Instruction Manual for the

Start –Stop Universal Transcription System

3-pedal system, stand-alone

2-pedal system with Interface Box

- Perform foot-pedal activated recording and transcription on any sound-card equipped PC) using Windows 98, Windows NT 4.0, ME, Windows 2000, Windows XP, or Windows VISTA™ .

- Turn your PC into a universal, high-quality transcription machine, using your feet to activate up to 3 separate foot pedals.

VERSION 10.0 and Version 10.0 Network PRO

with TrueSpeech™, Variable Speed, Bookmarks, Extended Play, Ultra Job Manager, Smart Line Counter, Auto-Notify and Work Sharing

Table of Contents

Page

CONGRATULATIONS!

Thank you for purchasing the Start Stop Transcription System (SSTS).

FEATURES INCLUDE:

- Plays a large variety of standard and non-standard digital audio file formats under foot pedal control, while using your favorite word processor

- Record from any audio source connected to your PC's sound card, with record time only limited by your PC's hard drive capacity

- Versatile software included to activate Record, Play, Pause, Stop, Fast Forward, Rewind, Step Forward, Step Back, and Step Back after Pause functions

- Uses worldwide OPEN STANDARDS for the recording and playback formats. Dictation or recordings you make or use with the SSTS can be played back on any Windows 98/NT/XP/ME/2000/VISTA^{TM} machine in the world, even if not equipped with the SSTS

- Total recording and playback compatibility using Windows 98/NT/ME/ XP/2000/VISTA^{TM} standard multimedia .WAV files

- Ability automatically to "SAVE AS TRUESPEECH™…" and "SAVE AS MP3" or "SAVE AS WAV"... The SSTS will convert .WAV files into compressed TrueSpeech (TM) .WAV audio files, with an amazing 15:1 compression ratio compared to standard .WAV files. For example, a 10-minute speech that would normally require about 10 Megabytes of disk space only requires 650K if saved as TrueSpeech™.

- It's now practical to e-mail your recordings. Since TrueSpeech ™ and MP3 formats are already built into everyone's Windows 98/NT/ME/XP/ 2000/VISTA^{TM} machine, you can now e-mail your dictation, speeches, or other recordings to anyone. They can play back your recordings without special hardware or software plug-ins.

- Uses a single standard USB port, Serial Port, or Game Port on your PC, depending on which pedal you have

- Automatic file Decryption of Encrypted files from http://www.startstop.com/voicestation.asp and http://www.startstop.com/transport.asp

- No batteries or external power supplies are required: The SSTS is self-powered by your computer, making it practical to use in battery-powered applications (for example, for use with a laptop PC).

- Industrial-grade components and a custom microcontroller (serial and USB versions) assure high reliability and rugged operation

- Sophisticated pedal conflict resolution and debouncing techniques assure high accuracy and instant response to every pedal press

- **Pitch/speed control** from 50% to 300% on **ALL** types of .WAV files (PCM, ADPCM, even TrueSpeech .WAV). You can play back your dictation, and slow down or speed up the speech to ensure accurate transcription.

- **Instant Sound Magnifier** - plays the last few seconds after releasing the play pedal at 70% of normal speed, so you don't miss that fast burst of speech. The playback automatically returns to 100% (normal) speed after reaching the point at which you released the pedal. No more fiddling with the pitch control every time you missed a burst of speech-- the Start Stop does it for you!

- **Window Normal Size and Thin Modes:** Displays the Start Stop screen in a "thin sliver" mode, for better use of screen space. Normal mode shows all possible settings and information when this is desired.

- **Mouse-click on pedals**: Both Pedal Icons move up and down if you click on them, just as if you had pressed the real pedals.

- **"RECENTLY OPENED FILES" Window:** Shows the last 8 files that you have opened, for easy access to reopen. Shows the path so you never have to guess where the file is located.

- **HIGHER-AUDIO QUALITY**: Software analyzes the inputted file format and optimizes the audio to reduce aliasing for improved sound quality.

- **Tool Tips:** Every function and control on the Start Stop Screen has a pop-up help window when you "hover" the mouse over the control.

- **Separate "Step Back/Step Forward"** and "Backstep after Pause" STEP AMOUNT adjustment windows.

- **File format Information displayed** includes:
  - File Type (e.g. DSP Group TrueSpeech,PCM, MS ADPCM)
  - Sample Rate (K bits per second)
  - Amplitude (4,8,16 bits),
  - Total size in Kb, and Total Length in Hours, Minutes and Seconds

- **Software automatically records your configuration preferences** each time you use it, so that the next time you launch the program, you're ready.

- **EXTENDED PLAY- Plays EVEN More Non-Standard Dictation Audio Formats! :** Express Dictate's .DCT file format, Olympus, Sanyo Digital Recorders, Philips 9300 and 9350 Digital Recorders (SP Mode). Philips Speech Mike (CELP), Lanier Digital Recorders, Plays BCB "PlayAll™" TrueSpeech, UHER DH-10, Dictaphone Walkabout, Voice-It™ .SRI Format, "Bitescrybe" VOX formats, Crescendo™, BVP, Creative Soundblaster VOC, Speex™ and OGG Speex™, NICE Player .AUD, OKI/Dialogic™ .VOX format (used in many dictation systems and computerized telephony systems), Digital Voice ™ call-in systems, Dictaphone ™ Digital Express and similar call in systems (e.g. .AUD files), (VOX 8KHz sample rate, 4-bit ADPCM, with headers), and DVIPS™ (VOX 6KHz sample rate, 4-bit, ADPCM). Also plays GSM, Mu-law and A-Law (Sun™ Microsystems) non-standard .WAV files.

- **"ALWAYS ON TOP"** feature lets your Start Stop stay on top, adjust its size and position on the screen, like a Post It™ note, or underneath your word processor, or minimized in the background entirely.

- **Converts** **non-standard formats to Standard Formats:** (e.g., .VOX, Mu-Law, A-Law, .VOC) to standard Microsoft .WAV or TrueSpeech .WAV for storage or forwarding via e-mail.

- **BookMarks** lets you keep track of and save up to 16 positions within each file transcribed <u>and</u> recorded! Label any bookmark with a sentence, note or phrase as a reminder. Instant click-retrieval takes you to that position.

New Features for Version 10.0 !

- **Multi-language** support added (English, Spanish, and French)

- **New! Support for Philips™ brand USB Foot Pedals in addition to industry-standard 3 pedal USB, Serial, Gameport, and Start Stop 2-pedal** systems

- **An even more seamless installation experience for all supported operating systems (Windows Vista, XP, 2000, 98, ME), including 64 bit VISTA, assures ease of installation for novices and experts alike.**

- **On-going addition of new format support, including DIVX audio and VoiceAge ACELP**

- **Automatic Upgrades**

5

NEW 2nd Generation Design for the optional Network Pro Job Manager (included in the Start Stop Network Pro Universal Transcription System, or an upgrade option for Start Stop Universal Transcription owners for only $49; see http://www.startstop.com/nwpro.asp .

- **Order of magnitude faster for large pools of transcriptionists sharing job status** (e.g, 2, 5, 10, or even 20 or more transcriptionists can simultaneously share job status and perform on-the-fly load-level management while simultaneously viewing and work-sharing hundreds of dictations from multiple persons dictating).

- **Ability to designate any name you want for each user**, regardless of PC's logged in name for display within Job Manager

- Ability to set and designate **individual "Done" folders** for each transcriptionist, with their own locations by person. *Allows easy oversight and viewing by a Manager or Supervisor for work flow and productivity*

- **Control over job manager refresh time** and whether Automatic Refresh POP UP shows up or not.

- **Sharing Alert feature** shows you if you're playing a file that's already been "done" by another transcriptionist.

- **Color coded display messages** of Job Status

- Addition of a **Duration column**

- Ability to **search and filter match results** to help you quickly find the dictations you are looking for, **even in a large list of work**

Features also included from previous versions:

- **Ultra-fast loading of WMA and MP3 files** even if files are many hours in length.

- **New Stop-Watch Timer** lets you keep track of how long you've worked on each job for billing customers and clients by time.

- **Option to View "time-stamp time"** for audio clips that are corrected for real time or user-entered time offsets.

- **New built-in "Smart" Word Line Counter** lets you keep track of how many characters or lines you've typed for productivity and for billing your customers.   Line counter is "Smart" and lets you multiplex your tasks with email, etc. while still keeping an accurate line count within your favorite word processor.

- New **Network Support Feature, allows multiple transcriptionists to open up the same file** on a network drive at once and transcribe it. This is especially helpful when tackling a large job in a short period of time

- **Optional New 2nd Generation "NETWORK PRO" UPGRADE Integration** (http://www.hthengineering.com/nwpro.html) for only $49 allows WORKSHARING (each transcriptionist can see the others' status) on any network.

- Fully supported integration with the **Start-Stop Folder Mole**

  (http://www.startstop.com/foldermole.asp) provides **Automatic User notification when new dictation comes in**, even if Start Stop Universal Transcription system is not running. For a limited time only, new purchases of Start Stop Universal Transcription System Version 9.8 or higher entitle you to download and install (1) copy of Start Stop Folder Mole for each Start Stop Universal Transcription System you've purchased. A copy of Start Stop Folder Mole is located on your installation CD ROM as well.

- **New PLAY URL button** allows entry of any supported media clip on the web by merely entering the URL web address (example:

  http://www.startstop.com/samples/Reagan.wav)

- **New PRINT JOB MANAGER FUNCTION** prints a detailed view at an instant of the jobs that are being/have been transcribed.
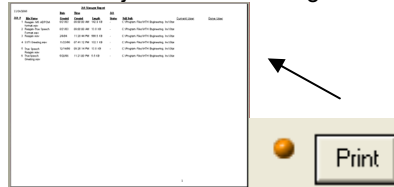
- New support for **.VAC format, ExpressScribe .DCT, Philips SpeechMike, Nice .AUD format, Speex, OGG Speex**

- *Decrypts and Plays 128 bit HIPAA compliant encrypted files from Start Stop Transport (http://www.startstop.com/transport.asp) and the new HTH Voice Input Station HTH-VIS-1 (http://www.startstop.com/voicestation.asp) software when the encryption keys are entered into the passwords database.*

- **New Productivity Enhancements to the built-in Job Manager:**
    - *-Automatic Pop-up Notification of new work received*
    - *-Monitors Multiple Sub-Folders at once*
    - *-Optionally rename files when moving them to the "done" folder*
    - *-Multiple deletion of unwanted Job Manager files possible*

- *New ULTRA PLAY technology plays even 10- or 20-hour-long recordings, with or without Variable Speed Enabled, and with enhanced clarity and speed.*

- **Start Stop lets you transcribe and play Compact Audio Discs (commercial or rewriteable media) under foot pedal control (.CDA file format).**

- An increasing number of companies (especially legal) are using and providing transcriptionists with music-formatted CDs . New error-correcting software lets you compensate for fingerprints, dust, and even scratches on your music-formatted audio CDs

- *Improved Ultra Job Manager—Now lets you column-sort jobs by File Name, Date Created, Job Number, Job Status, and Time Created, and File Length!   Move DONE (transcribed) files to a backup folder of your choosing!*

    Powerful new Start Stop Job Manager lets you see at a glance all recordings and dictations that you are transcribing.
    -Automatically marks jobs as "done" when completed (option)

8

-History maintained on a virtually unlimited number of
directories or folders containing dictation
-User-Assignable Hot-Keys for each Job Manager function.
-Automatically sequence with "auto-load" of the next dictation,
or go back to the last dictation, using Next and Previous hot-
keys
-Separate Job Manager window can be put anywhere, any size
-Preview/Load/Listen to any dictation with a double-click
-Pop-up control of Job Manager with Show/Hide hot-key
-Full statistics on files: File Name, Path, Length, Time Created,
and Job Status

New Formats: Now Supports ".DCT" format, Sanyo Digital
Recorder, ProCat™ Windows .WMA, Evercom and T-Netix Call
Monitoring formats, and CCITT A-Law Stereo, in addition to the
comprehensive list of standard and proprietary formats already
supported.

Support for Restricted Access Users: The Start Stop software
supports networked, "restricted access" users, found on
company PCs running Windows NT, XP, XP Pro, 2000, or
VISTA™.

New Support for USB, Game Port, and Serial Port Pedal types

System Wide User-Assignable Hot-Keys: provides convenient
alternatives for control of playback functions, speed control, pedals,
bookmarks, and Job Manager functions

Built-in FTP Client with automatic upload and download
capabilities

These features were also introduced in previous versions:

- **Save Files as .MP3, and specify quality settings.** This is an
  increasingly popular format, and now you can share your dictations
  or audio received as .MP3 with others.

- **Time Stamping with Left Pedal–** You can now assign the left
  pedal to type in text automatically, and your choice of elapsed time,
  real time or offset real time directly into your focused Word
  Processor screen. This lets you automatically show the exact time
  that each person said something. Useful for court reporters and
  those doing closed-caption work.

- **Multiple Size Start Stop Screen Sizes** Now select from 4 different screen sizes, to suite your taste. Operates in the foreground (always on top) or in the background.

- **Automatically Launches your favorite Word Processor** You can optionally set up the Start Stop to launch your favorite word processor when you begin working.

- **Automatic File Association** Specify which file types you want the Start Stop to open automatically (e.g., .WAV, MP3, .DSS)

- **Online Web-Based Built-In Help** lets you click and view the latest tech tips and upgrades to get the most out of your Start Stop.

- **New Formats Supported- .MP3 and Olympus .DSS**

- **Up to 16 <u>Recording</u> Bookmarks –** add bookmarks on the fly using your pedal or mouse when making a recording from any audio source. Useful for real-time recording such as by court reporters.

