

EXHIBIT A

(FCC Ref. 2.1033(b)(3))

**"Installation and Operating Instructions
Furnished to the User"**

TT150 Installation

*TrueSpeech recording and telephone interface card
for PC-DART 4 and 3.x*

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TrueSpeech is a registered trademark of the DSP Group

The TT150 card, when placed in a computer and attached to the telephone system, allows an external user to phone in, interact with the PC-DART system, and leave dictation. It requires either the PC-DART 4.x or 3.8x software.

This guide explains the basic steps needed to install the TT150 card inside your computer. It does not include information about installing any software or drivers, as these files are included separately with the PC-DART software. Refer to either the *PC-DART 3.8 User's Guide* or the *PC-DART 4 Installation Guide* for more information.

Please note the following system requirements:

- ❖ Your computer must be an IBM-compatible with one available expansion slot for the PCD150 card. Generally speaking, the PC-DART hardware is compatible with most 386/486/Pentium computers.
- ❖ Your computer requires approximately 3 megabytes of free hard disk space for each hour of dictation you plan to store on it.

If you encounter any problem that cannot be easily resolved, it is always advisable to contact your Authorized BCB Systems Dealer.

Radio-frequency interference information:

USA

This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area may cause harmful interference in which case the user will be required to correct the interference at his own expense.

This equipment has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to

provide reasonable protection against interference when operated in a commercial environment. If this equipment does cause interference to radio or television reception (which may be determined by putting this product in use and then turning it off), move the computer to another location or use a different power outlet for the computer.

CANADA

This digital apparatus does not exceed the limits for noise emissions as set out in *Requirements for Radio Interference Regulations C.R.C., c1374 Governing CLASS A Digital Devices* of the Canadian Department of Communications.

Industry Canada information:

Notice: The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operation, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs of alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

Installing the TT150 card:

Please note that this step is not required if your computer has already been configured by your dealer.

1. Ensure that all power to the computer is turned off. It is recommended that you disconnect the power cable.
2. Open the computer cover according to the instructions supplied with the computer system. Locate an available full-length or half-length slot. Remove the corresponding blank bracket and keep the screw that was used to fasten the blank bracket in.
3. Install the TT150 transcribe card into the free slot. Use the screw left from the blank bracket to fasten the board into the computer chassis.
4. Replace the computer cover.
5. Re-connect the power cable.

Connecting the PCD150 card to the telephone system:



Note!

The PC-DART system can be connected to a dedicated telephone line or to an analogue extension from an office PBX (private branch exchange).

Each VP contains from one to four PC-DART dictation cards. (There are two types of dictation cards, the TT100 and the TT150.) Each dictation card corresponds to one channel, and one telephone line, which can be used for dictation, listen-only access, or remote transcription. For example, a VP with four cards can simultaneously allow three authors to record dictation and one transcriptionist to review previously recorded jobs.

Telephone jacks:

The dictation cards are installed inside the VP, but the back of each card will be visible from the back of the VP. On the back of a dictation card are several jacks. The most important are the two telephone cable connectors.

**Note!**

The upper jack is the AUX jack, and the lower jack is the MAIN jack. It is very important to be able to distinguish the two jacks. They should be labelled on the back of the board, and you may have received an accompanying information sheet with the VP. Be aware that, if you connect a regular telephone line to the AUX jack, damage to the dictate board will result.

The **MAIN jack** connects directly into the telephone system so that an author can phone the system and leave dictation from a remote location. To connect the MAIN jack to the telephone system, plug one end of the six foot telephone cable provided with the VP into the telephone wall jack and the other end into the *lower* jack at the back of the dictate card.

The **AUX jack** is used to connect a nearby telephone directly to the dictation card. This way, an author at that station can leave dictation without calling through the telephone system. You can connect any standard 2500 telephone handset to the AUX jack.

Both jacks can be connected at once, but only one can be used at a time. If the AUX jack is in use, for example, the MAIN jack will not answer.

PC-DART[®] 4.0

Digital Audio Record Transcribe

PC-DART Author's Guide



BCB Holdings Inc.

