

SpeakWrite Quick Start Guide

Dictating by Telephone -

You may use any telephone to dial our toll free (800) number to access your SpeakWrite account to quickly and easily record dictations, notes, narratives and client interviews. SpeakWrite is available 24 hours a day every day, 7 days a week; including all holidays.

1 Rewind to beginning	2 Record	3 Go to end of document
4 Skip back-ward 1/2	5 Pause	6 Skip for-ward 1/2
7 Skip back-ward 5 sec.	8 Play back	9 Skip for-ward 5 sec.
* Erase Forward	0	# Return to main menu

** When recording, you must first press 5 to pause before pressing any other key.*

Step 1 - Access - Dial (800) 968-3428

Step 2 - Security - Enter your Account Number and PIN

Step 3 - Record your audio - Follow the phone prompts and press 9 to start recording your audio

Step 4 - Custom Filename - Instruct the typist to give your file a Custom Filename

Step 5 - Dictate - Speak your notes or narrative into your microphone. Give the typist any formatting instructions during your dictation. Remember you can add words, spelling of client's names, places or acronyms within your dictation by adding them to your Word list. You do so by saying 'add this to my word list'. You can instruct typist to refer to your word list on future dictations and they will have access to the spelling that you previously provided

Step 6 - Edit your audio - At any time you may rewind, playback, skip ahead, go backward or insert audio by clicking the appropriate keys on your telephone keypad.

Step 7 - Submit your audio for transcription - When finished, hang up to submit your file or click the # button and follow the prompts to 'save' your file to finish at a later time. You may also start a new job on the same phone call, once you click the # button.

Your Account

Dictate
800-968-3428

Support
800-828-3889
support@speakwrite.com

Login
www.speakwrite.com

Submit Audio File
submit@speakwrite.com
*Use only your ten-digit Account ID
in the subject line*

Other Ways to Submit Work



Smartphone App



Email



Digital Audio Upload



Fax



Mail or Courier

**For more information or to sign
up a new account, visit us at
www.speakwrite.com**

SPEAKWRITE
Voice-To-Document Service

Quick Reference Wallet Card



Dictate: 800-968-3428 | Help: 800-828-3889



Telephone Keypad Recording Functions*

1 Rewind to beginning	2 Record	3 Go to end of document
4 Skip backward 1/2	5 Pause	6 Skip forward 1/2
7 Skip backward 5 sec.	8 Play back	9 Skip forward 5 sec.
* Erase Forward	0	# Return to main menu

*When recording, you must first press 5 to pause before pressing any other key

Dictate by Telephone

- Call the toll-free number: 800-968-3428
- After the prompts, enter your Account Number and PIN
- Then press
 - 9** to dictate
 - 1** for a new job or to send a fax
 - 2** to continue with an existing job
 - 3** for instructions
- Speak as usual into the phone
- When finished, hang up and the job will automatically be submitted for transcription
- If you would like to save your job or submit and start a new job, hit # and follow the prompts
- Your job will be returned via email

SpeakEasy

- Launch the SpeakEasy software
- Enter your Account ID and PIN when prompted
SpeakEasy remembers your log in information for future use. To change this information, click Logout
- **(New Audio)** starts a new job
Enter a name for a new job or choose an existing audio file to overwrite.
- **(Open Audio)** opens an existing file in which to dictate
- For an instructional guide on how to use the SpeakEasy interface click Tools / Help
- **(Submit Audio)** submits a job when it is ready for transcription *Enter an optional Filename and/or select a Billing Code.*

Visit www.speakwrite.com for additional information; including our free Smartphone Apps and software downloads