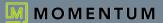
VOICEMAIL GREETINGS



S TO RECORD GREETINGS:

Use the BroadSoft Recorder application to create compliant .wav files

1. Download the Broadsoft Recorder App and install on your mobile device

App Store Coogle play

- 2. Open the app and click the + symbol at the top right to create a new recording
- 3. Press the Record button and begin speaking your announcement
- 4. Press the Stop button to stop recording when done
- 5. Press the **Play** button to review the recorded announcement before saving *NOTE: if you're not pleased with your recording, go back to step 3 and retry*
- 6. Tap the \checkmark Save button, enter a name for your recording, and tap **OK**
- 7. Tap the **Email** button next to your recording and enter your preferred email address to receive your recording file as an attachment
- 8. Upon receipt, save the attached file to a location that will be easy to access during setup

FILE FORMAT REQUIREMENTS:

You may use recording tools that create .wav or .wma files that comply with following file requirements:

File Format	File Requirements
	• Linear PC • 16.000 kHz • 16 bit mono
	• Linear PCM • 16.000 kHz • 16 bit mono

Audio Length Requirements

- 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 a Voice Portal Personalized Name.

TO SETUP PERSONAL VOICEMAIL GREETINGS:

- 1. Log into the Voice Services Portal to access your account settings
- 2. Click the View All Features link in the Basic Features dashboard card.
- 3. Click the arrow ▶ icon next to Voicemail in the Messaging section
- 4. Click on the Voicemail Greetings link
- 5. Select the Personal Greeting option for Busy, No Answer or Alternate, as desired
- 6. Click on the adjacent Choose File button to select and upload the greeting file
- 7. Select the number of ring times before the greeting plays
- 8. Click Save

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nd Me - Sequential Ring		OFF	
ush to Talk		ON	
		UNUFF	VIEWIENIL
oicemail		ON	
listribution List			
Reset Voicemail Pin			
Messaging		ON/OFF	VIEW/EDIT
Voicemail		ON	T
Voice Messaging: On	Off		
Send All Calls to	o Voice Mail		
Send Busy Calls	s to Voice Mail		
Send Unanswer	ed Calls to Voice Mail		
When a Message arrives:	-		
Use Unified Mes	ssaging		
me <u>@myemai</u> hem@ <u>thei</u> c	five Voicemail to Email Notifica i1.com, you@youremail.com, t cenail.com n entering multiple email address		e comma with no spaces
		Voicemail Greetings	
Additionally: Notify me b E-mail a cat Transfer on Voicemail Greetings Save	Load Personal greet No Answar Greeting System Greeting O Unavailable Gree	Recorded from Voice Porcal sing: Choose File buty-managements eting: Choose File buty-managements eting: Choose File No File choose	Voice Portal