



ChartNet Voice Reader Network Installation Instructions

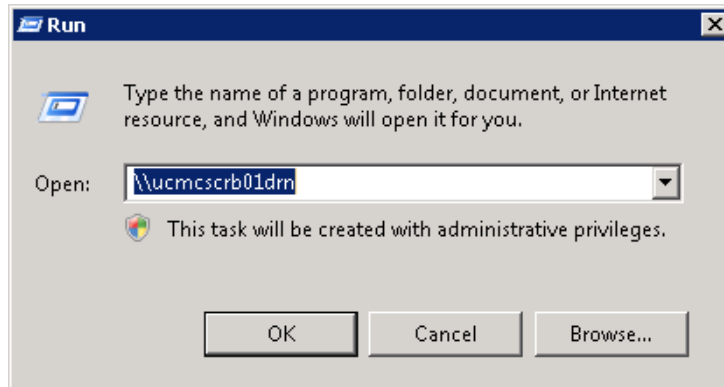
[Section 1](#) - Network Installation

[Section 2](#) - Adding Authors to the System

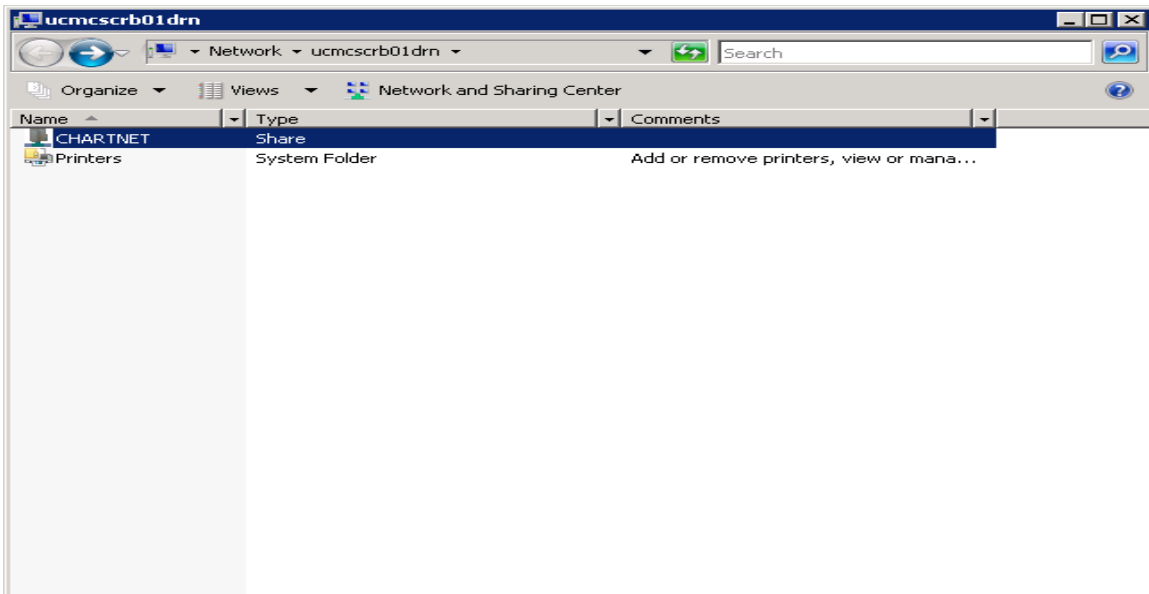
[Section 3](#) – Configure Secure Communications to MedScribe

[Section 1](#) – Network Installation

- 1) Go to your Start button in Windows and browse to the Run Prompt. Place the UNC Path of the server in the run box and Click Ok to Continue. Note: Below is the correct server for Chicago.



