare Produkte : Fußschalter

OLYMPUS®

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http://www.olympus.com/

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