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› Nuance Dragon Professional 16 Software Instruction Manual

Nuance Dragon Professional 16

Nuance Dragon Professional 16 Instruction Manual

Your guide to efficient voice recognition and dictation

1. INTRODUCTION

Nuance Dragon Professional 16 is an advanced voice recognition software designed to enhance productivity for professionals. It allows users to create documents, spreadsheets, and presentations, or fill out form-based reports using voice commands. This software is compatible with Windows 10 and 11 and offers robust transcription tools and customizable voice commands.

Dragon Professional 16 utilizes Deep Learning technology to adapt to individual voices, providing high recognition accuracy. It supports both individual users and enterprise deployments, with central management capabilities through the Nuance Management Center.

2. KEY FEATURES

- Accelerate documentation creation, whether in the office or on the go.
- Enable employees to focus on core tasks by reducing administrative burden.
- Eliminate the need for expensive transcription services and inefficient manual processes.
- Enhance organizational reputation through faster delivery of high-quality documentation.
- Simplify IT management with an easy-to-implement, maintain, and centrally managed solution.

3. SETUP AND INSTALLATION

3.1 System Requirements

- **Operating System:** Windows 10 (64-bit) or Windows 11 (64-bit).
- **Processor:** Intel® Core™ i3 or equivalent AMD processor. Faster processors are recommended for optimal performance.

- **RAM:** 8 GB minimum. 16 GB or more recommended.
- **Hard Disk Space:** 4 GB free disk space.
- **Microphone:** Nuance-approved noise-canceling headset microphone (USB recommended).
- **Internet Connection:** Required for product activation and updates.

3.2 Installation Process

1. Ensure your computer meets the minimum system requirements.
2. Download the Dragon Professional 16 installation file from the official Nuance website or use the provided installation media.
3. Run the installer and follow the on-screen prompts. Accept the license agreement.
4. Choose your installation directory and components. A typical installation is recommended for most users.
5. Complete the installation. You may be prompted to restart your computer.

3.3 Product Activation

After installation, you will need to activate your software using the activation code provided via email. An active internet connection is required for this step.

1. Launch Dragon Professional 16.
2. When prompted, enter your unique activation code.
3. Follow any additional instructions to complete the activation process.

4. OPERATING INSTRUCTIONS

4.1 Basic Dictation

Dragon Professional 16 allows you to dictate directly into most applications, including Microsoft Word, Excel, and web browsers. Ensure your microphone is properly connected and calibrated.

- **Microphone On/Off:** Say "Microphone On" or click the microphone icon in the DragonBar to start dictating. Say "Microphone Off" to pause.
- **Dictating Text:** Speak clearly and naturally. Dragon will convert your speech to text in real-time.
- **Punctuation:** Say punctuation marks (e.g., "period", "comma", "new paragraph").
- **Corrections:** If Dragon makes an error, say "Correct [word or phrase]" and choose from the correction menu or dictate the correct spelling.



Save valuable time with Dragon by using your voice instead of typing. Create, format and edit documents by voice quickly and efficiently.

Image: A man dictating into a smartphone while working on a laptop outdoors. This image illustrates how Dragon Professional 16 helps save valuable time by enabling voice input instead of typing, allowing users to create, format, and edit documents quickly and efficiently.

4.2 Command and Control

Beyond dictation, Dragon allows you to control your computer using voice commands, providing a hands-free experience.

- **Opening Applications:** Say "Open Microsoft Word" or "Launch Google Chrome."
- **Navigating:** Use commands like "Scroll Down," "Click File," "Go to Desktop."

- **Editing:** Commands such as "Select all," "Cut that," "Paste that," "Bold that."



Take command and control of your computer using your voice in ergonomic, hands-free comfort.

Image: A man looking at a laptop screen while holding a coffee mug. This image represents the ability to take command and control of your computer using your voice, offering an ergonomic and hands-free experience.

