



STEN-TEL Companion® AWC Companion User's Guide

Thank you for purchasing STEN-TEL Companion, a software-based transport solution, which combines professional power with your personal touch.

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STEN-TEL Companion

Introduction



OVERVIEW

Welcome to STEN-TEL Companion, one product in a set of tools that can help you integrate the work of authors and transcriptionists scattered across the globe.

STEN-TEL Companion itself reads dictations from a variety of portable audio recording devices, and converts the information into standard “wav” audio files.

STEN-TEL Personal Companion provides automatic download and conversion of audio either directly from a digital portable using a USB cable or external reader in addition to E-mail or FTP transfers from a hard drive. Features like Auto-naming, Archiving of original audio, search multiple directories, auto sensing of incoming audio and verbal confirmation of download and conversion. All audio can be converted to a specific audio format prior to transport allowing you to choose the best format to use when high-speed Internet access is not available.

Features include:

- Monitors fixed, network, removable and FTP based directories.
- Local, Network, and Virtual Private Network file transfer.
- MAPI based Email file transfer.
- Internet "FTP" file transfer from server to server/workstation

- Norcom ADPCM wave format
- Lernout & Hauspie™ format speech files
- Microsoft Network Audio format
- Microsoft PCM format
- Microsoft IMA ADPCM format
- Microsoft ADPCM & PCM Wave format
- Microsoft GSM 6.10 Audio format
- Microsoft CCITT G.711 a-Law and u-Law format
- DSP Group™ Truespeech format
- Windows Media Audio format
- Voxware Audio format

Proprietary Formats w/ Demographics

- BCB™/PC Dart™ proprietary audio formats
- Dictaphone™ Walkabout audio Files
- Digital Voice™ proprietary audio formats
- UHER Portable audio Files
- Olympus / Grundig DSS audio

System requirements

USB port

Windows 98 SE, Windows ME, Windows 2000 or Windows XP

A Pentium 366 computer with at least 64 Megabytes of RAM.

At least 20 Megabytes of free disk space on the workstation running
AWC Companion.

An Olympus or other supported microphone with USB connection cable.

Installing STEN-TEL Companion

Notes

- If you are running Windows 2000 on a network, you need to log in as an administrator or use a user name that has administrators rights.

Insert the AWC Companion CD-ROM into the CD-ROM drive.

1

The installer launches automatically.

Note

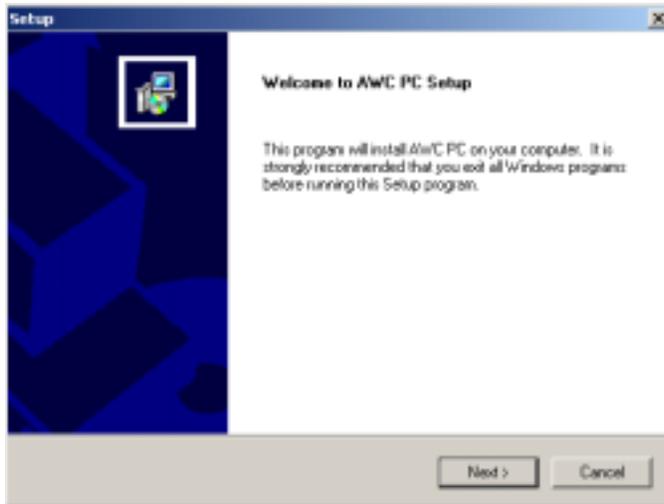
If the installer does not launch automatically, follow these steps:

It is assumed that the CD-ROM drive is assigned drive letter D:

(1) Click the "Start" button and choose "Run."

(2) Type "D:Setup.exe" in the "Open" field and click "OK."

The "Welcome to STEN-TEL Companion" dialog box opens.



2

Exit all applications, except for the installer and then click "Next."

Note

If you are running Windows XP or Windows 2000, you need to log in as an administrator or use a user name that has administrators rights.

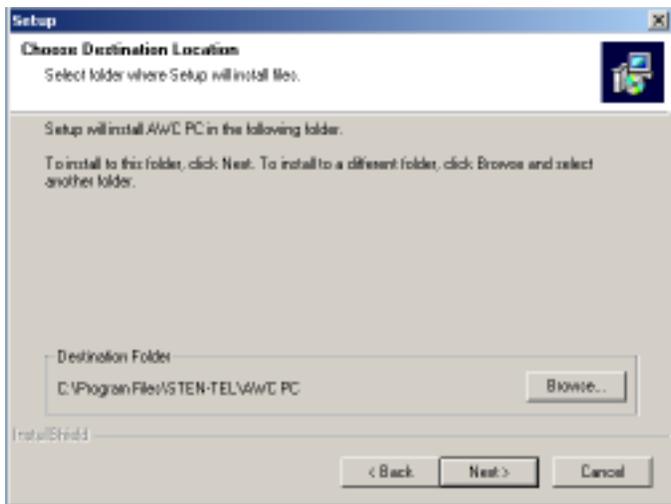
Confirm acceptance of License Terms.

