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## Philips DMP8000: User Guide & Instructions

*Congratulations on your purchase* of a Philips DMP8000, a superbly engineered digital recorder extremely well suited to the physician or other professional wishing to use a digital recorder in conjunction with Dragon NaturallySpeaking. The successor to the DPM9600, this recently released hand-held recorder can store hundreds of hours of dictation and is the perfect tool for the individual wanting to dictate now and complete the transcription process later.

### Overview of DMP8000 Functionality:

Using the DMP8000 is actually quite intuitive and rather than walking you through every aspect of basic use, we suggest that you 1) play with it for a while and 2) look through the Philips User Guide. We have a copy of the Guide at this location:



<http://www.speechrecsolutions.com/assets/dpm8000-8100-8500.pdf>

We provide a few caveats about using this device from our own experience:

1. You should hold the device relatively close to your mouth when dictating (4-6 inches). We have seen a few colleagues holding it a foot or two from the mouth and this simply will not produce a high enough quality recording to provide a good speech recognition result.
2. It is not necessary to talk loudly when using this device, but at the same time you should not be whispering. Simply speak at a normal, comfortable conversational volume.
3. Files are automatically saved ...

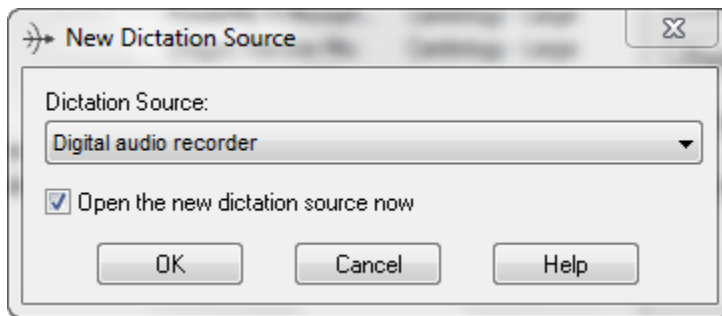
### Setting up the DPM8000 for use with Dragon:

For any method of using the DPM8000 with Dragon it is best (although not entirely necessary) to create a Dragon user profile dedicated to use with the digital recorder. When we say “best” but “not entirely necessary”, we mean that over the years we have regularly used a standard user profile to transcribe a digital recording and in truth it seems to work perfectly well. But, to do it right and potentially optimize your results, we suggest you either:

1. Add the DPM8000 as a source to an existing profile (best method since the profile will include all the commands and personalized words in the original profile)
2. Create an entirely new profile dedicated to the digital recorder

Here is a quick review of the preferred method – adding the DPM8000 as a new source to your existing user profile. We use DMPE2 as the software in this tutorial.

1. From the Profile menu, select “Open User Profile”
2. If you have multiple profiles, be sure the profile to which you want the DPM8000 added is open and is selected.
3. From the menu on the right, select “Source” and then “New”
4. After a short delay, a “New Dictation Source” window will open
5. From the drop down menu, select “Digital Audio Recorder”



6. Click OK and follow all subsequent instructions. You will have the opportunity to read a long passage of text (either from the screen or a printed version) into your digital recorder and will then import the recording from your recorder into Dragon. At that point Dragon will analyze your speech and complete construction of the new source for your user profile.
7. Remember to open the source created for your digital recorder when actually planning to use the digital recorder for transcription. If you don't ... well ... it will probably work reasonably well anyway!

## Overview of Transcription Methods:

Although all methods of transcription with the DPM8000 begin with use of the recorder, there are several methods by which this recording can be processed and converted to text in a word processing document or an electronic health record (EHR). Each method involves connecting your recorder to a personal computer, either with the included docking cradle or with a USB cable connecting directly between the DMP800 and your computer.

Once connected, you will have several options in terms of using Dragon to transcribe your recording. These are the basic methods:

1. Drag & drop recording file to Dragon toolbar: If you use Windows Explorer (basic Windows navigation) to locate the file containing a transcription and drag it to the Dragon toolbar, it will be automatically transcribed within a DragonPad window. From here you can save it, copy it or do whatever you want with it
2. Select “Transcribe Recording” from the Tools menu: after configuring this the first time, initiating this functionality takes you directly to your files on the connected DPM8000 via Windows Explorer so that you can select the file to transcribe and it will then

transcribe your selected audio file into DragonPad or a selected window per your preference.

