HTH Engineering, Inc.
Tel: (866) 254-0714 Fax: (810) 821-6940
Web: http://www.startstop.com

TECHNICAL BULLETIN from HTH Engineering, Inc.

How to set up the Olympus Digital recorders to convert to .DSS for the following Devices:
(To convert existing .DS2 files to .DSS format– see below)

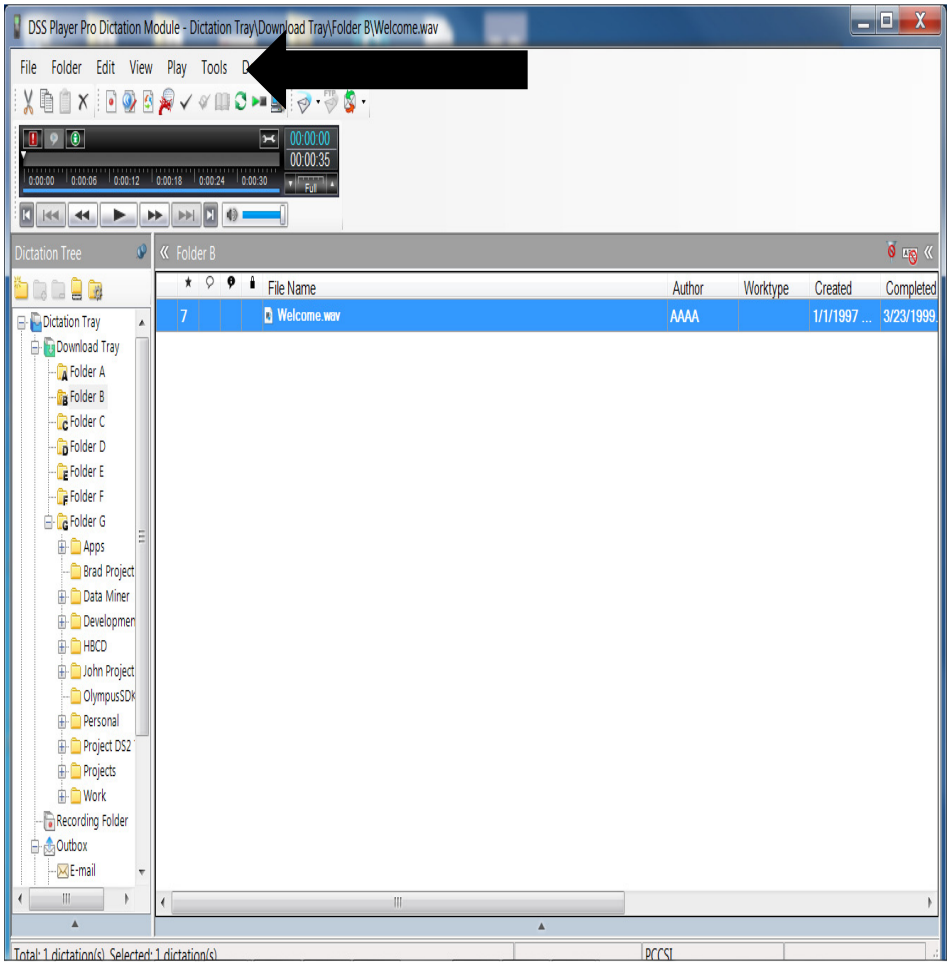
DS-4000	DS-3000	DS-2300
DS-50	DS-40	DS-30
WS-320M/310/300M	WS-331M/321M/311M	WS-210S/110
	WS-200S/100	

