

# Mobile Assistant User Guide



## Mobile Assistant

A division of U.S. Transcription, Inc.

[www.MobileAssistant.us](http://www.MobileAssistant.us)

Phone: 888.373.1916

Customer Support: [support@MobileAssistant.us](mailto:support@MobileAssistant.us)

## Getting Started

1. Call Mobile Assistant **866-745-3381**.
2. If unregistered phone, enter Facility ID 201 followed by Dictator ID \_\_\_\_\_
3. You will hear a welcome message. Press 4 at any time during your dictation to skip this welcome message in the future.
4. Dictate the Subject Line if you want specific wording, then dictate your report.
5. Press 6 to save and create a new report or hang up to end your dictation session.
6. A professional transcriptionist will email your report.

### KEYPAD Functions

- 1 = Pause/resume Recording
- 2 = Rewind and Play
- 4 = Remove welcome message
- 6 = Save and create new report





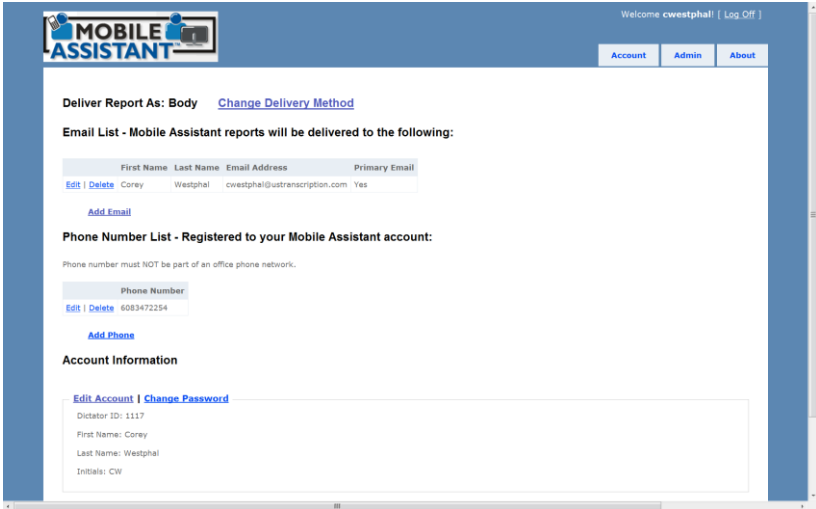
## Access your Account Online:

- Go to [www.MobileAssistant.us](http://www.MobileAssistant.us)
- Click LOGIN (upper right corner)
- Enter Username and Password created at sign up

A screenshot of the Mobile Assistant Online Manager Login page. The page has a blue header with the Mobile Assistant logo on the left and a "[ LOGIN ]" link on the right. Below the header is a white login form area. The form title is "Mobile Assistant Online Manager Login". Below the title is the instruction "Please enter your username and password." The form contains a section titled "Account Information" with two input fields: "Username:" and "Password:". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form is a "LOGIN" button. Below the form is a link for "Recover Login Information".

Use the Mobile Assistant Online Manager to:

- Change report delivery method:  
Body/Attachment/Both
- Add or Edit Email List
- View Mobile Assistant reports
- Add or Edit registered Phone Number List



The screenshot displays the Mobile Assistant Online Manager interface. At the top left is the logo for MOBILE ASSISTANT. The top right corner shows the user's name 'Welcome cwestphal!' and a 'Log Off' link. Below the logo are three navigation buttons: 'Account', 'Admin', and 'About'. The main content area is divided into several sections:

- Deliver Report As:** Set to 'Body' with a link to 'Change Delivery Method'.
- Email List:** A table showing the email list for reports. The table has columns for 'First Name', 'Last Name', 'Email Address', and 'Primary Email'. One entry is visible: Corey Westphal, cwestphal@ustranscription.com, Yes. There are links for 'Edit | Delete' and 'Add Email'.
- Phone Number List:** A section titled 'Registered to your Mobile Assistant account:'. A note states 'Phone number must NOT be part of an office phone network.' A table shows one entry: Phone Number 6083472254. There are links for 'Edit | Delete' and 'Add Phone'.
- Account Information:** A section with links for 'Edit Account | Change Password'. Below the links, the following information is displayed: Dictator ID: 1117, First Name: Corey, Last Name: Westphal, and Initials: CW.

## Subscription Info

Your monthly subscription will be automatically renewed. Please email [support@MobileAssistant.us](mailto:support@MobileAssistant.us) to cancel your subscription or call 888.373.1916



## **Sending an EMAIL**

1. Call Mobile Assistant **866-745-3381**
2. State “email to name@provider.com (if a contact has been created state “email name”) A contact list can be created with frequently used email addresses by stating “create contact for name, email address name@provider.com”
3. Dictate the Subject Line if you want specific wording, then speak your email message.
4. Press 6 to save and create a new report or hang up to end your Mobile Assistant session.
5. The email message will be sent with a copy delivered to your email address. The email when received will be ‘from’ your primary email address on record with Mobile Assistant.



## Using Templates:

To create a letter, state “this is a letter” and our transcriptionists will format the report accordingly.

You may email a preformatted letter to [support@MobileAssistant.us](mailto:support@MobileAssistant.us) in order to have your company letterhead and/or standard language added automatically in the report.

Templates can be used to include a signature line, standard language, etc.

1. Call Mobile Assistant **866-745-3381**
2. State “use template number \_\_\_\_”
3. Speak your notes
4. Press 6 to save and create a new report or hang up to end your Mobile Assistant session.



## Dictation TIPS

- Clearly Identify Yourself
  - Example: “This is John Doe....”
- State “Email” or “Letter” or “Client Meeting” or other format
- Spell Proper Names, Client Names, email addresses
- Speak clearly