3 You must accept the License Terms to install STEN-TEL Companion. If you accept them, click "Yes."



Select where to install STEN-TEL Companion.

4 Specify the folder in which to install STEN-TEL Companion. Click "Browse" to change the installation folder. To accept the default folder, click "Next."

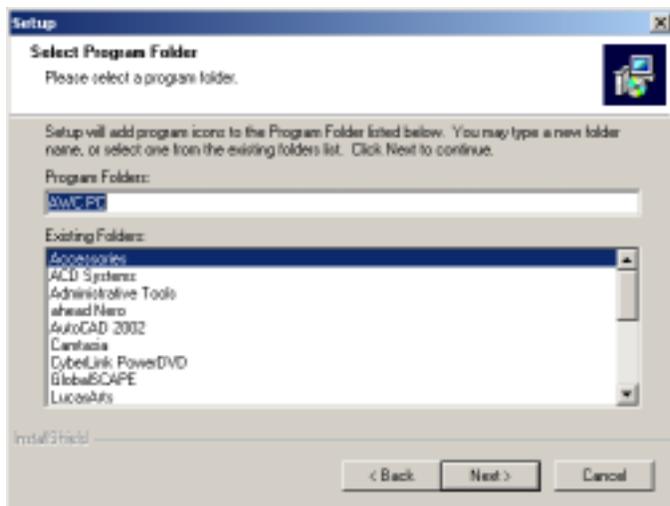


Note

If the installation folder does not exist, a folder creation confirmation dialog box opens. Click "Yes."

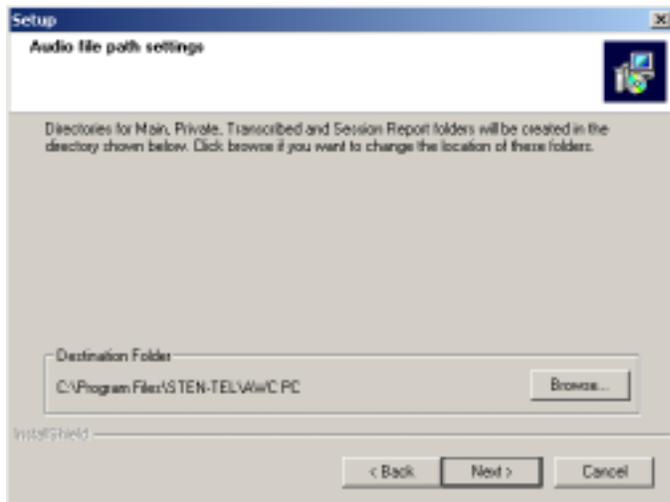
Select a program menu folder.

5 You may change the program menu folder to another one, such as "Start Up". To accept the default folder, click "Next."



Confirm the start of file copying.

6 Confirm all "Current Settings." To accept them, click "Next."

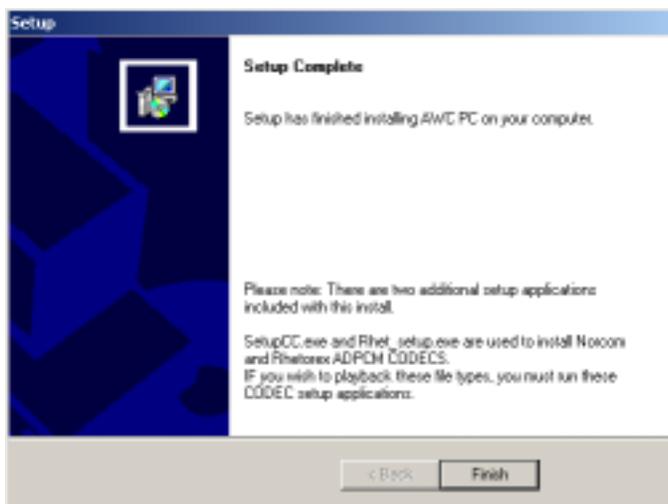


Note

To change the program menu folder or installation folder, click "Back."

Copy files.

