Voice Solutions

Personal Player

User Manual

The professional choice!

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INTRODUCTION

The *Personal Player* is a professional personal transcription system that enables you to transcribe audio files on you own computer from virtually any source. It works with the sound card in your computer, and can use a foot pedal for hands-free control of the audio playback. The *Personal Player* organizes your dictations so that you can get your work done more efficiently and so you can find specific dictation quickly when you need to.

The *Personal Player* is ready to accept files from your portable digital recorder (using the *Personal Transporter*), from your *VIS Voice Input Station* (using the *Personal Recorder*), from your *Voice Solutions Digital Dictation System*, or from virtually any source of audio file.

The *Personal Player* presents you with priority dictation first or allows you to choose the dictation you wish to transcribe next.

The *Personal Player* displays each dictation's demographic information to enable you to intelligently choose the next dictation you wish to transcribe.

Dictations received from *Personal Transporters (via most popular digital portable recorders)*, from *Personal Recorders*, or from *Voice Solutions Digital Dictation System* exclusively include **EZ-Track Demographics™** data. And you can easily incorporate demographic data into dictations received from other sources of audio files too.

EZ-Track Demographics™ data includes priority status, saved status, author name and ID, department number, system number, work type number, subject number, file length, and date and time of dictation.

- Get dictations over a network, via email, or via an ftp connection!

- Select dictation quickly and effortlessly using *EZ-Track Demographics™* data, or by listening to an audio preview, or on a prioritized first-in first-out basis!

- Start transcribing simply with the press of the foot pedal!

- Adjust playback speed and volume with ease. Use our exclusive 12-band graphic equalizer to fine tune your audio listening experience!

- Mark the selected dictation completed, or save it for later completion, or skip it until later. Saved dictation will remember where you left off so completing saved work is a snap! Be alerted to the arrival of new dictations!

MAIN MENU

The main menu of the *Personal Player* displays a list of all dictations in Queue.

Select one of the available dictations (by clicking on it) and press the "play" foot pedal. Or you may just press the "play" foot pedal to select the topmost dictation in the Queue list. The Queue list presents all the prioritized dictation first on a first-in first-out basis. You may click on a dictation to listen to a preview of it.

Once you've selected a dictation the main menu will reduce in size so you have unobstructed view of your word processor. (You may reposition it anywhere and you may double-click anywhere on the wood grain to change its color scheme.)
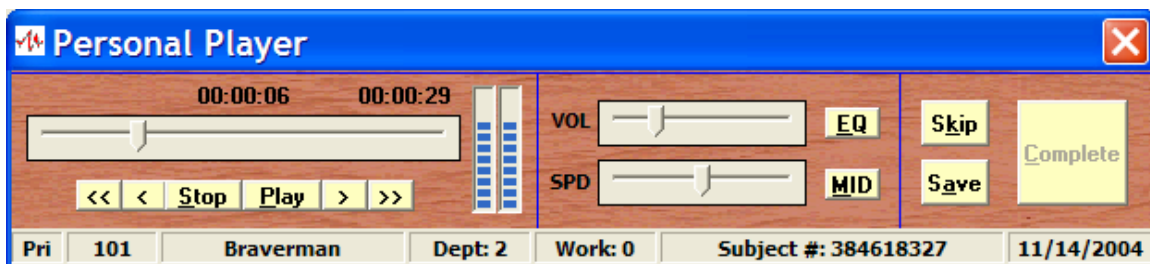

You may also set the menu to minimize to the task bar each time play is activated to maximize your view of your word processor.

HELPFUL FEATURES

For your convenience the current dictation's demographic data is shown at the bottom. It includes its priority status, author ID and name, department number, work type number, subject number, and data of dictation. (You may double-click anywhere on the demographic data bar to incrementally adjust its height.)
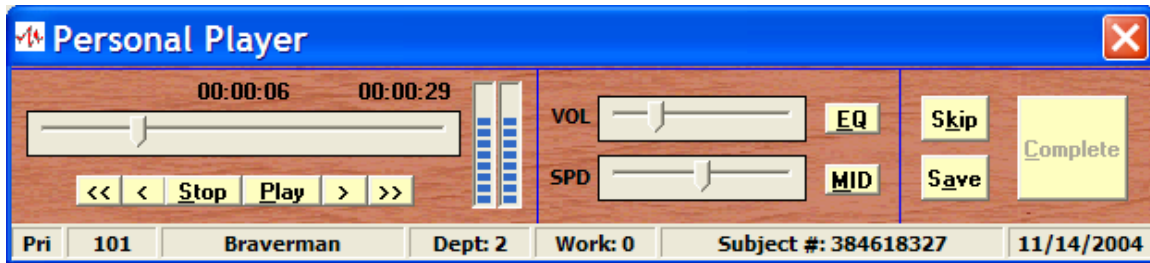
Slide the volume control to adjust the playback volume. Slide the speed control to adjust the playback speed or click "MID" to return the speed control to its midpoint. Click "EQ" to adjust the 12-band graphic equalizer.

