PcDictate II

Last modified: 9/12/13

Digital Accessories Corporation (DAC)

Please note: DAC operates through authorized distribution dealers. If you are an end-user, please contact the local dealer who sold you the product for technical support or future sales.

DAC

Getting Started

PcDictate II is a stand-alone dictation solution for your Windows computer. It allows you to easily record, review, save, and edit your dictation. In addition to functioning as a stand-alone solution, it also integrates with DAC's Phoenix Server.

What you will need to know before installation

- Does your computer meet the system requirements?
  (See **Installation>Minimum System Requirements**)

- Do you have a supported USB microphone device for recording and controlling PcDictate 2?

Installation

Installing PcDictate II is quick and simple. Before installing, verify the destination computer meets the system requirements below. Please note that the microphone option you choose may have higher system requirements and require more USB ports.

System Requirements

Operating Systems:
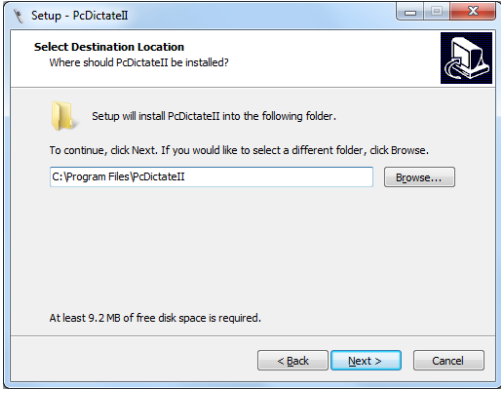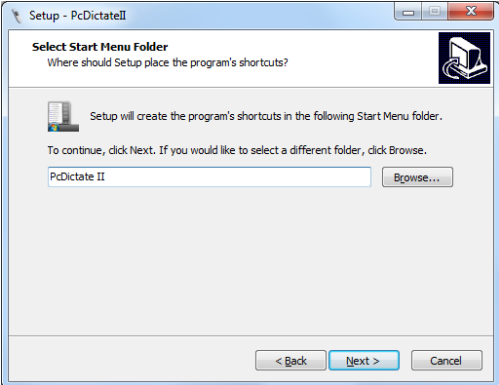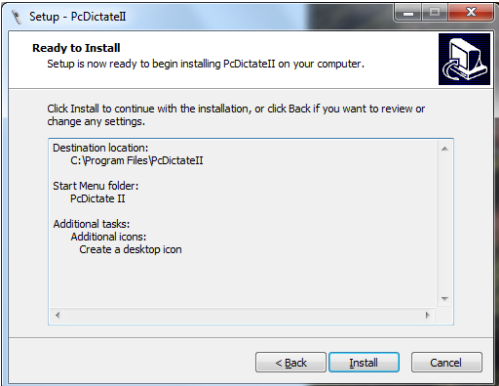
Microsoft® Windows® XP with SP3 (32x)
Microsoft® Windows® Vista with SP1 (32x)
Microsoft® Windows® 7 (32x & 64x)

Hardware:

Intel® Pentium IV® (or AMD equivalent)
1 GB Memory
400 MB Hard Disk Space
1 USB Port (for license dongle)
Sound Card

Installation

Step 1	Insert the CD and select **PcDictate II** from the screen that appears. **Note:** If the setup does not automatically launch, go **My Computer** and double-click your CD drive.	
Step 2	Click **Next** on the first screen. Check **I accept the terms of the License Agreement**. Click **Next**.	
Step 3	Select the path you want PcDictate II to be installed in or keep the default path. Click **Next**.	

Step 4	You may enter a Start Menu Folder path or keep the default. Click **Next**. A desktop shortcut will be installed. If you do not want that, uncheck the **Create a desktop icon box**. Click **Next**.	
Step 5	A review of your settings will be shown. To proceed, click **Install**. PcDictate II will be installed and then the Philips **SpMikeCtrl** installer will open automatically. Click **Next** and then **Finish** to close the installers.	
Step 6	Plug your microphone option into an empty USB slot. If you are also using a foot control, plug that in as well. **Note:** Some microphone options may require their own driver installation. See their documentation for more. **Installation is complete!**	
Step 7	Plug your USB license dongle into an empty USB slot. If possible, use a USB slot on the computer and not a USB hub. **Installation is complete!**	

