PowerMic II Getting Started Guide

Dragon® Medical Practice Edition

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Patents

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

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Getting Started with the PowerMic II and Dragon Medical Practice Edition

Objectives

The instructions in this document are designed for the experienced *Dragon Medical* user who is about to start using the *PowerMic II*, as well as trainers who will be assisting *Dragon Medical* users with this microphone.

This document covers the following topics:

- Creating a user profile
- Adding a dictation source for the *PowerMic II*
- Using the *PowerMic II* to dictate, say commands, and to function as a mouse
- Configuring the *PowerMic II* buttons to execute custom commands.

These instructions *only* apply to *Dragon Medical Practice Edition.*

Note: *"Powermic II Button Assignment Template" on page 14 shows the PowerMic II with blanks where you can write in your custom settings.*

PowerMic II Illustration

Creating a User Profile for PowerMic II

Before you can use *Dragon Medical*, you must create a user profile and make sure it is set up to use the PowerMic II. (If you already have a user profile but you have not used it with the PowerMic II, skip to "Adding a Dictation Source for the PowerMic II to an Existing Profile" on page 4 .)

To create a user profile for the PowerMic II:

1. Plug the *PowerMic II* into any USB port on your computer.

   Note: *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.*

2. Wait for the **Your new hardware is ready to use** message to appear. (If you see a message asking you to reboot Windows, click **No**.)
3. Start *Dragon Medical* if it is not already running.
4. The New User Profile wizard should appear and lead you through the user profile setup process. If it does not, click **Profile > New User Profile** on the DragonBar to open the wizard.
5. When the wizard asks "How do you talk to your computer?", choose **PowerMic II**.

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

6. Creating a User Profile includes a training session where *Dragon Medical* learns how you speak and allows you to select a vocabulary. Initial training includes reading aloud for several minutes from a list of available texts.

   As you go through training, hold the *PowerMic II* in one hand. Note that the microphone is in the foam-covered indentation at the top end of the device. Make sure the microphone 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.

   Note: *During training, do not press any of the buttons on the PowerMic II. Dragon Medical automatically starts listening when you click the* ***Start*** *or* ***Go*** *button on each of the dialog boxes.*

Adding a Dictation Source for the PowerMic II to an Existing Profile

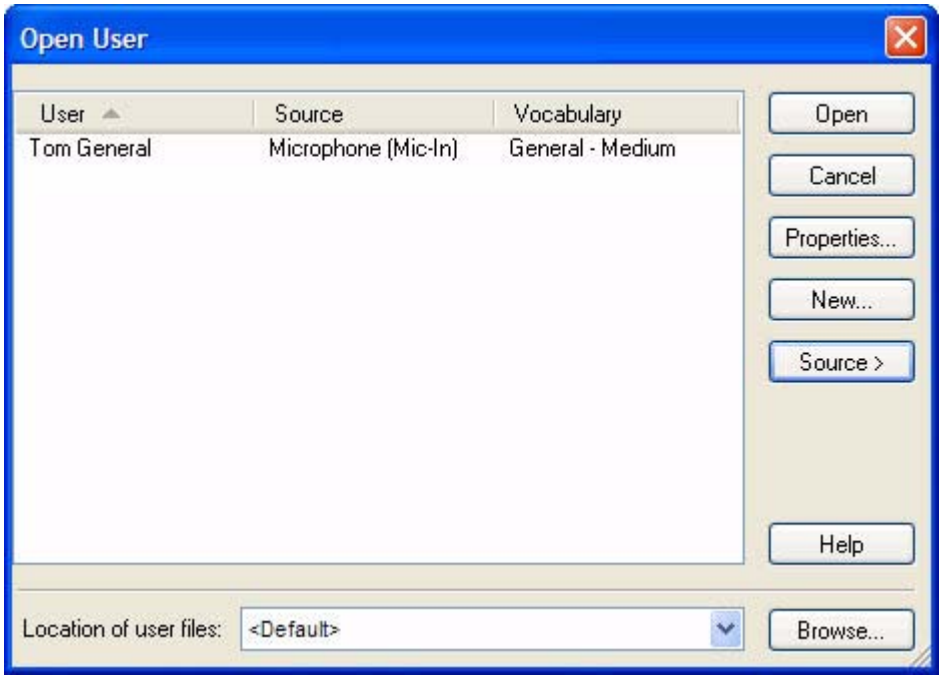
If you already have a user profile, before you can use all of the features of the *PowerMic II*, you must add a new dictation source to your user file.

