



GETTING STARTED...

Thank you for your purchase of the Best Call-In Dictation System on the Planet!

The following information will help you to install and setup your system quickly. **For more detailed information please refer to the product manuals, which can be found on the Installation CD or in the Documentation section of www.DigiTelSoftware.com**

Start Here :

1. To get started, please refer to the enclosed **Quick Start Guides** for step-by-step installation instructions for each product. You may also call your Place of Purchase or email Support@DigiTelSoftware.com for installation assistance.
2. After installation, call your DigiTel System and then hang-up to verify that the phone line returns Idle within a few seconds. If it does not, contact your phone provider and ask them to enable “**Disconnect Supervision**” on your phone lines.
3. If you connect two or more phone lines to your DigiTel System, you may wish to ask your phone provider to put those phone lines into a “**Rollover Group**”. This will enable access to your DigiTel system by dialing a single phone number.
4. After product installation, set your pc’s “**Power Options**” found in Windows’ Control Panel to never power-down the CPU or Hard Drive, and not to hibernate. And in Windows’ Control Panel set your pc’s “Device Manager’s USB Port’s Power Management” tab to uncheck “Allow the computer to turn off this device to save power.”.
5. It is recommended to use the Panamax Telephone Line Surge Suppressor to help protect your DigiTel Pod from damage from electrical surges on your phone lines due to lightning storms. See DigiTel’s Manual for more details.
6. It is also recommended to scan your pc with Anti-Virus Software, and to run Windows’ Disk Cleanup and Disk Defragmenter utilities each month to maintain your pc at peak performance.
7. And we invite you to sign-up for update notification in the Update Notices section of www.DigiTelSoftware.com. You will then receive an email when updates are available.

User Instructions :

A **User Instruction Guide** is available for you to print and distribute to your users. It can be found in the Documentation Section of www.DigiTelSoftware.com

And each user’s touch-tone functions can be arranged as desired. The defaults are:

1 PAUSE	2 RECORD	3 PLAY
4 REWIND 44 Jump Beg.	5 VOLUME UP	6 F.FORWARD 66 Jump End
7 ANNOTATE	8 VOLUME DOWN	9 PRIORITY
* HANG-UP	0 HELP	# NEW DICTATION

ANNOTATE speaks the dictation’s File Number to the user.



Installation & Setup Checklist ...

DIGITEL SYSTEM

- Unpack but don't plug the DigiTel Pod into your pc yet... not until after the DigiTel Software has been installed.
 - Check that your pc is running AntiVirus Software. If not, get some or use the free version of AVG. It can be downloaded at www.freeAVG.com. Make sure its Virus Definitions are up-to-date, and run a Full System Scan.
 - Run Windows Disk Cleanup utility, checking all options except for Empty Recycle Bin and except for any options that mention Compressing Old Files. Then empty the Recycle Bin at your convenience.
 - Run Windows Defragmenter utility.
 - Run Windows' Control Panel's Power Options and disable Hibernation and set the CPU and Hard Drives to never shut down when on main power, as well as when on batteries (if installing on a laptop pc). Also set the Close Lid (if installing on a laptop pc) and Press Power Button options to Ask Me What to Do. And uncheck Windows' Control Panel's Device Manager's USB Port's Power Management tab where it says "Allow the computer to turn off this device to save power."
 - Go to www.DigiTelSoftware.com, click on Software, and scroll down to the Full Installation section. Click on the latest DigiTel version and install it. If your pc is not connected to the Internet, then install DigiTel from the Installation CD. While you're there, click on Documentation and download the latest Manuals and the User Instruction Sheet. And then click on Update Notices and sign-up to receive email notices that will tell you when a new version becomes available.
 - Plug the DigiTel Pod's shielded USB cable between the Pod and a USB port on the rear of your pc. Do not connect the DigiTel Pod into a USB Hub, unless it is a powered hub. Wait for the Found New Hardware Wizard to pop-up, and then follow the step-by-step instructions on the back of the DigiTel Quick Start Guide. Once this is done the DigiTel Pod's LED will light.
 - From All Programs, run DigiTel, click on its Toolbox, and enter into the Activation Data menu the data from the label on the underside of the DigiTel Pod. Once this is done the DigiTel Pod's LED will be blinking. Now enroll yourself as a user in the Users menu by entering a PIN number and your name and then click Save. Close the Toolbox.
 - Connect your phone lines to the rear of the DigiTel Pod preferably through a Panamax Telephone Line Surge Protector. Call the system's phone number while watching DigiTel's main window. After DigiTel answers, hang-up and notice if the line returns to the Idle state within a few seconds. If it doesn't, call your phone provider and ask that Disconnect Supervision be enabled on your lines.
 - If you had your phone provider combine your phone lines into a Rollover Group, call each number individually, and then record and playback to confirm that each line sounds clear and static free, and watch that each line returns Idle within a few seconds of hanging up. Send the User Instruction Sheet to all the system's users and recommend they do a test recording before going live.
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- Go to www.DigiTelSoftware.com, click on Software, and scroll down to the Full Installation section. Click on the latest DigiScribe, then FtpMagic, and then ReportGenie versions and install them one at a time. If your pc is not connected to the Internet, then install them from the Installation CD.
 - Plug the Infinity USB Foot Pedal (model IN-USB1 or IN-USB2) into a USB Port on your pc. It may be connected to a USB Hub that is either powered or non-powered. Wait for the Found New Hardware Wizard to show up and finish installing the Foot Pedal Driver. If you have a USB Headset, connect it to a front panel USB port and wait for the Found New Hardware wizard to finish.
 - Run DigiScribe and you should see the test files you recorded earlier with DigiTel, displayed in its Available Work menu. Email the Lock Number shown in its Registration Menu, along with the POP Number from the DigiScribe Installation CD to Keys@DigiTelSoftware.com. You will receive your DigiScribe License Key by return Email, usually within 24 hours. DigiScribe will run for 30 days so there is no urgency to entering your License Key. Click on a sample dictation, and press the Play foot pedal, then confirm that you can hear the dictation in your headset or on your loud speakers. To adjust the initial sound settings, open Windows Volume Control panel and check that the Master Volume and WAV Volume controls are at their maximum and not muted.
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- If one or more DigiScribe transcription programs are installed across your network, set the properties of the folder where the dictations reside to Shareable and Map a Drive Letter to it. Then set the DigiScribe Dictation File Path to that Shared folder.
 - If one or more DigiScribe transcription programs will be working offsite, set up FtpMagic to distribute work to one or more FTP Folders and then set up DigiScribe's FTP menu to access those FTP folders. FTP Folders maybe rented monthly by contacting Apptec at Support@DigiTelSoftware.com.
 - After some dictations are on the system, try ReportGenie to see how easily it will create workload, billing, and other handy reports.
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- If you have any questions about installation, setup or use, please refer to the wealth of information available in the System's Manuals and Guides, but don't hesitate to ask for assistance from the Place or Purchase or by Emailing Support@DigiTelSoftware.com.