



## Toll Free Dictation Instructions

- Step 1: Dial **800-657-3125** number to access system  
Alternately **866-373-7870** can be dialed if above number is not working.  
Step 2: Enter your 3 digit user ID number and press #.  
Step 3: Begin dictating

Per ID 5 physicians can dictate simultaneously.

System automatically starts recording immediately following the confirmation tone

### Complete Key Pad Commands:

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- \*\* Play Confirmation Number
- 0 Play the Confirmation Number and Launch the Next Dictation
- 1 Go to the Beginning of the Dictation and Play
- 2 Start Record
- 3 Go to the End of the Dictation and Stop
- 4 Incremental Rewind
- 5 Pause
- 6 Incremental Fast Forward
- 7 Play
- 8 Launch the Next Dictation
- 9 End dictating Session and Disconnect

**Note:** If the user enters the pause state, by pressing 5 from the keypad or after 90 seconds of dead time, the following prompt will be played: "not recording press 2 to resume dictating". This message will be played at specified intervals for a minute and a half before you are disconnected.

System presents several options for starting a new dictation. Some users require a confirmation number for each dictation, while others simply proceed directly to the next dictation. To receive a confirmation number for the current dictation and then launch a new dictation, press 0 (zero) on the telephone keypad. Otherwise, press 8 from the keypad to go directly to the next dictation. Authors should get the confirmation number to assist in tracking of dictations.

The single file dictation limit is 180 minutes, (3 hours).

If you have questions or need assistance in Toll Free Dictation System, please contact at  
1-888-834-1392 Option 2 - between 8am to 5am EST.

24x7 Customer Care: 866-390-6868

E-mail: [info@mukeshbpo.com](mailto:info@mukeshbpo.com)