

Set up your Foot Pedal:

Transcription Tools

The 2 major tools you will use in transcription, other than your computer, are a foot pedal and a headset. Each of these provides you with specific functions in order to complete your daily transcription.

Head Set

A headset is worn during transcription to provide you with precise hearing and focus on the spoken word. It also provides a barrier to surrounding noises allowing you to concentrate.



You will plug it in to your computer and adjust it to your comfort. You will be able to adjust the volume by adjusting the volume on your computer and/or your external speakers. You may find that both of these options are helpful. Choose the one that works best for you.

Foot Pedal

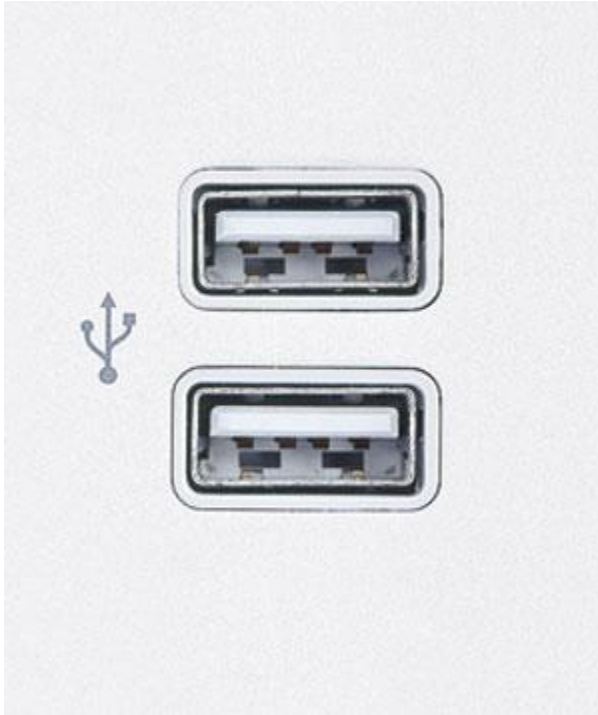
The Infinity Foot Pedal sent to you from CanScribe will be used throughout the course and will be compatible with many systems for future use.

This is a standard foot pedal and comes with 3 pedal options:

- Play/pause (center pedal will play the dictation when pressed, pause when not pressed)
- Rewind (left button)
- Fast forward (right button)



1. Plug your footpedal into an open USB port on your computer (pictured below). The first time it is plugged in, you may need to wait for your computer to install your footpedal drivers. This may take several seconds.

