

PHILIPS

SpeechExec

Pro Dictate 11.5

LFH4412

User manual

Table of contents

1	Important	3		
	About this user manual	5		
2	Your SpeechExec dictation software	6		
	Overview SpeechExec work list window	6		
	Overview SpeechExec recorder and player window (expanded mode)	8		
3	Get started	10		
	Install the software	10		
	Start SpeechExec dictation software	10		
	Create a SpeechExec user profile	10		
	Add or change a user profile	11		
	SpeechExec help	11		
4	Use SpeechExec	12		
	Download recordings from a dictation recorder	12		
	Create a recording	12		
	Create a recording with SpeechMike	13		
	Create a recording with Pocket Memo	14		
	Play back a dictation file	15		
	Play back using the SpeechMike or Pocket Memo	15		
	Play back in the recorder window	16		
	Play back in the worklist window	16		
	Edit a previously recorded file	17		
	Finish, suspend or cancel a recording	17		
	Record an instruction	18		
	Record a spoken instruction	18		
	Record a special instruction	19		
	Delete a dictation file	19		
	Delete part of a dictation file	19		
	Delete a dictation file entirely	19		
5	Use more of SpeechExec	20		
	Settings menu	20		
	Pocket Memo Configuration Wizard	20		
	Configure the download process from Pocket Memo	21		
	SpeechMike Configuration Wizard	21		
	SpeechAir Configuration Wizard	22		
	Configure the download process from SpeechAir	22		
	Use Philips SpeechLive	23		
	Configuring SpeechLive	23		
	Speech recognition functions	23		
	Setting up speech recognition	23		
	Creating a Dragon user profile	25		
	Using speech recognition	26		
	Send dictation files via email	28		
	Set up an email profile	28		
	Manually send dictation files via email	29		
	Set up automatic email sending	30		
	Automatically send dictation files	31		
6	Troubleshooting	32		
7	Technical data	34		
	System requirements	34		

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.



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.

Legal restrictions on recording

- The use of the recording function of dictation devices is subject to the legal restrictions that may apply in your country. You should also respect the privacy and personal rights of third parties if you record talks or lectures.
- If you want to record telephone calls, check if this is legal in your country. In certain countries, you may be legally required to inform the person you are conversing with on the telephone that you are recording the conversation.

Disposal of your old product

Europe

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.



United States

Rechargeable Li-ion battery:

- Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
- This appliance contains a rechargeable lithium-ion battery which must be disposed of properly.
- Contact your local town or city officials for battery disposal information. You can also call 1-800-822-8837 or visit www.call2recycle.org for battery drop-off locations.
- For assistance, visit our website www.philips.com/support or call 1-800-243-3050 toll free.

Rechargeable NiMH battery:

- Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
- This appliance contains a rechargeable NiMH battery which must be disposed of properly.
- Contact your local town or city officials for battery disposal information. You can also call 1-800-822-8837 or visit www.call2recycle.org for battery drop-off locations.
- For assistance, visit our website www.philips.com/support or call 1-800-243-3050 toll free.

Canada

Rechargeable Li-ion battery:

- Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
- This appliance contains a rechargeable lithium-ion battery which must be disposed of properly.
- Contact your local town or city officials for battery disposal information. You can also call 888-224-9764 or visit www.call2recycle.ca for battery drop-off locations.
- For assistance, visit our website www.philips.com/support or call 1-800-243-7884 toll free.

Rechargeable NiMH battery:

- Your product is designed and manufactured with high quality materials and components, which can be recycled and reused. For recycling information, please contact your local waste management facilities or visit www.recycle.philips.com.
- This appliance contains a rechargeable NiMH battery which must be disposed of properly.
- Contact your local town or city officials for battery disposal information.
- You can also call 888-224-9764 or visit www.call2recycle.ca for battery drop-off locations.
- For assistance, visit our website www.philips.com/support or call 1-800-243-7884 toll free.

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.

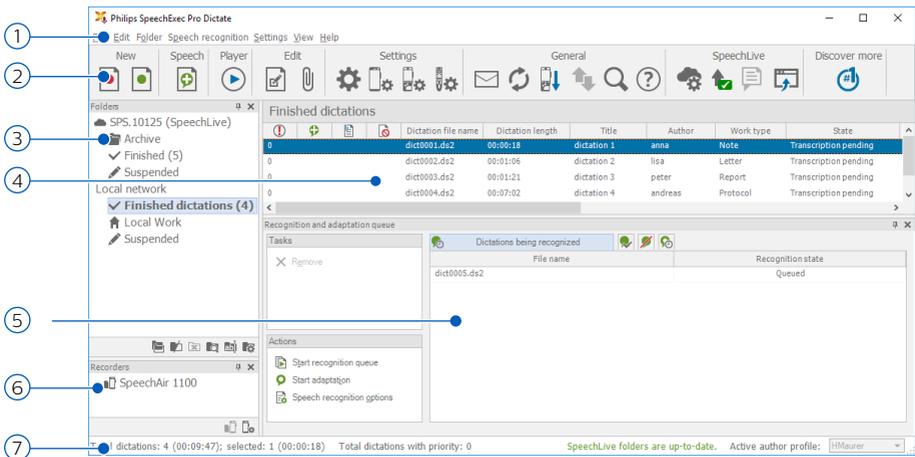
2 Your SpeechExec dictation software

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 creating, playing and editing dictation files. Related tools are grouped together.

