

 **Welcome to Mobile Scribe**

Quick Reference Guide

Dictation Line: 1.941.894.0026 Toll-Free: 1.877.267.9825*

Begin speaking after the tone:

Press * to pause during dictation

OR Press any other key to access these additional options:

Press # to accept dictation

Press 1 to listen to your dictation

Press 2 to continue your dictation

Press 3 to start dictation over

Press 4 to cancel dictation

Press 5 to listen to last 10 seconds

TIP: Program the dictation phone number into your cell phone NOW.

*NOTE: The toll-free number is a Copytalk add-on service

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Helpful Hints to Improve Transcription Quality:

- Speak clearly and distinctly
- Spell out unusual words and proper names
- The letters "D," "T," "B" and others often sound alike. For better quality:
 - "Met with Brentd, that's "B" as in boy, R, E, N as in Nancy, D as in David, T as in Tom to discuss..."
- Roll up your window if dictating from your car
- If unsure of quality of phone connection or background noise, Use the "Listen to the last 10 seconds" feature above
 - If you have problems understanding the dictation, so will Copytalk

You can go to www.mycopytalk.com to view or print your previous work, listen to your previous dictations, update billing info, and much more.

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