PHILIPS

SpeechExec

Basic Transcribe 11.5

LFH4612

User manual

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1 Important

This manual covers the basic installation of the SpeechExec software and its related use with the SpeechMike, Pocket Memo and SpeechAir dictation hardware.

Not all devices mentioned in this manual are necessarily part of the package contents. Descriptions of devices and accessories are for information only and do not require Philips to deliver any of these accessories with this package.

Note

- If a feature is described with this icon PRO, this feature is available to users of SpeechExec Pro only.

Tip

- For more information about using the SpeechExec software, see the help function (press F1 on the keyboard).

Philips reserves the right to change products at any time without being obliged to adjust earlier supplies accordingly.

The material in this manual is believed adequate for the intended use of the system. If the product, or its individual modules or procedures, are used for purposes other than those specified herein, confirmation of their validity and suitability must be obtained.

Safety

- Back up your files. Philips is not responsible for any loss of data.

Hearing protection

Observe the following guidelines when you use headphones:

- Set the volume to a moderate level to avoid damaging your hearing.
- Don't turn the volume up so high that you can't hear what is going on around you.
- In potentially dangerous situations, be particularly careful or temporarily discontinue use.

Disposal of your old product

A crossed-out wheeled bin symbol attached to a product indicates that the product is covered by the European Directive 2011/65/EU. Please get informed about the local separate collection system for electrical and electronic products. Please act according to your local rules and don't dispose of your old products with your normal household waste. Correct disposal of your old product helps to prevent potential negative consequences for the environment and human health.

About this user manual

Find a quick overview of your software on the next pages. For detailed description, see the following chapters of this user manual. Read the instructions carefully.

Symbols used

Note

- This symbol indicates notices which you should observe when using the software.

Tip

- This symbol identifies information that helps you to use your software more efficiently and simply.

Caution

- This symbol warns of damage to the device and possible data loss. Damage can be caused by improper handling.

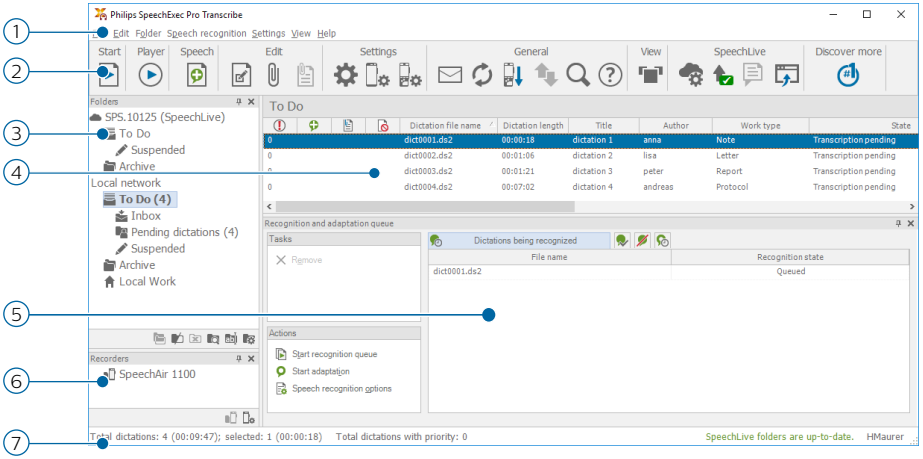
2 Your SpeechExec dictation software

Congratulations on your purchase and welcome to Philips!

To fully benefit from the service that Philips offers, visit our Website for support information, such as user manuals, software downloads, warranty information and more: www.philips.com/dictation.

Overview SpeechExec work list window

The work list allows you to manage the dictation file list, define dictation properties and change various settings.



① The menu bar across the top organizes commands under menus.

② The toolbar contains tools for playing and editing dictation files. Related tools are grouped together.

