

USER GUIDE

Install Speech Recognition Cloud

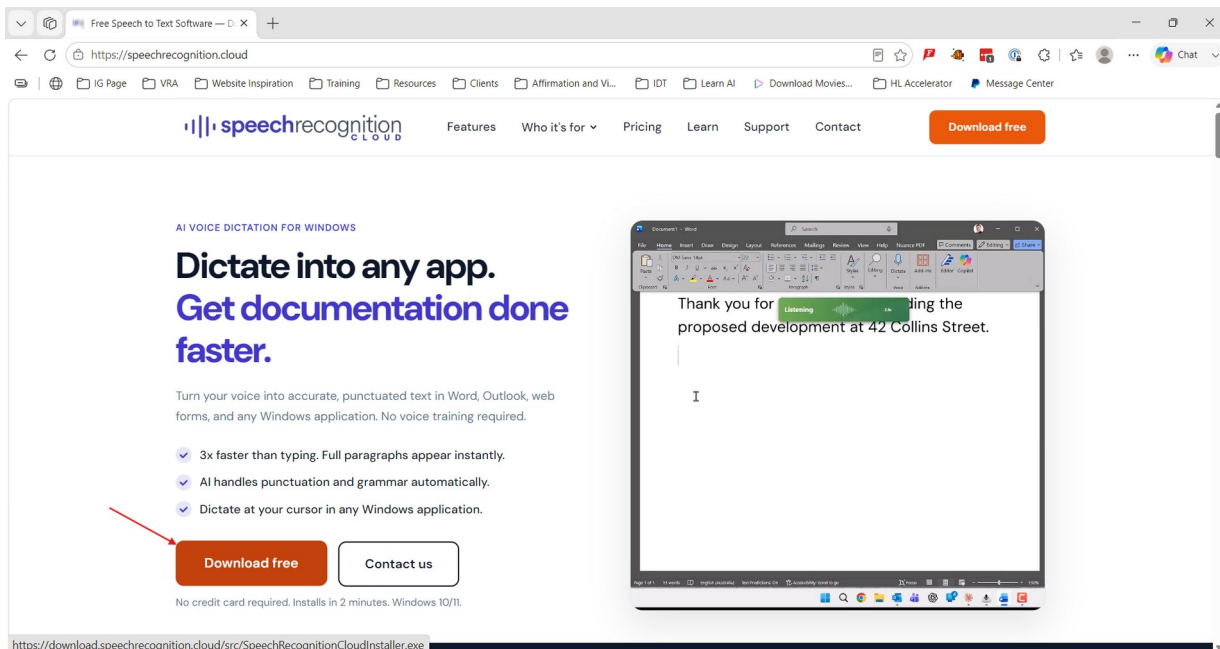
Download, install and complete first-time setup on Windows

BEFORE YOU BEGIN

You need a Windows 10 or Windows 11 computer, an internet connection, access to your email, and a working microphone. Close any confidential material before sharing screenshots with support.

