

  
 **Voice Solutions**

# **Prompt Editor User Manual**

**Apptec Corporation  
Digital Accessories Corporation**

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Apptec Corporation, [Apptec@OptOnline.net](mailto:Apptec@OptOnline.net)

Digital Accessories Corporation, [Jim@DAC-Voice-Solutions.com](mailto:Jim@DAC-Voice-Solutions.com)



## TABLE OF CONTENTS

<b>4</b>	<b>SYSTEM PROMPTS</b>
<b>5-8</b>	<b>PROMPT EDITOR</b>
• 5	Channel
• 6-8	Main Menu
<b>9</b>	<b>PERSONAL GREETINGS</b>
•	Using Prompt Editor.
•	Using Administrator's Call-In Feature
<b>10-20</b>	<b>STANDARD PROMPTS</b>



## SYSTEM PROMPTS

### Introduction:

The *Voice Solutions* Digital Dictation System uses a series of pre-recorded phrases (“Standard Prompts”) to instruct its users and to provide them with document demographic information. The system can also use custom-recorded phrases (“Personal Greetings”) to uniquely greet each user when they log-in.

The Prompt Editor is accessed through the system’s System Manager. The Prompt Editor is a utility that enables the review or re-recording of the standard prompt set, the creation of new phrases to replace one or more standard phrases, and the creation of Personal Greetings.

Alternately Personal Greetings can be created using the system administrator’s call-in feature. This feature makes the process of creating Personal Greetings quick and easy.

*If you choose to re-record one or more of the standard prompts, special attention should be given to the inflection used as many prompts are concatenated together to create complex phrases.*

*If you choose to re-record a prompt be careful not to change the name of that prompt. The system will ignore a prompt whose name is misspelled or missing.*



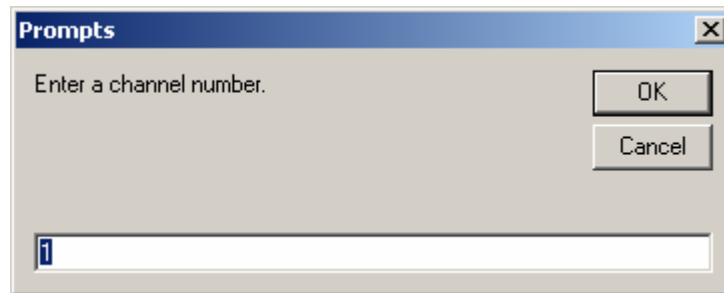
## PROMPT EDITOR

To access the Prompt Editor, log-in to the System Manager, enter the Maintenance password and then click the “Prompts” key.

***To use the Prompt Editor you must have a direct-wired station with a handset connected to a channel that is set in “Loop” Off-Hook Detection mode.***

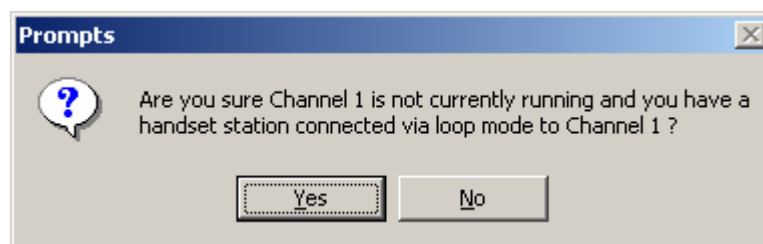
### Channel:

Enter the Channel number to use and click “OK”.

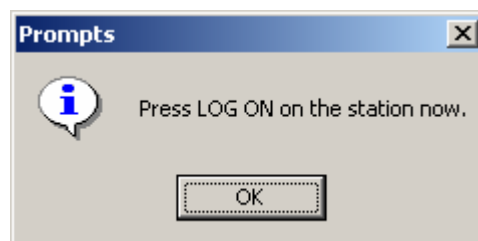


Next you will be asked to confirm that the selected channel is not currently running. To do this look at the task bar and see if the selected channel is present. If the selected channel is currently running you will need to exit it before you can click “Yes” to engage the Prompt Editor.