- Start transcription (open the selected dictation in the player)
- Start/stop playback of the selected dictation file
- PRO Add to speech recognition queue
- Display the dictation properties of a file
- PRO Attach a document
- PRO Open an attached document
- Display the General settings window

PRO Display the settings window for a connected Philips SpeechAir recorder
PRO Display the settings window for a connected Philips Pocket Memo recorder
Display the settings window for a connected Philips foot control
PRO Create a new email message with the selected dictation file attached
Refresh the information displayed in the work list
PRO Start download from a connected Philips Pocket Memo or SpeechAir recorder to a PC
PRO Send and receive emails with dictations via a connected email system
Search for items in your dictation list
Open the help function
PRO Display the worklist in Carousel view
Display the SpeechLive settings window
Display dictation files queued for SpeechLive upload
Send dictation to SpeechLive transcription service
Recall dictation from SpeechLive transcription service
Send dictation to SpeechLive speech recognition service
Find out more about Philips dictation products

Note

- To customize the toolbar, click **Settings > General settings** on the menu bar and select **Worklist > Toolbar**. Select the icon you wish to add from the left column and click the **Add item** button.

③ The folder list displays the folder structure. The structure depends on personal or pre-configured settings. Click the arrow at the left of a folder to expand the tree and display a folder's sub-folders.

④ The dictation file list displays information about the dictation files stored in the selected folder. The columns display the properties of the dictation files. Change the focus between the tree view and the dictation list view by clicking inside each pane.

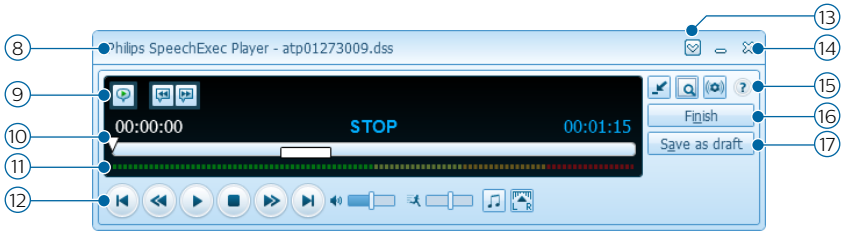
⑤ PRO The Recognition and adaptation queue panel displays information about dictation files submitted for offline speech recognition.

⑥ PRO Device display: The device display appears when a Pocket Memo or a SpeechAir is connected. It allows users to display and play back dictation files stored on the Pocket Memo or SpeechAir, and to configure settings on the connected device.

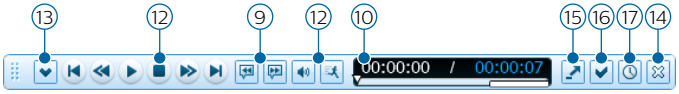
⑦ The status bar at the bottom of the window displays information on dictation management, such as the number of dictation files in the selected folder, the number of dictation files with priority status assigned, and the name of the current user.

Overview SpeechExec player window

The player module allows the playback of sound files created with SpeechExec Pro Dictate or a Pocket Memo.



Expanded mode



Compact mode

⑧ The title bar displays the file name.

⑨ Instructions are recorded comments by the author that are directed to the person transcribing the dictation file. For more information, see Instructions.

- Play back a special instruction
- Jump to the previous spoken instruction
- Jump to the next spoken instruction

⑩ Position slider: Displays file information, such as file length and the current position in the sound file during playback. The length of the recording is displayed in HH:MM:SS (hours:minutes:seconds) above the slider.

⑪ Audio volume meter: Displays the audio output level

⑫ Audio toolbar:

- Start/pause playback
- Stop the current action (recording, playback)
- Jump to the beginning of the dictation
- Fast rewind
- Fast forward
- Jump to the end of the dictation
- Adjust the playback volume
- Adjust the playback speed
- Adjust the playback tone
- Adjust the playback balance

⑬ Show/hide the menu bar

⑭ Close: Close the dictation file without saving the changes that have been made to it.

