

To ensure the highest quality, please use a land line phone instead of a cell phone.

Dial-In Dictation Instructions

- Dial **1 866-578-4357**
- Enter your ID "**xxx**" followed by the "**#**" sign.
- Enter your Password "**y**" followed by the "**#**" sign.
- Press "**2**" to begin dictating.
- To save and start new dictation press "**5**".
- To end dictation and save press "**#**".

Keypad Map Settings

- 1 - Stop - Pauses any function including record.
- 2 - Record - Starts the recording process.
- 3 - Rewind and Play - Rewinds to beginning of the file and play.
- 4 - FF - Moves forward through file until another key is pressed.
- 5 - Save and Continue - Saves current job and begins the next job. **Recommended between patient files for full HIPAA compliance.**
- 6 - Not used.
- 7 - FF to end - Moves to the end of the file.
- 8 - Rewind to Beginning - Goes to the beginning of the file.
- 9 - Rewind - Rewind until another key is selected.
- 0 - Play - Allows user to hear the file.
- * - Cancel - Cancels and erases the current job.
- # - Save and Hang Up - Saves current job and ends your Dial-In Session.

