PHILIPS

SpeechExec

Basic Dictate 11.5

LFH4712

User manual

Table of contents

1 Important

This manual covers the basic installation of the SpeechExec software and its related use with the SpeechMike, Pocket Memo and SpeechAir dictation hardware.

Not all devices mentioned in this manual are necessarily part of the package contents. Descriptions of devices and accessories are for information only and do not require Philips to deliver any of these accessories with this package.

> **Note**
>
> · If a topic begins with this icon **PRO**, the described feature is available to users of SpeechExec Pro only.

> **Tip**
>
> · For more information about using the SpeechExec software, see the help function (press F1 on the keyboard).

Philips reserves the right to change products at any time without being obliged to adjust earlier supplies accordingly.

The material in this manual is believed adequate for the intended use of the system. If the product, or its individual modules or procedures, are used for purposes other than those specified herein, confirmation of their validity and suitability must be obtained.

Safety

· Back up your files. Philips is not responsible for any loss of data.

Hearing protection

Observe the following guidelines when you use headphones:

· Set the volume to a moderate level to avoid damaging your hearing.
· Don't turn the volume up so high that you can't hear what is going on around you.
· In potentially dangerous situations, be particularly careful or temporarily discontinue use.

Legal restrictions on recording

· The use of the recording function of dictation devices is subject to the legal restrictions that may apply in your country. You should also respect the privacy and personal rights of third parties if you record talks or lectures.
· If you want to record telephone calls, check if this is legal in your country. In certain countries, you may be legally required to inform the person you are conversing with on the telephone that you are recording the conversation.

Disposal of your old product

Europe

A crossed-out wheeled bin symbol attached to a product indicates that the product is covered by the European Directive 2011/65/EU. Please get informed about the local separate collection system for electrical and electronic products. Please act according to your local rules and don't dispose of your old products with your normal household waste. Correct disposal of your old product helps to prevent potential negative consequences for the environment and human health.

United States

Rechargeable Li-ion battery:

· Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
· This appliance contains a rechargeable lithium-ion battery which must be disposed of properly.
· Contact your local town or city officials for battery disposal information. You can also call 1-800-822-8837 or visit www.call2recycle.org for battery drop-off locations.
· For assistance, visit our website www.philips.com/support or call 1-800-243-3050 toll free.

Rechargeable NiMH battery:

· Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
· This appliance contains a rechargeable NiMH battery which must be disposed of properly.
· Contact your local town or city officials for battery disposal information. You can also call 1-800-822-8837 or visit www.call2recycle.org for battery drop-off locations.
· For assistance, visit our website www.philips.com/support or call 1-800-243-3050 toll free.

Canada

Rechargeable Li-ion battery:

· Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
· This appliance contains a rechargeable lithium-ion battery which mustbe disposed of properly.
· Contact your local town or city officials for battery disposal information. You can also call 888-224-9764 or visit www.call2recycle.ca for battery drop-off locations.
· For assistance, visit our website www.philips.com/support or call 1-800-243-7884 toll free.

Rechargeable NiMH battery:

- Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
- This appliance contains a rechargeable NiMH battery which must be disposed of properly.
- Contact your local town or city officials for battery disposal information.
- You can also call 888-224-9764 or visit www.call2recycle.ca for battery drop-off locations.
- For assistance, visit our website www.philips.com/support or call 1-800-243-7884 toll free.

About this user manual

Find a quick overview of your software on the next pages. For detailed description, see the following chapters of this user manual. Read the instructions carefully.

Symbols used

Note

- This symbol indicates notices which you should observe when using the software.

Tip

- This symbol identifies information that helps you to use your software more efficiently and simply.

2 Your SpeechExec dictation software

Congratulations on your purchase and welcome to Philips!

To fully benefit from the service that Philips offers, visit our website for support information, such as user manuals, software downloads, warranty information and more: www.philips.com/dictation.

