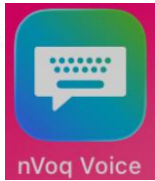




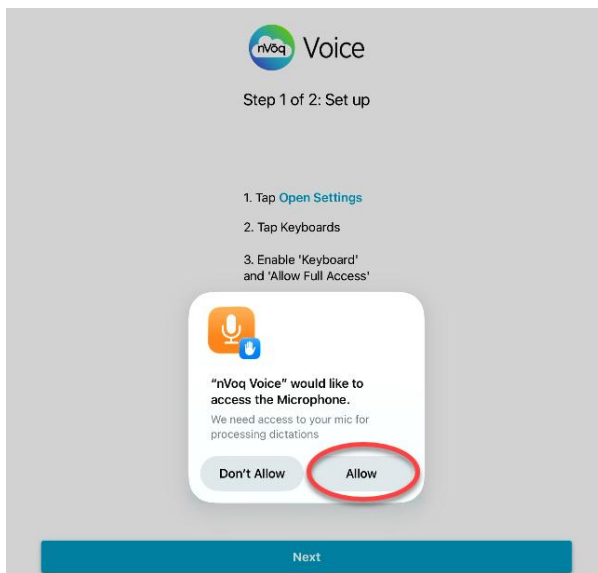
Voice for iOS Quick Start Guide

Initial Setup

1. Open nVoq Voice by tapping the **app icon** on the home screen.



2. Before starting the setup wizard, you'll see a message asking to allow nVoq Voice access to your microphone. Tap **Allow**. **This permission is required to record dictation.**



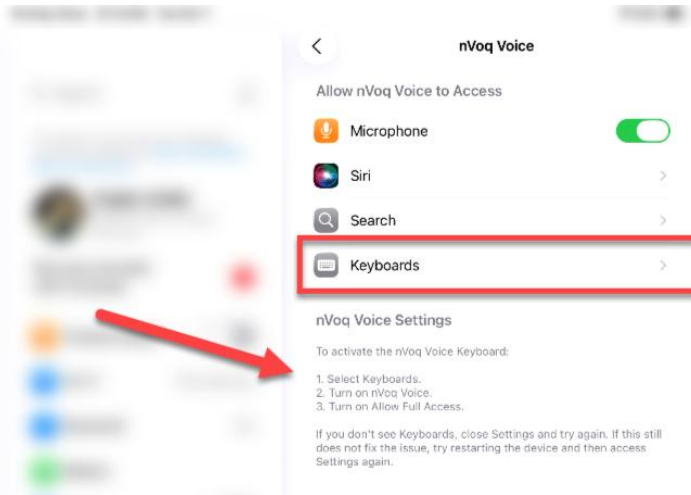
3. On Step 1 of the setup wizard, *read the instructions*, then tap **Open Settings**.



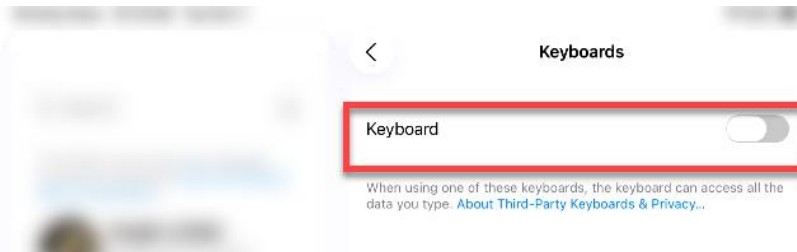
Step 1 of 2: Set up

1. Tap **Open Settings**
2. Tap Keyboards
3. Enable 'Keyboard' and 'Allow Full Access'

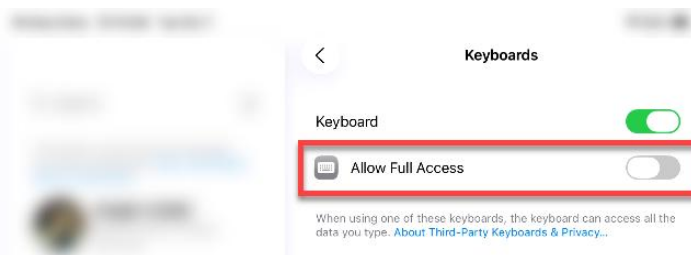
4. This takes you directly to the settings for nVoq Voice in your device Settings. Under *Allow nVoq Voice to Access*, tap **Keyboards**. *The instructions from Step 1 of the setup wizard are displayed on this page as a reminder for you.*



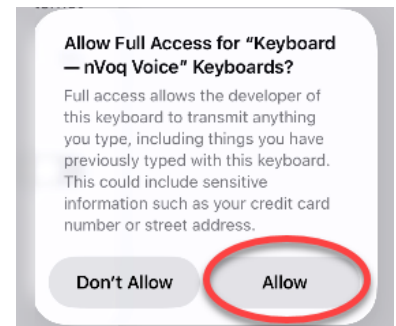
5. Slide the toggle to enable **Keyboard**.



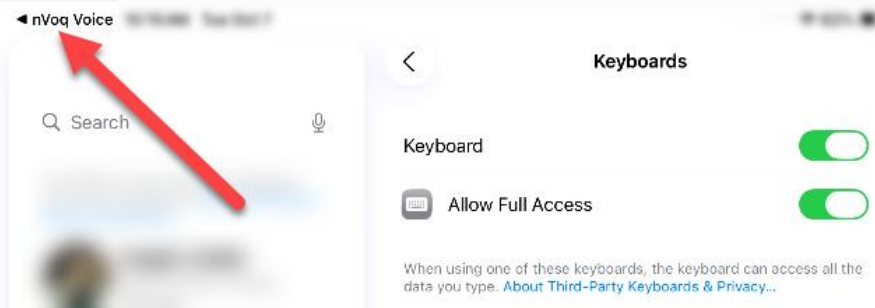
Once you enable that setting, the Allow Full Access setting appears. Slide the toggle to **Allow Full Access**.



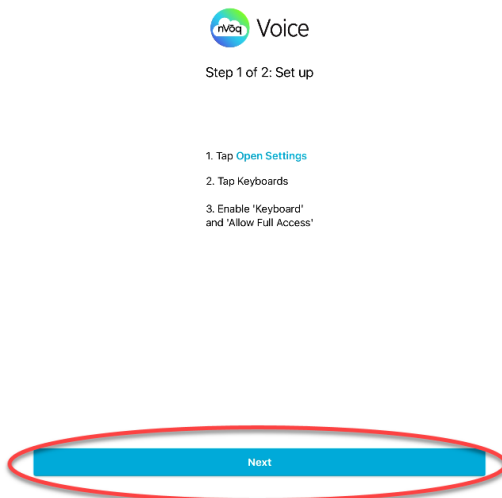
6. A confirmation dialog appears asking to allow full access for nVoq Voice. The message warns that full access permits the app to transmit what you type, including sensitive information. *Voice for iOS is HIPAA-compliant, so this is safe.* Tap **Allow** to continue.



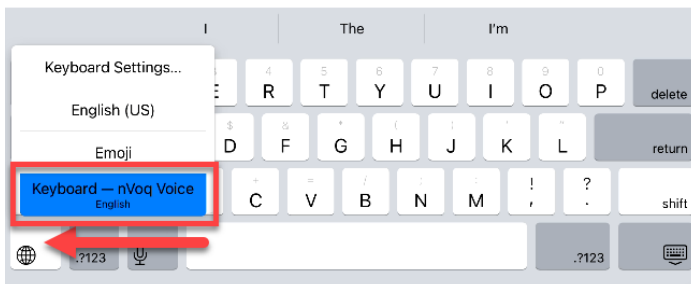
7. Navigate back to nVoq Voice. Tap the ◀ **nVoq Voice** link at the top-left of the screen. (Alternatively you can go back to the home screen by swiping up from the black line at the bottom of the screen, and then tapping the app icon.)



