Keyhouse

Your practice partners.

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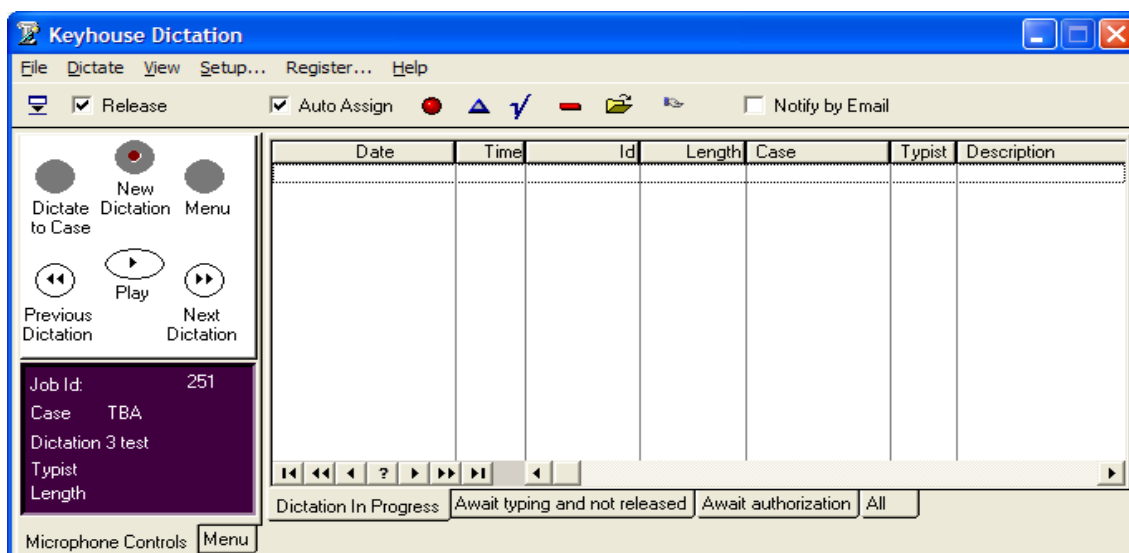Email info@keyhouse.ie

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.

1. Open the Keydict program


2. Login using your username and password

You can use the keyboard mouse or the mouse on the Speech Mike to navigate around the program. It is also possible to use the buttons on the Speech Mike to create and manage dictations.

1. Use the top left button of the speech mike to select the 'Dictate to Case' button or click Dictate to Case in Keydict

2. Your Recent Matter list will open
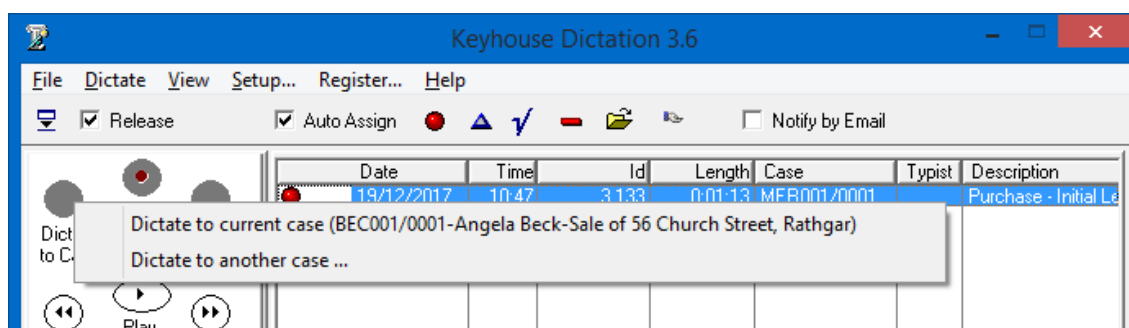
3. Click Dictate to another case to change the case and activate the Matter List.
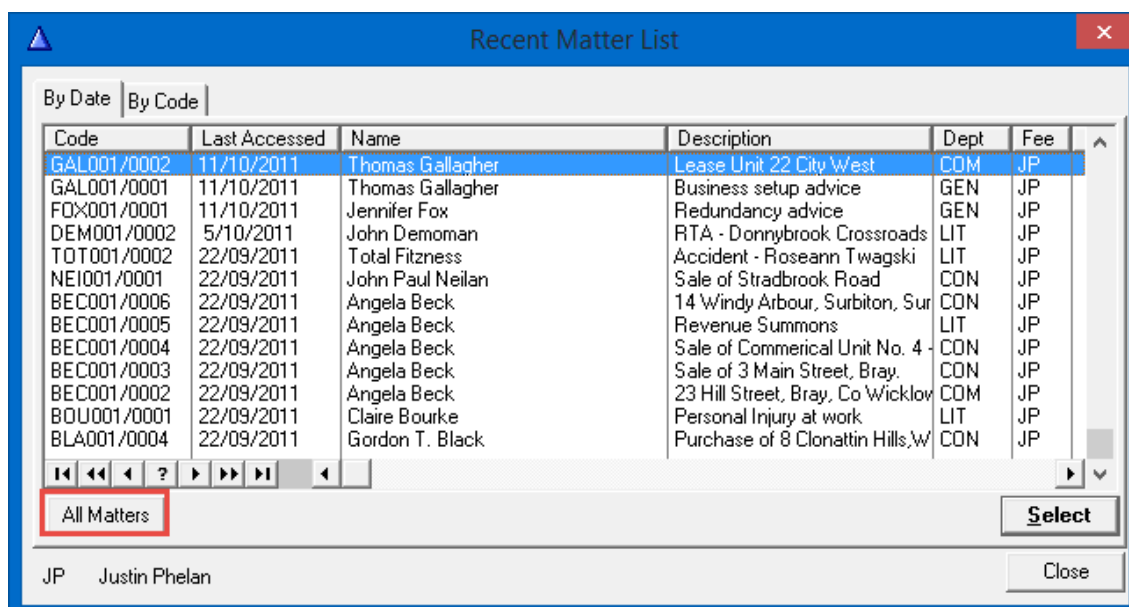
4. Select a matter from this list, or use the All Matters button at the bottom left to open the Advanced Search window.

