

# PC Dictation

## DigiDictate-IP

### DESKTOP DICTATION WITH VOICE STREAMING TECHNOLOGY

**DigiDictate-IP** is the only PC dictation application on the marketplace using voice-streaming technology, allowing authors to dictate in real-time from a wide range of standard PCs, notebooks and tablet PCs, while storing voice files on a central server at all times for data integrity purposes.

### NEW INTUITIVE USER INTERFACE

**DigiDictate-IP** is designed with a thorough understanding of the dictation cycle, making dictation a simple and efficient process. Upon login, authors are presented with a multi-pane view of their workload in an Outlook® style interface. Jobs can be sorted by any field, dragged and dropped to the Calendar for follow-up. Dictations can be created, reviewed, edited, played or re-routed in a click. The new Crescendo VoiceBar also allows for increased control, with the progress bar always notifying the author of their position in the dictation.



More advanced features are also included such as adding cue or index markers to the dictation.

When the dictation is complete, the author has the option of simply signing the job off or marking it as high priority, which will ensure immediate transcription. All priority jobs are clearly highlighted to display their importance. If, for some reason, the dictation process must be interrupted, the author has the option of saving the dictation as a draft. The author can then come back and pick up where the dictation was left off. No draft dictation will be made available to others until it is completed and signed off.



### CONNECTION IS NEVER AN ISSUE

For one, users no longer have to worry about being at a particular station to dictate, or that they have no access to the network or digital dictation system. **DigiDictate-IP** is designed to take advantage of voice streaming technology, using almost any connection to allow both real-time and offline dictation. Authors can thereby keep on dictating offline and, as soon as a connection is detected, the completed jobs will automatically be uploaded to the central server.

### NOR IS CONFIDENTIALITY

**DigiDictate-IP** also ensures the maximum protection of confidential data. Firstly, voice files are never kept on the local PC, therefore, should there be a security breach, absolutely no information from the Crescendo application can be compromised or disclosed to a third party. Moreover, **DigiDictate-IP** supports forced password change, thereby increasing the level of protection of the application. All passwords in the main database are also protected through a hash algorithm.

### SHARED ACCESS

Review access to dictations from other users can be set by the Supervisor, for example in Quality Control settings or in partnering situations whereby listen access by a particular user is necessary.

## WORK ASSIGNMENT

Once a dictation is complete, it can be automatically assigned to a specific secretary or work pool, based on the author's default preferences or even by the work type selected. Alternatively, the author can determine the backlog and active secretaries or work pools and assign the job to the one with the smallest backlog. Authors can even assign a required "Due Date" to a job, send an alert and request automatic receipt when the dictation job has been transcribed.

Once a job has been transcribed, it is displayed in "F" (Finished) status within the authors' grid. The author can review, edit and sign off the completed report in Microsoft Word® or in any other application.

## CUSTOMIZATION

Each author can customize their **DigiDictate-IP** settings and define their own preferences. The back step, skip rewind and fast forward, toggle record and insert, as well as system tones for start and end recording can all be individually established. The look of the grid can also be customized with important fields appearing first, and sorted in ascending or descending order.

## EDITING AN EXISTING DICTATION

At any time prior to transcription, the author has the option of editing a previously dictated job by selecting the dictation entry from their list of dictations. Editing options consist of inserting new dictation, deleting a part of the dictation, or recording over existing dictation. Furthermore, the author can use the review function to listen to a dictation that they or any other author created, based on Supervisor assigned privileges. Depending on the search criteria entered by the author, the system will return a list of matching entries, and the author can simply click to listen to a result.

## E-MAILING OPTION


Another useful tool allows the author to distribute the dictation, even before it is transcribed, by e-mailing a copy of the recorded voice. When this option is chosen by the author, their preferred e-mail application is opened and a copy of the voice file is inserted. All that remains is for the author to input the recipient(s) and any additional comments. The resulting voice file can be played by the recipient by simply clicking on it, whereby any installed Windows compatible media player is used to play the voice.

## SYSTEM LOGS

For complete control, the system records all activity for all users at all times.

## SUPPORTED DIGITAL INPUT DEVICES

**PHILIPS**



**SpeechMikes Classic & Pro**

- 4-Position switch or dictation buttons for single-handed use
- Dust-proof optical trackball and scroll wheel
- Programmable buttons


**SpeechMike Barcode 5282**

- Barcode scanner
- Dust-proof optical trackball and scroll wheel
- 4 fully programmable buttons

**Digital Pocket Memo 9450 VC**

- 4-position switch for single-handed use
- Voice-activated recording
- Exchangeable Multimedia/SD Card
- End-of-letter index

**OLYMPUS**



**DS-4000 Digital Voice Recorder**

- Slide-switch operation
- 2 programmable buttons
- 2 recording modes
- Automatic voice activation

**GRUNDIG Business Systems**



**Digta x415**

- 64 MB of on-board memory and MMC drive
- Can also be used as PC-microphone via USB
- Docking station
- Ergonomic slide switch

**Digta x4015 DS Classic**

- 64 MB of on-board memory and MMC drive
- Ergonomic slide switch
- Option: "Premium" version with docking station

**Digta 4010**

- 64 MB Multimedia card
- Voice controlled recording
- Ergonomic slide switch

**DigtaProMic x840 USB**

- Slide-switch and mouse control
- Programmable functions
- Microphone stand

**Digta x415, x4015 DS and DigtaProMic x840 USB** can be used with:

- Barcode reader **DigtaScan 404**
- RFID reader **DigtaRFID 414**



# Streaming

# CRESCENDO

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