



**PHILIPS**

Dictation

# Maximize productivity and grow your business

Take your firm and clients to the next level with technology:

As with many institutions and traditions, well-established law firms are often safe, familiar, predictable — and resist change. For this reason, a new breed of entrepreneurial-minded legal professionals is springing up. These go-getters are starting their own independent or boutique firms, taking command of their lives and embracing both hard work and change. Today's mobile and voice technologies can help grow such firms, even on limited resources.

## Embracing change. Growing business.

Many traditional law firms are slow — even reluctant — to change. Yet legacy technologies, aging and incompatible operating systems, and local servers can be inefficient and unreliable. If they crash, they can threaten business, hamper or halt employee productivity and cut into the firm's operating budget. Entrepreneurs are not afraid of change. They're proactive problem-solvers who seek out opportunities. They thrive on applying their insights to challenging situations. For attorneys who've made the bold decision to launch their own firm, this start-up mentality will serve their new practice well.

Starting a business is a lot of work, though, and it places enormous demands on time and resources. Success depends on finding new ways of looking at and leveraging innovation.

For up and coming attorneys, mobile technologies offer a practical, proactive means for maximizing productivity. They allow legal professionals to grow their firms without investing time and money on an underlying server infrastructure, or on maintenance and support. More importantly, mobile technology allows legal professionals to mitigate time spent on administrative work and increase the time spent on legal analysis and client services.

## Security in the office and on the go

The decision to open a solo or small practice is often driven by a desire for independence from the status quo, and the power to create change. *So why settle for working in the usual way?*

Voice technologies offer attorneys the ultimate freedom and work mobility. Whether in the office or on-the-go, legal professionals can get the most out of every minute by dictating their notes, tasks and even billable hours using a voice recorder or a dictation recorder app on their mobile phones. In addition to greater flexibility and productivity, digital dictation drives efficiency, especially for solo attorneys who want to focus on business

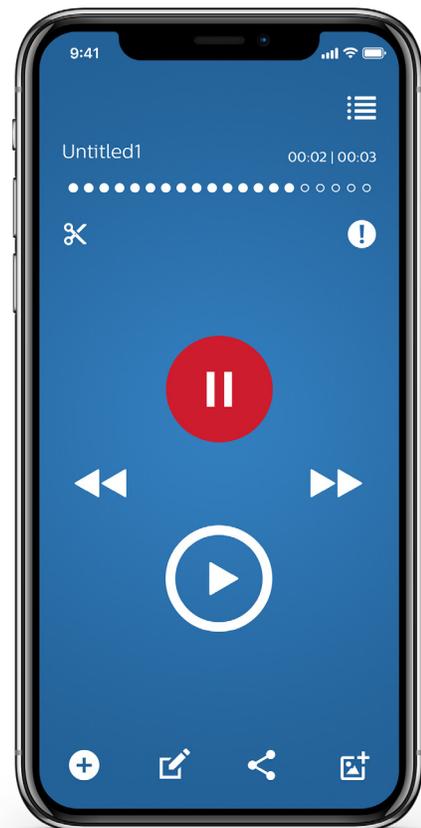
development rather than managing paperwork and filing systems.

Thanks to today's cloud environment, legal professionals also no longer have to choose between mobility and security. Unlike emails that can be attacked by hackers, voice recorders have high security standards. Double encryption in real-time in the cloud keeps data secure when recording, sending/receiving and storing. Furthermore, automatic backup functions protect data against accidental loss. Audio files are safely stored in the cloud, secure from computer crashes, internet interruptions or accidental deletions from the device.

## Just like having your own personal assistant

For solo and small-firm attorneys who could use an extra hand without a big resource investment, dictation and speech processing apps can also help by turning voice into text. Simply record notes or tasks into the dictation recorder app connected to the cloud, and voice files are transcribed almost immediately into a document format. The finished document is attached to the audio file and can be opened through the mobile phone, web browser or even be synced to dictation and transcription software. Advances in speech recognition software keep pace with continuous speech, recognize legal terminology and are highly accurate — with up to 99 percent recognition rate — so there's no need for time-intensive correction.

While technology can't add hours to the day, the right solutions can help maximize those hours and allow attorneys to spend more time focusing on client services. Philips is the leader in professional dictation workflow technologies. Through continuous innovation and real-world application, we help our clients across the globe realize the potential of their businesses.



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