

Dictate

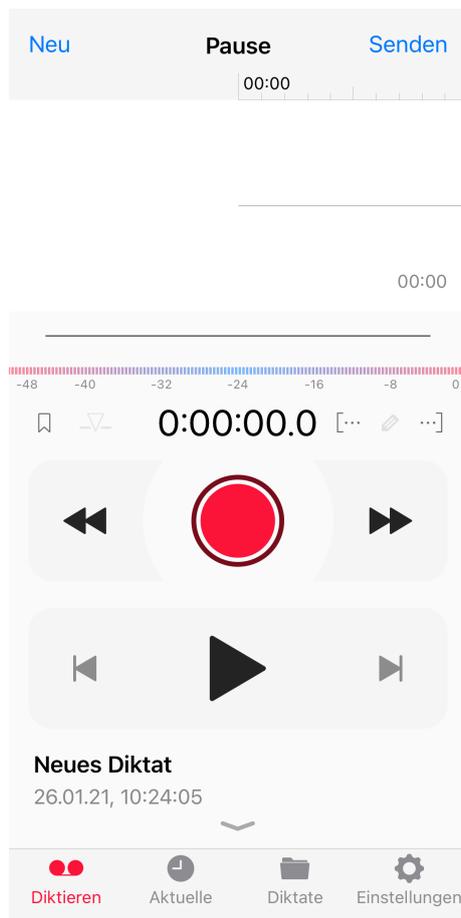
User manual

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1. Dictation

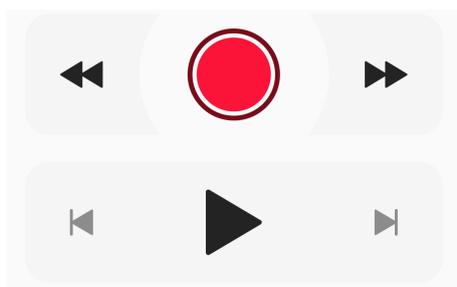
When you start the App Dictate+ for the first time, you'll see the dictation controls and you can start dictating right away. To start a new dictation, tap "New" in the upper left corner of the app.



1.1. Recording

You can record dictations on the built-in microphone, on an attached microphone headset, or on external microphones.

Tap the red recording button to start dictating. You can pause, rewind, forward, skip forward and backward, play, pause, and jump to bookmarks.

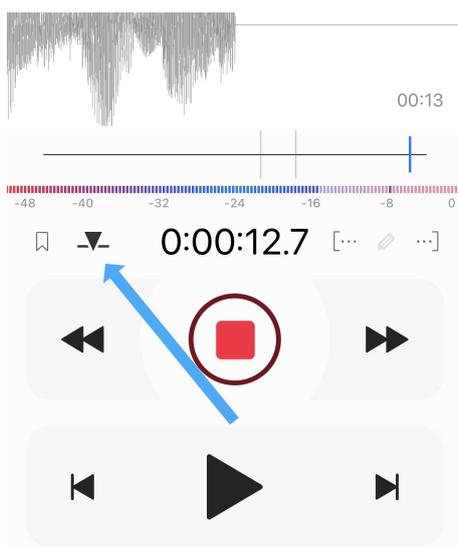


1.2. Saving

It is not necessary to manually save dictations. A dictation is continuously saved automatically. Dictate+ automatically assigns a dictation name composed of date and time. Tap the dictation name “New dictation” to change it.

1.3. Inserting and overwriting

In Dictate+, you can overwrite a dictation at any point and correct your previous words. In order to insert something into a dictation, navigate to the point where you want to insert a section. Tap the Insert button to the left of the current position label, as shown below,

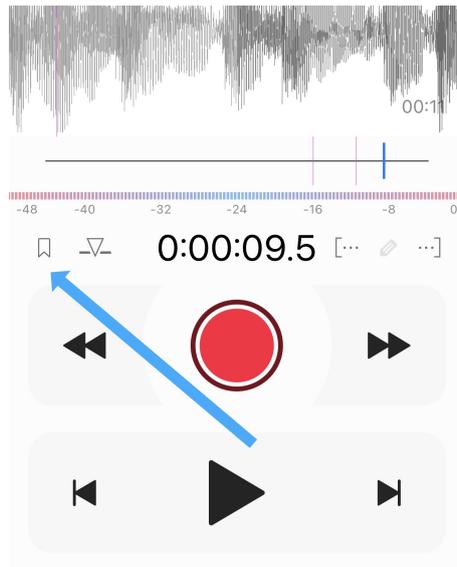


then start recording.