To add a dictation source for the PowerMic II:

1. Plug the *PowerMic II* into any USB port on your computer.

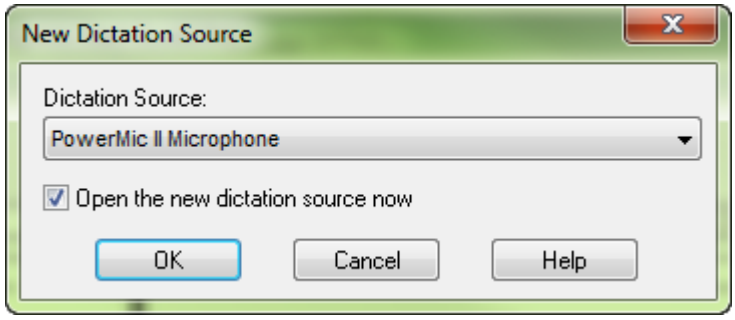
   Note: *If you are using a tablet PC, plug the PowerMic II directly into the tablet rather than the docking station so that you can continue using the microphone if you undock the tablet.*

2. Wait for the **Your new hardware is ready to use** message to appear. (If you see a message asking you to reboot Windows, click **No**.)
3. Start *Dragon Medical* if it is not already running.
4. If the **Open User Profile** dialog box doesn't appear, on the **DragonBar** click **Profile > Open User Profile**. The **Open User Profile** dialog box opens.



5. Select the correct user profile (If you have more than one vocabulary, it doesn't matter which one you select.)

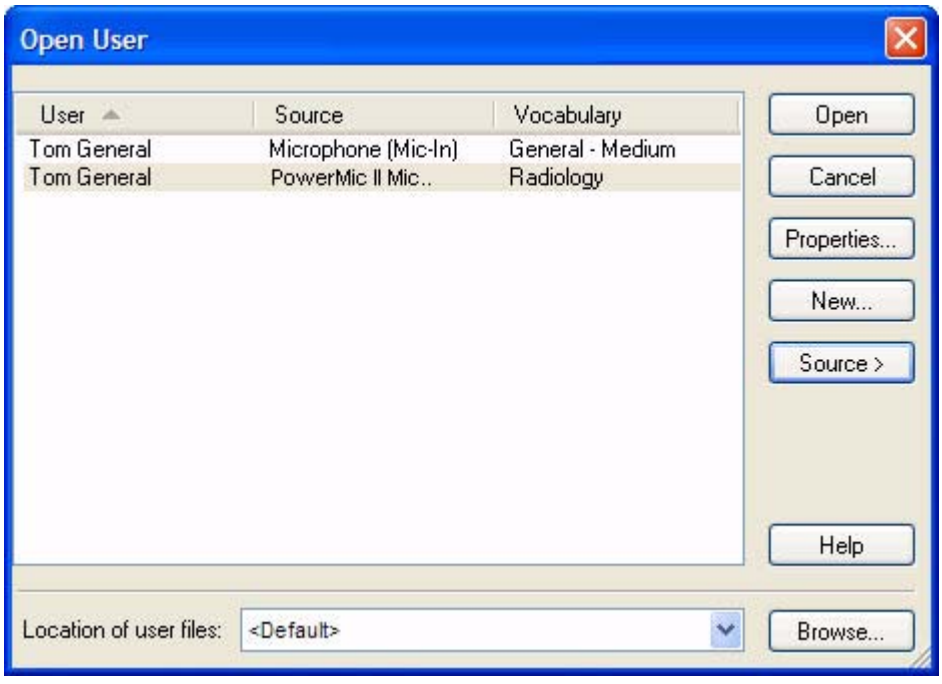
6. Click **Source > New**. The **New Dictation Source** dialog box opens.



