



COMPLETE USER GUIDE

Speech Recognition Cloud

Settings, features and everyday workflows

ABOUT THIS GUIDE

Eleven practical guides combined into one reference for configuring and using Speech Recognition Cloud on Windows, iPhone and Android.

Content

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Subscription note: AI Modes are Professional Tier only. Mobile features require an eligible subscription.

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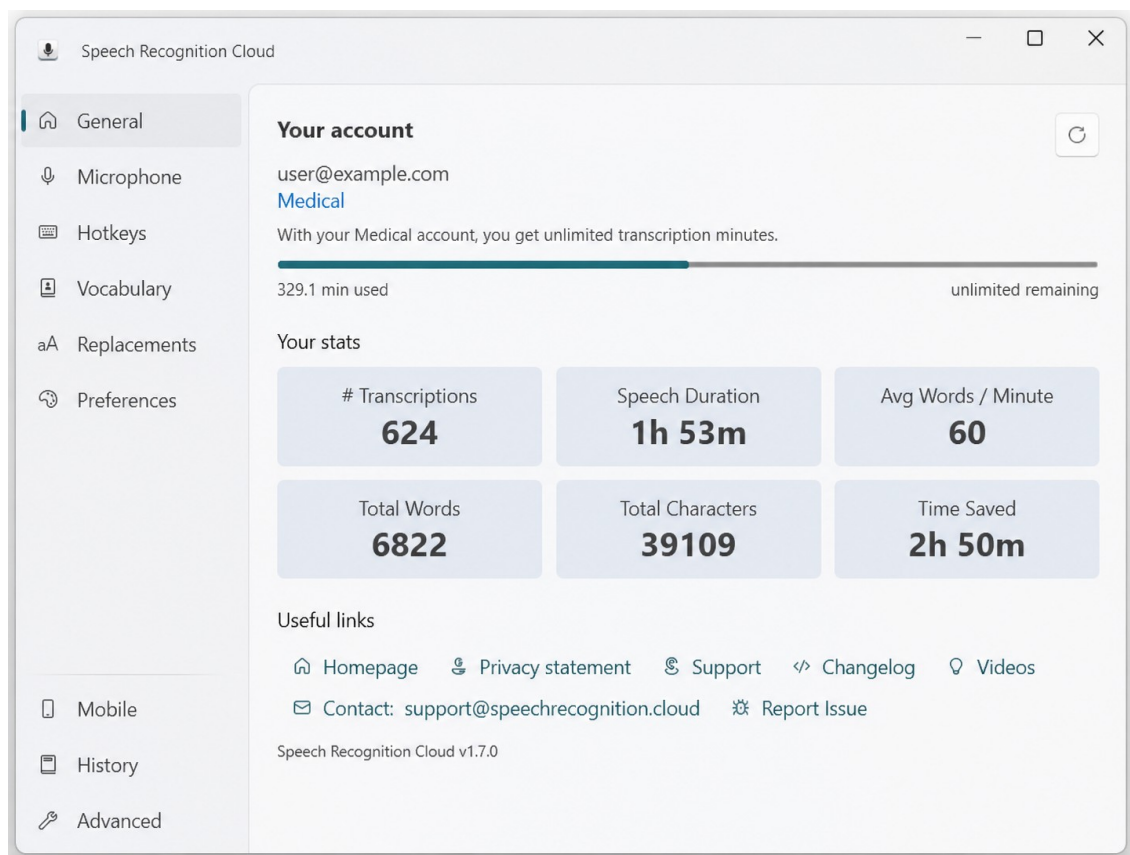
Understanding the General tab

YOUR SRC OVERVIEW

The General tab brings together your account edition, transcription allowance, productivity statistics, support links and installed version number.

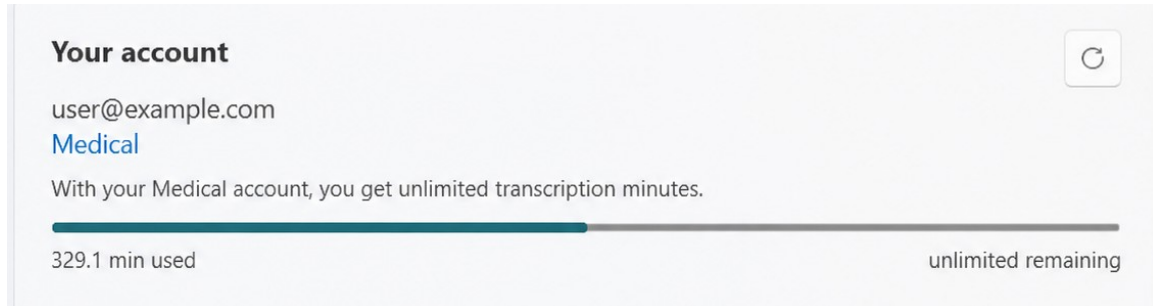
Open the General tab

Open SRC Settings and select General from the menu on the left. This is the first place to check when you want to confirm your edition, review usage or find support information.



The General tab shown with a sample account email

Your account and subscription



Account email, edition, allowance and refresh control

Information shown

Account email – identifies the SRC user currently signed in.

Subscription tier – for example Free, Personal, Professional or Medical.

Allowance message – explains the transcription allowance included with the account.

Usage bar – compares minutes used with the allowance remaining.

Refresh button – requests the latest account and usage information displayed by SRC.

Refresh or manage your account

Select refresh if the displayed tier, allowance or statistics appear out of date. Subscription management is handled through the account service linked to SRC, where available.

IF DETAILS REMAIN INCORRECT

Confirm the displayed email and internet connection, then contact support with your email, edition and installed SRC version.

Understanding your statistics

The General tab provides a quick view of how much you have dictated and the productivity gained from using SRC. These figures are usage indicators rather than billing records.



The six statistics displayed in the General tab

Statistic	What it tells you
# Transcriptions	The number of completed transcription actions recorded for the account or application.
Speech Duration	The combined duration of speech processed by SRC.

Statistic	What it tells you
Avg Words / Minute	Your estimated average dictation speed.
Total Words	The total number of transcribed words.
Total Characters	The total number of transcribed characters.
Time Saved	An estimate of the typing time saved by dictating.

ABOUT THE FIGURES

Statistics are intended to show activity and productivity trends. Values may update after a refresh and should be treated as estimates where labelled, particularly average speed and time saved.

Useful links, support and version

Useful links

[🏠 Homepage](#)
[📄 Privacy statement](#)
[🔗 Support](#)
[📄 Changelog](#)
[💡 Videos](#)

[✉ Contact: support@speechrecognition.cloud](mailto:support@speechrecognition.cloud)
[🐛 Report Issue](#)

Speech Recognition Cloud v1.7.0

Support resources and the installed SRC version

Useful links

Homepage: SRC website

Privacy statement: Data-handling information

Support: Guides and support resources

Changelog: Updates and fixes

Videos: Video help content

Contact: Create a support email

Report Issue: Report a product problem

Finding your version number

The installed version appears below the useful links, for example “Speech Recognition Cloud v1.7.0”. Include this number whenever you report an issue so support can check whether your installation is current.

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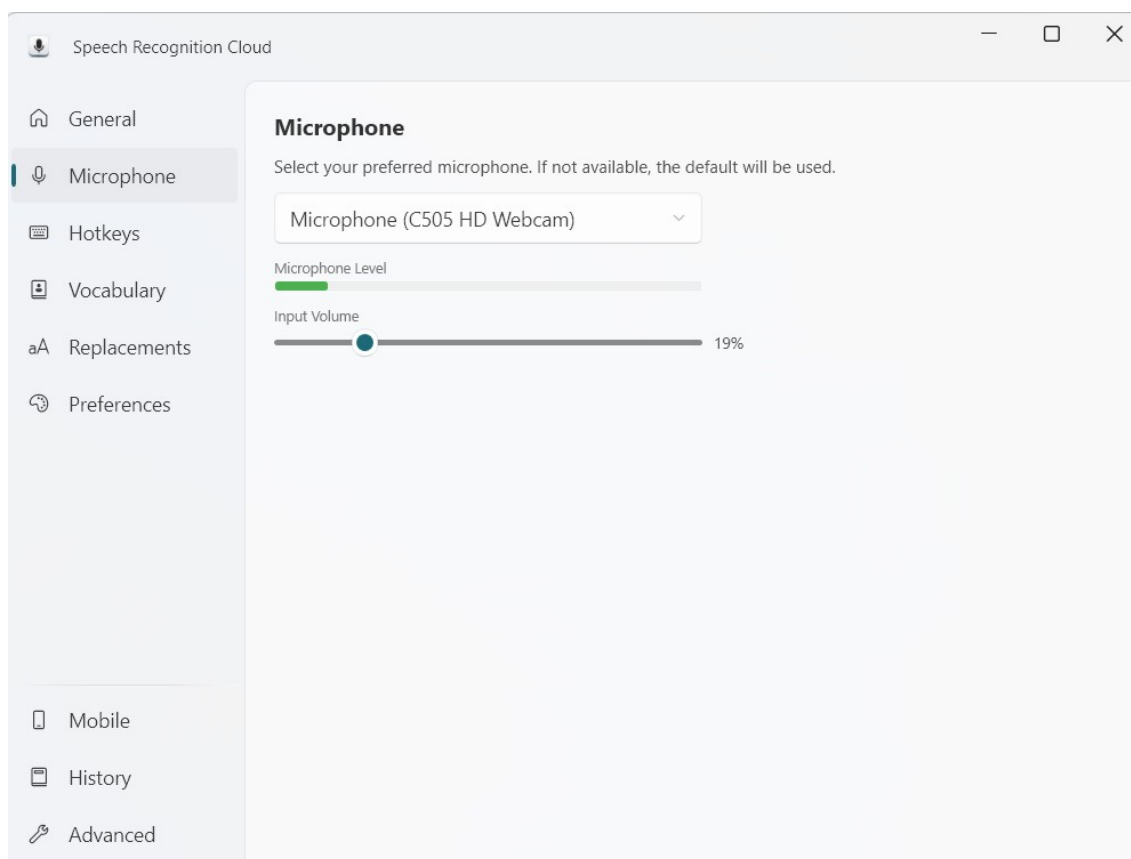
Selecting and checking your microphone

WHAT APPEARS IN SRC

The **Microphone** list shows the recording devices currently available to Windows. Your list will vary depending on the microphones, headsets, webcams, virtual devices and audio software installed on your computer.

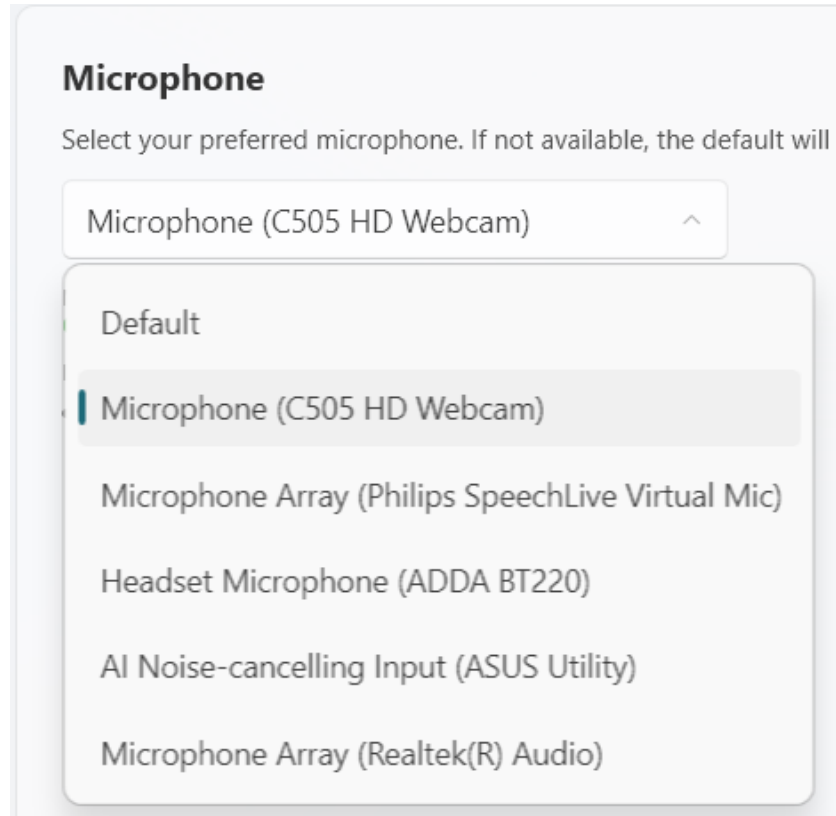
Open the Microphone tab

Open SRC Settings, then select Microphone from the menu on the left. Use this tab to choose the input SRC should record, confirm that it is receiving sound and adjust the input volume.