1. Download the official installer

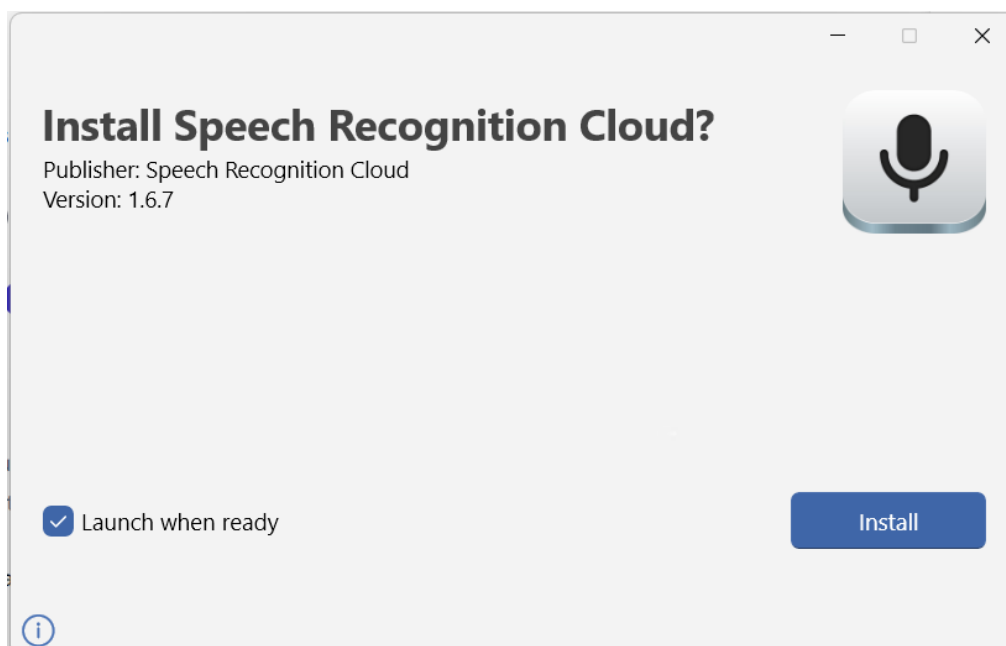
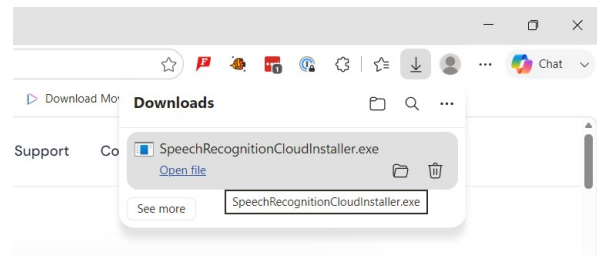
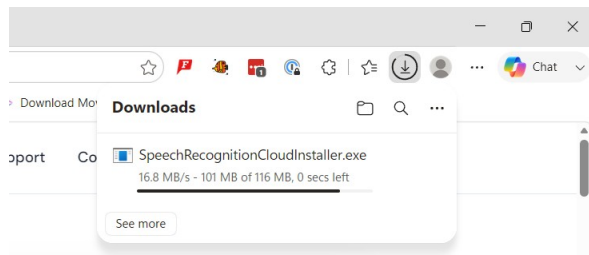
Go to speechrecognition.cloud and select Download free. The file is named SpeechRecognitionCloudInstaller.exe.



Select Download free on the official Speech Recognition Cloud website

Download and run the installer

- 1 **Wait for the download.** Your browser shows progress while SpeechRecognitionCloudInstaller.exe downloads.
- 2 **Open the file.** When the download is complete, select Open file or open it from your Downloads folder.
- 3 **Check the installer.** Confirm that the installer identifies Speech Recognition Cloud as the publisher.
- 4 **Install.** Leave Launch when ready selected if you want SRC to open automatically, then select Install.



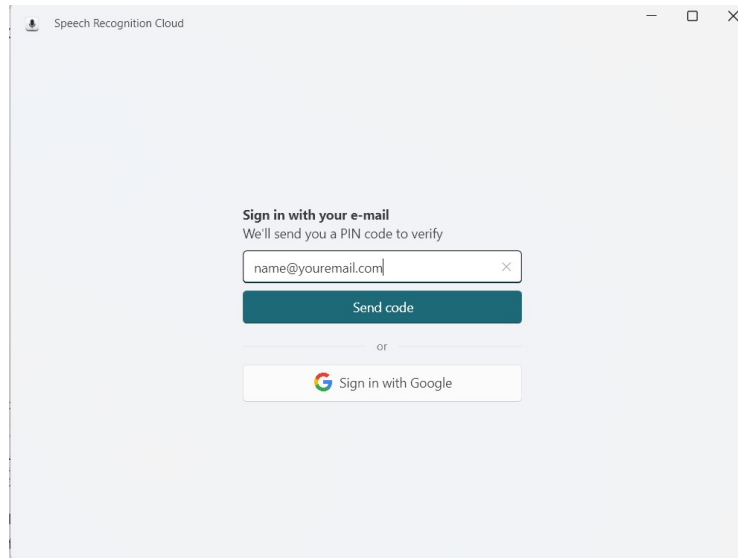
Select Install; keep Launch when ready checked to continue directly to setup

SECURITY

Only run the installer obtained from speechrecognition.cloud. If Windows asks whether to allow the application to make changes, review the application name and publisher before continuing.

