For product information and support, visit
www.philips.com/dictation

SPEECHEXEC

Version 1.0 for Mac

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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 to deliver any of these accessories with this package.

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.

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. The manufacturer 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):

The manufacturer 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 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.

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.

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.

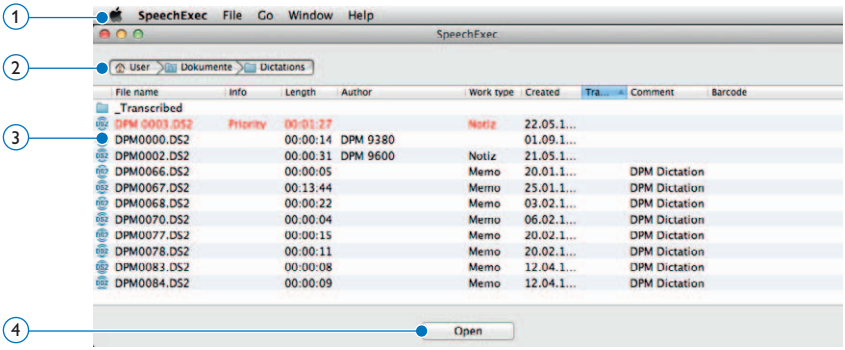
- Become informed about your local separate collection system for electrical and electronic products.
- Act according to your local rules and do not dispose of old products with normal household waste. The correct disposal of old products will help prevent potential negative consequences for the environment 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.

2 Your SpeechExec software

Congratulations on your purchase! To fully benefit from our service, visit our Website for support information such as user manuals, software downloads, warranty information and more: www.philips.com/dictation.

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.

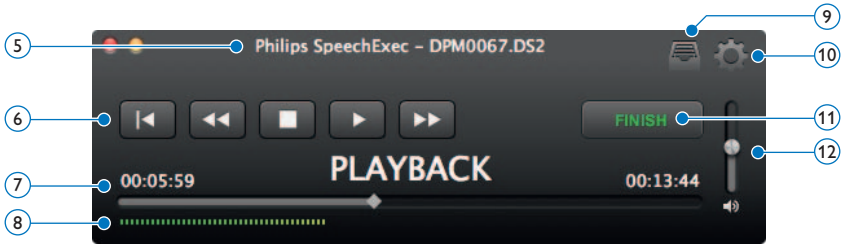
(2) The path bar shows the full path to the currently displayed folder.

(3) The dictation file list displays information about the dictation files stored in the selected folder. The columns display the properties of the dictation files.

(4) Start Transcription (open the selected dictation in the player)

2.2 Overview SpeechExec player window

The player module allows the playback of unencrypted sound files with the extension .ds2.



(5) The title bar displays the file name.

(6) Audio toolbar:
- Jump to the beginning of the dictation
- Fast rewind
- Start/pause playback
- Stop playback
- Fast forward

(7) 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.

(8) Audio volume meter: Displays the audio output level.

(9) Displays the dictation properties dialog

(10) Displays the preferences dialog

(11) Finish: Close the dictation file and mark the transcription as finished. The dictation file is moved to the *_Transcribed* folder.

(12) Adjusts playback volume

3 Get started

3.1 System requirements

- Intel-based Mac
- 100 MB hard disk space
- One free USB port
- Mac OS 10.7 Lion

3.2 Install the software

1. Turn on the computer.
2. Insert the installation DVD in the DVD-ROM drive.
3. Open the DVD contents in Finder and drag the SpeechExec application icon to your Applications folder.

3.3 Start SpeechExec software

Important

For use *SpeechExec*, a license key is required. The license key can be found on the DVD envelope.

To launch the application, open the Application folder in Finder and double-click on the SpeechExec icon. When SpeechExec is started for the first time, a license key must be entered before you can use the application. The license key can be found on the DVD envelope.

3.4 SpeechExec help

For detailed information about using the SpeechExec software, see the help function. To start the help function, click *Help* > *SpeechExec Help* on the menu bar.

4 Work with Philips hardware devices

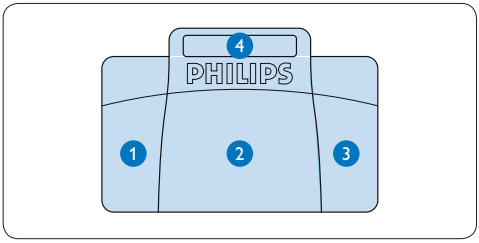
Philips hardware devices such as foot controls, headphones and the Digital Pocket Memo are designed for compatibility with SpeechExec.

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.

