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)

<table>
<thead>
<tr>
<th>Device</th>
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<tbody>
<tr>
<td>DS-4000</td>
<td>DS-3000</td>
<td>DS-2300</td>
<td>DS-50</td>
<td>DS-40</td>
<td>DS-30</td>
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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.
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:

![Convert Dictation Settings Window]

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

![Convert Dictation Settings Window]

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

![Convert Dictation Settings Window]
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.