

Voice Pro[®]

Enterprise 5

Client Manual

Windows



*Linguat***tec**
Language Technologies

Speech Recognition
Voice Pro Enterprise 5 Client
(for Windows)

MANUAL

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1. Welcome to Voice Pro Enterprise 5 Client

Voice Pro Enterprise 5 is the secure speech recognition solution for enterprises. Voice Pro Enterprise 5 provides professional dictation and transcription tools for the conversion of spoken language into written language.

For the first time Voice Pro Enterprise 5 uses the technology of neural networks, a special area of artificial intelligence. This enables speaker-independent recognition at the highest standard.

There is no need for time intensive speaker trainings anymore.

The new generation of our speaker independent speech recognition assists you significantly in carrying out your daily dictation tasks, saves your time and helps you to make you more productive.

With Voice Pro Enterprise 5, you can write as fast as you speak. On average, you will write three times faster than you type. The high recognition accuracy minimizes the post processing tasks.

Efficient speech recognition:

With your client software, either you can dictate directly via microphone or headset or you can upload your recorded dictations and let them convert reliably and efficiently into text, which you can edit and use comfortably for your needs.

Huge language dictionaries:

The huge language dictionary with over 1 million words, forms already covers almost all subjects.

High recognition accuracy:

Completely revised language models and vocabularies ensure high recognition accuracy.

Individual adaptability:

Voice Pro Enterprise 5 adapts to individual speaking habits. You can add unknown words to the dictionary; or define recurring text as a text block. Just use the command, e.g. "default signature", to insert the whole text block in your document. In the abbreviation list, you can find the common abbreviations – depending on the chosen subject area and the licensed language. According to your needs it can be adapted, activated or deactivated, entries can be added or deleted. You can also add substitutions. Thus, you can achieve exactly the desired results in your next dictations.

Support of different workflows:

You can use Voice Pro Enterprise 5 for dictation in almost real time or for to transcribe your recorded dictations.

In addition to the recognized text, also the dictation remains as it is saved as audio file (not in the Office-Plugin). It can be played time synchronously to the text. This helps to simplify the final or subsequent review (by the user or the secretary).

2. System requirements and requirements for the recording device

Since the speech recognition is carried out directly on the server, the system requirements for the client are low.

The minimum system requirements for the client are as follows:

- Operating system: Windows 8.1, Windows 10, Windows 11 - with latest Windows updates
- Free hard disk space: 350 MB
- RAM: from 2 GB RAM

Voice Pro Enterprise 5.0 offers plugins for the following MS Office applications:

- Microsoft Word (2013, 2016, 2019 and 2021)
- Microsoft Outlook (2013, 2016, 2019 and 2021)

3. First steps

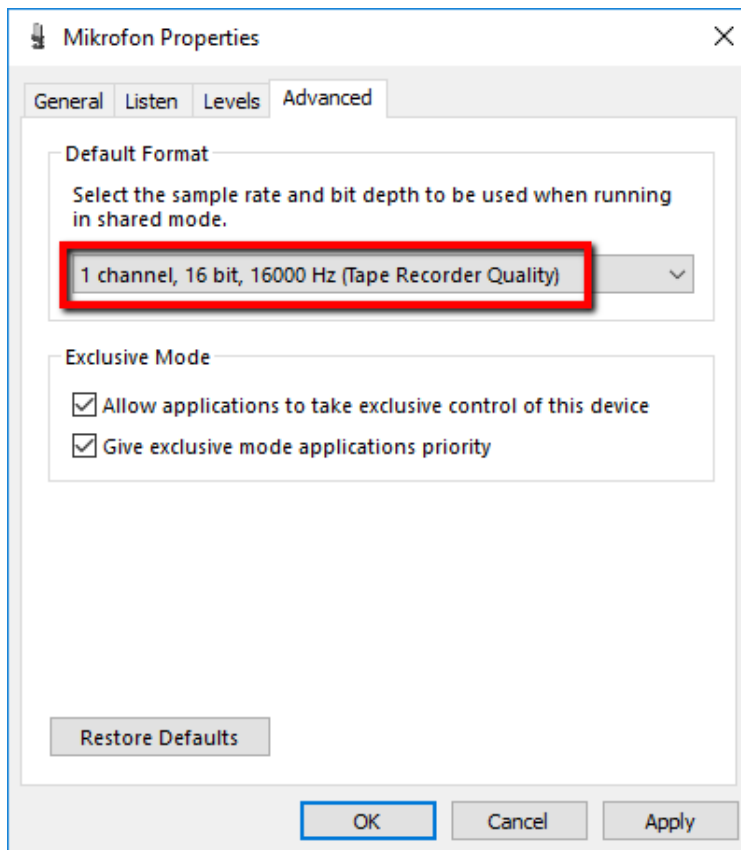
This chapter contains important information you should consider before using the speech recognition *Voice Pro Enterprise 5*.

3.1. Checking the microphone settings

Please ensure, that a microphone is connected with your PC that it is suitable for the usage of speech recognition.

You will obtain the best recognition results with *Voice Pro Enterprise 5*, when your recording device is set to 16-bit and 16 kHz. You can check it this way:

1. Open the Control Panel.
2. Open the category Sound.
3. Choose the Recording tab.
4. Choose the recording device with which you use *Voice Pro Enterprise 5* and click onto the button Properties.
5. Choose the Advanced tab.
6. Set the standard format to 16 bit and 16000 Hz



In case that 16000 Hz is not available for your recording device, choose alternatively 32000 Hz or 48000 Hz. For all other formats, a resampling will be used, that leads to a quality loss.

7. Click Apply and then OK.

Note: This check should be done prior to each restart of Voice Pro Enterprise 5 and whenever you change the recording device!

3.2. Starting the client

To start the speech recognition, please click onto the desktop icon of Voice Pro Enterprise 5 Client.



Please note how to position your microphone properly and proceed as follows:



If you wish that these information will not be shown in future anymore, please activate the option: „Do not show this dialogue anymore.“

Otherwise you can find these information also on the tab **Speech Recognition** in the group **Options** > Button: **Set up the microphone** > Button: **Position your microphone properly**.

3.3. Before Dictation

Before starting the dictation, please check the following issues:

Microphone connection:

Please connect a suitable microphone for the speech recognition.

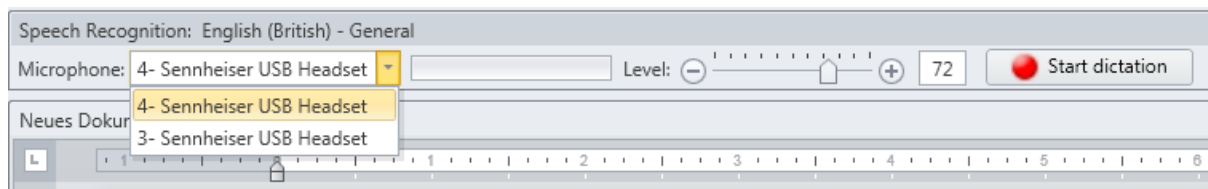
Microphone selection:

Please ensure that on the tab **Speech Recognition**, in the field **Microphone**, the appropriate microphone is selected.



It should appear the colored sound level indicator, when you speak into the microphone (without starting the recording).

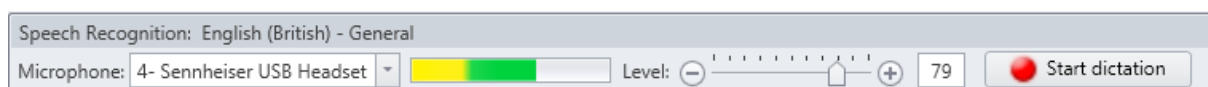
All connected recording devices are listed in the dropdown menu. In case that you want to change the selection, mark the appropriate device.



Microphone setting and background noise:

Please ensure that the level indicator is responding while speaking into the microphone and that it stays mainly in the area that is marked in green color.

If the level indicator reaches the **red** zone, the recording is over modulated. If the level indicator stays only in the **yellow** zone the recording is under modulated. Adjust the level by moving the slide control.

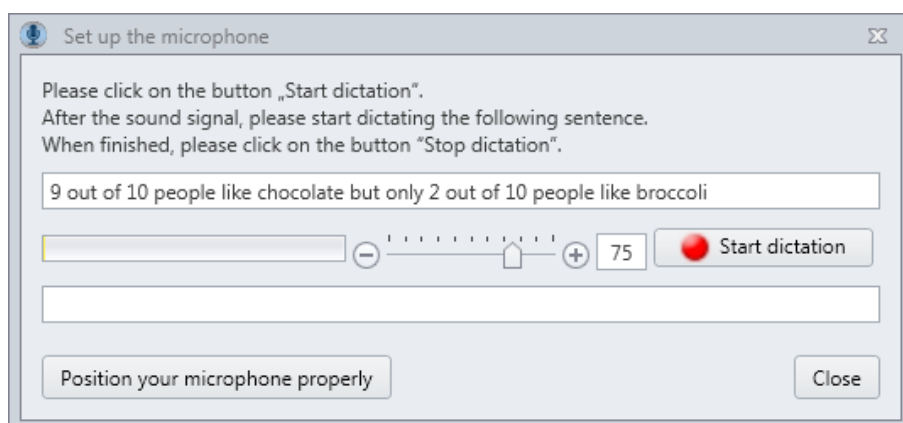


A move to the left reduces the level to avoid over modulation; a move to the right increases the level to avoid under modulation.

Please take care that the dictation surrounding is as quiet as possible.

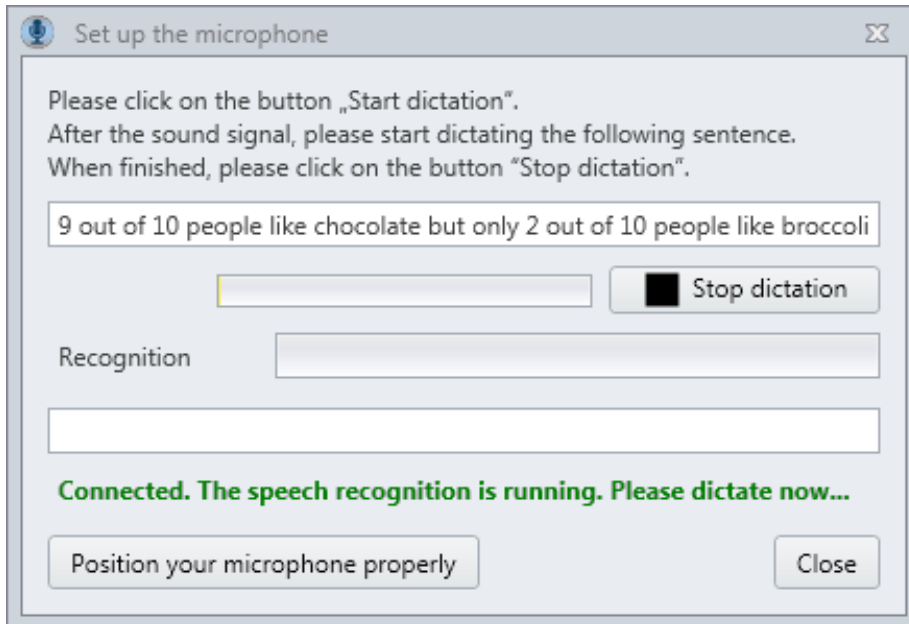
E.g. close the window to keep out traffic noise. Background noises and a high echo level can have a negative effect on the recognition quality.

Button „Set up the microphone“:



Please click on the button **Start dictation** and await that the server status will be shown in green and as **“connected”**. Start reading after the sound signal the displayed sentence:

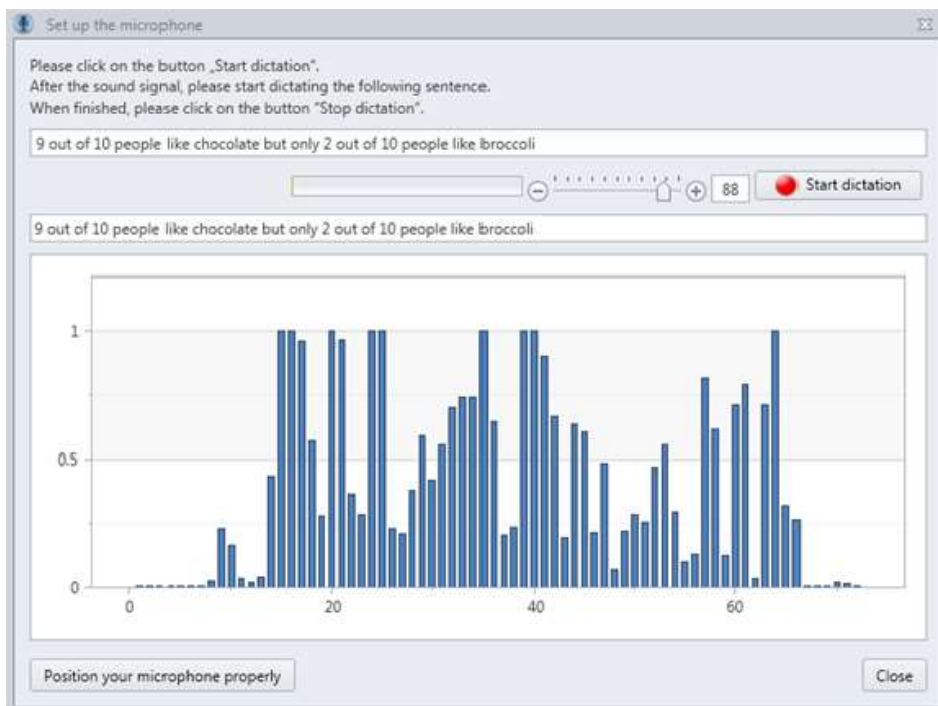
9 out of 10 people like chocolate but only 2 out of 10 people like broccoli



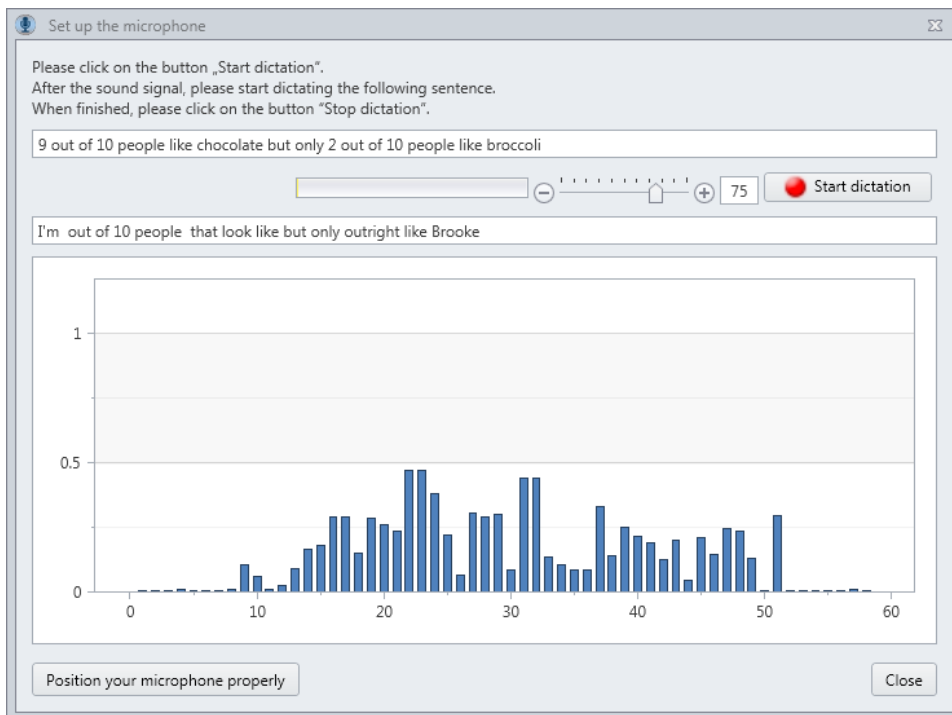
When you have finished, please click **Stop dictation**. In the text field will be shown the recognition result.

Below, you will find the corresponding audio curve.

1. Example of an ideal audio curve with very good speech recognition:

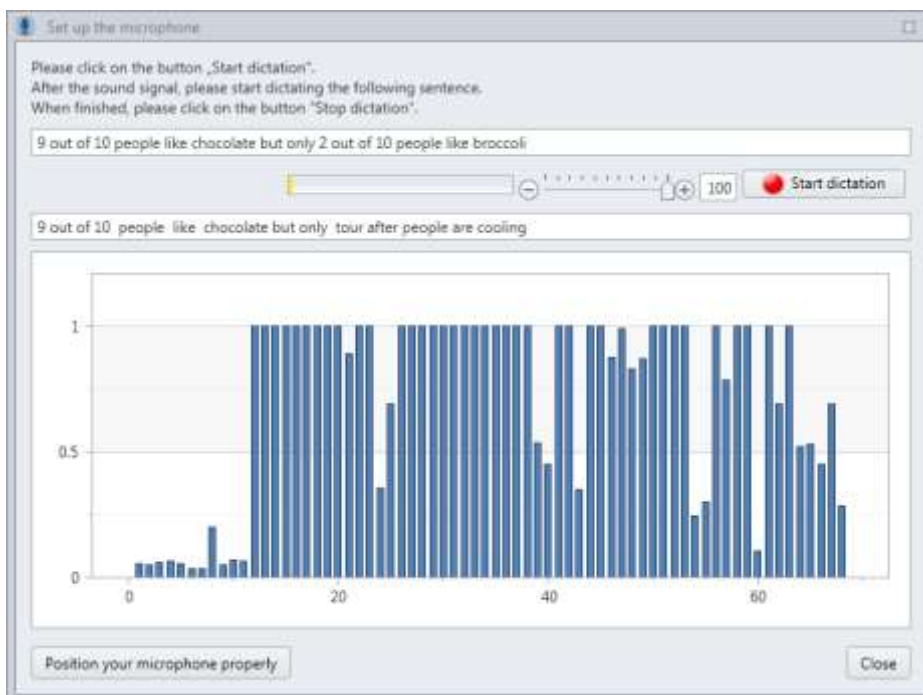


2. Example of an under modulated audio curve with recognition errors:



3. Example of an over modulated audio curve with recognition errors respectively suspension of the recognition:

a)



b) In this example, the overdrive was so high (e.g. due to loud background noise) that a recognition was no longer possible:



Is the microphone turned on?

If your used headset or microphone is providing an on/off switch, please turn it to „on“. Ensure that the mute mode is turned off.

Tips concerning pronunciation and the way of speaking:

While dictating please have in mind a clear and articulated pronunciation, best is to speak moderate and to avoid an excessive accent as well as a slowed down speech.

Please dictate fluently and in a natural way.

Remember to dictate punctuation marks. For example: "How do you do QUESTION MARK"

A list of all supported Voice Pro Enterprise 5 voice commands you can find in chapter 6.

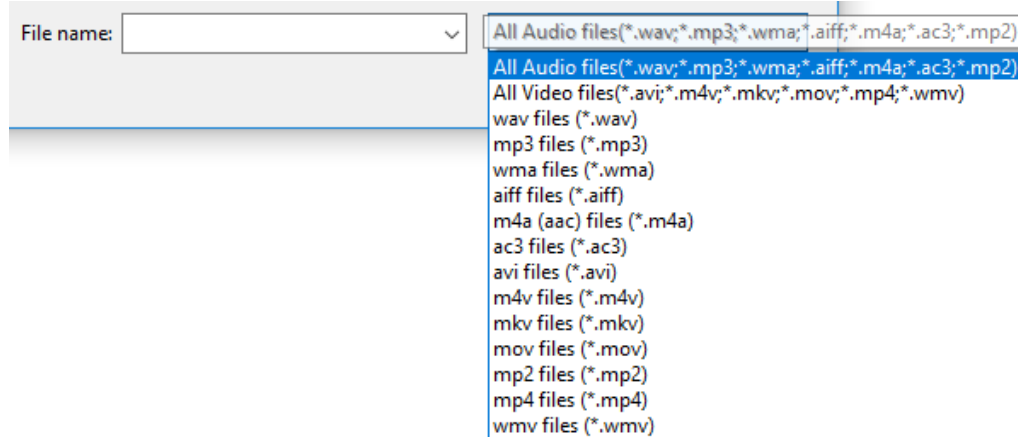
Beside to the direct dictation Voice Pro Enterprise 5 Client supports also the transcription of audio files. Therefore, an audio file needs to be uploaded to the server. There the recognition will take place. Then the recognized text will be displayed in the text field.

3.4. Before Recognition of Audio Files

Before the upload of an audio file the following items need to be checked:

Audio file format:

Please ensure that your used file format is supported by Voice Pro Enterprise 5 Client.



Supported are the following file formats:

Audio: WAV, MP3, WMA, AIFF, M4A, AC3 and MP2

Video: AVI, M4V, MKV, MOV, MP4 and WMV

The processing of the proprietary audio formats .dss and .ds2 is possible.

Please contact us directly for further details on the required requirements.

Recording source:

Has the recording been done directly in the Voice Pro Enterprise 5 Client or has been used a speech recognition suitable dictaphone?

Recording quality:

Please take care that the dictation surrounding is as quiet as possible. E.g. close the window to keep out traffic noise. Background noises can have a negative effect on the recognition quality. Some devices also provide microphones with an ambient noise filter.

Tips concerning pronunciation and the way of speaking:

While dictating please have in mind a clear and articulated pronunciation, best is to speak moderate and to avoid an excessive accent as well as a slowed down speech. Please dictate fluently and in a natural way.

Remember to dictate the punctuation marks. For example: "How do you do QUESTION MARK".

A list of all supported Voice Pro Enterprise 5 voice commands you can find in chapter 6.

Important is also to keep the correct distance to the microphone and not changing it while dictating.

3.5. Important notes

During dictation or file recognition, please pay attention to the following:

- Do not disconnect, plug in, or change headsets / microphones
- Do not remove, plug in or change USB sticks or other external devices
- Do not change volume / sound settings
- Before starting the recognition of a larger audio file, please check the Windows power-saving options. No sleep mode should be triggered, in case that the mouse will not be moved for a longer time.

All of the above listed actions could cause an interruption of the real-time connection between the client application and the recognition server. In this case, the speech recognition process could not be finished.

4. Basic Program Components

4.1. The User Interface

Besides the scalable editor, the application window of Voice Pro Enterprise 5 includes a comprehensive **multi-function ribbon** with **tabs** that contain logically organized **groups**. From these, all the features of Voice Pro Enterprise 5 can be easily operated.

File Tab:

Create a new document (**New** button), open an existing document (**Open** button), save an open document (**Save** or **Save As** buttons), save a recorded audio file (**Save Audio As** button), select one of the printing options (**Quick Print**, **Print** or **Print Preview** buttons) and go one step back or forward (**Undo** or **Redo** buttons).

Speech Recognition Tab:

The tab **Speech Recognition** includes all features related to speech recognition. The following chapters contain detailed descriptions of all options.

Edit, Insert, Page Layout and View tabs:

These tabs include text formatting, view and edit functions, supported by Voice Pro Enterprise 5 to adapt lay-out.

Also available is a customizable **Quick Access Toolbar**. Depending on personal preference, the toolbar can be placed above or below the multifunction ribbon. To place the toolbar, right-click a vacant area on the multi-function ribbon and choose one of the following options:

Show Quick Access Toolbar Above the Ribbon or
Show Quick Access Toolbar Below the Ribbon.

4.2. Menu Settings

The menu **Settings** can be found on the tab **Speech Recognition** in the group **Options**

4.2.1. Backup Path for Audio Dictation

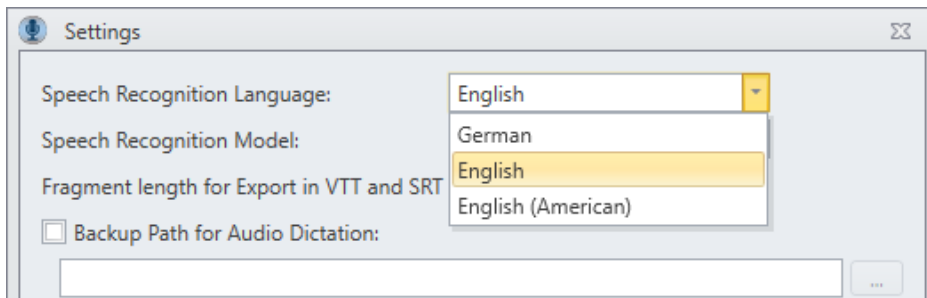


If the audio of your dictation should be stored in a backup path, please activate the option **Backup Path for Audio Dictation**. You can use either the default path in your user directory, which will be

displayed and selected after the activation of the setting, or a path of your choice. Please ensure that the user has full access to the chosen directory.

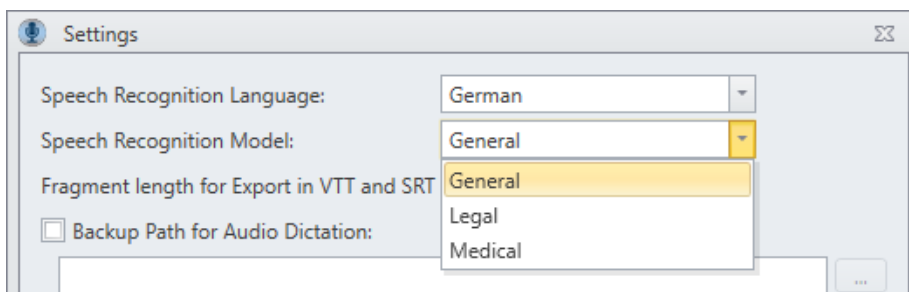
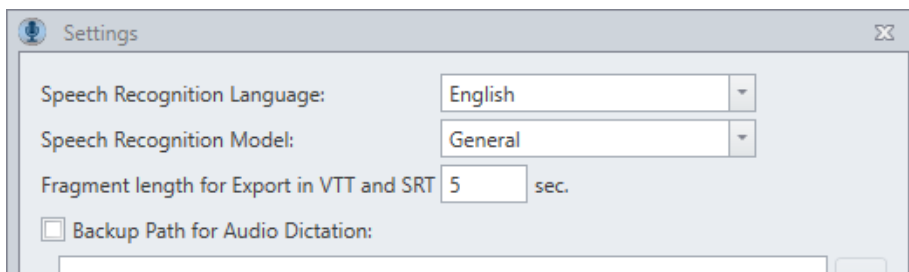
4.2.2. Selection of the Speech Recognition Language

For the selection of the language, please switch to **Settings** on the tab **Speech Recognition**. The shown languages depends on the license you bought.



4.2.3. Selection of the Speech Recognition Model

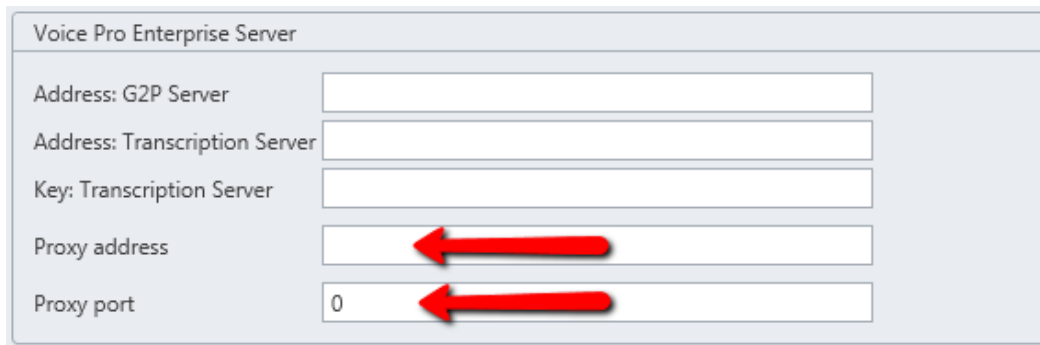
Depending on your purchased license, you may have a **general** vocabulary at your disposal (for the speech recognition languages English, American English or German) or an extension for the fields of **Law** and **Medical** (only for the speech recognition language German). The selection is offered in the settings menu in the field **Speech Recognition Model**.



4.2.4. Voice Pro Enterprise Server Settings

The Voice Pro Enterprise Server settings are set via registry entries by your administrator during the installation process. Please do not change these entries without prior agreement!

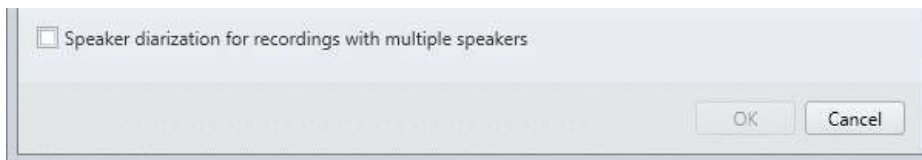
If you are using a Proxy Server, please enter your **Proxy address** (Proxy name or Proxy IP address without „http“ or „https“ prefix) and **Proxy port** in the field Voice Pro Enterprise Server in the **settings menu**. Save your settings and close the window with clicking on **OK**.



The screenshot shows a dialog box titled "Voice Pro Enterprise Server". It contains five input fields arranged vertically. The first three are labeled "Address: G2P Server", "Address: Transcription Server", and "Key: Transcription Server". The last two are labeled "Proxy address" and "Proxy port". The "Proxy port" field contains the number "0". Two red arrows point from the right side of the dialog towards the "Proxy address" and "Proxy port" fields, highlighting them.

The information about proxy port and proxy address you will obtain from your system or network administrator.

4.2.5. Recordings with multiple speakers



The screenshot shows a dialog box with a single checkbox labeled "Speaker diarization for recordings with multiple speakers". The checkbox is currently unchecked. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

If you intend to transcribe audio recordings that contain several speakers, please activate the option **Speaker diarization for recordings with several speakers** in the **settings menu** before starting the file transcription and confirm your selection with **OK**.

When this activated option, speakers and speaker changes will be displayed when detected due to different audio characteristics.

4.3. The Text Window

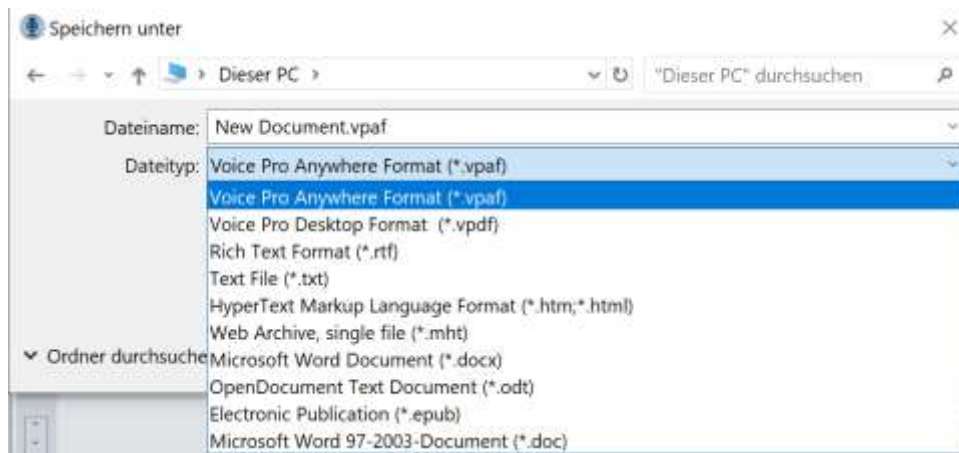
The recognized text will be inserted in one or more processing steps into the text window. From there it can be saved or adjusted manually.

Clear text window:

A click onto the button **New** will clear the text window and a new document will be created.

Save text:

You can save your text via the buttons **Save text** or **Save text as...** on the tab **File**. Voice Pro Enterprise 5 uses the following file formats:
.rtf, .txt, .htm, .html, .mht, .doc, .docx, .odt, .epub, .vpaf, .vpdf.



Note:

.vpaf and .vpdf are native file formats of Voice Pro Enterprise in which the text is saved synchronously with the audio. See also Chapter 4.5.

Open text:

Via the button **Open** on the tab **File** you can open an existing file in the text window of Voice Pro Enterprise 5.

Voice Pro Enterprise 5 uses the following file formats:

.rtf, .txt, .htm, .html, .mht, .doc, .docx, .odt, .epub, .vpaf, .vpdf.

4.4. Save Audio

Save audio file:

For the future revision or correction of your dictation, it can be useful to save the associated audio file. This will enable you (or the person doing the correction) to replay any time what has been said and to compare it with the recognized text.

In addition, the saved audio file can also be uploaded for the recognition to the server at any time. This may be necessary if there is no connection to the server during dictation or if the connection has been lost.

Procedure:

Please click onto the button **Save Audio as** on the tab **File**. The button is active only when an audio file is available, i.e. if you have dictated beforehand. As audio format **.wav** is available.

If you want to save text and audio together in one file, Voice Pro Enterprise 5 offers the native file formats ***.vpaf** and ***.vpdf**.

The **.vpdf** format is designed for to allow dictation even in more complex document structures (e.g. in documents with formatting such as letterhead, tables or graphics). The **.vpaf** format instead focuses on the pure text information and only in this format is it possible to open and edit the document on mobile devices. The **.vpdf** format cannot be opened on mobile devices.

In both formats (.vpdf and .vpaf) the text is saved synchronously with the audio.

Vpdf and vpaf files can only be opened and processed in Voice Pro Enterprise applications. Both formats can be conveniently saved in various text formats (e.g. .doc, docx, .txt, .html, .rtf).

4.5. VPAF and VPDF: The file formats for saving text and audio

With the programs own VPAF and VPDF file formats you can save audio and text together in one file.

To save text and audio together in the Voice Pro Enterprise file formats *.vpaf or *.vpdf:
After the speech recognition of the direct dictation or of the uploaded audio file you can save the recognized text and the corresponding audio together in one file. For this case please use one of the native file formats of Voice Pro Enterprise 5: ***.vpaf or *.vpdf**

The **.vpdf** format is designed for to allow dictation even in more complex document structures (e.g. in documents with formatting such as letterhead, tables or graphics). The **.vpaf** format instead focuses on the pure text information and only in this format is it possible to open and edit the document on mobile devices. The **.vpdf** format cannot be opened on mobile devices.

In both formats (.vpdf and .vpaf) the text is saved synchronously with the audio.

Vpdf and vpaf files can only be opened and processed in Voice Pro Enterprise applications. Both formats can be conveniently saved in various text formats (e.g. .doc, docx, .txt, .html, .rtf).

Click on the **Save as** button, on the **File** tab, enter a file name and select one of the file types ***.vpaf, *.vpdf**.

To open a *.vpaf or *.vpdf file in Voice Pro Enterprise 5:

Click on the tab **File** onto the button **Open** and choose your desired VPAF or VPDF file.

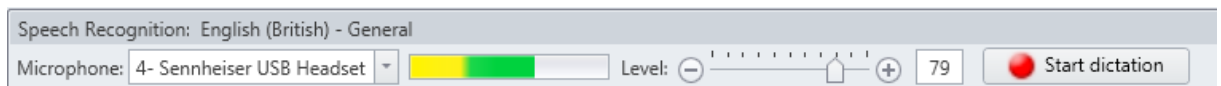
5. Dictation

The speech recognition Voice Pro Enterprise 5 supports direct dictation as well as the audio file recognition (see chapter 6).

To start the direct dictation, please proceed as follows:

- At first switch onto the tab **Speech Recognition**.
- In the field **Microphone** your microphone should be displayed (see tips in the chapter **First Steps**)
- Microphone check:
When you speak into the microphone, the volume level indicator should show a visual reaction. Please pay attention to the correct dictation volume and distance to the microphone. The level should move within the green area.

If the level indicator reaches the red zone, the recording is over modulated. If the level indicator stays only in the yellow zone the recording is under modulated. Adjust the level by moving the slide control or pressing the + or – button



A move to the left reduces the level to avoid over modulation, a move to the right increases the level to avoid under modulation.

Via the button **Set up the microphone** (see chapter 2.4) in the group **Options** on the tab **Speech Recognition** you are offered an additional help for adjusting your microphone correctly, via the displayed audio curve of your dictation.

- Start the dictation via clicking onto the **Start dictation** button [Alt+0](#). A message box is displayed.



- Server status:



Please also take a short view to the bottom left in the status bar, whether the connection to the server has been built up.



If no connection to the server could be build up it might only be a brief interruption of the server connection. Please wait for a moment. If the connection should not rebuild, please contact your administrator. Send him the error description shown in the status bar.

- Start your dictation after the signal tone.
- The recognized text will be displayed in the text field within a few moments.
- If you want to make changes in the text, just click onto the **End** button and handle the necessary corrections.



- During dictation and the process of recognition the text can't be edited.
- Ensure that no driver updates of hardware are performed and that no device connections are changed during dictation.

During the text correction it may be useful to compare the recognition result with your dictation. Therefore, the Voice Pro Enterprise dictation client offers a convenient way to playback your dictation.

Click on the tab **Speech Recognition**, in the group **Play Back**, on the button **Play** (from cursor position) **Alt+2**. For to jump with one click to the end of the audio file or to its beginning you can use the following buttons:

Go to start of audio: **Alt+1**

Go to end of audio: **Alt+9**

To pause the play-back, use the button **Pause** **Alt+2**

Note: The pause button is only active after the start of your dictation.

In order to be able to navigate forward and backward in the recognized text, the buttons **Rewind** or **Forward** can be used. Yu can either chose navigating in the "snippet" units, that are the units in which the recognition result arrives from the speech recognition engine. Alternatively, you can also forward or rewind at self-defined time intervals. The number of seconds can be defined via the list entry.

Rewind (in snippets) **Alt+3**

Forward (in snippets) **Alt+4**

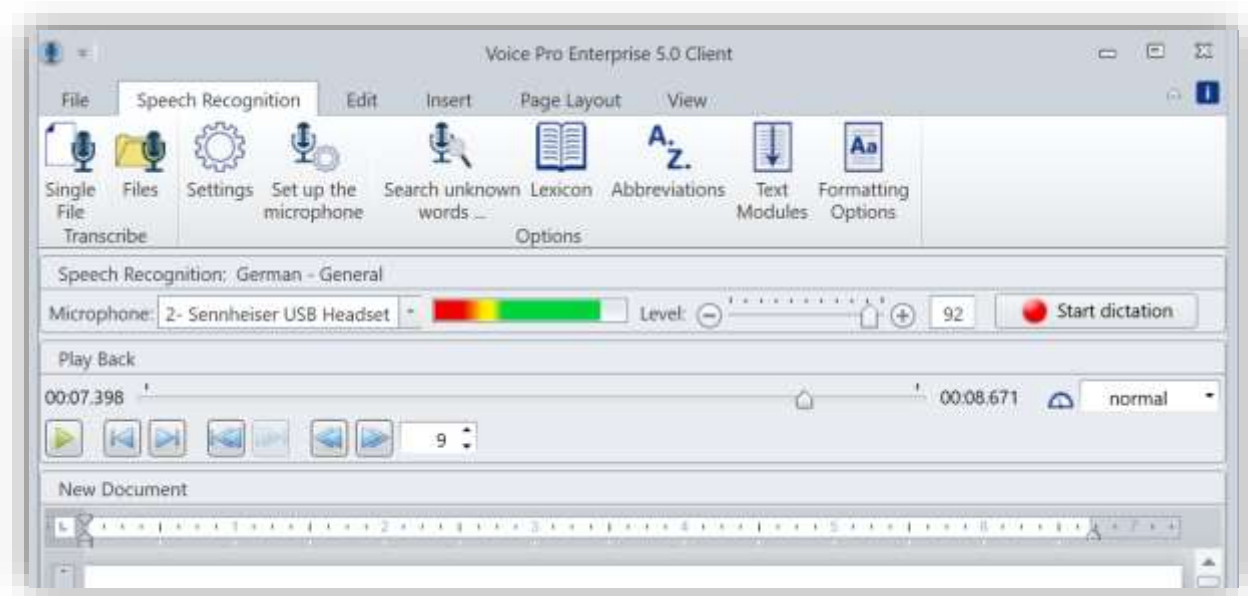
Rewind (by time interval) **Alt+5**

Forward (by time interval) **Alt+6**

Alternatively, the slider of the audio player can be dragged with the mouse.

The **speed control** option allows to listen to the dictation in different speed levels. Example: If in a text passage many corrections are required, it is advisable to switch the speed to "slow" or "very slow".

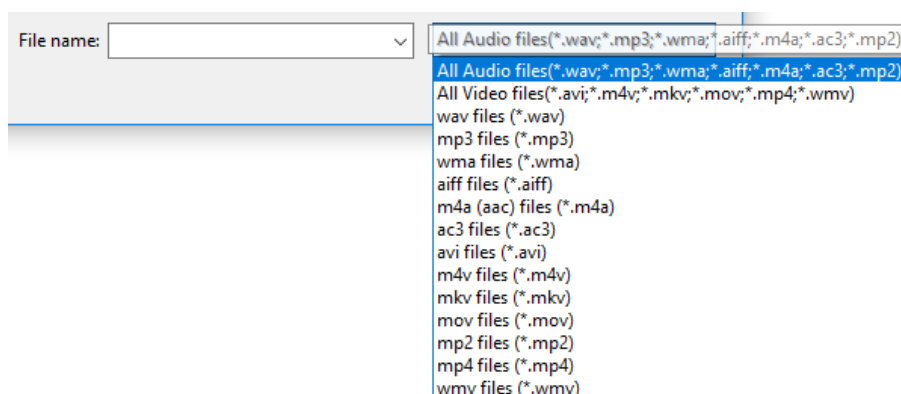
(To control the playback functions via an individually configurable footswitch, see the note in chapter 9)



6. Audio File Recognition (Transcription)

6.1 Transcription of a single file

With the speech recognition Voice Pro Enterprise 5 you can convert direct dictations or recorded audio files into text. The supported file formats are .wav, .mp3, .wma, .aiff, .m4a, .ac3, .avi, .m4v, .mkv, .mov, .mp2, .mp4, and .wmv



Please note the following guidelines:

- Please ensure that you have access to the audio file and that it contains no write protection
- Click on the tab **Speech Recognition**, in the group **Transcription** on the button **Single File**.



- Choose the desired audio file.
- The file will be uploaded and forwarded to the recognition server for the further processing. The progress of upload and recognition is displayed.



- As soon as the recognition process is finished, the result will be displayed in the text field.
- In case that you want to change parts of the text, please await that the recognition of your audio file has been completed.
- While the text correction it may be useful to compare it with your dictation. Therefore, the Voice Pro Enterprise dictation client offers a convenient way to playback your audio file with your recorded dictation. Please click in the group **Play Back** on the button **Play Back of Document / Selection** or **Play Back from here**.

Note: The playback function is active after an audio file has been uploaded.

6.2 File transcription via batch processing

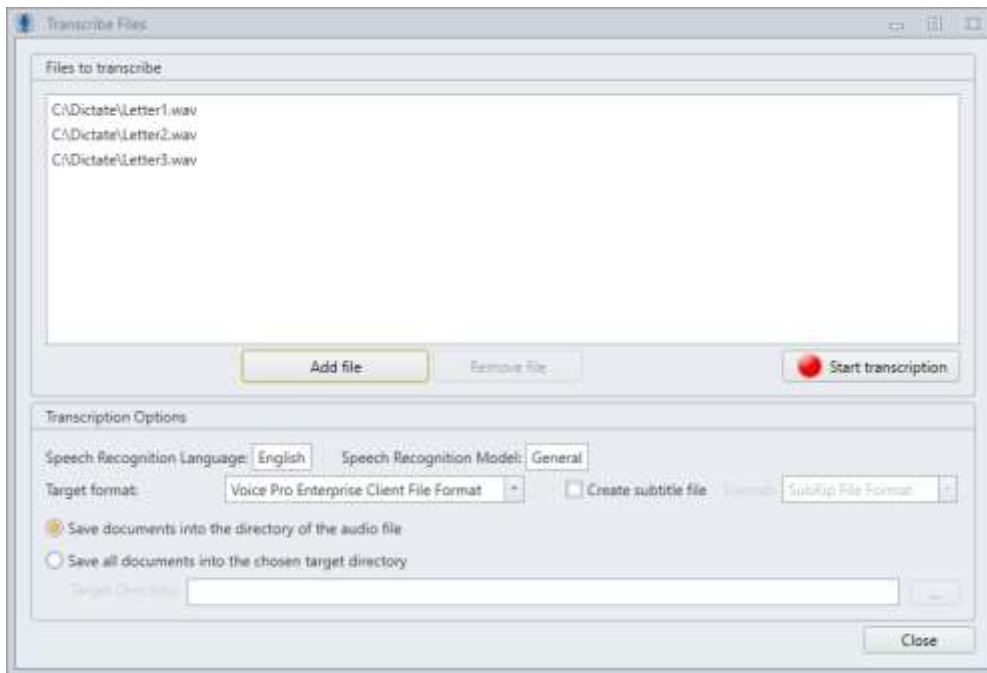
If you want to transcribe multiple files, select the **Files** button on the **Speech Recognition** tab in the **Transcribe** group. This function allows the transcription of the selected files via batch processing.



Click the **Add file** button and select an audio file that you wish to be transcribed. Click the **Add file** button again to add further audio files to the selection. Before clicking the **Start transcription** button, set all desired options for the transcription, such as target format, decide if you want to create subtitle files and in which format and select the target directory of the transcribed documents.

A file, that has been selected for the transcription can be removed from the list of files, by using the **Remove file** button. Before pressing the button you have to select the desired file.

The batch processing for the selected files will be initiated by pressing **Start transcription** button.




Please note: The name of the audio file, that has been selected for transcription will be automatically applied for the file in the target format. Existing files in the target directory with the same name and file format will be overwritten.

7. Voice Commands

Below you find a list of all voice commands that are supported by Voice Pro Enterprise 5. You can dictate breaks, punctuation marks, special characters, or switch off the microphone via command.

To create a line break, for example, please dictate at the desired text passage: <New line>. Say <Open bracket> and <Close bracket> to set the brackets.

PURPOSE SIGN: „if you wish to enter ...“		VOICE COMMAND: „...say...“
Wraps:		
↵	Inserts a new line	New line
¶	Inserts a new paragraph	New paragraph
Punctuation marks, signs and symbols:		
,	abc, abc	Comma
.	abc. Abc	Period, (GB: Full stop)
:	abc: Abc	Colon
;	abc; abc	Semicolon
!	abc! Abc	Exclamation mark
?	abc? Abc	Question mark
-	abc-abc	Hyphen
—	abc — abc	Dash
_	abc_abc	Underscore
'	abc's 100'001	Apostrophe
...	abc... Abc	Ellipsis
(abc (abc	Open bracket
)	abc) abc	Close bracket
[abc [abc	Open square bracket
]	abc] abc	Close square bracket
{	abc {abc	Open curly bracket
}	abc} abc	Close curly bracket
<	abc <abc	Open angle bracket
>	abc> abc	Close angle bracket
<	abc < abc	Less than
>	abc > abc	Greater than
-	abc - abc	Minus
+	abc + abc	Plus
=	abc = abc	Equals
×	5 × 6	Multiplication sign
÷	6 ÷ 2	Division sign
±	±2	Plus minus
%	100% abc	Percent
½	abc ½ abc	One half

¼	abc ¼ abc	One quarter
¾	abc ¾ abc	Three fourths
°	90° abc	Degree
*	abc* abc	Asterisk
~	abc ~25	Tilde
@	abc@abc	at
/	abc/abc	Slash
\	abc\abc	Backslash
&	abc&abc	Ampersand
§	abc § abc	Paragraph
€	25€	Euro
\$	25\$	Dollar
£	25£	Pound
¥	25¥	Yen
¢	25¢	Cent
Question marks:		
„	abc „abc	Open quotation
“	abc“ abc	Close quotation
Key:		
→	Inserts a tab stop	Tabulator
Microphone command:		
	Turns the microphone off	Microphone off

8. Options

Voice Pro Enterprise 5 offers the user different options to personalize the recognition. You can find the offered tools on the tab **Speech Recognition** in the group **Options**.



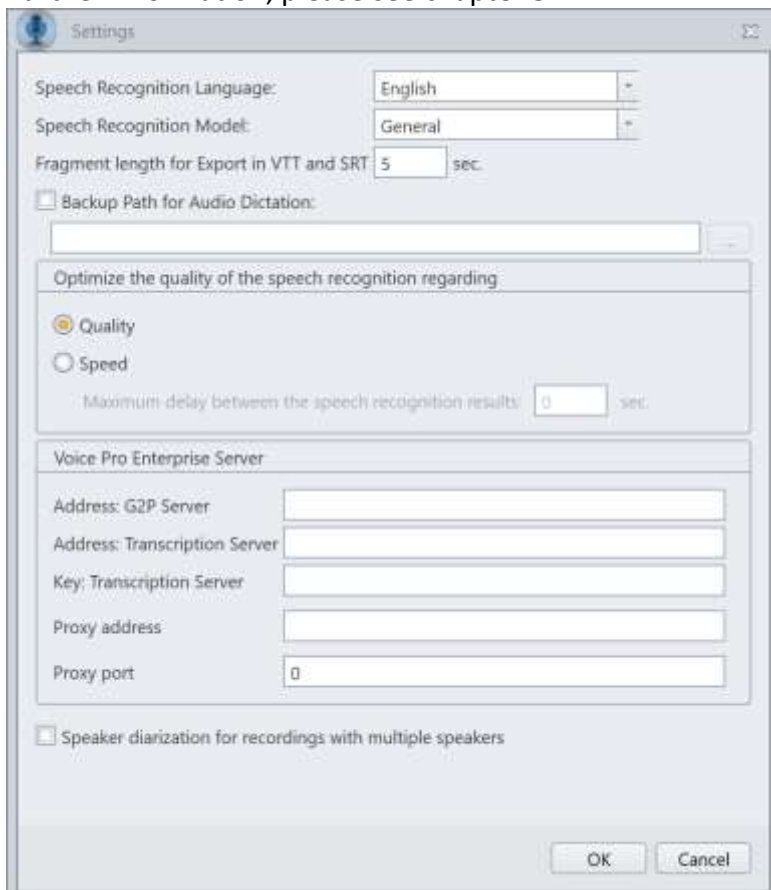
8.1. Settings

Via the **Settings** menu you can select if and where a backup adapt the path for the backup directory and choose language and Speech Recognition Model (depending on your license).

You can specify the fragment length for subtitles and enter the Voice Pro Enterprise server data (address, key, proxy settings if necessary - for further information concerning the server data, please refer to the administrator's manual).

With the activated option **Speaker diarization for recordings with multiple speakers**, speakers and speaker changes will be displayed in the transcription when detected, due to different audio characteristics.

Further information, please see chapter 3.2



8.2. Searching for unknown words in the opened document

You can search in the currently opened document for unknown words with the option **Search for unknown words...** in the group **Options**.

In case that the text contains unknown words, they will be summarized and displayed in a list. Select the entries that you want to add to the dictionary with marking the checkbox in the column **Activated**

In addition to the frequency in which the term occurs in the document, you will find also a column **pronunciation** for the phoneme generation. With this option, you can define a foreign pronunciation. For example for names, trademarks, expressions (e.g. Delicatessen) with a German pronunciation.

To do this, click on the current selection in the cell **Pronunciation** and select German.

After clicking OK, the activated words will be added to the dictionary.

If required, you can add a pronunciation for the dictionary entries. Open the dictionary dialog with clicking on the button **Lexicon**, select one entry and click on the button **Edit item**.

If you want to use the functionality of searching for unknown words also for a list of documents or all documents within an entire folder, please use the *Voice Pro Enterprise 5.0 Document Analyser* application. See Chapter 8

Note:

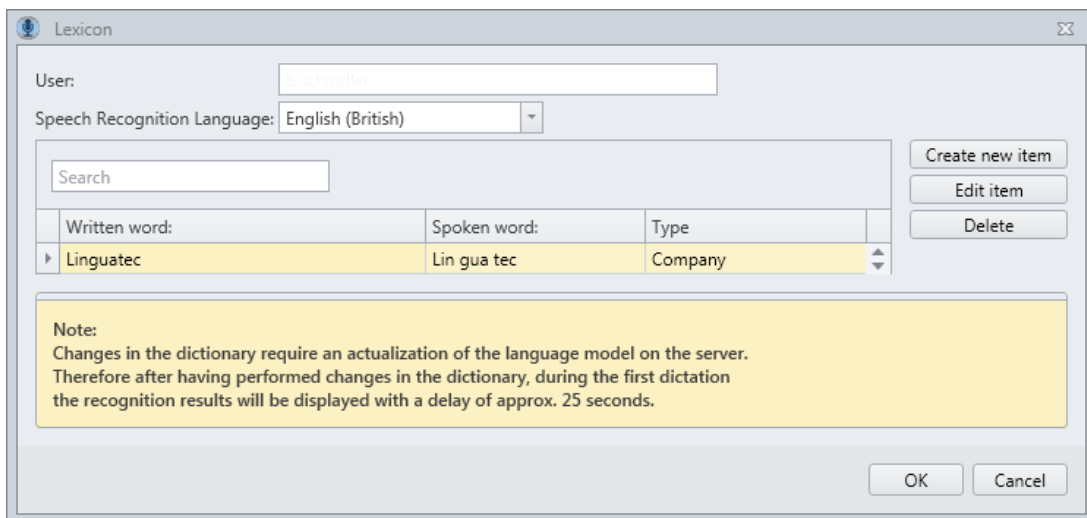
The maximum possible length for dictionary entries is 52 characters per entry.

8.3. Lexicon

In the user dictionary (Button **Lexicon**) you can create, adapt or delete entries for your licensed language. The lexicon entries are assigned to your user ID

The lexicon structure is:

- a) Written word (Lexicon entry)
- b) Spoken word (textual description of the pronunciation)
- c) Type
- d) Language of the Pronunciation

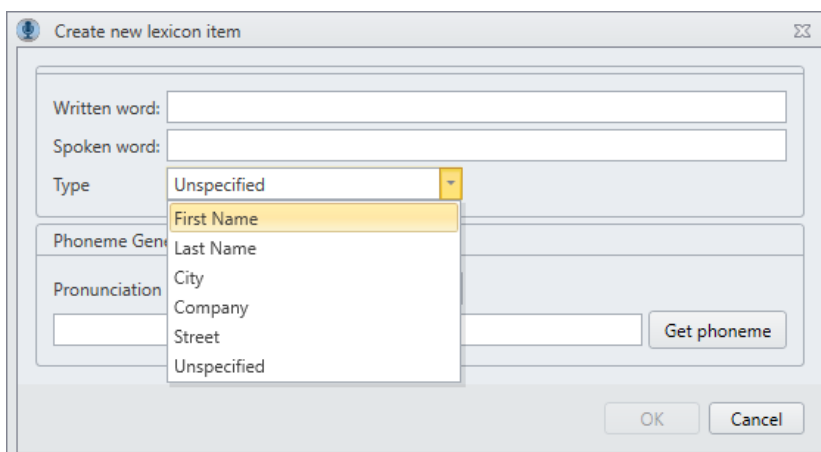


- Search field:

If you want to start a **search** in your lexicon, please enter your search term in the search field. You can search for the lexicon entry as well as for the textual description or the type. All matching entries will be displayed.

- Button Create new item

Click this button when you want to add a new lexicon entry.



Written word: please enter the term as it should appear in the text.

Spoken word: this text box allows you to enter the pronunciation as a textual paraphrase. It is not necessary to know a special phonetic spelling. The textual paraphrase in the Spoken Word field can be adjusted at any time.

Type: select a fitting property for categorization. You can choose: **First name, last name, city, company** and **street**. If this selection does not match your term, select unspecified

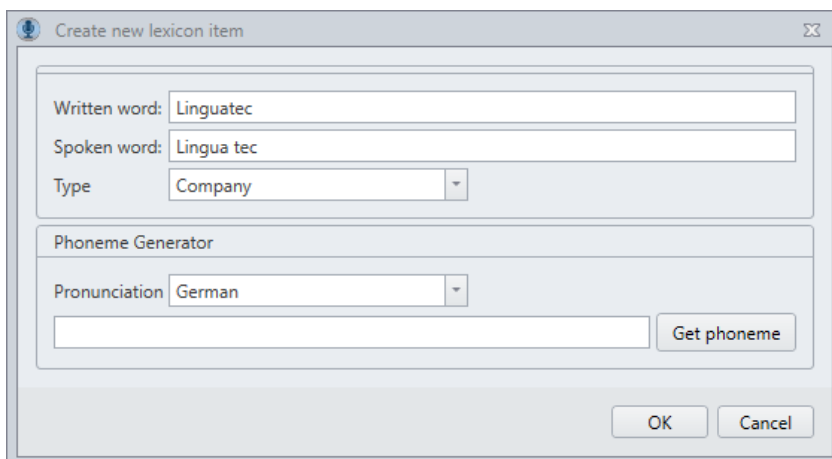
Get phoneme: By clicking on this button, the phoneme generator prepares the phonemes out of the given information (written word, spoken word, pronunciation language) for the server and thus speeding up further processing.

Click the **Get phoneme** button to start phoneme creation.

To save your new phoneme entry, click the **OK** button.

Click **Cancel** to exit the window without saving your changes.

Example of a dictionary entry for the term Linguatec with a textual paraphrase and the categorization Company:



The screenshot shows a window titled "Create new lexicon item". It contains several input fields and buttons. The "Written word" field is filled with "Linguatec". The "Spoken word" field is filled with "Lingua tec". The "Type" dropdown menu is set to "Company". Below these fields is a section titled "Phoneme Generator" which includes a "Pronunciation" dropdown menu set to "German" and a "Get phoneme" button. At the bottom of the window are "OK" and "Cancel" buttons.

- **Button: Edit item**

If you wish to change an existing lexicon item, please mark it in the list and then click onto the button **Edit item**.

In the window **Edit lexicon item** you can make your desired changes and save them by clicking onto **OK**.

Via **Cancel** the window will be shut down without saving the changes in your entry.

- **Button: Delete**

If you want to delete an existing entry, please mark it in the list and then click onto the button **Delete**.

Notes:

- 1) Changes in the dictionary require an actualization of the language model on the server. Therefore, after having performed changes in the dictionary, during the first dictation the recognition results will be displayed with a delay of approx. 25 seconds.
- 2) The maximum possible length for dictionary entries is 52 characters per entry.

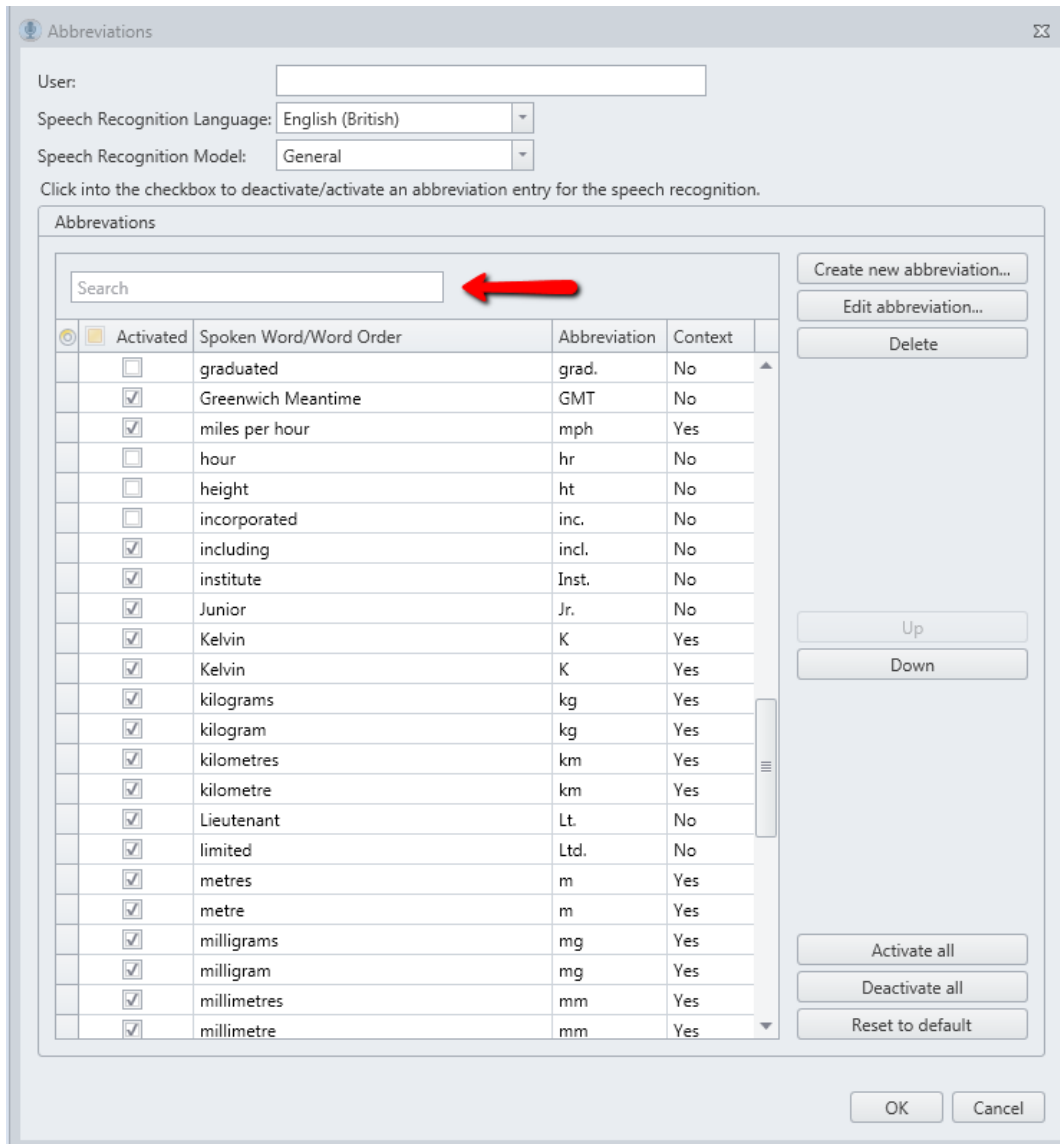
8.4. Abbreviations

The list of **Abbreviations** (button **Abbreviations**) includes all common abbreviations - depending on your selected topic and your licensed language/s. It can be enabled or disabled according to your needs; you can also adapt or add new entries. To the list of abbreviations, you can also add substitutions. Thus, you can achieve personalized recognition results in future dictations.

The shown list depends on your chosen topic (**General**, **Legal** or **Medical**) and is assigned to a defined user (see entry in the line **User**).

The list structure is:

- a) **Status** (activated or deactivated)
- b) **Spoken Word/Word Order**
- c) **Abbreviation**
- d) **Context**



- Search field:

If you want to start a **search** in your abbreviation list, please enter your search term in the search field above the abbreviation list. You can search for the abbreviation as well as for the spoken word/ word sequence. All matching entries will be displayed.

- Activate / deactivate an abbreviation entry:

To enable or disable an entry, please click into the checkbox in the column **Activated**. A tick in the checkbox indicates that the corresponding shortcut entry has been activated.

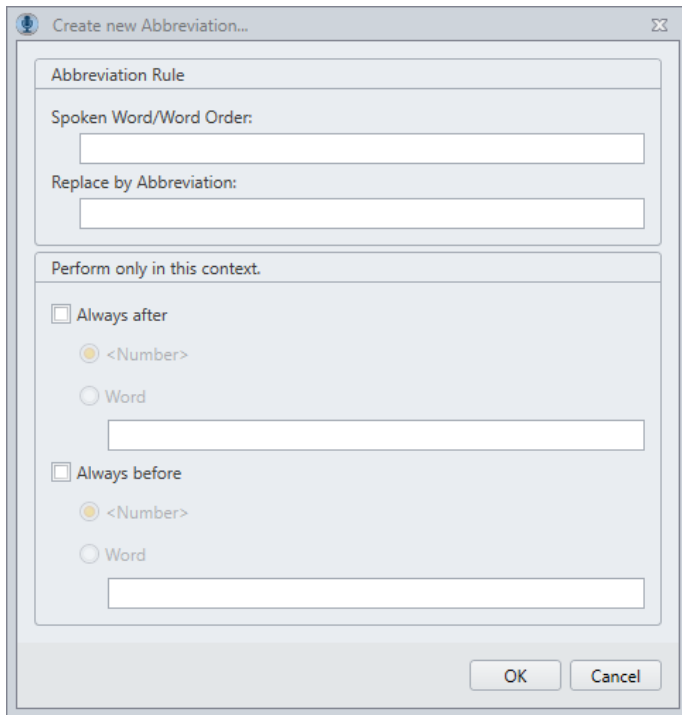
- Button: Create new abbreviation:

Add a new entry in your abbreviation list. In the first line (**Spoken word / Word Order**) please enter the word or word sequence for which the abbreviation or replacement should take place.

In the second line (**Replace with abbreviation**) you enter a shortcut or replacement.

In the next section (**Perform only in this context**) dependencies may be specified more precisely. You can specify whether the abbreviation should only apply before, after numbers, before, or after a certain word that you can define.

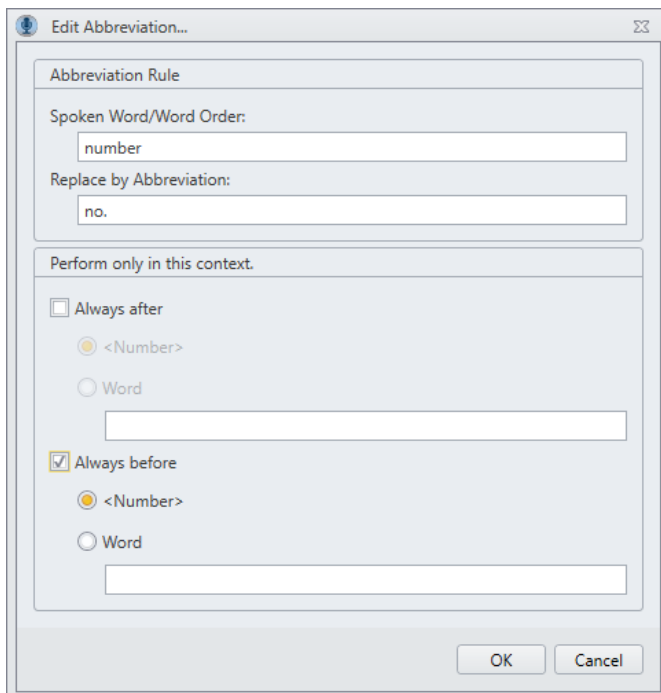
To save your abbreviation entry, please click onto the button **OK**.
If you click onto **Cancel** the window will be shut without saving the entry.



The screenshot shows a dialog box titled "Create new Abbreviation...". It has two main sections. The first section, "Abbreviation Rule", contains two text input fields: "Spoken Word/Word Order:" and "Replace by Abbreviation:". The second section, "Perform only in this context.", contains two groups of radio buttons. The first group is "Always after" with radio buttons for "<Number>" (selected) and "Word". The second group is "Always before" with radio buttons for "<Number>" (selected) and "Word". At the bottom right are "OK" and "Cancel" buttons.

Example: Abbreviation entry, that the word **number** should be abbreviated as **no.** if it will be followed by a number.

For example: no. 1



The screenshot shows a dialog box titled "Edit Abbreviation...". It has two main sections. The first section, "Abbreviation Rule", contains two text input fields: "Spoken Word/Word Order:" with the text "number" and "Replace by Abbreviation:" with the text "no.". The second section, "Perform only in this context.", contains two groups of radio buttons. The first group is "Always after" with radio buttons for "<Number>" (selected) and "Word". The second group is "Always before" with a checked checkbox, radio buttons for "<Number>" (selected) and "Word". At the bottom right are "OK" and "Cancel" buttons.

- **Button: Edit abbreviation**

If you wish to change an existing abbreviation entry, please mark it in the list and then click onto the button **Edit abbreviation**.

In the window **Edit abbreviation rule** make your desired changes and save them by clicking onto **OK**.

Via **Cancel** the window will be shut without saving the changes in your entry.

- **Button: Delete**

If you want to delete an existing entry, please mark it in the abbreviation list and then click onto the button **Delete**.

- **Buttons: Up and Down**

Please mark an entry in your abbreviation list and click onto the button **Up** if you want to locate it on a higher position in the hierarchy. If you click on **Down** you can locate it on a lower position in the hierarchy.

- **Button: Activate all**

This button deactivates all existing entries of your abbreviation list.

- **Button: Deactivate all**

This button deactivates all existing entries of your abbreviation list.

- **Button: Reset to default**

Please click onto this button to reset the settings of the abbreviation list. Only the custom-made entries will remain unmodified.

Important hint:

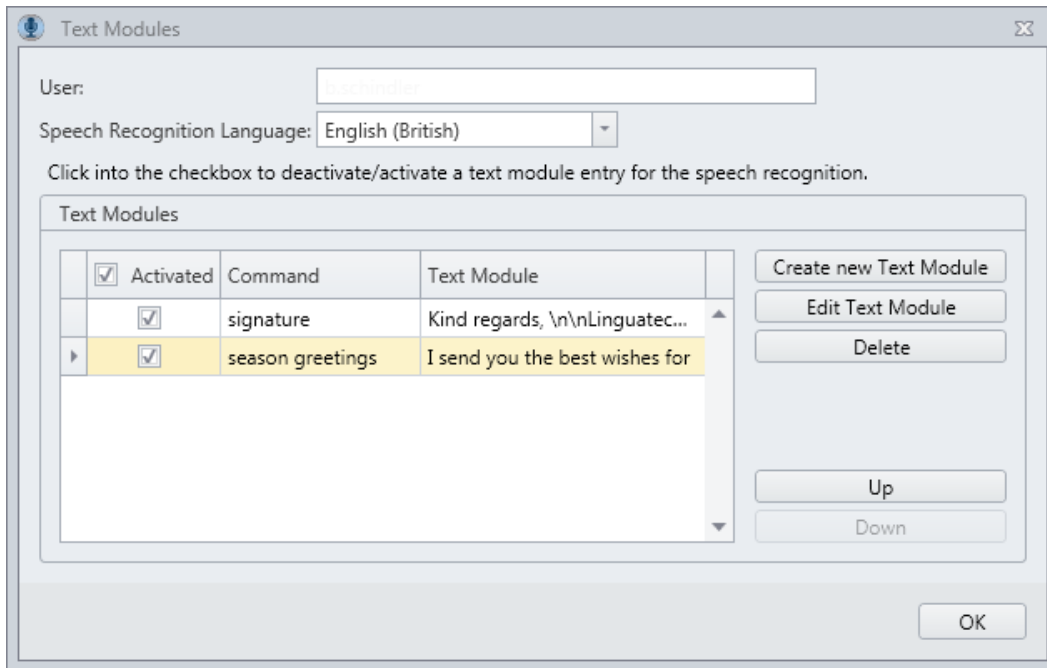
If your abbreviation rule contains several words, please ensure a fluent speaking and avoid breaks between them while dictation.

8.5. Text Modules

You can define recurrent texts as **Text Modules**. You just say the keyword (Command) for example "Signature" and the defined text module will be integrated into the text.

