

PHILIPS PORTABLE

Integration Guide

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Digital Accessories Corporation (DAC)

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DAC

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Introduction

The purpose of this user guide is to assist DAC dealers with integrating Philips digital portables into the Voice Solutions server infrastructure or iChannel Express.

Only the latest and most popular commercial-grade portables are discussed. If you have a Philips model that is not listed in this guide – and creates DSS files – then please contact our support staff about compatibility.

- Supported Philips Portables

LFH9500
LFH9600
DPM8100

Programming

Whether you are using the portable with a Voice Solutions server or iChannel Express, a User ID must be programmed to ensure proper demographics. All programming can be done from Philips' management software, or our free **DPM Setup** application.



NOTE: If you are unsure of how to program a User ID or worktype from Philips' software, please consult that application's user guide. DAC's support staff is not trained on Philips application functionality and will be unable to assist with navigating the program.

NOTE: The words Typist and Secretary represent the same entity however when programming your keyword column title should read Secretary

- User ID

The portable's Author ID is used to provide demographic information. The ID is read from right to left. The first 2 numeric digits are taken as the Exclusive Typist Assignment (Exc), the next 3 are the Author ID, and the alpha characters to its left will populate the Author demographic field. Notice some examples below of Author IDs and how they are handled.

Authors <i>with</i> Typist Assignments			
Author Name	Author ID	Assigned Typist ID	What to Program
Jones	1	901	Jones00101
Joe Smith	20	950	JoeSmith02050
Dr Edwards	355	975	DrEdwards35575

Authors <i>without</i> Typist Assignments		
Author Name	Author ID	What to Program
Jones	1	Jones001
Joe Smith	20	JoeSmith020
Dr Edwards	355	DrEdwards355

You will notice in the second box that a Typist ID is not programmed. These two digits are not required. You may program the User ID with only the Author Name and ID. You may do this because you want the dictation to import and be available to all typists, or you may do this so you can have the Typist assignment selectable from the menu (see next page).

- Typist

You may configure the portable to have multiple typists for Exclusive Assignment. This is not required, but entirely optional. In addition, the Typist assignment can be added to the end of the User ID field (see previous page). The sole benefit of having the Typist assignment as a separate field instead of at the end of the Author ID is so that the user can select which typist each dictation goes to. Having this field would be of no benefit if only one Typist option was programmed.

The Typist assignments format is: **-# Name-** (see below).

Typist Assignments		
Typist Names	Typist IDs	What to Program
Lisa	901	-1 Lisa-
Ellen	902	-2 Ellen-
Sue	910	-10 Sue-
Mandy	915	-15 Mandy-
Scarlet	972	-15 Scarlet-

- Worktype

You may configure the portable to use worktypes. This is not required, but entirely optional.

The Worktype format is: **-# Name-** (see examples below).

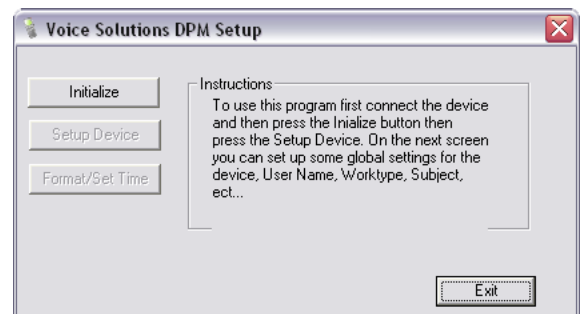
Worktypes		
Worktype Names	Worktype Numbers	What to Program
Memos	1	-1 Memos-
Letters	2	-2 Letters-
H&P	10	-10 HnP-
Followup	15	-15 Followup-

- Using DPM Setup

We provide DPM Setup for free to program Philips LFH9500, LFH9600, & DPM8100 portables. This can be beneficial if you did not purchase the portable with Philips' SpeechExec Pro software to program it. DPM Setup can be downloaded from our FTP site.

NOTE: Please insure that the Keyword column titles match the example below.

1. Open **DPM Setup**.
2. Click **Initialize** (see image to the right). **Setup Device** is now available – click it.
3. You will see the screen below. After you have made any changes, click **Write to Device**.



Settings are for DPM 8100 only and effect document functions go to beginning, go to end, go to previous and go to next.

