

METRO TRANSCRIPTION SERVICE
TELEPHONE DICTATING INSTRUCTIONS

Function Keys:

After pressing any Function Key other than **2**, **6** or **8** you must press **2** to return to record mode.

cut along perforated line and then fold in half

973-828-8100 (dial to dictate)

_____ # press Account No.
_____ # press Your ID No.
_____ # press Report Type No.
 if prompted.
_____ # press Patient No. if
 prompted.

Begin dictating at tone.
State your name and report type.
Spell patient name if unusual.
State patient number if needed.
Speak clearly.
Hang up to end or press #.

- 7** priority
- 6** new Job on same phone call
- 4** play last few words
- 2** to end in dictate mode
- 8** save Job to complete later
- 1** stop
- 3** rewind to beginning
- 5** forward 5 seconds
- 0** play
- #** play Job No. and disconnect
- *9** play Job No.
- *0** rewind
- *5** delete from point pressed until
 ***5** is pressed again (text being
 deleted plays)
- *6** delete from point pressed to end
- *7** insert from point pressed until
 1 (stop) is pressed
- *8** record over existing dictation from
 point pressed until **1** (stop) is
 pressed
- *1** play list of saved Jobs

After pressing **8** to save Job to complete later, you are prompted that you have a "Suspended Job" the next time you log on to dictate. When prompted press ***1** to hear a list of "Suspended Jobs". Then press **0** during or immediately after the Job Header plays to re-enter Job. You are now back in the Job at the end. Press **2** to return to record mode.

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Account Number, Individual ID Number(s) and Report Type Numbers are e-mailed or faxed.