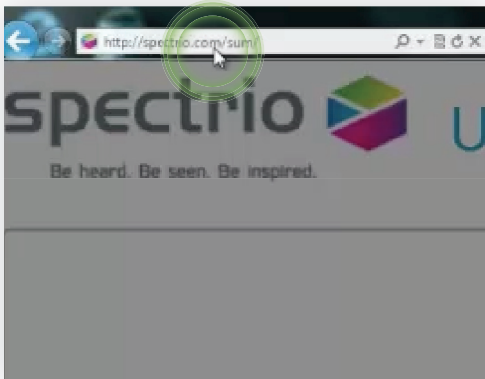# spectrio

Be heard. Be seen. Be inspired.

SUM

Spectrio Update Manager
Step-By-Step Instructions

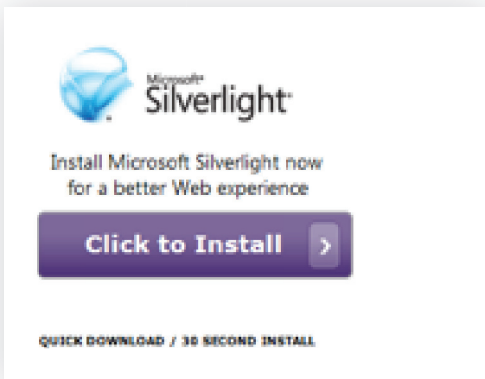## Spectrio Update Manager Step-by-Step Instructions

Getting Started

1. With the Spectrio Update Manager, managing your on-hold and auto-attendant messaging is easy! Log-in to the Spectrio Update Manager by going to www.spectrio.com/sum

2. Before continuing, you will need to install Microsoft Silverlight. Begin by clicking 'Click now to install.' NOTE: If Microsoft Silverlight is already installed on your computer, please skip to step 5.
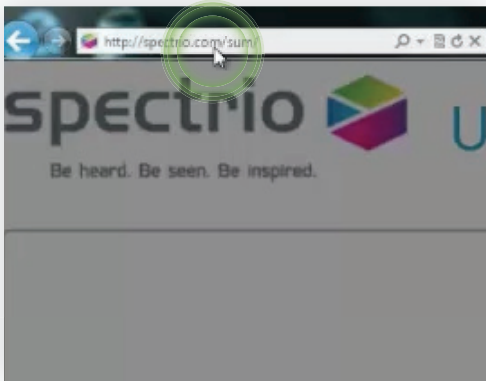

3. Continue the installation by clicking the purple install button. Then click 'Save' to save Microsoft Silverlight to your computer.
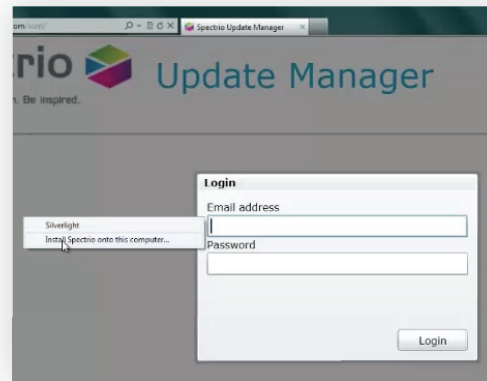

4. Once you have viewed the License Agreement, begin installing Microsoft Silverlight® by clicking 'Install now.' Once the Installation is complete, select 'Close,' and you will be ready to continue to the Spectrio Update Manager.

