



nVoq Voice for Windows Quick Start Guide

Download & Install

1. Go to the system URL that you use to launch nVoq products followed by "/voice"
(for example: healthcare.nvoq.com/voice) *The download will look different depending on the browser you use. Chrome is shown below*



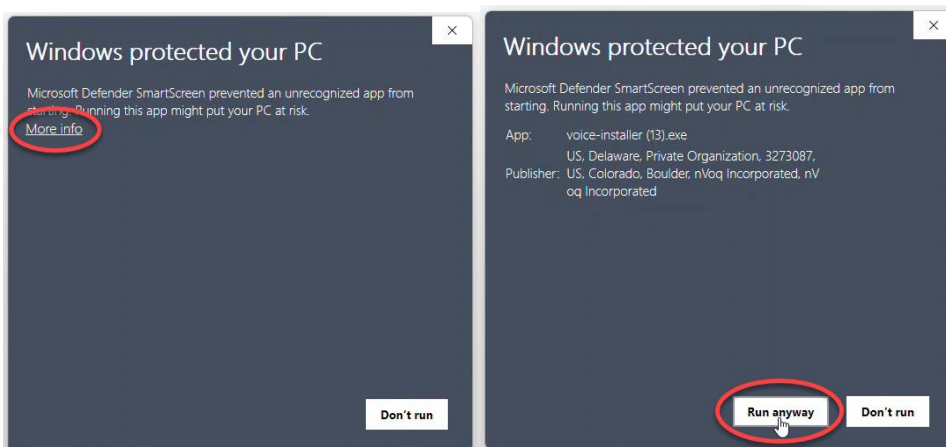
2. Wait for the executable file download completely.



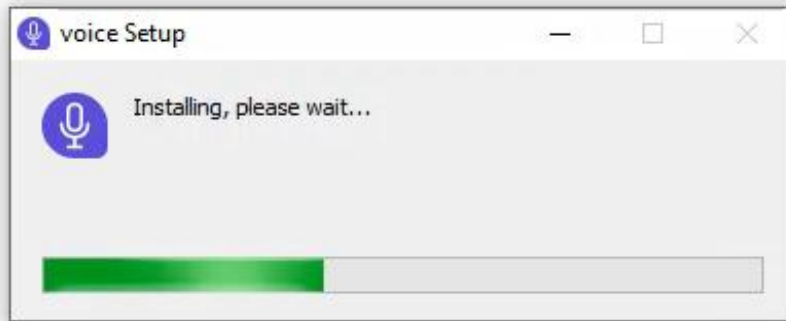
3. Open the executable file to install nVoq Voice. **Depending on your browser settings, the file may run automatically.**



4. You may see a message that Windows Defender SmartScreen protected your PC. Tap the **More info** link on this message, and then tap **Run Anyway** to proceed with the installation of Voice.



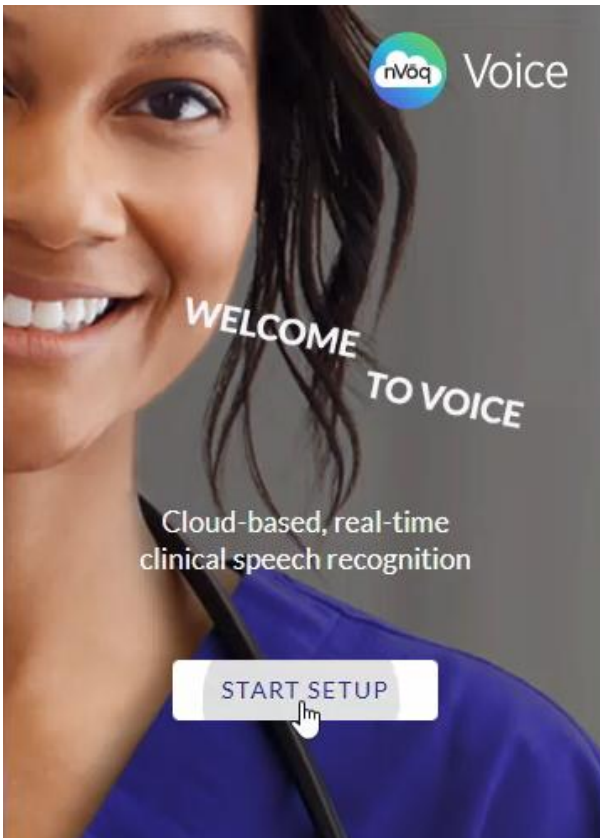
5. nVoq Voice will install on your computer and a Voice Setup window will display a progress bar.



