

Getting Started with the PowerMic II

These step-by-step instructions are written for the experienced Dragon Medical user who is about to start using the PowerMic II. They are also intended for trainers who will be assisting Dragon users with this microphone.

It covers these topics:

- Adding a dictation source for the PowerMic II
- Using the PowerMic II to dictate, say commands, and control the mouse
- Customizing the PowerMic II buttons to do the following tasks:
 - Navigating in a Dragon Template
 - Tabbing within an application
 - Deleting the last word
 - Turning hidden mode on and off
 - Turning the microphone on by pressing and releasing (rather than holding in) a button

Note: These instructions apply to Dragon Medical 10.0. If you are using version 10.1 or higher, please check for updated instructions. If you are using version 9.x or lower, you need to upgrade to version 10 to take advantage of most of the features of the PowerMic II.

Note: The *Dragon Medical Version 10 Provider Packet* has two pages on the PowerMic II. One shows the default settings, and one has blanks where you can write in your custom settings.

Adding a Dictation Source for the PowerMic II

Before you can use all of the features of the PowerMic II, you need to add a new dictation source to your user file. Follow these steps:

1. Plug the PowerMic II into any USB port. If you are using a tablet PC, plug the PowerMic II directly into the tablet rather than the docking station so that you can continue using the microphone if you undock the tablet. Wait for the "Your new hardware is ready to use" message. (If you see a message asking you to reboot Windows, choose No.)
2. Launch Dragon Medical if it's not already running. If the Open User dialog doesn't appear, on the DragonBar click Dragon, Open User...
3. Make sure the correct username is selected. If you have more than one vocabulary, it doesn't matter which one you select. Click the Source button, then

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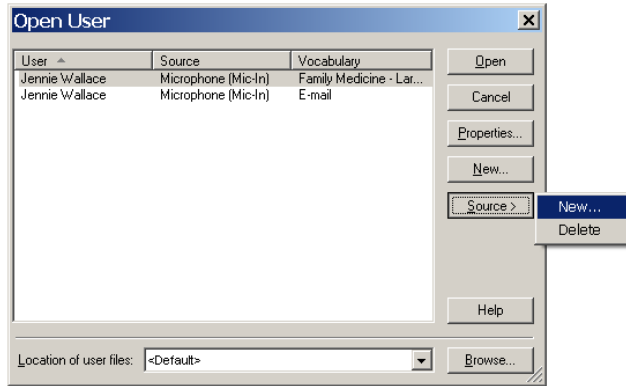
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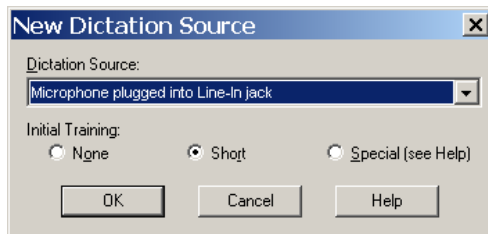
The PowerMic II product is the subject of pending U.S and foreign patent applications.

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New.

