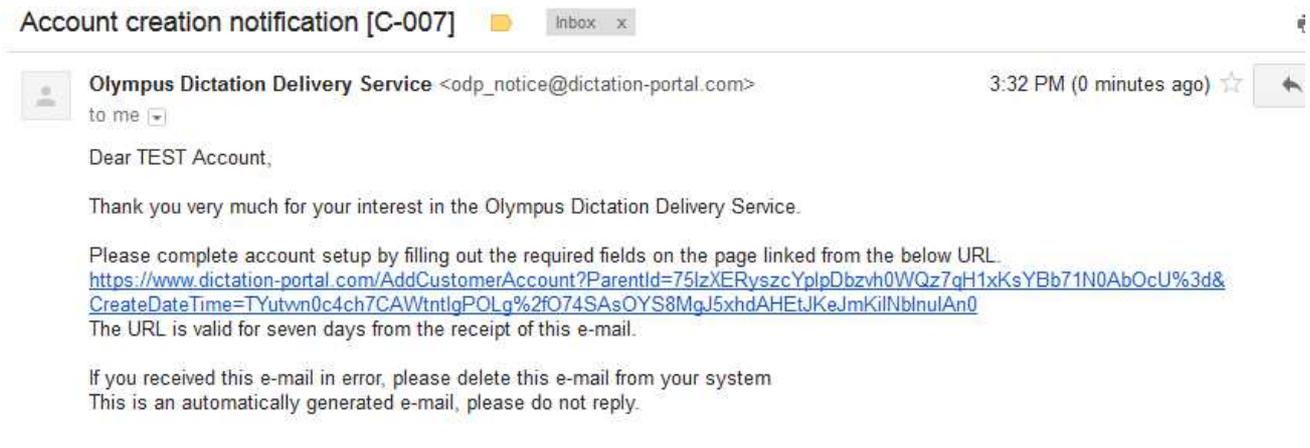


# ODDS (Olympus Dictation Delivery Service) – Setup

This quick and easy How-To Guide will help you set up your new ODDS account and enable you to start using the Olympus Dictation App on your Smartphone.

1. You will receive an email from the Olympus Dictation Delivery Service:

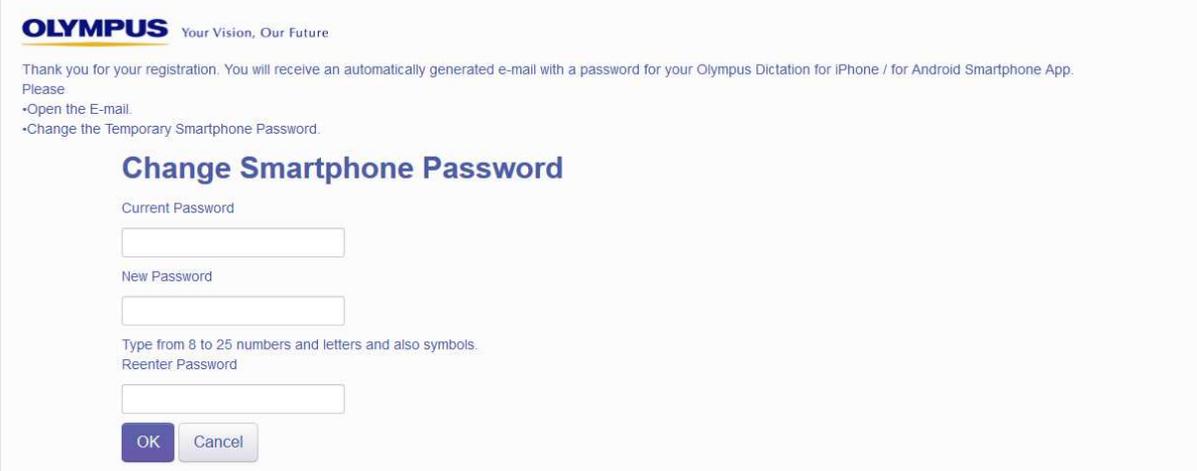


2. Click on the link and the following page will open in your browser:

The screenshot shows the "Olympus Dictation Portal" account creation form. The form is titled "Enter Your Information" and contains the following fields:

*Account Name	<input type="text"/>
*Account Type	Customer <input type="button" value="v"/>
*Login User Name	<input type="text"/>
*New Password	<input type="text"/> <small>Type from 8 to 25 numbers and letters and also symbols.</small>
*Reenter Password	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Country	South Africa <input type="button" value="v"/>
State / Province	<input type="text"/> <input type="button" value="v"/>

3. Please fill in all the required fields and activate your account at the bottom of the page. Once you have completed that process you will be automatically transferred to this page:



**OLYMPUS** Your Vision, Our Future

Thank you for your registration. You will receive an automatically generated e-mail with a password for your Olympus Dictation for iPhone / for Android Smartphone App. Please

- Open the E-mail.
- Change the Temporary Smartphone Password.

### Change Smartphone Password

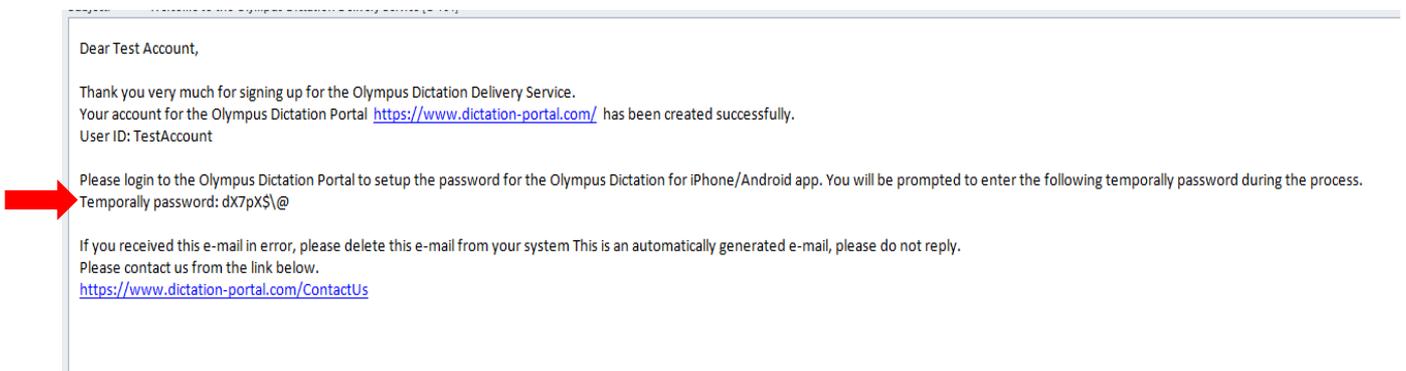
Current Password

New Password

Type from 8 to 25 numbers and letters and also symbols.

Reenter Password

4. At this point please minimize your browser and open your emails as another email would have just arrived from the Olympus Dictation Delivery System. You will see the Temporally Password (highlighted below by the RED arrow), please copy that password and return to the browser (Slide shown above):



- Please copy that Temporary Password into the “Current Password” location (as shown below) and then create a new Smartphone Password below that (it would be wise to use the same password you had used in step 2 to set up the original account, it’s just easier to remember that way around). Please click OK to confirm the changed Password:

**OLYMPUS** Your Vision, Our Future

Thank you for your registration. You will receive an automatically generated e-mail with a password for your Olympus Dictation for iPhone / for Android Smartphone App. Please

- Open the E-mail.
- Change the Temporary Smartphone Password.

### Change Smartphone Password

Current Password

New Password

Type from 8 to 25 numbers and letters and also symbols.

