

PHILIPS



SpeechExec Enterprise Transcribe

User manual

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1. Important

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

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



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.

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- 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.



NOTE

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



TIP

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



CAUTION

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

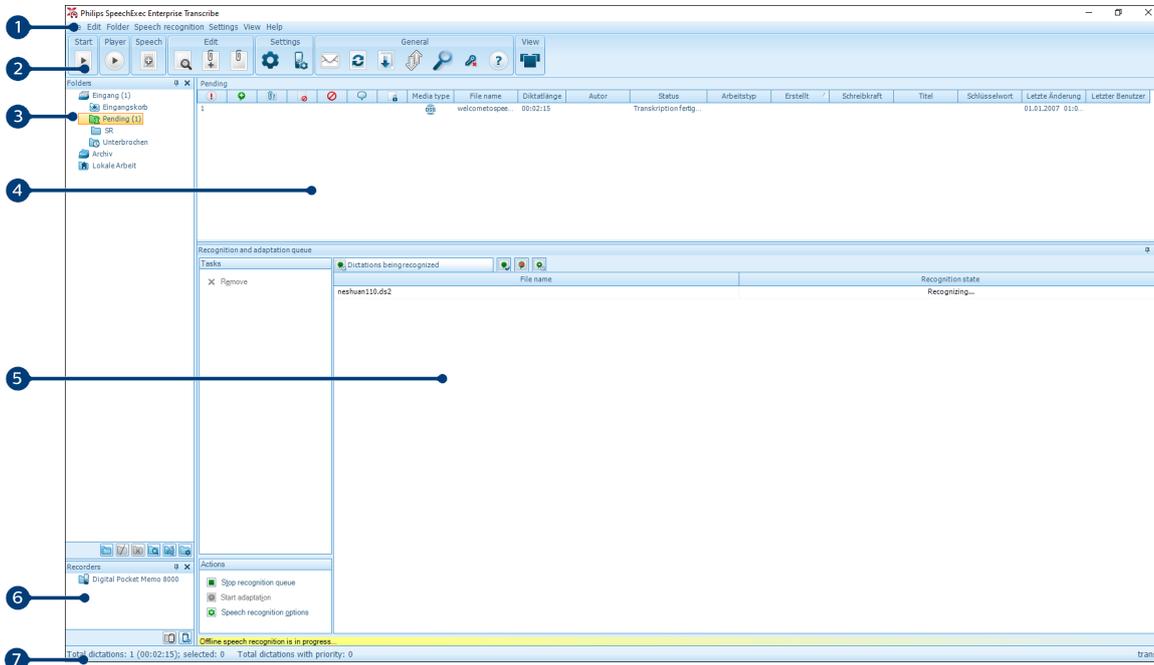
2. Your SpeechExec dictation software

Congratulations on your purchase and welcome to Philips!

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

Overview SpeechExec work list window

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



1. The menu bar across the top organizes commands under menus.
2. The toolbar contains tools for creating, playing and editing dictation files. Related tools are grouped together.
 - Start transcription (open the selected dictation in the player)
 - Start/stop playback of the selected dictation file
 - Add to speech recognition queue
 - Display the dictation properties of a file
 - Attach a document
 - Open an attached document
 - Display the General settings window
 - Display the settings window for a connected Philips SpeechAir recorder
 - Display the settings window for a connected Philips PocketMemo recorder
 - Display the settings window for a connected Philips foot control
 - Create a new email message with the selected dictation file attached
 - Refresh the information displayed in the work list
 - Start download from a connected Philips PocketMemo or SpeechAir recorder to a PC
 - Send and receive emails with dictations via a connected email system
 - Search for items in your dictation list
 - Open the help function
 - Display the worklist in Carousel view



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.
6. Device display: The device display appears when a PocketMemo or a SpeechAir is connected. It allows users to display and play back dictation files stored on the PocketMemo or SpeechAir, and to configure settings on the connected device.
7. The status bar at the bottom of the window displays information on dictation management, such as the number of dictation files in the selected folder, the number of dictation files with priority status assigned, and the name of the current user.

Overview SpeechExec player window

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



Expanded mode



Compact mode

8. The title bar displays the file name.
9. Instructions are recorded comments by the author that are directed to the person transcribing the dictation file. For more information, see [Instructions \[13\]](#).
 - ▶ Play back a special instruction
 - ◀ Jump to the previous spoken instruction
 - ▶▶ Jump to the next spoken instruction
10. 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.
11. Audio volume meter: Displays the audio output level
12. Audio toolbar:
 - ▶ Start/pause playback
 - Stop the current action (recording, playback)
 - ◀ Jump to the beginning of the dictation
 - ◀◀ Fast rewind
 - ▶▶ Fast forward
 - ▶ Jump to the end of the dictation
 - 🔊 Adjust the playback volume
 - ⚙️ Adjust the playback speed
 - 🎵 Adjust the playback tone

 Adjust the playback balance

13.  Show/hide the menu bar
14.  Close: Close the dictation file without saving the changes that have been made to it.
15.  Switch player window between compact and expanded mode
 -  Display the dictation properties window
 -  Display the audio settings window
 -  Open the help function
16.  Finish: Close the dictation file and mark the transcription as finished. The dictation file is moved to the **Archive** folder.
17.  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. Onboarding

As a Typist user of the SpeechExec Enterprise (SEE) software you will be using the SpeechExec Enterprise Transcribe software to allow you to access the dictation files and use your foot control and headset to play the files back and complete your dictations.

There are two main views that you will use when accessing the SEE software. The two views are: the “Work List” and the “SpeechExec Player” window.

