

# RecMic II Configuration Guide: Microsoft Outlook

Microsoft Outlook is a multi-functional information management system that is primarily used as an email client. Did you know that Outlook also has functions such as calendaring, note taking & journal logging? Do you also know that, on average speaking is 7x faster than typing? Using the RecMic II from Olympus with Outlook allows for easy dictation and transcription of your content with Speech-to-Text.



## Tutorial

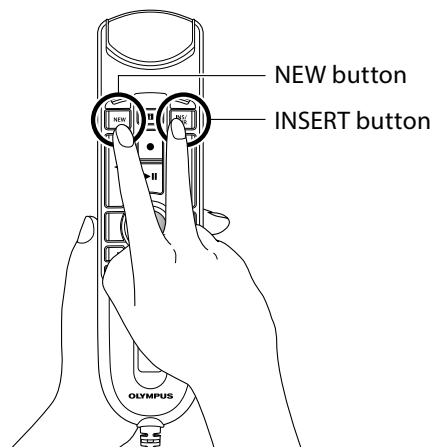
### Preset Button Modes

The RecMic series comes with preset button modes which are configured for Windows Speech Recognition.

Position	Preset Button Modes	Description
F1	Olympus Mode	Default setting used for Olympus Software.
F2	Custom Mode	Custom setting is offered via the RecMic Configuration Tool.
F3	Dragon Mode	Button setting is optimized for Dragon Software from Nuance.
F4	Windows Mode	Button setting is optimized for Windows Speech Recognition.

### How to Change Modes.

Press the NEW and INSERT button as you see in on the right. LEDs from F1 to F4 will flash for 15 seconds. During this time, choose your preferred preset button modes from F1 to F4. For windows select F4.



## Recording Mode

In order to achieve good recording quality and speech recognition results, it is important that you select the preset recording mode which matches to your environment. The recording mode controls the directionality and the noise reduction level during recording. Especially during the Speech recognition, the background noise should be kept to a minimum level. It is recommended that users use the default mode.

LED Color	Recording Mode	Settings		
		Directionality	Noise Cancellation	Intelligent Auto Mode
Blue	Quiet Environment (Default)	OFF	OFF	OFF
Green	Noisy Environment for Speech Recognition	HIGH	MID	OFF
Red	Noisy Environment for Classic Dictation	HIGH	HIGH	OFF
Purple	Customized setting (ONLY via SDK)	OFF, LOW, MID, HIGH	OFF, LOW, MID, HIGH	ON/OFF

### Directionality:



### Noise cancellation:



### Intelligent Auto Mode

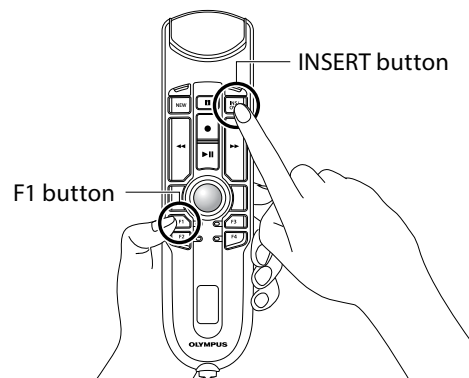
This feature continuously monitors the input level and variably adjusts the recording level to the optimal level.

Input level too low: Increases recording level

Input level too high: Reduces recording level

### How to Change Modes.

Press the F1 and INSERT button for more than 5 seconds as you see below. By repeating this operation, it will toggle between the modes.



# RecMic Configuration Tool

Download link:

[https://dl-support.olympus-imaging.com/odms\\_download/rct-olympus-recmic\\_configuration\\_tool/en/](https://dl-support.olympus-imaging.com/odms_download/rct-olympus-recmic_configuration_tool/en/)

Although it is recommended that users use the default settings, you can adjust your RecMic based on your recording environment for the best results. RecMic Configuration Tool is software that supports the workflow by using RecMics to control desktop applications. With this software you can configure RecMic settings and assign functions that control applications to RecMic buttons. The application is free and can be downloaded from each local Olympus Websites.