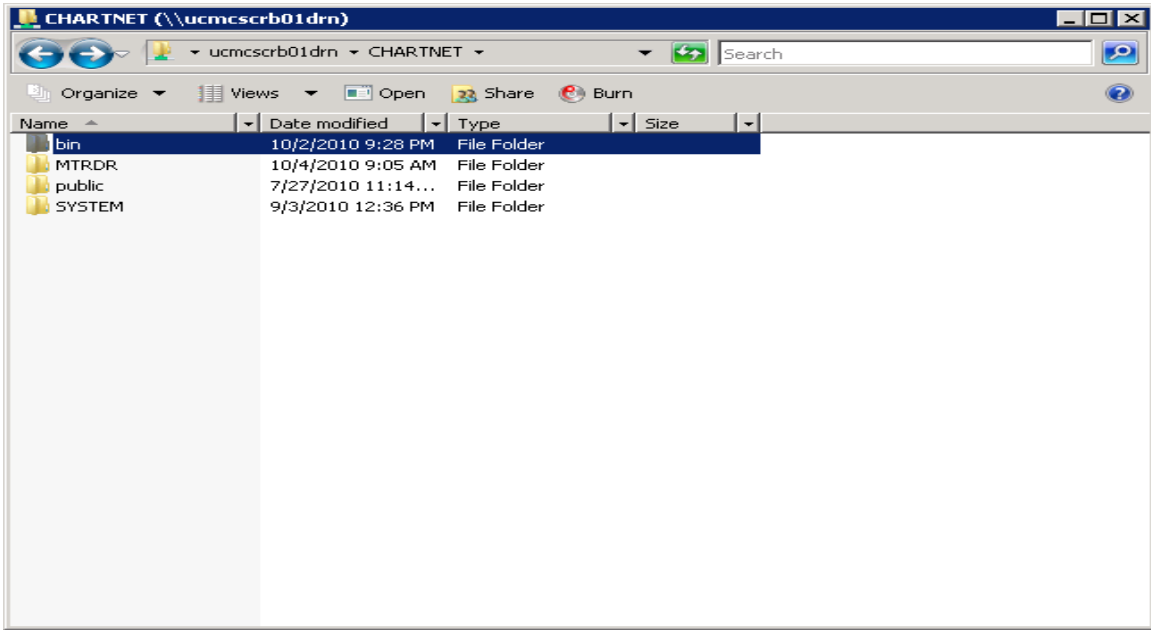
- 2) Double Click on the share folder Chartnet.



