

This Quick Reference Guide (QRG) reviews dictating with MModal Fluency Direct.

Common Buttons & Icons

	MModal desktop icon
	Inactive Microphone icon
	Active Microphone icon
	Dictation Target icon
	Add button

Log on to MModal

➤ From the Desktop:

STEP 1: Double-click the **MModal Fluency Direct** icon.

STEP 2: A taskbar displays. Click **Please sign in**.

STEP 3: Enter username and password; then, click **Sign In**.

NOTE: Upon first login, use the setup wizard or the menu to complete initial setup including: **Settings, Medical Specialty, Microphone Setup, and Profile Training**.

Use Speech Box for Dictation

➤ From the taskbar menu:

STEP 1: Click **Speech box**.

STEP 2: Click the **Dictation Target** icon.

NOTE: Any dictated text will now appear in the Speech box to copy and paste where needed in Oracle Health (Cerner).

Personalize the Dictionary

➤ From the taskbar menu:

STEP 1: Click **Dictionary**.

STEP 2: The Dictionary window opens.

NOTE: Any dictionary entry with a padlock icon is preloaded and cannot be removed.

- STEP 3:** To edit an entry, double-click the word.
- STEP 4:** The Edit the name window opens. Click **Change** to update the pronunciation.
- STEP 5:** Record the correct pronunciation; then, click **OK**.
- STEP 6:** Click **OK**.
- STEP 7:** To add an entry, click the **Add** button in the upper right-hand corner.
- STEP 8:** The Add a word window opens. Enter the word in the **Written form** field.
- STEP 9:** Click **Change** to update the pronunciation if necessary.
- STEP 10:** Select the appropriate category for the new word; then, click **Save**.

Update Abbreviations

➤ **From the taskbar menu:**

- STEP 1:** Click **Abbreviations**.
- STEP 2:** To add a new abbreviation, click the **Add** button.
- STEP 3:** The Add an abbreviation window opens. Enter the new abbreviation in the **Original** field.
- STEP 4:** Enter the meaning the **Replacement** field.
- STEP 5:** Click **Save**.

Add Commands

➤ **From the taskbar menu:**

- STEP 1:** Click **Commands**.
- STEP 2:** To add a new command, click the **Add** button.
- STEP 3:** Enter the command in the **Name** field.
- STEP 4:** Click the **Command** button.
- STEP 5:** Enter or use the dropdown menu to select the command.
- STEP 6:** Click the **Wait** button.
- STEP 7:** Enter the desired time in the **Wait time** field.
- STEP 8:** Click the **Command** button.
- STEP 9:** Add additional commands as needed.
- STEP 10:** Click **OK**.
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Access additional MModal Resources

➤ From the taskbar menu:

STEP 1: Click **Help**.

STEP 2: Click **Online help**.

STEP 3: The Support Center resource opens in an internet browser window.

Log off and Quit MModal

➤ From the taskbar:

STEP 1: Click within the taskbar.

STEP 2: A dropdown menu displays; click **Sign out**.

NOTE: Closing the application before signing out will keep the user signed in for the next time it is opened.

STEP 3: Click **Please sign in**.

STEP 4: Click **Quit**.

NOTE: The **Quit** option will close the application and will not sign the user out. The next time the application is launched, the user's profile will already be logged in. While this can make signing into MModal more convenient, it is recommended to **Sign Out** instead of **Quit**, if using a shared workstation.