-  Create a new dictation file
-  Create a new dictation file for speech recognition
-  Add to speech recognition queue
-  Open the selected dictation file in the SpeechExec player window
-  Start/stop playback of the selected dictation file
-  Display the dictation properties of a file
-  Attach a document
-  Display the General settings window
-  Display the settings window for a connected Philips SpeechAir recorder
-  Display the settings window for a connected Philips Pocket Memo recorder
-  Display the settings window for a connected Philips SpeechMike microphone
-  Create a new email message with the selected dictation file attached
-  Refresh the information displayed in the work list
-  Start downloading from a connected Philips Pocket Memo recorder to a PC
-  Send emails with dictations via a connected email system
-  Search for items in your dictation list
-  Open the help function
-  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 The **Recognition and adaptation queue panel** displays information about dictation files submitted for offline speech recognition. For more information, see [Using speech recognition](#).
- ⑥ **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.

Paul Active author profile: Select the author profile from the drop-down list

Overview SpeechExec recorder and player window (expanded mode)

The recorder/player module is a desktop window that allows the user to record and play back sound files.



- 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 [Record an instruction](#).
 - Record a special instruction
 - Play back a special instruction
 - Delete a special instruction
 - Insert an index mark
 - Record a spoken instruction
 - Jump to the previous spoken instruction
 - Jump to the next spoken instruction

⑩ Control and positioning buttons:

-  Mark the beginning of a section to be deleted
-  Mark the end of a section to be deleted
-  Remove the deletion marks
-  Delete a marked section
-  Undo the last deletion
-  Switch between **Insert**, **Overwrite** and **Append** modes

⑪ **Position slider:** Display file information, such as file length and the current position in the sound file during recording or playback. The length of the recording is displayed in HH:MM:SS (hours:minutes:seconds) above the slider.

⑫ Audio toolbar:

-  Start/stop recording
-  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 record volume
-  Adjust the playback balance

⑬  Show/hide the menu bar

- ⑭  Switch player window between compact and expanded mode
-  Display the dictation properties window
 -  Display the audio settings window
 -  Open the help function

⑮  **Finish:** Close the dictation file and mark it as finished. The dictation file is moved to the **Finished dictations** folder.

⑯  **Save as draft:** Close the dictation file and mark it as suspended, meaning that work on the dictation file is interrupted temporarily and will be continued at a later time.

3 Get started

Start SpeechExec dictation software

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 PDCO-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.

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 Pro Dictate**.

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 an author name that will be used to identify your dictations
- Start another wizard to configure SpeechLive
- Define the name and the (network) path where your finished dictations will be stored
- Set the default **Work type** (Note, Letter, Report, Protocol, or Abstract) assigned to new dictations
- Start another wizard to configure a Pocket Memo or a SpeechAir. For more information, see [Pocket Memo Configuration Wizard](#) or [SpeechAir Configuration Wizard](#).

Restart the user wizard

If you want to reuse the user wizard, you can restart it anytime.

- 1 Go to **Settings > General settings > Worklist > Startup**.
- 2 Activate the checkbox next to **Start New User Wizard**.
- 3 Click **Apply** and then click **OK**.
↳ The next time you start SpeechExec, the user wizard will automatically be opened.



Note

- If you wish to use the speech recognition features of SpeechExec and have already created a user profile in Dragon NaturallySpeaking, use the same name for your SpeechExec author name. For more information, see [Using speech recognition](#).
- It is possible to change the settings later using the Settings menu. For more information, see [Settings menu](#).

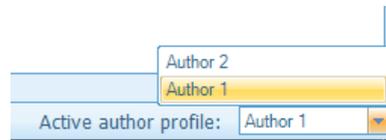


Tip

- If working in a network, select a folder on a mapped network drive to store finished dictations. Transcriptionists will then be able to access the folder and map their pending folders to your **Finished dictations** folder.

Add or change a user profile

- 1 Go to **Settings > General settings > Rules > Author profiles**.
- 2 To add a user profile, click **Add...**, and set your desired settings.
To change an existing user profile, click a profile from the list and then click **Modify...**
- 3 Click **Apply** and then click **OK**.
- 4 Select the desired author in the bottom right corner of the SpeechExec window.



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 in the recorder window.

4 Use SpeechExec

Philips hardware devices are designed for compatibility with SpeechExec and can also be used to control the SpeechExec program. For detailed information, refer to the documentation delivered with the device.

Download recordings from a dictation recorder

Use Philips SpeechExec software for automatic download, conversion and routing of files recorded with a Pocket Memo or SpeechAir dictation recorder.

- 1 Make a recording with the dictation recorder.
- 2 Start SpeechExec.
- 3 Connect the Pocket Memo or SpeechAir recorder to the computer using the USB cable or the USB docking station.
- 4 By default, the recordings on the recorder will be downloaded automatically to the computer and moved to the **Finished dictations** folder of the work list.