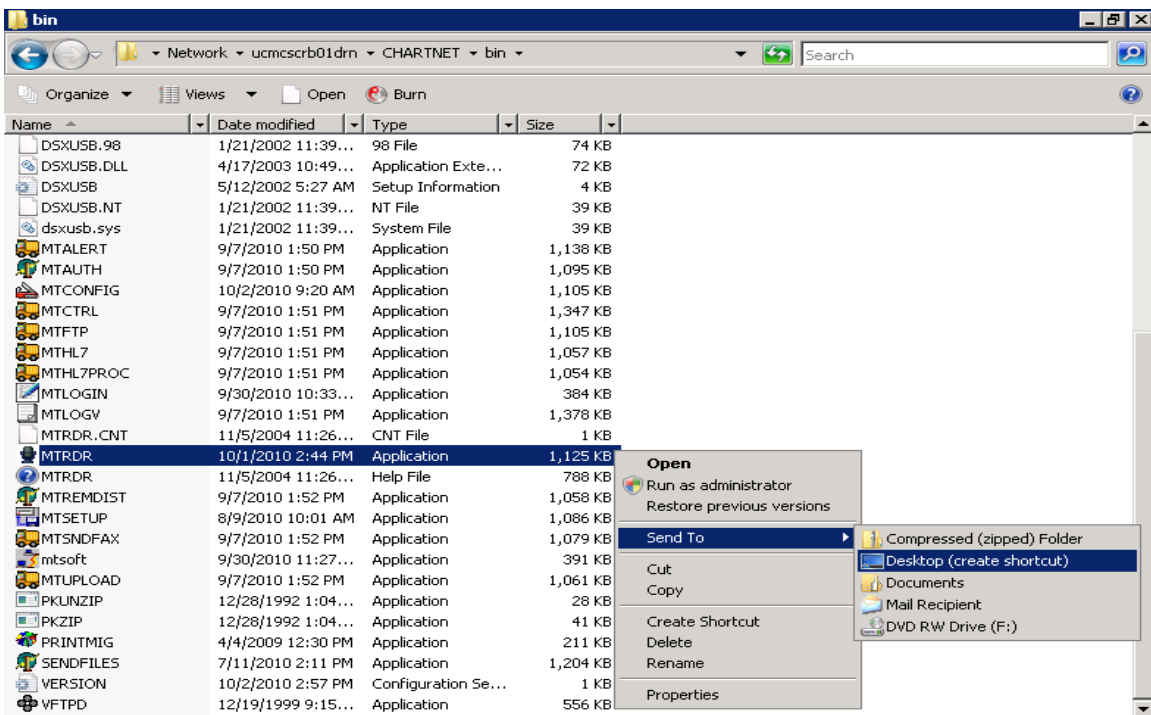


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3) Double Click on the Bin folder.



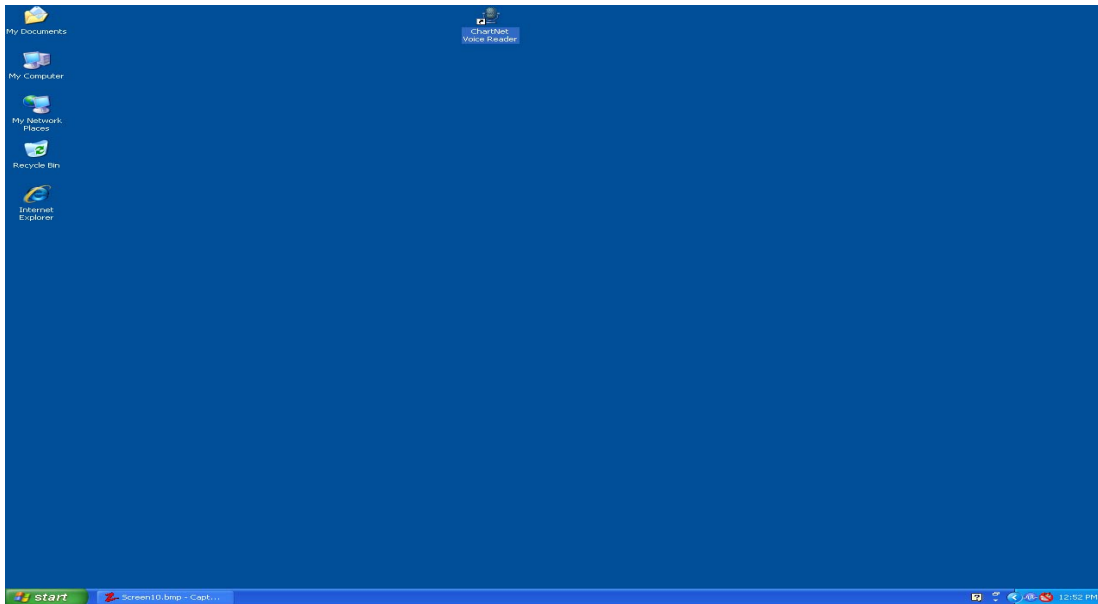
4) Right Click on the mtrdr.exe file and choose Sent To – Desktop (Create Shortcut)





