

**User Guide**

# Walkabout™ Write

Versions 1.1.0 and 1.1.2

INTEGRATED VOICE SYSTEMS



**Dictaphone**

**Dictaphone<sup>®</sup>**

*Giving New Meaning to Voice...*

**User Guide**

# **Walkabout™ Write**

Versions 1.1.0 and 1.1.2

**Dictaphone®**

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# *Walkabout*<sup>™</sup> *Write*

## **Introduction and Features**

*Walkabout*<sup>™</sup> *Write* is an easy to use digital transcriber system that has been developed as a system component in combination with the handheld digital *Walkabout 5210* recorder. The *Walkabout Write* software is used to load dictations directly from a recorder into your PC for editing. The integrated player can easily be controlled using a foot control or mouse.

### **Items Included with the Software**

- *Walkabout Write* PC software
- Adapter box
- Serial connecting cable for the COM port of your PC and a 3.5 mm jack plug to the audio sound card – Line out

### **Accessories**

The features discussed in this document apply only when using original Dictaphone accessories. Defects due to the use of accessories that are not original Dictaphone accessories, or that do not comply with the legal regulations or the corresponding standards, lead automatically to the termination of any guarantee rights.

The following accessories are available:

- Foot control
- Swingphone
- Power pack

### **Optional Accessories**

Because the adapter box uses your PC's line-out connection, it has a free jack (3.5 mm jack plug) for connecting any existing active speakers. Active boxes are generally not necessary for operation. Active speakers are not Dictaphone accessory parts, but commercially available devices you can purchase at specialty stores. The volume level at the headset socket is limited to 85 dB (A). In some cases, the serial interfaces output voltage might be insufficient for perfect adapter box operation.

### **System Requirements for Walkabout Write**

- Pentium® processor (min. 400 MHz)
- Windows® 98 Second Edition, ME, 2000, XP, or Windows® NT 4.0 Operating system
- Audio port, SoundBlaster® compatible, Lineout, 3.5 mm jack plug
- COM port, RS232, D-Sub9 socket

### **Care and Handling**

In order to assure that *Walkabout Write* will provide you with good service for a long time to come, it is important that you observe the following points:

- Make absolutely sure that the adapter box and the accessories are protected against dampness (rain, water splashes, and so on).
- Do not place the adapter box or accessories close to the heat or in direct sunlight.
- The manufacturer will offer no liability for damage resulting from unauthorized tampering.
- Use only a dry cloth for cleaning. Never use chemical cleaning agents.



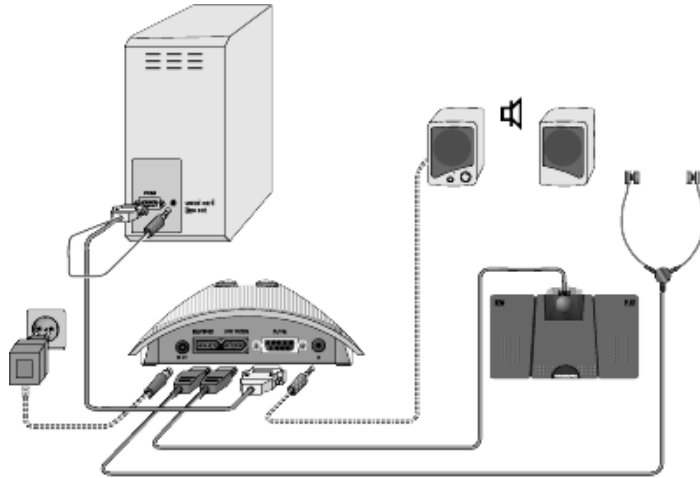
*This product complies with the EC regulations 89/336/CEE, 72/23/CEE, 93/68/CEE.*



## Connecting the Components

### Connecting the Hardware to your PC

Connect the components as shown in the figure below:



To enable all functions of the *Walkabout Write*, it is necessary to connect a headset and foot control.

A plug-in power supply unit and active speakers are optional accessories and are not necessary for the normal functions of *Walkabout Write*.

Active speakers are not Dictaphone accessories, but commercial appliances that can be purchased from a specialized dealer.

## Controlling the Components

### The Walkabout Write Adapter Box

The figure below shows the side of the adapter box and the correct configuration for connecting the headset to the adapter box.




Controls on the adapter box include:

 **Playback Selector Switch**


1 = playback using the headset

2 = playback using the PC's external active speakers

 **Tone Control** (only in connection with a headset)

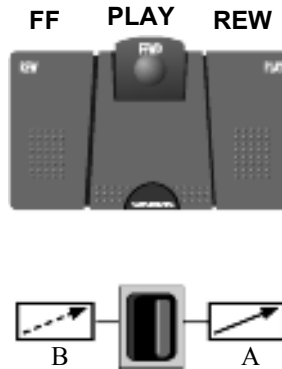


*Note: In the event of a hissing sound or excessive noise, set the tone control to the minus (-) position.*

 **Volume Control** (only in connection with a headset)

### The Foot Control

The figure below shows the top of the foot control unit and the rocker switch located on the bottom of the unit.



#### Switch options:

Set the rocker switch on the bottom of the unit to the desired position:

- Position A – to the right = LOCK MODE position  
When you press a pedal, the function is started.  
When the pedal is released then pressed again, the function is stopped.
- Position B – to the left = SCAN MODE position  
When you press a pedal, the function is started.  
When you release the pedal, the function is stopped.

#### Pedal options:

- left pedal (FF) = fast forward
- middle pedal (PLAY) = backspace/start playback
- right pedal (REW) = rewind

You can use the start pedal (center pedal) of the foot control either to lock or scan.

## Software Installation

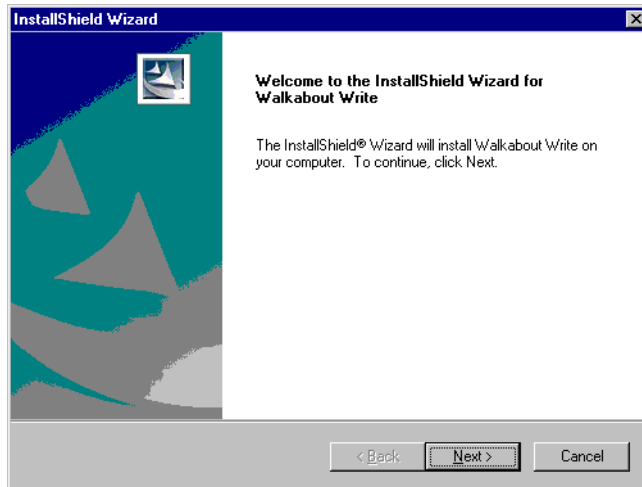
### Installing Walkabout Write



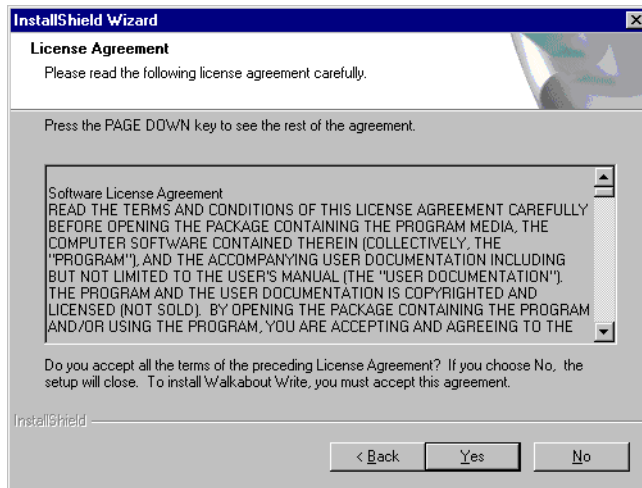
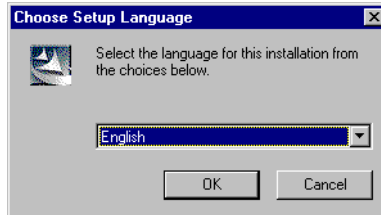
*Note:* You can find the latest information about the software in the README.TXT file on the installation CD.

#### To install the Walkabout Write software:

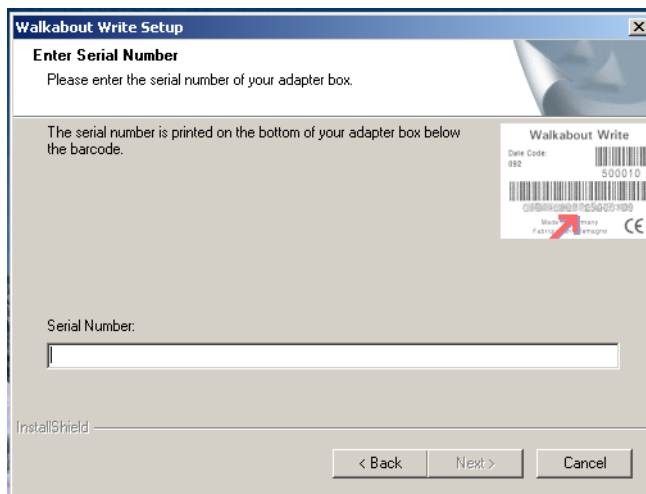
1. Insert the installation CD into the CD drive. The **Walkabout WriteWelcome** window opens automatically.