⑮ Switch player window between compact (default setting) and expanded mode.
Display the dictation properties window
PRO Display the audio settings window
Open the help function

⑯ Finish: Close the dictation file and mark the transcription as finished. The dictation file is moved to the **Finished dictations** folder.

⑰ Save as draft: Close the dictation file and mark it as suspended. This means that work on the dictation file is interrupted temporarily and will be continued at a later time.

3 Get started

Install the software

Note

- For all operating systems, we recommend installing the latest service pack available before installing SpeechExec.
- For offline work, SpeechExec requires internet connection at least once in 7 days.
- Administrator rights are required to install the software. For more help, contact your administrator.
- For installation of SpeechExec, a subscription product key is required (starting with "STBI-112-..."). You can find the product key on the leaflet inside the box or printed inside the box.
- Keep your product key on a safe place to have it available for support inquiries. Lost product keys cannot be restored!.

1 Download the installation file from www.speechexec.com/install.

2 Unzip the file you downloaded and start the **setup.exe** file.

3 When you are asked to allow the application to make changes to your computer, click **Yes**.

4 Follow the on-screen instructions of the set-up program.

Start SpeechExec software

If the option to start SpeechExec automatically was selected in **Settings > General settings > Worklist > Startup**, the program opens as soon as your system starts.
To manually start the program, open the Windows start menu in Windows and select **Philips SpeechExec Transcribe**.

Create a SpeechExec user profile

When using SpeechExec for the first time, a wizard guides you through the step-by-step configuration process to create a new user profile and configure your initial key settings.

Follow the on-screen instructions to:

- Specify a user name. The user name identifies the user who last worked on the dictation file.
- Start another wizard to configure SpeechLive
- Set the destination folder on the PC for **Pending dictations**. Pending dictations will be listed in the **To Do** folder in the work list. The **To Do** folder organizes all your input folders into one simulated 'overview' folder.
- Start another wizard to configure a Philips foot control. For more information, see Foot Control Configuration Wizard.
- Configure settings for the 'new dictation' notification in your **To Do** folder.

Note

- It is possible to change these settings later using the Settings menu. For more information, see Settings menu.

Tip

- If working in a network, select the folder on a mapped network drive where the author's finished dictations are stored. These will be your **pending dictations**.

SpeechExec help

For detailed information about using the SpeechExec software, see the help function. To start the help function:

- Press F1 on the keyboard
- Click the ? button on the toolbar in the worklist or recorder window.

4 Work with Philips hardware devices

Philips hardware devices, such as foot controls or headphones are designed for compatibility with SpeechExec.

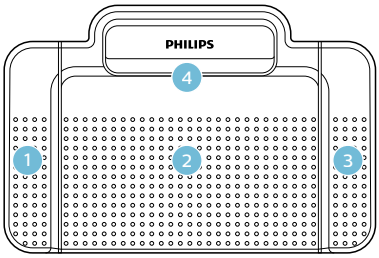
Use the Philips foot control

The Philips foot control is designed to offer an ergonomic, hands-free tool for playback of files for transcription.

Foot control 2330

The Philips foot control 2330 has four pedals: a left 1, a middle 2, a right 3 and a top 4 pedal.

By default, the foot control 2330 has the following configuration:

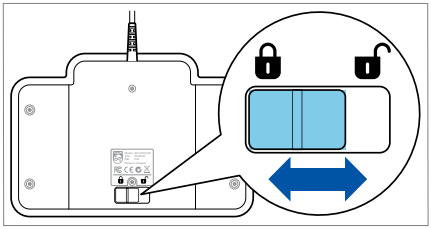


ACC2330

1. Press and hold the left pedal to fast forward. When forwarding reaches the desired position, release the pedal. Press and hold the middle pedal to continue playback.
2. Press and hold the middle pedal to start continuous playback. Release the middle pedal again to stop playback.
3. Press and hold the right pedal for fast rewind. When rewinding reaches the desired position, release the pedal. Press and hold the middle pedal to continue playback.
4. Press and release the top pedal to finish a dictation.

