Vareque Dial-In Dictation

Author Quick Reference Guide

1. Dial the Dictation Line

Call Vareque's dictation line. When prompted, enter your credentials as described below.

2. Enter Access Code

Enter your Access Code (6 to 8 digits) followed by the # key. Call your Vareque administrator if you do not know your code.

3. Enter Location PIN

Enter your Location PIN (6 to 8 digits) followed by the # key. Your PIN is a unique number assigned to your location. Call your administrator if you do not know your PIN.

4. Enter Dictation Type

Enter the Dictation Type code followed by the # key. This identifies the type of work (e.g., clinic code, department code).

5. Enter Reference Number

Enter the Reference Number (job number, patient ID, or case number) followed by the # key. This helps identify your dictation.

6. Select Priority

Press 1 for HIGH priority, then #.
Press 2 for NORMAL priority, then #.

7. Record Your Dictation

After the beep, begin speaking clearly. The system will record your dictation. You can pause, rewind, and review as needed using the keys described below.

1 Stop	2 Pause	3 Rewind
4 FF to End	5 Save	6 Priority
7 Rew to begin	8 Finish later	9 Play
*	0 Forward	# Job ID

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Keypad Commands During Dictation

The following keys are available while you are recording (during active dictation):

1	Stop and complete the current dictation. The system will finalize and announce your confirmation number.
2	Pause. Your recording is kept and the paused menu opens. Press 2 again to carry on, or 8 to keep it for later.
3	Rewind 10 seconds and replay the last part of your recording.
5	Save the current dictation and immediately start a new one.
6	Toggle priority between High and Normal.
7	Rewind to the beginning of your recording.
#	Hear your current confirmation number spoken back to you.

Paused Menu Options

After pressing 2, or when you stop recording, you will hear the paused menu. The following options are available:

1	Stop and complete. Finalize all dictations and hear confirmation number(s). System will hang up.
2	Continue recording. Resume your current dictation.
3	Rewind 10 seconds and replay. After playback, you can press keys again.
4	Jump to the end of your recording and stay paused.
5	Save the current dictation and start a new one.
6	Toggle priority between High and Normal.
7	Rewind to the very beginning of your recording.
8	Keep this dictation for later and hang up. Nothing is submitted; it is held for 7 days.
9	Play from current position (resume playback).
0	Fast forward 10 seconds.
#	Hear your confirmation number.
*	Not used.

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Pause Now, Finish Later

If you are interrupted, press 2 to pause and then hang up (or press 8). Nothing is sent for transcription yet: no job is created and no confirmation number is issued. When you call back within 7 days, the system offers the unfinished dictation after you sign in.

1	Continue. Carry on exactly where you left off, in the same dictation.
2	Discard it and start a new dictation. The paused audio is thrown away.
3	Complete it now and start a new one. The paused dictation is submitted first, and its confirmation number is announced at the end of the call.

An unfinished dictation is kept for 7 days. If you never call back it is submitted automatically, so your work is not lost. If you pause and then do nothing, the system asks a few times and then saves and completes it.

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Changing a Recent Dictation

Press 8 at the start of your call, or from the paused menu, to hear the dictations you can still change. The newest 5 from the last 5 days are listed, and only while they are still waiting in the queue: once a transcriptionist picks one up it is locked and can no longer be changed.

2	Play it from the beginning. The marking keys below work while it plays.
3	Play the last 10 seconds.
4	Change the work type, reference number or priority. Press hash to keep the current value.
5	Record more audio at the end.
9	Delete the dictation. It leaves the queue and cannot be undone from the phone.
1	Save and finish.
*	Leave without saving. The original recording is untouched.

While it plays back

7	Mark an insert point. Press 7 again to insert here; 6 moves the mark back 2 seconds, 0 forward 2 seconds, 1 cancels.
8	Re-record everything after the mark.
9	Cut everything after the mark.
6	Back 10 seconds.
0	Forward 10 seconds.
1	Stop and go back to the menu. Nothing is changed.

Nothing is submitted until you press 1 to save. On save the system reads back the work type, reference number and priority; press hash to keep each one. If the call drops mid-edit the original recording is unchanged.

Tips & Reminders

- Speak clearly and at a moderate pace for best transcription results.
- State your name, date, and any identifying information at the start of each dictation.
- If you make a mistake, simply pause and correct yourself. The transcriptionist will hear your correction.
- Your Confirmation Number (CN) is your proof of submission. Write it down for your records.
- If the call drops, the system saves and queues whatever was recorded. If you paused first (key 2) or pressed 8, the dictation is held for 7 days instead of being submitted.
- Interrupted mid-report? Press 2, hang up, and call back later. The system asks whether to continue, discard, or complete the unfinished dictation.
- For high-priority dictations, press 6 during recording or select priority 1 at the start.
- You can dictate multiple jobs in a single call by pressing 5 to save and start a new dictation.
- For technical support, contact Vareque support at support@vareque.com.