- **Sticky Windows Feature (Save Window Position):** Automatically positions the Start Stop screen where you want it, every time it's launched, like a Post It™ note!

- **Sticky Speed Settings:** Saves your last speed setting, so that you can launch and play a clip with the same speed you last set.

- **Audio Button:** Quickly access the Windows Audio Mixer panel.

- **Quicker Background Conversions:** Conversions now take place in the background, using new CODEC technology. Share and convert files with other transcriptionists. Convert non-standard formats into standard formats, so others can listen to the recordings without special software or equipment.

- **Now Supports COM1:-COM8:** serial ports if you have the serial model

- **Advanced Web/Custom Integration Features:** For advanced users, the Start Stop now offers three methods of integrating the Start Stop into your system or application: File Association, Command Line, and ".VI" Parsed-Command structure that lets you specify play ,pause, stop, record, save as .Wav, and save as TrueSpeech functions dynamically, with small embedded text files in a Web Page or custom application

WHAT YOU'LL NEED TO USE THE SSTS

-A PC (laptop, portable or desktop) running Windows 98, XP, ME, 2000, NT 4.0, or VISTA™ with a sound card and speakers <u>or</u> a headphone, that interfaces to one of the following types of ports, depending on the type of foot pedal ordered:

          USB port (Model #30010)

Or…Serial Port Connector (9 pins). (Model #30030 and #30040)

Or Gameport Connector (15 pins) (Model #30020)

-A microphone or audio input source, **if** you plan to use the SSTS for re-recording from tapes or from a microphone. Some multimedia laptop PCs have a built-in microphone; others require an external microphone.

WHAT IS INCLUDED WITH YOUR SSTS

QTY	Description
1	Start Stop Transcription 3-Pedal Assembly (USB, Serial, or Gameport) <u>OR</u> the 2-Pedal Assembly with serial interface box, depending on what you purchased.
1	SSTS Transcription Software on CD-ROM
1	Instruction Manual (this manual)

11

INSTALLATION INSTRUCTIONS

1) **Plug your Foot Pedal into your PC.** (USB, Serial or Gameport). *(Note: If Windows doesn't install and recognize the USB pedal automatically, please refer to Appendix C, "Installing USB Devices on Older PCs")*

2) **Check to make sure that you have Microsoft Internet Explorer, Version 6.0 ("IE6") or above, already installed and operational.** To verify your version number, open Microsoft Internet Explorer (usually on your desktop as an icon that consists of a blue, lower-case letter "e"), and then click on Help…About…. If it's 6.0 or above, skip to Step 3) below. Vista™ users now proceed to Step 3)

3) **Insert the Start Stop Installation CD-ROM into your computer**. We recommend that you temporarily disable all Anti-Virus and Anti-Spyware software, as well as any other applications that may be running on your PC, prior to installing. **The Start Stop Installation Software should begin automatically after several seconds:**
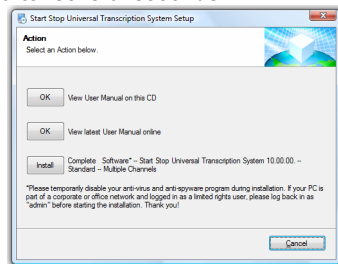

Please follow the on-screen instructions, and answer "OK" or "Yes" to questions asked. When the FINISH button appears, be sure to restart your PC.

> *Note for IT Administrators:* *If you are installing this software on a computer that is part of a corporate or office network that has* **limited rights or restricted user login rights**, *please follow these steps:* ***a)*** *Login as Administrator* ***b)*** *Install software (it's recommended that you temporarily disable all running programs, including anti-spyware programs),* ***c).*** *After installation is complete, enable read/write privileges for the Application path (normally c:\Program Files\HTH Engineering, Inc\Start Stop Universal Transcription System\) and its subfolders, especially \bin and \temp This will let the users save their preferences when using the application* ***d)*** *Run the program and select foot pedal type.* ***e)*** *reboot the computer and log back in as the user.*

IIf the Install Software did not come up on the screen automatically as described in Step 3) above, then you will need to manually launch the installation: From the Windows START button, select RUN and then type   d:\setup and click on OK. (If your CD-ROM is drive "e" instead of drive "d," then you would type e:\setup instead, and so on). The Start Stop Install Software will appear on your screen.

4) After re-starting, you can launch the Start Stop Transcription software by clicking on the icon on your desktop:
The first time you run the program, you will be asked to pick a pedal:
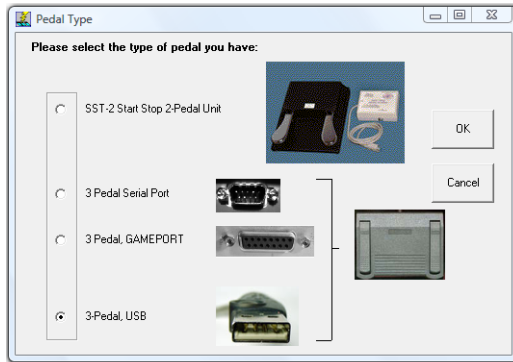
Choose the type of pedal you have (USB is the most common type), then click OK and follow the on-screen directions.

If you have a Philips™ brand USB Pedal: select USB from above screen. Then, after opening the Start Stop application in Step 5, click on Configure…"Use Philips Pedal". You will be instructed to install the Philips CDROM that came with the pedal.

(If you make a mistake, or want to re-start this screen, click on "Configure"…"Select Pedal Type" from the Start Stop's main screen). Note: If you have a Serial or Gameport pedal, or a Philips USB brand foot pedal, refer to Appendix D.

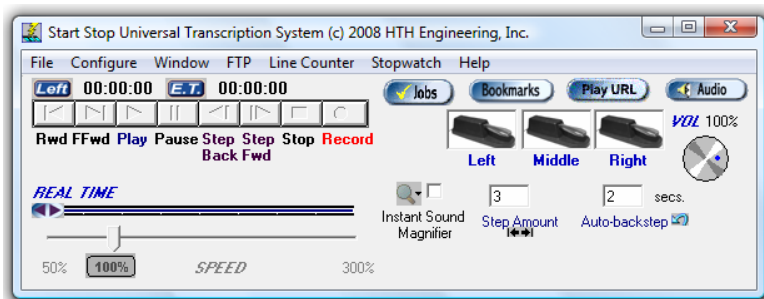5) Click on the **Start Stop Universal Transcription System Icon** on your desktop. You will see this screen:

Installation is now complete!

13

HOW TO USE THE Start Stop Transcription System

Click on Start…Programs….Start Stop Universal Transcription System.

You can get instant help ("tool tips") by hovering the mouse cursor over any control on the screen.

1) Features of the Control Panel:

Basic Playback for Transcription: Click on File… Open…then browse to your favorite file. You can open it up by double-clicking on the file itself, or by selecting the file, then clicking the "Open" button:
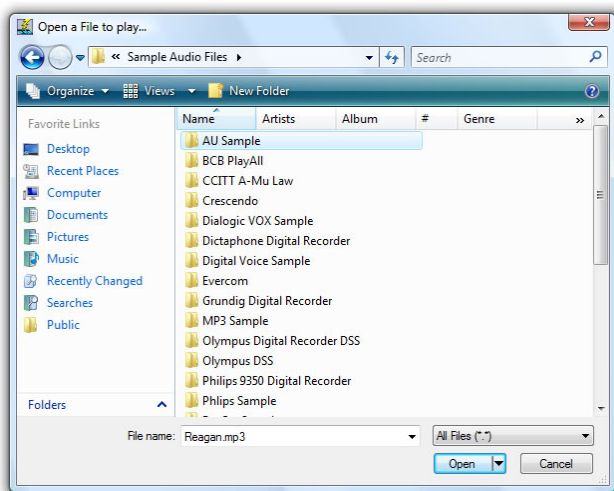
You can also open a file to play using the Job Manager that displays a convenient "all in one" list of jobs, including Job Status.

14

Animated Pedal Icons: They move up and down in real time with the motion of your feet. Also, you can click on the appropriate icon with your mouse cursor, and the pedals will move and activate functions as if you had pressed the actual pedal with your foot. Pedal icons also will move up and down with the hotkey functions as described later.

SPEED control**:** Allows adjustment from 50% to 300% on ALL types of files (PCM, ADPCM, VOX, TrueSpeech .WAV).   The blue **100%** pushbutton returns speed to a nominal 100%.

Elapsed Time Indicator (E.T.) (Hour, Min., Sec.): Shows the position of the recording in progress or playback in progress. Double-clicking on this blue icon will allow you manually to set an elapsed time for instant positioning. Clicking on the ET symbol will toggle display function to show "Time Stamp Time" or time that has been corrected with an offset you select in the Configure…Time Stamp Menu. The ET symbol will instead show " **T.S.** "

Time Remaining Indicator (LEFT) (Hour, Min., Sec.): Shows the amount of playback time remaining.

Real Time Slider: The slider bar can be instantly set to any position within the recording using the mouse. Real time information is displayed in the window above the slider bar, along with the file start date and time.

Volume Control: Adjust the volume from 0 to 100%.

Step Amount Window: Whenever the Step Back or Step Forward function is activated by pressing the appropriate foot pedal or mouse click, the recording (or playback) will back up or go forward by the number of seconds showing in the Step Amount box. To change the Step Amount value, merely enter a digit in terms of a whole number of seconds (from 1 to 999 seconds) and then hit return on the keyboard. The SSTS will automatically "remember" your current Step Amount setting when you use the SSTS in the future.

"Enable" checkbox (for Backstep after pause): When checked, the recording will back up by M number of seconds, where M= the Backstep after pause amount after each pause. This feature is useful when transcribing, to replay a small audio portion over until it is understood and transcribed correctly.

"Backstep after pause" Amount Window: Whenever the Backstep after pause function is activated by releasing the foot pedal, the audio recording will back up by the number of seconds showing in the "Backstep after pause" window. To change the number of seconds, merely enter a digit in terms of a whole number of seconds (from 1 to 999 seconds) and then hit return on the keyboard. The SSTS will automatically "remember" your current Backstep after pause Amount setting when you use the SSTS in the future.

Instant Sound Magnifier: When the "Enable" checkbox for Backstep after pause is checked, you have the option to use the Instant Sound Magnifier by checking it.   When checked, the system plays the last few seconds after releasing the play pedal at 70% of normal speed, so you don't miss that fast burst of speech. The playback automatically returns to 100% (normal) speed after reaching the point at which you released the pedal.

File Information displayed includes: File Type (e.g. DSP Group TrueSpeech,PCM, Microsoft Adaptive PCM), Sample Rate (K bits per second),

Amplitude (4,8,16 bits), Total size in Kb., and Total Length in Hours, Minutes and Seconds

Playback Hot Keys: Provide an alternative way of controlling major transcription functions. These hotkeys are system-wide, but can be enabled/disabled as a group, or changed to be whatever you want.

Bookmarks Button:

Bookmarks

Click on this button to display the BookMarks menu (explained later). You can save up to 16 bookmarks and labels per recording (that you make yourself), or per transcription (to mark locations in the audio clip that you'd like to return to later). You can also assign a hot-key to activate the bookmark function, or assign one of the foot pedals automatically to bring up the bookmarks while you're transcribing.

Play URL Button:

Play URL

Click on this button to enter the URL (Web address) of any playable clip supported by Start Stop Universal Transcription System. Example: **http://www.startstop.com/samples/Reagan.wav**

Audio Button:

Audio   Click on this button to launch the Windows Audio Mixer Panel. You can adjust your PC's master volume, .WAV slider (this is the one that the Start Stop plays through), the Microphone Slider (if enabled…if not, click on Options…Properties…Playback, and add a check mark to "Microphone" and "Line Input" or "Aux Input" if you plan to use the Start Stop for making recordings).

"Sticky Windows" or Save Windows Position Feature (Click on Configure…Save Window Position): The sticky windows feature lets you position the Start Stop screen on your desktop, and then have it return to that position the next time you use it. For instance, if you want it to always be positioned in the upper right hand corner of your computer, just click and drag the main window (by holding down the left mouse button over the title bar e.g. "C:\Program Files\HTH Engineering, Inc\…." and then dragging to the place on the screen where you want it to be) and then**:**

-Click on "Save Current Position from the Window menu.
-Your current screen position on the monitor will be saved.
-You can always re-center the Start Stop screen on your monitor by clicking on the "Restore to Default" button.

Stop-Watch Feature allows you to keep track of your work time, either elapsed or total, with Start/Stop/Pause feature.

Start Stop Ultra Job Manager (Standard Version – see next section for discusson of the "NETWORK PRO" Job Manager):

The Job Manager can be initiated by clicking on the Jobs button on the main screen, or by tapping the "hot-key" that you have assigned to make the Job Manager pop up.
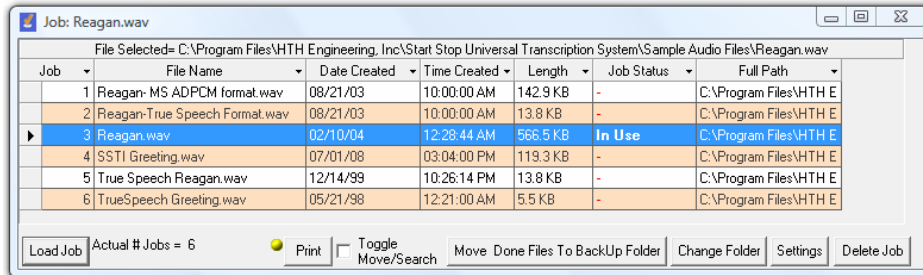
CLICKING ON ANY COLUMN SORTS ALPHABETICALLY

The Start Stop will display all playable audio files in the folder or directory where you store your recordings or dictation. It will sequentially number each file ("Job"), display the file name, date it was created, time it was created, length in KB (kilobytes), and the Job Status (whether the job has been "done" or not).