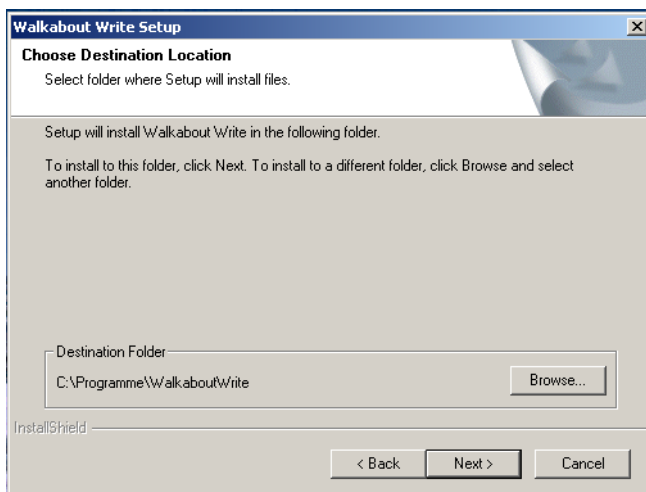
2. Follow the on-screen directions to select a language and accept the License Agreement.



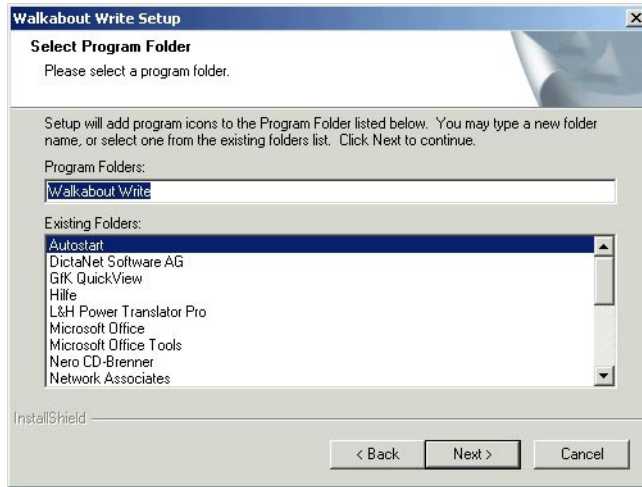
3. Enter the serial number of your adapter box and click **Next**. (The serial number is located on the bottom of the box below the bar code.)



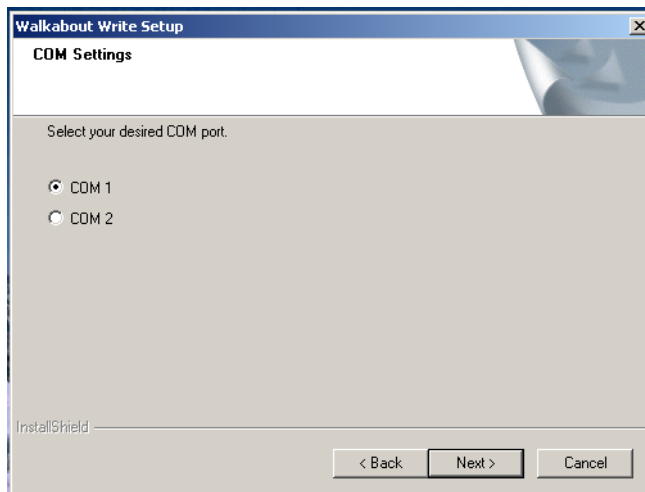
4. In the **Choose Destination Location** window, you can determine the directory where you want to install *Walkabout Write*. Click **Next** to accept the default location.



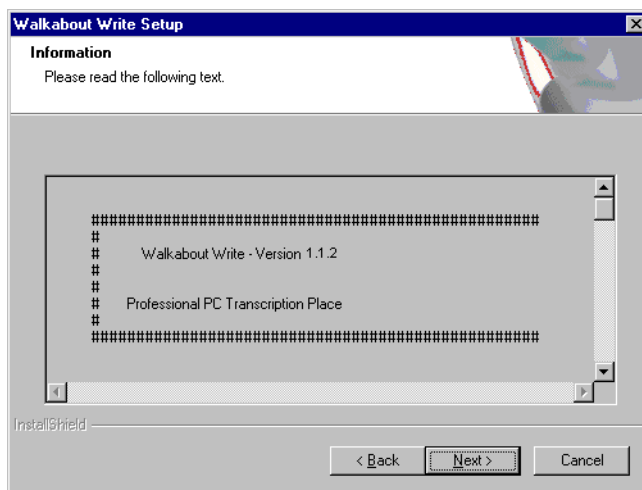
5. In the **Select Program Folder** window, you can select the name of the *Walkabout Write* directory. Click **Next** to accept the default location.



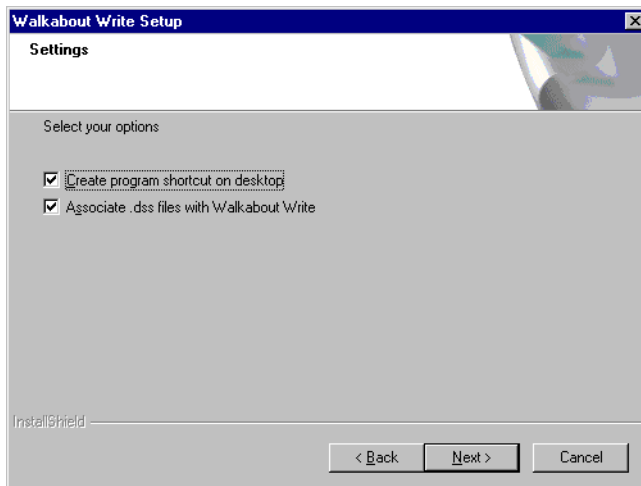
6. In the **COM Settings** window, select the **COM** port where the *Walkabout Write* adapter box is connected (usually COM 1) and click **Next**.



7. Read any information that appears on the **Information** window and click **Next**.

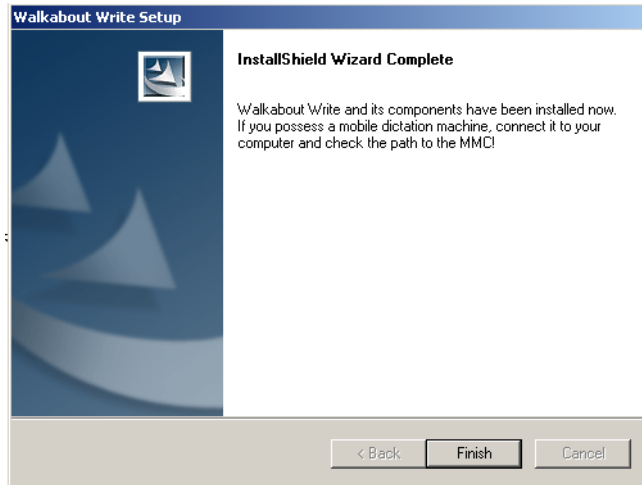


8. In the **Settings** window, select **Create program shortcut on desktop** if you want to be able to start *Walkabout Write* from the desktop, and select **Associate .dss files with Walkabout Write** if you want to automatically open the application to play a .dss file. Click **Next**.





9. In the **InstallShield Wizard Complete** window, click **Finish**. The installation is complete and you are ready to use *Walkabout Write*.



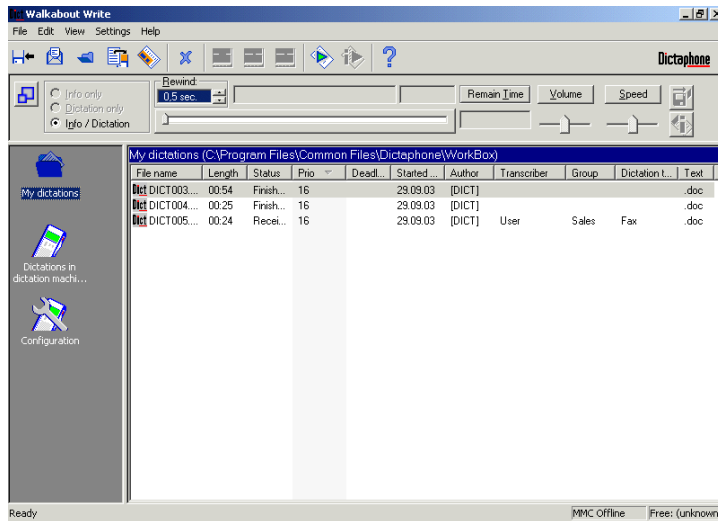
## Using Walkabout Write

### Starting Walkabout Write

Double-click the **Walkabout Write** icon on the desktop to start the *Walkabout Write* program.