***Do not exit a Channel that is running until it has returned to an “Idle” state or you will cause it to hang-up on its user.***

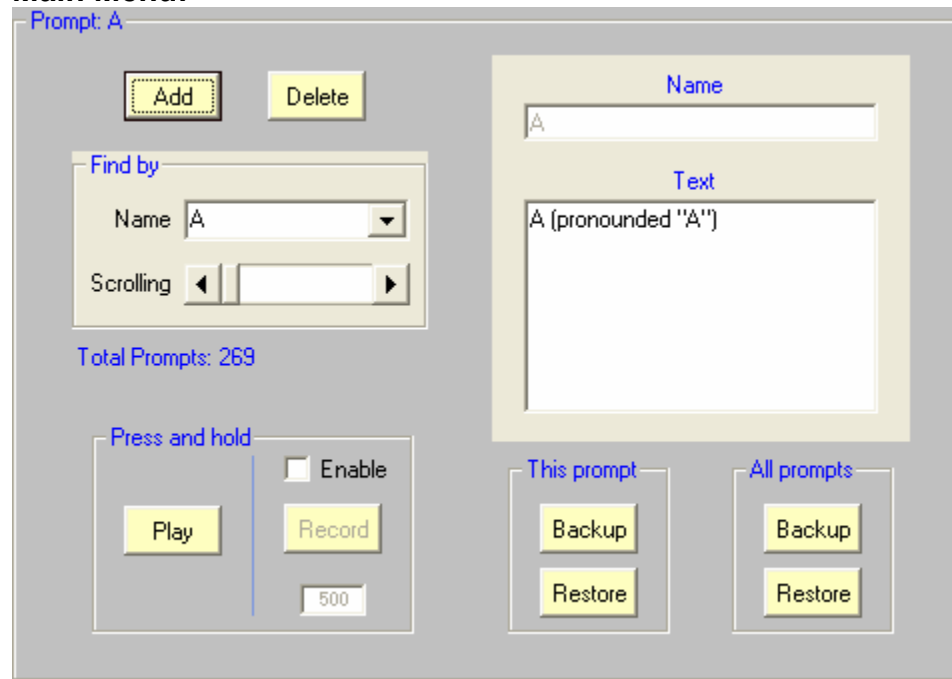


You will then be reminded to press Log-on on that station.





## Main Menu:



Prompts are sorted alphabetically. You may find a specific prompt by its name or by scrolling through the list.

The “**Text**” area displays the prompt’s phrasing. If you change (re-record) a standard prompt’s phrasing you should also change that prompt’s text to coincide with the new wording.

The “**Total Prompts**” indicates the total number of prompts.

### Review a Prompt:

To listen to a prompt, press and hold the “**Play**” key. It will show a green highlight while it is being held.

### Re-record a Prompt:

Click on “**Enable**” to enable the Record key. Then to re-record a prompt, press and hold the “**Record**” key. It will show a red highlight while it is being held. The value under the Record key is the record gain.

*You can create very professional sounding prompts if you press and hold the Record key just before you begin speaking, and release the Record key just after you finish speaking the desired phrase.*

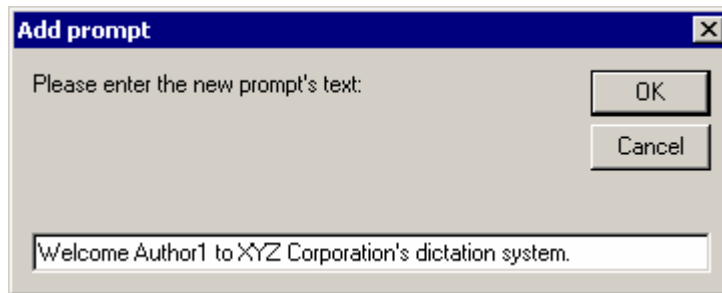
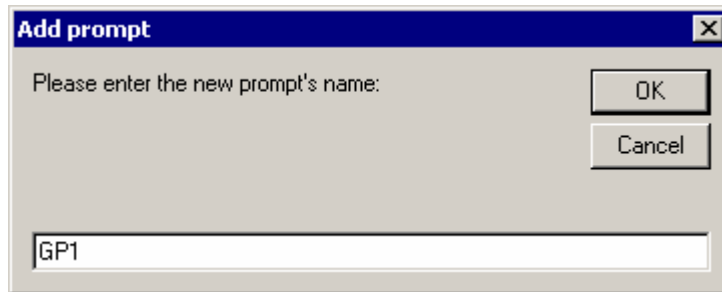
*To select the “patient i.d.” or “case or client number” prompt in place of the “subject” prompt, set the “**System Style**” parameter in the System Manager’s System menu (instead of re-recording the Subject prompt).*



