

OLYMPUS DICTATION DELIVERY SERVICE NEW ACCOUNT SETUP

Please follow these steps to set up your ODDS account and users.

NEW ACCOUNT CREATION

1. Click the following link to be taken to the Dictation Portal account registration form:
<https://www.dictation-portal.com/CustomerRegistration?dealer=3623>
2. Fill out all the details on the form, noting the following import details
 - a. **Account ID** is case sensitive. It is used for signing in to both the portal (for configuration changes and user management) as well as the app on the device. Make sure this is appropriate for your company.
 - b. You need to choose two passwords: **Account Password** for portal access and **Dictation Delivery Service** password for smartphone login. Make these the same for simplicity, or different to restrict portal access.
 - c. Check the **Order License** box to order a license straight away or leave it blank to start a 60-day trial

SIGN IN TO THE APP

1. On the user's device, install the **Olympus Dictation** app from the App Store (iOS) or Play Store (Android)
2. Tap **Settings (cog icon) > Server Settings**
3. Enter the required details as created above
4. Tap **Check Server Connection** to confirm the details
5. The device is now ready to send dictations to the recipient email

LICENSE ALLOCATION

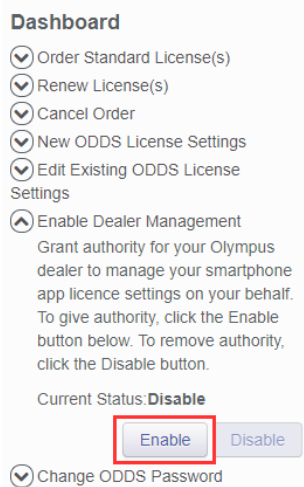
If you ordered license(s) above, VoiceX will issue them to your account. Note that this will be billed separately.

MANAGING USERS AND DELIVERY SETTINGS

1. Log in to the **Dictation Portal** using the Account ID and password:
<https://www.dictation-portal.com/>
2. If you have been issued a license(s), a message will appear to confirm you wish to assign it to a user(s)
3. Double-click on a user to update their delivery details

DEALER MANAGEMENT

If you would like VoiceX to manage users on your behalf, simply click the **Enable** button under Enable Dealer Management in the **Dashboard**:



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info@voicex.com.au

Australia Wide : 1300 551 778
New Zealand : 09 887 0396

www.voicex.com.au

NSW: By Appointment Only
Level 13, 135 King Street
SYDNEY NSW 2000

VIC: Head Office
Suite 29, 37-39 Albert Road
MELBOURNE VIC 3004

WA: By Appointment Only
Level 3, 267 St Georges Terrace
PERTH WA 6000