



DATAWORXS SYSTEMS LIMITED



AudioWay MobileMic™ User Guide

(Version 2 for iPhone/iPod Touch)

DATAWORXS SYSTEMS LIMITED

AudioWav MobileMic™

Introduction

AUDIOWAV MOBILEMIC

AudioWav MobileMic™ provides professional dictation capability for iPhone® and iPod touch® users. With MobileMic for iPhone, authors no longer need to carry both a mobile device 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 2.6 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

Minimum Requirements

Designed for iPhone/iPod 4.2+. Most recent version developed and tested on iOS 7.0.6

iPhones and iPods running iOS 3.x (including first generation iPads) are not recommended. MobileMic will run; however, the button layouts are adversely affected by the lower resolution of older devices.

! **MobileMic** creates audio in a CAF (Core Audio Format) file. To playback on a Windows-based computer a playback or conversion application that supports CAF files, such as Dataworxs' **UMI Player**, is required.

Installing



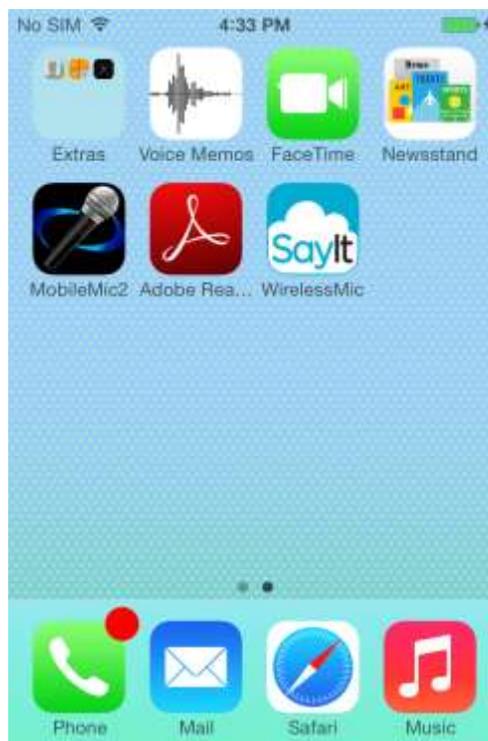
Purchase and install AudioWav MobileMic on your iPhone/iPod from the iTunes app store. Search for “dictation” in the Business category.

Chapter 2

Setting Up AudioWav MobileMic

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

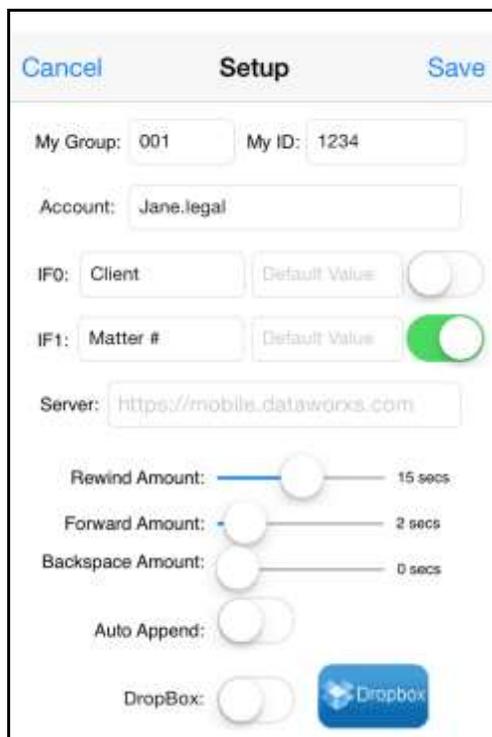
STEP 1: Start by running the Dataworxs AudioWav MobileMic application. Tap the icon labeled “MobileMic2”.



STEP 2: On the startup screen tap “Setup”.



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



Identification:

To identify your dictation after it is distributed for transcription you must provide a group number and an ID. Together, the group and ID should uniquely identify you.

My Group is a 3-digit value that identifies which group/facility 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”.

My ID is a value that uniquely 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.

Account is an optional value that enables ways for your dictation to be distributed (in addition to the default Dropbox distribution option described below). When this option is used, your dictation is securely delivered to the Dataworxs Distribution Server and then from there distributed as defined in your account. There are two acceptable values for this field:

(1) Email address: Enter a valid email address in this field to have your dictation file emailed as an attachment to the address you provide. The dictation audio is emailed in its original CAF format. There is no additional cost for this feature.

