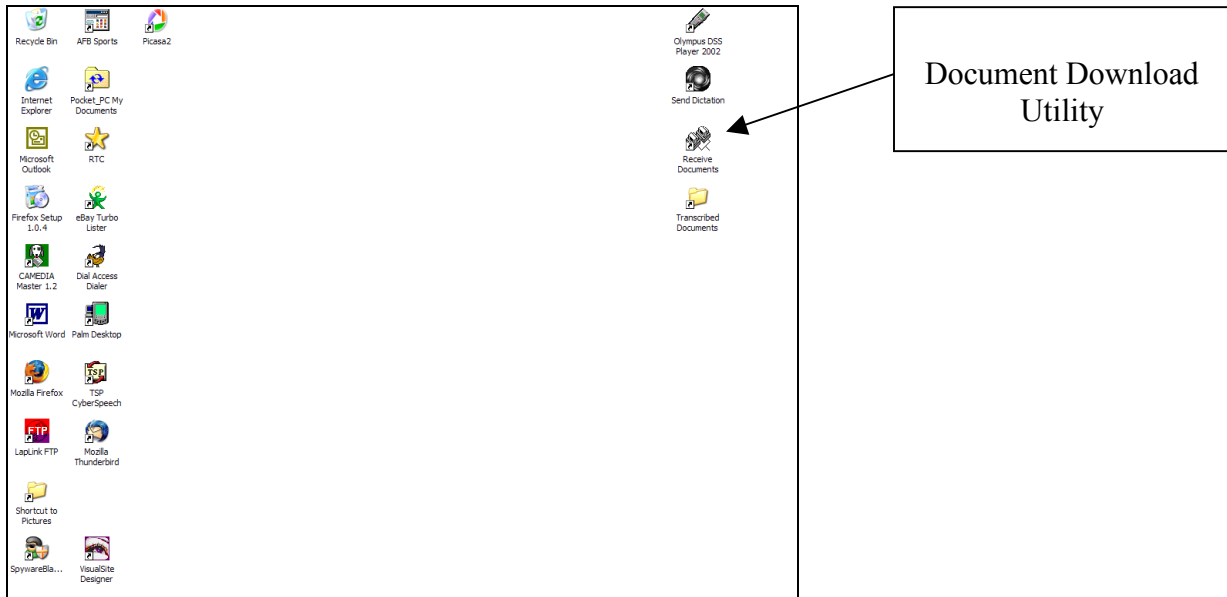
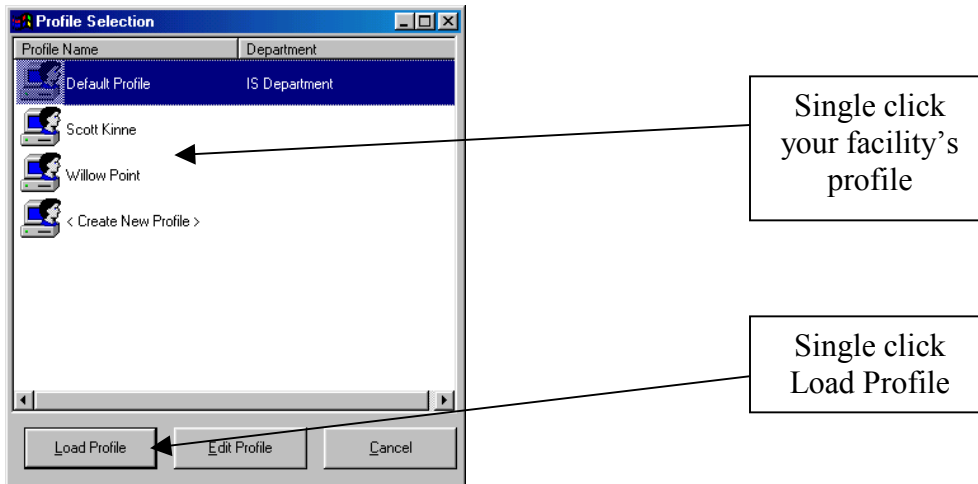


