

# Wyoming Valley Transcription Services

## DialDictate Caller's User Guide

### Shortcut

- Step 1: Dial (693-1926)
- Step 2: Enter your login number, then press #
- Step 3: Press 1 (start a new dictation)
- Step 4: Press 9 (start dictating - you have 20 minutes total time)
- Step 5: Press \* (star key - ends the dictation)
- Step 6: Press 1 (send the dictation to transcription)
- Step 7: Hang up

If you choose to hang up after you're done dictating, the dictation will be sent to transcription after the 20-minute recording time has ended. This is not recommended as it ties up that phone line for that length of time.

NOTE: After you press "9" you will be in the dictation portion and will **not** be able to back up or re-listen without pressing "\*", which will take you back to the main menu. The features to do so during recording have been **turned off**. In order to make changes to your dictation, you must press the star key "\*" and listen to the menu. You can make changes, etc.