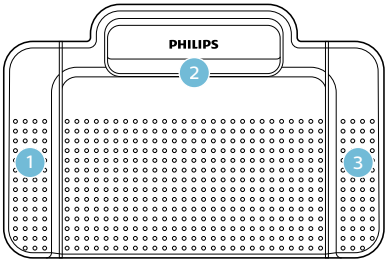
Tip

- Use the Foot Control Configuration Wizard to change the pedal functions to your preferred configuration. For more information, see Foot Control Configuration Wizard.
- If the middle pedal has been disabled with Philips SpeechControl software, it can be secured with the switch on the underside of the foot control.

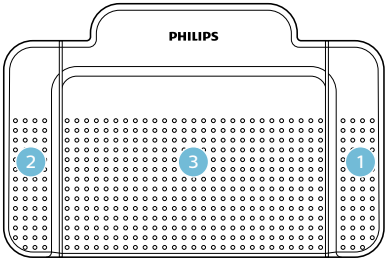


Foot control 2310 / 2320

The foot controls 2310 and 2320 have three pedals: fast rewind 1, fast forward 2 and playback 3.



ACC2310



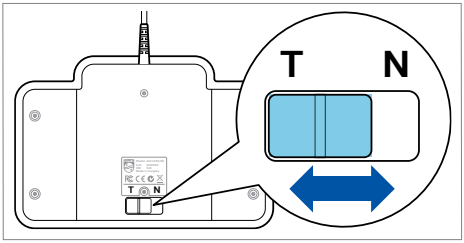
ACC2320

1 Press and hold the pedal to fast rewind. When rewinding reaches the desired position, release the pedal.

2 Press and hold the pedal to fast forward. When forwarding reaches the desired position, release the pedal.

3 The pedal starts playback. The behavior for starting and stopping playback depends on the setting of the playback switch on the underside of the foot control:

- **N (Neutral) position:** Press and hold the right pedal for continuous playback. When the pedal is released, playback is stopped.
- **T (Toggle) position:** Press and release the right pedal for continuous playback. Press the right pedal again to stop playback.



Use the Philips headphones

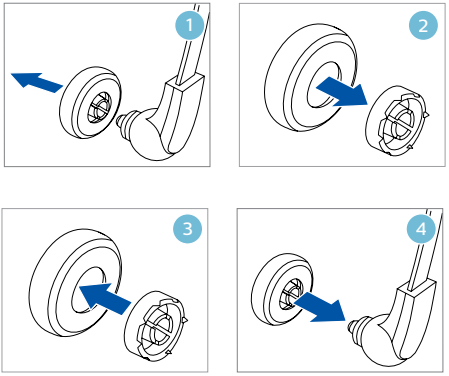
The h eadphones are equipped with soft ear cushions for wearing comfort and a hanging bracket that attaches the headphone to a monitor.

Caution

- Listen at a moderate volume to avoid hearing damage.

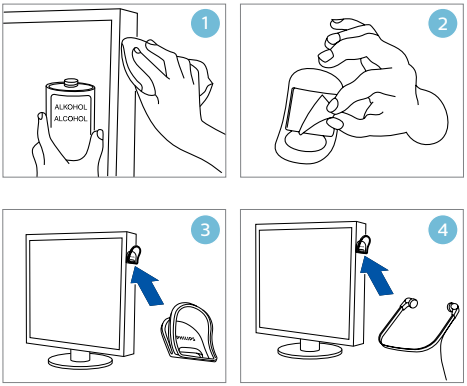
Change the ear cushions

Follow the illustration below to change the ear cushions:



Install the hanging bracket

Follow the illustration below to install the hanging bracket:



5 Use SpeechExec

Note

- By default, the player window is displayed on top of other application windows. This allows a transcriptionist to work in another application (such as Microsoft Word) while the player window is visible in the foreground.
- By default, the SpeechExec window is not visible in the background while the player window is open. You can change the visibility of the SpeechExec window in **Settings > General settings > Worklist > Visibility**.

