

# outsec | Crystal Clara\*

## QUICK STARTER GUIDE

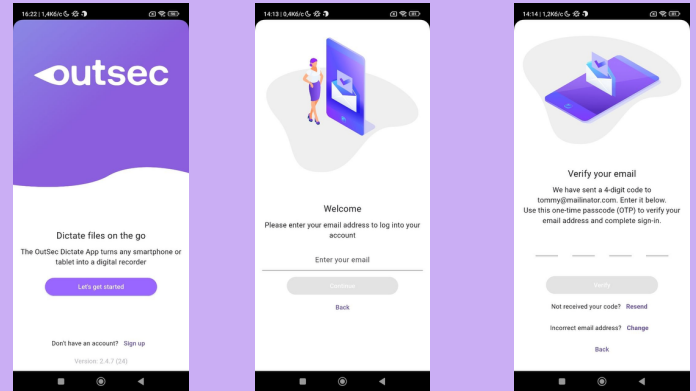
Here is our quick starter guide on how to set up and use the OutSec | Crystal Clara app. The app allows for dictation to be sent safely and securely to OutSec's secure servers for transcription. The app is available free of charge for OutSec customers. For full instructions, see the OutSec | Crystal Clara User Manual.

### Secure Login

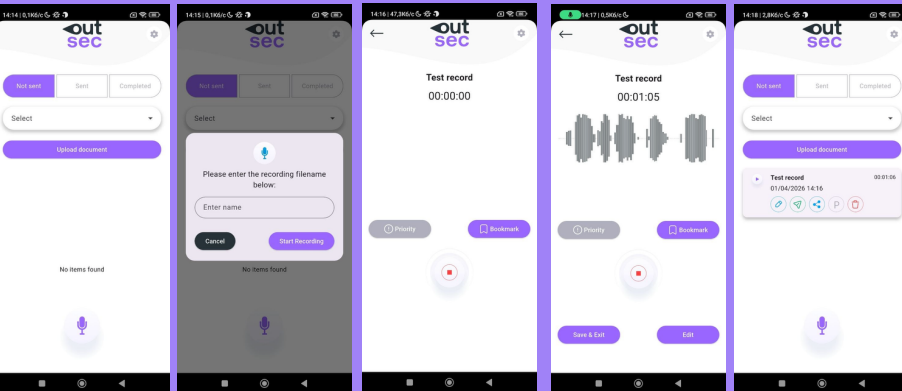
Once downloaded, click on "Let's get started" which will prompt you to login using your OutSec registered email address.

You will then receive a one time passcode ("OTP") which will be sent to you via email. You will then be asked to enter your OTP.

If you did not receive an OTP, press "resend".



### Recording Your First Sound File & Sending Files to OutSec



To start recording, press the purple microphone.

You will then be prompted to name your file.

Press the record button to start recording. When you have completed your dictation press stop then "Save & Exit".

You are also able to change the file status from normal to priority if you forgot to do this whilst recording.

To send the file to us press the green paper aeroplane icon.

Once sent, the file will then appear in the 'Sent' dashboard.

### Download & Share Completed Files

Once a file has been completed it will appear in the Completed Dashboard. You will be notified that the file has been returned to you by email. You will also receive an app notification (if you choose to receive these).

Files are typically deleted from FileManager after 40 days, or sooner if your company has requested a shorter retention period.

To download your completed file(s), press the purple download arrow and follow the on device instructions. You will need apps to open zip files and Microsoft Office files.

To share the file, press the blue share icon and follow the on device instructions.

