



SOUNDS & PLAYLIST

Phoenix Bell & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to listen to, upload and tag audio files for use with the Phoenix Bell & Intercom system. Additionally, the user will learn how to create a Playlist.

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

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

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GETTING STARTED

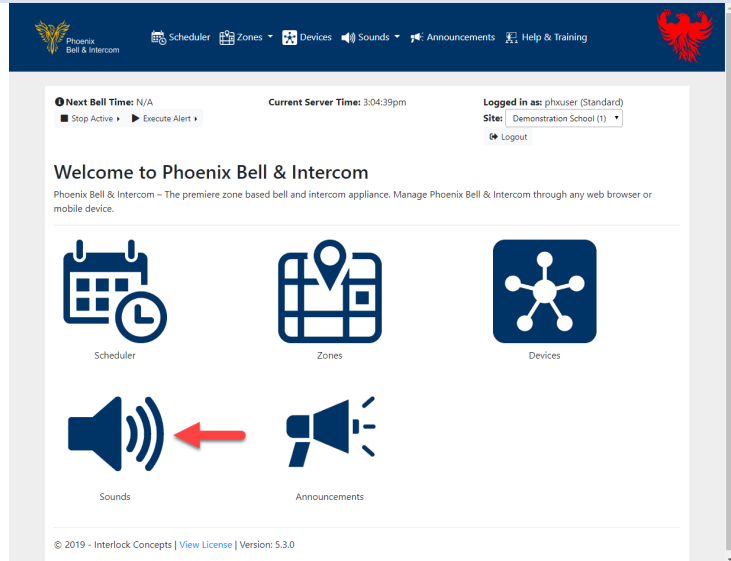
No special requirements are needed to listen, upload or download audio files. Custom, (home grown), audio files must comply with the PBI requirements. See Custom Audio Files for further details.