Transcription

Note

- This chapter describes how to transcribe using the Philips foot control ACC2330. If another foot control model is used or the foot control's default configuration has been changed, the behavior of foot control pedals may be different. For more information about other models of the Philips foot control, see Use the Philips foot control.

To transcribe a dictation:

1 Connect the foot control to the PC.

2 Start SpeechExec.

3 In the SpeechExec window, select a dictation file from the list and click the **Start transcription** button on the toolbar.
   ↳ The player window is displayed and the status changes to **Transcription in progress**. If a word processing program for transcription (such as Microsoft Word) is defined in the Settings menu, it will also open (for more information, see Settings menu).

4 To start playback, press and hold the middle pedal of the foot control or click the **Play/Pause** button on the player toolbar. To stop playback, release the middle pedal of the foot control or click the **Play/Pause** button on the player toolbar.

5 To fast rewind, press and hold the right pedal of the foot control or click the button on the player toolbar. When rewinding reaches the desired position, release the pedal or click the **Play/Pause** button on the player toolbar.

6 To fast forward, press and hold the left pedal of the foot control or click the button on the player toolbar. When forwarding reaches the desired position, release the pedal or click the **Play/Pause** button on the player toolbar.

7 To finish the transcription, press and release the top pedal of the foot control or click the **Finish**, the **Save as draft** or the **Close** button on the player toolbar. For more information, see Finish, suspend or cancel a transcription.

Tip

- SpeechExec allows the customization of the behavior of the player during transcription. For more information, see Playback options.

Finish, suspend or cancel a transcription

Mark a transcription as finished

- Press and release the top pedal of the Philips foot control 2330 or click the **Finish** button in the player window.
  ↳ The dictation file is moved to the **Finished dictations** folder.

Suspend a transcription

Mark a dictation file as suspended to temporarily interrupt transcription and finish it later.

To suspend a transcription:

- Click on the **Save as draft** button in the player window.
  ↳ The status of the recording changes to **Transcription suspended**.

Cancel a transcription

- To cancel the transcription without saving changes, click the **Close** button in the player window.

Instructions

Instructions are recorded comments by the author that are directed to the person transcribing the dictation.

- Spoken instructions are stored within the dictation sound file at the position where the instruction was actually recorded.
  Examples: the correct spelling of a name or technical term, or instructions to insert a new paragraph

Play back a spoken instruction

A spoken instruction is stored in the dictation file at the position where the instruction was actually recorded. It is displayed as a white bar in the position slider.

1. Click the **Play/Pause** button to play back a spoken instruction like any other part of the dictation.
2. Click the button to jump to the previous spoken instruction.
3. Click the button to jump to the next spoken instruction.

Delete a dictation file

1 Select the dictation files to be deleted in the work list. To select more than one file, press and hold the Shift key on the keyboard and click on the files to be selected.

2 Click on **Edit > Delete** on the menu bar to delete the selected dictation files.

Receive dictation files via email

SpeechExec allows dictation files to be received via email into SpeechExec's dictation list.

Create an email profile

An email profile must be created before dictation files can be received via email.

1 Click **Settings > General settings** on the menu bar to open the Settings menu and select **Delivery > Email** from the list on the left side.

2 Click the **Add...** button to add a new profile. Select a type of profile, enter a profile name and click **OK**.
↳ The settings window for the selected profile is displayed.

3 Enter the settings for the selected profile and click **OK** to save the profile and close the window.

4 Select **Delivery > Options** from the list on the left side and activate the option **Receive dictations via email**.

Download dictations from your email account

- Click the **Receive now** button on the toolbar to download dictation files from your email account. For more information about downloading dictation files automatically, see Automatically receive dictation files.

Automatically receive dictation files

By default, dictation files are downloaded only after clicking the **Receive now** button on the toolbar. However, you can change this setting and receive dictation files automatically.

