# HOW TO RECORD/RE-RECORD AN ID BRANCH or SYSTEM PROMPT

Press PROG/HELP (top left button under the display)

Press HOLD (red button below # key)

Press 4 5 6  then Press #

Press 6  then Press 1

When the system says "enter the number of the branch ID <u>or</u> system prompt you wish to record" enter the number you have been advised by Telelink followed by #

**FOR ID Branches:** The system will say "branch XX is a menu (or go to, or out dial, etc.) branch"  and will tell you how it's set up.  Then it will say "the current recording is" and it will say "no recording"

The system will then prompt you to press 1 to being recording and 1 when you're done recording.

Press 1 and begin speaking.   Press 1 after you finish speaking.

The system will then play back what you just recorded.  If you like it, press # to confirm and you're done.   If you don't like it, or if you made a mistake, etc.  Press 1 to begin recording again, and 1 when you're done.  Then # to confirm.

You can press the SPEAKER key to exit system programming.

**FOR SYSTEM PROMPTS:**  The system will say "The first ACD message is…" and it will play what is currently there.

The system will then prompt you to press 1 to being recording and 1 when you're done recording.

Press 1 and begin speaking.  Press 1 after you finish speaking.

The system will then play back what you just recorded.  If you like it, press # to confirm and you're done. If you don't like it, or if you made a mistake, etc.  Press 1 to begin recording again, and 1 when you're done.  Then # to confirm.

You can press the SPEAKER key to exit system programming.

NOTE:  "XX" is the number for the branch or prompt number you are wishing to record