



PowerMic II Getting Started Guide

Dragon® Medical Enterprise Network Edition

Version 10.1

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Getting Started with the PowerMic II and Dragon Medical Network Edition, Version 10.1

Objectives

The instructions in this document are designed for the experienced *Dragon Medical Client 10.1* user who is about to start using the *PowerMic II*, as well as trainers who will be assisting *Dragon Medical Client 10.1* users with this microphone.

This document covers the following topics:

- Adding a dictation source for the *PowerMic II*
- Using the *PowerMic II* to dictate, say commands, and to function as a mouse
- Customizing the *PowerMic II* buttons to do the following tasks:
 - Navigating in a DragonTemplate
 - Tabbing within an application
 - Deleting the last word
 - Turning hidden mode on and off
 - Turning the microphone on by pressing and releasing (rather than holding in) a button

Dragon Medical Version

These instructions *only* apply to *Dragon Medical Client 10.1 (Network Edition)*. If you are using *Dragon Medical 10.x*, please see document L-3271-001. If you are using *Dragon Medical 9.x* or earlier, you need to upgrade to *Dragon Medical 10* or obtain *Dragon Medical Client 10.1 (Network Edition)* to take advantage of most of the features of the *PowerMic II*.

PowerMic II Illustration



Adding a Dictation Source for the PowerMic II

Before you can use all of the features of the *PowerMic II*, it must be set as the dictation source for your user profile.

If you do not have a user profile, create a profile as documented in the Dragon Medical Network Edition 10.1 Courseware and Reference Guide. Dragon Medical 10.1 automatically selects the PowerMic II as the dictation source.

If you already have a user profile, follow these steps to add a dictation source for the PowerMic II:

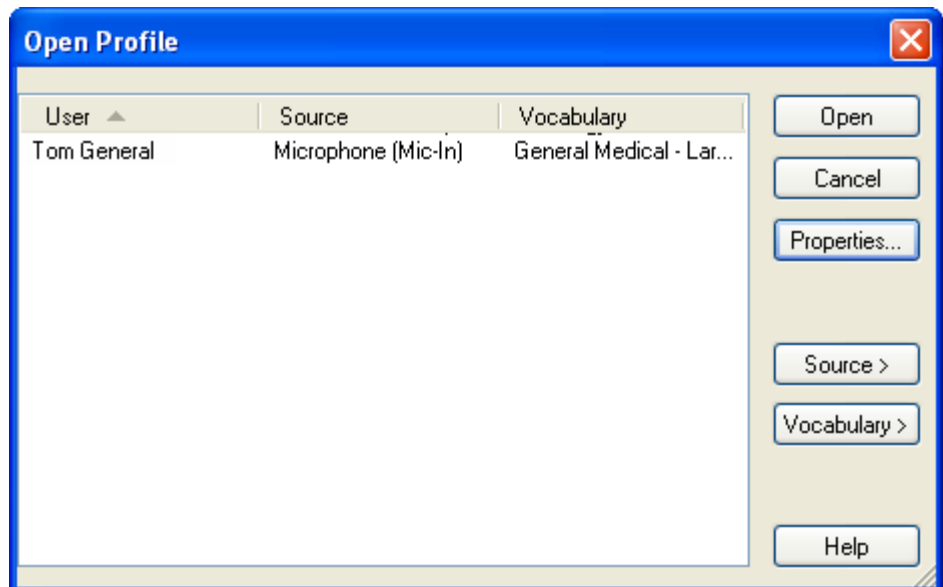
Prerequisite: To perform these instructions, you must first create a user profile using a headset or other microphone as the original dictation source. You will now add a PowerMic II as a dictation source to the user profile.

