

DICTATION INSTRUCTIONS & KEYPAD CONFIGURATION

please use a touch-tone telephone

ExacTrans Reporting Services, Inc.

(310)643-7226 direct dictation access (open 24 hours)

(310)643-7210 **office** (24-hour voice mail; office open Monday thru Friday 10:30 am - 6:00 pm PST)

(310)643-7204 **fax** transcription changes/corrections here (open 24 hours)

FOR: _____

- STEP 1: . Dial **(310) 643-7226** Voice prompt: "Enter your user i.d. followed by the pound (#) sign."
STEP 2: . Enter **UserID #** Voice prompt: "Enter your personal identification number (PIN) followed by the pound (#) sign."
STEP 3: . Enter **PIN number #** Voice prompt: "Enter Record number followed by the pound sign(#) **THE RECORD NUMBER IS YOUR ORDER NUMBER. THAT YOU RECEIVE ONCE YOU HAVE PURCHASED YOUR DICTATION.**"
STEP 4: . Enter **_order number #** Voice prompt: "Start recording at the tone(beep)."
STEP 4: . **Begin your dictation.** PLEASE BEGIN BY DICTATING YOUR FULL NAME AND ORDER NUMBER FOR IDENTIFICATION PURPOSES **NOTE:** You do not need to press the Record key "2" INITIALLY to begin dictating since the system is set for auto record . HOWEVER WHEN PAUSING OR PLAYING BACK YOU WOULD HAVE TO PRESS THE "2" KEY TO CONTINUE DICTATION DURING YOUR CALL-IN SESSION.

KEY COMMAND

FUNCTION

- | | | |
|----------|----------------------------------|---|
| 1 | Pause | <u>Pause Record/Play</u> for 5 minutes, <u>Press either Record/Play to Exit Pause.</u> *Both warning prompt and beeping will occur after paused time limit - listen for voice prompts so as not to be disconnected. |
| 2 | Record | <u>Record* Over And Erase</u> any dictation from that point forward. *Use caution with Record when using with other keys such as BOF, Play & Pause, as you can erase dictation not meant to. |
| 3 | Play | <u>Continuous Playback</u> of current dictation. Use after Pause or BOF(Beginning Of File). Using Play during Record will stop recording, but will not playback as you are at the end of voice file. |
| 4 | REW+Play | <u>Rewind</u> dictation 10 seconds <u>And Play.</u> |
| 5 | FFWD+Play | <u>Fast Forward</u> dictation 10 seconds <u>And Play.</u> |
| 6 | BOF+Play | <u>Rewind to Beginning of Dictation and Play.</u> |
| 7 | EOF | <u>Fast Forward Dictation to End of File</u> and follow "End of File" prompt. |
| 8 | Save+New | <u>Save</u> as Priority, General or Pending <u>And Continue</u> with next dictation. |
| 9 | Save+Hangup
(optional) | <u>Save</u> as Priority, General or Pending <u>And Exit</u> dictation system. |
| 0 | Pend+Hangup | <u>Save as Pending and Hangup</u> You will hear "dictation pending" each time you call in until pending dictation has been saved as Priority or General. |
| * | Delete | <u>Delete Sections of Dictation</u> at any point <u>During Play</u> without deleting entire dictation. Follow voice prompts. |
| # | Insert | <u>Insert Additional Dictation</u> at any point <u>During Play</u> without erasing any current dictation. Follow voice prompts. |

Special note: To mark dictation as Priority , use either Save+New (8) or Save+Hangup (9) **immediately** upon completion of priority dictation.

Please do not dictate changes/corrections on transcribed work that you have received. Fax to (310) 643-7204.