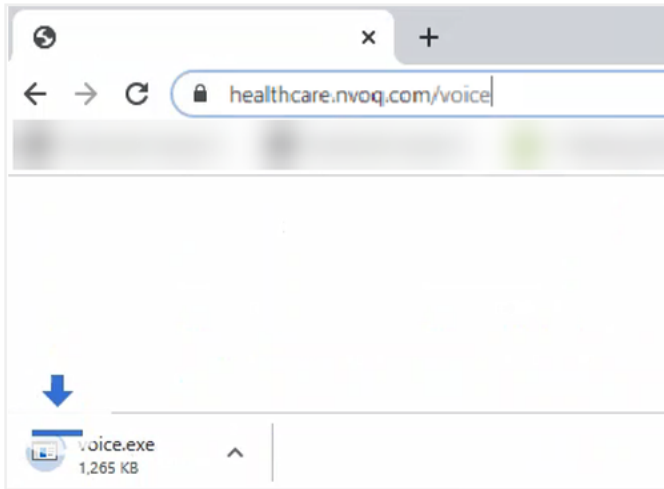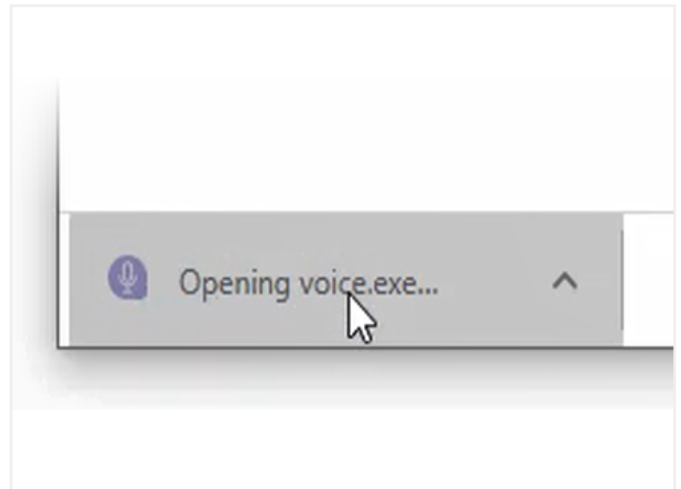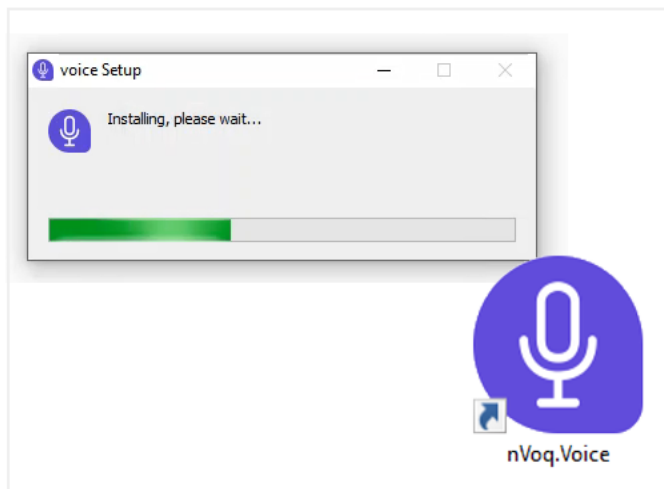# nVoq.Voice Download & Install

1 In your web browser, go to the URL for the system you use to access your dictation account followed by **/voice**
An executable file will download.