The Microphone tab with a selected webcam microphone

Choose the microphone SRC will use



Open the list to see the recording devices available in Windows

- 1 Open the device list.** Select the arrow beside the current microphone.
- 2 Review the available inputs.** SRC displays the microphones Windows currently makes available.
- 3 Select an input.** Choose the named device you want to use for dictation.
- 4 Speak normally.** Check the Microphone Level indicator to confirm that SRC is receiving your voice.

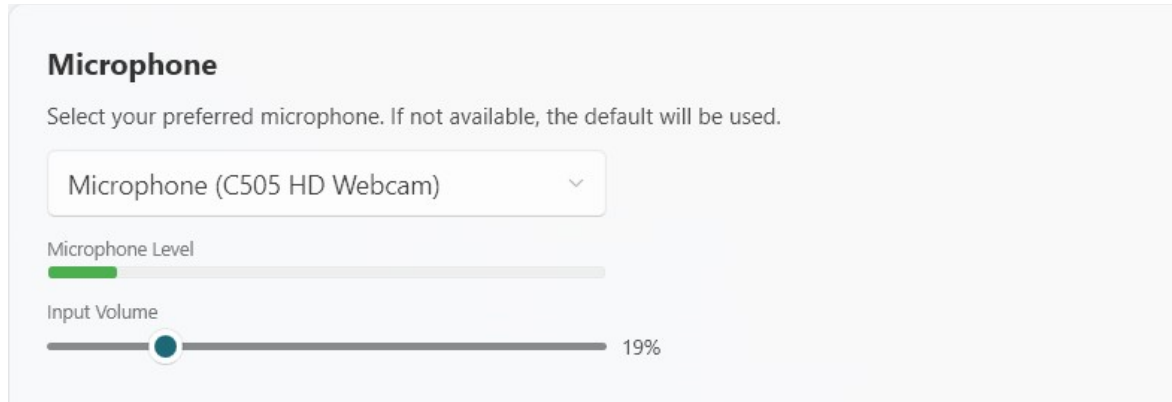
Default or a named device?

Choose Default when you want SRC to follow the current Windows default recording device. Choose a named microphone when you want SRC to prefer that specific input, such as a headset or webcam microphone.

DEVICE NAMES WILL DIFFER

Examples in the screenshot include a webcam microphone, headset microphone, built-in microphone array, virtual microphone and noise-cancelling input. These are examples only—select the device that matches your own setup.

Check the level and set input volume



The selected device, live Microphone Level and Input Volume controls

Microphone Level

The green level bar responds to sound reaching the selected microphone. Speak at your normal dictation volume. Movement confirms that SRC is receiving an input; stronger movement generally indicates a stronger signal.

Input Volume

Drag the Input Volume control to change how strongly SRC receives the selected microphone. Increase it if your voice is consistently too quiet. Reduce it if the signal is excessively strong, distorted or picking up too much background noise.

Quick microphone check

- Select the microphone you intend to use.
- Speak a short sentence at your normal distance and volume.
- Confirm that the green level bar moves while you speak.
- Record a short test in a blank document and check the result.
- Make a small volume adjustment if needed, then test again.

If a microphone is missing or not responding

Check	What to do
Connection	Reconnect the microphone or headset, then reopen the list.
Windows input	Confirm that Windows detects and enables the device as a recording input.
Permissions	Allow desktop applications to access the microphone in Windows privacy settings.
Default selection	Try Default, or choose the microphone by its full device name.
Other software	Close applications that may be using the microphone exclusively.
Final test	Restart SRC after changing Windows audio settings, then test again.

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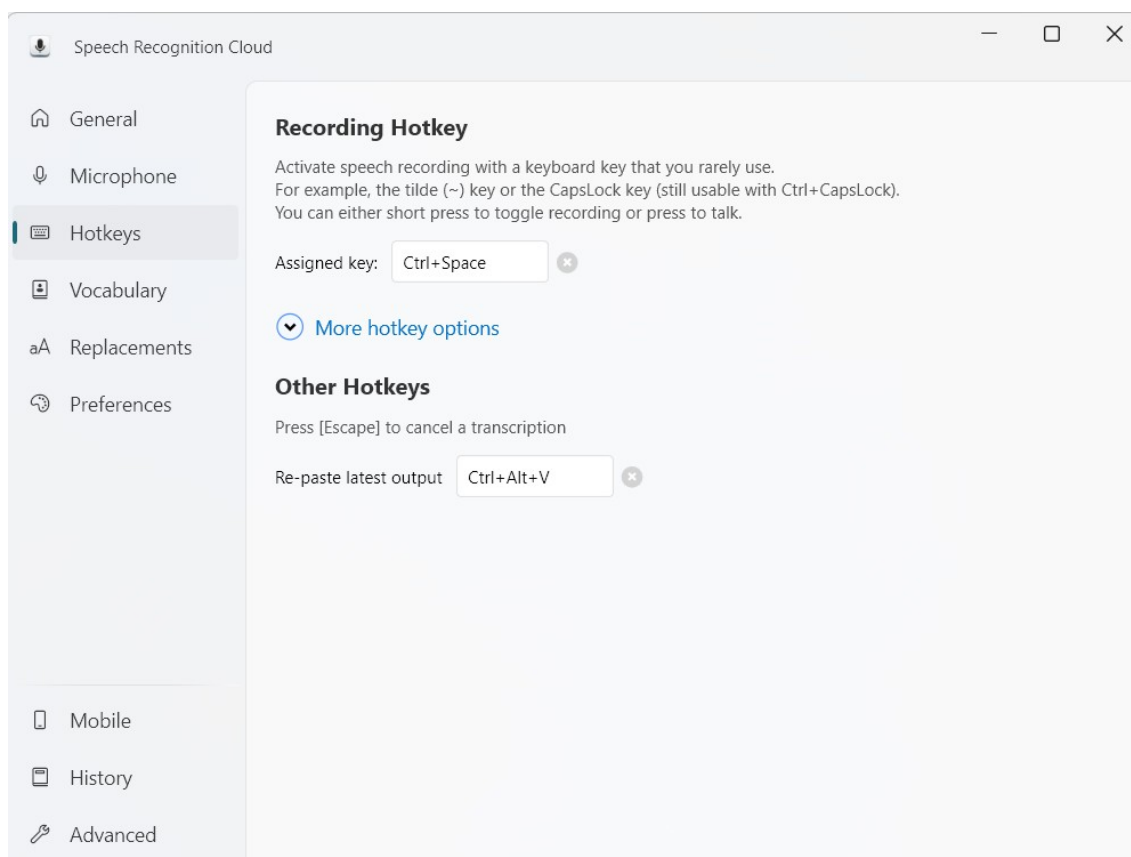
Setting up and using hotkeys

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.

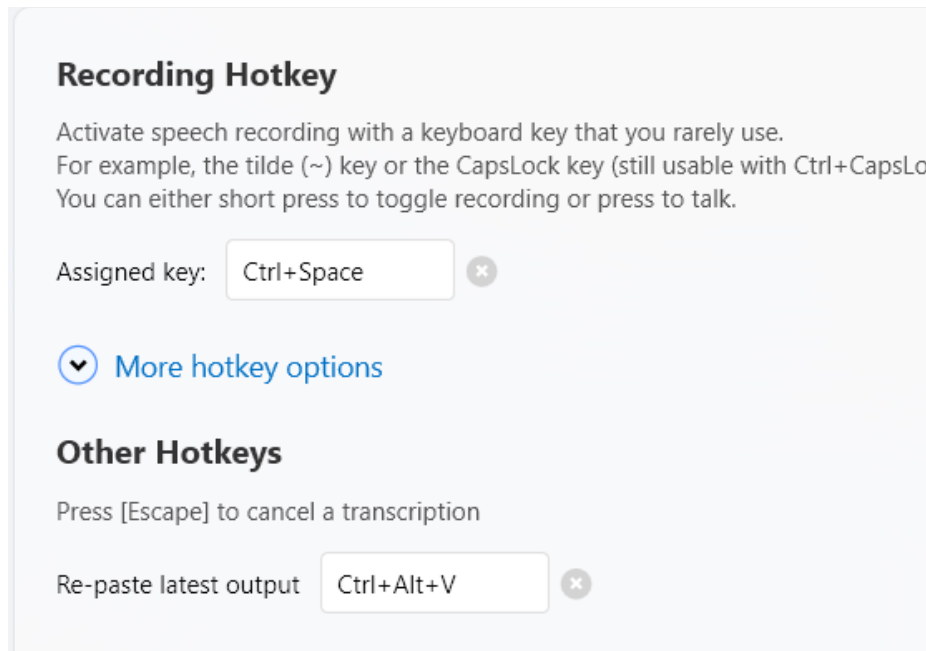
Open the Hotkeys tab

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 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 the 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.

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Guide to custom vocabulary and transcription settings

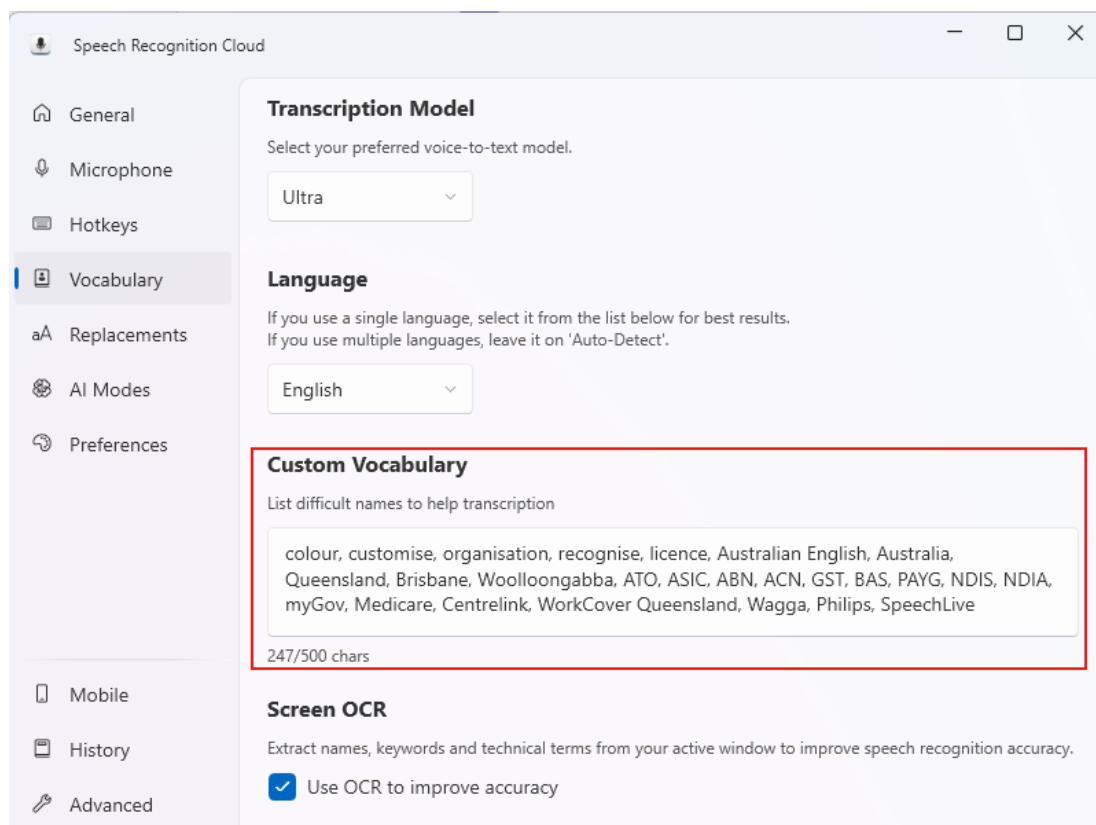
WHAT VOCABULARY DOES

Add names, companies, locations and specialist terminology so Speech Recognition Cloud can recognise the words that matter in your work.

What vocabulary does in Speech Recognition Cloud

Speech Recognition Cloud (SRC) includes a Custom Vocabulary field for words you use often, including names, companies, suburbs, technical terms, medical terms, legal terms and industry jargon.

This helps SRC recognise words that may not be common in standard dictation and return the exact spelling you need.



