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MyCaption for BlackBerry® smartphone

User Guide

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Overview

MyCaption is one of the best applications for your BlackBerry® smartphone. It enables you to increase productivity while giving you the freedom to stay mobile. Instead of using the keyboard, you can simply speak your email, text messages (SMS), memos, calendar appointments, tasks, and contact notes. The power to easily use your voice as a keyboard is available to you everywhere on your BlackBerry® smartphone. If you sync your email with desktop or web based client programs like Microsoft Outlook or Gmail, you can keep the sync functionality and add the power of voice. It also provides connectivity to enterprise applications through BlackBerry Enterprise Server for Microsoft® Exchange, IBM® Lotus® Domino® and Novell® GroupWise®.

Functionality

- **Email:** Compose new Emails, Reply to incoming email, or send email to contact.
- **SMS or Text Messages:** Compose new SMS, or Reply to incoming SMS, or send SMS to contact.
- **Memos:** Compose new memos, or add to existing ones.
- **Tasks:** Compose new tasks, or add notes to existing ones.
- **Calendar Appointments:** Compose new Tasks, or add notes to existing ones.
- **Contact Notes:** Add notes to a Contact.
- **PIN Messages:** Compose PIN messages, or reply to the existing ones.
- **MyCaption Address Book:** Add contacts to your MyCaption Address Book, and speak email or SMS to them.
- **Ample Dictation Time:** Speak comfortably and naturally, for up to 3 minutes. Professional business messages need to carry information content, so take your time and convey that information comfortably.
- **Accurate and Secure:** Be prepared for a pleasant surprise. Our voice recognition software system is accurate and secure.

Special Features

- **Convenience Key:** Compose new Email with a single click of the convenience key, without even looking at your BlackBerry® smartphone. Say: "Send email to John Smith, subject Update, message Hi John ...". Another click and you are done.
- **Review before Send:** You control this option. Sometimes you feel like proof-reading, sometimes you don't.
- **Multiple Email Accounts:** Supports all email accounts on your BlackBerry®. You can use MyCaption to speak your email for any of the email accounts – be it for personal or business use.
- **Synchronization:** Sync with Outlook, Gmail, etc.
- **Works with BlackBerry Enterprise Server (BES):** Supports connectivity to enterprise applications through BlackBerry Enterprise Server for Microsoft® Exchange, IBM® Lotus® Domino® and Novell® GroupWise®.

How to Install and Setup

Supported Devices

MyCaption application runs on all BlackBerry® devices that have Operating System (OS) 4.2.1 and higher. BlackBerry® devices that have or can run OS 4.2.1 version include

- Storm, 9530 or 9500
- Tour 9630
- Bold or 9000 series
- Curve, 8900 or 8300 series
- Pearl or 8100 series
- 8800 series
- 8700 series (make sure this has OS 4.2.1 and higher)

MyCaption application works on all major carriers worldwide. It currently supports English language only.

Installation

MyCaption supports both Over the Air (OTA) and Desktop based installation. OTA option is recommended as it is quick and convenient way to get the application installed directly on the BlackBerry device.

Over the Air (OTA) Installation

You would receive a download link through an email or web site, that you can click on, and download and install the application directly on the device. After you click on the link, it will prompt you to Download the application. At this time, you would see details of the application, like Name, Size, Vendor, and Description. Once Download button is clicked, BlackBerry device would start the download and installation process. It may take few minutes to complete this process.

Desktop Manager Installation

You can also install MyCaption through Desktop. Please follow these instructions after you receive MyCaptionDist.zip file:

1. Extract the content of MyCaptionDist.zip folder in a directory. For e.g., extract it in C:\MyCaptionDist folder.

2. Connect your BlackBerry® smartphone to your computer through USB cable.
3. Run BlackBerry Desktop Manager application on your PC
4. Start Application Loader. Navigate to Device Application Selection screen, and click on Add button.
5. Navigate to folder C:\MyCaptionDist, and select MycaptionEmail.alx file, and click Ok.
6. You should see MyCaption in the Application Name column of the Device Application Selection screen. Make sure that you select the checkbox, and click Next button in the Wizard.
7. There should be a message saying that MyCaption application would be added or updated on your device. Now click on Finish button. You should see a message saying that your device's software was updated successfully

Post-Installation

Please follow these steps after you have completed the installation of MyCaption application.

Locate Icons

After installation, you would see MyCaption icons installed on your BlackBerry® smartphone. These icons can be in the Home Screen, Downloads folder, Applications folder, and sometimes in other folders based on BlackBerry configuration. There are two icons for MyCaption that gets installed on the device. One of them launches MyCaption application where you can do setup, change preferences, get help, etc. Another icon is for Quick Launch of MyCaption that you can configure with BlackBerry Side Key or Convenience Key. See Quick Launch section for more details.