2 Once the file has downloaded completely, open and run the file.
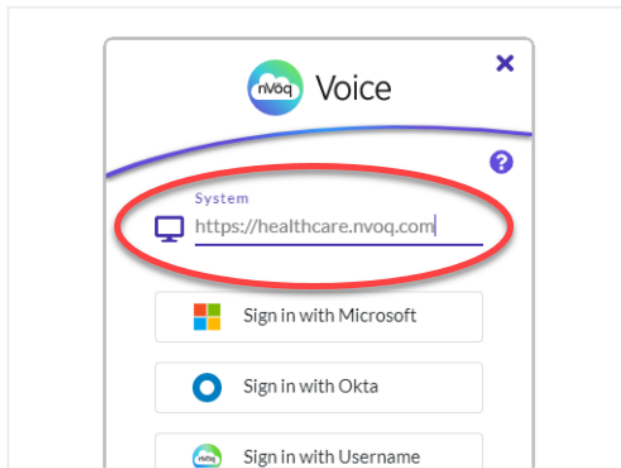
3 The file will install Voice and put a shortcut on your desktop that you can use to launch Voice later. (This time it will launch automatically.)
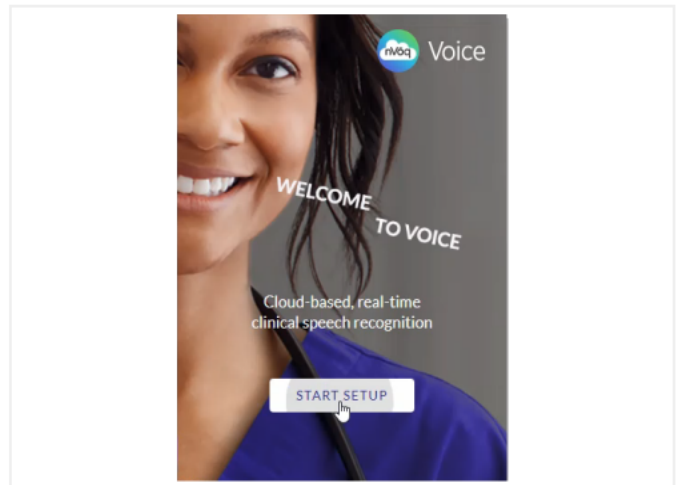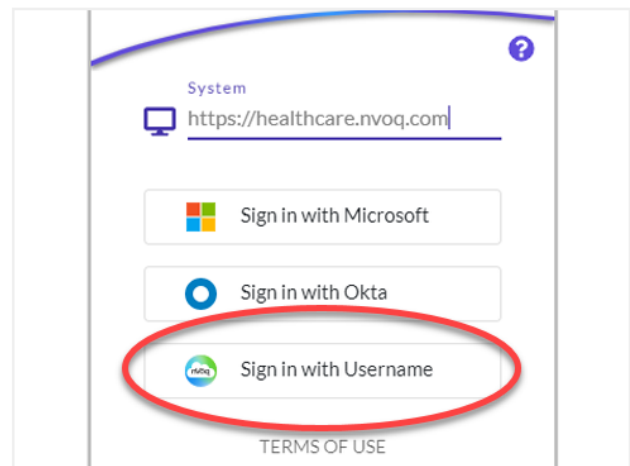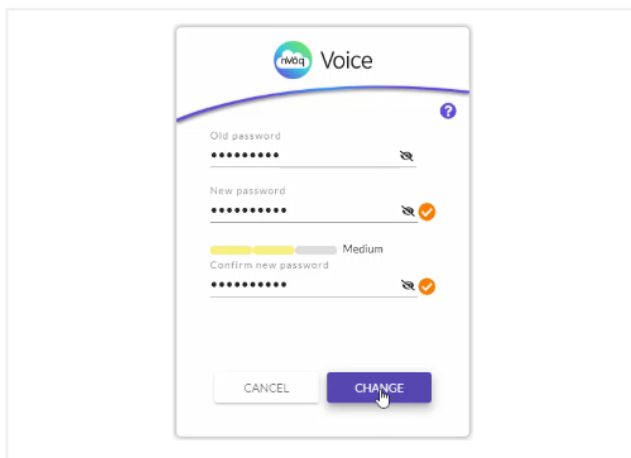
4 Click the Start Setup button.