5. Select the matter and if dictating use workflows, select the action.

6. Click Top Middle button to start recording – a red light will come on the speech mike and around the Rec button on the screen. Alternatively, click the red button on the Speech Mike.

7. To stop recording, click the Rec button again on either the screen or the Speech Mike.

8. To restart recording, click the Rec button again on either the screen or the Speech Mike.

9. To Rewind\Jump Back – click on the Bottom Left Rew button or the rewind button on the Speech Mike.

10. To Fast Forward – click on the Bottom Right FF button or the forward button on the Speech Mike.

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

12. The Bottom Middle button will Play back your dictation, or use the Play button on the Speech Mike. Click once to Pause playback.
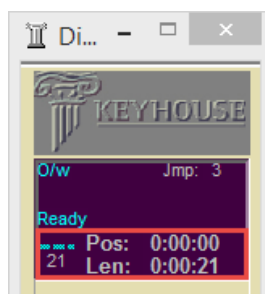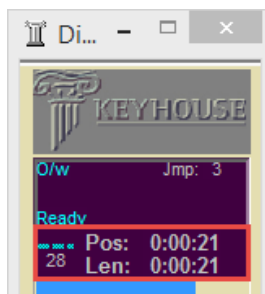
13. The Top Left End\Beg button will bring you to the opposite side of your dictation, i.e. back to the Start or to the End of the Dictation

14. To Save the dictation, click on the Top Right Menu button & then the Bottom Right Save & Exit button.

On the Speech Mike, click the button on the top right and then click the Forward button to save.
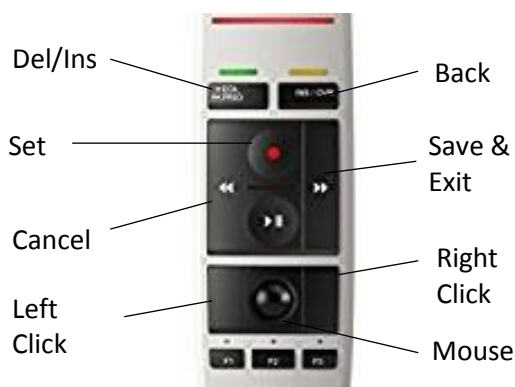
15. To set the Jump Intervals for rewinding dictations, click on the Menu button and the click Set.

On the Speech Mike, click the button on the top right and then the Record Button.

1 Second Jump
Back
3 Second Jump
10 Second Jump
5 Second Jump
30 Second Jump
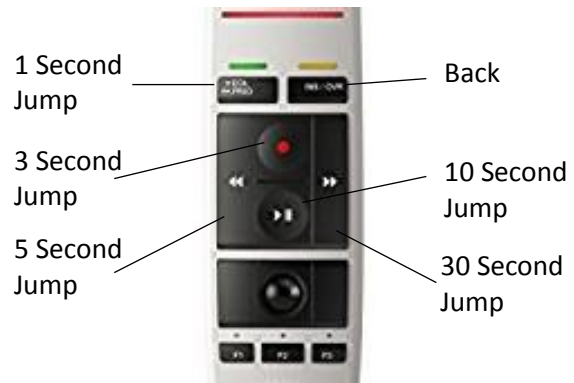
16. Click on the button for the desired jump interval. Click back to return to the previous screen.

