

Your Account

Dictate
800-968-3428

Help
800-828-3889
support@speak-write.com

Log In
www.speak-write.com/login

Submit Audio File
submit@speak-write.com
*Use only your ten-digit Account ID
in the subject line.*

Other Ways to Submit Work



Fax



Email



File Upload



Mail or Courier



Digital Audio Files

**For more information or to sign
up a new account, visit us at
www.speak-write.com/login**

SPEAKWRITE
Voice-To-Document Service
formerly CyberSecretaries

Quick Reference Wallet Card

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Telephone Keypad Recording Functions*

1 Rewind to beginning	2 Record	3 Go to end of document
4 Skip backward 1/2	5 Pause	6 Skip forward 1/2
7 Skip backward 5 sec.	8 Play back	9 Skip forward 5 sec.
* Erase Forward	0	# Return to main menu

*When recording, you must first press 5 to pause before pressing any other key.

Dictate by Telephone

- Call the toll-free number: 800-968-3428
- After the prompts, enter your Account Number and PIN
- Then press
 - 9** to dictate
 - 1** for a new job or to send a fax
 - 2** to continue with an existing job
 - 3** to review a completed job
 - 4** for instructions
- Speak as usual into the phone
- When finished, hang up and the job will automatically be submitted for transcription; or, press # and follow the prompts to save the dictation
- Your job will be returned via email

Speakeasy

- Launch the Speakeasy software
- Enter your Account ID and PIN when prompted
Speakeasy remembers your log in information for future use. To change this information, click Reset User Data.
- **(New Job File)** starts a new job
Enter a name for a new job or choose an existing audio file to overwrite.
- **(Open Saved File)** opens an existing file in which to dictate
- Use the keypad interface in the same way as when using the telephone dictation system
- **(Submit Job for Transcription)** submits a job when it is ready for transcription
Enter an optional Filename and/or select a Billing Code.

Visit www.speak-write.com/login for software downloads and further information.