Set up Permissions

It is recommended that you set up permissions for MyCaption before using the software. Please follow these steps to change Application Permissions for MyCaption to **Allow**

1. Go to **Settings / Options/ Advanced Options/ Applications**.
2. Scroll down to **MyCaption**, click Menu key, and select **Edit Permissions**.
3. Set all the 3 permissions to **Allow (Connections, Interactions and User Data)**.
4. Click Menu key and hit **Save**.

Setup Wizard

After performing post installation steps, click on MyCaption application icon, and go through Setup Wizard flow. Setup Wizard would perform the following tasks:

Connection Setup

MyCaption application needs data connection to operate. You would need to make sure that data connection is working properly for MyCaption use. You would be prompted to Test Connection during the Setup Wizard flow. MyCaption supports both BlackBerry Internet Service (BIS) and BlackBerry Enterprise Server (BES), and you can use either service to make data connection. Use of data connection is automatically configured by MyCaption system, and typically you won't have to perform any additional steps to setup data connection. See Advanced Options if you are a BES user, and having problems with data connection.

In case you skipped Post Installation Steps mentioned in this document, you may get Connection Failure due to incomplete Permissions setup. Please make sure that BlackBerry device has permissions set to Allow. MyCaption application needs *Company Network* (if available) and *Carrier Internet* Permission under *Connections* to be set to **Allow**.

Account Activation

You would need to activate your BlackBerry® smartphone to use MyCaption application. If you have purchased MyCaption application from its partner web sites (BlackBerry App World, MobiHand, CrackBerry, Handango, etc.), then you would have received a Registration Key. During activation process, you would be prompted to enter the Registration Key. This Registration Key would also be your Password to access MyCaption. Your credentials for MyCaption account would be

Email: <Email used to buy MyCaption>

Password: <Registration Key>

Your Email would typically be the one that you use to access or login to the partner web site. In BlackBerry App World case, this would be PayPal Email address.

In case you don't have Registration Key, then you would need to use the Password that was used during the registration process.

Once activated, you can access your credentials by going to MyCaption application icon / Options / Login. If you have forgotten your password, click on **Forgot Password** on this screen, and you would receive a new password in Email. Henceforth, please use this new password to access MyCaption.

Audio Recorder Setup

During Setup Wizard flow, you would be prompted to Test Audio Recorder. MyCaption uses Audio Recorder to capture your voice, and enables you to Record, Play, Stop, Pause your recording and playback. It is possible that you may be prompted to set your permissions to Allow, in case you skipped

Post Installation Steps mentioned in this document. On certain BlackBerry devices, it is required that *Media Access Permission* under *Interactions* should be set to **Allow**, in order to use Recording and Playback capabilities.

Quick Launch Side Key Setup

BlackBerry Side Key or Convenience Key can set up so that it launches MyCaption with a click of single button. For example, by clicking Side Key, you can quickly launch Compose Email (MyCaption) feature, and speak email to your contact. Or you can set Side Key to launch Compose SMS (MyCaption) feature.

To set up side key for MyCaption Quick Launch, please follow these instructions

- 1) Click on "Open Options" button in the Setup Wizard Step, or navigate to BlackBerry Home Screen, and click on Settings / Options.
- 2) Navigate to Screen/Keyboard and scroll down to Convenience Key Setting. In most BlackBerry devices, you have the option to set Right or Left Convenience Key.
- 3) Select the option for "MyCaption Quick Launch".
- 4) Click the Menu key, and hit Save.

Preferences

Please set up preferences by navigating to MyCaption Application / Options / Preferences. Following are the preferences that you can set up

Review Email before sending

This preference determines if you would like to review and edit your email before it is sent from your BlackBerry device. If the preference is set to **Yes**, then you can edit the text and send the email out. Email will sit in your folder as a Draft till you edit and send it manually. If the preference is set to **No**, then the email will be sent automatically.

Review SMS before sending

This preference determines if you would like to review and edit your SMS Text Message before it is sent from your BlackBerry device. If the preference is set to **Yes**, then you can edit the text and send the SMS out. If the preference is set to **No**, then the SMS will be sent automatically.