7. If the **Dictation Source** does not automatically select the *PowerMic II*, choose it from the drop-down list.

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

8. Click **OK**. You should now see your user profile twice in the **Open User Profile** dialog box. (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 profile, you've added a dictation source to an existing user profile. That means your custom words and commands will still work with the new microphone.



9. Select your *PowerMic II* user profile and click **Open**. Since this is a new dictation source, you now have to run the **Audio Setup Wizard** and the **General Training**.

10. As you run the **Audio Setup Wizard** and **General Training,** hold the *PowerMic II* in one hand. Note that the microphone is in the foam-covered indentation at the top end of the device. Make sure the microphone 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.

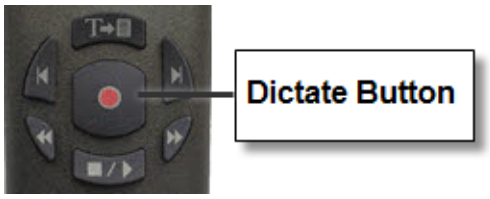
Note: *During the* ***Audio Setup Wizard*** *and the* ***General Training****, do not press any of the buttons on the PowerMic II. Dragon Medical automatically starts listening when you click the* ***Start*** *or* ***Go*** *button on each of the dialog boxes.*

Using the PowerMic II

Dictating with the PowerMic II

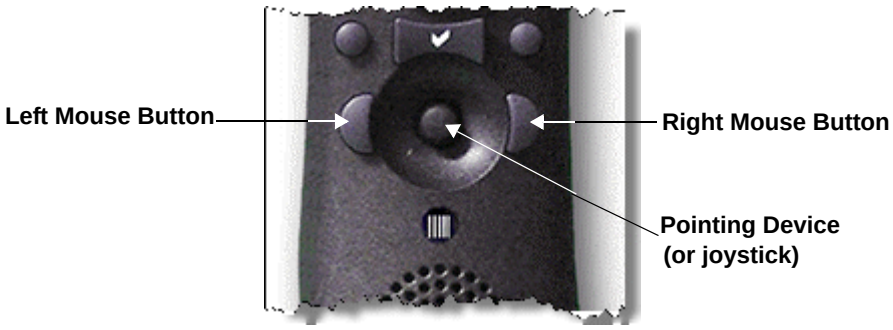
When you finish the **General Training**, you can begin using the *PowerMic II*.

Hold in the **Dictate** button while you are speaking and release it when you are done. Make sure that you press the button in completely before you start talking. Otherwise *Dragon Medical* will cut off the beginning of your dictation.



Using the PowerMic II as a Mouse

Your *PowerMic II* can also function as a mouse. There are three controls on the front and one on the back of the microphone that allow you to perform common mouse functions.



Pointing Device: This control moves your mouse cursor. Use your thumb to move the joystick forward, backward, left, and right in order to move the mouse pointer. (Pushing it in does nothing.).

Left/Right Mouse Buttons: These buttons perform the same functions as your left and right mouse buttons.

Trigger on back of microphone: This button functions as a left mouse button as well, so you can drag objects by holding in the trigger while you move the pointing device. (See illustration on page 2.)

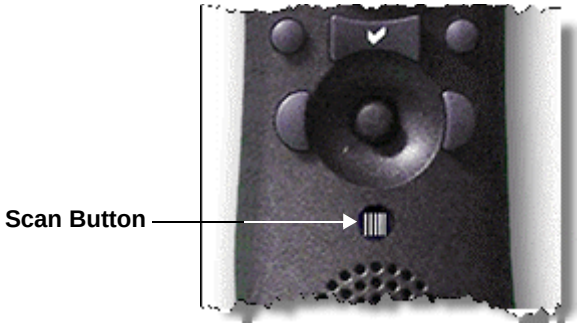
Scanning Barcodes with your PowerMic II (Optional)

Note: *To determine whether your PowerMic II is equipped with a scanner, look on the back of the PowerMic II (near the top) for a red plastic semicircle and a caution regarding the scanner's laser. Refer to the illustration on page 2.*

Pressing and releasing the small button directly below the pointing device activates the *PowerMic II* barcode scanner (located on the back of the microphone).