Click "Skip" to skip over the current dictation and return it to the queue. Click "Save" to save the current position in the dictation and return it to the queue. Click "Complete" [1] to mark the current dictation completed and to send it to the completed queue. Control of the *Personal Player* is as simple as that!

You can also customize the operation of your *Personal Player* with a whole host of adjustments and special features. These are described later in the configuration section of this manual.

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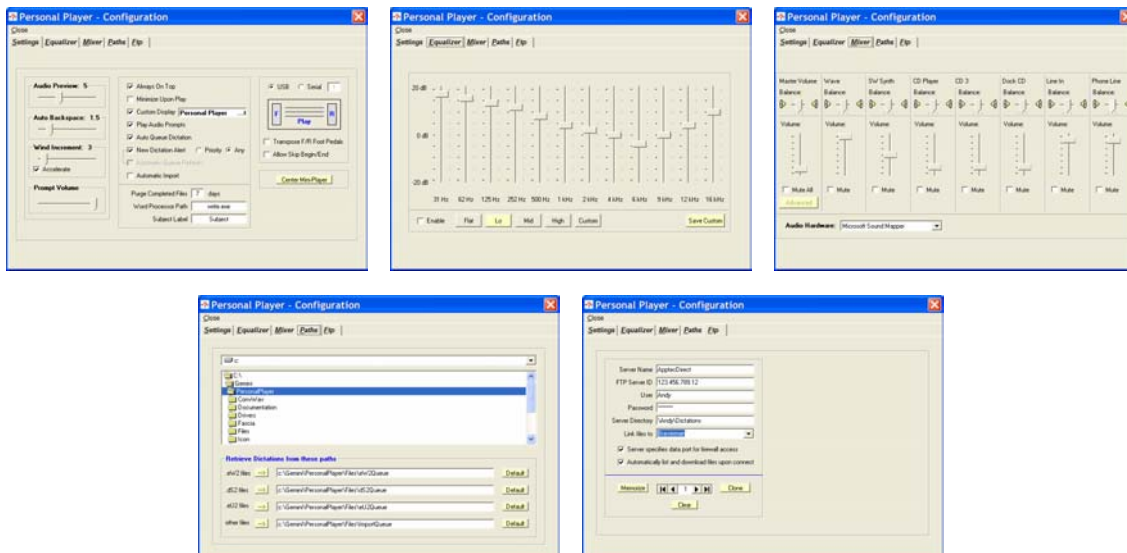
[1] The complete key is enabled once you have played, or fast forwarded, or skipped to the end of the dictation.

VIEWING DICTATION – Queue, Completed

The Queue view shows all priority dictations first, top-down from the oldest to the newest and highlights them in red. Then it displays all non-priorities, top-down from the oldest to the newest.

The Queue view indicates those dictations that you have saved.

In the Queue view you may click any column header to re-sort the dictation list by that criterion. And you may click "Refresh" to refresh the list to include new dictations that have recently come in. (This list is automatically refreshed each time you complete, save or skip a dictation.)

Personal Player

File   View   Report

Queue: 4   00:04:40   Refresh   *EZ-Track Demographics*™

Pri	Saved	Author	Id	Dept	Work	Subject #	Length	Date	Time
Pri		Smith	100	2	10	123321	00:00:57	11/08/2004	11:52:5
Pri		Braverman	101	2	0	384618327	00:00:29	11/14/2004	22:10:1
		Jones	102	1	80	0	00:01:00	11/05/2004	21:44:5
	Saved	Braverman	101	2	4	7478765873982...	00:02:13	11/12/2004	10:50:1

The Completed view shows the dictation that you have already completed. You may click "Return to Queue" to return a completed dictation to the queue.

