



# PRESS INFORMATION

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## **Unique anywhere-anytime digital dictation from V7 Technology**

The V7 Technology Digital Dictation System (DDS) streamlines the process of producing typed transcripts from voice recordings using Windows based technology. The system has three key advantages: its inherent flexibility, lower network overhead and standard file format.

The simplicity of the system allows it to adapt to existing business processes within legal firms. The modular system can be built to satisfy any level of demand. V7's file transfer software is loaded onto the hand-held recorder not the PC and this unique feature is a benefit when, for example, solicitors work away from the office. To transfer the voice files and associated data, the handheld recorder is connected to any PC with a data connection. The files are then transmitted over the network when working in the office or over the Internet when working away from base. V7 also offer professional quality voice recording via Windows Smartphone and PDA. For larger installations, V7 can offer linked servers that minimise unnecessary data traffic whilst making files available over a WAN. No other system offers this level of flexibility.

Files received by the server are identified by fee-earner. Reference, priority, category, department, and location are also shown.

The V7 system automatically provides full work-flow. Work is distributed via a simple grid-based system and typists work from a single window for job selection.

Uploading voice files for transcription is a mouse-click operation, whether typists are on the network or working over the Internet. Finished work is fully annotated and a complete history on any file is available.

Time recording is an option. The core program, the System Manager, monitors incoming work and makes information available to relevant people, routes files and distributes copies for transcription. The System Router collects files from other locations, such as a mailbox or FTP server, and transfers them to the V7 system.

V7 DDS simplifies IT administration, reduces IT overheads improves productivity of everyone using the system.

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Solicitors Hereward & Foster, Sills & Betteridge, Smith Jones, and Flack & Co, along with Barrister's chambers Hardwicke Building use the system. V7 provides full support with installation, training and other services.

The V7 digital dictation system has six modules and three working screens for the author, typist and administrator. It is compatible with all leading hand held digital recorders and can use both DSS and WAV voice file formats. It is also compatible with the latest USB microphones from both Philips and Olympus.

"Using digital dictation can allow a firm to address some very fundamental issues concerning costs and productivity", says Simon Westcott, V7's Marketing Director. "It is about much more than simply replacing tape-based dictation devices with digital ones. Work-sharing, home working and outsourced typing can become an integral part of the document production process".

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#### **Editor Notes**

V7 Technology makes business run more smoothly by making business technology easier to handle. Its methodology for success comes from observing the way people work, understanding the processes involved, identifying the key need and then ruthlessly driving through the simplest procedure to satisfy that need. The company has succeeded in many sectors and in every size of organisation from blue chip organisations to home-based businesses.

Its latest venture arose when the principals recognised a niche for an easier-to-use digital dictation system. Digital dictation is often regarded as a demanding and expensive application that only large companies can afford. V7 Technology overcomes this objection with a modular system that allows different sized organisations to match the system to their individual needs.

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