(2) Dataworxs Distribution Account name: When you subscribe to a distribution account from Dataworxs you are provided an account name. When you enter the account name in this field your dictation is delivered to you based on features enabled in your account. A Dataworxs distribution account allows for the following distribution options (additional options may be added, check with Dataworxs for the latest information):

- (i) Your dictation can be sent to one or more email addresses.
- (ii) Your dictation can be imported into your existing Dataworxs Audioworxs Dictation System via File Transfer Server and Import Manager. **Note:** The File Transfer Server requires WAN/Internet feature to accept the connection from the distribution server.
- (iii) Your dictation can be processed by speech recognition and the resultant transcript emailed to you, your secretary, or a transcription group for correction. **Note:** This option requires that you also have a speech recognition account with Dataworxs. A speech recognition account is available on a monthly fee-based subscription.

Demographic Fields:

MobileMic supports two demographic input fields. By entering data into the input fields when you are recording a dictation, you provide a means for later identifying and searching for the dictation.

For the two supported input fields, **IFO** and **IF1**, provide a label and optionally a default value. 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”.

Also for each input field indicate if the field is intended to contain a numeric value. Slide the **Numeric** switch so that it shows ON when you want the default keyboard associated with that field to show numeric values by default. If set to OFF, the standard keyboard that does not show numeric values will pop-up when the field is selected. In either case, you will be able to switch keyboard views to allow input of alpha-numeric data as needed. The Numeric switch only affects what default keyboard view is displayed.

Note: The value entered into demographic fields cannot contain characters that are invalid filename characters in Windows. Do not use the following: \ / : * ? “ < > |

Server:

This field is used to specify a distribution server. Leave this field blank to use the default Dataworxs Distribution Server. If you have a distribution account and your organization has provided an alternative distribution server URL, enter the complete URL in this field.

Audio Position Controls:

Rewind Amount and **Forward Amount:** The amount that the position in the recorded dictation is adjusted forward or backwards for each tap of the forward/rewind button. The value is specified in seconds.

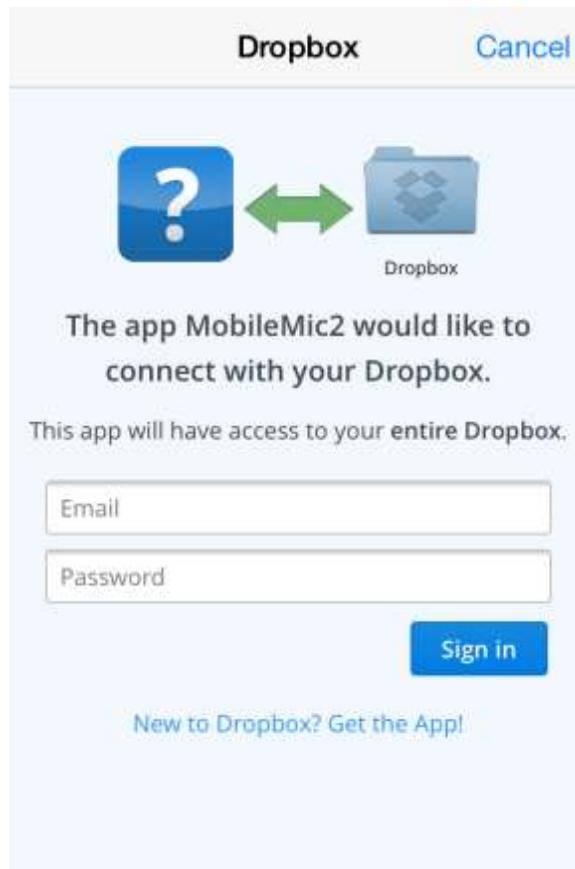
Backspace Amount: The amount (in seconds) that the position in the recorded dictation is adjusted backwards each time the Play button is pressed.

Record Mode:

To enable **Auto Append** record mode, slide the switch so that it shows ON. When Auto Append is enabled, regardless of where the current audio playback position is, when recording is initiated, the position is automatically moved to the end and new audio that is recorded is appended at the end. When not enabled, recording is defaulted to an **Overwrite** mode. In this mode, when recording is initiated and the current playback position is not at the end, existing audio is overwritten with new audio until recording is stopped.

