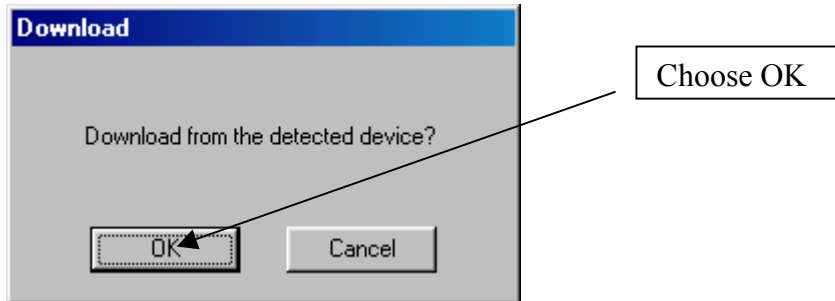


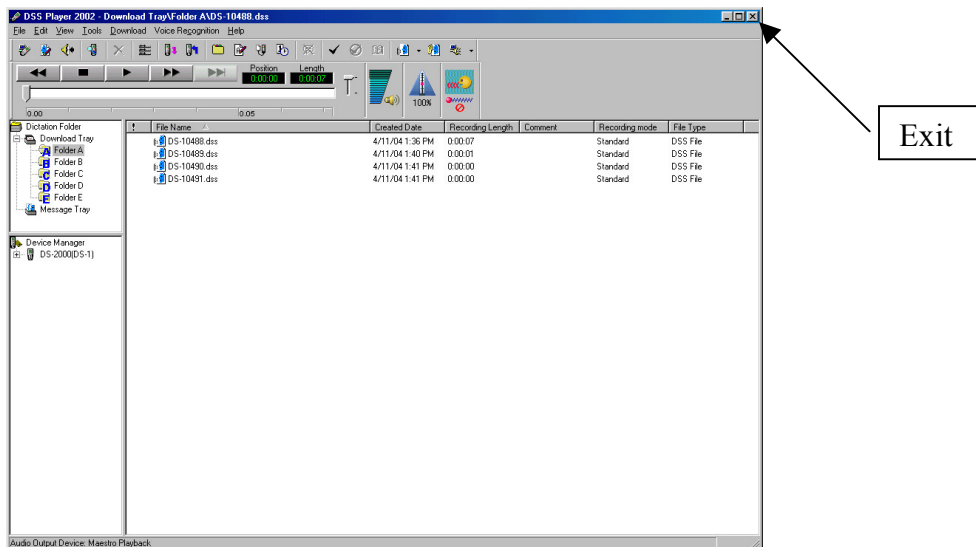
Reporters Transcription Center

Manual for Dictation Upload Utility (Sten Remote)

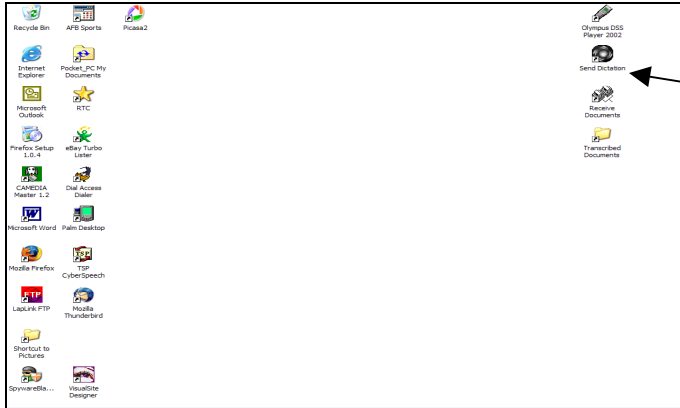
1. Turn recorder on and connect to the computer using supplied cable.
2. The Olympus DSS Player program will open automatically. Choose OK to download dictation from the recorder.



3. Once this transfer is complete, exit out of DSS Player program.

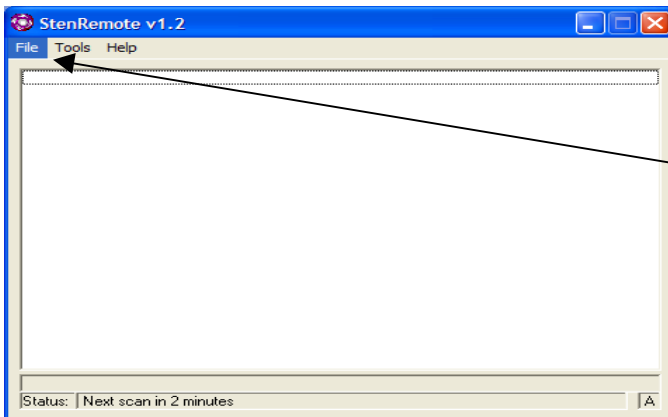


4. Open the Dictation Upload Utility from the desktop.



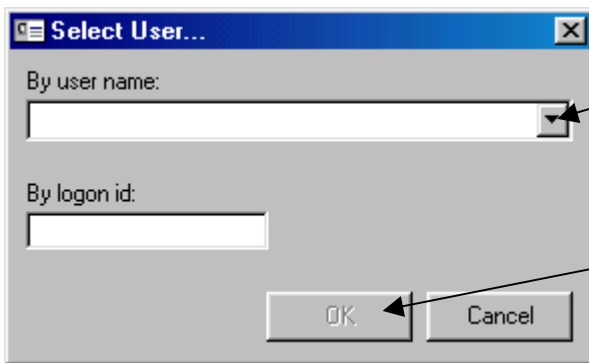
Dictation Upload Utility (Sten Remote)

5. At the opening screen, click “File”, then from the drop-down box click “Scan”.



Click “File”, Then “Scan”.

6. The program will begin to scan for dictation. If there are multiple dictators at the facility, you will be prompted to select the current user. Choose the current user from the drop down box. The logon ID will auto-fill. Select “OK”.



Drop down and choose dictator

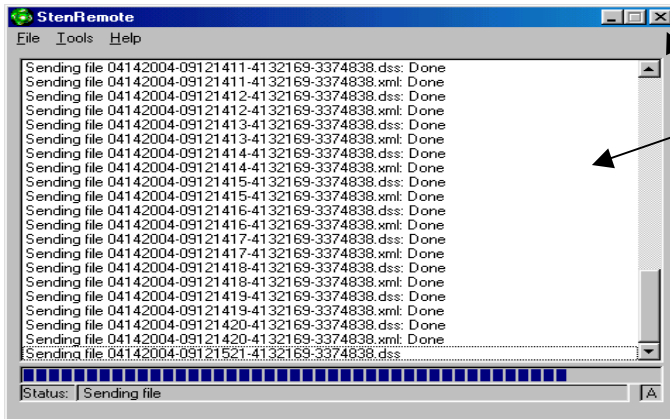
Select OK

7. If you are running Windows XP, you might see this screen. If so, click “Yes” and proceed. If you do not see this screen, proceed to Step 8.



Click “Yes”

8. You will see the dictation being uploaded. When complete, You will see “Disconnected xx/xx/xxxx”. The upload was successful. Now exit the program.



Screen will be blank when upload is complete.

Exit