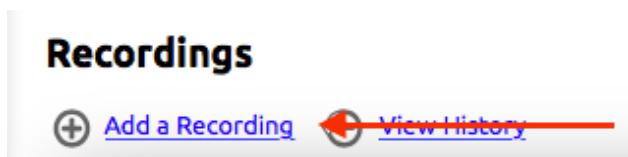## Adding a Recording from a Computer

1. Log into your NocTel account,
2. Click on **'Recordings'** which is listed on the left side of the screen.

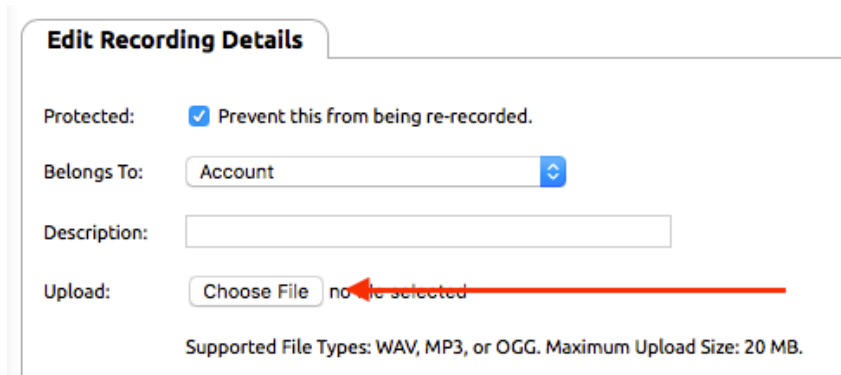
3. Click on **Add a Recording** next to a 'Plus' icon.

4. You will be able to set several recording details in this screen.
   a. **Protected**: This will prevent the recording from being accidentally deleted. If you do want to delete a protected recording, this checkbox will need to be cleared.
   b. **Belongs to**: You can assign recordings to the entire Account or to specific extensions.
   c. **Description:** Make sure to enter a detailed description of your recording so you can easily identify it in the future.

   NOTE: Supported file types are WAV, MP3, or OGG. Maximum Upload Size is 20 MB.

5. Click on Choose File and navigate the files on your local computer to find the file to upload.

Edit Recording Details

Protected: ☑ Prevent this from being re-recorded.

Belongs To: Account

Description: _____

Upload: [Choose File] no file selected

Supported File Types: WAV, MP3, or OGG. Maximum Upload Size: 20 MB.

6. When your recording details are complete, make sure to press **'Submit'** to save your changes.

Creating a Recording using an Account Phone

1. On an account phone dial *97
2. A message will play, follow the instructions to record a message
3. Press # to save message.
4. The recording will now appear in the "Recordings" section of the control panel, and its details can be edited there.