Personal Player

File   View   Report

Completed: 2   00:01:54   Return to Queue   Delete One   Delete All

| Pri	Author	Id	Dept	Work	Subject #	Length	Date	Time	Sys
Pri	Braverman	101	2	10	34578566	00:00:54	11/08/2004	12:11:51	200
	Jones	102	1	78	0	00:01:00	11/14/2004	16:44:51	300

VIEWING DICTATION – Import

The Import view shows generic (non *Voice Solutions*) dictation[1] that is available for importing from a source that does not include *EZ-Track Demographics™* data.

Use the ← and → keys to scroll through the 26 import directories to view the files available in each directory.

Check "Link" to link each of the 26 import directories to each of the 26 author profiles. You may click on a dictation to listen to a preview of it.
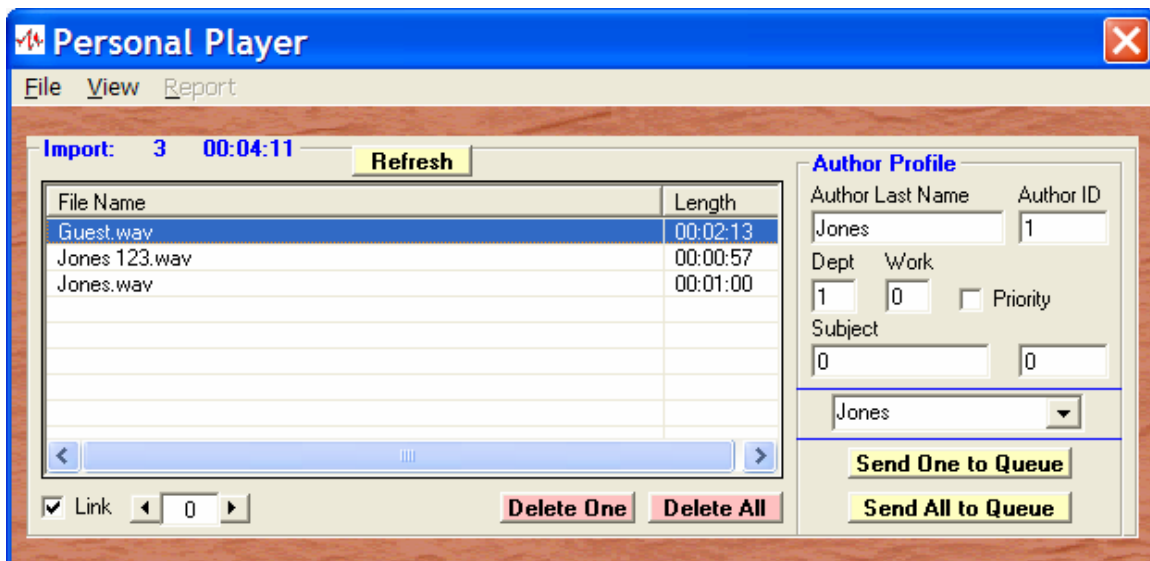
There are 26 author profiles accessible by the author name drop-down box. You may assign default demographics to one or more of these author profiles.

You may use the link option to link the first author profile to the main import directory ("0"), the second author profile to the first import subdirectory ("1"), the third author profile to the second import subdirectory ("2"), and so on.

When the link option is not selected, the demographics from the first author profile are applied to all files sent to any of the import directories.

When you click "Send (One or All) to Queue" each dictation will have *EZ-Track Demographics™* data added to it and then sent to the queue list.

You may check the "Automatic Import" checkbox (in the configuration settings menu) to automatically import all files sent to the import directories. This mode has the same effect as pressing "Send All to Queue" as you scroll through the import directories with ← and →.

[1] Generic dictation may include files of type WAV, MP3, WMA, AVI, VOX, DSS, etc.