6. A shortcut will be added to your computer desktop.



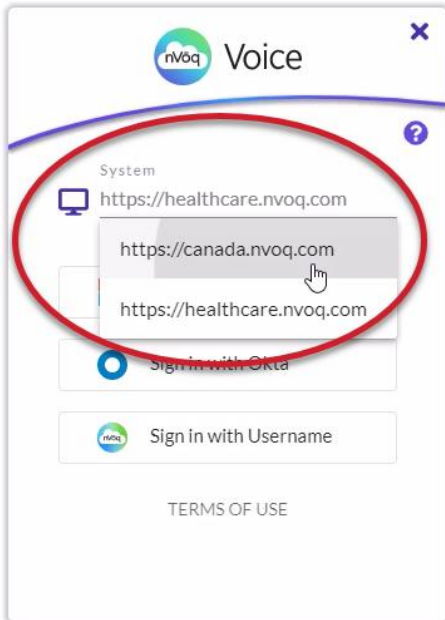
4. nVoq Voice will automatically launch and show the welcome screen. Click the **Start Setup** button to begin.



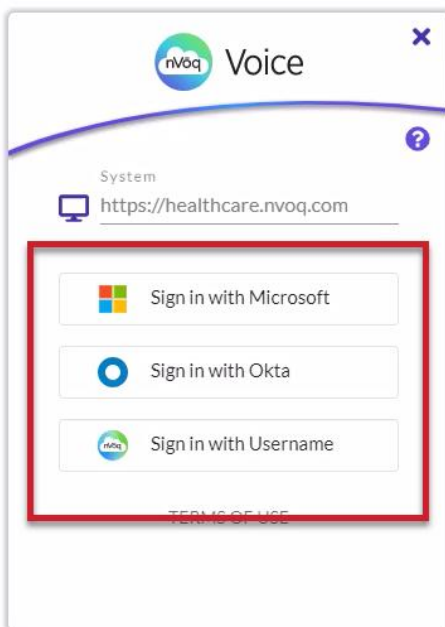
5. You will be presented with a screen where you can select system and login.

Launch & Sign In

1. Leave the system on the default: <https://healthcare.nvoq.com> (or tap the menu to select the Canada system).

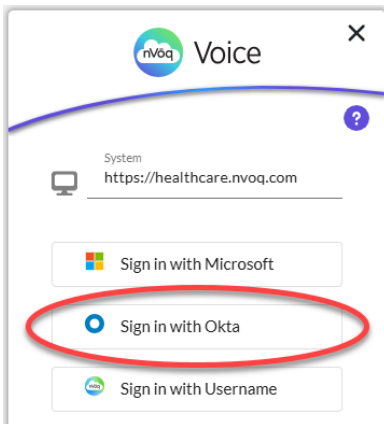


2. Tap the button for type of account you use to log in: Microsoft Single Sign On, Okta Single Sign On, or an nVoq Account. (See next page.)

