

Dictate

1. Dial (781) 393-9966.
2. Enter your 3-digit user ID.
3. Begin dictation
4. To dictate another report, press "5" and repeat from step 3.

To Insert

1. Press "3" to Rewind.
2. Press "4" to Pause.
3. Press "#" then "6" and dictate the insertion.
4. Press 3 to rewind and listen to the insertion.
5. Press "6" and Go To End.

Report Edit

1. Dial (781) 393-9966.
 2. Press "#" then "3".
 3. Enter your 3-digit user ID.
 4. The system will search for your last editable report. Listen to Report.
 5. Make the appropriate changes.
- Press "5" to edit an older report.

Report Review

1. Dial (781) 393-9966.
 2. Press "#" then "1".
 3. Enter your 3-digit user ID.
 4. The system will search for your last report, then it will play the report.
- Press "5" to review an older report.

***To make a report a PRIORITY, press "#" then "9" before you finish dictating.**

***When done dictating please press "9" before hanging up.**

