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## Recordings

If you have created audio files that you want to save and use over and over again, use the Recordings menu to upload them. These can be selected from the Receptionists configuration as the message that plays, or longer informational recordings. Use these for:

- Receptionist messages Welcome to.. press 3 for support...
- Information recordings

  Show up 5 minutes before your appointment, you are allowed one visitor, wear a mask...
- Inspirational messages
   Press 5 for the "Daily Lift"

The system will accept standard MP3 or WAV format files. Please be cognizant of copyright of materials you do not create. If you need assistance with audio creation, we have customers reporting good results from: https://www.fiverr.com/

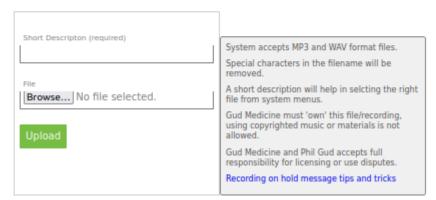


## Recordings

Recordings are available from the receptionist menu's, and are for use as receptionist recordings or long information playback. When a recording is playing, 0 or # exit, 1-9 skip to automatically calculated segments. For example if a person wants to skip ahead because they already heard the first part, pressing 5 will take them to the middle.



## Upload recordings:



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