Dictamus for Android 1.0 manual

JOTOMI GmbH

August 11, 2013

Contents

Chapter 1

Dictating

Tap the red button labeled "New dictation" below the dictation list to create a new dictation. Dictamus will switch to the dictation view.
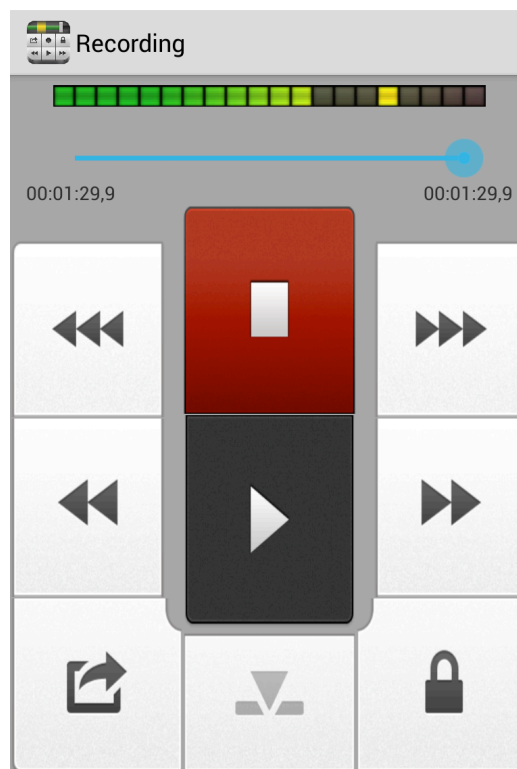

Figure 1.1: **Dictation controls**

Tap the return button to go back to the dictation details.

1.1 Recording

You can record a dictation through the build-in microphone on your device or through an attached audio accessory, such as earphones with a microphone.

1.2 Saving

You don't need to manually save dictations. Your dictation is saved continuously while you're dictating. Just return to the details view when you're done. Dictamus sets an automatic description based on date and time. We recommend giving each dictation a unique name so that you can distinguish your dictations from each other in the dictation list more easily.

1.3 Overwriting

You can overwrite your dictation at any point to make corrections. Just move to the point where you want to start overwriting and tap Record to start.

1.4 Locking and unlocking

You can lock a dictation to prevent accidental edits in the dictation view. For a locked dictation, the Record button is disabled. To lock or unlock a dictation, tap the lock button and confirm the operation.

When you successfully share a dictation, it is locked automatically.

1.5 Quickshare

Use the Quickshare button (bottom left) to send the dictation directly from the dictation view to the Quickshare destination that you selected in Dictamus' settings, Sharing section. If the button is disabled, then you'll need to set a Quickshare destination.

Chapter 2

Dictation List

Your recorded dictations are managed in the dictation list. For each dictation, you see the description, date and time of the last modification, the length and a marker that indicates a successfully completed sharing operation, if applicable. To see the details of a dictation, tap it.

Figure 2.1: **Dictation list**

2.1   Settings

To go to Dictamus' settings, tap the gear button top right and choose settings.

2.2   Multi Share / Multi Delete

Tap the Edit button in the upper right corner to enter Batch mode. Tap dictations to select them. Tap the Delete or Share button in the upper right corner to delete all selected dictations or to share them, respectively. If you share dictations, you'll need to select a sharing destination next. Deleting dictations is final, there is no way to recover them.

Chapter 3

Dictation Details

In a dictation's detail view, you can edit its description, share the dictation, play or edit it, duplicate it or delete it.
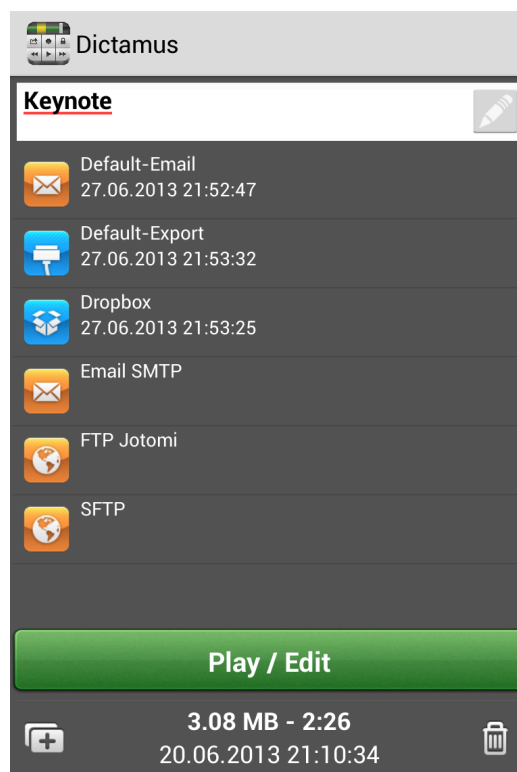

Figure 3.1: **Dictation details**

3.1   Play / Edit

To play, edit or continue a dictation, tap the green button at the bottom. Dictamus will switch to the dictation view.