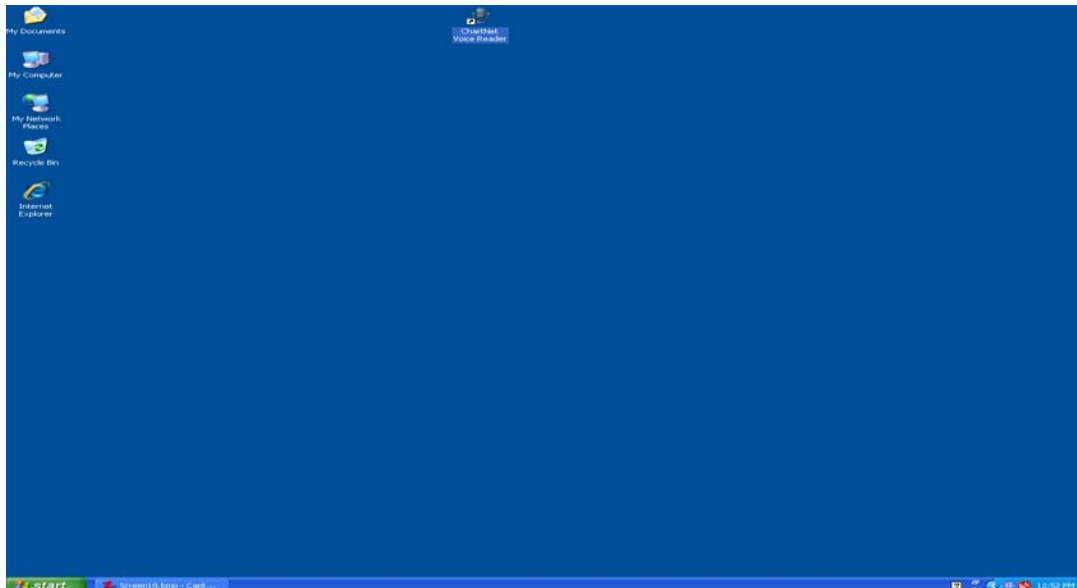
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- 5) There is a shortcut called Chartnet Voice Reader on the desktop now.



Section 2 – Adding Authors to the System

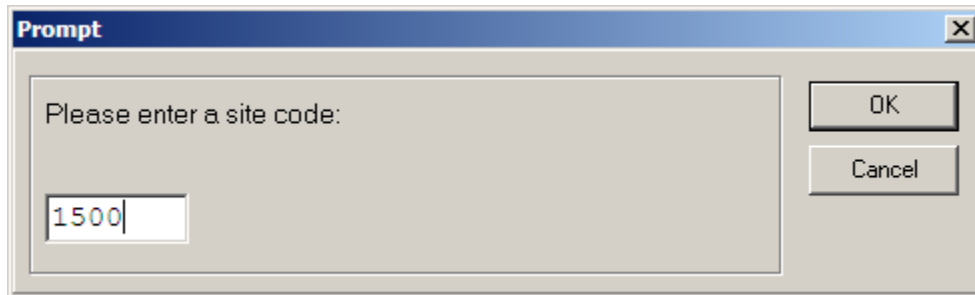
- 1) Launch the Voice Reader from the desktop shortcut.



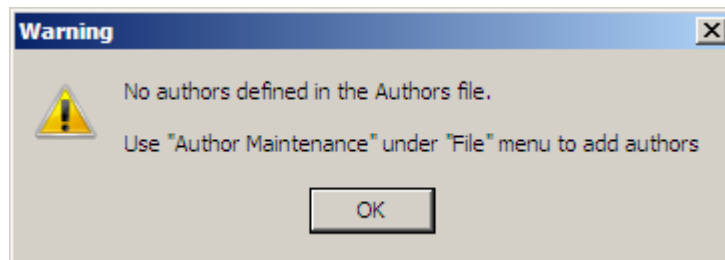


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2) The software will prompt you for the site code when launched for the first time. MedScribe will provide you with this number in advanced.