Quick launch for side key

This preference determines what option you would like to invoke, when MyCaption Quick Launch is set up. It can be set to one of the following values:

- *Show All*: When value is set to Show All, MyCaption Quick Launch will show all the options in the UI, which is, Compose Email, Compose SMS, Calendar Appointment, Compose Task, and Compose Memo. Users who frequently use more than one feature, like Email and Calendar, may choose this option.
- *Compose Email*: When value is set to Compose Email, MyCaption Quick Launch will launch audio recorder for Compose Email (MyCaption) feature.
- *Compose SMS*: When value is set to Compose SMS, MyCaption Quick Launch will launch audio recorder for Compose SMS (MyCaption) feature.
- *Calendar Appointment*: When value is set to Calendar Appointment, MyCaption Quick Launch will launch audio recorder for New Appointment (MyCaption) feature.
- *Compose Task*: When value is set to Compose Task, MyCaption Quick Launch will launch audio recorder for New Task (MyCaption) feature.
- *Compose Memo*: When value is set to Compose Memo, MyCaption Quick Launch will launch audio recorder for New Memo (MyCaption) feature.

Advanced Options

Please set up Advanced Options by navigating to MyCaption Application / Options / Advanced Options.

Use Secure Connection (SSL)

If set to **Yes**, then the data communication is secured and uses SSL protocol.

Use BES

If set to **Yes**, then data connection goes through BlackBerry Enterprise Server (BES). BES is typically hosted on company intranet.

BlackBerry Storm Setup

MyCaption application is fully compatible with BlackBerry Storm device. In order to make sure that MyCaption is setup properly on Storm device, please follow the instructions below

- 1) Go to BlackBerry Home Screen on the device
- 2) Navigate to Settings / Options / Advanced Options / Applications, and then scroll down and highlight on MyCaption application.
- 3) Hit Menu key. If you see "Disable Compatibility Mode" in the menu, then select this entry. After selection, you would see "Enable Compatibility Mode".
- 4) You are done. You should be able to use MyCaption on Storm

You can also refer to article on BlackBerryInsight for more details on this setup -

<http://www.blackberryinsight.com/2008/12/08/how-to-get-rid-of-the-virtual-keyboard-in-3rd-party-applications-on-the-blackberry-storm/>.

How to Use

After MyCaption is installed, you would see new Menu items in BlackBerry's Email and SMS, Memopad, Tasks, Calendar, and Contact application. You would be able to use MyCaption right from within these applications to speak your Email, SMS, Memo, etc. For example, in Email or Message application, you would see Reply (MyCaption), Reply to All (MyCaption), Compose Email (MyCaption) and Compose SMS (MyCaption) in the Message list screen.

You can also set up BlackBerry Side Key or Convenience Key with MyCaption Quick Launch, so that you can quickly access Compose Email, Compose SMS, Calendar Appointment, New Memo, and New Task features. For other features like Reply (MyCaption), Append Memo (MyCaption), Contact Notes (MyCaption), etc, you would need to access it from BlackBerry native applications. This is due to the fact that these features need the context in order to operate. For example, you need to pick an email to use Reply (MyCaption).

Email

MyCaption provides multiple ways to use voice to send Email. It is seamlessly integrated into existing native BlackBerry Email Messaging application, where you have capability to

- Compose new email, and speak recipient, subject, and email body. No typing required at all.
- Reply and Reply To All to a received email, and speak email body.
- Dictate and speak email body while replying or composing new email. This menu appears when Email Message is in Edit mode, which happens after you click on BlackBerry menu for Reply, Reply To All, Compose Email, or Forward.
- Forward an email, and speak email body.
- Send Email to Self by using Compose Email (MyCaption) feature, and speak email to self, subject, and email body.

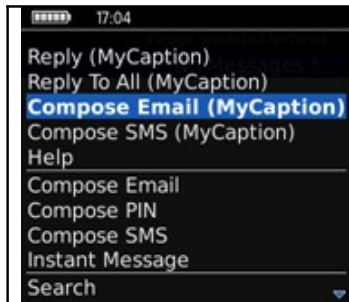
Based on where you are in Email application, following menu options would appear on Email List Screen, Email View and Email Edit Screen

- Compose Email (MyCaption)
- Reply (MyCaption)
- Reply To All (MyCaption)
- Dictate (MyCaption)

Using MyCaption Quick Launch and Side Key, you have the capability to Compose new Email, and send it with a click of a button.

Compose Email (MyCaption)

Use this option to Compose new email, and speak recipient, subject, and email body. No typing is required at all. In order to use this feature, it is strongly recommended that you set up MyCaption Address Book for your favorite contacts. Using MyCaption Quick Launch and Side Key, you have the capability to Compose new Email, and send it with a click of a button.



