

# START HERE...

**We're here to help if you need it. We can even help you to install your system remotely, and show you how to use it!**

**So if you get stuck for any reason or have any questions please contact your DigiTel Reseller or email [Info@DigiTelSoftware.com](mailto:Info@DigiTelSoftware.com)**

The following information will help you to install and setup your system quickly.

**Please refer to each product's User Manual and Quick Start Guides for more detailed information.**

The User Manuals and other Quick-Start Guides are on the Installation CD and at [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com)

## Installation and Setup Summary:

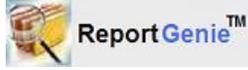
1. To install DigiTel and its related optional products DigiScribe, FTPMagic, ReportGenie, and DigiAlert, refer to the step-by-step instructions in each product's **Quick Start Guides**.
2. After installation, call your DigiTel System and then hang-up to verify that the phone line returns Idle within a few seconds. If it does not, contact your phone provider and ask them to enable "**Disconnect Supervision**" on your phone lines.
3. If you connect two or more phone lines to your DigiTel System, you may wish to ask your phone provider to put those phone lines into a "**Rollover Group**". This will enable access to your DigiTel system by dialing a single phone number.
4. After DigiTel installation, set your pc's "**Power Options**" found in Windows' Control Panel to never power-down the CPU or Hard Drive, and not to hibernate. And in Windows' Control Panel set your pc's "Device Manager's USB Root Hub's Power Management" tab to unchecked "Allow the computer to turn off this device to save power".
5. It is recommended to use the **Panamax Telephone Line Surge Suppressor** to help protect your DigiTel Pod from damage from electrical surges on your phone lines due to lightning storms. See DigiTel's Manual for more details about how to use it, and where to purchase it.
6. It is also recommended to scan your pc with **Anti-Virus Software**, and to run **Windows' Disk Cleanup** and **Disk Defragmenter** utilities each month to maintain your pc at peak performance.
7. And we invite you to sign-up for Update Notification on the **Update Notices** page of [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com) to receive an email when updates are available.

## User Instructions:

A detailed **User Instruction Guide** is available for you to print and distribute to your users. It is on the Installation CD and at [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com)

Each user's Touch-Tone Functions can be customized; the default functions are:

<b>1</b> STOP	<b>2</b> RECORD	<b>3</b> PLAY
<b>4</b> REWIND 44 Skip To Beginning	<b>5</b> VOLUME UP	<b>6</b> F.FORWARD 66 Skip To End
<b>7</b> FILE NUMBER	<b>8</b> VOLUME DOWN	<b>9</b> PRIORITY
<b>*</b> HANG-UP	<b>0</b> HELP	<b>#</b> NEW DICTATION



