



SOUNDS

Phoenix Bell & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to listen to and upload audio files for use with the PBI system.

Note: These instructions apply to Standard, Admin and Master Admin users.

This document assumes the reader has the appropriate user credentials, (user name and password), as well as the IP address or DNS name of the Phoenix Bell & Intercom system.

CONTENTS

| | |
|-----------------------------|---|
| Document Purpose..... | 1 |
| Getting Started..... | 1 |
| Instructions..... | 2 |
| Listen to Audio Sounds..... | 2 |
| Upload An Audio File..... | 4 |
| Delete an Audio File..... | 6 |

GETTING STARTED

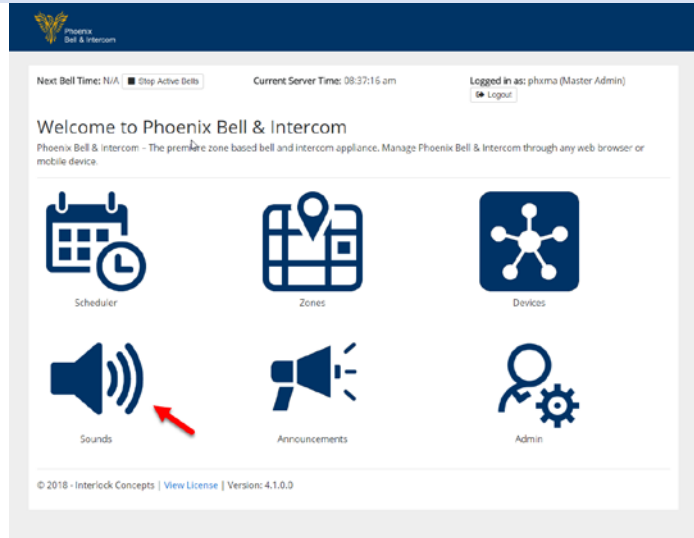
No special requirements are needed to listen, upload or download audio files. Custom, (home grown), audio files must comply with the PBI requirements. See Custom Audio Files for further details.



INSTRUCTIONS

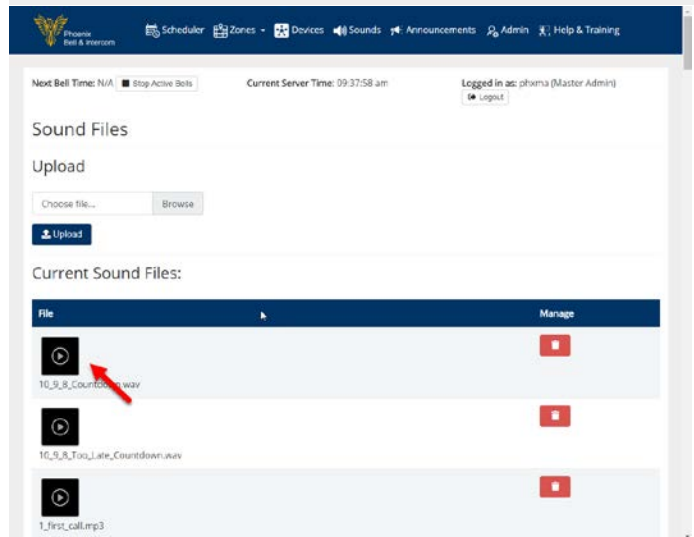
LISTEN TO AUDIO SOUNDS

1. Log into PBI
2. Click **Sounds** on the Home Screen



3. Locate the audio sound to listen to
4. Click the play icon to listen to the audio sound on the local computer

Note: The file will continue to play until the pause icon is clicked.





PBI Sounds

5. Click the Pause icon to stop the playing of the audio file

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 09:40:11 am | Logged in as: phyma (Master Admin) | Logout







Sound Files

Upload

Choose file... | Remove

Upload

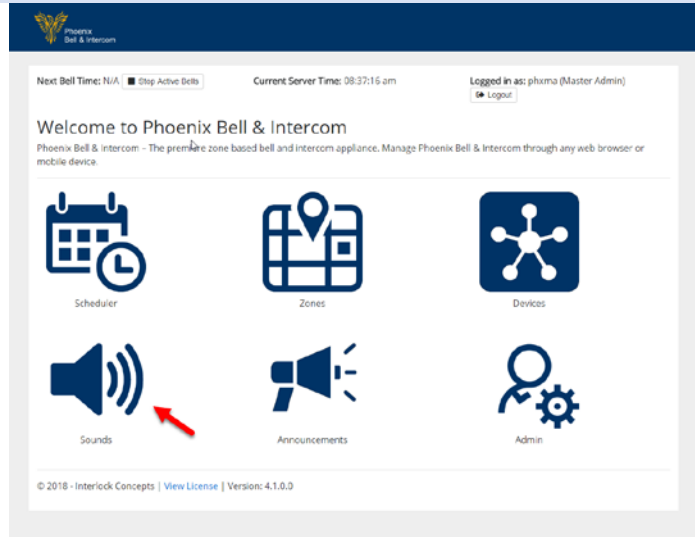
Current Sound Files:

| File | Manage |
|---|---|
|  10_5_E_Countdown.wav |  |
|  10_5_E_Too_Late_Countdown.wav |  |
|  1_1st_call.mp3 |  |