INSTRUCTIONS

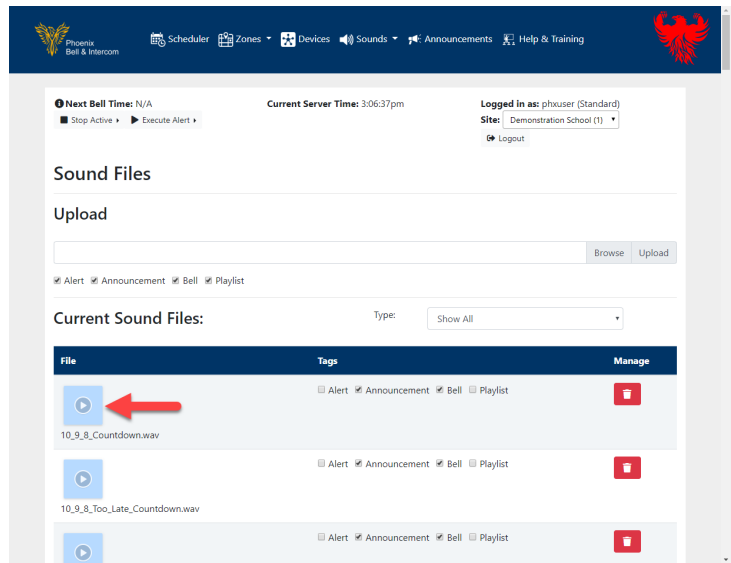
LISTEN TO AUDIO SOUNDS

1. Log into Phoenix Bell & Intercom.
2. Click the **Sounds** icon.



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

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





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

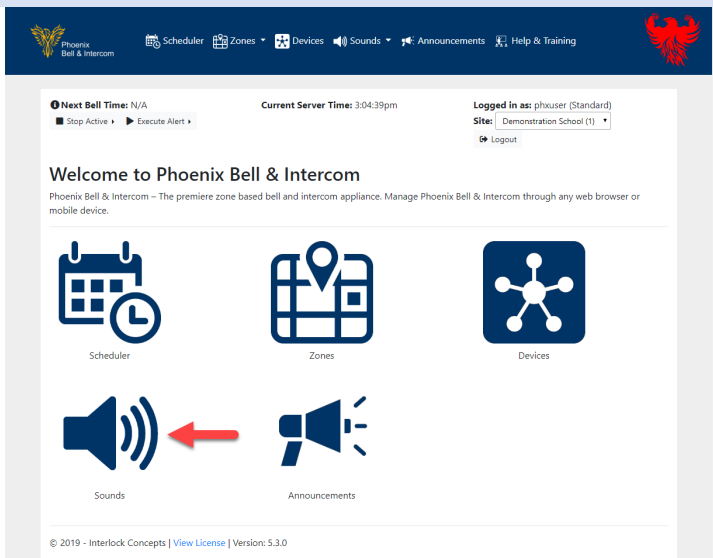
The screenshot shows the Phoenix Bell & Intercom web interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a search bar, and menu items: Scheduler, Zones, Devices, Sounds, Announcements, and Help & Training. Below the navigation bar, the main content area is titled 'Sound Files'. It includes an 'Upload' section with a 'Browse' button and an 'Upload' button. Below that, there are radio buttons for 'Alert', 'Announcement', 'Bell', and 'Playlist'. The 'Current Sound Files' section shows a table with columns for 'File', 'Tags', and 'Manage'. The first row is highlighted and has a red arrow pointing to a pause icon. The file name is '10_9_8_Countdown.wav'. The tags are 'Alert', 'Announcement', 'Bell', and 'Playlist'. The 'Manage' column has a red square icon.

File	Tags	Manage
10_9_8_Countdown.wav	<input type="checkbox"/> Alert <input checked="" type="checkbox"/> Announcement <input checked="" type="checkbox"/> Bell <input type="checkbox"/> Playlist	
10_9_8_Too_Late_Countdown.wav	<input type="checkbox"/> Alert <input checked="" type="checkbox"/> Announcement <input checked="" type="checkbox"/> Bell <input type="checkbox"/> Playlist	
	<input type="checkbox"/> Alert <input checked="" type="checkbox"/> Announcement <input checked="" type="checkbox"/> Bell <input type="checkbox"/> Playlist	



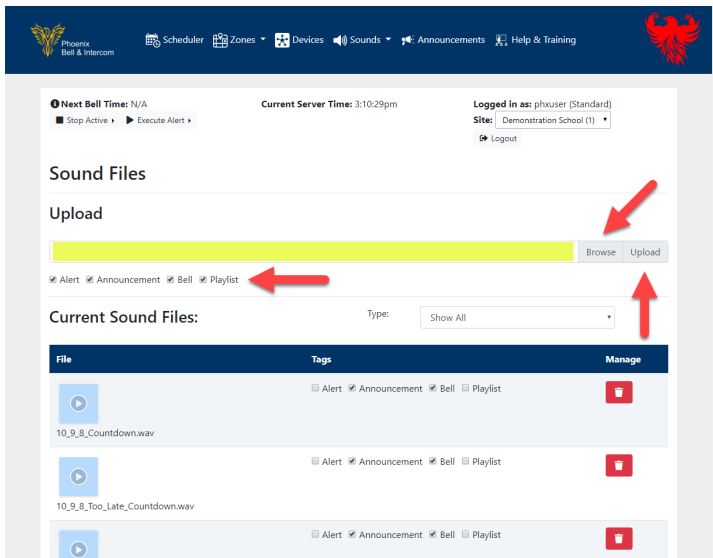
UPLOAD AN AUDIO FILE

1. Log into Phoenix Bell & Intercom.
2. Click the **Sounds** icon.

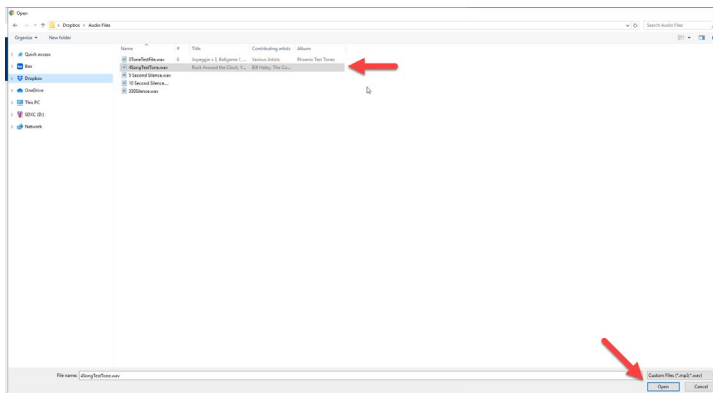


3. Click the **Browse** button.
4. Check the appropriate Tags.
5. Click the **Upload** button.

Note: Tagging an audio file simplifies the process of adding audio to a Bell, Announcement or Alert. In addition, the use of the Playlist tag will allow the user to filter audio files by only files desired to be played in a continuous file.



