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 typist. You can set up further sharing destinations including e-mail, SMTP, FTP, Dropbox, WebDAV, and data export on the SD card

For sending dictations to DigtaSoft work stations, the sharing destination "Grundig DigtaSoft" has been created
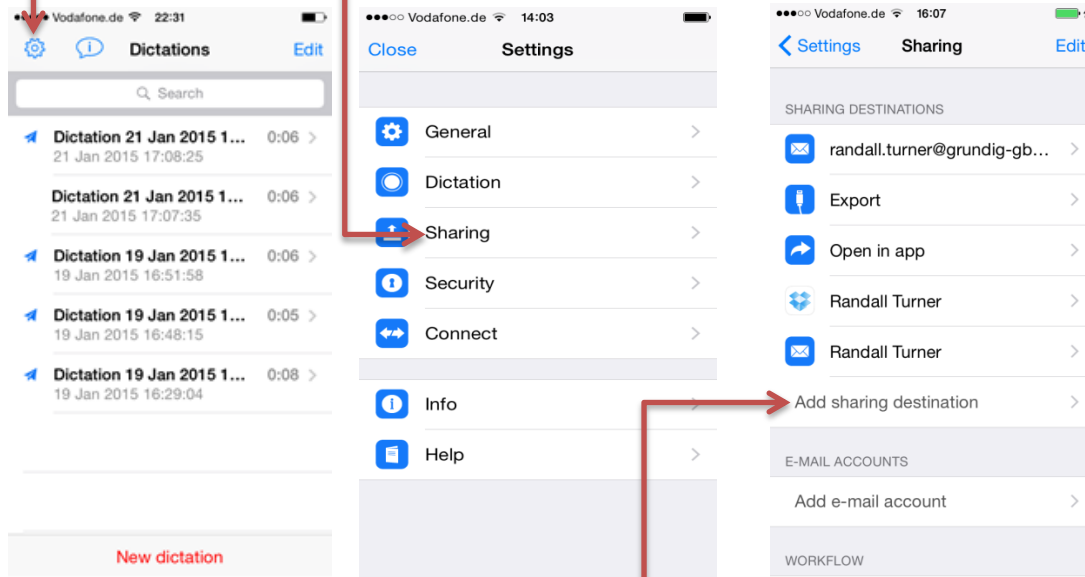
1.1.   "Grundig DigtaSoft" sharing destination

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 in-box of e-mail applications such as Microsoft Outlook. The appropriate Word template for transcribing the forwarded dictation opens automatically
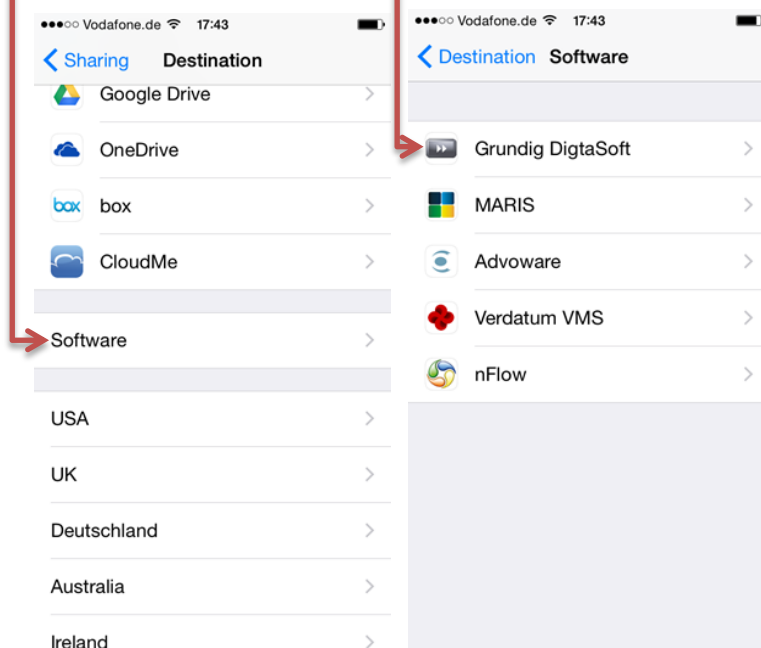
In the "Grundig DigtaSoft" sharing destination, you can provide information about the DSS workflow. Dictate + Connect converts the dictation in a "DSS compatible" manner, meaning that an xml file with the workflow information is generated and sent with the dictation; this information can be evaluated by DigtaSoft