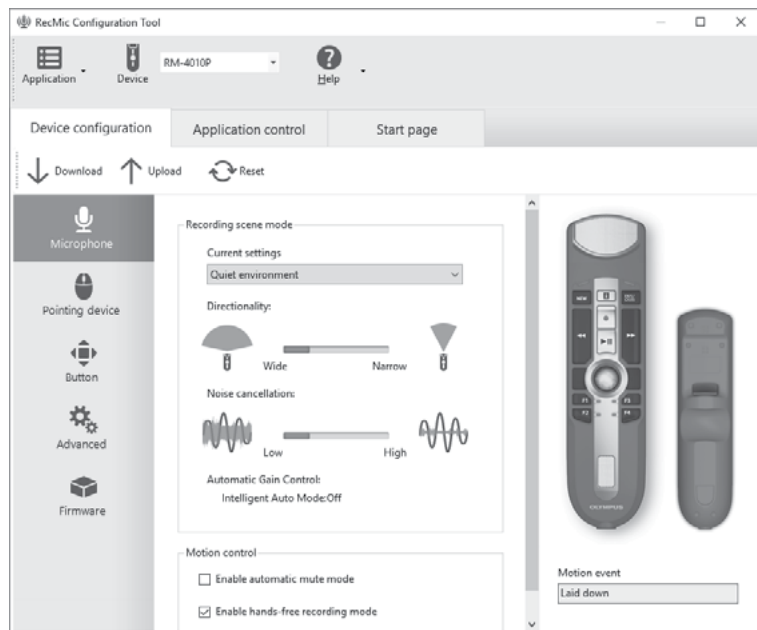
The tool supports the following features:

## Device Configuration

- Recording Mode Setting
- Mouse Control Setting
- Custom Keyboard Setting
- Firmware Update
- Other General Setting

## Application Control

- Edit Command
  - Start Application Command
  - Text Command
  - Shortcut Command
  - Waiting Command
- Keyboard Template



In the Device Configuration tab, you can configure various settings for the microphone, mouse, and buttons. When you start RecMic Configuration Tool, the current settings of the connected device are automatically downloaded. Only the options that can be used on the connected device are shown in the screen. You can customize the behavior of the device to suit your preferences by uploading the changed settings to the device.

In the Application Control tab, you can assign various functions to each button, such as to start up specified applications, to send keyboard shortcuts or text to applications. Furthermore, this software also supports commands for controlling Dragon speech recognition software from Nuance. By setting the functions assigned to each button to different applications, you can execute complex operations easily and quickly by just clicking RecMic buttons.

Device configurations and application control configurations can be saved in files. You can reproduce these settings on other computers by importing these files.

## How to activate Speech-to-text recognition- Windows 10

<https://support.microsoft.com/en-au/windows/use-voice-recognition-in-windows-83ff75bd-63eb-0b6c-18d4-6fae94050571>

## How to activate Speech-to-text recognition- Windows 7 and 8

<https://support.microsoft.com/en-us/windows/how-to-use-speech-recognition-in-windows-d7ab205a-1f83-eba1-d199-086e4a69a49a>

### 1.1.1 Button setting Windows Speech Recognition Mode

#### RM-4010P/4015P

RM-4010P/4015P		Command	Shortcut
1	NEW/POWER	Skip backwards: Jumps to the previous word backwards with every button click.	[Ctrl+Left]
2	i	Jump to next field/ object	[Tab]
3	INS/OVR	Skip backwards: Jumps to the previous word backwards with every button click.	[Ctrl+Right]
4	REW	Mark backwards: Marks the previous word backwards with every button click. When speaking over a marked text the "Alternates Panel" appears.	[Ctrl+Windows]
5	REC	Toggle microphone: Toggles the WINDOWS microphone ON and OFF on every button click. To start recording you need to switch on the microphone.	[Ctrl+Left]
6	STOP		
7	Play/Pause	Enter	[Enter]
8	FF	Mark forwards: Marks the next word forwards with every button click	[Ctrl+Shift+Right]
9	F1	Copy	[Ctrl+C]
10	F2	Maximize current window	[Windows+Up]
11	F3	Paste	[Ctrl+V]
12	F4	Close Application	[Alt+F4]
13	a	Mouse L	-
14	b	Track ball & Mouse L	-
15	c	Mouse R	-

Speech Recognition is available only in English, French, spanish, German, Japanese, Simplified Chinese, and Traditional Chinese

#### RM-4100S

RM-4100S		Command	Shortcut
1	NEW/POWER	Skip Backwards	[Ctrl+Left]
2	i	Mark Backwards	[Ctrl+Shift+Left]
3	INS/OVR	Skip Forwards	[Ctrl+Right]
4	REW	-	-
5	REC	Windows Mic ON/OFF	[Ctrl+Windows]
6	STOP	-	-
7	Play/Pause	-	-
8	FF	Mark Forwards	[Ctrl+Shift+Right]
9	F1	Copy	[Ctrl+C]
10	F2	Maximize Current Window	[Windows+Up]
11	F3	Paste	[Ctrl+V]
12	F4	Close Application	[Alt+F4]
13	Fa	Page Up	[Page Up]
14	Fb	Open Cortana	[Windows+C]
15	Fc	Page Down	[Page Down]

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