DATAWORXS SYSTEMS LIMITED

AudioWav MobileMic™
User Guide

(Version 1 for BB OS 4.5+)

DATAWORXS SYSTEMS LIMITED

AudioWav MobileMic™

Introduction

AUDIOWAV MOBILEMIC

AudioWav MobileMic™ provides professional dictation capability to BlackBerry® users. With MobileMic for BlackBerry, authors no longer need to carry both a BlackBerry and a recorder. Compatible with other professional audio management products from Dataworxs, MobileMic provides a powerful, but simple to use component of an overall dictation/transcription solution for any size of organization.

The contents of this manual are based on version 1.02.000 of AudioWav MobileMic.

The material provided in this manual is provided for informational purposes only and is subject to change without notice. Dataworxs Systems Limited assumes no responsibility for any errors that may appear in this manual. Dataworxs welcomes your comments and inquiries. Address comments to:

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Chapter 1

Installing AudioWav MobileMic

This chapter discusses the steps involved to install the AudioWav MobileMic application on your BlackBerry.

Minimum Requirements

MobileMic Version 1.x
• BlackBerry OS 4.5+ • Removable Media Card (Micro SD)

Supported Devices

MobileMic Version 1.x
• BlackBerry Curve (83xx) • BlackBerry 8800 • BlackBerry 8100 Pearl • BlackBerry 9000/9700 Bold • BlackBerry 9530 Storm / 9550 Storm2 • BlackBerry Torch 9800 *(Note: The Storm/Storm2 may require that* **Compatibility Mode** *be disabled.)* ***Other BlackBerry devices that support BlackBerry's* Voice Notes Recorder** *application*

> **!MobileMic** creates audio files recorded in the AMR format. Playback is supported on BlackBerry devices and other mobile devices. To playback on a Windows-based Personal Computer a playback application that supports AMR, such as Dataworxs' **UMI Player,** is required.

Installing

The fastest and easiest way to install AudioWav MobileMic on your BlackBerry is "over-the-air" (OTA). Using your BlackBerry Browser, go to www.dataworxs.com/bb/download/ and click the "Over the Air Install" link.

Alternatively, to install using the BlackBerry Desktop Manager, you will need the following 2 files:

- DwAudioWavMobileMic**.alx**
- DwAudioWavMobileMic**.cod**

To get these files packaged in a ZIP file, choose the "Desktop Manager Install" link at www.dataworxs.com/bb/download/.

With your BlackBerry connected to a PC that has BlackBerry Desktop Manager running…

1. Run the BlackBerry Application Loader from Desktop Manager.

2. Browse to the DwAudioWavMobileMic.alx file to add MobileMic to the application list.

3. Install MobileMic.

Disconnect your BlackBerry from the PC before continuing.

4. On the BlackBerry, choose "Options"->Advanced Options->Applications.

   a) Highlight "Dataworxs AudioWav MobileMic", press the BlackBerry Menu key and select "Edit Permissions".

   b) Change Connections and Interactions to "Allow".

   c) Press Menu key and select "Save".

   d) Close Options screen(s).

5. Run Dataworxs AudioWav MobileMic to setup (see chapter 2).

Chapter 2

Setting Up AudioWav MobileMic

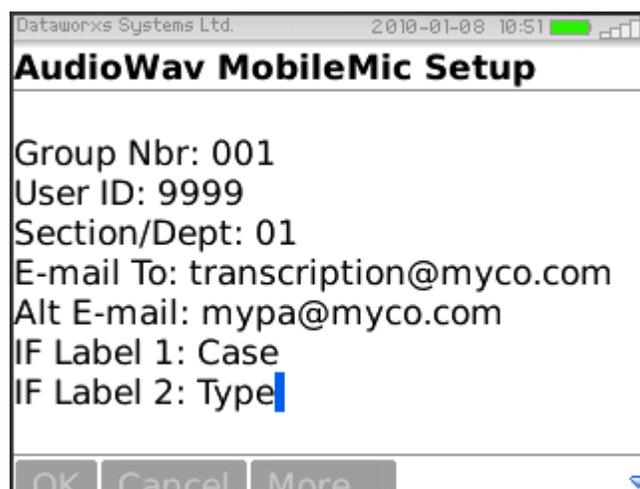Configuration of AudioWav MobileMic is performed by accessing the Setup screen.