When the barcode scanner detects a valid barcode, *Dragon Medical* converts the barcode into text and sends it to the active application.

Note: *If your PowerMic II is not equipped with a scanner, pressing this button does nothing.*



Reassigning the PowerMic II Buttons

Dragon Medical assigns a default group of settings for your *PowerMic II* buttons. You can customize how these buttons function.

To customize the buttons on your PowerMic II:

- On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.
- If you don't see the **PowerMic II** tab, on the **DragonBar**, click **Profile > Open User Profile** and make sure you selected the PowerMic II dictation source when you opened your user profile.

Note: *If you want to customize a button and don't know its name, either click a button on the picture in the dialog box or press the button on the microphone itself. Dragon Medical then highlights the correct menu item.*

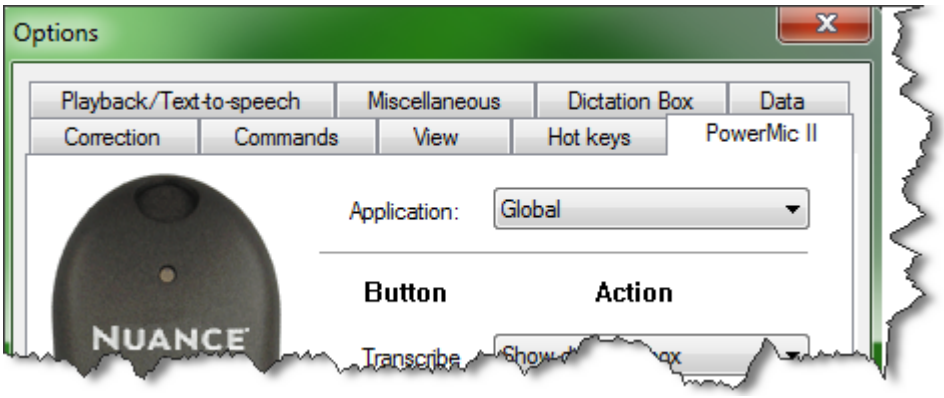
Mapping a Button to a Command in the Options Dialog

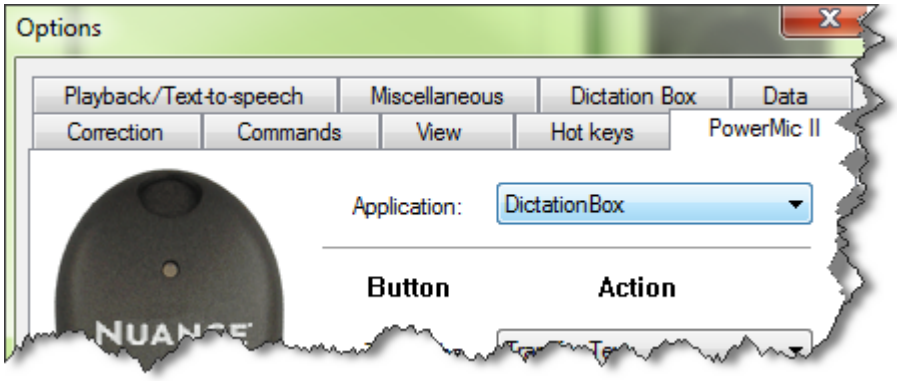
You can map any button on the PowerMic to a command in the Options dialog by completing the following steps:

1. On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.

   From the **Application** drop-down list, choose the application that you want your command to apply to. Valid options are **Global** and **Dictation Box**.

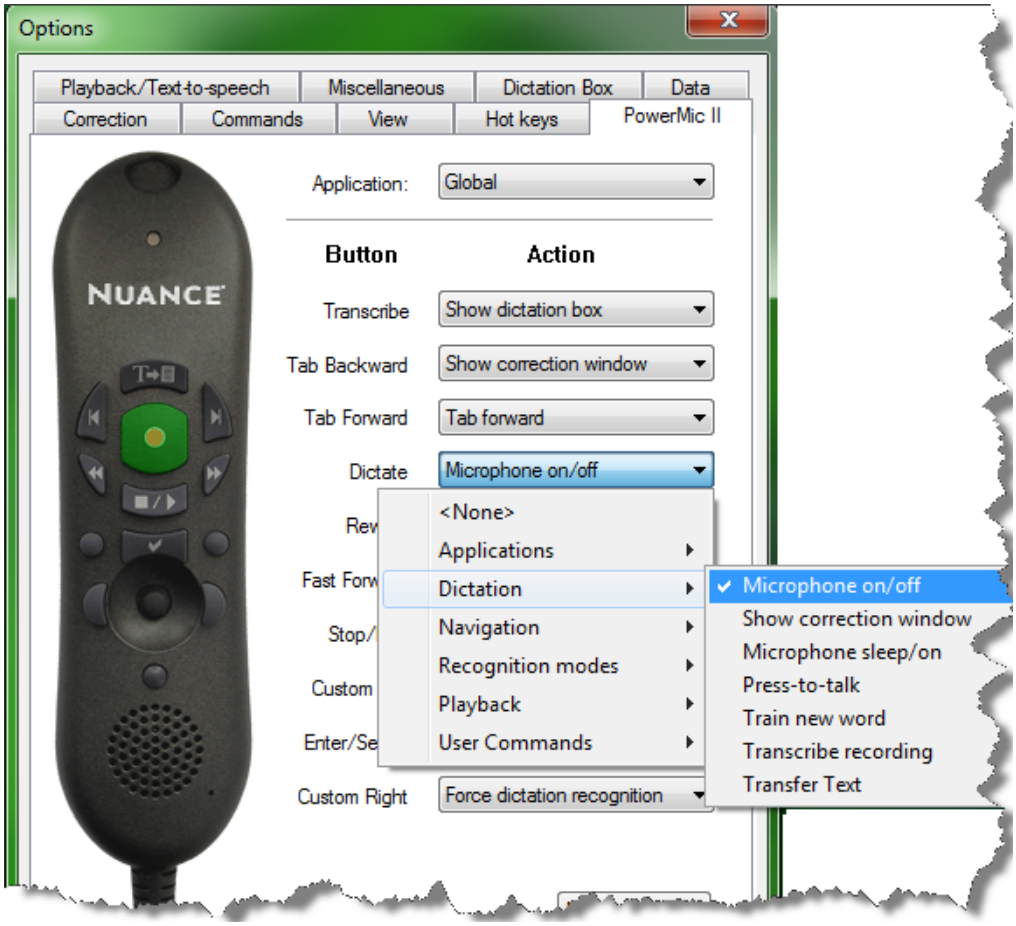
   If you choose **Dictation Box**, your button mappings only apply when you are working in the Dictation Box.





2. Click the **Action** drop-down that corresponds to the button that you want to customise, then select the action that you want the button to control.

   For example, to set the **Dictate** button so it toggles the microphone on and off, from the **Dictate** button drop-down list, select **Dictation** > **Microphone on/off**:



3. Click **OK** to save your changes.

Mapping a Button to a Custom Command

Instead of assigning a button to an existing command in the Options dialog, you can assign a *PowerMic II* button to any of the last 20 commands that you have spoken to Dragon.

