



Clipstream AudioMail™ – 5 Easy Steps

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1. Sign Up

Signing up to use Clipstream AudioMail™ is easy and free. All you need to do is visit <http://www.clipstream.com/ivr/register.shtml> and provide your email address and type in a password for your account. This password can be anything you wish. Your email address is required to send you your AudioMail™ recordings and pertinent AudioMail™ information and is not used for any other purpose. Once registered, your unique AudioMail User ID will be emailed to you.

2. Call (604) 609-0185

Pick up your telephone and dial (604) 609-0185 to access the Clipstream AudioMail™ telephone recording system. You will need a touch-tone telephone, and your user ID that was sent to your email account when you registered. When prompted, type in your User ID using the telephone keypad, and then press the # (pound) key.

4. Enter the Number of Times You Wish the Message to be Played

The Clipstream AudioMail™ system allows you to set the number of times you would like a message to be able to be played. Each time a message is played, one of your credits is used. It is important to be generous with the number you enter here, as some people will listen to the message more than once, and some will forward the message to others. We suggest using a multiple of three. For example, if you plan to send a message to 50 business clients, you should set the message to play 150 times. Don't worry, when your message expires, or you delete it, all unused credits will be returned to your account. The important thing is that your message can always be heard! When you have entered in a suitable number, press the # key.

5. Record Your Message

When you hear the tone, start recording your message. You can record up to 5 minutes of audio. When you are done, press the # key. At this point you will be given the options of sending your message to your email, listening to you message, or re-recording your message. When you are satisfied with your message press 1 to send it to your email. If you want you can record another message, or press 2 or hang up to exit.

6. Email Your Message to Your Contacts

When you have hung up, go and check you email. Clipstream AudioMail™ is so fast, that chances are it is already waiting for you. Click your Send and Receive button to retrieve it quickly. Open the email, and either use the forward function of your email package, or the forward form contained in the email to send your message to your to your staff, clients or customers.