



Introducing Lexacom Digital Dictation

Lexacom digital dictation is an efficient, accurate and cost-effective digital dictation and workflow system. It enables professionals and their secretarial teams to dictate, transcribe and dispatch documents quickly and efficiently. No delays, no mistakes, no hassle.

Lexacom Digital Dictation was developed by professionals for professionals and has been specifically designed with the user in mind.

Lexacom has been a leading provider of digital dictation in the healthcare market for over fifteen years and is now working with a growing number of legal and other professional services firms to help them improve admin efficiency and workflow.

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Introducing Lexacom Digital Dictation

Digital dictation software enables professionals to record and send their expert thoughts or recommendations to their secretarial team for transcription. With the software accessible at the touch of a button or screen, recording, sharing and transcribing letters or reports is fast and efficient.



Lexacom 3 delivers all the features we would expect from a digital dictation system, as well as some additional functions that have gone down well with our team. I would happily recommend Lexacom to any other law firm.

Steven Forster, Director,
Page Nelson Solicitors

Why not use tapes?

Analogue dictation is fraught with problems:

- Tapes hold multiple dictations so finding the urgent ones takes time
- Only one secretary can transcribe from one tape at a time
- Tapes wear out or break and have to be replaced
- Recordings can only be made if the hardware is readily at hand
- Sound quality is often poor
- There is no workflow management or tracking capability

Lexacom was first launched in 1997 by professionals frustrated with the delays and inaccuracies caused by relying on analogue dictation.

The benefits of Lexacom 3

Lexacom 3 offers maximum efficiency, control and flexibility when dictating, transcribing and reviewing documents. With Lexacom 3, you can:

- Dictate securely and accurately from your office or on the move
- Mark each dictation with priority level and send immediately to a secretary or transcription service
- Return transcriptions to author electronically for checking/approval (fully compatible with Lexacom Mobile for approval on the move)
- Send attachments or add notes with your dictations

- Choose optional voice recognition, configurable to each user for maximum flexibility
- Monitor your workload with advanced management and reporting tools
- Securely share information across sites, even where no network connection exists
- Take advantage of automatic software updates and technical help
- Manage your account, add more licences and benefit from new services via your secure Lexacom Cloud account
- Use your existing hardware or get a great deal on new hardware through the Lexacom shop

Lexacom 3 is sold on a per user licence basis. Following the initial one-off licence fee, a modest monthly membership fee covers software updates, service improvements and technical support.

How Lexacom 3 works

Lexacom is split into three integrated modules, Talk for authors, Type for secretaries/transcribers and Management & Reporting for administrators/practice managers.

The Management & Reporting Module is included as standard, and the number of Talk and Type users can be tailored to suit your needs.

Lexacom Talk

Lexacom Talk allows authors to easily record dictations from their desktop or mobile device:



The strength of the customer service offered by Lexacom really swayed our buying decision. They have been very quick to respond to everything we have asked and have always been extremely enthusiastic about our business.

Joanne Potts, Senior Partner,
Whiting and Mason

- **Record:** Press record & start speaking
- **Edit:** Add or delete information, even in the middle of the recording
- **Prioritise:** Label each dictation as routine, urgent, immediate – or any other label you like!
- **Send:** Instantly send your dictation to one specific secretary or team of secretaries or approved external transcription service
- **Monitor:** Check when a dictation has been retrieved and is being actioned every step of the way, in real time
- **Approve:** Review the transcribed dictation electronically and approve for distribution or correct/amend and resend

There's no time wasted trying to find hardware or locating urgent dictations hidden on unmarked tapes, the sound quality makes transcribing much easier, and if anything needs checking, the original audio file can easily be retrieved.

Lexacom Type

With Lexacom Type, workload is completely transparent and priorities are clear.

Secretaries can instantly see when a new dictation has been sent and how urgent it is. The digital sound quality makes it easy to transcribe accurately and efficiently. The software can also be configured to work with many third party IT systems to maximise accuracy and efficiency.

Dictations can be shared among a team to avoid workload bottlenecks, with the option to use external transcription services during periods of sickness or annual leave if necessary.

As soon as a document is transcribed, it is securely returned to the author for checking and approval – even on a mobile device.

Lexacom Management & Reporting

Lexacom's latest software includes a free Management & Reporting module. Using this module, you can tailor Lexacom to suit your organisation, including setting passwords, creating regular recipient lists, adding mobile users and creating typist pools.

With the reporting system, managers can:

- Track usage and performance
- Monitor document turnaround times
- Identify trends such as correspondence by recipient or author
- Bespoke reports can also be developed to support performance indicators

Lexacom Mobile

Our latest software offers secure dictation, anytime, anywhere via our apps for iPhone, iPad, Blackberry and Android. Using secure, encrypted Cloud technology, Lexacom Mobile works with your office-based Lexacom 3 software to provide an integrated mobile dictation system.



Already using digital dictation? Don't miss out on the benefits of Lexacom 3. It's easy to switch and you can even use your existing hardware.

To find out how our cost-effective, reliable digital dictation can help you improve efficiency and client service, call us on +44 (0)1295 236910 to book a free demo or visit www.lexacom.com

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