

To use these credit card sized instruction guides:
print them, cut along their borders and fold them in half.

DigiTel™ DICTATION SYSTEM INSTRUCTIONS
Technology by Apptec

DIAL → Dial the DigiTel system phone number.
LOG-IN → Enter your PIN and press # to log-in to the system.
PRESS → Use the following functions as desired:

| | |
|----------|--|
| 9 | Mark this Dictation a PRIORITY |
| 2 | START or CONTINUE RECORDING |
| 1 | STOP any function. |
| # | SEND this Dictation and Start a New Dictation |

HANG-UP PHONE WHEN DONE.

----- FOLD HERE -----

TELEPHONE KEYPAD Some functions may not be enabled.

| | | |
|---|---------------------------------------|---|
| 1 STOP | 2 RECORD | 3 PLAY |
| 4 REWIND 44 Skip to beginning | 5 Increase Playback Volume | 6 F.FORWARD 66 Skip to end |
| 7 SPEAK FILE # | 8 Decrease Playback Volume | 9 Mark this dictation a PRIORITY |
| * DISCONNECT Or just hang-up phone | 0 HELP Play Help message | # SEND this Dictation and Start a New Dictation |

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.

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