

Dictate + Connect

Instructions for the “Grundig DigtaSoft” forwarding destination

1. Sharing destinations

Dictate + Connect allows you to send dictations via e-mail or forward them via server using protocols such as Web-DAV or FTP.

Dictate + Connect offers predetermined sharing destinations for typists. You can set up further sharing destinations including e-mail, SMTP, FTP, Dropbox, WebDAV, and data export on a SD card.

For sending dictations to DigtaSoft work stations, the sharing destination “Grundig DigtaSoft” has to be created.

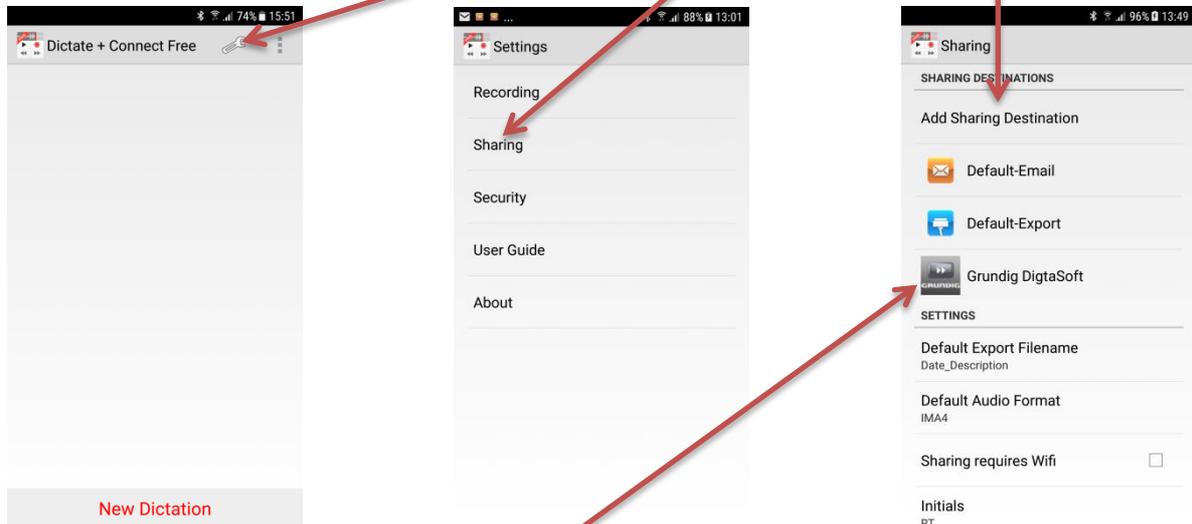
1.1. “Grundig DigtaSoft” sharing destination

The DigtaSoft digital dictation and playback system from Grundig Business Systems is based on the Digital Speech Standard (DSS). Workflow information is sent with the dictation files, ensuring that the dictations reach the desired work station. It informs the typist of the dictation’s origin, date and time of generation, author and processing priority. The work station software retrieves the dictations from the local network and from the inbox of e-mail applications such as Microsoft Outlook. The appropriate Word template for transcribing the forwarded dictation opens automatically.

In the “Grundig DigtaSoft” sharing destination, you can provide information about the DSS workflow. Dictate + Connect converts the dictation in a “DSS compatible” manner, meaning that an xml file with the workflow information is generated and sent together with the dictation. This information can be evaluated by DigtaSoft.

1.2. Configuration for DigtaSoft-compatible dictations

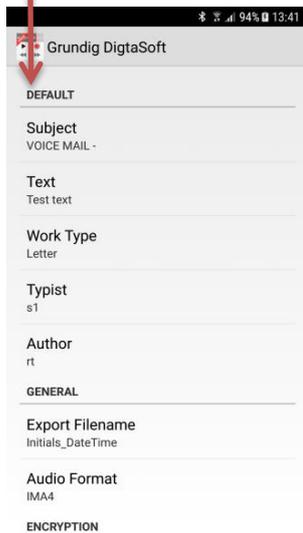
Start Dictate + Connect, select „Configuration”, „Sharing & „Add sharing destination”



- Scroll down the list of sharing destinations until you reach the Grundig icon and select “Grundig DigtaSoft”.
- Complete or change the name of the sharing destination and complete the entry with OK.
- Select the newly entered sharing destination from the list.
- Enter the name and e-mail address of the dictation recipient.
- Enter your SMTP server information and e-mail account (smtp.gmail.com, for example). You can obtain the information from your e-mail provider.



Under **DEFAULT**, enter the recipient information (normally the typist). You can obtain the possible entries from your system administrator. If you own a Grundig portable dictation device that is configured for DSS, you can find relevant information in the menu under “Workflow” and for each dictation, under “Details”.



The screenshot shows the Grundig DigtaSoft interface with the following fields under the DEFAULT section:

- Subject:** VOICE MAIL -
- Text:** Test text
- Work Type:** Letter
- Typist:** s1
- Author:** rt

Below the DEFAULT section, the GENERAL section includes:

- Export Filename:** Initials_DateTime
- Audio Format:** IMA4

The ENCRYPTION section is visible at the bottom but not fully detailed.

- **Subject:** “VOICE MAIL” (all caps) lets DigtaSoft know that the e-mail contains a dictation. You can add more text after this key phrase.
- **Text:** A default text for e-mails, such as a greeting, can be entered here.
- **Work type:** The work type determines which Word template is to be used for transcription. Use only terms that have been pre-defined in the DigtaSoft system, or leave the field blank.
- **Typist:** Enter the abbreviated name or login of the recipient as it has been preset in DigtaSoft or leave the field blank.
- **Author:** Enter your abbreviated name or login as it has been preset in DigtaSoft.

If you want to send dictations to different recipients, such as a secretary specializing in foreign languages and a transcriber, or you are dictating for different templates, such as announcement, minutes, or invoice, simply configure multiple forwarding destinations with different entries.

Under “**Export Filename**”, enter the information that is to be contained in the file name for the recipient. DigtaSoft accepts the file name without changing it. “Initials_DateTime” is a close approximation of typical file names. You can also add your **Initials** (the first four letters of your name, for instance) to the end of the list of forwarding destinations.

Under “**Audio Format**”, select IM4 for DigtaSoft.

Under “**Encryption**”, select “No”. If you want to send an encrypted dictation, please contact Grundig Business Systems support and ask if DigtaSoft can decrypt the dictations from your smartphone.

2. Priority for “Grundig DigtaSoft”

Before sending a dictation with the “Grundig DigtaSoft” sharing destination, you can check the box for highest priority.

3. Description for “Grundig DigtaSoft”

One feature of Dictate + Connect is the description that you can send with each dictation.

- Select a dictation.
- In the INFO display, press the Android menu button and select “Edit Description”.
- Now you can enter the text you desire.

DigtaSoft displays the first 32 characters in the field as accompanying information for the dictation at the work station. You can use the description to communicate a file number, a patient number, or the digits of a bar code.