FCC ID: NE8TT150
Marstech Report No. 98084D
EXHIBIT A(1)-2

PC-DART®

Author's Guide

Software version 4.00 and later

First edition (December 1997), Document #50020008.001.003

Thank you for purchasing **PC-DART®**, BCB's PC-based **Digital Audio Recording and Transcribing** system.

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Introduction

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OVERVIEW

Using PC-DART's telephone dictation features, you, as an author, can call the system and leave dictation from any location that has a standard touch-tone telephone. The first chapter of this guide, *Remote Dictation*, describes the process of interacting with the PC-DART telephone interface to leave dictation. Because of the extensive customizability of the PC-DART system, you may still need specific information about the PC-DART setup you will be using, but you will be able to refer to this guide to learn the concepts of recording and editing dictation. Your system administrator may provide you with a separate one-page document that explains what command each telephone number key controls.

Depending upon settings controlled by the system administrator, you may be able to access the PC-DART phone-in system in listen-only mode to review a dictation that you have saved or, if the administrator allows it, to listen to a dictation created by another author. In either case, you will not be able to modify any saved dictation. The second chapter of this manual, *Listen-only Access*, describes the details of this process.

In addition, there is a second way that an author can leave dictation: from a PC-DART equipped computer, using a slide-switch microphone. The slide-switch microphone is usually used in business settings in which authors are on-site, and connected to a company computer network. The slide-switch microphone requires different software, and is available as a separate product. Slide-switch microphone dictation is not discussed in this manual.

Remote Dictation

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In this chapter, learn

- How to access the PC-DART touch-tone telephone dictation system.
 - How to create, edit, and save a dictation.
-

OVERVIEW

This chapter explains, in simple everyday terms, the basics of using the PC-DART phone-in dictation system to record new dictation from any touch-tone telephone. The basic commands are covered first, followed by an explanation of all of the commands that may be available to you. Depending on how the system administrator has configured the system, many of the details may differ slightly from what you will encounter. For example, your system may use specialized voice recordings and may not require you to enter a PIN for security. Also, it is quite possible that in your installation the numeric keys on the telephone keypad are not assigned to the default commands. If this is the case, you will probably be given a separate one-page document that explains what command each key controls. You can then look up the available commands in this chapter for a description of how they work.

Though you can work through this manual as you make a phone call, it is recommended that you review this chapter before you phone the system, to prevent unnecessarily long delays that could result in your call being prematurely terminated.

This chapter will *not* help you learn how to use the listen-only access features of the PC-DART system, through which you can review existing dictation files without editing them. These features are described in complete detail in the second chapter, *Listen-only Access*, which can be understood easily even if you have not read the first chapter.

ACCESSING THE SYSTEM

Once you have dialled the appropriate number and the system has answered, you will hear an opening prompt. A prompt is a recorded voice message used to direct a caller. The standard opening prompt is "Enter your user ID followed by the pound sign." If you do not hear any prompt at all, there may be a problem with your phone line. Ensure that you are using a functioning touch-tone phone and that, if it is connected to any other extensions, these extensions are currently on hook (all other receivers are hung up).

Your user ID is the one-digit to twelve-digit number that identifies you to the system. Press the appropriate numbers on the telephone keypad, and press the pound key (which is marked with a # symbol) when finished. The pound key is often used by the PC-DART system as a way for you to signal when you are finished and ready to move on to the next stage.

If you are asked to enter a PIN:

A PIN is a four-digit personal identification number which is sometimes used for security purposes in order to control access to the PC-DART system. The standard prompt requesting a PIN is "Enter your personal identification number." Enter your PIN the same way you entered your ID, and follow it with the pound (#) key. If you are unsure of your PIN, you can try the default PIN of 4567.

If the ID number or the PIN you enter is invalid, the system will replay the opening prompt and allow you to enter another ID and PIN combination. If a valid ID number and PIN combination is entered, the system will continue.

If you are asked to enter other information:

Depending on how your system is configured, you may be asked for various other pieces of information, such as work type, record number, department number, and admission number. These values refer to the dictation file you are about to create. You will have to enter this information before you begin any dictation. Once you have entered this information for a given dictation, you cannot change it. If your author profile is set to allow only certain work

types, the system will replay the prompt asking you to enter a valid work type until you enter one of the work types that is listed in your author profile.