Overview SpeechExec work list window

The work list allows you to manage the dictation file list, define dictation properties and change various settings.
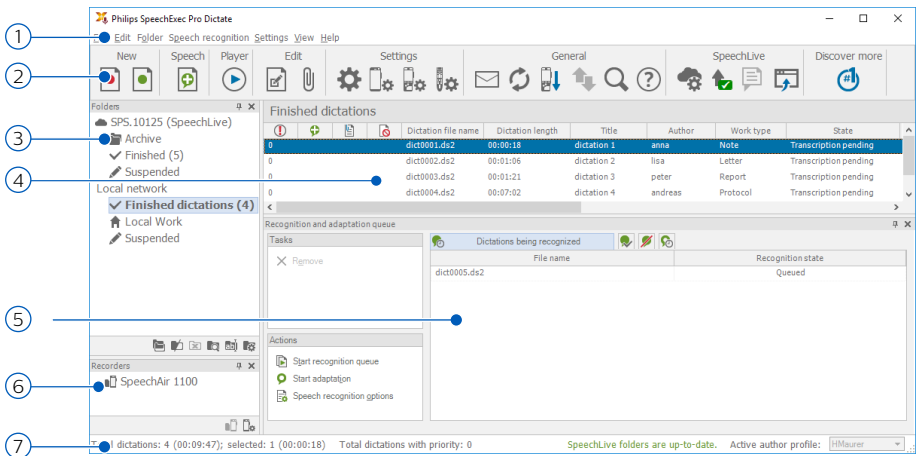
① The menu bar across the top organizes commands under menus.

② The toolbar contains tools for creating, playing and editing dictation files. Related tools are grouped together.

- ▣ PRO Create a new dictation file
- ▣ PRO Create a new dictation file for speech recognition
- ▣ PRO Add to speech recognition queue
- ▶ Open the selected dictation file in the SpeechExec player window
- ▶ Start/stop playback of the selected dictation file
- ▤ Display the dictation properties of a file
- ▯ PRO Attach a document
- ⚙ Display the General settings window
- ▯⚙ Display the settings window for a connected Philips SpeechAir recorder
- ▤⚙ Display the settings window for a connected Philips Pocket Memo recorder
- ▥⚙ PRO Display the settings window for a connected Philips SpeechMike microphone
- ✉ Create a new email message with the selected dictation file attached
- ↻ Refresh the information displayed in the work list
- ↓ Start downloading from a connected Philips Pocket Memo recorder to a PC
- ↑ PRO Send emails with dictations via a connected email system
- Q Search for items in your dictation list
- ⑦ Open the help function
- ☁ Display the SpeechLive settings window
- ↑ Display dictation files queued for SpeechLive upload
- ▤ Send dictation to SpeechLive transcription service
- ▤ Recall dictation from SpeechLive transcription service
- ▤ Send dictation to SpeechLive speech recognition service
- ⊕ Find out more about Philips dictation products

Note

- To customize the toolbar, click **Settings > General settings** on the menu bar and select **Worklist > Toolbar**. Select the icon you wish to add from the left column and click the **Add item** button.

③ The folder list displays the folder structure. The structure depends on personal or pre-configured settings. Click the arrow at the left of a folder to expand the tree and display a folder's sub-folders.

④ The dictation file list displays information about the dictation files stored in the selected folder. The columns display the properties of the dictation files. Change the focus between the tree view and the dictation list view by clicking inside each pane.

⑤ [PRO] The Recognition and adaptation queue panel displays information about dictation files submitted for offline speech recognition.

⑥ Device display: The device display appears when a Pocket Memo or a SpeechAir is connected. It allows users to display and play back dictation files stored on the Pocket Memo or SpeechAir, and to configure settings on the connected device.

⑦ The status bar at the bottom of the window displays information on dictation management, such as the number of dictation files in the selected folder, the number of dictation files with priority status assigned, and the name of the current user.

[Paul ▼] [PRO] Active author profile: Select the author profile from the drop-down list

Overview SpeechExec recorder and player window (expanded mode)

The recorder/player module is a desktop window that allows the user to record and play back sound files.
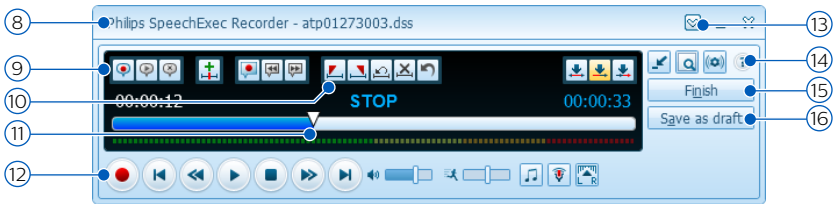
⑧ The title bar displays the file name.