The Work List window allows you to manage the dictation file list, define dictations properties and change various settings. An [overview of this window is available here \[6\]](#) and it explains the use and functions of the buttons in the ribbon.

When you are undertaking the processing of a dictation file you will use the SpeechExec Player window. This module allows you to playback and control the sound file produced in SpeechExec Enterprise. This player will sit over whichever application you are typing into ensuring that you can always view how far through a dictation you are. There are two modes for this player and they are “Expanded mode” and “Compact mode”. An [overview of this player can be viewed here \[7\]](#) and details the various buttons, functions and modes.

In order to use the SEE Transcribe software as efficiently as possible we recommend using a Philips foot control and headphones. The Philips foot control allows you to control the playback of the sound file with your feet meaning that your hands are free for typing. For guidance of the configuration of these peripherals please [continue to this section \[11\]](#).

Now that you have access to the Transcribe software and the relevant hardware, allowing you to harness the software to it's fullest capabilities, you will need to know how to use it. The following links will take you to specific areas of our online guidance.

For a detailed overview of what you need to do in order to start transcribing please [follow this link \[13\]](#).

Once a dictation has been selected for transcription and you are processing the file, you have several options in terms of how to return to the Work List window. To return you can either mark the transcription as [finished, suspend the dictation or cancel a transcription \[13\]](#).

Authors may also include instructions within their dictation file. There are two kinds: a spoken instruction and a special instruction. For guidance of the difference of these instructions and also how to play them back please [consult this section \[13\]](#).

Documents can be attached by the author when they send the dictation or by the transcriptionist when they have finished transcribing the sound file. This is [explained here \[14\]](#).

With the SEE software there are many customisation's that can be undertaken by the user. However, your access to the settings that you can customise will depend on how much control your IT department granted your user, as it is possible for the IT department to define settings at a group

level and not allowing the user to make changes to these. If you do want to try and customise your software then you would need to do this through [the General Settings \[16\]](#).

As you will be using the Philips foot control with the software you may wish to make some configuration changes to it's operation. This is done through the software itself, when the [foot control is plugged in \[16\]](#).

It is also possible to adjust the playback options of the expanded or compact player. There are many things that can be defined such as the winding speed and the auto backspace. For a full list of possible changes please [follow this link \[17\]](#).

As a Transcriptionist you will receive many dictations per day. There are notifications and reminders within the SEE software that can alert you about new dictations, high priority dictations and give you reminders of these. The various options relating to the notifications and reminders and their configuration can be [viewed here \[17\]](#).

If you do not have access to your SpeechExec desktop version there is a module called SpeechExec Web Access which allows you to access your SEE via the web (if configured). This interface allows you to view, select and transcribe files whilst supporting full foot control and headset usage. It allows you to undertake the vast majority of the tasks that the desktop version allows. To find out all you can do within this interface, [please read this \[20\]](#).

4. Get started

Start SpeechExec dictation software

If the option to start SpeechExec automatically was selected in **Settings > General settings > Worklist > Startup**, the program opens as soon as your system starts.

To manually start the program, open the Windows start menu in Windows and select **Philips SpeechExec Enterprise**.

Create a SpeechExec user profile

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

Follow the on-screen instructions to:

- Specify a user name. The user name identifies the user who last worked on the dictation file.
- Set the destination folder on the PC for **Pending dictations**. Pending dictations will be listed in the **To Do** folder in the work list. The **To Do** folder organizes all your input folders into one simulated 'overview' folder.
- Start another wizard to configure a Philips foot control. For more information, see [Foot Control Configuration Wizard \[16\]](#).
- Configure settings for the 'new dictation' notification in your **To Do** folder.



NOTE

It is possible to change the settings later using the Settings menu. For more information, see [Settings menu \[16\]](#).



TIP

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

SpeechExec help

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

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

5. Work with Philips hardware devices

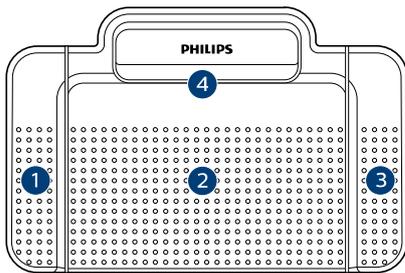
Philips hardware devices, such as foot controls, headphones, the Pocket Memo, or the SpeechAir are designed for compatibility with SpeechExec.

Use the Philips foot control

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

Foot control 2330

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



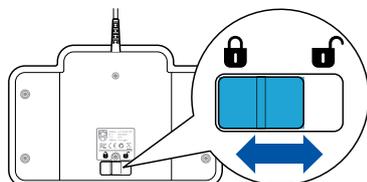
ACC2330

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

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

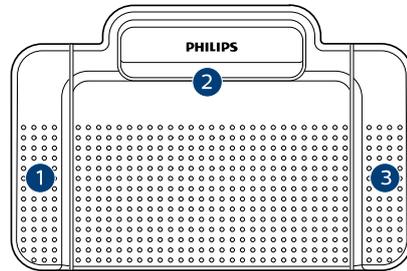
TIP

- Use the Foot Control Configuration Wizard to change the pedal functions to your preferred configuration. For more information, see [Foot Control Configuration Wizard \[16\]](#).
- If the middle pedal has been disabled with Philips SpeechControl software, it can be secured with the switch on the underside of the foot control.