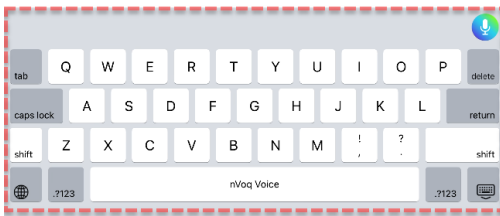
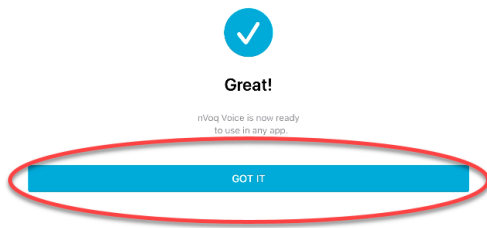
8. Back in the setup wizard, tap the **Next** button.



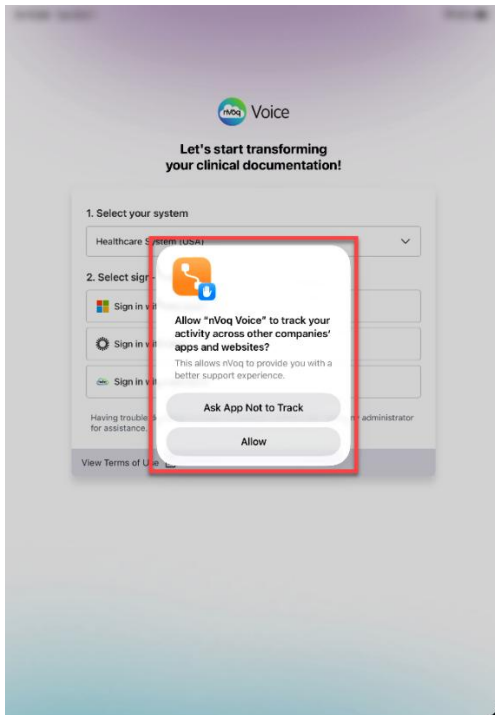
9. This advances to Step 2: Switch to the nVoq Voice Keyboard. If your device *isn't* already showing the nVoq Voice keyboard, press and hold the **Globe** key at the bottom left of the screen, then select **Keyboard – nVoq Voice**.



10. You should now see the **nVoq Voice** keyboard, it says “nVoq Voice” on the spacebar. When the message appears, tap **GOT IT** to continue.



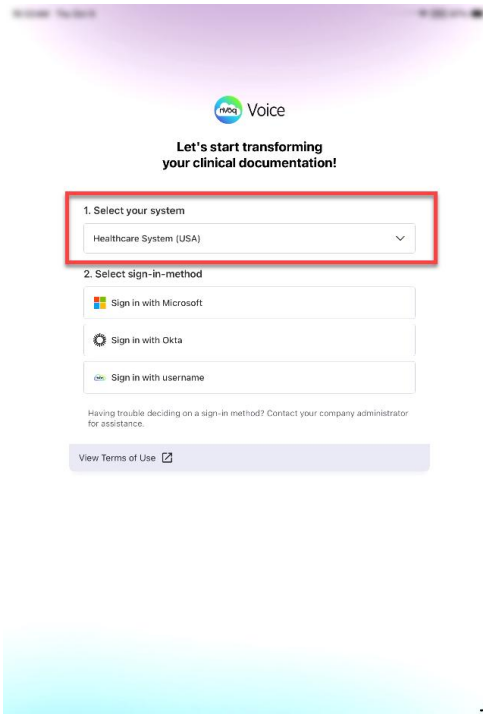
11. You are taken to the sign in screen but must first respond to a popup message asking if you will allow nVoq Voice to track your activity.



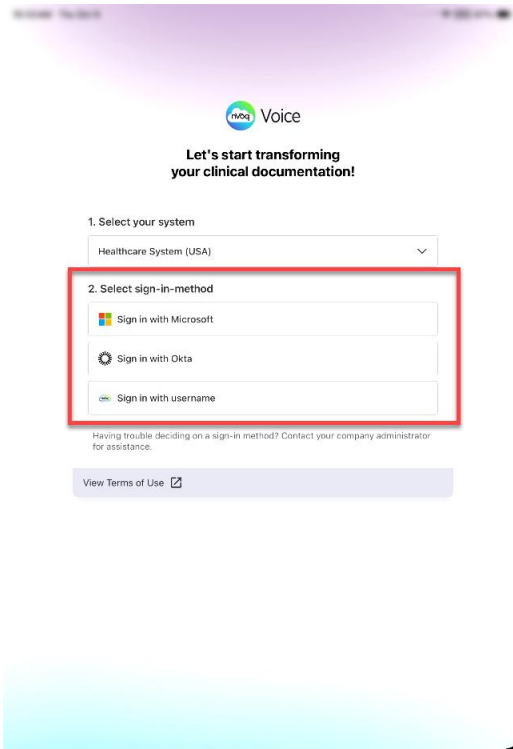
- Tap **Allow** if you want to be able to send crash reports to nVoq so we can fix issues in the keyboard that may occur (recommended).
- Tap **Ask App Not to Track** if you do not want to send crash reports to nVoq.

Sign In

1. On the sign in screen, either **leave the default system** selected [Healthcare System (USA)] or **tap the menu** and **select a different system** (Canada).



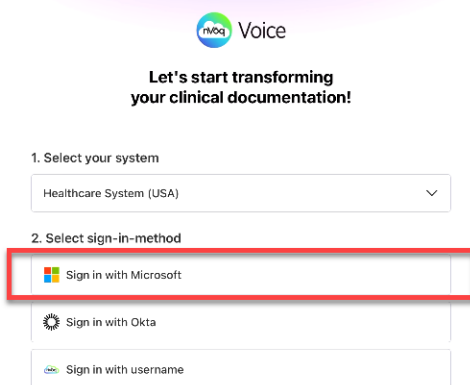
2. Select your sign in method: **Microsoft**, **Okta**, or an **nVoq username** (see next page).



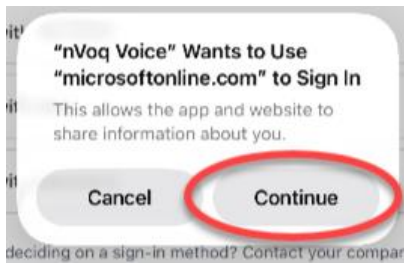
This page intentionally left blank.

Sign In with Microsoft

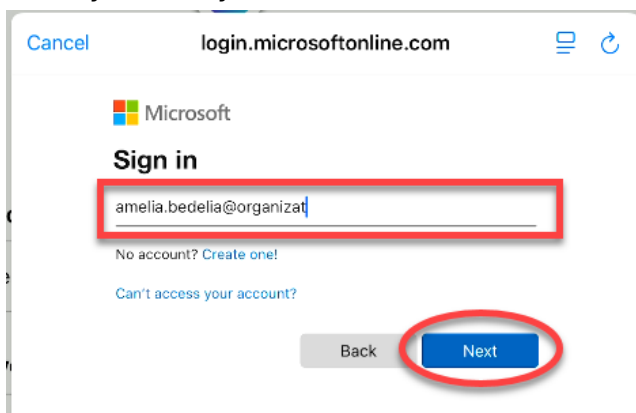
1. Tap the **Sign in with Microsoft** button to sign in with this method.