Olympus Software Version 5 or 6 Recommended for .DSS Formatting

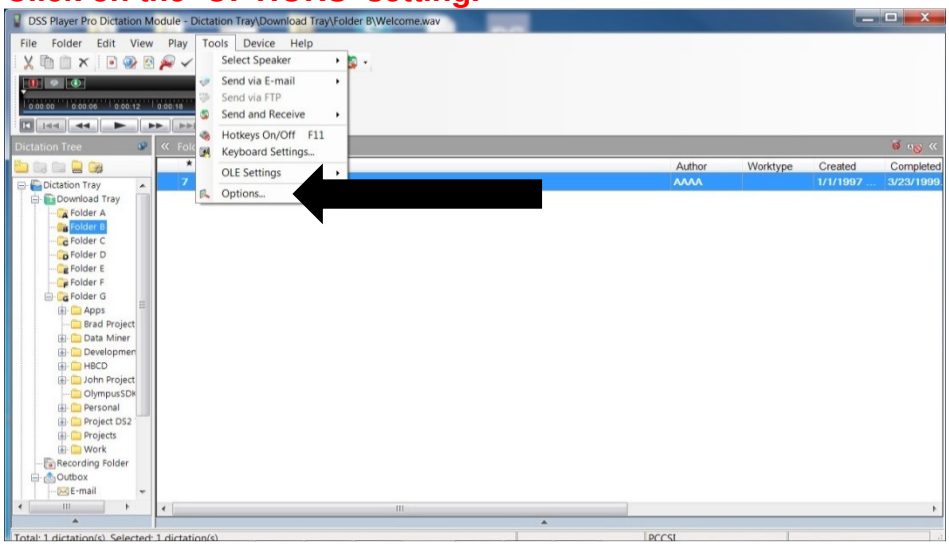
The Olympus digital recorders create files in.DS2 format but changes must be made within the Olympus Release 5/6 versions software to create .DSS (the industry standard). Out of the box, as installed, the digital recorders are configured by default to create ".DS2" formatted files. However, since ".DSS" formatted files are required for backward-compatibility with the Start Stop Universal Transcription System (http://www.startstop.com/sst2.asp) (and other products), we've created this "how-to" guide.

To set the Olympus Software to record in .DSS format do the following:

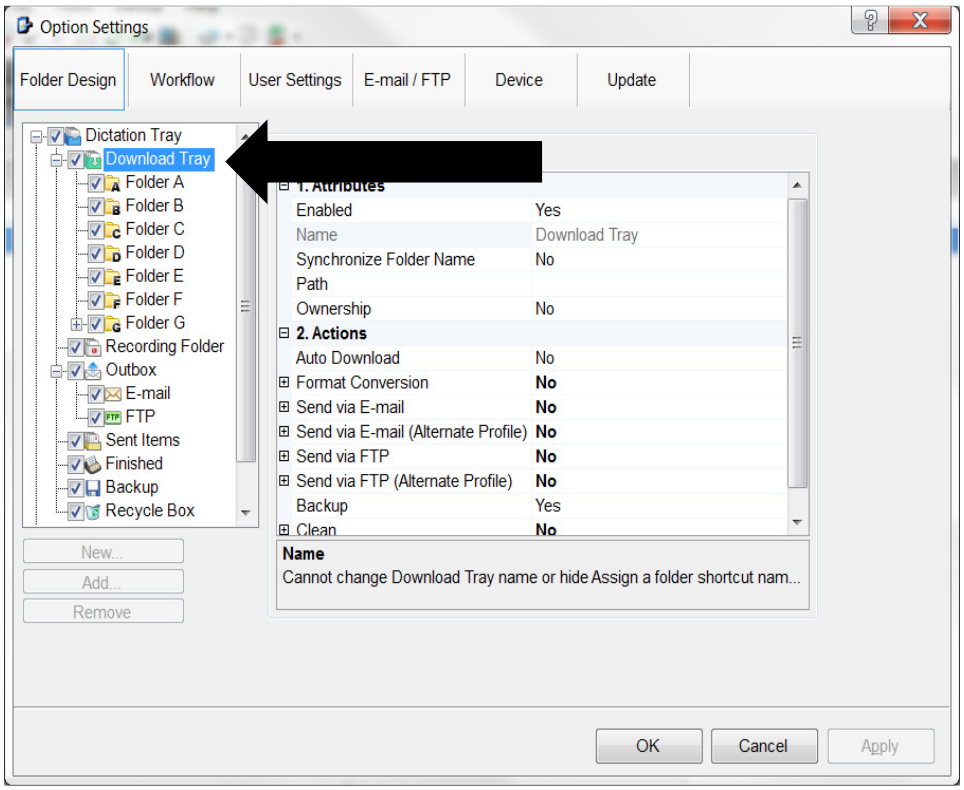
1. **Open the Olympus Release 5/6 Software and click on the 'TOOLS' tab.**



