

# Keydict

## Keyhouse Dictation Module

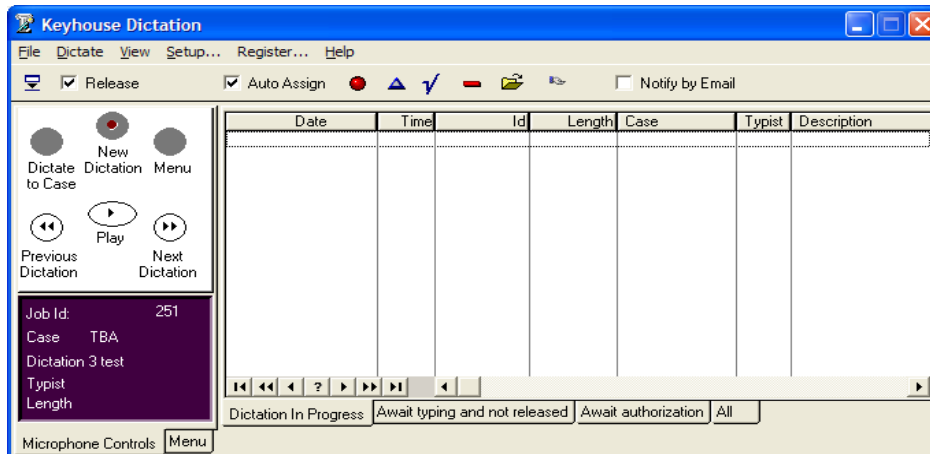



## Overview

Keydict is a quick and easy way to create dictation. It records the dictation directly to your PC and the file then goes immediately for transcription.

## Starting with Keydict


- Click on the **Keydict** shortcut
- Login using your username and password



- You can use the keyboard mouse or the mouse on the Speechmike to navigate around the program.
- Use the top left button of the speech mike to select the 'Dictate to Case' button
- Your Recent Matter list will open
- Select a matter from this list, or use the All Matters  button at the bottom left to open the Advanced Search window




## Recording Screen

 **Rec** Click Top Middle button to start recording – a red light will come on the speech mike and around the Rec button on the screen


**To stop recording**, click the Top Middle Rec button once

**To restart recording**, click the Top Middle Rec button once

 **Rew** To Rewind\ Jump Back – click on the Bottom Left Rew button

 **FF** To Fast Forward – click on the Bottom Right FF button

To continuously Rewind or Fast Forward hold your finger on the button

 **Play/Pause** The Bottom Middle button will Play back your dictation, click once again to Pause playback

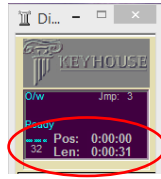
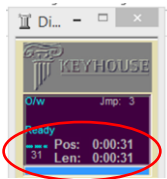
Web : [www.keyhouse.ie](http://www.keyhouse.ie)

Case Support : [casesupport@keyhouse.ie](mailto:casesupport@keyhouse.ie)

Sam Support: [samsupport@keyhouse.ie](mailto:samsupport@keyhouse.ie)



The Top Left End\Beg button will bring you to the opposite side of your dictation, i.e. back to the Start or to the End of the Dictation



The Bottom Middle button will Play back your dictation, click once again to Pause playback



**To Save** – click on the Top Right **Menu** button & then the Bottom Right **Save & Exit** button

## View Dictations

- If the dictations are not visible, click on Thin View Button.
- The dictation will be delegated to your predetermined typist.
- Once the dictation has been generated you will see the generated symbol appear.
- Once the dictation is completed, a tick will appear beside the dictation.



**Keyhouse Dictation**

File Dictate View Setup... Register... Help

☐ Release ☒ Auto Assign ☐ Notify by Email

| Date       | Time  | Id    | Length  | Case        | Typist | Description         |
|------------|-------|-------|---------|-------------|--------|---------------------|
| 13/08/2015 | 10:13 | 3,019 | 0:00:07 | TBA         | AM     | Letter to Client    |
| 13/08/2015 | 14:39 | 3,020 | 0:00:31 | BLA001/0001 | CN     | Letter to Solicitor |
| 13/08/2015 | 14:57 | 3,021 | 0:00:31 | BLA001/0001 | AM     | Letter to Solicitor |

Job Id: 3,020  
Case: BLA001/0001  
Letter to Solicitor  
Typist: CN  
Length: 0:00:31

Microphone Controls Menu

Dictation In Progress Awaiting typing and not released Awaiting authorization All

Today


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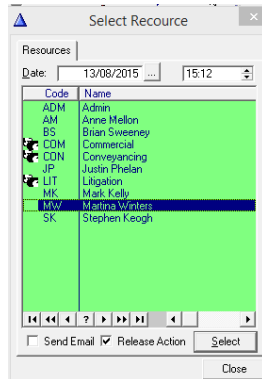
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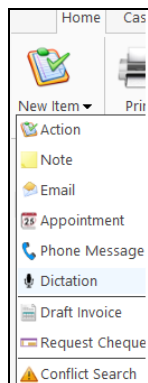
## Changed Assigned Typist

- Click on the Delegate Button 
- Select Assign to Other... and choose the typist



## Dictating through Keyhouse

- Ensure Keydict is open.
- Go to the required matter in Keyhouse.






- From the Case Diary click on New Item and select Dictation. This will open the Recording Screen.
- Select Rec Button and start dictating.
- To stop recording click the Rec button again.
- Use the Rew button to rewind and FF button to forward the dictation.
- To play the dictation from the start click End/Beg.
- Once you are finished with the dictation, click Menu and select Save & End.
- Move to the next matter and repeat the process.

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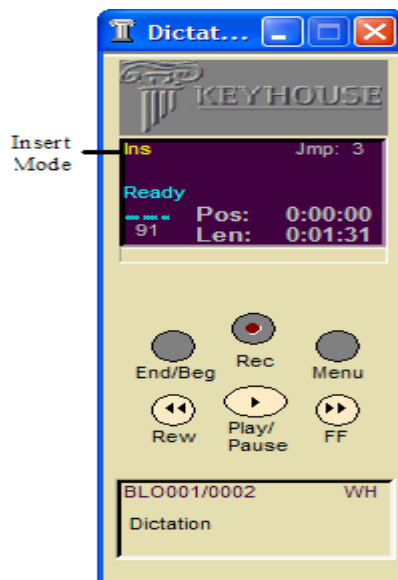
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## Changing to Insert Mode

- Go to the Position in your dictation where you want to Insert,  
*e.g. go to the very start of your dictation to insert something at the beginning, or use your Play & Pause button to stop at the relevant position in the dictation*
- When you are ready to Change to Insert Mode
- Go to Menu 
- Choose the Top Left Del\Ins button 
- Choose Top Middle Ins button 

You will note the recording screen now shows the Yellow Ins mode



- Click the Top Middle Rec to start recording the dictation you want to insert  
**Note:** You will see both the Pos & Len increase
- Click Rec to stop when inserting
- Either Menu – Save & Exit or use End/Beg to go to the end of the dictation to continue dictating