7 Wait until STEN-TEL Companion is installed on your PC.



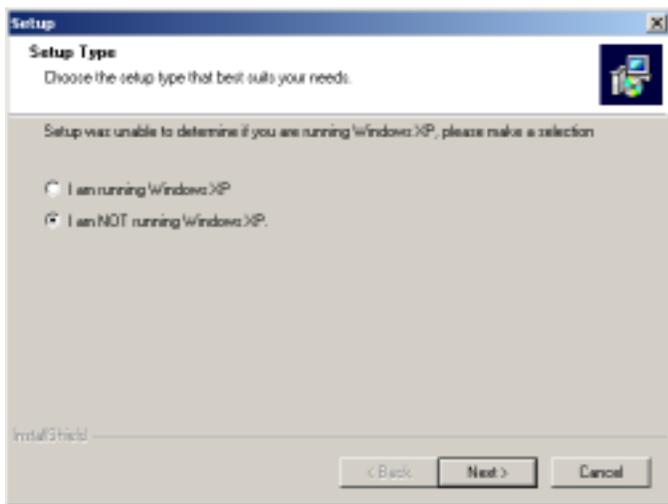
Additional Steps

Note: Additional programs are included with the basic setup allowing the installation of codecs for access to optional audio “wav” formats. To install these two additional codecs select Start (on your Windows Task bar), Programs, Sten-Tel, STEN-TEL Companion and the appropriate Norcom Codec or Rhetorex Codec setup. These programs only need to be run once to install the codecs. If they are run again the system will ignore the installation as these can only be installed once.

These codecs must be installed if you want to recognize DVI, VIQ, Norcom, Dictaphone or Crescendo audio file formats.

Confirmation of Windows Operating System

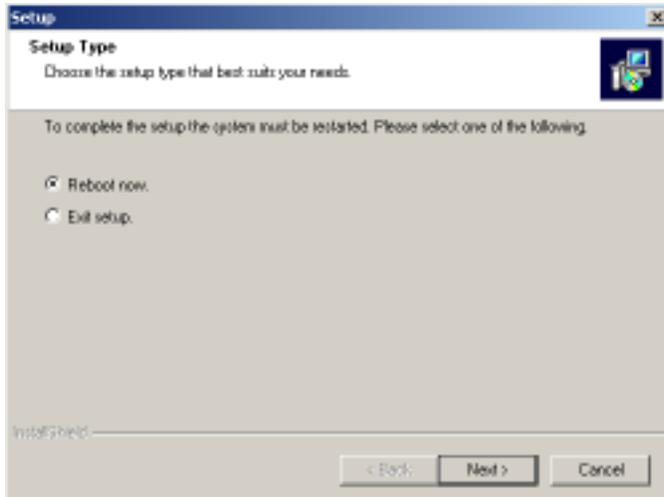
Select the appropriate selection based on the operating system of your PC.



Notes

- You must select the correct operating system or the application will not start. If the wrong OS is selected you will have to re-install the application and select the correct operating system.

Setup Complete.



8 Setup is complete. Click "Finish."

Notes

- You may be requested to restart your PC when setup is complete. If so, make sure that "Yes, I want to restart my computer now." is selected before clicking Finish to restart the PC.

Uninstalling STEN-TEL Companion

The process of removing software installed on your PC is called uninstalling. Uninstall AWC Companion when it is no longer needed.

Click "Start," point to "Settings," and choose "Control Panel."

Double-click "Add/Remove Programs."

A list of applications that have been installed is displayed. Choose "AWC Companion"

Click "Add/Remove (in Windows 2000, "Change/Remove")."

The "Modify, Repair, or Remove the program" dialog box opens. Make sure that Remove is selected and then click "Next."

A file deletion confirmation dialog box opens. Click "Yes"

Now deleting. AWC Companion is being deleted. Please wait.

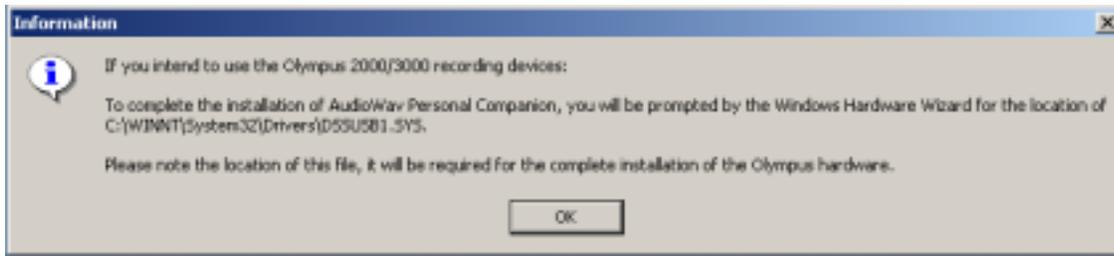
Note

An additional message may appear. If so, read it carefully and do as instructed.

Exit uninstall. The program has been uninstalled. Click "Finish."