3. Auto Transcribe Folder Agent: although this sounds like something from a James Bond movie, it is simply an automated method built into Dragon which is quick to set up and which has the effect of know when you connect your digital recorder and automatically transcribing every new audio file and placing the completed documents into a folder of your choosing, along with the associated audio recording. Although it takes a few minutes to set up and configure, once done this is a particularly slick method if you plan to do all of your recordings at once.
4. Use Philips SpeechExec Pro Software with included Speech Recognition module: this is a highly developed solution which supports a number of workflows and which is particularly well suited to the situation in which you have a secretary accessing your recordings and transcription after the fact. For most general users this process may be excessively complex and the above methods preferable. If it is your intension to integrate transcribed dictation directly into your EHR immediately upon the completion of your dictation or you will do this yourself at the end of the day (no assistance from others, any of the first 3 methods would probably be easier for you than dealing with all the configuration issues with the SpeechExec software.

## **Detailed instructions for transcribing dictation from the Philips DPM8000**

As described in the overview above, there are several means by which you can convert an audio file created with your DPM8000 into transcribed text in a word processing window or document. All are fairly simple and method you choose will depend upon which work-flow is most convenient for you and practical in your personal working environment. If you are working with a secretary who will be reviewing your work product and perhaps inserting your text into an EHR, you might find use of the SpeechExecPro software to be the most workable. On the other hand, if you are moving the completed dictation directly into its final location yourself, any of the other three methods may be quicker and simpler for you. While we enjoy the automation allowed by the “Auto Transcribe Folder Agent” method, somewhat paradoxically this method only works while Dragon is closed, so if you plan to be using a “hybrid” approach with use of the digital recorder and simultaneous real-time use of Dragon, this method will not be your best choice and you should consider either the “Drag & Drop” method or the menu-based “Transcribe Recording” method. See the details and nuances of each method below.

### **Transcribing with the “Drag & Drop” Method:**

This is perhaps the most basic and manual method of transcribing a file from you digital recorder. It works only when Dragon is running and ideally should be employed when the user profile dedicated to the digital recorder is active, but it will work even if it is not. All you need to do is drag the audio file onto the Dragon Bar (Dragon menu bar). As soon as the file is superimposed over the Dragon Bar you will see a plus sign (“+”) indicating that you can let go of the file and it will be transcribed. Depending upon the length of your dictation, the actual transcription will take anywhere from a few seconds to half a minute or so.

Basic steps with a little visual reinforcement:

1. Dock or otherwise connect you DPM8000 to your computer

2. If it doesn't launch automatically, open the recorder as a drive using Windows explorer (Start Menu > Computer > PHILIPS). Depending on how many other drives you have on your PC, the DPM8000 may show up as drive D: or E: in most situations.
3. On your computer navigate to the file you desire to transcribe on the digital recorder; files are named, dated and timed
4. Using your mouse, Drag the file over the Dragon bar and release

A few notes about this method:

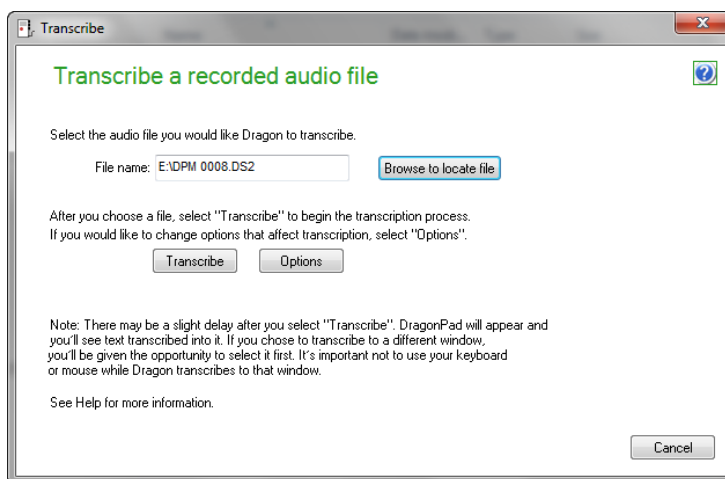
1. This method will work with any appropriate audio file you drop onto the Dragon Bar, including files from your smart phone. The supported file formats for recording device files are .WAV, .WMA, .MP3, .DSS, and .DS2.
- 2.