Use the button on the top right of the Speech Mike to go to the previous screen

17. To delete from or insert into a dictation, click on the Menu button and then select Del/Ins

Using the Speech Mike, click the button on the top right and then the top left button.

Del to End
Back
Insert
Del Fwd
Reset
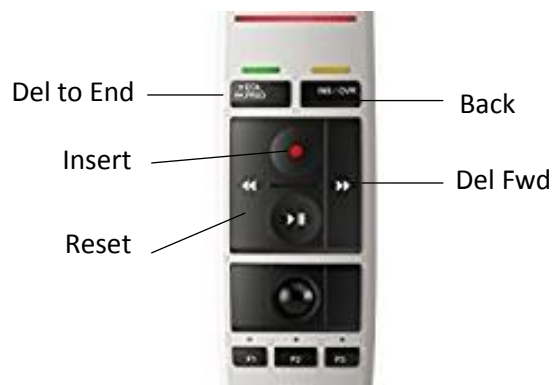
18. Click Del to End to delete backwards or Ins to insert into the dictation. To delete forward, click the Del Fes button. See the Changing to Insert Mode section for further details on inserting into a dictation.

On the Speech Mike, click the button on the top left to delete backwards or the Record button to insert dictation. To delete forward, click the Forward Button.

19. The reset button, deletes the current dictation, while next allows the user to set the jump intervals.

Use the Rewind button and the Play button on the Speech Mike to complete these actions.

20. To jump forward through a dictation once it has been rewound, click Menu, then Go To and select how far forward to go. Click Back to return to the previous screen.
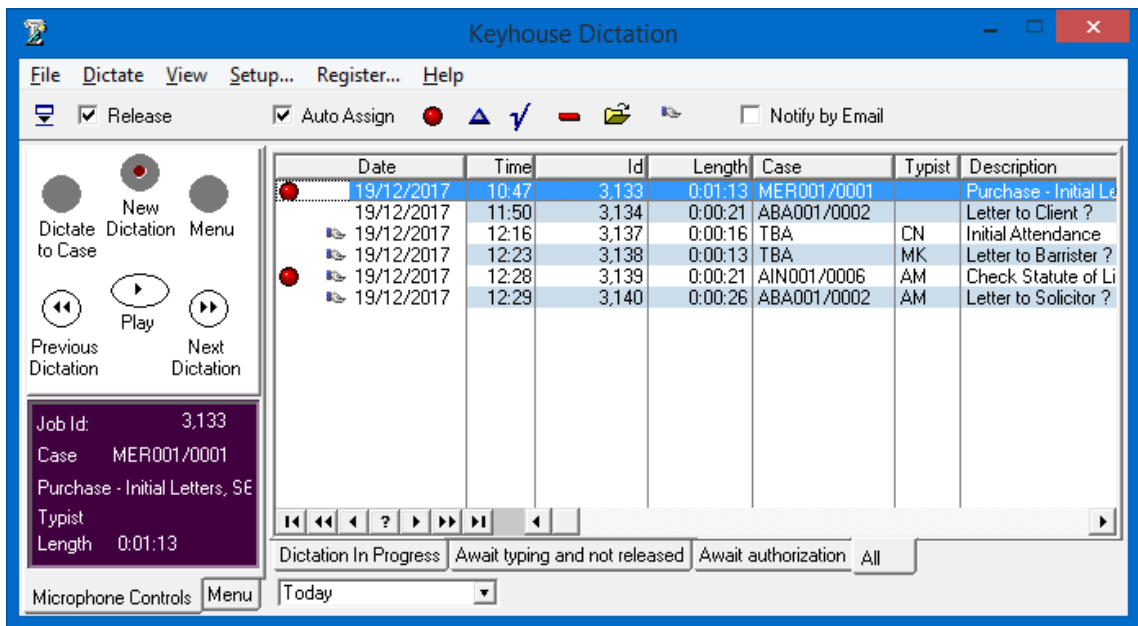
On the Speech Mike, click on the button on the top right, click the Play button and select how far forward to go. Click the button on the top right to return to the previous screen.

Dictation Screens

1. If the dictations are not visible, click on Thin View Button.

	Thin View – collapses the Keydict to show just the dictation buttons
	Indicates that dictations are released to the chosen typist
	Automatically assigns dictations to a specified typist. This must be set in the Handler Setup in the Framework.
	High Priority
	Change dictation details e.g. Matter or Document.
	Authorise Document – allows the user to complete the action in Keydict
	Delete dictation
	Collapse the screen to Thin View
	Delegate the dictation or change the delegation

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☐ Notify by Email		Send a notification to the typist when a new dictation has been released
Dictation in Progress		Shows all dictations to be finished and released to the typist
Await typing and not released		Shows dictations not yet released to a typist
Await authorization		Shows dictation that have not been marked as complete
All		Shows the complete list of dictations regardless of their status.

