DigiScribe™
Technology by Apptec

Audio – Video Transcriber

DigiScribe™ *QUICK START GUIDE*

NEED HELP?
If you have any questions about DigiScribe's use, installation, or upgrade, please contact your DigiScribe Reseller. If you need additional assistance you may also email Support@DigiTelSoftware.com with your questions. Remote installation and setup support is also available upon request.

DigiScribe is an Audio Video Transcriber that gives you Foot Pedal Control over playback of audio and video files. These files can be from our DigiTel Call-In Dictation System, or from virtually any other source of audio and video file such as from a Handheld Recorder. DigiScribe can also be used by your clients to give your clients *one-click download* of your typed work. For more information on how to securely send your clients your typed work and how they can use DigiScribe to easily download them, please email Info@DigiTelSoftware.com

This Quick Start Guide briefly tells you how to install your DigiScribe software. More detailed installation, setup and usage instructions can be found in the **DigiScribe User Manual** which is available to view and download from the **Documentation** page at **www.DigiTelSoftware.com**

DigiScribe Installation & Initial Setup:

1. **DOWNLOAD** the latest DigiScribe at **www.DigiTelSoftware.com** by clicking on **SOFTWARE** then **New Installation**. Then click on the version number under the DigiScribe heading and follow the on-screen instructions (making sure to install in the Default Directory, and during installation if asked "Do you want to keep this file" always click Yes).

2. **SIGN-UP** to receive an email when a newer version becomes available by clicking on the **UPDATE NOTICES** page of **www.DigiTelSoftware.com**

3. **PLUG-IN** your USB Foot Pedal and USB Headset (if you are using one) to your pc and wait one minute for their Drivers to automatically install.

4. **RUN** DigiScribe from Windows Start, All Programs menu. It will run for a free trial period without a License Key so you can begin to use it right away. When you purchase a DigiScribe License Key, you will receive a POP (Proof-Of-Purchase) Number that will be on the Installation CD's label or on an Invoice or Email. **To receive your DigiScribe License Key, email your POP Number plus the Lock Number shown in DigiScribe's Registration menu to Keys@DigiTelSoftware.com**

5. **SET** DigiScribe's **Work Filter** drop-down box to **DigiTel Dictation Files Folder** to show files from a DigiTel Call-In Dictation System that is installed on the same pc. Set the **Work Filter** to **DigiScribe InQueue Folder** if you are downloading files from an FTP Folder or Importing files from a Handheld Recorder or other media.