1 Accept the default, or enter the system you use to access your nVoq dictation account.

2 To sign in with an nVoq acount, click the **Sign in with Username** button.

3 If your account is required to change the password, you'll be taken to a screen where you can create a new password.
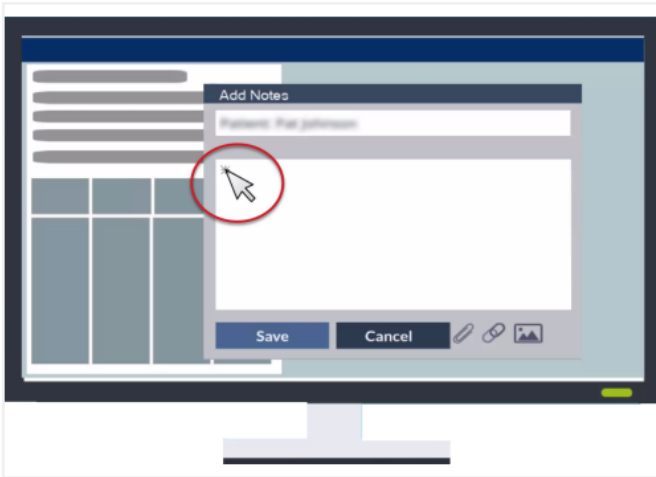
Voice will remember your system, username, and password and automatically sign you in next time!
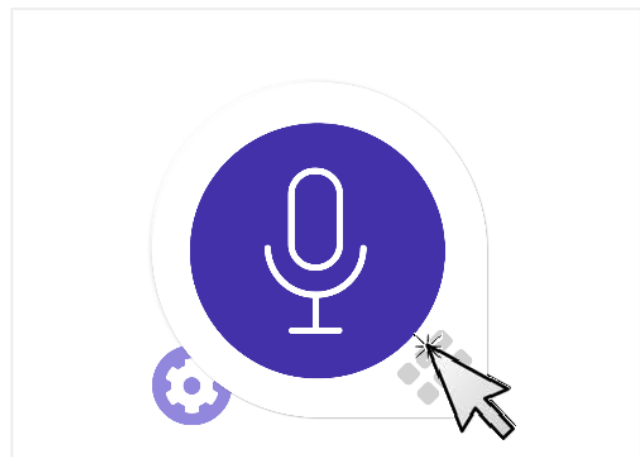
4 The dictation button will appear in the lower-right corner of your desktop. You can move the button by clicking on the dots on the tail and dragging it.
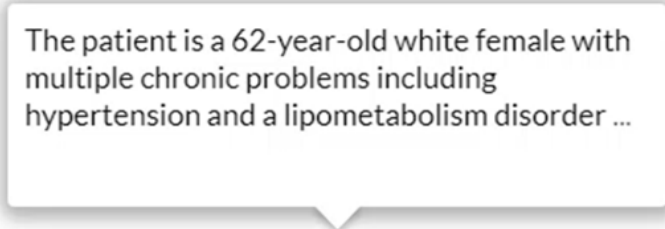
nVoq.Voice Dictation

1 Place your cursor where you want text to be transcribed.

2 Click dictation button. The button turns orange to indicate that it is recording. Say your dictation.

The patient is a 62-year-old white female with multiple chronic problems including hypertension and a lipometabolism disorder …

3 Click the dictation button again to stop recording. The button turns purple to indicate that it is no longer recording.
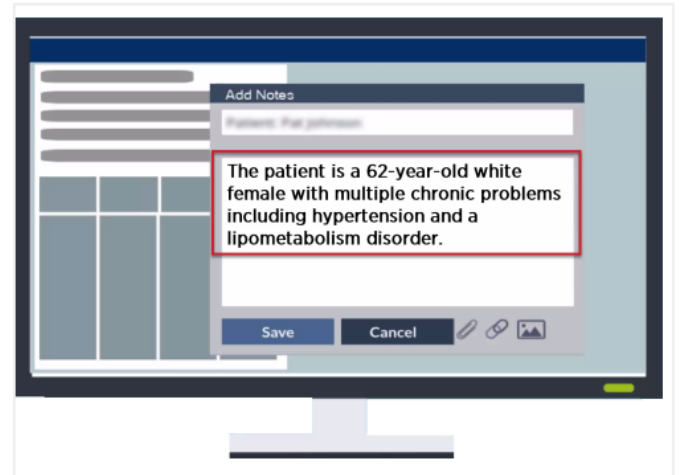
4 Your transcript appears where you placed your cursor.

1

To open Settings, click on the gear icon next to the dictation button.

