

Importing Wav Files To Intra Mail on DSX version 2 systems:

To upload a WAV file to an IntraMail Voice mail, you must first connect to the Version 2 DSX system using the System Administrator version 2.21.

Once connected you would need to click on "Utilities" then "IntraMail" then "Import".

Below are more details on how to upload WAV files to IntraMail using the 2.21 System Admin tool. This information may also be found at:

http://www.necdsx.com/sys_administrator/admin_intramail_utility3.html

About the IntraMail Import Utility

The IntraMail Import Utility is the part of the IntraMail Utility that allows you to import custom-recorded wav files for use to use for your outgoing messages (e.g., Greetings, Instruction Menus, etc.).

The IntraMail Utility also allows you to use IntraMail Backup and Restore to back up IntraMail messages to your PC hard drive. Once backed up, you can also use this utility to restore the saved messages.

Before using the IntraMail Utility, make sure you have the following installed:

- The latest version of the DSX System Administrator version 2.21.

Valid Wav File Formats

IntraMail Import requires one of the following wav file types:

- 8kHz 16-bit linear PCM (mono)
- 8kHz 8-bit ulaw/alaw PCM (mono)

There are many economical audio file conversion programs available that can convert sound files to one of these two formats, such as:

- [Switch Audio File Conversion Software](#)
- [Apple's Quick Time Pro](#)

For example, you can open an MP3 sound file in one of these programs and quickly convert it to 8kHz 16-bit linear mono PCM for import.

The IntraMail Import Utility Options

Following is an explanation of the IntraMail Import Utility options.

The screenshot shows the 'IntraMail Import' dialog box. It features a title bar with the text 'IntraMail Import' and a close button. The main area is titled 'Input Location' and contains four radio buttons for selecting the mailbox type: 'Extension Mailbox', 'Group Mailbox', 'Routing Mailbox', and 'System Mailbox'. Each radio button is followed by an 'Extension' label and a text input field. To the right of these are two columns of radio buttons for selecting the message content: 'Name', 'Greeting 1', 'Greeting 2', 'Greeting 3', and 'Page Announcement' for the first three mailbox types; and 'Name', 'Greeting 1', 'Greeting 2', 'Greeting 3', 'Page Announcement', 'MBox Announcement', and 'Message On Hold' for the 'System Mailbox' type. At the bottom are 'Import' and 'Cancel' buttons.

Extension Mailbox

Select this radio button if you want to use the imported wav file for an extension's subscriber mailbox outgoing message. The options are:

- Extension
The number of the extension (300-427) that will use the imported wav file.
 - Name
Select to use the imported wav file as the extension's name recording.
 - Greeting (1-3)
Select to use the imported wav file as one of the extension's greetings.
 - Page Announcement
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Select to use the imported wav file as the extension's Park and Page recording.

Group Mailbox

Click the Group Mailbox radio button if you want to use the imported wav file for a group's subscriber mailbox outgoing message. The options are:

- Extension
The number of the group subscriber mailbox (601-608) that will use the imported wav file.
- Name
Select to use the imported wav file as the group subscriber mailbox's name recording.
- Greeting (1-3)
Select to use the imported wav file as one of the group subscriber mailbox's greetings.
- Page Announcement
Select to use the imported wav file as the group subscriber mailbox's Park and Page recording.

Routing Mailbox

Choose the Routing Mailbox radio button if you want to use the imported wav file for a Routing Mailbox's outgoing message. Depending on the type of Routing Mailbox, the message will either be an Announcement Message, Instruction Menu Message, Distribution Mailbox greeting, or Directory Dialing Message. The options are:

- Extension
The number of the Routing Mailbox (801-832) that will use the imported wave file.

System Mailbox

If you want to use the imported wav file for the Mailbox Announcement Message or the Message on Hold, click the System Mailbox radio button.

Using the IntraMail Import Utility

To use the IntraMail Import Utility:

1. Click *Utilities -> IntraMail -> Import*.
 2. When you see the *Open* dialog box, load the wav file you want to import.
 - Be sure it is in one of the following formats:
 - 8kHz 16-bit linear PCM (mono)
 - 8kHz 8-bit ulaw/alaw PCM (mono)
 3. Select the *Input Location* options as required.
 4. Click **Import** to upload the wav file into the system.
 5. To cancel the import, click **Cancel** instead.
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