To select the folder or directory to display:
To choose a directory or folder that the Job Manager "looks" in, click on the Settings button, then Change. You can browse to select any directory accessible by your computer. Click OK to update the change.

How to play a file:
There are several ways to load and/or play the file:

1. Preview/Load/Listen to any dictation with a double-click:
You can double-click with your mouse on any row (anywhere within a row) to play the file of interest. The file will be loaded into the Start Stop. If you have Auto Play turned on (selectable from the main Start Stop screen), it will also play the file automatically. This is handy for selecting a particular file, where you're not sure of the contents of the file.

2. **Manually load the file by row:**
This is the same as 1. above, except that you use your mouse or Up Arrow/Down Arrow keys on the keyboard to select a row. The right-facing black triangle on the left edge of the screen will move up and down to let you select a row. Once the row is selected, you can click on the "Load Job" button to load the file.

17

3. **Automatically load the file by row:**
This is the most advanced, automatic method, and lets you easily go forward or backward in the recordings, without your hands leaving the keyboard. It's particularly useful where you have lots of little dictations to manage.

You can use your hot-keys to load the next dictation on the list automatically, and have it cued up, ready for transcription. Clicking on the NEXT hot-key (e.g., if your hot-key was F12) will advance to the next dictation on the list, while clicking on the PREVIOUS hot-key (e.g. F11) will take you back to the previous dictation or recording The actual hot-key assignment is user-programmable (please see the section below on setting Job Manager hot keys).

If the Job Manager screen is currently not showing or hidden, clicking on the NEXT hot-key will automatically cause the Job Manager to pop up, so that you can see what the next dictation is.

Marking/setting Job Status
A powerful feature of the Start Stop Job Manager, is its ability to remember which recordings or jobs you've transcribed, and which ones remain to be done.'

There are two ways to mark a job done:

1. Manually Mark the Job as "DONE"
You can select a row (using the up and down arrow keys on your keyboard, or by single-left clicking on a row with your mouse), and then click the DONE job hot-key to mark it as "done." If you click on the DONE hot-key again, it will mark and display that job as "-" which means "not done."

2. *Automatically* Mark the Job as "DONE"
If you've enabled this feature from the Hotkeys setup menu, the Job Manager will automatically mark each job as "done" when you've played the file long enough to reach the 1 or 2 seconds remaining point in the transcription. For example, if your file was 120 seconds long (two minutes), it will automatically mark that file as "done" when you have reached an elapsed time of 118 seconds. This lets you transcribe along from one file to the next, only hitting the NEXT hot-key between dictations, and it will keep track of which files you've already done.

Setting up Job Manager Hot Keys
From the main Start Stop screen, click on "Configure"…and "Hotkeys." The following screen will appear:

This is the menu where you choose your NEXT, PREVIOUS, SHOW/HIDE, and job DONE hot-keys for the Start Stop Job Manager.
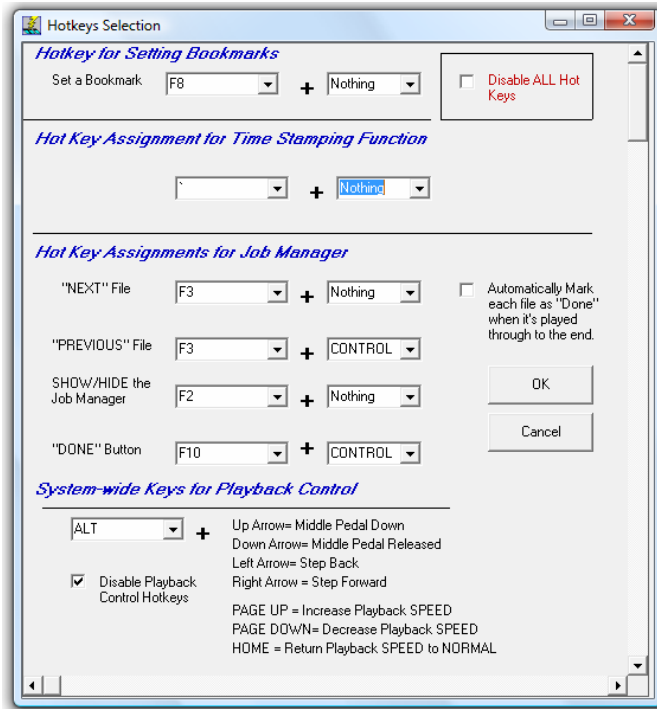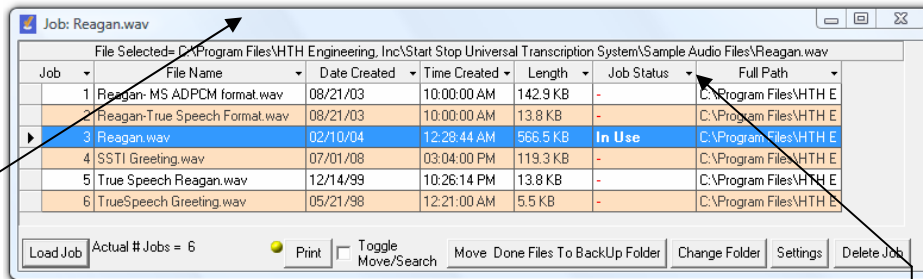

Using the pull-down selections, you can choose any key on the keyboard that you want to designate for controlling each of the Job Manager's functions. The default settings are shown.

If you want to disable ALL hot keys, check the red-lettered box, "Disable All Hot Keys." If you want to disable selectively just the playback hotkeys, you can check the "Disable Playback Control Hotkeys" check-box.

19

Job Manager Screen Controls and Re-sizing
The Start Stop Job Manager screen operates similar to popular applications such as Microsoft Excel™, with many helpful features.

Job	▼	File Name	▼	Date Created	▼	Time Created ▼	Length	▼	Job Status	▼	Full Path	▼
1		Reagan- MS ADPCM format.wav		08/21/03		10:00:00 AM	142.9 KB		-		C:\Program Files\HTH E	
2		Reagan-True Speech Format.wav		08/21/03		10:00:00 AM	13.8 KB		-		C:\Program Files\HTH E	
3		Reagan.wav		02/10/04		12:28:44 AM	566.5 KB		In Use		C:\Program Files\HTH E	
4		SSTI Greeting.wav		07/01/08		03:04:00 PM	119.3 KB		-		C:\Program Files\HTH E	
5		True Speech Reagan.wav		12/14/99		10:26:14 PM	13.8 KB		-		C:\Program Files\HTH E	
6		TrueSpeech Greeting.wav		05/21/98		12:21:00 AM	5.5 KB		-		C:\Program Files\HTH E	

File Selected= C:\Program Files\HTH Engineering, Inc\Start Stop Universal Transcription System\Sample Audio Files\Reagan.wav

Job: Reagan.wav

Load Job | Actual # Jobs = 6 | Print | □ Toggle Move/Search | Move Done Files To BackUp Folder | Change Folder | Settings | Delete Job

1. Adjusting Column *Widths and Overall Screen Size and Position*
You can use your mouse to click and drag between the column headers, to re-size or re-space them according to the width you want. The Start Stop will remember your column settings the next time. You can also "swap" column positions by clicking and dragging the entire column header, or click on the little down arrow that appears to reposition it within the other column headers.

The Job Manager screen can be clicked and dragged by its window corners and sides to be any shape/size you desire. The columns will automatically, dynamically readjust their size to maintain a good display of your data.

2. Adjusting the *Position* of the Job Manager on your PC's monitor
You can position the Job Manager anywhere on the screen by clicking and dragging on the title bar. For instance, it could be up in the corner, or down near the task bar.

Once you've positioned and sized everything where you want it to be, click on the "**Settings"** button and a menu will pop up, as shown on the next page. Click on "**Save Position…Size"** button to save everything. The Start Stop will then "remember" your settings, and pop it up that way the next time.

3. Changing the folder where Job Manager "looks"

This can be done "on the fly" by clicking on the Change Folder button, and browsing to the folder at which you want the Job Manager to look.

20

Settings Window for the Job Manager
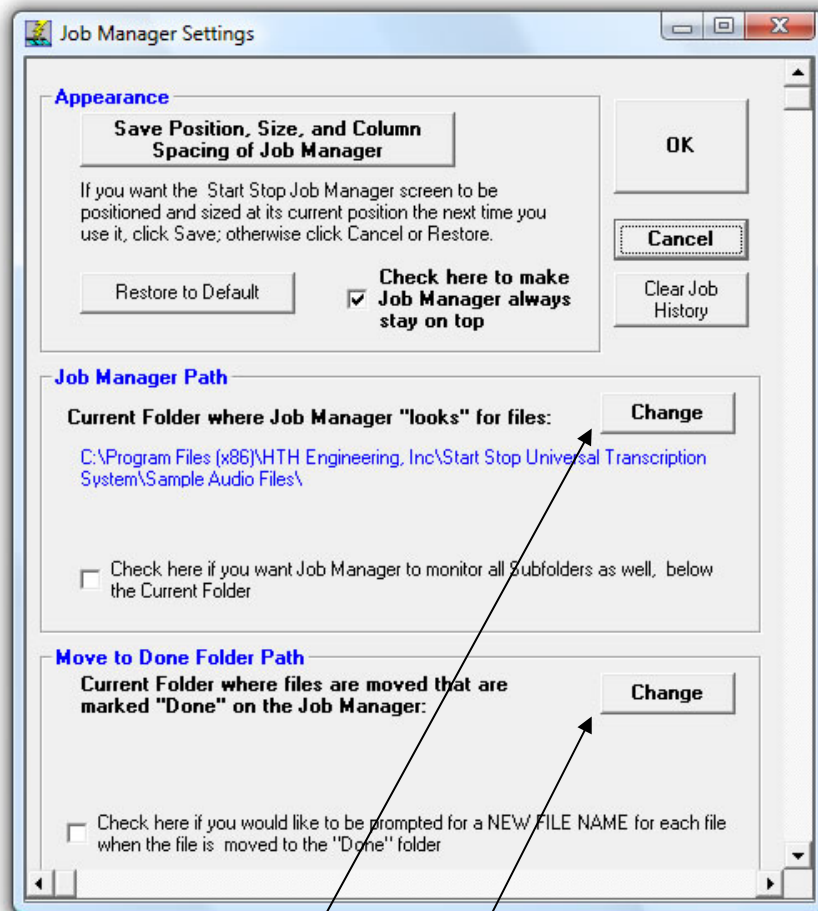
Change Job Directory here

Change or Set the Backup Folder here
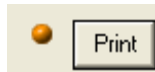
4. Move DONE Files to a Backup Folder

This handy feature lets you have your files marked "done" automatically moved to a backup folder of your choosing. To use this feature, first you must create a backup folder on your PC or network, then click the Browse button in the Settings window to "point" to that folder. When you click on the Job Manager's button,

"Move Done Files to BackUp Folder," it will move any jobs that have been manually or automatically marked DONE to that backup folder. It will ask you if you want to move them first, just to be sure.

5) Deleting a Job   Clicking on the Delete Job button on the Job Manager will delete the current highlighted or selected audio file(s). It will ask you to confirm that it's OK to delete the file(s). If you answer Yes, the file will be deleted.

6) Printing a Job List

With a single click of the button, you can print a list of all jobs and their status.

   Click Print on the Job Manager. A preview window will appear:

You can then click the Printer Icon to print a full report.

Optional Start Stop Ultra Job Manager "NETWORK PRO" Version (SHOWN IN YELLOW)

Jobs **($49 – see http://www.startstop.com/nwpro.asp to order/upgrade, unless you have already purchased the Start Stop Universal Transcription Network Pro Version 10 Complete):**

Features

- **Instantly upgrade Start Stop Universal Transcription System to allow worksharing of Job Manager Status** (Version 10 Network Pro Upgrade).

- Multiple transcribers can see whether a given file on a shared network drive have been "checked out" for transcribing by another person, and who it is. Only the person who is working on the file can mark it "Done," and then everyone's Job Manager will show it as "Done" and who completed the work.

- When a transcriptionist moves the Job to the "Done" folder, **all shared Job Managers update automatically to reflect the new status.**

- A pool of transcriptionists can **work-share their Job Managers on any folder, or any group of sub-folders.**

- Transcriptionists can point their Job Managers to different folders or drives - **unlimited number of "shared" folders can be created.**

- **Does not require running a "server" application on a "server" PC; merely select the folder(s) you want the share and Start Stop units communicate via their shared LAN.** System creates a shared Microsoft Access .MDB file in the root of each folder that's being shared for transcription

1) After obtaining and installing the upgrade, or if you already have the full Start Stop Network Pro version, clicking on "About"... on the main Start Stop Universal screen will cause it to display, "Version 10 Pro Network Version."

2) To enable work-sharing, click on the Job Manager Icon….then the **Settings** button. Scroll down and you'll see an additional check box in the "Miscellaneous" Section:

☐ Check if you would like the Job manager to display file duration and total the duration of all files in the Job manager. (Note: This may slow down opening and refreshing the Job Manager). This opton not available here if using shared Job manager.

☑ Check here if you will share "ONE" Job Manager (e.g., on a shared Network Folder)

Note: To change to a different shared Job Manager Un-Check then Re-Check this option to bring up Folder Dialog Box!