Reporters Transcription Center

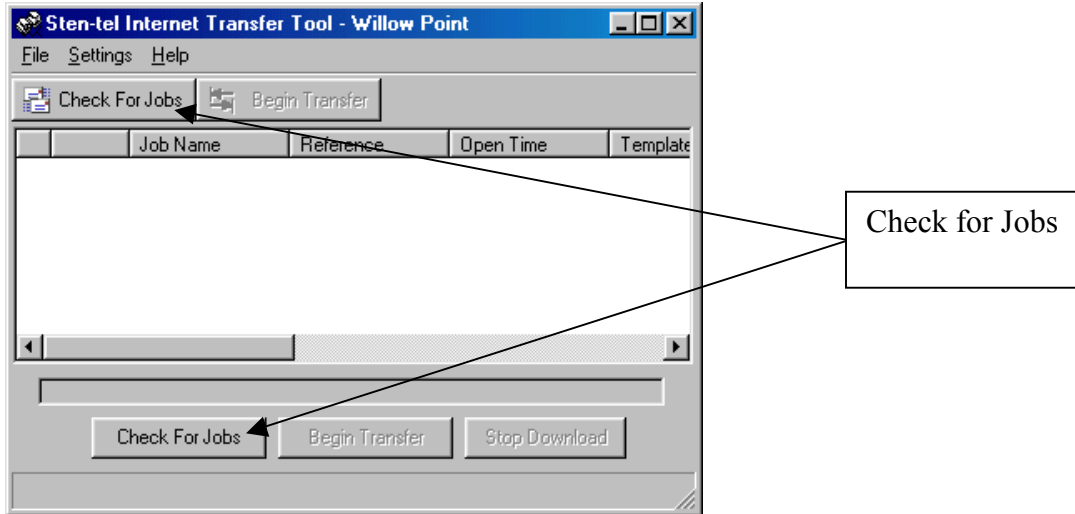
Manual for Document Download Utility (Sten Shuttle)



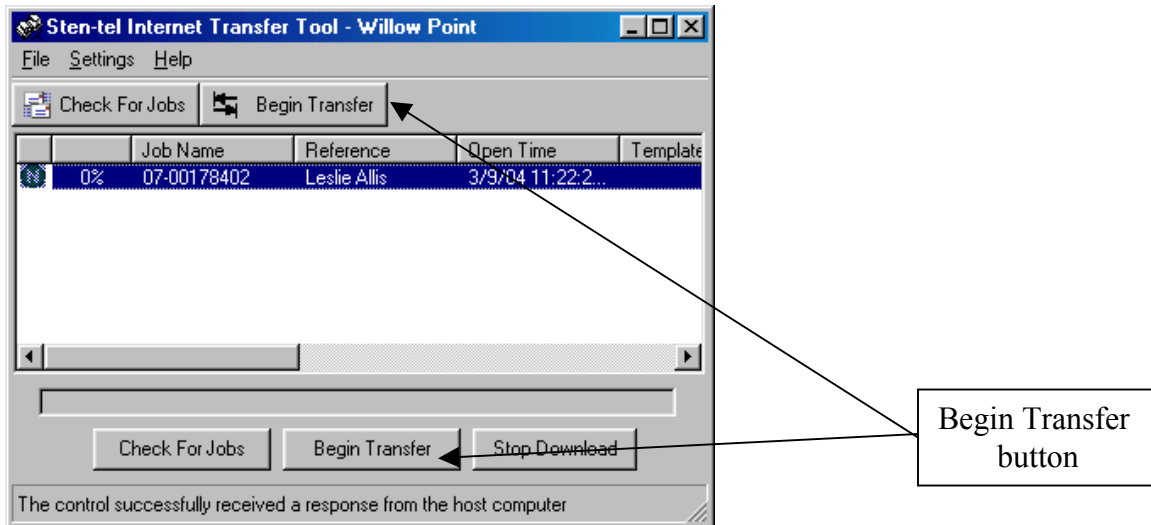
1. From your desktop, double click the Document Download Tool icon.