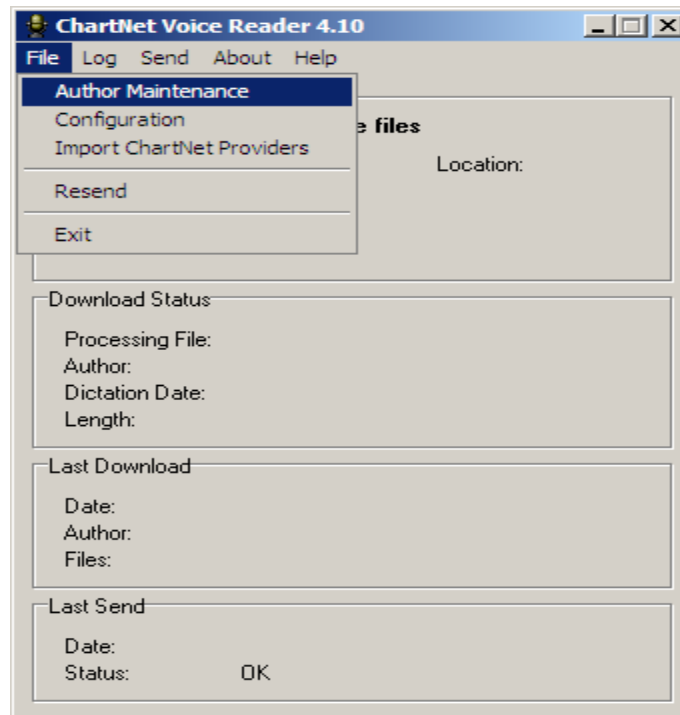
3) Click on Ok to continue. You will not get this message once an Author has been entered.



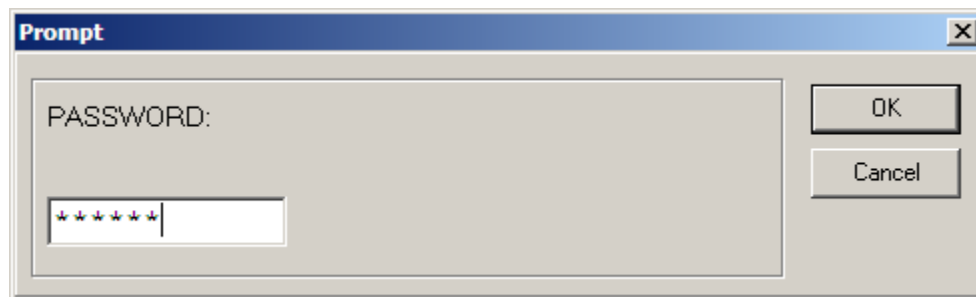


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- 4) Select Author Maintenance from the File Menu.



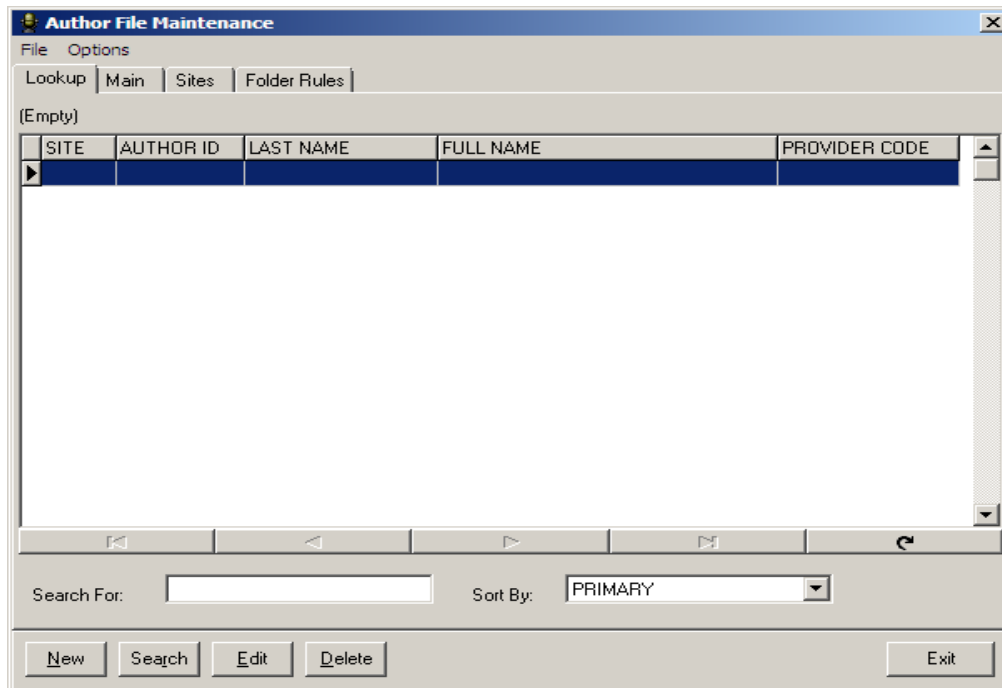
- 5) Enter the password of "hmsmgr".





