**Dial In Instructions**

1. Dial 844-239-9488
2. When prompted, enter your user ID and press #.
3. Press 1 to dictate or 3 to listen to a prior dictation.
4. Enter the document type (below) and press #.
5. Enter the CSN for all document types except for Cardiology (68) which will require an order number. Press #.
6. Press 2 to Record, 1 to Stop, 3 to Playback, and 8 to finish the report.
7. Press * to hear more options.

**Quick Reference** *(The options below can be used at any time while in DICTATE mode.)*

1. **Stop**
   - Stops recording or playback.
2. **Record**
   - Enables user to begin recording when pressed.
3. **Play/Pause**
   - While in Playback mode, will play the dictation from the beginning or from where paused.
4. **Forward**
   - While in Playback mode, will fast forward the dictation 4 seconds each time pressed.
5. **Stat**
   - Will prioritize a dictation above the normal priority.
6. **Rewind**
   - While in Playback mode, will rewind the dictation 4 seconds each time pressed.
7. **To Start**
   - While in Playback mode, will rewind the dictation to the beginning of the dictation.
8. **Done**
   - Will complete the existing dictation and start a new dictation.
9. **To End**
   - While in Playback mode, will fast forward the dictation to the end of the dictation.
*  **Help**
   - Will playback all options listed here while in record or playback mode.
0. **Hear Info**
   - Enables user to play back the values entered at the prompts.

**Document Types**

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