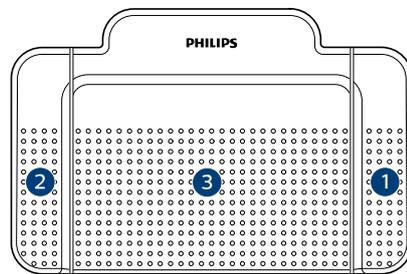


Foot control 2310 / 2320

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

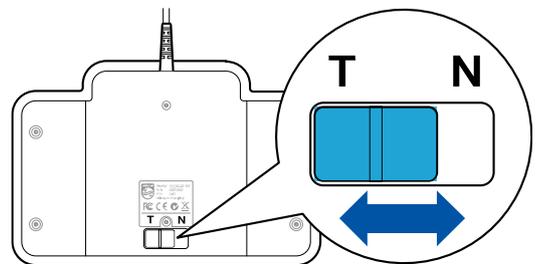


ACC2310



ACC2320

1. Press and hold the pedal to fast rewind. When rewinding reaches the desired position, release the pedal.
2. Press and hold the pedal to fast forward. When forwarding reaches the desired position, release the pedal.
3. The pedal starts playback. The behavior for starting and stopping playback depends on the setting of the playback switch on the underside of the foot control:
 - **N (Neutral) position:** Press and hold the right pedal for continuous playback. When the pedal is released, playback is stopped.
 - **T (Toggle) position:** Press and release the right pedal for continuous playback. Press the right pedal again to stop playback.



Use the Philips headphones

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



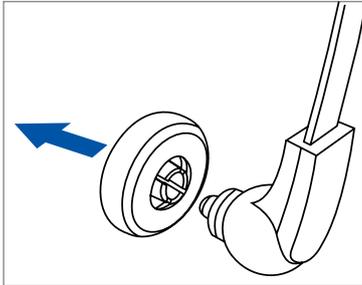
CAUTION

Listen at a moderate volume to avoid hearing damage.

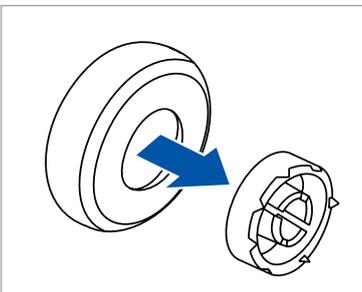
Change the ear cushions

Follow the illustration below to change the ear cushions:

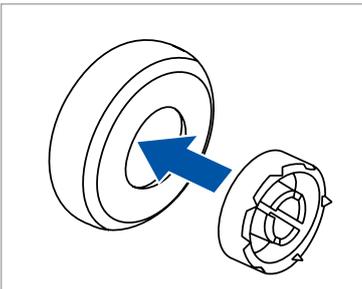
1.



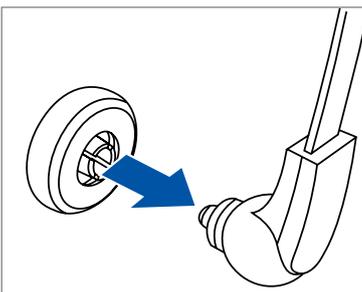
2.



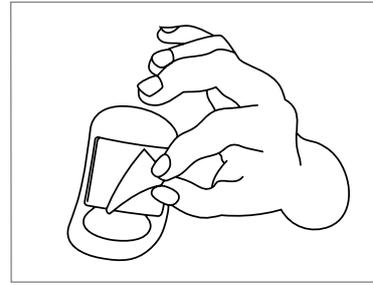
3.



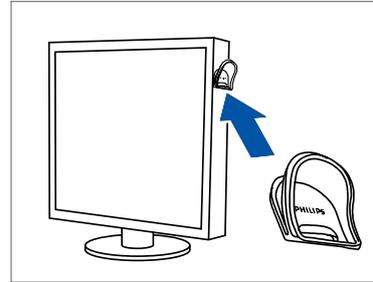
4.



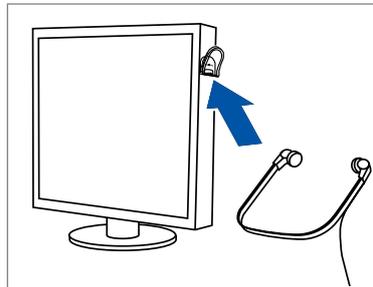
2.



3.



4.



Install the hanging bracket

Follow the illustration below to install the hanging bracket:

1.



6. Use SpeechExec

NOTE

- By default, the player window is displayed on top of other application windows. This allows a transcriptionist to work in another application (such as Microsoft Word) while the player window is visible in the foreground. To change the position of the player when in compact mode: Move the mouse pointer to the area next to the menu arrow, hold the left mouse button and drag the toolbar to a different position.
- By default, the SpeechExec window is not visible in the background while the player window is open. You can change the visibility of the SpeechExec window in **Settings > General settings > Worklist > Visibility**.

Transcription

NOTE

This chapter describes how to transcribe using the Philips foot control ACC2330. If another foot control model is used or the foot control's default configuration has been changed, the behavior of foot control pedals may be different. For more information about other models of the Philips foot control, see [Use the Philips foot control \[11\]](#).

To transcribe a dictation:

1. Connect the foot control to the PC.
2. Start SpeechExec.
3. In the SpeechExec window, select a dictation file from the list and click the  **Start transcription** button on the toolbar.
↳ The player window is displayed and the status changes to **Transcription in progress**. If a word processing program for transcription (such as Microsoft Word) is defined in the Settings menu, it will also open (for more information, see [Settings menu \[16\]](#)).
4. To start playback, press and hold the middle pedal of the foot control or click the  **Play/Pause** button on the player toolbar. To stop playback, release the middle pedal of the foot control or click the  **Play/Pause** button on the player toolbar.
5. To fast rewind, press and hold the right pedal of the foot control or click the  button on the player toolbar. When rewinding reaches the desired position, release the pedal or click the  **Play/Pause** button on the player toolbar.