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6) Click on New on the bottom right hand corner.



7) Once you have entered the Authors information Click on Save (F10) to continue.



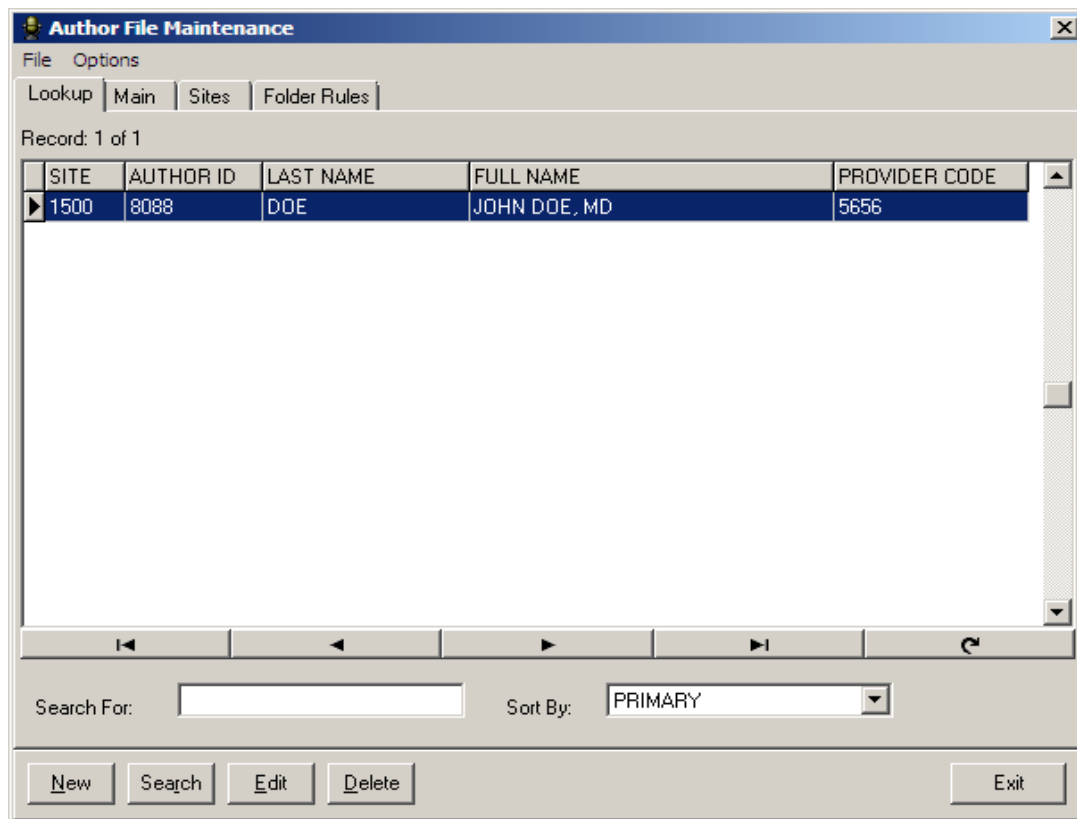
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A screenshot of a software dialog box titled "Author File Maintenance" with a subtitle "AUTHOR=". The dialog has a menu bar with "File" and "Options". Below the menu bar are four tabs: "Lookup", "Main", "Sites", and "Folder Rules". The "Main" tab is selected. The main area contains several input fields with labels and explanatory text: "Site code:" with the value "1500" and the note "(The site code defined in the Voice Reader configuration)"; "Author ID:" with the value "8088" and the note "(The ID programmed into the hand-held)"; "Provider code:" with the value "5656" and the note "(The code used by the transcription system)"; "Last name:" with the value "DOE"; "Full name:" with the value "JOHN DOE, MD" and the note "(Ex. William Smith, M.D.)"; and "Default work type:" with the value "OFF-10". At the bottom right, there are three buttons: "Save (F10)", "Lookup", and "Cancel".