The **Walkabout Write** main window opens, showing player controls and the available dictations.



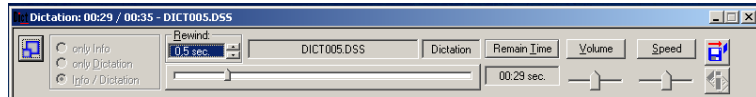
If this main window is not displayed, click the **My dictations** icon in the left pane.



The icons in the left pane correspond to the folders you can access through *Walkabout Write* and the Configuration functions you can use to view status information about your recorder and software (see *Configuration* on page 46).

## Player Controls

In the **My dictations** directory you can load a dictation into the player by double-clicking its name. The **Walkabout Write** window minimizes, your preferred word processing program opens, and you can play back the dictation using the foot control.





The right-most buttons of the player are used to close the dictation or to open the next one. When you choose to close one dictation and proceed to another, *Walkabout Write* prompts you to save the current file and to update its status to **Finished** if applicable. See *File > Close* on page 28 for more information on closing a dictation.

## Window Display

You can adjust the display of the **Walkabout Write** window so that you only see the **Walkabout Write Player** window. The remainder of the window does not close but is not visible. This is especially useful while you are transcribing, so you can see your progress through a dictation, even with your word processor open.

### To adjust the window display:

1. Click the **Maximize** button  on the left of the **Player Control**. The menu bar, toolbar, and the main window display are removed.
2. To restore the original window with the menu bar, toolbar, and main window, click the **Maximize** button  again.

## Copying Dictations

### Copying Dictations Using the E-mail Program

#### To copy a dictation using your e-mail client:

1. Locate the .DSS file attachment in your e-mail client.
2. Select and copy the file in the e-mail client or right-click the file name in the e-mail client and select **Save as** from the popup menu.



***Note:** If you receive an e-mail with a dictation and a document attachment of the same name (.DSS and .DOC files), you must copy both attachments into your work directory before you open the dictation. (The default work directory is C:\Program files\Common files\Dictaphone\Workbox.)*

### Copying Dictations from the Recorder

#### To copy dictation files directly from the recorder:

1. Double-click the **Walkabout Write** icon on the desktop to start the *Walkabout Write* program.
2. Connect the recorder to the PC using the USB cable supplied and switch the recorder on. **PC Mode** is displayed on the recorder and the PC recognizes the recorder as a removable disk drive.



#### **Warning:**

- *To disconnect the recorder from the USB interface you must first close the connection by right-clicking the Walkabout Write icon in the task bar and selecting Close, otherwise the data transfer could be incomplete.*
- *Do not transfer dictations when the recorder's batteries are low. Low batteries can cause the recorder to fail during transfer and the dictations to be lost.*

3. In the left pane, click **Dictations in dictation machine (MMC)**. In the directory window, you see the dictations stored on the MultiMediaCard.



4. Move the dictations into the *Walkabout Write My Dictations* directory using one of the following methods:
  - Click the dictation(s) you want to move and use the Windows drag and drop feature to move them from the recorder's directory to the **My Dictations** directory.
  - Click the dictation(s) you want to move and select **Edit > Copy**. Then click the **My Dictations** directory on the PC to open it and select **Edit > Paste**.
  - Click the dictation(s) you want to move and click the **Move selected to PC** button (or the **Move all to PC** button if you want to move all files from the memory card).

The dictations are moved into the PC directory and cleared from the *Walkabout 5210* MultiMediaCard.

5. Double-click a dictation name in the **My Dictations** directory to open the file.

## Opening Dictations

### Opening Dictations Using a Word Processing Application

You can open a dictation and your word processor directly from the recorder's directory or from the **My Dictations** directory on your PC.



***Note:** You set the default word processing application and the template you want to use through the Settings dialog box. See Settings > General Settings on page 38 for details.*

#### To open a dictation and word processing application

- Select the dictation in the recorder's directory and double-click the name or use the center foot pedal to open the file.



***Note:** When you open a dictation directly from the recorder, Walkabout Write moves the file to the My Dictations directory and clears it from the memory card automatically.*

OR

- Select the dictation in the **My Dictations** directory and double-click the name or use the center foot control to open the file.

The audio file opens in the player, a new document with the name of the dictation is created in the word processing application (or if a document already exists with the particular name, it opens), and the *Walkabout Write* interface minimizes so that only the player controls are visible.

While transcribing, you control playback in one of two ways:

- using the foot control (see *Using the Foot Control* on page 18)
- using the *Walkabout Write* player controls on the screen (see *Using the Player Interface* on page 17)



***Note:** If you want to open dictations to play back but not transcribe, set the **Default Write Application** to **No Program** in the **Settings** dialog box (see *Default Write Application Tab* on page 40 for details).*










## Playing Back Dictations

You can play back dictations using your PC's speakers or a headset. Regardless of the playback device, you control playback using the *Walkabout Write* player on-screen or the Foot Control.

### Using the Player Interface

Using the **Walkabout Write Player**, you control all playback functions using the buttons on the screen. The buttons on the player are shown below and their functions are described in the table.






To...	Do this...
Resize the window	Click 
Close the dictation	Click 
Play any acoustic information that is associated with the dictation	Click 
Play	Click 
Stop	Click 
Go to Beginning	Click 
Rewind	Click 
Fast Forward	Click 
Go to End	Click 
Set the automatic backspace the player will use when you stop play	Use the scroll arrows under <b>Rewind</b> to set the time in seconds
Set the playback volume level	Click <b>Volume</b> , then use the slider control below the button to set the level
Set the playback speed	Click <b>Speed</b> , then use the slider control below the button to set the speed
See the total length of the dictation or the length remaining	Click the <b>Remain Time</b> button to toggle between the two settings

## Using the Foot Control

You can control playback functions using the foot control to listen hands-free. In order to use the foot control unit, you must connect it to your PC using the adapter box.

### Setting Up the Adapter Box

The side of the adapter box has three controls you use to set up playback:

- Playback selector switch 
- Tone control 
- Volume control 

To...	Do this...
Play back through the speakers	Move the playback selector switch to position 2
Play back through the headset	Move the playback selector switch to position 1
Control the tone of playback through the headphones	Adjust the tone control toward – to minimize background noise
Control the volume of playback through the headphones	Adjust the volume thumb wheel toward + for louder playback or toward – for quieter playback

### Setting Up the Foot Control Unit

You can configure the foot control so that it functions in one of two ways (see *The Foot Control* on page 5 for more information):

- When you press and release a pedal, the foot control locks into a mode and you must press and release the pedal again to end the mode (LOCK MODE).
- When you press the pedal, you must hold it down continuously to keep the foot control in that mode (SCAN MODE).



### Using the Foot Control Pedals

There are three pedals on the foot control that you use to play back dictations:

To...	Do this...
Begin playback	Depress and release or depress and hold the center pedal (depending on the setting you chose above).
Rewind	Depress and release or depress and hold the right pedal (depending on the setting you chose above).
Fast Forward	Depress and release or depress and hold the left pedal (depending on the setting you chose above).


### Viewing an Accompanying Note

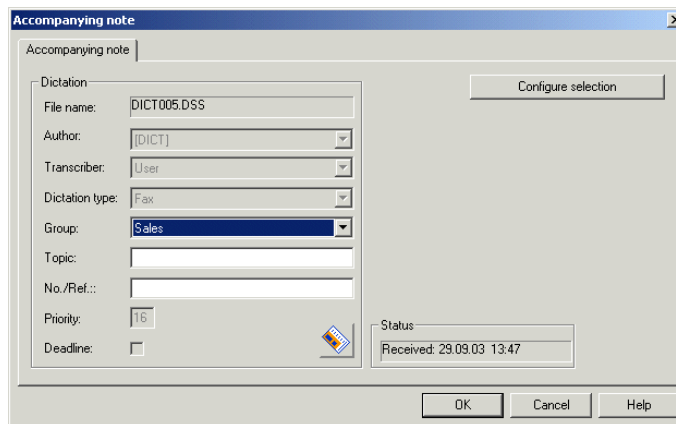
You can view any accompanying note that is attached to a dictation file.