## Transcribing with the Menu-driven “Transcribe Recording” Method

In some respects this is a somewhat more refined version of the Dragon & Drop transcription method and allows you to pre-configure much of the process, including where to find the file to be transcribed, the word processing file into which the file will be transcribed (DragonPad, Word, etc.) and the type of output (.txt, .rtf, .doc). This method also offers you the option of adding the transcribed text directly to a chosen spot defined by your cursor position in a document. Once configured, it takes literally a few seconds to select the audio file and transcribe it.

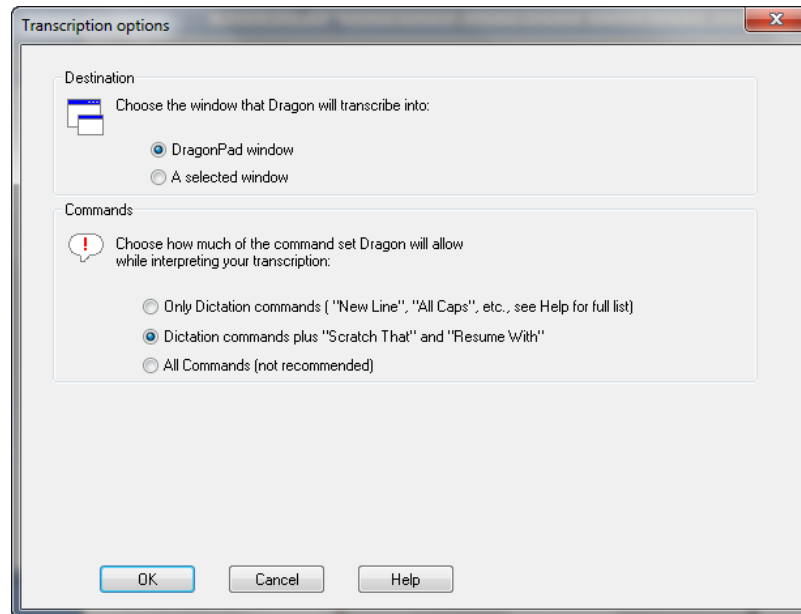
Initial configuration steps (most of this doesn't need to be repeated during subsequent runs):

1. Connect your digital recorder to your computer so the audio file(s) will be accessible
2. With Dragon running, from the Tools menu choose “Transcribe Recording”. The “Transcribe from ...” dialog box will show up as shown below

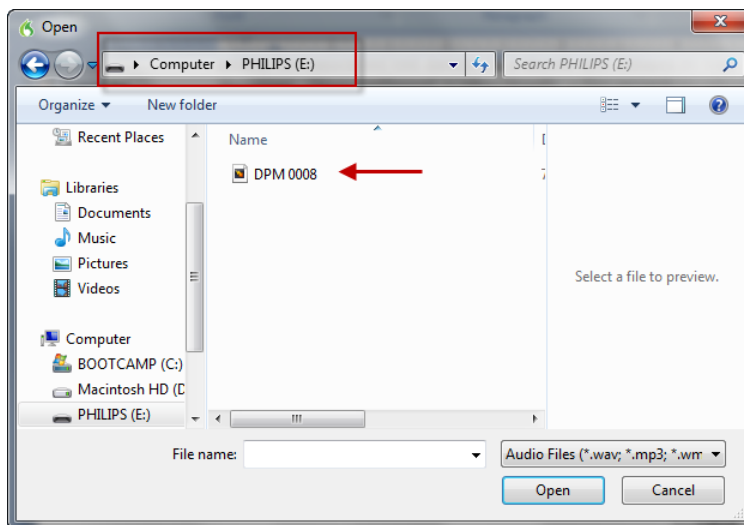


3. Click on the “Options” button (in earlier Dragon versions this may be labeled “Advanced”) so a few parameters can be selected (these will be remembered for future transcriptions and can be changed any time.
  - In the destination area select whether you want the transcription to automatically happen in DragonPad (it will open as the process occurs), or in a selected window (if you choose this, when you later ask the transcription to happen it will occur in as soon as you place your cursor in an active window.
  - Make a decision about how you want Dragon commands handled. Choosing “Only Dictation commands” will allow only use of basic dictation commands

such as new line, new paragraph, etc.. Choosing “Dictation Commands plus “Scratch that” and Resume that”” will do exactly what it says. Finally, choosing “all commands” will configure it so that all commands are followed as the transcription is happening .... in reality you will find some variability in the extent to which commands will be followed.