The list structure is:

- a) **Status** (activated or deactivated)
- b) **Command**
- c) **Text Module**

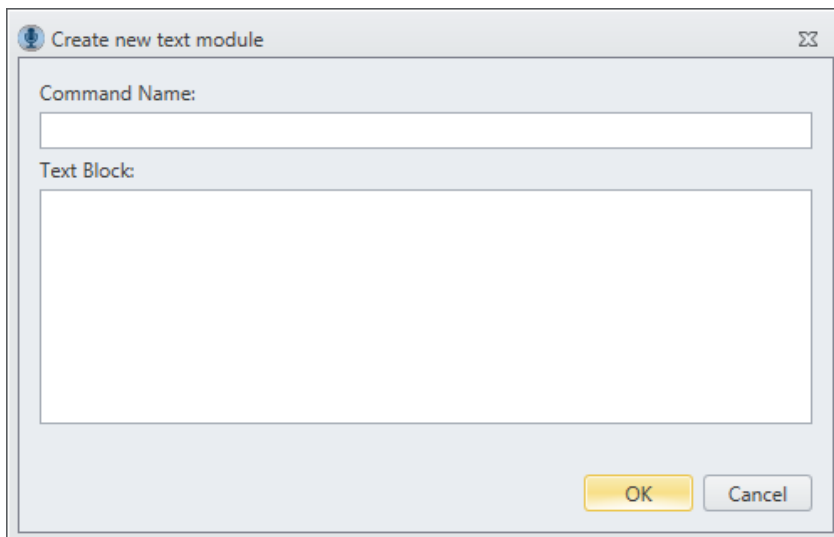


- Activating or deactivating a text module:

Please click into the checkbox in the column **Activated** to enable or disable an entry. A tick in the checkbox indicates that the corresponding shortcut entry has been activated.

- Button: Create new text module

Via this button, you can create a new text module entry.



Please enter the **command name** in the first line.

Note: Please select as command name a term, which is recognized by the speech recognition in this spelling. Otherwise, add it to the dictionary.

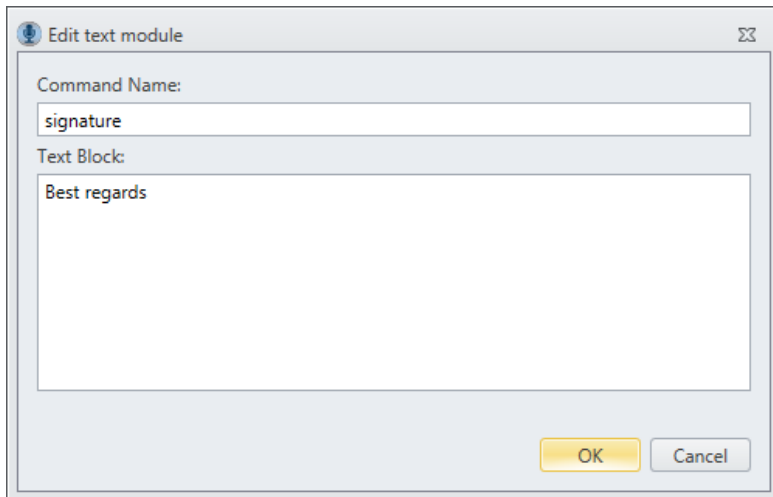
In the text block, please enter the text of the **Text Module**, which should appear when you dictate the command name.

Save your text module, via clicking onto the button **OK**.

Via **Cancel** the window will be shut without saving the changes in your entry.

- **Button: Edit text module**

If you wish to change an existing text module entry, please mark it in the list and then click onto the button **Edit text module**.



In the window **Edit text module** make your desired changes and save them by clicking onto **OK**.

Via **Cancel** the window will be shut without saving these changes.

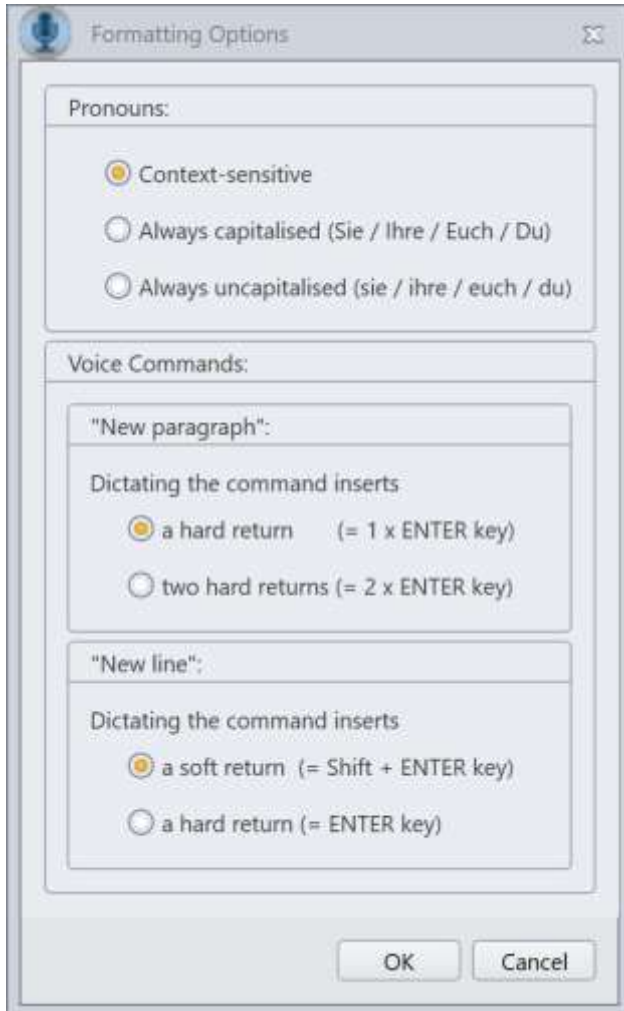
- **Buttons: Up and Down**

Please mark an entry in your text module list and click onto the button **Up** if you want to locate it on a higher position in the hierarchy. If you click on **Down** you can locate it on a lower position in the hierarchy.

- **Button: Delete**

If you want to delete an existing entry, please mark it in the list of your text modules and then click onto the button **Delete**.

8.6. Formatting Options



In the dialogue **Formatting Options** you can define your preferred spelling of **pronouns**. You can decide whether the spelling of the pronouns should be handled context-sensitive. In this case please activate the first entry and save it via **OK**.

While the next recognition process this rule will be applied. Alternatively, you can choose if you wish that all pronouns should always be written capitalised.

In this case please activate the second entry (**always capitalised**) and save it via **OK**. Finally, you can choose that the pronoun will always be written with small letters.

In this case please activate the third entry (**always uncapitalised**) and save it via **OK**.

Further on, you can select in the **Formatting Options** dialog how to handle the **Voice Commands: New Paragraph** and **New Line**.

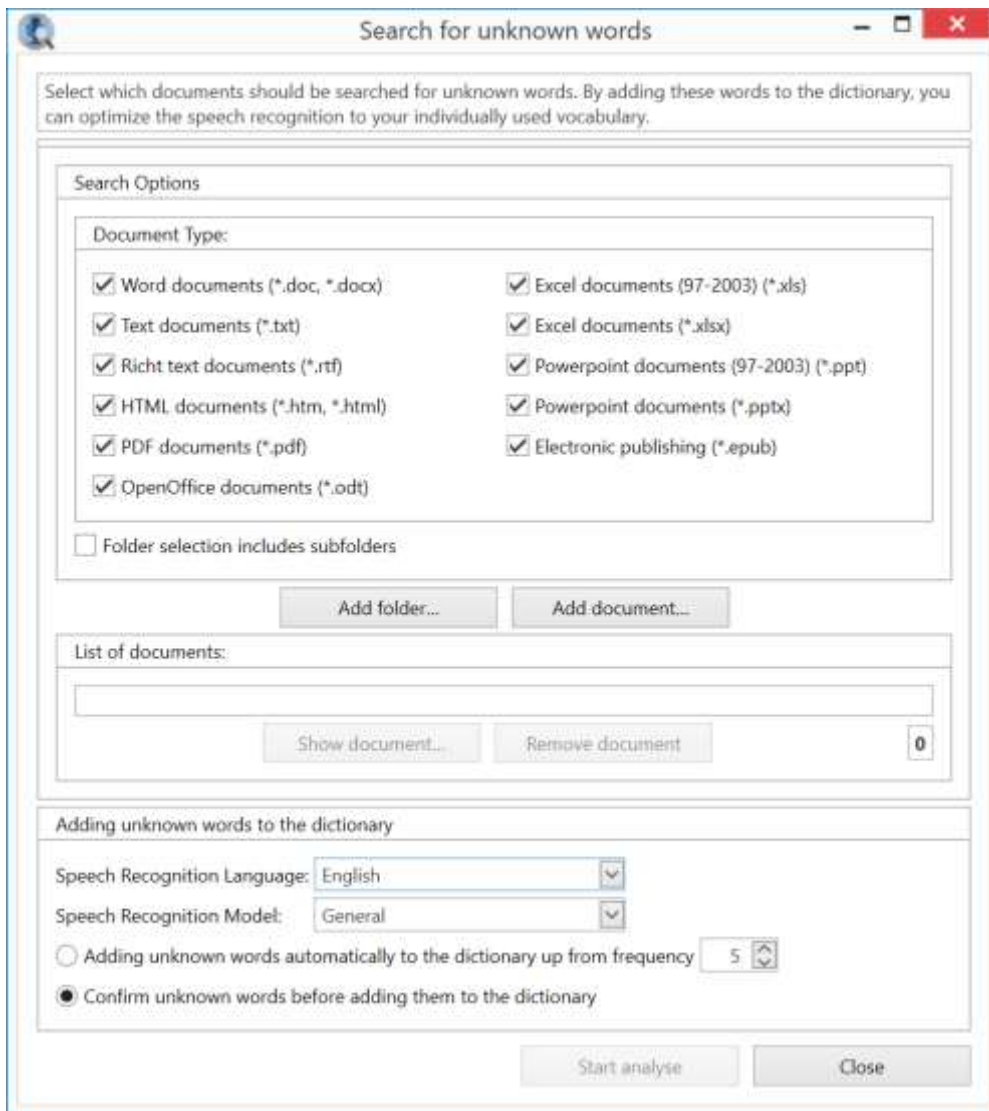
Depending on your selection, dictating the Voice Command **New Paragraph** will either insert one or two hard line breaks and dictating the Voice Command **New Line** will insert either a soft line break or a hard line break.

9. Document Analyser – Search for unknown words in documents

With *Voice Pro Enterprise 5.0 Document Analyser* you can search your documents for unknown words and add them to your vocabulary.

We recommended to concentrate on documents that contain typically used vocabulary, which you want to dictate with *Voice Pro Enterprise 5.0 Client*. Make sure you have access to the appropriate text documents.

Start the **Voice Pro Enterprise 5.0 Document Analyser** via its desktop icon or via its entry in the start menu within **the Linguattec GmbH** program group.



Specify the **file formats**. *Voice Pro Enterprise 5.0 Document Analyser* supports the following file formats:

***.doc, *.docx; *.txt; *.rtf; *.htm, *.html; *.pdf, *.odt, *.xls, *.xlsx, *.ppt, *.pptx, *.epub**

Specify whether the **subfolders** of a folder should be included or not.

In the document list, you will find all selected files for the search for unknown words.

You have the following options:

Click the **Add Folder** button to select all files with the matching document type in a specific folder. If you selected in the **Search Options** also the inclusion of the subfolders, all matching files in the subfolders will also be considered.

Click the **Add Document** button to select single files.

Note: If you hold down the Ctrl key while clicking on different files one after another, you can select multiple files within a folder.

If you are not sure about the content of a file in the document list, select it and then click the View Document button. It will then open with the default application.

If you want to remove single files from the document list, select them, and then click the **Remove Document** button.

Note: If you hold down the Ctrl key while clicking on different files one after another, you can select multiple files within a folder.

Note: Changing the search options does not affect the documents that have already been selected in the Document List. If you have subsequently made changes of the search options, you have to re-select the desired folders and documents.

Section **Transfer of unknown words to the Dictionary:** Here you specify the language, the language model and whether the transfer should run automatically or not.

If you decided for the **manual** way, you will receive a summary of all found words and you can decide and select what you want to add to your dictionary.

If you decide for the **automatic** transfer, you can determine how often an unknown word has to appear in the searched documents before it will be transferred to the dictionary. Words with a higher frequency are usually more relevant to your documents.

Once you have made all the settings, click on the **Start Analyse** button for to browse all the files in the document list.

If you have selected the automatic transfer of the unknown words to the dictionary, the import will be done directly. When the process is complete, a window will pop up with indicating the amount of unknown words and how many have been imported.

If you decided for a transfer with verification, a dialog box will show the listing of all unknown words - in the order of their frequency of occurrence. You can also sort the list alphabetically by clicking the Dictionary Entry column heading.

Click the empty checkbox in front of a word for to select it for the import, or by clicking again, for to deselect it. Click the empty checkbox in the column header to select or deselect all words at once. Start the transfer with the **Next** button. When the process is complete, a window will pop up with indicating the amount of unknown words and how many have been imported.

Click on the **Show log** button for more information. It shows a list of all searched documents, of all unknown words found with the frequency of their occurrence and of all words transferred to the dictionary.

You can edit the added words in the dictionary at any time (e.g. by adjusting its paraphrase or property) or delete them when needed.

Important note when adding unknown terms to the dictionary:

The maximum possible length for dictionary entries is 52 characters per entry.


Important note for the analysis of PDF files:

PDF files can only be analyzed, when Adobe PDF IFilter v6.0 is installed on the computer. You can download the free software directly from the Adobe website. For example, here: <https://supportdownloads.adobe.com/detail.jsp?ftpID=2611> (subject to modifications - we have no influence on the current and future design of this site and its content and so we assume no liability)

10 Voice Pro Enterprise 5.0 Direct

With *Voice Pro Enterprise 5.0 Direct* you can dictate text into any application.