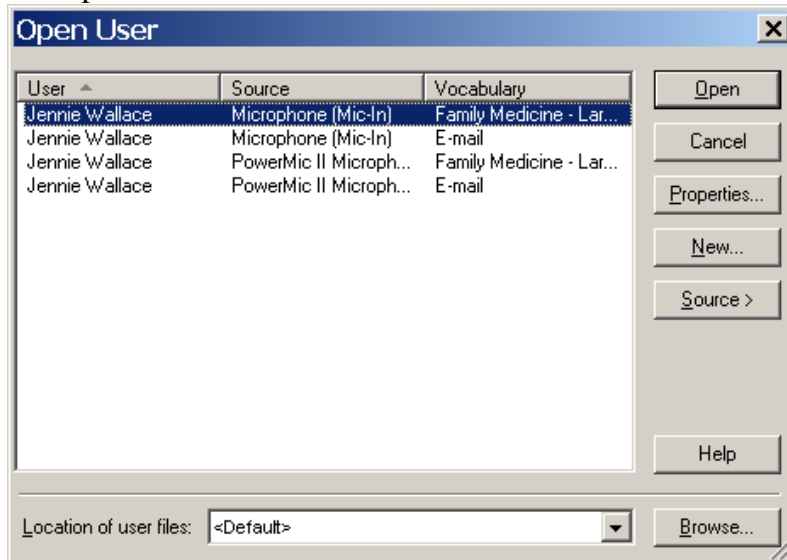


4. The New Dictation Source window appears. Dragon should automatically choose the PowerMic II.



If you don't see the PowerMic II on the menu, close this window, make sure the mike is firmly plugged in, and wait for Windows to finish detecting it. Then try again.

5. After you click OK, you should now see your user name twice in the Open User dialog. (If you have two vocabularies and two dictation sources, you'll see four entries because there are four possible combinations.) You haven't created a new user file, you've added an additional dictation source to the existing user file. That means your custom words and commands will still work with the new microphone.



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6. Make sure the PowerMic II dictation source is selected, then click Open. Since this is a new dictation source, you now have to run the Audio Setup Wizard and the General Training.
7. Hold the PowerMic II in one hand. Note that the microphone element is in the foam-covered indentation at the top end of the device. Make sure the microphone element is 1 to 3 inches from the side of your mouth, and try to keep its position fairly consistent. The microphone is not designed to lie on the table.



8. During the Audio setup Wizard and the General Training, instruct the user not to press any of the buttons on the PowerMic II. Dragon will automatically start listening to the microphone when the user clicks the Start or Go button on each of the screens.

Using the PowerMic II

Dictating and Saying Commands

When you finish the General Training, you can start using the PowerMic II. Hold in the red button while you are speaking and release it when you are done. Make sure the button is all the way in before you start talking, otherwise Dragon will cut off the beginning of your speech.

Controlling the Mouse

You can use the joystick to move your mouse.



The buttons next to the joystick act as your left and right mouse buttons.

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The trigger underneath the joystick also acts as a left mouse button, so you can drag objects by holding in the trigger while you move the joystick.



The small button below the joystick does nothing unless your PowerMic II has a barcode scanner. If it has a scanner, pressing this button causes Dragon to scan the barcode and enter it into the active window.



Customizing the PowerMic Buttons

To customize the buttons, click Tools, Options... Select the PowerMic II tab. If you don't see the PowerMic II tab, go back to the Open User dialog and make sure you selected the PowerMic II dictation source when you opened the user file.

If you want to customize a button and don't know its name, select it either by clicking the picture on the screen or by pressing the button on the actual microphone. Dragon highlights the corresponding menu.

Using the Buttons in a Dragon Template

You can use the PowerMic II to navigate through the fields in a Dragon Template, once you customize the buttons to do so. If you're not familiar with Dragon Templates, read about them in the Dragon help or the *Dragon Medical Version 10 Provider Packet*.

Note: Dragon Templates do not work in the Add Note field in AHLTA versions earlier than 3.3. They do work in other text fields in AHLTA, and they also work in Essentris, CPRS, RPMS, and any other application in which the Select-and-Say indicator turns green.

1. If you don't have a Dragon Template, create one.
 - You can edit an existing Text & Graphics command and put square brackets ([]) around any text whose value is likely to change from patient to patient.
 - See the *Dragon Medical Version 10 Provider Packet* for more complete instructions on creating a Dragon Template including an example.
2. Click Tools, Options. Click the PowerMic II tab.
3. On the Rewind menu, select Navigation, Select previous variable field
4. On the Fast Forward menu, select Navigation, Select next variable field.
5. On the Stop/Play menu, select Navigation, Clear delimiting characters.
6. Click OK to save your changes.