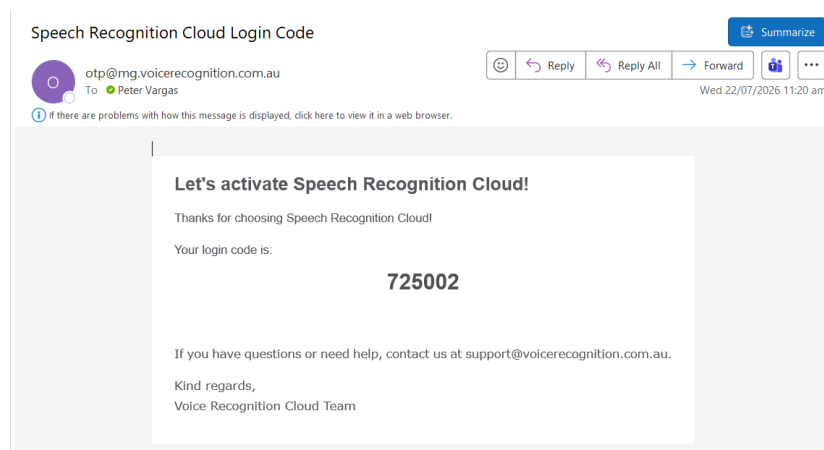
Sign in and verify your email

After installation, SRC opens the sign-in screen. You can verify your email with a PIN code or use Sign in with Google if that is the sign-in method for your account.



Enter your email address and select Send code

- 1 Enter your email.** Use the email address associated with your SRC subscription or account.
- 2 Send the code.** Select Send code, then open your email inbox.
- 3 Find the message.** Look for the subject Speech Recognition Cloud Login Code and copy the six-digit PIN.
- 4 Return to SRC.** Enter the PIN when prompted to complete verification.



Example verification email — your PIN will be different

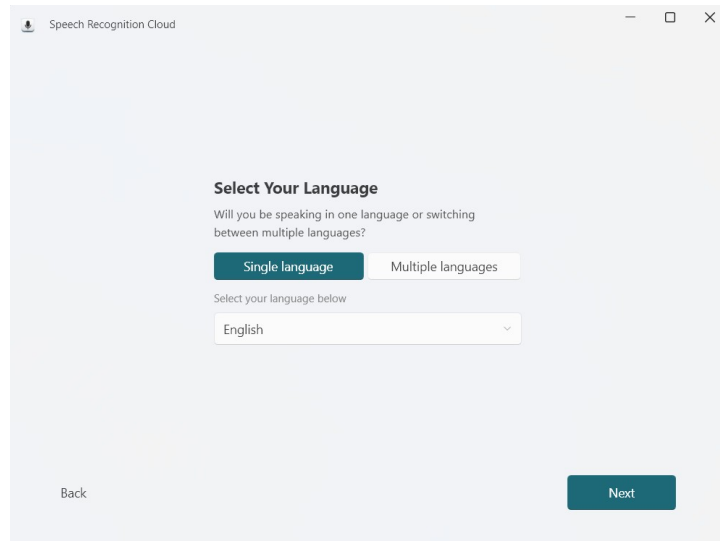
KEEP YOUR CODE PRIVATE

A login PIN is temporary and should not be shared. If the message does not arrive, check Junk or Spam and confirm that the email address was entered correctly.

