Dictate+ Set Up Guide

Integrating Dictate+ with your Pacific Account

This guide will walk you through setting up your new Dictate+ app and how to add Pacific as your designated transcription service provider. Just follow the steps below to get started.

❶ Importing Configuration Settings

Before you can send your audio files to Pacific you will need to tell Dictate+ where they are going. All it takes is a click of a button while on your mobile device and the necessary settings will automatically import into the app.

1. Using the Apple device on which you downloaded Dictate+, open your internet browser.

2. Head to www.pacifictranscription.com.au/configure-dictate-plus/

3. Tap the "Import Settings" button. When asked if you want to open in Dictate+, click Open.

4. You will receive two prompts asking for confirmation, press "Import" both times.

5. Click OK to close the import successful message.

❷ Connecting your Pacific client account

Now that your Dictate+ app is successfully connected to Pacific Transcription, you will need to sign-in with your client account details on the app.

Note: You will only need to do this the first time you use the app.

1. Open the Dictate+ app.

2. Navigate to the Settings section (the cog icon down the bottom right).

3. Click "Sharing".

4. Select Pacific Transcription.
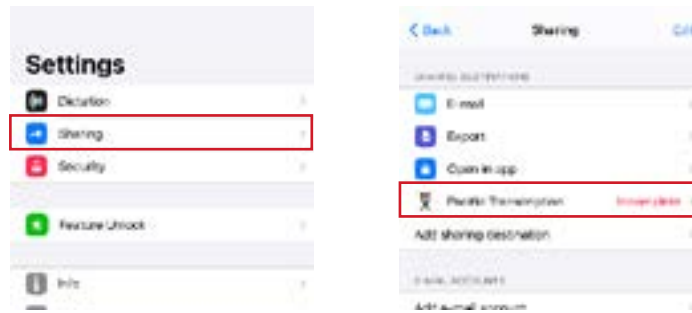
5. Click into the username and password fields to enter your Pacific client account details, and press save in the top right for each.

6. Navigate back to sharing via the button in the top left corner. The red "Incomplete" next to Pacific Transcription should have disappeared.
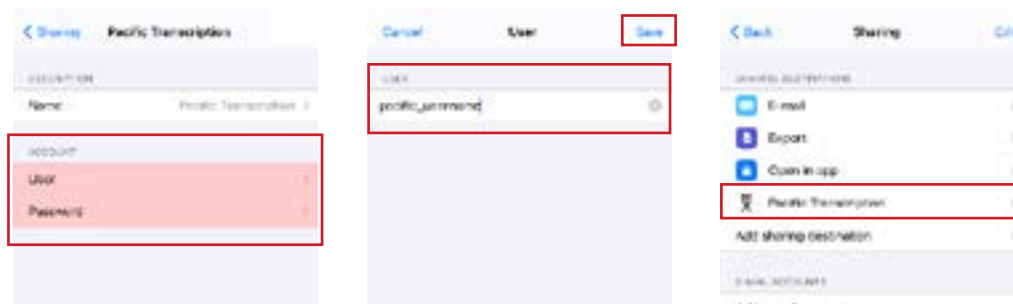
Important: You cannot tell if you have entered the correct details until you try to send your first dictation. If incorrect, you will receive an upload failed error. Be sure to keep this in mind so you can edit the credentials later if required.

3 Unlocking Dictate+ Premium Features

To unlock all features of the app, including recording audio longer than 30 seconds, Dictate+ requires users to purchase a subscription.

This can be done in the Feature Unlock section on the main settings page. Follow the prompts to purchase your Dictate+ subscription.

Note: Feature Unlock is not a requirement of Pacific Transcription. We do not determine the pricing, nor do we receive any portion of the subscription sale.

4 Updating your password

If you come across the error on the right, it will likely be due to a recent password change and can be solved by changing your Pacific client account details in-app.

For security purposes, Pacific Transcription clients are required to change their secure client account password every three months.

(This is the client account where you log in to download your completed transcripts and letters. https://www.pacifictranscription.com.au/client-area/*)*

This means that every three months you also need to update your credentials in the Dictate+ app.

After logging into your secure client account on our website and updating your client account password, you also need to update your Pacific client account password in your Dictate+ app.

To do this, simply follow the same steps as in Section 2 and enter your updated password.

About Dictate+

Dictate+ is developed and owned by JOTOMI GmbH. For any issues with the application or your subscription please contact the manufacturers directly. Visit the Dictate+ support page to download the app's user manual, terms of use, privacy policy or send a support request.

Contact Us

If you need any assistance with connecting or setting up Dictate+, our team is happy to assist you in any way we can.

Phone us on 1300 662 173,
or email us at
enquiries@pacifictranscription.com.au

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