

Call-in Dictation Instructions

Please carefully read and follow the “**Dictation Tips**” guidelines located on our website before beginning dictation for the first time.

If you have any questions or problems, call us at (314) 732-0000 or e-mail us at karen@workinprogressllc.biz.

USER INSTRUCTIONS

Dial (866) 578-4357. You will not hear a ring. Wait for the voice to ask for your ID.

Enter your author ID number (_____), followed by the #.

If asked, enter your password (_____), followed by #.

After hearing the greeting, press the # again. The system will prompt, “Waiting for Dictation Command.” Press “2” to begin dictation. The system will respond to Control Keys at any time. The Control Keys are listed below.

Keypad Configuration for Dictation

- 1. REWIND** to the Beginning of the current Job
- 2. RECORD** – Record voice
- 3. Go to End** of current Job
- 4. REWIND** – Until another command is entered
- 5. PLAY**
- 6. FAST FORWARD** – Until another command is entered
- 7. REWIND** briefly and **PLAY**
- 8. STOP** – Also PAUSE when in Record Mode
- 9. SAVE** the current Job and Start a New Job
- *. PRIORITY** – On/Off – Press to SET, Press again to CLEAR
- #. SAVE** current Job and **Disconnect**



\$\$\$\$\$ TIME IS MONEY! \$\$\$\$\$

Please remember that **billing is based on total minutes recorded**. In other words, if you end up with 40 minutes of dictation, but you only spoke for three minutes at the beginning and two minutes at the end, you will be billed for 40 minutes. If you need to stop in the middle of recording to look up information or deal with an interrupt, press the 8 (pause) key, or disconnect the job and resume at a later time, to avoid being billed for non-productive time.