#### To view an accompanying note:

1. With a dictation open, select **Edit > Accompanying note**.

OR

Click the **Show/Modify Accompanying Note** button  on the toolbar. The **Accompanying Note** dialog box opens, showing the information pertaining to the note:



**Note:** All Dictaphone recorders that are equipped with the clock function provide the dictation files with a time stamp. The date appears in the Started column of the dictation

*directories, but the time is only visible through the Accompanying Note screen.*

Field Name	Description
File name	Name assigned to the dictation file by the recorder software. <i>Walkabout Write</i> uses the same name with a different file extension for the document.
Dictation type*	The dictation type assigned by the author through <i>Walkabout Transfer</i> . If the author has left this field blank, you can enter a dictation type.
Group	The group assigned by the author through <i>Walkabout Transfer</i> .
Topic*	The topic assigned by the author through <i>Walkabout Transfer</i> . If the author has left this field blank, you can enter a topic.
No./Ref.*	The reference number assigned by the author through <i>Walkabout Transfer</i> . If the author has left this field blank, you can enter a reference number.
Typist*	The transcriptionist assigned by the author through <i>Walkabout Transfer</i> . If the author has left this field blank, you can enter your name.
Priority	In the case of several dictations, the author can set the Priority with which the individual dictations are to be transcribed (where 1 is the highest priority and 16 is the lowest).
Author	Name of the author (supplied at dictation).
Status	<p>This box is automatically populated by the software:</p> <ul style="list-style-type: none"> <li>• <b>Dictated</b> indicates that the dictation was loaded into the <b>My Dictations</b> directory.</li> <li>• <b>Sent</b> indicates the status, date, and time when a dictation was sent.</li> <li>• <b>Taken</b> indicates the status, date, and time when a dictation was placed into the <b>My Dictations</b> directory.</li> <li>• <b>Finished</b> indicates the status, date, and time the transcriber indicated the transcription was finished in the <b>Close Dictation</b> dialog box.</li> </ul>

\* If this field was not populated by the author, *Walkabout Write* allows you to enter the information.

## Closing a Dictation and its Word Processing Document

You can close a dictation and the corresponding document in several ways.

### To close a dictation and the corresponding document:

1. Select **File > Close**.

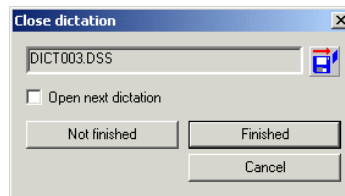
OR

Click the **Close** button .

OR

End the word processing application.

The **Close dictation** dialog box opens.



2. Check the **Open next dictation** checkbox to have the next dictation file in the **My Dictations** directory loaded into the player when the current file closes. You can only use the **Open next dictation** feature if at least one dictation in the working directory has a status of **Received**.



***Note:** The next dictation file to open is determined by the deadline date. If more than one file carries the same deadline, the file with the highest priority opens.*

3. Take one of the following steps:
  - Click **Not Finished** to end the playback and transcription but not change the file's status.
  - Click **Finished** to end playback and transcription and change the file's status to **Finished**.

The dictation closes and the document file is saved and closes. Changes you made to the file's status and document are reflected in the *Walkabout Write* main window.



***Note:** If you want to end the Walkabout Write session as well as close the dictation and document, select **File > Exit**. After making a choice in the **Close Dictation** dialog box, the dictation closes and the Walkabout Write application is ended.*

## Sorting Dictation Files

You can sort your list of dictations and show or hide any columns in the **My Dictations** directory and the **Dictations in dictation machine** directory in any way that you prefer.

### To sort the dictations:

1. Click the heading of a column to sort the data by that column. The data is sorted in ascending order by that column.
2. To reverse the sort order, click the column heading again. The data is sorted in descending order by that column.

### To change the order of the columns:

- Click a column heading and drag the heading to the left or right to move the columns' order.

### To change the size of a column:

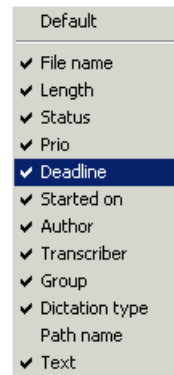
- Click the vertical separator to the right of the column heading and drag the separator to the right to make the column wider or to the left to make the column narrower.

### To show or hide a column:

1. Right-click anywhere on the column heading bar. You see a drop-down list of all potential columns, with checks shown by those that are currently visible.

If the name of the column is checked, the column is shown in the list of dictations.

If the name of the column is not checked, the column is not displayed (hidden) in the list of dictations.



2. Click an entry in the list to display or hide the column. The display refreshes to reflect your choices.

### **Saving Your Settings**

The sorting and appearance selections that you make are normally not retained. They are reset to the default settings as soon as you quit the program. Your individual settings can be retained through the **General Settings** dialog box.

#### **To retain your individual settings:**

1. Select **Settings > General Settings**. The **General Settings** dialog box opens.
2. Check the **Save individual sorting** check box and your individual sorting and show/hide settings will be retained even after you quit the program.
3. Click **OK** to activate this setting.

## Accessing Walkabout Write Functions

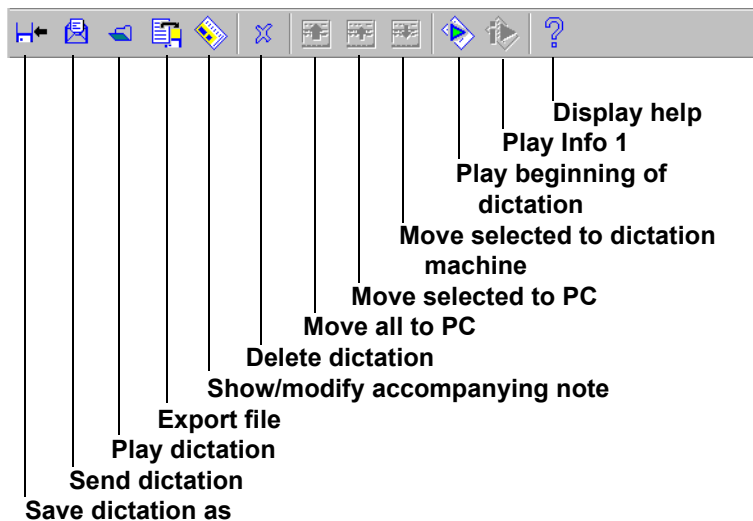
There are a number of different ways to access the functions available to you in *Walkabout Write*:

- all available functions are represented by clickable icons on the toolbar
- all available functions can be implemented by using keyboard shortcuts
- all available functions are active in the menus (that is they appear in bold type)
- all available functions appear on a popup menu, which is accessed by right-clicking on a dictation name in the list

If there are dictations in the **My Dictations** directory, most functions are available.

## Toolbar Icons

The most important functions in *Walkabout Write* can be carried out by clicking the corresponding icon in the toolbar. Hover the mouse pointer over a symbol to see its function (tool tip). Follow the procedures listed under *Menu Commands* beginning on page 27 that correspond to the toolbar functions (for example, for the **Save dictation** button, see *File > Save as ...* on page 29).



## Keyboard Shortcuts

*Walkabout Write* offers the following keyboard commands:

Press	To
Ctrl + C	Copy the selected file to the clipboard
Ctrl + D	Play beginning of dictation
Ctrl + I	Play next info
Ctrl + O	Open a dictation and play it back
Ctrl + S	Save the dictation as...
Ctrl + V	Insert from the clipboard to this location
F2	Rename a dictation
F5	Refresh the display
Del	Delete the selected item(s)
Ctrl + Ins	Copy the selected file to the clipboard
Shift + Ins	Insert from clipboard to this location
Ctrl + Tab	Switch to the next directory

See the corresponding function under *Menu Commands* beginning on page 27 for complete instructions on using the functions that you can access using keystrokes.

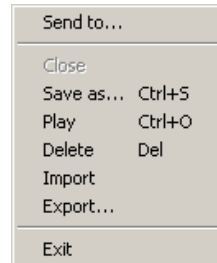


## Menu Commands

### The File Menu

From the **File** menu you can select the following commands:

- **Send to**
- **Close**
- **Save as**
- **Play**
- **Delete**
- **Import**
- **Export**
- **Exit**



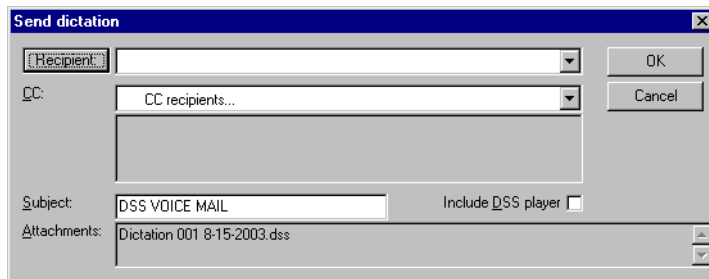
The **Close** function is only active when a dictation is open.

### File > Send to ...

You can send dictations as .DSS files from the **My Dictations** directory. Depending on the dictation, the recipient might be assigned already in the **Send Dictation** dialog box. If you send several dictations at a time, no name is pre-assigned. If you want to change the recipient, overwrite the pre-assigned name or select another from the drop-down list.

### To send a dictation file:

1. Click the dictation's name in the list.
2. Click **File > Send to**. The **Send Dictation** dialog box opens.



3. Select a recipient or enter the e-mail address of a recipient not on the list.

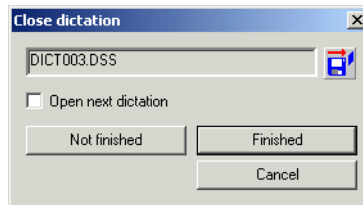
4. If desired, enter a subject.
5. Check the **Include DSS player** checkbox, if you want to include this software with the file.
6. Click **OK** to send the file. A copy of the file is e-mailed to the individual you specified and the file's status is changed to **Taken**.

