

## Using A Cable to Upload Your Recorded Tapes

You will need a simple connector cable to allow the transfer of your recorded dictation tapes using your dictation equipment through your telephone to our system.

### Connector Cable Instructions:

- Unplug your telephone handset cord from the base of your telephone.
- Insert the male telephone plug from the adapter into the outlet at the base of your telephone.
- Insert the male telephone plug from your telephone handset into the adapter.
- Your telephone and the adapter are now ready to use. (You can operate your telephone in its normal manner with the adapter in place. There is no reason to connect and disconnect it between uses.)

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### Using the adapter for transmission of your dictation:

- Dictate in your normal manner, using your dictation device (be certain your dictation tape is fully erased before each use).
- When you are ready to send your dictation, insert the adapter cable into the 'ear' or 'monitor' jack of your dictation device (not the 'mic' jack).
- Make certain that your dictation device sound level is set at a moderate volume level. If the volume is too loud, there is a possibility of distortion; if the volume is not loud enough, the typist may not be able to hear it.
- Dial the SpeakWrite toll-free dictation number (800) YOU-DICTATE (800-968-3428)
- Log into your account, follow the recorded prompts to dictate and listen for the prompt which says 'record at the tone'.
- At the tone, press the 'Play' button on your dictation device.  
(Note: You should be able to hear your dictation playing over your telephone handset. You do not have to listen to or monitor the dictation, but you must not hang up the telephone or place it 'on hold' until the dictation is completed. In order to be certain that your dictation is clear and to eliminate background noise, you can [but do not have to] unplug your telephone handset from the TR70 Adapter during the transmission, then reconnect after the transmission.)
- Your recorded dictation will be automatically submitted for transcription when the transmission is completed.