

## Olympus Smartphone App “Help Sheet”

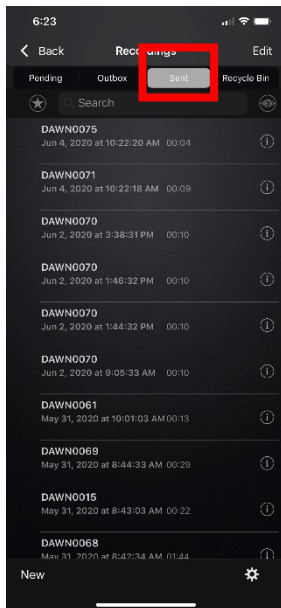
### DO NOT Send any files

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.

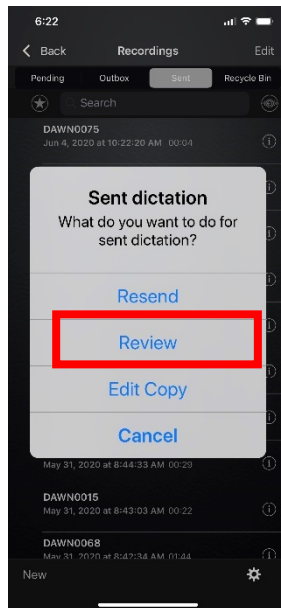
### “Sent” Folder

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

Tap on the “Sent” Folder



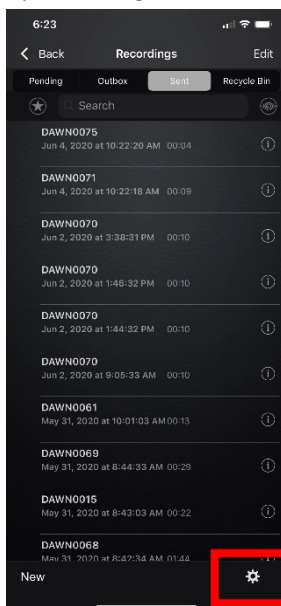
Select Review



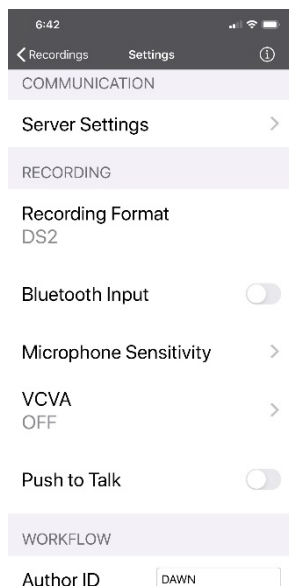
### Keeping Dictations on the Device

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

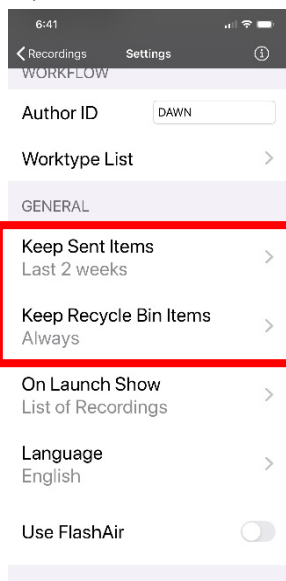
Tap on the Cog to



Scroll down...



Update Preferences to “Always”



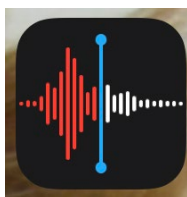
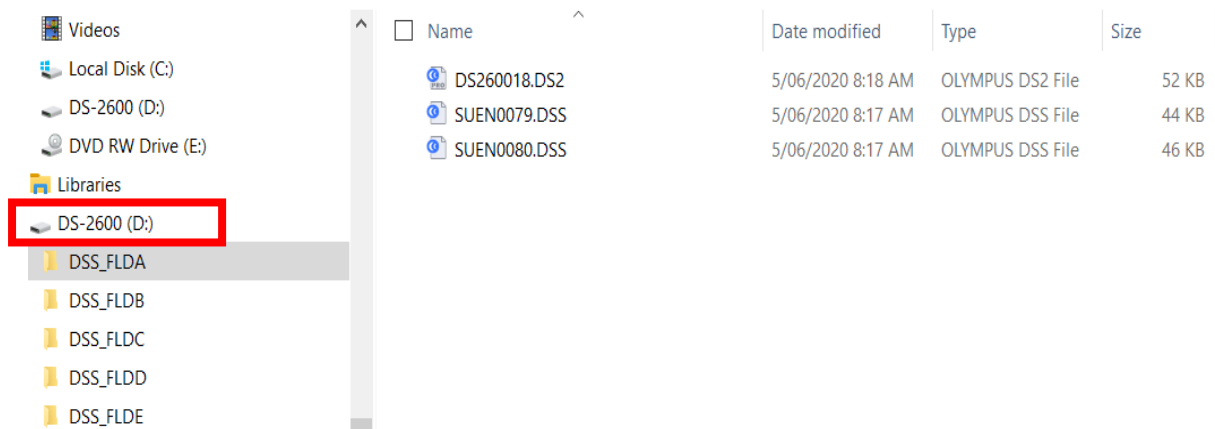
## Hardware

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



## 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.