

To use these credit card sized instruction guides:
print them, cut along their borders and fold them in half.

DigiTel™ DICTATION SYSTEM INSTRUCTIONS
Technology by Apptec

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.

----- FOLD HERE -----

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.

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