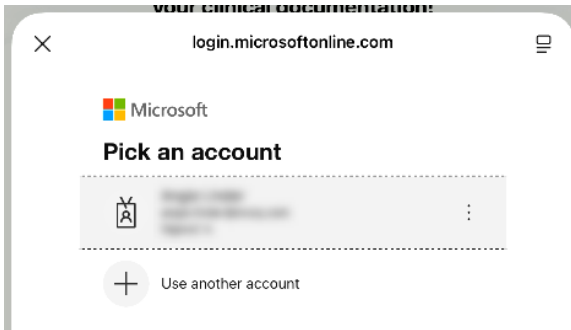
2. A notification appears that says, "nVoq Voice" wants to use "microsoftonline.com" to Sign In. Tap the **Continue** button to continue with this sign in method.



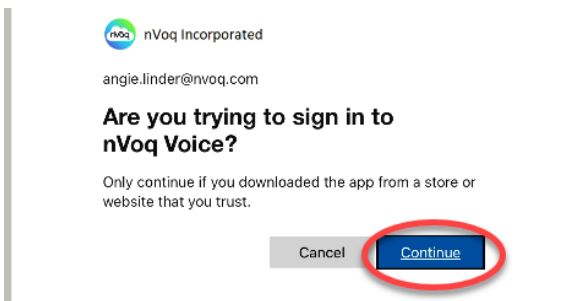
3. *If this is your first time signing in with Microsoft SSO on this device, enter your **Microsoft username**, then tap the **Next** button.*
Your username will be remembered the next time you sign in with this method. Then you will be taken to your organization's Microsoft sign in page where you will sign in like you usually do with your Microsoft account.



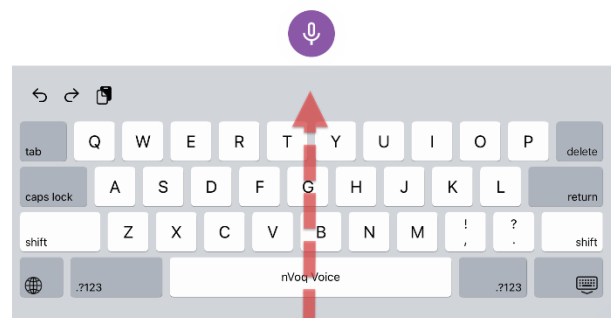
4. If you have already signed in with Microsoft on this device, you will be taken to a screen where you select your account and sign in like you usually do with your Microsoft account.



5. A screen will ask if you are trying to sign in to nVoq Voice. Tap the **Continue** button.



6. After you successfully sign in you are taken directly to the nVoq Voice dictation screen. **Swipe up from the bottom of the screen** and **select an application** into which you would like to dictate.



Use the Keyboard

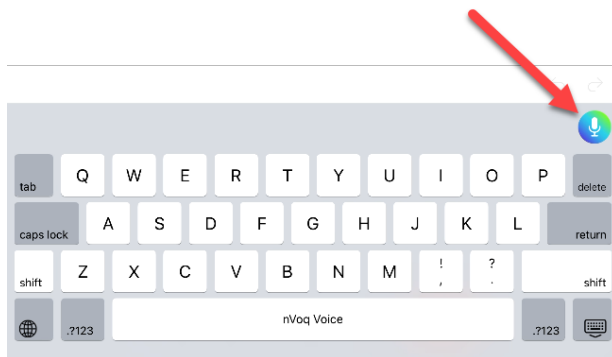
You can use the Voice for iOS keyboard for secure, HIPAA-compliant clinical dictation and typing wherever the keyboard is available. Dictate or type directly into supported applications while helping protect patient information within nVoq's secure workflow.

Physical Keyboard

If you have a physical keyboard connected to your iOS device, the on-screen keyboard will still display as long as you enabled the "Allow Full Access" setting as described in the setup steps. This allows you to access the dictation button anytime.

Dictation

1. Open the application where you want to insert text and place your cursor in the desired text field.
2. Tap the **Dictation** button.



3. The dictation screen opens and recording starts automatically. Speak your dictation.

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

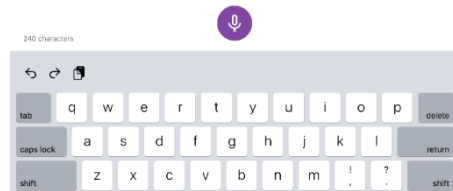
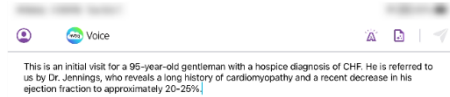
Dictate naturally and use Note Compose Clean & Format to add punctuation and capitalization.

4. Tap the **audio meter** to stop recording. (Tapping anywhere on the screen also stops the recording.)

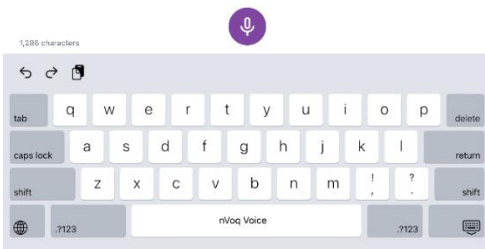
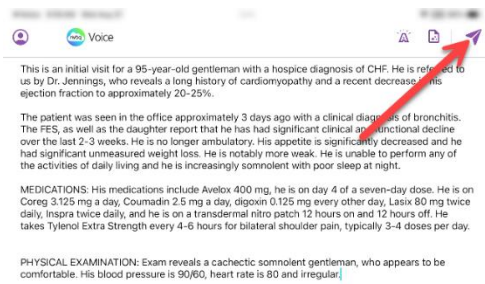


5. Optionally continue editing by:

- Tapping the **microphone** to add more dictated text.
- Typing additional text.
- Placing the cursor where you want to insert text.
- Selecting text to replace it with new dictation or typed text.

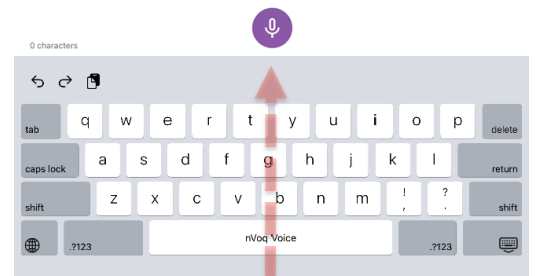
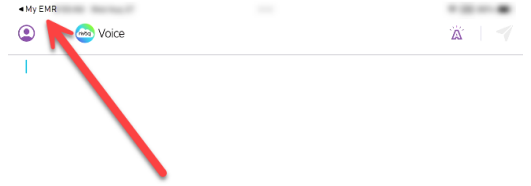


6. When the transcript is ready, tap the **Send** button.



7. Return to your original application.

- The transcript is automatically copied to your clipboard and pasted into the active text field.
- If the text does not appear automatically, tap the text field and select **Paste**.



Editing Existing Text

You can use nVoq Voice to update existing text:

- Select the text you want to replace, start a dictation, and send the updated transcript back to the application.
- You can also copy text from your application, paste it into the dictation screen, make changes using dictation or typing, and then send the updated text back to replace the original content.