Connecting the Olympus DS-3000 / 2000 Digital Recorder

The DS-3000 / 2000 works with AWC Companion. Please note the dialog box as shown when the initial installation is complete if you are planning on using the Olympus digital portables with Companion.

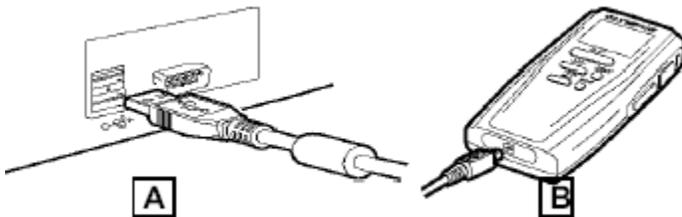


Notes

- Make sure you finish installing STEN-TEL Companion before connecting the DS-3000/ 2000. If you connect the DS-3000/ 2000 before installing AWC Companion, the "Add New Hardware Wizard" dialog box will open. If this happens, click "Cancel" to exit the wizard and install AWC Companion Software first)
- Before connecting the USB cable to the DS-3000 / 2000, make sure that the DS-3000 / 2000 is in the stop mode, with its rear-panel POWER/LOCK switch ON and that the HOLD switch is not set to the HOLD position.

1

Insert connector A USB cable into the PC's USB port.



Attach connector the USB cable to the DS-3000 / 2000.

2 When the PC recognizes the DS-3000 / 2000 and asks for the appropriate driver install location direct it to the appropriate Olympus driver directory located on the AWC Companion install CD. Your choices are Olympus 2000 or Olympus 98. Use the Olympus 98 directory for Windows 98 installs only and Olympus 2000 directory for all other Windows Operating Systems.

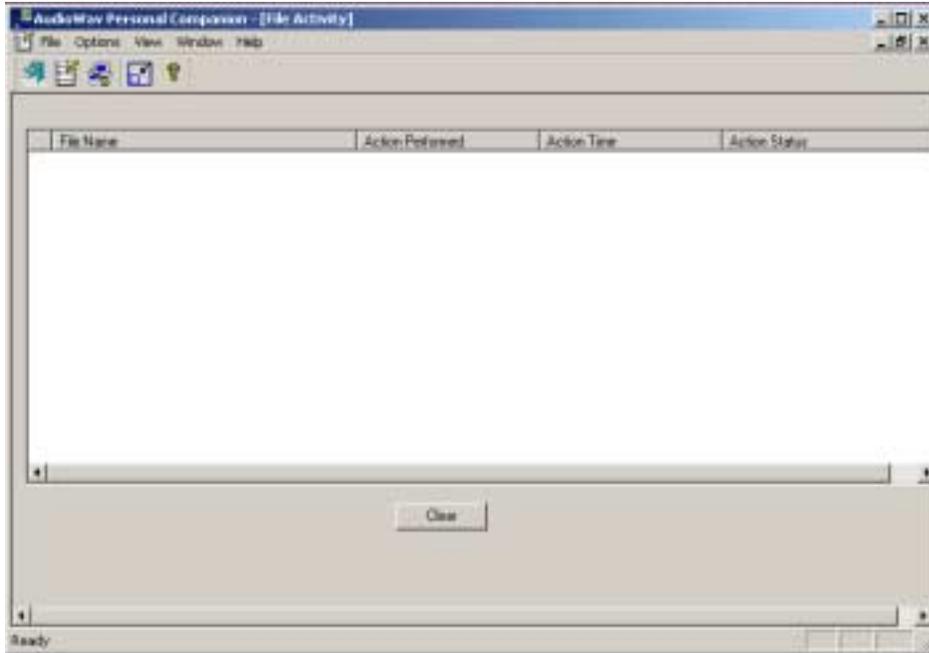
Notes

- For information about your PC's USB ports, refer to the user's guide supplied with the PC.
- Never remove the USB cable while a communication session is in progress. Data files could be damaged if you do.

STEN-TEL Companion Program Overview

Launch the program

Select: Start (on your Windows Task bar), Programs, Sten-Tel, AWC Companion and AWC Companion. The window shown below will be displayed.

