



# LEXACOM<sup>®</sup>

Document creation solutions for the Legal profession

# Speech. Empowered.

Lexacom is an advanced digital dictation and document creation system designed to help your organisation work smarter.

 <b>Over 4,000 customers.</b>	<b>99.7%</b> Customer service and support rating. 
<b>Across 3 continents.</b>	<b>Sectors we work with:</b> <ul style="list-style-type: none"><li>• Healthcare</li><li>• Legal</li><li>• Professional services</li></ul>
<b>7,000,000 +</b> Dictations processed through Lexcom last year.	
<b>“Because we take the time to understand our customers and the challenges they face, we are able to keep up with the ever-changing demands of the busy working professional.”</b>  Andrew Whiteley Managing Director, Lexacom.	<b>Wholly UK based company.</b>
	<b>Transparent pricing.</b> £
	 <b>Your security is our priority.</b>
	 <b>Dedicated in-house development team.</b>

# Who are Lexacom?

Lexacom is a UK based company delivering voice to text and workflow solutions to the legal, professional and healthcare markets. Our vision is to help organisations around the world to increase their professional productivity and drive operational excellence through innovative and reliable cost-effective solutions.

Over 20 years ago, we began trading as a digital dictation provider to alleviate the time and risk associated with analogue practices. After becoming the primary care industry leader, we naturally found ourselves migrating towards the legal market, with a view to offering legal professionals a significantly competitive alternative. With our track record of customer satisfaction, implementation and project delivery, Lexacom is the number one choice for any law firm.

We specialise in...



# Lexacom 3

Lexacom 3 is an advanced digital dictation and document creation system designed with the professional user in mind.

With our easy to use workflow management, Lexacom helps you and your team work together more efficiently. It is the ideal solution for organisations looking to replace traditional tape-based dictations or evolve current working practices.

Lexacom 3 is our latest, all-encompassing platform and can be configured specifically for the requirements of any organisation.

## How does it all work?

Simply open Lexacom and log in. The module you'll see will have been customised whilst setting up your account.

Lexacom 3 is split into 3 different and easy to use modules.

- Talk for fee earners
- Type for transcriptionists
- Management and reporting for office managers and system administrators



Lexacom Talk allows fee earners to easily record dictations from their desktop. Creating a dictation is simple. Just press record and begin speaking.

Lexacom talk allows the user to edit and prioritise each dictation accordingly. Once you are happy, your dictation is ready to send.

Lexacom allows users to send dictations to a specific individual or team to transcribe. Alternatively, you can select to outsource your transcriptions with Lexacom Scribe.



Lexacom Type allows admin teams to clearly see workload and prioritise dictations for transcribing.

With Lexacom's easy to use workload dashboard, users can instantly see when a new dictation has been created and sent. The digital sound quality makes it easy to transcribe documents accurately and efficiently. At-a-glance, administration teams can see which transcriptions are in progress, which are outstanding and how urgent the dictations are.

Each dictation will show up in the selected pool and can be shared among teams to avoid workload bottlenecks. As soon as a document is transcribed, it can be securely returned to the author for checking and approval.



This module can be tailored to suit your organisation and help monitor performance, ideal for office managers, or administrators.

This is where you can create user accounts for team members and determine which module they see according to their specific roles.

With Lexacom's workflow management tools, users can easily monitor document turnaround times and identify trends such as documents by author or admin team members. Using this module, users can also develop reports to support key performance indicators important to their organisation.



# Work smarter with Lexacom.

Lexacom offer a wide range of services which all work harmoniously with your Lexacom 3 digital dictation and document creation system. Fully integrated, these additional features are designed to help your organisation work more efficiently.



With Lexacom Mobile you can record, track and approve dictations wherever and whenever you like. Fully integrated with your desktop installation, Lexacom Mobile uses securely encrypted cloud technology to transmit dictations between fee earners and secretaries, ensuring your dictation and data remains safe at all times.

All of your dictations can be paused, resumed and edited at the touch of a button before sending. The priority level can be set exactly as you would from your office. You can even take photographs and automatically attach them to your dictation to then be added to the client notes. With dictations created within the mobile app, you can track progress updates and review transcribed documents, so you don't have to be in your office to work efficiently.

