



Transcription Support | Toll-free Instructions



When dictating, press **#** to pause and receive the following options:

Press **1** to accept the dictation and receive your confirmation number.

Press **2** to review the dictation.*

Press **3** to erase and re-record the dictation.

Press **5** to accept the dictation, receive your confirmation number and record a new dictation.

Press **6** to continue recording the same dictation.

***During the review press:**

1 for rewind

2 for pause

3 for fast-forward

to return to the options menu