STEP 1: Start by running the Dataworxs AudioWav MobileMic application.

STEP 2: On the main screen click the BlackBerry Menu button and select the "Setup" option.

STEP 3: In the first setup screen start by specifying your Group Number and User ID.


```
Dataworxs Systems Ltd.        2010-01-08 10:51
AudioWav MobileMic Setup

Group Nbr: 001
User ID: 9999
Section/Dept: 01
E-mail To: transcription@myco.com
Alt E-mail: mypa@myco.com
IF Label 1: Case
IF Label 2: Type

   OK    Cancel   More
```

The **Group Number** is a 3-digit value that identifies which group on an Audioworxs™ dictation system your User ID is assigned to. If your dictation created using MobileMic will not be imported into an Audioworxs dictation system, use the default value "001".

Your **User ID** is a value that identifies you. If integrating with an Audioworxs dictation system, your User ID should be the same ID assigned to you by the Audioworxs system administrator. If not integrating with an Audioworxs system, the User ID can be any alpha-numeric value up to 32 characters long.

The **Section/Department Number** is a 2-digit value that identifies the section number you are assigned to in an Audioworxs system. If your dictation created using MobileMic will not be imported into an Audioworxs dictation system, use the default value "01".

In the **E-Mail To** field provide an e-mail address to which your dictation will be sent when finished. Enter an **Alt E-Mail** address to provide an alternate destination to which you can choose to have your dictation sent.

Note: Dictations are sent "from" the default e-mail address defined in your device. See Appendix – FAQ for additional information on setting the default e-mail address on your device.

Hint: When entering an e-mail address on the BlackBerry you can use the <Space> key to type the @ and period (.).

Provide **input field (IF) labels** to identify the two supported demographic input fields. The labels can be any alpha-numeric text. Usually, the input field labels will identify industry-specific demographics required to help track a dictation. In a legal environment, labels such as "Case #" and "Report Type" might be used, whereas in a medical environment you might use labels such as "Work Type" and "MRN".

STEP 4: Select the "More…" button to move to the second setup screen.

In this screen you define whether or not you will be prompted to enter demographics each time a new dictation is started. If you select "yes" the default values will be provided in the demographic input screen when displayed. If you select "no" the default values will be assigned to every new dictation you create. If you never want any values assigned to your dictations, select "no" and leave the default values blank.
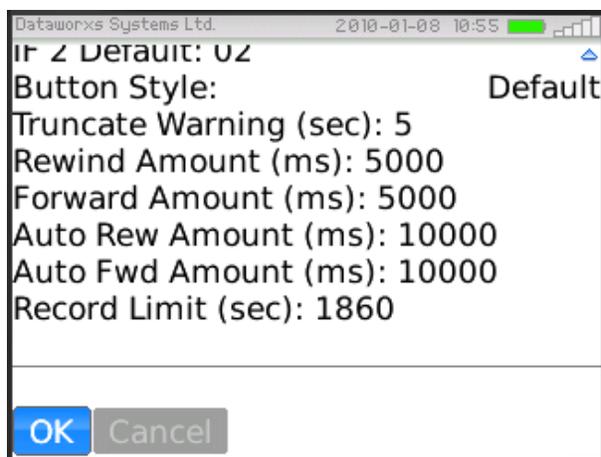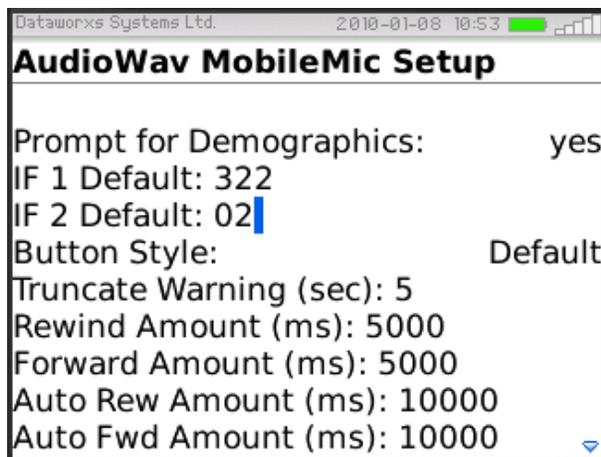
In this setup screen you can also select a **button style**. Changing the button style changes the look of the Audio screen but does not affect how you use MobileMic. The styles available are:

| Default | Dark | Fun |
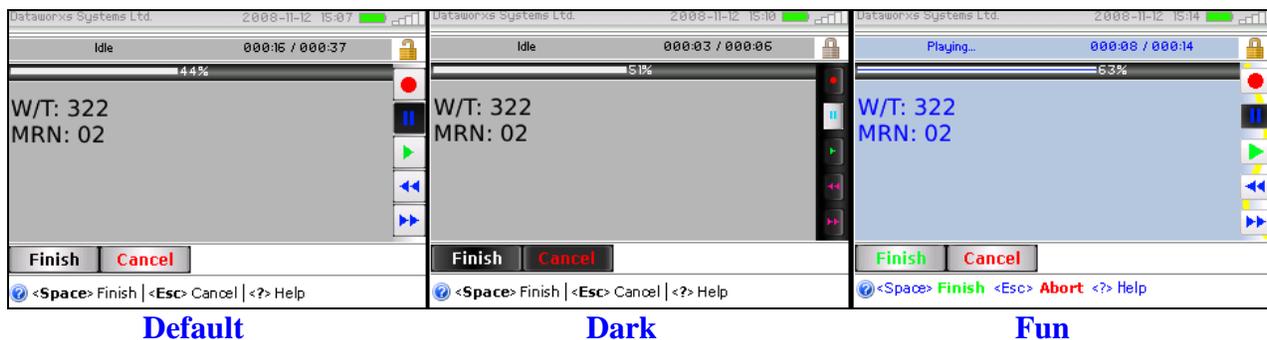
Truncate Warning (sec): The amount of dictation in seconds that can be truncated without a confirmation prompt. If recording is initiated at a point in the dictation that would result in truncating more that the amount specified in this setting a confirmation prompt will be displayed. Set the value to 0 (zero) to disable the ability to truncate audio. When this feature is disabled, recording will always append to the end of the dictation regardless of the current playback position.

Rewind Amount / Forward Amount (ms): The amount that the position in the recorded dictation is adjusted forward or backwards for each forward/rewind command. The value is specified in milliseconds (1000 ms = 1 second).

Auto Rew Amount / Auto Fwd Amount (ms): The amount that the position in the recorded dictation is adjusted forward or backwards (every 1 second) when the auto-forward or auto-rewind feature is active. The value is specified in milliseconds (1000 ms = 1 second). The auto-forward and auto-rewind features are initiated by double-tapping the trackball while the forward or rewind button is highlighted. A double tap requires two trackball presses within 400 milliseconds.

Record Limit (sec): This value specifies the maximum length (in seconds) of the dictation. The default is 1860 seconds (31 minutes). The maximum limit allowed is 3240 seconds (54 minutes). The limit that will work for you depends partially on your BB service provider and the maximum size of e-mail attachments that they allow. 31 minutes corresponds to a 3 MB attachment limit and 54 minutes corresponds to a 5 MB attachment size.

Chapter 3

Using AudioWav MobileMic

Important! **Before Running MobileMic…**

Before running MobileMic on your BlackBerry make sure that you have an external media card installed.

MobileMic records audio files that require a relatively large amount of space. A BlackBerry's internal memory space is intended for applications and is where your messages and e-mails are stored. To prevent possible problems should internal memory be inadvertently filled, MobileMic does not support the creation of dictations in internal memory.

Check your BlackBerry's user guides for information on what media card is supported and where it is inserted. Note: On some models, the Curve for example, insertion of a micro SD card requires removal of the battery cover.

Running the AudioWav MobileMic Application

Run MobileMic by clicking on the "Dataworxs AudioWav MobileMic" icon.