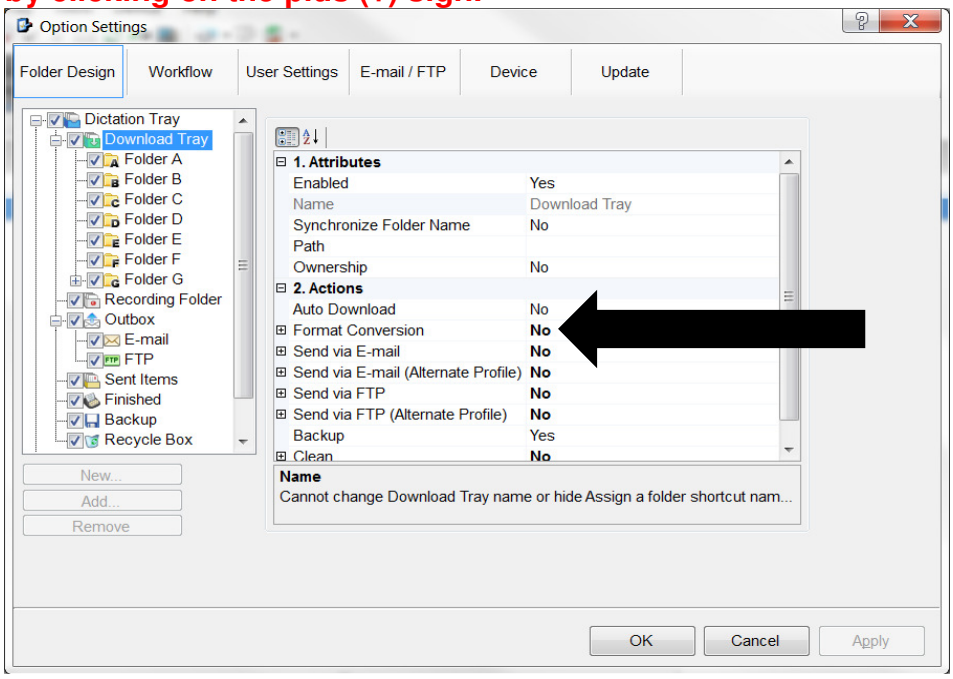
2. Click on the ‘OPTIONS’ setting.



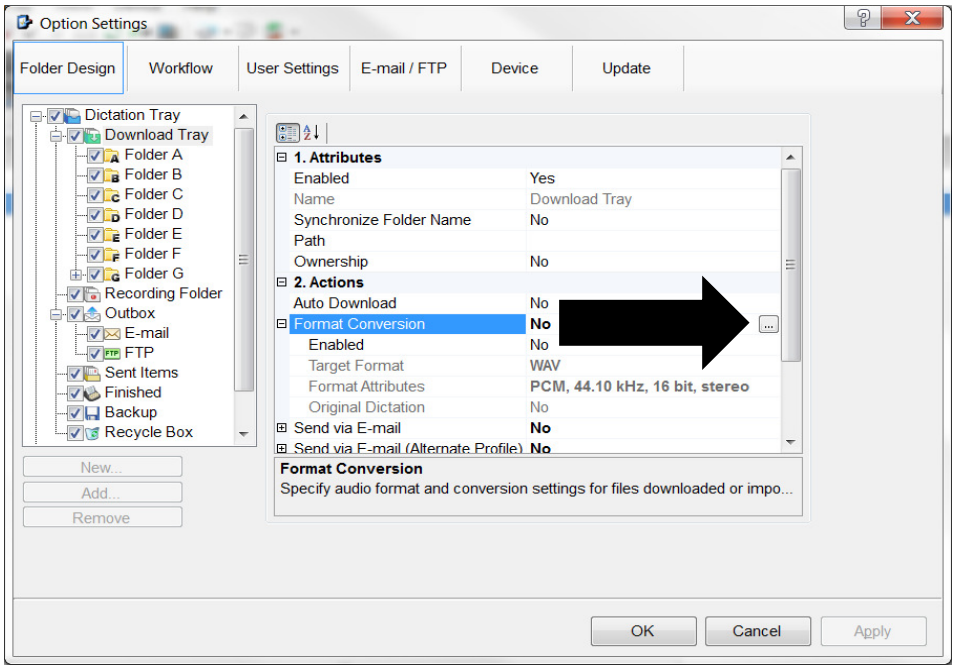
3. Select the ‘DOWNLOAD TRAY’ option.