- 8) You can continue to add more Authors or Click on Exit to return to the main interface screen for the Voice Reader.



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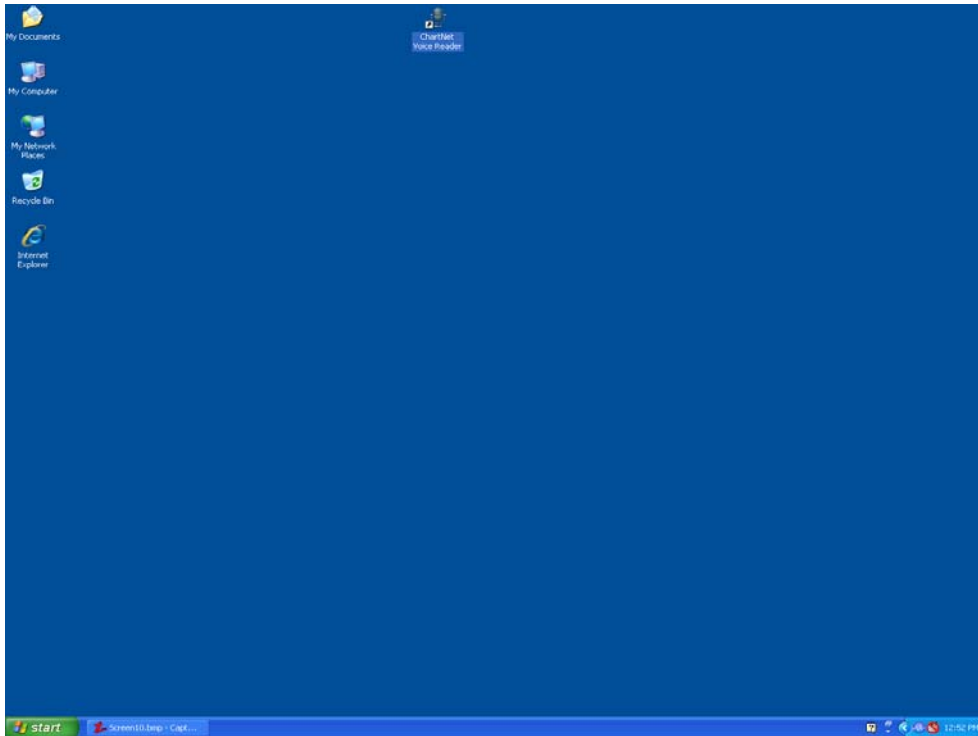
Section 3 – Configure Secure Communications to MedScribe

- 1) Click on the ChartNet Voice Reader shortcut to launch the program.

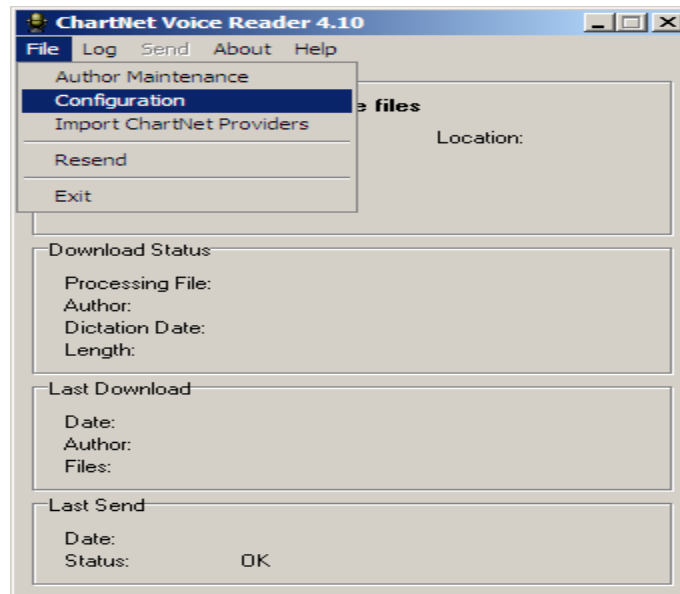
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2) Click on File and then Configuration to configure communications between the site and MedScribe.