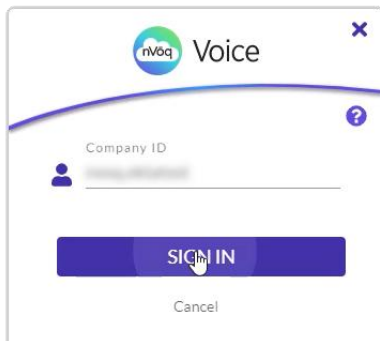


Sign In with Okta

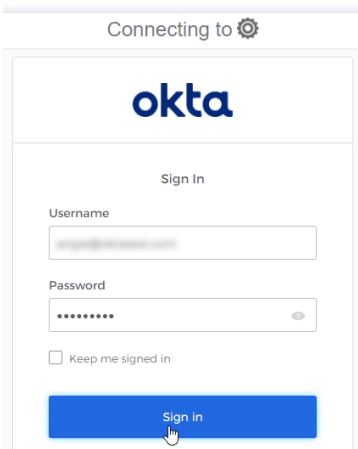
1. Click Sign in with Okta.



2. Enter your Company ID and click the SIGN IN button. This will be saved for you the next time you sign in.



3. Enter your OKTA username and password and then click the Sign In button.

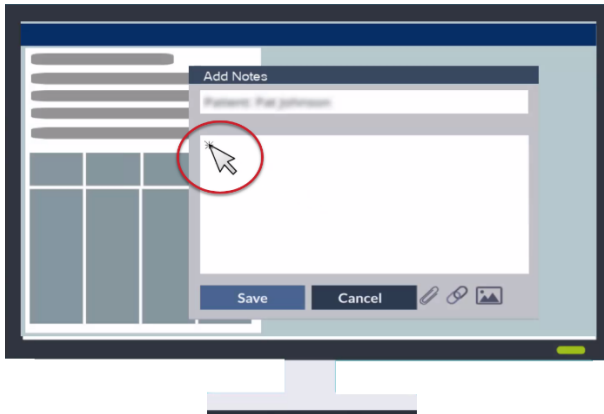


4. After you sign in, the dictation button will appear and pulsate for a couple of seconds to let you know the app is running.



Dictation

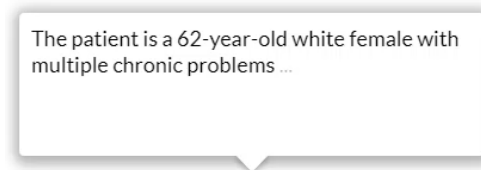
1. Place your cursor where you want text to be transcribed.



2. Click the dictation button on screen (or *press and release* the hotkey on your keyboard [F2]) to start recording.



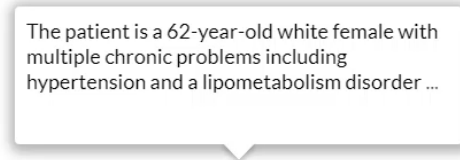
3. Say your dictation.



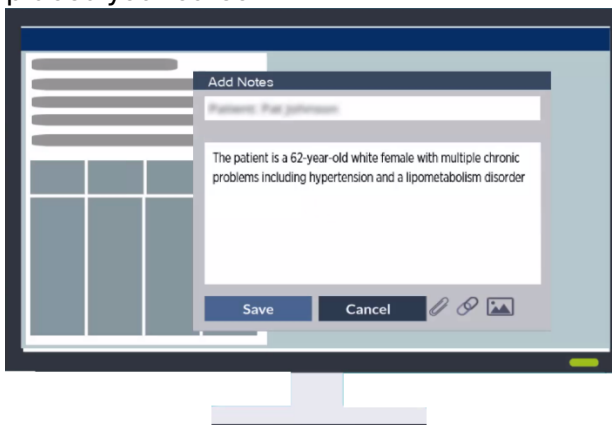
Want to focus on what you're saying instead of punctuation?

Dictate naturally and use Note Compose Clean & Format to add punctuation and capitalization.

4. Click the dictation button on screen (or the F2 key) to stop recording.



5. Your dictated transcript appears where you placed your cursor.



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 normal rate.

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.