In this feature, while composing an email, you don't have to type in the recipient and subject. Simply add the recipient to your MyCaption Address Book and speak "**Send email to: Jonathan, Subject: Monday meeting, Message: Hello Jonathan..**"

To add a contact to MyCaption Address book:

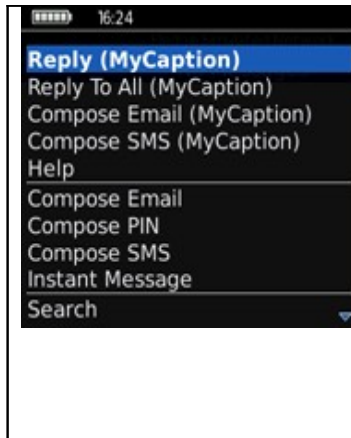
- On your BlackBerry home screen, go to **Contacts**.
- Select an existing contact, say your friend **Jonathan**. Now click Menu key / **Add To MyCaption**.
- You can also add Contact on the website. Go to <http://www.mycaption.com> and Sign In, and then navigate to **My Account / Preferences** and go to **Address Book**.

Now to speak your email:

- On Email screen, click on Menu / **Compose Email (MyCaption)**. An audio recorder will start.
- Say: "**Send email to: Jonathan, Subject: Monday meeting, Message: Hello Jonathan, ...**"
- When done, click **Done**.
- Within a few minutes, the email will be available in your inbox.
- If the **Review email before sending** preference is *Yes*, you can change the text and send the email out. If it is *No*, the email will be sent automatically.

Reply Email (MyCaption)

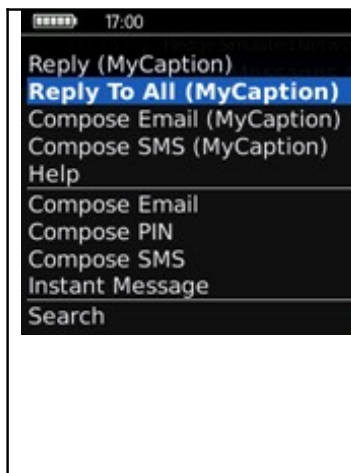
Use Reply (MyCaption) to reply to sender of received email. This option lets you speak the body of the email



- On your Email screen, select a received email.
- Click on Menu / **Reply (MyCaption)**. An audio recorder will start.
- Speak, "*Thanks for your mail, Jonathan ...*"
- When done, click **Done**.
- Within a few minutes, the email will be available in your inbox.
- If the **Review email before sending** preference is *Yes*, you can change the text and send the email out. If the **Review email before sending** preference is *No*, the email will be sent automatically.

Reply To All (MyCaption)

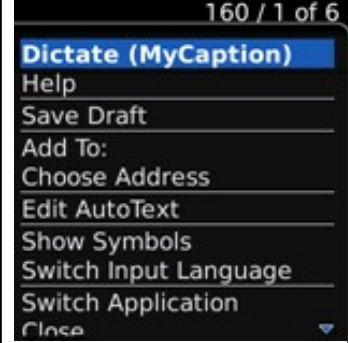
Use Reply To All (MyCaption) to reply to all recipients of received email. This option lets you speak the body of the email.



- On your Email screen, select a received email.
- Click on Menu / **Reply All (MyCaption)**. An audio recorder will start.
- Speak, "*Thanks for your mail, Jonathan ...*"
- When done, click **Done**.
- Within a few minutes, the email will be available in your inbox.
- If the **Review email before sending** preference is *Yes*, you can change the text and send the email out. If the **Review email before sending** preference is *No*, the email will be sent automatically.

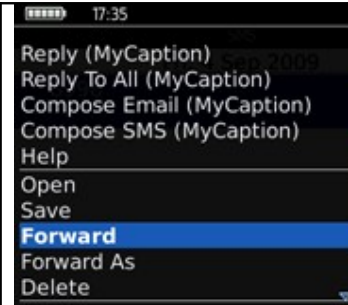
Dictate Email (MyCaption)

Use Dictate (MyCaption) to speak the body of the email. You can dictate email body while replying or composing new email. This menu appears when Email Message is in Edit mode, which happens after you click on BlackBerry menu for Reply, Reply To All, Compose Email, or Forward.

