



 **Voice Solutions**

***Transporter***  
**User Manual**

**Apptec Corporation**  
**Digital Accessories Corporation**





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## TABLE OF CONTENTS

- **4**      **Introduction**
- **5**      **Main Menu**
- **6-9**    **The Transport Cycle**
  - **Idle**
  - **Importing**
  - **Initializing Traveler**
  - **Import Complete**
  - **Query**
  - **Transporting**
- **10**    **Activity Menu**



## INTRODUCTION

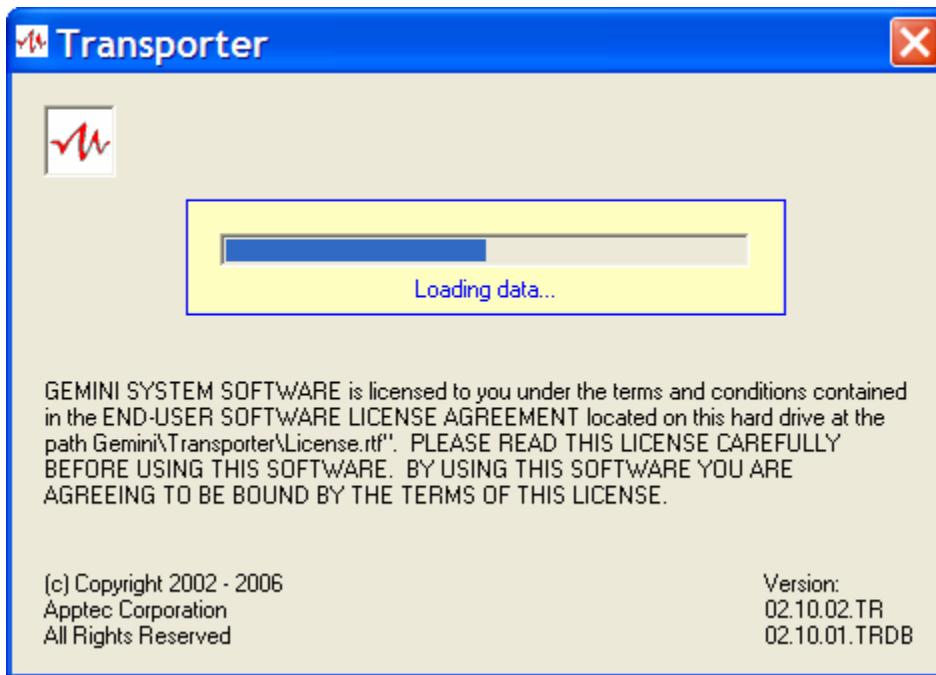
The *Transporter* enables you to import, process and transport dictations from most digital portable voice recorders to *Voice Solutions* Digital Dictation Systems and *Gemini Personal Player* Digital Audio Players.

- It quickly transports all dictations from a digital portable voice recorder into your computer and then onto their final destinations in just seconds... simply by momentarily connecting the recorder to your USB (“universal serial bus”) port.
- It can also quickly import all dictations from up to four directories while automatically associating the dictations from each of these paths with a specific worktype and priority indication.
- It can connect across your network to *Voice Solutions* Digital Dictation Systems or *Gemini Personal Players* to provide automated transport of an author’s dictations to the desired destination.
- Its Query feature enables adjustment of a dictation’s demographics.
- Imported dictations can be appended with **EZ-Track™** demographic information which includes the author’s name, author’s ID, author’s department number; and system number. It also includes the document’s worktype, subject number, file length, priority status, saved status, and date and time of importation.
- Each Transporter works with up to twenty five users of portable digital voice recorders.
- It remains inconspicuous until it senses that a digital recorder has been connected to a USB port. Then it accomplishes its tasks quickly and automatically and informs you when the digital recorder can be disconnected from the USB port.
- It can be installed on most Microsoft Windows based computers.
- It is compatible with the Grundig Digta (Voice Solutions Digital Traveler), many Olympus, Sanyo, Philips, and other 100% compatible digital portable recorders.

