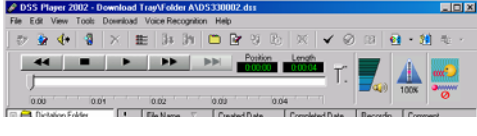

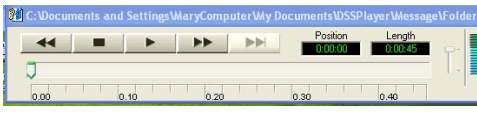

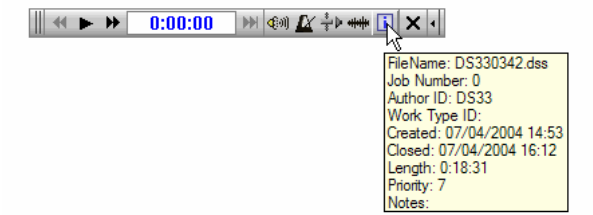
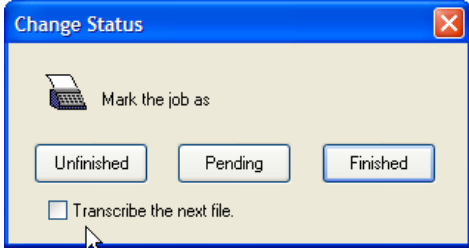
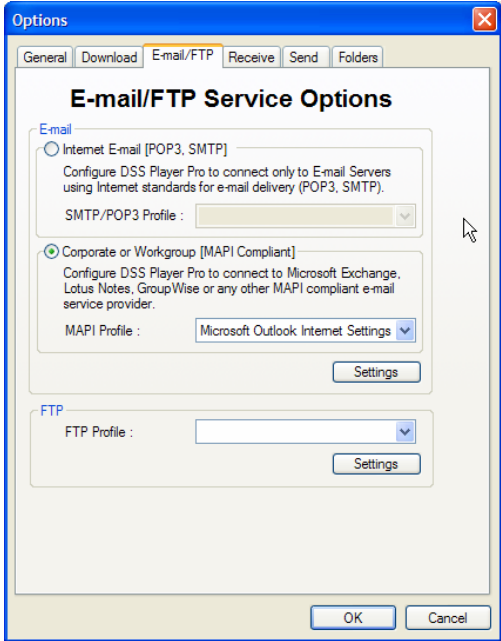
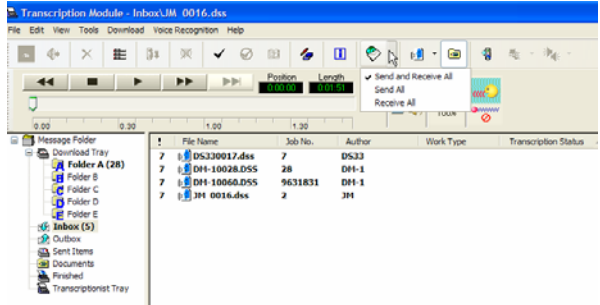


PRODUCT OVERVIEW

The differences Between the Retail (AS-2300) and the Professional Software (AS-4000) from the Secretary's point of view

<p>The Retail software looks very similar to the Professional software, however there are some differences that are worth noting. The table below outlines some of the major differences.</p>		
	<p>AS-2300 R.R.P. £110.63 Retail Secretary Software</p>	<p>AS-4000 R.R.P. £179.00 Professional Secretary Software Version 4</p>
S&G'S Option	<p>The AS 2300 is not worth the money. You are far better purchasing the AS-4000 the additional features are a must for the professional secretary.</p>	
Tool Bars	 	
Secretarial Interaction:	<p>The Retail version of the software does not automatically shrink down to a play bar view.</p> <p>When you double click on the voice file the pay bar appears</p>	
The Play Bar	<p>To show the large and clumsy play bar, you go into "View" and then "Display PlayBack Control"</p> 	<p>A much smaller pay bar to the AS-2300</p>  <p>Notes option is add to the play bar.</p> 
Handling Finished Jobs	<p>No way of know which jobs have been typed apart of the File Name. You have to manually move or delete files.</p>	<p>The Pro Software you can mark jobs as Unfinished, Pending and Finished.</p> <p>All Finished Jobs are automatically moved from the live pool to the finished pool.</p> 