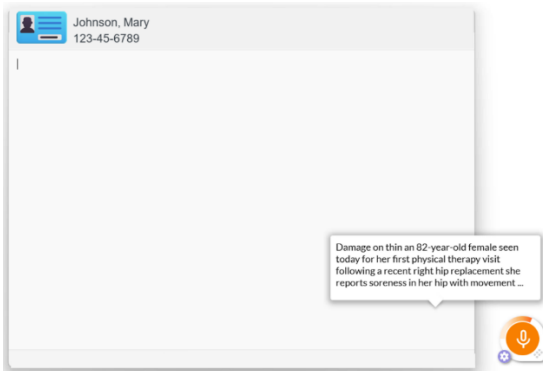
Stop recording between long pauses.

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



Note Compose

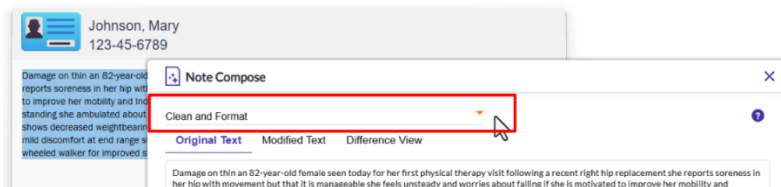
1. Place your cursor into a text area where you want to add text and dictate as you would normally speak. You don't need to say punctuation. You can also type text. Press the F2 key on your keyboard or the dictation button on screen to start and stop your dictation.



2. When you are done entering information in this field, press the **F9** key on your keyboard with your cursor in your transcript.



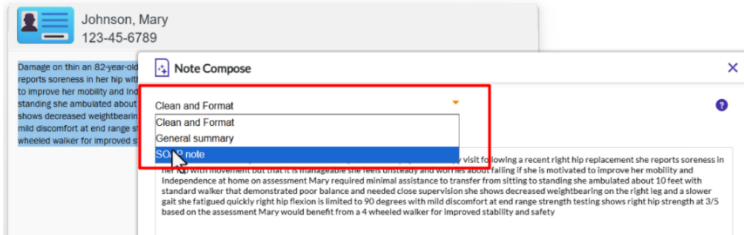
3. Click the menu to select a formatting option, if necessary.



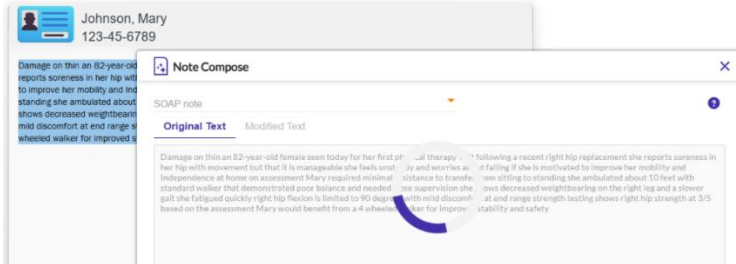
The Clean & Format option lets you dictate the way you naturally speak.
Simply speak or type without worrying about punctuation, then use Note Compose to add punctuation, capitalization, and formatting.

Your Note Compose window may not have a menu. This menu is only available if your agency has purchased Note Compose for structured notes for you. If no menu is visible, Note Compose automatically uses the "Clean and Format" option.

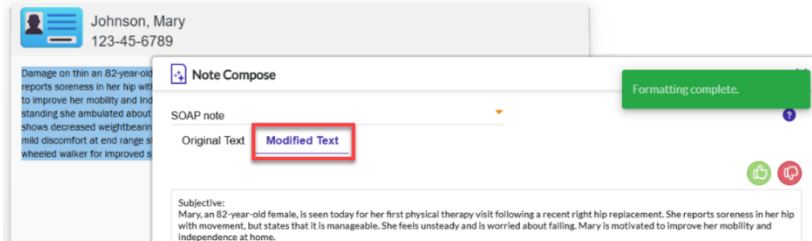
- Change the selection in the **drop-down menu** to **SOAP Note** (or any other formatting option that may be available to you).



