



Phone-In Dictation Menu System

Quick Reference

Phone-in Dictation #: 866-721-1020

How to Login to the system

1. Dial 866-721-1020.
2. Enter your 6-digit ID and 4-digit Passcode.

Dictate Normal

1. Login to the system.
2. Press 1 and dictate after the beep.
3. Hang up when finished.

Dictate Stat

1. Login to the system.
2. Press 2 and dictate after the beep.
3. Hang up when finished.

Dictate and Review

1. Login to the system.
2. Press 1 (normal) or 2(stat) and dictate after the beep.
3. Press 4 to rewind and 6 to fast forward.
4. Use 5 key to pause and "unpause" (continue your dictation)
5. Press 1 to continue dictation from the end, or press 3 to continue dictation from the current position.
6. Hang up when finished.

Multiple Dictation in One call

1. Login to the system.
2. Press 1 (normal) or 2(stat) and dictate after the beep.
3. When finished with one dictation, press 1 or 2 to record another.
4. Hang up when finished.

<p>1</p> <p>Normal Dictation</p>	<p>2</p> <p>Stat Dictation</p> <p>Must be activated by Administrator</p>	<p>3</p> <p>Record From Here</p> <p>While in Review mode after rewinding</p>
<p>4</p> <p>Rewind 10 Seconds and Review</p>	<p>5</p> <p>Pause</p>	<p>6</p> <p>Forward 10 Seconds and Review</p>
<p>7</p> <p>Rewind to Beginning and Review</p>	<p>8</p> <p>Cancel</p> <p>Must be activated by Administrator</p>	<p>9</p> <p>Forward to 45 Seconds Before End and Review</p>
<p>*</p> <p>Save and End Call</p>	<p>0</p> <p>Interactive Help Menu</p>	<p>#</p> <p>Save and Return to Main Menu</p>



Notes:

- Press **0** for Interactive Help. While in Interactive Help, press any key at any time.
- Stat Dictation and Cancel features must be enabled by your Administrator.
- Confirmation Numbers can be disabled by your Administrator.