6. Locate and select the file to be uploaded.
7. Click the **Open** button.





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8. Click the **Upload** button.

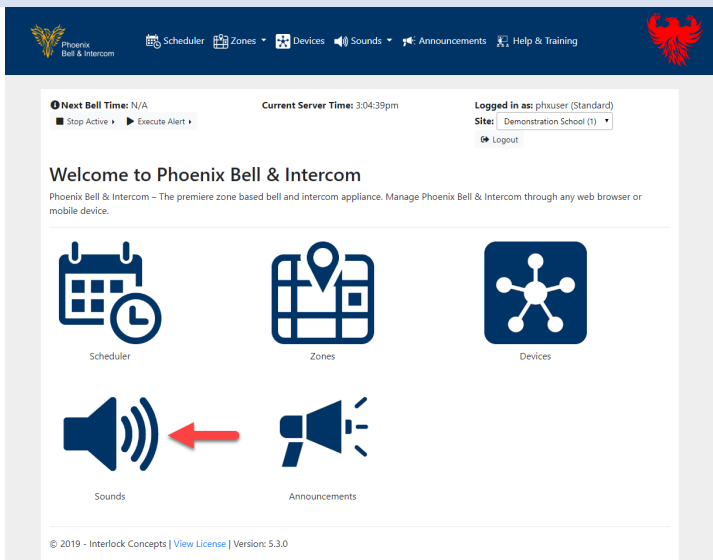
The screenshot shows the Phoenix Bell & Intercom web interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a Scheduler icon, Zones, Devices, Sounds, Announcements, and Help & Training. Below the navigation bar, the main content area is titled "Sound Files". Underneath, there is an "Upload" section with a text input field containing "4SongTestTone.wav" and "Browse" and "Upload" buttons. A red arrow points to the "Upload" button. Below the input field, there are checkboxes for "Alert", "Announcement", "Bell", and "Playlist". A red arrow points to the "Playlist" checkbox. Below this, there is a "Current Sound Files:" section with a "Type:" dropdown menu set to "Show All". Below the dropdown, there is a table with columns "File", "Tags", and "Manage".

File	Tags	Manage
10_9_8_Countdown.wav	<input type="checkbox"/> Alert <input checked="" type="checkbox"/> Announcement <input checked="" type="checkbox"/> Bell <input type="checkbox"/> Playlist	
10_9_8_Too_Late_Countdown.wav	<input type="checkbox"/> Alert <input checked="" type="checkbox"/> Announcement <input checked="" type="checkbox"/> Bell <input type="checkbox"/> Playlist	
	<input type="checkbox"/> Alert <input checked="" type="checkbox"/> Announcement <input checked="" type="checkbox"/> Bell <input type="checkbox"/> Playlist	

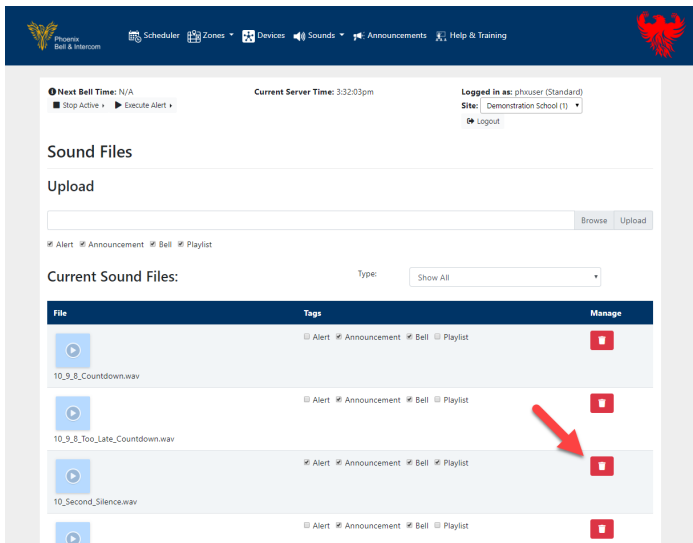


DELETE AN AUDIO FILE

- 1. Log into Phoenix Bell & Intercom
- 2. Click the **Sounds** icon.



