



Transcription Relief
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Directions for IDC (Infraware Dictation Client)

Uploading from the Handheld

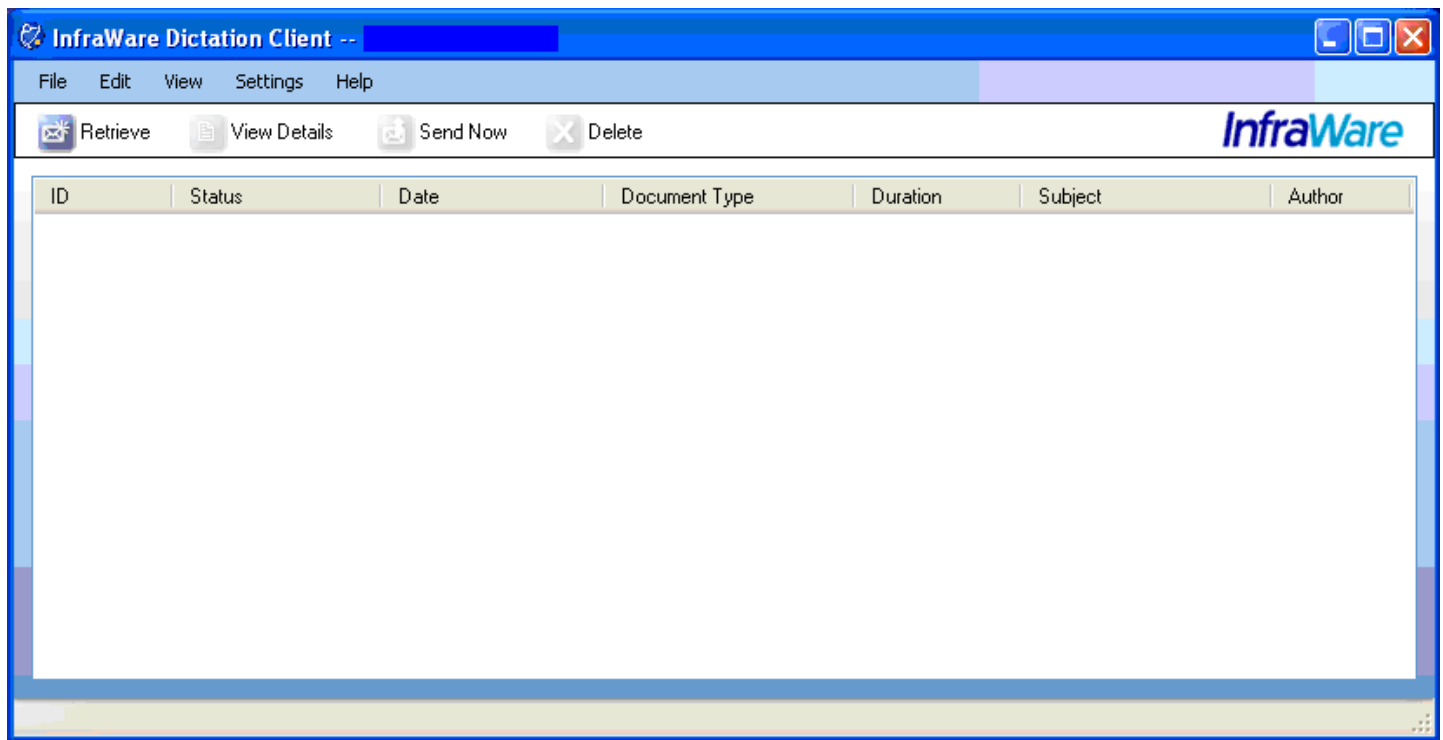
1. Double click on the INFRAWARE DICTATION CLIENT icon that the program placed on your computer desktop.



