

## Voice Caller's User Guide

This is a guide for **Vscript® Voice** users. Please print this page and give it to each person who uses **Vscript® Voice** to dictate by phone.

To access **Vscript® Voice** dial: **800-251-9563**

Your Access Code is: **#- #- #- #- #** (to be emailed to client)

**X** is your specific assigned code between 1 and 100

### **Enter Your Access Code**

When **Vscript® Voice** answers your call, enter your access code on the telephone keypad followed by the # key.

**Enter the Reference Number followed by the # key.**

Reference Number is the Patient ID.

**Enter the Work Type followed by the # key.**

Work Type is 1 (these can be customized with the worktypes that are needed)

## **Record a new dictation**

The record controls are the number keys, \* key and # key on your telephone. Press:

- 1 Record**
- 2 Rewind**
- 3 Fast-Forward**
- 4 Pause**
- 5 Play from the beginning**
  
- 0 Complete the Dictation and begin another dictation. (send the dictation with normal priority)**
  
- \* Complete the dictation and mark it STAT. (the star key on the keypad)**

**After sending a dictation, the dictator will receive a reference number that is associated with the number of dictations that are received during the call. For example, Reference number "0" indicating first dictation, reference number "1" indicating second dictation and etc.**