### Add a Prompt:

To add a prompt press the “**Add**” key and enter a standard prompt name (for a standard prompt that has been deleted), or enter a Personal Greeting prompt name (the naming convention for which is described on the next page).

*When a prompt is added its name is automatically given a “.pro” extension and it is automatically saved in the C:\Mercury\Prompts directory. **Do not add the .pro extension when entering the new prompt’s name.***



You will then be given the option to “**Save**” or “**Cancel**” the new prompt. If you press “**Save**” you will be returned to the main menu so that you can record the new prompt. If you press Cancel you will be returned to the main menu which will display the first prompt in the prompt list.

### Delete a Prompt:

To delete a prompt, locate it, then press the “**Delete**” key and confirm.

*Be careful not to “Delete” a standard prompt. To replace a standard prompt that was accidentally deleted, “Add” that prompt and then press the “**Restore This Prompt**” key to restore its audio from the prompts backup directory.*



**Backup and Restore:**

If you are not satisfied with the re-record of a prompt and wish to use the original prompt, you may click on "**Restore This Prompt**" to restore that prompt from the prompt backup directory.

Once you are satisfied with the re-record of a prompt you may click on "**Backup This Prompt**" to save that prompt to the prompt backup directory.

You may also restore all prompts from the prompt backup directory by clicking on "**Restore All Prompts**", or save all prompts to the prompt backup directory by clicking on "**Backup All Prompts**".



## PERSONAL GREETINGS

### **Creating a Personal Greeting Using the Prompt Editor:**

The Personal Greeting prompt naming convention is: “GP” immediately followed by the User’s ID. For example the name for a Personal Greeting for the author with User ID of 1 is “GP1”, and for a transcriptionist with User ID of 901 is “GP901”.

To create a Personal Greeting prompt using the Prompt Editor, add a prompt using the naming convention described above.

### **Creating a Personal Greeting Using the Administrator Call-In:**

To create a Personal Greeting prompt using the Administrator’s Call-In feature, log-in to the System and enter the System Administrator’s User I.D. (and Password if so prompted). Then press “2” at the prompt *“For System Statistics press 1, or to create a Personal Greeting press 2.”*

You will then hear the prompt *“To create or update a Personal Greeting for a user, please enter their User I.D. followed by the pound key.”* You may enter a User I.D. that includes any author (1-899, 1000-999999), any transcriptionist (901-989), or the administrator (990).

You will then hear the prompt *“To begin recording the Personal Greeting press 2, when finished press 3.”* After recording the prompt and pressing 3, the prompt will automatically be played for your review.

You will then hear the prompt *“To accept this Personal Greeting press pound, to listen to it again press 3, or to re-record it press 2.”*

Once you are satisfied with the prompt and have pressed pound to accept it you will hear *“Personal Greeting accepted.”*

You will then hear the prompt *“For System Statistics press 1, or to create a Personal Greeting press 2.”* You may then listen to the current System Statistics, create another Personal Greeting Prompt, or hang-up when finished.