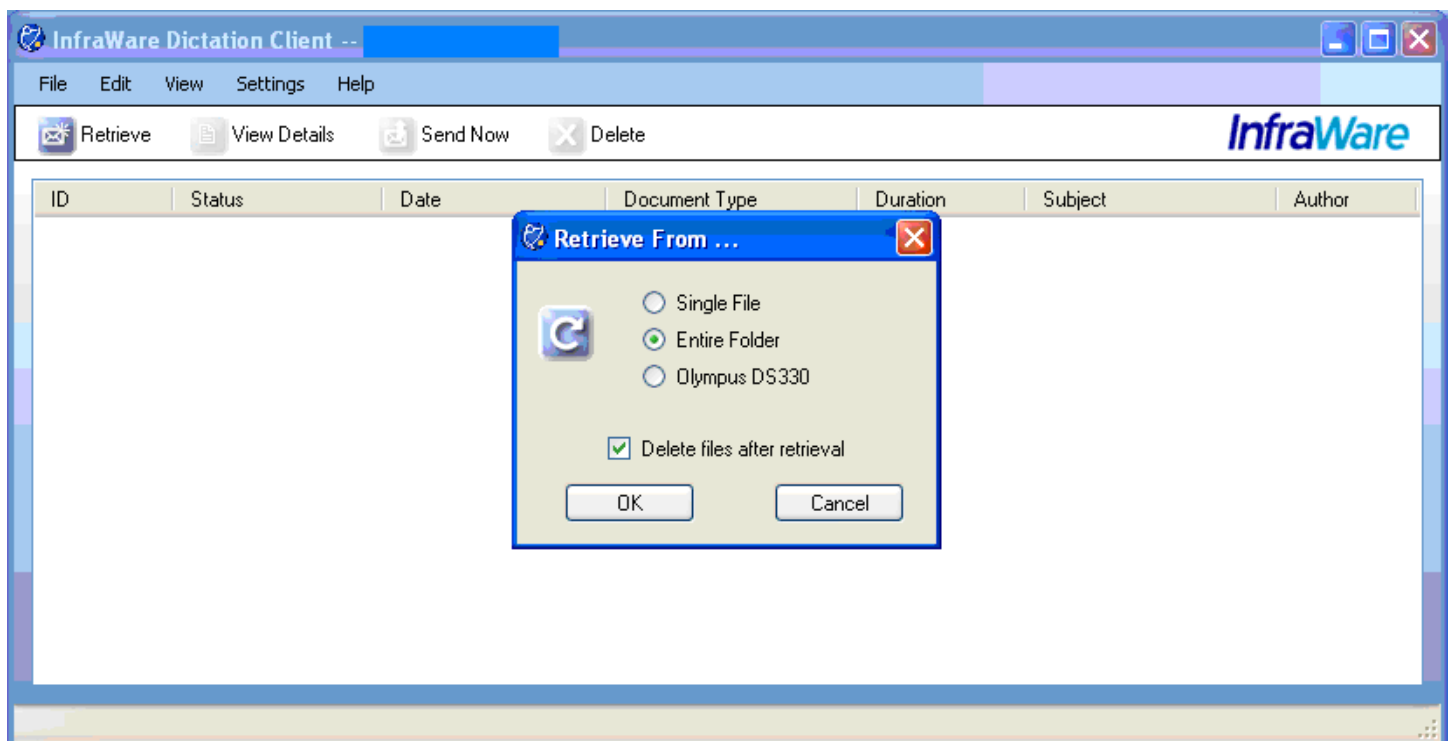
2. Enter your EMAIL ADDRESS and PASSWORD on the Login screen and click GO.



