

**DIAL** → **770-414-7649**

**LOG-IN** → Enter your 6 digit ID [38XXXX] then # to log-in to the system.

**PRESS** → 1, 3, 5 or 7 followed by # to indicate number of turnaround days.

**PRESS** → 2 followed by # to begin dictation.

**TO END CALL** → Press \* or just hang up to end call,  
or # to end call and begin a new dictation.

## TELEPHONE KEYPAD Some functions may not be enabled.

<b>1</b>	<b>2</b> RECORD <sup>1</sup>	<b>3</b>
<b>4</b> REWIND <small>44 Skip to the beginning</small>	<b>5</b> STOP	<b>6</b> F.FORWARD <small>66 Skip to the end</small>
<b>7</b>	<b>8</b> PLAY	<b>9</b>
* DISCONNECT <small>Or just hang-up phone</small>	<b>0</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 is pressed. After Rewinding or skipping to the beginning. After F.Fwd'ing, skipping 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 CONTACT OUR OFFICE AT 770-414-6735**