Main Screen

From the main screen you have the following options:

a) **Start a new dictation**. Click the button labeled "Click to Start New Dictation".
b) **Explore pending and archived dictations**. Click the BlackBerry Menu key and select "Explore Pending" or "Explore Archive" to see a list of dictations.
c) **View About dialog**. Click the BlackBerry Menu key and select "About" to view version and copyright information.
d) **View /modify setup parameters**. Click the BlackBerry Menu key and select "Setup". See chapter 2 for more details.
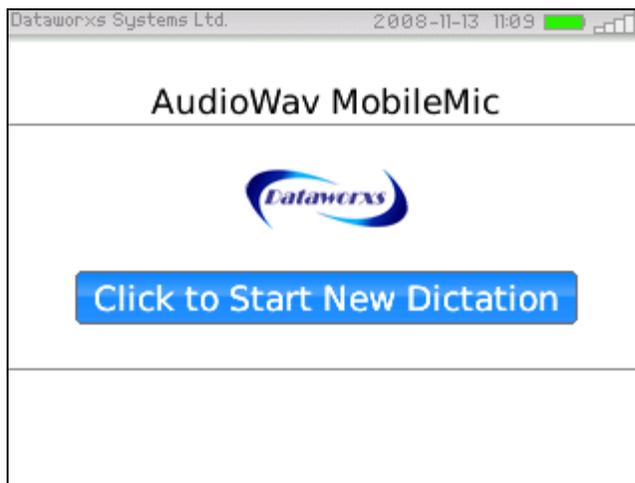
Entering Demographics

If configured to prompt for demographics, and not retrieving a pending dictation, the following demographics input screen is displayed as soon as the "Click to Start New Dictation" button is pressed.
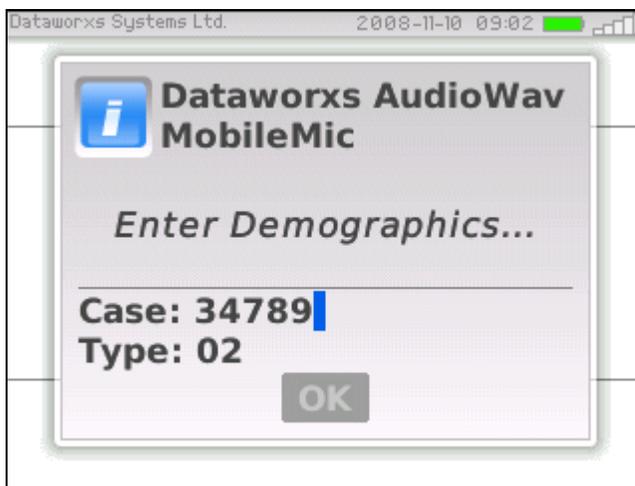
Enter new values or modify pre-defined default values as necessary. Valid characters you may type are numbers and letters (including dash, brackets, and underscore). Do not use any of the other characters such as asterisk, colon, semi-colon, question mark, etc. Choose OK to continue to the Audio/Dictation screen.
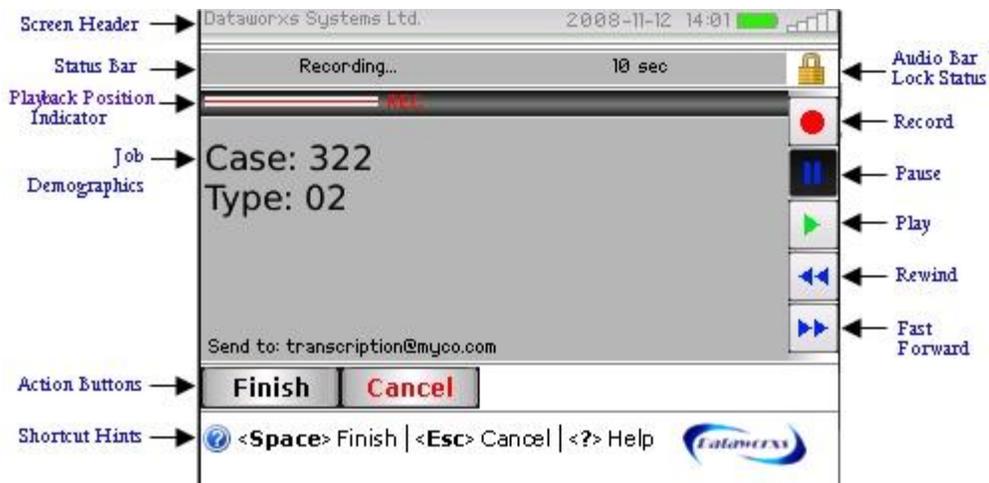
The following keys can be pressed at any time while in the Audio screen.

