



Dial-A-Note™

User Guide

Civicom™



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Instructions

1. Dial the toll free number or the international number.
2. Enter your Dial-A-Note PIN.
3. Speak your notes.
4. A transcript arrives via email.

Features

To access these features, sign into your online account at www.dialanote.com and click on the Dial-A-Note tab. For keypad features on the call, see below.

Pass-through Phone # You can set a pass-through phone number for your Dial-A-Note account. This allows you to skip step 2 above (entering your Dial-A-Note PIN) because the system will automatically recognize your phone number.

- The pass-through phone number is the phone number that you most often use when calling in to the Dial-A-Note system.
- You cannot use the same pass-through phone number for different Dial-A-Note PINs.

Email Recipients You can have as many as five email addresses/recipients listed per Dial-A-Note PIN. Every time you call in and dictate a note, our Dial-A-Note team will send the note to all email addresses listed in the account, unless instructed otherwise.

Minute Tone You have the option of turning the minute tone on or off. The minute tone is especially helpful if you are on a fixed minute unlimited plan to ensure that you do not incur any overage. Minute tones also confirm that you are still connected to Dial-A-Note.

Special Instructions We format your notes depending on what is best suited for your dictation, be it a letter, a report, meeting notes or proposals. You can also give instructions to our transcribers for any specific format at the beginning of the recording (i.e. numbered list, bullets, no header, etc.)

Keypad Features

First, press 1 to pause and access the options menu. The following commands are available:

- | | | | |
|---|---------------------|---|--|
| 1 | Continue to pause. | 7 | Erase and rerecord. |
| 2 | Rewind and listen. | 9 | Save this recording and start a new one. |
| 3 | Continue recording. | * | End recording and disconnect. |

Advantages

1. No more bulky, low-quality, cumbersome, can-lose-them, cassette tapes.
2. No need to carry around digital voice recorders.
3. You can access your most recent notes, as well as your recorded dictations any time on your free online Civicom account.

Contact Info

For more information, please visit our website at www.dialanote.com or call us at +1-203-618-1811.