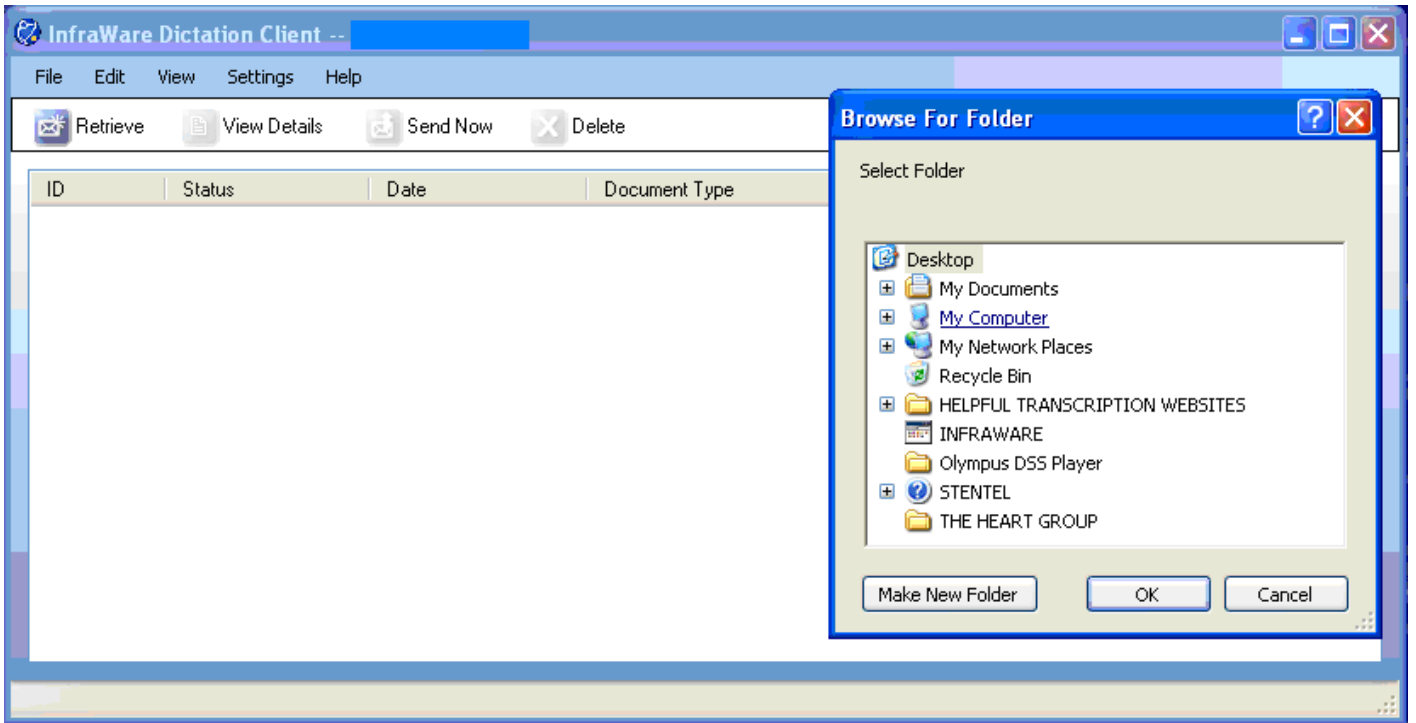
3. Click RETRIEVE from this main screen.



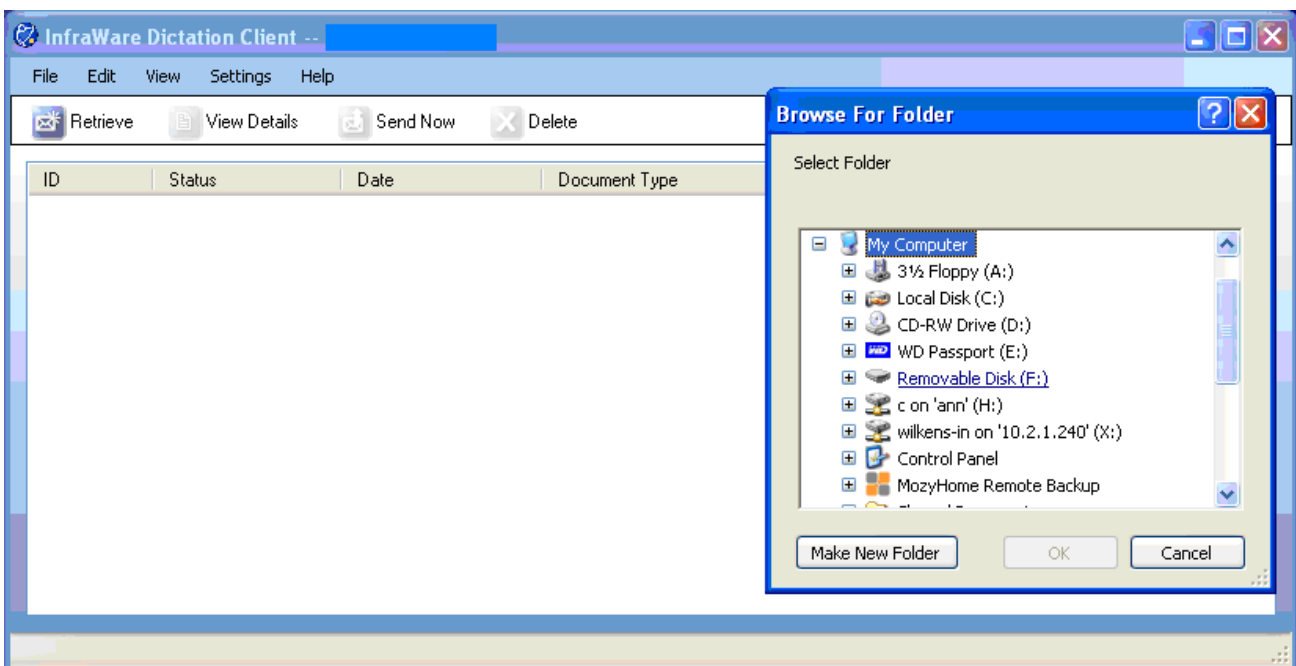
4. Check the ENTIRE FOLDER button and the DELETE ALL FILES AFTER RETRIEVAL box (this deletes the files from the handheld device automatically after uploading). Click OK.



