outsec

The UK's leading online transcription provider

QUICK START:

1. Open App, - Settings, enter SFTP log-in and password
2. Test Destination
3. Select DICTATE (bottom lhs) + NEW (top lhs)
4. Press red circle to record
5. Press red circle again to stop
6. Send by pressing SHARE at top rhs and select OutSec Option
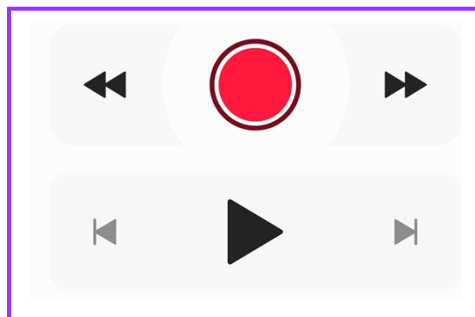7. Dictate short test message so we can confirm receipt.

When you start the OutSec Speak App, you will see the dictation controls and you can start dictating right away. To start a new dictation, tap 'new' in the upper left corner of the App.

1.1 Recording

You can record dictations on the built-in microphone, on an attached microphone headset, or on external microphones.

Tap the red recording button to start dictating.

Options: pause, rewind, forward, skip forward and backward, play and jump to bookmarks.
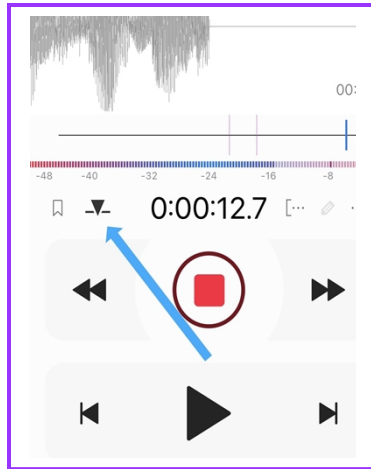

1.2 Saving

It is not necessary to manually save dictations. This happens automatically alongside assigning a dictation name composed of date and time. However if you want to rename the file simply tap the dictation name 'new dictation' and change accordingly.

1.3 Insert & Overwrite

You can overwrite a dictation at any point, as well as correcting your previous audio, by inserting additional audio into a dictation. Simply navigate to the point where you want to insert, tap the 'insert' button to the left of the current position label, as shown below, and start recording.
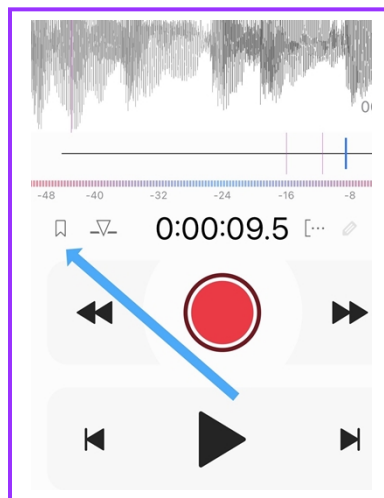
As soon as you stop recording, the inserted section will be processed.

1.4   Bookmarks

Tap the 'bookmark' button to place a bookmark in the dictation. You can jump between bookmarks with the skip buttons.

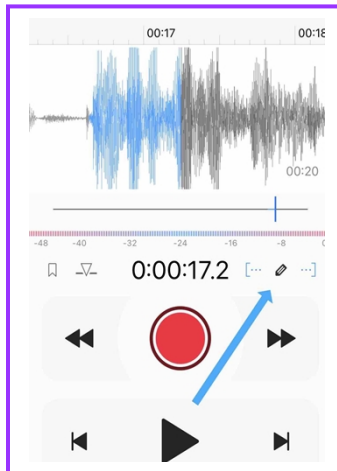To delete a bookmark, navigate there, then tap the bookmark button again.

1 .5   Moving or deleting a section

You can move or delete sections in a dictation. First select the section that you want to move or delete. Navigate to the start of the section, then tap the left 'selection' button. Next, navigate to the end of the section and tap the right 'selection' button. If you want to move the section, navigate to the point where you want to move it. Tap the action button between the selection buttons to perform the move or delete operation.

Please note: deleting and moving are final and cannot be undone.

1.6   Audio dictation detail view

Tap the small arrow at the bottom of the dictation control view to access the detail.

Once in the 'detail' view, you can change the name of the dictation.

Tap "folder" to move the dictation to another folder (by default, new dictations are placed in the main folder).

Return to the dictation control view by tapping the small arrow at the top.

1.7   Uploading your audio file/s

In the dictation 'detail' view, tap the name of the service to upload your dictation - all configured sharing destinations are listed.

You can share a dictation directly from the dictation control view by holding the 'share' button in the top right corner. If you tap it instead of holding it, you will go to the dictation detail view.

2. Dictated Audio Files

Tap 'dictations' in the bottom bar to see the folders where your audio files are organised. There are three fixed smart folders, 'shared', 'unshared' and 'trash', as well as the main folder. You can create subfolders under the main folder.

2.1   Recents

The 'recents' list shows the dictations that you last opened. Tap a dictation to load it for editing or sharing.

