



VersaCall Technologies

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“How to” Document Series

How to Record a WAV file

Doc. HT114

Format

In order to use WAV files over the phone line (extensions, PAs, cell phones, etc), they need to be recorded in a certain format. This format is: PCM, 8.000 kHz, 16 bit, Mono.

Recording Using Windows Sound Recorder

Windows comes with a default program that can be used to record audio files. If you have another program available you can use that instead. You will need a microphone in order to do the recording.

1. Open up Sound Recorder by going to Start Menu->Programs->Accessories->Entertainment
2. Press the Record button (the one with the red circle) and start recording your message. Press the Stop button (the one with the black square) when done.
3. Go File->Save As. In the new window that comes up, click the ‘Change...’ button at the bottom. Set the Format to ‘PCM’ and Attributes to ‘8.000 kHz, 8 Bit, Mono’. Then click Ok.
4. Give the sound file an appropriate name and click the Save button.

Loading the WAV File into the VT2000

To load the WAV file into the system perform the following steps:

1. Go to the main VT2000 Web Interface. Click on the Configuration button then the ‘WAV files’ button.
2. Click the Upload button.
3. Click the ‘Browse...’ button and find your WAV file and click Open. Once you have done that click the Upload button.

4. Your WAV file is in the system and can be linked to while editing your alarms. See the VT2000 Administrators Guide for more information on editing alarms.