

## **Suggested Microphone Habits**

The best speech recognition quality comes from optimally recorded audio. Follow the habits below to achieve a better experience. The **General Dictation Habits** section is applicable to every microphone type.

### **General Dictation Habits**

- Check the microphone settings to verify the microphone you intend to use is selected and the record buttons are appropriately set.
- Gather your thoughts and assemble any pertinent information prior to dictating.
- Dictate in a quiet area, with minimal background noise. Calibrate microphone if environment changes.
- Speak in full thoughts or sentences, consistently and evenly, avoiding fragmented dictations.
- Use correct verbiage and grammar, including punctuation.
- Speak clearly, at a regular pace. Articulate properly without over enunciating or speaking too slowly.
- Enunciate words that can be misunderstood i.e., abduction vs. adduction and hyper vs. Hypo.
- Avoid using slang, acronyms, and/or coined terms.
- Be sure to wait until recording has begun before beginning to dictate and only releasing the record button (if using **Hold to Talk**) or recording is turned off (if using **Toggle to Talk**) after dictation is complete. This prevents words from being *clipped* from the start or tail end of the dictation.
- Stop recording when taking a pause from dictation. This is to prevent capturing other conversations or background noises.
- Avoid heavy breathing or coughing into the microphone while recording.
- Never allow another person to dictate under your login. This will negatively affect your recognition quality.
- It is best to mention any issues to your in-house Help Desk as they may or may not be related to the hardware.

### **Handheld Microphones**

- **Hold to Talk** is the recommended setting for when using a handheld microphone. This option allows you to press down a microphone button, key press, or foot pedal which will begin and sustain your recording session. When finished recording, release the button to end the recording session.
- Release the record button when pausing so as not to record typing, ambient noise, or conversations.
- When dictating, hold the device 4-6 inches off to the side of your mouth. When turning your head, please remember to keep the microphone at a constant distance near your mouth.
- Place the handheld device in the palm of your hand with the thumb able to reach the record button. Your index finger will rest near the trigger button on the bottom side of the device. Be careful not to squeeze tightly so as not to accidentally press the trigger button.

### **Headsets**

- **Hold to Talk** is the recommended setting for when using a headset microphone. This option allows you to press down a microphone button, key press, or foot pedal which will begin and sustain your recording session. When finished recording, release the button to end the recording session.
- **Toggle to Talk** is an alternate recording mode. This option allows you to select a microphone button, key press, or foot pedal which will begin your recording session. When finished recording, pressing the button again will end the recording session. This mode is less desirable because it is easily left on during pauses between dictations which allows for typing noises, conversations, or prolonged periods of silence. This could insert undesired text or degrade one's voice profile over time.
- Release the record button when pausing so as not to record typing, ambient noise, or conversations. If using **Toggle to Talk** mode, be sure to turn the microphone off when pausing.
- Headsets should be worn on the head with the microphone positioned off to the side of the mouth.

### **Gooseneck Microphones**

- **Hold to Talk** is the recommended setting for when using a gooseneck microphone. This option allows you to press down a microphone button, key press, or foot pedal which will begin and sustain your recording session. When finished recording, release the button to end the recording session.
- **Toggle to Talk** is an alternate recording mode. This option allows you to select a microphone button, key press, or foot pedal which will begin your recording session. When finished recording, pressing the button again will end the recording session. This mode is less desirable because it is easily left on during pauses between dictations which allows for typing noises, conversations, or prolonged periods of silence. This could insert undesired text or degrade one's voice profile over time.
- Release the record button when pausing so as not to record typing, ambient noise, or conversations. If using **Toggle to Talk** mode, be sure to turn the microphone off when pausing.
- Gooseneck microphones are best utilized with a foot pedal for complete hands-free dictation.
- They should only be used in quiet environments such as a personal office.
- It is recommended to stay at a constant distance from the top of the microphone. It is optimal to be 8 inches away, but it is more important to maintain a constant distance facing the microphone, even if that distance is more or less than 8 inches away.
- Moving away and back to the microphone while dictating is not recommended.

### **Mobile Devices**

- **Toggle to Talk** is the default recording mode when using a mobile microphone. This option allows you to use the button within the app to begin your recording session. When finished recording, pressing the button again will end the recording session.
- Toggle the microphone off when pausing between dictations to prevent typing noises, conversations, or prolonged periods of silence from being recorded. This could insert undesired text or degrade one's voice profile over time.
- Moving away and back to the microphone while dictating is not recommended. When turning your head, please remember to keep the microphone at a constant distance near your mouth.
- It is recommended to stay at a constant distance from the microphone. It is optimal to hold or position the device 6-12 inches, however, it is more important to maintain a constant distance facing the microphone, even if that distance is closer than 6 inches.

- If using a handheld mobile device such as an iPhone, it is optimal to hold the phone in the palm so that fingers are not in contact with the screen. Dictation should be directed towards the bottom of the device.



- The M\*Modal Mobile Microphone app also offers an optional **Hold to Ear** recording mode which allows the user to turn the microphone on when holding it to his or her ear. Taking the phone down from one's ear will then turn the microphone off. This setting is only available within the app.
- Like with any microphone, it is recommended to turn off the recording in between dictation, during long pauses, and when setting it down/moving onto the next task such as typing. Extraneous, non-dictation noises could be recorded and misinterpreted as text.

### ***Switching Microphones Disclaimer***

- It is strongly recommended that users do not frequently switch between microphone types.
- If you must switch microphones, it is important that you run the calibration process for the new microphone.
- In addition, the system will require time to train for the new microphone audio to achieve optimal quality and performance.