Dropbox:

To enable distribution of your dictation to your Dropbox account, slide the Dropbox switch so that it shows ON. Then, press the **Dropbox** button and enter your Dropbox login credentials in the Dropbox “Link Account” view. If you haven’t already created a free or paid account, or haven’t been given the login credentials for a shared corporate account, click on “Create an account”.



Press the **Link** button to link your Dropbox account to MobileMic. Once successfully linked, you will not need to enter your e-mail address and password again, even when MobileMic is stopped and restarted.

All Done:

Tap **Save** to save the changes you have made to the setup parameters. To abort any changes and return to the Home screen, tap **Cancel** at the top of the setup screen.

Note: At least one distribution method must be enabled. You must provide:

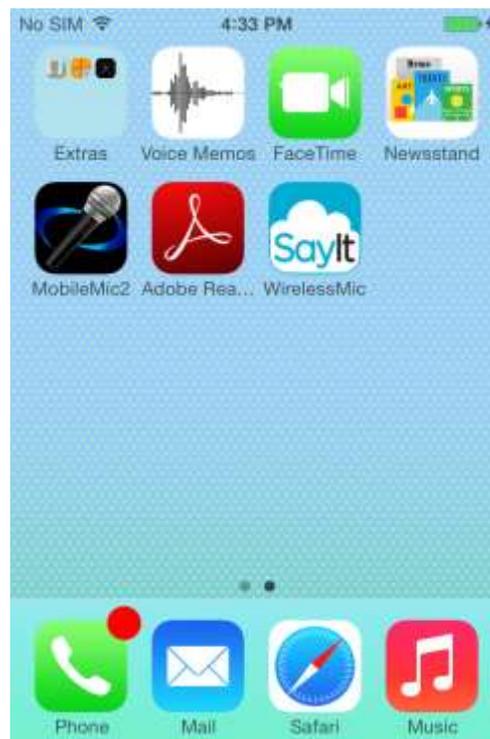
- ✓ an email address or distribution account name in the Account field OR,
- ✓ enable Dropbox distribution OR,
- ✓ both.

Chapter 3

Using AudioWav MobileMic

Running MobileMic

Run MobileMic by tapping the “MobileMic2” icon.



Startup Screen

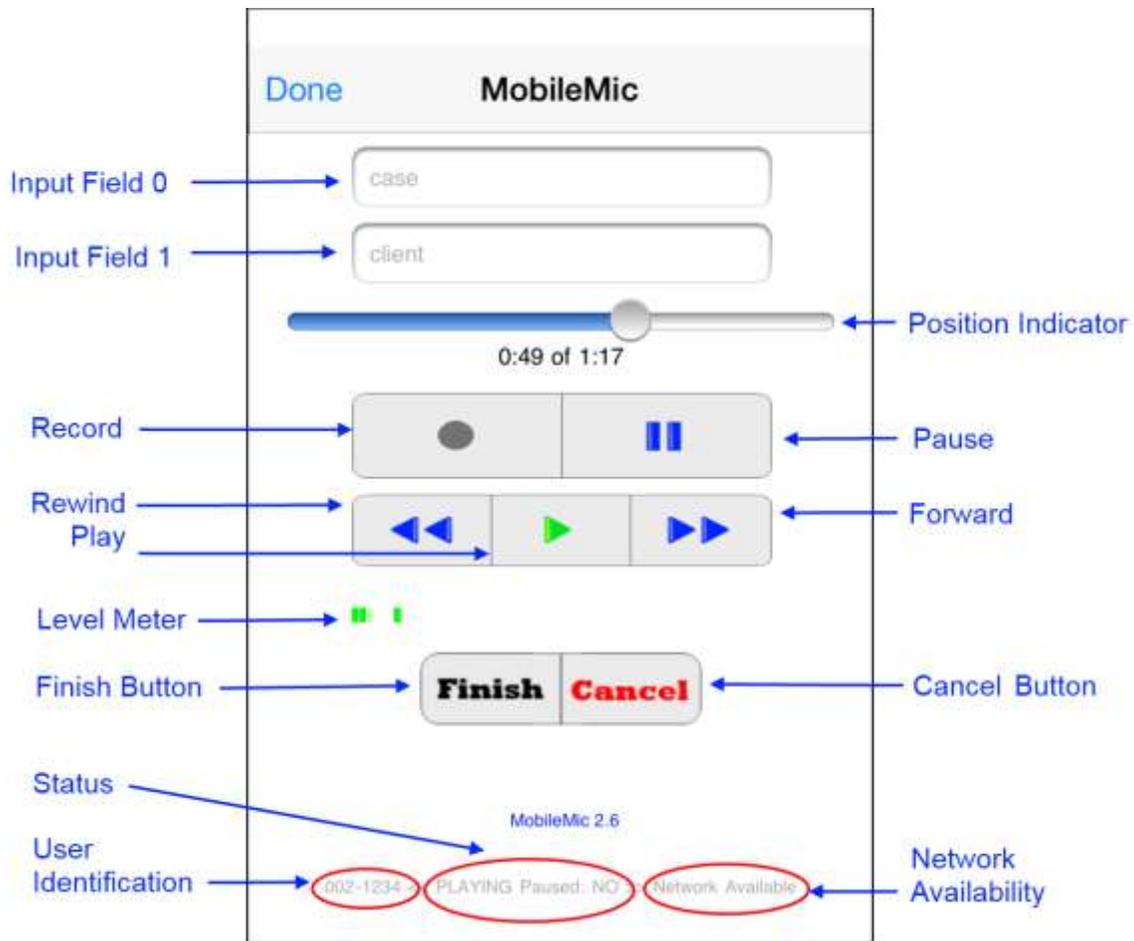
From the startup screen you have the following options:

- Start a new dictation.** Tap the button labeled “Start New Dictation”.
- View /modify setup parameters.** Tap “Setup”. See chapter 2 for more details.
- Access archived dictations:** Tap “Archive”.



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 along the bottom of the Audio screen and the position indicator keeps you informed of your current state and position within the audio file.



To start recording, tap the **Record** button. Your device's idle timer is automatically disabled while recording is in progress to prevent your device from going into a suspend state (and thus pausing recording).

While recording the position indicator displays tracks the recording length. If you are currently overwriting recorded audio, the position indicator will indicate your position within the previously recorded audio and include the word "overwriting".



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

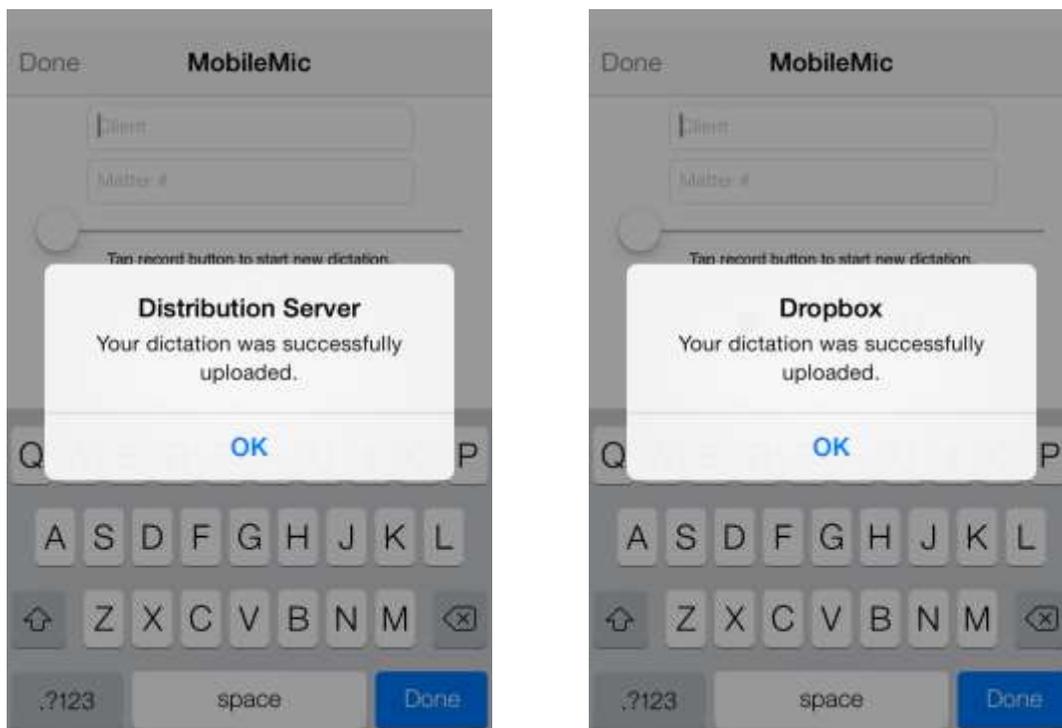
You may add or edit an input field value at any time by tapping in the field edit area.