Choose language and microphone

Select your language

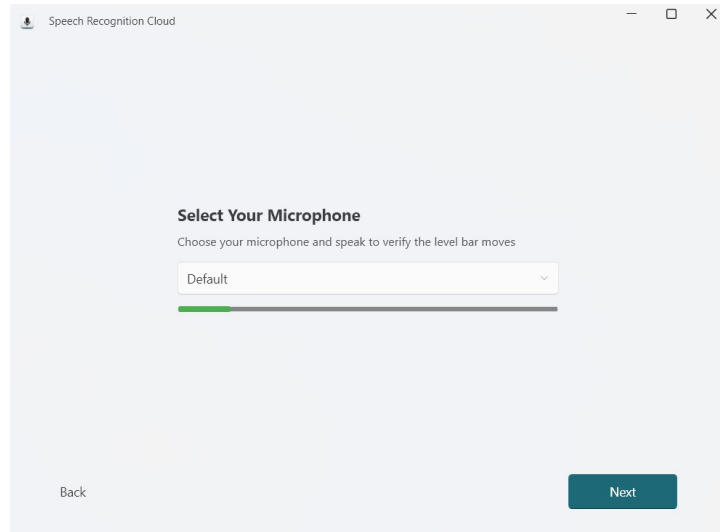
Choose Single language if you normally dictate in one language, or Multiple languages if you switch between supported languages. Select the required language, then select Next.

The screenshot shows a window titled "Speech Recognition Cloud" with a standard Windows title bar (minimize, maximize, close buttons). The main content area has a light blue background. At the top, it says "Select Your Language". Below this, a question asks: "Will you be speaking in one language or switching between multiple languages?". There are two buttons: "Single language" (highlighted in dark teal) and "Multiple languages" (light grey). Below the buttons, it says "Select your language below" and there is a dropdown menu currently showing "English". At the bottom left is a "Back" link, and at the bottom right is a "Next" button (dark teal).

Choose the language mode and language used for dictation

Select your microphone

Choose Default to follow the Windows default input, or select a named microphone. Speak normally and check that the green level bar moves before selecting Next.

The screenshot shows a window titled "Speech Recognition Cloud" with a standard Windows title bar. The main content area has a light blue background. At the top, it says "Select Your Microphone". Below this, it says "Choose your microphone and speak to verify the level bar moves". There is a dropdown menu currently showing "Default". Below the dropdown is a horizontal green bar that acts as a level indicator. At the bottom left is a "Back" link, and at the bottom right is a "Next" button (dark teal).

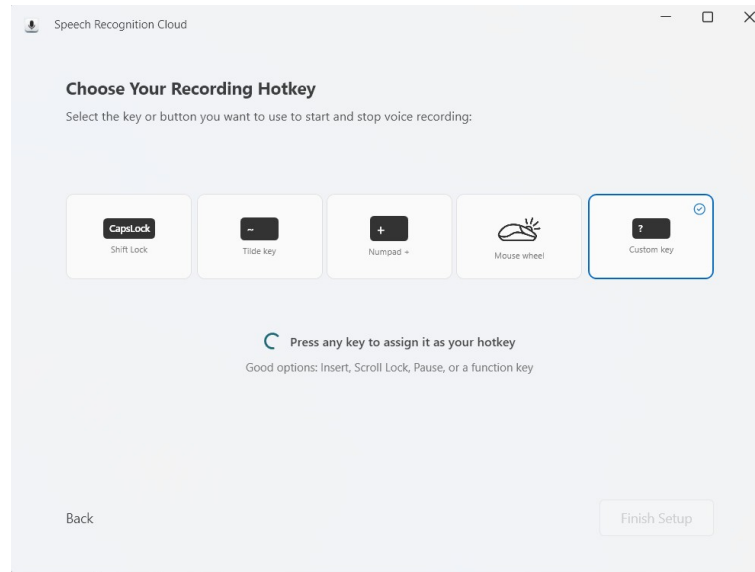
A moving green bar confirms that SRC is receiving audio

MICROPHONE NOT LISTED?