6. To fast forward, press and hold the left pedal of the foot control or click the  button on the player toolbar. When forwarding reaches the desired position, release the pedal or click the  **Play/Pause** button on the player toolbar.
7. To finish the transcription, press and release the top pedal of the foot control or click the  **Finish**, the  **Save as draft** or the  **Close** button on the player toolbar. For more information, see [Finish, suspend or cancel a transcription \[13\]](#).

TIP

SpeechExec allows the customization of the behavior of the player during transcription. For more information, see [Playback options \[17\]](#).

Finish, suspend or cancel a transcription

Mark a transcription as finished

Press and release the top pedal of the Philips foot control 2330 or click the  **Finish** button in the player window.

↳ The dictation file is moved to the **Archive** folder.

Suspend a transcription

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

To suspend a transcription:

Click on the  **Save as draft** button in the player window.

↳ The status of the recording changes to **Transcription suspended**.

Cancel a transcription

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

Instructions

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

Play back a spoken instruction

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



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

Play back a special instruction

In the player window, the icon indicates that the recording contains a special instruction.

1. Click the button in the player window to play back the special instruction.
2. Click the button again to stop playing back the special instruction.

Delete a dictation file

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

Attach a document to a dictation file

SpeechExec allows a document, such as a transcribed text, to be attached to a dictation file.

1. Select the dictation file in the dictation list to which the document should be attached.
2. Click the button on the toolbar and select the document to be attached.
↳ A copy of the selected file is saved in the SpeechExec user folder and renamed to the name of the dictation file. If the dictation file already has a file attached, the user is asked to overwrite the existing file. A paper clip icon in the work list indicates that a dictation has a file attached.
3. To open the attached file, select a dictation file in the dictation list and click the button on the toolbar.
4. To remove an attached file from the dictation file, click **Edit > Detach document** on the menu bar and specify the drive and directory in which to store the file.



NOTE

Files with the extension .xml, .sfd, .dir, .dll, .exe, .bat and .com cannot be attached.

Receive dictation files via email

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

Create an email profile

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

1. Click **Settings > General settings** on the menu bar to open the Settings menu, and select **Delivery > Email** from the list on the left side.
2. Click the **Add...** button to add a new profile. Select a type of profile, enter a profile name and click **OK**.
↳ The settings window for the selected profile is displayed.
3. Enter the settings for the selected profile and click **OK** to save the profile and close the window.

Download dictations from your email account

Click the **Send and Receive** button on the toolbar to download dictation files from your email account. For more information about downloading dictation files automatically, see [Automatically send and receive dictation files \[14\]](#).

Automatically send and receive 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 as well as receive dictation files automatically.

To send and receive dictations automatically:

1. Click **Settings > General settings** on the menu bar to open the Settings menu, and select **Delivery > Send/Receive** from the list on the left side.
2. Activate the option **Send and receive automatically** and set a time interval for dictations to be sent and received automatically.
3. Click the **OK** button to save the settings.
↳ Dictation files in the **Outbox** folder will now be automatically sent via email.
↳ Dictation files which are attached to an email are now automatically transferred to your **Inbox** folder.



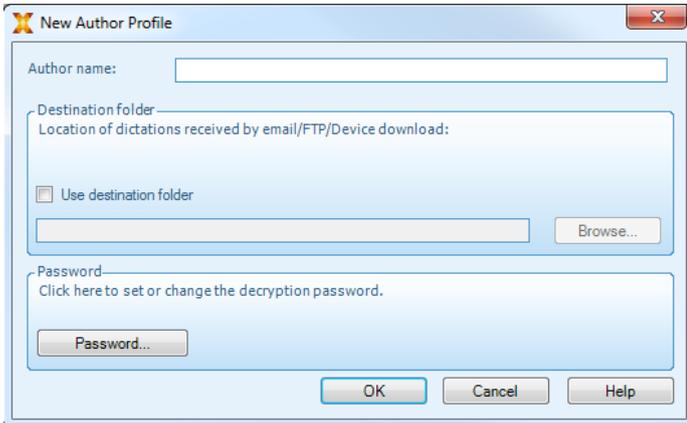
NOTE

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**.

Create author profiles for encrypted dictations

When working with encrypted dictations, we recommend that you set up author profiles. Author profiles are used to identify dictation files for individual authors.

1. Click **Settings > General settings** on the menu bar to open the Settings menu and select **Rules > Author profiles** from the list on the left side.
2. Click the **Add...** button.
↳ The **New Author Profile** window is displayed.
3. Enter the author's name, specify a folder where the dictation files received from the author will be stored, and enter the author's password to decrypt encrypted dictation files automatically.
4. Click **OK** to save the profile and close the window.