Note: *The most recent transcript remains on your device clipboard for up to 10 minutes, allowing you to recover it if needed.*

Tips for Better Dictation Accuracy

- **Minimize background noise whenever possible.** Speech recognition accuracy is improved when dictating in a quiet environment.
- **Speak naturally and at a steady pace.** Consistent speech patterns generally produce the best transcription results.
- **Dictate acronyms carefully.** If an acronym does not transcribe correctly, say "**letter**" before each letter (for example, "**Letter A Letter D Letter L**"). Frequently used acronyms can be added to your vocabulary by an nVoq administrator.
- **Use generic terms instead of proper names when possible.** Words such as *doctor*, *patient*, or *caregiver* are more likely to be recognized accurately than uncommon names. Frequently used names can be added to your vocabulary by an nVoq administrator.
- **Follow the HIPAA minimum necessary rule.** Whenever possible, avoid dictating protected health information (PHI). In many workflows, the patient has already been identified within the EHR, making it unnecessary to dictate names or other PHI. This can also improve transcription accuracy for uncommon names and spellings.

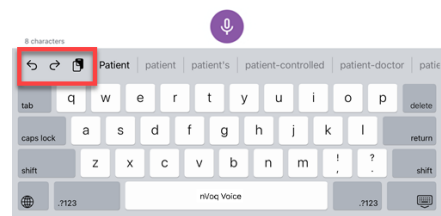
Typing

You may see icons at the top of the keyboard (Undo, Redo, and Copy).

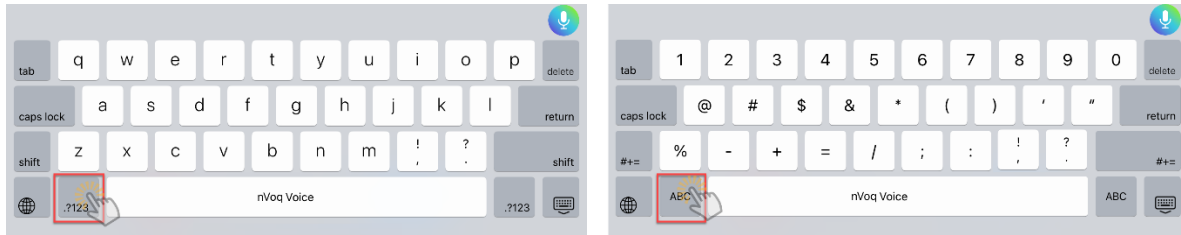
When you are *in a third-party application* (like your EMR), these are part of iOS. They appear above the next word suggestions bar. You can hide those to make more room on the screen by going to **Settings > General > Keyboard > Deactivate "Shortcuts"**.



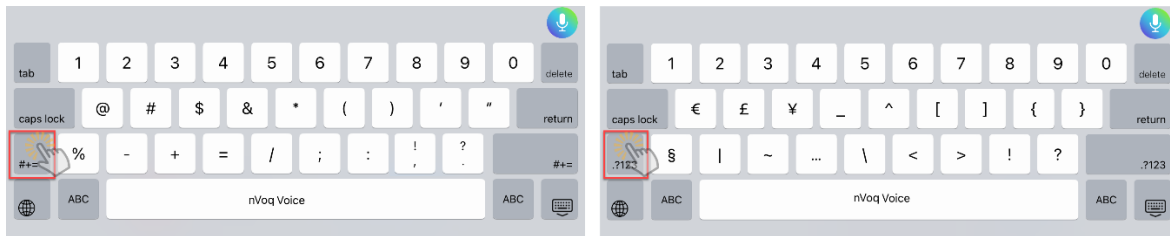
When you are *on the nVoq Voice dictation screen on a tablet*, these icons are part of nVoq Voice, and appear on the same line as the next word suggestions. On this screen, the icons cannot be hidden. (These do not appear on phones.)



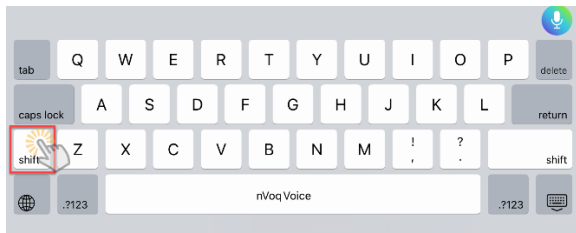
Switch between the QWERTY keyboard and the numbers/symbols keyboard, **tap the 123 or ABC key.**



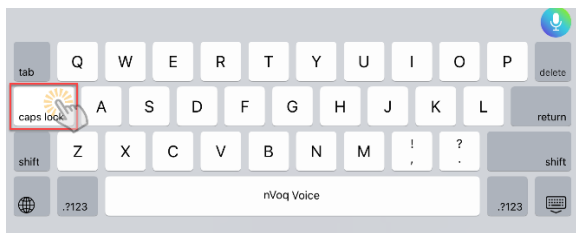
When on the numbers and symbols keyboard you can **tap the #+= key** to use additional symbols. **Tap the 123 key** to return back to the regular numbers/symbols.



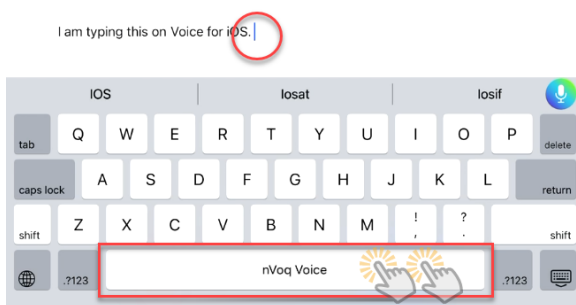
To *capitalize a single letter* tap the **shift key** so that it turns white.



To *turn on caps lock* tap the **caps lock key** (or double-tap the shift key) so that the caps lock key turns white. To *turn caps lock off*, tap the **caps lock key** (or the shift key).



Double-tap the SPACE BAR to *insert a period and a space (.)* after the last character.

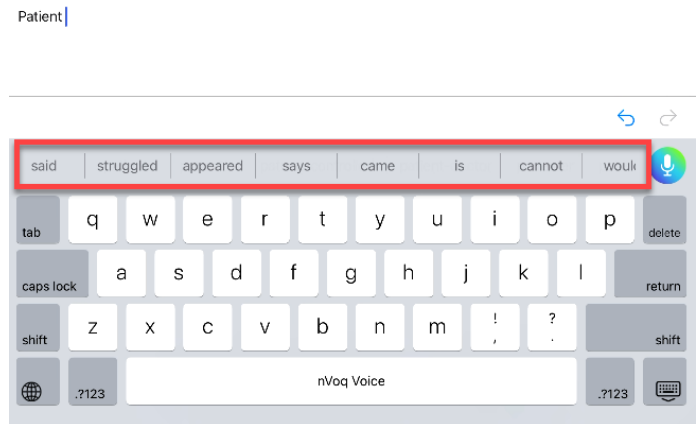


Next Word Predictive Typing Suggestions

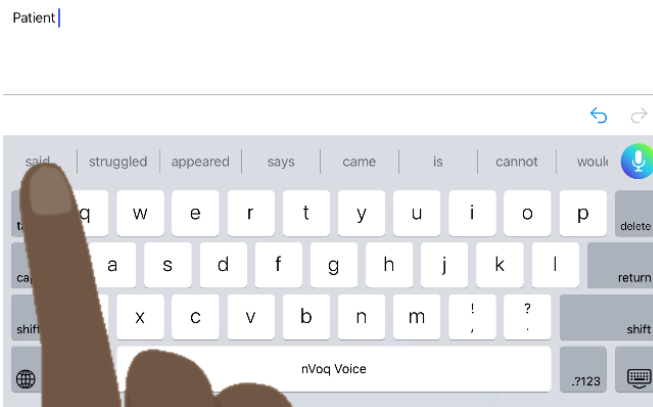
The keyboard adapts to your typing by learning from previously entered text and displaying likely next-word suggestions in the bar above the keyboard.