Make sure the device is connected and enabled in Windows, then return to this step. SRC can only show recording devices currently available to Windows.

Choose your recording hotkey

The recording hotkey starts and stops dictation. Select one of the suggested options—Caps Lock, tilde, Numpad + or mouse wheel—or choose Custom key and press the key you want to assign.



Select a suggested hotkey or press a key to create a custom hotkey

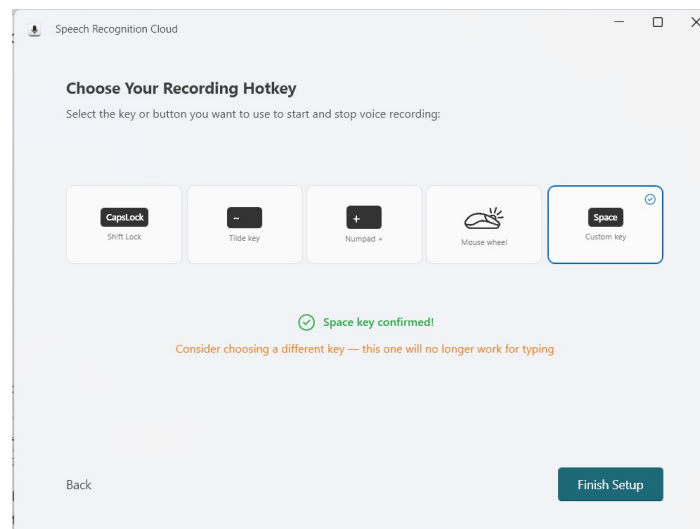
Choose a key you rarely use for typing

A rarely used key reduces accidental recording.

Mouse-wheel activation replaces the wheel button's normal click action while assigned.

Avoid keys needed for typing or another application.

You can change the key later from Settings > Hotkeys.



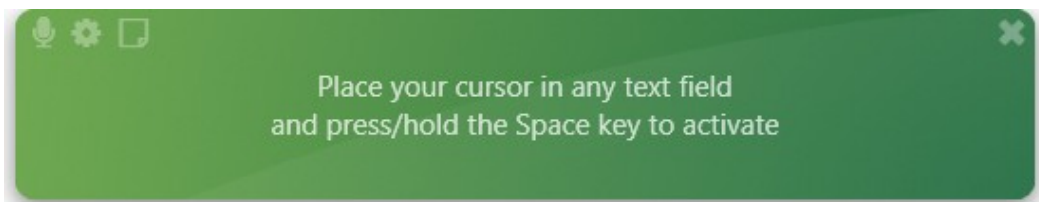
SRC confirms the custom key and warns if it may interfere with normal typing

IMPORTANT

Space is shown only as an example. While assigned as the recording hotkey, it will not type spaces normally. A rarely used key is usually a better choice.

Finish setup and start dictating

- 1 **Confirm the hotkey.** Wait for SRC to show that the key has been confirmed.
- 2 **Finish setup.** Select Finish Setup to save your choices.
- 3 **Open a text field.** Place the cursor in Word, Outlook, a browser form or another Windows application.
- 4 **Start recording.** Press or hold your assigned hotkey as indicated by the SRC toolbar.
- 5 **Speak clearly.** Dictate at a normal pace; stop recording with the same hotkey and review the inserted text.



The floating SRC toolbar reminds you which key activates recording

First-use checklist

- The SRC toolbar is visible and shows that the application is ready.
- The correct microphone responds when you speak.
- Your hotkey starts and stops recording without conflicting with normal work.
- Transcribed text appears at the cursor in the active text field.
- You have tested a short sentence before beginning important dictation.

Need to change something?

Open the cog or gear icon on the floating SRC toolbar. Use Microphone to change the recording input, Hotkeys to change activation, and Preferences to adjust the toolbar and startup behaviour.

NEED HELP?

Visit speechrecognition.cloud/support or email support@voicerecognition.com.au. Include the SRC version and a description of the step where the issue occurs; never send your login PIN.