 <p>160 / 1 of 6</p> <ul style="list-style-type: none"> Dictate (MyCaption) Help Save Draft Add To: Choose Address Edit AutoText Show Symbols Switch Input Language Switch Application Close 	<ul style="list-style-type: none"> • On Email screen, click on Menu / Compose Email, fill in the subject and recipients. • Now click on Menu / Dictate (MyCaption). An audio recorder will start. • Speak your email, <i>"Hello Jonathan, ..."</i> • When done, click Done. • Within a few minutes, the email will be available in your inbox. • If the Review email before sending preference is <i>Yes</i>, you can change the text and send the email out. If the Review email before sending preference is <i>No</i>, the email will be sent automatically.
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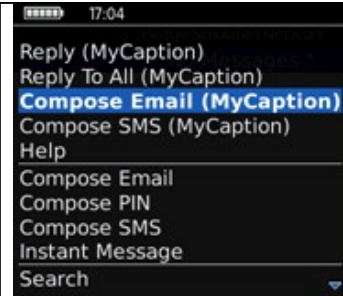
Forward Email

You can use Dictate (MyCaption) to speak the email body of the forwarded email message.

 <p>17:35</p> <ul style="list-style-type: none"> Reply (MyCaption) Reply To All (MyCaption) Compose Email (MyCaption) Compose SMS (MyCaption) Help Open Save Forward Forward As Delete 	<ul style="list-style-type: none"> • On your Email screen, select a received email. • Click on Menu key/ Forward, fill in the recipients. • Now click on Menu / Dictate (MyCaption). An audio recorder will start. • Speak your email, <i>"Hello Jonathan, find below the email I received from ..."</i> • When done, click Done. • Within a few minutes, the email will be available in your inbox. • If the Review email before sending preference is <i>Yes</i>, you can change the text and send the email out. If the Review email before sending preference is <i>No</i>, the email will be sent automatically.
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Email To Self

You can send Email to Self by using Compose Email (MyCaption) feature, and speak email to self, subject, and email body.



- On Email screen, click on Menu / **Compose Email (MyCaption)**. An audio recorder will start.
- Speak, "***Send email to Myself, Subject: Monday meeting, Body: The agenda ...***"
- When done, click **Done**.
- Within a few minutes, the email will be available in your inbox.

- If the **Review email before sending** preference is *Yes*, you can change the text and send the email out. If the **Review email before sending** preference is *No*, the email will be sent automatically.

SMS or Text Messages

MyCaption provides multiple ways to use voice to send SMS or Text Message. It is seamlessly integrated into existing native BlackBerry Messaging application, where you have capability to

- Compose new SMS, and speak recipient, and SMS Text Message content. No typing required at all.
- Reply to a received SMS, and speak text message. Reply To All is currently not supported for SMS.
- Dictate and speak text message while replying or composing new SMS. This menu appears when SMS Text Message is in Edit mode, which happens after you click on BlackBerry menu for Reply, Reply To All, or Compose SMS Text.
- If you are using SMS to post updates to Facebook or Twitter, you can continue to do so using MyCaption.

Based on where you are in Message application, following menu options would appear on Message List Screen, Message View and Message Edit Screen

- Compose SMS (MyCaption)
- Reply (MyCaption)
- Dictate (MyCaption)

Using MyCaption Quick Launch and Side Key, you have the capability to Compose new SMS, and send it with a click of a button.

Compose SMS (MyCaption)

Use this option to Compose new SMS, and speak recipient, and text message body. No typing is required at all. In order to use this feature, it is strongly recommended that you set up MyCaption Address Book for your favorite contacts.

Using MyCaption Quick Launch and Side Key, you have the capability to Compose new SMS, and send it with a click of a button.



In this feature, while composing an SMS, you don't have to type in the recipient and text message. Simply add the recipient to your MyCaption Address Book and speak "**Send SMS (or Text) to: Jonathan, Message: I will be there at 8..**"

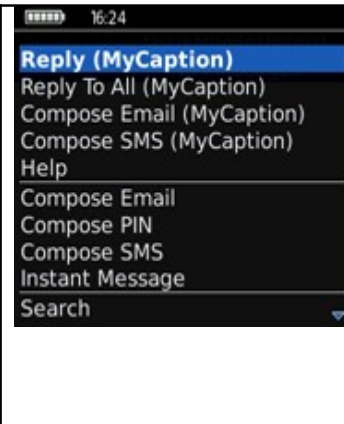
To add a contact to MyCaption Address book:

- On your BlackBerry home screen, go to **Contacts**.