Note: The value entered into demographic input fields cannot contain characters that are invalid filename characters in Windows. Do not use the following: \ / : * ? " < > |

Click the **Record** button at any time to begin recording again.

Important: If you have not selected the “Auto Append” record mode in the setup screen, make sure that you have repositioned the audio playback to the end of the dictation to avoid overwriting words you have already dictated.

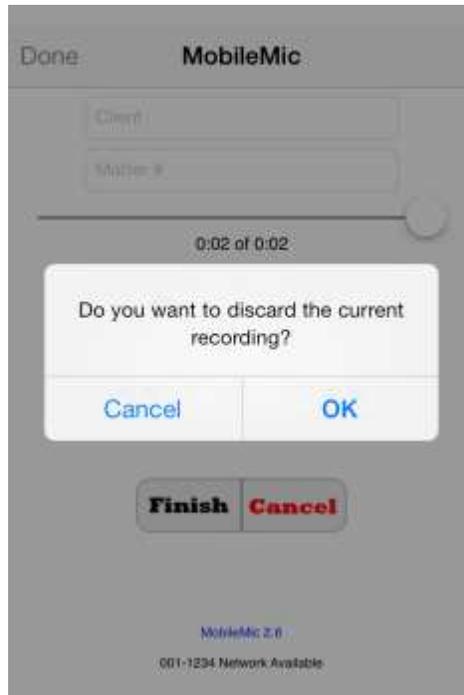
When finished your dictation tap the **Finish** button to have it distributed via Dropbox and/or the Dataworxs Distribution Server. If Dropbox is enabled the audio is saved to the Dropbox “Dictations” folder and distributed. If a “Dictations” folder does not already exist it will be created automatically. Depending on what distribution option(s) you have selected, one or both of the following confirmation messages will let you know that the dictation has been successfully distributed.



You will only be able to **Finish** your dictation if your iPhone / iPod has network connectivity via a mobile data network or a Wi-Fi connection. The status line at the bottom of the screen lets you know when there is currently network connectivity. If your device is not connected to a network and you wish to finish and distribute your dictation, you will need to first change your location until the device is able to connect to a network.

While sending, the network activity icon (✱) will be visible in the upper left corner of the screen. A long dictation (15+ minutes) may take several tens of seconds to send.

If you instead want to abort the current dictation tap the **Cancel** button. You will be asked to choose between discarding the dictation or cancelling and keeping the dictation.

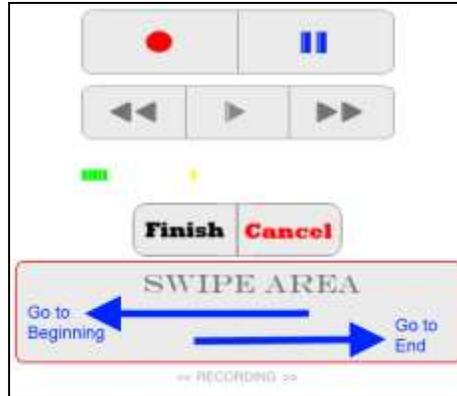


Warning: If you select **OK**, your recording will be deleted and you will not be able to recover it.

Press the **Done** button in the title bar to leave the audio screen and return to the opening screen. The Done button is only enabled when you do not have an active dictation.

Audio/Dictation Screen – Swipe Area

The area of the screen under the Finish and Cancel buttons will respond to finger swipes to provide a quick way to rewind the audio position to the beginning of dictation or the end of the dictation. Swipe left to move the playback position to the very beginning of the dictation, and swipe right to reposition to the end of the dictation.



Archive

To access a list of previously recorded dictations, press “Archive” on the startup screen.