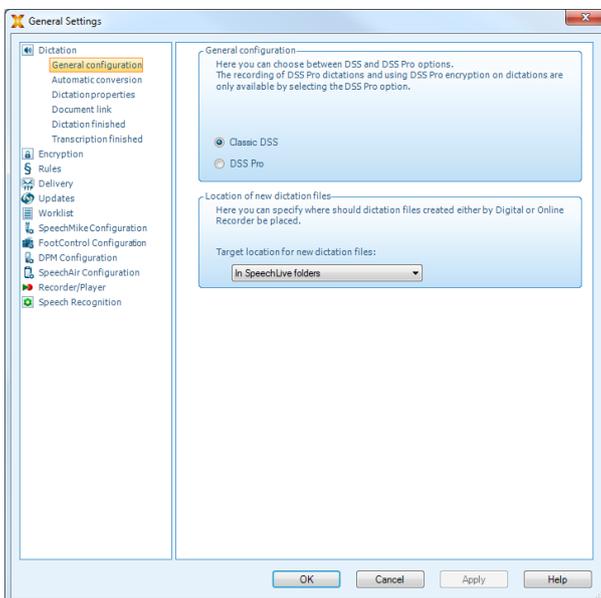


7. Use more of SpeechExec

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 PocketMemo, SpeechMike, SpeechAir, SpeechOne, 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 preconfigured and locked by your system administrator. Locked settings are read-only.

PocketMemo Configuration Wizard

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

1. Make sure that the PocketMemo 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 onscreen instructions to customize the PocketMemo.

5. Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the PocketMemo.

Configure the download process from PocketMemo

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

1. Make sure that the PocketMemo is turned on and connect the device to the computer using a 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 PocketMemo. The download settings also allow the user to specify if files will be deleted on the PocketMemo after they are downloaded.
6. Click **OK** to save the settings and close the window.

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.

Foot Control Configuration Wizard

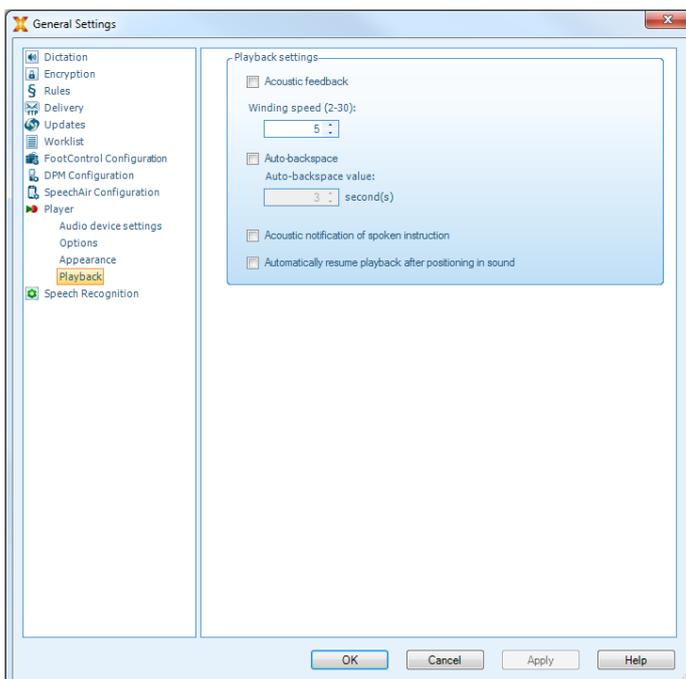
Use the Foot Control Configuration Wizard to change the pedal functions to your preferred configuration.

1. Connect the foot control to the PC.
2. Start Philips SpeechExec software.
3. Click **Settings > General settings** on the menu bar of SpeechExec to open the Settings menu and select **Foot Control Configuration > Foot Control Wizard** from the list on the left side.
4. Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the foot control.
5. Click the **Finish** button to close the wizard and save the new settings.

Playback options

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

1. Click **Settings > General settings** on the menu bar to open the Settings menu and select **Player > Playback** from the list on the left side.
2. Define the preferred behavior for the player:
 - **Acoustic feedback:** activate this option to hear the recording during fast forward or rewinding.
 - **Winding speed:** set the speed for rewind and fast forward.
 - **Auto-backspace:** activate this option and specify the number of seconds to rewind a sound file when re-starting playback.
 - **Acoustic notification of spoken instruction:** activate this option to hear a beep at the start of a spoken instruction during playback.
 - **Automatically resume playback after positioning in sound:** activate this option to automatically continue playback after rewinding or forwarding to a desired position in the dictation file.
3. Click **OK** to save the settings and close the window.



Notifications and reminders

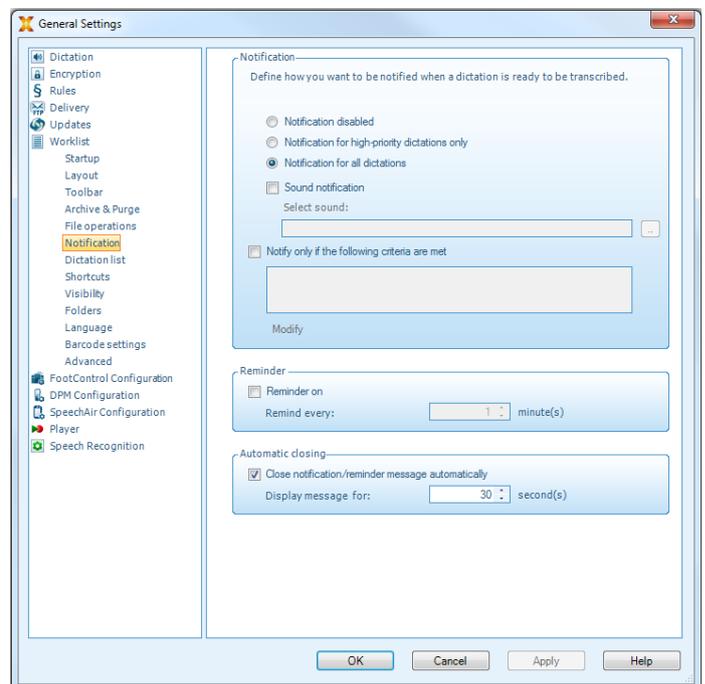
SpeechExec can alert the transcriptionist when new dictation files arrive in the To Do folder and remind of untranscribed dictation files. A visual signal and/ or acoustic sound (beep) can alert a transcriptionist when a new dictation is available for transcription.