	<ul style="list-style-type: none"> • Select an existing contact, say your friend Jonathan. Now click Menu key / Add To MyCaption. • You can also add Contact on the website. Go to http://www.mycaption.com and Sign In, and then navigate to My Account / Preferences and go to Address Book. <p>Now to speak your SMS:</p> <ul style="list-style-type: none"> • On Message screen, click on Menu / Compose SMS (MyCaption). An audio recorder will start. • Say: "Send SMS to: Jonathan, Message: I will be there at 8..." • When done, click Done. • Within a few minutes, the SMS will be sent or available for review. • If the Review SMS before sending preference is <i>Yes</i>, you can change the text and send the SMS out. If it is <i>No</i>, the SMS will be sent automatically.
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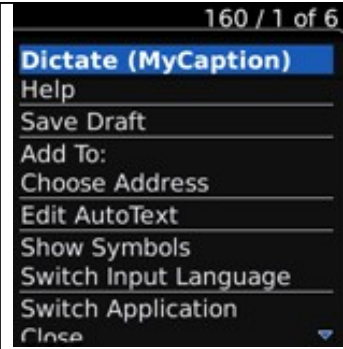
Reply SMS (MyCaption)

Use Reply (MyCaption) to reply to sender of received SMS. This option lets you speak the text message content of the SMS

	<ul style="list-style-type: none"> • On your Message screen, select a received SMS. • Click on Menu / Reply (MyCaption). An audio recorder will start. • Speak, "<i>Talk to you soon ...</i>" • When done, click Done. • Within a few minutes, the SMS will be sent or be available for review. • If the Review SMS before sending preference is <i>Yes</i>, you can change the text and send the SMS out. If the Review SMS before sending preference is <i>No</i>, the SMS will be sent automatically.
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Dictate SMS (MyCaption)

Use Dictate (MyCaption) to speak the body of the SMS. You can dictate SMS text message while replying or composing new SMS. This menu appears when SMS Text Message is in Edit mode, which happens after you click on BlackBerry menu for Reply, Reply To All, or Compose SMS Text.



- On Message screen, click on Menu / **Compose SMS Text**, fill in the recipients.
- Now click on Menu / **Dictate (MyCaption)**. An audio recorder will start.
- Speak your SMS, "***I will be there at 8...***"
- When done, click **Done**.
- Within a few minutes, the SMS will be sent or available for review.

- If the **Review SMS before sending** preference is *Yes*, you can change the text and send the SMS out. If the **Review SMS before sending** preference is *No*, the SMS will be sent automatically.

Memo

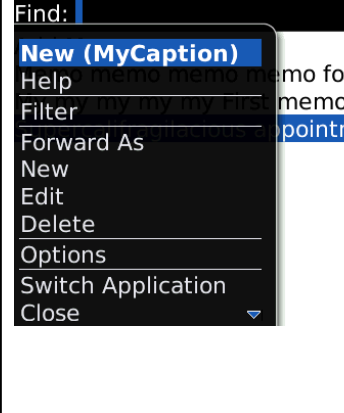
Similar to Email, Memo feature is seamlessly integrated into existing native BlackBerry® Memopad application, where you have capability to

- Speak new memo, where you can say Memo Title and Memo Body
- Append to existing Memo Body

Using MyCaption Quick Launch and Side Key, you have the capability to Compose new Memo with a click of a button.

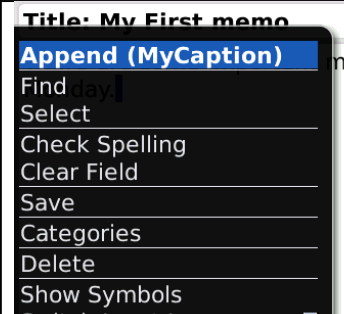
New (MyCaption)

Use New (MyCaption) feature to compose new memo, and speak memo title and body.

 <p>Find: <input type="text"/></p> <ul style="list-style-type: none">New (MyCaption)HelpFilterForward AsNewEditDeleteOptionsSwitch ApplicationClose	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Applications/ Memopad.• Click Menu key/ New (MyCaption). An audio recorder will start.• Speak, "Meeting Notes: A. Hannah achieved goals 1, 3 and 4. B. ..."• When done, click Done. <p>Or, simply go to BlackBerry home screen, click MyCaption icon/ Compose Memo and speak, "Meeting Notes: A. Hannah achieved goals 1, 3 and 4. B. ..."</p>
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Append (MyCaption)

Use Append (MyCaption) feature to append notes to existing memo.