1. Plug the *PowerMic II* into any USB port on your computer.

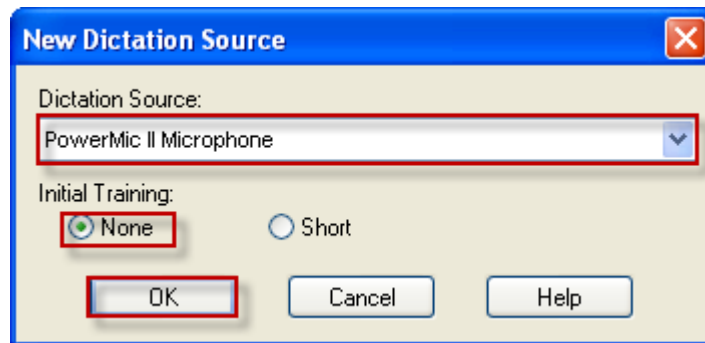



Note: If you are using a tablet PC, plug the PowerMic II directly into the tablet rather than the docking station so that you can continue using the microphone if you undock the tablet.

2. Wait for the **Your new hardware is ready to use** message to appear. (If you see a message asking you to reboot Windows, reboot your computer before continuing with the next steps.)
3. Start *Dragon Medical Client 10.1* if it is not already running.
4. If the **Open Profile** dialog box doesn't appear, on the **DragonBar** click **Dragon > Open Profile**. The **Open Profile** dialog box opens.

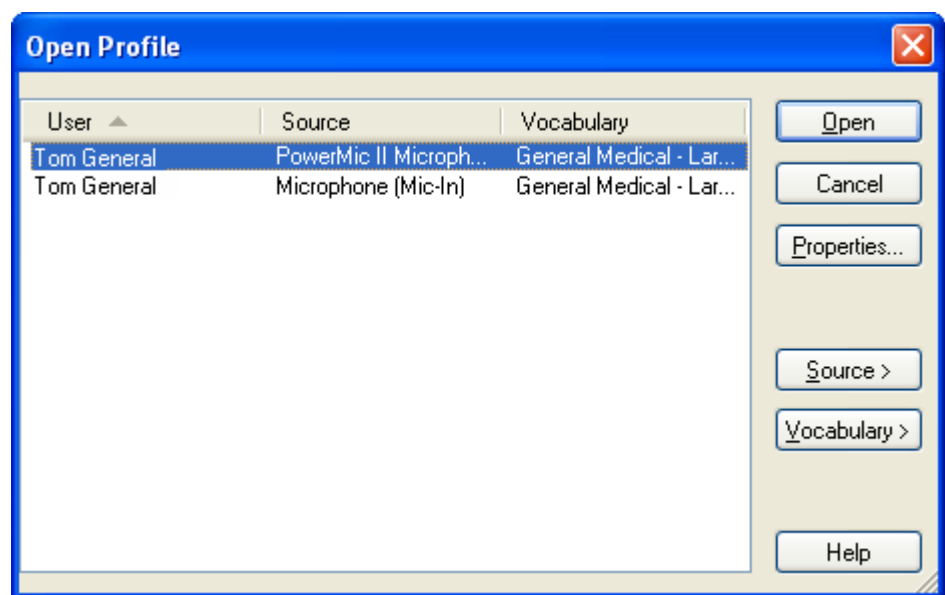


5. Select the correct user profile. (If you have more than one vocabulary, it doesn't matter which one you select.)
6. Click **Source > New**. The **New Dictation Source** dialog box opens.
7. Under **Dictation Source**, select **PowerMic II Microphone**.
8. Under **Initial Training**, select **None**.
9. Click **OK**.



 **Note:** If you don't see the PowerMic II on the menu, close this dialog box, make sure the microphone is firmly plugged in, and wait for Windows to finish detecting it. Then try again.

10. Click **OK**. You should now see your user profile twice in the **Open Profile** dialog box. (If you have two vocabularies and two dictation sources, you'll see four entries because there are four possible combinations.) You haven't created a new user profile, you've added a dictation source to the existing user profile. That means your custom words and commands will still work with the new microphone.



11. Select your *PowerMic II* user profile and click **Open**. Since this is a new dictation source, you now have to run the **Audio Setup Wizard** and the **General Training**.
12. Hold the *PowerMic II* in one hand. Note that the microphone element is in the foam-covered indentation at the top end of the device. Make sure the microphone element is 1 to 3 inches from the side of your mouth, and try to keep its position fairly consistent. The microphone is not designed to lie on the table.