As soon as you stop recording, the inserted section will be processed.

1.4. Bookmarks

Tap the bookmark button to place a bookmark in the dictation. You can jump between bookmarks with the skip buttons.



To delete a bookmark, navigate there, then tap the bookmark button again.

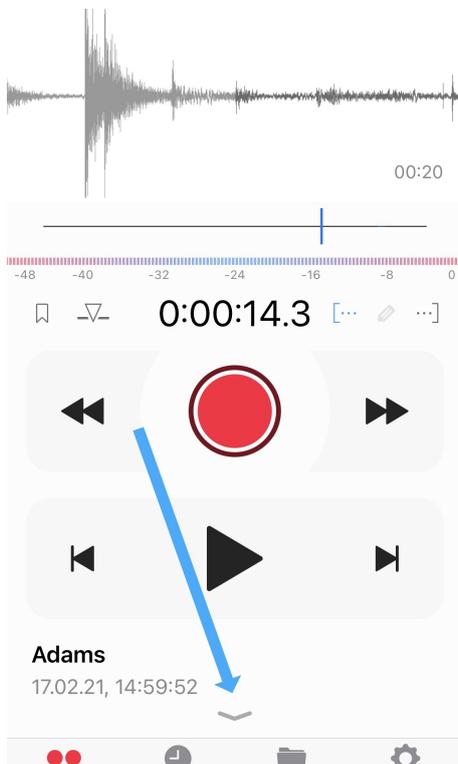
1.5. Moving or deleting a section

You can move or delete sections in a dictation. You'll first need to select the section that you want to move or delete. Navigate to the start of the section, then tap the left selection button. Next, navigate to the end of the section and tap the right selection button. If you want to move the section, navigate to the point where you want to move it. Tap the action button between the selection buttons to perform the move or delete operation. Deleting and moving are final and cannot be undone.



1.6. Dictation details view

Go to the dictation details view by tapping the small arrow at the bottom of the dictation control view.



In the detail view, you can change the name of the dictation.

Tap “Folder” to move the dictation to another folder. By default, new dictations are placed in the main folder.

To associate the dictation with a barcode, tap the “Barcode” entry. You will need to grant permission to use the camera when you use this feature for the first time.

Return to the dictation control view by tapping the small arrow at the top.

1.7. Sharing dictations

In the dictation detail view, all configured sharing destinations are listed.

1.7.1. iOS mail

When you share a dictation through iOS mail, it will be handed over to the built-in mail system of your device as a file attachment. Just enter the recipient address and send the mail.

Please note that Dictate+ cannot monitor the transfer process of your mail. It has to mark your dictation as “shared” as soon as you send it.

1.7.2. E-mail

Please enter the recipient address or pick it from your contacts when you send a dictation to an e-mail sharing destination.

1.7.3. Export

The Export sharing method prepares a dictation for download through iTunes or Finder. Connect your device to your computer by USB cable. You can find your exported dictations in the Apps or Files section of your device in iTunes/Finder.

1.7.4. Quickshare

You can share a dictation directly from the dictation control view by holding the “Share” button in the top right corner. If you tap it instead of holding it, you’ll go to the dictation details view. If this button is grayed out, or if you want to change the sharing destination that’s associated with this button, modify the QuickShare destination setting in the “Sharing” section of the app’s settings.

2. Recents

The Recents list shows the dictations that you last opened. Tap a dictation to load it for editing or sharing.

3. Dictations

Tap “Dictations” in the bottom bar to see the folders in which your dictations are organized. There are three fixed smart folders, “Shared”, “Unshared” and “Trash”, as well as the main folder. You can create subfolders under the main folder.

3.1. Managing subfolders

Tap “Edit” in the top right corner of the folder list to edit your folders. Tap the “Add folder” button at the bottom to create a new folder. Give it a name and select its parent folder.

Tap and hold a folder to move, edit or delete it. You can only delete a subfolder if it doesn’t contain any dictations or subfolders.