⑨ Instructions are recorded comments by the author that are directed to the person transcribing the dictation file.

- [icon] [PRO] Record a special instruction
- [icon] [PRO] Play back a special instruction
- [icon] [PRO] Delete a special instruction
- [icon] [PRO] Insert an index mark
- [icon] [PRO] Record a spoken instruction
- [icon] Jump to the previous spoken instruction
- [icon] Jump to the next spoken instruction

⑩ Control and positioning buttons:

◢ PRO Mark the beginning of a section to be deleted
◣ PRO Mark the end of a section to be deleted
↩ PRO Remove the deletion marks
✕ PRO Delete a marked section
↰ PRO Undo the last deletion
⬇ PRO Switch between **Insert, Overwrite** and **Append** modes

⑪ Position slider: Display file information, such as file length and the current position in the sound file during recording or playback. The length of the recording is displayed in HH:MM:SS (hours:minutes:seconds) above the slider.

⑫ Audio toolbar:

● PRO Start/stop recording
▶ Start/pause playback
■ Stop the current action (recording, playback)
⏮ Jump to the beginning of the dictation
◀◀ Fast rewind
▶▶ Fast forward
⏭ Jump to the end of the dictation
🔊 Adjust the playback volume
🏃 Adjust the playback speed
♪ Adjust the playback tone
🎤 PRO Adjust the record volume
▦ Adjust the playback balance

⑬ ✉ Show/hide the menu bar

⑭ ⚟ Switch player window between compact and expanded mode
▦ Display the dictation properties window
(⚙) PRO Display the audio settings window
⑦ Open the help function

⑮ ✔ PRO Finish: Close the dictation file and mark it as finished. The dictation file is moved to the **Finished dictations** folder.

⑯ ⏱ PRO Save as draft: Close the dictation file and mark it as suspended, meaning that work on the dictation file is interrupted temporarily and will be continued at a later time.

3 Get started

Install the software

> **Note**
>
> - For all operating systems, we recommend installing the latest service pack available before installing SpeechExec.
> - For offline work, SpeechExec requires Internet connection at least once in 7 days.
> - Administrator rights are required to install the software. For more help, contact your administrator.
> - For installation of SpeechExec, a subscription product key is required (starting with SDBI-112-...). You can find the product key on the leaflet inside the box or printed inside the box.
> - Keep your product key on a safe place to have it available for support inquiries. Lost product keys cannot be restored!

1 Download the installation file from www.speechexec.com/install.

2 Unzip the file you downloaded and start the **setup.exe** file.

3 When you are asked to allow the application to make changes to your computer, click **Yes**.

4 Follow the on-screen instructions of the set-up program.

Start SpeechExec dictation software

If the option to start SpeechExec automatically was selected in **Settings > General settings > Worklist > Startup**, the program opens as soon as your system starts.
To manually start the program, open the Windows start menu in Windows and select **Philips SpeechExec Dictate**.

Create a SpeechExec user profile

When using **SpeechExec** for the first time, a wizard guides you through the step-by-step configuration process to create a new user profile and configure your initial key settings.

Follow the on-screen instructions to:

- Specify an author name that will be used to identify your dictations
- Start another wizard to configure SpeechLive
- Define the name and the (network) path where your finished dictations will be stored
- Set the default **Work type** (Note, Letter, Report, Protocol, or Abstract) assigned to new dictations
- Start another wizard to configure a Pocket Memo. For more information, see Pocket Memo Configuration Wizard.

Restart the user wizard

If you want to reuse the user wizard, you can restart it anytime.

1 Go to **Settings > General settings > Worklist > Startup**.

2 Activate the checkbox next to **Start New User Wizard**.

3 Click **Apply** and then click **OK**.
  ↳ The next time you start SpeechExec, the user wizard will automatically be opened.