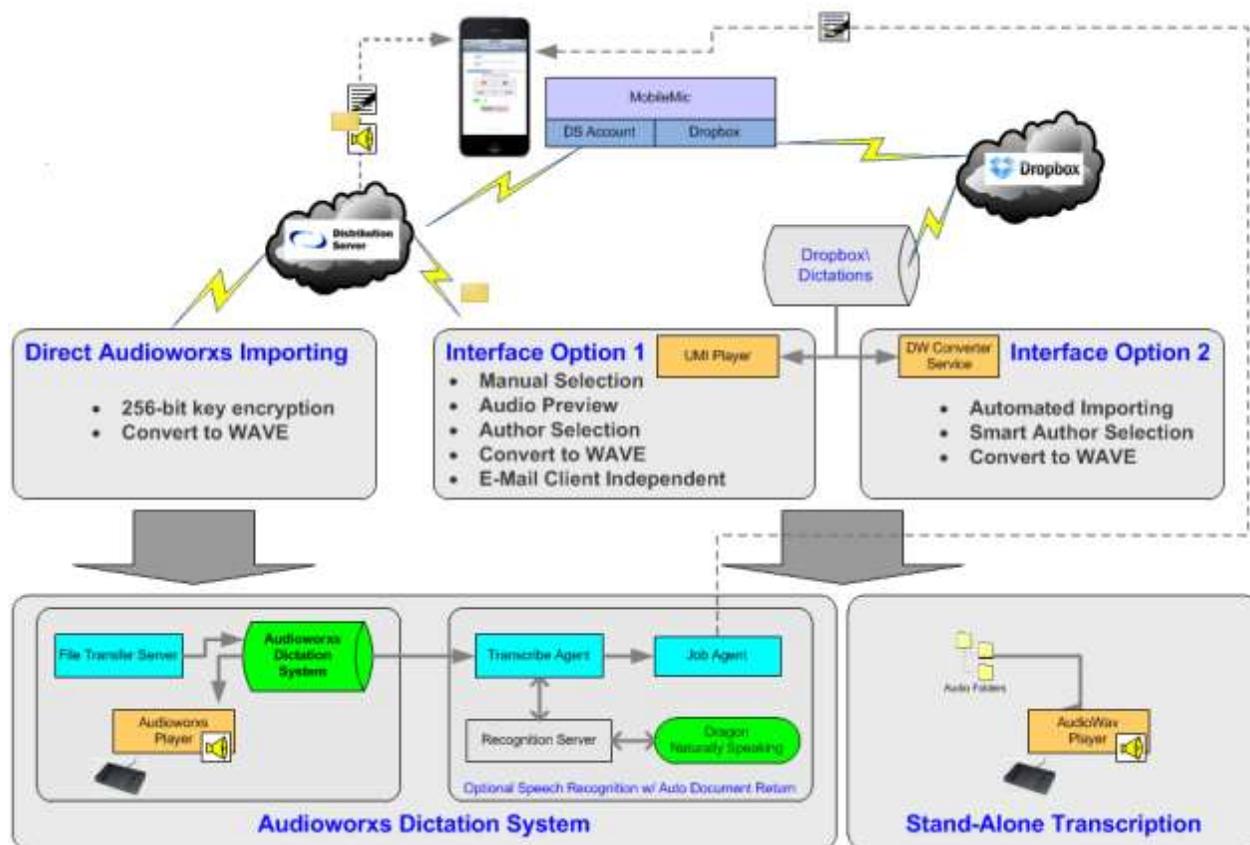


Tap a dictation in the list to re-distribute it. **The dictation will be distributed based on the current settings – not the settings in place when the dictation was recorded and first distributed.** To delete a dictation in the archive, swipe the entry to the left and then tap “Delete”.

Transcription

You've created a dictation and it's been distributed to your office computer, transcription service, and/or secretary's computer. Now what?

In most cases you'll want your dictation to be transcribed. Dataworxs provides a few options that you might consider for providing a means of importing and transcribing your dictation audio.



As illustrated in the above diagram, two interface options are available when using Dropbox as your method of distributing your dictation.

- Unified Messaging Interface (UMI) Player:** This application provides a simple interface that allows your MobileMic dictation file or other supported audio file to be listened to and then imported. The audio can be imported into a stand-alone transcription solution such as Dataworxs' AudioWav Player or into a more sophisticated digital dictation such as Dataworxs' Audioworxs Dictation System.

- b) **Dataworxs Converter Service:** This interface available from Dataworxs provides an automated, unattended method of having received dictation audio imported into either a stand-alone or system-based transcription environment. Once imported the audio file is automatically deleted from the Dropbox Dictations folder.