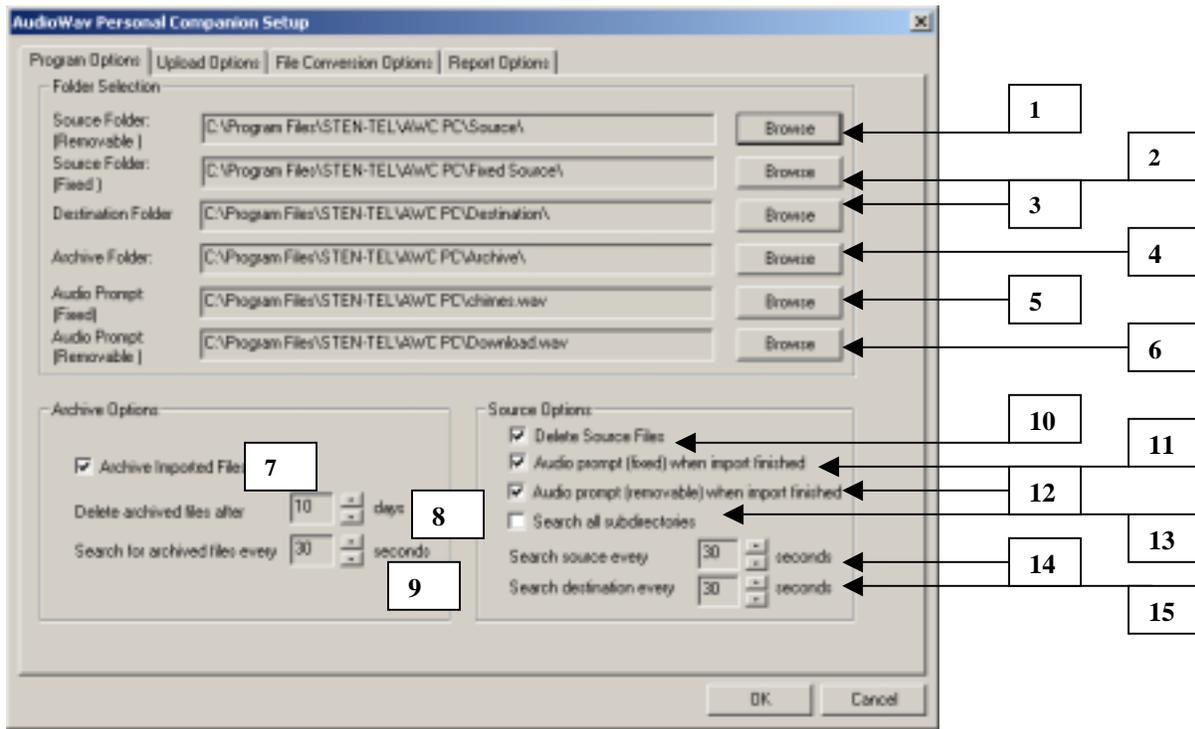


Setup Options:

Select the options menu by selecting Options on the Companion tool bar or the setup icon. 

Four program option tabs are provided for configuration of the system. Program, Upload, File Conversion and Report.

Program Options



Program Options: Location of audio source Folders or Directories
 Archive Folders
 Audio Prompts
 Destination Folder or Directory
 Archive Options
 Source Options

- Source Folder (Removable)(1): Directory to search from for removable media for import.
- Source Folder (Fixed)(2): Directory for file copied to a hard drive location for import.
- Destination Folder (3): Directory for location of imported files.
 This is the directory where the e-mail and FTP components look to for files to transport.
- Archive Folder(4): Location for original backup copies of imported files.
- Audio Prompt (Fixed)(5): Audio confirmation indication that an audio file has been found and processed in the fixed directory.
- Audio Prompt (Removable)(6): Audio confirmation indication that an audio file has been found and processed in the removable directory.
- Archive Imported Files(7): Option to archive the original files (recommended)
- Delete archived files after(8): Option to delete archived files after selected days.
- Search for archived files every(9): How often (in seconds) to search for archived files.
- Delete Source Files(10): Option to automatically delete the source files after download. (Recommended to be ON) **Note:** if turned off

the same audio files could be downloaded numerous times, until deleted.

Audio prompt (fixed)(11)

Option to have an audio prompt played to indicate when the program has finished processing files found in the source directory.

Audio prompt (removable)(12)

Option to have an audio prompt played to indicate when the program has finished processing files found in the removable source directory.

Search all subdirectories (13)

Check this directory to search all sub-directories of the fixed source directory and any sub-folders in a digital portable for available audio.

