

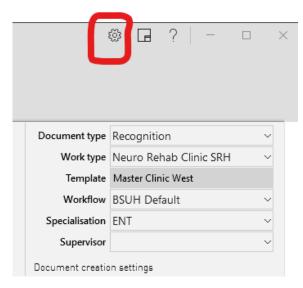


SpeechMike Optimal Settings, Positioning, & Best Practices for Speech Recognition & Dictation

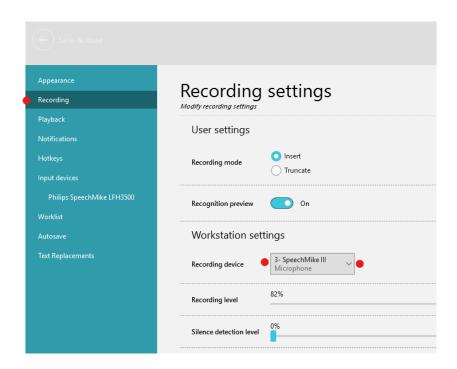
1. Confirm the correct recording device is selected in the SpeechReport Recording settings menu.

Before start of Clinic or before creating new documents on the G2 system, it is <u>very</u> important that Authors ensure that's the Speech Mike is set as the default recording device in G2.

 Please click on the cog wheel located towards the top right corner of the G2 home screen to open the settings menu.



• Go to the recording tab in the G2 menu and ensure that the **Speech Mike** is listed as the recording device as in the illustration below.







Note on recommended speechmike connection

Recommended Connection

Always connect the SpeechMike to a USB port on the BACK of the PC.

The rear USB ports provide a more stable and consistent power supply, which helps prevent dropouts or disconnections during use.

Avoid Using Side USB Ports

SpeechMikes connected to the side USB ports on Dell All in One screens may receive reduced power. This can result in the microphone cutting out or becoming unresponsive.

1. SpeechMike 'Recording Level' aka Sensitivity (Settings > Recording):

2.

- The default recording level of 15% is the sweet spot for most hospital and clinical environments that have some low-level background noise.
- Generally, it is best to **avoid** the automatic calibration with Philips SpeechMikes in the current version of G2 – they can be known to overcalibrate themselves, i.e. set themselves far too high (too sensitive).
- You can manually override the calibration level by clicking 'Start Microphone Calibration', 'Calibration Details', then set to 15% and then 'Manual OK'.
- Too high a sensitivity can result in distortion, and the misrecognition of words, and excessive detection of background noise.
- Too low a sensitivity (<5%) can result in words being missed and a quiet audio recording.
- For non-Philips hardware, i.e. generic USB Audio Devices, such as headsets or wireless microphones, calibration can still be helpful – different manufacturers hardware quality and default sensitivity can vary greatly. But, for Philips SpeechMikes, the lower end of the scale is generally best.
- When finished, click "Save & Close" in the top left-hand corner.





Enable 'Asynchronous Playback'

If you experience lag or a delay after hitting record, or there are reports that your audio misses out the first moment of recording or first words of sentences, please turn on 'Asynchronous Playback' which should rectify this. Enabling Asynchronous Playback disables the synchronisation between the cursor position in an open document, and the audio play head position and not strictly required for dictation.

This setting is located in the Playback section of the settings menus:





	Appearance	Dlavback co	ottinas
	Recording	Playback settings	
	Playback	User settings	
	Notifications		
	Hotkeys	Auto backspace interval	05
Wo	Input devices	Winding speed	10×
	Worklist		The second secon
	Autosave	Playback speed	1×
	Text Replacements		The state of the s
		Asynchronous playback	Enabled

When finished, click "Save & Close" in the top left-hand corner.

3. SpeechMike Positioning:

- Hold the SpeechMike about 6-inches from your mouth.
- Too close to your mouth can result in distorted audio and mis-recognised words.
- If you must hold the SpeechMike closer than 6-inches from your mouth, an even lower recording level (e.g. 10%) may be more optimal
- Holding the SpeechMike too far from your mouth, i.e. arm's length, may result in words getting missed and a quieter recording volume
- Too close + too sensitive = distortion + misrecognised words.
- Too far + not sensitive enough = too quiet + missed words.

4. General Dictation Tips:

- Avoid 'umms' and 'ahhs' as much as realistically possible they can result in the insertion of unintended filler words. Think about what you want to say before saying it.
- Speak clearly & at a normal-to-fast conversational pace as if you were talking to a colleague. Clarity is more important than speed for accurate recognition results.
- Adding custom words for recognition: if a word is consistently being mis-recognised, or you want to add a word that does not exist within the recognition engine, you can add them manually along with spoken forms for immediate use via the 'User Word List' on the right-hand side of the document editor window.



• For more dictation tips, recognition commands, click the '?' icon in the topright of the SpeechReport Client interface.