

Dictate your notes via telephone dial-in

Dial +1 (828) 662-8133

Find your telephonic access code on your online portal

Phone Prompts:

1. Enter your telephonic access code, followed by #
2. Speak/Say Case Name, followed by 0 (zero)
3. Proceed with your Dictation
4. When finished, hang up to submit your Dictation
5. You will see the completed recording in your Client Portal



Phone Options (while dictating):

Press #8 - Help Menu

- 1 - Playback recording (from beginning)
- 2 - Start recording and overwrite at current position
- 3 - Start recording and insert at current position
- 4 - Go to the end of the recording and start recording
- 5 - Go to beginning of recording and stop (no playback)
- 6 - Go to end of recording and stop (no playback)
- 7 - Rewind
- 8 - Pause Recording
- 9 - Fast Forward