Network Pro Only

23

Click the second check-box.   The following sub-menu will appear:
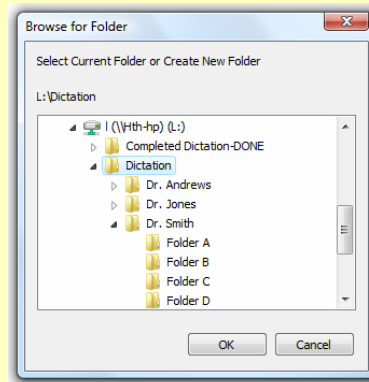
Now browse to the desired folder and click (highlight) it. This can be local, or on any shared network drive. (NOTE: if folder of incoming dictation or audio files is located on a network drive, all mapped drive letters must be the same. For example, if drive "S:\Sample Audio Files" is the shared drive, then transcriptionists on your network who want to share this work must all have their PCs mapped as drive "S:\Sample Audio Files"). Click OK. Another menu will appear:
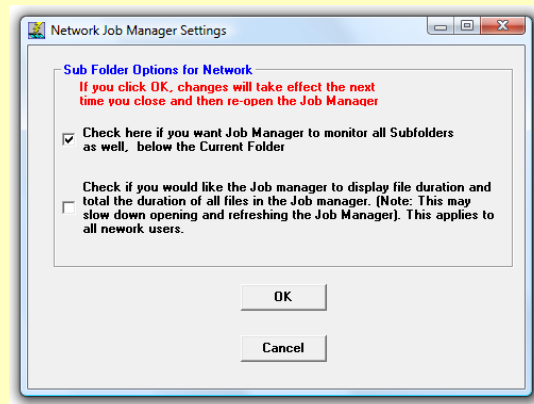
On this menu, you can select the properties for the SHARED Job folder, and designate whether you want to share sub-folders or not.
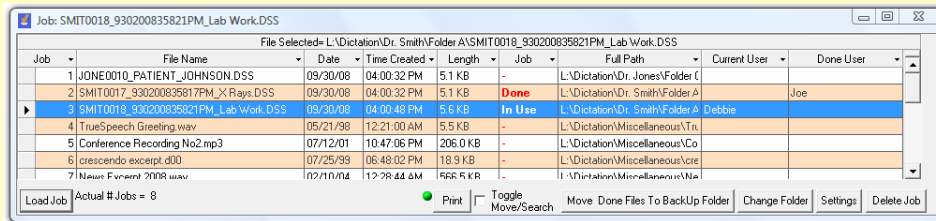
Network Pro Only

24

The "Move to Done Folder" path for the Network Shared Job folder is also set here. Click "Change" to designate the folder that will contain your multiple transcriptionists' completed work (files that they've marked "Done" and clicked Move to Done").

During operation with a group of transcriptionists, they will all instantly see each file that has been checked out for transcribing ("Current User") as well as any Jobs that have been marked "Done" by the transcriber who completed those particular jobs.

When transcribers click "Move to Done" on their screen, all of the other transcriptionists' Job Managers will refresh no longer to show the moved file.

Here is how the Start Stop Network PRO Shared Job Manager will look, (files and information will vary, depending on what you are viewing):


Network PRO User Features

Loading Jobs
Jobs can be loaded by either double-clicking on the line containing the recording you want, or by highlighting that line with a single click then clicking Load Job button.   The actual # of total jobs is dynamically indicated to the right of the Job Button.
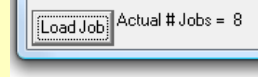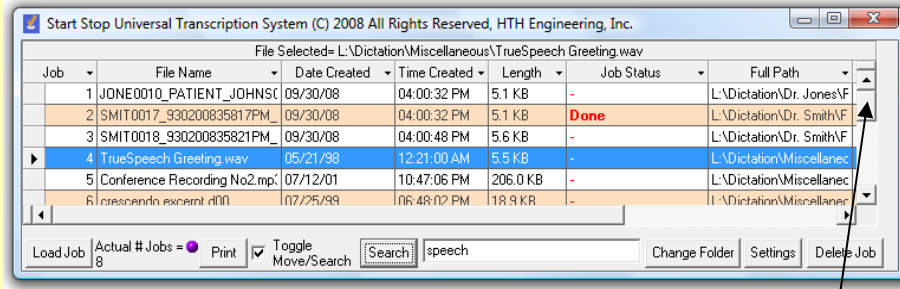

Searching for a particular Job
If you check the "Toggle Move/Search" checkbox, you can then pull down and CLICK on the type of match you want, then type in the file or phrase you want to search for, and then click the "Search" button.

<div style="text-align:right">Network Pro Only</div>

25
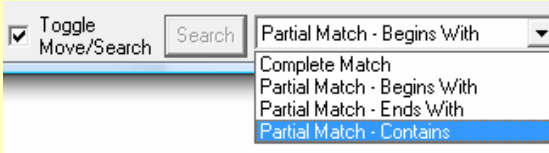
Job Manager results will be displayed sequentially, with the "matched" item highlighted:


Successive clicks of the "Search" button will continue to display highlighted results until you get to the last item found.

At that point, if you want to search again, Move the cursor on the left side up to the beginning of the list, and then repeat the search procedure to perform a new search, or to repeat a search.
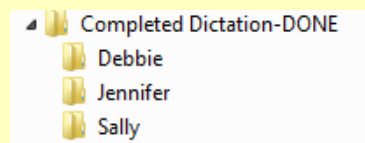
Network Pro Settings
(Click on the Job Manager's Settings button)

'Move to Done' paths
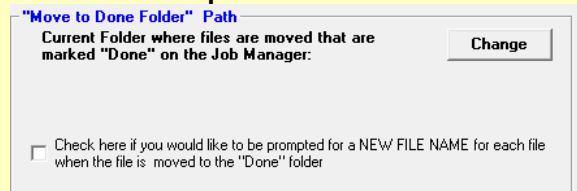
An individual Move to Done folder can be assigned for each transcriptionist, or everyone can use the same Move to Done folder. For example, this parent folder with subfolders representing each transcriptionist's DONE folder is located on a network drive:


Network Pro Only

A supervisor or manager can view the files done by each transcriptionist to see productivity. Additionally, the completed audio dictation files can be moved off to another server or backed up periodically as desired.

**Re-naming files manually as they're moved to DONE:**
If you check the NEW FILE NAME checkbox, then the transcriptionist has the opportunity to re-name the file before it moves to done. Example:
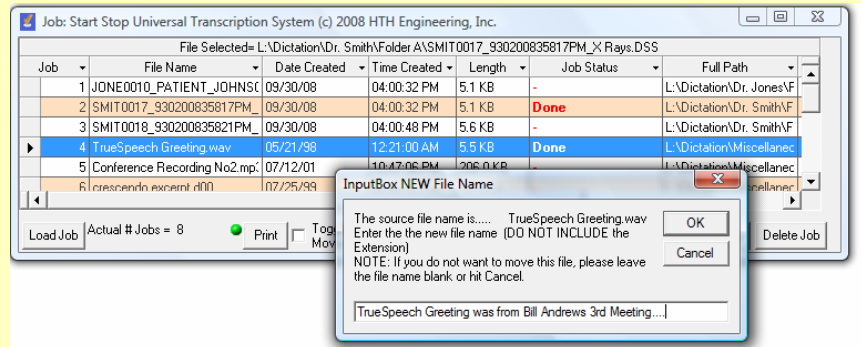
Job Manager Auto-refresh and Pop-Up control
You can set the Job Manager to be automatically refreshed every X number of seconds, or you can leave that option un-checked, in which case you won't see new jobs appear until you close and re-open the Job Manager.   If you just have 2 -4 transcriptionists, you can set the Refresh period to 60 or 120 seconds. The more transcriptionists using the Network Pro at once, the less frequently you need to refresh the
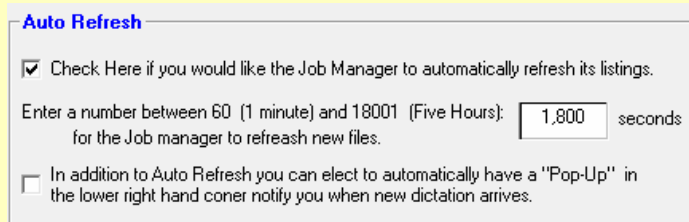

Pop-Up control allows you to decide if you want the Job Manager to notify you of new incoming Jobs <u>It can pop up a message in the lower right corner of your screen </u>automatically whenever new work comes in, in the lower right corner, if you enable this function.

Network Pro Only

27

User Name Control

If the "Enter your User Name" field is left blank, the login name that your Windows PC uses (the name you see if you click the Start button on your PC) will be used in the Job Manager.   But, let's say in your organization, that PC name is LAB3391, but you'd rather have it display Debbie as the user. Simply type Debbie into the text box, and the Job Manager will display Debbie instead of LAB3391 (the PC's name).
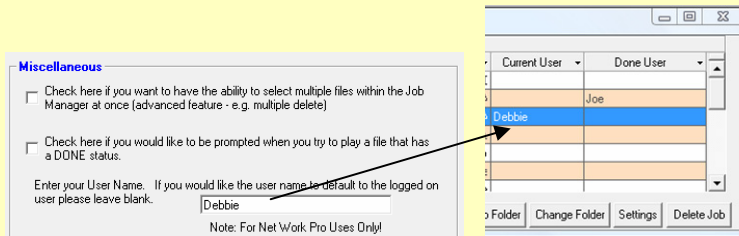
Miscellaneous Checkboxes
Ability to delete multiple jobs at once in the Job Manager is not recommended, but allowed, if you check the box to enable that feature.

You can also be automatically notified as a transcriptionist with a warning that the job you are opening and playing has already been marked "Done"

Duration Option
The duration option allows viewing file lengths of audio dictations made in WAV, MP3, and WMA formats, to be displayed in terms of minutes and seconds as an additional column on the Job Manager.

Network Pro Only

28

Book Marks

The Start Stop will let you save up to 16 bookmarks for each transcription or recording. The bookmarks are saved with respect to Elapsed Time. You can type in a separate text label for each of the bookmarks to help you remember what they're for.
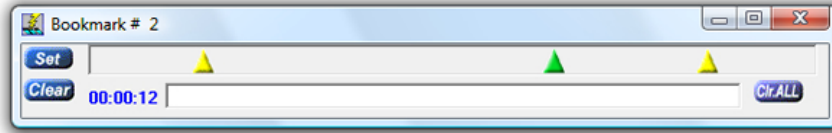
Ways to Set a Bookmark:
1) Position your audio file to the point in time where you want the bookmark to be set, and then click on the SET pushbutton. OR….
2) Go to Configure… Pedal Configuration from the Start Stop's main menu screen, and set up a pedal for Bookmarking operation, by checking "Check here if you want a pedal to be used for bookmarking instead." Every time you tap that pedal, a bookmark will be inserted. OR….
3) Use a keyboard "Hot Key" to instantly create bookmarks. You can change the hotkey assignment by clicking on Configure….and Hotkeys from the Start Stop's main menu screen.

To clear a bookmark: Click on the triangle of the bookmark you want to clear. It will turn green. Now click on the CLEAR pushbutton to clear out the bookmark.
To go back to a bookmark: To instantly go to a bookmarked position (the audio clip will go to the bookmarked position), just double-click on the triangle with your mouse.
To save your bookmarks: Bookmarks are automatically saved as you create them.
To delete bookmarks for the current audio file or for all audio files:
Clearing the bookmarks can be done by clicking on the "Clr ALL" button. It will ask you if you want to delete all bookmarks for the current audio file. Answer Yes or No.
Automatic display of bookmarks previously saved: The Start Stop program is "smart" and will automatically bring up the bookmark menu, if you had created or saved bookmarks in a previous session.

Recording Mode Bookmarks

You can perform "live" bookmarking or annotation during a recording session. The procedure for setting and labeling bookmarks is similar to the above description. A red background will indicate that your bookmarks are being created while recording: This is especially useful for courtroom or deposition recording.
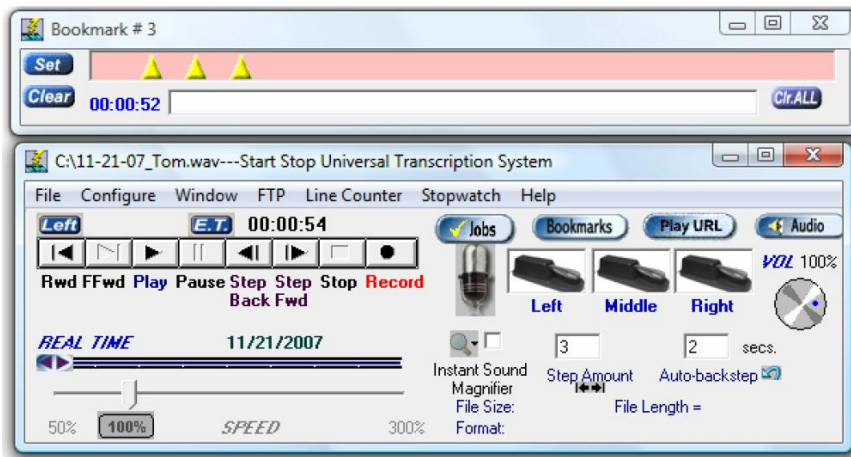
The Bookmark function maintains an audio-file/bookmark association list under a folder called "BookMarks" located in your PC's Windows folder.

Smart Word Line Counter Feature

The Smart Line Counter lets you keep track of how many characters, and lines, you've typed for a client or customer.

Line Counter is initiated by clicking on "Line Counter" from the top of the main screen of the Start Stop program.