1. Click **Settings > General settings** on the menu bar to open the Settings menu and select **Worklist > Notification** from the list on the left side.
2. Define the preferred type of notification for new dictation files.
 - **High-priority dictations only:** receive notifications for dictations that have a priority value equal to or greater than the threshold defined under **General settings > Worklist > Dictation list**.
 - **Sound notification:** an audio signal will play when a new dictation file arrives.
3. Activate the option **Reminder on** and specify a time interval for notifications about dictation files waiting for transcription.
4. Activate the option **Automatic closing** and specify how long you want notification windows to be displayed.
5. Click **OK** to save the settings and close the window.



NOTE

When you activate notifications, but do not enable sound notifications, you will receive visual notifications in a window box.



Keyboard shortcuts

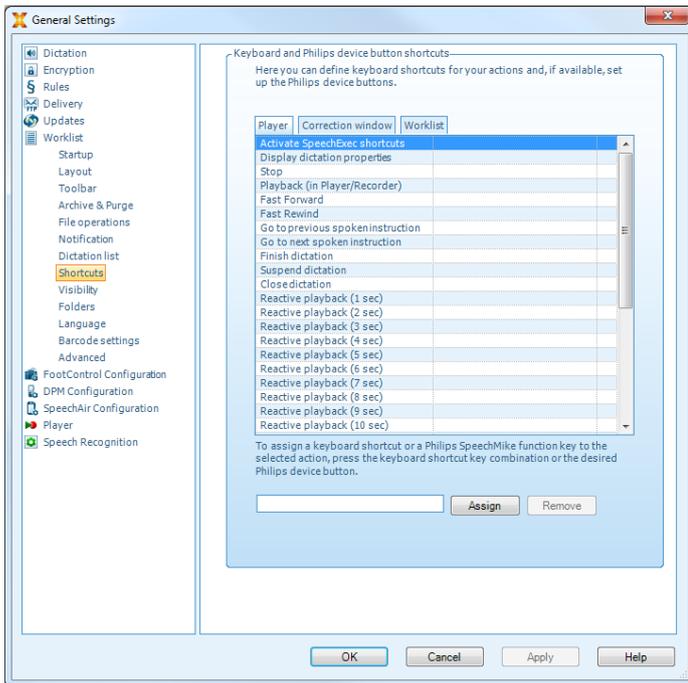
Keyboard shortcuts save time because it is not necessary to move your hands from the keyboard to use the mouse.

To create a new shortcut:

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

↳ A list with actions that you can assign shortcuts to is displayed on the right side.

2. Select an action from the list, press the desired keyboard shortcut to assign and click **Assign**.
3. To delete a shortcut, select the shortcut from the list and click **Remove**.



Speech recognition functions

SpeechExec 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 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.

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:

- Enable the speech recognition functions in the Speech-Exec Settings menu under **Settings > General settings > Speech recognition > Dragon profiles > Speech recognition settings**.

Optional settings

- 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-recognized documents.
- Enable the automatic start of the speech recognition queue whenever dictation files are downloaded from the PocketMemo 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**.

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 PocketMemo and in the Voice Recorder App on SpeechAir.

Using speech recognition

Offline speech recognition

1. Select one or more dictation files from the work list.
2. 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.
3. Click the  **Start recognition queue** button in the **Recognition and adaptation queue** panel to start the speech recognition process.
↳ When the speech recognition process is finished, 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



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.
- For making corrections in the transcribed document in the correction window, the installation of Dragon NaturallySpeaking is not required.

Playback and correction of transcribed recordings

1. Double-click the dictation file in the work list or select a dictation file and click the  **Start transcription** button on the toolbar.
↳ The dictation file is opened in the correction window.
2. Use the buttons on the toolbar of the correction window or the foot control to rewind, forward and start playback. For more information, see [Transcription \[13\]](#)
↳ 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**.

Enterprise App Interface (API)

SpeechExec Enterprise 8.0 added an API (Application Programming Interface), enabling external applications to connect to SpeechExec Enterprise. This new API support offers new ways to connect various systems to SpeechExec Enterprise:

Hospital Management Systems (HIS) / Health information Systems

The user schedules a dictation in his Hospital Management Systems (HIS), including further important information like unique IDs, Patient data and more. The dictation then gets sent to SpeechExec Enterprise. Using the workflow of SpeechExec, a transcriptionist receives the dictation and transcribes it or uses speech to text. After the dictation was processed it is sent back to the Hospital Management Systems (HIS). This integration greatly benefits transcriptionists and reduces time-consuming manual processes: Transcriptionists no longer need to manually paste data into the Hospital Management Systems (HIS).

Document Management Systems (DMS)

Once the Document Management Systems (DMS) is connected to SpeechExec Enterprise, users will automatically receive transcriptions (documents) in the DMS by utilizing automatic upload functionalities. This enables the automation of various processes: Texts are processed automatically, which reduces manual work. It also helps mitigating common errors when data is manually copy/pasted.

Integrators Mobile API

Users can upload their dictations from a mobile device or mobile application to SpeechExec Enterprise. In SpeechExec the dictation follows the classic dictation workflow, ensuring that the dictations are assigned to the correct transcriptionists or automatically send to speech to text.