Key	Action
<?>	Display help screen
<1>	Choose alternate e-mail address
<0> (zero)	Choose primary (default) e-mail address
<q> or <Q>	Position playback at the beginning of audio
<p> or <P>	Position playback approx. 1 second from end of audio
<u> or <U>	Unlock trackball – allow trackball movements to leave audio control buttons
<l> or <L>	Lock trackball – restrict movement to audio control buttons
<space>	Go to Finish button – requires click of trackball to select
<esc>	Go to Cancel button – requires click of trackball to select

A single click of the Rewind or Fast Forward button will change the playback position by approximately 2 seconds (configurable) back or forward respectively. To enable automatic rewinding/fast-forwarding, double tap the trackball (click twice within 400 milliseconds, approximately ½ second) while positioned on the Rewind/Fast Forward button. Once enabled, the playback position will automatically change by 10 seconds (configurable) every one second until the beginning/end of the audio is reached or the Pause button is clicked.
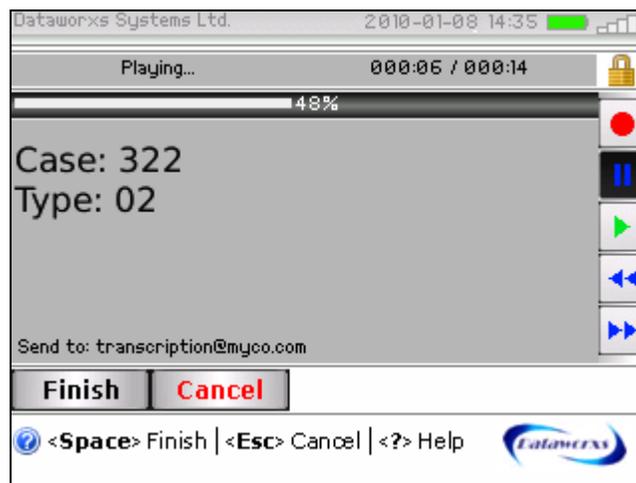
Audio/Dictation Screen - Basics

The Audio screen is where you create and review your dictation. Use the Audio Control buttons to start recording and to switch between review/playback and recording modes. The status line across the top of the Audio screen keeps you informed of your current state and position within the audio file.

Screen Header →
Status Bar →
Playback Position Indicator →
Job Demographics →
Action Buttons →
Shortcut Hints →

Dataworxs Systems Ltd.   2008-11-12 14:01

Recording...   10 sec   ← Audio Bar Lock Status

REC   ● ← Record

Case: 322
Type: 02   ■ ← Pause

▶ ← Play

◀◀ ← Rewind

Send to: transcription@myco.com   ▶▶ ← Fast Forward

Finish   Cancel

🛈 **<Space>** Finish | **<Esc>** Cancel | **<?>** Help   *Dataworxs*

To start recording make sure that the Record button is highlighted and the click the trackball. While recording the playback position indicator displays a partial position bar and flashes the word "**REC**". A dictation as long as approximately 31 minutes can be created and still be within the size limit of a BlackBerry e-mail attachment (see chapter 2 for more information on the record limit).

To stop recording and review what was just dictated, press the Pause button and then scroll to the Play button and click the trackball. Right after recording, playback will begin one or two seconds from the end. To review more of what you dictated, use the Rewind and Fast Forward buttons to position the playback indicator. Pressing Play after adjusting the playback indicator will start playback from the position selected.