Here is an explanation of the Line Counter Screen:

Check to Enable Line Count – Checking this box enables Line Counting to take place, in accordance with the features you've checked on the form.

"Check what you want Line Count to Trigger On"
You can define what a "line" of typewritten text is in the Trigger area –

1. If you check the first box, "Check this box and enter how many keystrokes is equal to one line," when it reaches the Xth character it will increment the Line Count by 1 as you type.
2. If you check the second box, "Count a Carriage Return as a Line," then the Carriage Return will be counted as a line.

Both types of lines can be counted at once, if you have both checkboxes marked at the same time.

Counting Attributes

Here you can decide the criteria that causes a character that you type to be "counted" or ignored.

1. "Count All VALID Key Strokes on System" – This will count normal keystrokes, regardless of whether you're typing into your word processor, email, or instant messaging program. The software will ignore backspaces and control characters like Shift, Alt, etc.
2. "Select Microsoft Word Program" – Start Stop's "Smart" technology will only count characters that are typed in Microsoft Word™.
3. "Select a Word Processor" – the software will present to you a list of running applications, and you choose the one for which you want the keystrokes to be counted. Example: You run a medical records software form, or WordPerfect™ or other unique application. Simply make sure the application is running before selecting this item, and the software will present to you a list of the open (active) applications. Choose the one that corresponds to your application, and it's done!

"Count" Checkboxes

1. "Reset Counters when new Audio File is opened" – If checked, every time you open a new audio file, the **Current Line Count** will be reset to zero lines.
2. "Reset Counters every time Start Stop Program is Opened" – If checked, the **Current Line Count** will only be reset when you've closed and reopened the Start Stop application.
3. If you check neither box (1. or 2. above), then the **Current Line Count** and **Current Total Character Count** will be recorded and grow over time, until such time as you reset it with the **Reset Counters** button. The count is "remembered" even if you close the Start Stop application, or shut down your computer for the day.

Current Line Count – Shows the current line count for billing or productivity monitoring purposes.

Current Total Character Count – Shows how many valid total characters have been typed.

Check to Automatically Open this Form – If checked, the Line Count Function Window will stay "up" visible, and will automatically pop up when you start the Start Stop application.

Logging Functions

You can view, log, and print your line count information by clicking on the three buttons on the right hand side.   To enable logging, check the box that says, "View Line Count Log".

Stop Watch Feature – Allows you to keep track of your work, either by total time, or elapsed time on a particular job. This is helpful for billing clients by the hour, or just keeping track of how much time you've been working.
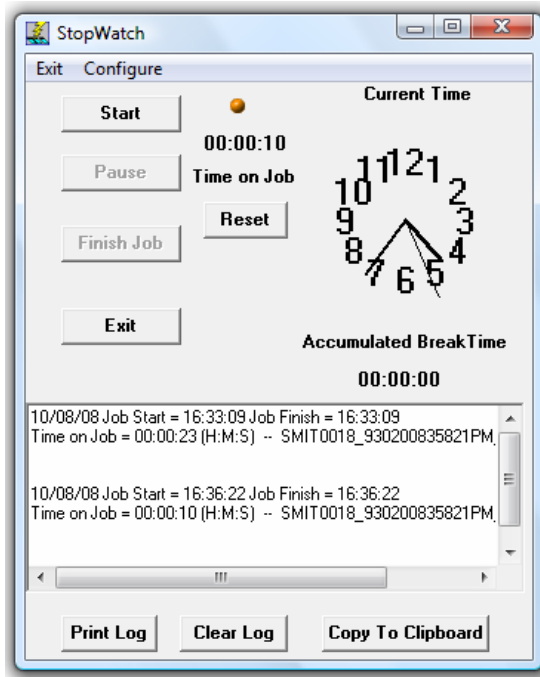
The stopwatch feature lets you create a log of time spent on each job you transcribed. This can be printed out or copied to the clipboard.

Playing Music CDs (AudioCompact Discs)

You can transcribe an Audio Compact Disc (CD Audio). This is a CD that will also play on your home or car stereo system. Increasingly, a number of companies and individuals are supplying dictation, meetings, and interviews in this MUSIC format, rather than supplying a PC-compatible DATA CD (with data files on them…e.g., .WAV files). The reason it's usually done as a music CD is to maintain the widest compatibility with anyone who has a music CD player, even if they don't have a PC.

Music CDs contain many errors. When you listen to a CD Audio disc on your car or home stereo, the errors in the digital data are supressed (usually for a ten-thousandth of a second) so your ear never hears the missing audio.

However, for use on a PC, the CD Audio track must be "extracted" in order to play back on a PC for transcription purposes.   If you look at an Audio CD, it will have one or more tracks, with file name shortcuts of Track01.cda, Track02.cda and so on.

To play an Audio CD using the Start Stop, click on File…Open…and then browse to the Audio CD. Click on the Track you want to play (e.g. track001.cda) Start Stop will begin extracting the track:
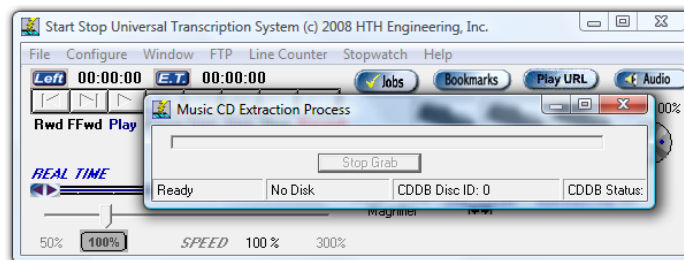

The speed of the extraction depends on how fast your PC is, including components such as the CPU speed, CD Drive Speed, RAM, and Hard Drive speed. Typically it will be 6-8 times faster than the length of the actual clip.

Advanced Error Correction.
A normal clean Audio CD will not have a problem with extraction at the FAST setting . However, if your CD was made on someone else's PC (they burned it themselves) you can sometimes run into additional errors on the disk.

Other sources of errors include fingerprints, scratches, dust, or using an old CD drive that itself has dust on the internal laser lens. Also, depending on the brand of CD burned, and the strength of the CD burner that burned the data, the signal from the music CD may be weaker than a regular commercial (aluminum stamped, mass-produced) audio CD.

34

To compensate for these effects, click on CONFIGURE from the main screen of the Start Stop, and then select ADJUST AUDIO CD CONVERSION. You will see the following screen:
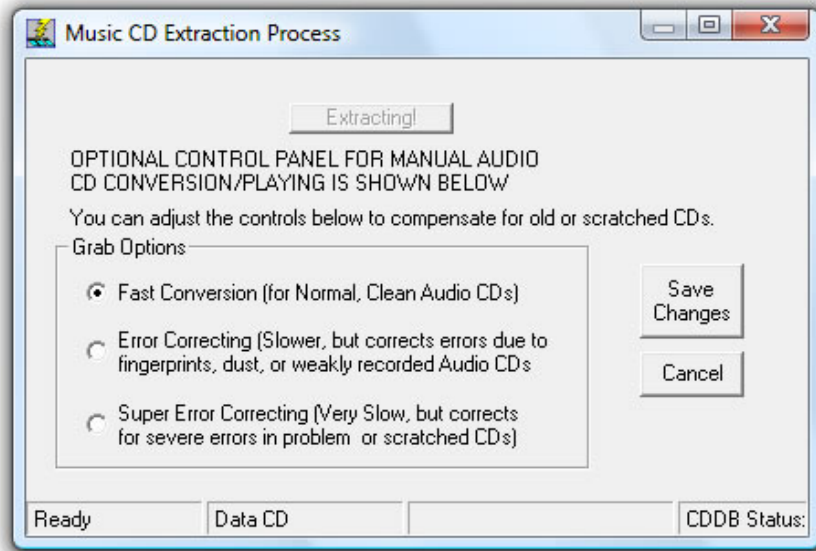

Select the desired setting and click Save Changes to put the new settings into effect.

FTP (File Transfer Protocol) Client

The Start Stop has an advanced FTP Client built-in. An FTP Client allows you to download and upload files to a company FTP server. These servers are in common use in dictation and transcription for transfer of digital voice recordings to transcriptionists, and uploading completed documents back to the server or end customer.
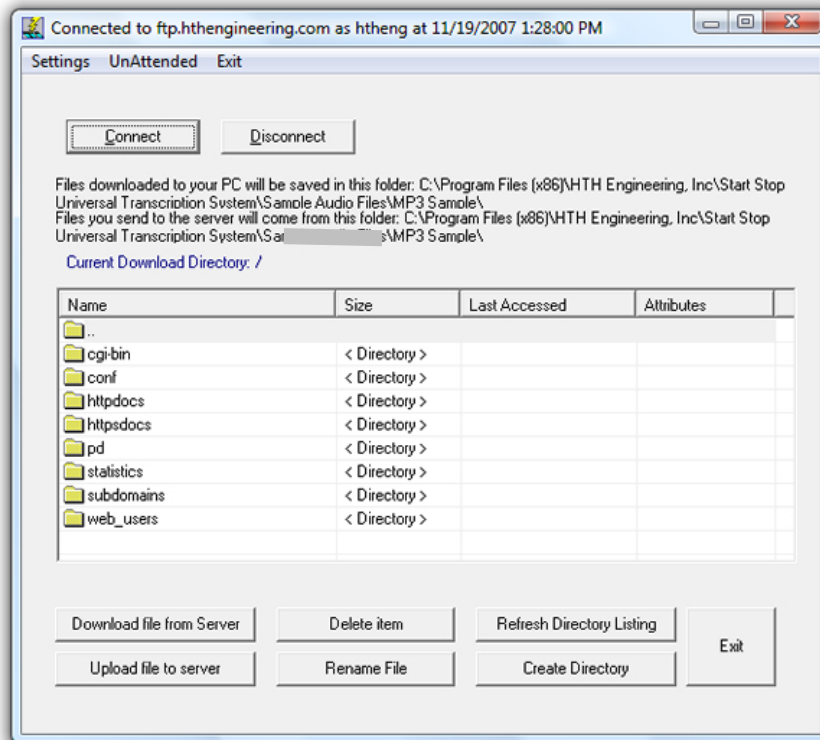
The main screen can be called up by clicking on "FTP" from the Start Stop's main screen. Files and folders will be displayed in accordance with the settings entered on the Settings screen shown on the next page. Once you've set things up for your server (e.g . User Name, Password, FTP Site Name), you'll be able to control and view access to folders and files on the server. Manual button controls are provided as shown above, but usually this screen is not visible (running in the background, or minimized) during automatic upload and download.
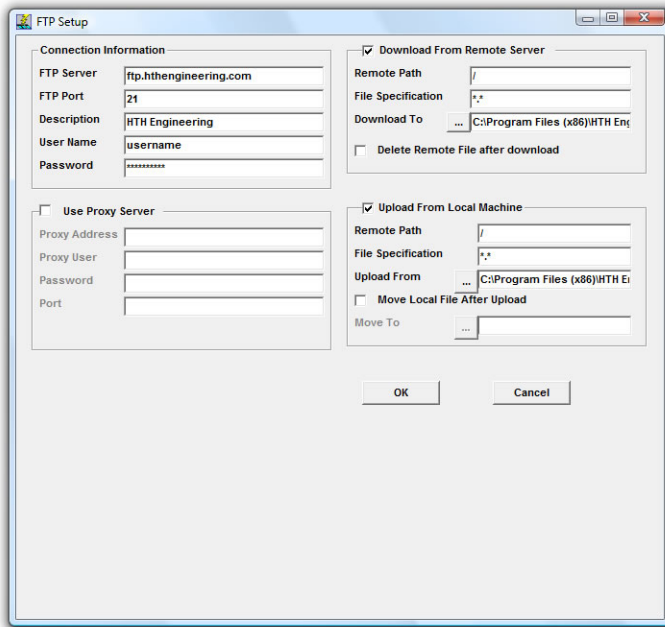
The FTP Setup screen is shown here.

You reach the FTP Setup screen by clicking on "Settings" on the main FTP screen. Your settings will be retained when you click OK. Full control of upload and download directories and file types are provided as shown. You can have the files automatically "archive" to another location after you've uploaded your typed documents, for example.
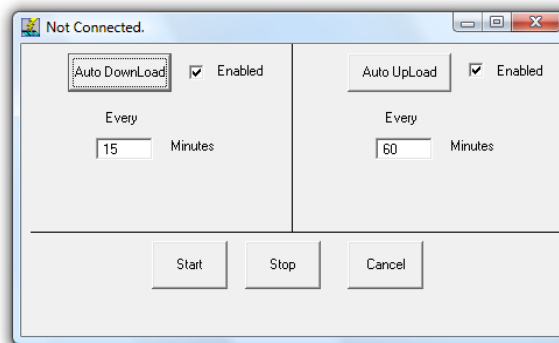
Automatic Unattended Operation Screen

As shown above, you can easily enter the number of minutes, and set desired operation for uploading and downloading files automatically in the background.

37

RECORDING and CONVERSION of Files from One Format to Another:

1. The Start Stop will let you convert any standard or "proprietary" format that the Start Stop can play into your choice of these formats:

    -Standard Microsoft .WAV (11,025 Hz, 8 bit, mono PCM)
    -TrueSpeech ™ Compressed .WAV (8,000 Hz, 1 bit Mono) for e-mailing
    -.MP3 (with your choice of 3 different quality settings) for e-mailing

    This feature is handy when you want to share your "proprietary" file formats with others who don't have special equipment, or if you just want to e-mail the file to someone else, or archive it effectively onto a CD-ROM or hard drive.

2. The Start Stop can also be used to make a recording from any audio source connected to your PC, such as an external microphone, or an external tape machine (where you want to make a digital audio re-recording of the tape). Please refer to the separately provided manual, "How to Re-Record Using your Start Stop" for details on re-recording.

To make a recording:

   a) Click on File..New..and type in the filename you want the recording to be saved as.
   b) Click the "Record" dot on the control bar. A flashing Microphone will come up, to show you are recording, along with statistics, such as Elapsed Time.
   c) When done, click the "Stop" button on the control bar.
   d) You can save your recording by clicking on "File…Save… " on the main SSTS menu. The recording will be saved as a standard Microsoft .WAV file.

File…Save As TrueSpeech ™…   After recording a new file or opening an existing recording, you may save the recording as a compressed TrueSpeech ™ .WAV file. It is recommended that you first save any new recording as a normal Microsoft .WAV file, using the **File…Save As** menu selection but this is not required. Once you answer the questions, the SSTS will begin the conversion process to TrueSpeech™.

Due to the high degree of compression achieved, your computer will have to "crunch" on the recording. The conversion time varies with your computer's speed. A Pentium™ processor rated at about 133 MHz or faster will convert the recording in about the same amount of time as it took to record it originally. A faster Pentium™ computer with lots of RAM will take even less time. For example, a Pentium II 450 MHz PC with 128 Megs of RAM converts a given file in about 1/10th the time it took to originally record it.

If the speech sounds "buzzy" or "too weak and hissy," you may need to experiment with the input audio level to your computer, as set by the computer's normal Volume Control panel for the microphone or line input controls, for best results.

File….Save as MP3: Save your file in .MP3 format. There are 3 levels of compression provided. The highest quality setting creates larger files; for e-mailing, use the smaller size (lower quality) settings, as controlled by the MP3 Playback and Recording Quality menu, located under Configure from the main Start Stop screen.

MOUSE-OPERATED CONTROL BAR FUNCTIONS:

Rwd: Rewinds the recording or playback to the beginning (time=0).
FFwd: Fast Forwards to the end of the recording or playback.
Play: Plays the selection on the PC's sound system
**Pause:** Pauses the playback until "Play" is selected.
Step Back: Backs up the recording or playback by the number of seconds shown in the Step Amount box.
Step Forward: Forwards the recording or playback by the number of seconds shown in the Step Amount box.
Stop: Stops the recording or playback in progress.
Record: Takes the input from the PC's microphone or other audio input source (e.g. tape recorder) and records it to the location you specify in the "Save As…" menu.

39

FILE MENU ITEMS
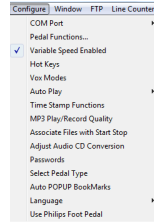
"Configure" Menu Selections

Changing what Each Pedal Does: Select Configure from the menu, then Pedal Functions. The following menu will appear (2-pedal is similar, except without "Middle" column):

The Pedal Function menu allows you to assign a pedal to any transcription action on the Start Stop Transcription control panel (default settings shown for the 3-pedal model).

40
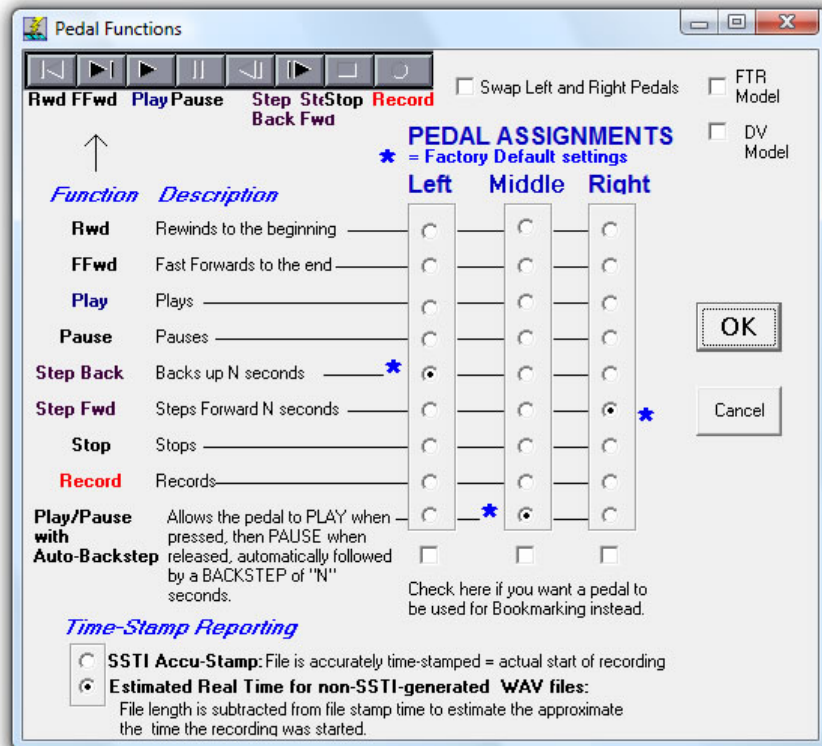
The Pedal settings shown will assign the left pedal to go backward by "N" seconds (where you choose how many seconds "N" is, from the main Start Stop screen), the middle pedal does play/pause/autobackstep, and the right pedal goes forward by "N" seconds. If you tap the left or right pedal, it will take you forward or backward by "N" seconds. If you continue to <u>hold down</u> the left or right pedal, it will repeatedly step forward or backward, when you need to move a long way within a recording or dictation.

Variable Speed Enabled: When checked, the variable speed feature is available for all formats, which includes the normally compressed formats such as Microsoft Adaptive PCM (ADPCM) and TrueSpeech™. This is the default setting.

VOX Modes: Allows you manually to override the default decoded VOX format used by the Start Stop, when playing certain vendor non-standard files.

File Length = 0 min., 0 sec.

VOX Playback Options ←This button will appear when playing VOX files.
VOX Files come in several "flavors." If it sounds wrong or sounds like noise, please try another setting. Clicking the "VOX Playback Options" button will cause the following menu to appear:
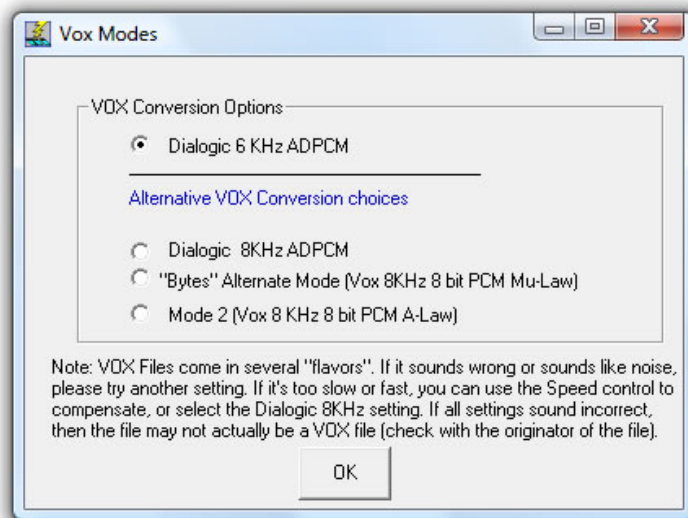
If it's too slow or fast, you can use the Speed control to compensate, or select the Dialogic 8KHz setting. If all settings sound incorrect, then the file may not actually be a VOX file (check with the originator of the file). The Start Stop will remember your most recent settings.

VOC Files:

 ← When playing Creative Soundblaster Files, (nominally .VOC, although the Start Stop will analyze the file regardless of the file extension), this button will appear. If the file sounds extremely "raspy" (that is, the file is in "inverted Mu-Law" format), clicking on this button will re-load the file with an inverted Mu-Law CODEC, for normal sound performance.

"Time Stamp Functions"
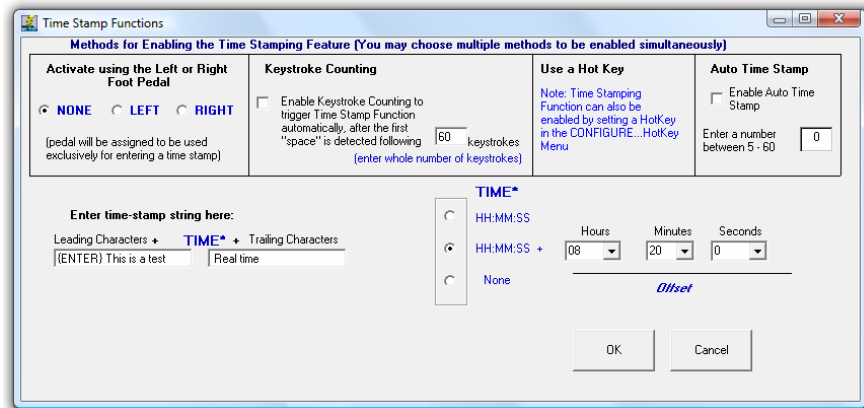
You can assign the left pedal to type in text automatically, and your choice of elapsed time, real time, or offset real time directly into your focused Word Processor screen.

There are three ways to trigger Time-Stamping:
1) Check the Enable checkbox if you want this feature.

The pedal picture for the left pedal will change to show "Time" as its function:

2) Or, click the "Enable Keystroke Counting" feature. The Start-Stop will count the number of keystrokes and then automatically enter a time-stamp string.
3) Or, go to the Configure…HotKeys Menu, and pick a key that you'd like to use to activate the TimeStamp feature. The Start-Stop will enter a time-stamp string every time you tap the HotKey.

42

Purpose and Uses of Time-Stamping

Time Stamping lets you automatically show the exact time that each person said something. It's useful for court reporters, movie or theater script transcription, law enforcement interview transcription, and other similar transcription.

Since the time stamp is accurate to +/- 1 second (either in terms of elapsed time or "corrected" or synchronized time), it's possible to use it for video time-code transcription, once you've initially set up the Hours/Minutes/Seconds Offset desired.

Example of word processor output with time stamping enabled:
(you transcribe the audio, but tap the foot pedal to enter the **bolded text** automatically):
This is a test 00:01:02 elapsed time Hello there, how are you doing?
This is a test 00:01:04 elapsed time Doing just great, thank you!
**This is a test 00:01:06 elapsed time** And in the morning, I'm making waffles!

You can enter leading and trailing characters surrounding the time stamp. For instance, if you type "{ENTER} This is a test " (no quotes) and " elapsed time" (as shown in above example), the cursor on your word processor will return to the beginning of a new line every time you tap the left pedal and will type in "This is a test 00:01:04 elapsed time " at the beginning of the line.

You can assign the left pedal to type in text automatically, and your choice of elapsed time, real time, or offset real time directly into your focused Word Processor screen. Check the Enable checkbox if you want this feature.

A complete list of "control characters" you can type, in addition to numbers, letters, and punctuation, is included in Appendix B. Note: The Quote punctuation mark (") is the only character that is not supported for the time stamping feature. Future releases will support entry of quote marks into the Leading and Trailing character boxes.

Clicking on the "E.T." symbol with your mouse on the main screen of the Start-Stop will cause it to toggle to display a Time Stamp symbol instead, allowing you to see time in terms of "Time Stamp Time" that may include your offset for time correction.

"MP3 Play/Recording Quality"
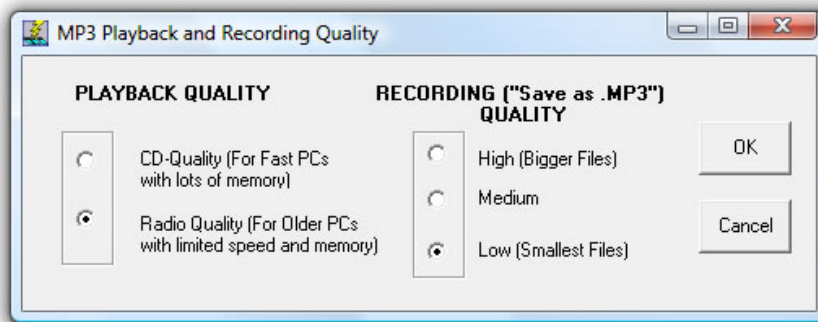
If your PC is new and fast, select CD Quality for playback. If your PC is older and doesn't have high performance, select Radio quality. MP3 files will utilize only $1/4^{th}$ of your PC's performance capability on the Radio setting, compared to the CD Quality setting, thus resulting in faster performance for slower PCs.

When you use the Save as MP3 feature from the File menu of the Start Stop, the file quality of the MP3 can be set by the Recording Quality menu shown above. If you're e-mailing the MP3 files, you probably want to use the Low setting, which results in the smallest file size. If you're on a high speed internet connection, or want the best possible quality, you can select the High setting, which will result in bigger file sizes. The MP3 encoding rates are 128, 64, and 32 Kbps for High, Medium, and Low settings.

Associate Files With Start Stop (including your favorite Word Processor)
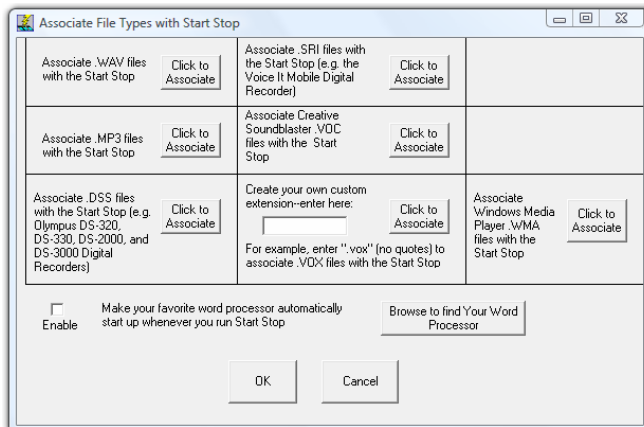
1) Associating File Types by extension
By clicking on the button(s) shown above, you can automatically associate your desired file types with the Start Stop application. This is an advanced user feature, and is OPTIONAL.   The normal method of playing files with the Start Stop is to click on File….Open…and select your file.