3.2. Dictations in folders

Tap and hold a dictation in a folder to move it to another folder, re-

name, move it to the trash, or share it. Dictations moved to the trash will stay there until you delete them from the trash folder.

4. Settings

Tap “Settings” in the bottom bar to configure the app.

4.1. Dictation

4.1.1. Recording

The Voice Activation feature automatically pauses your recording in silent phases. You can increase the recording quality to improve the sound of your recordings, but please note that higher qualities generate larger files that take longer to share.

4.1.2. Playback

Your dictations are played in normal speed by default on your device. You can reduce the playback speed to 75%, or increase it to 150% or 200%.

When the switch “Always play through speaker” is on, your dictations will be played through the device’s speakers, even if a headset is plugged in. This is mostly useful when you use plain microphones without playback capabilities.

4.1.3. Dictation control

4.1.3.1. Winding buttons

In the dictation control screen, the upper winding buttons are set to perform fast rewind/forward by default. You can change their behav-

ior to jump by 5, 10, or 30 seconds instead. Their symbol will change to reflect the different behavior.

4.1.3.2. Remote control

The dictation controls in Dictate+ can be operated without having to hold the device in your hand. You can control your dictations hands-free with your feet. You'll need a compatible wireless remote control. Dictate+ currently supports the following devices:

- AirTurn PEDpro und PED
- AirTurn Quad 200
- AirTurn DIGIT III

The remote control connects to the app by Bluetooth Low Energy (BLE).

Enable remote controls by turning on the switch "Activate pedals". Next, tap "Register new pedal". The app will scan for compatible devices in range and list any matches. If you don't see your pedal, please check if it is turned on, in pairing mode, and set to Mode 1 (other modes are not supported).

When your device is found, you'll see it with a version number and a four-character identifier, e.g. „PED v.1.0.4 9FEE“. Tap it to pair it with your device and register it in the app. You'll then see it in the list of registered pedals. Tap a pedal to enable it. You'll see a checkmark next to the connected active pedal. You can register multiple pedals, but only one can be active at the same time.

You can find a map of the actions available on each remote control in the appendix.

4.2. Sharing

4.2.1. Sharing destinations

You can send dictations from Dictate+ by e-mail, export them to a computer, open them in other apps, or send them to FTP/SFTP/WebDAV servers.

Dictate+ offers three pre-configured sharing destinations: iOS Mail, Export, and Open in App. You can add more sharing destinations.

Furthermore, Dictate+ can integrate workflow solutions and transcription services. Contact your service provider to find out if there is an integration available.

4.2.1.1. E-mail

Dictate+ supports sharing dictations through iOS Mail. There is no configuration required. This way, you can send mails through Exchange ActiveSync.

Alternatively, you can set up an e-mail account in Dictate+ to send e-mails directly via SMTP. To do that, go to Dictate+'s settings, "Sharing" section, and tap "Add e-mail account". Enter your e-mail account's SMTP server details. If you don't know them, ask your e-mail provider.

Next, add an e-mail sharing destination. In the "Account" field, pick your newly created e-mail account. You can also set a fixed recipient, subject, and text content.

Please note that audio recordings can be very big. Many e-mail providers limit the size of attachments that can be sent.

4.2.1.2. FTP

Dictate+ can send dictations to an FTP server. Enter your FTP server details and credentials.

4.2.1.3. WebDAV

To send dictations to a WebDAV server, please enter your server details and credentials. If you received an URL instead of the components that Dictate+ requests in WebDAV configurations, please split it. For example, if your URL looks like this:

```
https://dav.server.com/webdav/username
```

then enter "dav.server.com" in the server field, "webdav/username" in the Path field, and enable SSL. If your URL starts with http instead of https, disable SSL. The path consists of all characters after the first slash (/) after the server name.

If Dictate+ reports a size mismatch after transmitting a file of more than 1MB, you can try disabling "Partial PUT" in the Advanced section of Dictate+'s WebDAV settings. Please do the same if you receive an error that says something like "40x Content-Range not allowed".

4.2.1.4. Dropbox

Dropbox (www.dropbox.com) is a cloud storage provider to which you can upload your dictations and share them with other users, e.g. your transcriptionist or colleagues. You'll need to set up a Dropbox account on the Dropbox website before you can set up a sharing destination for this account.