Search source every (14)

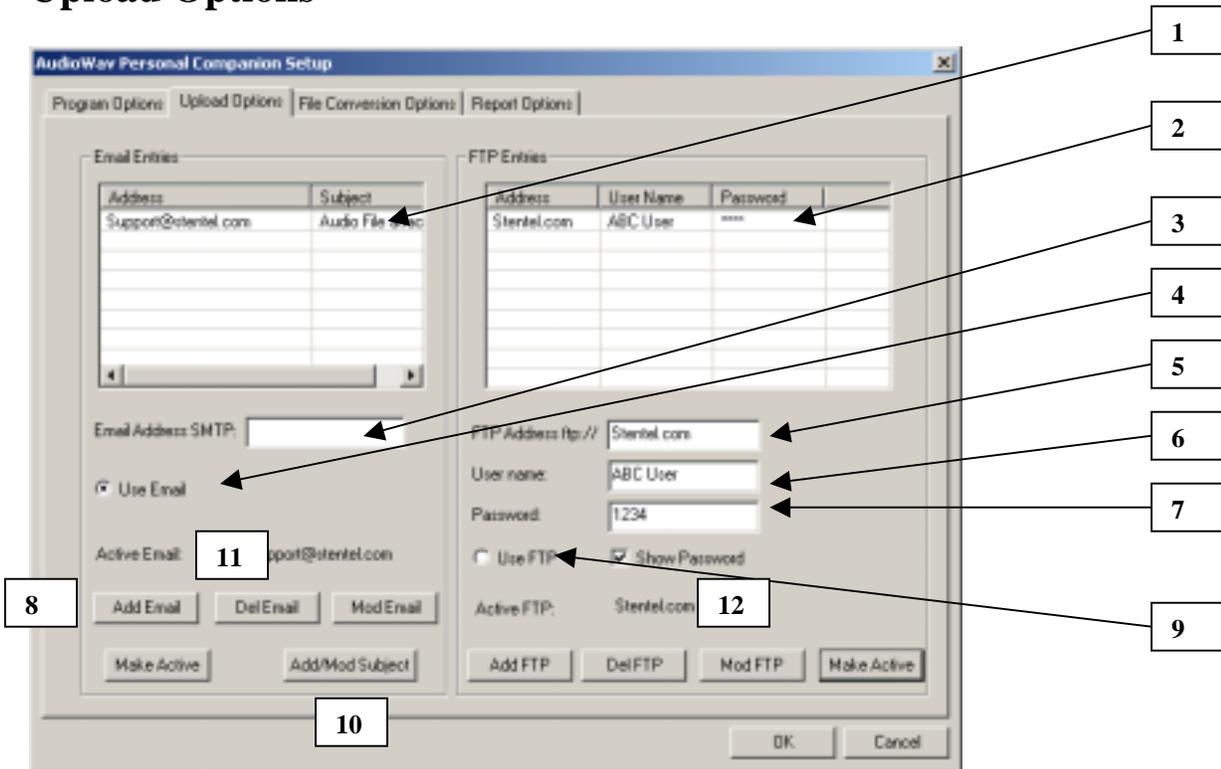
How often to search the source directories for new audio files

Search destination every (15)

How often to search the removable media directories for new audio files.

NOTE: *If you are using the Olympus digital portables, there is no pre-configured search time. The application will search the portable for audio as soon as it is plugged into the USB cable.*

Upload Options



Upload Options:

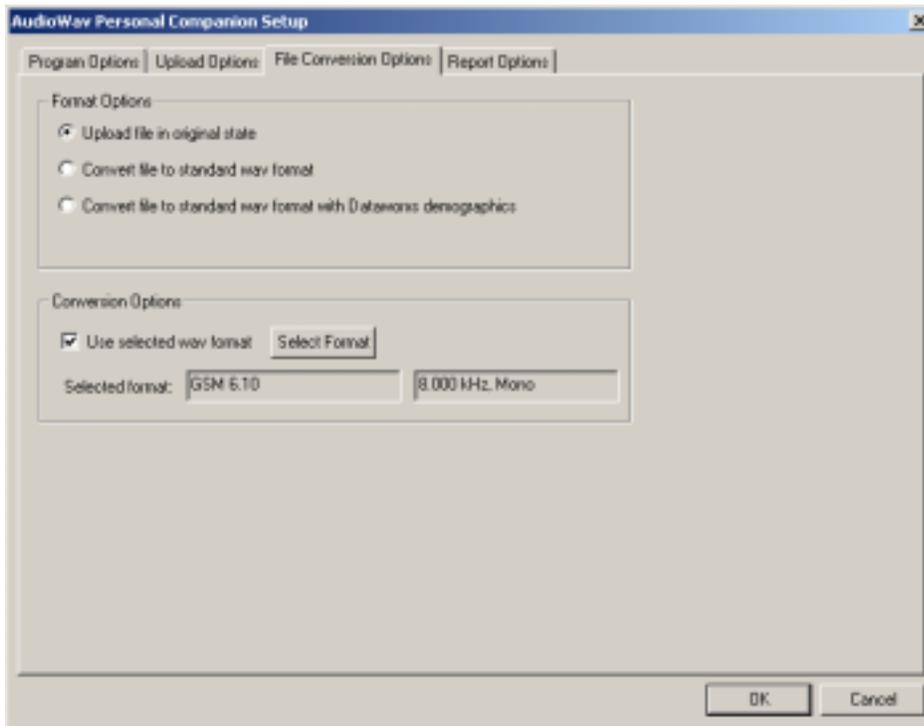
E-Mail Setups

FTP (File Transfer Protocol) Setup

Functions: 1- 10

- (1) E-mail address for files. Add e-mail address by entering the e-mail address in the E-mail Address SMTP box (3) and selecting the Add E-mail button (8).
 - (2) FTP address for files. Add FTP address by entering the address (5), user name (6) and Password (7) in these locations. Select the Add FTP button to enter the FTP information.
 - (4) Use E-mail – select this if E-mail option is the preferred form of transportation for audio files. Highlight the E-mail address to be used from the entries listed in item (1) and select the “Make Active” button under the e-mail options to select the entry. The active address will be shown next to the Active E-mail (11)
 - (9) Use FTP – select this if FTP option is the preferred form of transportation for audio files. Highlight the FTP address to be used from the entries listed in item (2) and select the “Make Active” button under the FTP options to select the entry. The active address will be shown next to the Active FTP (12)
- Selecting the appropriate button and entering the new information can make deletion or Modification to existing E-mail or FTP addresses.
- (10) Add / Mod Subject allows for a standard text message to accompany each e-mailed file.

File Conversion Options



File Conversion Options: Format and Audio Conversion setup

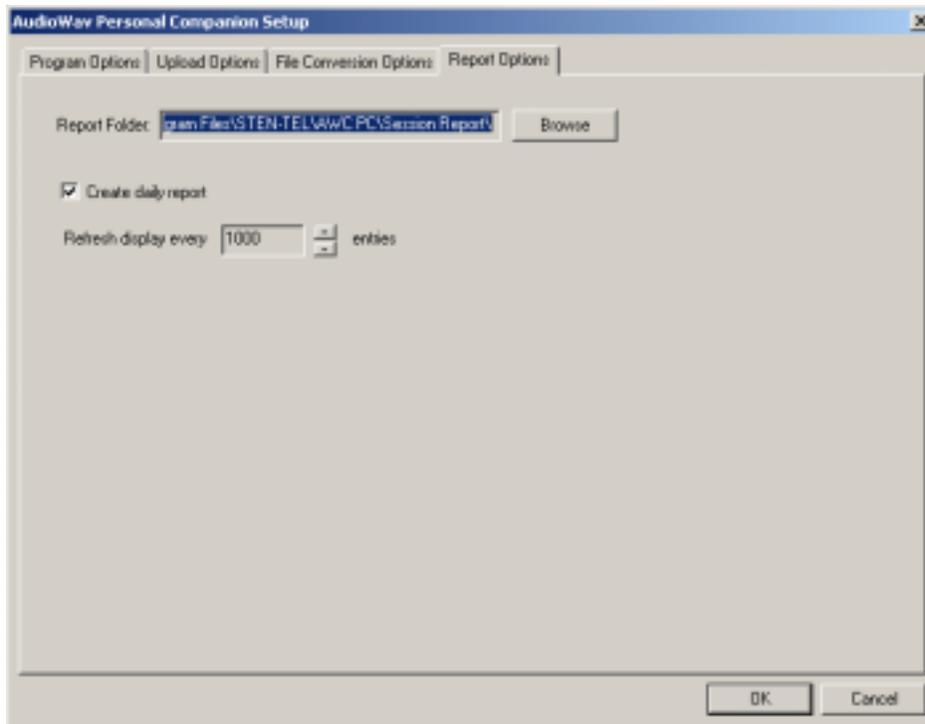
Choose from one of three options under Format Options:

- ❑ Upload files in their original state.
- ❑ Convert files to a standard wav file format prior to upload
- ❑ Convert files to a standard wav file format and add demographic information prior to upload

Conversion Options

Select the “Select Format” button a dialog box will appear listing all the codecs installed on the PC. Select the desired format and sample rate. The higher the sample rates the higher the audio quality and files size. Recommended conversion formats are DSP TrueSpeech, GSM and ADPCM (Rhetorex). TrueSpeech provides the smallest file size but the resulting audio quality is dependent on the quality of the original audio and the author. GSM is a good compromise when TrueSpeech is not acceptable as it provides a small files size and generally good quality audio. ADPCM provides the industry format for telephone dictation audio. Confirmation of the selected format will appear in the Selected format boxes. Check the box left of the Use selected wav format to enable the conversion format.