1. Type a word on the keyboard, and then look to the bar above the keyboard to see suggestions for what word may come next.

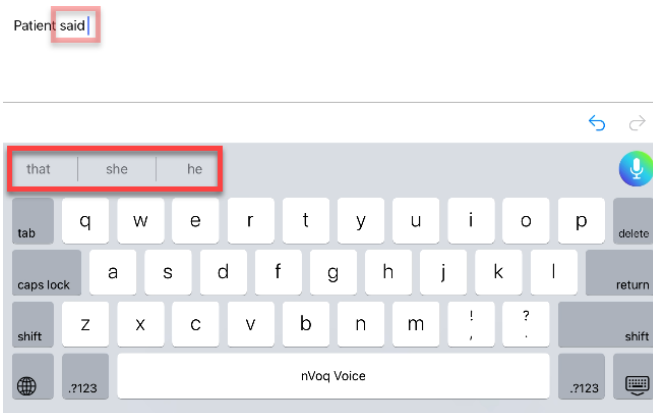
- The most recently used words that you typed after the previous word appear first in the suggestion bar from newest to oldest.
- The list is **scrollable**, up to 8 words display in the suggestion bar. Swipe your finger left to see the list.



2. Tap on a word in the suggestion bar.



3. The word appears in your text, and the *next* word suggestions appear in the suggestion bar.



Add to Dictionary

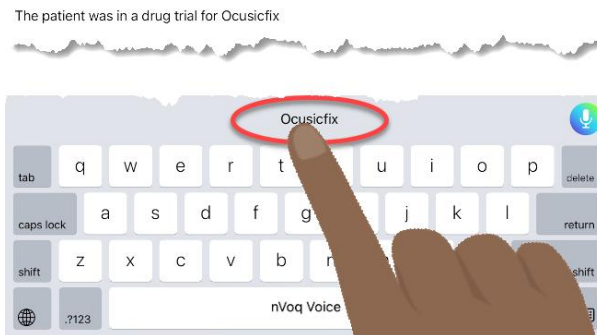
You can add unknown words to the nVoq Voice for iOS dictionary so that they can be recognized and appear as next word predictive typing suggestions or spelling corrections when you type them on the nVoq Voice keyboard.

One way to add a word to the nVoq Voice for iOS dictionary is to **tap on it in the suggestion bar**:

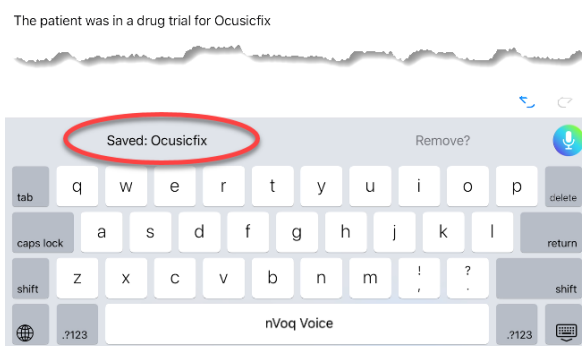
1. Type an unknown word and it displays as the only word in the suggestion bar.



2. Tap on the word in the suggestion bar.



3. A "Saved" confirmation appears. (You can tap Remove? to remove the word from the dictionary.)

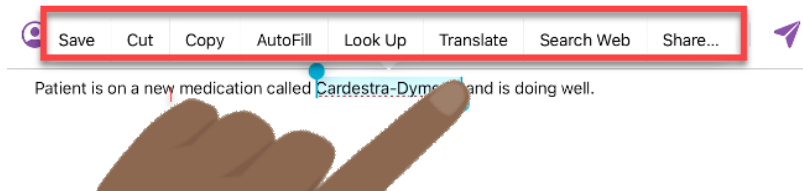


Another way to add words to the dictionary is to **double-tap on it in the transcript on the dictation screen:**

1. Go to the dictation screen and type an unknown word. It appears with a red underline.



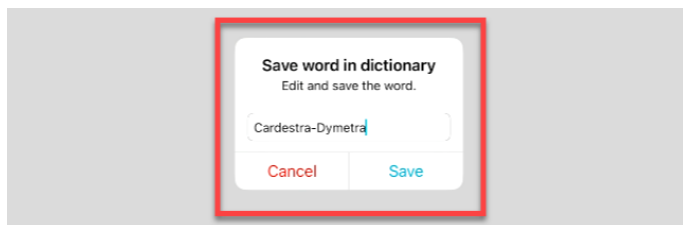
2. Double-tap on the word to bring up a menu above it. (You may need to manually select hyphenated words to capture the whole term.)



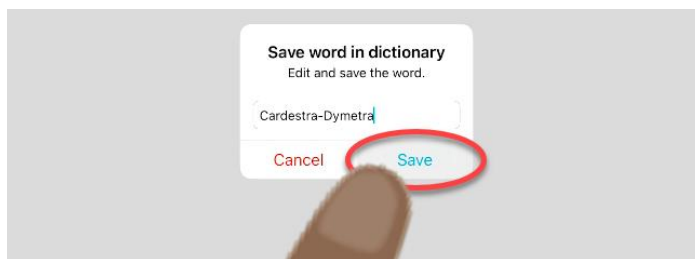
3. Tap Save on the menu above the term.



4. A pop-up appears where you can optionally make changes to the word. Note that words added to the dictionary are case-sensitive and will appear in the suggestion bar as they were added.

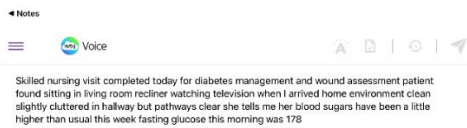


5. Tap the Save button on the pop-up to save the word to the dictionary, or tap Cancel to discard it.



Note Compose

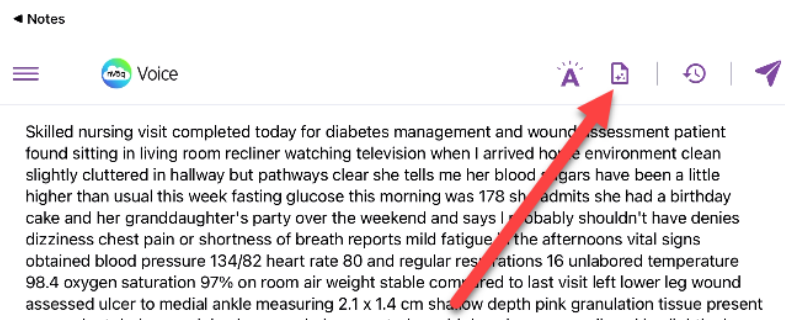
1. Dictate or type your note naturally. You do not need to dictate punctuation.



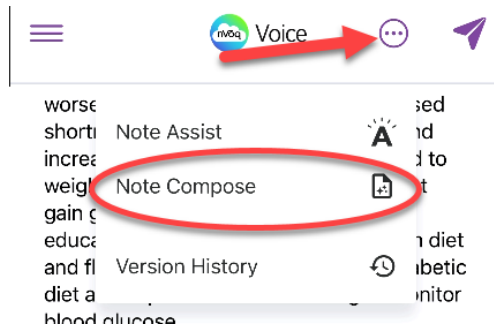
Keep the note under 6,000 characters (approximately 1,050 words) to avoid formatting errors. A character counter is available on the dictation screen.