3.2   Duplicate

To create a duplicate of the current dictation, tap the duplicate button in the bottom left corner. After the data has finished copying, you'll be taken directly to the detail view of the copy. The duplicate will have the same description as the original, except that the suffix "copy" was appended.

3.3   Delete

Delete the dictation by tapping the trash can button bottom right. You will be asked to confirm the deletion. Deleting a dictation is final, there is no way to restore it.

Chapter 4

Sharing dictations

In the dictation detail view, all configured sharing destinations are listed. You can add more sharing destinations in Dictamus' settings, Sharing section. To send a dictation to a sharing destination, tap the sharing destination in the details view.

4.1 Default-Email

The Default-Email sharing destination presents a mail composer view with your dictation as a file attachment. Enter the recipient address and tap "Send" to hand the mail over to your device's built-in mail system. Please note that Dictamus cannot track your mail any further beyond that point, we cannot even determine if it has been sent to your outgoing e-mail server. Therefore, Dictamus marks the dictation as "successfully shared" after a successful handover to Default-Email.

4.2 Export

To export a dictation, select the "Default-Export" sharing destination. Dictamus writes your dictation to the "External Storage" area of your device (e.g. an SD card). Please refer to your device's documentation for information how to transfer these files to your computer. Many devices mount their external storage as volumes on your computer when you connect them, others require specialized applications such as "Android File Transfer" to access the files.
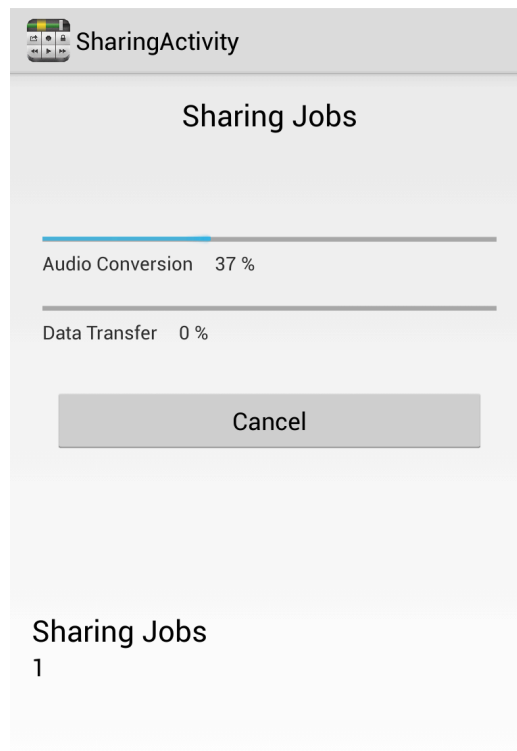
Figure 4.1: **Sharing a dictation**

Chapter 5

Settings

5.1 Recording

When voice activation is enabled, recording will be stopped automatically when Dictamus detects silence.

5.2 Sharing

5.2.1 Sharing destinations

Dictamus can send dictations by e-mail, transmit them via USB cable, upload them to FTP/WebDAV/SFTP servers, upload them to cloud services, and more.