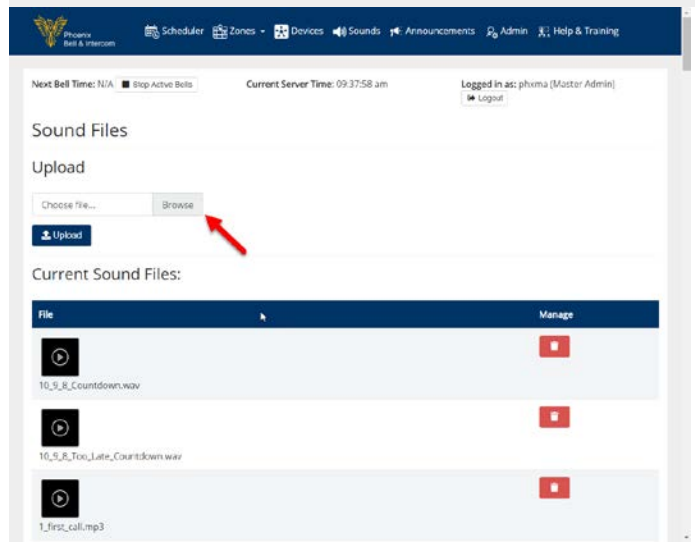


UPLOAD AN AUDIO FILE

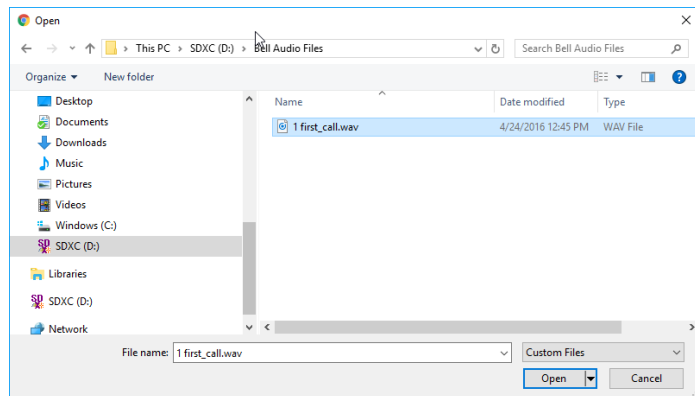
1. Log into PBI
2. Click **Sounds** on the Home Screen



3. Click the Browse button



4. Locate and select the file to be uploaded
5. Click the Open button











PBI Sounds

6. Click the **Upload** button

The screenshot shows the 'Sound Files' management page in the PBI software. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the page displays the current server time (09:43:31 am) and the user's login status (Logged in as: phxma (Master Admin)).

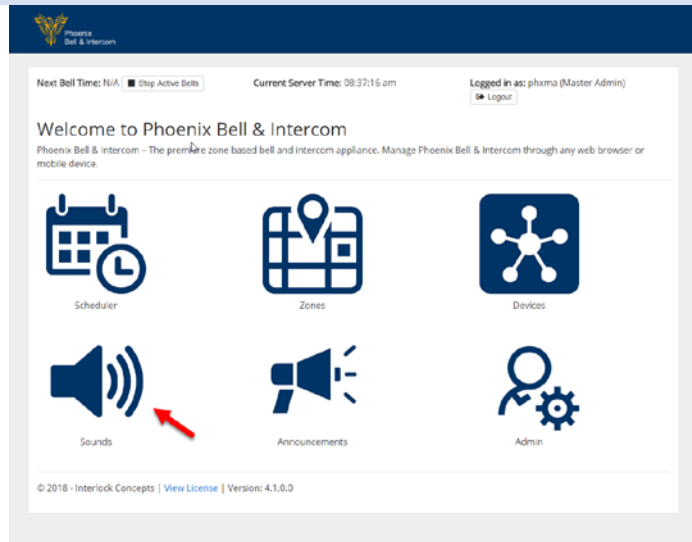
The main content area is titled 'Sound Files' and contains an 'Upload' section. In this section, there is a text input field containing '1_first_call.wav' and a 'Browse' button. Below the input field is a blue 'Upload' button with a red arrow pointing to it. Below the 'Upload' section is a 'Current Sound Files:' section, which contains a table of existing sound files.

| File | Manage |
|---|---|
|  10_9_8_Countdown.wav |  |
|  10_9_8_Too_Late_Countdown.wav |  |
|  1_first_call.mp3 |  |



DELETE AN AUDIO FILE

1. Log into PBI
2. Click **Sounds** on the Home Screen



3. Locate the file to be deleted
4. Click the **Delete** button