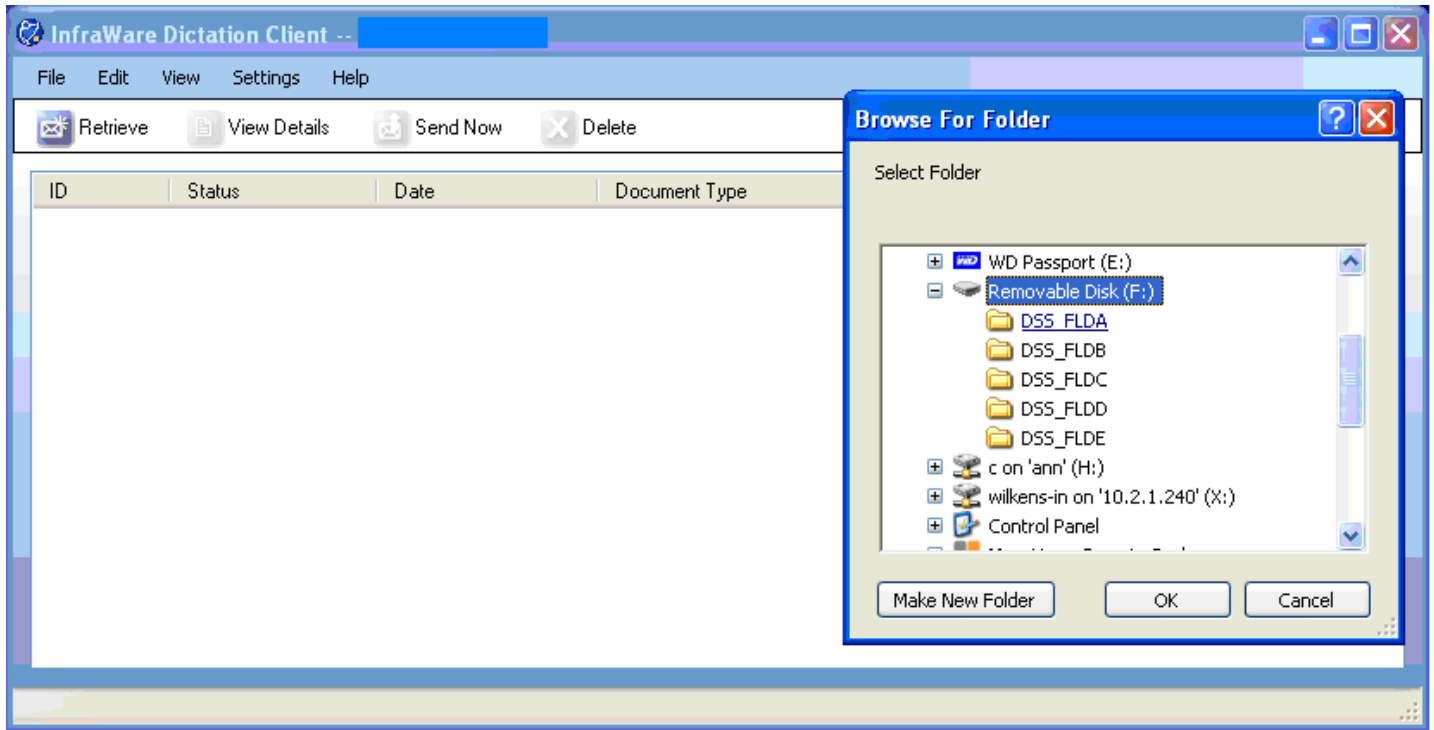
5. On the list that appears in the BROWSE FOR FOLDER box, find and click the + sign next to MY COMPUTER.



