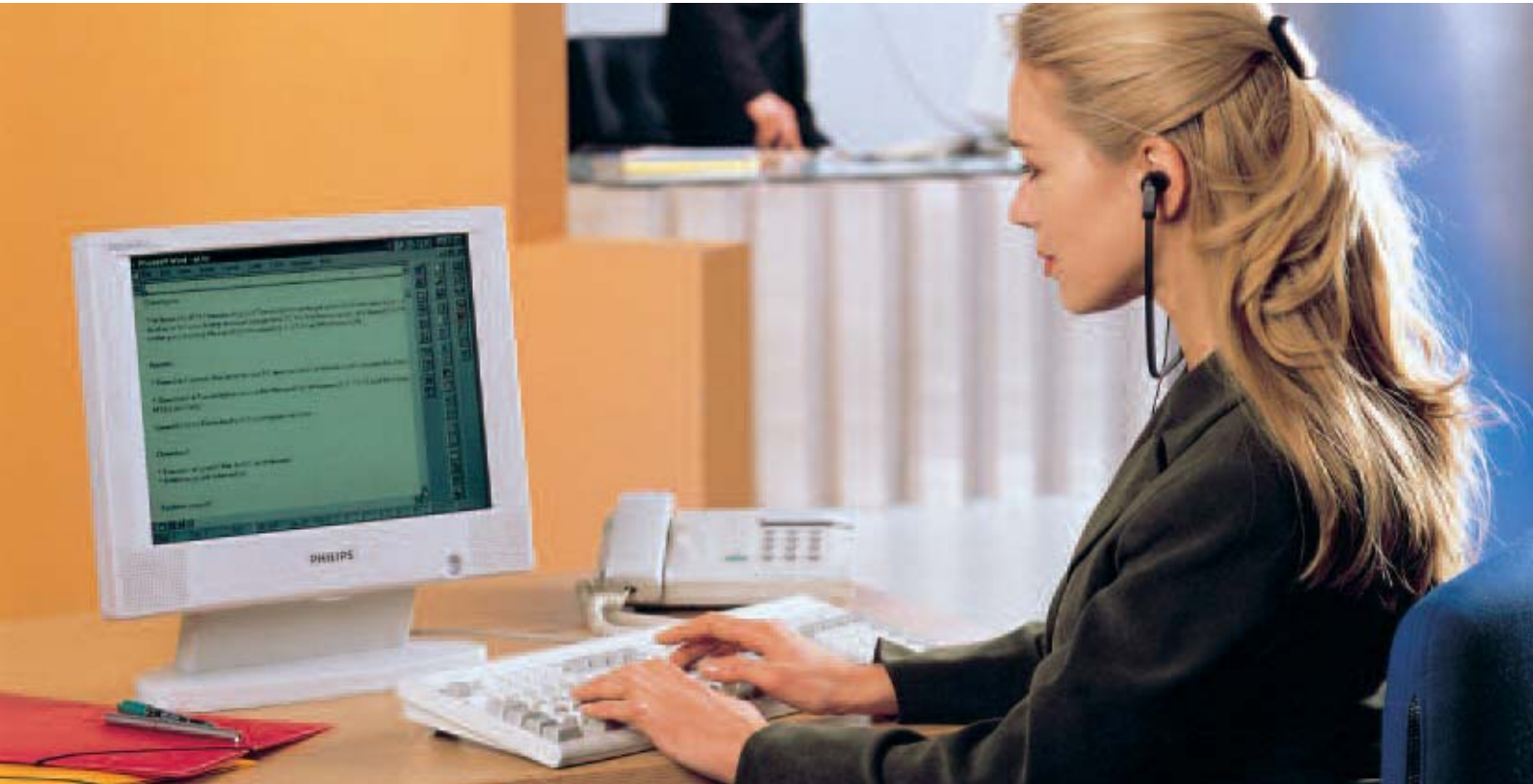


“I commissioned a report on digital dictation systems, it looked at Big Hand™, Winscribe™ and others, **Team Talk** is simply streets ahead”

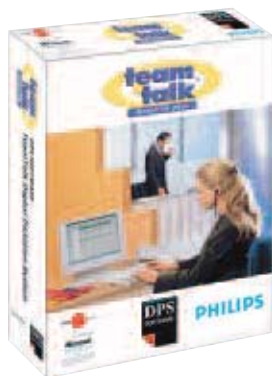


Mike Brown (IT Director Levenes Solicitors 200 person practice, Hampshire)



“we looked at every digital dictation on the market, **Team Talk** is the best without a doubt”

Ian Fretwell (IT Director Stanley Tee Solicitors 200 person practice, Hampshire)



So easy to install and implement Team Talk is available as an off the shelf product with a money back guarantee representing the best value for money software available **all the hardware and software needed per user from £299**

- 1 Team digital dictation workflow software license including all manual and installation CD
- 1 philips speech mike or headset and foot pedals (author or secretary hardware)
- 30 days free email support*
- Hot line support*
- Money back guarantee
- Delivery

* Any query can be emailed to support and it will be answered by email within 2 working hours of receipt. This can be upgraded to an annual support contract for an additional charge. The annual contract includes all software updates and online and telephone support as needed. On site support can also be provided at an additional cost.