VIEWING DICTATION – FTP

The Ftp view shows dictation that is available for download from up to 25 ftp sites. Choose the server you wish to download from, click "Connect" and "List", select the files you wish to download and click "Download". It's that simple!
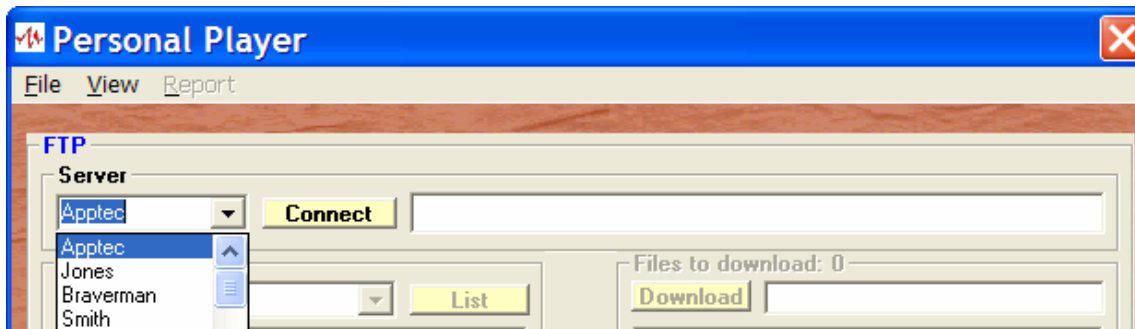
When download is compete press "Disconnect" and the downloaded files will be processed. All *Voice Solutions* dictation (with *EZ-Track Demographics™* data) will be processed and sent to the queue. All non *Voice Solutions* dictation will be sent to the import directory it's associated with, processed there and sent to the queue.
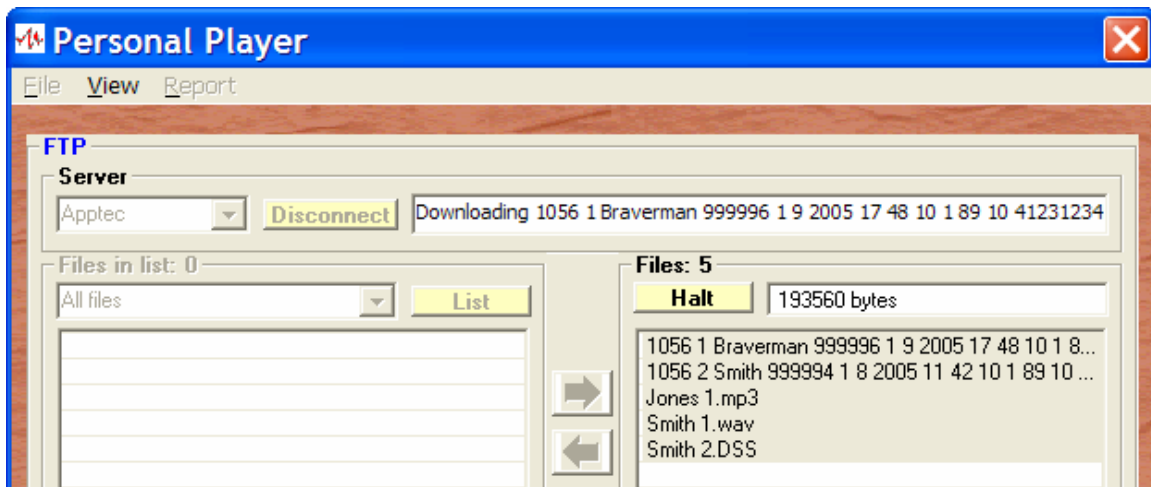
You may press "Halt" to halt further downloading after the current download is competed. Once all the dictations have been downloaded the connection to the server will automatically be disconnected and all the files processed and sent to the queue.

You may check the "Automatically list and download files upon connect" checkbox (in the configuration ftp menu) to automatically list and download all dictations upon connecting to the server.