2. Single click on your facility's profile and then single click "Load Profile".

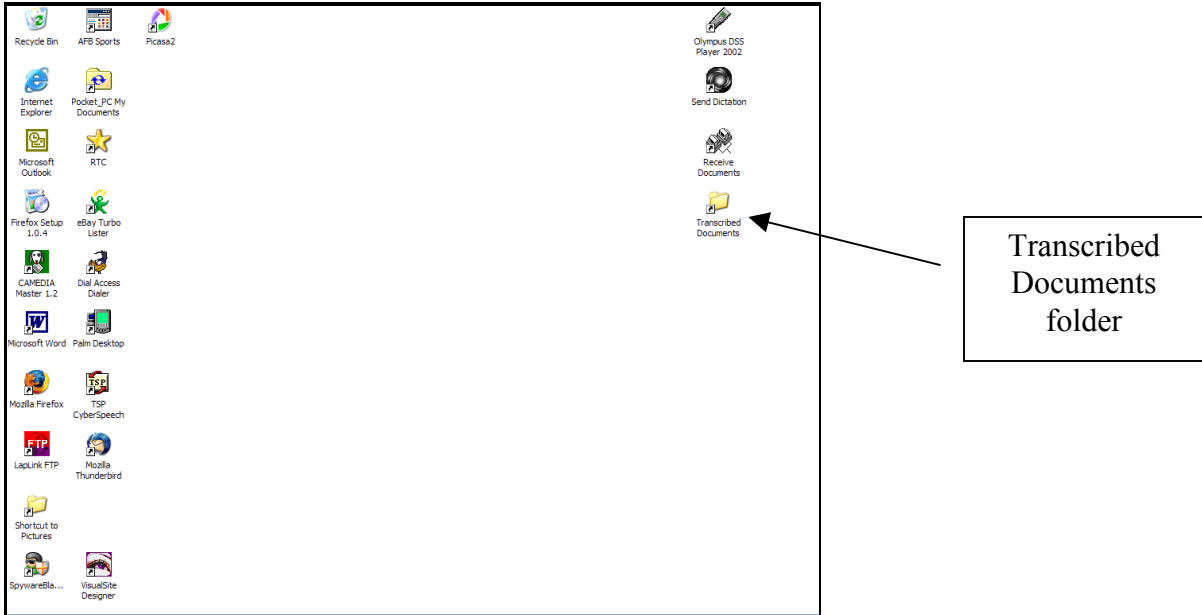


3. Single click either “Check for Jobs” button.

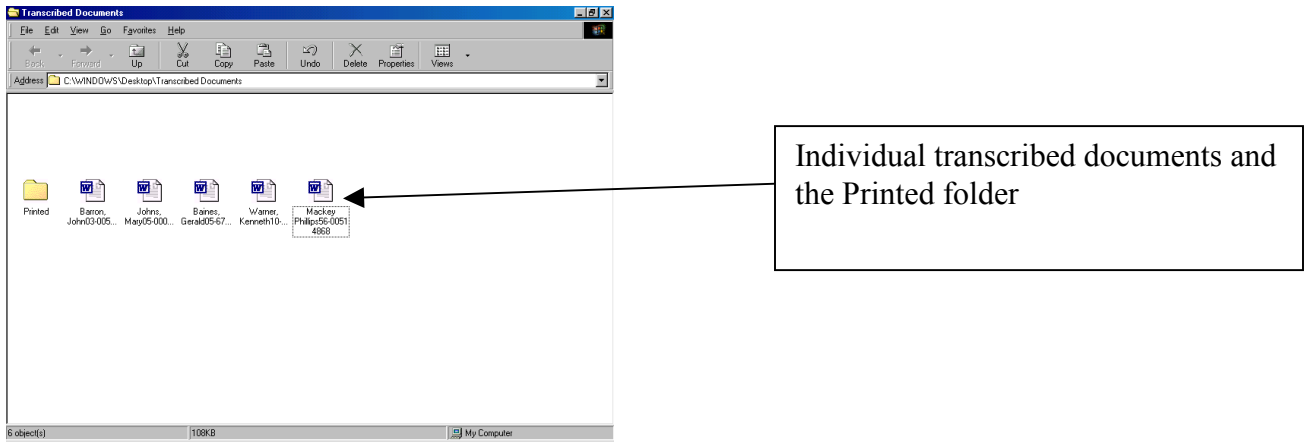


4. If there are any documents available, you will see them listed and the “Begin Transfer” button will light-up.

5. Single click either “Begin Transfer” button to transfer jobs to the “Transcribed Documents” folder. Once the download is complete you can exit the program and proceed to the next step.



6. Double-click to open the Transcribed Documents folder.



7. Select newly arrived transcribed documents and print.

8. Once printed, click and drag each document to the Printed folder.

At a later date, if you need to access a previously printed job, open up the Printed folder. Documents will be listed by patient name, in alphabetical order.