Getting started with BigHand on your BlackBerry

Getting and installing the app

1. On your BlackBerry smartphone, follow the link provided in your setup email.
2. Click **Download**.
3. If you are prompted to allow the application to be trusted, click **Yes**.
4. If you are prompted to reboot your device, click **Reboot**.

After rebooting, BigHand will be installed on your home screen.

Initial setup

Before you can start creating dictations, you need to configure BigHand with your account details.

1. Launch BigHand.
2. Follow the instructions to set the application permissions.
3. The first time you run the app, you will be prompted for your password. Enter the password provided in your setup email.
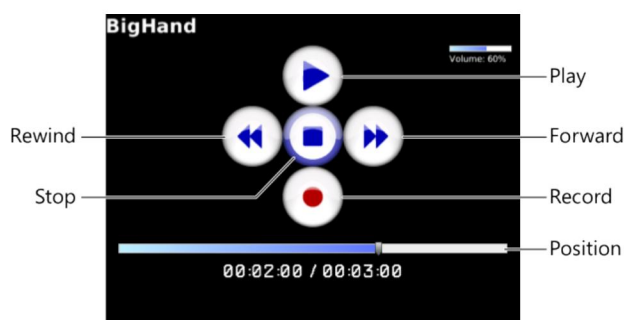
The software is now able to send dictations.

Creating a dictation

The first time you launch the app, you will see an empty Work List. To create a new dictation, press the Menu key and select **New**. The recorder screen opens.
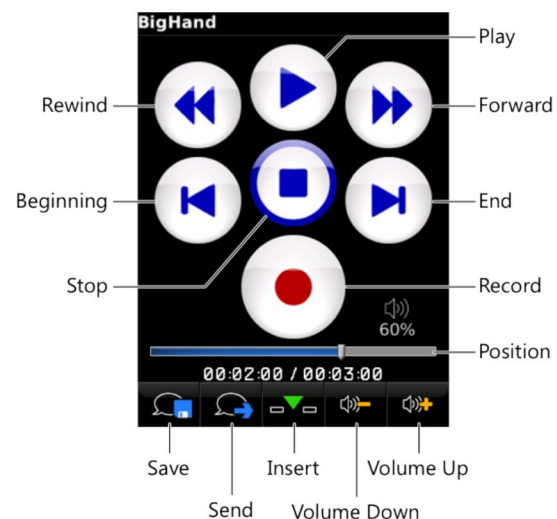
Using the recorder screen

The recorder screen allows you to record and edit a dictation. If you have a touchscreen device, you can interact with each recorder button directly. If your device does not have a touchscreen, you can use the trackball or trackpad to control the recorder.

Non-touch devices:

Touchscreen devices:

- Use **Record** in conjunction with **Stop** to start and pause your recording. You can overwrite audio you have already recorded if you need to change anything.
- Use **Rewind**, **Forward**, **Beginning** and **End** to navigate through the audio you have recorded.
- The **Position** bar shows you where you are in your recording.

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If your device has a keyboard, you can use the following keyboard shortcuts:

P   -   Play   **R**   -   Rewind

S   -   Stop   **F**   -   Forward

Space -   Record/Pause   **B**   -   Begin

I   -   Toggle Insert/Overwrite mode   **E**   -   End

More options

While recording a dictation, you can use the following optional features:

- To use Insert mode, press **Menu** > **Insert**. Insert mode allows you to add audio to a dictation without overwriting anything. To turn off insert mode, press **Menu** > **Overwrite**.
- To attach a file to your dictation, press **Menu** > **Attachments**.
- To take and attach a photo to your dictation, press **Menu** > **Take Photo**.

When You Have Finished Recording

Once your dictation is ready, you have the following options:

Menu > **Send**   Send your dictation.

Menu > **Save**   Save your dictation as a draft.

Menu > **Discard**   Discard your dictation. You will not be able to recover your dictation after choosing this option.

Sending a dictation

When you choose to send your dictation, you have the option to change the dictation details. You can change:
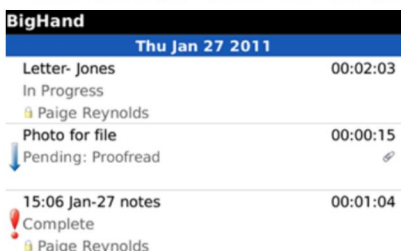
To   The recipient or destination of the dictation

Priority   The importance of the dictation

Title   The description of the dictation, used for identification

When your dictation is sent, you will be returned to the Work List.

Tracking and managing your work

The Work List is where you can view and manage your dictations. Each entry on the Work List corresponds to a dictation.

What does the work list show?

- The dictations are grouped by their creation dates.
- Each dictation has a title, status, and duration.
- When you apply a priority, BigHand shows the related icon.
- When someone is working on the file, BigHand shows that the file is locked by that person.

What else can you do on the work list?

Using the Work List's menu, you can:

- **Sync** the status of your sent dictation.
- **Delete** one or **Delete All** dictations. When you delete a sent file, you will only delete the copy on your device; the dictation will still exist in the system.
- **Edit Details** of an unsent dictation.
- Configure more **Options**.

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