



Philips 9600/9500

Configuration Guide

Last modified: 2-15-09

Introduction

This guide assists you in configuring your Philips 9600/9500 in connection with the Voice Solutions product line. The information contained within is not meant for general troubleshooting or common tasks. For a more detailed guide on the device's basic functions or Philips' proprietary software, see the official Philips documentation and knowledge base.

The Philips 9600/9500 may be integrated with:

- **iChannel Lite**
- **iChannel**
- **iNet**
- **Voice Solutions Server**



For a very thorough explanation or troubleshooting steps with the above applications, refer to their manuals.

Programming

Whether you are using your Philips portable with iChannel Lite or the Voice Solutions system, the following programming is necessary to ensure proper demographics reach the transcriptionist (such as author name, ID, typist assignment, and worktype). All programming is done from the **DPM (Digital Pocket Memo) Setup** application. If you do not yet have **DPM Setup** installed, you may download it from our ftp site.

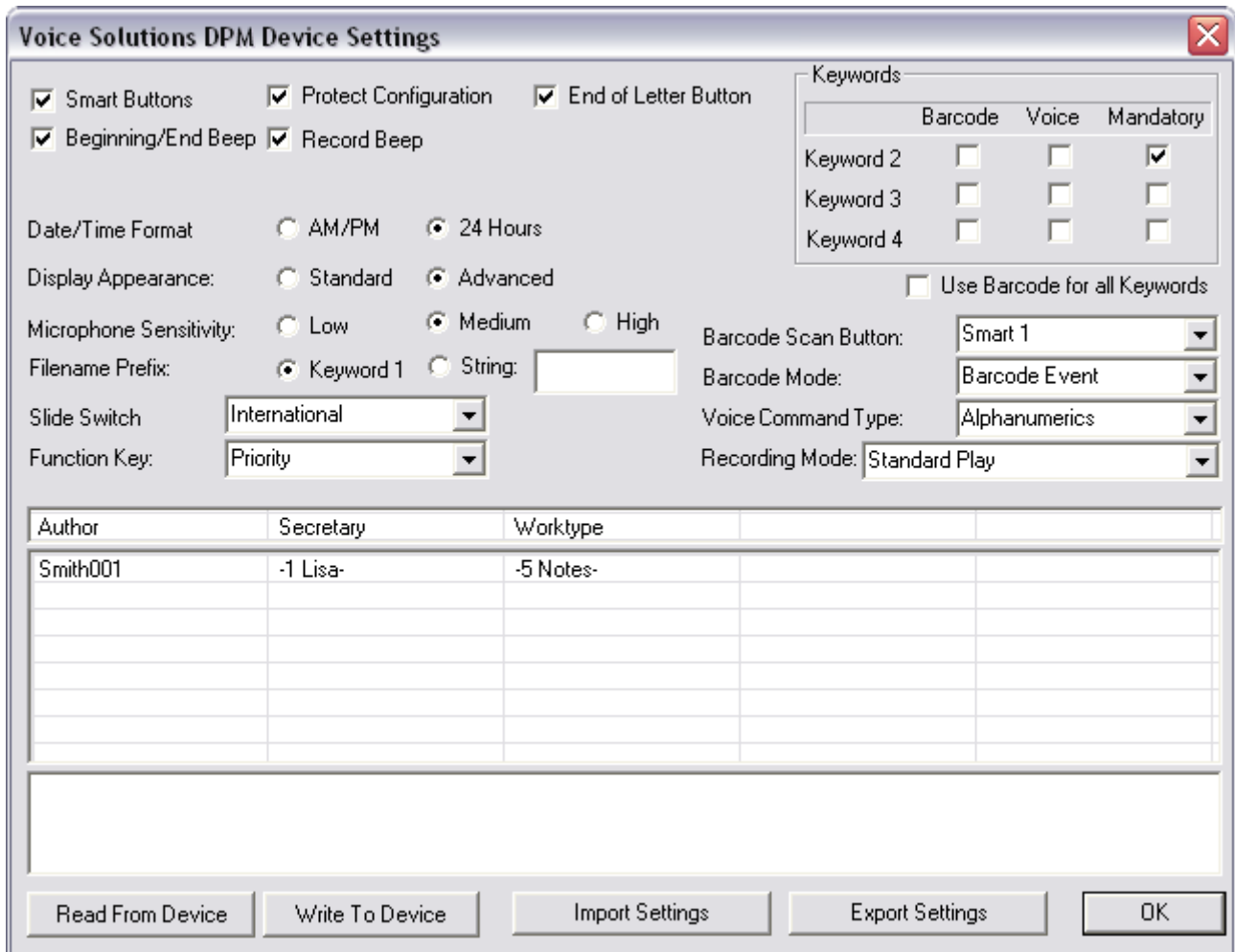
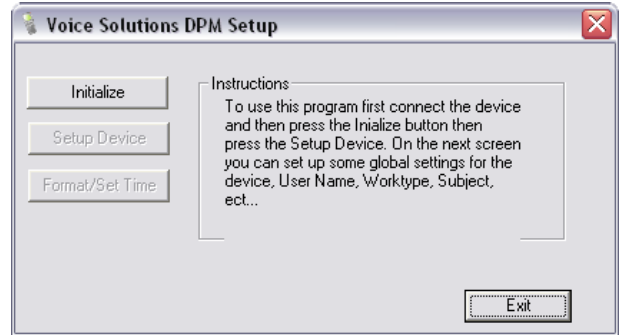
1. Open **DPM Setup**