2. When finished, open **Note Compose**.

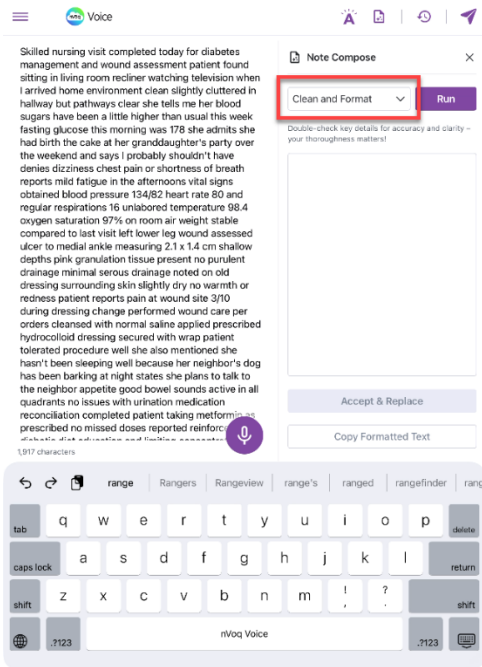
- On a **tablet**, tap the **Note Compose** icon in the upper-right corner.



- On a **phone**, open the menu and select **Note Compose**.



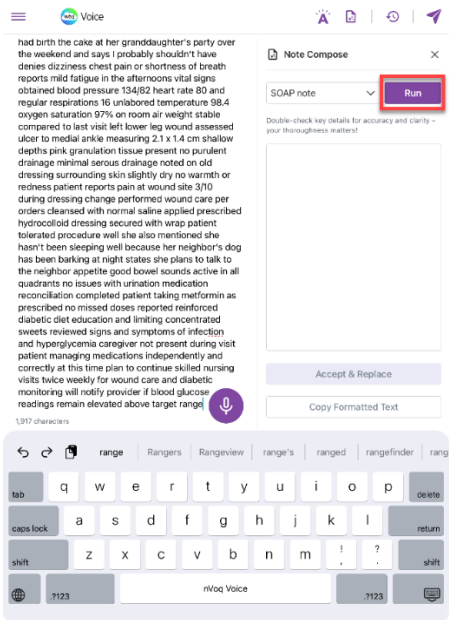
3. Tap the menu to select a formatting option, if necessary.



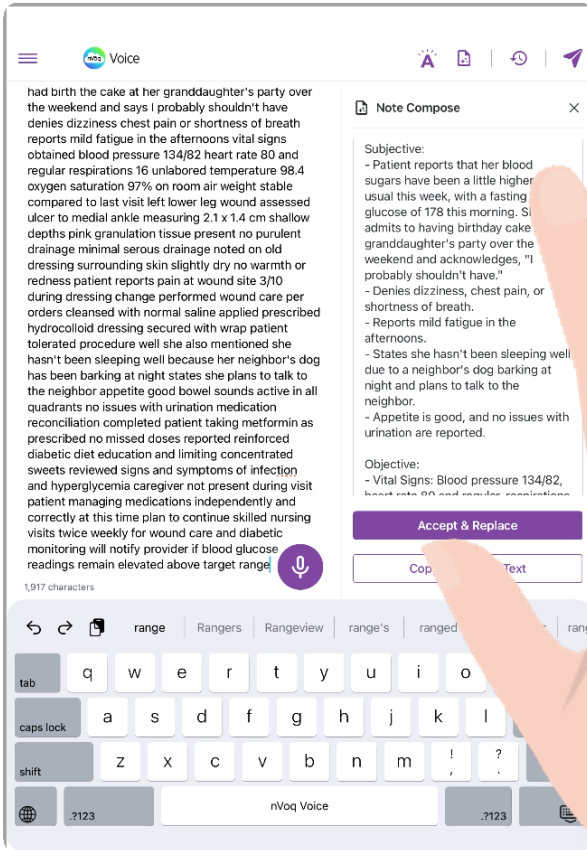
The Clean & Format option lets you dictate the way you naturally speak. Simply speak or type without worrying about punctuation, then use Note Compose to add punctuation, capitalization, and formatting.

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.

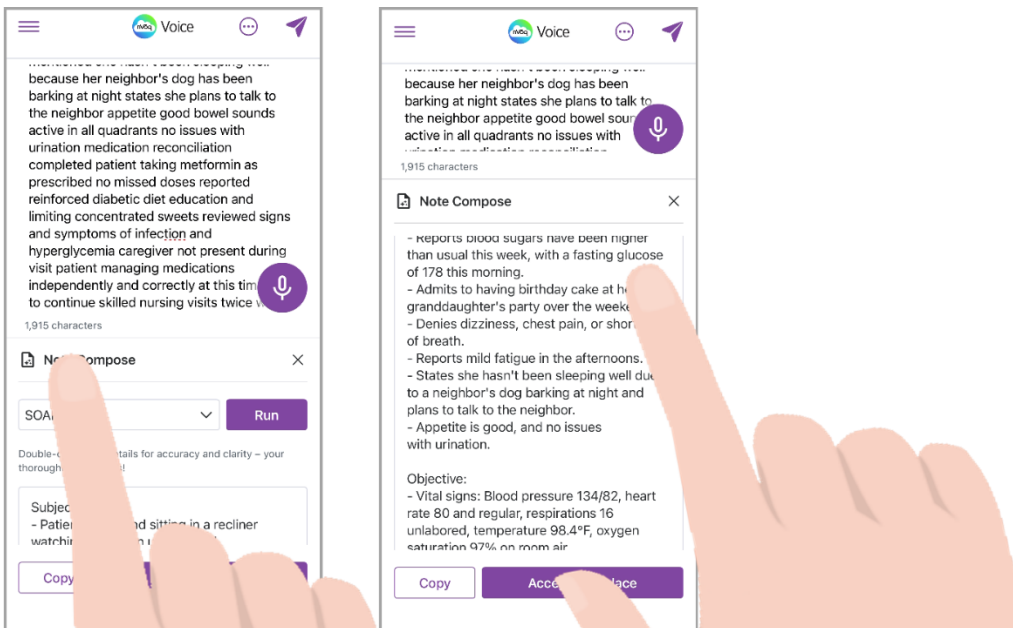
4. Tap **Run** to apply the selected format.



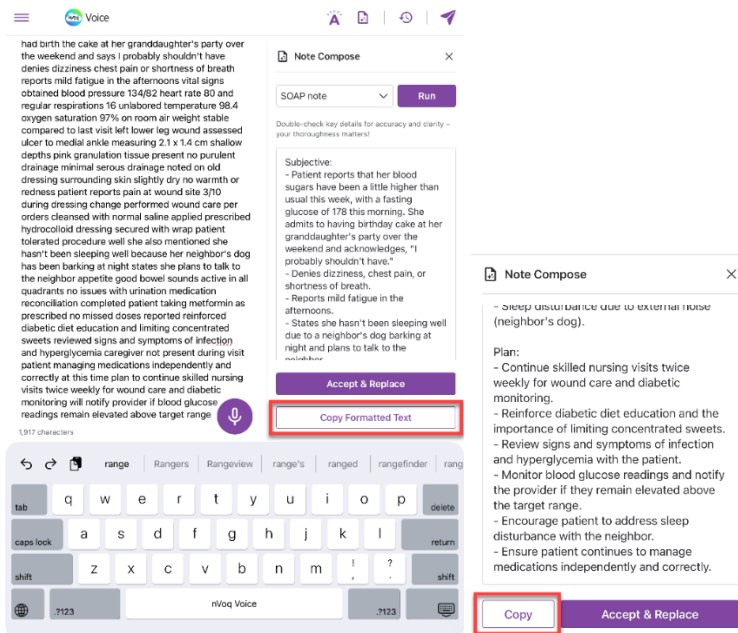
5. Review the formatted note. A preview appears below the formatting options. You are responsible for verifying the accuracy of the generated documentation.



