

USER GUIDE

Speech Recognition Cloud

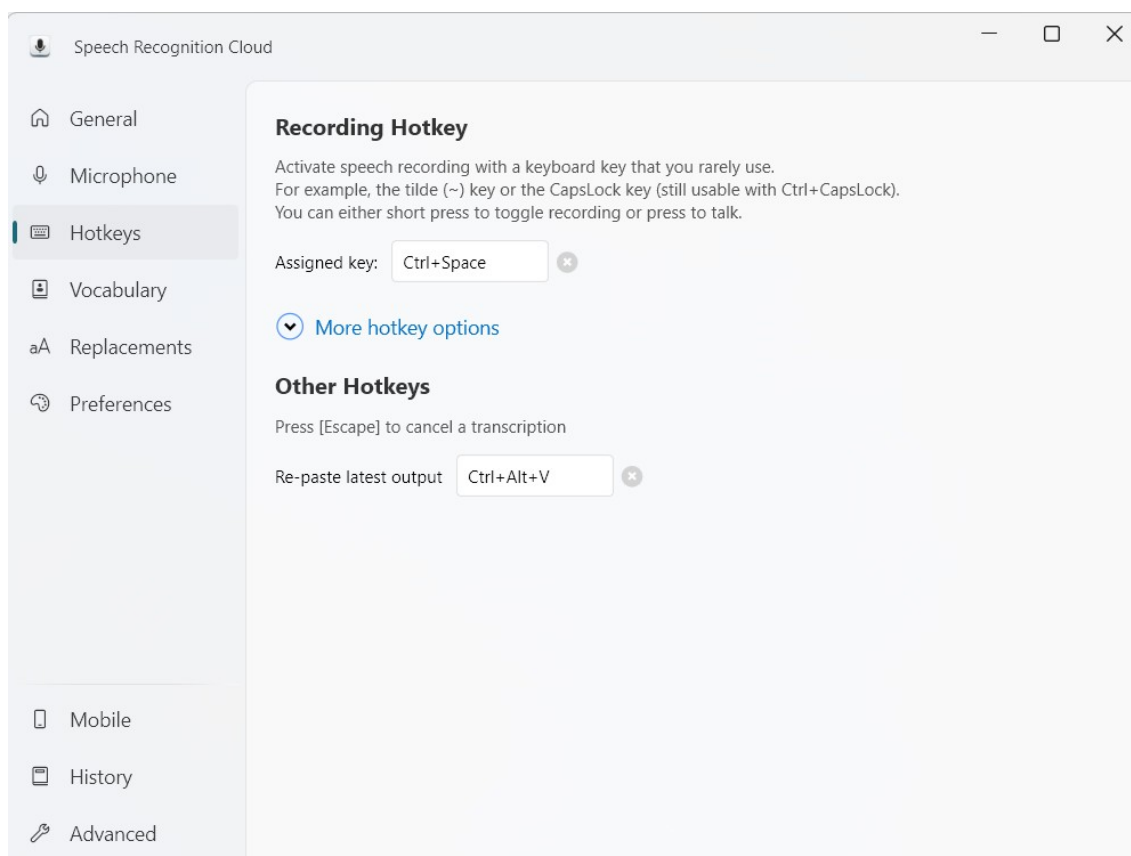
Setting up and using hotkeys

FAST RECORDING CONTROL

Hotkeys let you start and stop dictation without clicking SRC. Choose a keyboard key or combination that is easy to reach but rarely used by other applications.

Open the Hotkeys tab

Open SRC Settings, then select Hotkeys from the menu on the left. The page contains the main Recording Hotkey, optional activation methods and shortcuts for cancelling or re-pasting a transcription.



The Hotkeys tab with Ctrl+Space assigned as an example

Set your recording hotkey

Recording Hotkey

Activate speech recording with a keyboard key that you rarely use. For example, the tilde (~) key or the CapsLock key (still usable with Ctrl+CapsLo). You can either short press to toggle recording or press to talk.

Assigned key: ✕

▼ More hotkey options

Other Hotkeys

Press [Escape] to cancel a transcription

Re-paste latest output ✕

Recording Hotkey and Other Hotkeys controls

- 1 Select Assigned key.** Click in the field for the main Recording Hotkey.
- 2 Press your shortcut.** Use a key or combination that you do not normally type.
- 3 Choose how to activate.** Short-press to toggle recording, or hold the shortcut for press-to-talk.
- 4 Test it.** Dictate a short sentence in a blank document before relying on the new shortcut.

Toggle or press-to-talk?

A short press starts recording and another short press stops it. Alternatively, keep the assigned shortcut held while speaking and release it to stop and transcribe. Note: when using a microphone's physical Record button, toggle or press-to-talk control is available only on selected supported dictation microphones, such as Philips SpeechMike or Nuance PowerMic models.

CHOOSE A LOW-CONFLICT SHORTCUT

Avoid common Windows and application shortcuts such as Ctrl+C, Ctrl+V or Alt+Tab. The screenshot shows Ctrl+Space as an example; use the combination that best suits your workflow.

More hotkey options

Recording Hotkey

Activate speech recording with a keyboard key that you rarely use. For example, the tilde (~) key or the CapsLock key (still usable with Ctrl+CapsLock). You can either short press to toggle recording or press to talk.

Assigned key:

[More hotkey options](#)

Additional recording hotkey
Add a second key to activate recording.

Additional key:

Modifier key activation
Activate recording by holding a combination of modifier keys (Ctrl, Alt, Shift, Win, ...)

Hold keys:

[CTRL] + [SHIFT] + [Space] + other

Hold to talk
Lock recorder
Discard current request

Mouse wheel button activation
Click on the mouse wheel (press it down) to toggle recording on/off. Note: When enabled, mouse wheel button clicks will activate recording instead of their normal function. Scrolling with the mouse wheel will still work normally.

☐ Enable mouse wheel button activation

Dictation microphone BETA
Use the Record button on a connected dictation microphone to start and stop recording.

☒ Enable dictation microphone support

No dictation microphone detected

Expanded options for additional recording methods

Option	How it works
Additional recording hotkey	Adds a second key that can activate recording.
Modifier key activation	Uses a held combination of Ctrl, Alt, Shift or Windows keys. Choose the combination from Hold keys.
Mouse wheel button	Uses a press on the mouse wheel to toggle recording. Normal wheel-button clicking is replaced while enabled; scrolling still works.
Dictation microphone (Beta)	Uses the Record button on a supported dictation microphone. The screen identifies Nuance PowerMic 4 support and shows whether a device is detected.

Other Hotkeys

- Escape — cancels the current recording or transcription request without inserting the result.
- Re-paste latest output — inserts the most recent transcription again. The screenshot shows Ctrl+Alt+V as an example. This is useful when the cursor was in the wrong place.

If a shortcut does not work

- Check that another application is not already using the same shortcut.
- Click the × beside an assigned shortcut to clear it, then assign and test a different one.
- Test the shortcut while the cursor is in a simple blank document.
- If using modifier activation, confirm the selected Hold keys combination.
- For a dictation microphone, confirm that the device is connected, supported and detected.
- Restart SRC after changing keyboard, mouse or dictation-device software.