

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 interface titled "Voice File Setup for Sample Account". At the top, there is a navigation menu with "Tel Server Home", "Setup", "Reports", and "Tools". Below the menu is a toolbar with icons for "query", "last query", "new", "upload", "record", "previous", "next", and "switch customer". The main area contains four "Vox File" input fields, each with a "Browse..." button. Below these fields are "upload" and "reset" buttons. A red "X" icon is visible to the right of the "upload" button. Below the input fields, there is a text box stating: "The voice file recording IVR can be reached at (866) 896-9782 with username and password." At the bottom, there is a user information bar showing "User: D D Customer: SJW-D :Sample Account" and a footer with links for "home", "campaign", "schedules", "plist", "vox", "dnc", "pay", "charge", "stats", "logs", and "logout".

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