3) Enter the password hmsmgr.



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A dialog box titled "Prompt" with a close button (X) in the top right corner. It contains a label "PASSWORD:" followed by a text input field filled with asterisks. To the right of the input field are two buttons: "OK" and "Cancel".

4) Check the Box next to 'Send files via FTP or HTTP (if standalone mode)'. Then Click on the Configure Communications button.

A configuration dialog box titled "ChartNet Voice Reader Configuration" with a close button (X) in the top right corner. It is divided into three sections: "General", "File mask:", and "Flags".

- General:**
 - Site code: 1500
 - Location code: (empty)
 - Recorder's file format: DSS (dropdown)
 - Run mode: continuous (dropdown)
 - Check for files every: 3 (seconds)
 - Default work type: (empty)
 - Override priority: 3 (dropdown)
 - Keep backup files for: 60 (days) (0 = disable purge)
- File mask:**
 - Recorder file mask: *.DSS
- Flags:**
 - Always prompt for author ID before downloading (used for recorder "pools")
 - Minimize program after processing files
 - Send files via FTP or HTTP (if standalone mode)
 - Prompt before sending files

At the bottom, there are three buttons: "Configure Communications", "OK", and "Cancel".

5) Under the General Section select http from the drop down menu. Enter <https://webportal-medscribe.com/voicereader> in the URL field on the Right Hand side of the screen under the HTTP section. Click OK when you are finished.



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The "Send Files Configuration" dialog box is divided into several sections:

- General:** Includes a "Send method" dropdown menu set to "http", a "Source path" text box containing "C:\CHARTNET\MTRDR\files\WIN:", "File mask #1" set to "*.zip", an empty "File mask #2" box, and a checked "Delete files after sending" checkbox.
- Connection:** Features two radio buttons: "Dialup" (unselected) and "Broadband (Cable / DSL)" (selected).
- Dialup:** Contains a "Dialup name" dropdown menu.
- FTP:** Includes fields for "Host", "User", "Password", and "Remote path", along with an unchecked "Passive mode" checkbox.
- HTTP:** Contains a "URL" text box with the value "https://webportal-medscribe.com/voicereader".
- Email:** Includes fields for "SMTP Server", "From", "Sent to", and "Subject".

At the bottom right, there are "OK" and "Cancel" buttons.

6) Click on OK to return to the main interface screen for the voice reader. Your voice reader will now communicate with the https server at MedScribe.



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The image shows a Windows-style dialog box titled "ChartNet Voice Reader Configuration". It is divided into three main sections: "General", "File mask:", and "Flags".

General

Site code:	<input type="text" value="1500"/>	Default work type:	<input type="text"/>
Location code:	<input type="text"/>	Override priority:	<input type="text" value="3"/>
Recorder's file format:	<input type="text" value="DSS"/>	Keep backup files for:	<input type="text" value="60"/> (days)
Run mode:	<input type="text" value="continuous"/>		(0 = disable purge)
Check for files every:	<input type="text" value="3"/> (seconds)		

File mask:

Recorder file mask:

Flags

- Always prompt for author ID before downloading (used for recorder "pools")
- Minimize program after processing files
- Send files via FTP or HTTP (if standalone mode)
- Prompt before sending files

At the bottom of the dialog box are three buttons: "Configure Communications", "OK", and "Cancel".

If you encounter any issues during installation or setup, please contact the MedScribe Help Desk at 1-800-329-1601 ext. 221 or by email at helpdesk@med-scribe.com.