Note

· It is possible to change the settings later using the Settings menu. For more information, see Settings menu.

Tip

· If working in a network, select a folder on a mapped network drive to store finished dictations. Transcriptionists will then be able to access the folder and map their pending folders to your **Finished dictations** folder.

SpeechExec help

For detailed information about using the SpeechExec software, see the help function. To start the help function:
· Press F1 on the keyboard.
· Click the ⓘ button on the toolbar in the worklist or in the recorder window.

4 Use SpeechExec

Philips hardware devices are designed for compatibility with SpeechExec and can also be used to control the SpeechExec program. For detailed information, refer to the documentation delivered with the device.

Download recordings from a dictation recorder

Use Philips SpeechExec software for automatic download, conversion and routing of files recorded with a Pocket Memo or SpeechAir dictation recorder.

1 Make a recording with the dictation recorder.

2 Start SpeechExec.

3 Connect the Pocket Memo or SpeechAir recorder to the computer using the USB cable or the USB docking station.

4 By default, the recordings on the recorder will be downloaded automatically to the computer and moved to the **Finished dictations** folder of the work list.

✳ Tip

· How and which files are downloaded after a recorder is connected, can be configured in the Settings menu of SpeechExec or with the Configuration Wizard. For more information, see Configure the download process from Pocket Memo.

≡ Note

· When the recorder is connected to the computer for the first time, Windows detects the new hardware and automatically installs the required drivers. When the installation is complete, Windows may prompt you to restart the computer.

Play back a dictation file

Play back in the worklist window

· To start/stop playback, select a dictation file and click the ▶ button on the worklist toolbar.

Delete a dictation file

1 Select the dictation files to be deleted in the work list.
To select more than one file, press and hold the Shift key on the keyboard and click the files to be selected.

2 Click **Edit > Delete** on the menu bar or press the Delete key on the keyboard to delete the selected dictation files.

5 Use more of SpeechExec

Settings menu

The **General Settings** window allows personalization of a variety of application settings, such as dictation options, encryption, user profiles, delivery rules, software updates and work list options. It also allows the configuration of a SpeechMike, Pocket Memo, SpeechAir, a foot control and recorder/player settings.

1 Click **Settings > General settings** on the menu bar to open the Settings menu. The left pane contains the list of the available settings.

2 Select an option in the list to display the associated options on the right pane.

3 Click **Apply** to save the changes or click **OK** to save the settings and close the window.
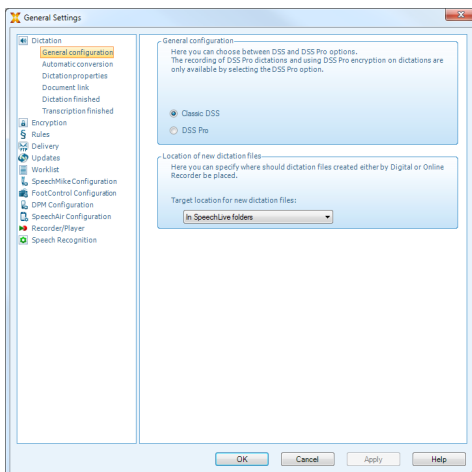
Note

· All or some of the settings can be pre-configured and locked by your system administrator. Locked settings are read-only.

Pocket Memo Configuration Wizard

The Pocket Memo Configuration Wizard guides you through the device configurations and settings of a Pocket Memo.

1 Make sure that the Pocket Memo is turned on and connect the device to the computer using a USB cable.

2 Start Philips SpeechExec software.

3 Click **Settings > General settings** on the menu bar and select **DPM Configuration > DPM Wizard** from the list on the left side.

4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the Pocket Memo.

5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Pocket Memo.

Configure the download process from Pocket Memo

How and which files are downloaded after a Pocket Memo is connected, can be configured in the Settings menu.

1 Make sure that the Pocket Memo is turned on and connect the device to the computer using the USB cable.

2 Click **Settings > General settings** on the menu bar and select **DPM Configuration > DPM settings** from the list on the left side.