Your settings should now look like this:

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Now you can fill in a Dragon Template as follows:

1. Say the voice command that inserts the Dragon Template into your note.
2. Press the Fast Forward button to select the first field.
3. Hold in the Dictate button and dictate the value for that field.
4. Continue alternately pressing Fast Forward and dictating the field values. You can skip over the fields where you want to keep the default values.
5. If you skip a field and need to go back, press Rewind.
6. When you are done filling in the template, if any brackets remain, press Stop/Play to erase the brackets.

Using the Buttons to Tab Within an Application

In any application where you can press the Tab key to move from field to field (such as in an Essentris template or an Outlook e-mail message), you can use the Tab Forward button on the PowerMic II to navigate.

Note: you cannot generally use a Tab key to navigate in AHLTA, not even in the currently available AIM forms, so this feature is not very useful in AHLTA.

If you would also like to be able to use the Tab Backward button to move backward from field to field, you need to set this button to excute the "press shift tab" voice command. Here are the steps:

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1. Turn the microphone on and say **press shift tab**. This places the "press shift tab" command onto a list of recently used commands
2. Click Tools, Options. Click the PowerMic II tab.
3. On the Tab Backward menu, select User commands,
4. You should see as many as 20 commands that you recently said. On this list, select "press shift tab."
5. Click OK to save your changes.

Using a Button to Delete the Last Word

You might like to have a button that deletes the last word of your text, just like saying the command "delete last word." Here are the steps for setting the Custom Left button to execute the "delete last word" voice command.

1. In any application, dictate any text.
2. Say **delete last word**. This places the "delete last word" command onto a list of recently used commands.
3. Click Tools, Options, PowerMic II.
4. Select the button you want to use such as the Custom Left button.
5. On the corresponding menu, select User Commands.
6. You should see as many as 20 commands that you recently said. On this list, select **delete last word**.



7. To save your settings, click OK.

Now the Custom Left button deletes the last word. To delete multiple words, press the button more than once.

Using a Button to Turn Hidden Mode On or Off

In Hidden Mode, Dragon Medical captures and stores dictation without immediately placing it into the application. This allows you to view other screens or applications while dictating. When you are done dictating, transfer the text into the note and then turn hidden mode off (switch back to normal mode). See the Dragon NaturallySpeaking Help for more information on hidden mode.

Here's how to set a PowerMic button to turn hidden mode on and off. You have to set it twice, once for each application context (Global and DictationBox). This is because when Dragon is in hidden mode, it is in the DictationBox application.

1. In any application, say **switch to normal mode**. This places the "switch to normal mode" command onto the list of recently used commands.
2. Click Tools, Options, PowerMic II.
3. Select the button you want to use such as the Custom Right button.
4. On the corresponding menu, select Recognition modes, Hidden mode on/off.
5. In the Application: drop-down list, select DictationBox.
6. Select the same button you selected in step 3.
7. On the corresponding menu, select User commands.
8. You should see as many as 20 commands that you recently said. On this list, select "switch to normal mode."
9. Click OK to save your changes.

Now you can use hidden mode as follows:

1. Press Custom Right to go into hidden mode. Notice that the light on the Dragon Bar turns yellow.
2. Dictate some text. You can navigate to other screens or applications as you dictate (for example you can look up lab results, view images, or search the Web for information).
3. When you are done dictating, place the cursor into the field where you want the text to go.
4. Press Transcribe. The text should appear.
5. To turn hidden mode off, press Custom Right again. The yellow light on the DragonBar turns green.

Changing the Dictate Button to a Microphone On/Off Button

Some users find their thumbs get tired from holding in the Dictate button. If that happens, change the Dictate button from a press-to-talk button to a microphone on/off (toggle) button. (You might also suggest not squeezing the button too hard.)

1. Click Tools, Options, PowerMic II.
2. Click the Dictate button to select the corresponding menu.
3. On that menu select Dictation, Microphone on/off.
4. To save your settings, click OK.



Now you can press and release the Dictate button to turn the microphone on. Press and release it again to turn it off.