CONFIGURATION - Settings

The configuration menu contains adjustments and special features with which you can fine-tune the operation of your *Personal Player*.
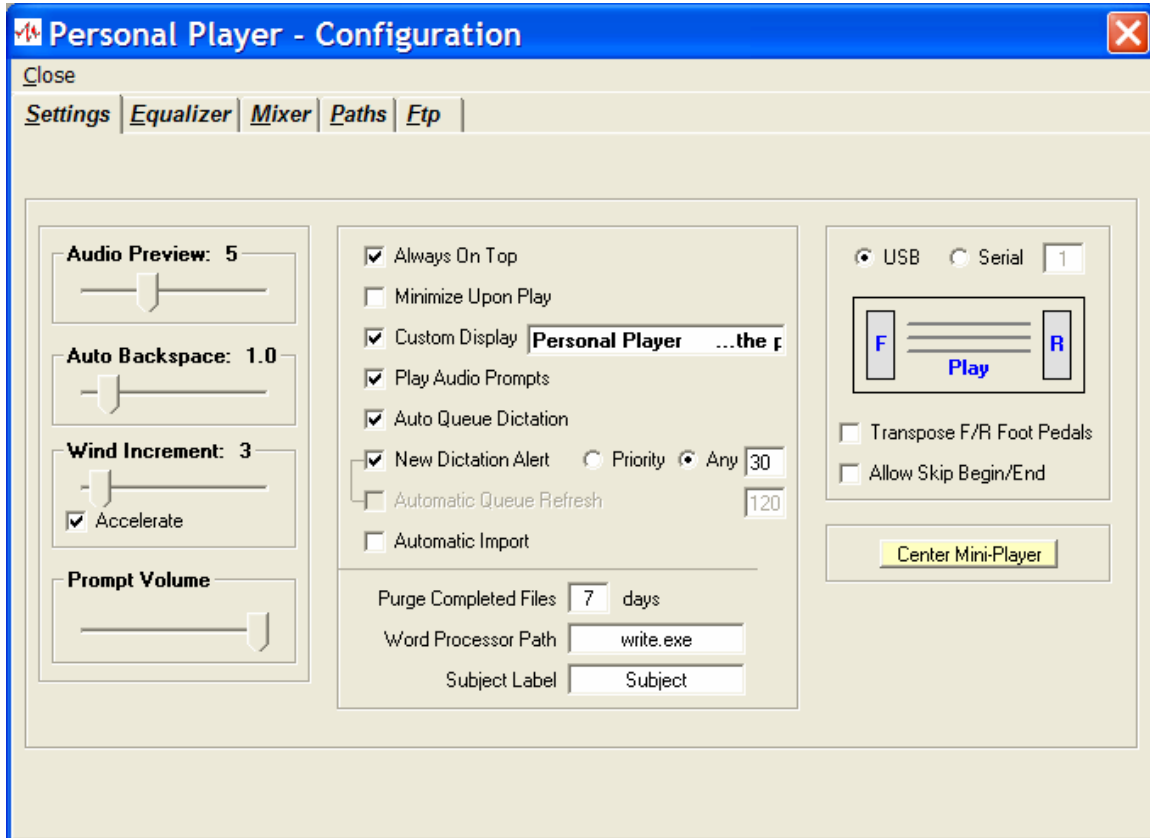
"Audio Preview" lets you to listen to a few seconds of a dictation to help you choose if it's the one you want. Choose between 1 to 15 seconds, or set it to 0 to disable audio preview.

"Auto Backspace" lets you to select the number of seconds to rewind each time you engage play. Choose between 1 to 9.9 seconds in 0.1 second increments, or set to 0 to disable auto backspace.

"Wind Increment" lets you to select the incremental number of seconds to rewind or fast forward. Choose between 1 to 60 seconds. Enable "Accelerate" to accelerate the wind increment as you continue to hold rewind or fast forward.

"Prompt Volume" lets you to adjust the prompt playback volume as well as the volume of the rewind and forward tones.

 "Center Mini-Player" returns the mini-player to center screen.
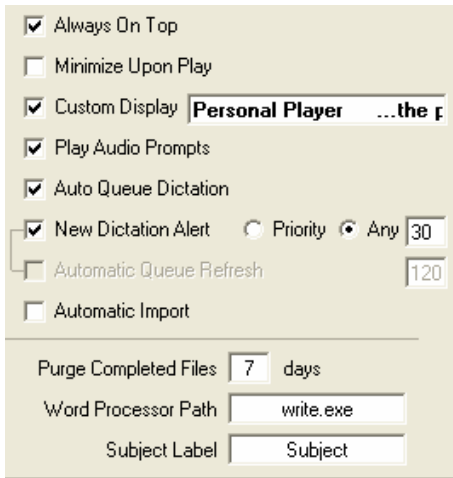
"Always On Top" insures the *Personal Player* remains visible over all other applications.

"Minimize Upon Play" and the *Personal Player* will minimize upon play.

"Custom Display" displays a custom message on the main window.

"Play Audio Prompts" to play prompts.

"Auto Queue Dictation" will automatically select the topmost dictation in the queue list. Once that dictation is completed, saved, or skipped the next dictation in the queue list will be automatically queued up. Simply press play to begin playing this dictation. *Saved dictations are bypassed in this mode.*

"New Dictation Alert" will let you know with a prompt and a screen pop-up when priority or any new dictation has arrived, at an interval of your choice.