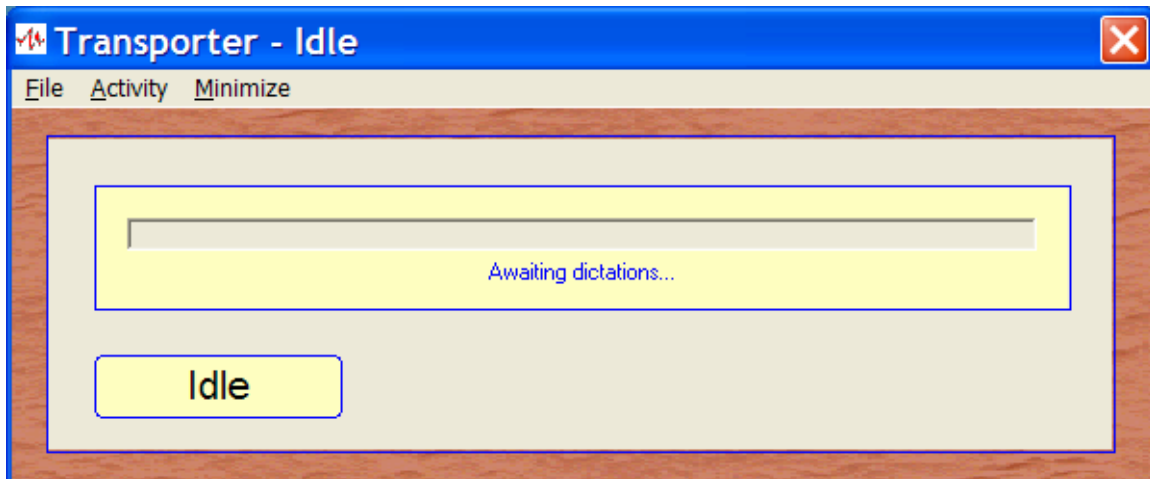


## MAIN MENU

Run the *Transporter* and it will begin loading its configuration data.



Then the Main Menu of the *Transporter* begins minimized. To see the main menu click on the “*Transporter*” icon in the task bar at the bottom of your display.



To exit the *Transporter*, click “**File**” and then “**Exit**”.

To view the *Transporter*’s revision level, click “**File**” and then “**About**”.

The Configuration menu is password protected. For further information about configuring your *Transporter* please refer to the Installation Manual.



## THE TRANSPORT CYCLE

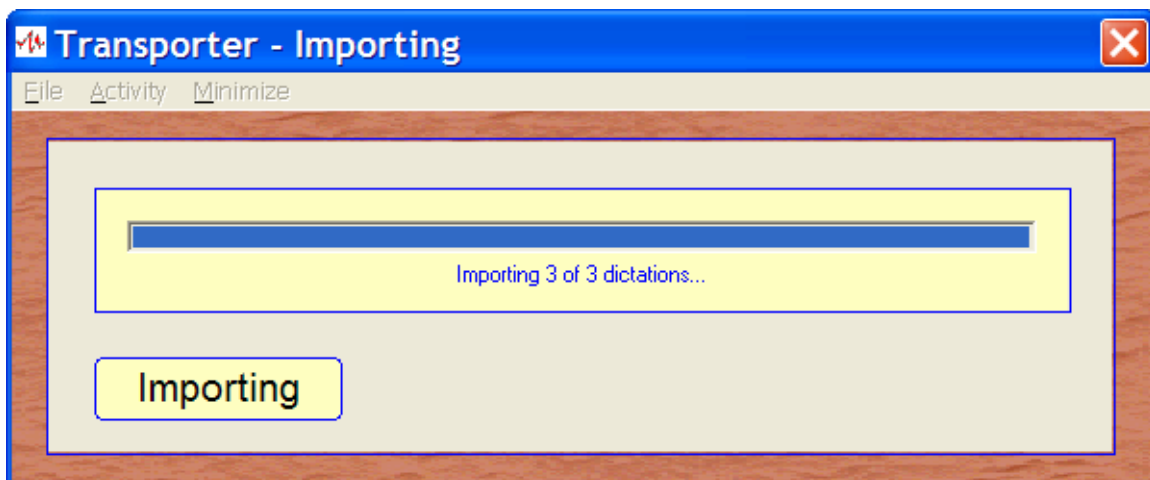
The *Transporter* normally operates minimized so as not to obstruct the view of your desktop. It pops-up when it senses that a Grundig or Sanyo digital portable recorder has been connected to your computer's USB port (with the Grundig recorder in "PC Operation" mode) or when the Olympus digital portable recorder has downloaded its files to one of the Olympus import paths. It provides a visual indication for each dictation imported and then indicates (when importing from a Grundig or Sanyo recorder) that it is initializing the recorder and removing the imported audio files from it. When a recorder import cycle is complete it will visually and audibly indicate when you may disconnect the Grundig or Sanyo recorder from the USB cable.

