



## DICTATION SYSTEM INSTRUCTIONS

- DIAL** → Dial the DigiTel system phone number.  
**LOG-IN** → Enter your PIN and press # to log-in to the system.  
**PRESS** → Use the following functions as desired:

<b>9</b>	<b>Mark this Dictation a PRIORITY</b>
<b>2</b>	<b>START/CONTINUE RECORDING</b>
<b>1</b>	<b>STOP/PAUSE</b> any function.
<b>#</b>	<b>SEND this Dictation</b> and Start a New Dictation

**HANG-UP PHONE WHEN DONE.**

### TELEPHONE KEYPAD Some functions may not be enabled.

<b>1</b> STOP	<b>2</b> RECORD <sup>1</sup>	<b>3</b> PLAY
<b>4</b> REWIND 44 Jump to beginning	<b>5</b> Increase Playback Volume	<b>6</b> F.FORWARD 66 Jump to end
<b>7</b> SPEAK FILE #	<b>8</b> Decrease Playback Volume	<b>9</b> Mark this dictation a PRIORITY
<b>*</b> DISCONNECT Or just hang-up phone	<b>0</b> HELP Play Help message	<b>#</b> SEND this Dictation and Start a New Dictation

<sup>1</sup> During your recording, if you hear "Pardon the interruption, please press Record to continue recording" (which will be followed by the "Stopped" prompt), just press Record to continue recording. Please ask the system administrator if you would like a longer Record Timeout.

### SYSTEM SOUNDS

FUNCTION	WHAT YOU WILL HEAR	WHEN YOU WILL HEAR IT
RECORD	A single, quick, high pitched beep tone.	Each time Record is pressed.
STOP	A repeating "Stopped" prompt.	After log-in. When Stop/Pause is pressed. After Rewinding or jumping to the beginning. After F.Forwarding, jumping or Playing to the end. After your Max Rec <sup>1</sup> Timeout has elapsed.
REWIND	A repeating "Rewinding" prompt.	When Rewind is pressed.
REWIND TO BEGINNING	A "Rewound to the beginning" prompt.	After Rewinding to the beginning.
F.FORWARD	A repeating "Fast Forwarding" prompt.	When F.Forward is pressed.
F.FORWARD TO END	A "Fast Forwarded to the end" prompt.	After F.Forwarding to the end.
SPOKEN PROMPTS	Various instructional prompts	At log-in; After Priority, Send, or Disconnect; After your Maximum Record Timeout has elapsed, etc.

**IF YOU NEED HELP PLEASE CALL THE SYSTEM ADMINISTRATOR**