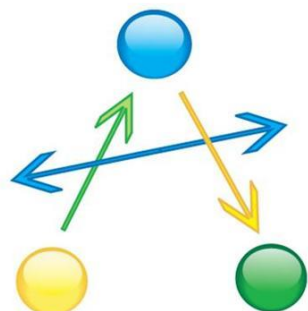


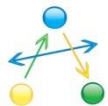
Associate® DICTATE

General Installation Guide



ASSOCIATE.

Dictation Without Boundaries



Requirements

Smartphone Application

- Apple iPhone/iPad/iPod Touch with iOS up to 5.1, **or**, 6.0.2 to current version
- BlackBerry Torch/Bold/Curve with OS5 or newer

Desktop/Laptop/Tablet Application

- Microsoft Windows XP or newer
- Microsoft Internet Explorer 11 (UAC must be set to minimum or switched off)

Installation Steps

- Load Associate[®] onto a Smart Phone
- Load Associate[®] desktop applications to PC's
- Create voice profiles for Smart Phone as needed (Dragon Naturally Speaking[®] - Separate voice profiles are required for Smart Phone and desktop dictation due to differences in microphones)



Installing Associate® on a BlackBerry

Prepare

- If you have a previous version of Associate® on your smart phone, please insure that all dictations have been sent and deleted from the “Save” file.
- Uninstall any previous versions of Associate® by choosing “options” from the BlackBerry menu then selecting “device” then “applications management.” Highlight “PortNexus” then select “delete” and follow on screen.

Install

To install the Touch Screen Version: Open the browser on your BlackBerry and enter the following URL: <http://cloud1.mobileassociate.com/Touch/associate.jad>

To install the Track Ball Version: Open the browser on your BlackBerry and enter the following URL: <http://cloud1.mobileassociate.com/NoTouch/associate.jad>

- Once downloaded, open Associate® and press the BlackBerry MENU button to open the Associate® menu. Select “server properties” and enter the Host Name, Port, User ID and Password as provided by PortNexus. Next press “ok” and the screen will return to the main Associate® page where you will choose your industry type from the drop down list. Installation on your BlackBerry is now complete.



Installing Associate® on a iPhone/iPad/iPod touch

Prepare

- If you have a previous version of Associate® on your smart phone, please insure that all dictations have been sent and deleted from the “Save” file.
- To delete a previous version of Associate®, touch and hold the Associate® icon until it shimmers and click on the “x” to delete. To Install: Access the Apple AppStore and search for “Associate for iPhone.” Select and install the application. There is a nominal one time charge from the AppStore to install Associate®; there are no charges to re-install.

Install

- Upon opening the Associate® application, the “update settings” page will appear. Enter the Host Name, Port, User ID and Password as provided by PortNexus. Next press “ok” and the screen will return to the main Associate® page. The installation on your Apple device is now complete.





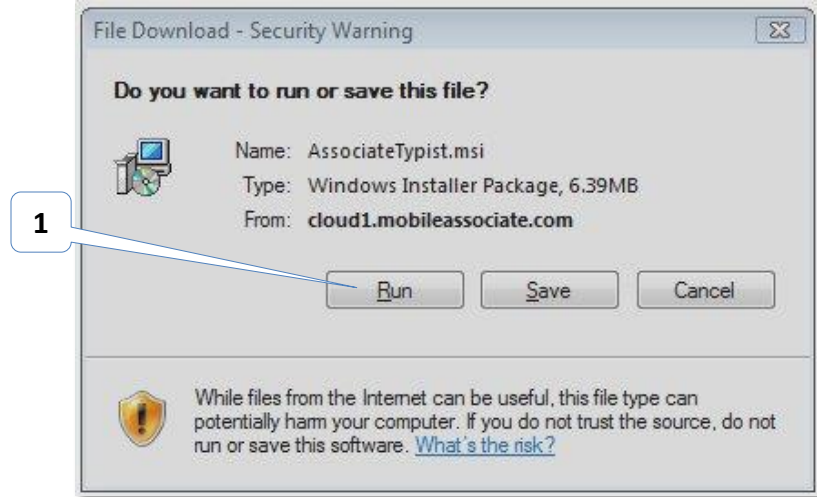
Installing Associate® Desktop Typist

Insure that no previous versions of Associate® Typist are downloaded to your computer. If previous versions are present, remove them by accessing the uninstall program function in Windows.