# Installation & Setup Checklist ...

ABCDEFGHIJKLMNOPQRSTUVWXYZ

- Unpack but don't plug the DigiTel Pod into your pc yet... not until the DigiTel Quick-Start Guide instructs you to.
- Check that your pc is running AntiVirus Software. If not, get some or use the free version of AVG. It can be downloaded at [www.freeAVG.com](http://www.freeAVG.com). Make sure its Virus Definitions are up-to-date, and run a Full System Scan.
- Run Windows Disk Cleanup utility, checking all options except for Empty Recycle Bin and except for any options that mention Compressing or Catalog Files. Then empty the Recycle Bin at your convenience.
- Run Windows Defragmenter utility.
- Run Windows' Control Panel's Power Options and disable Hibernation and set the CPU and Hard Drives to never shut down when on main power, as well as when on batteries (if installing on a laptop pc). Also set the Close Lid (if installing on a laptop pc) and Press Power Button options to Ask Me What to Do. And uncheck each Windows' Control Panel's Device Manager's USB Root Hub's Power Management tab where it says "Allow the computer to turn off this device to save power."
- Go to [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com), click on Software, and then click New Installation. Click on the latest DigiTel version **careful to choose the 64-Bit or 32-Bit Version to match if you are running a 64-Bit or 32-Bit version of Windows**. If your pc is not connected to the Internet, then install DigiTel from the Installation CD. The User Manual can be viewed or printed from the Installation CD or from [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com), and you can sign-up to receive email notices on the Update Notices page.
- When the Quick Start Guide instructs you to, plug the DigiTel Pod's shielded USB cable between the Pod and a USB port on the rear of your pc. Do not connect the DigiTel Pod into a USB Hub, unless it is a Powered Hub. See the USB Port recommendation in the User Manual when connecting more than one Pod. Wait for the Found New Hardware Wizard to pop-up, and then follow the step-by-step instructions on the back of the DigiTel Quick Start Guide. Once this is done the DigiTel Pod's LED will light.
- From All Programs, run DigiTel, click on its Toolbox, and enter into its Activation Data menu the data from the label on the underside of the DigiTel Pod. Once this is done the DigiTel Pod's LED will be blinking to indicate that your system is running. Now enroll yourself as a user in the Users menu by entering a PIN Number and your Name and then click SAVE. Then close the Toolbox.
- Connect your phone lines to the rear of the DigiTel Pod preferably through a Panamax Telephone Line Surge Protector. Call each phone number that is connected to the system, one-by-one, while watching DigiTel's main window. After DigiTel answers, hang-up and notice if the line returns to the Idle state within a few seconds. If it doesn't, call your phone provider and ask that Disconnect Supervision be enabled on your lines. Also check that each line sounds clear and static free, otherwise tell your phone provider.
- Send the User Instruction Sheet to all the system's users and recommend they do a test recording before going live so that they become familiar with the system.

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- From the Installation CD or from [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com) also install the latest DigiScribe, FtpMagic, ReportGenie, and DigiAlert.
- Before using DigiScribe, plug the Infinity USB Foot Pedal (model IN-USB2 or IN-USB1) into a USB Port on your pc. It may be connected to a USB Hub that is either powered or non-powered. Wait for the Found New Hardware Wizard to automatically install its Driver. If you also have a USB Headset, connect it to a front panel USB port and wait for the Found New Hardware wizard to install its Driver.
- Run DigiScribe and set its Work Filter drop-down box to DigiTel Dictation Files Folder. If DigiScribe is installed on the same pc as DigiTel, you should now see the test files you recorded earlier with DigiTel, displayed in its Available Work list. If one or more DigiScribe's are installed across your network, set the properties of the folder where the dictations reside (the default is c:\Apptec\DigiTel\Dictation Files) to Shareable and Map a Drive Letter to it. Then set each DigiScribe Dictation Source's DigiTel path to that mapped drive letter so it will see the dictation files. If one or more DigiScribe's will be working remotely, then use FtpMagic to distribute work to one or more FTP Folders. Then setup DigiScribe's FTP Settings to access those FTP folders. FTP Folders are available for monthly rental for less than 50¢ per day. For more info contact your DigiTel Reseller or [Info@DigiTelSoftware.com](mailto:Info@DigiTelSoftware.com)
- While playing a dictation, make sure you can hear it loud enough in your headset or on your loud speakers. To adjust the initial sound settings, open Windows' Mixer and check that the Master Volume, WAV Volume, and DigiScribe Volume controls are at their maximum level and not muted.

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- If you're using another "wav player" instead of DigiScribe ... you've got to try the Free Trial of DigiScribe to see what you're missing! You'll be amazed at what DigiScribe can do that no other "wav player" can do!  
 And after some dictations are on the system, try ReportGenie to see how easily it will create Work History and other handy reports.  
 And you've got to try DigiAlert to see how it can keep you and your transcriptionist's informed about when work is available! And it can inform your client's when you upload typed work to them.  
 And you've got to try FTPMagic to see how easily it can send work to remote transcriptionists, or to yourself when you're traveling, or to send typed work to your clients. Ask your DigiTel Reseller of email [Info@DigiTelSoftware.com](mailto:Info@DigiTelSoftware.com) to see demo's of all these great options!

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