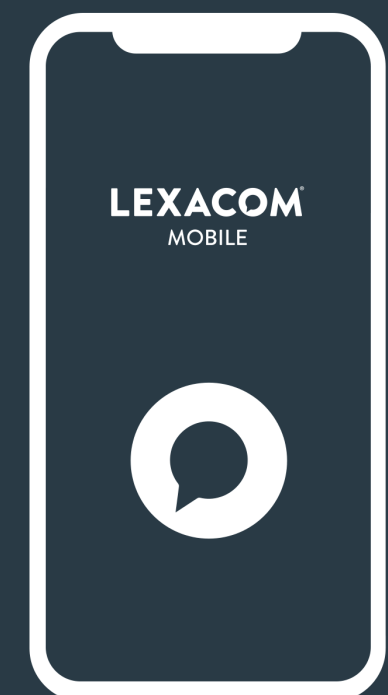
 <b>Manage and track dictations.</b>	<b>Record, edit, insert, overwrite, fast forward or rewind your dictations.</b> 
<b>Record notes, actions and client letters immediately.</b> 	 <b>Dictate on the go with Lexacom Mobile.</b>
	<b>Password protected.</b> 
<b>Take and attach photos to your dictations before sending.</b> 	
	<b>Prioritise each dictation accordingly; either routine, urgent, or immediate.</b>
 <b>Integrates fully with Lexacom 3 software.</b>	<b>Send and receive securely via encrypted cloud technology.</b>
<b>Review and approve final documents wherever you are.</b> 	 <b>Free 30 day trial.</b>

### How it works

Simply tap on the screen to record dictations on the move and send securely via the cloud for typing and dispatch.

Lexacom Mobile also offers a handy memo and reminder facility which geotags your recordings with location details, perfect for extending your remote working efficiency.

Getting started is easy. Lexacom Mobile is available to Lexacom 3 users for a modest monthly fee. This includes full integration with Lexacom software, regular updates and ongoing technical support. Lexacom Mobile App is free to download, easy to set up and even easier to use.



LEXACOM  
**SCRIBE**  
YOUR VOICE. TRANSCRIBED.

Lexacom’s integrated transcription service is available at the touch of a button.

Lexacom Scribe provides all Lexacom customers with instant access to our high quality, UK based, secure transcription service. This solution is fully embedded within Lexacom 3 and will enable work to be securely transferred, with no additional steps.

Whether you have an ongoing resource shortage, require holiday or unexpected absence cover, or even have to deal with an influx of dictations, Lexacom Scribe is here to help, as and when you need it.

Lexacom Scribe is especially useful for clearing a back log of work. This can be selected by the author, automatically set up by administrators, or manually switched from current typing pools by managers. We aim to securely return all dictations within 1 business day, with an urgent facility if required.\*

**Don’t let your workload dictate your working day.**

“The entire Lexacom system is very easy to use and has gone down well with the solicitors and secretaries alike”

Alasdair Stewart, Operations Manager  
South West London Law Centres

<b>Readily available, as and when you need it.</b>	<b>Quick, reliable and secure.</b> 
 <b>High quality transcriptionist specialising in Legal, medical and professional document creation.</b>	<b>Dictations returned within 1 business day.</b> 
<b>Outsourced transcription at the touch of a button.</b> 	
 <b>Integrates fully with Lexacom 3 software.</b>	<b>Urgent facility if required.*</b> 
<b>No minimum contracts.</b>	 <b>Transparent pricing; only pay for work completed.</b>

\*Based on a fair usage policy





Lexacom Echo revolutionises the way that professional speech recognition is made available and has the potential to dramatically improve efficiency. Lexacom manage and support a UK specific legal dictionary for our users, ensuring Echo stays up to date with not only legal terms, but also acronyms.

**You can say that again!**

Designed to reduce the burden of administration on busy professionals, Lexacom Echo makes use of the latest AI technology to ensure extremely high levels of accuracy from first use. There is no need to follow any voice training enrolment process or for users to sit in on lengthy training courses. For the majority of users, Lexacom Echo will work exactly as they need it to from their very first word. Once installed, Echo displays as a clean, simple toolbar that can be placed anywhere on the screen. When a user needs to access the software, they can simply place the cursor where they would normally type, hit the record button on the microphone and words appear.