2. Click **Initialize** (shown on right). **Setup Device** is now available – click it.

3. You will see the screen below. After you have made any changes, click **Write to Device**.

NOTE: See the next 3 pages for a detailed description of each configuration setting.



Buttons

Smart Buttons – Enables both **Smart** buttons.

End of Letter Button – Enables the **End of Letter** button.

Function Key – You can set what function you want the **Function Key** to activate.

Slide Switch – The four-position slide switch can be set to four different configurations. By default, the switch is (from top to bottom) Record, Stop, Play, and Rewind.

Philips – **Record** becomes **Fwd. End of Letter button** toggles between **Record** and **Play** mode.

International – The default.

Grundig – Same as **Philips** except **Stop** is position 2 on the switch and **Play** is position 3.

Philips Classic – Same as **Philips** except **Fwd Button** (instead of End of Letter) toggles between **Record** and **Play** mode.

Barcode Button – You can choose which button activates the scan function of the barcode accessory.



Options

Beginning/End Beep – Causes a beep to play when you reach the beginning or end of the file.

Record Beep – Causes a beep to play when you enter into record.

Date/Time Format – Choose to have the time displayed in either **AM/PM** or **24 hour** (military time) format.

Display Appearance – **Advanced** displays additional information, such as current position, volume indicator, and such.

Microphone Sensitivity – With most users, the default of **Medium** should be appropriate.

Protect Configuration – Prevents changes to the configuration being made from the portable itself.

Filename Prefix – For Voice Solutions products, this should always be left on the default of **Keyword 1**. This determines what characters precede the dss file's filename.

Voice Command – Choose how you want the voice recognition feature to work for keywords: **Alphanumerics** (you must spell out the word or speak each number) or **Word** (you must speak the entire word).

Recording Mode – This should always be left to the default, **Standard Play**.

Keywords & Barcode Options

Barcode for all Keywords – This simply checks all of the **Barcode** and **Mandatory** boxes for Keywords 2-4.

Barcode Mode (PC) – This only applies to barcode portables connected to the computer.

Application Focus – This will copy the contents of the scanned barcode to the application that has focus.

Automatic – The portable will automatically decide where to copy the contents of the scanned barcode.

Keywords box – Keyword 1 is determined by what is in the first data column, called the **heading**. Keyword 2 is the second column. Keyword 3 is the third column. And Keyword 4 is the fourth column.

Barcode – Sets the keyword to be entered with the barcode scanner (if attached).

Voice – Sets the keyword to be entered with the voice recognition feature.

Mandatory – Check this to make the keyword selection mandatory for each new dictation.

DPM Setup Functions

Read from Device – The current configuration on the portable will be read and displayed.

Write to Device – Your current settings on the screen will be written to the portable.

Import Settings – Import a configuration you had exported previously.

Export Settings – This saves your current configuration as a setup file for future use. This is a great way to keep track of the specific setup for each client.

Programming Keywords

There are four columns which you may enter data for. Each column corresponds to a keyword, with the left column being **Keyword 1**, then **Keyword 2**, **Keyword 3**, and **Keyword 4** being the last column on the right. The first line in each column determines what demographic the subsequent keywords are assigned to. This is called the **header**. Each line beneath the header is called an **entry**. In the picture below, you can see that **Keyword 1's** header is **Author**. The next line in that column shows the entry, **Smith001** (being the name and ID).

Keyword 1 must always have **Author** for its header.

Keyword 2 can have **Secretary** for its header.

Keyword 3 can have **Subject** for its header.

