



How to record/convert audio files

For .WAV files:

- Linear PCM
 - 16.000 kHz
 - 16 bit mono
 - WAV file type

For .WMA files:

- Linear PCM
 - 16.000 kHz
 - 16 bit mono
 - WMA file type

For both .WAV and .WMA files:

- The maximum audio length is 2 minutes for a Voice Messaging Greeting and Custom Ringback User/Group.
- The maximum audio length is 10 seconds for user's Voice Portal Personalized Name.
- The maximum audio length is 10 minutes for the Music On Hold greeting.
- For all other services, the maximum audio length is 5 minutes.

Recording on windows 7

NOTE:Using the built-in Sound Recorder from Windows 7 or Windows Vista does not work as it is not possible to control the output format. The output format defaults to WMA (44.1 KHz 96 KBps) encoding - a format which is not compatible with the Media Server.

Audacity can be downloaded from <http://audacity.sourceforge.net/download/>. When using Windows Vista or Windows 7, it is required to use Audacity version 1.3.12 or later.

1. Select **Start>All Programs>Audacity** from the Windows task bar.
2. Set the default sample rate for recordings:
 - From the *Edit* menu, select **Preferences**.
 - Click the **Quality** tab.
 - Select **16000 Hz** for the *Default Sample Rate*. Select **16 bits** for the *Default Sample Format*.
3. Click **Record** (the round red button at the top).
4. Record your message.
5. When you have finished, click **Stop** (the yellow square button).
6. To listen to your message, click **Play** (the green arrow at the top). If you are not pleased with your message, record it again.



7. When you are satisfied with your message, from the *File* menu, select **Export**.
8. Select **Save As Type** WAV (Microsoft) signed 16 bit PCM. Name your sound file as a .WAV file type.
9. In the *File name* field, enter the desired name of your recording.
10. Click **OK**. To exit without saving, click **Cancel**.

To record using the Windows XP Sound Recorder or Windows 98 Sound Recorder:

1. In Windows 98, select **Start>Programs>Accessories>Multimedia>Sound Recorder** from the Windows task bar. In Windows XP, select **Start>All Programs>Accessories>Entertainment>Sound Recorder**.

NOTE: It is possible that your Sound Recorder is located in a different file, or that your default sound recorder is another product. Please note the required format for your greetings below and follow the instructions for your specific sound recording product.

2. Make the setting selections. Click **Properties** from the *File* menu. The properties for *Sound* window appears.
3. Click **Convert Now** and then click **OK**. The *Sound Selection* window appears.
4. Select **PCM** from the *Format* list.
5. Select **16.000 kHz, 16 bit Mono**, under **Attributes**, and click **OK**. You may want to save this format at this point, so that you can easily select it in the future.
6. In the *Properties for Sound* dialog box, click **OK**.
7. Click **Record** on the Sound Recorder. Speaking clearly into your PC microphone, record your message. When you have finished, click **Stop**. To listen to your message, click **Play**. If you are not pleased with your message, record it again.
8. When you are satisfied with your message, select **Save As** from the *File* menu. Name your sound file, being certain that you remember its location and that the file type is a .WAV file.
9. In the *File name* field, enter the desired name of your recording.
10. Click **OK**. To exit without saving, click **Cancel**.