Custom Vocabulary in the current Speech Recognition Cloud settings

Find and build your vocabulary

Where to find vocabulary

- 1 **Open SRC.** Launch Speech Recognition Cloud on your computer.
- 2 **Open Settings.** Select the small cog or gear icon on the floating SRC bar.
- 3 **Choose Vocabulary.** Open Vocabulary, then locate Custom Vocabulary.
- 4 **Add your terms.** Enter the words or phrases you want SRC to recognise more reliably.

What to add

Your name or company name
Client or patient names
Street names, suburbs and locations
Product names

Technical and scientific terms
Legal or medical phrases
Industry jargon
Words SRC regularly mishears

Character limit

SRC allows up to 500 characters in the Custom Vocabulary field. Add the exact spelling you want SRC to use and prioritise names, specialist terms and words it gets wrong repeatedly.

BEST APPROACH

Keep entries clear and specific. Start with the most important words, then update the list gradually as new terminology appears.



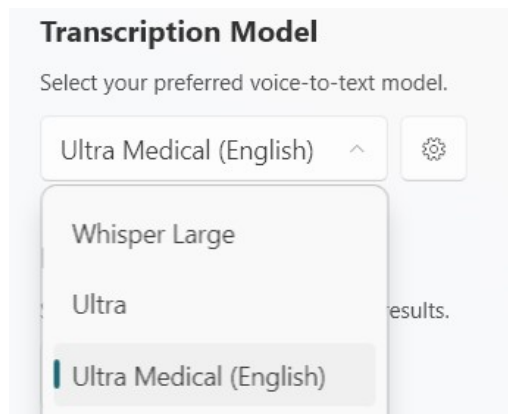
Dictate naturally while your text appears in the application at your cursor

Transcription and output settings

Transcription model

The transcription model controls how SRC processes your speech. While the microphone is active, SRC listens and securely sends the audio to the cloud engine. Your completed text is returned when you stop dictating.

This batch-based processing uses the full sentence or phrase for better accuracy, punctuation and context. That is why text appears after you pause or stop speaking rather than word by word.



Select the transcription model that suits your work

Transcription output options

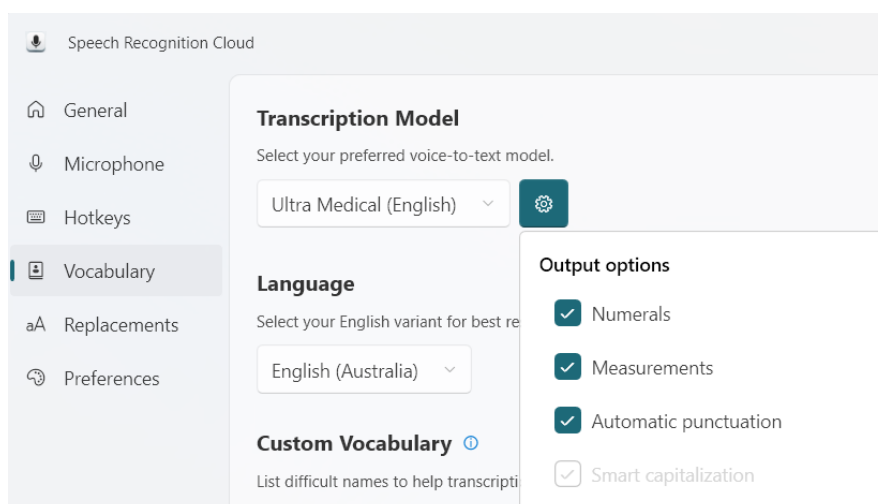
Select the small gear beside Transcription Model to open the output formatting options.

Numerals – Formats spoken numbers as digits.

Measurements – Abbreviates measurements when enabled.

Automatic punctuation – Adds punctuation and capitalisation automatically. When disabled, say punctuation such as “comma” and “full stop”.

Smart capitalisation – Restores capitals for names, places and acronyms when Automatic punctuation is turned off.



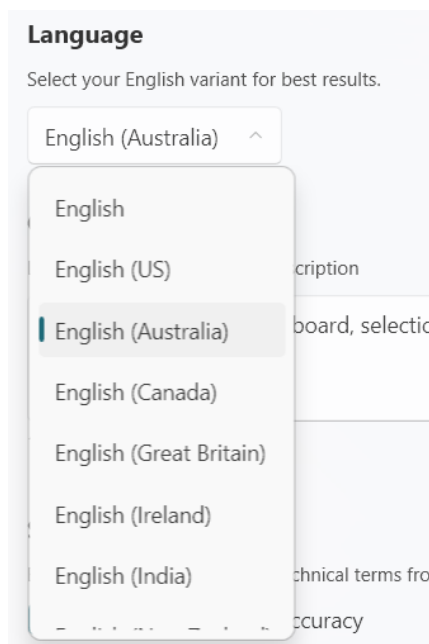
Output options beside the Transcription Model setting

Language and on-screen context

Language

SRC supports more than 57 languages. Leave the language setting on Auto to allow SRC to detect and switch languages, or select your main language directly for more consistent recognition.

For best results, speak clearly and avoid mixing too many languages in the same sentence unless necessary.



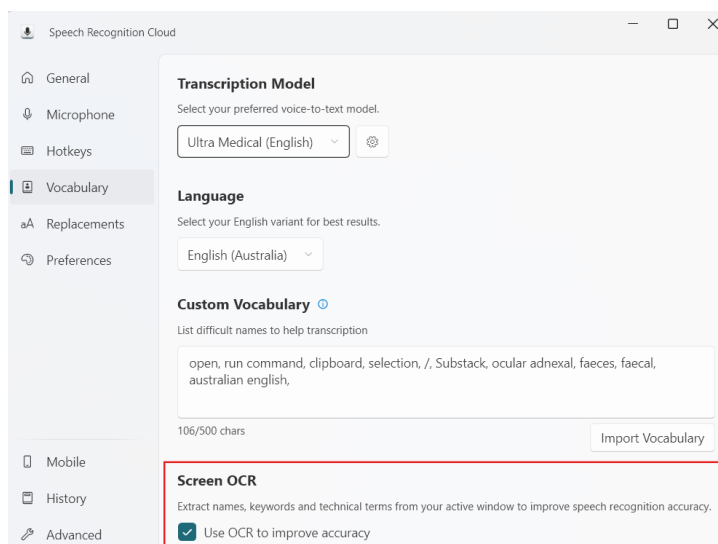
Choose the language variant that matches your dictation

Use OCR to improve accuracy

In Vocabulary, you can also enable Use OCR to Improve Accuracy. SRC can use nearby on-screen text in Microsoft Word, Outlook, email and other visible documents as context for recognition.

This is useful when the document already contains names, terminology or repeated phrases that you are likely to dictate.

Screen OCR setting



Privacy, multiple computers and best practice

Privacy

STORED LOCALLY

Your SRC vocabulary is stored locally on your computer. Voice Recognition Australia does not see it, store it or upload it as a personal vocabulary file.

Using SRC on a second computer

Because vocabulary is stored locally, it does not automatically follow you to another computer. Copy the vocabulary text from the first computer and paste it into the Vocabulary section on the second computer.

You can transfer the text using email, a document or another simple copy-and-paste method. Handle any confidential names or terminology according to your organisation's security requirements.

Best practice

Add words gradually, starting with names, locations and specialist terminology.

Use the exact capitalisation and spelling you want in the final text.

Review the list as your clients, projects or work change.

Keep your cursor active and use your keyboard hotkey to start and stop dictation.

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Text Replacements, AutoText and Voice Commands

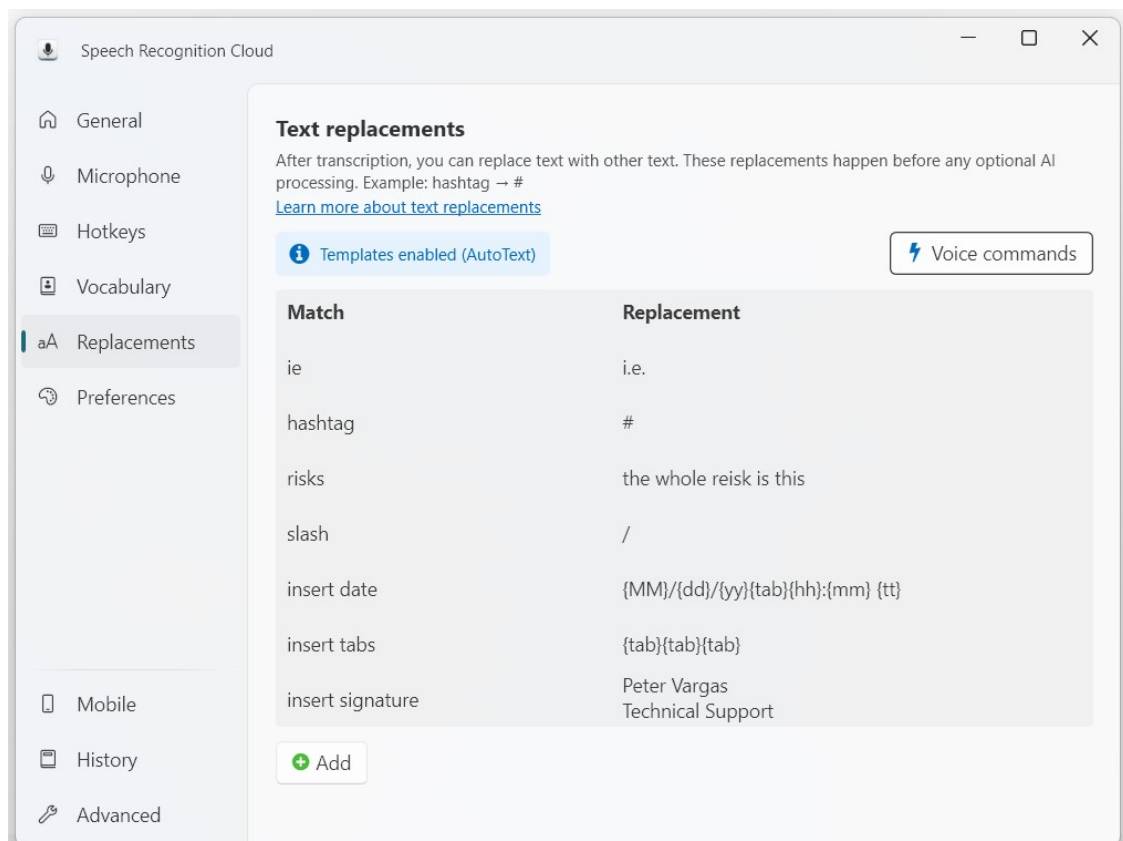
SAVE TIME AND IMPROVE CONSISTENCY

Use a short spoken match to insert corrected wording, symbols, standard phrases, addresses, signatures or longer reusable text.

What Text Replacements do

Text Replacements are voice-triggered substitutions. After SRC transcribes your speech, it checks for a saved Match and replaces it with the text you have chosen. Replacements occur before any optional AI processing.

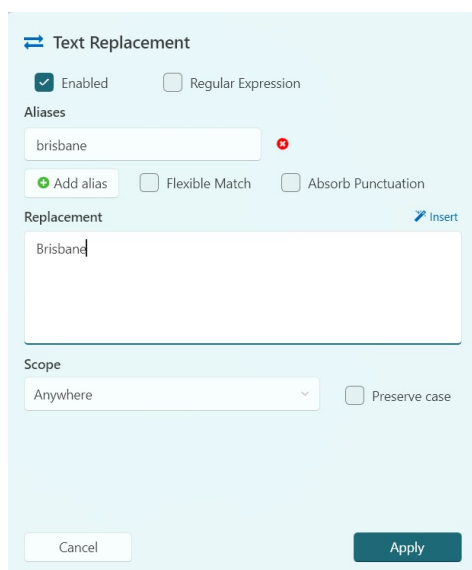
They can correct recurring transcription results, expand abbreviations, insert standard wording or provide a quick way to enter text that you use every day.



The Replacements screen displays each Match and its Replacement

Create your first replacement

- 1 **Open Settings.** On the SRC floating bar, select the cog or gear icon.
- 2 **Open Replacements.** Choose Replacements from the menu on the left.
- 3 **Select Add.** Click the green Add button beneath the replacements list.
- 4 **Enter the Match.** Type the word or phrase that SRC should look for after transcription.
- 5 **Enter the Replacement.** Add the exact text, symbol or longer passage that should appear instead.
- 6 **Apply the change.** Select Apply. The replacement will be available for your next dictation.