For those author profiles that do not have the Query option enabled, it will then automatically process and transport the imported dictations per that author's default settings.

For those author profiles that have the Query option enabled, a window will pop-up to allow you the opportunity to adjust the dictation parameters for each of this author's dictations. Click on the "**Send xyz**" key to process the current dictation and continue. *The xyz number is the dictation number from the digital portable recorder.* Or click on the "**Send All**" key to process the current and all additional dictations using the current dictation's parameters.

"**Idle**", awaiting connection of a Grundig or Sanyo digital portable recorder or DSS files downloaded from an Olympus digital portable recorder into one of the Olympus import paths. Please see the window shown on the previous page.

"**Importing**", all dictations are being imported.

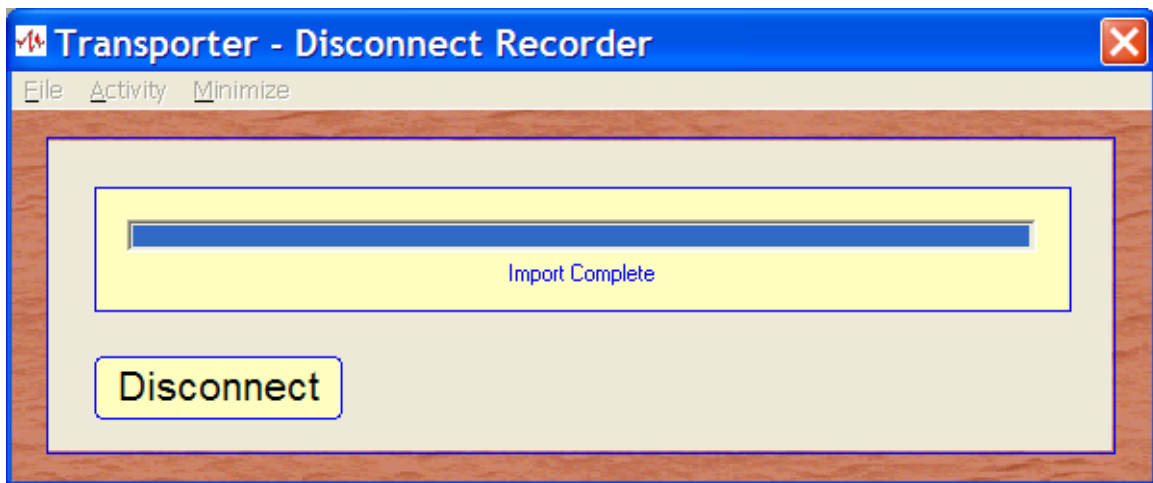




“**Initializing Recorder**”, the recorder is cleared of all imported files.