 <p>Title: My First memo</p> <ul style="list-style-type: none">Append (MyCaption)FindSelectCheck SpellingClear FieldSaveCategoriesDeleteShow SymbolsSwitch Input Language	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Applications/ Memopad..• Select an existing Memo, click Menu key/ Append (MyCaption). An audio recorder will start.• Speak, "And ask Hannah to redesign the .."• When done, click Done.
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Task

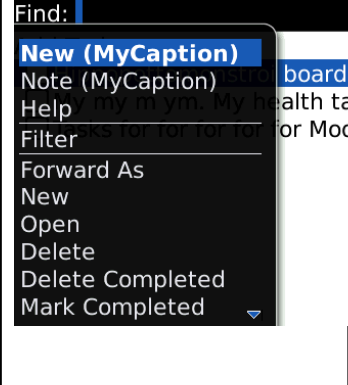
Similar to Email, Memo and other features, Task feature is seamlessly integrated into existing native BlackBerry® Task application, where you have capability to

- Speak new task, where you can say Task Title and Due Date
- Append notes to existing Task

Using MyCaption Quick Launch and Side Key, you have the capability to Compose new Task with a click of a button.

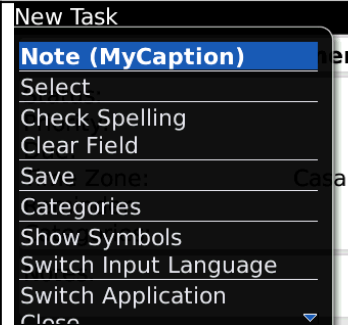
New (MyCaption)

Use New (MyCaption) feature to compose new task, and speak task title and due date.

 A screenshot of a BlackBerry application menu. The 'Find:' field is at the top. The menu items are: 'New (MyCaption)' (highlighted in blue), 'Note (MyCaption)', 'Help', 'Filter', 'Forward As', 'New', 'Open', 'Delete', 'Delete Completed', and 'Mark Completed' (with a dropdown arrow).	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Applications/ Tasks.• Click Menu key/ New (MyCaption). An audio recorder will start.• Speak, "Dentist Appointment at 5pm coming Monday "• When done, click Done. <p>Or, simply go to BlackBerry home screen, click MyCaption icon/ Compose Task and speak, "Dentist Appointment at 5pm coming Monday "</p>
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Append (MyCaption)

Use Append (MyCaption) feature to append notes to existing task.

 A screenshot of a BlackBerry application menu titled 'New Task'. The menu items are: 'Note (MyCaption)' (highlighted in blue), 'Select', 'Check Spelling', 'Clear Field', 'Save Zone', 'Categories', 'Show Symbols', 'Switch Input Language', 'Switch Application', and 'Close' (with a dropdown arrow).	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Applications/ Tasks.• Select an existing task, click Menu key/ Note (MyCaption). An audio recorder will start.• Speak, "Need to go grocery-shopping on my way back."• When done, click Done.
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Calendar Appointment

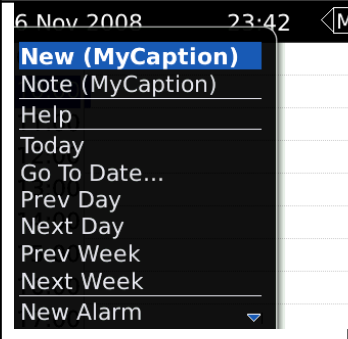
Similar to Email, Memo and other features, Calendar Appointment feature is seamlessly integrated into existing native BlackBerry® Calendar application, where you have capability to

- Speak new calendar appointment, where you can say Appointment Title, Location and Time information
- Append notes to existing Calendar Appointment

Using MyCaption Quick Launch and Side Key, you have the capability to Compose new Calendar Appointment with a click of a button.

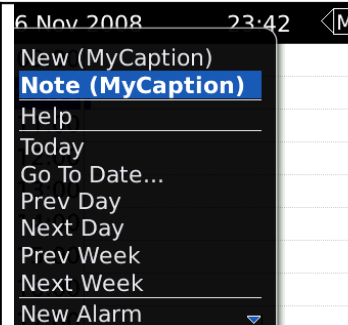
New (MyCaption)

Use New (MyCaption) feature to compose new calendar appointment, and speak appointment title, location and timing information.

 A screenshot of a BlackBerry calendar application's menu. The menu is open, showing options: 'New (MyCaption)', 'Note (MyCaption)', 'Help', 'Today', 'Go To Date...', 'Prev Day', 'Next Day', 'Prev Week', 'Next Week', and 'New Alarm'. The 'New (MyCaption)' option is highlighted in blue. The background shows the date '6 Nov 2008' and time '23:42'.	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Calendar, click Menu key/ New (MyCaption). An audio recorder will appear.• Speak, "<i>Dinner with Michael, Friday 7pm to 9pm at Union Square.</i>"• When done, click Done. <p>Or, simply go to BlackBerry home screen, click MyCaption icon / Calendar Entry.</p>
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Append (MyCaption)

Use Append (MyCaption) feature to append notes to existing calendar appointment.

