

Check Your Azam Skills

How well do you know it? When completed, you will be able to do almost anything.

Part 1: Getting to Know Azam

Make sure you are able to execute the following tasks; this will give you the look and feel for the product.

- Create a Dictation recording
- Create a Meeting recording
- Create a Phone recording
- Create a Diary recording
- Set the phone to answer machine for incoming calls
- Create a message for the answer machine
- Record an incoming call

Create a Template to hold a short meeting or a message that describes your early life story. Call it, **My Life Story: The Early Years** and index the following: -

Introduction

Your early childhood

Your parents and relatives

Your school days

Your first job

Save the recording and play it

Click on the index bar to move forwards or backwards whilst playing the recording.

Play with the product trying different features, which will delight you.

Part 2: Specific functions

Make sure you are able to execute the following tasks. They have been graded into easy to do (E) or a bit tricky (T). A child or a non-technical grandparent should be able to do the very basic (V) functions itemised above and below within 2 minutes of being shown how.

1. Select a V92 modem with VOICE/DATA/FAX capability. (T)
(**Why?** If you do **not** select a modem you will not be able to record phone calls or use email.)
2. Set options for Azam. (E)
(**Why?** This will allow you to use your own set of rules when you start Azam.)
3. Check whether Line Monitoring is active. (V)
(**Why?** If Line Monitor is not active you will **not** be able to make any phone calls.)

4. Start Line Monitoring. (E)
(**Why?** By starting the Line Monitor you will be able to make phone recordings on incoming and outgoing calls.)
5. Check path of the default Data Store. (V)
(**Why?** To check where your data is stored.)
6. Create your own default Data Store. (T)
(**Why?** Allows you to specify a different disk, and or folder, for your own private use and another for business.)
7. Record a Dictation for emailing. (V)
(**Why?** Because you want to send an email but can't or won't type much.)
8. Add Keywords and Index Comments to your recording. (E)
(**Why?** Keywords help in contextual search at a later date, and indexing comments helps the listener to move forwards or backwards to that particular part of the recording: a bit like tracks on a CD.)
9. Play the Dictation without saving (Dictation only). (E)
(**Why?** Just to check if the recording is ok.)
10. Save a recorded Dictation. (E)
11. Check if the Dictation is saved. (E)
12. Play the recorded Dictation. (V)
(**Why?** Check the recording.)
13. Check the length and the time of the recording. (E)
(**Why?** For consistency to ensure what you have recorded is correct.)
14. Email the recording or part of the recording to a friend. (E)
15. Follow tasks 7 to 14 for Meetings, Phone, and Diary recordings.
16. Search for Dictations, Meetings, Phone, and Diary recordings individually. (E)
17. Search for all recordings. (E)
18. Execute contextual "Smart" search on your saved records. (E)
(**Why?** To show how you can search contextually. For example, you may have used the word 'dog' in a meeting minute but can't remember, so you can search on similar words such as poodle or canine. Note: This is only provided if you have purchased the boxed version of Azam. It is not supplied with the download version.)
19. Merge two or three records and save the new recording. (T)
(**Why?** Combine records with similar subjects.)
20. Check if the merged recording created by 19 is saved. (E)

21. Cut parts of the recording and save record. (Dictation only) (T)
(**Why?** You may only want to send or hear a part of the recording.)
22. Check whether the cut recording created by 21 above is saved. (E)
23. Use the Studio Option to extract parts of the recording. (T)
(**Why?** You may want to extract parts of a recording which apply to a particular subject.)
24. Use the Build Option to build a new recording. (T)
(**Why?** Used to build a new recording from the extracted parts of the recording.)
25. Use the Preview Option to preview a new recording. (E)
(**Why?** To preview a built record before saving.)
26. Save the new recording created by 25 above. (E)
27. Check if record is saved. (E)
28. Export Phone Book and Templates. (T)
(**Why?** You may want your friend or colleague to use the same Phone Book or Template as you, or to create a regular corporate standard.)
29. Import Dictations, Meetings, and Phone records. (T)
30. Import Phone Book, WAV file, and Templates. (T)
31. Import Azam files. (T)
(**Why?** You may have Azam files stored on another PC or server, as it is easier to import files than create new ones. Useful for company 'sharing' use.)
32. Add an entry to your Phone Book. (E)
33. Check entry is saved. (E)
34. Create a Template for Dictations, Meetings, Phone, and Diary. (T)
(**Why?** Templates make it easier for you and help standardize your use of Azam.)
35. Create a Meeting Agenda. (T)
(**Why?** One of the most useful functions if you are a business person.)
36. Create a recording from a created Template. (E)
37. Create a greeting message for the caller. (E)
(**Why?** To personalize the message the answer machine plays before it starts to record.)
38. Set the phone to answer machine. (V)
(**Why?** When you are away from the phone Azam can answer your incoming calls.)

39. Edit an existing message. (T)
(**Why?** In case you want to change the recorded message.)
40. Check and play a recording left on the answer machine. (E)
41. Create an incoming call record. (E)
42. Play an incoming call record. (E)
43. Set Diary Monitor on. (V)
(**Why?** The Diary Monitor will remind you to do what you have told it to do by playing back the recorded diary entry at the set time and date you have chosen.)
44. Check if Diary Monitor works at the scheduled time. (T)
45. Compress the Azam Data Store. (E)
(**Why?** To save disk space on your PC)

Thank you, that concludes the self-test.

If you get stuck, refer to the online documentation, manual and website
www.azamit.com