

[Cisco Unified MeetingPlace Release 6.1](#) > [Cisco Unified MeetingPlace Audio Server](#) > [Maintaining > Creating, Uploading, and Deleting Custom Voice Prompts](#)

To record custom voice prompts, do the following procedures, in the order presented:

- [To Prepare to Record a Custom Voice Prompt by Calling into Cisco Unified MeetingPlace](#)
- [To Create a Custom Voice Prompt by Calling into Cisco Unified MeetingPlace](#)

Keep the following points in mind when creating custom voice prompts by calling into the Cisco Unified MeetingPlace system:

- There will no longer be uniformity across all Cisco Unified MeetingPlace systems because the custom voice prompt will be different than the other voice prompts.
- This is a lengthy process so you should only create a custom voice prompt by calling into the Cisco Unified MeetingPlace system if you are customizing a few voice prompts.

To Prepare to Record a Custom Voice Prompt by Calling into Cisco Unified MeetingPlace

1. Ensure that you have obtained the following:
 - ◆ List of voice prompts. See [\[\[Cisco Unified MeetingPlace Release 6.1 -- List of Customizable Voice Prompts#Appendix G, "List of Customizable Voice Prompts."](#)
 - ◆ Cisco Unified MeetingPlace 8100 series server with Cisco Unified MeetingPlace Audio Server Release 5.1 or later installed, with telephony access.
2. Determine which voice prompt you want to customize. Generally, there is a one-to-one correlation between what you hear in the VUI and the voice prompts.
Note: Some prompt names are identical so you may have to copy all the matching prompt numbers until you locate the one that activates the changes that you want to make.
3. Find the prompt number for that voice prompt by looking in [List of Voice Prompts](#)
Note: Some voice prompts that you hear on the VUI are comprised of several smaller prompts, so you may need to customize more than one voice prompt.

To Create a Custom Voice Prompt by Calling into Cisco Unified MeetingPlace

1. Call into Cisco Unified MeetingPlace server.
2. At the main VUI menu, press **2** and log into Cisco Unified MeetingPlace as a profiled user with System Manager privileges.
3. Press **9** for system manager options.
4. Press **1** to listen to or record a voice prompt.
5. Enter the number of the voice prompt and press **#**.
6. Select a choice from the submenu:
 - ◆ Press **1** to hear the standard, unabbreviated prompt.
 - ◆ Press **2** to hear the standard, abbreviated prompt.
 - ◆ Press **3** to record a custom voice prompt to replace this voice prompt.

- ◆ Press **4** to record a flex menu prompt to replace this voice prompt (not covered by this procedure).
 - ◆ Press **5** to go back to the menu in Step 5.
 - ◆ Press ***** to back out to the main menu in Step 2.
7. When you are done, hang up.
 8. Test your new custom voice prompt by following the steps in the To Test Custom Voice Prompt Installation, Option 1.
 9. Save your custom voice prompt. If a server disk containing the custom voice prompt is damaged or replaced, you will have to record the custom voice prompts again.