

# DATA PRO CONSULTING, INC.

1940 Deer Park Ave Suite #203  
Deer Park, NY 11729

## TRANSCRIPTION SERVICES

### TOLL FREE DICTATION: 1-877-RELATE-0

*You will need to enter your Exclusive User ID:*









#### Customer Service or General Inquiries:

Name: Deirdre Mesika

Support: (631) 560-0540

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#### Telephone commands

<b>1</b> Pause (Stop) 	<b>2</b> Record 	<b>3</b> Fast Rewind 
<b>4</b> Fast Forward 	<b>5</b> Auto-backspace <b>ABS</b>	<b>6</b> Priority 
<b>7</b> Play 	<b>8</b> Next dictation  End-of-Letter	<b>9</b> PAUSE (Stop) 
<b>*</b> Hang up Press * followed by #	<b>0</b> Next dictation End-of-Letter and assign new work type code	<b>#</b> ENTER a) Assign ID (< 4 digits) b) Assign work type code c) Hang up after * key

**Note:** The commands Fast Rewind (3), Fast Forward (4), Auto-backspace (5), Play (7) are available to advanced users only.

#### Quick reference

Press **1** to pause the recording.

Press **2** to start recording.

Press **6** to assign priority to the current dictation.

Press **8** to assign the End Of Letter attribute and start next dictation.

Press **0** to assign the EOL attribute & start next dictation with a new work-type code.

Press \* followed by # to disconnect.