Reenter Password

- You will then be diverted to the screen you see below. This is your activated account from where you will manage the individual ODDS licenses you purchase:

**OLYMPUS** Your Vision, Our Future

Olympus Dictation Portal

Smartphone ▼  
Item Number :

Test Account ? Logout

Licenses **Settings**

#### Smartphone List

View Edit + - Deactivation Import Download Order Enable Renewal Disable Renewal Reset Password Smartphone Password Account

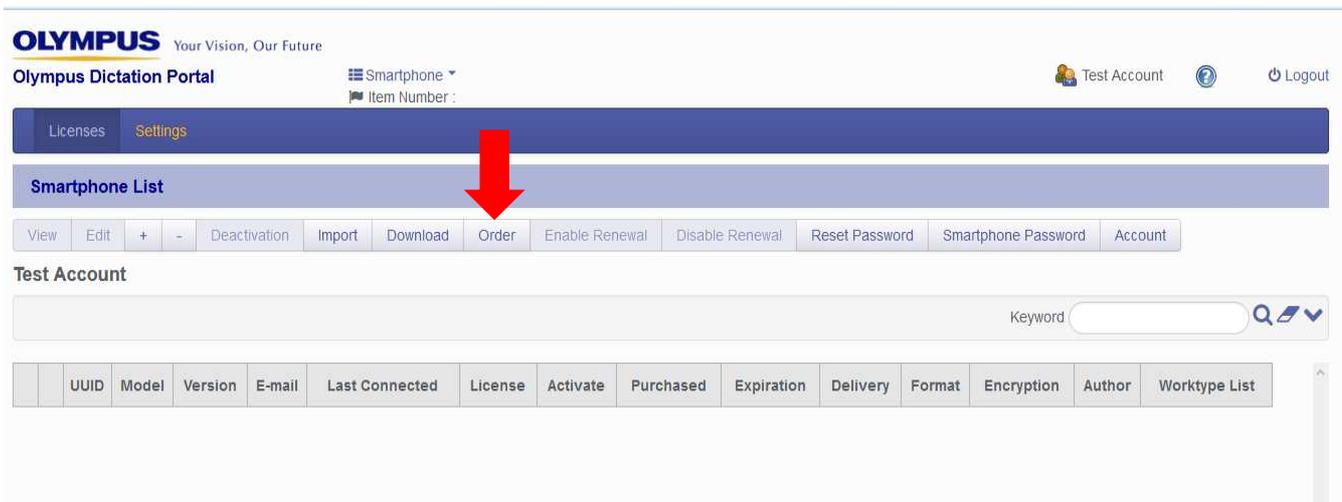
#### Test Account

Keyword  🔍

UUID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration	Delivery	Format	Encryption	Author	Worktype List
------	-------	---------	--------	----------------	---------	----------	-----------	------------	----------	--------	------------	--------	---------------

# ORDERING A LICENSE AND SETTING IT UP

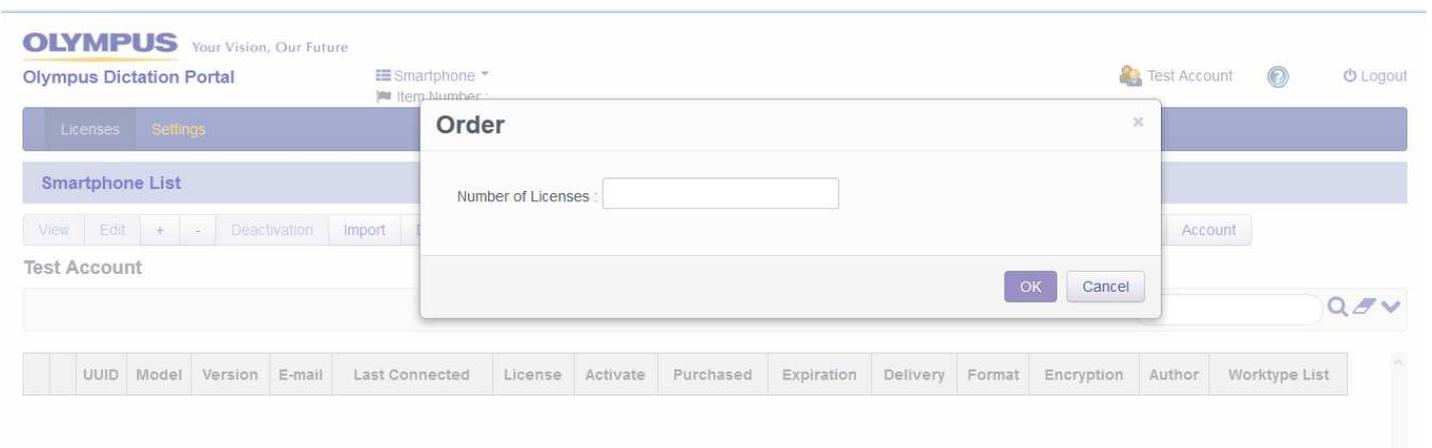
1. The next process is “ordering” the amount of licenses you require. Please click on the ORDER button (highlighted by the RED arrow below):