Additional settings for DPM 8100 see diagram below

Voice Solutions DPM Device Settings

Smart Buttons Protect Configuration End of Letter Button
 Beginning/End Beep Record Beep Pro Mode
 Enable Button (+) Enable Button (-)

Date/Time Format: AM/PM 24 Hours
 Display Appearance: Classic Advanced
 Microphone Sensitivity: Low Medium High
 Filename Prefix: Keyword 1 String: _____
 Slide Switch: International
 Function Key: None

Keywords:

	Barcode	Voice	Mandatory
Keyword 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keyword 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyword 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Use Barcode for all Keyword:

Barcode Scan Button: None
 Barcode Mode: Barcode Event
 VoiceCommandType: Alphanumerics
 Recording Mode: Standard Play

Read From Device Write To Device Import Settings Export Settings OK

DPM4 Settings (8000) Reset Job Counter

Author	Worktype	Secretary
SMith110	1 Evaluation	-1 Lisa-
	2 H&P	-2 Ellen-
	3 Assessment	-4 Candy-
	4 Progress Note	
	5 Consult	
	6 Discharge Summary	
	7 Seclusion Restraint	
	8 Business	
	10 TTSummary	

DPM4 Profile and Smart Buttons Setup

Recorder State: Stopped New, Stopped, Record, Record Standby, Play Back

Smart Buttons:

	Left Button	Middle Button	Right Button
Stopped New	Key Word Field 2	Main Menu	Profile Menu
Stopped	Priority	Main Menu	New File
Record	Blank	Blank	Blank
Record Standby	Blank	Blank	Blank
Play Back	Blank	Blank	Playback Speed

Display Area Mapping:

Key Word Field 1
 Key Word Field 2
 Key Word Field 3
 Creation Data Time

DPM4 Recording Profiles:

Recording Profile: Dictation Profile
 Device Position: Desktop
 Microphone Direction: Uni Directional Omni Directional
 Microphone Sensitivity: Medium
 Audio Quality: Standard Play (DSS)

Instructions: Here you can customize the role and behaviour of the Smart buttons 1-3 on the selected recorder to meet your personal requirements in Stop New, Stop, Record, Record Standby and Playback mode.

Save Settings Cancel OK

Be sure to click save settings when making changes to each Recording Profile

Buttons

Smart Buttons – Enables both Smart buttons.

End of Letter Button – Enables the End of Letter button.

Function Key – You can set what function you want the Function Key to activate.

Slide Switch – The four-position slide switch can be set to four different configurations. By default, the switch is (from top to bottom) Record, Stop, Play, and Rewind.

Philips – **Record** becomes **Fwd. End of Letter** button toggles between **Record** and **Play** mode.

International – The default.

Grundig – Same as Philips except Stop is position 2 on the switch and Play is position 3.

Philips Classic – Same as **Philips** except **Fwd** Button (instead of End of Letter) toggles between **Record** and **Play** mode.



Barcode Button – You can choose which button activates the scan function of the barcode accessory.

Options

Beginning/End Beep – Causes a beep to play when you reach the beginning or end of the file.

Record Beep – Causes a beep to play when you enter into record.

Date/Time Format – Choose to have the time displayed in either **AM/PM** or **24 hour** (military time) format.

Display Appearance – **Advanced** displays current position, volume indicator, and such.

Microphone Sensitivity – With most users, the default of **Medium** should be appropriate.

Protect Configuration – Prevents changes to the configuration being made from the portable itself.

Filename Prefix – This should always be left on the default, **Keyword 1**.

Voice Command – Choose how you want the voice recognition feature to work for keywords: **Alphanumerics** (you must spell out the word or speak each number) or **Word** (you must speak the entire word).

Recording Mode – This should always be left to the default, **Standard Play**.

DPM Setup Functions

Read from Device – The current configuration on the portable will be read and displayed.

Write to Device – Your current settings on the screen will be written to the portable.

Import Settings – Import a configuration you had exported previously.

Export Settings – This saves your current configuration.

Buttons

Smart Buttons – Enables both Smart buttons.

End of Letter Button – Enables the End of Letter button.

Function Key – You can set what function you want the Function Key to activate.

Slide Switch – The four-position slide switch can be set to four different configurations. By default, the switch is (from top to bottom) Record, Stop, Play, and Rewind.

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Programming Keywords

Each column corresponds to a keyword, with the left column being **Keyword 1**, then **Keyword 2**, **Keyword 3**, and **Keyword 4** being the last column on the right.

The first line in each column determines what demographic the subsequent keywords are assigned to. This is called the **header**. Each line beneath the header is called an **entry**. In the picture below, you can see that **Keyword 1's** header is **Author**. The next line in that column shows the entry, **Smith001** (being the name and ID).

Keyword 1 must always have **Author** for its header.

Keyword 2-4 can have **Secretary**, **Subject**, or **Worktype** for its header.

The diagram shows a table with a grey header row and several data rows. The header row contains the text 'Author' and 'Secretary'. The first data row contains 'Smith001' and '-1 Lisa-'. An orange arrow labeled 'Header' points to the 'Author' and 'Secretary' cells. Another orange arrow labeled 'Entry' points to the 'Smith001' and '-1 Lisa-' cells.

Author	Secretary			
Smith001	-1 Lisa-			

Headers

There are currently four different headers that can be used as Keywords.

Author – Corresponds to the **Author Name** and **Author ID** demographic for DAC products. It can also include the typist ID (corresponds to **Exclusive Assignment**).

Secretary – Corresponds to the **Exclusive Assignment** demographic for DAC products.

Worktype – Corresponds to the **Worktype** demographic for DAC products.