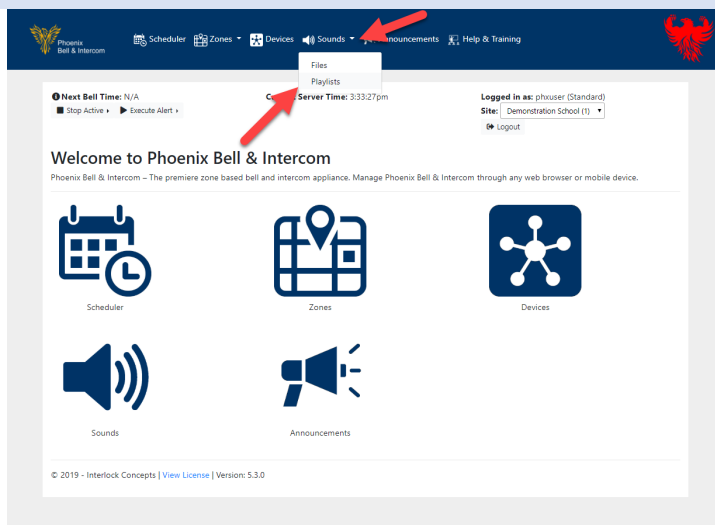
- 3. Locate the file to be deleted.
- 4. Click the **Delete** button.



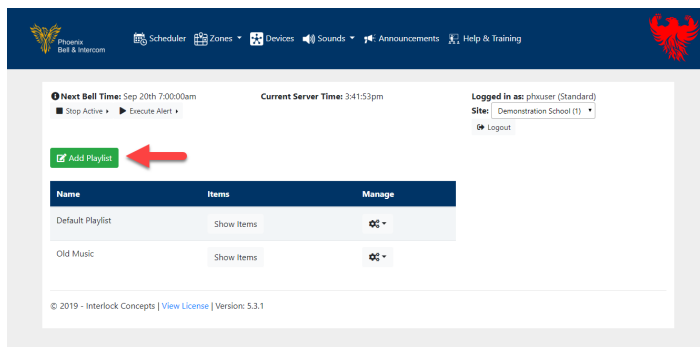


CREATE A PLAYLIST

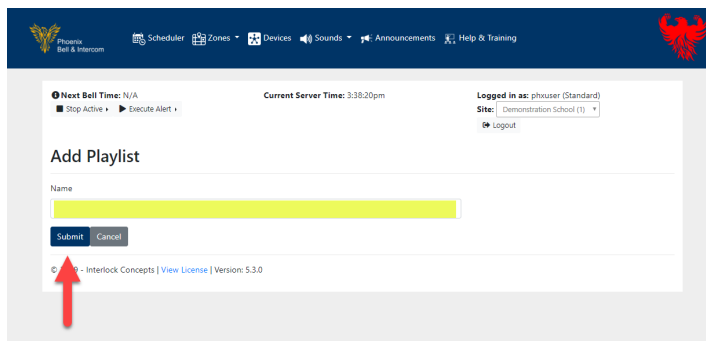
1. Log into Phoenix Bell & Intercom.
2. Click the **Sounds** icon.



