

GET MORE DONE WITH BIGHAND PROFESSIONAL EDITION

DATASHEET



BigHand Professional is voice productivity software that combines digital dictation, work-sharing, smartphone apps, compatibility with any current dictation hardware - all with the security levels required by professionals using client data. No in-house server or big up-front expenditure is required. Simply use your voice to get more done quickly, securely, cost-effectively.



Extend your remote working options by using BigHand for iPhone, BlackBerry or Android devices to record and securely submit your work

WHAT IS BIGHAND SOFTWARE?

BigHand enables authors to record dictations from their desktop or via their iPhone®, BlackBerry® and Android™ smartphones and send the voice files to support staff for transcription or completion of tasks. Support staff receive the voice files almost instantly, so that work on a dictation can start as soon the recording is complete, increasing efficiency at your firm.

Once the dictations have been sent, authors can view the status of the files and who is working on them from their smartphone or desktop. Support staff receive pop-up and/or email notifications when a new dictation is sent to them. They can also see the length, title and priority, giving them complete visibility of their workload.

SECURE AND EASY-TO-INSTALL

BigHand Professional Edition is our hosted solution that is built on existing, award-winning

BigHand technology. Users simply download and install the client software from the Internet and they are ready to go. No need to install any costly server or database software.

All data is stored and transmitted securely with 256-bit AES encryption and can be accessed at any time. Setup and maintenance are carried out by BigHand, removing the responsibility and associated cost from customers.

BIGHAND PROFESSIONAL BENEFITS

- Record and edit dictations, instructions or memos-to-self
- Send work to office-based admin support from wherever you are
- Attach files to dictations
- Utilize smartphone applications for instant submission of voice files – anytime, anywhere
- Track the progress of your submitted dictations in real time
- Prioritize and manage your workload

Manage and track work in progress with the BigHand Professional Edition client

Required By	Author	Title	Length
	Chris Taylor	Matthews (159753) - Letter	00:03:15.0
	Chris Taylor	Smith (424765) - File Notes	00:05:00.0
04/07/2012 17:00:00	Chris Taylor	Brown (945312) - Fax	00:04:20.0
	Chris Taylor	Rodriguez - Notes	00:03:50.0
06/07/2012 09:00:00	Chris Taylor	Henderson - Letter	00:05:25.0



BigHand supports a wide range of devices



DICTATION HARDWARE

BigHand Professional Edition is compatible with a wide range of market-leading hardware devices, meaning existing digital dictation users will be able to take advantage of their current equipment, protecting their investment. BigHand supports devices from Philips, Grundig, Olympus and VEC. Please email professional@bighand.com to request our extensive hardware guide

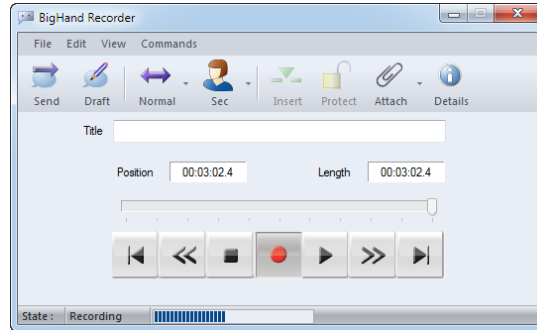
MOBILIZE YOUR PROFESSIONALS

You can extend your remote working options by using any iPhone, BlackBerry or Android smartphone to record and submit work in real time. You can track the progress of your submitted work directly from your smartphone, ensuring deadlines are met in a timely manner and client service is guaranteed.

DESKTOP RECORDING & WORK-SHARING

The BigHand Recorder supports a wide range of functionality, enabling authors to:

- Edit dictations by recording in Insert or Overwrite mode
- Add bookmarks (available on PC client only)



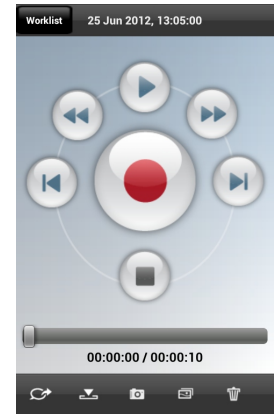
- Set priorities and due dates (due dates available on PC client only)
- Assign work to specific people or workflows
- Attach links and files such as images or word processing documents

TRACK YOUR WORKLOAD

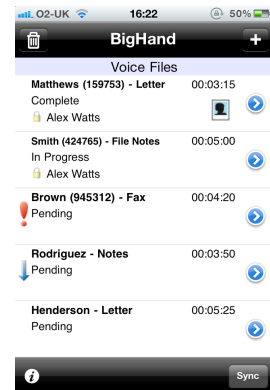
Whether an Author or Assistant BigHand gives visibility of your daily workload in an intuitive interface with updates that occur in real time. You can prioritize urgent work to ensure that important items are not overlooked or recall dictations from work pools where required.

PRODUCT KNOWLEDGE & SUPPORT

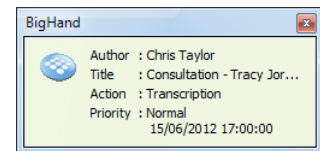
BigHand offers "Getting Started" video guides and 24/5 global technical support, continually striving to ensure product quality, technical expertise and service excellence remain of the highest standard.



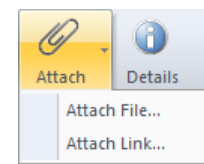
Recording a dictation (BigHand for Android)



Tracking work in progress (BigHand for iPhone)



Secretaries receive desktop notifications for new work



Attach files or links to files

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