

Voice Recording Instructions

1. Dial
2. Enter your PIN no. * *
3. Press any key to start recording after the tone
4. Press any key to stop recording
5. To listen to your recording press 1
6. To re-record press 2 or to accept press 9
7. Enter a unique reference number (make one up – this will be the one in the message store to load your job)
8. To confirm it Press 9
9. System says **please wait while your recording is uploaded** to your account
10. System confirms it is stored

Some hints and tips for recording a good message

- Send the word doc to your Account Manager; they will be happy to use their experience to help you.
- Make sure your message is clear and your recipients know what you are telling them! Repeat important information such as numbers or dates
- Have a good call to action
- Allow people to opt out – good protocol
- Write your script out and practice out loud a few times
- Stand up when recording
- Drink Water prior to recording, it clears the vocal cords!

If you require further help please contact your account manager or 'support' on 0845 4308935 or email support@relaystation.co.uk