Tip

- How and which files are downloaded after a recorder is connected, can be configured in the Settings menu of SpeechExec or with the Configuration Wizard. For more information, see [Configure the download process from Pocket Memo](#) or [Configure the download process from SpeechAir](#).



Note

- When the recorder is connected to the computer for the first time, Windows detects the new hardware and automatically installs the required drivers. When the installation is complete, Windows may prompt you to restart the computer.

Create a recording

SpeechExec can be controlled during recording by using a Philips SpeechMike dictation microphone, a Philips Pocket Memo dictation recorder, or by clicking the toolbar buttons.



Note

- For best results, speak clearly and keep the microphone about 10 to 15 centimeters (4 to 6 inches) away from your mouth.
- By default, the SpeechExec window is not visible in the background while the recorder window is open. You can change the visibility of the SpeechExec window in **Settings > General settings > Worklist > Visibility**.



Tip

- Click the  button in the recorder window to adjust the recording volume.

Create a recording with SpeechMike

SpeechMike with push buttons:



Tip

- Use 'Push-To-Dictate' recording to start recording immediately when pressing and holding the  Record button on the SpeechMike. When releasing the , recording will stop. 'Push-To-Dictate' can be enabled in the **Settings** menu of the SpeechExec Recorder window (under **Audio Settings > Recording**).

- 1 Start SpeechExec.
- 2 Press the  Record button on the SpeechMike.
 - ↳ The device is in record standby mode.
 - ↳ The recorder window is displayed.
 - ↳ The record indicator light flashes red (in overwrite and append mode) or green (in insert mode).
- 3 Press the  button to start recording.
 - ↳ The record indicator light glows red (in overwrite and append mode) or green (in insert mode) while recording.
- 4 For short pauses, press the  button. To continue recording, press the  button again.
- 5 To stop recording, press the  Record button.

- 6 To mark the recording as finished, press the **•EOL/••PRIO** button.
 - ↳ The dictation file is moved to the **Finished dictations** folder.
 - ↳ The recorder window closes and the work list window is displayed.

SpeechMike with slide switch (Rec, Stop, Play, Rewind):

- 1 Start SpeechExec.
- 2 To start recording, move the slide switch on the SpeechMike to the **REC** position.
 - ↳ The recorder window is displayed.
 - ↳ The record indicator light glows red (in overwrite and append mode) or green (in insert mode) while recording.
- 3 For short pauses, move the slide switch to the **STOP** position. To continue recording, move the slide switch back to the **REC** position.
- 4 To stop recording, move the slide switch to the **STOP** position.
- 5 To mark the recording as finished, press the **•EOL/••PRIO** button.
 - ↳ The dictation file is moved to the **Finished dictations** folder.
 - ↳ The recorder window closes and the work list window is displayed.

SpeechMike with slide switch (Forward, Play, Stop, Rewind):

- 1 Start SpeechExec.
- 2 Press the ● Record button on the SpeechMike.
 - ↳ The device is in record standby mode.
 - ↳ The recorder window is displayed.
 - ↳ The record indicator light flashes red (in overwrite and append mode) or green (in insert mode).
- 3 To start recording, move the slide switch to the **PLAY** position.
- 4 For short pauses, move the slide switch to the **STOP** position. To continue recording, move the slide switch back to the **PLAY** position.
- 5 To stop recording, move the slide switch to the **STOP** position and press the ● Record button.
- 6 To mark the recording as finished, press the •EOL/••PRIO button.
 - ↳ The dictation file is moved to the **Finished dictations** folder.
 - ↳ The recorder window closes and the work list window is displayed.
- 7 To assign priority status to the recording, press the •EOL/••PRIO button again within half a second.

Create a recording with Pocket Memo

Pocket Memo with slide switch (Rec, Stop, Play, Rewind):

- 1 Start SpeechExec.
- 2 To start recording, move the slide switch on the Pocket Memo to the recording position.
 - ↳ The recorder window is displayed.
 - ↳ The record indicator light glows red (in overwrite and append mode) or green (in insert mode) while recording.
- 3 For short pauses, move the slide switch to the stop position. To continue recording, move the slide switch back to the recording position.
- 4 To stop recording, move the slide switch to the stop position.
- 5 To mark the recording as finished, press the End of letter button.
 - ↳ The dictation file is moved to the **Finished dictations** folder.
 - ↳ The recorder window closes and the work list window is displayed.

Pocket Memo with slide switch (Forward, Play, Stop, Rewind):

- 1 Start SpeechExec.
- 2 In stop mode, press the function button on the right side of the recorder.
 - ↳ The device is in record standby mode.
 - ↳ The recorder window is displayed.
 - ↳ The record indicator light glows red (in overwrite and append mode) or green (in insert mode) while recording.
- 3 To start recording, move the slide switch to the play position.
- 4 For short pauses, move the slide switch to the stop position. To continue recording, move the slide switch back to the play position.
- 5 To stop recording, press the function button on the right side of the recorder.
- 6 To mark the recording as finished, press the End of letter button.
 - ↳ The dictation file is moved to the **Finished dictations** folder.
 - ↳ The recorder window closes and the work list window is displayed.