The screenshot shows the 'Text Replacement' dialog box. At the top, there's a title bar with a double-headed arrow icon and the text 'Text Replacement'. Below this, there are two checkboxes: 'Enabled' (checked) and 'Regular Expression' (unchecked). Under the 'Aliases' section, there's a text input field containing 'brisbane' with a red 'x' icon to its right. Below the input field are three buttons: 'Add alias' (green), 'Flexible Match' (unchecked), and 'Absorb Punctuation' (unchecked). The 'Replacement' section has a text input field containing 'Brisbane' and an 'Insert' button with a blue arrow icon. Below the replacement field is a 'Scope' dropdown menu set to 'Anywhere' and a 'Preserve case' checkbox (unchecked). At the bottom, there are 'Cancel' and 'Apply' buttons.

The Text Replacement editor

SIMPLE EXAMPLE

If "brisbane" is repeatedly returned in lower case, use brisbane as the Match and Brisbane as the Replacement.

Useful replacement ideas

Choose Match phrases that are easy to remember and unlikely to occur accidentally in normal dictation.

Spoken match	Replacement	Useful for
my email	name@example.com	Email addresses
insert signature	Your full signature block	Correspondence
client intro	A standard opening paragraph	Repeated wording
hashtag	#	Symbols
slash	/	File paths and references
insert date	A saved date expression	Dates and records
insert tabs	Tab characters	Moving through forms

Best practice

Use distinctive Match phrases such as “insert signature” rather than a common word such as “signature”.

Enter the Replacement exactly as it should appear, including capital letters, punctuation and line breaks.

Test each new entry in a blank document before relying on it in normal work.

Keep related matches consistent—for example, “insert address”, “insert mobile” and “insert signature”.

Edit or remove entries that activate unexpectedly.

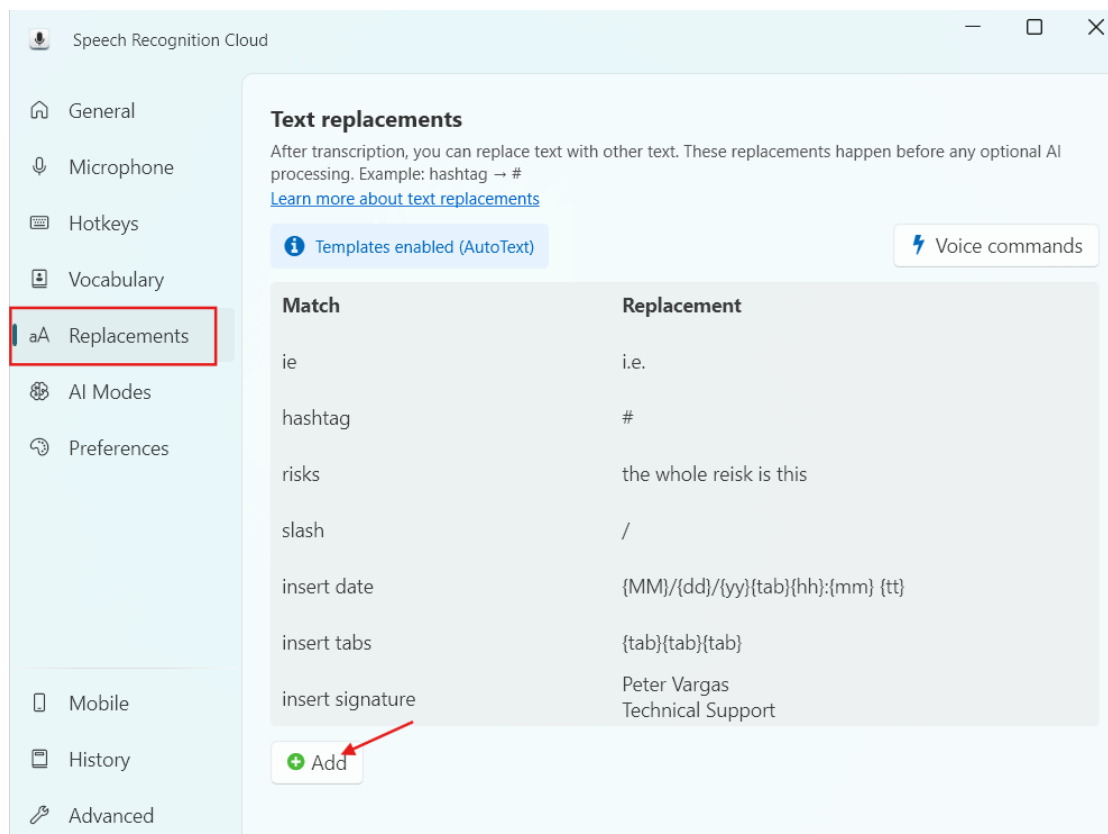


Use a spoken replacement to insert reusable text such as a signature block

AutoText and Templates

The Replacements screen may show “Templates enabled (AutoText)”. This indicates that reusable template functionality is available alongside ordinary text replacements.

Text Replacements are ideal for short substitutions and frequently repeated blocks. Templates are better suited to structured or longer reusable content. The exact features available may depend on your SRC edition.



Replacements, Templates (AutoText) and Voice Commands are accessed from the same screen

Text Replacements versus Vocabulary

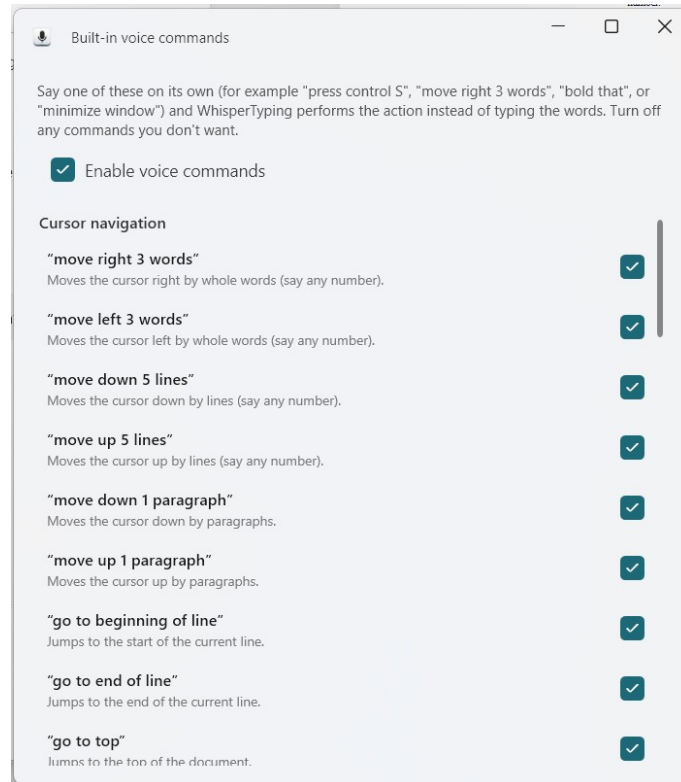
Feature	What it changes	Example
Vocabulary	Helps SRC recognise uncommon words and preferred spelling.	A surname, suburb or medical term.
Replacement	Changes transcribed text into different text.	“insert signature” becomes a signature block.
Template / AutoText	Provides reusable content for repeated documents or passages.	A standard report or response structure.

CHOOSE THE RIGHT TOOL

Add a word to Vocabulary when SRC misrecognises it. Create a Replacement when correctly transcribed text needs to be changed or expanded.

Built-in Voice Commands

Select Voice commands from the Replacements screen to open the built-in command list. When enabled, speaking a command on its own performs the action instead of typing the words.



Built-in Voice Commands can be enabled globally and individually

Examples shown in SRC

“move right 3 words” or “move left 3 words”

“move down 5 lines” or “move up 5 lines”

“move down 1 paragraph” or “move up 1 paragraph”

“go to beginning of line” or “go to end of line”

“go to top”

Other available examples include keyboard, formatting and window actions.

SAY COMMANDS SEPARATELY

For reliable activation, say a built-in command on its own. You can turn off the complete Voice Commands feature or disable individual commands you do not want.

Troubleshooting

Replacement does not run: confirm it is enabled, check the Match spelling and test the phrase in a blank document.

Unexpected replacement or voice-command result: use a more distinctive Match, check the relevant feature is enabled and say voice commands on their own.

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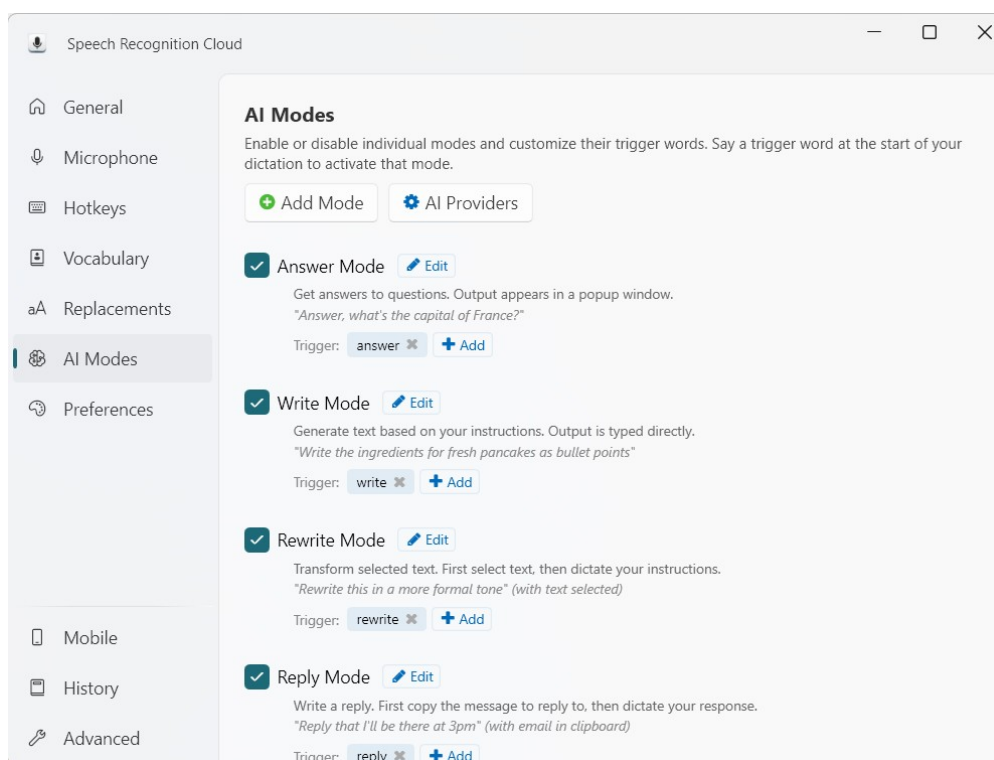
Using AI Modes

PROFESSIONAL TIER ONLY

The full AI Modes feature described in this guide is available only with a Speech Recognition Cloud Professional Tier subscription.

Open AI Modes

Open SRC Settings and select AI Modes from the menu on the left. Enable or disable individual modes, review their trigger words, or edit the modes you use.



AI Modes with individual controls, trigger words and editing options

How a mode starts

Say a configured trigger word at the beginning of the dictation, followed by your instruction. SRC detects the trigger and runs that mode instead of ordinary verbatim transcription.

AI Modes quick reference

AVAILABILITY

AI Modes are available only on the Professional Tier subscription.

Mode	Purpose and normal trigger
Write	"Write..." — generates polished text from your instructions and types it at the cursor.
Rewrite	"Rewrite..." — transforms selected text according to your instructions.
Answer	"Answer..." — answers a question; the result appears in a pop-up window.
Reply	"Reply..." — drafts a response using a message copied to the clipboard.
Run Command	"Open...", "command...", or another configured trigger — launches applications, websites or searches.

Trigger-word rules

Place the trigger at the start of the dictation.

Pause only briefly, then give a clear instruction.

Use the trigger shown in Settings or add another distinctive trigger.

Avoid triggers that you frequently use at the beginning of ordinary dictation.

Review generated text or actions before sending, saving or relying on them.

☒ Answer Mode [Edit](#)

Get answers to questions. Output appears in a popup window.

"Answer, what's the capital of France?"

Trigger: answer ✕ + Add

☒ Write Mode [Edit](#)

Generate text based on your instructions. Output is typed directly.

"Write the ingredients for fresh pancakes as bullet points"

Trigger: write ✕ + Add

Enabled modes show their trigger words and Add controls

Using clipboard or selection context

For Write or Answer, mention "clipboard" or "selection" in the instruction when you want SRC to include copied or selected content. Reply automatically uses the copied message as context.

Write and Answer modes

The screenshot shows two modes: Answer Mode and Write Mode. Each mode has a checked checkbox, an 'Edit' button, a description, an example, and a trigger field with an 'Add' button.

