



Dynamicic.com

714.913.6940

How to Upload or Call in and Record Your Audio Message

Dynamic Interactive

<http://vb.dynamicic.com>

To record or upload your message, scroll over the **SETUP** at the top of the page menu then click on **VOICEFILE**. There are 2 ways to upload a voice file. First, if you already have a voice file recorded and just need to upload, select **UPLOAD** from the grey tool bar and save your file. File must be in MP3 format. Second, if you still need to record your voice file select **RECORD** from the grey tool bar. This option will give you a phone number and a pin number. When you call in you MUST keep this web page open and DO NOT refresh because this page generates new pin numbers every few seconds and when you record your message, once you select to save it over the phone, a prompt question will appear and you must save the file on this web page. *Note: If you are setting up a campaign message for press one's only make sure to say "press 1 to connect or press 9 to be removed from the list"

The screenshot shows a web browser window with a navigation menu at the top containing "Tel Server Home", "Setup", "Reports", and "Tools". The main heading is "Voice File Setup for Sample Account". Below this is a grey toolbar with icons and labels for "query", "last query", "new", "upload", "record", "previous", "next", and "switch customer". The central area contains four rows, each with a text input field labeled "Vox File 1:" through "Vox File 4:" and a "Browse..." button. Below these fields are "upload" and "reset" buttons. A red "X" icon is positioned above a line of text: "The voice file recording IVR can be reached at (866) 896-9782 with username and password." At the bottom, a status bar shows "User: D D Customer: SJW-D :Sample Account" and a navigation menu with links for "home", "campaign", "schedules", "plist", "vox", "dnc", "pay", "charge", "stats", "logs", and "logout".

Once your file is uploaded and saved, you can create a new campaign.