The screenshot shows the Olympus Dictation Portal interface. At the top, there is a navigation bar with the Olympus logo and the tagline "Your Vision, Our Future". Below this, the page title "Olympus Dictation Portal" is displayed. The main content area is divided into two sections: "Licenses" and "Settings". The "Smartphone List" section is active, showing a table with columns for various smartphone attributes. A red arrow points to the "Order" button in the table's toolbar.

View	Edit	+	-	Deactivation	Import	Download	Order	Enable Renewal	Disable Renewal	Reset Password	Smartphone Password	Account
Test Account												

2. You will then be able to order the correct amount of individual licenses you would require by entering the info into the box as shown below:



The screenshot shows the Olympus Dictation Portal interface with the "Order" dialog box open. The dialog box has a title bar with "Order" and a close button. Inside the dialog, there is a text input field labeled "Number of Licenses:". Below the input field are "OK" and "Cancel" buttons.

- Once you have clicked OK the order will be sent through to Maynards to be fulfilled. We will then supply you with the correct amount of licenses. You will receive an email notification informing you that the license has been issued. You may then log back into your Olympus Dictation Portal Account and you should see this:

The screenshot shows the Olympus Dictation Portal interface. At the top, there is a navigation bar with 'Licensess' and 'Settings' tabs. Below this is a 'Smartphone List' section with a toolbar containing buttons: 'View', 'Edit', '+', '-', 'Deactivation', 'Import', 'Download', 'Order', 'Enable Renewal', 'Disable Renewal', 'Reset Password', 'Smartphone Password', and 'Account'. A search bar with the text 'Dr. TEST' and a 'Keyword' input field is visible. Below the search bar is a table with the following columns: UUID, Model, Version, E-mail, Last Connected, License, Activate, Purchased, Expiration, Delivery, Format, Encryption, Author, and Worktype List. The table contains two rows of data. The first row has a checkbox in the first column, which is highlighted with a red arrow. The second row has a checkbox in the first column, which is highlighted with a green arrow.

	UUID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration	Delivery	Format	Encryption	Author	Worktype List
<input type="checkbox"/>	Trial	---	---	---	---	1	0	2014-02-24	2014-03-27	---	---	---	---	---
<input type="checkbox"/>	---	---	---	---	---	---	---	2014-02-24	2014-03-27	E-mail	DS2 (QP)	High(256bit)	---	---

- The license issued shows up as can be seen above. In order to customize it to your specific needs you need to “tick” the box (highlighted by the RED arrow above). You then need to click the EDIT button on the top toolbar (highlighted by the GREEN arrow). The following Edit Smartphone menu will open up:

The screenshot shows the 'Edit Smartphone' dialog box open over the Smartphone List table. The dialog box has the following fields and buttons: 'License Type' (set to 'Trial'), 'UUID' (empty), 'E-mail Address' (empty, highlighted with a red arrow), 'Delivery' (set to 'E-mail'), 'E-mail Settings' (button, highlighted with a green arrow), 'FTP Settings' (button), 'Format' (set to 'DS2 (QP)'), and 'Encryption' (set to 'High(256bit)', highlighted with a blue arrow). At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background shows the same Smartphone List table as in the previous screenshot, with the 'Trial' row selected.

