

Dictate NOW NEWS

Keeping you up-to-date with our services and events

ISSUE ONE - JUNE 2007

Welcome to the first edition of DictateNow's quarterly newsletter

In this edition we have included news about our sponsorship of the Parliamentary Tiffin Cup 2007, our new partnership with the Quill group and the Legal IT show. We also have various snippets of news including tips, mobile dictation, future enhancements and a meet the staff section.

What do DictateNow do?

DictateNow provide both a UK based dictation outsourcing service and digital dictation systems for internal use within your office. For further information, please call **Annie Downes** at DictateNow Sales on **0845 601 7726**, or visit our website on **www.dictatenow.com** and view the PDF brochures on the left of the page.

DictateNow – UK's largest outsourcing company

DictateNow is now in its 4th year and is the UK's largest dictation outsourcing company. By March 2007, we were employing just short of 75 UK based, qualified and experienced legal secretaries. Our clients range from solicitors, barristers and MPs to surveyors, estate agents and members of the medical profession.

DictateNow sponsors Parliamentary Tiffin Cup '07



DictateNow are the proud sponsors of this year's Parliamentary Tiffin Cup which was launched by Harriet Harman QC MP, Minister for Justice on 24 April 2007 at the Moti Mahal restaurant in Covent Garden.

An annual event, the Tiffin Cup raises money for charity as well as bringing MPs from all parties together to celebrate Asian cuisine in a competition. 60 MPs and their constituents nominate their favourite South Asian restaurant as part of a celebration of culinary diversity. A panel of MPs are currently judging cuisine at all nominated restaurants with a view



Harriet Harman QC MP, Minister for Justice, The Rt. Hon Keith Vaz MP, Garry Park from DictateNow and two restaurateurs support the Tiffin Cup 2007.

to narrowing the choice down to a final 10 who will compete in a cook-in at the House of Commons in July 2007. Celebrity chef Ainsley Harriott and Sarah Brown (wife of the current Chancellor) will be among the final judging panel.

Keith Vaz MP, one of the Tiffin Cup organisers, is a regular DictateNow user and has nothing but praise for DictateNow's dictation outsourcing service.

DictateNow's Managing Director, Garry Park says: "We were delighted to be chosen as this year's sponsors of the Tiffin Cup. We are privileged to work with the MPs and their constituents to enhance the service provided to constituents and decrease MP's costs."

Useful to know...

Our Service...

Average outsourcing turnaround:
(Jan - Apr 07) - 42 minutes

Current software versions:

Author: 2.08 **Transcribe:** 2.24

Do you have the most recent version?
If not, call **DictateNow** for an update.

Future Enhancements:

The next version of **DictateNow Transcribe** will give our typists access to the Post Office master address file increasing accuracy of addresses and allowing clients to just dictate post codes.

Windows Vista...



DictateNow software has been fully tested with Microsoft's latest operating system - **Vista**. Call DictateNow technical support on **0845 601 7726** to arrange installation on Vista.

Free software for home use

Whether you are outsourcing or sending dictations to your own secretary, **DictateNow** will provide each 'user' with a free home copy of its digital dictation software.

Our new partnership with The Quill Group



DictateNow are pleased to announce a new partner - Quill, who specialise in accounting outsourcing for businesses. Quill offers accounts solutions for legal firms and currently work with firms throughout the country providing day to day accounts postings to avoid firms having to employ legal cashiers and the related costs involved. For more information contact **Annie Downes** on **0845 601 7726**.

LEGAL IT show 2007 Success!

February 2007 saw DictateNow exhibiting at the annual 2 day Legal IT Show at the Business Design Centre, Islington.

Along with other legal industry providers, DictateNow's stand attracted visitors from over 150 legal firms from all over the country, despite a heavy snowfall on day 2 of the show which hindered travel by many exhibitors and visitors.

Visitors to this year's show were also able to earn CPD points by attending various legal lectures which ran throughout the day.



DictateNow doubled the size of our stand at Legal IT 2007 over last year's show.



Did you know...

You can add your own templates...

By clicking on **SETTINGS / TEMPLATE MANAGEMENT** you can add new and amend your existing templates.

You can change the email address to which completed dictations are returned.

Click on **SETTINGS / PERSONAL DETAILS**. You can also change your password from this screen.

Meet the staff...



Dipesh Garara
Client Technical Support

In a typical day, Dipesh will deal with many clients, handling new installations and technical issues. Dipesh has also been instrumental in the development of the new DictateNow client administration web site.

Dipesh's out of work interests include music, travel and keeping fit.

WEBSITE UPDATE

dictatenow.com has been re-launched!



- The user interface is vastly improved making it easier for visitors to navigate the site more quickly.
- The improved layout also provides new pages for our legal, Parliamentary, surveying and medical divisions.
- There is also a secure client login area.

To view the site visit
www.dictatenow.com

Holidays approaching...

When your secretary is on holiday, use DictateNow to cover the typing. More cost effective and less stressful than employing a temp from an agency.

Call DictateNow Sales on **0845 601 7726** for details.

If you need to dictate while on the move...

Do you ever have the need to dictate while out of the office... on a client visit... at home...

then DictateNow have the answer with the new **DictateNowMobile**...

Using a mobile telephone, you can dictate away from the office, any time. DictateNow will provide you with a **local phone number** and **PIN code**. You simply phone up, enter your PIN number, and start dictating. You can rewind/replay and amend your dictation in the same way you would with a conventional dictation machine.

As soon as you have finished the dictation, it will be passed to DictateNow's typists and by the time you return to your office, the dictation will be waiting for you!

For further details, call Annie Downes on 0845 601 7726.

