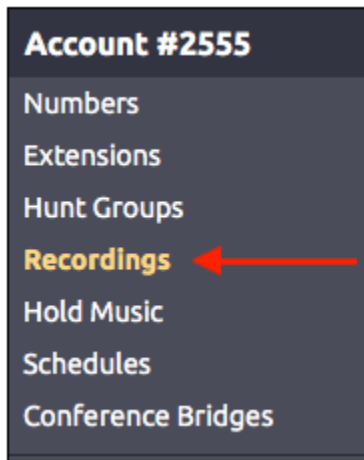


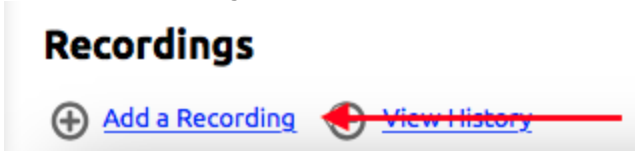
# Add a Recording

## Adding a Recording from a Computer

1. Log into your NocTel account.
2. Click on **Recordings** in the main menu on the left-hand side.



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

A screenshot of the 'Edit Recording Details' form. The title 'Edit Recording Details' is at the top. Below it are several fields: 'Protected:' with a checked checkbox and the text 'Prevent this from being re-recorded.'; 'Belongs To:' with a dropdown menu showing 'Account'; 'Description:' with a text input field; and 'Upload:' with a 'Choose File' button and the text 'no file selected'. A red arrow points to the 'Choose File' button. At the bottom, it says 'Supported File Types: WAV, MP3, or OGG. Maximum Upload Size: 20 MB.'

NOTE: Supported file types are WAV, MP3, or OGG. Maximum Upload Size is 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 the message.
4. The recording will now appear in the "Recordings" section of the control panel, and its details can be edited there.

## Related articles

- [Call Recording on VVX411 or Higher Models](#)
- [Add a Recording](#)