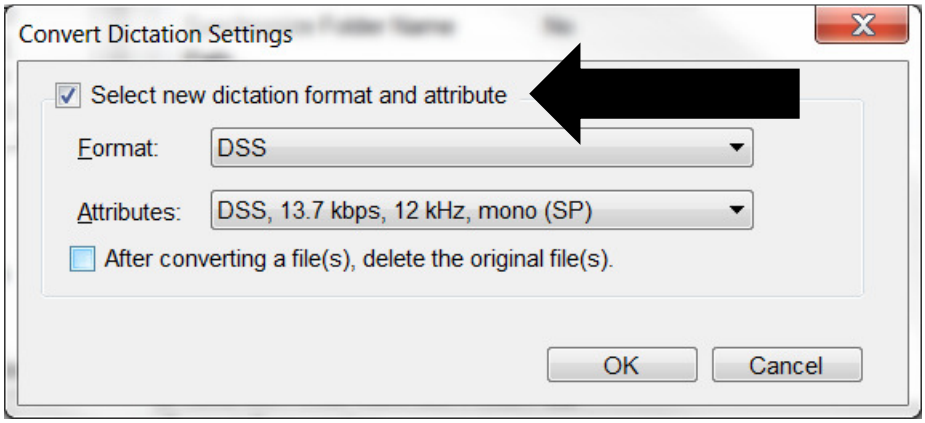
4. **On the right side of the Window, Select the 'FORMAT CONVERSION' option by clicking on the plus (+) sign.**



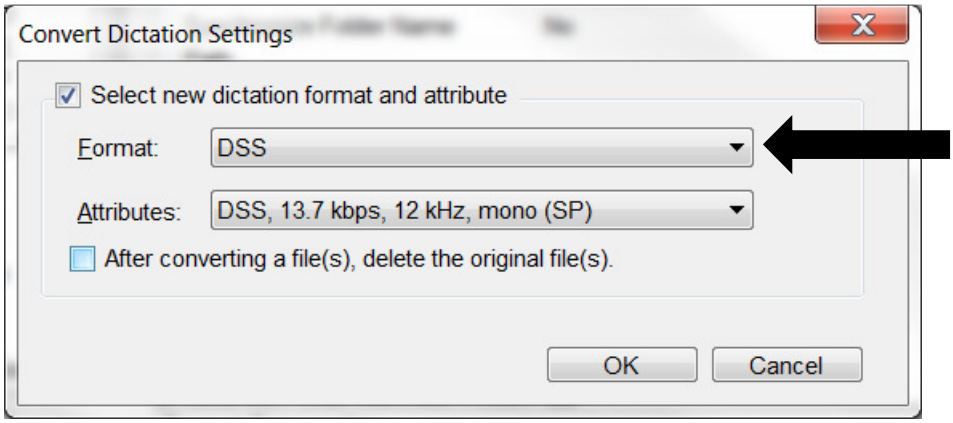
5. **Click on the small box to the right with the three (3) periods in it.**