Note: During the **Audio Setup Wizard** and the **General Training**, do not press any of the buttons on the *PowerMic II*. *Dragon Medical Client 10.1* automatically starts listening when you click the **Start** or **Go** button on each of the dialog boxes.



Using the PowerMic II

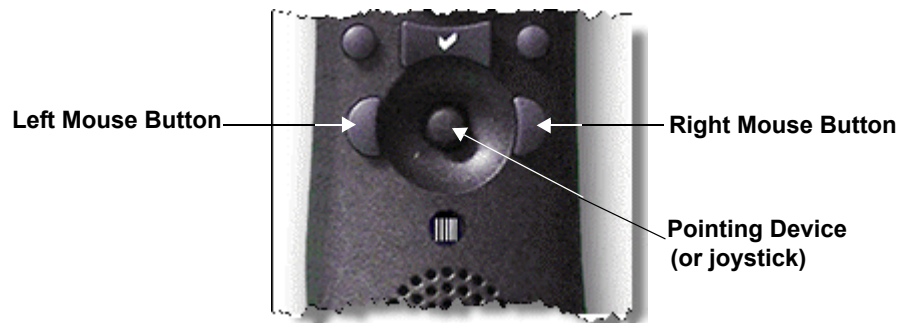
Dictating with the PowerMic II

When you finish **General Training**, you can begin using the *PowerMic II*.

Hold in the **Dictate** button while you are speaking and release it when you are done. Make sure that you press the button in completely before you start talking. Otherwise *Dragon Medical Client 10.1* will cut off the beginning of your dictation.

Using the PowerMic II as a Mouse

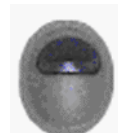
Your *PowerMic II* can also function as a mouse. There are three controls on the front and one on the back of the microphone that allow you to perform common mouse functions.




Pointing Device: Use this control to move your mouse cursor. This button is very similar to the control seen on many notebook-style computers.

Left/Right Mouse Buttons: These buttons perform the same functions as your left and right mouse buttons.

Trigger on back of microphone: This button functions as a left mouse button as well, so you can drag objects by holding in the trigger while you move the pointing device.




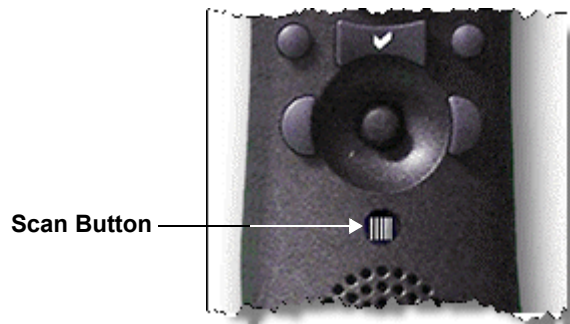
Scanning Barcodes with your PowerMic II

 **Note:** To determine whether your PowerMic II is equipped with a scanner, look on the back of the PowerMic II (near the top) for a red plastic semicircle and a caution regarding the scanner's laser. Refer to the illustration on [page 2](#).

Pressing and releasing the small button directly below the pointing device activates the PowerMic II barcode scanner (located on the back of the microphone).

When the barcode scanner detects a valid barcode, Dragon Medical Client 10.1 converts the barcode into text and sends it to the active application.