Play back a dictation file

Various playback functions can be controlled by the SpeechMike, the Pocket Memo or the toolbar buttons in the recorder window or worklist window.

Play back using the SpeechMike or Pocket Memo

SpeechMike with push buttons:

- 1 Open a recording by double-clicking the dictation file in the work list.
 - ↳ The dictation file is opened in the recorder window.
- 2 To rewind, press and hold the ◀◀ button on the SpeechMike. When rewinding reaches the desired position, release the ◀◀ button.
- 3 To fast forward, press and hold the ▶▶ button on the SpeechMike. When forwarding reaches the desired position, release the ▶▶ button.
- 4 To start playback, press the ▶|| button on the SpeechMike. To stop playback, press the ▶|| button again.

SpeechMike or Pocket Memo with slide switch (Rec, Stop, Play, Rewind):

- 1 Open a recording by double-clicking the dictation file in the work list.
↳ The dictation file is opened in the recorder window.
- 2 To rewind, move the slide switch on the recorder to the fast rewind position.
- 3 To fast forward, press and hold the fast forward button.
- 4 To start playback, move the slide switch to the play position. To stop playback, move the slide switch to the stop position.

SpeechMike or Pocket Memo with slide switch (Forward, Play, Stop, Rewind):

- 1 Open a recording by double-clicking the dictation file in the work list.
↳ The dictation file is opened in the recorder window.
- 2 To rewind, move the slide switch on the recorder to the fast rewind position.
- 3 To fast forward, move the slide switch on the recorder to the fast forward position.
- 4 To start playback, move the slide switch to the play position. To stop playback, move the slide switch to the stop position.

Play back in the recorder window

- 1 Open a recording by double-clicking the dictation file in the work list.
↳ The dictation file is opened in the recorder window.
- 2 To start playback, click the  button on the player toolbar.
- 3 To rewind, click the  button on the player toolbar. When rewinding reaches the desired position, click the  button on the player toolbar.
- 4 To fast forward, click the  button on the player toolbar. When forwarding reaches the desired position, click the  button on the player toolbar.
- 5 To stop playback, click the  button on the player toolbar.

Play back in the worklist window

- To start/stop playback, select a dictation file and click the  button on the worklist toolbar.

Edit a previously recorded file

A previously recorded file can be edited if transcription has not begun. You can edit a file by inserting an additional recording part, overwriting part of the recording or appending a recording part at the end of the file.

- 1 Before you edit a recording, first set the desired edit mode (insert or overwrite) on your recording device. To switch between insert and overwrite mode, press the **INS/OVR** button on the SpeechMike or Pocket Memo in stop mode. Alternatively, click the  button on the toolbar in the recorder window.
- 2 Open a recording by double-clicking the dictation file in the work list.
 - ↳ The dictation file is opened in the recorder window.
- 3 Play, forward or rewind to the position where the insertion should be made.
- 4 Start recording. For more information about recording, see [Create a recording](#).

Finish, suspend or cancel a recording

Mark a recording as finished

- Press the **•EOL/••PRIO** button on the SpeechMike or the End of letter button on the Pocket Memo.

Alternatively, click the **Finish** button or the  button in the recorder window of SpeechExec.

- ↳ The dictation file is saved in the **Finished dictations** folder. SpeechExec offers additional options for finished dictations, such as conversion to a pre-defined format, sending via email or copying to the **Backup** folder.

Suspend a recording

Mark a recording as suspended to temporarily interrupt recording and finish it later.

To suspend a recording:

- Click on the  **Save as draft** button in the recorder window.
 - ↳ The dictation file is saved in the **Finished dictations** folder.

Cancel a recording

- To cancel the recording without saving it, click the  **Close** button in the recorder window.

Record an instruction

Instructions are recorded comments by the author that are directed to the person transcribing the dictation. SpeechExec supports two types of instructions:

- **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
- **Special instructions** are usually recorded at the start of a dictation with special information relating to the dictation. Special instructions are stored in a separate sound file.
Examples: document formatting instructions, names of individuals to receive copies, or delivery instructions

Record a spoken instruction

- 1 Make sure you are in the recording mode.
- 2 In SpeechExec, click the  button in the SpeechExec recorder window.

On the SpeechMike with slide switch operation, press and hold the **-i-** button.

On the SpeechMike with push button operation, press and hold the **INS/OVR** button.

On the Pocket Memo, press and hold the right function button below the screen.

- 3 Dictate the instruction.
 - ↳ The instruction will be recorded into the dictation file without overwriting your dictation.
- 4 When the spoken instruction is complete, click the  button again or release the button on the SpeechMike or the Pocket Memo.
 - ↳ The spoken instruction is displayed as a white bar in the position slider.



- 5 Continue or stop recording.



Note

- A spoken instruction can be deleted just like any other part of a dictation file: Delete the section of the recording that includes one or more spoken instructions (see [Delete part of a dictation file](#)). Alternatively, record over the spoken instruction (see [Edit a previously recorded file](#)).

Record a special instruction

- 1 Click the  button in the recorder window.
- 2 Dictate the special instruction.
↳ Special instructions are stored in a separate sound file and are attached to the dictation.
- 3 When the special instruction is complete, click the  button again in the recorder window.
- 4 To play back the special instruction, click the  button in the recorder window.
- 5 To delete the special instruction, click the  button in the recorder window.

