

Legal

OLYMPUS
PROFESSIONAL
DICTATION
SYSTEMS

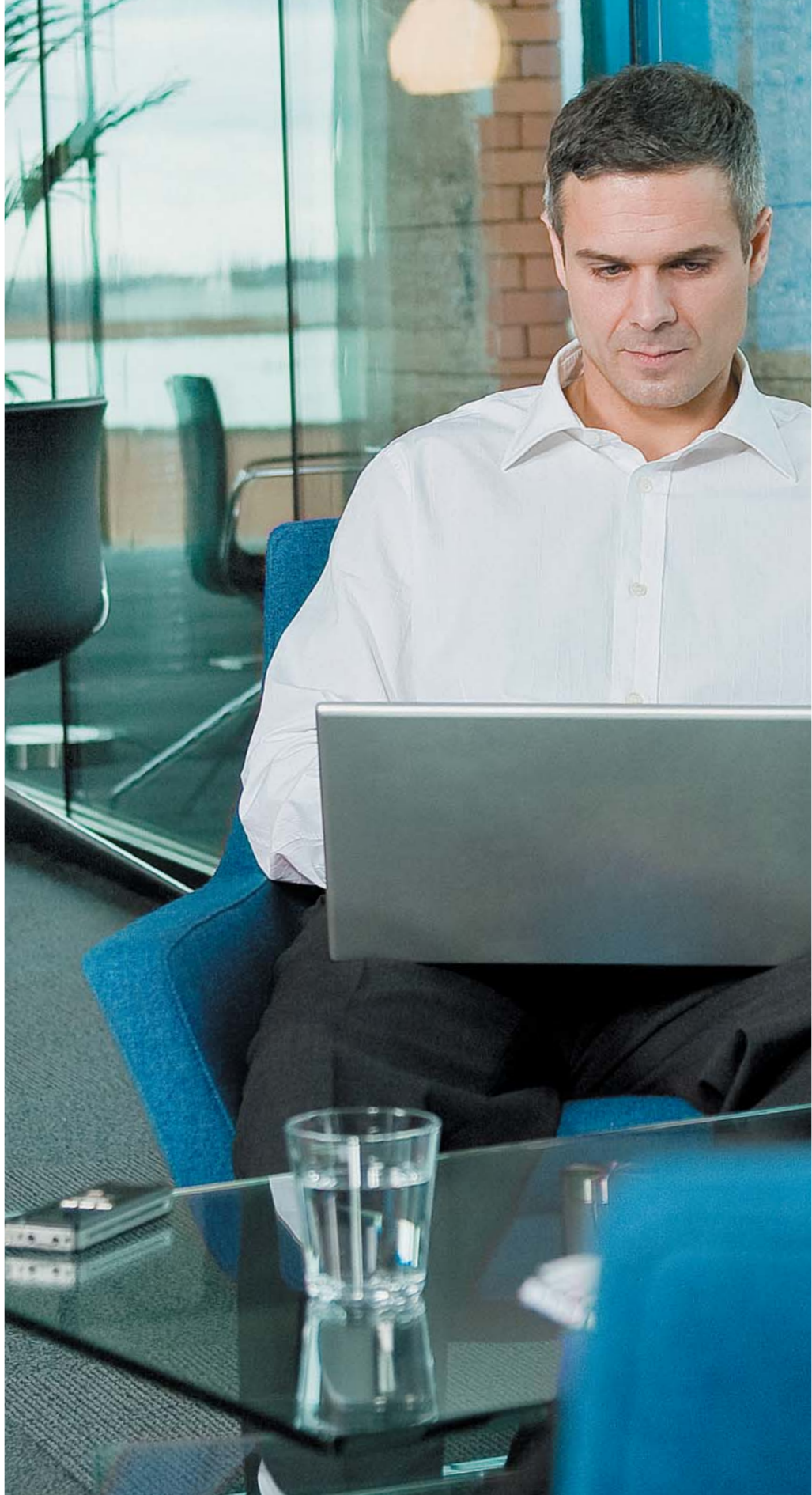
The law dictates

Professional Dictation Systems
Legal



OLYMPUS
Your Vision, Our Future

The traditional dictation workflow has to evolve – so legal professionals can work faster and more efficiently. **Olympus understands.**



The evolution of dictation

Olympus has been helping the legal profession to work more effectively and efficiently for decades. We understand your challenges, and we have the solutions.