To receive dictations automatically:

1 Click **Settings > General settings** on the menu bar to open the Settings menu, and select **Delivery > Send/ Receive** from the list on the left side.

2 Activate the option **Send and receive automatically** and set a time interval for dictations to be received automatically.

3 Click the **OK** button to save the settings.
↳ Dictation files which are attached to an email are now automatically transferred to your **Inbox** folder.

6 Use more of SpeechExec

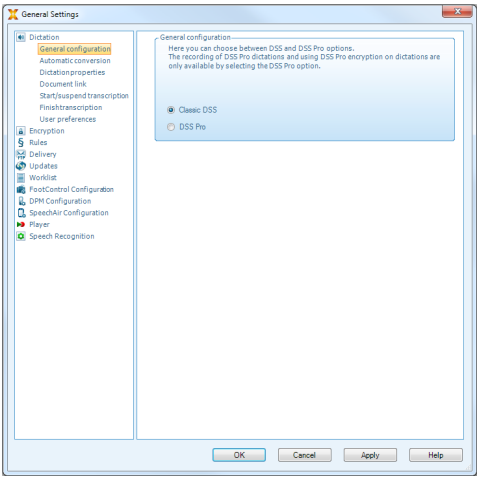
Settings menu

The **General Settings** window allows the personalization of a variety of application settings, such as dictation options, encryption, user profiles, delivery rules, software updates and work list options. It also allows the configuration of a foot control and recorder/player settings.

1 Click **Settings > General settings** on the menu bar to open the Settings menu. The left pane contains the list of the available settings.

2 Select an option in the list to display the associated options on the right pane.

3 Click **Apply** to save the changes or click **OK** to save the settings and close the window.



Note

- All or some of the settings can be pre-configured and locked by your system administrator. Locked settings are read-only.

Foot Control Configuration Wizard

Use the Foot Control Configuration Wizard to change the pedal functions to your preferred configuration.

1 Connect the foot control to the PC.

2 Start Philips SpeechExec software.

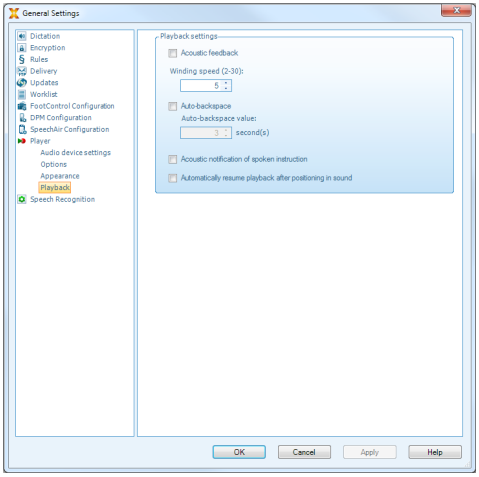
3 Click **Settings > General settings** on the menu bar of SpeechExec to open the Settings menu and select **Foot Control Configuration > Foot Control Wizard** from the list on the left side.

4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the foot control.

5 Click the **Finish** button to close the wizard and save the new settings.

Playback options

Adjust the behavior of the player to your own preferences. SpeechExec allows playback options to be customized, such as acoustic feedback during fast forward or rewind, winding speed, auto-backspace and acoustic notification for spoken instructions.



1 Click **Settings > General settings** on the menu bar to open the Settings menu and select **Player > Playback** from the list on the left side.

2 Define the preferred behavior for the player:

- **Acoustic feedback:** activate this option to hear the recording during fast forward or rewinding.
- **Winding speed:** set the speed for rewind and fast forward.
- **Auto-backspace:** activate this option and specify the number of seconds to rewind a sound file when restarting playback.
- **Acoustic notification of spoken instruction:** activate this option to hear a beep at the start of a spoken instruction during playback.
- **Automatically resume playback after positioning in sound:** activate this option to automatically continue playback after rewinding or forwarding to a desired position in the dictation file.