Delete a dictation file

Delete part of a dictation file

To delete only a part of a dictation file:

- 1 Navigate to the beginning of the section to be deleted by playback or fast forward/fast rewind.
- 2 Click the  button in the recorder window.
- 3 Navigate to the end of the section to be deleted.
- 4 Click the  button in the recorder window.
↳ The section is marked with a red frame in the position slider.
- 5 To delete the section, click the  button in the recorder window.
To undo the deletion marks (the red frame), click the  button.
- 6 To undo the last deletion, click the  button.

Delete a dictation file entirely

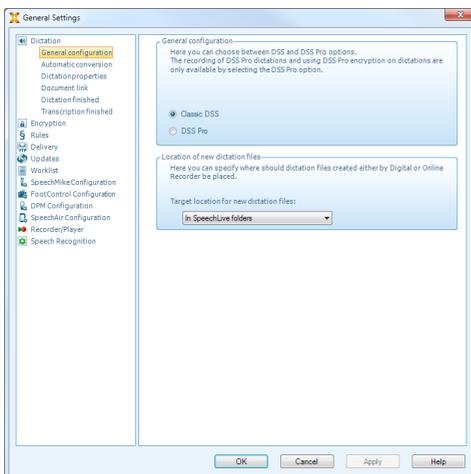
- 1 Select the dictation files to be deleted in the work list.
To select more than one file, press and hold the Shift key on the keyboard and click the files to be selected.
- 2 Click **Edit > Delete** on the menu bar or press the Delete key on the keyboard to delete the selected dictation files.

5 Use more of SpeechExec

Settings menu

The **General Settings** window allows 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 SpeechMike, Pocket Memo, SpeechAir, 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.

Pocket Memo Configuration Wizard

The Pocket Memo Configuration Wizard guides you through the device configurations and settings of a Pocket Memo.

- 1 Make sure that the Pocket Memo is turned on and connect the device to the computer using a USB cable.
- 2 Start Philips SpeechExec software.
- 3 Click **Settings > General settings** on the menu bar and select **DPM Configuration > DPM 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 Pocket Memo.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Pocket Memo.

Configure the download process from Pocket Memo

How and which files are downloaded after a Pocket Memo is connected, can be configured in the Settings menu.

- 1 Make sure that the Pocket Memo is turned on and connect the device to the computer using the USB cable.
- 2 Click **Settings > General settings** on the menu bar and select **DPM Configuration > DPM settings** from the list on the left side.
- 3 Click the **Start configuration...** button.
↳ The **Recorder configuration** window opens.
- 4 Select **Downloading** in the left pane.
- 5 Select which files should be downloaded from the Pocket Memo. The download settings also allow the user to specify if files will be deleted on the Pocket Memo after they are downloaded.
- 6 Click **Finish** in the **Summary** section, to save the settings and confirm the transfer of the new settings to the Pocket Memo.

SpeechMike Configuration Wizard

The SpeechMike Configuration Wizard guides users through the device configurations and settings of a SpeechMike.

- 1 Connect the SpeechMike to the computer.
- 2 Start Philips SpeechExec software.
- 3 Click **Settings > General settings** on the menu bar and select **SpeechMike Configuration > Configuration 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 SpeechMike.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the SpeechMike.

SpeechAir Configuration Wizard

The SpeechAir Configuration Wizard guides you through the device configurations and settings of a SpeechAir.

- 1 Make sure that the SpeechAir is turned on and connect the device to your computer using the USB cable.
- 2 Click **Settings > General settings** on the menu bar and select **SpeechAir configuration > Device configuration** from the list on the left side.
- 3 Click the **Open SpeechAir wizard...** button to open the wizard. Follow the on-screen instructions to customize the SpeechAir.
- 4 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the SpeechAir.

Configure the download process from SpeechAir

How and which files are downloaded after a SpeechAir is connected, can be configured in the Settings menu.

- 1 Make sure that the SpeechAir is turned on and connect the device to your computer using the USB cable.
- 2 Click **Settings > General settings** on the menu bar and select **SpeechAir configuration > Download** from the list on the left side.
- 3 In the **Download file type** section, select which files you want to be downloaded from the SpeechAir. The download settings also allow the user to specify if files will be deleted on SpeechAir after they are downloaded.
- 4 Click **OK** to save the settings and close the window.

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 send a dictation to SpeechLive, you need to have a valid SpeechLive account. If you are not using SpeechLive yet, create a new user account at 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 dictation software is now linked to your SpeechLive user account.



Note

- For more information about how to use SpeechLive and SpeechLive services, e.g. the transcription service, see the SpeechLive Quick start guide for authors. Download the Quick start guide at www.speechlive.com/support.

Speech recognition functions

SpeechExec Pro handles the complete dictation and transcription workflow including the interface to Dragon NaturallySpeaking speech recognition. This way, you can control the entire process from dictation, speech recognition and correction to the final text document in SpeechExec.



Note

- To activate the speech recognition functions, an additional SpeechExec license is required. For more information about upgrading, contact your local Philips dealer.
- If you have already purchased a speech recognition license for SpeechExec, click **Help > License information** on the menu bar to activate the license.

