

Quick Start Guide

Bytescribe VIS Microphone Station

Step 1. Open DocShuttle Dictator software.

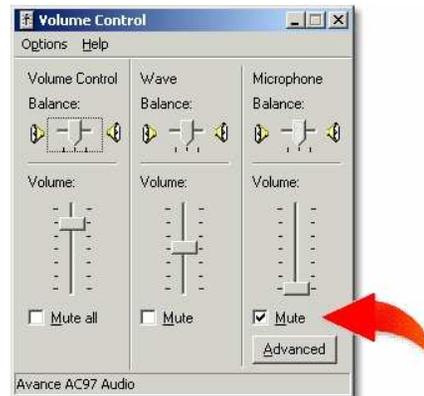
Step 2. Click the “Voice Recorder” button in button bar.



Step 3. Select **Tools | Volume Control** from the VoiceRecorder menu.

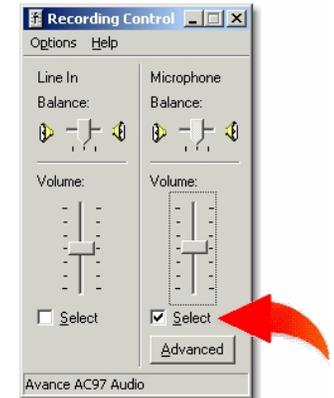
Step 4. Adjust Playback Volume Control.

If the “Volume Control”, “Wave” and “Microphone Balance” controls are not shown, click on **Options | Properties | Playback** and check the box next to each of them and then click “OK”. Now ensure that “Mute All” is not checked on the “Volume Control”. Also make sure “Mute” is not checked on the “Wave” control. Ensure that “Mute” is selected on the “Microphone Balance” control as shown in the diagram to the right. Check that the “Balance” adjustments are at their midpoint and that their “Volume” adjustments are between one quarter and three quarters of maximum value. You may now close the audio



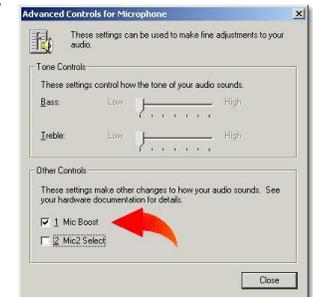
Step 5. Adjust the Recording Control.

Under the “Microphone Balance” control, ensure that “Select” is checked and “Mute All” is unchecked, that the “Balance” adjustments are at their midpoint and that their “Volume” adjustments are between half and three quarters of maximum value.



Step 6. Click on the Advanced button.

Turn Mic Boost On. Check the box next to “Boost” and then click “Close”. You may now close the audio control windows.



Note: The recording audio level can also be controlled using the “Automatic Gain Control” (AGC) function. To enable AGC, select **Tools | Settings** from the VoiceRecorder menu and check the Automatic Gain Control box.

Step 7. Use the Handset Mic Switch to begin recording.

The slide switch controls the Record, Stop, Listen and Rewind functions. Once a dictation file has been completed, press the “Send” or “EOL” button on the handset to end dictation. As files are completed, they will appear in DocShuttle Dictator window. For information about transferring files once they appear in the DocShuttle window, please see the DocShuttle Dictator Quick Start Guide or the DocShuttle Dictator Manual.

HANDSET:

