

# TouchType 5 Installation Guide

Welcome to the MDinTouch Transcription software platform. This section contains the steps necessary to install and configure the software components required to get your organization started.

If you encounter any problems during installation, you can email the MDinTouch support department at [help@mdintouch.com](mailto:help@mdintouch.com) or call toll free 1-866-774-0002

## Before You Begin

This section explains what you should do to prepare for the installation of any MDinTouch software.

- Make sure your PC hardware and software meets the minimum System Requirements (see section below)
- When installing any MDinTouch software, you must be a Windows Administrator or a member of the Power Users Group.
- Disable any antivirus and/or firewall software before installation of MDinTouch software. If you have any connectivity issues with MDinTouch software after enabling your firewall or antivirus software, contact MDinTouch technical support.
- Close all other applications.
- If you select a destination location different from the default location, ensure folder-sharing rights are enabled and your location directories exist.

## System Requirements

Before installing any MDinTouch software, make sure your PC hardware and software meets the following system requirements:

### Minimum System Requirements

#### Hardware:

Processor: 1.3 GHz Intel or AMD family (32-bit or 64-bit)

### RAM:

- At least 1Gb if running Windows XP, 2 Gb recommended
- At least 2Gb if running Vista or Windows 7, 3 Gb recommended

At least 10Gb free disk space      Video Display: 1024 x 768 minimum screen resolution, 16 bit color  
One available communications port (serial port) or  
USB port (recommended) for footpedal      Sound card  
and speakers or headset.

### Not required by strongly recommended:

- Uninterruptible power supply (UPS)
- Surge protector rated at no less than 900 joules
- Anti-virus software (AVG freeware/shareware recommended)

### Operating System

- Microsoft Windows XP Home
- Microsoft Windows XP Professional (recommended)
- Microsoft Windows Vista
- Microsoft Windows 7

**Software**      Microsoft Word 2003, 2007 or 2010      DSL or Cable Modem Internet Connectivity

## Microsoft .NET Framework 4.0

TouchType 5 runs on the Microsoft .NET Framework 4.0 which comes preloaded on many newer versions of Windows. You should check to see if the .NET Framework is already loaded on your PC before attempting to install it.

Verify if the .NET Framework is already installed on your PC using these steps:

1. Click on Start Button, then Control Panel
2. Double Click Add or Remove Programs or under Programs, Uninstall Programs
3. Scroll through the list of installed software and look for Microsoft .NET Framework 1.1

4. If you find the .NET framework in your list of installed applications then you can skip the steps below.

If during the prior step you discovered that the Microsoft .NET Framework is not installed on your PC, then proceed with the installation:

1. [Download](#) the .NET Framework 4.0
2. Click Download
3. When prompted, choose Save File
4. Navigate to a preferred location on your PC
5. Click the Save button
6. Locate and double click on the downloaded file dotNetFx40\_Full\_setup.exe
7. Removed this one, not sure what it does now and should be obvious ;)
8. Follow the prompts to complete the installation

### **MDinTouch UpdateAgent 3**

The MDinTouch UpdateAgent is a software component that runs on your computer and checks for patches, bug fixes, etc. TouchType 5 requires that the MDinTouch UpdateAgent 3 is installed, older versions of the Update Agent will not work with TouchType 5.

Begin by uninstalling any previous versions of the UpdateAgent:

1. Click on Start Button, then Control Panel
2. Double Click Add or Remove Programs or under Programs, Uninstall Programs
3. Scroll through the list of installed software and look for UpdateAgent or UpdateAgent 2
4. If you find either of those, click on it and uninstall.

To install MDinTouch UpdateAgent 3, use the following steps:

1. [Download](#) the MDinTouch UpdateAgent 3
2. When prompted, choose to Save File
3. Navigate to a preferred location on your PC
4. Click the Save button
5. Locate and double click on the downloaded file UpdateAgent3.msi
6. Follow the prompts by clicking Next

7. Click Finish

### **TouchType5**

TouchType 5 software is required for Medical Transcriptionists to receive digital dictations and to transcribe/submit reports into the MDinTouch Platform.

Make sure the following software components are installed on your PC before installing TouchType2:

- Microsoft .NET Framework 4.0
- MDinTouch UpdateAgent 3

### **Installation**

1. Download TouchType 5
2. When prompted, choose to Save File
3. Navigate to a preferred location on your PC
4. Click the Save button
5. Locate and double click on the downloaded file TouchType5.msi
6. Follow the prompts by clicking Next
7. Click Finish

### **Configuration**

Before typing in TouchType 5 it is necessary to make some minor configuration changes in Microsoft Word for Vista or Windows 7 users.

1. Start Microsoft Word
2. Click Save As
3. Uncheck Save Thumbnails
4. Save a document
5. Close Microsoft Word

### **Start Stop Voice Player**

MDinTouch utilizes the Start Stop Voice Player as the default voice player application for our platform. If you plan on using Start Stop, you are required to purchase a Start Stop foot pedal prior to installation. If you have not purchased a Start Stop foot pedal from MDinTouch, please call our office prior to installation (866-774-0002).

(NOTE: If you have a voice player and foot pedals that support the DSS Audio format, then you can skip this section. See the TouchType2 User's Guide in the MT Resource Center for instructions on how to configure TouchType2 to use your existing voice player within the Options section)

### **Installation**

In order to install the Start Stop Voice Player:

1. Insert your StartStop Universal Transcription System CD
2. Follow the prompts by clicking Next
3. When prompted to reboot your PC, select No

### **Configuration**

In order to configure the Start Stop Software:

1. Click Start and then Programs
2. Select the Start Stop Universal Transcription System
3. When prompted to select pedal, click OK
4. Select the 3 pedal USB foot pedal and click OK
5. Click OK
6. Click Yes
7. Once again click Start and then Programs
8. Select the Start Stop Universal Transcription System
9. Click Configure then Hot Keys
10. Click Disable all HotKeys check box
11. Close the StartStop program

### **MDWebtop**

The MDWebtop is an Internet based tool that allows Medical Transcription Managers to:

- run Accounting and My Productivity reports.
- manage preferred rules.
- submit Referring Physician requests
- download batch reports and manifest files via Report Finder
- manage Healthcare Provider templates via the Template Library
- create MDinTouch Support Tickets

All that is required to access the MDWebtop is an Internet browser such as: Microsoft Internet Explorer or Mozilla Firefox.

Use the following website address in your Internet browser to access the MDWebtop:  
<http://www.mdwebtop.com>

You can also create a shortcut on your desktop for easy retrieval using the following steps:

- Right click anywhere on your desktop and select New, then on Create Shortcut
- Type: <http://www.mdwebtop.com> in the textbox
- Click on Next
- Type: MDWebtop in the textbox
- Click on Finish
- Test your new shortcut by double clicking on the MDWebtop icon on your desktop

### **Next Steps**

Refer to the following documents in the MDinTouch Support Center to learn more about TouchType5.

- [TouchType5 Quick Start Guide](#)

To begin creating your own Microsoft Word Templates for use within TouchType5, refer to the following documents:

- [MDinTouch Template Building Guide](#)

- [MDinTouch Template Building Training Manual](#)