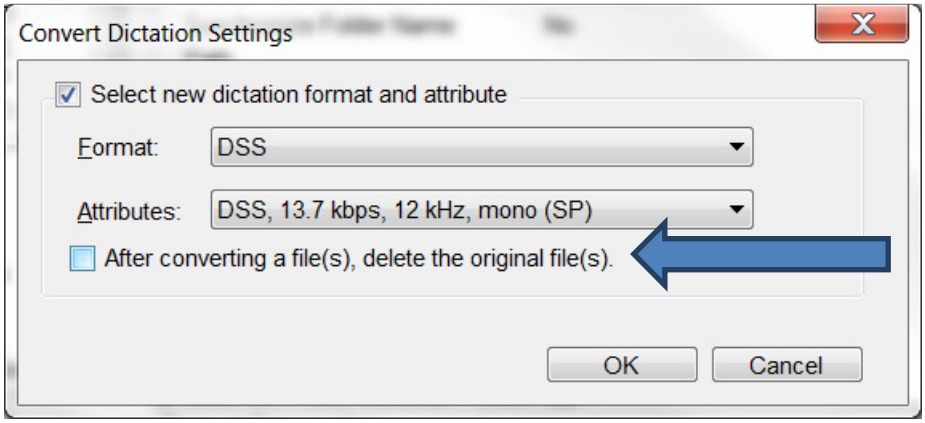
6. **A new window will pop up called the 'CONVERT DICTATION SETTINGS' window. Click on "Select new dictation format and attribute" box.**



7. **Select the format to which you want to convert.**
   We recommend the '.DSS' format.



8. **Select whether you want to delete the original files or not.**
   Files take up space on your computer.