"Automatic Queue Refresh" will automatically refresh the queue list, at an interval of your choice.

"Automatic Import" will apply author profile information to files as they arrive in one of the import directories and then send them to the queue automatically.

"Purge Completed Files" is the number of days each completed dictation should be retained before it is purged. You may set this to 0 to disable the automatic deletion of old completed dictation.

"Word Processor Path" defaults to "write.exe". It can be changed to the name of your word processor and it determines the word processor to use for reports.

"Subject Label" allows you to choose the naming for the subject field such as "Case #", "Client #", "Patient ID", etc.
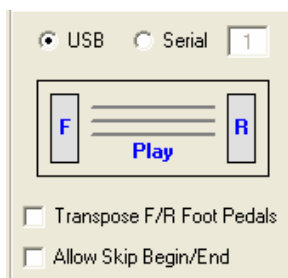
Select either the USB or Serial foot pedal. If you select the serial foot pedal enter the port number for it.

"Transpose F/R Foot Pedals" to swap the rewind and forward foot pedals.

"Allow Skip Begin/End" allows skip-to-beginning or skip-to-end by double pressing the rewind or forward foot pedals.

The foot pedal diagram will light-up to verify USB or Serial foot pedal operation.
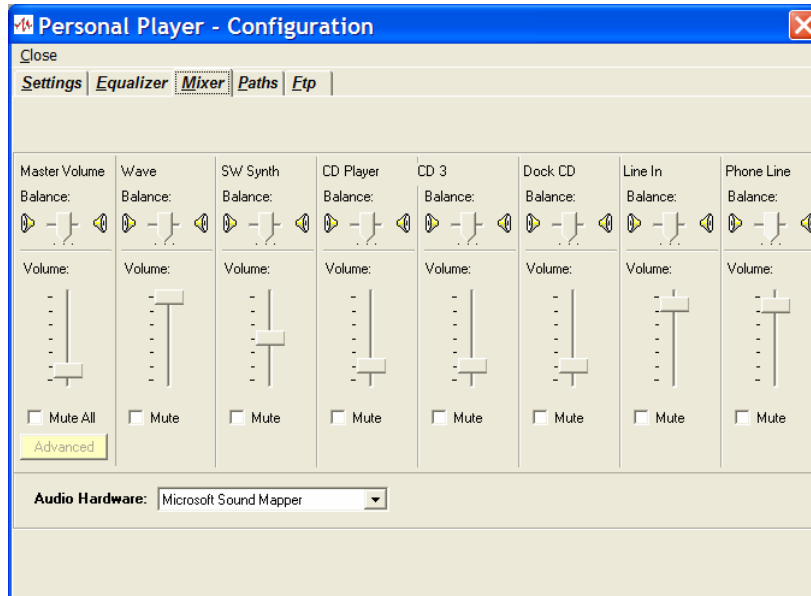
CONFIGURATION – Equalizer, Mixer

The 12-band graphic equalizer allows you to fine-tune your listening experience.
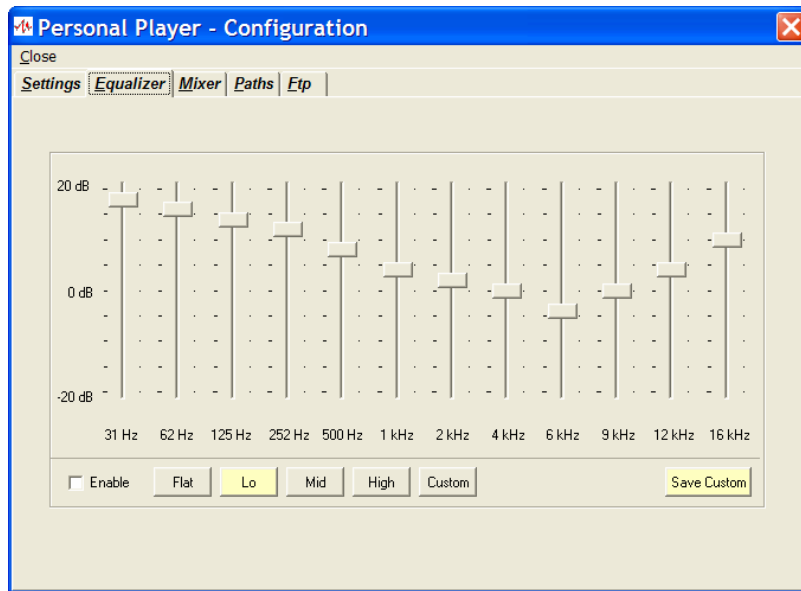
You may select one of the default equalization profiles or you may adjust the 12-bands as you desire and save them as a custom profile.