Change Dictation Settings

Change Button

1. Select the dictation
2. Click the Change Button
3. The following dialog box appears
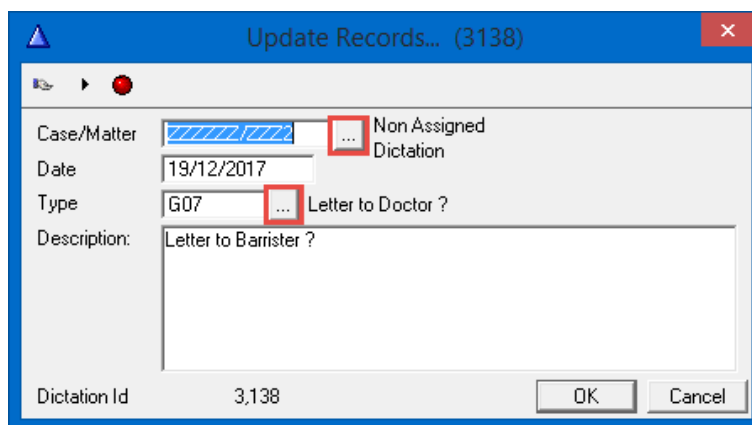
4. Click on the browse buttons to change the matter or the type of document.
5. Click the delegate button to change the delegation
6. Click the arrow to play the dictation
7. Click the Red Button to mark the dictation as important
8. Click OK to close the dialog box
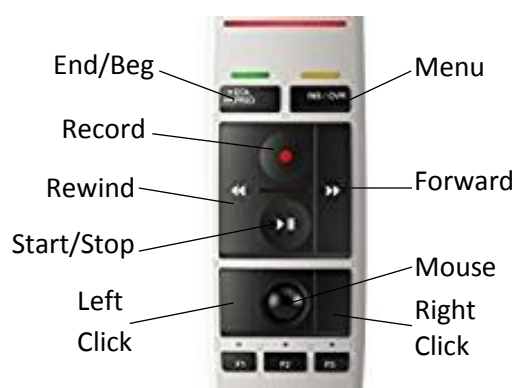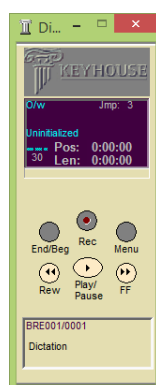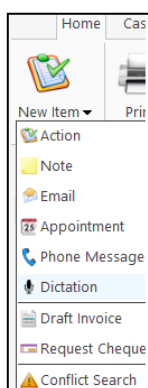
Changed Assigned Typist

1. Click on the Delegate Button

2. Select Assign to Other... and choose the typist
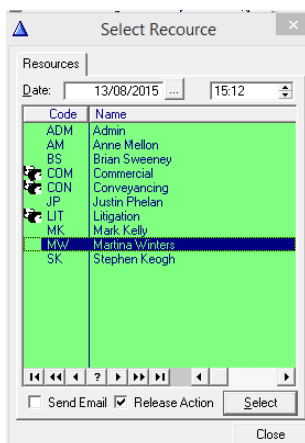
3. Double click on the new typist or click once and then click select.

4. Click Close to close the dialog box.

Dictating through Keyhouse

1. Ensure Keydict is open.

2. Go to the required matter in Keyhouse.

3. From the Case Diary click on New Item and select Dictation. This will open the Recording Screen.

4. Select Rec Button and start dictating.

5. To stop recording click the Rec button again.

6. Use the Rew button to rewind and FF button to forward the dictation.

7. To play the dictation from the start click End/Beg.

8. Once you are finished with the dictation, click Menu and select Save & End.

9. Move to the next matter and repeat the process.

   Note: The Speech Mike can be used and the corresponding keys are detailed above.

Changing to Insert Mode

1. 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.*

2. When you are ready to Change to Insert Mode go to the Menu

3. Choose the Del\Ins button

4. Choose the Ins button. The Insert Mode is visible on the screen.

5. Then click the Rec to start recording the dictation you want to insert.

   Note: You will see both the Pos & Len increase

6. Click Rec to stop when inserting

7. Click Menu then either Save & Exit or use End/Beg to go to the end of the dictation to continue dictating.

8. Use the corresponding buttons of the Speech Mike if preferred.