☒ **Answer Mode** [Edit](#)
Get answers to questions. Output appears in a popup window.
"Answer, what's the capital of France?"
Trigger: [+ Add](#)

☒ **Write Mode** [Edit](#)
Generate text based on your instructions. Output is typed directly.
"Write the ingredients for fresh pancakes as bullet points"
Trigger: [+ Add](#)

Answer returns information in a pop-up; Write types generated text directly

Write Mode

Say "Write..." followed by what you want produced. Give the audience, purpose, tone and format when they matter. The generated text is typed directly at the active cursor.

EXAMPLE

You say: Write an email to Sarah about rescheduling our meeting to next Tuesday.

Result: A professionally written email is generated at the cursor.

CLIPBOARD EXAMPLE

You say: Write a summary email based on my clipboard.

Result: SRC uses the copied notes as context and drafts a summary email.

Answer Mode

Say "Answer..." followed by a question. Use "clipboard" or "selection" when the question relates to copied or selected content. The answer appears in a pop-up window.

"Answer what is 15 percent of 250?"

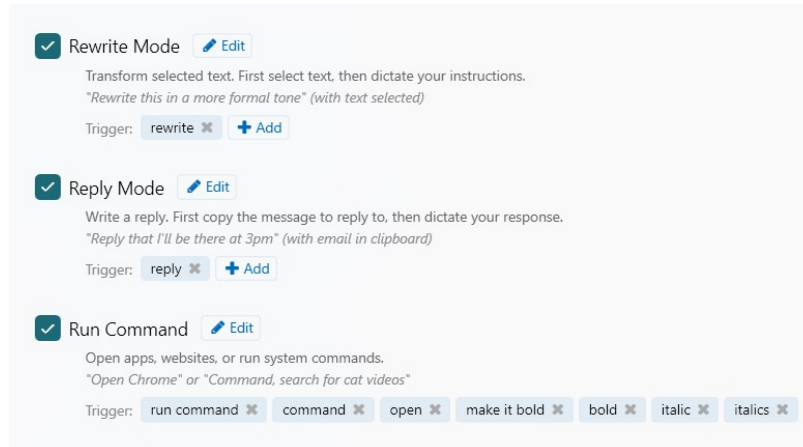
"Answer what does this clipboard error mean?"

"Answer what does this selection do?"

VERIFY THE RESULT

AI-generated content can be incomplete or incorrect. Check calculations, factual claims, names, dates and professional advice before using the output.

Rewrite and Reply modes



Rewrite uses selected text; Reply uses a copied message; Run Command opens apps and searches

Rewrite Mode

Select the text in any application first. Then say "Rewrite..." followed by the change you want. SRC replaces or returns a transformed version based on your instruction.

EXAMPLE

You say: Rewrite this in a more formal tone.

Result: The selected text is rewritten in a formal style.

"Rewrite to be shorter."

"Rewrite for a non-technical audience."

"Rewrite in a more friendly tone."

Reply Mode

Copy the message you want to answer, place the cursor where the reply should appear, then say "Reply..." followed by your response instructions. The copied message is automatically included as context.

EXAMPLE

You say: Reply that the project is on track and will be done next week.

Result: SRC drafts a professional response at the cursor.

Copy the complete message before starting.

Specify the outcome, tone and important details.

Check recipients, commitments, dates and attachments before sending.

CONFIDENTIAL INFORMATION

Clipboard and selected content used by an AI Mode is sent for AI processing. Follow your organisation's rules and do not include information that is not approved for AI processing.

Run Command and mode settings

Run Command Mode

Say “Open...” or another configured Run Command trigger followed by the application, website or search you want. SRC can launch supported apps and websites or open a prepared search.

“Open YouTube.”

“Open calculator.”

“Open Google Maps and show me Italian restaurants near me.”

“Open Amazon and search for wireless headphones.”

ACTION CHECK

Run Command can open applications, websites and searches. Confirm the destination before entering credentials, downloading files, purchasing, or submitting information.

Manage modes and triggers

Control	What it does
Checkbox	Enables or disables that mode.
Edit	Opens the settings for the selected mode.
Add beside Trigger	Adds another trigger phrase for that mode.
Remove beside Trigger	Removes a trigger phrase you no longer want.
Add Mode	Creates an additional customised mode.
AI Providers	Opens the AI provider configuration. Change provider settings only when you understand the required account and privacy arrangements.

Good AI Mode habits

Use specific instructions: purpose, audience, tone, length and format.

Select or copy only the context the mode actually needs.

Treat AI output as a draft and review it carefully.

Keep trigger phrases distinctive to avoid accidental activation.

Disable modes you do not use.

Refer to the current online support page for updated examples and behaviour.

Online guide: speechrecognition.cloud/support/ai-modes/

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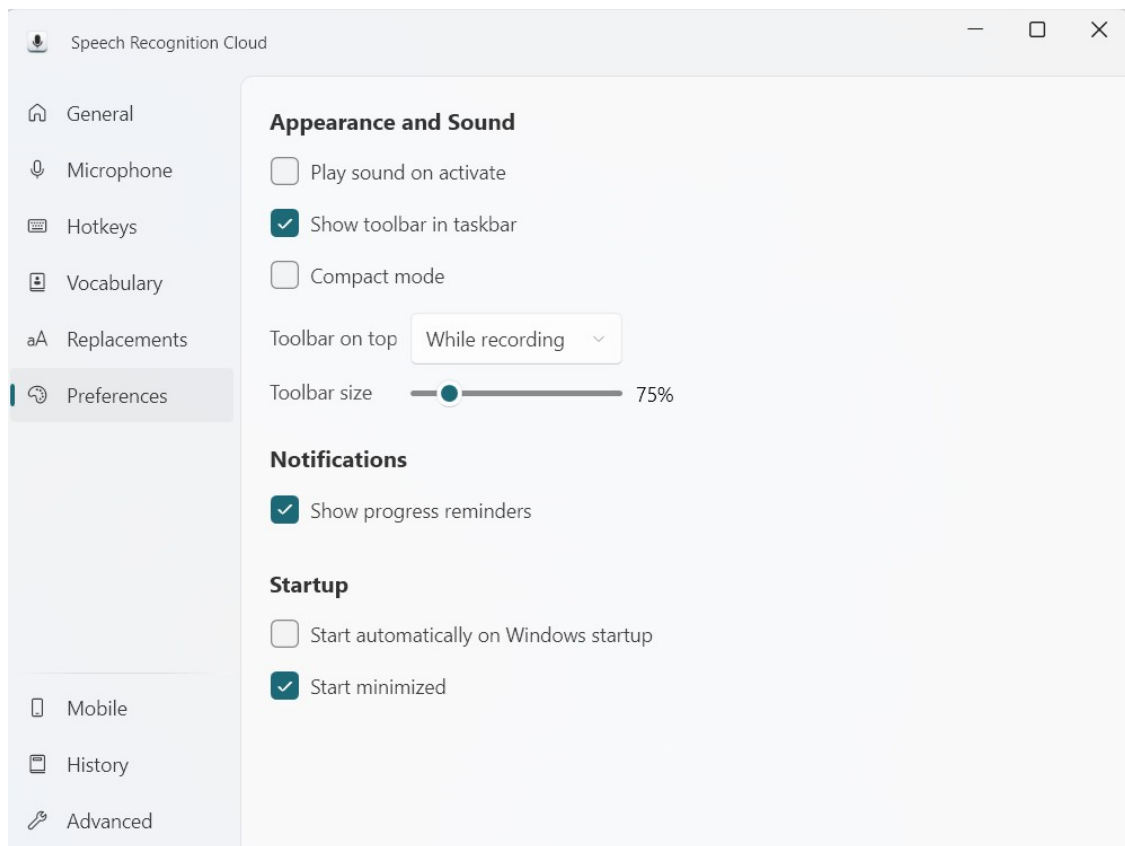
Customising your preferences

MAKE SRC FIT YOUR WORKFLOW

Preferences control SRC's activation sound, toolbar visibility and size, progress reminders, and how the application behaves when Windows starts.

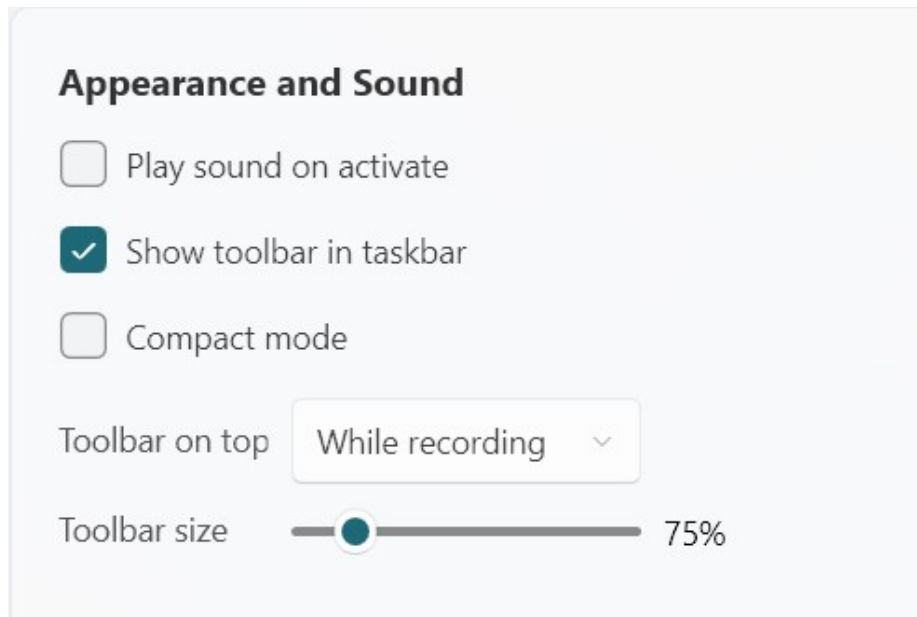
Open the Preferences tab

Open SRC Settings, then select Preferences from the menu on the left. Changes can be made at any time, so you can test different settings and keep the combination that feels most comfortable.



The Preferences tab with example appearance, notification and startup settings

Appearance and Sound



Sound, toolbar visibility, compact mode, position and size controls

Setting	What it changes
Play sound on activate	Plays audio feedback when recording is activated, helping you confirm that SRC is listening.
Show toolbar in taskbar	Shows the SRC toolbar in the Windows taskbar area. Clear the option if you prefer a less visible interface.
Compact mode	Uses a smaller, simplified toolbar presentation to reduce the space SRC occupies.
Toolbar on top	Controls when the SRC toolbar stays above other windows. Select the behaviour that best matches your work.
Toolbar size	Changes the displayed toolbar scale. Drag the slider left for a smaller toolbar or right for a larger one.

Adjust the toolbar

Turn on Show toolbar in taskbar if you want the toolbar readily available.

Select Compact mode when screen space is limited.

Choose the Toolbar on top behaviour you prefer.

Move the Toolbar size slider, then check the toolbar at your normal screen resolution.

Tip: A larger toolbar may be easier to see and select. Compact mode and a smaller size can help on a small display.

Notifications and Startup

Notifications

☒ Show progress reminders

Startup

☐ Start automatically on Windows startup

☒ Start minimized

Progress reminder and Windows startup controls

Show progress reminders

Enable this option when you want SRC to display progress reminders. Turn it off if you prefer fewer prompts while working.

Start automatically on Windows startup

Enable this option when you want SRC to launch as Windows starts. This is useful when dictation is part of your everyday workflow and you want SRC ready without opening it manually.

Start minimised

Enable this option when you want SRC to open without placing its main window in the foreground. You can then access SRC from its normal Windows controls when needed.

Example preference combinations

Working style	Settings to consider
Always ready	Start automatically and Start minimised, with the toolbar visible for quick access.
Minimal distraction	Activation sound off, progress reminders off, compact mode on, and toolbar shown only when useful.
Clear feedback	Activation sound on, progress reminders on, and a larger toolbar size.
Small display	Compact mode on with a smaller toolbar; adjust Toolbar on top to avoid covering your document.

If a preference does not appear to apply

Confirm that the checkbox or selected value has changed in Preferences.

Check the toolbar after changing Compact mode, Toolbar on top or Toolbar size.

Restart SRC after changing Windows startup behaviour, then test at the next sign-in.

If startup still does not work, review Windows startup-app permissions for SRC.

Include your SRC version and the affected setting when contacting support.