Dataworxs Systems Ltd.   2010-01-08 14:35

Playing...   000:06 / 000:14

48%   ●

Case: 322
Type: 02   ■

▶

◀◀

Send to: transcription@myco.com   ▶▶

Finish   Cancel

🛈 **<Space>** Finish | **<Esc>** Cancel | **<?>** Help   *Dataworxs*

Click the Record button at any time to begin recording again. Depending on where the playback indicator is positioned and the value of the Truncate Warning setup parameter (see chapter 2), the dictation beyond the position indicator will automatically be truncated or a confirmation prompt will ask you to choose between truncating, appending, or cancelling the record command.
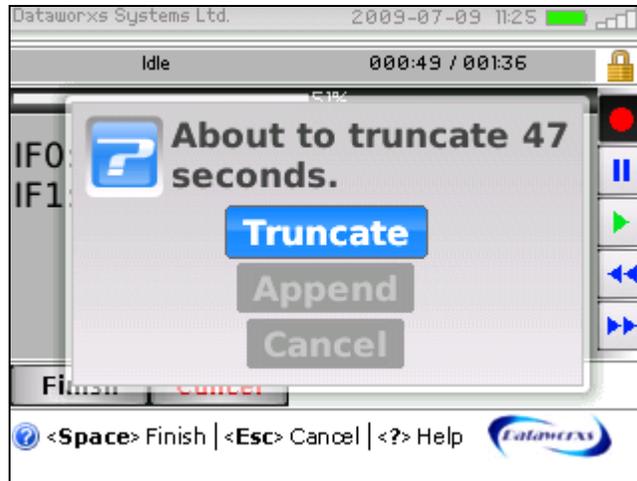
Warning: The part of the dictation that is truncated cannot be recovered.

At any point before saving your dictation you can choose which e-mail address to send the dictation to by pressing <0> (zero) or <1>. <0> selects the primary (default) e-mail address and <1> selects the alternate e-mail address.

When finished your dictation press the <Space> key to move the selection to the Finish button. Click the trackball to make an archived copy of your dictation and to send it to the selected e-mail address.
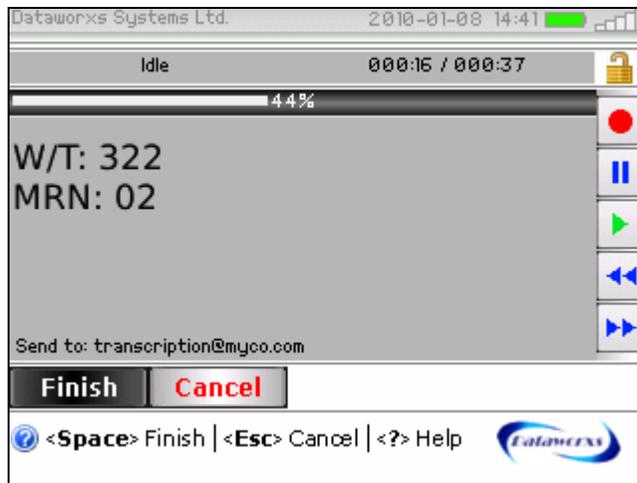
If you instead want to abort the current dictation select the Cancel button by pressing the <Esc> key. Click the trackball to select the button. You will be asked to choose between leaving the dictation screen and deleting the dictation, leaving the dictation screen and saving the dictation as pending, and choosing to stay in the audio/dictation screen.
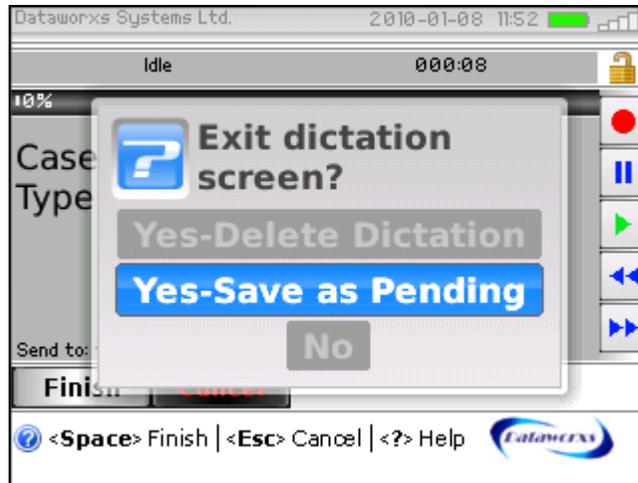
Warning: If you select *Yes-Delete Dictation*, your recording will be deleted and you will not be able to recover it.