PRODUCT OVERVIEW

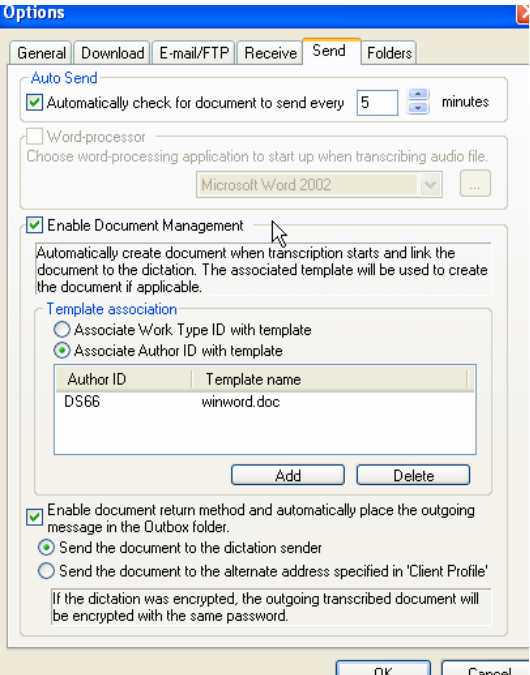
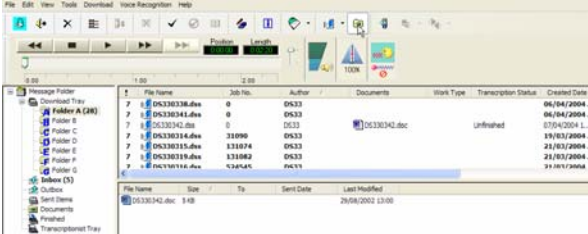
<p>Email:</p>	<p>There is no email integration with this version of the software. Whilst you are able to email a sound file your author would need to export the dictation to a location on the hard drive, email the exported file as an attachment then the secretary would have to save the email attachment to a location on their hard disk then import it to the Retail version of the software.</p>	<p>The Pro Version allows you to interact directly with your email program. In the options menu you can select your Email Profile from your MAPI compliant services such as Microsoft Exchange, Lotus Notes or Group Wise, with added benefits of setting a FTP profile.</p>  <p>From within the software you can click on the email icon and select Send and Receive All, Send All or Receive all. You also have an inbox and outbox very similar to outlook so as you don't miss any voice files being emailed to you.</p>  <p>The folder structure is simplified</p>
<p>Encryption</p>	<p>None</p>	<p>Automatic encryption feature, if you set a password, every voice file that is emailed or document returned is automatically password protected.</p>



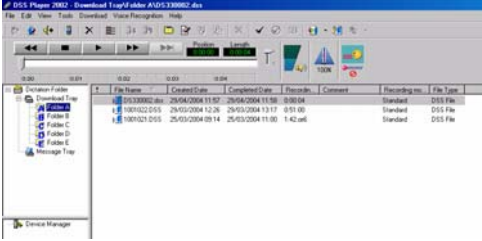
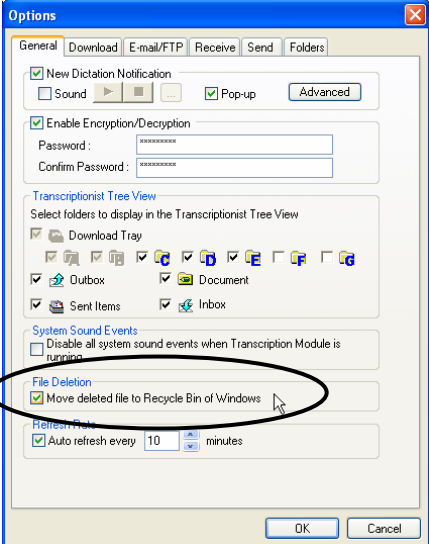
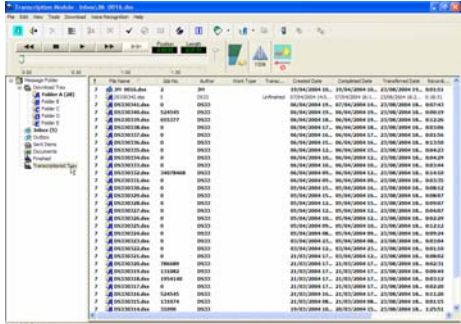
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PRODUCT OVERVIEW

<p>Word Processor Integration</p>	<p>NO Word Processor or Template integration The Retail version of the software cannot be configured to automatically launch your word processing software</p>	<p>The AS-4000 is a truly document management system. You can assign templates to job types or authors so as not only does your word processor automatically launch, but also the correct template for that job or author, as soon as you playback a piece of dictation.</p>  <p>If your Author is not in the same location and you work purely via email or FTP, then these new features are excellent for you. There is an “Automatically Check for documents to sent” option</p> <p>An automatic return of document feature and</p>
<p>Document Saving</p>	<p>None</p>	<p>An automatic saving of the word document.</p>
<p>Document Linking</p>	<p>None</p>	<p>New Feature for the AS-4000. You can now link your word document back to your voice file.</p> 