#### File > Close

Use the **Close** function to remove an open dictation from the player.

#### To remove a dictation from the player:

1. Select **File > Close**. The **Close Dictation** dialog box opens.



2. Check the **Open next dictation** checkbox to have the next dictation file in the **My Dictations** directory loaded into the player when the current file closes.



***Note:** The next dictation file to open is determined by the deadline date. If more than one file carries the same deadline, the file with the highest priority opens.*

3. Take one of the following steps:
  - Click **Not Finished** to end the playback and transcription but not change the file's status.
  - Click **Finished** to end playback and transcription and change the file's status to **Finished**.

The dictation closes and the document file is saved and closes. Changes you made to the file's status and document are reflected in the *Walkabout Write* main window.



***Note:** If you want to end the Walkabout Write session as well*

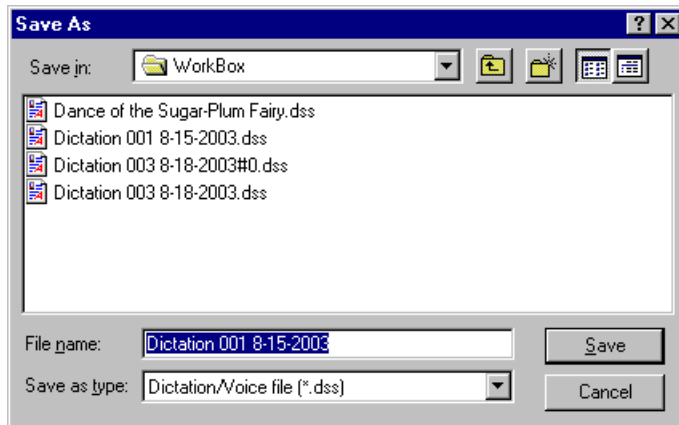
*as close the dictation and document, select File > Exit. After you make choices in the Close Dictation dialog box, the dictation closes and the Walkabout Write program is ended.*

**File > Save as ...**

You can save (archive) dictations under a different name in any directory (as **.DSS** or **.WAV** files).

**To save a dictation file:**

1. Click the name of the dictation.
2. Select **File > Save as...** The **Save as** window opens.



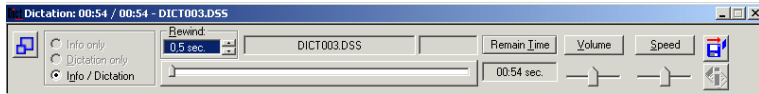
3. Select the directory where you want to save the file.
4. Select the file format you want to use. (The default is **.DSS**, meaning that the format is not changed.)
5. Click **Save**. The file is saved to the location you specified in the format you specified.

**File > Play**

You can play back dictations through a headset or through the PC's speakers.

**To play a dictation file:**

1. Click the name of the dictation.
2. Select **File > Play** or double-click the filename. The **Player** window opens.




You control the playback functions using the buttons on the **Player** or using the foot control.

**File > Delete**

You can delete one dictation or more than one at a time.

**To delete a dictation:**

1. Select the dictation(s) you want to delete.
2. Select **File > Delete** or click the **Delete** button . A confirmation box opens.



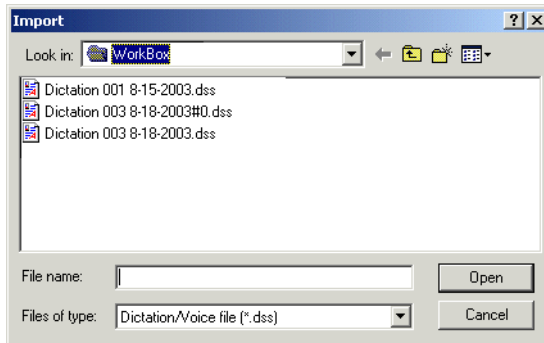
3. Click **Yes**.

**File > Import**

You can import dictations from any directory into the **My Dictations** directory.

**To import dictations to the My dictations directory:**

1. In the left pane, click the **My Dictations** icon.
2. Select **File > Import**. A standard Windows **Open** dialog box opens.



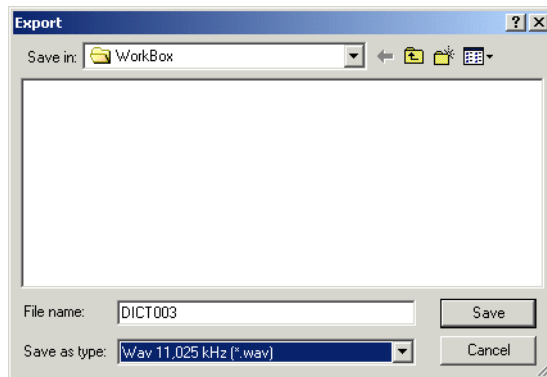
3. Select the dictation you want to import.
4. Click **Open**. The file is copied into your working directory.

#### **File > Export**

You can export dictations from .DSS format to different .WAV formats that are used for speech recognition.

#### **To export dictations from the My dictations directory:**

1. Click the **My Dictations** directory and select the file you want to export.
2. Select **File > Export**. The **Export** dialog box opens.



3. Select the location and format you want to use for the file.
4. **OK**. The file is exported as you requested.

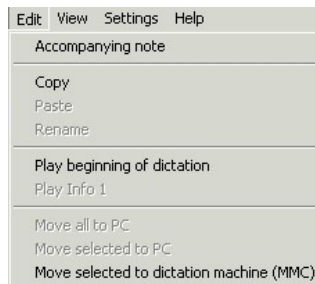
**File > Exit**

Select **File > Exit**. *Walkabout Write* closes.

**The Edit Menu**

From the **Edit** menu you can select the following commands:

- **Accompanying note**
- **Copy**
- **Paste**
- **Rename**
- **Play beginning of dictation**
- **Play Info 1**
- **Move all to PC**
- **Move selected to PC**
- **Move selected to dictation machine (MMC)**

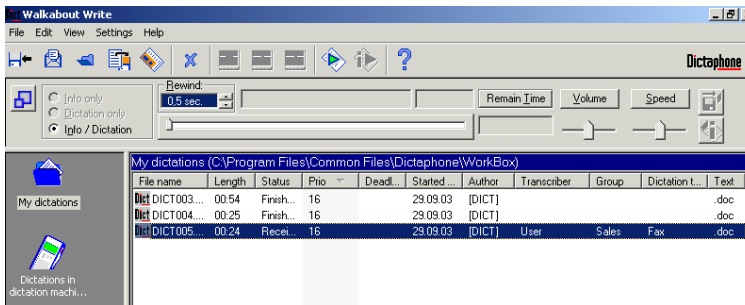


**Edit > Accompanying note**

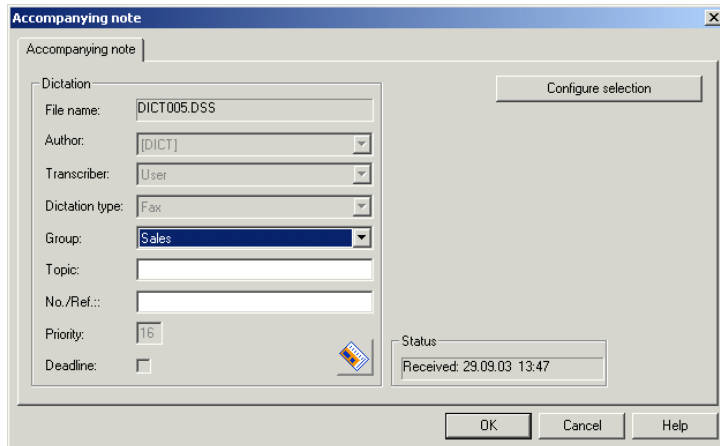
You can view and change any accompanying note.

**To view and edit an accompanying note:**

1. Select the dictation whose note you want to see.



2. Select **Edit > Accompanying note**. The **Accompanying note** dialog box opens.



3. Fill in your changes.
4. Click **Save**.

See *Viewing an Accompanying Note* on page 19 for more detailed information on **Accompanying notes**.

#### **Edit > Copy and Edit > Paste**

You can copy dictations from any directory and paste them into any other directory.

#### **To copy or paste a dictation file:**

1. Select the dictation in the **Dictations on the dictation machine** list.
2. Select **Edit > Copy** to copy the dictation.
3. To paste this dictation file, click the directory where you want to paste (for example, **C:\Dictations\My Dictations**), and select **Edit > Paste**.



***Note:** You can also use standard Windows drag and drop techniques by selecting a file and dragging it, for example to the My Dictations icon in the left pane.*


### **Edit > Rename**

As the transcriptionist, you cannot change any dictation name.

### **Edit > Play beginning of dictation**


You can play the first seconds of a dictation.