Spectrio Update Manager Step-by-Step Instructions
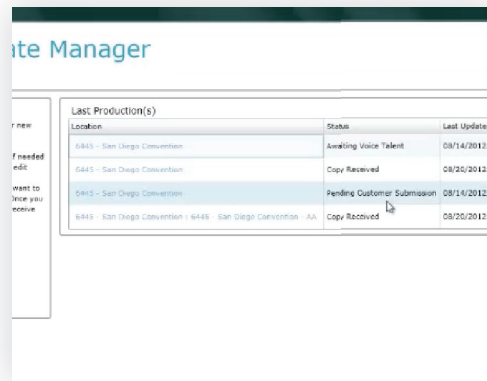
Getting Started

5 Return to www.spectrio.com/sum.

6 To install a shortcut for the Spectrio Update Manager, right click on the screen and select 'Install Spectrio on this computer.'
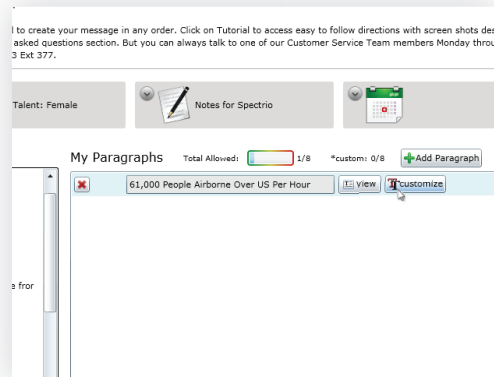

7 To log-in, enter your e-mail and password. For your convenience, your password is your account number.
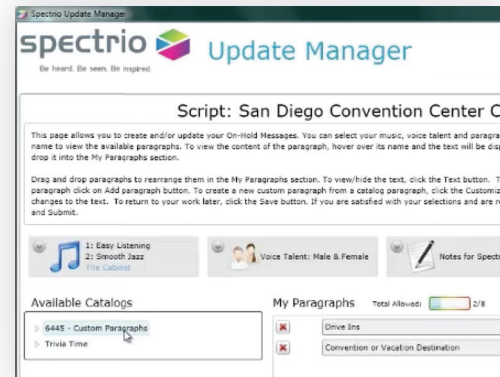

8 On the home screen, you will see the most recent productions for all of your accounts. Choose the production you want to use as the foundation for your next script.
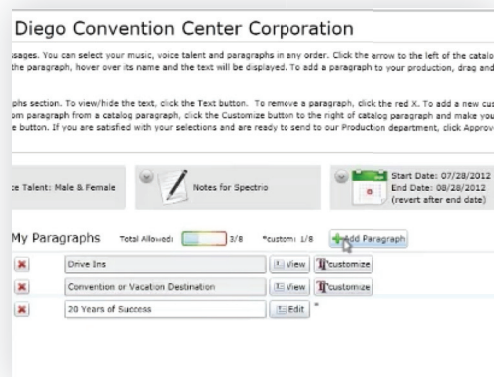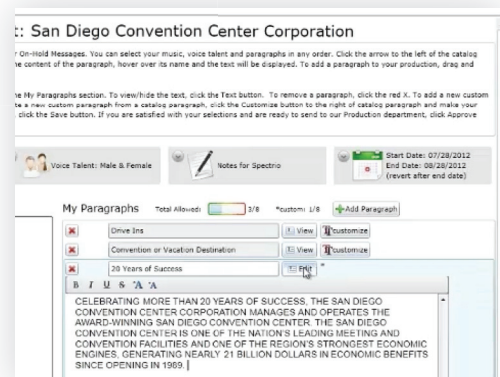
Updating Paragraphs

1 To update a paragraph, select the 'Customize' icon, then the 'Edit' icon. Here you can edit and add to your script. When finished, select the 'Edit' icon again.

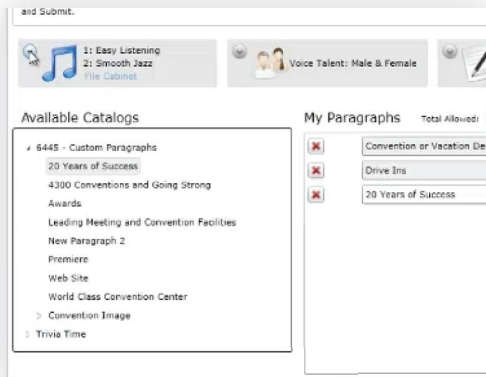**2** To add existing paragraphs to your script, drag and drop from 'Available Catalogs.'