4. Click on the “Browse button” and browse to the folder in which you place digital recordings or, if you prefer to do it directly from the recorder, browse directly to the digital recorder and the folder containing the audio files. The latter is the simpler process since it won’t require any file transfer. You should pick any file for transcription on the first occasion. Remember that the folder location will be remembered hereafter, so you won’t need to define this folder again.



5. Click on the “Transcribe” button. At this time the window will go away and your file will be transcribed.

For future transcriptions, the process is much simpler and involves these 3 steps:

1. Select “Transcribe Recording” from the Tools menu
2. Click on the “Browse” button and select your desired audio file from the default (previously selected) folder
3. Click on the “Transcribe” button.

Some caveats about this method:

1. It’s easy to launch whenever you have Dragon open and you have access to an audio file, whether from your digital recorder, iPhone, or a saved file that you received from any source.
2. Acceptable audio file types are the following: WAV, WMA, MP3
3. Although ideally you should have the user profile based on your digital recorder opened when using this method, we have found it transcribes with a remarkable level of accuracy with almost any profile tuned to your voice.

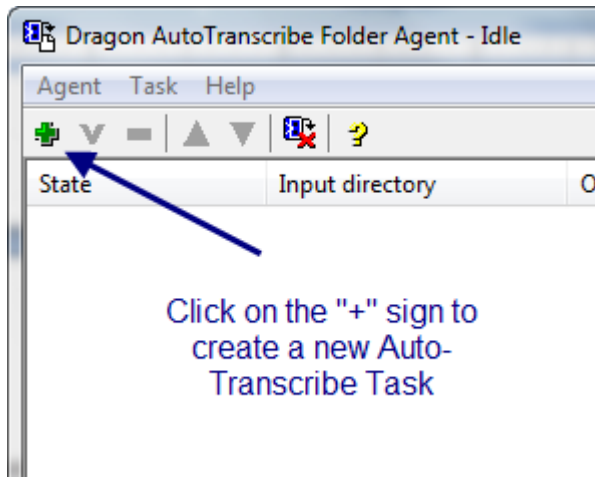
### **Transcribing with the “AutoTranscribe Folder Agent” Method:**

This method is a bit tricky to set-up, but when properly configured has the effect of accepting a suitable sound file in one location (a file in your digital recorder docked or connected to your computer) and transcribing it in the background and placing it as a text file in a designated target folder. The nice thing about this method is that it places both the completed dictation and associated audio file in the destination folder, so if the file is being proof read by another and if there are questions, the original audio can be reviewed directly from the folder. This method works with the advanced versions of Dragon (Professional, Legal, and Medical) and will allow use of any of the following sound file types: WAV, WMA, MP3.

Here’s the basic workflow: You plug in your digital recorder, the Auto-Transcribe agent is on the lookout for any change in the folder on your digital recorder and if it sees any new file the file it is transcribed, and both the audio file and transcription are put in your designated destination folder. The great thing about the process is that it’s all automated – in other words a minute or so after docking your digital recorder the transcribed file or files show up in your destination folder – all complete.

Setting up Auto-Transcribe using the AutoTranscribe Folder Agent:

1. Navigate to Start Menu > All Programs > Dragon > Dragon Tools > Auto Transcribe Agent Folder (once you find this application it’s a good idea to drag it to your toolbar so it will be easy to open in the future)
2. Once you’ve opened the Auto Transcribe Agent Folder application you will see the window shown below:



3. Click on the “+” sign to create a new task (automated process). You will see the window below:
4. Click on the small box with “...” to the right of the Input directory area and Output directory area to assign the folder to be monitored. The input directory folder is ideally a folder on your digital device, so you’ll need to have your device docked in order to navigate to this. The Output directory folder is the folder in which you want the completed transcription to be placed. A more detailed description of each field is shown below:
5. Under dictation source, be sure you pick the source which was set up and prepared for your digital recorder.

Initiating Auto-Transcription: The only requirements are:

1. You have configured the Auto-Transcribe Agent Folder as shown above
2. The Dragon program is turned OFF (seems counter-intuitive, but this is a background process and depends upon Dragon being turned off)
3. You launch the program (from the start menu or tool bar if you have saved it there). Once launched, you can keep this running in the background as long as you want and it will be sitting in “idle” waiting for a new file to show up in the input directory (folder).