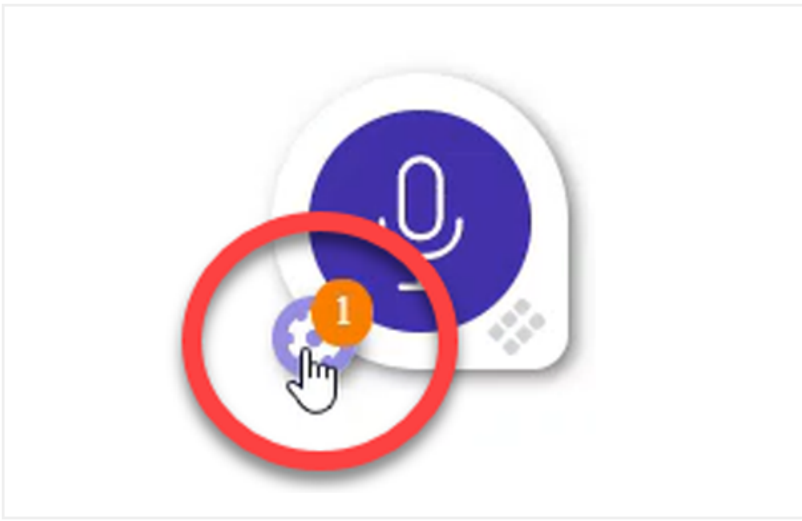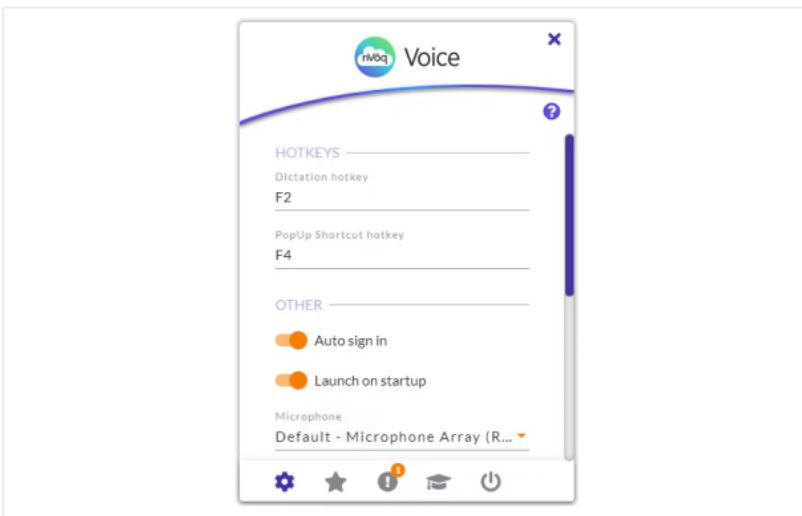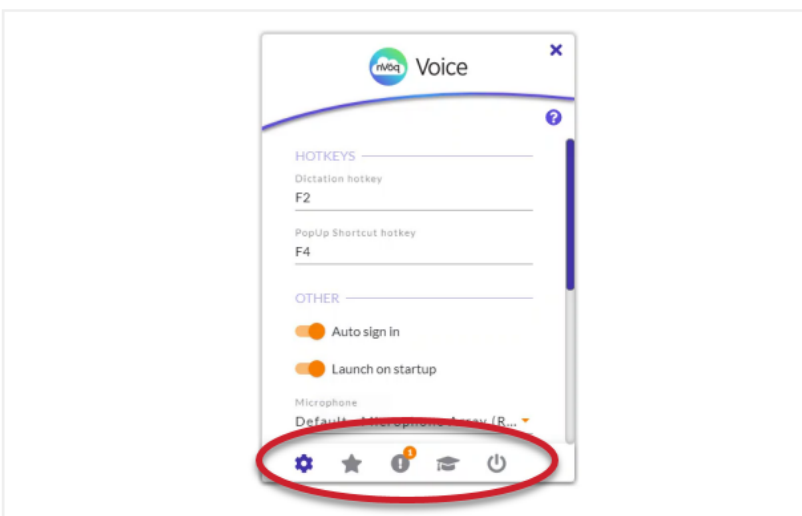An orange badge next to the button means there is an update available.

2

On the Settings screen you can change your hotkeys, enable or disable automatic sign in or launch, change your microphone or dictation topic, and upload client logs.

3

Icons below the Settings screen take you to other features.

⚙ Opens the Settings page

★ Opens the Shortcut menu

❶ Opens the About page see the version of Voice you are running or install updates

🎓 Opens the Training page which has links for online help, self-guided training, and to information about how to add formatting and punctuation to your dictation transcripts.

⏻ Signs you out of nVoq.Voice

Tips for Better Accuracy

Position your microphone correctly.

Make sure the microphone is not in the direct line of speech. If it's too close, the recording will include pops, hisses, and breathing noises, making it harder to provide an accurate transcript. If it's too far, the microphone will pick up background noise

Speak at a conversational pace.

Be consistent in the pace and rhythm of your speech. It may be helpful to take a few seconds to think about what you want to say before you tap the microphone to start recording

Limit background noise.

Audio quality can make a difference between a good dictation experience and a bad one. Many factors can influence audio quality, including ambient noise in the environment in which you're dictating.

Stop recording between long pauses.

If you're trying to think of what to say next, stop your recording and start a new one when you're ready.

For more information about nVoq.Voice, see
https://support.nvoq.com/voice-help