 **Note:** If your PowerMic II is not equipped with a scanner, pressing this button does nothing.




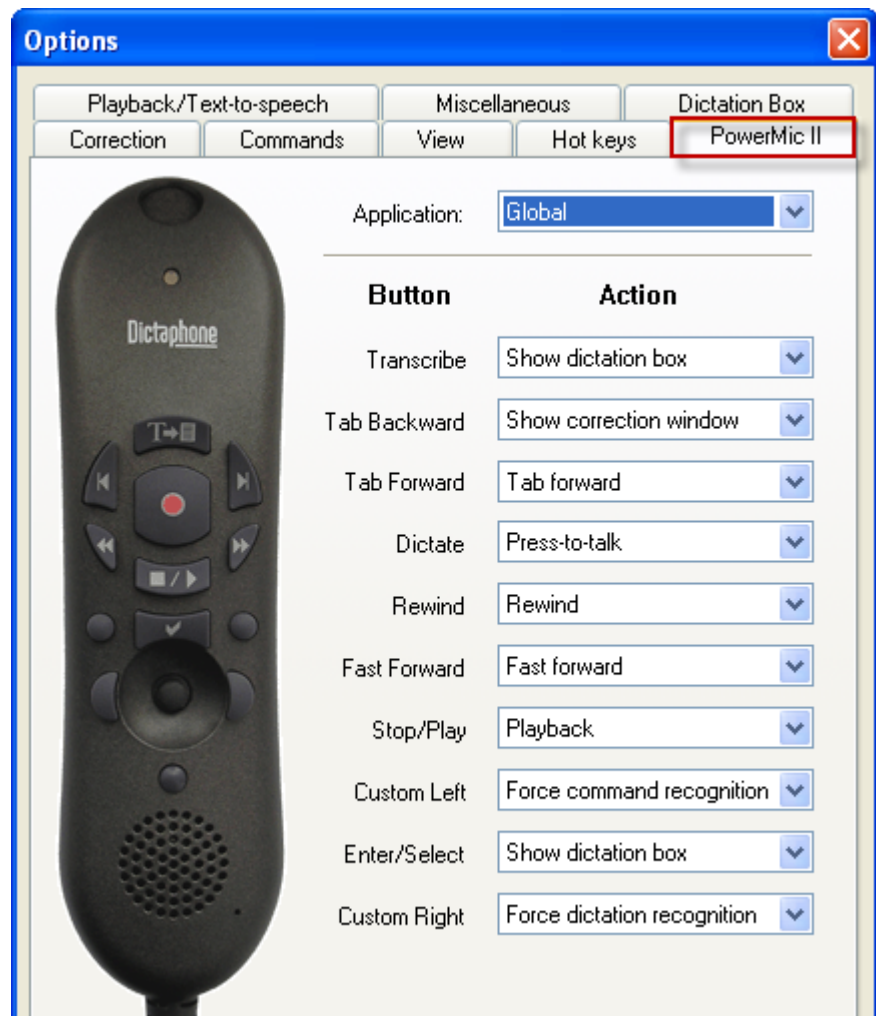
Reassigning the PowerMic II Buttons


Dragon Medical Client 10.1 assigns a default group of settings for your *PowerMic II* buttons. You can customize how these buttons function.

To customize the buttons on your PowerMic II:

On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.

 **Note:** If you don't see the **PowerMic II** tab, on the **DragonBar**, click **Dragon > Open Profile** and make sure you selected the **PowerMic II** dictation source when you opened your user profile.




 **Note:** If you want to customize a button and don't know its name, either click a button on the picture in the dialog box or press the button on the

microphone itself. Dragon Medical Client 10.1 highlights the correct menu item.

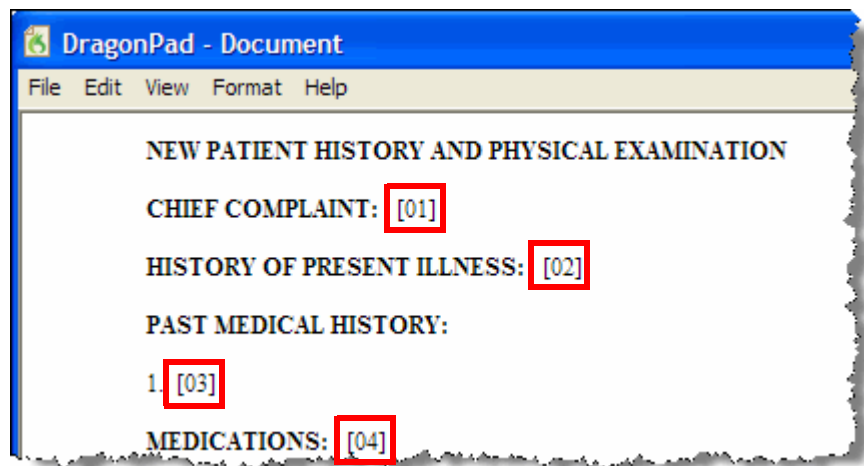
Using the Buttons with DragonTemplates

You can use the *PowerMic II* to navigate through the fields in a **DragonTemplate**, once you customize the buttons to do so. If you're not familiar with **DragonTemplates**, read about them in the *Dragon Help* or the *Dragon Medical Network Edition Version 10.1 Provider Packet*.