4.2.1.5. Transcription services

Dictate+ can send dictations to many transcription service providers. The provider will either give you instructions how to set up a built-in sharing destination, or provide configuration data that automate the process. You'll need to contact your provider to learn if Dictate+ is supported as a means to submit dictations, and how to configure it correctly.

4.2.2. Workflow

In the top right corner of the dictation control view, there's a button named "Share". By tapping and holding this button, you can invoke the "Quickshare" feature, which means that the dictation is immediately sent to a preconfigured sharing destination. In the default settings, Quickshare is bound to the iOS mail destination. You can change this in the "Sharing" section of Dictate+'s settings.

By default, Dictate+ does not perform any additional action after a dictation was sent successfully. You can configure it to create a new dictation right away, or first move the shared dictation to the trash, then create a new dictation.

4.2.3. File format

4.2.3.1 Audio format

Dictate+ offers the four audio formats MP4 AAC, WAV IMA4, WAV, and AIFF. The default format is MP4 AAC. The major difference between these formats is the file size for a given dictation. MP4 AAC creates the smallest files, WAV and AIFF the largest, at a factor of about 10. WAV IMA4 lies in the middle. You'll need to check which file format your transcriptionist or playback software supports.

4.2.3.2. Encryption

Dictate+ can encrypt dictations before sending them. It uses the Advanced Encryption Standard (AES) with 256 bit key length. The encrypted files can be sent in either Zip, GPG or Dictate+ GPG format. Dictate+ GPG is a minimally extended form of the GPG format. The recipient of the dictation can open the file only if they know the passphrase that you entered in your encryption settings.

To decrypt encrypted dictations, you can use any software that can read the respective format. The following table shows a few examples for different operating systems.

	Dictate+ GPG	Standard GPG	Zip
macOS	Dictate+ Decrypter	Dictate+ Decrypter, GnuPG	Keka, Better-Zip
Windows	-	GnuPG	7-Zip, WinZip
Linux	-	GnuPG	p7zip
iOS	-	-	WinZip

Dictate+ Decrypter is an app für macOS that you can purchase in the Mac App Store. Dictate+ Decrypter simplifies decryption as far as possible. After double clicking your encrypted dictation, Dictate+ Decrypter starts, decrypts your file, and drops the result in a preconfigured folder. You need to enter the passphrase only once per sender, Dictate+ Decrypter saves it in your system keychain. If you use Dictate+ Decrypter, you can easily manage different passphrases for multiple senders. Each sender configures a different sender ID in their app, and Dictate+ Decrypter will recognize this and pick the correct passphrase.

In order to encrypt dictations, you will need to enter a secret passphrase. The recipient of your dictations will need to know this passphrase in order to decrypt them. We strongly recommend using a passphrase that is 8 characters or longer, uses uppercase and lowercase characters, digits, and special characters. Passphrases that are too short or too easy to guess may compromise your dictations' security, because they may be susceptible to so-called brute force attacks, where an attacker just tries all possible passwords.

4.2.4. File names

You can configure the pattern that is applied for the names of shared files. Enter the initials of the user to allow recipients to differentiate between senders, because the initials are part of the default file name pattern.

4.3. Security

Dictate+ provides legt größten Wert auf die Sicherheit Ihrer Daten auf dem Gerät und beim Versenden an ein Weitergabeziel.

4.3.1. Security level

On security level „Standard“, the app can be started and used without separate authentication. Restoring backups is possible. On this level, your data is protected by the default security measures in iOS.

On level “Access Control”, the app can only be launched after you authenticate with a fingerprint (TouchID) or face scan (FaceID). It is possible to change the enrolled finger or face. Restoring backups is also possible. On this level, your data is protected by the default security measures in iOS.

On level “Biometric Encryption“, the master key of the app is protected by the Secure Enclave of your device. Access to your data is only possible after one of the fingerprints or faces that **were enrolled** in iOS **when this level was activated** is presented. If this is not possible, or if a backup is restored on the same device or another one, you will need your recovery key to restore access to your dictations and settings. The recovery key is presented only once, when you activate this security level. Note it down (preferably with the current date), double-check it, and keep it safe.