Subject – Corresponds to the **Subject** demographic for Voice Solutions products. **Client** or **Patient** may also be used as a header. These both also correspond to the **Subject** demographic.

Integration

After the portable is programmed, follow the steps below for the product you will integrate with.

- iChannel Express

In order to play dss files in iChannel Express, the dss codec must be installed. Newer Express installs have this included. If your version gives any errors while attempting to play dss files, please download and install the latest version of iChannel Express to resolve this issue.

Downloading

You can use Philips' proprietary software to download the audio files or our free Dss Extractor Pro. Regardless of the application to download, the audio files should be sent to the path set for iChannel Express' **Dictation Directory**.



NOTE: For assistance in configuring iChannel Express' Dictation Directory or Dss Extractor Pro's download path, please see that application's user guide.

- Voice Solutions Brooktrout Server

Brooktrout servers are no longer in production, but if you have an older server that you wish to add Philips portables to, then be sure to follow the steps here.

Downloading

You can use Philips' proprietary software to download the audio files or our free Dss Extractor Pro. Regardless of the application to download, the audio files should be sent to the **Source** path set in **Dss Importer** on the server.

Server Settings

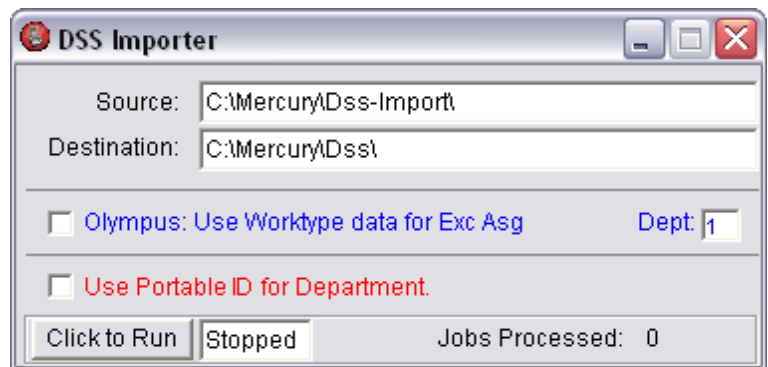
On the server, you will need to configure both **Dss Importer** and **Dss Converter**.

1. By default **Dss Importer** is located at **c:\mercury\dss importer**. You must be running version 1.09 or later.

2. Open **Dss Importer**.

3. Verify that the default paths are in place (see picture below). Ignore the checkboxes.

Source should be **c:\mercury\dss-import**
Destination should be **c:\mercury\dss**



4. By default **Dss Converter** is located at **c:\mercury\converter**. You must be running version 1.3.0.6 or later. To run this version, your server must have a sound card installed.

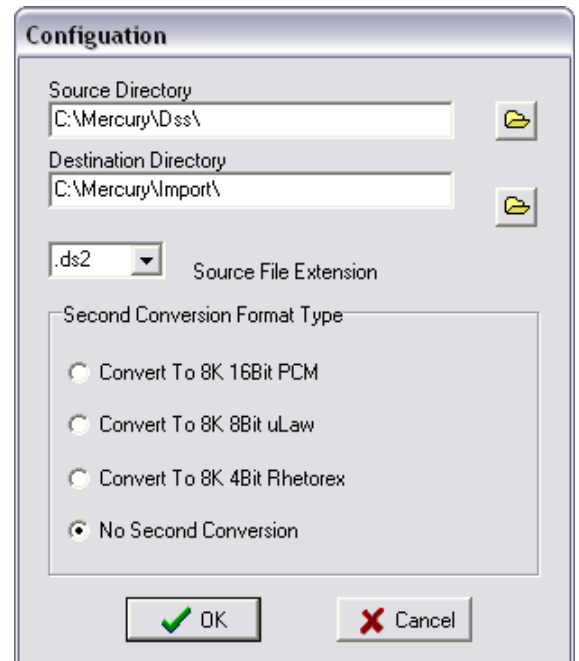
5. Open **Dss Converter**.

6. Verify that the default paths are in place. Go to **View>Configuration**.

Source Directory should be **c:\mercury\dss**
Destination Directory should be **c:\mercury\import**
Source File Extension should be **.ds2**
Second Conversion Format Type should be:

Option 2: Convert to 8k 8bit uLaw if you are using telephony transcription.

Option 4: No Second Conversion if you are using software transcription such as iChannel and iNet. Using telephony transcribe stations with this conversion will cause the dictation to play slow.



- Voice Solutions Phoenix Server

Phoenix servers are the latest in the Voice Solutions server product line. Now it is easier than ever to integrate digital portables.

Downloading

You can use Philips' proprietary software to download the audio files or our free Dss Extractor Pro. Regardless of the application to download, the audio files should be sent to the server's **Audio Import** path.

By default, the **Audio Import** path is **\$servername\$import**, with **\$servername\$** being the Phoenix server's domain name or IP address. For example this could be: **\\dac7\import**. Any dss files that are copied to that directory the server will automatically convert and import.

Server Settings

There is no server configuration necessary. Setup is complete!