

## DIAL-IN DICTATION INSTRUCTIONS

Calling into our dictation system is easy.

**Step 1:** Dial our toll free number to call into the dictation line.

**Step 2:** Enter your user ID number and press #.

**Step 3:** Begin dictating!

### Key Pad Commands:

<b>1</b> Record	<b>2</b> Stop	<b>3</b> Review
<b>4</b> Fast Forward	<b>5</b> Send Job	<b>6</b> Rewind
<b>7</b> Go to Beginning	<b>8</b> Go to End	<b>9</b> Stop
<b>*</b>	<b>0</b> Play	<b>#</b>

0	Play	5	Send Job
1	Record	6	Rewind
2	Stop	7	Got to Beginning of dictation
3	Review	8	Go to End of dictation
4	Fast Forward	9	Stop

### PLEASE NOTE:

- Before you begin you dictation:
  1. Identify **document type**: Letter, Memo, Motion, Brief, etc.
  2. Indicate **turnaround requirement** by simply stating, "I need to have this back in [4] hours."
  3. Dictate your project.
- If you would like to begin a new dictation without hanging up the phone and redialing the dictation line, just press 5 to send the current dictation. This will play the number for the dictation you just completed. Then press 1 to start on a fresh dictation.
- As you become more familiar with dictating and you know the order of the information you are putting in, any time during the messages you can input key presses.