USER GUIDE

Speech Recognition Cloud

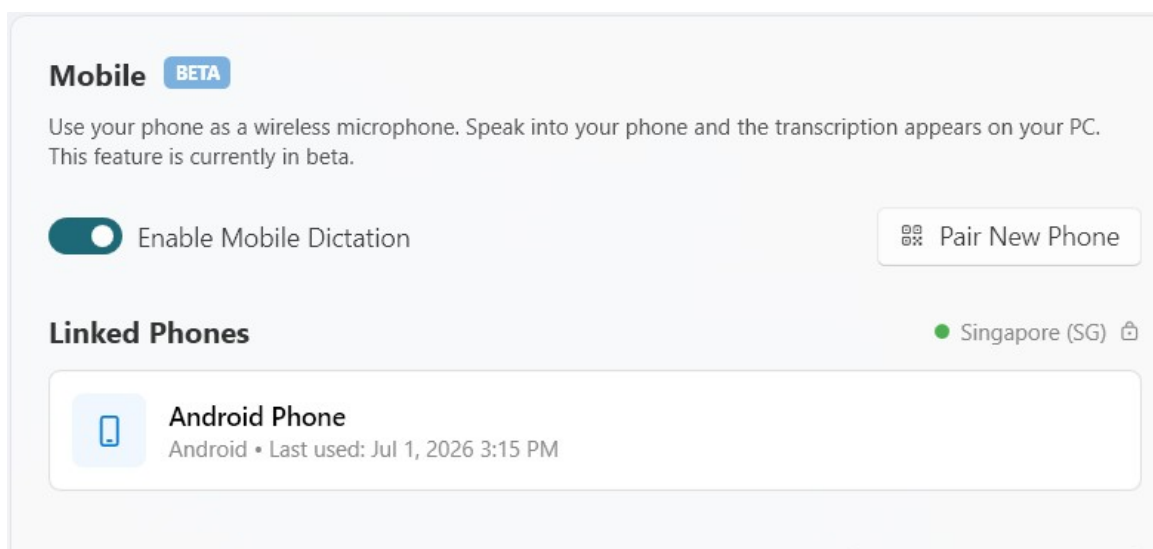
Setting up and using SRC Mobile

PHONE TO PC

SRC Mobile turns an iPhone or Android phone into a wireless microphone or Voice Notes capture device for your Windows PC. The mobile companion is available on Professional and Medical plans.

Open the Mobile tab

Open SRC Settings and select Mobile from the lower-left menu. Turn on Enable Mobile Dictation before pairing or using a phone.



Mobile Dictation, linked phones and connection status

What you can do

- Dictate live from your phone to the active cursor on your PC.
- Capture a longer Voice Note and send the completed document to the active SRC instance.
- Review recent mobile recordings and copy their transcription text.

Pair a new phone



Pair New Phone

1. Open your phone's camera
2. Scan this QR code
3. Tap the link to open the pairing page
4. Press the button on your phone to start dictating

Expires in 5:01

 Copy Link

 Refresh

The pairing screen displays a temporary QR code and setup instructions

- 1 Enable Mobile Dictation.** Keep SRC open and signed in on your Windows PC.
- 2 Select Pair New Phone.** SRC displays a QR code that expires after the time shown.
- 3 Open the phone camera.** Scan the live QR code on your PC screen.
- 4 Open the pairing link.** Tap the camera result to open SRC Mobile on your phone.
- 5 Add SRC Mobile to the Home Screen.** Follow the phone prompt or the platform instructions later in this guide.
- 6 Start dictating.** Press the control on the phone when the pairing page is ready.

USE A FRESH CODE

Do not scan the QR code printed in this guide. Generate a new code in SRC. If it expires, select Refresh; Copy Link is available when opening the link another way is easier.

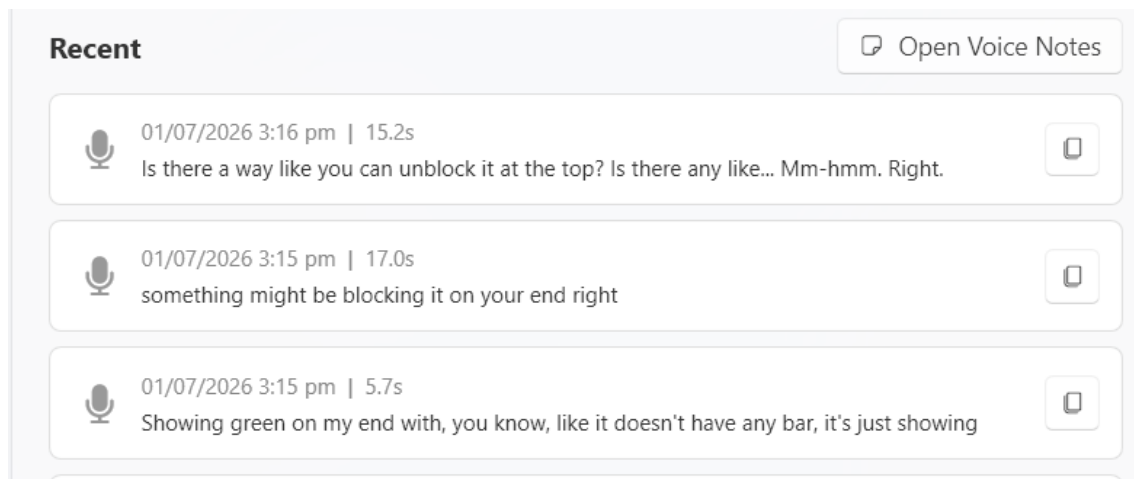
Use your phone with SRC

Wireless microphone

Use this mode when you are working at the PC and want your phone to act as the microphone. Place the cursor in the target application, start dictating on the phone, and the transcription appears at the active PC cursor.

Voice Notes

Use Voice Notes when you want to capture a complete note on the phone and send it to the active SRC instance. Select Open Voice Notes from the Mobile tab to access this workflow.



Recent mobile recordings show their date, duration, transcription preview and Copy control

Recent recordings

Each recent item shows when it was recorded and its speech duration.

A transcription preview helps identify the recording.

Select the Copy button at the right of an item to copy its text.

Confirm the correct cursor location on the PC before starting live dictation or sending a Voice Note.

Linked phones

Successfully paired devices appear under Linked Phones with their device type and last-used information. Pair a new phone whenever you need to add another supported device.

KEEP BOTH DEVICES ONLINE

The Windows PC must be signed in to SRC with Mobile Dictation enabled. Both the PC and phone should be online during pairing and use.

iPhone and Android setup

The core setup is the same on both platforms. The phone browser and operating-system wording may differ slightly, but the pairing link and SRC Mobile workflow are the same.

Stage	iPhone	Android
Scan	Open Camera and scan the QR code.	Open Camera or a QR scanner and scan the QR code.
Open	Tap the detected link to open the pairing page in the browser.	Tap the detected link to open the pairing page in the browser.
Install	Use Add to Home Screen when prompted. Newer iPhones may require the extra Safari steps on the next page.	Use the browser menu or installation prompt to add SRC Mobile to the Home Screen.
Permission	Allow microphone access when requested.	Allow microphone access when requested.
Launch	Open SRC Mobile from the Home Screen and confirm the connection.	Open SRC Mobile from the Home Screen and confirm the connection.

Before the first recording

Keep the SRC desktop application open and signed in.

Confirm Enable Mobile Dictation remains switched on.

Allow the phone browser or installed Home Screen app to use the microphone.

Test with a short sentence and confirm that the text reaches the correct PC application.

Keep the Home Screen shortcut so the same paired phone is easy to reopen.

Video walkthroughs

The SRC support page contains separate setup videos for [iPhone](#) and [Android](#). Use them if your browser menus differ from the examples in this guide.

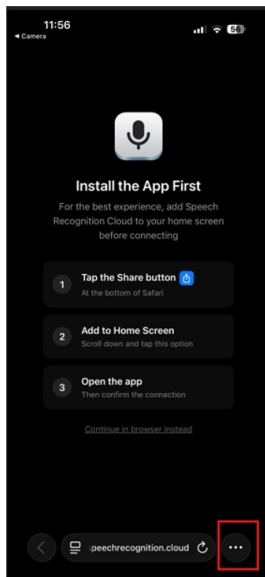
SETUP PAGE

Current platform videos and setup information are available at speechrecognition.cloud/support/mobile-setup/.

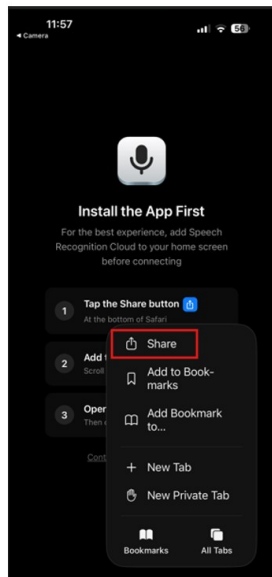
iPhone 16 and newer: add to Home Screen

After scanning the QR code and opening the pairing page in Safari, newer iPhone versions may not show Add to Home Screen immediately. Use the sequence below.

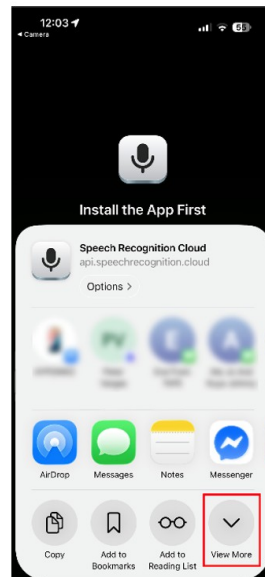
1 Open the three-dot menu



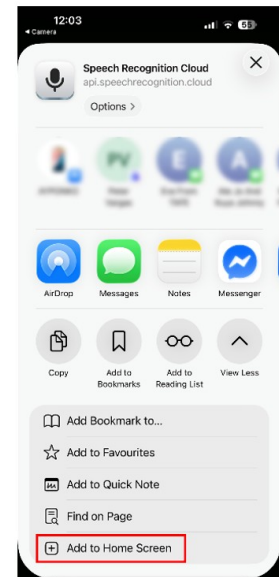
2 Select Share



3 Select View More



4 Add to Home Screen



Safari sequence supplied for newer iPhone models

- 1 **Open the three-dot menu.** Tap the three dots at the right of the Safari address bar.
- 2 **Select Share.** Choose Share from the menu.
- 3 **Select View More.** Expand the Share sheet to display additional actions.
- 4 **Select Add to Home Screen.** Confirm the shortcut, then return to the Home Screen.
- 5 **Launch SRC Mobile.** Open the new Home Screen icon and confirm the connection.

If mobile setup does not work

Generate a fresh pairing code if the timer has expired.

Confirm the PC is signed in and Mobile Dictation is enabled before scanning.

Keep both devices online during pairing.

Allow microphone permission on the phone.

If the page opens but no shortcut appears, repeat the Home Screen steps in the phone browser.

Restart SRC and reopen the Home Screen app before trying a new pairing code.

USER GUIDE

Speech Recognition Cloud

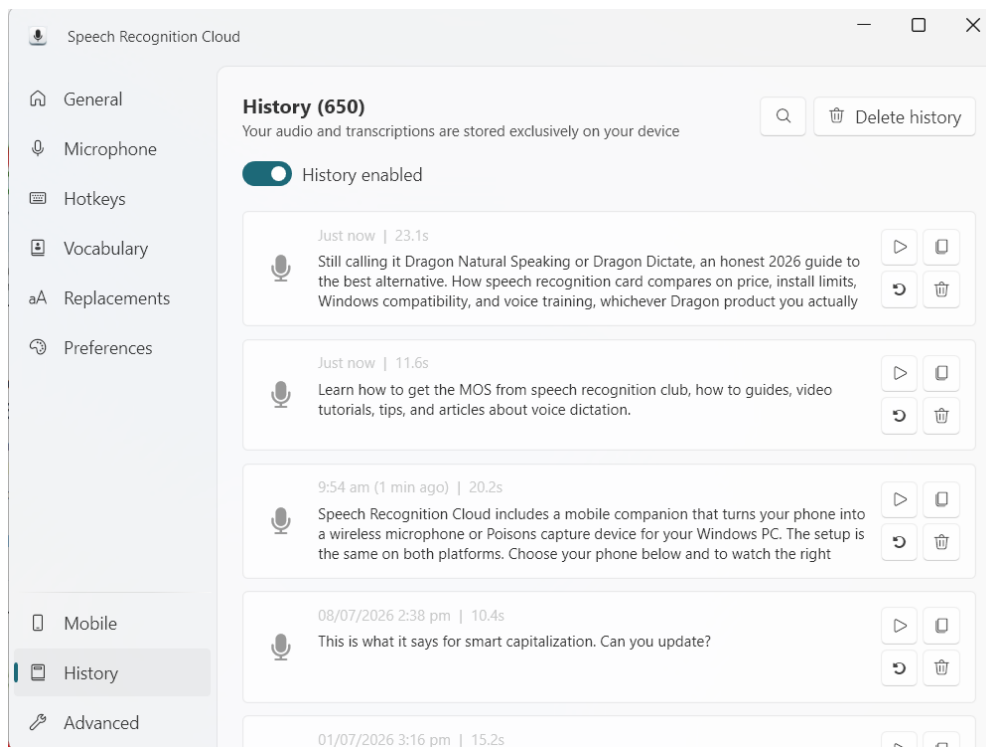
Using your transcription history

STORED ON YOUR DEVICE

History keeps saved audio and transcription text exclusively on your computer. SRC does not store your dictation history on its servers, and SRC staff cannot access it.