2.2   Managing sub-folders

Tap 'edit' in the top right corner of the folder list to edit your folders. Tap the 'add folder' button at the bottom to create a new folder. Give it a name and select its parent folder.

Tap and hold a folder to move, edit or delete it. You can only delete a subfolder if it doesn't contain any dictations or subfolders.

3. Settings

Tap 'settings' in the bottom bar to configure the OutSec Speak App.

3.1   Recording

The Voice Activation feature automatically pauses your recording in silent phases. You can increase the recording quality to improve the sound of your recordings, but please note that higher qualities generate larger files that take longer to share.

3.2   Playback

By default, audio dictations are played on your device at normal speed on your device. However, you can reduce the playback speed to 75%, or increase it to 150% or 200%.

When the switch 'always play through speaker' is on, your dictations will be played through the device's speakers, even if a headset is plugged in. This is mostly useful when you use plain microphones without playback capabilities.

4. Dictation Controls

4.1   Rewind/forward

In the dictation control screen, the upper winding buttons are set to perform fast rewind/forward by default. You can change this to jump by 5, 10, or 30 seconds instead. Their symbol will change to reflect the different speed.

4.2   Import

In order to import an audio file into the app, choose the file on the device, on which the app is installed, and tap the Share button.

You can pick the app in which the audio file will be opened. The app opens, the audio file is imported as a new dictation, and can be played or edited right away.

4.3   Remote control

The dictation controls in the OutSec Speak App can be operated without having to hold the device in your hand! You can even control your dictations handsfree with your feet though you will need a compatible wireless remote control. The OutSec Speak App currently supports the following devices:

3.1.1.1.1   AirTurn PEDpro und PED

3.1.1.1.2   AirTurn Quad 200

3.1.1.1.3   AirTurn DIGIT III

The remote control connects to the app by Bluetooth Low Energy (BLE).

Enable remote controls works by turning on the switch 'activate pedals'. Next, tap 'register new pedal'. The App will scan for compatible devices in range and list any matches. If you do not see your pedal, please check if it is turned on, in pairing mode, and set to Mode 1 (other modes are not supported).

When your device is found, you will see it with a version number and a four-character identifier, e.g. 'PED v.1.0.4 9FEE'. Tap this to pair it with your device and register it in the App. Then you will see it in the list of registered pedals. Tap a pedal to enable it. You'll see a checkmark next to the connected active pedal. You can register multiple pedals, but only one can be active at the same time. You can find a map of the actions available on each remote control in the appendix.

Access Control:

The OutSec Speak App can only be launched after you authenticate with a fingerprint (TouchID) or face scan (FaceID). It is possible to change the enrolled finger or face.

Restoring backups is also possible. On this level, your data is protected by the default security measures in iOS.

Biometric Encryption:

The OutSec Speak App's master key is protected by the Secure Enclave of your device. Access to your data is only possible after one of the fingerprints or faces that were enrolled in iOS when this level was activated is presented. If this is not possible, or if a backup is restored on the same device or another one, you will need your recovery key to restore access to your dictations and settings. The recovery key is presented only once, when you activate this security level. Note it down (preferably with the current date), double-check it, and keep it safe. As long as you can authenticate with a biometric feature that was enrolled at the point of activation, you can change the security level without providing the recovery key. Therefore, if you want to add another fingerprint or face, first switch to 'access control' or 'standard'. This invalidates the previous recovery key and it won't work anymore. Next, enroll the new biometric feature in iOS, and re-activate 'biometric encryption'. During the process, a new recovery key will be generated, please follow the guidelines for handling it above. From this point on, only use the new recovery key.

5. Unencrypted data on device

When this switch is turned on, the app will not store unencrypted data on your device anymore, including any temporary files created for sharing. This may deactivate some sharing destinations that cannot work with encrypted temporary files. Should you encounter any crashes while sending dictations with this option enabled, the most likely reason is that the app is trying to handle the entire sharing process in memory, and there is not enough memory available for the size of the file being sent.

5.1 Share unencrypted files

When this switch is turned on, the app won't share unencrypted dictations anymore. Only files that are encrypted with one of the builtin file encryption methods (e.g. GPG or Zip) will be shared.

APPENDIX

AirTurn device function map

A.1. AirTurn PEDpro and PED

	Left pedal	**Right pedal**
Tap	Toggle between playback and stop	Toggle between recording and stop
Hold	Rewind	Record
Release	Playback	Stop

A.2. AirTurn Quad 200

	Pedal 1	**Pedal 2**	**Pedal 3**	**Pedal 4**
Tap	Jump back	Toggle between playback and stop	Jump forward	Toggle between recording and stop
Hold	Rewind	Playback	Forward	Record
Release	Playback	Stop	Playback	Stop

A.3. AirTurn DIGIT III

	Left	**Up**	**Center**	**Down**	**Right**
Tap	Jump back	-	Toggle between recording and stop	Toggle between playback and stop	Jump forward
Hold	Rewind	-	Record	Playback	Forward
Release	Playback	-	Stop	Stop	Playback

The OutSec Speak Dictation App Manual