**EXPRESS DICTATE – Instructions for IPhone**

**Setting up the program:**

1. Go to the App store and Purchase Express Dictate Professional for IPhone. The cost for this affordable app will be deducted from your first invoice.
2. Tap on the Express Dictate icon to open the app.
3. In the bottom left hand corner you will see a cog wheel with a smaller cog wheel. Tap on that for General Settings.
4. The first screen you will see after entering General settings is a screen with instructions for how long to keep dictations and/or delete them. You can instruct the app to delete dictations after a certain amount of days, or you can instruct it to keep all dictations until you delete them manually.
5. The Prompt for name section is not necessary as this program is being used by one person on one device.
6. To the right of the General Settings button is a small microphone (Record). Tap the microphone and you will be taken to a screen where you can edit some of the recording aspects. Usually this requires no alteration.
7. To the right of the microphone is a button which says sort. There you can elect how your dictations are sorted when you complete them. Usually creation date, the default, is appropriate for application to turn-around time.
8. On the far right, to the right of the sort button, is a button for send. Tap that button.
9. Under Send Method select Email.
10. Next under Send Method press the information circle at the far right of that line. Enter the secure email address for receipt of files: Tanya@TranscriptionUnlimited.net and then turn on the feature “Use standard composer”.
11. In the upper right hand corner of that screen, press save, which will take you back to the send method screen.
12. The next section on this screen is “Send Format” which is below “Send Method”. In that section select the far right option, DCT/PCM. This ensures good quality dictation and HIPAA encryption with DCT format.
13. You may elect further encryption by instructing “Encrypt Dictations” on the same screen. This is not necessary in that DCT format and Transcription Unlimited’s secure email server ensure your dictation is protected. However, should you elect to use this further level of security, turn the feature on and then enter your encryption key. As this is a single user app on the Iphone the user number will not change from 000000. When you have entered and confirmed your key, your transcriptionist will only be able to open your dictations after being provided with the key specific to your dictations. Please feel free to use this function, and make a note of your key, as well as letting Transcription Unlimited know your specific encryption key. If you lose the key and/or it has not been provided to Transcription Unlimited, the dictations will not be able to be transcribed.
14. On the same screen scrolling down we see the last section is File Name Format. Here under Append User Name you will put your name. If you wish the dictations to be saved with the specific time they were dictated, turn on Append timestamp.
15. Press “Done” on the upper right hand corner of the screen.

**Dictations:**

1. After setting up the program close the app completely using the feature on your IPhone to stop apps.
2. Tap Express Dictate and the dictation screen will open up, initially with nothing listed. After you begin dictating this is the screen where you may view completed dictations.
3. Press the + sign in the upper right corner of the screen.
4. The screen for a dictation comes up. It will initially say “Dictation1”. Tap that word to change the name of the dictation to your preferred naming method. Press done when complete.
5. Next under the Playback section of the screen you may start recording. Press the red button in the center to start recording. To stop recording press the black square on the right. To playback press the green button on the left.
6. Under Recording Position from left to right it reads End, Insert, Overwrite, New. This is set to “New” as a default. If you complete a dictation and realize you want to edit it for some reason, simply move the white circle under playback to the dictation point you wish to edit. You may either insert dictation or overwrite dictation by selecting the appropriate choice under Recording Position. If you are not finished with the dictation after editing, select “End” under Recording Position to take you back to the end of your current dictation. Then you may proceed with dictating by pressing the record button.
7. As we scroll down the screen the next option is Dictation Priority. This default setting is normal. This will instruct Transcription Unlimited to return the dictations within the agreed upon turnaround time. If this is a STAT dictation which needs to be transcribed immediately, change the dictation priority to “High” in that section and we will be alerted upon receipt. This dictation will also be listed in red in your list.
8. At the bottom of the screen is the option to delete the whole dictation. (You may also delete multiple dictations at a time from the home screen where dictations are listed).
9. When dictation is complete look at the bottom of the screen and you will see second from the right is an icon with a microphone and mail envelope. Tap that to send the dictation to your transcriptionist at the email you have already entered. It will be automatically populated with the email address and you must simply press send from that screen.
10. To dictate another dictation, simply press the plus sign and follow the same process.
11. Note – You may scroll through dictations using the forward and backward arrows on the bottom of the screen from the dictation screen.