Complete the following steps to map a PowerMic button to one of your spoken commands:

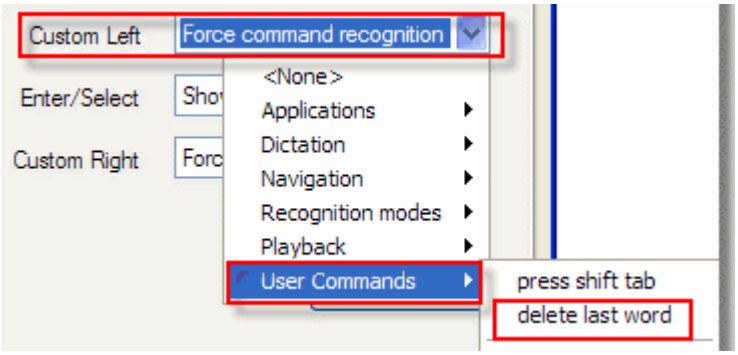
1. In any application, dictate any text.
2. Say a command, for example, "**delete last word**.**"** This places the **delete last word** command onto a list of recently used commands.

3. On the **DragonBar**, click **Tools > Options** and select the **PowerMic II** tab.

   From the **Application** drop-down list, choose the application that you want your command to apply to. Valid options are **Global** and **Dictation Box**.

   If you choose **Dictation Box**, your button mappings only apply when you are working in the Dictation Box.

4. Select the button you want to use. For this example, use the **Custom Left** button.
5. From the **Custom Left** drop-down list, select **User commands**. From this list you can choose one of up to 20 commands that you recently dictated.
6. From the **User commands** list, select **delete last word**:



7. Click **OK** to save your changes.

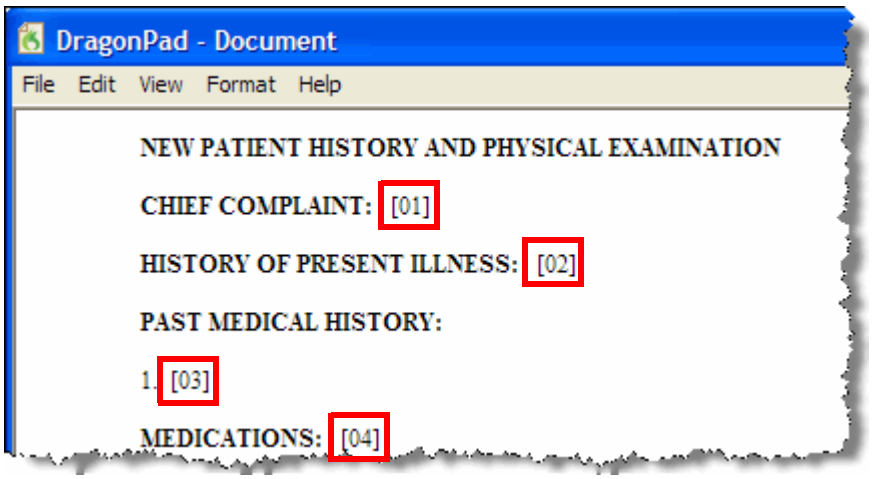
Using the Buttons with DragonTemplates

You can use the *PowerMic II* to navigate through the fields in a **DragonTemplate**, once you customize the buttons to do so. If you're not familiar with **DragonTemplates**, read about them in the *Dragon Medical* help or the *Dragon Medical Version 10.1 Provider Packet*.

Note: *DragonTemplates 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.*

To assign buttons for use in DragonTemplates:

1. If you don't have a **DragonTemplate**, 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 10.1 Provider Packet* for more complete instructions on creating a **DragonTemplate**, including an example.

2. On the **DragonBar**, click **Tools** > **Options** and select the **PowerMic II** tab.
3. From the **Rewind** drop-down list, select **Navigation** > **Previous field**.
4. From the **Fast Forward** drop-down list, select **Navigation** > **Next field**.
5. From the **Stop/Play** drop-down list, select **Navigation** > **Accept defaults**.
6. Click **OK** to save your changes.

To use your PowerMic II in a DragonTemplate:

1. Say the voice command that inserts the **DragonTemplate** into your note.
2. Press the **Fast Forward** button to select the first field.
3. Press and hold 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.

Powermic II Button Assignment Template

Use this page to label the functions to which you've assigned the *PowerMic II* buttons. To assign buttons, on the DragonBar click **Tools > Options** and select the **PowerMic II** tab.