

**IMPORTANT - PLEASE READ**

**If you have existing Olympus equipment at your site, or you send files to an existing Olympus user.**

The DS-2500, DS-2400 & DS-2800 Digital Voice Recorders (DVRs) record in high quality **DSS Pro (.ds2)** format. Recordings made in this format can be played only if you have the following software installed:

- |                           |  |
|---------------------------|--|
| ODMS R6                   | Packaged with DS-7000/DS-3500 DVRs & AS-7000 Transcription Kit         |
| DSS Player Pro R5         | Packaged with DS-5000/DS-3400 DVRs & AS-5000 Transcription Kit         |
| DSS Player Standard v1/v2 | Packaged with DS-2800/DS-2500/DS-2400 DVRs & AS-2400 Transcription Kit |

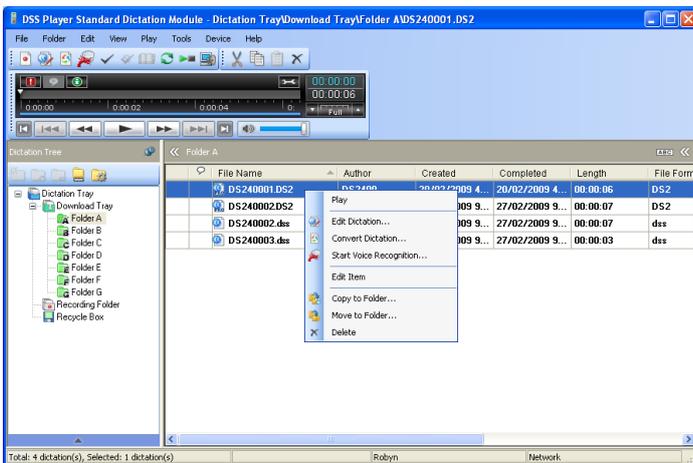
Therefore, if your typist is not using the software listed above, you will have to convert the files to **DSS Classic (.dss)** format before sending them.

Please note that **DSS Classic** format is compatible with all current and past Olympus Digital Voice Recorders and Olympus Transcription Kits, including the AS-2400, AS-5000 and AS-7000 Transcription Kits.

**Important:** The following instructions are for Windows users only.  
If you use a Mac, please phone 0800 659 678 and ask for Tech Support.

**Instructions:**

- Open the DSS Player Standard Dictation Module software, to display the list of downloaded files
- Right-click on the file to be converted and a pop-up menu will be displayed

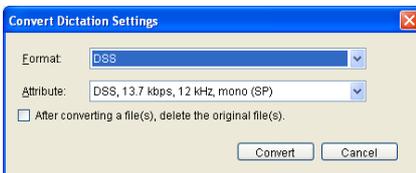


**Note:**

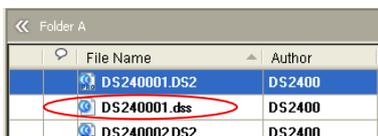
You can also select multiple files to be converted at one time.

- To select some of the files in the list, hold down the “Ctrl” key while you click on the files you wish to convert.
- To select all files in the list, press “Ctrl-A”.

- Click on “Convert Dictation” from the pop-up menu, to display the conversion settings



- Choose “DSS” for the Format
- If you wish to delete the original **.ds2** file after conversion, place a tick in the box beside this option
- Click on “Convert”



- The newly created **.dss** file will appear in the file list, and is ready to send to your typist.