DPS Software 288 Southbury Road, Enfield, EN1 1T Tel: +44 (0)208 804 1022 Fax: +44 (0)208 804 287



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DPS Digital Dictation Workflow Solutions for Law Firms



In today's increasingly fast-moving business environment, law firms have an even greater need to deliver documents quickly and efficiently as competition for clients grows.

The arrival of digital dictation is bringing with it many benefits to organisations, such as law firms, that produce large quantities of documents requiring conversion from spoken words to written documents. This information sheet is split into two sections; Law Firm and Fee Earner & Secretary, so you can see at a glance how implementing Digital Dictation and Digital Workflow can benefit your firm and employees.*

Features

Firm

No Analogue Tapes

Intelligent Routing

Full Work Flow Functionality

Built-in reports and Report Writer

Intelligent Pulsing System

Fully Scalable

Secure Access Levels

Document Turnaround Alarms

Benefits

- No outdated tapes to break, get lost and replace
- Less desktop clutter for both fee earner and secretary
- Allows more effective and flexible use of secretarial resources by automatically routing jobs to the next available or appropriate secretary whether based in the same office, another location or working from home.
- Enables reduced secretary to fee earner ratio.
- Allows reductions in permanent, temporary and overtime secretarial costs.
- Administrators can manage and change the allocation of files, providing a simple contingency plan for secretarial absence without interrupting the fee earner.
- Eliminates bottlenecks, reducing client documentation turnaround times
- Provides management information on the workflow system in order to identify and eliminate bottlenecks and plan secretarial resources.
- In addition to using advanced file compression, the system monitors network traffic and sends dictation data when network load is minimised.
- Copes with increasing users by allowing the system to scale from 2 to an unlimited number of fee earners and secretaries.
- Each secretary can be assigned an access level to ensure that confidential or sensitive documents are only routed to a secretary authorised to complete that work while still benefiting from full workflow functionality.
- Audible and visual alarms notify the administrator when jobs are overdue.
- Ensures client documents are delivered as quickly as possible.

Examples of Dictation Devices



DPS Digital Dictation Workflow Solutions for Law Firms cont...

Features

Benefits

Fee Earner & Secretary

Simple User Interface

- No complicated screens, buttons or processes for fee earner to bother with.
- Little work change for the fee earner or the secretary.

Non-proprietary input devices

- Allows fee earners to dictate via numerous input devices, including hand-held recorders, microphones and even telephones
- Maximises working flexibility and convenience

Dictation 'Call-Back'

- Fee earners can amend dictations even after they have been sent to the workflow system, easily inserting or deleting segments (providing that the job isn't being transcribed).

Dictation status enquiry

- Fee earners can monitor the progress of their work at any stage.

Internet Access

- Secretaries and fee earners can log onto the workflow system via the Internet rather than having to bother with dialling into the firm's network.

Playback speed control

- Secretaries can slow-down or speed up playback without affecting the tone of dictation ensuring maximum clarity, speed and accuracy of transcription.



PHILIPS



GRUNDIG



OLYMPUS

@nytime. @nyhow. @nywhere. DPS Digital Dictation Workflow services and solutions enable fee earners to dictate, faster, more cost effectively and in confidence 24 hours a day, 7 days a week.



DPS Software
288 Southbury Road
Enfield
Middx
EN1 1TR

Tel: 020 8804 1022
Fax: 020 8804 2875
e-mail: info@dpssoftware.co.uk
Web: www.dpssoftware.co.uk



TeamTalk Digital Dictation

Yes

Digital Dictation	TeamTalk	Big Hand	Winscribe	G2
Outlook interface	Yes	Yes	No	No
Built in document handling	Yes	No	Yes	No
Ability to use and manage outsource/external workers	Yes	No	Yes	No
Ability to automatically update jobs using emails returned by outsourcers/home workers	Yes	No	Yes	No
Built in report generator and reports	Yes	Yes	Yes	?
Integration to One Office case management system	Yes	No	Yes	No
Ability to send template documents with jobs	Yes	No	Yes	No
Full integration to DPS case management	Yes	No	No	No
Full integration to HOT DOCS	Yes	No	No	No
Full integration to WORD 2000/2003	Yes	No	Yes	No
Ability to profile jobs to matters and clients on Galaxy Accounts (integration to Galaxy Accounts)	Yes	No	No	No
Ability to profile jobs to matters and clients on TFB Accounts (integration to TFB Accounts)	Yes	No	No	No
Ability to profile job to matters and clients on ELITE Accounts (integration to ELITE accounts)	Yes	No	No	No
SQL 2000 Database for all job handling	Yes	Yes	Yes	?
Software written in .NET (dot net)	Yes	No	Yes	No
Citrix\Thin client	Yes	?	Yes	No
User Amendable interface for team working	Yes	No	Yes	No
Ability to add dictation to transcribed documents that have been transcribed	Yes	No	Yes	No
Ability to check transcribed documents electronically before ok'ing for printing	Yes	No	Yes	No
Web Based interface available	Yes	No	Yes	No