

## Telephone Dictation Instructions

### **Telephone dictation is as easy as 1, 2, 3!**

1. Dial 877-982-3378 (toll-free) or 281-988-8046 to access our dictation system.
2. Enter your user ID and the # sign. For HIPAA compliance, this server is password-protected. Your user ID and password are the same number: \_\_\_\_\_.
3. Start dictating!



- 1** Stops dictation
- 3** DEF Rewinds a bit so you can pause
- 2** ABC Allows you to start dictating again

**4** GHV Finished? Press 4 to get your confirmation number and hang up.

**5** JKL To insert words or an addendum into your dictation, press 3 to REWIND to the point where you want to insert the text and then press 5 to INSERT. When you've finished inserting, remember to press 1 to STOP, 6 to FAST-FORWARD to the end, and 2 to RESUME. Otherwise, everything you dictate after 5 will be inserted!



**6** MNO To fast forward to the end of the dictation, press 6.

**7** PQRS To rewind and play from the beginning, press 7.

**8** TUV To mark as a priority, press 8.



**#** To END a dictation and start another, press #.