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**SUBJECT: Dictation Procedure for Start-Stop™ Hands-Free Pathology Dictation System**

- 1. Make sure the Dictate/Download Switch is in the “**Dictate**” position.**



- 2 Press the “**NEXT JOB**” Pedal and release it.** This should be done between each topic or specimen, so that the transcriptionist receives separate dictation files to make their job easier.



- 3 Press and hold down the “**RECORD**” pedal while speaking.** If the Olympus DS-9500 Digital Recorder is in view (nearby), a small red light should light up during recording:



4. **Release the “RECORD” pedal when you are done talking.** When you’re ready to add additional observations or dictate some more, simply press and hold the “RECORD” pedal down while speaking, and your new dictation will continue to append to the recording in process.

5. **If you want to listen to what you just dictated, hold down the “REW/PLAY” Pedal** (rewind/play) and listen to the sound from the recorder’s speaker. When you release the “REW/PLAY” pedal, the dictation will begin playing. If you begin to hear a sentence that you just recorded that you don’t like, you can press and hold the “RECORD” pedal down at that point and begin talking. The recording will overwrite (replace) the dictation from that point forward with your new dictation. This is helpful when doing “corrections on the fly”, very similar to a tape system.

6. When you’re satisfied or finished with your dictation, you can go back to Step 2 and create the “NEXT JOB” for the next dictation or topic.

7. **If you’re done with dictation and are ready for the transcriptionists to receive it, flip the “DICTATE/DOWNLOAD” switch to the DOWNLOAD position, and wait a 60 seconds** to be sure that it’s all sent to the transcriptionists.

