

Olympus Dictation Delivery Service Customers Guide to Activating Smartphone Licenses

Introduction

This document details the procedure for Customers to follow to activate their Smartphone License on their device.

App Activation Prerequisites

To activate a Smartphone Licence within the Olympus Dictation App, the following information must be available.

Olympus Dictation for iPhone/Android must be installed to the device.

For iPhone: Search for 'Olympus Dictation' in Apple Store
For Android: Search for 'Olympus Dictation' in Google Play

Activation requires the following information:

User ID: *The Login Username for your Olympus Dictation Portal Account.*

Smartphone Password: *Smartphone password. (Upon account registration, you are prompted to change the Temporary Smartphone Password to your desired password. If you have forgotten your chosen password, press the [Reset Password] button in the Smartphone List menu to have a new temporary password sent to your registered email address.)*

E-mail Address: *The unique user's e-mail address which will be registered to the smartphone license.*

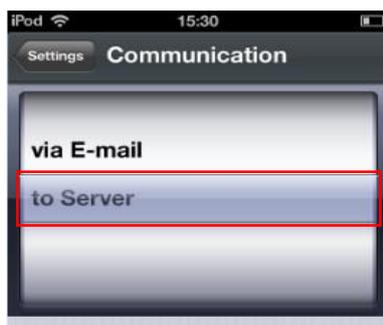
Author ID: *Must be specified. Used to identify and manage dictation files from the user. The first 4 characters of the Author ID are used for file naming.*

Activation Instructions

Go to the App Settings. Under the Communication Settings Select [Send].



Select [to Server] from the List.



Select [Server Options].



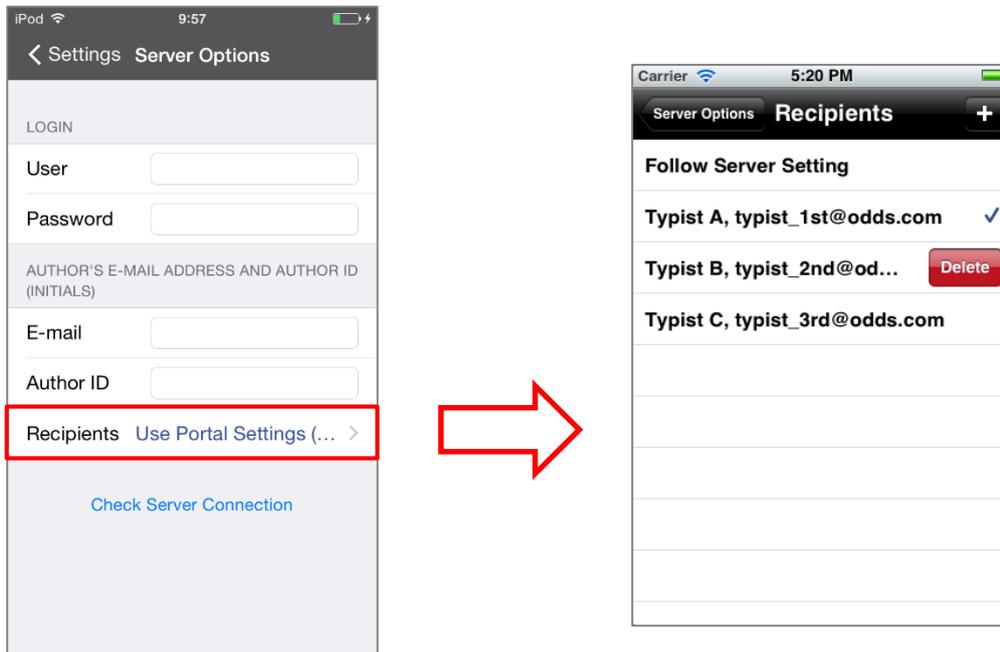
Enter the above items into the below Server Options fields:

The screenshot shows the 'Server Options' settings screen on an iPod. The fields for 'User', 'Password', 'E-mail', and 'Author ID' are highlighted with red boxes. Red arrows point from these boxes to the 'Olympus Dictation Portal' and 'Change Smartphone Password' screens. A red box with the text 'Choose an Author ID.' has an arrow pointing to the 'Author ID' field.

	UID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration	Delivery	Format	Encryption	Author ID	Worktype List
Standard	---	---	---	---	---	10	0	16/07/2015	17/07/2016	---	---	---	---	---
				christina.popoff@olympus.com.au	---	---	---	16/07/2015	17/07/2016	E-mail	DS2 (QP)	No	POPOCH	Test Worktypes
				Chrissie872@gmail.com	---	---	---	16/07/2015	17/07/2016	E-mail	DS2 (QP)	No	CHRISSIE	Test Worktypes
				author@jsmith.com.au	---	---	---	16/07/2015	17/07/2016	E-mail	DS2 (QP)	High(256bit)	JSMITH	Conveyancing

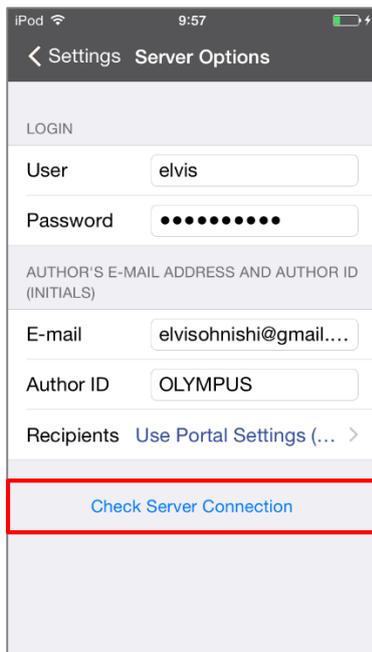
By selecting the [Recipients] option, you are able to manually set the recipient addresses for your dictation files. Alternatively you can leave settings as default, and allow your administrator to manage these options through the Olympus Dictation Portal (ODP).

To manually set recipients, press [Recipients]. The Recipient List will be shown.



Recipients can be added, edited and deleted by the user. To Edit or Delete an existing recipient, select them and press [Edit] / [Delete].

Once completed, press the [Check Server Connection] Button.



The 'Server Connection Successful' dialog will be displayed and the Smartphone is now activated.