Keyword 4 can have **Worktype** for its header.

The diagram shows a table with four columns. The first column is labeled 'Header' and contains 'Author'. The second column is labeled 'Secretary' and contains '-1 Lisa-'. The third and fourth columns are empty. The first row is labeled 'Header' and the second row is labeled 'Entry'. Arrows point from the 'Header' label to the first row and from the 'Entry' label to the second row.

Header			
Author	Secretary		
Smith001	-1 Lisa-		

Headers

There are currently four different headers that can be used as Keywords.

Author – Corresponds to the **Author Name** and **Author ID** demographic for Voice Solutions products. It can also include the typist ID (corresponds to **Exclusive Assignment**).

Secretary – Corresponds to the **Exclusive Assignment** demographic for Voice Solutions products.

Worktype – Corresponds to the **Worktype** demographic for Voice Solutions products.

Subject – Corresponds to the **Subject** demographic for Voice Solutions products. **Client** or **Patient** may also be used as a header. These both also correspond to the **Subject** demographic.

Entries

Author Entries – The desired name must only be alpha characters. You must then use 3 numerics for an ID.

Author with Secretary Entries – Follow the **Author** guidelines but just add two more numerics to the end of the entry for the secretary's ID. If the ID is a single digit, preface the ID with a 0.

Secretary Entries – Start the entry's syntax with a dash (-). The ID follows, up to 2 digits in length. Drop the 9 and any 0s from the ID. Add a space and then the desired name. Close syntax with another dash (-).

Worktype Entries – Follow the same guidelines as with **Secretary** entries.

Subject Entries – Subject entries are not preset. They can only be created by the barcode attachment or the Voice Command feature. This allows a unique **Subject** to be created for each job. If scanning a barcode, there cannot be a dash (-) among the alphanumeric as everything after the dash will be truncated.

All entries cannot exceed 15 characters or include anything besides alphanumeric. Below are several examples.

Author Entry Examples			Secretary (Typist) Entry Examples		
Desired Name	Desired ID	Author Entry	Desired Name	Desired ID	Secretary Entry
Jones	1	Jones001	Lisa	901	-1 Lisa-
Joe Smith	20	JoeSmith020	Jennifer	950	-50 Jennifer-
Dr Edwards	355	DrEdwards355	Nicole	975	-75 Nicole-

Author with Secretary Entry Examples			
Desired Author Name	Desired Author ID	Desired Typist	Author Entry Syntax
Jones	1	901	Jones00101
Dr Edwards	355	975	DrEdwards35575

Worktype Entry Examples		
Desired Name	Desired #	Worktype Entry
Memos	1	-1 Memos-
HnP	355	-355 HnP-



Voice Solutions Server (iChannel, iNet, telephony)

Whether the method of transcription is iChannel, iNet, or telephony, the configuration is the same. **Dss Extractor** is used to transfer the dictation from the local computer to the Voice Solutions Server. Once on the server, the **Dss Importer** and **Dss Converter** are used.

Client Side

1. Open **Dss Extractor**



2. Go to the menu **View>Configuration**. Under the heading **Grundig/Philips Destination Folder** set the destination directory to match the directory which the **Dss Importer** (on the VS Server) is monitoring. The following is typically the default, although it may vary depending on the VS Server's name.

- **Dss Folder:** \\dac1\mercury\dss-import\

Dss Extractor - Configuration

Grundig/Philips Destination Folder

Dss Folder: \\dac1\mercury\dss-import\

Olympus Destination Folders

FolderA: []

FolderB: []

FolderC: []

FolderD: []

File Life: 14

OK Cancel

3. Click **OK** to save your settings. You are now finished configuring the client side. See the next page for server configuration.

Server Side

On the Voice Solutions Server you need to configure both **Dss Importer** and **Dss Converter**.

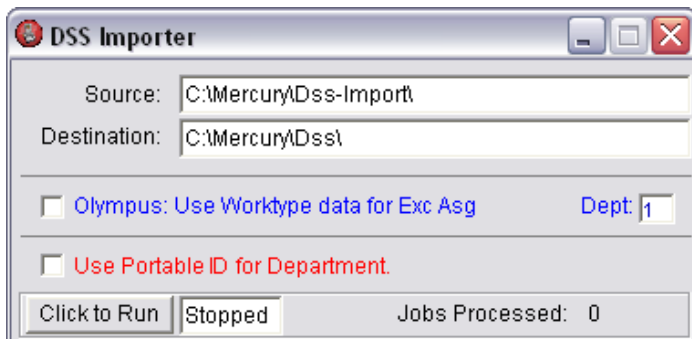
1. By default **Dss Importer** is located at **c:\mercury\dss importer**. You must be running version 1.09 or later. To check the version, **right-click>Properties>Version** tab.

