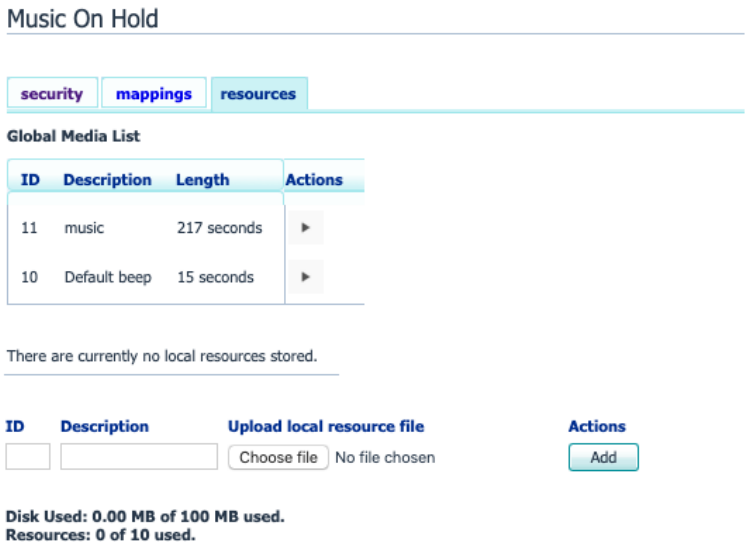
Managing Recordings

To access the recordings section, click on the Resources



Global Media List

The Global Media List section specifies any recordings that we have made available for your use. Whether we make any recordings available to you depends on which service you have subscribed to. You cannot add or remove recordings from the Global Media List.

Your own recordings

The second section displays any recordings that you have uploaded to the system, either using this web interface or via the phone access.

Recording limits

At the bottom of this section you will see:

- How many MB of storage you have used
- How many MB of storage you are allowed
- How many recordings you have uploaded
- How many recordings you are allowed.

The system will not allow you to exceed either your storage limit or the maximum number of recordings you are allowed.

Recording formats

- You can upload recordings to the system in either WAV or MP3 format.

Adding a recording

To add your own recording, follow these steps:

1. Enter an ID for this recording in the ID text box. This ID must be between 10 and 99.
2. Enter a description for this recording in the Description text box.
3. Click on Browse and select the recording you wish to upload. This must be either a .wav or .mp3 file.
4. Click on Add.

Depending on the size of the recording you are uploading this process may take a few seconds.

Modifying a recording

To change the description of a recording, follow these steps:

1. Click on the Edit button to the right of the recording.
2. Edit the Description
3. Click Save.
4. To change the volume at which a recording will play, follow these steps:

5. Click on the Edit button to the right of the recording.
6. Select a new Gain value from the drop-down list.
    - Select 0 to play the recording at its original volume,
    - Select +1, +2 or +3 to play the recording louder, with +3 being the loudest.
    - Select -1, -2 or -3 to play the recording quieter, with -3 being the quietest.
7. Click Save.

Playing a recording

- You can play a recording that you have uploaded by clicking on the ID or Description link for that recording. Note that this will play the recording at its original volume – the Gain setting has no impact on playing a recording through this interface.
- If you want to check the effect of changing the volume of a recording you should log into the phone interface and play the recording from there. For more details on this, see Section 2.1.

Removing a recording

- To remove a recording click on Delete to the right of the recording you wish to delete.

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