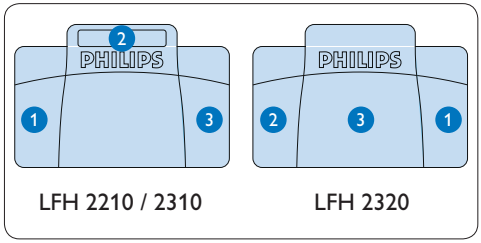


By default, the foot control 2330 has the following configuration:

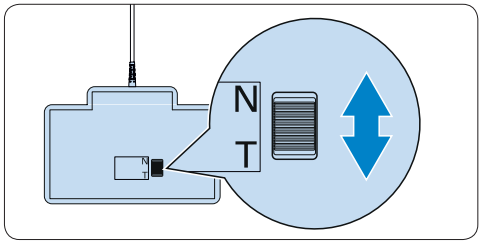
1. Press and hold the left pedal to fast forward. When forwarding reaches the desired position, release the pedal.
2. Press and hold the middle pedal for playback. When the pedal is released, playback is stopped.
3. Press and hold the right pedal for fast rewind. When rewinding reaches the desired position, release the pedal.
4. Press and release the top pedal to finish a dictation.

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 Use the Philips headphones

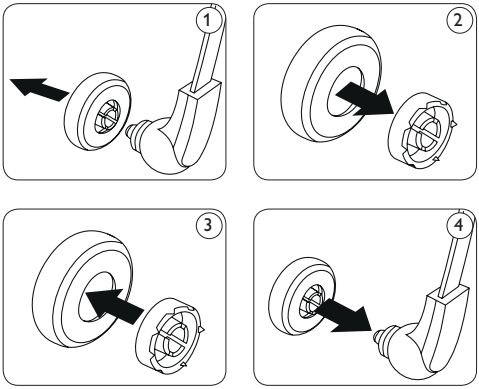
The headphones are equipped with soft ear cushions for wearing comfort and a hanging bracket that attaches the headphone to a monitor.

Warning

Listen at a moderate volume to avoid hearing damage.

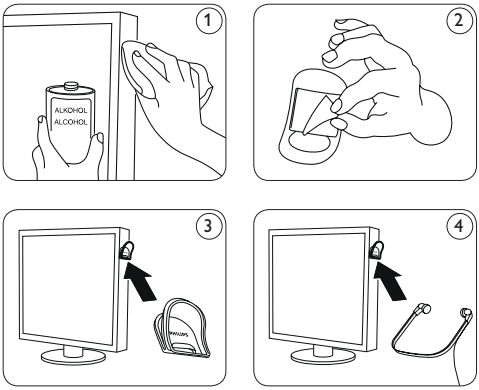
4.2.1 Change the ear cushions

Follow the illustration below to change the ear cushions:



4.2.2 Install the hanging bracket

Follow the illustration below to install the hanging bracket:



5 Use SpeechExec

5.1 Transcription

Important

This chapter describes how to transcribe using the Philips foot control 2330. If another foot control model is used, the behavior of foot control pedals may be different. See *4.1 Use the Philips foot control* on page 9 for more information about other models of the Philips foot control.

1. Connect the foot control to the computer.
2. In the SpeechExec window, select a dictation file from the list and click the *Open* button. The player window is displayed.
3. To start playback, press and hold the middle pedal of the foot control or click the ▶ PLAY button on the player toolbar. To stop playback, release the middle pedal of the foot control or click the ▶ PLAY 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 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 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 button on the player toolbar. The dictation file is moved to the *_Transcribed* folder. Alternatively, click the CLOSE button in the player window to cancel the transcription without saving changes.

Note

- Only unencrypted sound files with the extension .ds2 are supported by the SpeechExec player.
- When the player window is open, the Worklist window is hidden.

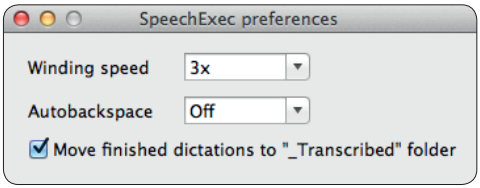
Tip

- SpeechExec allows the customization of the behavior of the Player during transcription. See the next chapter for more information.
- Click the button in the player window to display the dictation properties dialog.

5.2 Preferences menu

The *Preferences* dialog allows the personalization of application settings such as winding speed, auto-backspace and the folder for dictation files marked finished.

1. Click SpeechExec > Preferences… on the menu bar to open the preferences menu.
   - *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.
   - *Move finished dictations to "_Transcribed" folder:* A dictation file is moved to the sub-folder *_Transcribed* when clicking the FINISH button on the player toolbar.



5.3 Download dictation files from a portable dictation recorder

Use *Philips DPM Connect* for downloading dictation files when a portable dictation recorder is connected to your computer. The application can be downloaded from www.philips.com/dictation.

1. Install and start DPM Connect on your computer.
2. Connect the portable dictation recorder to the computer using the USB cable.
3. Click the DPM Connect icon in the upper right corner of the menu bar and select *Open preferences…*
4. Select which files will be downloaded:
   - All files
   - EOL (recordings marked as finished/end-of-letter)
   - File with keyword 1 (specify a keyword
   - The download settings also allow the user to specify if files will be deleted on the recorder after they are downloaded.
5. Select a download folder and specify if downloaded files will be moved to subfolders based on selected keywords.
6. Activate *Show download notifications* to receive visual feedback during the download process.

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