Report Options



Report Options: Report Folder or Directory setup

The system allows for daily log files of all uploaded files. This option can be turned ON or OFF. Select the Browse button for the location where you would like to store daily log files. Check the Create daily report if you would like the report to be created. The display will show a maximum of 1000 files at one time and may be adjusted as desired.

Example of Activity log

File Name	Action Performed	Action Time	Action Status
C:\Program Files\Sten-Tel\AWC P...	File Placed in Email Outbox	2002/04/12 00:30:58	File Placed in Email Outbox Successful
C:\Program Files\Sten-Tel\AWC P...	File Placed in Email Outbox	2002/04/12 00:30:58	File Placed in Email Outbox Successful
C:\Program Files\Sten-Tel\AWC P...	File Placed in Email Outbox	2002/04/12 00:30:58	File Placed in Email Outbox Successful
C:\Program Files\Sten-Tel\AWC P...	File Placed in Email Outbox	2002/04/12 00:30:58	File Placed in Email Outbox Successful
C:\Program Files\Sten-Tel\AWC P...	File Copied to Destination Dir	2002/04/12 00:28:57	File Copied to Destination Dir Successful
C:\Program Files\Sten-Tel\AWC P...	File Downloaded	2002/04/12 00:28:34	File Downloaded Successful
C:\Program Files\Sten-Tel\AWC P...	File Copied to Destination Dir	2002/04/12 00:27:55	File Copied to Destination Dir Successful
C:\Program Files\Sten-Tel\AWC P...	File Downloaded	2002/04/12 00:27:45	File Downloaded Successful

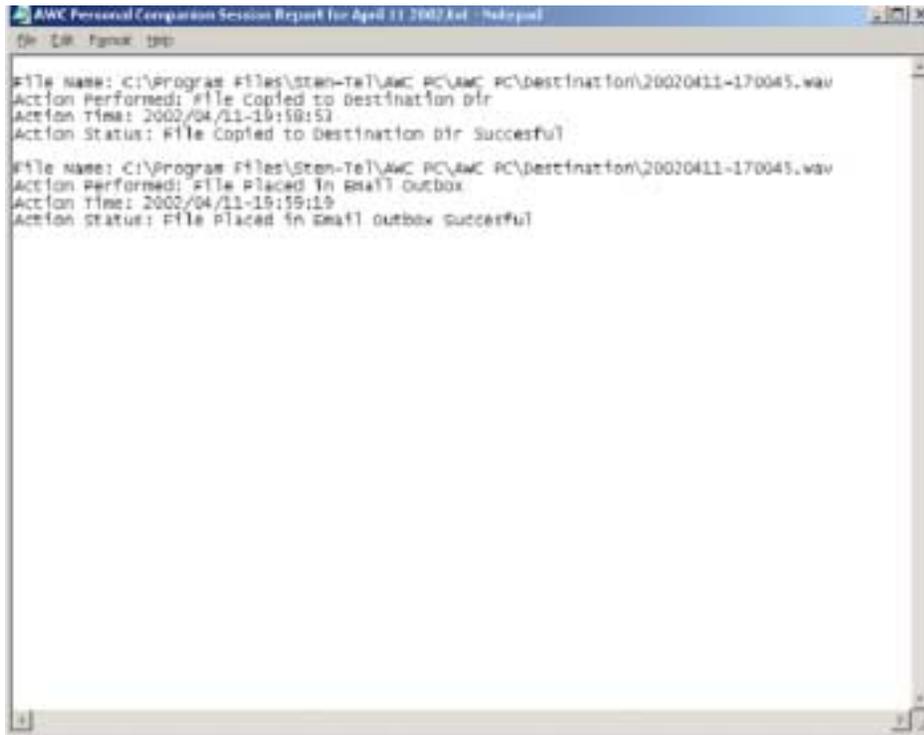
Ready

- (1) This indicates that a file has been placed in the e-mail outbox.
- (2) A file has been moved to the destination folder, where it is delivered to the e-mail or FTP site.
- (3) A file has been downloaded from a digital portable

File status can be:

- Downloaded
- Conversion
- FTP
- E-Mail
- Error Report

File Report Log



```
AWC Personal Comparison Session Report for April 11 2002.txt - Notepad
File Name: c:\Program Files\Sten-Tel\AWC PC\AWC PC\destination\20020411-170045.wav
Action Performed: File Copied to destination dir
Action Time: 2002/04/11-19:58:53
Action Status: File Copied to Destination dir Successful

File Name: C:\Program Files\Sten-Tel\AWC PC\AWC PC\destination\20020411-170045.wav
Action Performed: File Placed in Email Outbox
Action Time: 2002/04/11-19:59:19
Action Status: File Placed in Email Outbox Successful
```

Each entry reports the file name, action performed and status.