3 Click **OK** to save the settings and close the window box.

Use Philips SpeechLive

Philips SpeechLive is a cloud dictation solution that allows you to store, access and share dictation files from anywhere in the world and around the clock while guaranteeing maximum file security.

Before you access and transcribe dictations in SpeechLive, you need to have a valid SpeechLive account for transcriptionists. For more information, contact your administrator or visit www.speechlive.com.

Configuring SpeechLive

1 Click **Start SpeechLive** on the toolbar.
   ↳ The **SpeechLive configuration wizard** window opens.

2 Enter your **Email** address and **Password**.

3 Click **Next**.
   ↳ The SpeechExec transcription software is now linked to your SpeechLive user account.

Note

- For more information about how to use SpeechLive, see the SpeechLive Quick start guide for transcriptionists. Download the Quick start guide at www.speechlive.com/support.

7 Trouble-shooting

Find the most common problems you could encounter with your SpeechExec software in the following table. If you are unable to solve the problem with the information below, contact the supporting Philips partner you purchased the software from.

Problem	Possible cause	Solution
I don't hear any playback sound through my headphones.	• A Pocket Memo connected to your PC will also act as a USB sound source. Therefore, you only hear sound via the Pocket Memo.	**For playback in SpeechExec:** 1 Click **Settings > General Settings > Player > Audio device settings.** 2 In the **Playback** section, select your computer's sound system as the playback source. 3 Click **Apply** and then click **OK**. **To generally change the playback settings on the computer (Windows 10):** 1 Click **Settings > General Settings > Player > Audio device settings.** 2 In the **Sounds and audio devices** section, click **Sounds and audio device properties** to open the Windows settings. 3 Select your computer's sound system as the playback source. 4 Click **Apply** and then click **OK**.

Problem	Possible cause	Solution
PRO I cannot connect the Pocket Memo or the SpeechAir to the PC.	• The USB drivers are not installed correctly. • The **Unknown device detected** process was canceled the first time the Pocket Memo or the SpeechAir was connected to the PC.	**On Windows 10 (the following settings might differ on Windows 7 or 8.1):** 1 Connect the Pocket Memo or the SpeechAir to the PC. 2 Click **Start > Settings > Devices > Connected devices.** 3 Look for an unknown USB device in the list. 4 Select the unknown device and click **Remove**. 5 Disconnect the Pocket Memo or the SpeechAir and reconnect it. ↳ The device drivers are automatically installed and the device should be recognized now.
PRO I cannot see the **Outbox** folder.	• The **Outbox** folder is hidden by default.	• To display the **Outbox** folder in the folder tree, click **Settings > General settings** on the menu bar and select **Work list > Folders** from the list on the left side. Select **Outbox** and change the **Visible** option to **Yes**.

8 Technical data

System requirements

SpeechExec:

- **Processor:**
  1 GHz Intel dual core or equivalent AMD processor
- **RAM:**
  4 GB for the 64-bit versions of Microsoft Windows 10
- **Free hard disk space:**
  2.5 GB hard disk space for SpeechExec and Microsoft .NET Framework
- **Browser:**
  Internet Explorer 9 or higher, or the current version of Chrome or Firefox for Dragon online help and SpeechLive account activation
- **Supported operating systems:**
  Microsoft Windows 10, version 1809, 1903 and 1909
- **Graphics card:**
  DirectX-compliant graphics card with hardware acceleration recommended
- **Sound:**
  A sound card supporting 16-bit playback
- Windows Media Player must be installed on a Windows operating system
- A free USB port
- Headphone jack 3.5 mm
- Internet connection for required software activation

Open source software

This product may contain open source software.
Speech Processing Solutions GmbH hereby offers to deliver, upon request, a copy of the complete corresponding source code for the copyrighted open source software packages used in this product for which such offer is requested by the respective licenses. This offer is valid up to three years after product purchase.
To obtain the source code, please write in English to: info@speech.com.

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Version 1.0

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www.philips.com/dictation