

ANNOUNCEMENT REPOSITORY

REPOSITORY OVERVIEW

- Contains announcements that are in use or available for use; available on several levels
 - Group level- recordings can be used on any group-level features and services
 - Service level- recordings can be used within that specific service only
 - User level- recordings can be used by that specific user only
- Click the [Search] button to show a list of all announcements stored in the Repository
- Click on an audio file to
 - View announcement properties
 - Download the audio file
 - Change the name of the recording for easy identification
 - See where the announcement is currently being used (if in use)
- Click the [Add] button to upload a new audio file to the Repository

AUDIO FILE FORMATTING

Announcements must be in the following format to be uploaded to the Repository:

- .wav format
- CCITT u-Law
- 8 kHz
- 8-bit
- Mono

RECORDING ANNOUNCEMENTS IN THE GROUP REPOSITORY

- Announcements can be recorded directly into the group Repository by following these steps:
 1. Access your group's voice portal; if calling from an internal SIP device, press * when prompted for a passcode
 2. Enter the extension of the voice portal
 3. Enter the group portal passcode
 4. Press 5 to record a new announcement
 5. Press 1 to record a new audio announcement
 6. Press # when finished recording
 7. After playback, press 1 to accept recording or 2 to erase and record again
- Recordings will be labeled as Voice Portal + date + time + file ID in the Repository.
- Click on the audio file to change the name for easy identification