6. Find and click the + sign next to the REMOVABLE DISK (E: or F: or) – Note: this MAY be another letter if you have other removable or hard drives attached to your system.

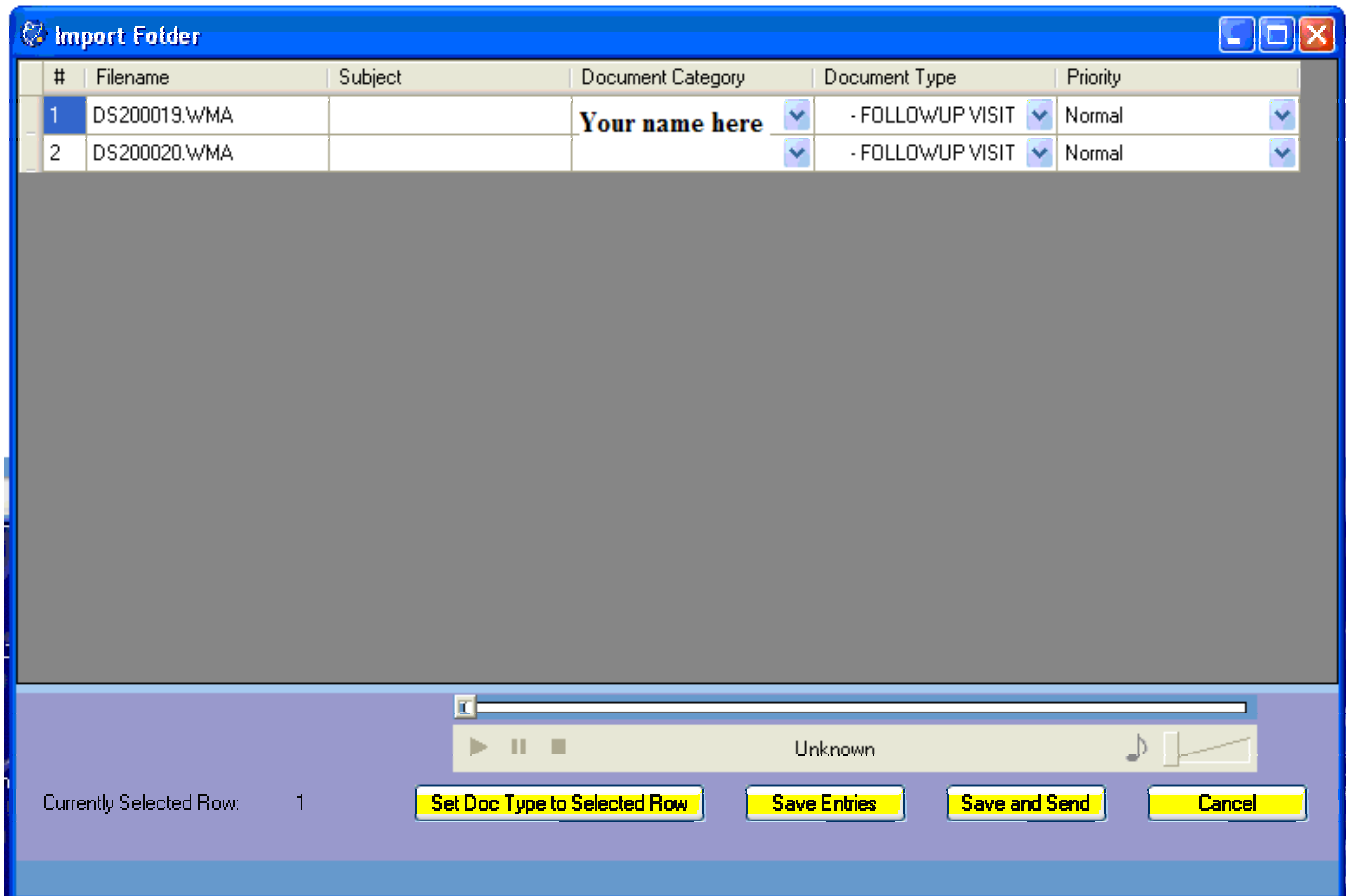


7. DSS_FLDA through DSS_FLDE will appear (Folder