Remember to press the pound key each time you finish entering a new value, to indicate to the system that you are finished and ready to continue.

If you receive the message 'dictation pending':

Whenever you begin a dictation file but do not save it, PC-DART stores it until your next session. Even if you hang up or are cut off halfway through a dictation recording, the dictation file will remain. The next time you return to PC-DART, you will begin at the end of the unsaved dictation file. At this point, you can either complete the dictation, re-save the dictation as pending and start a new dictation, or use the Next Pending command, if it is one of the available commands. If you start recording, you will be adding to the end of the current pending dictation. All the PC-DART functions will work the same as if you had begun a new dictation.



Possible differences exist . . .

Some systems are configured so that if you hang up without saving, the dictation is automatically saved for you. You will not be able to edit or add to a dictation file once you have hung up. However, if you have a file that you would like to mark as unfinished so that you can return to it later, you can choose to save the dictation as a pending file with the save command.

If you are allowed to save dictations as pending, you will also be able to have multiple pending dictations, although these dictations will not be available for transcription until you complete them. If the Next Pending and the Previous Pending commands are available, you can use them to move from one pending dictation to another.

Automatic recording:

Some systems are configured to begin recording as soon as you have entered the necessary dictation information. If this is the case, you will hear the prompt "Start recording at the tone" followed by a beep. You can pause the dictation at this point if you are not ready to begin dictating. The standard key to control the pause feature is 2.

DICTATION COMMANDS

You control all dictation functions using the keypad on your touch-tone telephone. The table below shows the standard BCB keypad layout. If you are using a different layout, the same commands will be controlled by different keypresses.

1 PLAY	2 PAUSE	3 RECORD
4 REWIND + PLAY	5 INSERT	6 FAST FORWARD + PLAY
7 BEGINNING OF FILE	8 DELETE	9 END OF FILE
*	0 SAVE	#

The various commands are described individually on the following pages. To record a dictation file without editing it, you need only use the Record command to begin and the Save command when you are finished. All the other commands allow for more sophisticated operations like listening to a portion of dictation you have just recorded, and deleting or inserting parts of a dictation.

Often, PC-DART is configured so that it will automatically pause recording if you are silent for over a second. If, after a long pause, you hear a beep every four seconds, the system has stopped recording and you will have to resume with the Record command. Otherwise, PC-DART is either not configured to automatically pause recording, or it is configured to pause recording automatically and to resume recording automatically when you resume speaking.

Basic commands:

Play:

The Play command is used to listen to a continuous playback of the current dictation. This function is usually used after a Pause or Beginning of File

command has been selected. If you press Play while you are recording, the recording process will automatically be paused, but no dictation will be played back, because you will be at the end of the dictation file. At this point, you could use the Beginning of File command followed by the Play command to review the entire dictation.

Pause:

The Pause command can be used while recording or while playing a dictation. To continue on after a pause, you will have to press either Play or Record again. Pressing Pause while the system is already paused has no effect. If you leave the system paused for more than 15 minutes, you will hear a prompt requesting that you press any key. If you do not press a key on the telephone keypad within 15 seconds, the PC-DART system will hang up the telephone. Both these time lengths (15 minutes and 15 seconds) are configurable, and may differ from system to system. A beep every four seconds will alert you that PC-DART is in idle mode and no recording or playing is taking place.

Record:

The Record command is used to begin recording a new dictation file, or to add to an existing dictation file. Unlike the record function used by tape machines, which only erases information that it physically overwrites, selecting Record in PC-DART will automatically erase all the dictation from the point at which the command is used all the way to the end of the current dictation file. This means if you use the Pause command while recording, and follow this by the Beginning of file command, once you resumed recording, you would automatically erase the entire dictation. If, instead, you used the Play command, and paused the dictation after one minute of dictation had played back and then chose the Record command, you would delete all the dictation except for the first minute, and you would be adding more dictation at the end of that first minute.

Unless you are starting a new dictation, use the End of file command before selecting Record to ensure that you do not inadvertently erase part of your dictation. Each time you use the Record command, you will hear a beep to confirm that PC-DART has started to record.



Possible differences exist . . .

