

# 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.

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

### 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.