



MobileAssistant[™]
Talk, Don't Type

Quick Start Guide

Getting Started

1. Call Mobile Assistant (608) 831-3015
2. If unregistered phone, enter Facility ID followed by Author ID
3. You will hear a welcome message. Press 4 at any time during your session to skip this in the future
4. If you would like specific wording in the subject line of the emailed note, speak
“Subject line is _____”
5. Speak your notes, impressions, next steps
6. Press 6 to save and create a new note or hang up to end your Mobile Assistant session
7. You will receive the note in your Inbox

Keypad Functions

- | | |
|----------|------------------------------|
| 1 | Pause/Resume Recording |
| 2 | Rewind and Play |
| 4 | Remove Welcome Message |
| 6 | Save and Create New Report |
| 7 | Rewind to Beginning and Play |

How to specify the delivery of your Mobile Assistant note to only certain contact(s)

1. At the beginning of your dictation speak “Send to _____” and our professional transcriptionists will send the note to **ONLY** the contacts you specify.

For example: You have three assistants who normally receive copies of your notes. When you prefer that a note is sent to only one or two of them, simply tell us which contact(s) you would like us to send the note to by saying “send to _____” at the beginning of your dictation.

Access Your Account Online

1. Go to <https://my.MobileAssistant.us>
2. Enter Username and Password created during registration

Login To Your Account at:
my.MobileAssistant.us

Dictation Tips

1. Find a quiet place to speak your notes
2. Spell proper names, client names, email addresses
3. Speak clearly

Mobile Assistant Online Manager

1. View your Facility ID and Author ID
2. Change note delivery method: Body/Attachment/Both
3. Add/Edit note delivery list
4. Add/Edit registered phone number list
5. View/Resend Mobile Assistant notes. We store your notes for free as long as you are a Mobile Assistant client
6. Listen to your dictations for up to 30 days

**DID YOU
KNOW** 

Can I send my note to ONLY specific contacts?

***YES! ! At the beginning of your dictation, speak "Send to _____"
and our professional transcriptionists will send the note to
ONLY the contacts you specify.***





A Few Quick Reminders

- Please only one client is allowed per Mobile Assistant account.
- Mobile Assistant is designed for meeting notes, memorandum and other common business data. Mobile Assistant does not transcribe recorded phone calls, webinars or multi-person meetings.

Regarding Your Subscription - Your monthly subscription will be automatically renewed. Please email support@MobileAssistant.us to cancel your plan or call 888.373.1916