Some systems are configured to automatically fast forward to the end of the current dictation before beginning to record when the Record command is used.

To provide security against the possibility that the system is left on Record indefinitely, the maximum length of time that the system will record without being interrupted by a touch-tone keypress is usually set to eight minutes. Each time the recording process is interrupted with a tone (such as Pause), the timer is reset and dictation can continue for another eight minutes.

Rewind:

The Rewind command moves you back four seconds in the dictation file (or to the start of the dictation, if it is less than four seconds long). To go back further in the dictation file, use the Rewind command repeatedly or go automatically to the beginning of the dictation using the Beginning of file command.

Depending on how the system administrator has set up the system, the dictation may rewind in increments that are greater or smaller than four seconds. Also, the dictation may begin to play automatically from its new position, continuing until you press pause. (If your system is using the standard keypad layout, a rewind command is always followed by a play command.) Lastly, you may have a second rewind command available to you that rewinds in increments that are four times greater than the increment used for the standard rewind command (in the case above, this command would rewind sixteen seconds at a time).

Fast forward:

When listening to recorded dictation, Fast forward moves ten seconds forward in the file. To move further ahead, press the Fast forward key repeatedly or use the End of file command to go directly to the end of the file.

Depending on how the system administrator has set up the system, the dictation may fast forward in increments that are greater or smaller than ten seconds. Also, the dictation may begin to play automatically from its new position, continuing until you press pause. (If your system is using the standard keypad layout, a fast forward command is always followed by a play command.) Lastly, you may have a second fast forward command available to you that fast forward in increments that are four times greater than the increment used for the standard fast forward command (in the case above, this command would rewind forty seconds at a time).

Beginning of file:

This command rewinds the dictation to the beginning. You will hear a "Beginning of file" prompt. Your system may be configured to begin dictation playback automatically from the beginning of the file when you use this command, or you may have to use the Play command.

End of file:

This dictation fast forwards the dictation to the end of the file. You will hear the "End of file" prompt.

Save dictation:

This command can be used at any time. When you save a dictation, it may be automatically given a status, or you may be asked if you wish it to be a general, priority, high priority, or pending dictation. A pending dictation is an incomplete dictation that will not be accessible to a transcriptionist, and that you will be prompted to complete on your next phone call (as explained in the *Accessing the System* section of this chapter). All other statuses can be accessed by a transcriptionist, and you will have been instructions about when to use each particular status.

You will be instructed as to which number to press to choose the status of dictation file. After choosing your dictation status, the system will ask you whether you wish to start a new dictation or hang up. The standard prompt is "Press 1 to save and terminate, or 2 to save and start new dictation." No matter what you press, the file will be saved.

If you hang up before saving the dictation (or are inadvertently disconnected from the system), the current dictation will automatically be stored as a pending file, or automatically saved if your supervisor has enabled the Save on Hangup option for you.

Insert:

The Insert feature provides you with the ability to insert additional dictation at any point within the current dictation file without erasing any of the current dictation.

To use the Insert command, listen to the current dictation file by using the Play command and, at the point where additional dictation is required, press the Insert key. You will then be instructed by a voice prompt to record

additional dictation. Once you have recorded the additional dictation, press the Insert key again to signal that you are finished. The system will request that you either carry on with the insert procedure by pressing 3, or that you cancel the insert request by pressing any other key.

It may take several seconds for the system to complete a lengthy insertion. You are notified with a voice prompt when the process is complete. When finished, you can use the Rewind command to review the dictation, or any other command to perform another task.

Delete:

The Delete command provides you with the ability to remove sections of the current dictation without destroying the remainder of the file and without leaving long silent spaces. To use this feature, listen to the playback of the current dictation file using the Play command, and press the Delete key when you reach the point where you want to begin erasing dictation. The system will prompt you to press the Delete key again to mark the end of the section that you want to delete. The system will continue to play the current dictation until you mark the Delete endpoint. Once you have marked the end, the system will request that you press 3 to confirm the delete operation, or that you press any other key to cancel the delete procedure.

It may take several seconds for the system to delete a section of a large dictation file. You are notified with a voice prompt when the process is complete. When finished, you can use the Rewind command to review the dictation, or any other command to perform another task.