On a fresh installation, Dictamus offers two predefined sharing destinations: Default-Email and Default-Export. You can add further sharing destinations by tapping the "Add sharing destination" button. Dictamus will integrates several workflow solution providers and transcription services. We plan to continuously expand the list of integrated services. If your service isn't listed, let us know at dictamus@jotomi.com and we'll see what we can do.
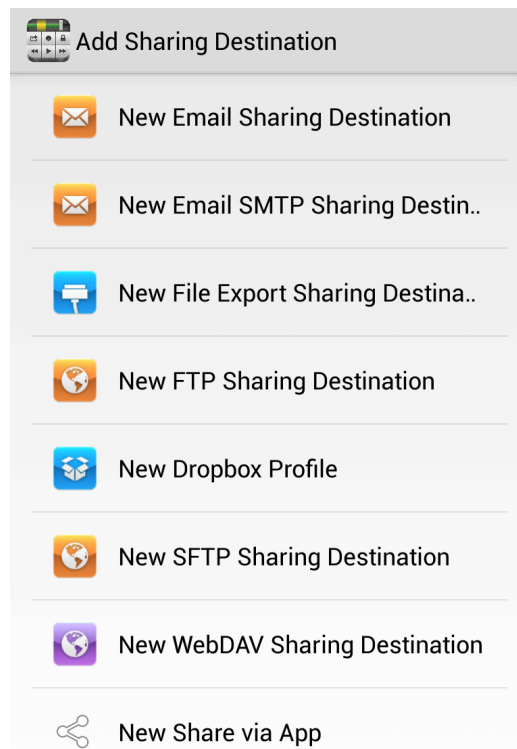
Figure 5.1: **Add a sharing destination**

Default-Email

Dictamus support sending dictations via Default-Email. There is no configuration required in Dictamus, a working mail configuration in your device's main settings is sufficient.

We recommend that you configure an "E-mail SMTP" destination if you want to use e-mail. You'll need to enter your mail provider's server settings ("Outgoing Mail" or "SMTP Server") and your account credentials (username and password). to authenticate at the SMTP server. If you don't know any of these, contact your mail provider.

Please note that audio recording files can be very large, depending on their length and audio format. Many mail provider enforce a limit on the size of e-mail attachments. Contact your mail provider to find out your personal limit. Each mail usually passes through several servers before reaching the recipient, and each server can impose its own limit.

WebDAV

In order to send dictations to a WebDAV server, create a WebDAV sharing destination and enter your server details and your credentials. If you only have a URL instead of the settings that you need to enter in Dictamus, you can split the URL into components to get server name, path, port and SSL setting. For example, if your URL is https://dav.server.com/webdav/username , then your server name is "dav.server.com", the path is "webdav/username", and you need to activate SSL. If your URL starts with "http" instead of "https", then deactivate SSL. The path must contain all characters after the first slash after the server name. If Dictamus reports a size mismatch after uploading a file that's more than 1 MB, please try disabling the "Partial PUT" switch in your WebDAV destination's Advanced section. If the transfer fails with a "40x Content-Range not allowed" or similar, also try disabling "Partial PUT".

Dropbox

Dropbox (www.dropbox.com) is a cloud storage provider to which you can upload dictations and share them with other users such as your transcriptionist or colleagues. If you want to use this service for your dictations, you need to register an account there before configuring your sharing destination.

5.2.2   Settings

Export Filename

Select a file name pattern to determine the names of shared files.

Audio Format

Dictamus currently offers four audio formats: WAV, IMA4, MP4. The formats produce different file sizes, and some player applications cannot play all formats. Smaller files get transferred more quickly. Check if your player or transcription software can process the format that you want to use.

Initials

Enter your initials to enable a recipient to quickly identify the creator.

Quicksharing Profile

In the recording view, you'll find the "Quickshare" button in the bottom left corner. By default, this button is disabled. If you select a sharing destination in Quicksharing Profile, the button will be enabled, and allow you to share your dictation directly from the recording view. After sharing a dictation, Dictamus returns to the dictation detail view by default.

5.3 Security

5.3.1 Enforce secure connections

When "Enforce secure connections" is active, Dictamus refuses to transfer dictations to destinations that do not offer SSL-encrypted connections. Furthermore, SSL certificate verification cannot be disabled anymore, so it is no longer possible to connect to servers with expired or self-signed certificates.

5.3.2 Delete after sharing

When this switch is active, then Dictamus deletes every dictation after it was shared successfully. Warning: it is impossible to restore a deleted dictation, deleting is final. We strongly recommend against using this option when you share dictations to destinations that do not guarantee delivery, such as e-mail.

5.4 About

5.4.1 Send mail to support

JOTOMI offers support by e-mail only. The support team's e-mail address is dictamus-android@jotomi.com.

Dictamus is being distributed exclusively through the Google Play Store. Dictamus buyers can write reviews on the Google Play Store to help potential buyers with their purchase decision, and support future development. Please do not include feature requests and support inquiries in reviews, because there is no mechanism that would allow us to answer you. Please contact our support team at dictamus-android@jotomi.com instead.

5.4.2 Follow on Twitter

Recommend Dictamus to your friends by Twitter.

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