



# Olympus DS5000/DS4000 series

## Configuration Guide

Last modified: 2-16-09

## Introduction

This guide assists you in configuring your Olympus DS5000/DS4000 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 Olympus' proprietary software, see the official Olympus documentation and knowledge base.

The DS5000/DS4000 may be integrated with:


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

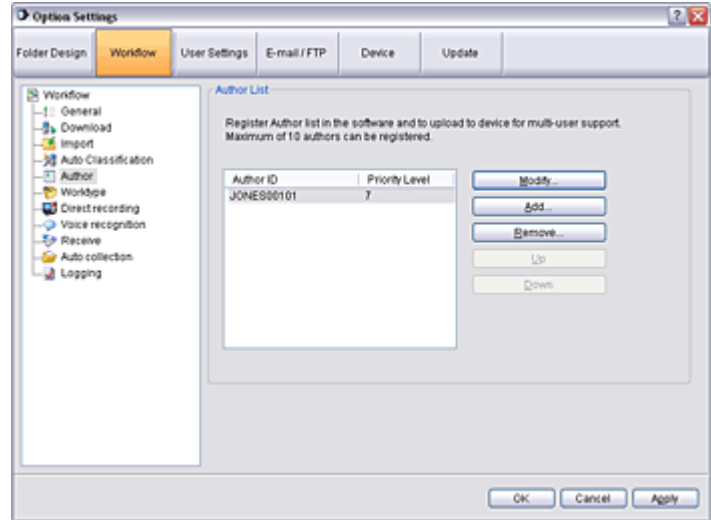
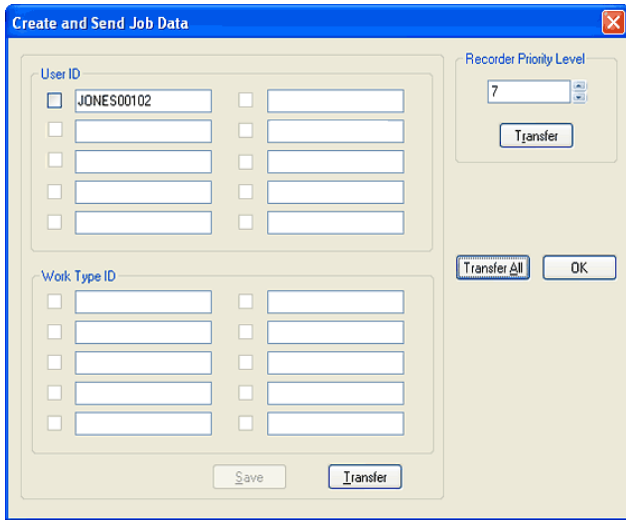


For a thorough explanation of the above applications and troubleshooting, refer to the documentation included with them.

# Programming

Whether you are using your 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 Olympus' **Dictation Module** application. If you have not yet installed **Dictation Module** yet, the installer can be found on the CD included with each Olympus portable.

1. Open Dictation Module . For the DS4000, go to the **menu Download>Create & Send Job Data** (shown left). For DS5000, go to the **menu Tools>Options>Workflow tab>Authors** in the left pane (shown right).



2. Under the the **User ID** heading, set up the user ID. The portable's User ID is used to provide demographic information. The ID is read from right to left. The *first 2 numeric digits* are taken as the **Exclusive Assignment (Exc)**, the *next 3* are the **ID**, and the alpha characters to its left will populate the **Author** demographic field. Notice some examples below of IDs and how they are handled.

Desired Author Name	Desired Author ID	Desired Typist ID	User ID in DM
Jones	1	901	Jones00101
Joe Smith	20	950	JoeSmith02050
Dr Edwards	355	975	DrEdwards35575


3. To save the User ID to the portable, click **OK** (DS5000) **or Transfer All** (DS4000).
4. **Optional step for Priority button.** Voice Solutions software can recognize the Priority status on a job. Refer to the DS5000/DS4000's documentation on how to enable the Priority status feature.

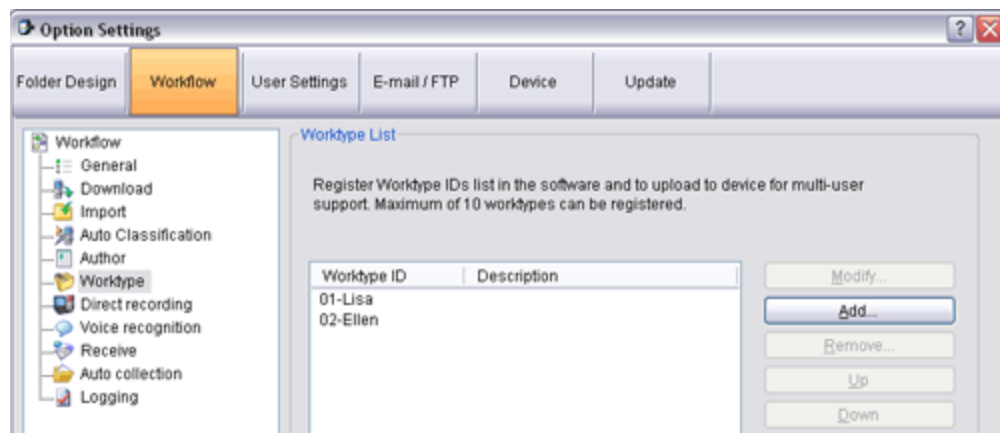
## Using Worktypes

You may configure the portable to use worktypes. If the **Olympus Import: Use WT data for Exc Assignment** setting is checked in **iChannel Lite** or **Import Manager**, the worktype selection can be used to select the exclusive assignment on a dictation instead. If you decide to implement this feature, leave off the last two numeric characters that typically would correspond to the **Exclusive Assignment** demographic when you program the User ID. The worktype format is: **11-Name** (see examples below). In summary, **worktypes can be used as a worktype or exclusive assignment.**