3 Click the **Start configuration...** button.
↳ The **Recorder configuration** window opens.

4 Select **Downloading** in the left pane.

5 Select which files should be downloaded from the Pocket Memo. The download settings also allow the user to specify if files will be deleted on the Pocket Memo after they are downloaded.

6 Click **Finish** in the **Summary** section. to save the settings and confirm the transfer of the new settings to the Pocket Memo.

Use Philips SpeechLive

Philips SpeechLive is a cloud dictation solution that allows you to store, access and share dictation files from anywhere in the world and around the clock while guaranteeing maximum file security.

Before you send a dictation to SpeechLive, you need to have a valid SpeechLive account. If you are not using SpeechLive yet, create a new user account at www.speechlive.com.

Configuring SpeechLive

1 Click **Start SpeechLive** ☁ on the toolbar.
↳ The **SpeechLive configuration wizard** window opens.

2 Enter your **Email** address and **Password**.

3 Click **Next**.
↳ The SpeechExec dictation software is now linked to your SpeechLive user account.

≡ Note

· For more information about how to use SpeechLive and SpeechLive services, e.g. the transcription service, see the SpeechLive Quick start guide for authors. Download the Quick start guide at www.speechlive.com/support.

Send dictation files via email

SpeechExec allows dictation files to be transferred via email directly to the transcriptionist or any other recipient.

Note

- If you are not connected to the Internet, the QuickSend option (if activated) is not available. All dictation files will then be saved in the **Outbox** folder. You can send these files later as soon as you are connected to the Internet.

Set up an email profile

To transfer dictation files directly by SpeechExec without using the computer's default email application, you need to set up an email profile.

Note

- When no email profile has been set up, emails are sent via the default email application of the computer (e.g. Microsoft Outlook).

To set up an email profile:

1. Click **Settings > General settings** on the menu bar to open the Settings menu, and select **Delivery > Email** from the list on the left side.

2. Deselect the option **Use your default emailing program to send dictations (QuickSend)**.

3. Click the **Add...** button to add a new profile. Select a type of profile, enter a profile name and click **OK**.
   ↳ The settings window for the selected profile is displayed.

4. Enter the settings for the selected profile and click **OK** to save the settings.

Manually send dictation files via email

You can send dictation files manually with the Quick Send option and your default email program. Alternatively, you can save your dictations to the **Outbox** folder and send all files bundled at a later time.

Note

- If you want to use the QuickSend option, make sure it is activated in **Settings > General settings > Delivery > Email**.

To transfer dictation files manually:

1. Select one or more dictation files from the work list.

2. Click the ✉ **Submit for email** button.
   ↳ If you have activated the QuickSend option, an email window with the attached dictation file(s) opens either with the computer's default email application or via the configured email profile.
   ↳ If you have deactivated the QuickSend option, the dictation file(s) are saved in the **Outbox** folder and a draft email window opens for each dictation file separately.

3   Enter recipients, body text and additional attachments.

4   If you have activated the QuickSend option, click **Send** to send the message.
    If you have deactivated the QuickSend option, click **OK** to close the draft email window and send the dictation files bundled at a later time.

5   To send the dictation files bundled at a later time, click the ✉ **Send now** button on the toolbar.
    ↳ All dictation files in the **Outbox** folder are transferred. See Automatically send dictation files for more information about sending dictation files in the **Outbox** folder automatically.

≡   Note

·   The **Outbox** folder is hidden by default. To display the **Outbox** folder in the **Folder tree**, click **Settings > General settings** on the menu bar and select **Work list > Folders** from the list on the left side. Select **Outbox** and change the **Visible** option to **Yes**.

·   No more than five dictation files can be attached to an email at a time. If more than five dictation files are selected, SpeechExec creates a new email for each group of five files that should be sent by the user manually.

Set up automatic email sending

You can have dictation files automatically prepared for email sending when files are downloaded from a Pocket Memo.

1   Click **Settings > General settings** on the menu bar to open the Settings menu

2   To set up automatic sending after a dictation file is downloaded from a Pocket Memo, select **DPM Configuration > Delivery after download**. Activate the **Email** option. Optionally, click the **Configure** button to set up default contents for emails (recipients, subject, body text, attachments).
    ↳ Dictation files will now be automatically copied to the **Outbox** folder when they downloaded from a Pocket Memo.

