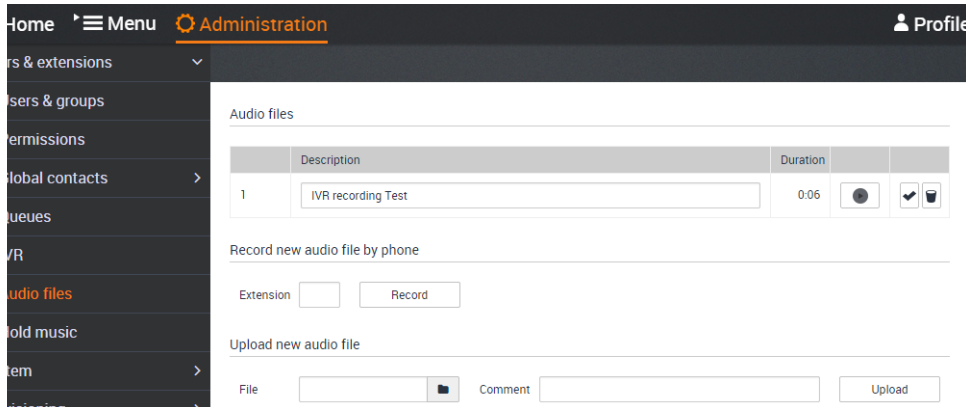


# FAQ T640 T440 Audio Files

## Introduction



You can record your own Audio files that can be used for IVR, Queue, Announcement before answer, ...

In the web-interface of the T640/T440 go to: **Administration - User and extensions - Audio files.**

You can:

- Record new audio file by phone
- Upload new audio file

## Record new audio file by phone

- Enter the extension that you will use to record the announcement.
- Click on "**Record**"
- Your phone will ring and when you answer it will be explained what you need to do.
  - Record your announcement and press "**#**" when ready.
  - Press "**1**" to accept
  - Press "**2**" to listen
  - Press "**3**" to record again
- When done you can change the name of the recording.

## Upload new audio file

You can upload your own recordings.

- [Introduction](#)
- [Record new audio file by phone](#)
- [Upload new audio file](#)