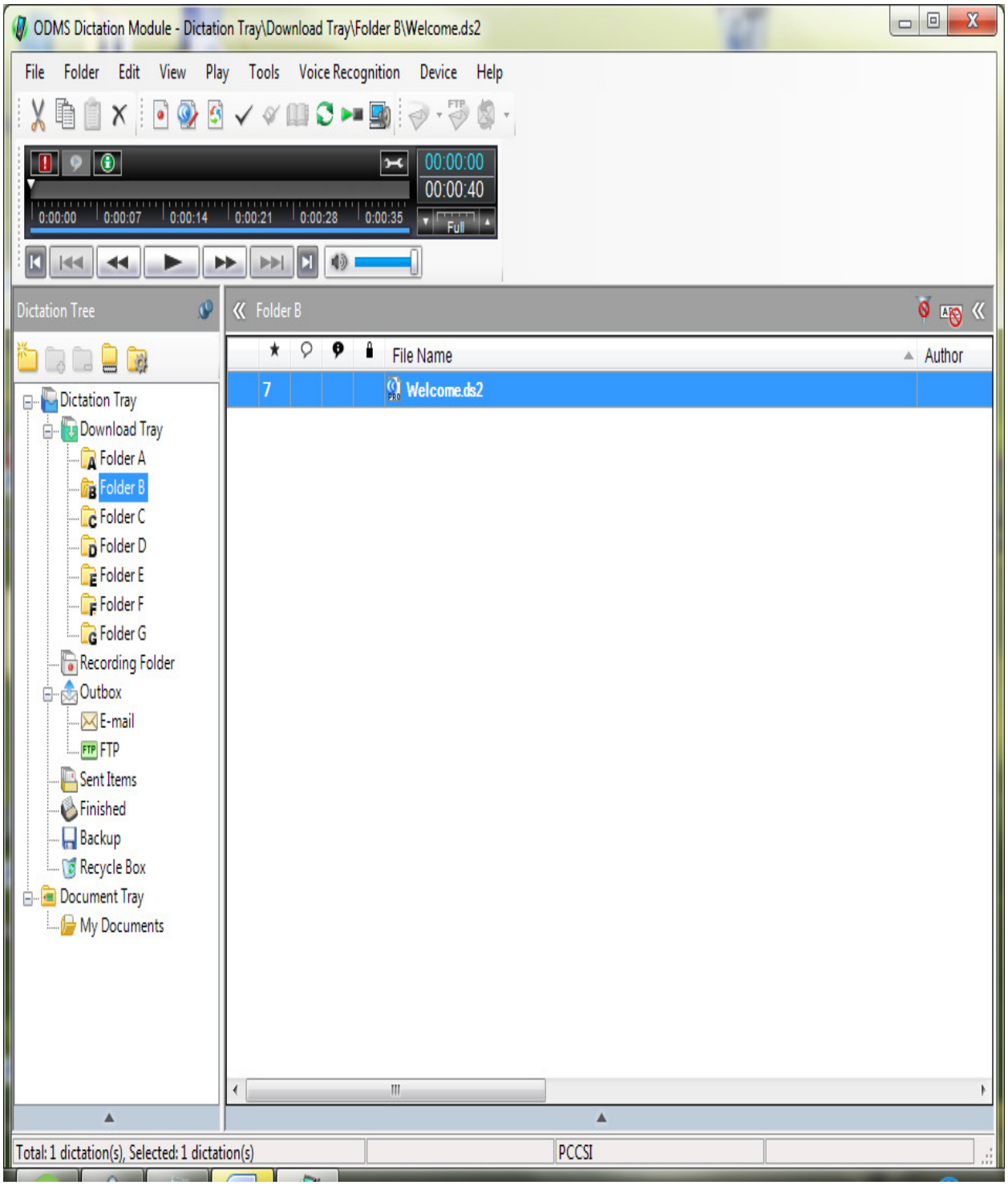


9. **Click OK, then click Apply.**

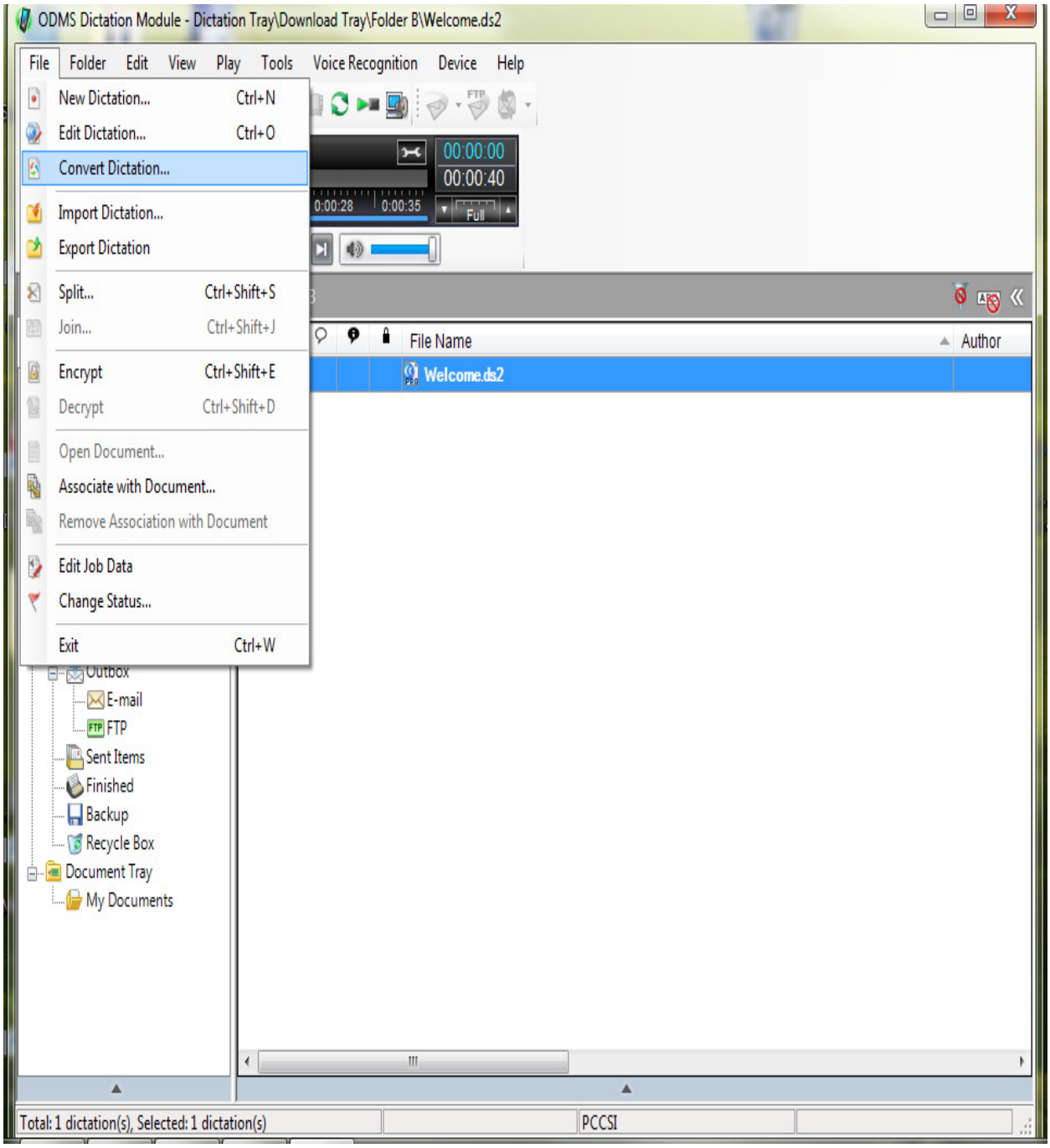
10. **When your files are downloaded from the software, they will be converted to .DSS (or whatever format you selected) to your computer.**

