

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

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

HANG-UP PHONE WHEN DONE.

TELEPHONE KEYPAD Some functions may not be enabled.

| | | |
|---|---------------------------------------|---|
| 1 STOP/PAUSE ¹ | 2 RECORD ^{2,3} | 3 PLAY |
| 4 REWIND ¹ 44 Jump to beginning | 5 Increase Playback Volume | 6 F.FORWARD ¹ 66 Jump to end |
| 7 ANNOTATE (Speak File Number) * | 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 |

- ¹ A repeating beep tone will be heard when in Stop/Pause, Rewind, or F.Forward mode.
- ² A single quick beep tone will be heard when entering Record mode.
- ³ If you hear the Maximum Record Timeout spoken prompt followed by the repeating Stop/Pause beep tone, to continue recording just press Record.

SYSTEM SOUNDS

| FUNCTION | WHAT YOU WILL HEAR | WHEN YOU WILL HEAR IT |
|---------------------|--|--|
| RECORD | A single, quick, high pitched beep tone | Each time Record is pressed |
| STOP/PAUSE | A repeating, soft, low pitched beep tone | After log-in When Stop/Pause is pressed After Rewinding or jumping to the beginning After F.Forwarding, jumping or Playing to the end After your Maximum Record ⁴ Timeout has elapsed |
| REWIND | A repeating mid-low pitched beep tone | When Rewind is pressed |
| REWIND TO BEGINNING | Two quick mid-low pitched beep tones | After Rewinding to the beginning |
| F.FORWARD | A repeating mid-high pitched beep tone | When F.Forward is pressed |
| F.FORWARD TO END | Two quick mid-high pitched beep tones | After F.Forwarding to the end |
| SPOKEN PROMPTS | Various instructional prompts | At log-in; After Priority, Send, or Disconnect; After your Maximum Record Timeout has elapsed, etc. |

⁴ A spoken prompt will tell you when your Maximum Record Timeout has elapsed, and then you will be placed into Stop/Pause Mode (and then you will hear the Stop/Pause repeating beep tone). **To continue recording, just press Record.**

IF YOU NEED HELP PLEASE CALL THE SYSTEM ADMINISTRATOR