DICTATION INSTRUCTIONS FOR **REGULAR PHONES** BY ER DICTATORS

1. Dial 2350

2. Enter your USER ID followed by the pound key (#)

3. Enter the medical record number followed by the pound key (#)
   (leading zeros are not needed)

4. AFTER DICTATING, YOU HAVE A FEW OPTIONS:
   Dial 9 – To END the job and DISCONNECT
   Dial 0 – To mark the job OPEN and begin a NEW dictation
   Dial #4 – To mark the job OPEN and retrieve any open jobs
   Dial #5 – To close the current job and retrieve any open jobs
   Dial 5 – To close the current job and begin a NEW dictation
   Dial * - To assign PRIORITY CODE

5. To retrieve and open report:
   Dial 2350
   Enter your USER ID
   You will be prompted to listen to your open jobs or ignore them

   THERE IS NO NEED FOR YOU TO ENTER THE WORKTYPE AT ANY

1- Play
2- Dictate
3 -Reverse a few words and play
5 – Close + start new job
#5 – Close + next open job
#4 – Open + next open job
4- Pause/stop (1 to resume play)
6 – Go to end of dictation
#6 – Insert new dictation
#7 – Fast forward (1 to play)
8 – Reverse to beginning
9 – Disconnect
* - PRIORITY
0 – Mark open + start new job

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PQRS 7	TUV 8	WXYZ 9
*	0	#