Vareque Dial-In Dictation

Author Quick Reference Guide

DIAL THIS NUMBER TO DICTATE

+1 (888) 735-6188

Before You Dictate

1	Dial +1 (888) 735-6188. Toll-free, available 24/7.
2	Enter your Access Code, then #.
3	Enter your Location PIN, then #.
4	Enter the Dictation Type, then #.
5	Enter the Reference Number, then #.
6	Press 1 for HIGH priority, or 2 for NORMAL priority.
7	After the beep, dictate. Press 1 when you are finished to hear your confirmation number.

Keys While You Record

1	Stop and complete. Announces your confirmation number.
2	Pause. The paused menu opens; press 2 again to carry on.
8	Keep this dictation for later and hang up. Nothing is submitted yet.
3	Rewind 10 seconds and replay.
5	Save this dictation and start a new one.
6	Toggle HIGH / NORMAL priority.
7	Rewind to the beginning.
#	Hear your confirmation number again.

Interrupted? Pause and Finish Later

Press 2 to pause and hang up (or press 8). Nothing is sent for transcription and no confirmation number is issued. Call back within 7 days: after you sign in, the system offers the unfinished dictation.

1	Continue where you left off, in the same dictation.
2	Discard the paused audio and start a new dictation.
3	Complete it now and start a new one. Its confirmation number is announced at the end of the call.

If you never call back, the dictation is submitted automatically after 7 days so your work is not lost.