Working within the legal profession can be challenging. Innumerable deadlines, constant pressure to do more in less time and increased competition in the marketplace all make demands on firms to cut costs and optimise resources. Many day-to-day workflows need to be reviewed and streamlined wherever possible.

Witnessing the move to digital dictation

For many years legal professionals have used dictation machines to save valuable time and enhance the quality of their work. Olympus firmly believes that the future of dictation now lies in the evolution from analogue to digital, which will bring with it even greater efficiency. Rather than recording onto a physical tape, recordings will be processed as digital audio files that can be edited and distributed over any existing IT network or via the Internet.

Digital Dictation improves your work

Wherever your business takes you, digital dictation makes it easier to edit recorded files and achieve better results in less time. For instance, text passages can be inserted into a file at precisely the right place with no need to omit any important aspect.

Support staff can also access files directly for immediate transcription and distribution. Add to this your attached verbal annotations and a more efficient process is guaranteed.

Olympus expertise

Olympus Professional Dictation Systems can be tailored to fit within your existing working environment, providing workflow transparency, better utilisation of resources and optimum cost efficiency. Every minute of digital dictation means a real return of investment and makes it easier for you to deliver better service to clients.

Building the case for digital dictation

Real improvements

- Speeding up the workflow and transcription process means letters and legal documents can be submitted quicker with a greatly reduced risk of missing an important deadline. Clients will spend less time waiting; cases will be closed quicker; you can take on more work and generate more turnover.

Quicker actions, more transparency

- With digital dictation, key information is transparent across the organisation. Thanks to the benefit of quick file editing, a higher quality standard of work

can be delivered in less time. Also, instead of being confined to one single tape recording, dictations are available to everyone anywhere at anytime.

Higher security

- Digital dictation also improves security – and everybody knows how crucial this is today, especially in the legal profession. While tapes are almost impossible to protect against theft or unauthorised access, digital dictations can be encrypted and password protected. They are easier to store and archive too, consuming zero physical space.

The evidence speaks for itself

For good reasons, the concept of dictation has become well established as a beneficial work process. It has been used in many professions over the years as a means of saving time for highly skilled workers. However, it has only recently embraced the benefits of digital technology.

With an Olympus Professional Dictation System, you can create documents far quicker than before – and with far more flexibility. Record your dictation, transfer it as a digital file to your computer, then e-mail it to a transcription service – either in-house or external – or import

it to a voice-recognition program. The document will be processed quickly and efficiently, and sent out to the recipient without delay – freeing up more time to spend with clients or dealing with pressing day to day issues.

Key benefits include:

Greater efficiency

- Ensure your team is always in sync: process and share dictations with all related team members instantly, via e-mail, network or FTP
- Possibility to integrate recordings with your legal office software applications
- Create documents faster, with less waiting time between recording and transcription
- Centralise important data quickly, to speed up the processing time of legal cases
- Priority indexing allows urgent jobs to be defined clearly and easily

Smarter security

- Allow staff to access recordings securely from any PC on the network
- Ensure full compliance with data-protection regulations
- Link recordings effortlessly to the correct case file using a barcode scanner
- Protect against unauthorised access with data encryption and biometric security

Professional dictation

- Choose from a full range of easy-to-use dictation devices and accessories – all designed to fit the professional requirements of modern legal enterprises