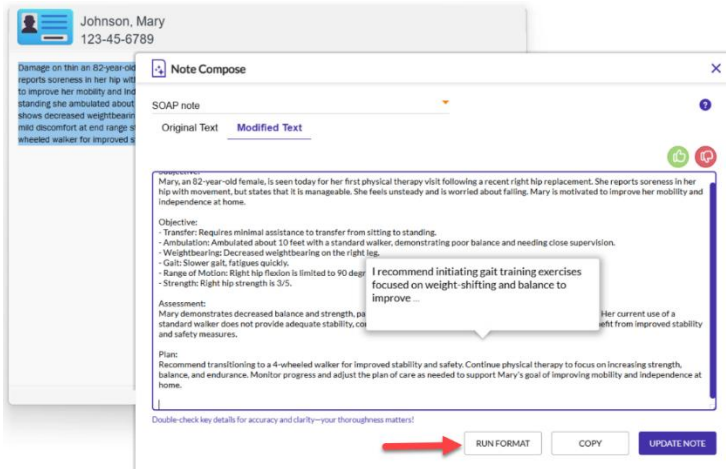
- The formatting operation runs automatically when you change the menu.



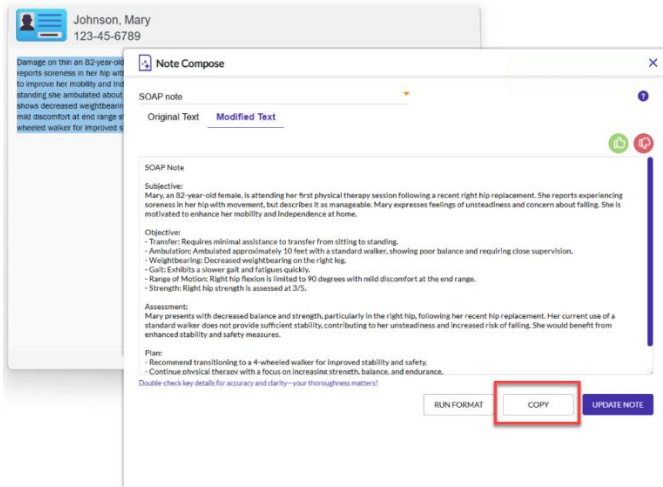
- When formatting is complete the tab automatically switches to Modified Text, and the transcript now includes punctuation and, in this case, information has been condensed and put in a SOAP note format. **Extraneous information that does not directly support a SOAP note may be REMOVED in this step.**



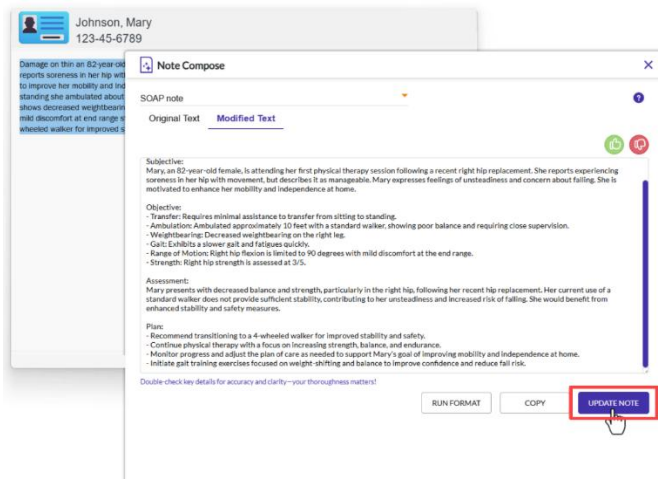
- If you need to make additional changes you can do so by dictating or typing, then click the **RUN FORMAT** button to apply formatting.



8. **REVIEW AND VALIDATE THE NOTE** before pasting it back into your application to make sure all of the information is correct.
9. If you want to *manually paste* your transcript into an application (*or paste it into multiple applications*), click the **COPY** button to copy the transcript from the Modified Text tab to your computer's clipboard. The Note Compose window stays open.