How to Convert .DS2 files to .DSS files that have already been downloaded.

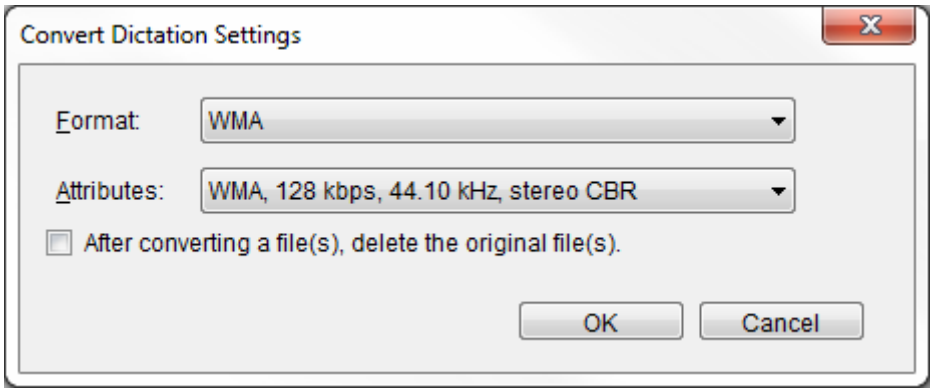
1. Open the Dictation Module.


ODMS Dictation Module - Dictation Tray\Download Tray\Folder B\Welcome.ds2
File Folder Edit View Play Tools Voice Recognition Device Help
00:00:00
00:00:40
0:00:00 0:00:07 0:00:14 0:00:21 0:00:28 0:00:35
Full
Dictation Tree
Folder B
File Name
Author
7
Welcome.ds2
Dictation Tray
Download Tray
Folder A
Folder B
Folder C
Folder D
Folder E
Folder F
Folder G
Recording Folder
Outbox
E-mail
FTP
Sent Items
Finished
Backup
Recycle Box
Document Tray
My Documents
Total: 1 dictation(s), Selected: 1 dictation(s)
PCCSI