Save up to  
80% of  
admin time.



Market leading  
accuracy!

Free 30  
day trial.

Secure  
cloud-based  
technology,  
no need for server  
or desktop.



Clear, simple  
pricing with a  
low monthly  
subscription.

IT teams can  
add new users  
with a few  
simple clicks.



Designed by  
professionals;  
for  
professionals.

Dictate  
anywhere  
you can  
type.



No profile training  
for users required.



Regularly  
updated.



All of the complex processing and dictionary management is taken care of by Lexacom in the cloud. We frequently update the software to ensure consistently high levels of accuracy, and because we process the content for you, there is no need to have high powered PC's to use the software. The deployment process is really simple as well; a system administrator can add a new user to Echo in just a few minutes. Each user enrolled will then receive an initiation email to download the software ready to begin. Lexacom have taken every opportunity to make the software as simple and easy to use as possible. Not just for the end users, but also for IT teams and management.

**“We had a demo of Lexacom Echo and could immediately see it was very user friendly. Because it was new to GPs and the administration team, everyone learnt the new system together. We love Lexacom Echo and would highly recommend it to others.”**

**Cindy Flatt**, Practice Manager  
- Southernhay House Surgery



# LEXACOM<sup>®</sup> CONNECT

COORDINATE. COLLABORATE.

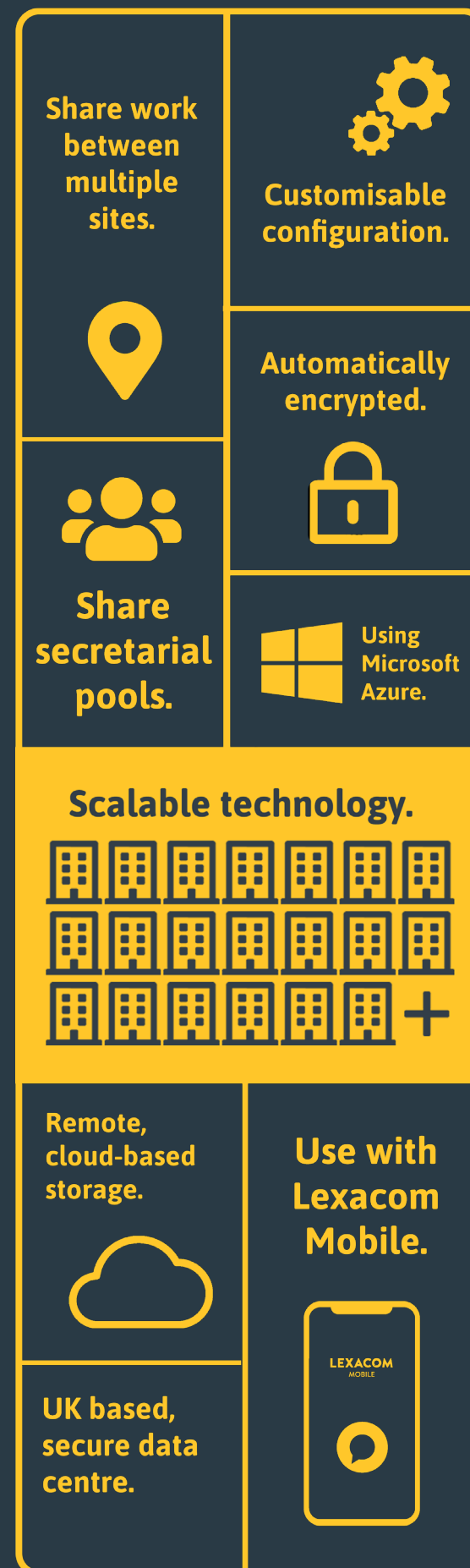
Lexacom is the only provider to offer secure, cloud-based digital dictation, allowing you to dictate and send correspondence from multiple sites, and share resources.

## Let's work together

Depending on your needs, you can have one or more teams receiving work from as many different locations and authors as you like. Whether you are on one site or part of an organisation with multiple locations, Lexacom Connect is here to help you and your teams, work smarter, work efficiently and more importantly, work together!