From Internet Explorer browser only, enter the following URL to install Associate® Typist, with your anti-virus software disabled. Once the download is completed, re-activate your anti-virus software:

<https://cloud1.mobileassociate.com/osd/AssociateTypist.msi>

Run **(1)** the program and save to desktop. The *Associate Typist* icon appears on your desktop. Hereafter, use this to access Associate® Typist.



An additional voice file management application is available if needed, to meet your firm's unique workflow.



Installing Associate® Desktop Dictation

Insure that no previous versions of Associate® Author are downloaded to your computer. If previous versions are present, remove them by accessing the uninstall program function in Windows.

From Internet Explorer browser only, enter the following URL to install Associate® Typist, with your anti-virus software disabled. Once the download is completed, re-activate your anti-virus software:

<https://cloud1.mobileassociate.com/osd/AssociateAuthor.msi>

Run **(1)** the program and save to desktop. The *Associate Typist* icon appears on your desktop. Hereafter, use this to access Associate® Dictation.



An additional voice file management application is available if needed, to meet your firm's unique workflow.



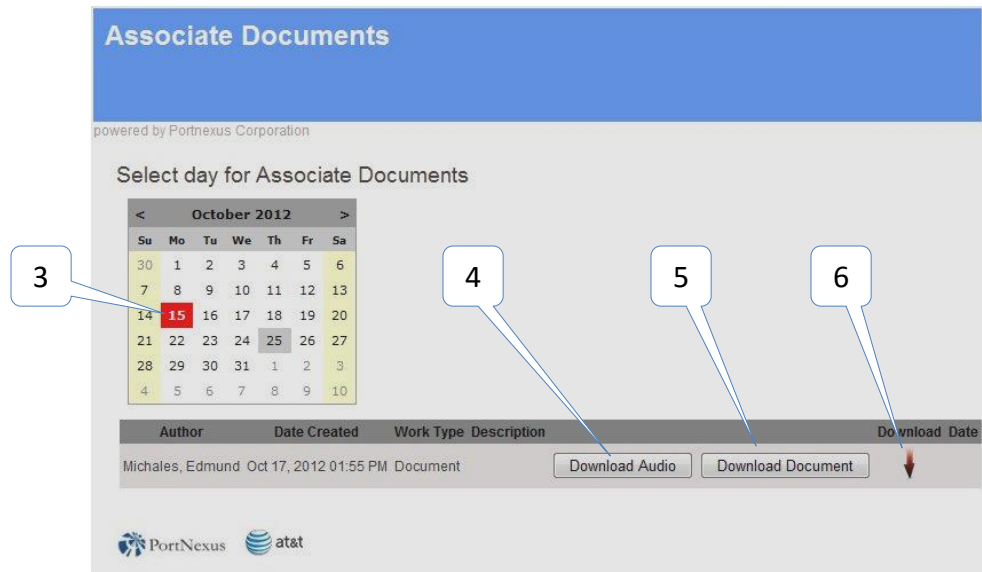
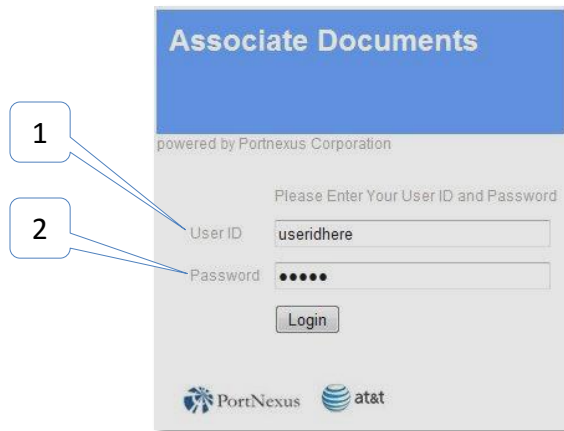
Retrieve Documents Webpage

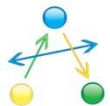
For Authors and Typists on the go, a web page is available to retrieve completed documents and hear the associated audio file.