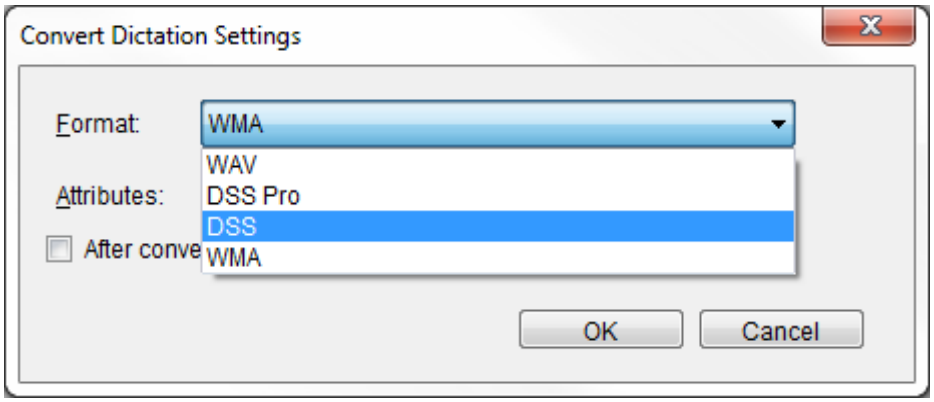
2. Select the Audio .DS2 file you want to convert. Right-Click it with your mouse or select “File” from the toolbar tabs and click on “Convert Dictation.”
(*Multiple files can be selected for conversion)*



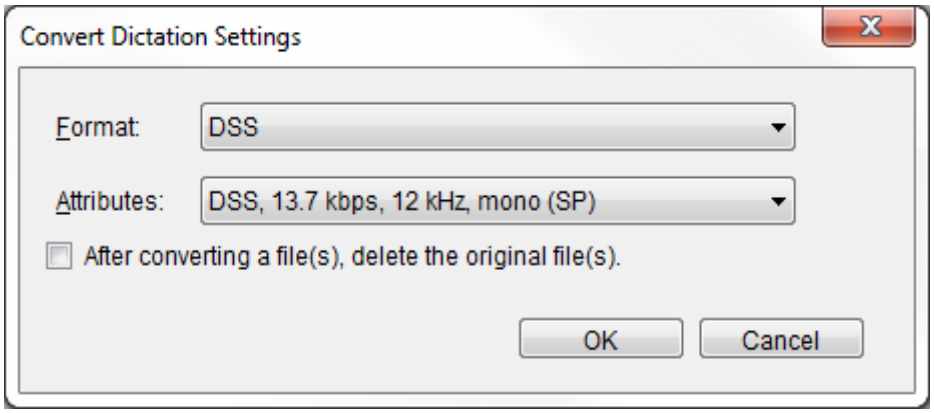
3. The following window will appear, to set up Conversion:



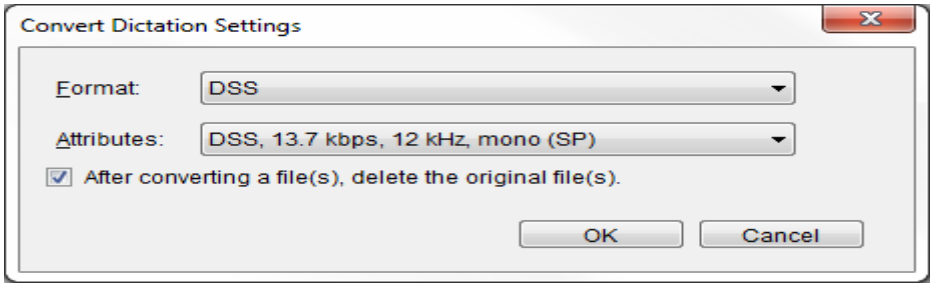
4. For the “FORMAT” Option, select “.DSS.”



5. Keep the default setting for the “ATTRIBUTES” option.



6. If you want to delete the .DS2 file originally created, put a check in the box labeled, “After Converting a file(s) delete the original file(s).”



7. Click OK. The file(s) will now convert.

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