

Getting started with BigHand on your iPhone, iPod Touch or iPad

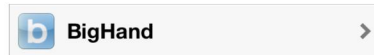
Getting the app

You can download BigHand from the App Store on your device.

Initial setup

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

1. Tap the general **Settings** icon on your device.
2. Tap the BigHand row to access the settings.



Disable "Standalone" mode

BigHand is in "Standalone" mode by default. To use the app with the Small Business Edition, disable Standalone mode:

1. Tap **Standalone** and slide the Standalone switch to **Off**.
2. Tap **BigHand** to return to the **Settings** screen.

Enter your communication details

BigHand needs to know where to connect to allow you to send dictations and receive status updates.

1. Tap **Host** and enter the host address provided by BigHand.
2. Ensure that the **Port Number** is set to 443.
3. Ensure that **HTTPS** is set to **On**.

Enter your account details

BigHand needs your email address and password to access the service. To set them:

1. Tap **Email** and enter the email address registered to your BigHand account.
2. Tap **Password** and enter the password supplied by BigHand.

The software is now able to send dictations. There are more advanced settings, but these are the basics that you need to get started. Click the **Home** button to leave the **Settings** screen.

Creating a dictation

Tap the **BigHand** icon to start the app. You will see an empty Work List. To create a new dictation, click the **+** button at the top right of the screen.

Using the recorder screen



The recorder screen allows you to record and edit your dictation. The recorder screen is simply laid out and easy to use:

- Use **Record** 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** slider shows you where you are in your recording. You can drag it along to navigate through your recording.

More recorder options

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



Insert mode. This allows you to add audio to a dictation without overwriting anything. Tap this button again to turn off Insert mode.



Take a photo and attach it to your dictation.



Attach a photo from your Photo Album.

When you have finished recording

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



Save the current dictation and return your Work List.



Send your dictation.



Delete your dictation.

Sending a dictation

When you tap the Send button, you have the option to change the dictation details. You can change:

Title The description of the dictation, used for identification.

To The recipient or destination of the dictation.


Priority The importance of the dictation.

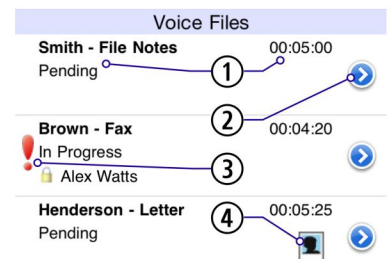
When your dictation is sent, you will be returned to the Work List.

Tracking and managing your work

The Work List is where you can view and track your dictation. Each entry on the work list corresponds to a dictation.

What does the work list show?

- ① Each dictation has a title, status and duration.
- ② Tap the disclosure button  to reveal the dictation's send options.
- ③ When you apply a priority, BigHand shows the relevant icon here (high priority in the example). Also, when someone is working on the file, BigHand shows that the file is locked by that person.
- ④ The work list shows the photo icon when the dictation has an attached image.



What else can you do on the work list?

Using the Work List you can:

- Tap **Sync** (bottom right) to manually update the status of your sent dictations.
- Tap the Delete button (top left) to enable delete mode. In this mode you can select one or more files to delete. When you delete a sent file, you will only delete the copy on your device – the dictation will still exist in the system.
- Tap an unsent dictation's title if you want to edit the recording, or tap its disclosure button to edit its send options.
- Tap a sent dictation's title if you want to review its contents. You cannot edit a sent file.