2. Open **Dss Importer**



3. Verify that the default paths are in place (see picture on bottom left). Ignore the checkboxes.

- **Source** should be **c:\mercury\dss-import**
- **Destination** should be **c:\mercury\dss**



4. By default **DSS Converter** is located at **c:\mercury\converter**. You must be running version 1.3.0.6 or later. To check the version, **right-click>Properties>Version** tab.

5. Open **Dss Converter**

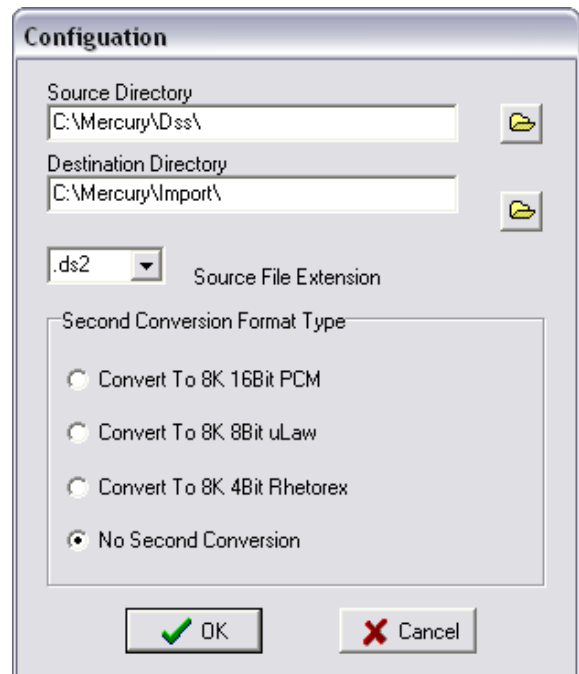


6. Verify that the default paths are in place. Go to **View>Configuration** (see picture to the right).

- **Source Directory** should be **c:\mercury\dss**
- **Destination Directory** should be **c:\mercury\import**
- **Source File Extension** should be **.ds2**
- **Second Conversion Format Type** should be:

Option 2: **Convert to 8k 8Bit uLaw** if you are using telephony transcription.

Option 4: **No Second Conversion** if you are using software transcription such as iChannel and iNet. Using telephony transcribe stations with this conversion will cause the dictation to play slow.



iChannel Lite

Dss files from the Philips may be imported and played directly from iChannel Lite without the use of auxiliary software or conversion. You must be running **iChannel Lite version 1.1.35** or higher. **Dss Extractor** is used to download the files off the Philips portable and must be version **1.0.9** or higher. To ensure proper functioning, please follow and implement each step below.

1. Dsscore installation. In order for the dss files to play correctly in iChannel Lite, you **MUST** install either Philips' Dss Play or Olympus' Dictation Module **on the computer running iChannel Lite**. When you install one of these applications, a necessary dll is installed. Without it, dss files cannot play.

2. Open Dss Extractor



3. Go to the menu View>Configuration. Under the heading **Grundig/Philips Destination Folder** set the directory to match the path iChannel Lite is monitoring. The following is an example of a path. For more information on how to set iChannel Lite's Source path, see the application's manual.

- **Dss Folder:** c:\dictations\files



3. Click OK to save your settings. You are now finished.

Troubleshooting – iChannel Lite

Problem: *Dss files display as bad format in the PNav's demographics.*

Cause: This is a dsscore.dll issue. You have not installed a copy of either Philips' Dss Play or Olympus' Dictation Module.

Solution: Install one of the recommended applications for dss playback.

Cause: This is a dsscore.dll issue. The dsscore files have been deleted or corrupted.

Solution: Reinstall one of the recommended applications for dss playback.

Troubleshooting – Voice Solutions Server

Problem: Dictation plays slow when transcribing with a telephony station.

Cause: The DSS Converter is set to option 4 No Second Conversion. This setting is for software transcription.

Solution: If using telephony transcribe stations, set it to option 2 Convert to 8k 8Bit uLaw.

Problem: Dictation does not sound clear when transcribing with iChannel/iNet.

Cause: The DSS Converter is set to option 2 Convert to 8k 8Bit uLaw. This setting is for telephony transcription.

Solution: If using software transcription, you must set it to option 4 No Second Conversion.



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