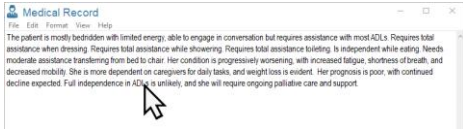
10. Click the **UPDATE NOTE** button to replace all of the text in the original field of your application with your formatted transcript.



11. The Note Compose window closes automatically after you click the UPDATE NOTE button.

Note Assist

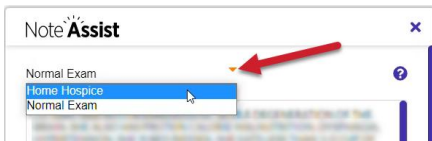
1. Place your cursor where the clinical note should be entered.



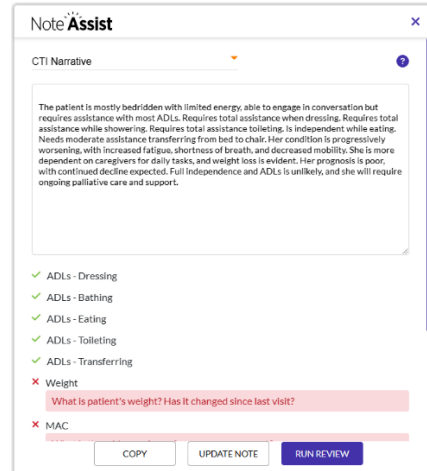
2. Click the Note Assist hotkey (BACK QUOTE by default) to send your note to Note Assist.



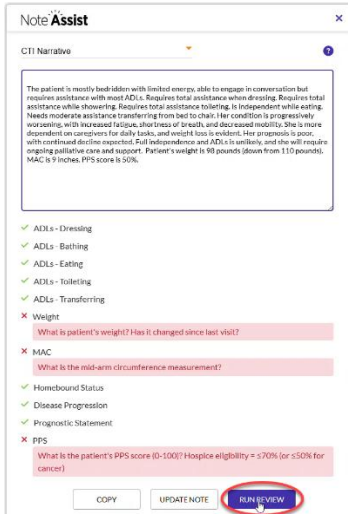
3. If multiple reviews are available, the first review in the review menu runs automatically. To run another review, select it from the menu and then click Run Review.



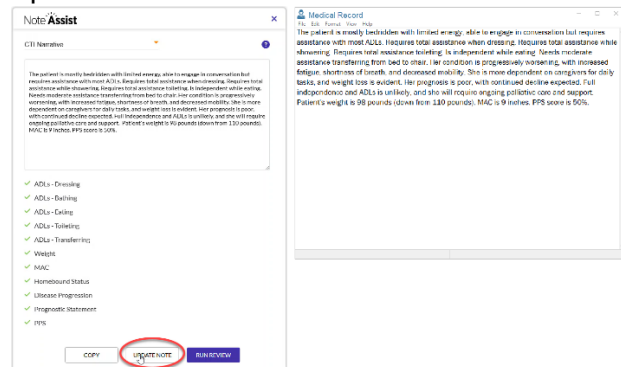
4. Review results are displayed at the bottom of the Note Assist window. A green check mark (✓) indicates the category is present, while a red X (✗) indicates it may be missing.



5. For any categories marked with a red X, update the note as needed and click Run Review again.



6. Click *Update Note* to paste the updated note back into the original application and copy it to your clipboard. Any existing text in the original note area is replaced with the updated version.