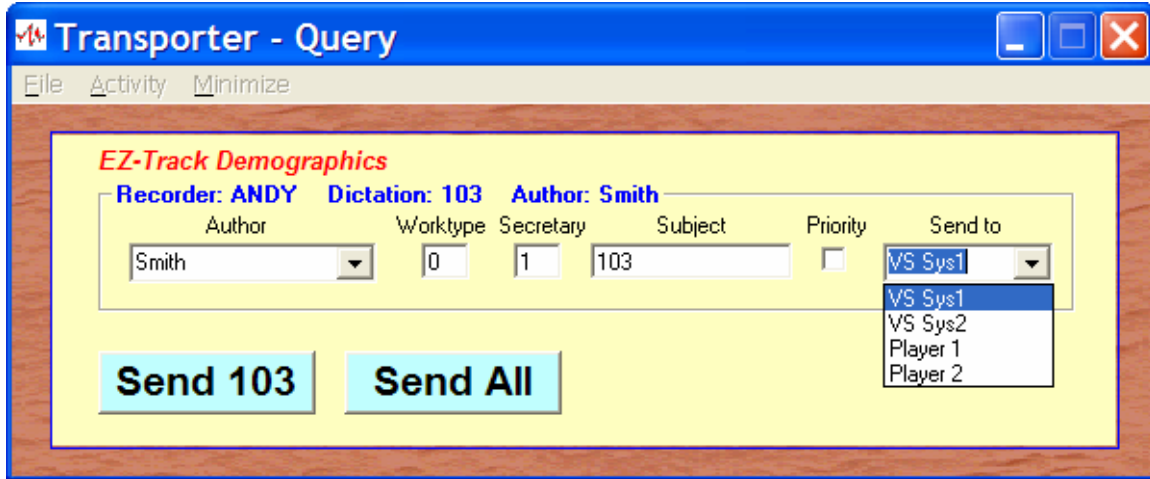


“**Import Complete**”, disconnect the recorder.





“Query”, adjust dictation parameters and click **Send xyz** or **Send All**.



When an author’s query mode is enabled the query window pops-up to provide you an opportunity to adjust that author’s dictation parameters for each of their imported dictations.

The heading shows you the Recorder’s ID, the Dictation number of each dictation, and the Author’s last name as referenced by the Recorder’s ID.

The parameters shown (author, worktype, secretary, subject, priority and send-to destination) are the default parameters assigned to that author. You may adjust these parameters as desired for each of that author’s dictations. *If the file was imported from one of the Olympus import paths and if that import path was associated with a specific worktype then this worktype overrides the author’s default worktype, and if that path is prioritized then this overrides the author’s default priority. If the author’s Dss option is enabled, the file’s embedded parameters override the author’s defaults and the import path’s parameters.*

**To accept a dictation’s parameters, press the “Send xyz” key.**

**To accept all dictation’s parameters (except the subject number) using the first imported dictation’s parameters press the “Send All” key.**

The **Author** can be selected to apply a different author’s name (other than the author assigned to this recorder in the author profile) when an author has borrowed someone else’s portable digital recorder.

The **Worktype** can be any number between 0 and 99.

The **Secretary** number should correspond to the secretary number (omitting the leading 9 and then any leading 0) as configured in the Voice Solutions Digital Dictation System.

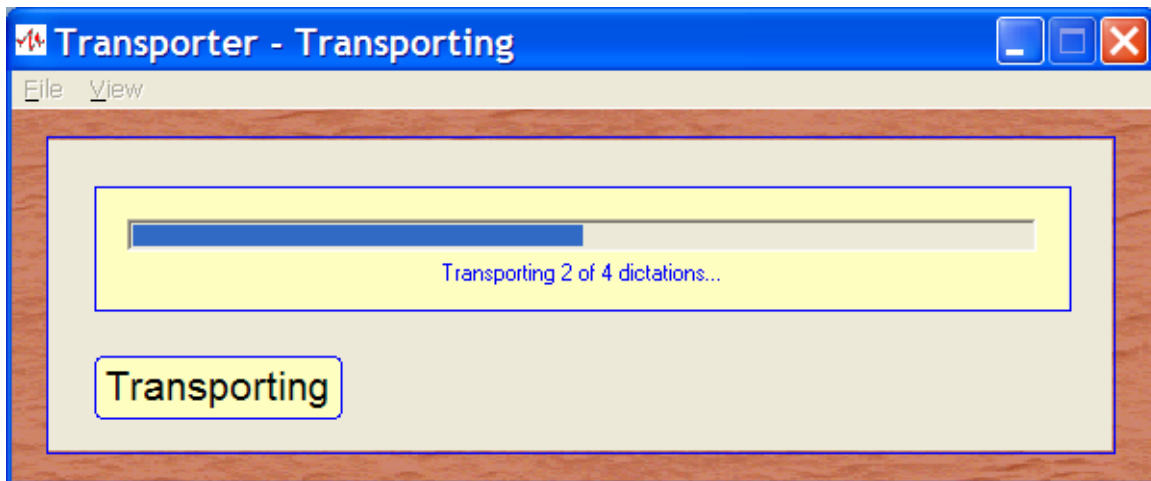


The **Subject** number by default is the dictation number from the portable digital recorder. You may wish to change this to another number such as a Medical Record Number or a Client Number.