#### **To play the beginning of a dictation:**

1. Select the dictation.
2. Select **Edit > Play beginning of dictation** or click . The player window opens with the dictation loaded and the first few seconds of the dictation play.

### **Edit > Play Info 1**

If the handheld recorder has an **Info** function, you can play the acoustic **Info** that corresponds to any dictation:

- If a dictation is loaded in the player, you can hear the acoustic **Infos** for all dictations in the **My Dictations** list in sequence by selecting **Edit > Play Info 1**, or by clicking , or by pressing **Alt + I** (independent of the settings of the radio buttons in the player menu).


OR

- If no dictation is loaded into the player, you can only hear the acoustic **Info** for the first dictation in the list.



*Note: This function is only available for those dictations with Info attached.*

#### **To play the corresponding Info for a dictation:**

1. Select the dictation.
2. Select **Edit > Play Info 1** or click . The **Player** opens with the **Info** loaded and the **Info** plays.



### **Edit > Move**

Using these functions, you can transfer dictations between the PC and the recorder. You can:

- **Move all to PC**
- **Move selected to PC**
- **Move selected to the dictation machine**

### **To transfer dictations between the Walkabout 5210 and the PC:**

1. Connect the recorder to the PC using the USB cable provided.
2. Use the **ON/OFF** button to switch the recorder on and into PC mode.



### **Notes:**

- *To disconnect the recorder from the USB interface you must first close the connection by right-clicking the USB icon in the task bar and selecting Unplug or Eject, highlighting the hardware devices and selecting Stop, because otherwise the data transfer could be incomplete. After doing this, you can power off the recorder and unplug the USB connection.*
  - *When you use the Move functions, the dictations are deleted in the source directory.*
3. Select a dictation in the **Dictations on the dictation machine** window.
  4. Take one of the following actions:
    - Select **Edit > Move selected to PC**. The dictation is moved to the **My dictations** directory.
- OR
- Select **Edit > Move all to PC**. All dictations are moved to the **My dictations** directory.
- OR
- Select **Edit > Move selected to dictation machine**. The

selected dictation is moved to the **MultiMediaCard** directory.

During data transfer, the red recording indicator blinks.



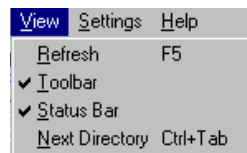
**Notes:**

- *You can also use standard Windows drag and drop techniques to move files between directories. Drag the files from the Dictations on the dictation machine directory to the My dictations icon to transfer them from the recorder to the PC.*
- *Do not transfer dictations when the recorder's batteries are low. Low batteries can cause the recorder to fail during transfer and the dictations to be lost.*

**The View Menu**

From the **View** menu you can select the following commands:

- **Refresh**
- **Toolbar**
- **Status Bar**
- **Next Directory**



**View > Refresh**

Use the **View > Refresh** command to re-display the information on your screen. For example, if you perform an edit function (such as copying or pasting) and the change does not appear immediately on your screen, refresh the screen to see the change.

**View > Toolbar**

You use the **View > Toolbar** command to display or hide the toolbar at the top of your screen.

**View > Status Bar**

You use the **View > Status Bar** command to display or hide the status bar at the top of your screen.

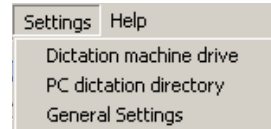
### View > Next Directory

Using the **View > Next Directory** command to display the next directory (for example, **Sent dictations**).

### The Settings Menu

From the **Settings** menu, you can carry out the following commands:

- **Dictation machine drive**
- **PC dictation directory**
- **General Settings**

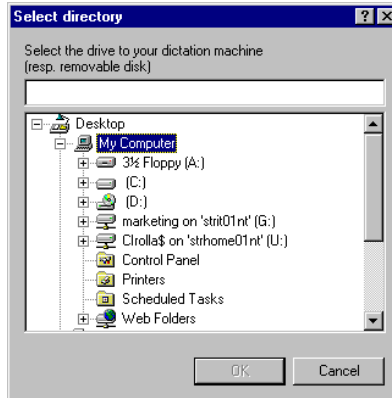


### Settings > Dictation Machine Drive

When the recorder is connected to the PC using the USB cable, the PC recognizes the recorder (the MultiMediaCard) as a removable disk drive.

### To view the directory of files on the recorder:

1. Select **Settings > Dictation machine drive**. The **Select directory** window opens.



2. Click on the drive unit assigned to the recorder, for example, **Removable disk drive (G:)** and click **OK**. The recorder's directory is shown.



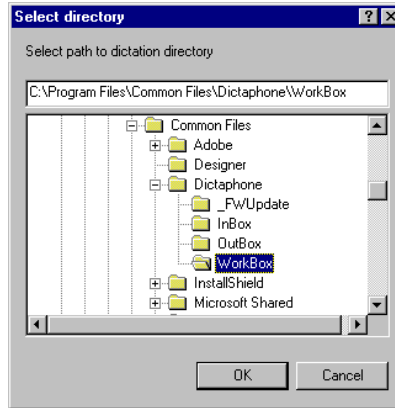
**Note:** *In the event of a disruption in communication over the USB interface, (such as switching the recorder off or disconnecting the cable), Walkabout Write requires a new drive assignment for the removable disk.*

### Settings > PC dictation directory

The **PC dictation directory** menu item allows you to select a directory in which to save your dictations.

#### To select a destination directory on the PC:

1. Select **Settings > PC dictation directory**. The **Select Directory** window opens.



2. Select the directory where you want to save your dictations, for example, **C:\Dictations\My dictations**.
3. Click **OK**.

### Settings > General Settings

Using the **Settings > General Settings** option, you see the **Settings** dialog box, where you can select a number of functions including activating or deactivating the control buttons of the player. These adjustments are made using the following tabs in the **Settings** dialog box:

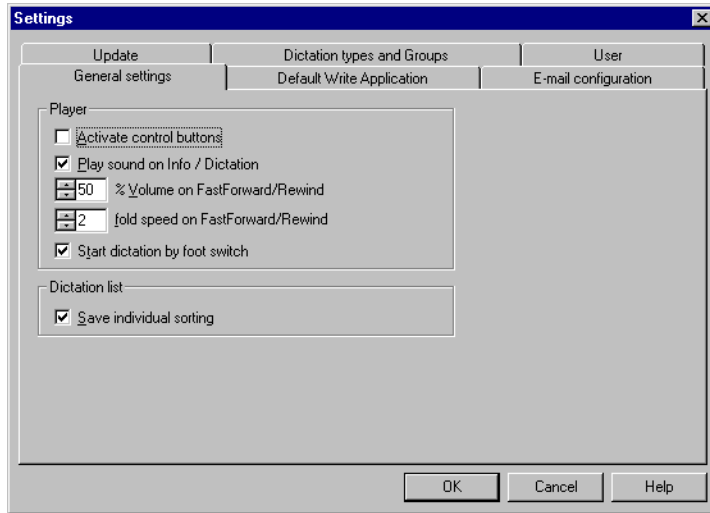
- **General Settings**
- **Default Write Application**
- **E-mail configuration, Update**
- **Dictation Types and Groups**
- **User**



***Note:** The changes you make in the Settings menu are retained until you change them again, even if you close Walkabout Write.*

### General Settings Tab

On the **General Settings** tab, you can set parameters for the player and the order in which dictations are saved.



### To set General Settings for the Player and Dictation list:

1. In the **Player** group box, set the sound the software uses as a signal as well as the volume level and speed during fast forwarding and rewinding:
  - The default setting for the **Info/Dictation** sound signal is **ON**. By unchecking the check box, you can set it to **OFF**.
  - The default volume level for fast forwarding and rewinding is 50% and the speed is double the normal speed. Using the scroll buttons in the **Player** group box, you can adjust the volume from 1 to 100% and adjust the speed from 1 to 30 times the normal speed.
  - Check the **Start Dictation by foot switch** checkbox to allow dictations to be played automatically using the foot control.
2. In the **Dictation ID** group box, you can set the software to save the individual order of your dictations list. Uncheck the box to turn this feature off.

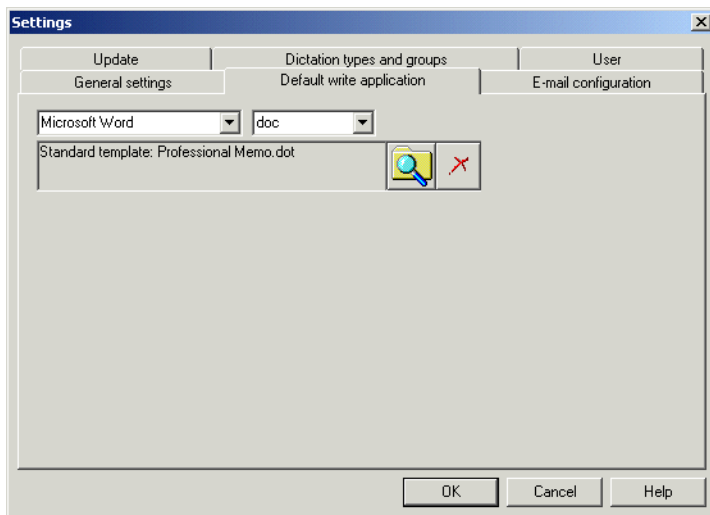
3. Click **OK**. Your changes are applied as defaults.