If your dictation is distributed via the Dataworxs Distribution Server:

- a) **Unified Messaging Interface (UMI) Player:** If your dictation is distributed as an email attachment, you might consider using UMI Player at your desktop where your email client is running. UMI Player is designed to easily allow you to listen to your MobileMic dictation or any other supported audio file attachment and then import it directly into a stand-alone dictation environment or an Audioworxs dictation system.
- b) **File Transfer Server (FTS):** A distribution option is available to allow your dictation file to be converted to a Windows-playable WAVE (.wav) file and then securely transferred directly into an Audioworxs dictation system via File Transfer Server and Import Manager.
- c) **Speech Recognition:** With an optional Dataworxs speech recognition account (available on a monthly paid subscription) your dictation audio and un-edited transcript can be emailed to whatever email address or addresses your distribution server account is configured for.

Go to www.dataworxs.com for additional information on dictation and transcription solutions available from Dataworxs Systems Limited. Contact sales@dataworxs.com to learn more about Dataworxs distribution and speech recognition accounts.

Appendix

FAQ

Is my dictation distributed securely?

Yes, in most cases, your dictation data is securely distributed.

Dropbox: Dropbox securely transfers data using Secure Sockets Layer (SSL) and AES-256 bit encryption. Until your dictation is deleted from the Dropbox “Dictations” folder you have the added benefit of having a secure backup copy of it stored on the Dropbox storage site. Dropbox uses Amazon’s “Simple Storage Service” (S3) for storage. Amazon has a robust security policy of its own.

Dataworxs Distribution Server: Your dictation file is distributed to the Dataworxs Distribution Server using Secure Sockets Layer (SSL). From the Distribution Server the level of security depends on the selected distribution method. If your dictation is being distributed to an Audioworxs system via File Transfer Server (FTS), the audio file is encrypted with an industry-standard AES 256-bit key encryption during the transfer process (requires FTS v4.0.5 or greater). If your dictation and/or transcript is distributed in an email the data is generally considered to not be secure.

What audio format is my dictation recorded in?

Using MobileMic for iPhone, your dictation is recorded in 64-kbit μ -law and wrapped in Apple’s CAF (Core Audio Format) file. Each minute of dictation creates approximately 469 kilobytes of data.

I want to change the setup parameters. How do I get back to the startup screen where the Setup button is located?

MobileMic v2.5 introduces a **Done** button on the audio screen that can be pressed to return to the startup screen. The Done button is only available when there is no active recording.

For version of MobileMic prior to 2.5, the startup screen is displayed only when MobileMic is started. As per Apple’s application guidelines, applications are not exited (i.e. stopped) when the Home button is pressed. Instead, the application is suspended and it remains running in the background. Tapping the application icon “wakes up” the application and it returns to where it left off when suspended. In MobileMic’s case, you normally return to the audio screen.

To access the startup screen and the Setup button you can manually stop the application using the standard method.

- (1) While in the application icons view, press the Home button twice quickly. Applications running in the background will be shown in the multi-task bar at the bottom of the screen.

- (2) Using your finger, press and hold down on the MobileMic2 icon until the icons begin to shake and a minus sign appears on the upper-left corner of the icons.
- (3) Press on the minus sign on the MobileMic2 icon to stop the application. **Caution:** Ensure that you don't have unfinished dictation audio recorded when you stop the application. If you do, and you choose to stop the application, the audio cannot be recovered.
- (4) Press the Home button to return the device to the normal mode.
- (5) Run MobileMic2 normally. The startup screen will be shown and you can press the setup button.

My screen turns off while I am dictating and recording is paused. How can I prevent this from happening?

An iPhone/iPod screen turns off after a certain amount of time to minimize battery use. This feature is called "Auto Lock" and can be adjusted by choosing "Settings→General→Auto-Lock".

MobileMic v2.5 introduces a new feature that automatically disables the idle timer while recording is in progress.

For version of MobileMic prior to 2.5, you might consider changing the auto-lock value to "5 minutes" or "Never" to minimize the disruption while you are dictating. Alternatively, you may hold your thumb or finger on a non-button area of the screen while recording to prevent the auto-lock feature from triggering.

Who do I contact to find out more about a Dataworxs distribution account, what distribution options are available, and about a speech recognition subscription?

To find out more about distribution accounts and the distribution options available contact Dataworxs at sales@dataworxs.com .