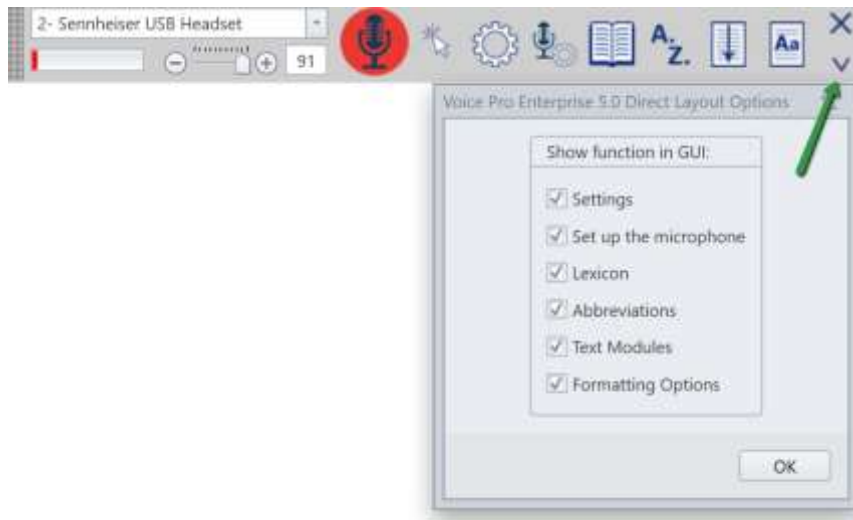
You can start the application *Voice Pro Enterprise 5.0 Direct* from its entry in the Linguattec program group of the start menu or via its desktop icon **VPE 5.0 Direct**.

When *Voice Pro Enterprise 5.0 Direct* has been started, you will find its icon in the notification area of the taskbar. 

10.1 The Voice Pro Enterprise 5.0 Direct Bar



The view of *Voice Pro Enterprise 5.0 Direct* can be adjusted to your needs. Please click on the arrow below the **Close** button.



- Settings
- Set up the microphone
- Lexicon
- Abbreviations
- Text Modules
- Formatting Options

Please select the desired option(s) and confirm your layout change with **OK**.



The selected options can be deactivated at any time.



By default, the *Voice Pro Enterprise 5.0 Direct* bar provides the following elements:

- **Microphone selection** (displays the name of the selected microphone and allows to change the selection of the recording device – if required)
- **Microphone level indicator** whose colored excursion provides direct feedback on the recording volume,
- **Recording volume control bar** (for to adjust the recording volume), and
- **Start dictation** button.

The *Voice Pro Enterprise 5.0 Direct* **indicator** (at the right of the start dictation button) indicates:

-  it can be dictated directly at the **cursor position** into the current application
-  the dictation in the current application is possible via the **dictation window**,

c)  the function "**Always execute direct dictation via dictation window**" is **activate**.

You can move the bar anywhere on your screen using the **handle area** on the left edge of the *Voice Pro Enterprise 5.0 Direct* bar.

The **Close** button is for closing the application.

The buttons for the functions of

Settings,

Configure Microphone,

Vocabulary,

Abbreviations and

Text Modules

are only visible if it has been activated in the GUI, see above.

10.2 To dictate with Voice Pro Enterprise 5.0 Direct

Before starting the dictation, please check the correct microphone settings, which are described in chapter 2.3.

After having started *Voice Pro Enterprise 5.0 Direct*, place the cursor in the desired application in which you want to dictate and position it there, where the recognized text should be inserted.

Click on the red **start dictation** button and await that the audio signal indicates that the engine is ready and that you can start the dictation.



The recording button changes from red to green and the message bar confirms:

The connection is established. The speech recognition application is running. Please dictate now...



To stop recording, click on the green **Stop dictation** button and wait until the recognition results are displayed.

As long as the recording is running, you will find the note **Dictation started** in the *Voice Pro Enterprise 5.0 Direct* Dictation window.

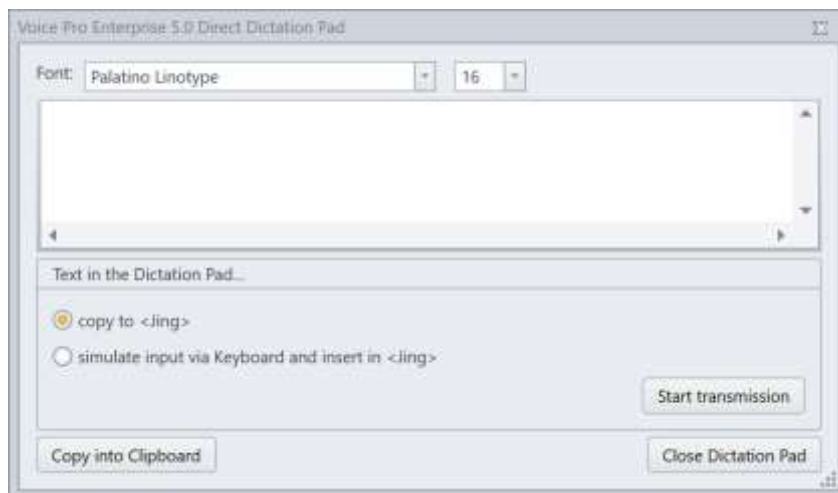


When the dictation is started, no other functions can be called. All sounds and voices in the room are recorded and will be sent to the speech recognition. Therefore, do not forget to stop the recording using the **Dictate** button if you are not dictating!

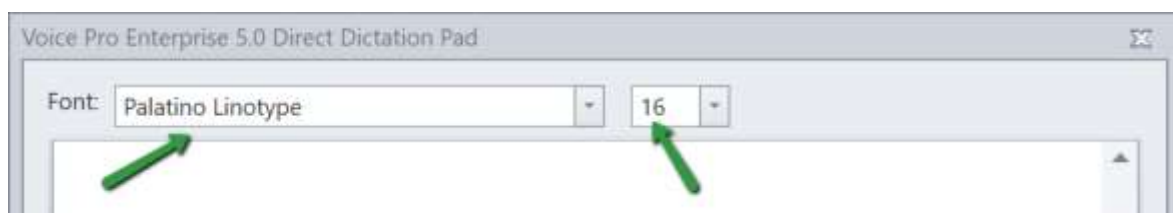
10.3 The Voice Pro Enterprise 5.0 Direct Dictation Window

If you have selected in the *Voice Pro Enterprise 5.0 Direct* settings the option **Direct dictation always via dictation window**, the *Voice Pro Enterprise 5.0 Direct* dictation window will always be used. Otherwise, *Voice Pro Enterprise 5.0 Direct* will decide on its own – and depending on the security settings and programming language used in the application whether the text recognition can be inserted directly at the cursor position or whether the recognized text is written directly into the dictation window.

The dictation window contains an editable text window which displays the recognized text.



You can adjust the appearance of the text in the dictation window by selecting the **font** and **font size**.



This font setting only affects the view in the dictation window and will not be transferred into the target application!

You are offered different possibilities how to transfer the text into the target application.

Open file	CTRL +O
Save file	CTRL +S
Save file as	CTRL +W
Save audio file as	CTRL +U
Print	CTRL +P

Edit

Select all	CTRL +A
Copy	CTRL +C
Paste	CTRL +V or SHIFT + INS
Undo last action	CTRL +Z
Redo last action	CTRL +Y
Search	CTRL +F
Replace	CTRL +H

General commands

Close Voice Pro Enterprise 5.0	ALT+F4
Show Menu and Accesskeys	ALT
Maximize window	ALT + Space + X
Minimize window	ALT + Space + N
Zoom in editor	CTRL + turn mouse wheel

Dictation

Start dictate	ALT+0
Stop dictate	ALT+0

Play Back (e.g. when using a foot switch, that is individually configurable – see below)

Play (from cursor position) <i>[when player is in "pause" mode]</i>	ALT+2
Pause <i>[when player is in "play" mode]</i>	ALT+2
Go to start of audio	ALT+1
Got to end of audio	ALT+9
Rewind (in snippets)	ALT+3
Forward (in snippets)	ALT+4
Rewind (by time interval)	ALT+5
Forward (by time interval)	ALT+6

Show Accesskeys:

Please press the **ALT**-Key.

In the *Voice Pro Enterprise 5.0 Client* interface, individual GUI elements will be marked for you in short form by numbers and letters. Press these on the keyboard (one after another, not simultaneously) to access the desired element. For example, access the **File** Tab with ALT F (press the keys one after another, not simultaneously!) the **Read** Tab with ALT R, the **Edit** Tab with ALT E ...

The Tab key:

Using the Tab key, you can switch between the active GUI elements of a dialogue window.

The Arrow keys ↑ and ↓ :

Use the arrow keys to navigate through an active drop-down list entry.

The Control key (CTRL):

By holding the CTRL key down and using the Tab key (for switching to a button), or alternatively, the arrow key (when switching to a list entry), you can switch between different sections of a dialogue window.

The Enter key:

Use the Enter to confirm a selection.

Using an individually configurable foot switch:

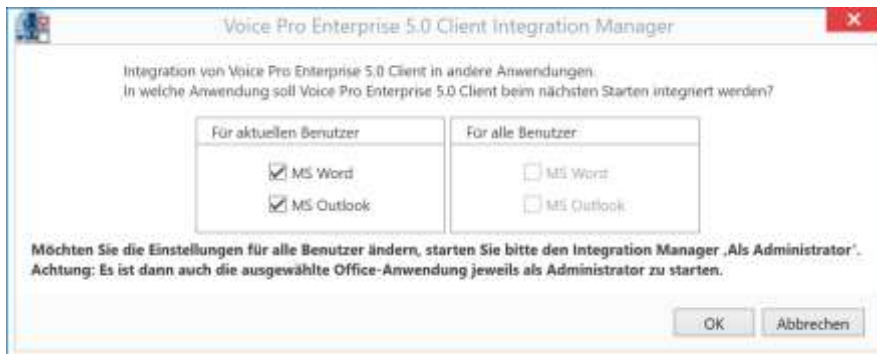
The keyboard commands described in the section **play back** can also be used to access these functions via foot switch. As a requirement, the foot switch has to be a model that is individually configurable. Please define the required functions in the configuration unit of your footswitch.

12 Dictation and Transcription in Office (Word and Outlook)

Plugins that allow Voice Pro Enterprise 5 Client to be executed directly from a given application are available for the Microsoft Office applications Word and Outlook (not Outlook Express). Using the Integration Manager, the individual plugins can be activated or deactivated again at any time. To do this, follow these steps:

De- or activating the Plugins via the Integration Manager

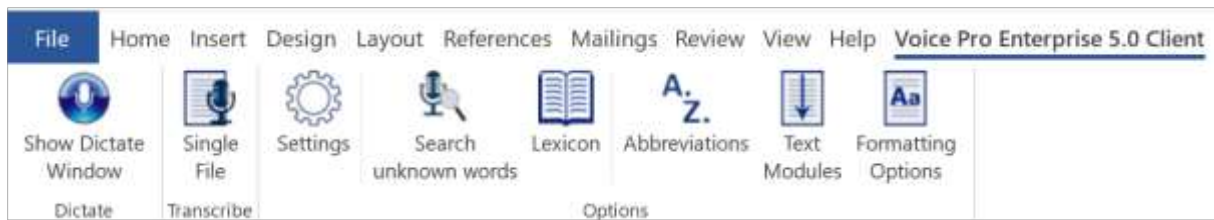
1. Start the **VPE 5 Integration Manager** from the **Linguatec GmbH - Voice Pro Enterprise 5 Client** program group in the Start menu, or by clicking the **VPE 5 Integration Manager** desktop icon.
2. In the **VPE 5 Integration Manager** dialogue, select all applications in which the plugin is to be activated.
3. Determine whether the application selection applies for the current user only (option: For current user) or for all users that have access to this PC (option: For all users).



4. Confirm by clicking OK.
5. Start the respective Office application. In the selected application, the dictate and transcribe functions of Voice Pro Enterprise 5 Client will be available on an additional tab in the Office multifunction ribbon. The selections made in the Integration Manager remain in effect (also following a restart), until they are changed again. If you no longer require the plugin for an application, run the Integration Manager again and uncheck the box next to the respective application. Confirm the change by clicking OK. The next time that the respective Office application is launched, it will run without the Voice Pro Enterprise 5 Client plugin.

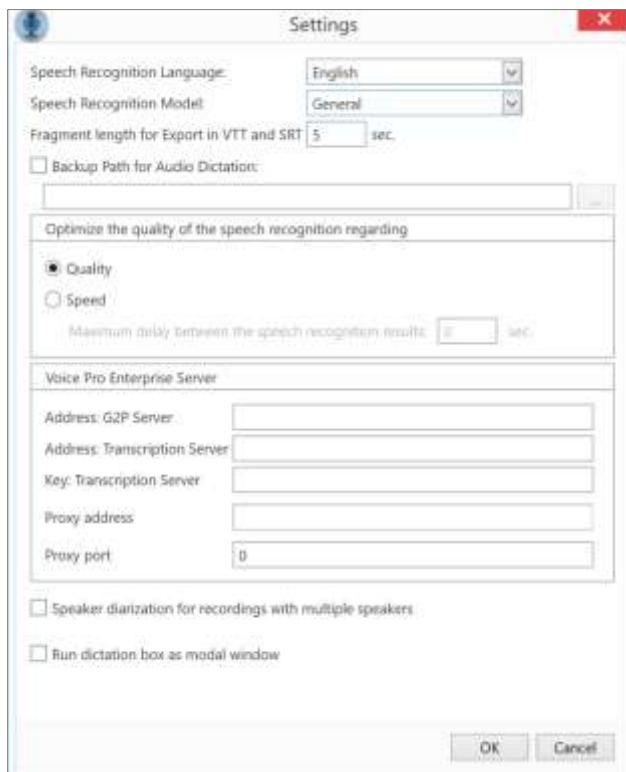
12.1 Microsoft Word Plugin

Once the Word Plugin has been activated using the Integration Manager you will find an additional tab for Voice Pro Enterprise 5 Client in Word's multi-function ribbon.




In the group **Options** you have access to the following program components:

 **Settings:**



The settings dialog corresponds to the one that is available in the main client application. See chapters 3.2, 3.3, 3.4 and 3.5 for explanations.

In Word, the function **Execute dictation window as modal window** is available. If the dictation window has been opened as a modal window, the dictation window has to be closed before you can focus on another object in the Word application. Modal mode places the focus on the dictation window and disables simultaneous access to the main Word window. This is to ensure that user attention remains in the dictation and recognition workflow and that started speech recognition processes are not interrupted or disturbed. To be able to execute a function from the Word main window or to switch to the Word text field, the dictation window has to be closed. This can be done by using the Close button.  To execute the dictation window again, please click on the **Show dictation window** button.

If the "Execute dictation window as modal window" function is deactivated, the cursor can also be set in the main Word window when the dictation window is open.

