FLUENCY DIRECT INITIAL SETUP (Less than 3 minutes)

1. First click on the Icon (CLICK ON THE ICON **ONCE. <u>DO NOT DOUBLE CLICK</u>**)

2. Your login and password is your AdminUser/Meditech Expanse password. **(MUST BE LOWERCASE)**

3. You will then need to set up your account. Select a security question and provide an answer. Also, please provide your e-mail address for data reporting purposes.
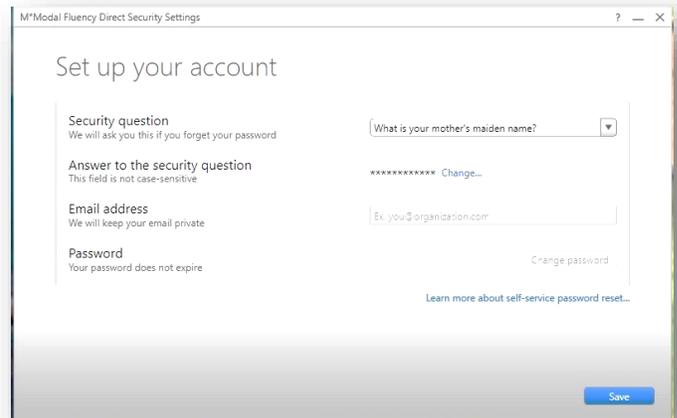
4. You will be now prompted to perform the Initial Experience process. To begin, click the Begin button. There will be 2 screens to complete as you move through and **<u>will not</u>** need to be done again:
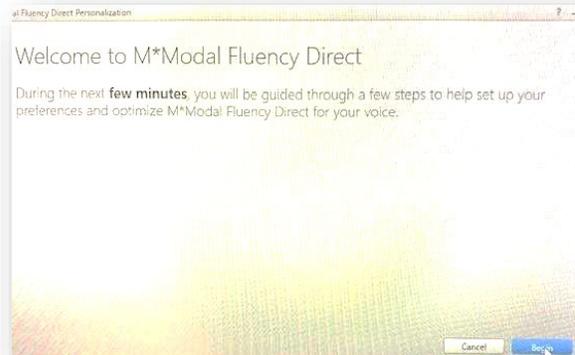
5. Medical Specialty
    (Important for your dictionary terms)
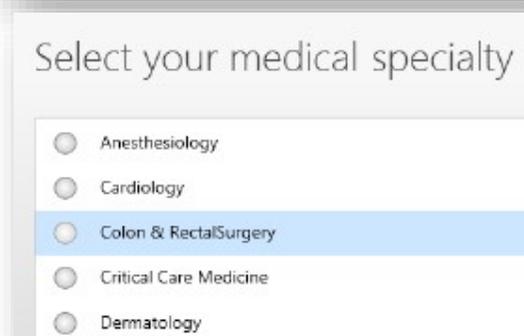
6. Microphone Calibration

Calibration
Calibrate the microphone to your voice and surroundings

a. (Note: This must be completed; click the **Calibrate button** and press Record on the microphone as you dictate the paragraph to make sure your microphone is recognized)

7. Profile Training **(Important for your set up)**

8. You are all set up to use Fluency on this device
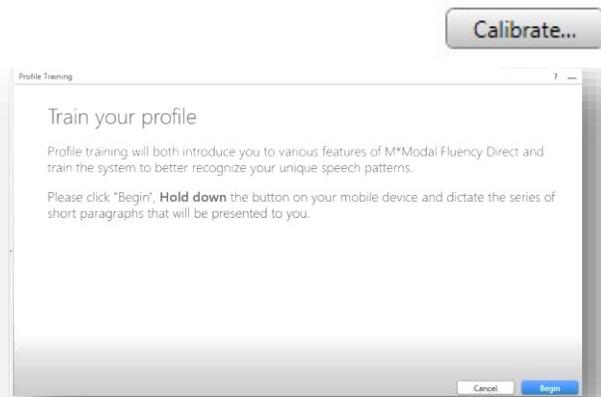
FLUENCY MOBILE MIC SETUP ON YOUR SMART PHONE

1. First download the app called "3M Mobile Mic" or "MModal" from your app store

   Or scan QR code: **IOS**   **Android App**

2. How to turn on Mobile Mic
   Click **Fluency icon**> **Settings**>Click on **Microphone Setup**>On the Microphone field select "**Link my mobile device**" on the drop down>Open the Mobile Mic app on your phone>From the computer enter the six digit code into the phone app. ***YOU WILL ONLY NEED TO DO THIS ONCE***

3. Turn on hold to talk
   Click **Fluency icon**>Go to **Settings** > **Microphone Setup** >Click **Advanced**>Click on the **Mobile Device Icon(Record)** and Change from **Toggle to Talk to Hold to Talk**>Save and close. On the mobile mic app you will holddown the record button as you dictate. Let go to stop recording.
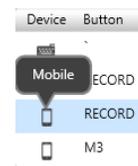
Then you can get started!

To help you become fast and efficient in your documentation or if you are experiencing any difficulties, please contact FPH HIM Department Ext. 33250 or Service Desk Ext. 24357 (8am-4 pm, M-F)

Training Tips:

You have access to training videos to jumpstart your learning without signing in.
1. Click on Help and Training Resources
2. Click On-demand training videos