Setting up speech recognition

SpeechExec Pro installs only the necessary files and components to access the recognition application functionalities. The Dragon NaturallySpeaking speech recognition application must be purchased and installed separately. For information on the installation, configuration, training, and adaptation of Dragon NaturallySpeaking, see the Dragon NaturallySpeaking user manual.



Note

- For full performance of Dragon speech recognition, make sure that not too many programs are running in the background simultaneously. This might slow down the computer and negatively affect Dragon speech recognition performance.

To use Dragon NaturallySpeaking for speech recognition, a Dragon user profile with a valid user name and dictation source is required. For more information, see [Creating a Dragon user profile](#). User profiles can either be saved on the local hard drive (C:) or on a server where they can be accessed through a network connection (roaming profiles).

Before using the speech recognition feature, make the following settings:



Note

- If you install Dragon speech recognition software separately, we recommend that you manage all Dragon-related settings (e.g. User profiles or Vocabulary) via the Dragon bar and not via SpeechExec or the SpeechExec speech recognition recorder.
- Enable the speech recognition functions in the SpeechExec Settings menu under **Settings > General settings > Speech recognition > Dragon profiles > Speech recognition settings**.
- Select your Dragon user profile.
- To enhance your user profile, train vocabulary from typical documents in **General settings > Speech Recognition > Vocabulary > Learn from specific documents**.
- Enable the use of roaming user profiles under **Settings > General settings > Speech recognition > Dragon profiles**.
- Enable the use of templates under **Settings > General settings > Speech recognition > Templates** if you want the text to be inserted into a predefined text document.
- Enable the automatic start of the recognition queue under **Settings > General settings > Speech recognition > Offline recognition** to process dictation files newly added to the recognition queue automatically.
- Enable the automatic collection of corrected dictation files for adaptation under **Settings > General settings > Speech recognition > Adaptation** to make adaptations on Dragon user profiles based on the corrected speech recognition documents.
- Enable the automatic start of the speech recognition queue whenever dictation files are downloaded from the Pocket Memo or SpeechAir recorder. Activate this option under **Settings > General settings > Offline recognition**. Then, in the DPM or the SpeechAir Wizard go to the **USB Download** section and activate **Dragon speech recognition**.

Optional settings



Note

- If this option is activated, the conversion, encryption and other delivery after download options are disabled.
- When using this option, make sure that the delivery option **SR** (speech recognition) is also activated on the Pocket Memo and in the dictation recorder app on SpeechAir.

Creating a Dragon user profile

Create a new user profile

When creating a new Dragon profile and using a Philips SpeechMike microphone, select the SpeechMike as your audio device in the Dragon setup window.

When creating a new Dragon profile and using a Philips Pocket Memo recorder, select **Transcription source** as your audio device in the Dragon setup window.



Note

- We highly recommend using a USB microphone dictation source. Only this source can be used for recording dictation files within SpeechExec.
- Use the same author name for your Dragon user profile as you are using for your SpeechExec profile. To select a Dragon profile, go to **Settings > General settings > Dragon profiles > User name** and select the relevant user profile from the drop-down list.

To create a new user profile:

- 1 Go to **Settings > General settings > Speech recognition > Dragon profiles**.
- 2 In the section **Speech recognition settings**, click **Create new Dragon profile...**
↳ The **New User Profile** window opens.
- 3 Click **New...** and then follow the on-screen instructions.

Upgrade an existing profile

You can upgrade existing Dragon profiles that you have created in older versions of Dragon NaturallySpeaking. After the upgrade, you can use these profiles with Dragon in SpeechExec.



Note

- This feature is not available if the **Use Dragon roaming** option is enabled.

To upgrade an existing profile:

- 1 Go to **Settings > General settings > Speech recognition > Dragon profiles**.
- 2 Click **Upgrade old profiles...**
- 3 When you are asked to allow the application to make changes to your device, click **Yes**.
- 4 Follow the on-screen instructions to upgrade your old profile.

Using speech recognition

SpeechExec supports two types of speech recognition. Your words are transcribed onto your screen as you dictate (online speech recognition) or files that were previously recorded (e.g. on a Pocket Memo or a SpeechAir) are transcribed when they are downloaded to your computer (offline speech recognition).

Online speech recognition

Dictate directly into the speech recognition software and have your spoken text transcribed by Dragon straight away.

- 1 Connect your SpeechMike or your Pocket Memo to your computer.
- 2 Create a dictation with speech recognition in SpeechExec by selecting  **New with speech recognition** from the toolbar or the File menu.
↳ The **SpeechExec Speech Recognition Recorder** window opens.
- 3 Start recording. For more information about recording, see [Create a recording](#).



Note

- As you talk, your words are transcribed onto your screen. Corrections to the transcribed text can be made during recording or when recording is complete.

- 4 To mark the previous or the next word for editing or correcting, press the ◀◀ or ▶▶ button on the SpeechMike briefly. Press the **•EOL/••PRIO** button repeatedly to mark one or more words previous to the cursor. To display the correction or spell dialog of Dragon NaturallySpeaking, select the word recognized incorrectly and press the **INS/OVR** button on the SpeechMike. If no text is selected, the word or phrase previous to the cursor is taken into account.



