

Quick Start Guide

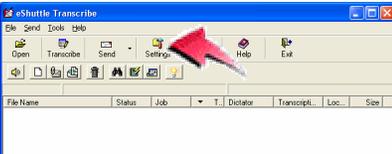
eShuttle Dictate

Step 1. Install *eShuttle Dictate*, either from the CD or from www.bytescribe.com/downloads/. (The trial version will unlock to the full version when registered.)

Step 2. To start *eShuttle Dictate*, double-click the eShuttle Dictate icon located on desktop.



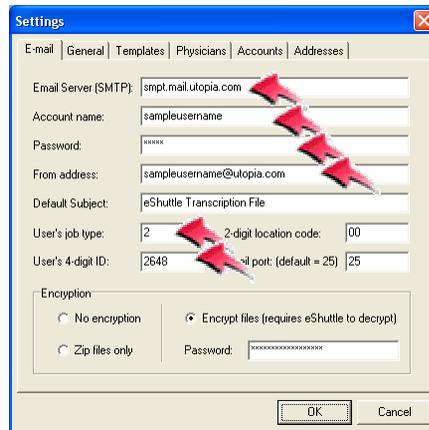
Step 3. Register the software if prompted. If the software registration window does not appear, select **Help | Register** from the menu. Complete the form and click **Register Online**.



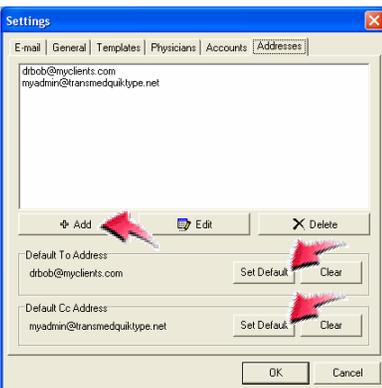
Step 4. Select **Tools | Settings** from the *eShuttle Dictate* menu or click the **Settings** button.

Step 5. Set values for your outgoing email server (check with your regular email client software or your ISP for these settings).

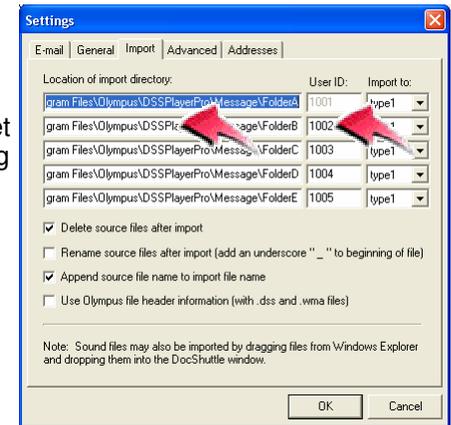
Next, set the job type, 4-digit user ID, and Encryption Password. Check with your system administrator for these settings.



Step 6. Click on the **Addresses** tab and use the **Add** button to enter the email addresses to which you will be sending completed documents. You can set both a default **To:** address and a default **CC:** address. Click on the **OK** button to finish.



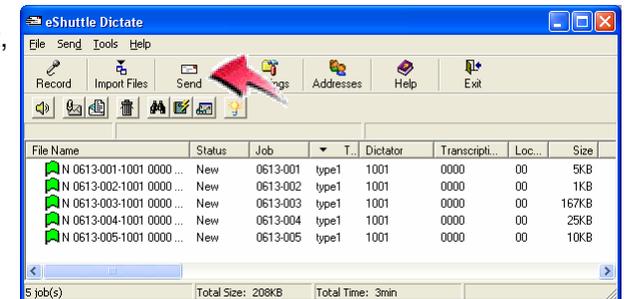
Step 7. If you will be importing files from a handheld recorder or similar device, select **Tools | Settings** and click the **Import** tab. Set the import folder for each recording device you will be using. Set a unique 4-digit ID next to each import folder. Imported files will be stamped with this ID. Click **OK** when finished.



Note: You will need to configure your handheld recorder to transfer files from the recorder into a folder specified above before proceeding to the next step. See your recorder's documentation for instructions on transferring files to the PC.

Step 8. Once files have been recorded with a handheld recorder or other recording device, click the **Import Files** button. Imported voice files will appear in the lower pane of the *eShuttle Dictate* window.

Step 9. To send files to the transcriptionist, click the **Send** button as shown. Once voice files have been sent, transcriptionists using *eShuttle Transcribe* will receive and transcribe the voice files.



Step 10. Transcribed reports will then be sent back via email. Double-clicking on the file in your email client will open it up in *eShuttle Dictate*. Then you can view and print the document by clicking on **Tools | Document Manager**.

Step 11. Read the Quick Start guide located in the *eShuttle Dictate* Manual for more information or visit <http://www.bytescribe.com/support>.