



# Auto Attendant Message

## How to make a suitable WAV file.

You can record your message on any device, such as a computer or mobile phone. Most software will record an MP3 file.

Once you have a suitable MP3 file you are happy with, you need to convert it into a format suitable for phone systems.

File type: CCITT u-Law WAV with 8kHz, 5MB, Mono attributes.

To convert for MP3, we suggest using an online tool such as the following:

<http://audio.online-convert.com/convert-to-wav>

You need to set the following options.

**Optional settings**

Change bit resolution:  ▼

Change sampling rate:  ▼

Change audio channels:  ▼

Trim audio:  to   
00:00:00

Normalize audio:

**Show advanced options >**

This will provide you with the correct file which you can email to [support@telephonesystems.cloud](mailto:support@telephonesystems.cloud).