A, B, C, D, E). Select the folder which has the dictation to upload. Click OK.

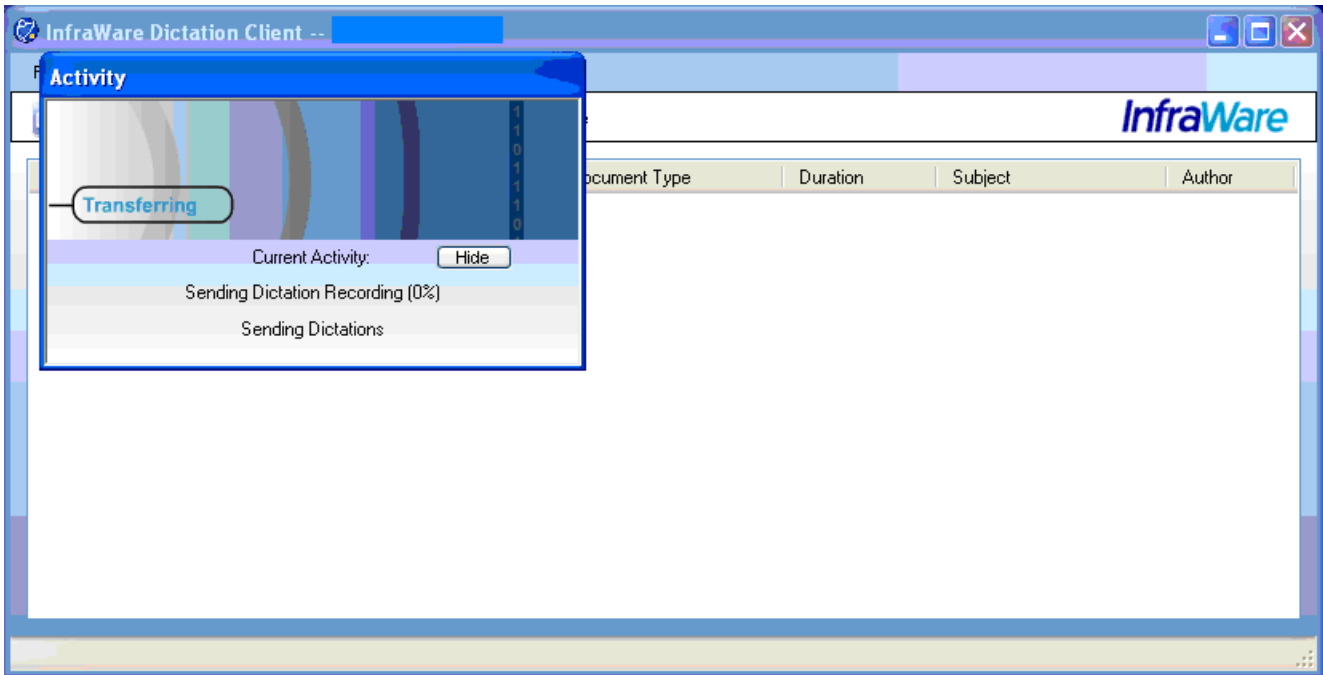


- From this screen, click **SAVE AND SEND** (at the bottom of screen). You do not have to individually highlight each file you wish to upload.