"Enable" enables the equalizer.

The mixer allows you to adjust the overall playback volume.

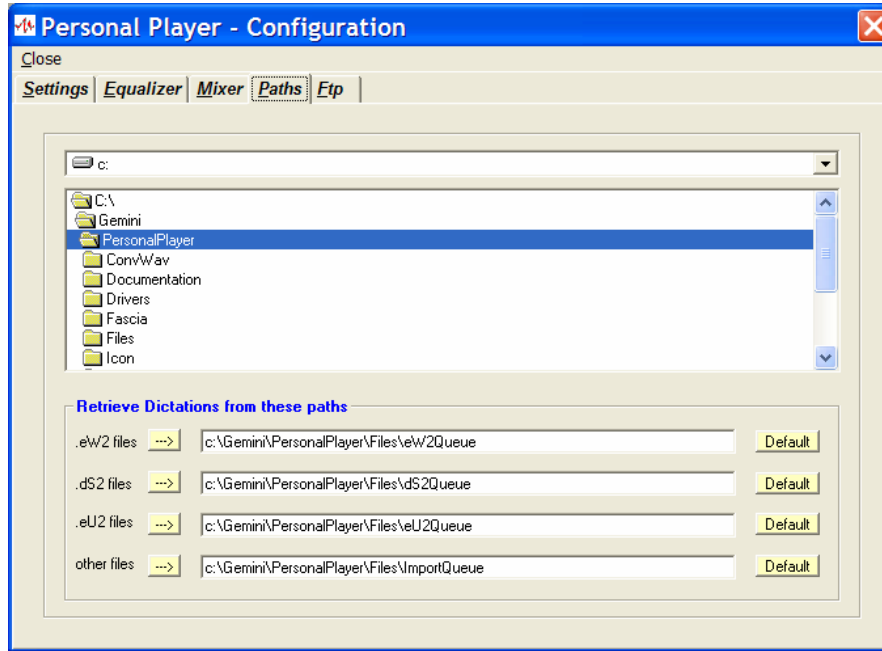The Master Volume and Wave mixer controls can be adjusted to your preference.

The Audio Hardware selection allows you to choose the audio hardware to use for audio processing.

CONFIGURATION – Paths

The *Personal Player* can accept eW2, dS2, eU2, and many other audio file types.

The default paths for each of these audio file types are shown below.

These default paths can be redirected to alternate paths on the local computer or to paths across a network.

"Default" sets a path to its default.

Browse to a desired path and press → to select it for a particular file type.

".eW2" files are WAV audio files that come from the *Personal Transporter*, *Personal Recorder*, or the *Voice Solutions Digital Dictation System*.

".dS2" files are DSS audio files that come from a DSS portable digital recorder via the *Personal Transporter*.

".eU2" files are U-Law PCM audio files that come from the *Voice Solutions Digital Dictation System*.

The three file types described above contain *EZ-Track Demographics™* data.

"Other files" are audio files that come from Windows Sound Recorder or another generic audio source. These include WAV, MP3, WMA, DSS, and many others. Please refer to the Installation Manual for a complete compatibility list.

CONFIGURATION – Ftp

The *Personal Player* can retrieve dictations from up to 25 ftp sites.

"Server Name" is a descriptive name that is displayed in the ftp view.

"FTP Server ID" is the address of the ftp server.

"User" is the user id to log-in with.

"Password" is the password to log-in with.

"Server Directory" is the directory you wish to retrieve dictations from.

"Link files to" points to one of the import view's author profiles. Retrieved dictations that are a non *Voice Solutions* file type will be processed with this import author's profile demographics.

"Server specifies data port for firewall access" when checked, sets passive mode so the server specifies the data port in order to connect through a firewall.

"Automatically list and download files upon connect" when checked, will automatically list and download all files when "Connect" is clicked.

← and → scroll through the 25 ftp profiles. |← and →| jump to the first or last profile. "Memorize" copies the server profile to a temporary buffer and "Clone" pastes profile data from the temporary buffer into the current profile. "Clear" clears the current profile.