

TOLL FREE DICTATION INSTRUCTIONS

Dictation Line #: 888-997-2841

User ID#: 1252, 1253, or 1254

(if you receive a busy signal, hang up and try another User ID#)

It is important that you write down the job # assigned to your dictation.

Dictation prompts:

- 1 record
- 2 stop
- 3 rewind
- 4 forward
- 5 save
- 6 mark as rush
- 7 rewind to beginning
- 9 fast forward to end
- 0 play

When the recording is beginning you will hear a beep, give it until the count of two before you start talking or it may cut it off, same with if you pause recording and go back it will beep and give it to the count of two before continuing to avoid any cut off.

To complete your dictation simply hang up.