## Your security is important to us

With Lexacom Connect, your data is stored remotely rather than on your premises. When a dictation is recorded, it is automatically encrypted before being sent to your cloud server in our UK-based secure data centre.



Below is an example of a typical cloud registration group using Lexacom Connect. This particular organisation comprises of three different sites and a mobile user, all connected to the same cloud-based server.

All four locations can create dictations and send to selected typing pools via the secure server, where teams can complete dictations and return for approval, all through Lexacom Connect.

Any number of Lexacom 3 users can be added to a cloud registration group, no matter how many sites your organisation wishes to connect. Maintaining your own data is easy with Lexacom Connect, multiple sites can be configured to the cloud-based server with access to their own individual folders and access to different team files only when required. This is how a larger or multi-site law firm could typically operate in a work-share system.





Delivered as a small, portable, standalone unit, Cabolo needs no access to the internet and nothing more than a power source and password to operate.

Cabolo is a unique solution that records and transcribes any conversation with complete security, using the latest AI speech recognition technology.

#### Instant Transcription

Once placed in a suitable location, Cabolo can accurately and efficiently transcribe the conversation of up to 10 people. This reliable and secure solution solves the significant administrative burden placed on organisations and increases efficiency and accuracy as well as productivity. All the complex technology is embedded within the device, completely removing the need for cloud services or third-party data processing.

Cabolo outputs transcribed conversations as subtitles in real time and delivers a multimedia PDF with synchronised text and audio, which can be archived and later retrieved using the extensive search functionality. It can also offer a much-valued tool for those with a hearing or other communication impairment.

Cabolo can transcribe previously held meetings and conversations. If a recording has been made in a suitable format, the file can simply be uploaded to Cabolo for near-instant transcription. Cabolo is ideal for recording and sharing any conversation, business meeting, lecture or video conference.

Whilst Cabolo can be used as a stand-alone device, it can also be integrated with existing conferencing equipment, enhancing the capabilities of board rooms, lecture theatres and meeting rooms.

**“The possibilities for Cabolo are almost endless. Anyone who has to take detailed notes or requires subtitles to conversations needs Cabolo. It really has revolutionised the way we minute our meetings.”**

A simple misheard phrase can have dire consequences. Lexacom understands the importance of fast, accurate information sharing.



Guilt tea

Not guilty

# Why choose Lexacom?

1. **Track record:** We've been leading the development of digital dictation for almost 20 years. Over 4,000 organisations across the legal, professional and healthcare sectors rely on Lexacom to capture and process their information.
2. **Transparent pricing:** The cost of our services is clear and transparent. Software updates and technical help is included in your subscription. Additional services such as Lexacom Echo speech recognition and Lexacom Scribe secure outsourcing are both available with flexible purchase options.
3. **Scalable technology:** Lexacom is designed to expand as you grow and is being used successfully in small and medium-sized businesses as well as larger organisations. Opting for Lexacom Connect gives you even greater flexibility as it removes the need to host the software on your own server.
4. **Client focus:** We are a privately owned company which has grown thanks to our focus on providing high quality software and exceptional customer service. We are able to offer an agile service and regularly work with clients to deliver bespoke solutions to meet individual needs.
5. **Secure service:** We take data protection and cyber security extremely seriously. We use industry leading security, are G-Cloud approved and are ISO27001 accredited. We regularly review and test processes to give our clients complete confidence that their data is in safe hands.
6. **Wholly UK based company:** Our offices are in Banbury, Oxfordshire, where our Helpdesk, Developers and other Head Office staff are based.

## Did you know?

**As a Lexacom support member, you qualify for regular updates released by our in-house development team.**

Understanding our client's business and finding the best way to help them improve efficiency is what makes us tick, that and a love of new technology.

For this reason, we have a dedicated team of developers based at our head office consistently working on updates to our existing solutions, making improvements, and creating new features. Lexacom's team of experts are also working on expanding our suite of solutions to bring our clients the latest in voice technologies.