4.3 Transcription

Dragon Professional 16 offers robust transcription capabilities for converting recorded audio into text.

- **Transcribing Your Own Recordings:** You can transcribe audio files recorded with your own voice.
- **Transcribing Other Speakers:** The software can also transcribe audio files from other individual speakers, provided a voice profile is created or adapted.

- **Auto Transcribe Folder Agent (ATFA):** This feature simplifies batch transcription of audio recordings, saving time and costs.



Supports digital voice recorders and smart phones to transcribe audio files to text on your PC.

Image: A woman dictating into a smartphone held by a man. This image highlights Dragon Professional 16's support for digital voice recorders and smartphones, enabling users to transcribe audio files to text on their PC.

4.4 Custom Commands and Vocabulary

Enhance your productivity by creating custom voice commands and expanding Dragon's vocabulary.

- **Custom Commands:** Create personalized voice commands to insert standard text, signatures, or automate multi-step workflows (macros).

- **Custom Vocabulary:** Add industry-specific terms, acronyms, or proper nouns to Dragon's vocabulary for improved accuracy. These can be shared across user communities.



Delivers up to 99% speech recognition accuracy as soon as you start using it. Helpful tutorials make it easy to become productive right away.

Image: A man and a child looking at a laptop screen together. This image conveys that Dragon Professional 16 delivers up to 99% speech recognition accuracy from the first use, with helpful tutorials making it easy to become productive immediately.

4.5 Mobile Integration

Dragon Professional 16 supports mobile workflows by synchronizing user customizations with other Dragon clients on PC, iOS, and Android devices. This allows mobile professionals to maintain productivity using their personalized settings from any location.

- Utilize Dragon on touchscreen PCs.
- Synchronize with Dragon Anywhere Mobile (Nuance's cloud-based mobile dictation app) for professional-grade dictation on the go.

5. MAINTENANCE

5.1 Software Updates

Regularly check for and install software updates to ensure optimal performance, security, and access to the latest features. Updates can typically be managed through the DragonBar or your system's software update utility.

5.2 Voice Profile Optimization

To maintain high accuracy, periodically optimize your voice profile. This involves:

- **Running Acoustic Optimization:** This process helps Dragon adapt to changes in your voice or microphone setup.
- **Adding Words:** Continue to add new words or phrases to your vocabulary as needed.
- **Correcting Errors:** Actively correct any recognition errors to train Dragon to better understand your speech patterns.

6. TROUBLESHOOTING

6.1 Common Issues and Solutions

- **Low Recognition Accuracy:**
 - Ensure your microphone is properly positioned (about an inch from your mouth).
 - Check microphone volume levels in Dragon and your operating system settings.
 - Run the Audio Setup Wizard in Dragon to recalibrate your microphone.
 - Speak clearly and consistently.
 - Perform Acoustic Optimization for your voice profile.
- **Dragon Not Responding:**
 - Restart the Dragon application.
 - Check for conflicting software or background processes.
 - Ensure your system meets the minimum requirements.
- **Microphone Not Detected:**
 - Verify the microphone is securely plugged into the correct port.
 - Check your operating system's sound settings to ensure the microphone is enabled and set as the default input device.
 - Try a different USB port if using a USB microphone.

7. SPECIFICATIONS

Feature	Detail
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Feature	Detail
Product Name	Dragon Professional 16
Manufacturer	Nuance
ASIN	B0CFX1PFHB
First Available Date	July 1, 2023
Compatibility	Windows 10 (64-bit), Windows 11 (64-bit)

8. SUPPORT AND WARRANTY

8.1 Technical Support

For technical assistance, product inquiries, or advanced troubleshooting, please refer to the official Nuance support website. The website provides access to knowledge bases, FAQs, and contact information for customer support.

Visit: www.nuance.com/support

8.2 Product Warranty

Information regarding the product warranty, including terms and conditions, is typically provided during the software installation process or can be found on the official Nuance website. Please review the warranty details for specific coverage and duration.