Tip

- Define the dialog to be displayed when the **INS/OVR** button is pressed under **Settings > General settings > Worklist > Shortcuts > Online recorder**.

- 5 When the recording is complete, select one of the following options from the toolbar or the File menu:
 - **Finish:** The dictation file is moved to the **Archive** folder and the status is set to **Transcription finished**. A Text document (.rtf) containing the transcribed text is attached to the dictation file.



Note

- The **Archive** folder is hidden by default. To display the **Archive** folder in the folder tree, click **Settings > General settings** on the menu bar and select **Worklist > Folders** from the list on the left side. Select **Archive** and change the **Visible** option to **Yes**.

- **Send for correction:** The dictation file is moved to the **Finished dictations** folder and the status is set to **Correction pending**. A text document (.rtf) containing the transcribed text is attached to the dictation file.
- **Save as draft:** Mark a recording as suspended to temporarily interrupt recording and finish it later. The recording is saved in the **Suspended** folder.

↳ When the speech recognition process is finished, the dictation file is moved to the **Finished dictations** folder and the status is set to **Correction pending**. A text document (.rtf) containing the transcribed text is attached to the dictation.



Note

- The name of the user profile in Dragon NaturallySpeaking must be identical to the SpeechExec author name and the author name used for recordings on a handheld dictation recorder. The speech recognition software cannot recognize dictations if the Dragon profile name and the author name differ. In this case, contact your administrator.
- Speech recognition is not supported for the following dictation files:
 - .wav files with a sampling rate of less than 11kHz.
 - Encrypted dictations

Offline speech recognition

Record a dictation on your dictation recorder and have your dictation files transcribed by Dragon after downloading them from your dictation recorder to SpeechExec.

- 1 Download a previously recorded file from your Pocket Memo or SpeechAir (see [Download recordings from a dictation recorder](#)) or create a new dictation file in SpeechExec by selecting  **New** from the toolbar or the File menu (see [Create a recording](#)).
- 2 Select one or more dictation files from the work list.
- 3 Click the  **Add to Dragon speech recognition queue** button on the toolbar to queue the selected files for speech recognition in the **Recognition and adaptation queue** panel.
- 4 Click the  **Start recognition queue** button in the **Recognition and adaptation queue** panel to start the speech recognition process.

Playback and correction of transcribed recordings

- 1 Double-click a speech-recognizable dictation file in the work list.
 - ↳ The dictation file is opened in the **SpeechExec Speech Recognition Recorder**.
- 2 Use the buttons on the toolbar of the speech recognition recorder, the SpeechMike or the Pocket Memo to rewind, forward and start playback. For more information, see [Play back a dictation file](#).
 - ↳ By default, the transcribed text is simultaneously highlighted during playback, forwarding and rewinding.
 - ↳ You can change this setting in **Settings > General settings > Speech recognition > Correction settings**.



Note

- If too much editing or correction is made on the transcribed text or the entire flow of the document is changed, highlighting may not work properly.
- If parts of the transcribed text are deleted, the related sound parts will remain in the sound file.
- Dictation files with the status **Transcription finished** can be opened only for playback. Editing or correction is not possible.

Send dictation files via email

SpeechExec allows dictation files to be transferred via email directly to the transcriptionist or any other recipient.



Note

- If you are not connected to the Internet, the QuickSend option (if activated) is not available. All dictation files will then be saved in the **Outbox** folder. You can send these files later as soon as you are connected to the Internet.

Set up an email profile

To transfer dictation files directly by SpeechExec without using the computer's default email application, you need to set up an email profile.



Note

- When no email profile has been set up, emails are sent via the default email application of the computer (e.g. Microsoft Outlook).

To set up an email profile:

- 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 Deselect the option **Use your default emailing program to send dictations (QuickSend)**.

- 3 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.
- 4 Enter the settings for the selected profile and click **OK** to save the settings.
- 3 Enter recipients, body text and additional attachments.
- 4 If you have activated the QuickSend option, click **Send** to send the message.
 - If you have deactivated the QuickSend option, click **OK** to close the draft email window and send the dictation files bundled at a later time.

Manually send dictation files via email

You can send dictation files manually with the Quick Send option and your default email program. Alternatively, you can save your dictations to the **Outbox** folder and send all files bundled at a later time.

Note

- If you want to use the QuickSend option, make sure it is activated in **Settings > General settings > Delivery > Email**.

To transfer dictation files manually:

- 1 Select one or more dictation files from the work list.
- 2 Click the  **Submit for email** button.
 - ↳ If you have activated the QuickSend option, an email window with the attached dictation file(s) opens either with the computer's default email application or via the configured email profile.
 - ↳ If you have deactivated the QuickSend option, the dictation file(s) are saved in the **Outbox** folder and a draft email window opens for each dictation file separately.

- 5 To send the dictation files bundled at a later time, click the  **Send and Receive** button on the toolbar.
 - ↳ All dictation files in the **Outbox** folder are transferred. See [Automatically send dictation files](#) for more information about sending dictation files in the **Outbox** folder automatically.