Worktypes used as Exclusive Assignment selection				
Desired Name	Desired ID	Typist IDs	Worktype in DM	User ID in DM
Jones	1	901	01-Lisa	Jones001
		902	02-Ellen	
Joe Smith	20	910	10-Sue	JoeSmith020
		915	15-Mandy	

Worktypes				
Desired Name	Desired ID	Desired Typist ID	Desired Worktypes	User ID in DM
Jones	1	901	01-Memo	Jones00101
			02-Letters	
Joe Smith	20	915	10-H&P	JoeSmith02015
			15-Followup	

1. Open Dictation Module . For the DS4000, go to the **menu Download>Create & Send Job Data**. For DS5000, go to the **menu Tools>Options>Workflow tab>Worktype** in the left pane (shown below).
2. You may set up to ten worktypes following the syntax shown in the tables above.
3. To save the worktype to the portable, click **OK** (DS5000) **or Transfer All** (DS4000).





## Voice Solutions Server (iChannel, iNet)

Whether the method of transcription is iChannel, iNet, or telephony, the configuration is the same. **Dss Extractor** is used on the client side (computer which the portable is downloaded at). Once the files reach the Voice Solutions Server, the **Dss Importer** and **Dss Converter** are needed.

### Client Side

1. Open **Dss Extractor**



2. Go to the menu **View>Configuration**. Under the heading **Olympus Destination Folder** you 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. In addition, if you only have Folder A enabled, then configuring Folder B, C, and D is not necessary.

- **FolderA:** \\dac1\mercury\dss-import
- **FolderB:** \\dac1\mercury\dss-import
- **FolderC:** \\dac1\mercury\dss-import
- **FolderD:** \\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

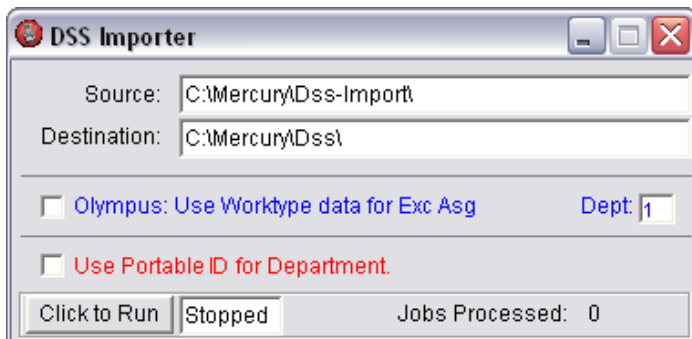
On the Voice Solutions Server you need to configure both **Dss Importer** and **Dss Converter**.

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**

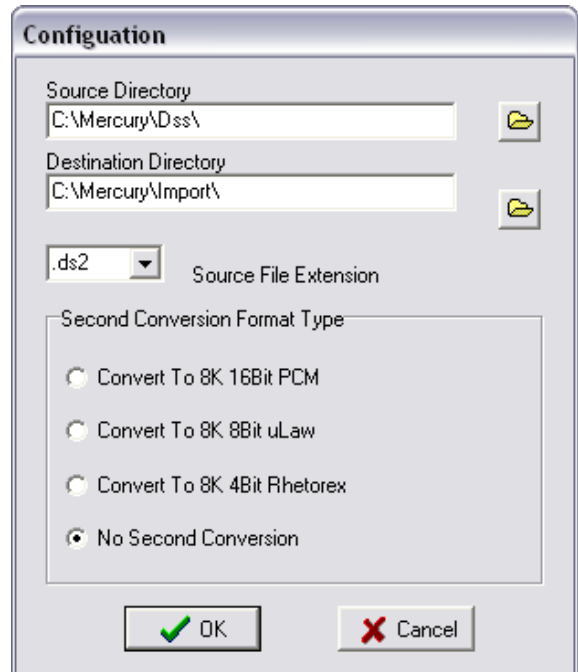


4. By default **DSS Converter** is located at **c:\mercury\converter**. You must be running version 1.3.0.6 or later. To check the version, **right-click>Properties>Version** tab.

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. **Dss Extractor** is used to download the files off the Philips portable. 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 Olympus' Dictation Module **on the computer running iChannel Lite**. When you install the application a necessary dll is installed. Without it, dss playback will not function correctly.

**2. Open Dss Extractor**



**3. Go to the menu [View>Configuration](#).** Under the heading **Olympus Destination Folder** set the directory to match the path iChannel Lite is monitoring. The following is an example of Lite's default path. In addition, if you only have Folder A enabled, then configuring Folder B, C, and D is not necessary.

- **FolderA:** c:\dictations\files
- **FolderB:** c:\dictations\files
- **FolderC:** c:\dictations\files
- **FolderD:** 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' DssPlay** 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 – System

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

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



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