This page is viewable on any PC, Tablet or smart phone by accessing the following URL:

<http://cloud1.mobileassociate.com/portnexus/associateddocumentslogin.aspx>

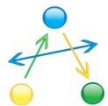
Login using your unique **(1)** User ID and **(2)** PWD. Next, pick a **(3)** date which the file was created. Either download the **(4)** Audio file or the **(5)** completed document. A **(6)** red arrow indicates no staff member has downloaded this document. A green arrow indicates the document has been downloaded and the date of the download is listed. The overall audit trail is updated to indicate downloads that have taken place.





Training Dragon® voice profile from a Apple or BlackBerry Smartphone

- If you have not been advised that your system is ready for voice profile creation, contact your PortNexus representative at 877 885-4619 .
- The Voice Training must be the first dictation made from your handset.
- Voice Training for the Desktop Author application has separate instructions found within the application with a different script than provided here.
- Use only the script on page 10 of this document for voice profile creation. The recording should take between 2 ½ and 3 minutes to read. Recordings shorter than 2 ½ minutes will cause degraded accuracy.
- Start a Recording and dictate the Script as provided. Follow the “send” process for your specific handset by choosing the work type “voice training” with priority 5. Do not select the option to have this dictation sent back to your handset. The work type “Voice Training” is used only for creating your voice profile. Insure that you do not use “Voice Training” for any subsequent dictations. Advise your PortNexus representative when completed.



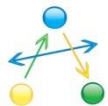
Voice Training Notes

BLACKBERRY and Windows Mobile Devices:

- Start a Recording.
- Read the Script as provided.
- *Note:*
- *This is the only script to be read for Voice Training, so do not use another script.*
- *For the best results use a Bluetooth headset.*
- *If you make a mistake just keep reading. It is designed to make you stumble so that the system learns how to handle it when you do.*
- *For this recording state any of the commands such as: "period, comma, new line or new paragraph" .*
- When finished recording the VT script, click the BB menu button once, and select "Send".
- A new screen appears; open the Work Type drop down list and choose "Voice Training".
- Scroll to the bottom of the screen and select "OK".
- The VT script recording will be sent to the server to establish your specific voice profile.
- Contact your PortNexus representative and advise that you performed the voice training

iPhone, iPad & iPod touch:

- Start a Recording.
- Read the Script as provided
- *Note:*
- *This is the only script to be read for Voice Training, so do not use another script of your choice.*
- *For the best results use a Bluetooth headset.*
- *If you make a mistake just keep reading. It is designed to make you stumble so that the system learns how to handle it when you do.*
- *For this recording state any of the commands such as: "period, comma, new line or new paragraph" .*
- When finished recording the VT script, click the Menu button and select "Send".
- **IMPOTRTANT NOTE: DO NOT CHOOSE "SEND NOW"**
- A new screen appears; open the Work Type drop down list to choose "Voice Training".
- Scroll to the bottom of the screen and select "OK".
- The VT script recording will be sent to the server to establish your specific voice print.
- Contact your PortNexus representative and advise that you performed the voice training



Voice Training Script

“As a knowledge worker, you are paid to think. Associate gives you the connection to your staff to off-load your thoughts and ideas. There is no need to type emails or documents.

Associate lets you verbalize and send to your staff your comments, ideas, calendar events and dictations at the point of thought and frees you from having to remember what it was you were wanting to say in an email after being interrupted.

Think of all the time you spend managing your work once created and delegated to others to complete. How often are you looking for emails, calling and leaving voice mails, setting and holding meetings to see what the status of the work is or even if it was received!

Is it stuck in junk mail or has it been listened to what is the status of the team on the project, where did it go to and why?

These are the new inefficiencies of modern day work flow and tools.

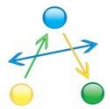
Associate resolves this problem by incorporating its own integrated communication system and workflow. We call it Dynamic Reporting.

Dynamic reporting keeps you informed and provides full visibility of the work as it moves through the organization.