- Start off by adding the email address of the smartphone user (Red Arrow), then click on “Email Settings” (Green Arrow), this will open up the menu where you need to input the email address of the recipient of the voice file (your secretary / assistant for instance). The Encryption option (Blue Arrow) should be set to NO unless you would like your files

encrypted with a password. If that is the case you would need to input a suitable password below. Author ID and Worktype options can also be added in for extra customization of the particular voice file. Once you have completed the options please click OK and you will return to this screen:

**OLYMPUS** Your Vision, Our Future  
**Olympus Dictation Portal** Smartphone ▼ Item Number : Wayne Melle ? Logout

Licenses **Settings**

**Smartphone List**

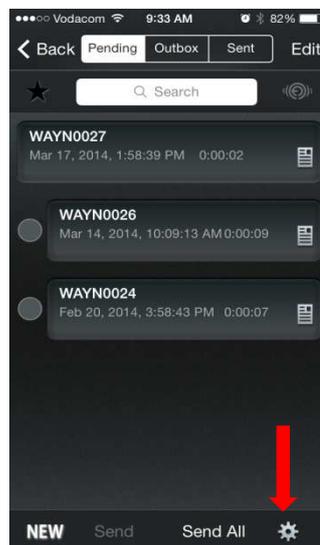
View Edit + - Deactivation Import Download Order Enable Renewal Disable Renewal Reset Password Smartphone Password Account

**Dr. TEST**

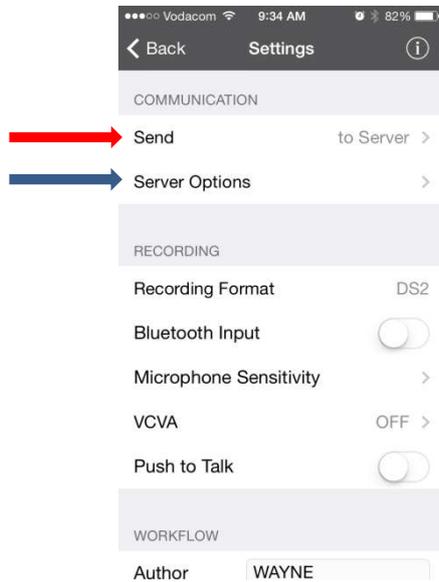
Keyword

	UUID	Model	Version	E-mail	Last Connected	License	Activate	Purchased	Expiration	Delivery	Format	Encryption	Author	Worktype List
-	<input type="checkbox"/> Trial	---	---	---	---	1	0	2014-02-24	2014-03-27	---	---	---	---	---
	<input checked="" type="checkbox"/>	---	---	test@account.co.za	---	---	---	2014-02-24	2014-03-27	E-mail	DS2 (QP)	No	TEST	---

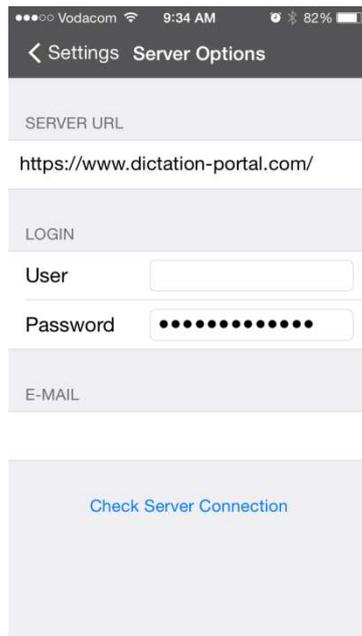
- You have now completed the setup of your ODDS license and are ready to connect to the server from your smartphone. If you have not already done so, please go and download the Olympus Dictation App from your respective App Store on your Smartphone (Google Play on Android and App Store on iOS), simple type Olympus Dictation App into the search bar and it will pull up the App that you can download.



- Once you have downloaded the App please open it and navigate to the screen seen above. Click on the settings tab (highlighted by the Red arrow above):



- Click on the SEND tab (Red Arrow) and change the setting from “to email” to “to server”. Click on SERVER Options (Blue Arrow) and the following screen will open:



- Under “Server URL” please type in: <https://www.dictation-portal.com> . The “User” and “Password” should replicate what you set up earlier (the password is the Smartphone Password as setup in step No. 5 of the ODDS setup instructions). The “Email” is the email address of the user of the smartphone, the same address as you inputted earlier in Step No. 5 (Red Arrow). Once you have inputted the correct info please Click the “Check Server Connection”. The system will then confirm your connection to the server. You can then exit the settings tab and begin using your new Olympus Dictation App.