However, if you want the Start Stop automatically to launch, load, and optionally play a given file type (e.g. you click on a .WAV file from My Computer or the Windows File Explorer), then you can perform a file association by clicking on the appropriate button above. The Start Stop screen will maintain the single instance, and position itself on the screen where you want it, and at the size you want it. If you have AutoPlay checked from the main Start Stop screen, it will automatically begin playing that clip or type when you invoke it. This feature also works with Windows batch files, shell commands, and DOS batch commands (e.g. "c:\Program Files\HTH Engineering, Inc.\Start Stop Universal Transcription System\StartStopV9.exe c:\My Media Clip\1.wav).

2) Associating File Types by CUSTOM extension. You can quickly enter a custom file extension type (e.g. "d00" or ".vox") here. Every time you click the button, the new type will be associated.
Note that the association mechanism is designed for the default user path only:
 c:\Program Files\HTH Engineering, Inc.\Start Stop Universal Transcription System

3) **Make Your Favorite Word Processor Automatically Open when you use your Start Stop.**
You can make your favorite Word Processor start every time you open the Start Stop application. This works particularly well when you have saved the Start Stop's screen as "always on top," "Thin" size (like a toolbar), and Save Position up in the corner somewhere out of the way.

To set this up, click on the Browse to find Your Word Processor button, then located the executable file. For Microsoft Word, it's normally "Winword.exe".
Once you've located your Word Processor executable, click the Enable check box to enable the feature.
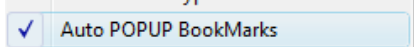
"Choose Language"

| Language	▶	✓	English
Use Philips Foot Pedal			Spanish
			French
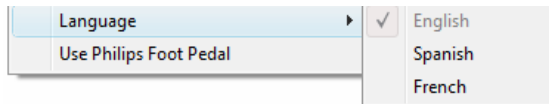
Select the language you want here.

"Auto POPUP Bookmarks"

If clicked from the Configure menu, a checkmark will appear. Clicking again will toggle it off. This allows automatic pop up of any bookmarks you have associated with a previously opened file.


"Optional Components"

These are chosen from the Help Menu, and provide added functionality if needed, for specialty CODEC formats such as ACELP and DIVX audio.
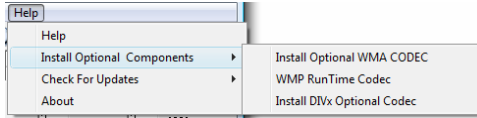
Automatic HIPAA-Compliant Decryption of Files (except VISTA)

For audio dictation files created by the HTH Voice Input Station (http://www.startstop.com/voicestation.asp) or Start-Stop Transport (http://www.startstop.com/transport.asp), you may set up multiple user's passwords so that Start Stop will decrypt the files just prior to playing them (after you've loaded the file). Start Stop only decrypts HIPAA-compliant files momentarily while playing the files.
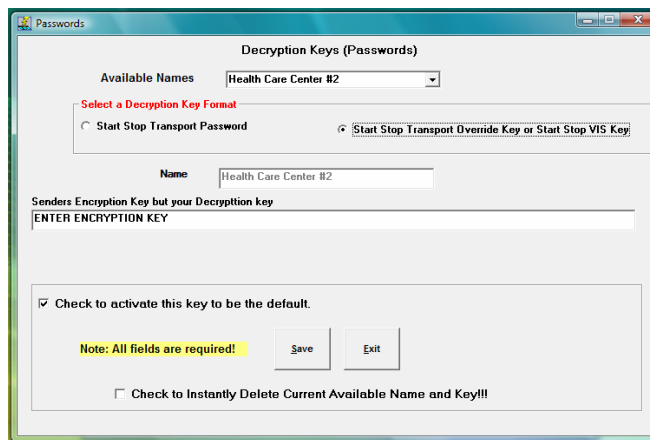

This option is used to enter encryption keys from files sent to the user by Start Stop Transport or Start Stop VIS Digital Recorder. The encryption key must match identically to the sender's key. This key can be up to 70 characters in

length. You may enter in as many encryption keys as you like. Then you can manually decrypt a file using the file menu, Manually Decrypt Encrypted file option.

Manual decryption of HIPAA-Compliant Files

You may manually decrypt (and save) any file to the hard drive by clicking on "Manually Decrypt Encrypted File" from the main Start Stop screen:
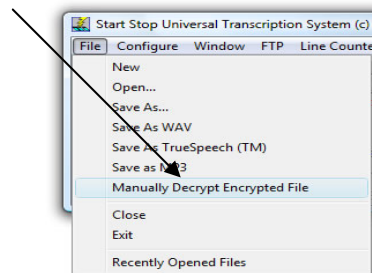
This menu will appear:

Use the drop down "Available Names" box to select a name entered in by the above procedure or just key in the encryption key. Then Click the button labeled second to select and decrypt the file.

Window…Set Screen Size

You can set the size and position of the Start Stop's main screen by clicking on Window (on the Start Stop's main screen), then selecting "Set Start Stop Screen Size." The following menu will appear:
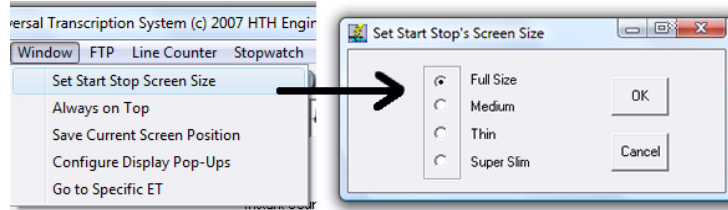
Select the appropriate button to customize the look and size of your Start Stop:

 Full Size

Medium

Thin

Super Slim

"Recently Opened Files" Menu

The screen shows the last 8 files that you have opened, for easy access to reopen. To reopen a file, click on the **Re-Open** button, which shows the path so you never have to guess where the file is located. The **Clear List** button allows you to clear all files on the list.
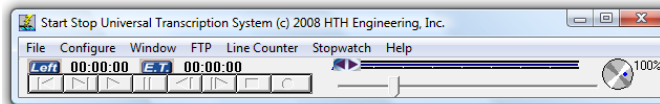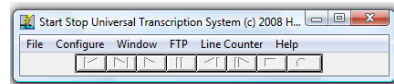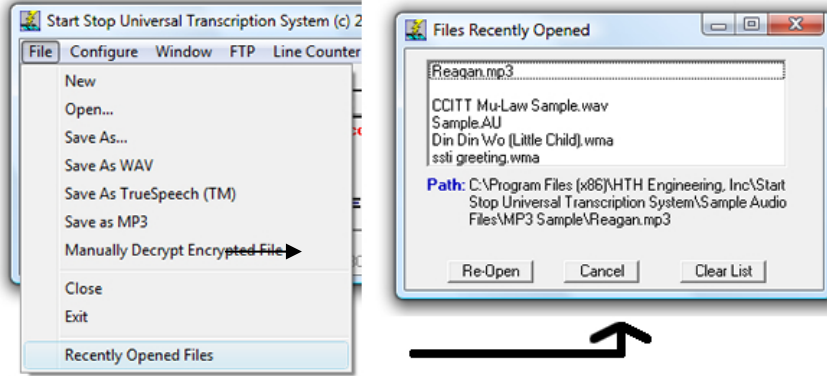
Always on Top: Click to "check" and enable this feature, or click again to disable it. Lets you keep the Start Stop Screen always on top of the work you're doing, e.g. as a bar above your word processor. If un-checked, the Start Stop screen can be minimized, in the background, or in the foreground (focused).

1) Accustamped Technology
The SSTS incorporates "AccuStamped" technology to ensure that the file date-time stamp on the recording exactly matches the instant in time that your last recording started. This is great for courtroom or other time-sensitive testimony or event recording, where you want to know when the recording actually started, not just when the recording was saved.
Playback of Accustamped files: The AccuStamp time mode displays real time based on the assumption that the date-time stamp on the recorded file represents the START of the recording.
Playback of non-accustamped files (those not recorded with the HTH Engineering SSTS system): Estimated Real Time mode makes a calculation based on the file length, to back-calculate the approximate time the recording began. The Estimated Real Time mode assumes that the user saved the recording immediately after pausing or stopping the recording. Select the desired real time mode you want, using the Configuration window.

2) Notes on Recording Formats and E-Mailing files
Note: Typically, your computer will require approximately 1 megabyte per minute of recorded speech for standard Microsoft Windows .WAV "Radio Quality" audio. Launch the Windows Sound Recorder (START, RUN, type "sndrec32") to set up the audio quality. Go to Edit, then Audio Properties. Set the Preferred

49

Quality for Recording to "Radio Quality". Other possible settings include "CD Quality," but these settings consume more disk space than is needed for normal speech. With "Radio Quality" audio, a 1-hour speech will require about 60 megabytes of free hard drive space. Of course, TrueSpeech™ converted files consume much less space—about 3.9 megabytes for the same speech.

E-Mailing files: The size of file attachments that you can send with your e-mail varies from system to system. A rule of thumb would be not to send an attachment greater than 5 Megabytes with any single e-mail message. That means that you may experience trouble sending a larger file via the internet (e.g. AOL, or through your ISP) unless you know your particular mail protocol's capacities. If you are on an internal company LAN, however, the file sizes can usually be larger if you're communicating to someone else on the same LAN.

For large files (for example, a two-hour TrueSpeech™ file = 7.8 Megs) that have to be e-mailed, it may make sense to break up the files into smaller pieces and send a piece of the file with each e-mail.

Another alternative for sending large files is to use a virtual internet-based "hard drive," such as **http://www.xdrive.com**, that provides 5 Gigabytes of secure on-line storage space for about $10 per month.

Sending Files Securely:
If you need security during transmission of files over the internet (e.g., to comply with Medical Privacy requirements) we recommend taking a look the following programs:

http://www.startstop.com/transport.asp The New Secure and Easy way to send any files securely via Email, FTP, or Port to Port

http://www.hypersend.com Send e-mail and attachments securely

http://www.dropchute.com Send multiple files securely

http://www.netdocuments.com and **http://www.xdrive.com**: Send, receive and store files on a 128-bit encrypted virtual hard drive.

http://www.symantec.com (pcAnywhere): Send and receive files securely from PC to PC over the telephone line or the internet, and remotely view the screen of another user's PC (e.g., the transcriptionist can access the physician's PC, and download his or her dictation each day).

Secure FTP: Ask your ISP (internet service provider) about this type of connection.

3) Using the SSTS with Word Processors
The SSTS is comfortable in the foreground, minimized, or in the background. You can use your favorite word processor in "full screen" mode while transcribing with the SSTS. The SSTS does not interfere with any Windows-based word processor, so feel free to use your favorite program (e.g. Microsoft Word, Corel, WordPerfect, etc.)

DOS-Based Word Processors:
The SSTS will also work with DOS-based Word processor programs, provided that they do not require the Windows environment to re-boot to an MS-DOS

mode. Under these conditions, DOS-based word processors can operate in either partial or full-screen (by hitting ALT + ENTER) mode while the Start Stop operates in the background and responds to your foot pedal commands.

4) Playing Non-Standard Files
The Start Stop will play files that are not normally playable by Windows, using "Extended Play" technology from HTH Engineering. These files may or may not have a .WAV file extension, but the Start Stop will automatically analyze them to determine what type of file it really is. To see these files with non-standard extensions (that is, extensions other than the "Media Files" shown when you are in the FILE OPEN menu), click on the "Files of type" box and select "All Files (*.*)." You will now see all files, regardless of file extension. For some non-standard file types, the speech may be too fast or too slow; if so, use your Speed adjustment to correct the speech back to the correct pitch.

5) Converting   non-standard files to Standard Microsoft .WAV or TrueSpeech™ .WAV format or MP3 format
Anything that the Start Stop can play can also be converted (saved) in a standard format that other Windows PCs can understand. Just use the "File..Save.." or "File..Save As TrueSpeech…" or " File…Save as MP3" features. This is handy when you want to store or forward audio via e-mail in a standard or TrueSpeech.WAV or MP3 format to someone who doesn't have special equipment.

Specifications

Transcription Functions:
(User-assignable to any pedal) - Play, Play/Pause, Play/Pause/Backstep, Stop, Pause, Step Back, Step Forward, Rewind, and Fast Forward, Insert Bookmark
Dictation Functions:
Record, Stop, Pause.
Command-Line Launching: Provides command-line launching of the Start Stop application from any DOS command line, Windows command line, batch file, or other external program.   Will automatically launch the Start Stop and load the audio file requested when the user provides a path/file argument after the executable.   Example: (from a Windows RUN command line):   "StartStopV9.exe c:\windows\media\chimes.wav" will automatically launch (start) the Start Stop application, and load the "chimes.wav" file into the player for immediate transcription. If you start another command line, the Start Stop will load the new requested file into the same Start Stop software screen.
".VI" Interface: Provides a method for controlling the actions of the Start Stop, including Play, Pause, Stop, Save as .WAV, save as TrueSpeech .WAV, and Record. User can also specify file name and path for a local or remotely networked drive. Use a simple text editor to create these files, and then embed them as links in your custom application or an ordinary web page, to control the Start Stop's actions.

