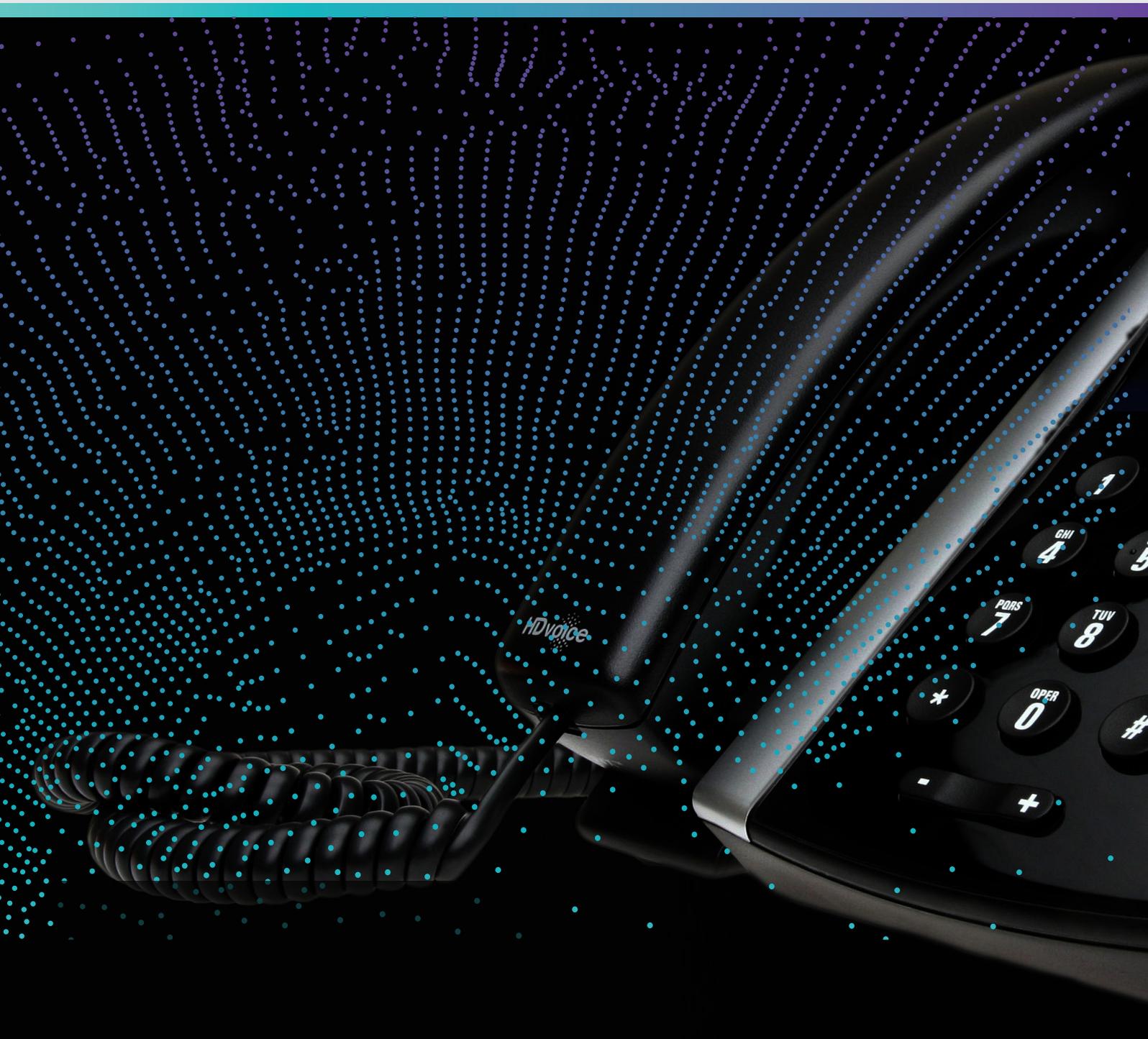


VOICE
MOBILE
DATA
IT



BroadSoft Recorder User Guide



Recording Your Greeting

1. Go to the app store or google play store depending on which device you have

Search for Broadsoft Recorder, you are looking for the below



2. Download the app and open, accept any permission requests that pop up and you will then see the screen below



3. Press the + symbol to make a new recording

4. You are then taken to the below page
Press ● to begin recording



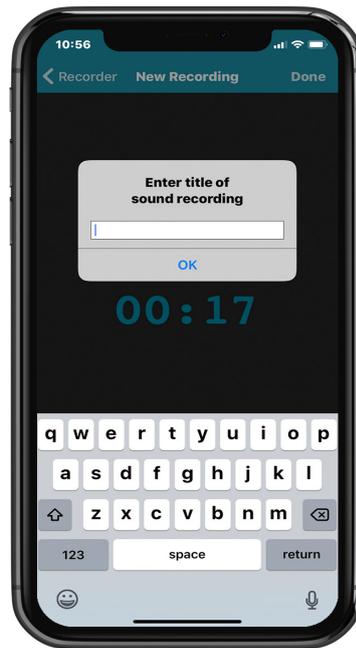
5. Once you have finished recording your greeting press ■ to stop recording.
You can listen to the recording back by pressing ►



If you need to, you can rerecord the message by pressing the ● button

6. Once you are happy with the recording, press **Done** at the top right of the screen. On Android, press ✓

Name your recording with your company name and what the recording is for (e.g. Focus Bank Holiday Message) and press OK



7. Your new recording will now appear on the home screen

Selecting the down arrow on the right-hand side of the file will open the share menu allowing you to email the recording