***Note:** Regardless of the settings you make on this tab, the **Sound** feature must be selected in the general settings of your PC for signals to be audible.*

### **Default Write Application Tab**

On the **Default Write Application** tab, you can select the word processing application you want *Walkabout Write* to open automatically with every dictation as well as the default file type and the template within that application.




### **To set the default word processing application:**

1. Select an application from the drop-down list or select **No Program** if you want to play back dictations without transcribing.
2. Select the default file type by selecting from the drop-down list (for example, .doc, .rtf, .htm, .html, or .txt).
3. Click the **Browse** button  next to the information box that shows the current default template. You see a directory of the templates available for the word processing application you chose.

4. Select a template in the list or click the **Find Template** button to see a standard Windows selection dialog box.
5. Select a template and click **Open**. The template you selected is shown as the default in the information box.



**Note:** Click the **Delete** button  to reset the template to the default template for the given word processor.

6. Click **OK**. Your changes are applied as defaults.

### **E-mail configuration Tab**

On the **E-Mail configuration** tab, you can define your preferred e-mail recipient and the name and password for your e-mail account. If you do not enter preferred e-mail data here, you will be prompted for it when you send a file.

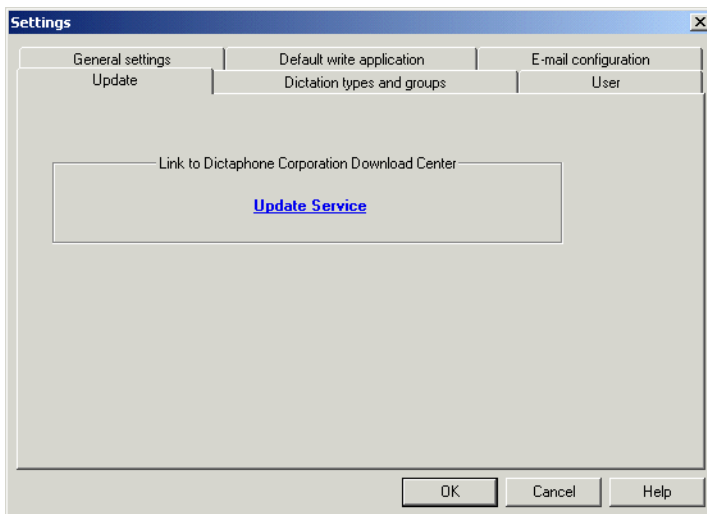
The screenshot shows a Windows-style dialog box titled "Settings" with a close button (X) in the top right corner. The dialog is divided into three main sections: "Update", "Dictation types and groups", and "User". The "User" section is active and contains a sub-tab labeled "E-mail configuration". Under this sub-tab, there are three input fields: "Favorite recipient", "Name for e-mail account", and "Password for e-mail account". To the right of these fields is an icon of an envelope. Below the input fields is a text box containing the message: "These values are entered automatically in the e-mail program. Missing entries will be asked there." At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Always confirm the settings you make on this tab by clicking **OK**.

### Update Tab

If you click the **Update Service** link on the **Update** tab, you are connected to the Dictaphone Corporation Download Center using your Internet browser. From there you can download current information and software updates.

You can update the version of the *Walkabout Write* software you are using by way of the **Update** tab.



### To update the version of the software:

1. On the **Update Server** tab, click the **Update Service** link. You are linked with the Dictaphone Corporation Product Support Center over the Internet.
2. You can download current information and software updates as available.

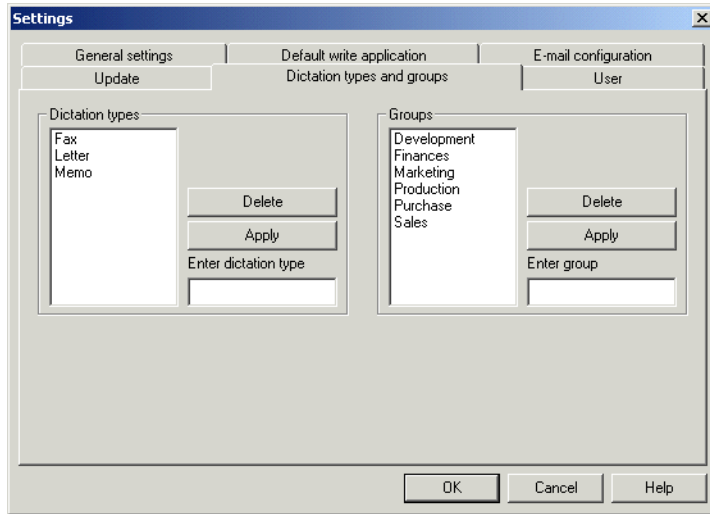


*Note:* You do not need to connect the recorder to the PC to update the software.



**Dictation Types and Groups Tab**

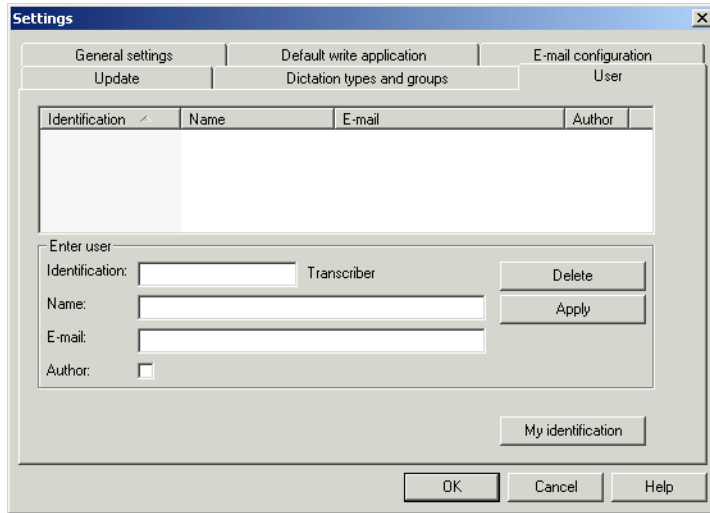
On the **Dictation Types and Groups** tab, you can create or edit up to 10 different dictation types and groups.



Edit new dictation types or groups in the fields on this tab and click **Apply** after each change. You can also delete types and groups from this tab by selecting the type or group and clicking **Delete**. You can transfer the types and groups you create here to the recorder, see *Dictation Types and Groups Tab* on page 43).

### User Tab

You can create typist and author accounts with related e-mail addresses on the **User** tab.



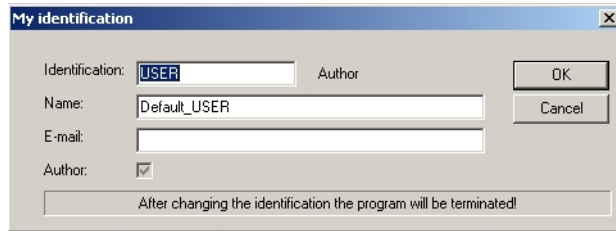
The users listed on this tab are displayed in menus as potential e-mail recipients when you are sending dictations.

Only one author and one typist can be transferred into the digital recorder through one accompanying note. These users are necessary to identify dictations.



**Note:** You cannot modify or delete the Default\_DICT user. Both identifications and user name will be loaded into the digital recorder. The recorder creates the beginning of the dictation name from the first four characters of the identification. The application determines the complete user name from the identification and displays the complete user name within dictation directories.

You can click the **My Identification** button on this tab to open the **My identification** dialog box and configure your own identification and name.



The name you supply here automatically appears in the program below the working directory name. This identification is used to authorize changes of name and e-mail address. For example, your private e-mail address can be used to send dictations to your home office.

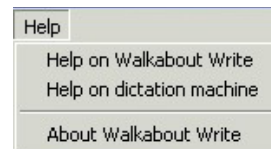


**Note:** *The changes you make in the Settings menu are retained until you change them again, even if you close Walkabout Write.*

### The Help Menu

From the **Help** menu, you can select from the following commands:

- **Help on Walkabout Write**
- **Help on dictation machine**
- **About Walkabout Write**



By selecting **Help on Walkabout Write**, you see the Windows help system for the *Walkabout Write* software. By selecting **Help on dictation machine**, you see the Windows help system for the *Walkabout 5210* recorder. By selecting **About Walkabout Write**, you see the version of the software you are using.

## Configuration

You can view information regarding the configuration of your entire system using the icons in the left pane of the *Walkabout Write* main window:



Click the **My Dictations** icon to view the dictations stored on your PC in the right pane.