PRODUCT OVERVIEW

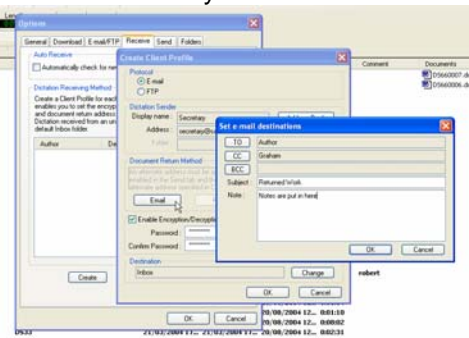


<p>Backup:</p>	<p>The Retail version of the software has no facility for backing up voice files</p> 	<p>Not only do you have the back up facility but also deleted files are sent to the recycle bin and can be retrieved if necessary.</p> 
<p>Typist Tray</p>	<p>NONE - No way of sorting via all folders therefore you could miss an urgent job sitting in say folder E</p>	<p>In the AS-4000 this feature is called Transcriptionist Tray</p> <p>This is an excellent way to see all the work in all the folders and sort in order of date, time and priority.</p> <p>By clicking on the “Transcriptionist Tray” you can see all the work in all the other folders</p> 



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PRODUCT OVERVIEW

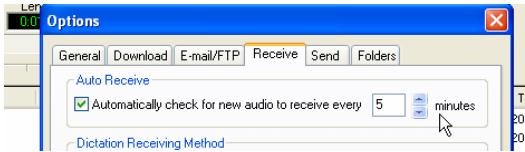

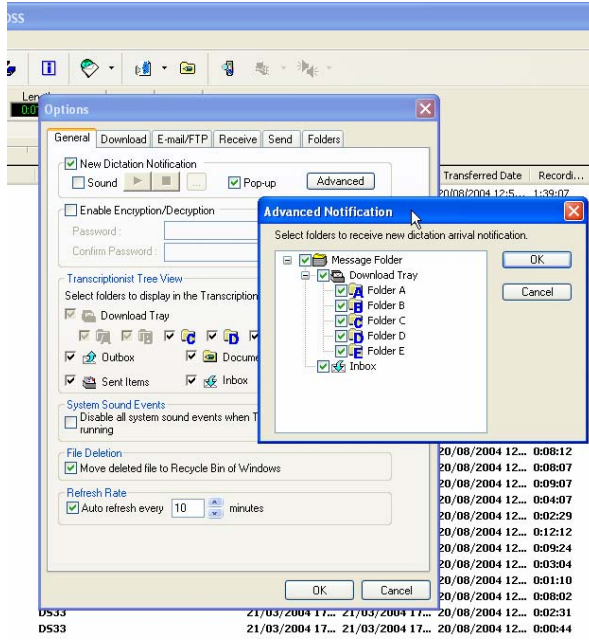
<p>Automatic Email</p>	<p>None</p>	<p>You can configure to automatically send and receive emails to your Author.</p> 
<p>Columns</p>	<p>Column headings can be sorted or moved to any order.</p>  <p>Priority Level: How urgent the is</p> <p>File Name: In front of the file names, the corresponding icon for each file is attached.</p> <p>Created date: Date and time when the file was recorded.</p> <p>Completed Date: Date Dictation completed.</p> <p>Recording Length: Length of the file recorded</p> <p>Comment: Notes attached by Edit Comments are displayed.</p> <p>Recording Mode: i.e standard or long play</p> <p>File Type: DSS, WAV etc</p>	<p>Column headings can be sorted or moved to any order.</p>  <p>Priority Level: How urgent the is</p> <p>File Name: In front of the file names, the corresponding icon for each file is attached.</p> <p>Author: Displays the Author ID</p> <p>Job No.: Displays the Job Number</p> <p>Work Type: Displays the Work Type ID</p> <p>Status: Displays the progress status of Typist's</p> <p>Created date: Date and time when the file was recorded.</p> <p>Completed Date: Date Dictation completed.</p> <p>Transferred Date: DSS file:Date and time of when it was first created as a Window's file.</p> <p>Recording Length: Length of the file recorded</p> <p>Comment: Notes attached by Edit Comments are displayed.</p> <p>Document: Displays the file name of the associated document</p>



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PRODUCT OVERVIEW

<p>Notification of new work</p>	<p>None</p>	<p>New feature you can set the notification check box to check for the dictation at a specified time.</p>  <p>You can also set how you would like to be notified of new work, and specify which folder new work arrives in you want to be notified. Which means you could be notified only if new work comes from a specified author.</p> 
<p>Customising Folders</p>	<p>None</p>	<p>Customising the folders which are displayed is a useful new feature – if you can your Author only use one or two folders then you can hide the additional folders, or if you need additional folders to organise your work just add the from here. Also if you are not using the email features then you can hide the Inbox</p> 

Peace of mind

2 years warranty and Free Support is included with all Olympus products purchased from S&G.