# Don't just take our word for it...

Here's what our customers are saying:

"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 needs. It illustrated the extreme difference between Lexacom's digital dictation software and our old analogue system; it was like night and day. This really gave us the reassurance and confidence that the system was for us. Lexacom is so versatile and functional, it's great to know that when we have new people joining the practice – either solicitors or secretaries – we can just switch them on."

**Joanne Potts**, Senior Partner  
Whiting & Mason Solicitors

"When Lexacom 3 was first installed, the support provided by the engineers was excellent and ensured a seamless transition to Lexacom 3. The software is easy to use and has given us a cost effective solution to meet our needs, which has made everyone in the firm happy"

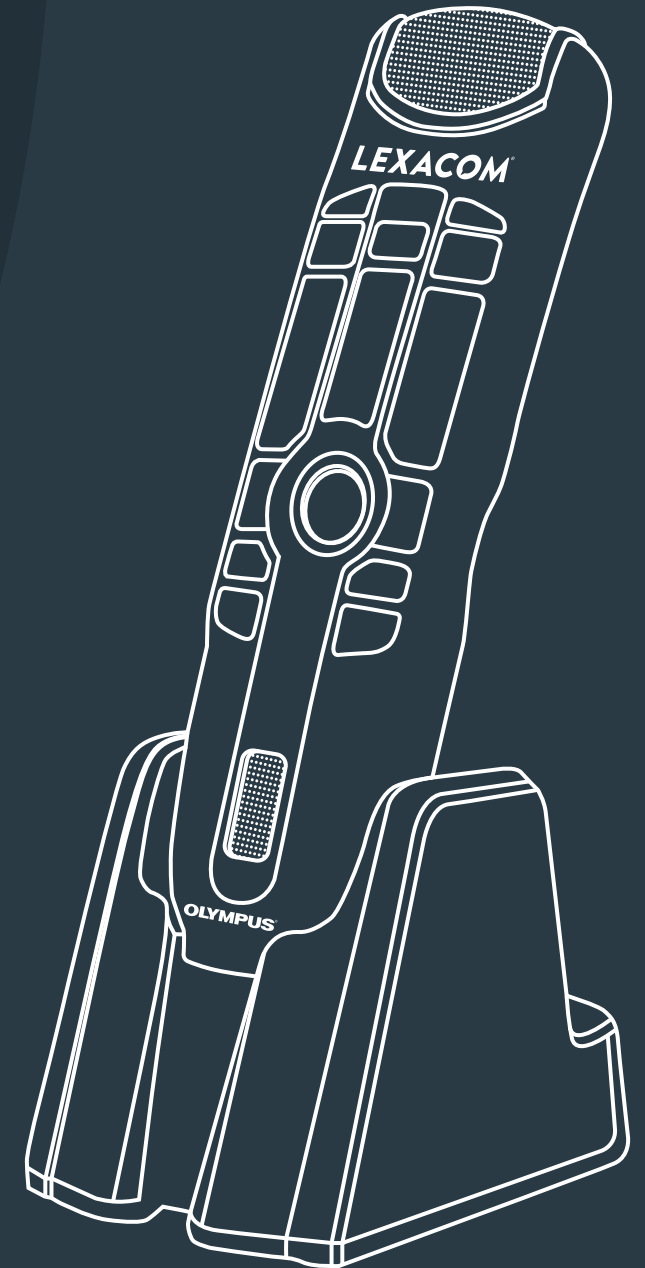
**Helen Strachan**, Practice Manager.  
Burnett and Reid Solicitors

"With Lexacom, each dictation is an individual file which all our secretaries can access. Work is shared out effectively and documents are processed more quickly as a result. The whole system works much better now. The sound quality is clearer, dictations can be actioned more quickly and it's much easier for the secretaries to manage their workload because they know what is outstanding, which dictations are urgent and how long all the recordings are"

**Victoria Clancy**, Legal Secretary  
Muir, Myles and Laverty Solicitors

"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



In partnership with

**OLYMPUS**<sup>®</sup>

# Let's talk.

**LEXACOM<sup>®</sup>**

To find out more about how our comprehensive dictation and document creation system can help your team work more efficiently, please get in touch:

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T: 01295 236910  
[www.lexacom.co.uk](http://www.lexacom.co.uk)