Using PcDictate II

PcDictate II is very easy to use. There is one primary screen that automatically appears when you launch the application. The majority of all recording and editing functions are available with your hardware option (whether SpeechMike or foot control), however they can also be performed using the buttons on the main screen.
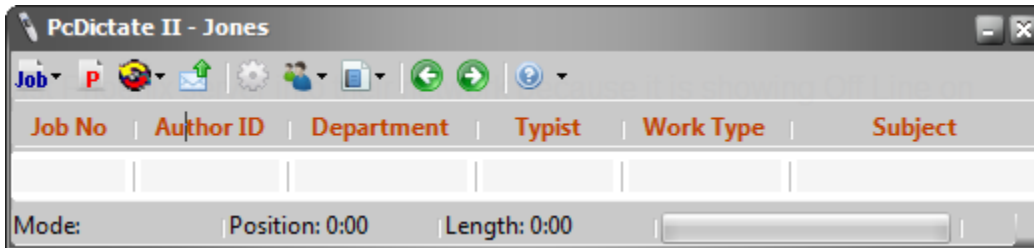
Buttons

Job
New will upload the current dictation (if you have one open) and then creates a new dictation.
Close will upload the current dictation.
Save will close the current dictation and save it to the hard drive for future use.
Open Saved allows you to select a previously saved dictation for playback or to continue dictating on.
Delete will discard your current dictation. This action cannot be undone.

Priority
This toggles the Priority status *On* or *Off* for the dictation.

Change Department, Typist, Work Type, or Subject
This allows you to edit the desired field of a dictation.

Send UnSent
This tries to upload any unsent dictations to the destination path you have configured. The only time this is necessary is if you had a network problem earlier and the dictation was unable to upload.

Skip To Beginning
Skips to the beginning of the dictation.

Skip To Ending
Skips to the end of the dictation.

Demographics

There are six demographic fields that are displayed with a dictation. They are:

Job No: A unique number to identify each dictation

Author ID: This is who you are currently logged in as.

Department, Typist, Work Type, & Subject: These fields are set either by the user profile's default settings, or based on what you enter for that particular dictation.

Profiles

You may access the user profiles screen by clicking the **Users** icon in the menu bar and then selecting **Edit/View Authors**. When you first launch PcDictate II, you will be logged in as a Guest account and the Users list will be empty. In the screenshot below, we have created our first user.

Edit/View Authors

ID
This is required and be any number from 1-999999. If integrating with a Phoenix Server, the ID should match what was created on the server for the user.

AutoLog
If checked, the user selection screen will not be displayed and this user will be automatically logged in when the application launches. Only one profile on a computer can have this box enabled.

Name
This is required and can be up to 14 alpha characters long. Although symbols can be entered, if using a Phoenix Server, this field should be only with alpha characters.

Record Toggle
Enables latch record. This means when you press the record button on a mic, it stays in record until you

---

press it again. Otherwise, the record button must stay depressed to stay in record.

Inc Factor
This determines (in seconds) at what increment you will rewind or fast forward through a dictation.

Play Toggle
Enables play record. This means when you press the play button on a mic, it stays in record until you press it again. Otherwise, the play button must stay depressed to continue playing.

Stop Tone
When you are in *Stop* mode, a low beep will play. This is to remind you that you are still in *Stop*, and not *Record* mode.

Department Default
Optional. You may use any number from 1-99. This determines the default department number for each dictation for that user.

Department (checkbox)
If enabled, the user will be prompted to enter a department number for each new dictation.

Department Re-Use
If enabled, the last department number the user entered will be used for the next new dictation.

Typist Default
Optional. You may use any number from 900-989. This determines the default typist assignment for each dictation for that user. For Phoenix Servers, number 900 corresponds to any typist.

Typist (checkbox)
If enabled, the user will be prompted to enter a typist number for each new dictation.

Typist Re-Use
If enabled, the last typist number the user entered will be used for the next new dictation.

Work Type Default
Optional. You may use any number from 1-99. This determines the default work type for each dictation for that user.

Work Type (checkbox)
If enabled, the user will be prompted to enter a work type for each new dictation.