Treating each item as an individual job, Associate establishes a conduit attached only to that job allowing both the system and the staff to update necessary changes such as pending, complete or on hold it allows your staff to input additional information such as sent to billing, motion to dismiss was filed. This is viewable by the author anytime without having to hunt through emails or rely on email systems.

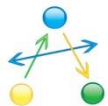
This reporting system will work even if the BlackBerry system is not.

Once the job has been initiated, the only time the author needs to be involved is to think and make additional strategic decisions based on changes observed through Dynamic Reporting. “



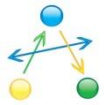
Server Properties Settings for Smart Phones

- Host `cloud1.mobileassociate.com`
- Port `443`
- User ID `11 + Phone Number`
`i.e. 112223334444`
- Password `123`
- Desktop Author Log-In `11 + Phone Number`
- Desktop Typist Log-in `As provided by PortNexus`



Q and A

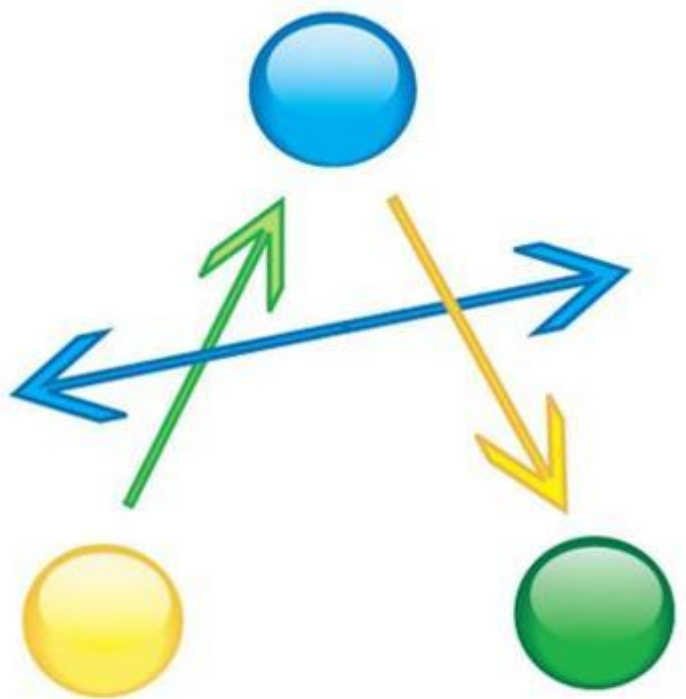
- **Is a Bluetooth headset necessary?** No, a Bluetooth headset is not necessary for using Associate® however you will get the best sound quality from a headset yielding the best quality translations. You may use the microphone in your handset and also synch to an internal automobile system should you have one. Hard-wired headsets may also be used.
- **What is a BES and when should I check that box?** A BES is a BlackBerry Enterprise Server, a management tool often used by companies to manage the companies mobile network.
- **What is Airtime Manager® and when should that box be checked?** Airtime Manager is a sister application to Associate® that provides additional controls for time management.
- **When does the “voice training” work type get used?** The work type “voice Training” is only used to create your Dragon® voice profile. Once the system is translating your speech to text, the “voice Training” work type is no longer used.
- **What are the Host, Port?** These refer to the specific secure server that your account is assigned to. Different features of Associate® operate on different servers. Contact your PortNexus representative for a list of enhanced features and additional industry grade productivity applications.
- **Can I use the same user ID on my iPhone and iPad?** Yes. A single user ID may be used on multiple handsets, desktop/laptop computers and tablets. There are also dial-up telephone numbers available to create dictations. The creation of voice files is never restricted by equipment availability! All mobile equipment may operate via Wi-Fi in addition to mobile data plans.
- **When does the accuracy of the speech to text improve?** Each time you create a dictation and it is corrected, the corrections instantly update your voice profile and increase translation accuracy.
- **How do I get notified of software updates for the handset and desktop?** Notification of software updates for handsets is sent by ApWorld or ApStore. Updates to desktop applications are automatically loaded to the desktop by PortNexus®.



Support

24/7 Support: **877.885.4619 Ext 1**

Domestic Based
Bi-lingual
HIPPA Compliant



ASSOCIATE.