



V7 Author Software User Guide (for Olympus DS-2300; DS-3300; DS-4000)

The Olympus DS-2300, DS-3300 and DS-4000 are designed in such a way that it has been possible to load the V7 Author file transfer program directly onto the device itself. The advantage of this is portability – the program is always ready to use when connected to any suitable PC.

This guide assumes that the V7 Author software is installed on your digital recorder and has been configured for your use.

If the recorder has already been used on a particular computer, then the computer should be showing a 'V7' icon in the desktop tray at the bottom right of your screen. Move your cursor over the 'V7' icon, and it will display the message 'Dictation Author – Recorder NOT Connected'.

(If the V7 Author software is not running, or the device has not previously been connected to this PC, connect the recorder and browse to it using Windows Explorer. It will be seen as a removable disk drive. In the top level folder will be a file named 'DictationAuthor.exe'. It is distinguished by the V7 logo. Double-click on this file to run the program.)

1. Connecting your recorder

Firstly, ensure that the recorder is switched on, usually indicated by an active LCD display. If the device is not on, move the power switch to the 'On' position.

If you have a cradle for the recorder, it is recommended that you use it. It produces less wear on the USB cable and reduces the chances of buttons being pressed inadvertently whilst connecting.

Place the recorder in the cradle (or plug in the USB cable directly). A message 'Connecting to recorder' will appear on your screen and then the V7 Author window will open. The LCD display on the recorder will show 'Remote'.

2. Customising the V7 Author window

If the V7 author window is too small to view all of the columns that you need, it can be resized by moving the cursor over the window border. A double-headed arrow will appear. This can be 'dragged and dropped' to change the window size. Dragging the arrow from a corner will rescale the window, whilst selecting a vertical or horizontal border section will affect a single dimension

Columns can be selected for view from the setup menu. From 'Setup' select 'Columns' and ensure those to be viewed are checked. To change the order of columns:

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- Place the cursor over the column to be moved and left-click.
- Select either 'Up' or 'Down' until the column is in the desired location. (The column at the top of the list will be placed on the left hand side of the V7 Author window.)
- Select 'Save' to store your selection and order.

Column widths can be changed by moving your cursor to any join between column headers. The cursor will change from to a vertical line with two arrows. Drag and drop the cursor to the desired column width. This setting will be saved automatically.

3. Adding data to your voice files

It is recommended that you add a reference to each voice file to be transferred. Do this by double-clicking in the relevant cell, and then entering the necessary data. (Please note that only alphabetical and numeric characters are allowed). If required, comments may be added to each voice file in a similar way

4. Selecting routing, priority and work types

The routing, priorities and work types are determined by the setup for your particular program. To change the selections, click in the relevant column and the choices will appear in a drop down. (You will see that the columns are already populated by the defaults that have been selected in the program setup.)

5. Transferring files

The files on your recorder are automatically selected for file transfer. With the 'Send' column visible, uncheck the box to exclude any file.

With all of the selections complete, press the 'Send' button. A dialogue box will open and the files will be transferred to the selected locations. The dialogue box will confirm this transfer.

6. Deleting files

If selected in the program setup, the files on the recorder will be deleted automatically once the transfer has been successfully completed. Otherwise, select a file to be deleted and press 'Delete selected file'.

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