Open History

Open SRC Settings and select History from the lower-left menu. The number beside History shows how many entries are currently stored on the device.



History with search, local-storage controls and saved transcription entries

Information shown for each entry

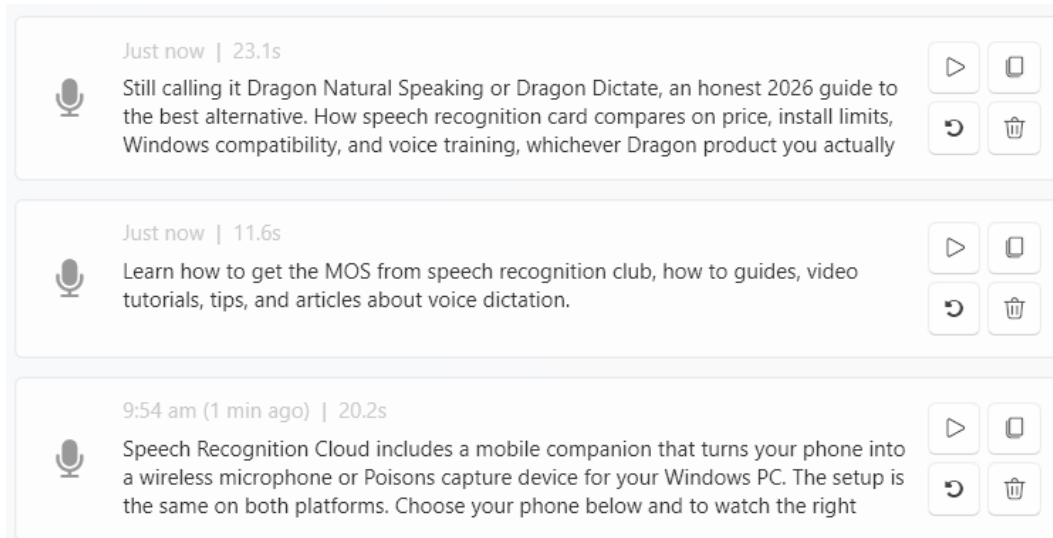
The date or time the dictation was created.

The duration of the saved audio.

A preview of the transcribed text.

Buttons for playback, copying, retrying and deleting the entry.

Use a history entry



Each entry contains its timing information, transcript and four actions

Control	Action	What it does
Play button	Play	Plays the audio stored with that history entry.
Copy button	Copy	Copies the saved transcription text so it can be pasted into another application.
Retry button	Retry	Retries the saved dictation when you want SRC to process the entry again.
Delete button	Delete	Removes that individual history entry from the device.

Copy a previous transcription

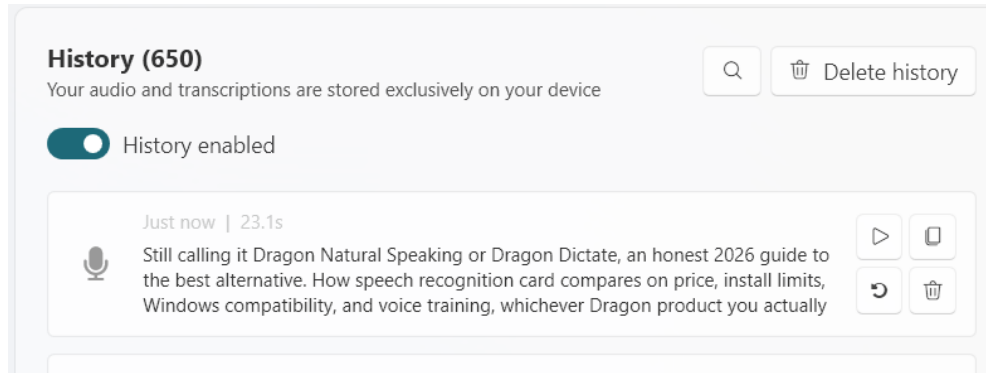
- 1 Locate the entry.** Scroll through History or use Search to find the transcription.
- 2 Select Copy.** Use the copy icon at the right of the entry.
- 3 Place the cursor.** Open the target document or text field.
- 4 Paste the text.** Use Ctrl+V or the application's Paste command, then review the result.

Retry a transcription

Select Retry when you want SRC to process a saved dictation again. Review the new result before using it, particularly if your vocabulary, replacements or transcription settings have changed since the original entry.

Tip: Copy places text on the clipboard. Before using Retry, place the cursor in the intended application and review the result before saving.

Search and manage History



History count, local-storage notice, History enabled, Search and Delete history

Search saved entries

Select the magnifying-glass button to search the saved history. Enter a distinctive word or phrase from the transcription, then open the matching entry you need.

Turn History on or off

Use History enabled to control whether SRC keeps new audio and transcription entries on this computer. Turn it off when you do not want new dictations added to History.

Delete one entry or all history

To remove one item, select its Delete button at the right of the entry.

To remove all locally stored entries, select Delete history at the top of the page.

Read any confirmation shown by SRC before approving deletion.

Copy any transcription text you still need before deleting it.

DELETION IS PERMANENT

Deleting an entry removes its locally stored audio and transcription. Clearing History removes all saved entries from this device. Make sure any required text has been copied into the appropriate document first.

Good history habits

Use History as a short-term recovery and review tool rather than the permanent home for important documents.

Save final work in the appropriate document, case-management system, email or records application.

Delete sensitive entries when no longer required, in line with your organisation's policies.

History is device-specific; entries do not automatically appear on another computer.

If an entry is missing

Confirm History enabled was on when the dictation was created.

Clear the search and check the full list.

Confirm you are using the same Windows computer on which the dictation was made.

Deleted or cleared entries cannot be recovered through SRC.

USER GUIDE

Speech Recognition Cloud

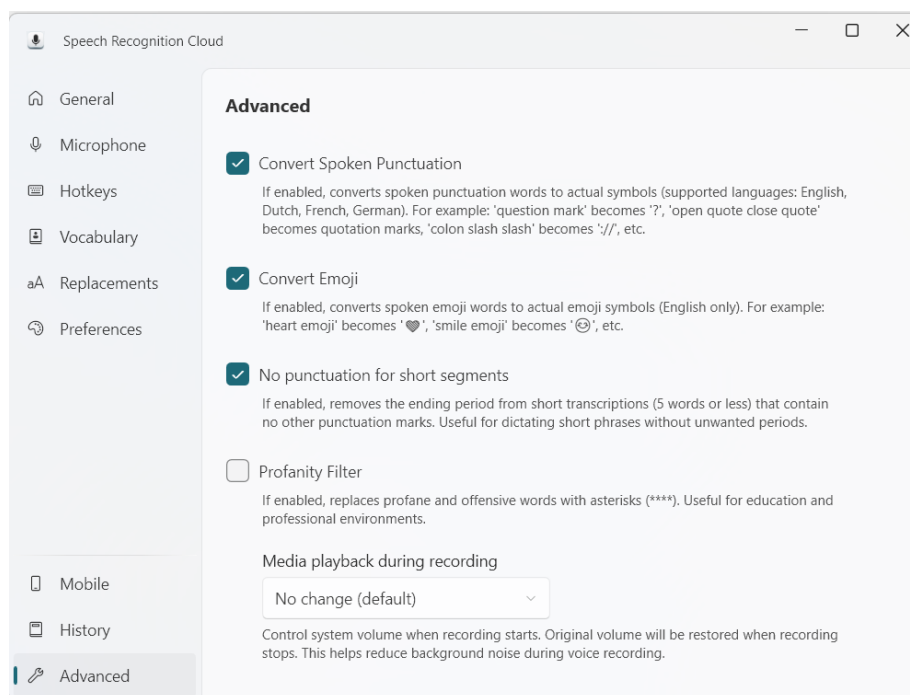
Configuring Advanced settings

CHANGE WITH CARE

Advanced includes everyday output controls as well as technical settings for timing, networking, automation and troubleshooting. Change one setting at a time and test it before changing another.

Open Advanced

Open SRC Settings and select Advanced from the lower-left menu. Scroll down to view all sections. Some changes take effect immediately; settings marked in this guide require an SRC restart.



The top of Advanced includes output, filtering and media-playback controls

Advanced sections

- Text conversion and media playback
- Virtual Keyboard and output timing
- Mobile behaviour
- Local API and transcription hooks
- Network and display troubleshooting
- Beta and developer options

Text conversion and media playback

Advanced

☒ **Convert Spoken Punctuation**
 If enabled, converts spoken punctuation words to actual symbols (supported languages: English, Dutch, French, German). For example: 'question mark' becomes '?', 'open quote close quote' becomes quotation marks, 'colon slash slash' becomes '://', etc.

☒ **Convert Emoji**
 If enabled, converts spoken emoji words to actual emoji symbols (English only). For example: 'heart emoji' becomes '❤️', 'smile emoji' becomes '😊', etc.

☒ **No punctuation for short segments**
 If enabled, removes the ending period from short transcriptions (5 words or less) that contain no other punctuation marks. Useful for dictating short phrases without unwanted periods.

☐ **Profanity Filter**
 If enabled, replaces profane and offensive words with asterisks (****). Useful for education and professional environments.

Media playback during recording

No change (default) ▾

 Control system volume when recording starts. Original volume will be restored when recording stops. This helps reduce background noise during voice recording.

Spoken punctuation, emoji, short segments, profanity and media controls

Setting	What it changes
Convert Spoken Punctuation	Converts spoken punctuation words into symbols. Supported languages shown in SRC are English, Dutch, French and German.
Convert Emoji	Converts supported spoken emoji names into emoji symbols. This option is English only.
No punctuation for short segments	Removes the ending period from transcriptions of five words or fewer when no other punctuation mark is present.
Profanity Filter	Replaces profane or offensive words with asterisks. Useful in education and professional environments.
Media playback during recording	Controls system volume when recording starts. The original volume is restored when recording stops; No change is the default.

Spoken examples

"question mark" becomes ?

"open quote ... close quote" adds quotation marks.

"heart emoji" and "smile emoji" produce their supported symbols when Convert Emoji is enabled.

LANGUAGE MATTERS

Spoken punctuation must match a supported language. Emoji conversion is English only. Test specialised phrases before depending on them in normal work.

Virtual Keyboard and output timing

Virtual Keyboard

WhisperTyping outputs text by copying it to the clipboard and sending a virtual Ctrl+V. These settings control the timing of that process.

Paste delay (ms)

25

Delay in milliseconds before sending the virtual paste command (Ctrl+V) after copying to clipboard. Minimum is 20, default is 25. Increase this if text is not pasted reliably.

☒ Restore clipboard after paste

If enabled (default), WhisperTyping backs up your clipboard before pasting the transcribed text and restores the original contents about a second later. Disable this if you prefer the transcribed text to stay on the clipboard, or if clipboard restoration interferes with other apps.

☒ Double-tap to send [Enter]

If enabled, when pressing the toggle keys twice to stop your transcription will do a virtual [Enter] press after transcribing, useful when chatting or using a search box. Instructions: Tap once to start, then tap 2x to stop and add an automatic [Enter] after the transcribed text is typed.

Enter delay (ms)

150

Delay in milliseconds between pasting the transcription and sending the [Enter] key. Default is 150. Increase this if the [Enter] is sent before the text appears.

Paste delay, clipboard restoration, double-tap Enter and Enter delay

Setting	Recommended use
Paste delay (ms)	Delay before SRC sends virtual Ctrl+V after copying the transcription. Minimum 20 ms; default 25 ms. Increase it if text is not pasted reliably.
Restore clipboard after paste	Backs up the clipboard and restores its original contents about a second after SRC pastes. Disable if you want the transcription to remain on the clipboard or restoration conflicts with another app.
Double-tap to send Enter	When enabled, tap the recording toggle once to start, then twice to stop, transcribe and send a virtual Enter. Useful in chat and search fields.
Enter delay (ms)	Delay between pasting the transcription and sending Enter. Default 150 ms. Increase it if Enter is sent before the text appears.
Add space between subsequent transcriptions	Adds a space when consecutive transcriptions are inserted without another keyboard press or mouse click between them.

