

Dictate your notes via telephone dial-in

Dial +1 (877) 254-5576

Phone Prompts:

1. Enter your telephonic access code, followed by #
2. Speak/Say Case Name
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

You will need to hang up and dial in again to submit another Dictation



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