

- 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	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