Pending dictations:

Depending upon how the author profile you use is configured, you may be able to save dictations as pending, or unfinished, so that you can return to them and complete them on subsequent phone-calls. If you phone in and you have one or more pending dictations, you will be informed by a voice prompt, and the oldest pending dictation will automatically become the current dictation. At this point, you can either complete the dictation, re-save the dictation as pending and start a new dictation, or go to a different pending dictation.

Previous Pending and Next Pending:

PC-DART maintains a list of your pending dictations, ordered from oldest to newest. When you phone in are prompted that you have a pending dictation, you can use the Next Pending command to move one step down the list to the next oldest dictation. This dictation will automatically become the current dictation, and you will hear the message "dictation pending." If no more pending dictations exist, you will be informed, and the current dictation will remain unchanged.

You can also use the Previous Pending command to move one step up the list to the last dictation you accessed. The Previous Pending and Next Pending commands will *not* work once you start a new dictation.

Other commands:

These commands are not found in the default keypad profile but, depending on how your system administrator has configured the system, they may be available to you.

Mark Impression:

The mark impression command is used to place an invisible bookmark at a special position in the dictation. Commonly, it is used to mark the position of the final summary at the end of a dictation file, so that a user listening to the dictation file can quickly skip to the concluding section first, if he or she does not have the time to listen to the whole recording. Any transcriptionist or listen-only access author can go automatically to this impression mark.

To leave an impression mark, simply press the appropriate key while recording just before you are about to begin dictating the summary or the portion of the dictation that you want marked for easy reference. A dictation can only have one impression mark at a time; creating a second one will remove the first one.

Force Hangup:

If a PC-DART system is used in a PBX (private branch exchange) office telephone system, an analogue extension is required. Some PBX systems do not always pass line disconnect signals from the telephone company to an analogue extension, and thus the telephone may remain busy for an excessively long period of time. In this case, you may be instructed to use the

force hangup key at the end of every call, to ensure that the PC-DART system will hangup and be ready for the next call immediately.

Volume Up and Volume Down:

These commands are used to increase the volume by one increment or to decrease it by one increment. The volume command will affect the volume of the dictation playback and the prompts, and is usually used to provide more comfortable listening. Changing the volume settings will not have any effect on how loud the dictation you record sounds to other users.

Read Job #:

When this command is used, the job number of dictation you are currently working on will be read to you. You can use this job number as a verification number and, if a supervisor or transcriptionist is unable to find your dictation, the verification number will prove that you left it, and help them track it down.

Special:

The special key is not a command in its own right, but a way of being able to access more commands than are usually possible (twelve for a standard telephone). Usually, the star key (*) is used as the special key. The special key can be combined with any other key for a special function. For example, *7 (the star key followed by the 7 key) might correspond to the volume up command. Or, the 4 key might be used for rewind and the *4 key for the fast rewind command that rewinds in increments four times greater than normal.

Pre-empting prompts:

You do not have to wait for a message to be completed before pressing a key to initiate a new command. However, you should not use this "type-ahead" capability to place multiple commands into the system. It is far better to listen to the first part of a prompt before continuing. Issuing multiple commands without a pause could confuse both PC-DART and you.

Listen-only Access

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In this chapter, learn

- How to access the PC-DART touch-tone telephone system in listen-only access mode.
 - How to review previously recorded dictation.
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OVERVIEW

This chapter explains, in simple everyday terms, the basics of using the PC-DART phone-in system to listen to previously recorded dictation from any touch-tone telephone. The basic commands are covered first, followed by an explanation of all of the commands that may be available to you. Depending on how the system administrator has configured the system, many of the details may differ slightly from what you will encounter. For example, your system may use specialized voice recordings and may not require you to enter a PIN for security. Also, it is quite possible that in your installation the numeric keys on the telephone are not assigned to the default commands. If this is the case, you will probably be given a separate one-page document that explains what command each key controls. You can then look up the available commands in this chapter, for a description of how they work.

Though you can work through this manual as you make a phone call, it is recommended that you review this chapter before you phone the system, to prevent unnecessarily long delays that could result in your call being prematurely terminated.

