



## TEST FILE INSTRUCTIONS

All test files are returned to the e-mail dictated within 24 hours

1. Dial 1-877-465-5012
2. Listen for the greeting and enter 1234567 when prompted for a User ID
3. To record, press 2. Then use the following guide to dictate:

1 Rewind to beginning	2 Start/Pause/Restart Record	3 Short Rewind
4 Pause/Restart Play	5	6 Fast Forward to End
7 Short Fast Forward	8	9 Save dictation/get job number
	0	

- 1     Rewind to beginning
- 2     Pause/Record – If you are in record mode, pressing 2 will pause and hitting 2 again will resume your recording
- 3     Short Rewind – in five second increments. The more times you press 3, the further back you go
- 4     Pause/Play – if you are in play mode, pressing 4 will pause and hitting 4 again will resume the playback
- 6     Fast forward to end
- 7     Short Fast Forward – in five second increments. The more times you press 7, the further forward you will go
- 9     Complete – closes current dictation and provides option prioritize, make new dictation or hold dictation if you need to come back and append it later

**PLEASE NOTE: When you are finished dictating a particular job and press 9, the System will provide a job number. Please write this number down as you will need it to append, change, suspend or track each job. Press "1" to repeat job number.**