 **Note:** *DragonTemplates do not work in the Add Note field in AHLTA versions earlier than 3.3. They do work in other text fields in AHLTA, and they also work in Essentris, CPRS, RPMS, and any other application in which the Full Text Control indicator turns green.*

To assign buttons for use in DragonTemplates:

1. If you don't have a **DragonTemplate**, create one.
 - You can edit an existing **Text-and-Graphics** command and put square brackets ([]) around any text whose value is likely to change from patient to patient.



- See the *Dragon Medical Network Edition Version 10.1 Provider Packet* for more complete instructions on creating a **DragonTemplate**, including an example.
2. On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.
 3. From the **Rewind** drop-down list, select **Navigation > Previous field**.
 4. From the **Fast Forward** drop-down list, select **Navigation > Next field**.
 5. From the **Stop/Play** drop-down list, select **Navigation > Accept defaults**.

6. Click **OK** to save your changes.

To use your PowerMic II in a DragonTemplate:

1. Say the voice command that inserts the **DragonTemplate** into your note.
2. Press the **Fast Forward** button to select the first field.
3. Press and hold the **Dictate** button and dictate the value for that field.
4. Continue alternately pressing **Fast Forward** and dictating the field values. You can skip over the fields where you want to keep the default values.
5. If you skip a field and need to go back, press **Rewind**.
6. When you are done filling in the template, if any brackets remain, press **Stop/Play** to erase the brackets.

Using the Buttons to Tab Within an Application

In any application where you can press the **Tab** key on your keyboard to move from field to field (such as in an EHR template or an Outlook email message), you can use the **Tab Forward** button on the *PowerMic II* to navigate.



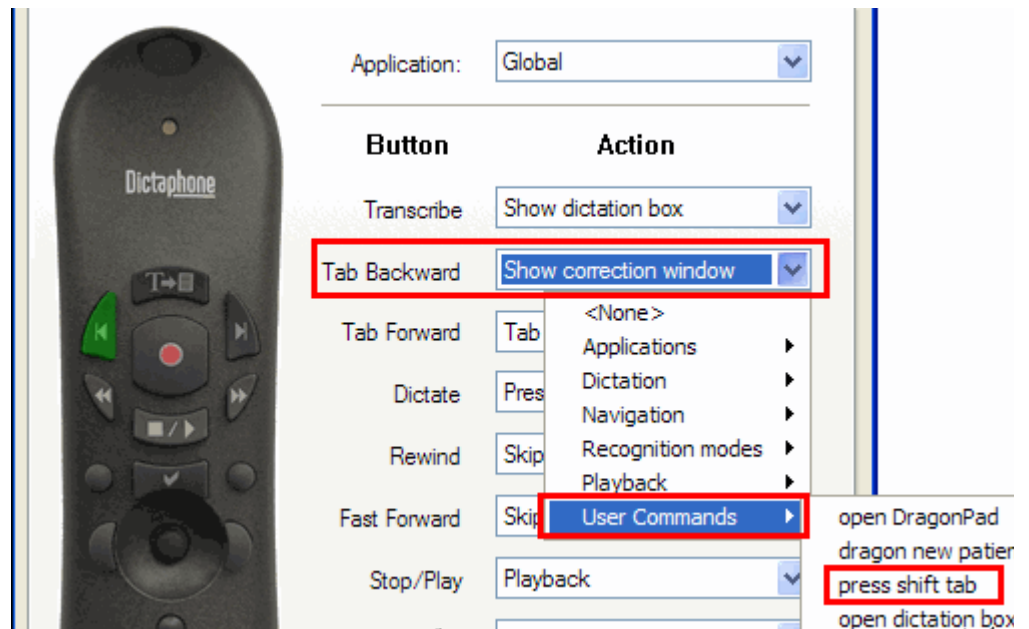
***Note:** You cannot use the **Tab** key to navigate in some EHR systems. The following instructions will not work in such systems.*

If you would also like to be able to use the **Tab Backward** button to move backward from field to field, you need to set this button to execute the “**press shift tab**” voice command.