ACCESSING THE SYSTEM

Once you have dialled the appropriate number and the system has answered, you will hear an opening prompt. A prompt is a recorded voice message used to direct a caller. The standard opening prompt is "Enter your used ID followed by the pound sign." If you do not hear any prompt at all, there may be a problem with your phone line. Ensure that you are using a functioning touch-tone phone and that, if it is connected to any other extensions, these extensions are currently on hook (all other receivers are hung up).

Your user ID is the one-digit to twelve-digit number that identifies you to the system. Press the appropriate numbers on the telephone keypad, and press the pound key (which is marked with a # symbol) when finished. The pound key is often used by the PC-DART system as a way for you to signal when you are finished and ready to move on to the next stage.

If you are asked to enter a PIN:

A PIN is a four-digit personal identification number which is sometimes used for security purposes in order to control access to the PC-DART system. The standard prompt requesting a PIN is "Enter your personal identification number." Enter your PIN the same way you entered your ID, and follow it with the pound (#) key. If you are unsure of your PIN, you can try the default PIN of 4567.

If the ID number or the PIN you enter is invalid, the system will replay the opening prompt and allow you to enter another ID and PIN combination. If a valid ID number and PIN combination is entered, the system will continue.

SEARCHING FOR A JOB

By default, when you first access the system, you will be in dictation mode. To switch to listen access mode, you must use the To Listen command, which will be assigned to a number on the telephone keypad. This number will be indicated by your system administrator. Press it to enter listen access mode before continuing.

Once you have entered listen access mode, you are ready to search for a job. The system will ask you to enter a work type and, once you enter a work type and press the pound (#) key to continue, will ask you for a record number. Once you have entered a record number and pressed the pound key, the system will search for the oldest unassigned job that matches your criteria. (An unassigned job is any job that is not currently suspended by a transcriptionist, reserved for another transcriptionist, completed, blocked, or currently in the process of being transcribed.) If no job can be found that matches your criteria, the system will play a prompt that declares "No matching files found. Please enter new record number followed by the pound sign." You can now enter new criteria.

If you wish to use only one criteria for your search, you can leave the other category blank. For example, if you left the record number field blank and entered a work type of 40, you would find the first job that has a work type of 40, regardless of what

record number it has. To leave a field blank, press the pound key without entering any numbers. If you leave both the work type and record number field blank, the system would search for the oldest unassigned job of any kind. Once you have found a job, you can listen to it, skip to the next matching job, or start a new search.

There is one possible exception to the above rules. Depending upon how the system administrator has configured the system, you may only be able to access the jobs that you have recorded, and not those of other users. In this case, the search criteria will still apply, but the search will only be performed on your own dictations.

LISTEN ACCESS COMMANDS

You control all listen-only access functions using the keypad on your touch-tone telephone. The table below shows the standard BCB keypad layout. If you are using a different layout, the same commands will be controlled by different keypresses.

1 PLAY	2 PAUSE	3
4 REWIND + PLAY	5 NEXT	6 FAST FORWARD + PLAY
7 BEGINNING OF FILE	8 PREVIOUS	9 END OF FILE
* SPECIAL FUNCTION	0	# READ HEADER

Press ****** for New Search
Press ***4** for Speed Up
Press ***6** for Speed Down
Press ***7** to rewind four times as much as normal
Press ***9** to fast forward four times as much as normal
Press ***0** to force a hangup

The various commands are described individually on the following pages.

Basic commands:

Play:

The Play command is used to listen to a continuous playback of the current dictation. When you press a key for any other command while the dictation is playing, playback will be automatically halted.

Pause:

The Pause command is used while playing a dictation. To continue on after a pause, you will have to use the Play command again. Pressing Pause while the system is already paused has no effect. If you leave the system paused for more than 15 minutes, you will hear a prompt requesting that you press any key. If you do not press a key on the telephone keypad within 15 seconds, PC-DART system will hang up the telephone. Both these time lengths (15 minutes and 15 seconds) are configurable, and may differ from system to system. A beep every four seconds will alert you that PC-DART is in idle mode and no playback is taking place.

Rewind:

The Rewind command moves you back four seconds in the dictation file (or to the start of the dictation, if it is less than four seconds long). To go back further in the dictation file, use the Rewind command repeatedly or go automatically to the beginning of the dictation using the Beginning of file command.