Click the **Dictations in dictation machine** icon to view the current configuration of your recorder in the right pane. (Have this information ready before calling for service.)



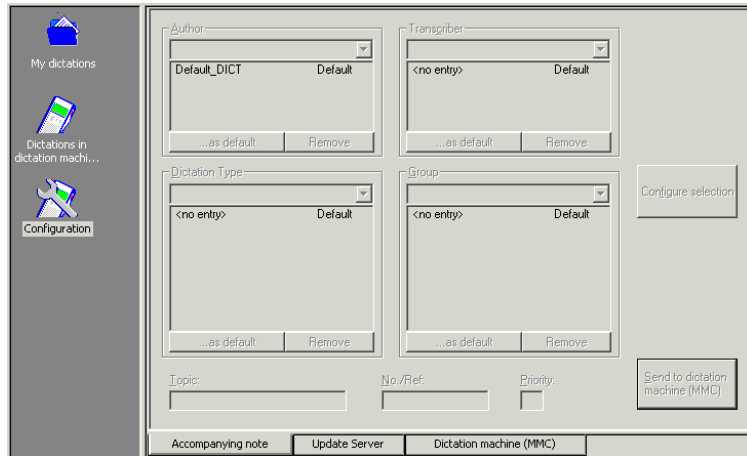
Click the **Configuration** icon to view or change accompanying note information, update the PC software version, or view configuration information for your recorder in the right pane.


## Accompanying Note Configuration

To change the Accompanying note settings:


1. Double-click the **Walkabout Write** icon on the desktop to start the *Walkabout Write* program.
2. Click the **Configuration** icon in the left pane, to see the **Accompanying note**, **Update Server**, and **Dictation machine (MMC)** tabs at the bottom of the screen.
3. Click the **Accompanying note** tab to view and change the settings of the accompanying note in the recorder. You can make changes to any fields that the author has left blank, with the exception of the **Group** field.





 **Note:** All Dictaphone recorders that are equipped with the clock function provide the dictation files with a date/time stamp. The date appears in the Started column of the dictation directories, but the time is only visible through the Accompanying Note screen.

4. In the **Transcriber** group box, enter up to three different typists you want to appear in the recorder's list.
5. In the **Dictation Type** group box, enter up to 10 different dictation types you want to appear in the recorder's list.
6. You cannot make changes in the **Group** group box through *Walkabout Write*.

 **Note:** Typist, dictation type, and group information must be uploaded to the recorder from the PC before it is available on the recorder's menu.

7. Type a topic name into the **Topic** text box if you want to associate a particular topic with your dictation files.
8. Type a reference number in the **No./Ref** text box if you want to associate a default reference number with all of your dictation files.
9. Change the priority level in the **Priority** text box if necessary. (Priorities can range from 1 to 16, where 1 is the highest and 16 indicates no priority.)

10. When you have completed your selections, click **Send to dictation machine (MMC)**. The settings you selected are transferred to the *Walkabout 5210* and are available for use with the next recording you make.

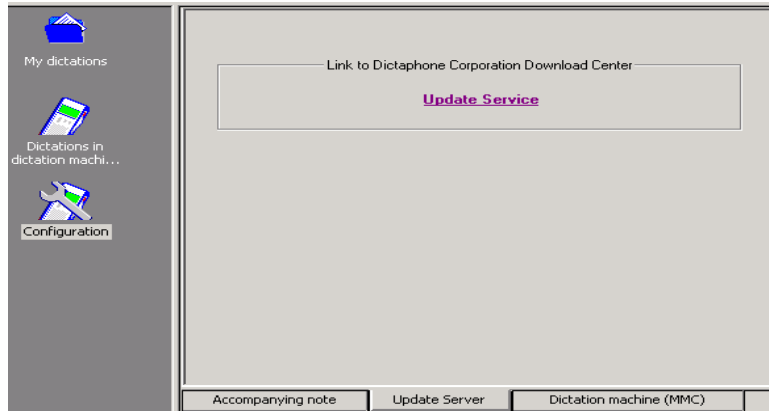


*Note: The Walkabout 5210 recorder must be connected to the PC by the USB cable provided to change the accompanying note information.*

## Server Settings Configuration

To update the server settings:

1. Double-click the **Walkabout Write** icon on the desktop to start the *Walkabout Write* program.
2. Click the **Configuration** icon in the left pane, to see the **Accompanying note**, **Update Server**, and **Dictation machine (MMC)** tabs at the bottom of the screen and select the **Update Server** tab.



3. Click the **Update Service** link. You are linked with the Dictaphone Corporation Product Support Center over the Internet. You can download current information and software updates as available.

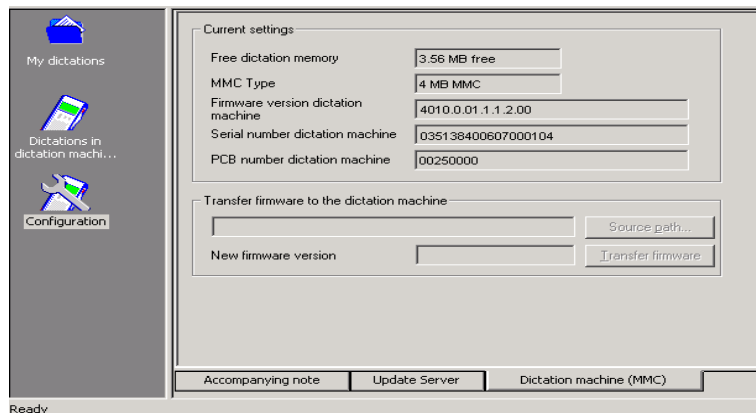


*Note: You do not need to connect the recorder to the PC to update the PC software.*

## Recorder Settings Configuration

To view the recorder settings:

1. Double-click the **Walkabout Write** icon on the desktop to start the *Walkabout Write* program.
2. Click the **Configuration** icon in the left pane, to see the **Accompanying note**, **Update Server**, and **Dictation machine (MMC)** tabs at the bottom of the screen.
3. Click the **Dictation Machine (MMC)** tab. You can view current configuration information for the *Walkabout 5210* recorder if the recorder is connected to the PC.



## **Warranty, Service, and Sales**

Please contact your supplier if you want to register the guarantee of this product or make a claim.

If there is no specialized dealer in your region, please contact the following address that is most convenient to you.

### **Dictaphone World Headquarters:**

Dictaphone Corporation  
3191 Broadbridge Avenue  
Stratford, CT, 06614-2559 USA  
voice.systems@dictaphone.com  
Tel: +1 203-381-7000

### **Dictaphone European Headquarters:**

Dictaphone Europe AG  
Ifangstrasse 91  
CH-8153 Rümlang  
Switzerland  
Tel. +41 (0)1 817 76 76

## **Warranty for the USA**

### **Limited Hardware and Software Warranty**

Dictaphone Corporation warrants to the original consumer or other end-user purchasers that this product is free from defects in materials or workmanship for a period of one (1) year for the hardware and a period of 90 days for the software from the date of purchase. During the warranty period, and upon proof of purchase, the product will be repaired or replaced (with the same or similar model) at our opinion, without charge for either parts or labor. This warranty shall not apply if the product is modified, tampered with, misused, or subjected to abnormal working conditions, (including, but not limited to lightning and water damage).

Repair or replacement as provided under this warranty is the exclusive remedy of the purchaser. This warranty is in lieu of all other warranties, express or implied, including any implied warranty of merchantability or fitness for a particular use or



purpose, and Dictaphone shall in no event be liable to purchaser for indirect or consequential damages of any kind or character.

Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages or allow limitations on how long an implied warranty lasts, so the above limitations or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

This warranty applies to the United States only. All other countries, please refer to your dealer's warranty policy.

### **Support for the USA**

*Walkabout* Products – Support and Services

#### Software and Operational Support

Dictaphone shall provide at no-charge, product support by telephone on the *Walkabout* products for a period of 90 days initiated from the day of shipment to the customer. The no-charge period of support assumes a PC with a functioning sound card and access to the shared directory used to pass dictation to the software system. It does not include the setup or support of other vendor's products, sound cards, mail programs, Internet access or networking issues.

The *Walkabout* model and serial number is required to obtain the initial 90 days of telephone support. The *Walkabout 5210* serial number is located either on the back or inside the battery compartment of the product. Product support will be provided by way of a toll-free call. To contact the initial 90-day-no-charge *Walkabout* Support Center in the United States, dial (800) 677-7928.

Support after the first 90 days from the date of shipment will be provided on a per minute charge basis unless an Assured Performance Plan (APP) contract is purchased.

This support applies to the United States only. All other countries, please refer to your dealer's support policy.



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**Dictaphone<sup>®</sup>**

*Giving New Meaning to Voice...*

# Dictaphone

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**Dictaphone World Headquarters**

3191 Broadbridge Avenue

Stratford, CT, USA

06614-2559

**[www.dictaphone.com](http://www.dictaphone.com)**

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