Notes on using the AutoTranscribe Folder Agent (borrowed from the Dragon help menu):

- The supported file formats for recording device files are .WAV, .WMA, .MP3, .DSS, and .DS2.
- The supported output file formats are Plain Text (.TXT), Rich Text Format (.RTF), Word Document (.DOC).
- For Dragon to transcribe .MP3 files, your computer must have software installed that plays .MP3 files; for example, the Windows Media Player. If your computer can't play .MP3 files, you may receive an error when trying to transcribe an .MP3 file.
- You can only use unencrypted .dss or .ds2 files with the AutoTranscribe Folder Agent.

- If the AutoTranscribe Folder Agent is active and you start Dragon, the AutoTranscribe Folder Agent will be disabled to avoid any possible conflicts with the Dragon User Profiles.
- You have the option of creating a .DRA file along with your transcribe file. The .DRA file contains acoustic data and lets you open the transcribed files later for play back and correction. For more information, see [Setting AutoTranscribe Folder Agent options](#).

## Transcribing Using the SpeechExecPro Software:

The Philips SpeechExecPro 7 Software, which is included with your purchase of the DPM8000 is a comprehensive transcription software package that provides for a variety of workflows and configurations and should be considered a superior option if you are working with a secretary or transcriptionist that will proof-read, edit or otherwise manipulate your transcription. When used with Philips microphone connected directly to your computer it allows for direct transcription (on-line speech recognition) using Dragon speech recognition right within a window of the program.



With a digital recorder it can be configured in a variety of ways and can do your transcription automatically on your local machine when docked, or have it routed directly to secretarial staff for transcription and editing elsewhere (off-line speech recognition). One of the big advantages of using the SpeechExecPro software is the integration with Dragon and updating of your user profile as edits and corrections are made.

Overview of the basic process with a digital recorder:

1. Make a recording with the dictation recorder.
2. Start *SpeechExec*.
3. Connect the Pocket Memo recorder to the PC using the USB cable or the optional USB docking station.
4. By default, the recordings on the recorder will be downloaded automatically to the PC and if configured, recordings will be automatically transcribed using Dragon and placed XXXXXX

Instructions for setting up automatic transcription of DPM8000 recordings:

1. Before using the speech recognition feature, the following settings must be made:
  - Enable the speech recognition functions in the SpeechExec settings menu under Settings > General settings > Speech recognition > Speech recognition settings.
  - Select your Dragon user profile and train it, if not yet done, through the Train button. The Dragon user profile and the dictation source must be set up separately in Dragon NaturallySpeaking.
2. The following settings are optional:
  - Enable the use of roaming user profiles under Settings > General settings > Speech recognition > Speech recognition settings.



- Enable the use of templates under Settings > General settings > Speech recognition > Templates if you want the text to be inserted into a predefined text document.
- Enable the automatic start of the recognition queue under Settings > General settings > Speech recognition > Recognition & adaptation to process dictation files newly added to the recognition queue automatically.
- Enable the automatic collection of corrected dictation files for adaptation under Settings > General settings > Speech recognition > Recognition & adaptation to make adaptations on Dragon user profiles based on the corrected speech-recognized documents.
- Activate the option *Send files for speech recognition after DPM download* under Settings > General Settings > DPM/DT Configuration > Speech recognition to have dictation files automatically processed with speech recognition when they are downloaded from the Pocket Memo recorder.

## Additional Information:

Nuance web-based article on using the AutoTranscribe Agent folder:

[http://nuance.custhelp.com/app/answers/detail/a\\_id/5116/~/tips-on-using-the-auto-transcribe-feature](http://nuance.custhelp.com/app/answers/detail/a_id/5116/~/tips-on-using-the-auto-transcribe-feature)

Philips User Guide for SpeechExec Pro 7 software:

[http://www.dictation.philips.com/fileadmin/Products/lfh4400/ifu/lfh4400\\_ifu\\_en.pdf](http://www.dictation.philips.com/fileadmin/Products/lfh4400/ifu/lfh4400_ifu_en.pdf)

Good review from SpeakEasy Solutions:

<http://www.speakeasysolutions.com/blog/2011/03/07/philips-speech-exec-pro-sr-7-with-dragon-naturallspeaking-professional-medical-legal/>

Nuance Guide to using the Philips 9600 with SpeechExecPro software:

<http://www.nuance.com/naturallspeaking/pdf/Dragon%20Philips%209600%20Setup%20Guide.pdf> (includes detailed instructions on configuring the SpeechExecPro software.