

## PBX Guide

### Upload Recordings

Click **Apps** select **Recordings**

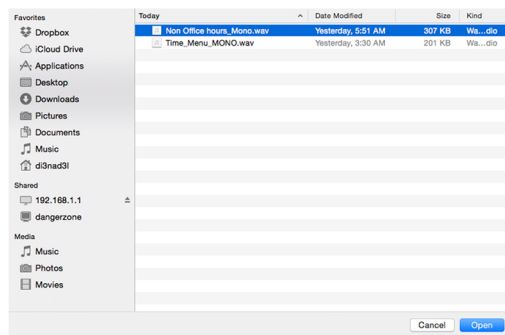
**Recordings** Choose File No file chosen **UPLOAD**

Dial \*732 to create a recording, or (for best results) upload a 16bit 8khz/16khz mono WAV file.

Recording Name	File Name	File Size	Tools	Description
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### To upload a recording

Click **Choose File** button and select the .wav file that you wish to upload.







Note: for best results please upload a .wav file with the following settings 16bit 8khz/16khz

then Click **UPLOAD**

Choose File Non Office hours\_Mono.wav **UPLOAD**

One the .wav is uploaded, you will see the file in recordings list.

Recording Name	File Name	File Size	Tools	Description
Non Office Hours Mono	Non_Office_hours_Mono.wav	300.24 KB	 	Non Office hours_Mono.wav  

### Delete Recordings

To delete a recording, simply click the  next to the recording list.