The default **Priority** status of the dictation may be changed.

The default **Send to** choice may be changed when “Dss” mode is not checked in the author’s profile.

“**Transporting**”, all imported dictations are transported to their respective paths.



*On most computers the transport cycle occurs so quickly that you may not notice it.*

When an author is not using the query mode, the transport cycle begins immediately after you are instructed to disconnect the recorder and have done so, or immediately after the files are imported from the Olympus import paths.

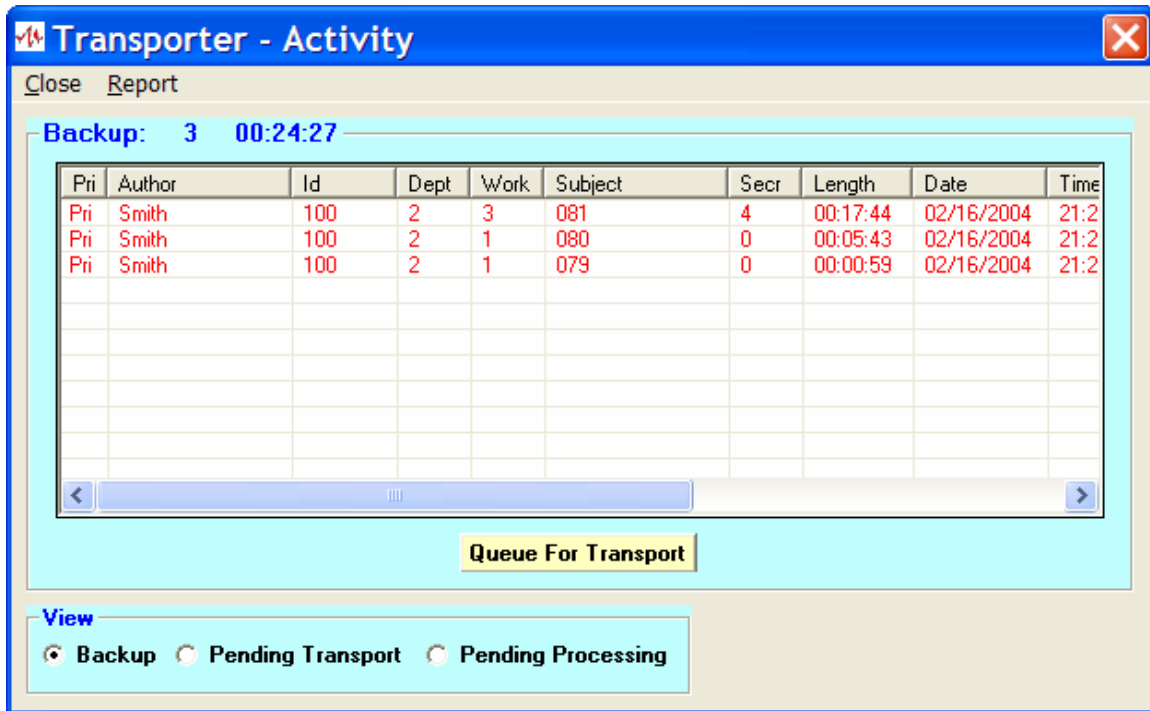
When an author is using the query mode, the transport cycle begins immediately after you have finished adjusting the last dictation’s parameters and sent it on its way, or have selected Send All and the last dictation has been processed.

*If an export path is not available when the Transporter tries to send a document (such as when a network connection is temporarily off-line) it will automatically retry to send that document every 15 seconds until it is successfully transported.*



## ACTIVITY MENU

To view the Transporter's document activity click "**Activity**".



The "**Backup View**" displays documents that have been transported. In the event that a receiving system has misplaced your original document you may re-transport it by selecting the document and clicking "**Queue For Transport**".

The "**Pending Transport View**" displays documents that are awaiting transport.

The "**Pending Processing View**" displays documents that are awaiting processing.

*You may click on any column header to re-sort the document list by that criterion.*

*You may click "**Report**" to create and open a report of the Backup or Pending Transport document views. **When the report opens please set the word processor's "Page Setup" to "Landscape" prior to printing the report.***