## STANDARD PROMPTS

<u>Prompt Name</u>	<u>Prompt Phrase</u>
1. A	A (pronounced "A")
2. A1	A (pronounced "uh")
3. AcceptPG	Personal Greeting accepted.
4. AccessDenied	Access denied. You must be at the end of the job before you can mark it complete.
5. AdminOpt	For System Statistics press 1, or to create a Personal Greeting press 2.
6. AM	AM
7. And	And
8. April	April
9. Archived	Archived
10. Are	Are
11. AskHelp	Please ask the System Administrator for assistance.
12. At	At
13. August	August
14. AuthorBy	Dictated by
15. AuthorID	Author i.d.
16. AutoRec	Begin dictating after the tone.
17. AutoRec2	Begin dictating.
18. AutoRecTone	(autorecord tone)
19. Auxiliary	Auxiliary
20. Available	Available
21. Bytes	Bytes
22. Categorized	Categorized
23. Channels	Channels
24. ChoiceNg	Invalid selection.
25. ChooseMode	Select mode



26. ChosenMode	Presentation method is
27. ClientNum	Case or client number
28. Complete	Document transcribed
29. Completed	Completed.
30. ConAdmin	Please consult the system administrator for assistance.
31. ContRec	Continue dictating after the tone.
32. ContRec2	Continue dictating.
33. ContRecTone	(continue record tone)
34. December	December
35. Department	Department
36. DictatedAt	Dictated at
37. DictatedOn	Dictated on
38. DictStamp	Date and time dictated
39. DistMgr	District Manager
40. DocExclusive	This document is exclusive.
41. Document	Document
42. DocumentLen	Document length
43. DocumentNum	Document number
44. Documents	Documents
45. DriveFull	The system is at maximum record capacity.
46. DriveFull1	The system has reached maximum record capacity. Please complete or save your dictation at this time.
47. DriveNear	The system is nearing record capacity. Please complete or save your document in the next few minutes.
48. Eight	Eight
49. Eighteen	Eighteen
50. Eighteenth	Eighteenth
51. Eighth	Eighth
52. Eighty	Eighty



53. ElapsedTime	Elapsed time
54. Eleven	Eleven
55. Eleventh	Eleventh
56. EnterAuthId	Enter author i.d. followed by the pound key.
57. EnterCategory	Enter category number followed by the pound key.
58. EnterClient .	Enter the case or client number followed by the pound key.
59. EnterDept	Enter department number followed by the pound key.
60. EnterDocNum	Enter document number followed by the pound key.
61. EnterID	Please enter user i.d. followed by the pound key.
62. EnterID1 .	Welcome to Voice Solutions. Please enter your i.d. followed by the pound key.
63. EnterPass	Please enter your password followed by the pound key.
64. EnterPatient	Enter the patient i.d. number followed by the pound key.
65. EnterPGid .	To create or update a Personal Greeting for a user, please enter their user i.d. followed by the pound key.
66. EnterSS .	Enter secretary selection number followed by the pound key.
67. EnterSub	(EnterSubject, or EnterClient, or EnterPatient) <sup>1</sup>
68. EnterSubject	Enter subject number followed by the pound key.
69. EnterUserID	Enter user i.d. number followed by the pound key.
70. EnterWT	Enter the worktype number followed by the pound key.
71. EnterWT1	Enter the worktype number.
72. Es5dpid	Enter the 5 digit patient i.d. number.
73. Es6dpid	Enter the 6 digit patient i.d. number.
74. Es7dpid	Enter the 7 digit patient i.d. number.
75. Es8dpis	Enter the 8 digit patient i.d. number.
76. EsBarcode	Scan the barcode.
77. EsBirthdate	Enter patient's birthdate followed by the pound key.
78. EsClient .	Enter the case or client number followed by the pound key.



79. EsDistMgr .	Enter your district manager number followed by the pound key.
80. EsExam	Enter the exam number followed by the pound key.
81. EsPatAcct .	Enter the patient's account number followed by the pound key.
82. EsPatient	Enter the patient i.d. number followed by the pound key.
83. EsPatSSN .	Enter the patient's social security number followed by the pound key.
84. EsSubject	Enter subject number followed by the pound key.
85. Exclusive	Exclusive
86. Exported	Exported
87. February	February
88. Fifo	First-in, first-out
89. Fifteen	Fifteen
90. Fifteenth	Fifteenth
91. Fifth	Fifth
92. Fifty	Fifty
93. FileMgr	File Manager
94. FileMgrOffline .	The file manager did not respond with the requested document.
95. FileMgrOffline1	The file manager did not respond with the next document.
96. FileMgrOffline2 .	The file manager did not respond with your saved document.
97. FileMgrTimeout . .	The file manager did not respond with the next document. Please consult the system administrator for assistance.
98. First	First
99. Five	Five
100. FiveSaved	Five for saved.
101. Forceldle . .	The System Administrator is disconnecting your call. Please try again later or consult the System Administrator for assistance.
102. ForwardEnd	At end