- Verbal annotations and comments enable perfect results first time, no more time-consuming check-backs or queries
- Save time – simply place the dictation device in a docking station for automatic file processing
- Always be in control with Olympus' sophisticated dictation management software that ensures a smooth office workflow

Simple transcription

- Transcribe faster and easier – thanks to better audio quality, verbal annotations and more precise operation compared with tape transcription
- Streamline the workflow – transcribers receive notifications of new tasks, helping them to plan and prioritise
- Share digital files with multiple personnel, across multiple locations – this is a more efficient utilisation of resources that is impossible with tape

Sleek administration

- Manage the overall workflow with a centralised view of job status and control of settings
- Outsource tasks to external transcription agencies or enable staff to work remotely, wherever they are



Create documents faster than ever, with more flexibility and improved security. **Olympus empowers.**

Your best choice – Olympus Professional Dictation Systems

While Olympus believes that no two organisations are the same, we also recognise that common challenges do exist across the legal profession. As a result, the following features and back-end technologies have been specifically employed to address these challenges:

Modular or bespoke approach

Whether your business is a large international law firm, a medium-sized partnership or a small-scale independent practice, Olympus can help you benefit from digital dictation. Get up and running quickly with a choice of software modules, or work with an authorised Olympus partner to integrate a tailor-made solution to your existing information systems.

All-in-one solution

To prevent escalating, ongoing costs, Olympus provides all the functionality you need in one easy-to-buy licence policy. There are no hidden costs, and never any frustrating “upgrade required” messages.

Centralised administration

Deadlines and timings are vital in your work. So we've focused a lot of attention on manageability. Olympus DSS Player Pro software provides a clear overview of all dictation jobs and delivers automatic notifications of new jobs, with information on their urgency or priority.

Access anywhere!

Olympus supports server-based computing environments (Citrix, Windows Terminal Server, Linux Thin Clients), so staff can access recordings from any networked terminal. We've developed a dedicated ICA/RDP channel for audio transfer, and support real-time transfer of microphone and foot control commands.

End-to-end support

We want your solution to be as functional as possible, and to improve your daily productivity. Therefore our management software can be tailored to meet your specific requirements and an integration with your existing legal information systems is possible.

Because no two organisations are the same, Olympus and our network of authorised Olympus partners are ready to help plan, deploy and support your solution in whatever way you need. Contact Olympus Professional Dictation Systems for more information.

Designed for legal professionals

Choose from our range of dictation devices, peripherals and accessories – designed specifically to enhance the productivity and efficiency of your professional life.

DS-5000 / DS-5000iD Voice Recorder

Featuring data encryption and a biometric fingerprint scanner (DS-5000iD only), these devices offer the optimum security standards – essential for legal casework.



Directrec DR-2000 / DR-1000 Desktop Dictation

Ergonomically designed for left- and right-handed users and the visually impaired, this high-quality speaker and microphone desktop system provides user-friendly dictation direct to a PC.

AS-5000 Transcription Kit

Transcribe in comfort with high sound quality, speed adjustment and workload control functions. The kit contains footswitch, headset and DSS Player Pro Transcription Software. Supports various server-computing and e-mail environments, plus SSL for e-mail and ftp.

SC1 Barcode Scanner Module

This optional accessory for the DS-5000 / DS-5000iD offers added security for your dictation workflow. When you start recording, simply scan the barcode of the appropriate case file and your dictation will automatically be uploaded to the correct case record on your IT system.



(Above: DS-5000iD with attached SC1 Barcode Scanner Module)

TP-7 Adapter

A super-sensitive microphone, earpiece and telephone pick-up that lets you capture every word of important telephone conferences.

ME-30W Conference Kit

Record clear and precise audio in large spaces. When used with Olympus high-end stereo recorders, it provides 360° audio recording via left and right channel low-noise stereo microphones. You'll capture every detail and never miss a valuable contribution again.



(Above: ME-30W Conference Kit microphones)