1.2. Configuration for DigtaSoft-compatible dictations

➢ Start Dictate + Connect

➢ Tap the (Cog/Settings) icon

➢ Choose "Sharing"

➢ Choose "Add Sharing destination"

➢ Scroll down the list of sharing destinations until you reach "Software"

➢ Select "Grundig DigtaSoft"

- Complete or change the name of the sharing destination and then select "OK"

- Select the newly entered sharing destination from the list

- Enter the name and e-mail address of the dictation recipient

- Email account: iOS Mail

- *Recipient*: Enter email address or "choose from Contacts"

- *Subject*: "VOICE MAIL" (all caps), informs DigtaSoft that the e-mail contains a dictation. You can add more text after this key phrase

- *Content*: Choose a default text for e-mails, e.g. a standard greeting

- *Work type*: The work type determines which Word template is to be used for transcription. Use only terms that have been pre-defined in DigtaSoft or leave the field blank

- *Author*: Enter your abbreviated name or login as it has been preset in DigtaSoft

- *Typist*: Enter the abbreviated name or login of the recipient as it has been preset in DigtaSoft or leave the field blank

- *Encryption*: Default is "off" but select "on" if required

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 an invoice, simply configure multiple forwarding destinations with different entries

1.3. Export

Under **"Export"**, 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

1.4. Under "**Advanced**", "**Audio Format**", select IMA4 for DigtaSoft compatibility **NB! For integration with Grundig Speech Rec, please select "Studio 48 kHz" and set "Mic sensitivity level" to 50 %**

Under "**Encryption**", select "disabled" for no encryption. 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

1.5. Under "**Pattern default**", select the desired default from the available list
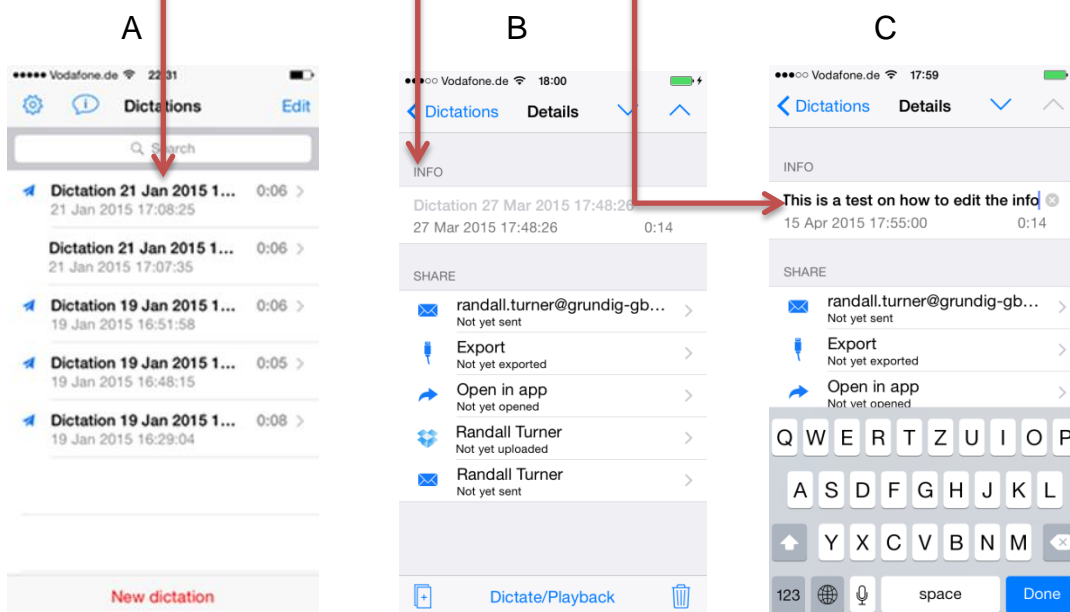
2. Priority for "Grundig DigtaSoft"

Before sending a dictation with the "Grundig DigtaSoft" sharing destination, you can check the box for the 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

➢ Tap inside the INFO section on the display to activate it

➢ Now enter the desired text

A   B   C

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