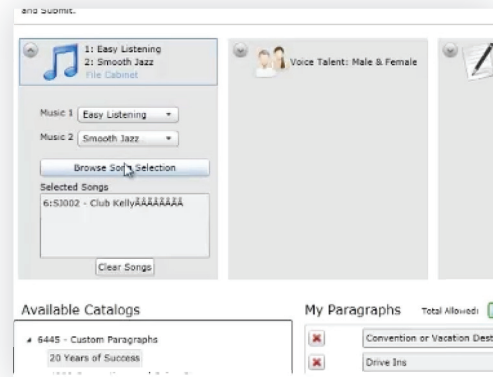**3** Add your own custom paragraphs by selecting 'Add Paragraphs'.

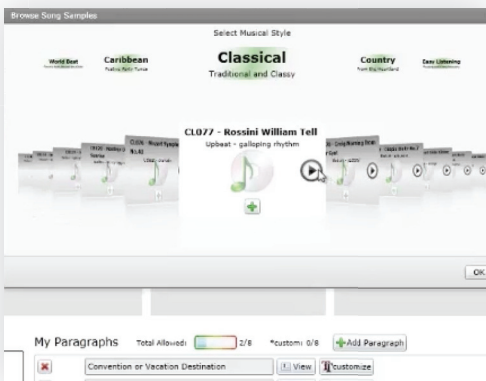**4** By selecting the 'Edit' button, you can name your new paragraph, and add text.

Selecting Music
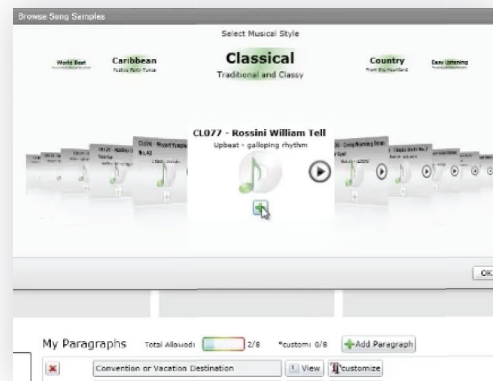

1 To choose your music, click the arrow next to the music note.

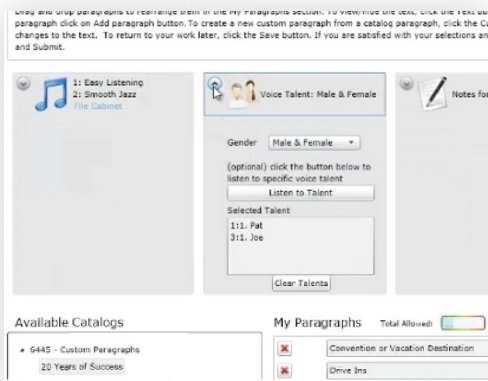2 Click 'Browse Sound Selection" to find your perfect sound.

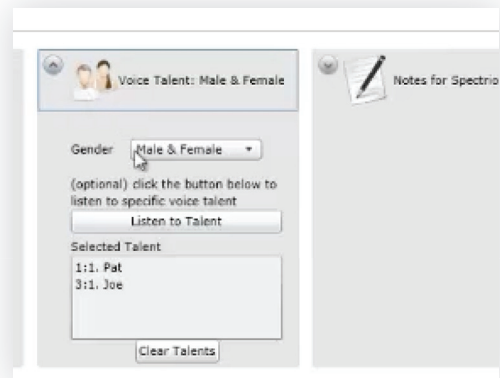3 Click through music genres. Click the play button to preview songs.