8. Use SpeechExec via SpeechExec Web Access

If you do not have access to your SpeechExec desktop version, you can access SpeechExec via web, anywhere and anytime. You can transcribe your dictations via your web access or you can send them to the Philips SpeechLive transcription service and to the Philips SpeechLive speech recognition service. Your web access worklist is automatically synchronized with the worklist in your SpeechExec desktop version. This way authors can access your transcribed dictations either via their own web access or via their SpeechExec desktop version.

You can use your Philips dictation hardware (SpeechMike, SpeechOne or Foot control) in conjunction with SpeechExec Web Access to e.g. control the recording / playback function.

Log in to SpeechExec Web Access

1. Make sure that you are connected to the Internet.
2. Enter the URL provided by your administrator into your web browser.
↳ The login window opens.
3. Enter the username and password provided by your administrator.
↳ You are logged in and can start working with SpeechExec Web Access.

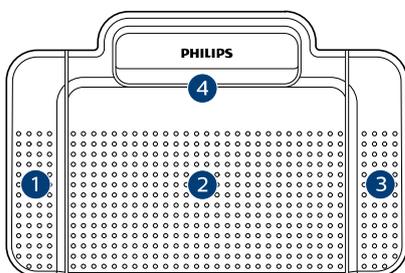
Transcribe dictations via SpeechExec Web Access

You can transcribe dictations assigned to you directly in SpeechExec Web Access by using the browser-based transcription player and your Philips foot control.

Configuration of the Philips foot control in SpeechExec Web Access

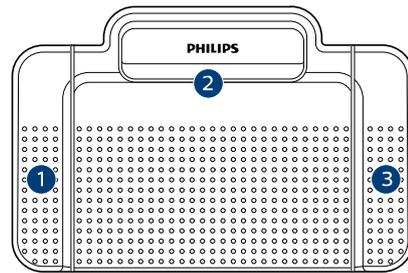
By default, the Philips foot controls have the following configuration in SpeechExec Web Access:

Philips foot control with 4 pedals

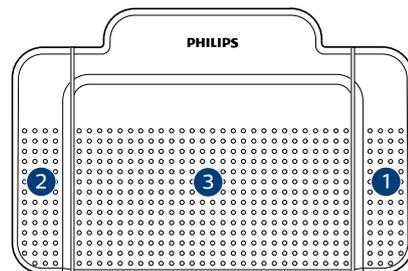


1. Rewind
2. Disabled
3. Play/Pause
4. Forward

Philips foot control with 3 pedals



ACC2310



ACC2320

1. Rewind
2. Play/Pause
3. Forward

Change foot control configuration

You can change the default foot control configuration according to your own preferences.

1. Log in to SpeechExec Web Access
2. Select a recording from your dictations list.
3. Hover over the status icon of the dictation.
↳ The status icon changes to a player icon
4. Click the player icon.
↳ The transcription player opens.
5. Click the **Settings** icon on the player toolbar and select **Foot control settings** from the drop-down list.
6. Select the 4-pedal or the 3-pedal foot control and then select the desired function for each pedal.
7. Click **OK**.

Transcribe with the browser-based transcription player

1. Log in to SpeechExec Web Access
2. Select a recording from your dictations list.
3. Hover over the status icon of the dictation.
↳ The status icon changes to a player icon
4. Click the player icon.
↳ The transcription player opens and can be controlled using the foot control or mouse.
5. Transcribe the dictation.



TIP

Adjust the the playback volume and change the playback or the winding speed by clicking the corresponding icon   or  on the player toolbar.

- When you've finished transcribing, click the **Close**  icon on the player toolbar and then select **Finish** from the drop-down list.
↳ The **Finish transcription** window opens.
- Click **Choose file** to attach the transcribed document to the dictation.
- Click **OK**.

Notifications

As soon as an author has finished or uploaded a dictation to SpeechExec, you will receive the dictation in SpeechExec Web Access. Your Web Access worklist is automatically synchronized with the worklist in your SpeechExec desktop version.

You can define if and which browser notifications should inform you whenever a dictation has been finished by an author.

- Log in to SpeechExec Web Access
- Click the notification icon  on the toolbar.
- Select your desired browser notification settings.

Download dictations

If you want to save a dictation to a local folder on your computer, you can download it as a zip file.

- Log in to SpeechExec Web Access
- Select a recording from your dictations list.
- Click the download icon  on the toolbar.
- Select **Download** from the drop-down list.

Search for dictations

With the search function, you can search for dictations using certain filters, such as the file name, the date, or a work type.

- Log in to SpeechExec Web Access
- Select a folder from the folder tree and then click the search icon  on the toolbar.
- Select the category for your search from the drop-down list and enter a search term in the search field.

Change dictation properties

Add or change dictation properties, such as work type, keyword, or a barcode, for any dictation.

- Log in to SpeechExec Web Access
- Select a recording from your dictations list.
↳ Icons appear on the toolbar.
- Click the More options icon  on the toolbar and then select **Dictation properties** from the drop-down list.
- Define your desired dictation properties and then click **OK**.

Change the dictation state

With this option, you can change the dictation state according to your requirements. If, for example, you have accidentally set the state to 'Transcription finished', you can change the state back to 'Transcription pending'.

- Log in to SpeechExec Web Access
- Select a recording from your dictations list.
↳ Icons appear on the toolbar.
- Click the More options icon  on the toolbar and then select **Change dictation state** from the drop-down list.
- Select your desired dictation state.
- Click **OK**.