If you choose to save the dictation as pending it can be retrieved later by choosing the "Explore Pending" menu option on the main screen.

Audio/Dictation Screen – Trackball Lock

 While recording and reviewing a dictation, the trackball is locked such that up and down movements of the trackball are restricted to the audio control buttons.

This feature allows you to quickly move from one audio control button to another without worrying about going too far. The result is faster dictation creation that closely mimics the use of the slide switch interface that is common on other professional dictation devices.

To finish or cancel the current dictation while the trackball lock is enabled use the appropriate shortcut key, <space> or <esc>, or unlock the trackball by highlighting the Record button and moving the trackball to the left. The lock can be re-enabled by moving the trackball to the right while the Record button is highlighted.

 The current trackball lock status is indicated by the lock icon at the upper right of the dictation screen.

Audio/Dictation Screen – Smart Buttons

The Smart Button feature is designed to make dictating faster and easier by anticipating what audio control command is likely to be issued next. The audio control buttons are Record, Pause, Play, Rewind, and Fast Forward.

While you are recording and reviewing a dictation MobileMic, automatically changes which audio control button is highlighted in response to your selection. For example, when Record is selected, focus is immediately changed to the Stop/Pause button. To stop recording you simply click the trackball.

File Maintenance

Dictation files that are saved as pending can be viewed by choosing the "Explore Pending" menu option from the opening screen. In the same way archived dictation files can be viewed by choosing the "Explore Archive" menu option from the opening screen. While in the explore screen details of a dictation file can be viewed, the file can be e-mailed, the file can be individually deleted, and archived dictations can be purged based on age.
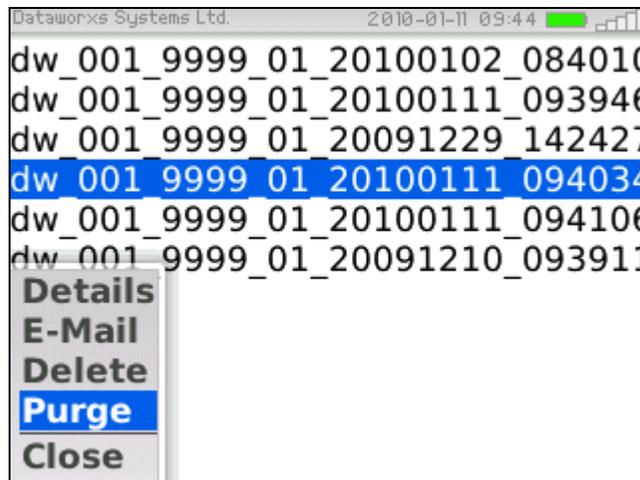

Details: Highlight the file, press the trackball or the <enter> key, or select the "Details" menu option to view details about the dictation. While a file is highlighted it can be deleted by pressing the <DEL> key or choosing "Delete" from the screen's menu.

Press the <esc> button to close the Job Information dialog.

E-Mail: To e-mail a dictation file, highlight the file, press the BlackBerry button and choose "E-Mail" from the menu. Choose whether you want to send the dictation to your primary e-mail address or the alternate e-mail address.
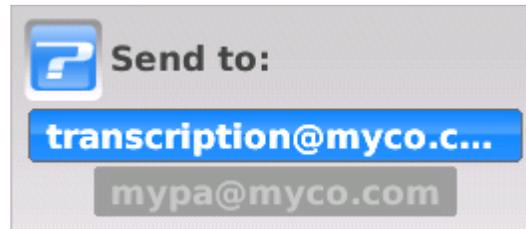
Delete: To delete a dictation file, highlight the file, press the BlackBerry button and choose "Delete" from the menu. You will be asked to confirm that you want to delete the dictation file. If you choose to delete the dictation file it cannot be recovered.
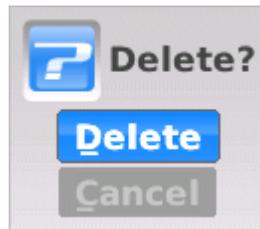
Purge: You should occasionally choose to purge archived dictations to prevent the BlackBerry's SD card from filling up and preventing the creation of new dictation files. When "Purge" is selected from the screen's menu, you are asked to select how old dictation files must be before they are deleted. By default, archived dictations must be at least 15 days old before they are purged (i.e. deleted). Change the default by scrolling the selection up or down to choose 30 days, 15 days, 10 days, 5 days , or 1 day old.