Tune timing safely

Start with the defaults.

If pasting fails intermittently, increase Paste delay in small steps.

If Enter arrives too early, increase Enter delay in small steps.

Test in a blank document before using Double-tap to send Enter in an application that submits or sends messages.

Clipboard note: SRC uses the clipboard and virtual Ctrl+V. Clipboard managers or security tools can affect timing, so adjust delays only when needed.

Mobile and Local API

☒ Add space between subsequent transcriptions
 If enabled, when having subsequent transcriptions without any other keyboard presses or mouse clicks in between, will automatically add a space between the transcription outputs

Mobile

☒ Show tray notification for mobile recordings
 If enabled, shows a tray notification when a recording is received from your phone. Useful for confirming that mobile dictation is working.

☒ Automatically open Voice Notes
 If enabled, the Voice Notes window automatically opens when a new voice note is received from your phone.

Local API

☒ Enable Local API
 Speech Recognition Cloud runs a local HTTP server on port 39849 that allows external applications, scripts, and automation tools to control it. For example, start and stop recording from a Stream Deck, a custom script, or a home automation system.

Allowed browser origins

Controls which websites can access the Local API. Leave empty to block all browser requests. Enter * to allow all origins, or specific origins separated by commas (e.g. http://localhost:3000). Non-browser applications (scripts, tools) are always allowed.

Subsequent spacing, mobile notifications, Voice Notes and Local API

Mobile behaviour

Show tray notification for mobile recordings — confirms when a recording is received from your phone.

Automatically open Voice Notes — opens the Voice Notes window when a new note arrives from your phone.

Local API

Enable Local API starts a local HTTP server on port 39849 so external applications, scripts and automation tools can control SRC—for example, starting and stopping recording from a Stream Deck, script or home-automation system.

Field	How to configure it
Allowed browser origins	Leave empty to block browser requests. Enter specific trusted origins separated by commas, such as http://localhost:3000. An asterisk allows all browser origins. Non-browser applications are always allowed.
Transcription hook URL	Sends each transcription to the configured URL before typing. A service can intercept it by responding with { "intercept": true }. If it does not respond within 30 seconds, normal typing continues. Leave empty to disable.

SECURITY WARNING

Local API and hooks are for users or IT teams building integrations. Prefer specific trusted origins, avoid allowing all origins, and use only a trusted hook endpoint. Otherwise leave these settings disabled or empty.

Network, display and developer options

The screenshot shows the 'Settings' app with the following options:

- Auto (default)** (selected in the dropdown menu)
- Stream audio** (unchecked): If you have trouble connecting to WhisperTyping servers, try enabling this option. Instead of uploading audio in one go after recording, it streams small audio fragments during recording. This can help if you are on a VPN or have an unstable internet connection.
- Display**
 - Force Software Rendering** (unchecked): Uses software rendering instead of GPU hardware acceleration. This is automatically enabled if a GPU crash is detected. Enable this manually if you experience display glitches or crashes. Requires restart.
- Developer**
 - Enroll in Beta** (checked): If enabled, you will receive beta versions and pre-release updates. Beta versions may contain new features but could be less stable. You can always switch back to the stable channel.
 - Enable Developer Mode** (checked): If enabled, additional debug information will be logged and displayed. This mode may log personal information and should only be used for troubleshooting.

Connection protocol, Stream audio, software rendering, Beta and Developer Mode

Setting	When to use it
Connection protocol	Auto is the default. If SRC reports server-unreachable or connection errors, try IPv4. Restart SRC after changing the protocol.
Stream audio	Streams small audio fragments during recording instead of uploading one file afterwards. Try this on a VPN or unstable internet connection when normal uploads have trouble.
Force Software Rendering	Uses software rendering instead of GPU acceleration. Try it for display glitches or crashes. Restart SRC after changing it.
Enroll in Beta	Receives pre-release versions and new features. Beta builds may be less stable; switch back to the stable channel when required.
Enable Developer Mode	Displays and logs additional diagnostic information. It may log personal information and should be used only for troubleshooting.

Troubleshooting order

For server connection errors, confirm the internet connection, then try IPv4 and restart SRC.

For VPN or unstable-network problems, test Stream audio.

For display glitches or crashes, enable Force Software Rendering and restart SRC.

Use Beta only when you accept pre-release behaviour.

Enable Developer Mode only when requested for troubleshooting, and turn it off afterwards.

PROTECT DIAGNOSTIC INFORMATION

Developer logs may contain personal information. Review your organisation's privacy and support procedures before collecting or sharing diagnostic material.

REFERENCE GUIDE

Built-in voice commands

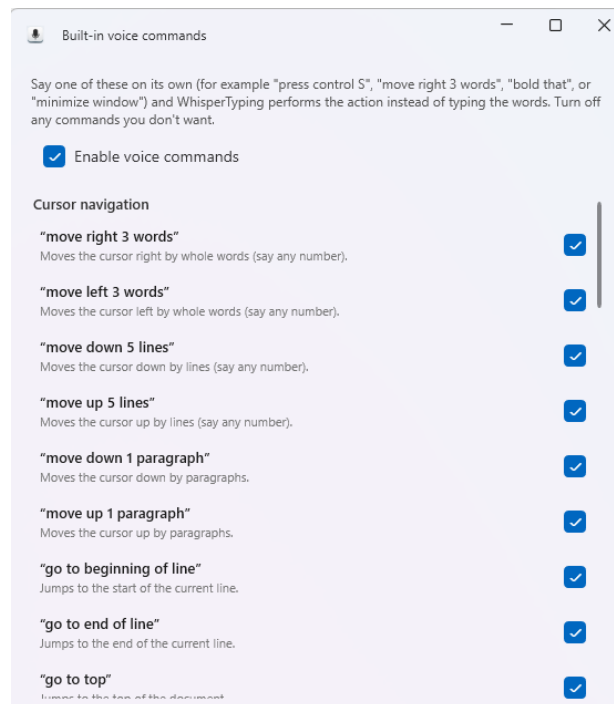
Control the cursor, edit text, format selections and manage Windows by voice

NUMBERS FROM 1 TO 10

Any command containing a number accepts a quantity from 1 to 10. For example, say “move right 1 word”, “move right 5 words” or “move right 10 words”. Use singular wording for 1 and plural wording for 2–10.

How voice commands work

Say a command on its own. SRC performs the action instead of typing the command words. Commands act in the active application, so first place the cursor in the document or select the text you want to change. Pause briefly before and after the phrase, and do not add conversational words.



Enable voice commands and switch individual commands on or off

Open the command list

Open SRC Settings, select Replacements, then choose Voice commands. Turn Enable voice commands on. Use the checkbox beside an individual command to enable or disable it.

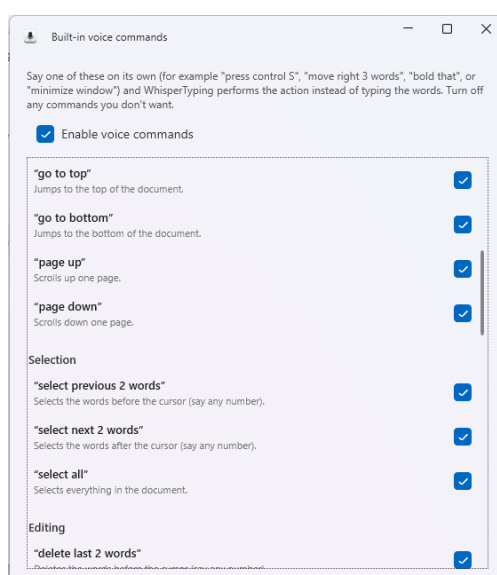
Cursor navigation

Move the insertion point without touching the keyboard. Replace [1–10] with the number you need.

Say	What it does
"move right [1–10] word(s)"	Moves the cursor right by the specified number of whole words.
"move left [1–10] word(s)"	Moves the cursor left by the specified number of whole words.
"move down [1–10] line(s)"	Moves the cursor down by the specified number of lines.
"move up [1–10] line(s)"	Moves the cursor up by the specified number of lines.
"move down [1–10] paragraph(s)"	Moves the cursor down by the specified number of paragraphs.
"move up [1–10] paragraph(s)"	Moves the cursor up by the specified number of paragraphs.
"go to beginning of line"	Jumps to the start of the current line.
"go to end of line"	Jumps to the end of the current line.
"go to top"	Jumps to the top of the document.
"go to bottom"	Jumps to the bottom of the document.
"page up"	Scrolls up one page.
"page down"	Scrolls down one page.

EXAMPLE

To move four words to the left, say "move left 4 words". To move one paragraph down, say "move down 1 paragraph".



Cursor movement, document navigation and selection commands in SRC

Selection and editing

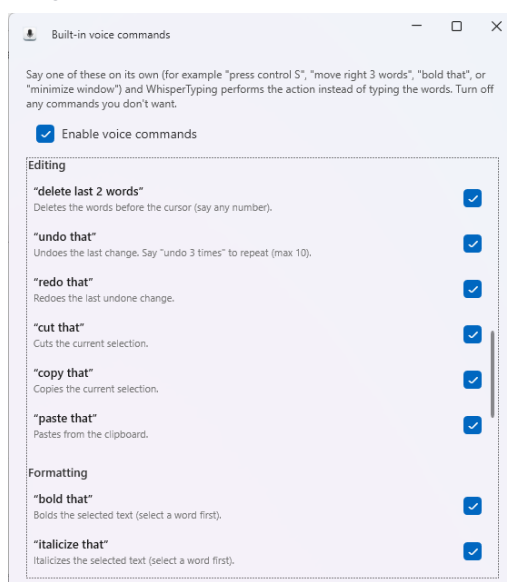
Selection

Say	What it does
"select previous [1–10] word(s)"	Selects the specified number of words before the cursor.
"select next [1–10] word(s)"	Selects the specified number of words after the cursor.
"select all"	Selects everything in the active document or text field.

Editing

Say	What it does
"delete last [1–10] word(s)"	Deletes the specified number of words immediately before the cursor.
"undo that"	Undoes the last change.
"undo [1–10] times"	Repeats Undo the specified number of times; maximum 10.
"redo that"	Redoes the last undone change.
"cut that"	Cuts the current selection to the clipboard.
"copy that"	Copies the current selection to the clipboard.
"paste that"	Pastes the current clipboard contents.

Selection first: "cut that" and "copy that" act on selected text. Use a selection command or select the text manually before speaking the editing command.



Editing and formatting commands can be enabled individually

Formatting, keyboard and windows

Formatting

Say	What it does
"bold that"	Bolds the selected text.
"italicize that"	Italicises the selected text.
"underline that"	Underlines the selected text.

Keyboard shortcuts

Say	What it does
"press control S"	Sends a keyboard shortcut to the active application. The command supports Control, Shift, Alt and Windows keys.

Examples include "press control S", "press control shift S", "press alt F4" and "press windows D". The result depends on the shortcut supported by the active Windows application.

Window management

Say	What it does
"minimize window"	Minimises the current window.
"maximize window"	Maximises the current window.
"restore window"	Returns the current window to its previous size.
"snap left"	Snaps the current window to the left half of the screen.
"snap right"	Snaps the current window to the right half of the screen.

ACTIVE WINDOW
Keyboard and window commands act on the currently active application or window. Check which window is active before speaking the command.

Snippets and command tips

Built-in snippets

Say	What it does
"insert date"	Types today's date.
"insert time"	Types the current time.
"insert universal date"	Types a long, unambiguous date—for example, 9 June 2026.
"insert ISO date"	Types the date in ISO 8601 format—for example, 2026-06-09.
"insert date and time"	Types the current date and time—for example, 9 June 2026, 14:54.
"insert clipboard"	Pastes the clipboard contents without formatting.

Good practice

Practice	Why it helps
"Use commands on their own"	Avoid adding conversational words before or after the phrase.
"Check the cursor or selection"	Make sure the action will occur in the intended place.
"Use 1–10 for quantities"	Numeric movement, selection, deletion and repeated Undo commands support 1 through 10.
"Disable commands you do not need"	Turning off unused commands can reduce accidental activation.
"Test in a blank document"	Learn unfamiliar commands before using them in important work.

AVAILABILITY

This guide reflects the built-in commands shown in the current SRC command list. Commands may be added or changed in later software versions.