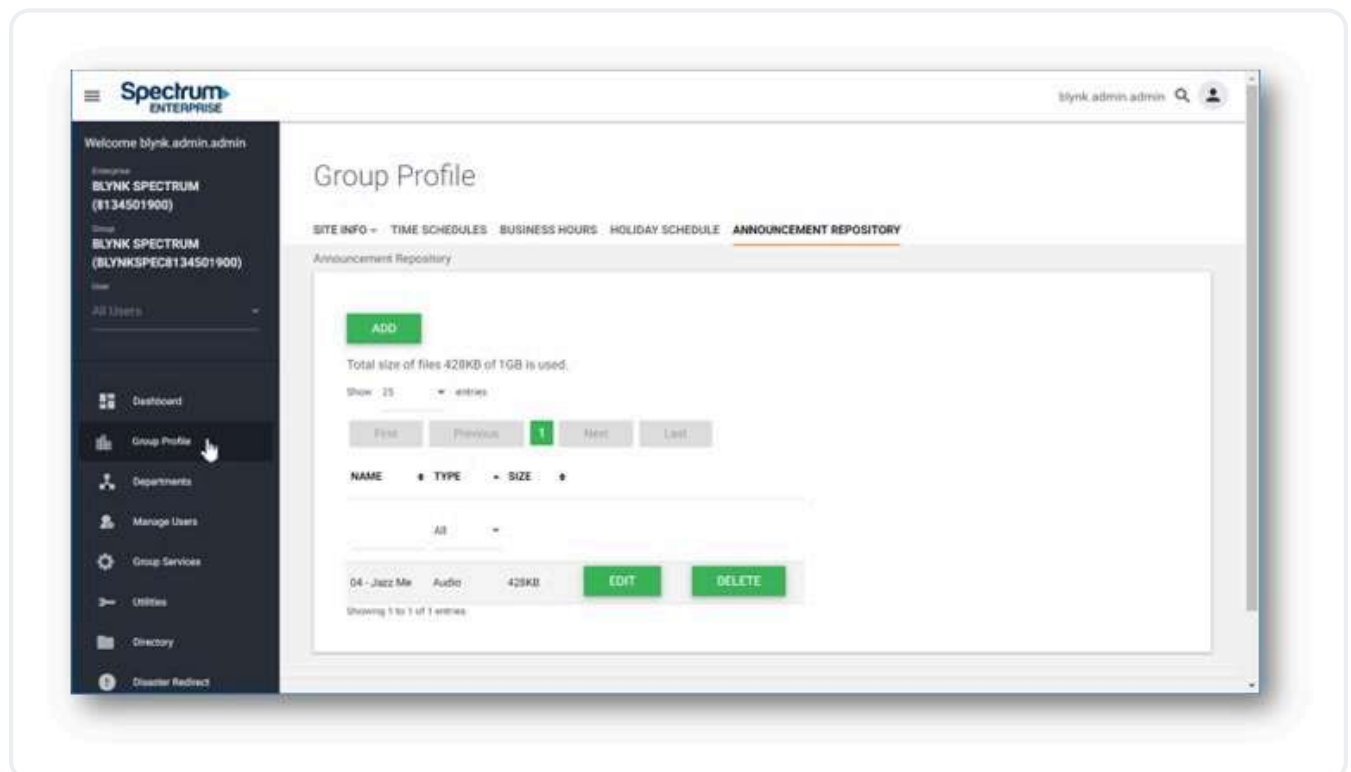


Custom Greetings – Uploading to the Announcement Repository

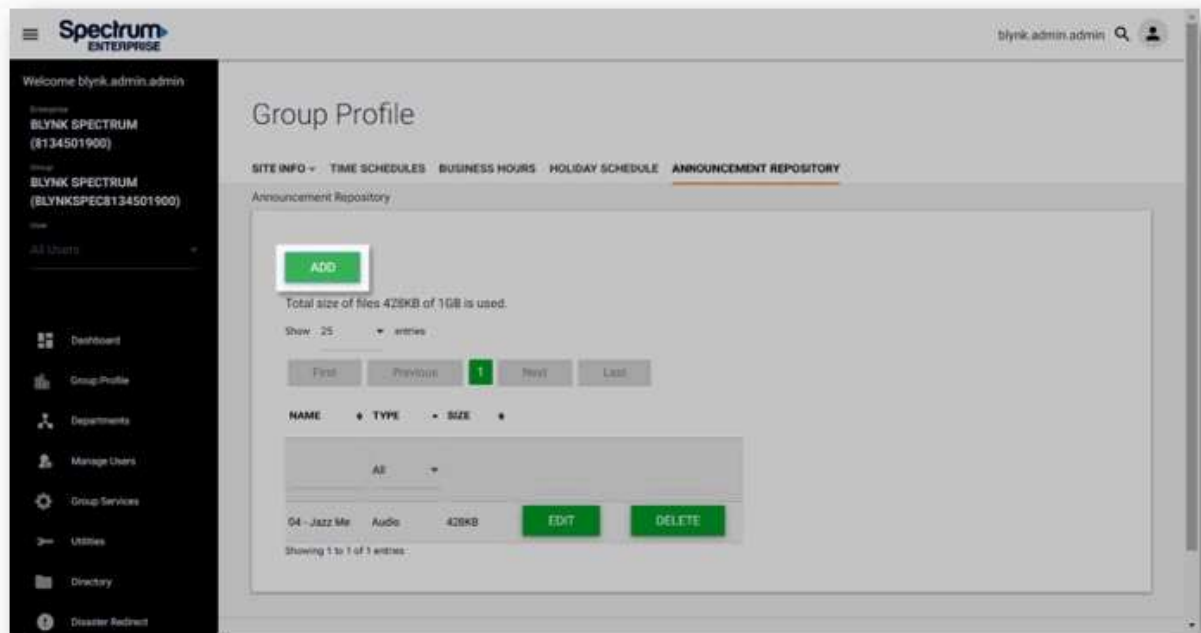
With the announcement repository, you have a common place where all your custom announcements can be viewed and maintained. In the Announcement Repository, announcements can be shared among multiple services. You can modify an announcement with another file while the announcement is being used by services, and you can keep an announcement on the system without it being used by a service. You can also record from the voice portal to create an announcement that can be used by any service.

An announcement must be added to the repository before it can be assigned to a service. To add an entry, follow these steps:

1. After logging in to UCEP, select **Group Profile** from the left-hand navigation. Then select the **Announcement Repository** tab.



2. On the Announcement Repository page, select **Add**.



3. Enter the **Name** of the announcement. Then select **Choose File** to find the file saved on your computer. Select **Upload** to upload to the Announcement Repository. Select **Save** to save your changes. The announcement will now be available as a choice in the **Custom** field when modifying your custom announcements and greetings.

Note: UCEP will automatically accept & convert most audio formats. If your format isn't accepted please convert and save as a .wav file. To save a recording in this format, you may need to use a basic sound recorder.

