Olympus Smartphone App "Help Sheet"

DO NOT Send any files

Not only will they not be delivered until the Portal resumes service, but they will be moved to the "Outbox" where they cannot be retrieved.

"Sent' Folder

You can retrieve (playback) files sitting in the "Sent" folder

Tap on the "Sent" Folder

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	Review	P
	Edit Copy	,
	Cancel	
May 31, 20	20 at 8:44:33 AM 00:2	29 ()
DAWN001 May 31, 20:	5 20 at 8:43:03 AM 00:2	
DAWN000	18 20 at 8:42:34 AM 01:4	
		¢.

Keeping Dictations on the Device

- Update your preferences to ensure your dictations are kept and not sent to the recycle

Tap on the Cog to

6:23			
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Jun 2, 2020			Ψ
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Jun 2, 2020	at 1:46:32 PM		
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Jun 2, 2020	at 1:44:32 PM		
DAWN0070			
Jun 2, 2020	at 9:05:33 AM		
DAWN0061			
May 31, 2021	0 at 10:01:03 A	M00:13	
DAWN0069)		
May 31, 202	0 at 8:44:33 AI	M 00:29	0
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Hardware

Olympus Digital Voice Recorders can be used as a USB "Removable Device".

If you have an old but working dictation machine, you could consider using this to record your dictation then download via the USB cable to attach and send files by email. Please do a test file to ensure this will work in your environment.

Downloading Files without Software

- Connect your Recorder to your computer using it's USB Cable
- Open "File Explorer"
- Scroll down to **This PC**
- Your Recorder should be detected and showing in your Devices
- Click on it to open and view the Folders
- Locate your file(s) and "drag 'n drop" into your email Alternatively, attach the file when creating your email

📑 Videos	^	Name ^	Date modified	Туре	Size
🐛 Local Disk (C:)		DS260018.DS2	5/06/2020 8:18 AM	OLYMPUS DS2 File	52 KB
🧼 DS-2600 (D:)		SUEN0079.DSS	5/06/2020 8:17 AM	OLYMPUS DSS File	44 KB
DVD RW Drive (E:)		SUEN0080.DSS	5/06/2020 8:17 AM	OLYMPUS DSS File	46 KB
🐂 Libraries					
🥪 DS-2600 (D:)					
DSS_FLDA					
DSS_FLDB					
DSS_FLDC					
DSS_FLDD					
DSS_FLDE					



Smartphone Memo App

iPhone Users have "Voice Memo" a basic recorder which in the interim could provide delivery of files by email. These files can be played back using Windows Media Player on a PC.