



KEYHOUSE DIGITAL DICTATION

Keyhouse Digital Dictation simplifies the dictation process by enabling you to record voice files onto your PC with the use of handheld microphone or mobile devices. It allows you to take control of the dictation process. This straightforward and easy to use software allows you to choose where and when you dictate and ensures that it is sent straight to your chosen destination.

Features:

- Automatic secretary notification when priority dictation arrives
- Files are automatically queued based on priority
- Ability to insert/go to Bookmarks
- Ability to slow audio down or speed audio up
- Ability to record in Insert or Overwrite mode
- Foot-switch or Hot-keys provide full typist control
- Ability to instantly undo or redo audio edits
- Remote dictation abilities with e-mail and telephone dictation
- Ability to view all jobs in queue and status
- Ability to view the status of Authors & Players
- Automatic file management
- Ability to change a files position within queue
- Comprehensive Standard Reports
- Powerful Report Designer/Generator
- Direct integration with Microsoft Word

Benefits:

- ✓ Dictation can be done via a PC or mobile device
- ✓ Dictation can be categorised & prioritised
- ✓ Progress can be easily monitored
- ✓ Auto link dictation to individual Microsoft Word documents
- ✓ No more winding tapes backwards and forwards
- ✓ Eliminates unnecessary costs and hassles of working with cassette tapes
- ✓ Increase in productivity - Faster turnaround for documents - no waiting to fill tapes
- ✓ Automatic delegation of dictation files to support staff
- ✓ Easily find individual dictations
- ✓ Improved accuracy using high quality digital Audio - increased secretarial productivity
- ✓ Same Performance as much more expensive systems
- ✓ Fully integrates with Keyhouse Case Management
- ✓ Fully integrates with Keyhouse Accounts
- ✓ No Supervisor Required

The Keyhouse **Digital Dictation** system is designed to compliment the way you work. With very little training your firm can be up and running within a matter of hours. This fully featured digital dictation system, whether it is a standalone or an integrated module, is without doubt the best value for money in the market.