

SOFTWARE RUNNING SLOW

If the software starts to run slow or takes a long time to open; check the following possibilities which may resolve the issue:

In general, the software folders refresh periodically (to check for new dictations), if there are large numbers of files in the Olympus software then this can drastically affect the software performance.

We recommend reducing the number of files that is being managed within the software by doing either of the following:

- Remove files completely
- Move files to another folder separate to your software
- Back up using an external hard drive or memory key

About the Clean Feature

The Clean feature is designed to prevent folders from becoming cluttered with older dictations. It will periodically remove old files and place them into the Recycle Box or delete them permanently.

If they are placed in the Recycle Box, the Purge feature will delete them permanently at the set interval.

Enable the Clean feature

- Go to Tools > Options > Folder Design
- Select a folder(s) you wish to enable this for (the Download Tray will apply settings to Folders A-G).
- Under Clean, click on the "... " button to open the Clean Settings.