3   Click the ✉ **Send now** button on the toolbar to transfer all dictation files saved in the **Outbox** folder. See Automatically send dictation files for more information about sending dictation files in the **Outbox** folder automatically.

≡   Note

·   The **Outbox** folder is hidden by default. To display the **Outbox** folder in the **Folder tree**, click **Settings > General settings** on the menu bar and select **Work list > Folders** from the list on the left side. Select **Outbox** and change the **Visible** option to **Yes**.

Automatically send dictation files

By default, dictation files in the **Outbox** folder are transferred only after clicking the ✉ **Send now** button on the toolbar. However, you can change this setting and send dictation files automatically.

To send dictations automatically:

1 Click **Settings > General settings** on the menu bar to open the Settings menu, and select **Delivery > Send/ receive** from the list on the left side.

2 Activate the option **Send and receive automatically** and set a time interval for dictations to be sent automatically.

3 Click the **OK** button to save the settings.
   ↳ Dictation files in the **Outbox** folder will now be automatically sent via email.

6 Trouble-shooting

Find the most common problems you could encounter with your SpeechExec software in the following table. If you are unable to solve the problem with the information below, contact the supporting Philips partner you purchased the software from.

Problem	Possible cause	Solution
The operating system stops responding after restart.	· Using the Philips SpeechMike together with certain USB hubs may cause the operating system to stop responding when the computer is started.	· Unplug the SpeechMike before starting the computer and reconnect it afterwards. We recommend replacing the USB hub or connecting your SpeechMike directly to the USB port of the computer.
The SpeechMike is completely without function.	· Some computer providers limit the output power of USB ports to 100mA. These ports may not provide enough power for the SpeechMike to function properly.	· Use the AC charger. · Connect the SpeechMike via the self-powered hub.
The SpeechMike is connected to the computer but sound will play on the computer's speaker only.	· Windows can support more than one playback device at a time. However, if you disable the device for playback, it is also disabled for recording.	· Change the playback settings via **Start > Control Panel > Sound > Playback** or right-click the speaker icon on your toolbar and select **Playback devices**.

Problem	Possible cause	Solution
PRO After finishing a dictation in the speech recognition recorder, I don't see my finished dictations.	· Dictations finished in the speech recognition recorder, are saved in the **Archive** folder. However, the **Archive** folder is hidden by default.	· To display the **Archive** folder in the folder tree, click **Settings > General settings** on the menu bar and select **Work list > Folders** from the list on the left side. Select **Archive** and change the **Visible** option to **Yes**.
I cannot see the **Outbox** folder.	· The **Outbox** folder is hidden by default.	· To display the **Outbox** folder in the **Folder tree**, click **Settings > General settings** on the menu bar and select **Work list > Folders** from the list on the left side. Select **Outbox** and change the **Visible** option to **Yes**.

7 Technical data

System requirements

SpeechExec:

- **Processor:**
  1 GHz Intel dual core or equivalent AMD processor

- **RAM:**
  4 GB for the 64-bit versions of Microsoft Windows 10

- **Free hard disk space:**
  2.5 GB hard disk space for SpeechExec and Microsoft .NET Framework

- **Browser:**
  Internet Explorer 9 or higher, or the current version of Chrome or Firefox for Dragon online help and SpeechLive account activation

- **Supported operating systems:**
  Microsoft Windows 10, version 1809, 1903 and 1909

- **Graphics card:**
  DirectX-compliant graphics card with hardware acceleration recommended

- **Sound:**
  A sound card supporting 16-bit recording

- Windows Media Player must be installed on a Windows operating system

- A free USB port

- Internet connection for required software activation

Open source software

This product may contain open source software.
Speech Processing Solutions GmbH hereby offers to deliver, upon request, a copy of the complete corresponding source code for the copyrighted open source software packages used in this product for which such offer is requested by the respective licenses. This offer is valid up to three years after product purchase.
To obtain the source code, please write in English to: info@speech.com.

www.philips.com/dictation