Send dictations to SpeechLive transcription service

The SpeechLive transcription service is a complete speech-to-text workflow solution. If dictations have been assigned a priority status, important dictations will be transcribed even faster.

The transcription service also supports dictations with multiple speakers, such as interviews, telephone conversations, or meetings.

As soon as a dictation is transcribed, the finished document is attached to the original dictation in SpeechExec Web Access as well as in the SpeechExec desktop version.



NOTE

You can only send dictations to the transcription service if there are enough transcription service minutes available in your SpeechLive account.

To send a dictation to the transcription service:

- Log in to SpeechExec Web Access
- Select a recording from your dictations list.
↳ Icons appear on the toolbar.
- Click the Send to SpeechLive transcription services icon  on the toolbar.
↳ A pop-up window appears asking you to specify the number of speakers for your dictation.
- Select the relevant number of speakers, and then click **Send**.



NOTE

After sending your dictation to the transcription service, you can still recall it. Depending on your administrator's configuration, you have 2 to 30 minutes to cancel your submission. To do this, click the Recall from transcription services icon  on the toolbar.

Send dictations to SpeechLive speech recognition service

The SpeechLive speech recognition service is a fast and efficient speech-to-text solution. Multiple languages are available for your dictation to be transcribed in. Your account administrator can define the languages for you.



NOTE

You can only send dictations to the speech recognition service if you have enough speech recognition minutes available in your SpeechLive account.

To send a dictation to the speech recognition service:

1. Log in to SpeechExec Web Access
2. Select a recording from your dictations list.
↳ Icons appear on the toolbar.
3. Click the Send to SpeechLive speech recognition icon  on the toolbar.
↳ A pop-up window appears asking you to specify the number of speakers for your dictation.
4. Select the relevant number of speakers, and then click **Send**.



NOTE

After sending your dictation to the speech recognition service, you can still recall it. Depending on your administrator's configuration, you have 2 to 30 minutes to cancel your submission. To do this, click the Recall dictation from SpeechLive service icon  on the toolbar.

9. 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	Cause	Solution
I don't hear any playback sound through my headphones.	A Pocket Memo connected to your PC will also act as a USB sound source. Therefore, you only hear sound via the Pocket Memo.	<p>For playback in SpeechExec:</p> <ol style="list-style-type: none"> 1. Click Settings > General Settings > Player > Audio device settings. 2. In the Playback section, select your computer's sound system as the playback source. 3. Click Apply and then click OK. <p>To generally change the playback settings on the computer (Windows 10):</p> <ol style="list-style-type: none"> 1. Click Settings > General Settings > Player > Audio device settings. 2. In the Sounds and audio devices section, click Sounds and audio device properties to open the Windows settings. 3. Select your computer's sound system as the playback source. 4. Click Apply and then click OK.
I cannot connect the Pocket Memo or the SpeechAir to the PC.	<ul style="list-style-type: none"> • The USB drivers are not installed correctly. • The Unknown device detected process was canceled the first time the Pocket Memo or the SpeechAir was connected to the PC. 	<p>On Windows 10 (the following settings might differ on Windows 7 or 8.1):</p> <ol style="list-style-type: none"> 1. Connect the Pocket Memo or the SpeechAir to the PC. 2. Click Start > Settings > Devices > Connected devices. 3. Look for an unknown USB device in the list. 4. Select the unknown device and click Remove. 5. Disconnect the Pocket Memo or the SpeechAir and reconnect it. ↳ The device drivers are automatically installed and the device should be recognized now.
I cannot see the Outbox folder.	The Outbox folder is hidden by default.	To display the Outbox folder in the Folder tree , click Settings > General settings on the menu bar and select Work list > Folders from the list on the left side. Select Outbox and change the Visible option to Yes .
Sending dictations via Gmail no longer works.	The login requirements of Gmail changed.	Please use a different email provider or switch to SpeechLive if you want to continue using Gmail.

10. 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:
The latest version of Google Chrome (Windows and macOS)
- Supported operating systems:
Microsoft Windows 10 (64-bit)
Microsoft Windows 11 (64-bit)
- File server:
Windows Server 2016
Windows Server 2019
Windows Server 2022
- 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
- Headphone jack 3.5 mm
- Internet connection for required software activation

Additional system requirements for Dragon speech recognition:

- Supported speech recognition software:
Dragon Professional/Legal 16 Group/Individual
Dragon Medical Practice Edition 4/4.1/4.2/4.3 – US edition
Dragon Medical Practice Edition 4/4.1/4.2/4.3 – non-US edition*
*... these editions require some workarounds for the Dragon user profile path definition.

NOTE

- Dragon Home, Dragon Premium and their predecessor products are not supported.
- Dragon Professional 16 Subscription build is not supported.
- Dragon Medical Practice Edition 4.x is EOL/EOsupport which means Nuance no longer support the product. As such, we cannot guarantee SPS would be able to provide fixes for Dragon Medical Practice Edition 4.x when integrated into our SEE software due to receiving no support for the product from Nuance.

- Supported DLA/DPA/DMO versions
Speech recognition is supported with Nuance's on-premise private cloud and public cloud solutions:
On-premise private cloud:
 - Nuance Dragon Speech Recognition Server for SpeechKit (integrated within SpeechExec Enterprise Dictate and the SpeechExec Enterprise Speech Recognition Server)
 - Nuance Dragon Legal Anywhere
 - Nuance Dragon Professional AnywherePublic cloud:
 - Nuance Dragon Legal Anywhere
 - Nuance Dragon Professional Anywhere
 - Nuance Dragon Medical One
- 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

Products mentioned in this manual 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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