 A screenshot of a BlackBerry calendar application's menu. The menu is open, showing options: 'New (MyCaption)', 'Note (MyCaption)', 'Help', 'Today', 'Go To Date...', 'Prev Day', 'Next Day', 'Prev Week', 'Next Week', and 'New Alarm'. The 'Note (MyCaption)' option is highlighted in blue. The background shows the date '6 Nov 2008' and time '23:42'.	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Calendar.• Select an existing entry and click Menu key/ Note (MyCaption). An audio recorder will appear.• Speak, "<i>Ask Michael about the Monday meeting.</i>"• When done, click Done.
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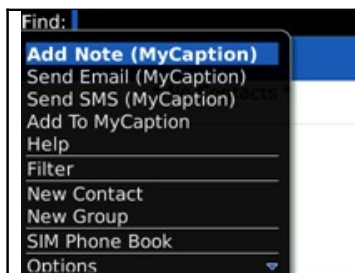
Contact

Similar to Email, SMS, Memo and other features, Contact feature is seamlessly integrated into existing native BlackBerry® Contact or Address Book application, where you have capability to

- Speak notes for a contact
- Speak and send Email to a contact directly from Contact UI
- Speak and send SMS Text Message to a contact directly from Contact UI
- Add Contact to MyCaption Address Book

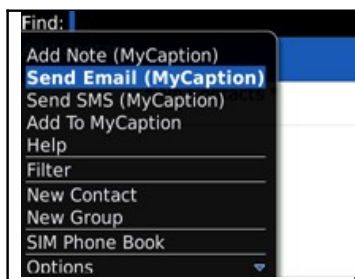
Contact Note (MyCaption)

Use Note (MyCaption) to speak and add notes for a contact in your address book. Each note gets prepended to the existing notes for the contact, along with a time stamp.

	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Contacts.• Select an existing contact, click Menu key/ Note (MyCaption). An audio recorder will start.• Speak, <i>"This is an old friend ..."</i>• When done, click Done.
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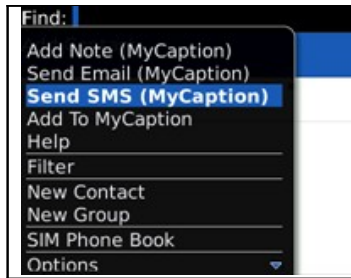
Send Email (MyCaption)

Send email to contact directly from Contact or Address Book screen by using this option. When using this feature, you don't need to update the recipient information.

	<ul style="list-style-type: none">• On your BlackBerry home screen, go to Contacts.• Select an existing contact, say your friend Huntington. Now click Menu key/ Send Email (MyCaption). An audio recorder will start.• Speak, <i>"Hey Huntington, ..."</i>• When done, click Done.
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Send SMS (MyCaption)

Send SMS to contact directly from Contact or Address Book screen by using this option. When using this feature, you don't need to update the recipient information.



- On your BlackBerry home screen, go to **Contacts**.
- Select an existing contact, say your friend **John**. Now click Menu key/ **Send SMS (MyCaption)**. An audio recorder will start.
- Speak, "**Hey John, ...** "
- When done, click **Done**.

Add To MyCaption

Use this feature to add a contact to MyCaption Address Book. MyCaption uses this contact information in its Address Book to fill out the recipient information, when Compose Email (MyCaption) or Compose SMS (MyCaption) feature is used. Please see Compose Email (MyCaption) and Compose SMS (MyCaption) for more details.



- On your BlackBerry home screen, go to **Contacts**.
- Select an existing contact, say your friend **John Smith**. Now click Menu key/ **Add To MyCaption**.
- You will see a new page with John Smith name, email address and SMS phone number.
- Click **Ok** to add John Smith to your MyCaption Address Book.

Frequently Asked Questions

1. Why does SMS not show up in my Outbox?

This happens when **Review SMS before sending** preference is set to No. This is current limitation of the software.

2. Why SMS doesn't go to certain phone numbers?

Please make sure that you have correct phone number format for the contact to who you are sending SMS Text Message using MyCaption. For e.g., the phone number formats for USA should be (408) 555-1212 or 1408-555-1212 or +14085551212, or similar to one of the given formats.

3. Does *Reply To All (MyCaption)* work for SMS Text Messages?

No. Currently this feature is not supported.

4. *Dictate (MyCaption)* doesn't for SMS Text Message on my BlackBerry device?

Dictate (MyCaption) is known to not work on BlackBerry with certain operation system, like 4.7, 4.6, and 4.2.

Need more help? Contact Us:

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