Work Type Re-Use
If enabled, the last work type the user entered will be used for the next new dictation.

Subject Default
Optional. You may use up to 15 alphanumeric characters. This determines the default subject for each dictation for that user.

Subject (checkbox)
If enabled, the user will be prompted to enter a subject for each new dictation.

Prompt
If the Subject checkbox is enabled, PcDictate II will play an audio prompt asking them to fill that field. There are a variety of prompts that can be selected. The default is **EsSubject** which will play the prompt, "*Please Enter a Subject*".

Subject Re-Use
If enabled, the last subject the user entered will be used for the next new dictation.

Destination
Enter the path you want the dictation to be saved to. You can also use the **Browse** button to navigate to the path.

Adding an Author

To add a new user profile, go to the **Edit/View Authors** screen.

    Step 1: Click the **Add Author** button on the left.

    Step 2: Enter the desired settings for that user.

    Step 3: Click the **Save Changes** button on the left.

Editing an Author

To edit a user profile, go to the **Edit/View Authors** screen.

    Step 1: From the users list, click the profile you wish to edit.

    Step 2: Click the **Edit Author** button on the left.

    Step 3: Make the desired changes to that user's settings.

    Step 4: Click the **Save Changes** button on the left.

Deleting an Author

To delete a user profile, go to the **Edit/View Authors** screen.

Step 1: From the users list, click the profile you wish to delete.

Step 2: Click the **Delete Author** button on the left.

Step 3: Make the desired changes to that user's settings.

Step 4: Click the **Save Changes** button on the left.

Copying an Author Profile

To copy a user profile, go to the **Edit/View Authors** screen.

Step 1: From the users list, click the profile you wish to copy.

Step 2: Click the **Copy Profile** button on the left.

Step 3: From the users list, click the profile you wish to change.

Step 4: Click the **Edit Author** button on the left.

Step 5: Click the **Paste Profile** button on the left.

Configuration

You may access the configuration screen by clicking the **Gear** icon in the menu bar.

Common

File Life
The number of days a backup copy of the created dictation will be kept. 1-99 days.

File Extension
The extension each created dictation file will have.

Copy/Upload Retry
The number of times PcDictate II will try to upload the completed dictation to its destination path after an initial failure. 1-30 attempts with 0 for no retry.

Restore To Top In Record
If PcDictate is minimized, it will be restored to the desktop when going into *Record* mode.

Always On Top
Keeps PcDictate II on top of other windows.

Large Form
Makes PcDictate II's main screen larger.

Read Subject From XML File
Automatically populates the *Subject* field from an XML file provided by third-party software

Path To XML
The path that the third-party software writes the XML file to.
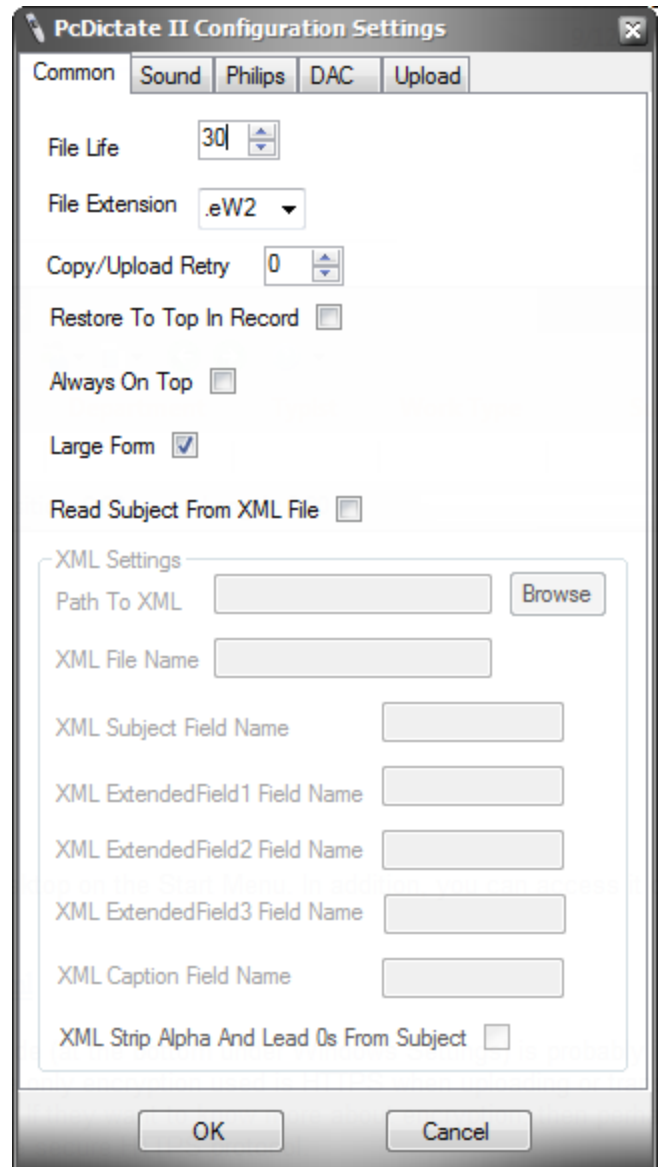
XML File Name
The name of the XML file that it should read each time.