103.	ForwardTone	(forward tone)
104.	Four	Four
105.	FourFifo	Four for first-in, first-out,
106.	Fourteen	Fourteen
107.	Fourteenth	Fourteenth
108.	Fourth	Fourth
109.	Fourty	Fourty
110.	Fully	Fully
111.	GetHeld	Retrieving your saved document.
112.	GetNextHeld	Retrieving your next saved document.
113.	GetSaved	To retrieve your saved document press 1, or to start a new document press pound.
114.	GetSaved2	To retrieve your saved documents press 1, or to start a new document press pound.
115.	Giga	Giga
116.	Go	Go.
117.	Goodbye	Thank you, goodbye.
118.	Hour	Hour
119.	Hours	Hours
120.	Hundred	Hundred
121.	Imported	Imported
122.	InDict	In dictation.
123.	InQueue	In queue.
124.	InTran	In transcription.
125.	Is	Is
126.	January	January
127.	July	July
128.	June	June
129.	LastReboot	Last rebooted on
130.	LetterEnd	Starting a new document.



131.	LetterEnd1	Next
132.	LocateCate	Retrieving next categorized document.
133.	LocateExcl	Retrieving next exclusive document.
134.	LocateFifo	Retrieving next document.
135.	LocateSave	Retrieving next saved document.
136.	LocateSpec	Retrieving next specific document.
137.	MainMenu	To return to the Main Menu press star.
138.	March	March
139.	May	May
140.	Mega	Mega
141.	Million	Million
142.	Minute	Minute
143.	Minutes	Minutes
144.	Navigator	Navigator
145.	NextDocument	Press play to transcribe this document.
146.	Nine	Nine
147.	Nineteen	Nineteen
148.	Nineteenth	Nineteenth
149.	Nineth	Nineth
150.	Ninety	Ninety
151.	NoCriteria	No other documents meet the selected criteria.
152.	NoFiles	All documents have been transcribed.
153.	NoOther	No other documents to skip to.
154.	NoSaved	You have no other saved documents.
155.	NoSaved1	There is no document in your save buffer with the document number you entered.
156.	NotOp	Not operational.
157.	November	November
158.	October	October



159.	Oh	Oh (as in O'Clock)
160.	One	One
161.	OneExclusive	One for exclusive
162.	Operation	Operational.
163.	Overflow	Greater than nine thousand, nine hundred, ninety nine.
164.	PatientNum	Patient number
165.	Pause	(1 second of recorded silence)
166.	Percent	Percent
167.	PlayEdit	Press play to begin editing your saved document.
168.	Pm	PM
169.	Point	Point
170.	Priority	Priority document.
171.	Priority2	Priority
172.	PriorityNo	Priority cleared.
173.	PriorityYes	Priority assigned.
174.	Ready	Ready.
175.	Record	To record press 2, or the record button on the handset.
176.	Record2	Press 2 to record.
177.	Record4	Press 4 to record.
178.	RecPG	To begin recording the Personal Greeting press 2, when finished press 3.
179.	RemainingLen	Remaining length
180.	ReRecPG	To accept this Personal Greeting press pound, to listen to it again press 3, or to re-record it press 2.
181.	Retrieving	Retrieving
182.	Review	Press play to review this document.
183.	Review1	Document completed. Press play to review this completed document.
184.	Review2	Document completed. Press play to proof-read this completed document.
185.	Review3	Review mode.