Media Types Played:

Audio
All .WAV Audio formats (from internet, network, or local to hard drive) that are playable by your Windows PC.   The following list is not exhaustive, but representative of the .WAV file formats supported:
-Microsoft .WAV (PCM), WMA, Sun .AU, DSP Group's TrueSpeech Compressed .WAV, Microsoft ADPCM, GSM 6.1, u-Law, A-Law, at all amplitudes (4-8-16 bit) and sampling frequencies (8 KHz to 44 KHZ) for mono and stereo.
Also Plays All Olympus Recorders, Philips 9350 and 9450 Digital Recorders (SP mode), Philips Speechmike CELP, ExpressScribe DCT, Nice AUD, Speex, OGG Speex, Sanyo Digital Recorder, ProCat™, BCB Play All™ TrueSpeech™, Lanier Digital Recorders, UHER DH-10 TrueSpeech, Dialogic™ .VOX format (used in many dictation systems and computerized telephony systems), Bitescrybe VOX, Digital Voice ™, Dictaphone ™ (VOX 8KHz sample rate, 4-bit ADPCM, with headers), Crescendo™ and DVIPS™ (VOX 6KHz sample rate, 4-bit, ADPCM). Also plays Mu-law and A-Law (Sun™ Microsystems) .WAV files, as well as Creative Soundblaster™ .VOC format (Version 1.2)., .MP3, and Olympus .DSS format, Evercom and Tnetix Call Monitoring System formats, VAC (Value Added Corporation) Call Inmate Monitoring Format

Recording Mode
- 11,025 Hz Mono, 8-bit nominal. This provides excellent intelligibility, while minimizing file size (approx. 1 MB per minute).
-"Save as TrueSpeech" feature from the main file menu allows conversion of any playable .WAV file to DSP Group's compressed .WAV format, with a resultant 15:1 (typical) savings compared to a standard 11KHz 8-bit mono .WAV file. Resultant compressed .WAV file has excellent playback quality and will play on any Windows 95/98/2000/ME/XP/NT4.0/VISTA^{TM} platform without special software or hardware (DSP Group's CODEC is native to Windows).
-MP3 Format (3 quality settings)

Background/Foreground Operation: Operates seamlessly and correctly whether in the foreground, background, or minimized on the Windows Task bar. Allows your favorite word processor to operate in partial or full-screen mode.

Interface Circuit
Microcomputer-based unit, self-powered by the PC's serial port or USB port. Internal debouncing and signal conditioning for reliable operation

Operating Systems Supported: Windows 98, XP, ME, 2000, NT 4.0, and VISTA ™

Recommended Computer: Any Windows-compatible PC with a sound card, Pentium II-Class, 300 MHz or higher, 64 MB of RAM , 128 MB or more recommended.

TROUBLESHOOTING GUIDE

Problem: When the Start Stop software is started, the screen comes up, but nothing happens when the pedals are pressed.
Solution: Check your connections carefully. Have you selected the proper Pedal Type from the Start Stop *Configure* menu?

If you have a USB Port Pedal and it's not working
-Did you install the foot pedal *after* installing the software? If so, good. If not, please call us for technical assistance in re-setting your USB install properties.

If you have a serial port foot pedal:
Is the SSTI Interface box connected securely to the correct serial port on your computer? Please check to make sure that your serial port is correctly configured to match--COM1: must be selected for physical COM1: if this is the port that you are using (see Step 7) of the Installation Manual). Sometimes, someone else or some other program has installed software that "usurps" or takes over the port. Examples include: if you have a hot-syncing program for PALM PILOT, or LAPLINK, or an overzealous mouse driver. Sometimes you might think the COM port is free, but has really been disabled by the factory or by a PC technician who installed your internal modem and needed a spare COM port, thereby disabling your external COM port (the connector is there, but "nobody's home"). If you don't have a free, working, uncommitted COM (serial) port available, consult your PC manufacturer or a local computer technician for help.

Some older PCs only with two COM ports will use one for the mouse, and the other port for an external modem or other serial device. If necessary, you can buy a low-cost serial card for about $20-25 and then you will have new COM port(s) available to use with the Start Stop.

Problem: Pedal actions are not as expected. For example, you want the right pedal to activate the step forward function, but instead it activates "play/pause" every time.

Solution: Go to Configure on the SSTI menu, then select Pedal Functions...
Click on the function you want to associate with each pedal and then click "OK."

Problem: I have a Serial Port foot pedal, but don't have a serial port.
Solution: This is unusual, but a few PCs out there may not have one. If so, you can buy a USB to Serial (RS-232) Converter from most office or computer supply stores such as Office Depot, Office Max, Best Buy, or CompUSA. You can also get them online for about $35. You can also just buy an inexpensive serial card (e.g., about $20 for an ISA bus serial port card) and install it yourself, or have a qualified PC technician install it.

Problem: I make a recording, but when I play it back, there is no sound.
Solution: 1) Check your microphone or audio connections.
2) Make sure that the input recording level is set at least to the mid-point or higher. The input recording level is normally controlled by your Audio Mixer. Click on the Audio button on the Start Stop and access the slider for your microphone.
3) Make sure that the Properties menu sub-item of the default Windows Volume Control has the "Microphone" and "Line Input" slider control inputs checked, so that you can see and control them on the Volume Control Panel.
4) Run the "QUICK TEST" procedure shown under Installation Instructions Step 1) of this manual. If you can record and play back using the default Windows Sound Recorder application, then the SSTS should work as well.
5) Consult the "Re-recording with your Start Stop" Manual.

Problem: I don't seem to be able to locate the default Windows Sound Recorder software (as described in Step 1) of the Installation Instructions of this manual), or it does not exist on my computer.
Solution: You do not have all of the Windows Multimedia features installed.
1) To add all of Windows Multimedia features, go to START... Settings... Control Panel, then double-click on the Add/Remove Programs icon.
2) Select the Windows Setup Tab, then scroll down and check the box labeled "Multimedia." Click on "OK." Windows may ask you for your original Windows install CD-ROM or setup disks.
3) Now run the "Quick Test" in Step 1) of the Installation Instructions in this manual to verify that the Sound Recorder application is installed.

Problem: After trying everything else as described above, I still can't seem to get the SSTI to play back a WAV file or make a recording.
Solution: Please check to make sure that you have an operational multimedia PC with sound card and speakers. Check to make sure the volume control is up to a high enough level to hear the recording. Try playing back a WAV file. Click on START...RUN...then type "c:\windows\media\chimes.wav" and click on OK. You should hear the Windows "chimes" sound effect when you hit the play button of your default Windows player.

See http://www.startstop.com/techtips for additional troubleshooting tips.

APPENDIX A – ".VI" ADVANCED COMMAND-LINE INTERFACE

The Start Stop Universal Transcription System software, starting with Version 8.0, provides a new method of interface—the ".VI" method.
A simple .txt file contains a series of "instructions" that command the
Start Stop.... modes include PLAY, PAUSE, RECORD, "SAVE AS .WAV", and
"SAVE AS TRUESPEECH .WAV". You can specify a local or remotely located
media clip that you want to load/play. For example, you can create
simple .txt files and embed them as hyperlinks in a web page (intranet,
local, or over the internet), and when the user clicks on the link, it
will launch and control the Start Stop interface and play the file under
foot pedal control. Users can click on another button and make their
own dictation, save it to the hard drive or remote network, etc Please see details,
examples, and the Read Me files on the install CD-ROM, in the folder "Vi
Command Examples."

APPENDIX B – Time Stamp Control Codes (optional)

Key   Code

BACKSPACE   {BACKSPACE}, {BS}, or {BKSP}
BREAK   {BREAK}
CAPS LOCK   {CAPSLOCK}
DEL   {DELETE} or {DEL}
DOWN ARROW   {DOWN}
END   {END}
ENTER   {ENTER} or ~
ESC   {ESC}
HELP   {HELP}
HOME   {HOME}
INS   {INSERT}
LEFT ARROW   {LEFT}
NUM LOCK   {NUMLOCK}
PAGE DOWN   {PGDN}
PAGE UP{PGUP}
PRINT SCREEN   {PRTSC}
RIGHT ARROW   {RIGHT}
SCROLL LOCK   {SCROLLLOCK}
TAB   {TAB}
UP ARROW   {UP}
F1   {F1}
F2   {F2}
F3   {F3}
F4   {F4}
F5   {F5}
F6   {F6}
F7   {F7}
F8   {F8}
F9   {F9}

APPENDIX C – Installing USB Devices on older PCs

I<u>f</u> you see the following screens after plugging in your USB footpedal, then proceed as follows:

Note: Your Windows Operating System CD <u>might</u> be required to complete the installation of the USB Foot Pedal, especially if your computer is not running Windows XP or VISTA. Please make sure that it is available prior to connecting the Foot Pedal to your PC.

Note: The installation sequence of the USB devices might differ from one operating system to another. The sequence below is the most common.

Be sure and select the 2nd option, "Display a list of all drivers in a specific location, so you can select the drivers you want," and click the Next button.
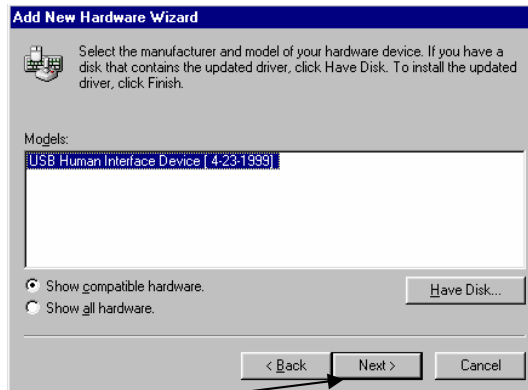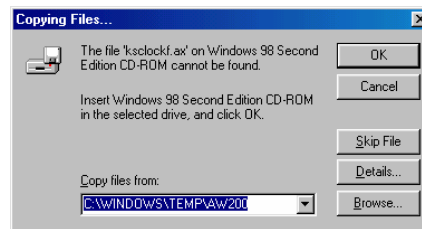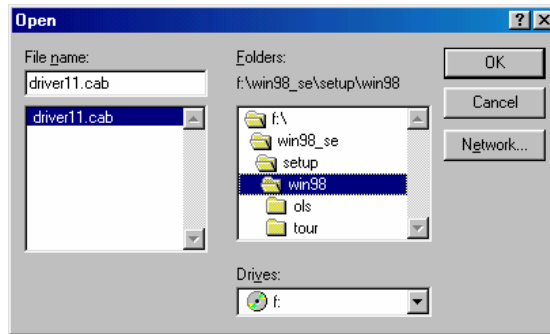
Click Next

Your computer may ask you for the Windows Operating System CD. If so, you will have a screen similar to this example, shown for Windows 98 Second Edition:
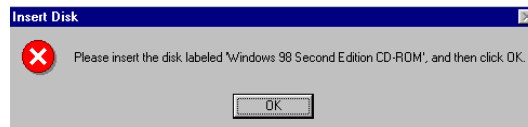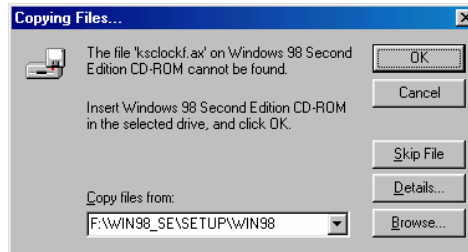

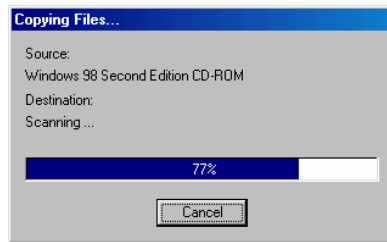Insert the Operating System CD and click OK.

Click the Browse button and select the path for the OS source files as in the picture below:

Click OK when finished.

Click OK to continue installation.

The driver install is complete. Now you can press the pedals and look for the Start Stop screen's photos of the pedals to animate (move) in sync with your foot.

APPENDIX D - Installing Gameport Pedals
Please go online to www.startstop.com/gameport for instructions

TECH SUPPORT: Please visit **http://www.startstop.com/techsupport.asp** and click on Email Tech Support. You will be given a small form to fill out which will assist us in helping you as quickly as possible.

Toll-Free Tech Support

Call us toll-free (USA 48 States) 1 (866) 254-0714 Monday - Friday 8:30 AM - 6:00 PM Eastern Time (Florida) - within the USA. If you're outside the USA, call (727) 939-8853. **We want you to be completely happy with your purchase. We will be glad to answer any questions you have about setup, installation or use.**

FAX Tech Support

FAX us at (810) 821-6940 any time, 24 hrs/day, 7 days/week. Please include the following information: Your Name, Company Name, Address, Telephone Number, Date Purchased, Type of product purchased from HTH Engineering, Detailed information on the type of computer you are using, Detailed description of your problem or question

High Speed Internet Users

For those customers who are using high speed internet connections, a new form of tech support is now available. This new way of providing tech support utilizes Microsoft Net Meeting or GoToMeeting™. These products allow the tech support technicians to view your computer remotely and allow them to assist you just like they were sitting right in front of your computer.

LIMITED WARRANTY

This unit is guaranteed against defects in material or manufacture for a period of 1 year from the date of original purchase. Please call (727) 939-8853 or (866) 254-0714 (Toll-Free USA & Canada) to initiate repair procedures and be given the address for returns (RMA# required).

The unit will be repaired or replaced, at seller's discretion. Shipping costs cannot be refunded. No other warranties are expressed or implied. Seller accepts no liability for fitness for use in intended application. Liability is limited strictly to the purchase price of the unit.   Not responsible for typographical errors. Specifications and features subject to change without notice.

HTH Engineering, Inc., Tarpon Springs, Florida
Phone: (727) 939-8853 FAX (810) 821-6940
Website: **http://www.startstop.com**