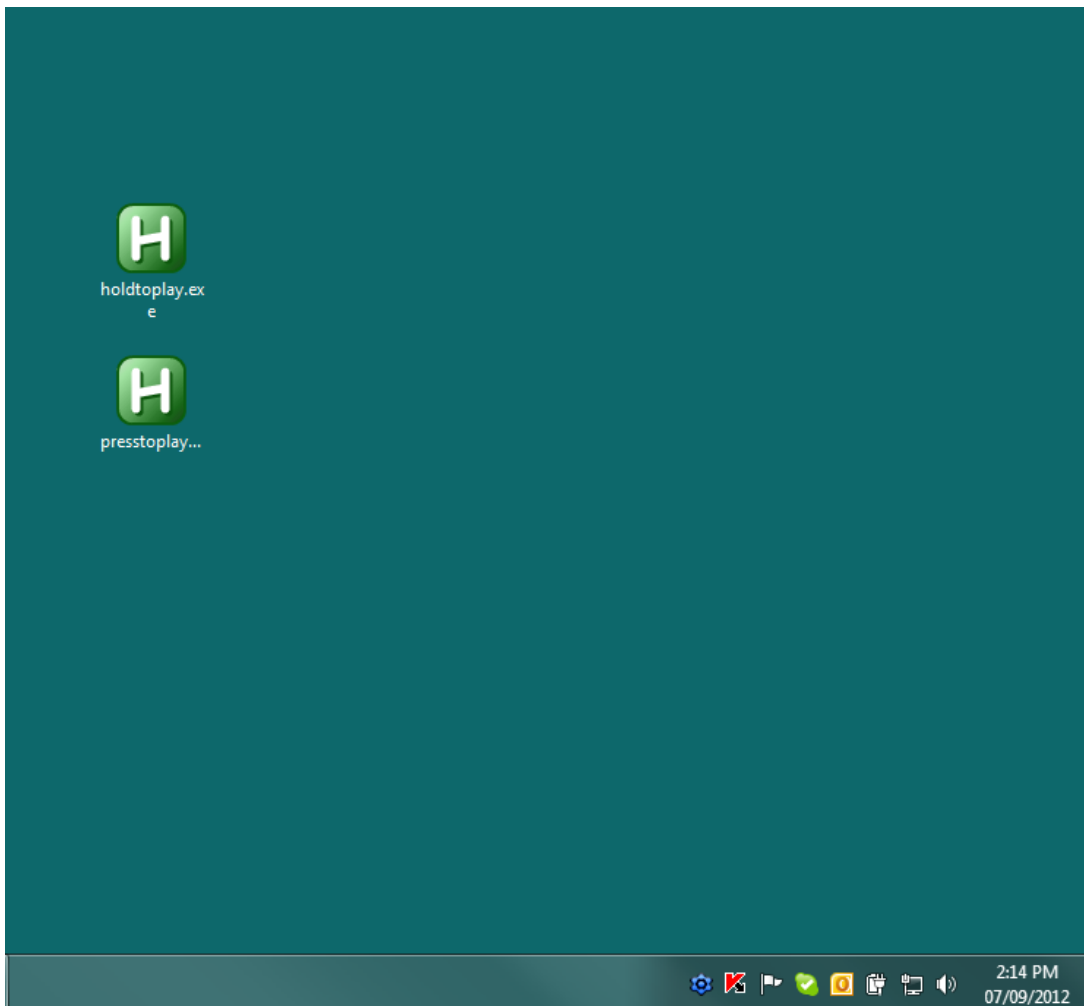


- Next, click on the link below download and choose either PressToPlay.exe **OR** HoldToPlay.exe (If both are running at the same time, your footpedal will not work as expected) and choose Save As to save it to your desktop. You will need to unzip these files by right clicking the file and choosing extract.

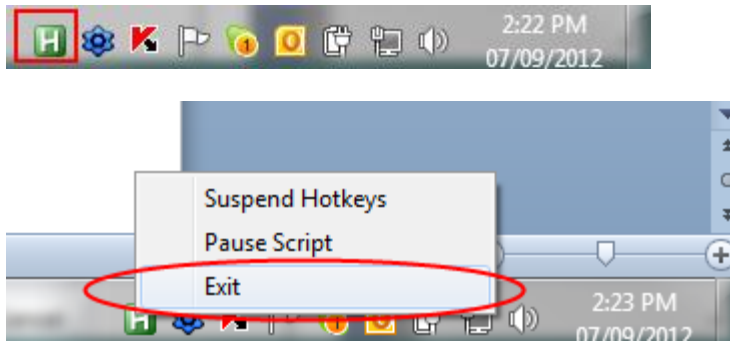
[Download Files](#)

PressToPlay.exe has you press the footpedal button every time you wish to play the dictation, while HoldToPlay.exe will keep the dictation playing as long as your foot is on the middle button.

In both cases, pressing the left pedal will rewind the dictation back 2 seconds. Pressing the right pedal causes the dictation to fast forward 2 seconds.



- Next, double click HoldToPlay.exe or PressToPlay.exe. You will notice a green icon appears in the bottom right portion of the screen. You may need to click the arrow in the bottom right to display this icon. You can right click this icon and choose Exit when you are finished transcribing. You will need to open it up again when you are in Dicto-Scribe and exit the program when you exit Dicto-Scribe.



4. You can then open Dicto-Scribe to begin your dictations; no further setup is required. If you require assistance, please contact our Technical Support Team at techsupport@canscribe.com.