



## Team Talk– Digital Dictation Software

Law firms need to produce large quantities of documents and in many situations these documents need to be produced from dictation. The Team Talk Digital Dictation system has brought huge benefits to law firms who need to produce documents quickly and efficiently.

### Procedures and Workflow

Team Talk, the Digital Dictation management system from DPS Software is fully integrated with Philips Speech Technology Hardware and the benefits of this integration include:

- Speed
- Efficient job management
- Reduced job sizes
- Better sound quality
- The ability to dictate against partly completed documents.

Using Team Talk together with Outlook Office– DPS’s case management software- allows the user to dictate against documents meaning that the dictation and document to be typed are kept together, and stored on the case file.

The system tracks all the stages of the dictation allowing electronic checking and approval, and can show at a glance the exact stage a particular job is at.

The whole system works with HOT DOCS, PC-DOCS, IMANAGE, or as a stand-alone digital dictation and workflow management system.

### Features

**No Analogue Tapes-** no tapes to break, lose or clutter desks

**Intelligent Routing** - effective and flexible use of secretarial resources by automatic routing of jobs to the next available or appropriate secretary, regardless of their location

**Full Work Flow Functionality** - allocation of files managed with a contingency plan for secretarial absence, so as not to interrupt fee earners

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**Built-in Reports and Report Writer** - provides management information on workflow systems to identify and eliminate bottlenecks and plan secretarial resources

**Intelligent Pulsing System**—in addition to advanced file compression, the system monitors network traffic and sends dictation data when the network load is minimised

**Fully Scalable**— the system can handle an increasing number of users by allowing the system to scale from 2 to an unlimited number of fee earners and secretaries

**Secure Access Levels** — 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

**Document Turnaround Alarms** — audible and visual alarms notify the administrator when jobs are overdue, ensuring that client documents are delivered as quickly as possible

## For the Fee Earner and Secretary

**Simple User Interface** - no complicated screens, buttons or processes, and little change to working practices

**Non-proprietary Input Devices** - allows fee earners to dictate via numerous devices including hand-held, recorders, microphones and telephones

**Dictation 'Call-Back'** - fee earners can amend dictations after they have been sent to the workflow system, providing the job is not in transcription stages

**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 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.

**For further information about this product please don't hesitate to contact us**

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