As long as you can authenticate with a biometric feature that was enrolled at the point of activation, you can change the security level without providing the recovery key. Therefore, if you want to add another fingerprint or face, first switch to “Access Control” or “Standard”. This invalidates the previous recovery key and it won't any-

more. Next, enroll the new biometric feature in iOS, and re-activate “Biometric Encryption”. During the process, a new recovery key will be generated, please follow the guidelines for handling it above. From this point on, only use the new recovery key.

4.3.2. Unencrypted data on device

When this switch is turned on, Dictate+ won't store unencrypted data on your device anymore, including temporary files created for sharing. This may deactivate some sharing destinations that cannot work with encrypted temporary files. Should you encounter any crashes while sending dictations with this option enabled, the most likely reason is that Dictate+ tries to handle the entire sharing process in memory, and there is not enough available for the size of the file being sent.

4.3.3. Share unencrypted files

When this switch is turned on, Dictate+ won't share unencrypted dictations anymore. Only files that are encrypted with one of the built-in file encryption methods (e.g. GPG or Zip) will be shared.

4.3.4. Insecure connections

When this switch is turned on, Dictate+ won't connect to any servers that do not offer encrypted connections.

4.4. Feature unlock

Dictate+ offers all features in the free version, only the length of each individual dictation is limited to 30 seconds. With the “Feature Unlock” subscription, the limit is raised to up to 24 hours per individual dictation at Normal quality (5.5 hours at Studio quality).

Customers who purchased Dictate + Connect get a free feature unlock for 4 months after their purchase date of Dictate + Connect. You need to have installed the latest Dictate + Connect version on the same device and run it at least once.

Your iTunes account will be charged immediately after confirming the subscription. The subscription will auto-renew, unless renewal is deactivated at least 24 h prior to the end of the current period. Your account will be charged within 24 h before the end of the current period with the renewal. You can manage your subscriptions in your iTunes account settings and disable automatic renewals. When you purchase a subscription, any eligible free use period (4 months after your Dictate + Connect purchase date) is forfeit and your account will be charged immediately.

4.5. Info

4.5.1. Support

Tap the Support button to open an e-mail composer with a pre-filled e-mail for your inquiry. Please do not write feature requests or support questions in App Store reviews, but send us an e-mail (ios@support.dictate-plus.com) instead.

4.5.2. Privacy Policy

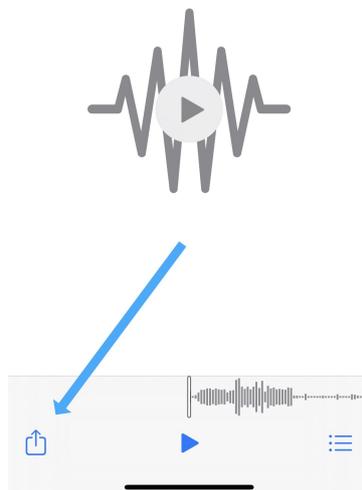
Here you can review the current privacy policy. It details which kind of data is processed in the app and which rights the user has. Please note that the app does not notify the user about changes in the privacy policy.

4.5.3. License information

Dictate+ enthält Software von Dritten in Binärform. Die Lizenzinformationen und Copyright-Bestimmungen können an dieser Stelle eingesehen werden.

5. Import

In order to import an audio file into Dictate+, choose the file on the device, on which the app is installed, and tap the Share button.



You can pick the app in which the audio file will be opened. Select Dictate+. The app opens, the audio file is imported as a new dictation, and can be played or edited right away.

6. Version

This manual describes version 1.2 of the app Dictate+.

May 17th, 2021

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A. AirTurn device function map

A.1. AirTurn PEDpro and PED

	Left pedal	Right pedal
Tap	Toggle between playback and stop	Toggle between recording and stop
Hold	Rewind	Record
Release	Playback	Stop

A.2. AirTurn Quad 200

	Pedal 1	Pedal 2	Pedal 3	Pedal 4
Tap	Jump back	Toggle between playback and stop	Jump forward	Toggle between recording and stop
Hold	Rewind	Playback	Forward	Record
Release	Playback	Stop	Playback	Stop

A.3. AirTurn DIGIT III

	Left	Up	Center	Down	Right
Tap	Jump back	-	Toggle between recording and stop	Toggle between playback and stop	Jump forward
Hold	Rewind	-	Record	Playback	Forward
Release	Playback	-	Stop	Stop	Playback