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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)



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 (<u>http://www.startstop.com/sst2.asp</u>) (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.

| DSS Player Pro Dictation Module - Dic | tation Tray\Download Tray\Folder B\Welcome.wav | | | | | • × |
|---|--|---|--------|----------|------------------|------------------------|
| File Folder Edit View Play 1 | Dools Device Help Select Speaker \$ \$ > Send via E-mail > > Send via FTP \$ Send via TP | | | | | |
| Dictation Tree 🥥 « Fold | Hotkeys On/Off F11 | | | | | 6 48 « |
| Dictation Tray | OLE Settings | | Author | Worktype | Created 1/1/1997 | Completed 3/23/1999 |
| Contracts Infy Contracts Contracts Contract Contr | | | | | | |
| * | | * | | | | |
| Total: 1 dictation(s) Selected: 1 dictation | o(e) | | PCCSI | | | |

3. Select the 'DOWNLOAD TRAY' option.

| Option Settings Folder Design Workflow | User Settings E-mail / FTP Devic | e Update | ূ 🗙 |
|--|---|--|-------|
| Dictation Tray Folder A Dictation Tray Folder B Dictation Tray Folder C Folder C Dictation Tray Folder C Dictation Tray Folder C Dictation Tray Folder C Dictation Tray Folder C Folder | I. Attributes Enabled Name Synchronize Folder Name Path Ownership 2. Actions Auto Download Format Conversion Send via E-mail Send via E-mail (Alternate Profile) Bend via FTP Send via FTP (Alternate Profile) Backup Clean Name Cannot change Download Tray name | Yes Download Tray No | |
| | | OK Cancel | Apply |

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

| Image: Second | older Design Workflow | User | Settings | E-mail / FTP | Devic | e | Update | | |
|---|---|------|--|--|---|--|-----------------------|-----------|--|
| | Dictation Tray Oral Dictation Tray Oral Folder A Oral Folder B Oral Folder C Oral Folder C Oral Folder C Oral Folder G Oral Folder G Oral Folder G Oral Folder S O | | 21 1. Attrib Enabled Name Synchro Path Ownersl 2. Action Auto Dor Format (1) Send via Send via Send via Send via Send via Send via Clean | utes nize Folder Name hip 15 wnload Conversion 1 E-mail 1 E-mail (Alternate 1 FTP 1 FTP (Alternate F ange Download 1 | e e Profile) ^p rofile) | Yes Downloo No No No No No Yes No e or hide | e Assign a folder sho | rtcut nam | |

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

| Folder Design Workflow | U | ser Settings E-mail / FTP | Device | Update | |
|---|---|---|---|--------|---|
| Image: Constraint of the second se | | All Interview of the second seco | Yes Download No No No No No No No No So So So So So So So So So So So So So | Tray | • |

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

| Settings |
|---|
| v dictation format and attribute |
| DSS |
| DSS, 13.7 kbps, 12 kHz, mono (SP) |
| verting a file(s), delete the original file(s). |
| |
| OK Cancel |
| |

7. Select the format to which you want to convert. <u>We recommend the '.DSS' format.</u>

| Select new | v dictation format and attribute |
|---------------------|---|
| <u>F</u> ormat: | DSS |
| <u>A</u> ttributes: | DSS, 13.7 kbps, 12 kHz, mono (SP) |
| After con | verting a file(s), delete the original file(s). |

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

| Convert Dictation | n Settings |
|---------------------|---|
| Select nev | v dictation format and attribute |
| <u>F</u> ormat: | DSS |
| <u>A</u> ttributes: | DSS, 13.7 kbps, 12 kHz, mono (SP) |
| After con | verting a file(s), delete the original file(s). |
| | |
| | OK Cancel |

- 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.



 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 Dictatio | n Settings |
|---------------------|--|
| <u>F</u> ormat: | WMA 🗸 |
| <u>A</u> ttributes: | WMA, 128 kbps, 44.10 kHz, stereo CBR 🔹 |
| After conv | erting a file(s), delete the original file(s). |
| | OK Cancel |

4. For the "FORMAT" Option, select ".DSS."

| Convert Dictatio | n Settings | | × |
|---------------------|----------------|----------|---|
| <u>F</u> ormat: | WMA | • | |
| <u>A</u> ttributes: | WAV DSS Pro | | |
| After conve | DSS ®WMA | | |
| | | OK Cance | 1 |
| | | | |

5. Keep the default setting for the "ATTRIBUTES" option.

| Convert Dictatio | n Settings |
|---------------------|--|
| <u>F</u> ormat: | DSS |
| <u>A</u> ttributes: | DSS, 13.7 kbps, 12 kHz, mono (SP) |
| After conve | erting a file(s), delete the original file(s). |
| | OK Cancel |

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)."

| Convert Dictatio | n Settings |
|---------------------|--|
| <u>F</u> ormat: | DSS |
| <u>A</u> ttributes: | DSS, 13.7 kbps, 12 kHz, mono (SP) |
| After conv | erting a file(s), delete the original file(s). |
| | OK Cancel |

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

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