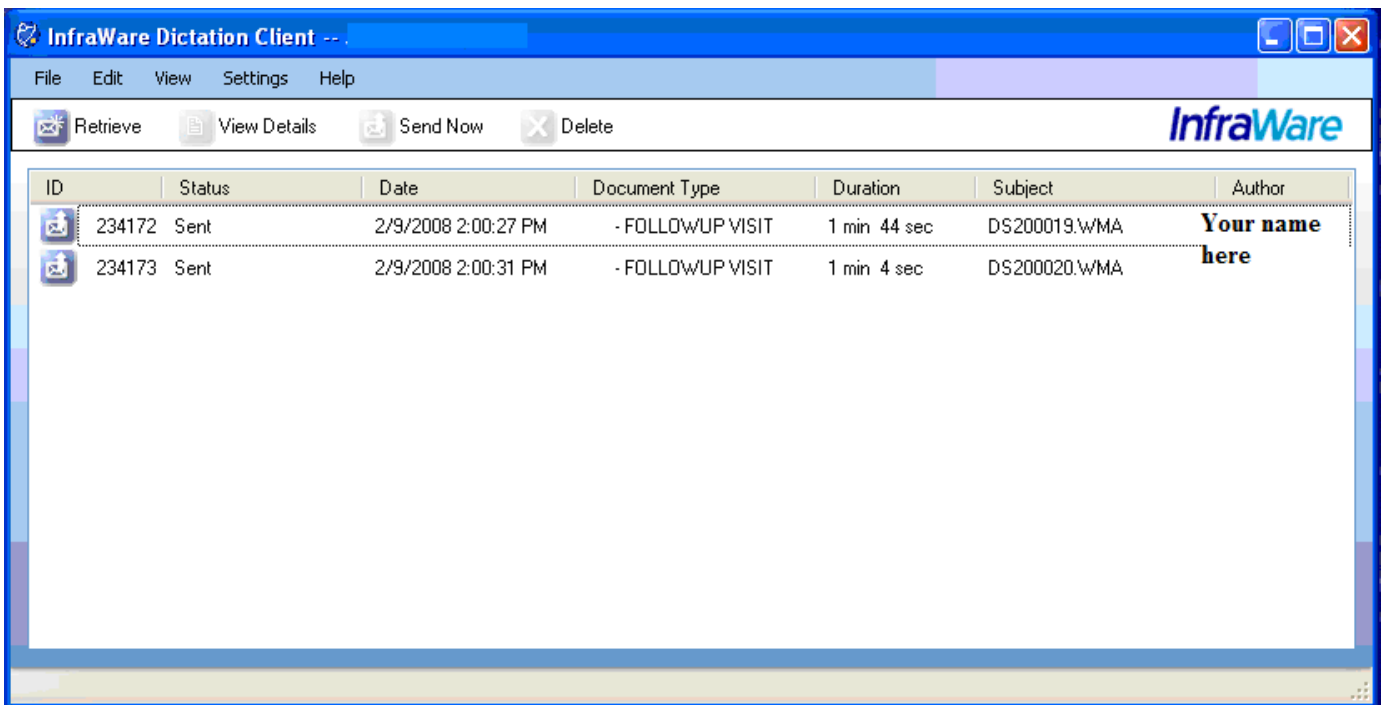
You do not have to type anything for a Filename, Subject, Document Category (your name), Document Type (your default file type), or Priority. You can, though, change the Priority of a job by using the arrow next to that option to pull down to your desired option or type a birth date or other desired reference number in the subject line.



9. This screen comes up showing the message as transferring. You will need to wait for this to finish its processing.



10. This screen identifies the files that were successfully uploaded to the system.



11. While the files are deleted off the handheld device automatically, to delete them off of this screen you will need to select each job (you can use CONTROL on your keyboard while clicking to select multiple files at once) and then click the DELETE button. The screen will again be the blank main screen. You can click the little red x in the corner to exit the program or go back to step 7 to upload more files from other folders.