To assign the Tab Backward button:

1. Press and hold the **Dictate** button on your *PowerMic II* and say “**press shift tab.**” This places the **press shift tab** command onto the **User Commands** list, which is a list of recently used voice commands.
2. On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.

- From the **Tab Backward** drop-down list, select **User Commands**. In the list, you can see up to 20 commands that you recently dictated.



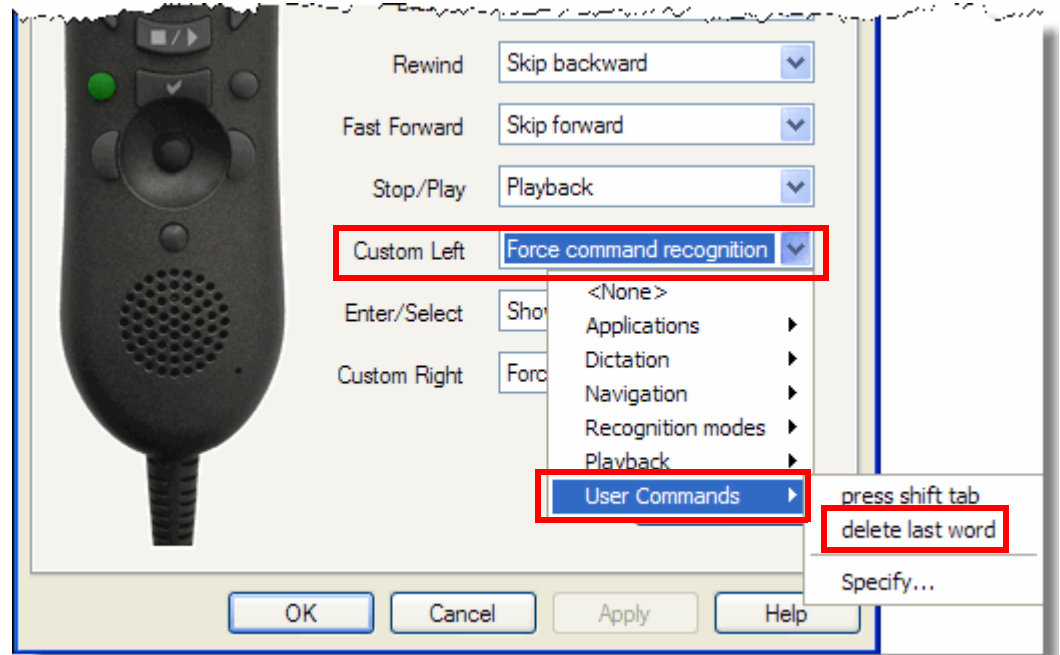
- From the **User commands** list, select **press shift tab**.
- Click **OK** to save your changes.

Using a Button to Delete the Last Word

Instead of using the voice command “**delete last word**,” you can assign a *PowerMic II* button to delete the last word from your text.

To assign a button to execute the “delete last word” voice command:

- In any application, dictate any text.
- Say “**delete last word**.” This places the **delete last word** command onto a list of recently used commands.
- On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.
- Select the button you want to use. For this example, use the **Custom Left** button.



5. From the **Custom Left** drop-down list, select **User Commands**. From this list you can see up to 20 commands that you recently dictated.
6. From the **User Commands** list, select **delete last word**.
7. Click **OK** to save your changes.



Tip: To delete multiple words, press the PowerMic II button more than once.