186.	Review4	X-Ray review mode.
187.	ReviewComp	Access denied. You are reviewing a completed document and may press Choice or SkipOver to select another document to transcribe or review.
188.	ReviewD	The selected document can not be reviewed at this time. It is currently being recorded. Please try again later.
189.	ReviewH	The selected document can not be reviewed at this time. It is currently saved by an author. Please try again later.
190.	ReviewMode	Access denied. You are in review mode and may press Choice or SkipOver to select another document to review.
191.	ReviewS	The selected document can not be reviewed at this time. It is currently saved by a transcriptionist. Please try again later.
192.	ReviewT	The selected document can not be reviewed at this time. It is currently being transcribed. Please try again later.
193.	ReviewU	The selected document can not be reviewed. It has already been completed and archived.
194.	RewindEnd	At start
195.	RewindTone	(rewind tone)
196.	Saved	Saved.
197.	SavedDoc	A saved document.
198.	SavedDocs	Saved documents.
199.	Second	Second
200.	Seconds	Seconds
201.	Secretary	Exclusive, assignment
202.	September	September
203.	Seven	Seven
204.	Seventeen	Seventeen
205.	Seventeenth	Seventeenth
206.	Seventh	Seventh
207.	Seventy	Seventy



208.	Six	Six
209.	Sixteen	Sixteen
210.	Sixteenth	Sixteenth
211.	Sixth	Sixth
212.	Sixty	Sixty
213.	SkipCate	Skipping to next categorized document.
214.	SkipExcl	Skipping to next exclusive document.
215.	SkipFifo	Skipping to next document.
216.	SkipSave	Skipping to next saved document.
217.	SkipSpec	Skipping to next specific document.
218.	Specific	Specific
219.	StopTone	(stop tone)
220.	SubjectNum	Subject number
221.	SubNum	(SubjectNum, or ClientNum, or PatientNum) <sup>1</sup>
222.	System	System
223.	SystemID	System i.d.
224.	Ten	Ten
225.	Tenth	Tenth
226.	Thankyou	Thank you!
227.	The	The (pronounced Theee)
228.	The1	The (pronounced Thugh)
229.	Third	Third
230.	Thirteen	Thirteen
231.	Thirteenth	Thirteenth
232.	Thirtieth	Thirtieth
233.	Thirty	Thirty
234.	Thousand	Thousand
235.	Three	Three
236.	ThreeSpecific	Three for specific,



237.	ToSecretary	To secretary
238.	TotalCalls	Total calls
239.	TranBy	Transcribed by
240.	TranID	Transcriptionist i.d.
241.	TranOn	Transcribed on
242.	TranscribeC	The selected document has already been completed.
243.	TranscribedD	The selected document can not be transcribed at this time. It is currently being recorded. Please try again later.
.	.	.
244.	TranscribedAt	Transcribed at
245.	TranscribedH	The selected document can not be transcribed at this time. It is currently saved by an author. Please try again later.
.	.	.
246.	TranscribeS	The selected document can not be transcribed at this time. It is currently saved by a transcriptionist. Please try again later.
.	.	.
247.	TranscribeT	The selected document is currently being transcribed by another transcriptionist.
.	.	.
248.	TranscribeU	The selected document has already been completed and archived.
.	.	.
249.	TranscribeX	The selected document can not be transcribed at this time. It has been exported from this system. To transcribe this document on this system, please ask the System Administrator for assistance.
.	.	.
250.	TranStamp	Date and time transcribed
251.	TryAgain	Please try again later, or ask the System Administrator for assistance.
.	.	.
252.	Twelfth	Twelfth
253.	Twelve	Twelve
254.	Twentieth	Twentieth
255.	Twenty	Twenty
256.	Two	Two
257.	TwoCategorized	Two for categorized,
258.	Used	Used
259.	UserIDng	The user i.d. entered is invalid.



260.	WelAdmin	Welcome System Administrator.
261.	Welcome	Welcome to Voice Solutions.
262.	Welcome1	Welcome.
263.	Worktype	Worktype
264.	YouHave	You have
265.	Zero	Zero

<sup>1</sup> This prompt is automatically exchanged with the SubjectNum, PatientNum, or ClientNum prompt to coincide with the System Manager's System menu "System Style" setting ("Business", "Medical", or "Legal").