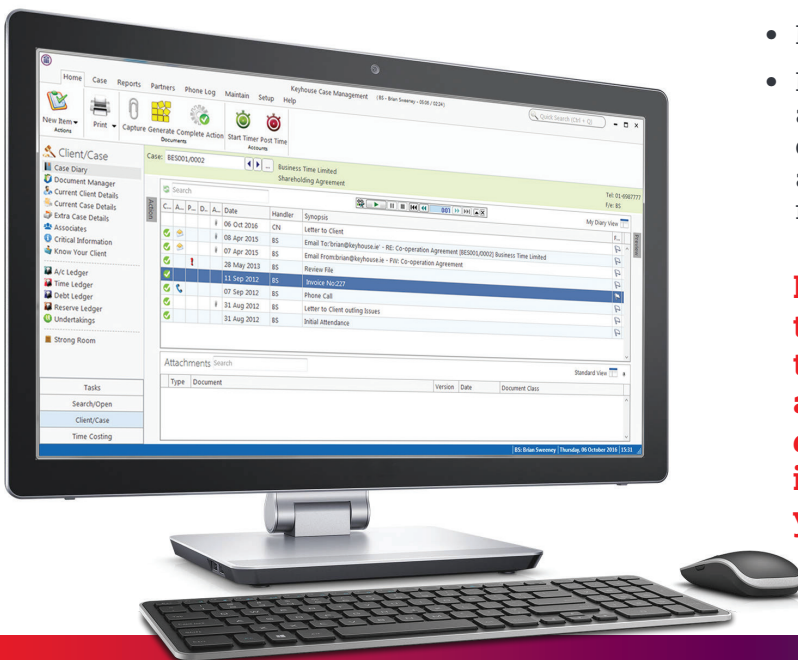


The simple way to simplify everything.

Keyhouse Digital Dictation puts an end to the cost and hassle of working with tapes, eliminating all the time and money going to waste on old-fashioned cassette recording.

Our system simplifies the dictation process by recording your voice directly onto your PC using a digital recorder. It then immediately sends the dictated file to your secretary via the office computer network.

It's smart, simple and easy to use.



Key Features and Benefits

- Greater productivity through faster document turnaround – when you finish dictating it is sent instantly to your secretary
- The dictation is digital, so you can easily edit and insert
- Specific dictation jobs can be prioritised so they appear at the top of the queue
- An on-screen 'work in progress' facility helps keep track of all dictations
- Reports show you what work has been completed and what's still outstanding
- Jobs can be moved between secretaries if required
- High quality digital audio ensures greater clarity which leads to increased accuracy and higher secretarial productivity
- Dictation can be recorded remotely and sent to the office instantly
- Integrates with Microsoft Word for ease of use
- Integrates with all other Keyhouse modules, such as Keyhouse Accounts and Case Management, enabling dictations to be linked directly to files and eliminating the need for dictating case references which further improves productivity

Keyhouse Digital Dictation compliments the way you work. With very little training it can be up and running in a couple of hours. It's a fully featured digital dictation system and will immediately improve productivity in your firm.