In this case, it is the user's responsibility not to change the cursor position during the dictation and for the duration of the recognition. The cursor can then be moved to the desired position in the text field of the Word main window or a function can be called without having to close the dictation window.

- **Search for unknown words**
- **Lexicon**

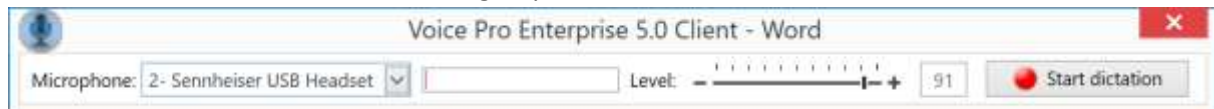
- **Abbreviations**
- **Text Modules**
- **Formatting Options**

Further information, see chapter 7.2 - 7.5

The following speech recognition functions are available via the Word-Plugin:

Dictate:

Click on **Show dictation window** in the group **Dictate**.



Please check, that your microphone is displayed and that the microphone level is set high enough. Click on the **Start dictation** button and start dictating after the sound signal. When you finished with your dictating, please click **End dictation**.

Transcribing an audio file

Please click in the **Transcribe** group on the button **Single file**. Select the desired audio file in the explorer and confirm your selection by clicking on the button **Open**.

Note: The **playback** function of the dictation is only available in the **Voice Pro Enterprise 5 Client** main application (**Speech Recognition Tab, Playback group**)

12.2 Microsoft Outlook Plugin

Once the Outlook Plugin has been activated using the Integration Manager, you will find an additional tab for **Voice Pro Enterprise 5 Client** in the multifunction ribbon of your Outlook email, that has been opened for writing.

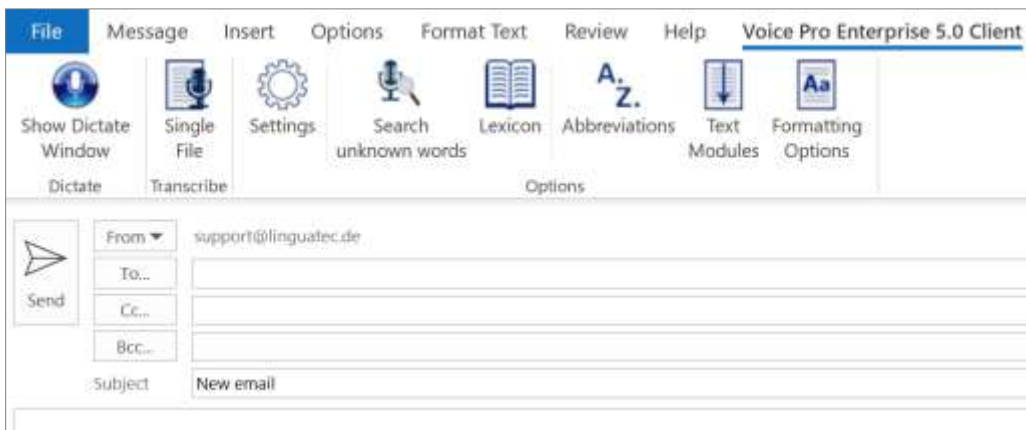
Important note:

In Microsoft Outlook the multifunction ribbon for emails is only available in the undocked view. Depending on your Outlook setting, e-mails that you opened for responding or forwarding could be displayed in the docked view. In this case, for to show the multifunction ribbon and to display the Voice Pro Enterprise ribbon, click the undock icon to undock the email

Alternatively, you can enable the option in the settings:

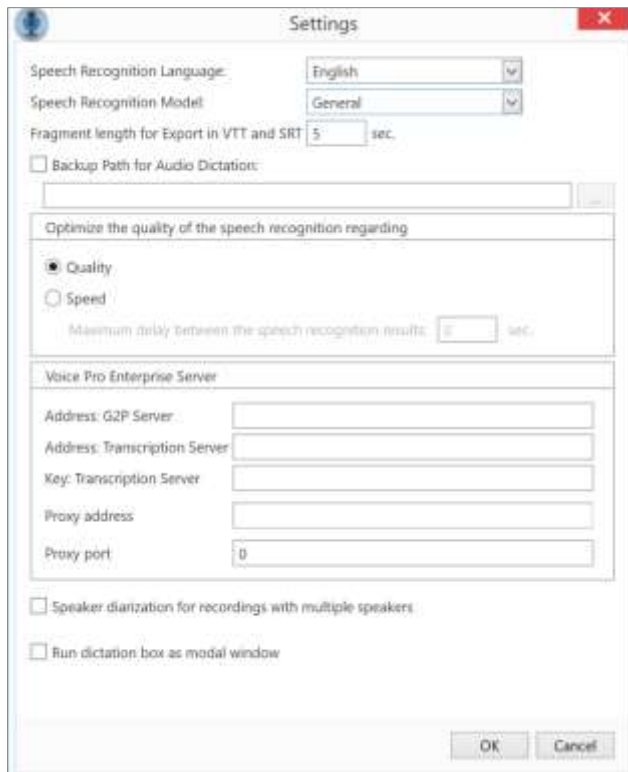
Select File > **Options**, select **Mail**, then scroll down to the **Replies and forwards** section. Check the **Open replies and forwards in a new window** checkbox. Click **OK**.

The tab Voice Pro Enterprise 5.0 Client:




In the group **Options** you have access to the following program components:

Settings:



The settings dialog corresponds to the one that is available in the main client application. See chapters 3.2, 3.3, 3.4 and 3.5 for explanations.

In Outlook, the function **Execute dictation window as modal window** is available. If the dictation window has been opened as a modal window, you must close the dictation window at first before you can focus on another object in the Outlook application. Modal mode focuses on the dictation window and disables simultaneous access to Outlook and the opened e-mail window. This is to ensure that user attention remains in the dictation and recognition workflow and that started speech recognition processes are not accidentally interrupted or disturbed. To be able to execute an Outlook function or to switch to the text field of the opened e-mail, the dictation window has to be closed. This can be done by using the Close button.  To execute the dictation window again, please click on the **Show dictation window** button.

If the function **Execute dictation window as modal window** is deactivated, the cursor can also be placed in the text field of the opened e-mail when the dictation window is opened.

In this case, it is the user's responsibility not to change the cursor position during the dictation and for the duration of the recognition. The cursor can then be set to the desired position in the e-mail or an Outlook function can be called without having to close the dictation window.

Furthermore, the following speech recognition options are available in the Outlook plug-in (analogous to the options in the main client application):

- **Searching for unknown words**
- **Lexicon**

- Abbreviations
- Text Modules
- Formatting Options

Further information, see chapter 7

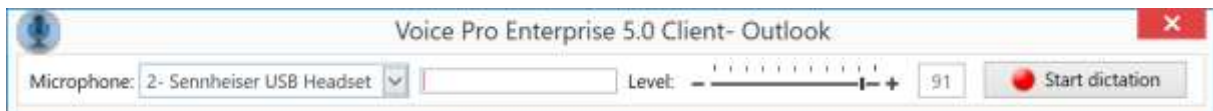
The following speech recognition functions are available via the Outlook-Plugin:

Dictate:

You can dictate into the text area of an e-mail that is opened for writing.

If the cursor is still in the address line, the text result of the speech recognition will be automatically inserted at the first position of the text window.

Click on **Show dictation window** in the group **Dictate**.



Please check, that your microphone is displayed and that the microphone level is set high enough.

Click on the **Start dictation** button and start dictating after the sound signal. When you finished with your dictating, please click **End dictation**.

Transcribing an audio file

Please click in the **Transcribe** group on the button **Single file**. Select the desired audio file in the explorer and confirm your selection by clicking on the button **Open**.

Note: The **playback** function of the dictation is only available in the **Voice Pro Enterprise 5 Client** main application (**Speech Recognition Tab, Playback group**)

12.3 Deactivated Office Plugin

In the event that the add-in has been deactivated in the respective Office application (Word, Outlook), you can activate it as follows: Go to the **Options** section of the **File Tab** in Word or Outlook. Please select the display of deactivated elements in the **Add-Ins** area. This is done by selecting the option **Deactivated Elements** in the **Manage** section and then clicking **Go to...**

In the **Deactivated Elements** window, select the deactivated **Voice Pro Enterprise 5 Client Add-in** (if available) and click on **Activate**. Afterwards, restart Word or Outlook.

13 What to do, when these messages are displayed

The microphone's recording format is not suitable

The selected recording format in your microphone setting is not suitable for speech recognition.

When you receive this message, please follow the procedure described in chapter 3.1. and change the recording format of your microphone to a suitable format.

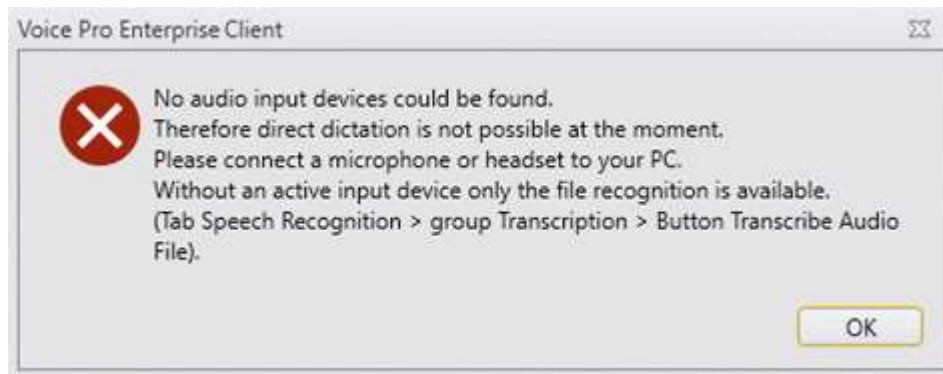
Recording level too low:

Please speak at a higher volume, check the distance to the microphone and / or increase the recording volume level of your microphone using the slider in the *Voice Pro Enterprise 5.0* application in which you are dictating.

Recording level too high:

Please speak at a lower volume, check the distance to the microphone and / or lower the recording volume level of your microphone using the slider in the *Voice Pro Enterprise 5.0* application in which you are dictating in.

No audio input device:



Please connect an appropriate microphone or headset to your PC to be able to use the direct dictation functionality of Voice Pro Enterprise 5. Otherwise, only the transcription of existing audio files would be possible.

No server connection. The connection can't be established, is lost or was interrupted.

There may be several possible reasons why the connection to the server is missing, e.g.:

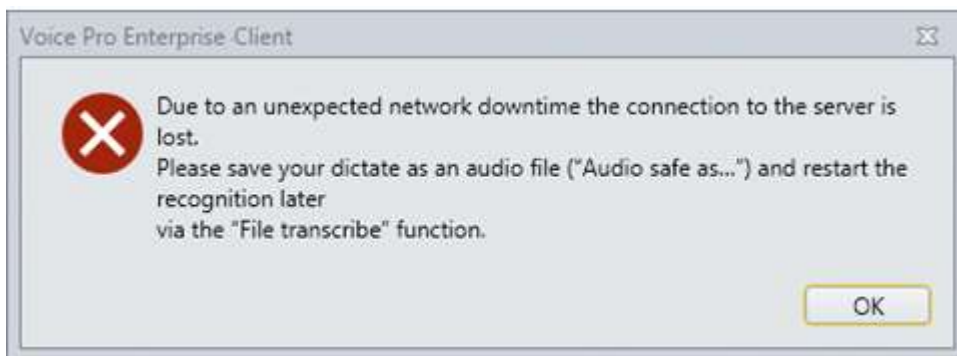
a) In the client software (Tab **Speech Recognition** – group **Options** – button **Settings** - area **Voice Pro Enterprise Server**) one or several of the entered values are not correct (IP, Port and/or Transcription Server Key). Please contact your administrator to check the entries.

b) The connection to the server has been interrupted due to a network failure or any other technical failure and could not be re-established. Please try it again. Otherwise please contact your administrator.

c) There exists no valid license for the selected component. Please contact your administrator.

Without a stable connection to the server, the speech recognition engine is not available. The conversion of your spoken words into text is only possible with the established connection. In the meantime, you can save your dictation in an audio file (Tab **File** – button **Save Audio As**). As soon as the connection has been re-established, this audio file can be transcribed (Tab **Speech Recognition** – group **Transcription** – button **Transcribe Audio File**).

Example:



Server is overloaded:

The speech recognition could not be executed due to an overload of the server. Please repeat your dictation after a short pause.

Attention should be paid to:

During dictation or file recognition, please pay attention to the following:

- Do not disconnect, plug in, or change headsets / microphones
- Do not remove, plug in or change USB sticks or other external devices
- Do not change volume / sound settings
- Before starting the recognition of a larger audio file, please check the Windows power-saving options. No sleep mode should be triggered, in case that the mouse will not be moved for a longer time.

All of the above listed actions could cause an interruption of the real-time connection between the client application and the recognition server. In this case the speech recognition process could not be finished.

14 Test version Voice Pro Enterprise with Login: Messages and information

Message „Access denied“ after entering the login data

Modern network configurations offer many security settings that could trigger this behavior. Please check the following:

1. Accessibility

Open the following links in a web browser:

1. <http://vpe4.linguatec.org/VPEUser/Account/Login>
2. <https://vpe4.linguatec.org/VPEUser/Account/Login>
3. <http://vpe.linguatec.org/TranscriptionWebMonitor/login.xhtml>
4. <https://vpe.linguatec.org/TranscriptionWebMonitor/login.xhtml>

If the login dialog opens, it shows that you can reach our servers.

Otherwise, the required ports and protocols need to be enabled.

For the communication between the client application and the Voice Pro Enterprise Servers, the following addresses, ports and protocols must be accessible from the computer on which you want to use the test version:

DNS Name:	vpe4.linguatec.org
IP4:	80.190.143.164
Port:	80 (HTTP)
DNS Name:	vpe.linguatec.org
IP4:	80.190.143.177
Ports:	443 (HTTPS, WSS), 80 (HTTP, WS)

2. Proxy

If you are using a proxy server for to connect to the Internet, please enter the proxy name or IP address in the login dialog without the "http" or "https" prefix and the port. Therefore, your administrator has to enter the DNS names and IP addresses in the white list.

3. Antivirus or NG Firewall

If in your company only certain programs are allowed to have access to the Internet, please add the following files to the white list:

VPEClient.exe
VPEClientUpdater.exe
VPEDirect.exe
VPEDocumentAnalyse.exe
VPEAddLib.dll

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