Exit the explore screen by pressing the <esc> button or by choosing "Close" from the screen's menu.

Retrieving a Pending Dictation

If you have previously saved a dictation as pending it can be retrieved, added to, and then finished (or re-saved as pending) by first choosing to "Explore Pending" from the opening screen's menu.

Highlight the pending file that you want to retrieve, press the BlackBerry button, and select "Mark for Retrieval". The explore screen will automatically close and you are returned to the opening screen. Press the trackball to choose "Click to Start New Dictation": Because you have marked a pending dictation for retrieval the demographics dialog will not be shown and you will immediately be brought to the audio/dictation screen with the pending dictation ready for editing.

Appendix

FAQ

When I create a dictation longer than a few minutes, the audio is not attached to the e-mail. Why?

The likely cause of this is due to your device running system platform software less than version 4.5. Check your device platform version by selecting the "Options" icon and then choosing "About". If the platform version displayed is less than 4.5.x.x upgrade your system software to at least 4.5.

Can I define from whom the dictation e-mail is sent?

MobileMic allows you to define who your dictation is e-mailed to via the setup screen. However, MobileMic does not allow you to select who your e-mail is from. Instead, the "from" e-mail address used is the default defined in your device. To see what your default "from" e-mail is or to change it, go to ***Options > Advanced Options > Default Services***. On a Torch, choose ***Options > Device > Advanced System Settings > Default Services***. The default e-mail address used by AudioWav Mic is defined under "Messaging".

If MobileMic stops working or my BlackBerry locks up while recording a dictation, have I lost what has been recording so far?

Although Dataworxs has worked hard to make AudioWav MobileMic as problem free as possible there may be instances when the BlackBerry becomes busy with other tasks (downloading e-mail, etc.) and may result in timing problems with recording or playback. In the worst case the BlackBerry locks up and the device must be restarted by removing the battery temporarily. BlackBerry models with slower processors such as the Curve are more susceptible to these types of issues. The best way to avoid problems is to ensure that you are running the latest version of MobileMic available.

Even in the event that your recording session is interrupted with a problem, the dictation does not need to be re-dictated. To e-mail a previously created dictation run MobileMic and choose "Explore Pending" or "Explore Archive" to find the dictation file. Highlight the file and choose "E-Mail" from the screen's menu. Alternatively, the dictation can be manually e-mailed without using MobileMic by following the following steps:

1) Open the "Media" icon.

2) Press the BlackBerry button and choose "Explore" from the menu.

3) Click on "Media Card" and then continue exploring to BlackBerry > Dataworxs > MobileMic > Pending.

4) Files that begin with "pd_" are pending dictation files that have been created but not sent successfully.

5) Use the trackball to scroll to the dictation file you want to e-mail and then press the BlackBerry button. Select "Send As Email"

6) Select the recipient and send in the same way as any other e-mail you create on the BlackBerry.

7) Once sent successfully, you can delete the pending dictation file(s) by highlighting the dictation file and pressing the DEL key.

My dictation was finished without any error message but the dictation e-mail in the Messages screen has an X beside it. What does the X mean?

When a dictation is finished in MobileMic it is passed off to the BlackBerry software as an e-mail to be sent. Once the e-mail is created successfully it is no longer associated with Mobile Mic - it is the responsibility of the BlackBerry system software to actually send the e-mail.

An **X** in the Messages screen indicates that some problem prevented the e-mail from being sent properly. To get more information about the error, open the message and scroll to the top. The *Message Status* field may provide a clue as to what went wrong. A "General send failure", for example, may mean that your e-mail settings are no longer correct. This may be corrected by doing a reset of the device or by updating your e-mail account settings. You should also check that the e-mail address provided to MobileMic is spelled correctly.