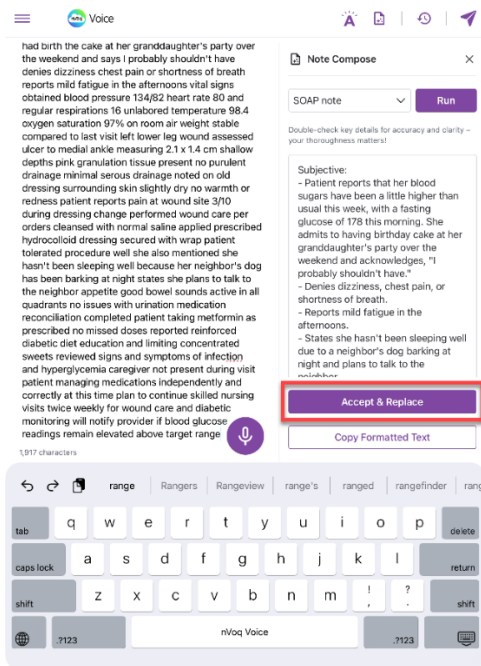
On a phone, tap the Note Compose title to expand the Note Compose window and view more of your note.



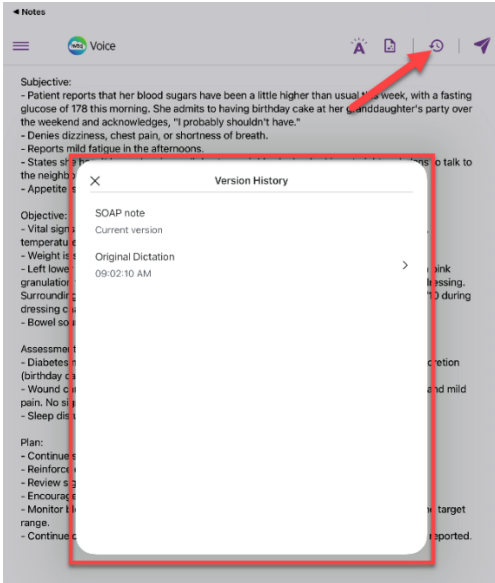
6. Optionally, tap **Copy Formatted Text (Copy on phones)** to place the formatted note on your clipboard.



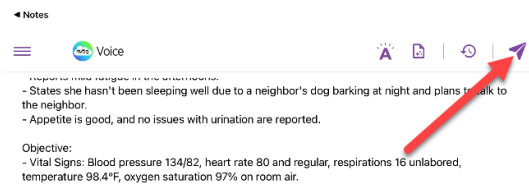
7. Tap **Accept & Replace** to replace the original text with the formatted version.



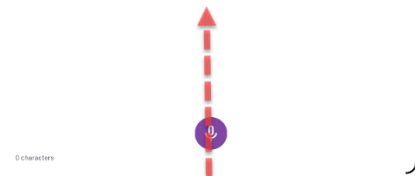
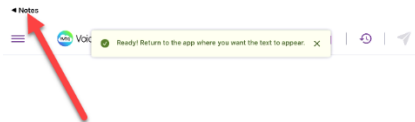
8. The formatted note is automatically saved to **Version History**, allowing you to review or restore previous versions later.



9. Tap the **Send** icon to copy the formatted note to your clipboard.



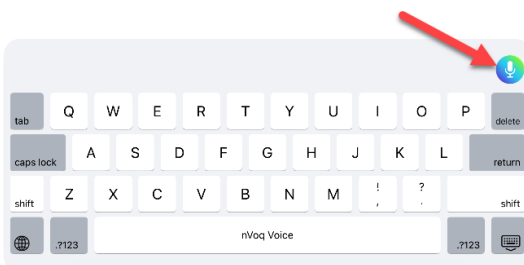
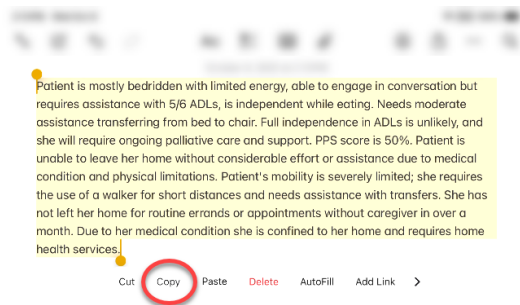
10. Return to your original application.



11. The formatted note is pasted automatically in most applications. If it does not appear, tap the text field to paste the note manually.

Note Assist

1. Start a new dictation, or copy existing text that you want to review and open the dictation screen.



To review existing text, copy it from your application, stop the automatic recording,

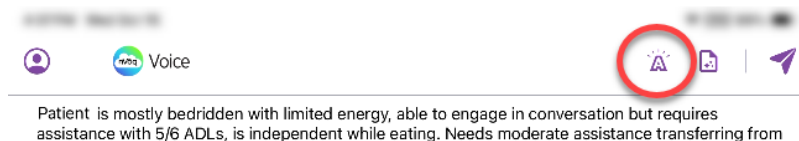


and paste it into the dictation text area.

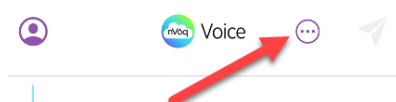


2. Open **Note Assist**.

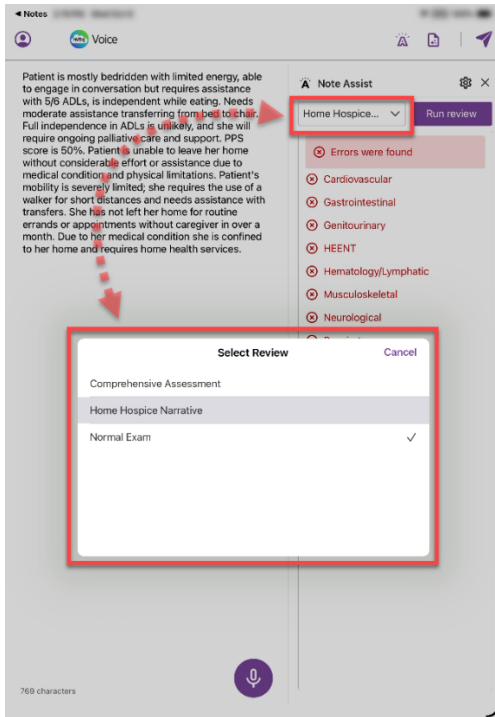
- On a **tablet**, tap the **Note Assist** icon in the upper-right corner.



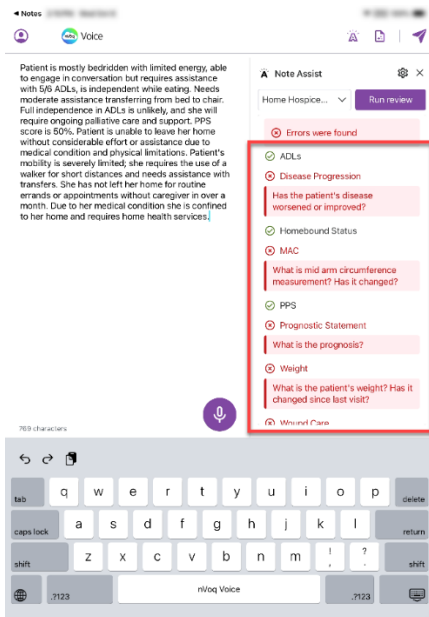
- On a **phone**, open the menu and select **Note Assist**.