4 Select the green plus sign to add the song to your production.

Selecting a Voice
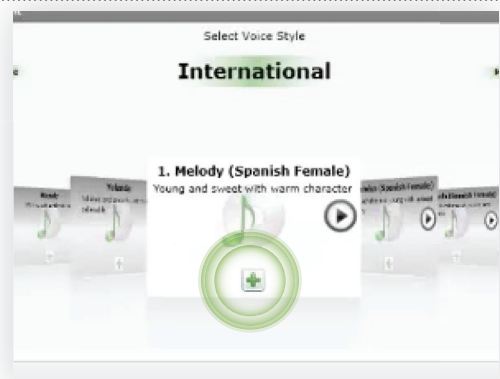

1 Select a voice talent by clicking the arrow next to "Voice Talent".

2 You can select the talent's gender, and Spectrio will choose the right voice for you.

3 To pick a specific voice talent, select 'Listen to Talent' and browse through our variety of voice talents. To preview a voice talent, click the 'play' icon.
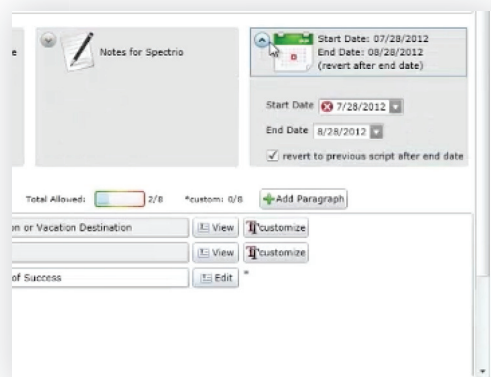

4 To make a selection, click the green plus button.
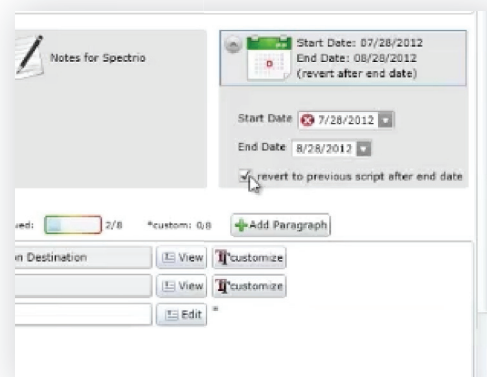
Special Requests

1 Click on the arrow next to 'Notes for Spectrio' to make special requests. Here, you will be able to communicate with your writer.
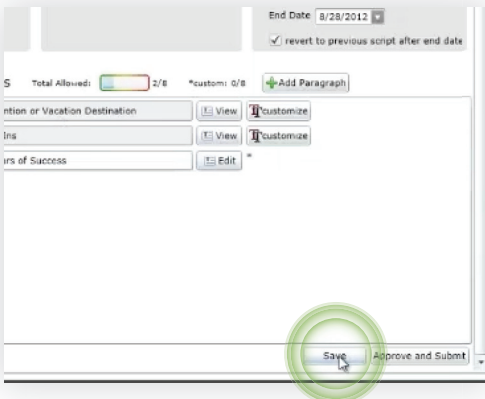
Scheduling

1 Select the dates your messages should play by clicking the arrow next to 'Start Date' and 'End Date.'
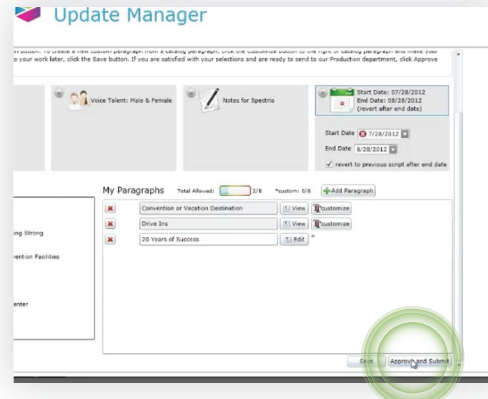
2 You can also 'Revert to Previous Script after End Date' to tell Spectrio to use your previous production when the message expires.

Spectrio Update Manager Step-by-Step Instructions

Production Complete

1 To save your production and return to it later, click the 'save' button.

2 If you are satisfied with your selections click 'Approve and Submit,' and your script will be automatically submitted to our production department.

**If you need assistance, contact us at anytime at
1-800-584-4653 x6377. A Customer Care Specialist
will be happy to speak to you.**