

# Quick Start Guide

## DocShuttle Dictator

**Step 1.** Install DocShuttle Dictator software from the CD.

**Step 2.** Double-click the DocShuttle Dictator icon located on desktop.

**Step 3.** Register the software if prompted. If the software registration window does not appear, select **Help | Register** from the menu. Complete the form and click **Register Online**.

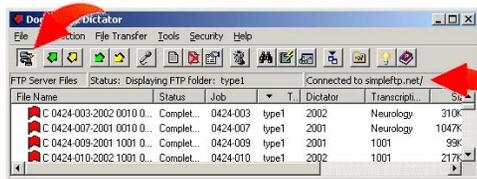
**Step 4.** Select **Tools | Settings** from the DocShuttle Dictator menu or click the **Settings** button as shown.



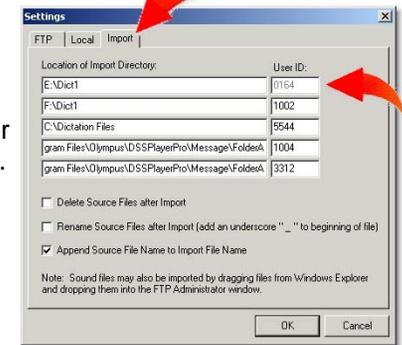
**Step 5.** Check with your system administrator for the connection settings. Set values for the host address, user name and password. Also set the job type and 4-digit user ID. Click the **OK** button once completed.



**Step 6.** Test your connection settings. Click the **Connect** button as shown. The software should display connection progress. Once connected, a message appears notifying you that you are connected. If any files already exist on the FTP site, the files will appear in the top pane of the DocShuttle Dictator window.



**Step 7.** If you will be importing files from a handheld recorder or similar device, select **Tools | Settings** and click the **Import** tab. Set the import folder for each recording device you will be using. Set a unique 4-digit ID next to each import folder. Imported files will be stamped with this ID. Click **OK** when finished.



**Note:** You will need to configure your handheld recorder to transfer files from the recorder into a folder specified above before proceeding to the next step. See your recorder's documentation for instructions on transferring files to the PC.

**Step 8.** Once files have been recorded with a handheld recorder or other recording device, click the **Import** button as shown. Imported voice files will appear in the lower pane of the DocShuttle window.



**Step 9.** Upload the voice files to the FTP site. If you are not already connected, first click the **Connect** button as shown in Step 6. Next click the **Upload New Files** button to send files to the FTP site.



Once voice files have been uploaded, transcriptionists using DocShuttle Client will download and transcribe the voice files. Transcribed reports will then be uploaded as attachments back to the FTP site. Files appearing with a document icon in the top pane have completed reports attached. You may then download the completed reports using the **Download New Files** button for viewing or printing.

**Step 10.** Read the Quick Start guide located in the DocShuttle Dictator Manual for more information.