3. If necessary, select the appropriate review from the review menu. Note Assist automatically runs the selected review against your text.

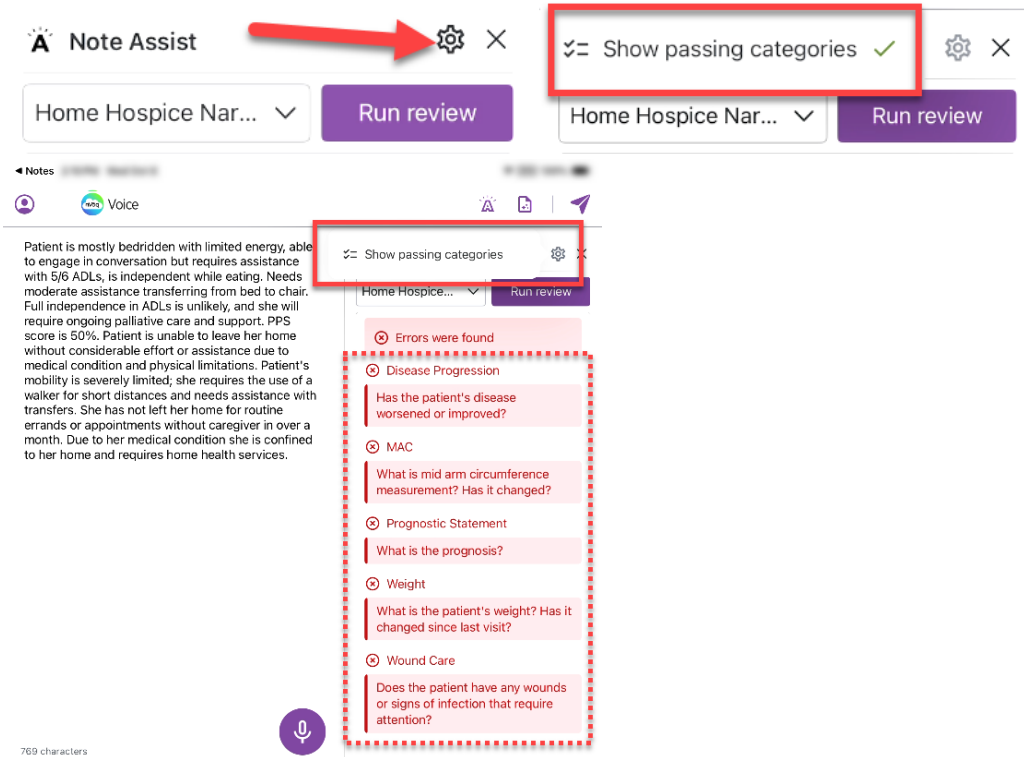


4. Review the results:

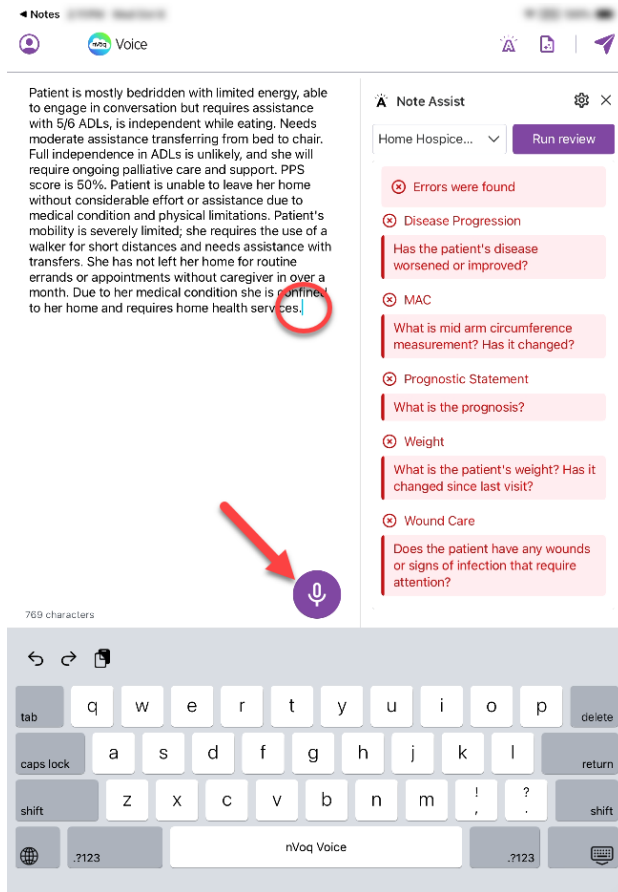


- ✓ **Checkmark:** The category is present in the note.
- ✗ **Red X:** The category may need additional information.

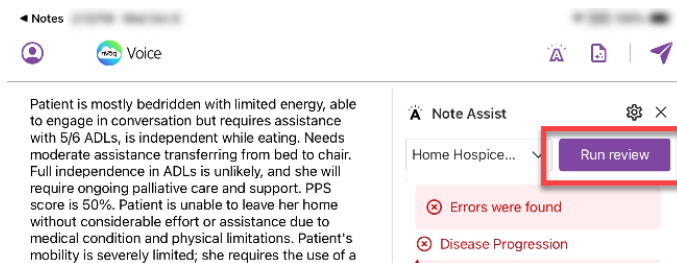
5. Optionally, hide categories that have passed the review by opening **Settings** and turning off **Show Passing Categories**.



6. Add missing information to your note by dictating or typing. Place the cursor where you want to insert text and begin dictating or typing.

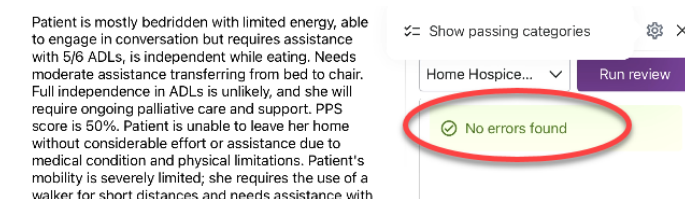


7. Run the review again. Tap **Run Review** to check the updated note.

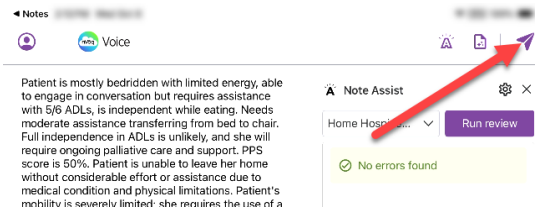


Depending on your organization's configuration, reviews may run automatically after dictation stops.

8. Continue updating the note until all categories pass. When all categories pass, a **No Errors Found** message is displayed.

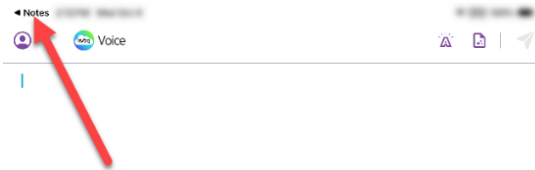


9. Tap the **Send** icon.



The updated note is copied to your clipboard and Note Assist closes.

10. Return to your original application.



- The updated note is pasted automatically in most applications.
- If it does not appear, tap the text field and paste it manually.

Note: Note Assist checks for review updates each time it is opened and displays only the reviews available to your account.