Note

- 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**.
- No more than five dictation files can be attached to an email at a time. If more than five dictation files are selected, SpeechExec creates a new email for each group of five files that should be sent by the user manually.

Set up automatic email sending

You can have dictation files automatically prepared for email sending when a recording is finished or when files are downloaded from a Pocket Memo or a SpeechAir.

For SpeechExec recorder:

- 1 Click **Settings > General settings** on the menu bar to open the Settings menu.
- 2 To set up automatic sending when a dictation file is finished in the SpeechExec recorder, select **Dictation > Dictation finished** from the list on the left side. Activate the **Email** option.
- 3 Click the **OK** button to save the settings.
 - ↳ Dictation files will now be automatically copied to the **Outbox** folder when they are finished.
- 4 Click the  **Send and Receive** button on the toolbar to transfer all dictation files saved in the **Outbox** folder. See [Automatically send dictation files](#) for more information about sending dictation files in the **Outbox** folder automatically.

For Pocket Memo:

- 5 Click **Settings > General settings** on the menu bar to open the Settings menu
- 6 To set up automatic sending after a dictation file is downloaded from a Pocket Memo, select **DPM Configuration > Delivery after download**. Activate the **Email** option. Optionally, click the **Configure** button to set up default contents for emails (recipients, subject, body text, attachments).
 - ↳ Dictation files will now be automatically copied to the **Outbox** folder when they downloaded from a Pocket Memo.
- 7 Click the  **Send and Receive** button on the toolbar to transfer all dictation files saved in the **Outbox** folder. See [Automatically send dictation files](#) for more information about sending dictation files in the **Outbox** folder automatically.

For SpeechAir:

- 1 Connect your SpeechAir to the computer.
- 2 Click **Settings > General settings** on the menu bar to open the Settings menu.
- 3 To set up automatic sending after a dictation file is downloaded from a SpeechAir, select **SpeechAir configuration > Device configuration > Open SpeechAir wizard**.
- 4 In the **USB download** section of the SpeechAir Wizard, activate **Email delivery**.
- 5 Click **Finish** to save the settings.
↳ Dictation files are now copied automatically to the **Outbox** folder when they are downloaded from a SpeechAir.
- 6 Click the **Send and Receive** button on the toolbar to transfer all dictation files saved in the **Outbox** folder. See [Automatically send dictation files](#) for more information about sending dictation files in the **Outbox** folder automatically.



Note

- 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**.

Automatically send dictation files

By default, dictation files in the **Outbox** folder are transferred only after clicking the **Send and Receive** button on the toolbar. However, you can change this setting and send dictation files automatically.

To send 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 sent automatically.
- 3 Click the **OK** button to save the settings.
↳ Dictation files in the **Outbox** folder will now be automatically sent via email.

6 Troubleshooting

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
The operating system stops responding after restart.	<ul style="list-style-type: none">Using the Philips SpeechMike together with certain USB hubs may cause the operating system to stop responding when the computer is started.	<ul style="list-style-type: none">Unplug the SpeechMike before starting the computer and reconnect it afterwards. We recommend replacing the USB hub or connecting your SpeechMike directly to the USB port of the computer.
The SpeechMike is completely without function.	<ul style="list-style-type: none">Some computer providers limit the output power of USB ports to 100mA. These ports may not provide enough power for the SpeechMike to function properly.	<ul style="list-style-type: none">Use the AC charger.Connect the SpeechMike via the self-powered hub.
The SpeechMike is connected to the computer but sound will play on the computer's speaker only.	<ul style="list-style-type: none">Windows can support more than one playback device at a time. However, if you disable the device for playback, it is also disabled for recording.	<ul style="list-style-type: none">Change the playback settings via Start > Control Panel > Sound > Playback or right-click the speaker icon on your toolbar and select Playback devices.

Problem	Possible cause	Solution
<p>After finishing a dictation in the speech recognition recorder, I don't see my finished dictations.</p>	<ul style="list-style-type: none"> Dictations finished in the speech recognition recorder, are saved in the Archive folder. However, the Archive folder is hidden by default. 	<ul style="list-style-type: none"> To display the Archive 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 Archive and change the Visible option to Yes.
<p>I cannot see the Outbox folder.</p>	<ul style="list-style-type: none"> The Outbox folder is hidden by default. 	<ul style="list-style-type: none"> 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.

7 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 recording

- Windows Media Player must be installed on a Windows operating system
- A free USB port
- Internet connection for required software activation

Additional system requirements for Dragon speech recognition:

- **Supported speech recognition software:**
Nuance Dragon Professional 13/14/15,
Nuance Dragon Legal 13/14/15,
Nuance Dragon Medical Practice Edition 2/3/4,
Nuance Dragon Professional Individual/Group 14
Nuance Dragon Legal Individual/Group 14
Nuance Dragon Professional Individual/Group 15
Nuance Dragon Legal Individual/Group 15
- **Processor:**
2.2 GHz Intel dual core or equivalent AMD processor
- **RAM:**
8 GB for the 64-bit versions of Microsoft Windows 10
- **Free hard disk space:**
4 GB hard disk space

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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www.philips.com/dictation