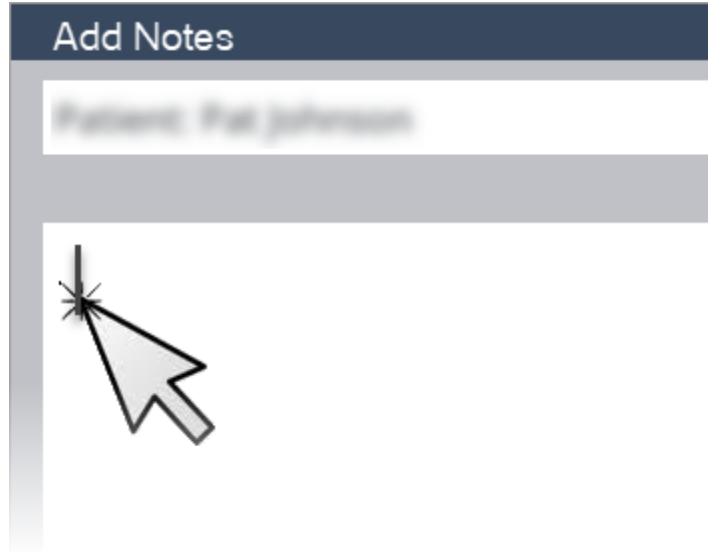


Shortcuts

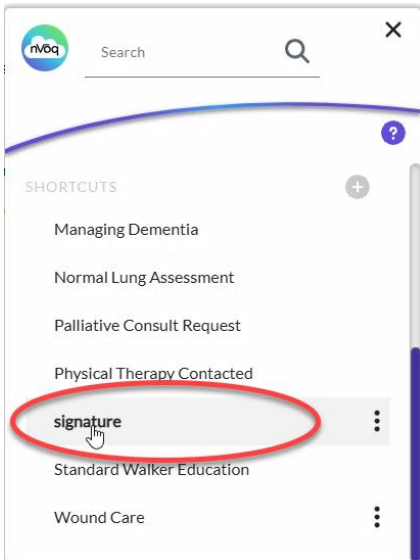
1. Press and release the shortcut hotkey (F4) to open the shortcut menu.



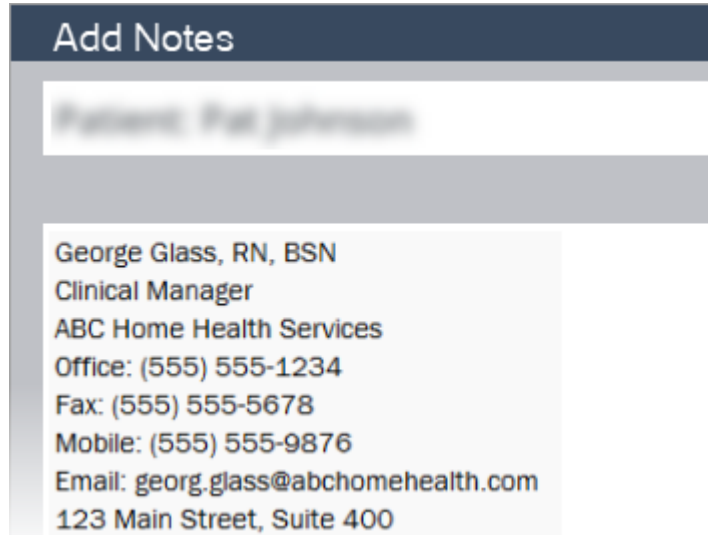
2. Place your cursor where you want shortcut text to appear.



3. Click on a shortcut in the menu.



4. Shortcut text is inserted at the cursor location.

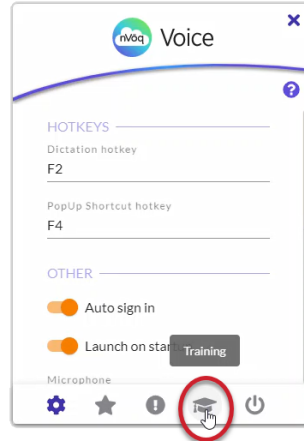


Access Self-Guided Training

1. Get to the Training page by clicking the gear icon on the lower-left side of the dictation button to open the Settings window.



2. At the bottom of the Settings window, click the graduation hat icon.



3. Tap the button that says **CLICK HERE TO GET STARTED**.