XML Subject Field Name
The field in the XML file that holds the *Subject* field for PcDictate II.

XML ExtendedField1-3 Field Name
These are advanced fields that only specialty third-party software currently use.

XML Caption Field Name
XML field to place in PcDictate II's caption bar.

XML Strip Alpha And Lead 0s From Subject
Will strip any leading alpha characters or leading 0s from the XML field.

Sound

Selected Recording Device
If multiple recording devices are available, you may choose which one to use.

Record Volume
Determines the record volume level.

Selected Playback Device
If multiple playback devices are available, you may choose which one to use. For example, although you are recording with the Philips SpeechMike, you could choose whether to have audio play back through the SpeechMike or desktop speakers (if connected).

Play Volume
Determines the playback volume level.

Philips

The function buttons on the Philips SpeechMike can be programmed to perform designated tasks in PcDictate II. The available options for each function is:

ChangeDept
Change the department number.

ChangeTypist
Change the typist number.

ChangeWT
Change the work type.

ChangeSubject
Change the subject.

Priority
Change the priority status.

ReadXML
Read the XML number.

BringToTop
Restore PcDictate II screen to the top.

DAC

Selected DAC Foot Pedal
If using a DAC foot pedal, select if it is the 3 pedal or 4 pedal version.

DAC VIS Function Buttons
If using a legacy VIS station for input commands, you can configure its function buttons.

Upload

Files can be uploaded to a Phoenix Server via the HTTP protocol. The HTTP feature *DOES NOT* work with other web servers. This feature allows dictation to be easily uploaded to the server from any internet connection, without requiring a VPN. In addition, the HTTP feature can be used for computers on the local network if you want to prevent a network connection from being used on the Phoenix Server (as you may have a limited number of concurrent connections available).

Use HTTPS
This will use the secure HTTPS protocol instead HTTP.

Host Name
This is the name, domain, or IP of the Phoenix server. If an IP address is used, it needs to be a static IP. If you are connecting from an external network, be sure that the ports are forwarded to the internal IP of the server and you enter the public IP of the network here.

Upload Path
The path to the Apache upload script goes here. Unless you changed the default path or name of the script on your Phoenix server it will be **/upload.php**.

Port
Enter the port number for HTTP or HTTPS (if that feature is enabled) that the Phoenix Server is listening on. By default, Phoenix has port 5555 for HTTPS configured for the HTTP Upload feature.

Login Name
This only needs to be filled in if you have the Phoenix Server's Apache set to require authentication for a HTTP or HTTPS connection.

Proxy Host, Port, Login, & Password
If your network uses a Proxy server, and you are on a different network than the Phoenix Server, you will need to enter the Proxy's IP (*Host* field), port number, username (*Login* field), and password.

Log Files

You may access the log files by clicking the **Paper** icon in the menu bar.

Error Logs

All application errors are logged here. Some errors it logs are:

- Missing license dongle
- Missing or corrupt recording or playback device
- Dictation upload failure
- Inability to access *Destination Path*

System Logs

All application events are logged here. Some events it logs are:

- Creating a dictation
- Uploading a dictation