Depending on how the system administrator has set up the system, the dictation may rewind in increments that are greater or smaller than four seconds. Also, the dictation may begin to play automatically from its new position, continuing until you press pause. Lastly, you may have a second rewind command available to you that rewinds in increments that are four times greater than the increment used for the standard rewind command (in the case above, this command would rewind sixteen seconds at a time).

Fast forward:

When listening to recorded dictation, Fast forward moves ten seconds forward in the file. To move further ahead, press the Fast forward button repeatedly or use the End of file command to go directly to the end of the file.

Depending on how the system administrator has set up the system, the dictation may fast forward in increments that are greater or smaller than ten seconds. Also, the dictation may begin to play automatically from its new position, continuing until you press pause. Lastly, you may have a second fast forward command available to you that fast forward in increments that are four times greater than the increment used for the standard fast forward command (in the case above, this command would rewind forty seconds at a time).

Beginning of file:

This command rewinds the dictation to the beginning. You will hear a "Beginning of file" prompt. Your system may be configured to begin dictation playback automatically from the beginning of the file when you use this command, or you may have to use the Play command.

End of file:

This dictation fast forwards the dictation to the end of the file. You will hear the "End of file" prompt.

Next:

The Next command automatically searches for another job that matches the record number and work type that you specified in the last search you performed, which you can then listen to.

Previous:

The Previous command automatically returns to the last job you listened to if you used the Next command to listen to another job. The Previous command will have no effect if you have not used the Next command at least once.

New Search:

This command will ask you to reenter work type and record number criteria, and will perform a new search for a job that matches the new criteria, as explained in the *Searching for a Job* section above.

Speed Up and Speed Down:

These commands are used to increase the speed by one increment or to decrease it by one increment. The speed command will affect the speed of the dictation playback and the prompts, and is usually used to provide more comfortable listening.

Force Hangup:

If a PC-DART system is used in a PBX (private branch exchange) office telephone system, an analogue extension is required. Some PBX systems do not always pass line disconnect signals from the telephone company to an analogue extension, and thus the telephone may remain busy for an excessively long period of time. In this case, you may be instructed to use the force hangup key at the end of every call, to ensure that the PC-DART system will hangup and be ready for the next call immediately.

Audio Header:

When you use the Audio Header command, the author ID, date of dictation, length of dictation, and record number of the current job will be read to you by a voice recording.

Goto Impression Mark:

The impression mark is set by the author of the dictation. It is commonly used to mark the position of the final summary at the end of a dictation file, so that a user listening to the dictation file can quickly skip to the concluding section first, if he or she does not have the time to listen to the whole recording. When you use the Goto Impression Mark command, you will automatically be fast forwarded or rewinded to the position of the impression mark. You can then use the Play command to listen to the author's summary.

New Login:

When you use the New Login command, the opening prompt "Enter Access Code followed by the pound sign" will be played. You can log in with the same ID number and perform a new search, or allow a different user to log in on the phone you are using.

It is recommended that you use the New Search command instead if you want to search for a job with new criteria, but not be forced to log in again.

Volume Up and Volume Down:

These commands are used to increase the volume by one increment or to decrease it by one increment. The volume command will affect the volume of the dictation playback and the prompts, and is usually used to provide more comfortable listening.

Read File #:

When this command is used, the job number of the current dictation will be automatically read to you by a voice recording. Because each job has a unique job number, you can use the job number to identify a particular job to a supervisor or editor.

Special:

The special key is not a command in its own right, but a way of being able to access more commands than are usually possible (twelve for a standard telephone). Usually, the star key (*) is used as the special key. The special key can be combined with any other key for a special function. For example, *7 (the star key followed by the 7 key) might correspond to the volume up command. Or, the 4 key might be used for rewind and the *4 key for the fast rewind command that rewinds in increments four times greater than normal.

Pre-empting prompts:

You do not have to wait for most messages to be completed before pressing a key to initiate a new command. However, you should not use this "type-ahead" capability to place multiple commands into the system. It is far better to listen to the first part of a prompt before continuing. Issuing multiple commands without a pause could confuse both PC-DART and you.