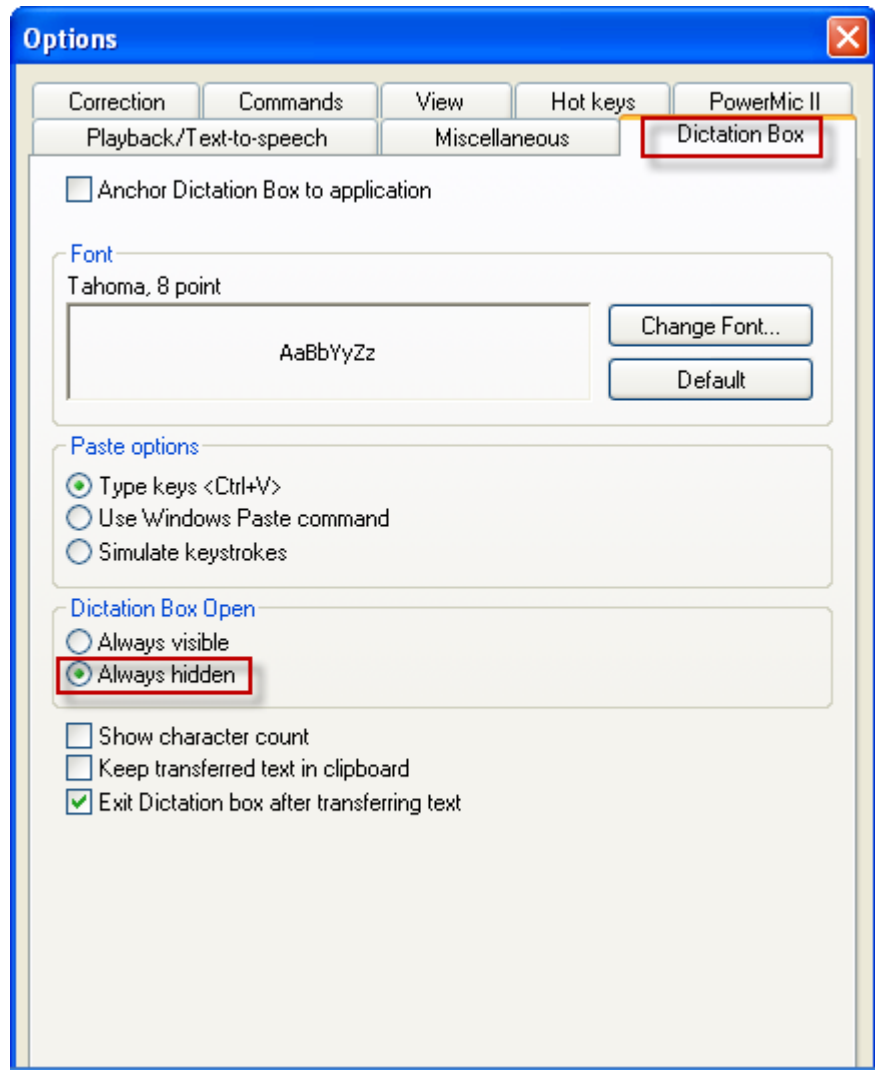
Using a Button to Switch Between Hidden Mode and Normal Mode

In **Hidden Mode**, *Dragon Medical Client 10.1* captures and stores dictation without immediately placing it into the application. This allows you to view other windows or applications while dictating. If you set the **Dictation Box Open** option to **Always hidden** (see below), the **Transcribe** button on the *PowerMic II* toggles *Dragon Medical Client 10.1* between **Hidden Mode** and **Normal Mode**. (See the *Dragon Help* for more information on **Hidden Mode** and **Normal Mode**.)

To set the Dictation Box to Always hidden:

1. On the **DragonBar**, click **Tools > Options** and select the **Dictation Box** tab.

2. In the **Dictation Box Open** section, select **Always hidden**.



3. Click **OK**.

To use your PowerMic II to switch between Hidden Mode and Normal Mode:

1. Press the **Transcribe** button to place *Dragon Medical Client 10.1* into **Hidden Mode**.
2. Press and hold the **Dictate** button and dictate text.
3. Place the cursor in the field where you want the text to be transferred.
4. Press the **Transcribe** button to transfer the text and place *Dragon Medical Client 10.1* back into **Normal Mode**.

Changing the Dictate Button to a Microphone On/Off Button

If you find that your thumb gets tired from holding down the **Dictate** button, you can change the **Dictate** button from a press-to-talk button to a microphone on/off (toggle) button.

1. On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.
2. From the **Dictate** button drop-down list, select **Dictation > Microphone on/off**.
3. Click **OK** to save your changes.

Now you can press and release the **Dictate** button to turn the microphone on. Just remember that you must press and release the **Dictate** button again to turn it off.

