



CONVERTING YOUR DICTATIONS INTO FINISHED DOCUMENTS HAS NEVER BEEN FASTER

ARE YOU STILL USING ANALOGUE DICTATION?

Digital dictation solutions from Philips offer a host of advantages over analogue cassette-based devices and can be seamlessly integrated into your existing company workflows. The main advantages of switching over to digital dictation include:

- Greater efficiency in the organisation of your work processes
- Sending of dictation jobs via your PC network
- Prioritisation of urgent jobs
- Confidential data kept secure
- Generation of job lists for your transcription team
- Cassettes no longer required
- Optimal sound quality
- Simple and secure archiving
- Option to use speech recognition technology

PHILIPS
sense and simplicity

THE ADVANTAGES IN DETAIL

Prioritisation of Urgent Jobs

The transcription team can clearly see which jobs are urgent and require immediate transcription by consulting their electronic jobs list. A dictation can be easily prioritised in the jobs list with just the click of a button on the dictation device.

Sending of Dictation Jobs via Your PC Network

Dictation files can be sent directly from the creator's PC to the transcription team – either via the LAN (office network) or e-mail – and distributed among several different typists in advance. Dictations can also be sent when you are out of the office, ensuring maximum flexibility.

Cassettes No Longer Required

With digital dictation, all information is available in electronic format and clearly set out in a simple jobs list. Electronic back-ups can be made for all digital dictations, making lost or damaged tapes a thing of the past.

Optimal Sound Quality

The quality of digital sound files is excellent for transcription, minimising errors and allowing documents to be processed more quickly. The standard headset and foot control also mean that the transcription team can continue to use the same working process that they use for analogue files to transcribe the new digital sound files.

Generation of Job Lists for Your Transcription Team

Details for all dictations are available in electronic format and displayed in a clear and simple jobs list. The jobs list displays all new and ongoing jobs for the transcription team. Information such as the date and length of dictations allow the transcription team to start and complete jobs either in chronological order or based on the amount of time available to them, thus ensuring maximum time efficiency. None of this information is available when a cassette is sent to a typist in the mail!

If you would like more detailed information about digital dictation or need guidance as to the best solution for you, your Philips partner is happy to help. Just get in touch using the following contact details:

Option to Use Speech Recognition Technology

Our digital products are compatible with Nuance speech recognition solutions, which make it possible for you to convert your spoken words into text in seconds. The system improves with each dictation and adapts to the way you speak – for guaranteed optimal results.

Simple and Secure Archiving

The digital dictation files are automatically saved in archive folders, so that you can access them at a later date. The files take up very little memory space – and you won't have to find room on the shelves and in the filing cabinets of your office.

Confidential Data Kept Secure

Confidential and sensitive data can be protected by encrypted passwords to prevent unauthorised access and can be saved in a folder specifically for confidential data.

Greater Efficiency in the Organisation of Your Work Processes

All data are saved electronically on your PC and can be made available for processing immediately via your network. Dictations are automatically distributed, making your standard work processes quicker and highly efficient.
