



Personalised greeting message for audio guestbook

The personalised greeting message is used when the user picks-up the handset, the message recorded is played via the speaker. In order to record and upload message remotely, the file must be .mp3 file format. It can then be pre-loaded onto the phone before use. Below are recommended methods to record the .mp3 file.

For Windows OS

Windows 10

1. Open Voice Recorder. It should come up if you type the name into the search box.
2. Press the microphone button to start recording.
3. Press the Stop button to stop recording.
4. The recording will automatically show up on the left side of the screen. Right-click it to rename or share the file.

Windows 11

1. Open Sound Recorder. It should come up if you type the name into the search box.
2. Press the red record button or press Control + R to start recording.
3. Press the Stop button to stop recording.
4. The recording will automatically show up on the left side of the screen. Right-click it to rename or share the file.

For Mac OS

Quicktime application

1. Open QuickTime Player.
2. Press "File" > "New Movie Recording" (top menu bar). To record audio from the microphone, click "File" > "New Audio Recording".
3. Click the red record button to start recording. When you are done, click the button again to stop recording.
4. After recording, you can save the recording via "File" > "Save".

Voice memos application

1. Open Voice Memos app
2. Click the red record button start recording sound.
3. Click the red "Pause" button to stop the recording.
4. After recording, click "Done" and rename the file. The recording will be saved on your Mac.