3. Click the **Add Playlist** button.

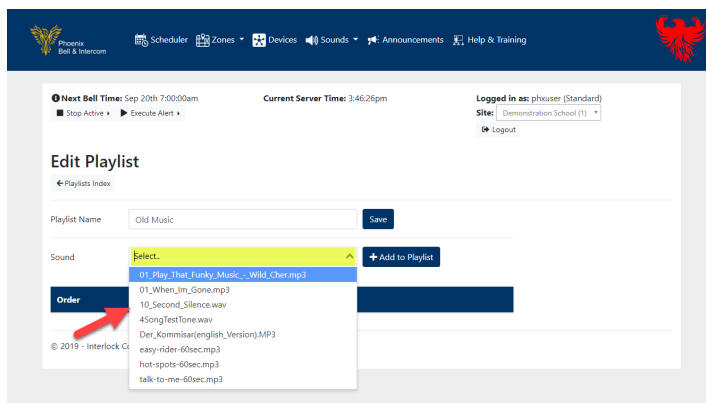


4. Type a Playlist name in the **Name** field.



5. Click drop menu in the **Sound** field.
6. Select an audio file to add to the Playlist.

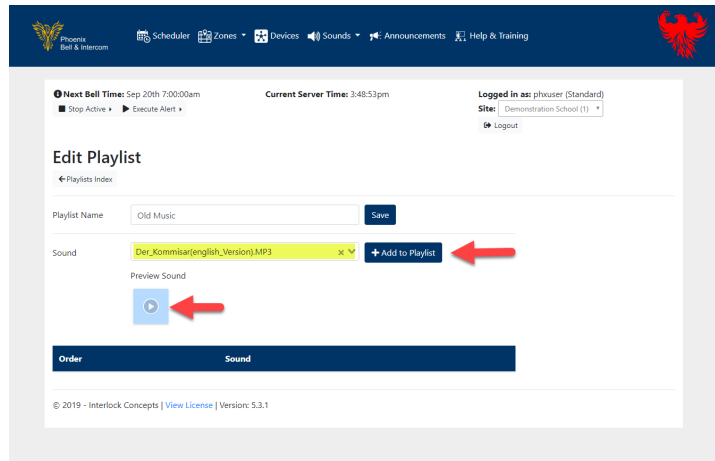
Note: Only audio files tagged with Playlist will appear in the list.



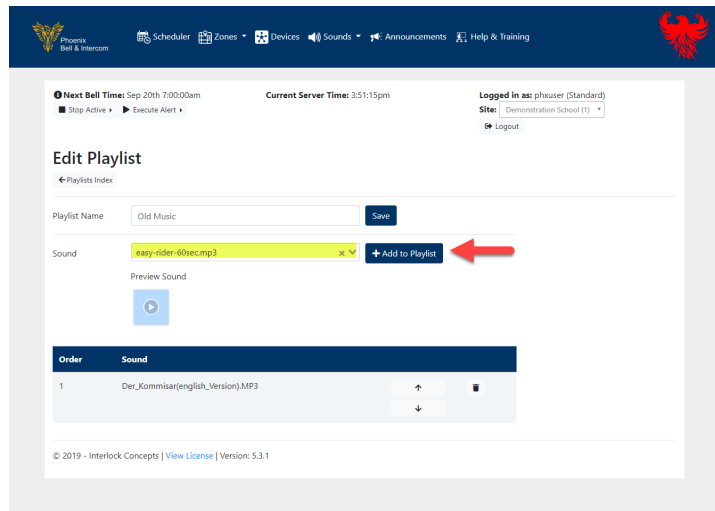


- Click the **Add to Playlist** button.

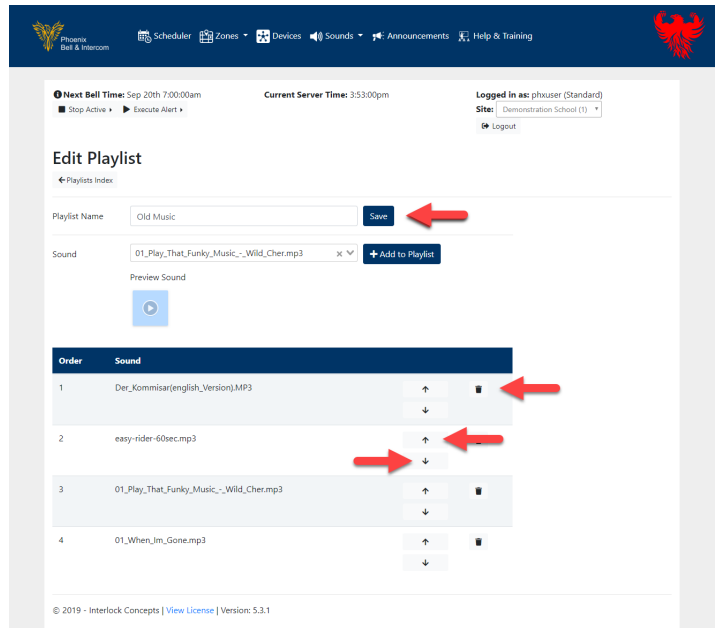
Note: The audio file may be previewed by clicking the play icon.



- Choose additional audio files from the **Sound** filed.
- Be certain to click the **Add to Playlist** button to add the audio file.
- Repeat this process until the playlist is complete.



- To move an audio file in the playlist, click the **up** or **down** arrow.
- To delete an audio file, click the **delete** icon.
- Click the **Save** button when finished.





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14. The completed playlist may be used as a Bell or Announcement audio file.

The screenshot shows the Phoenix Bell & Intercom web interface. The top navigation bar includes links for Scheduler, Zones, Devices, Sounds, Announcements, and Help & Training. The main content area displays the following information:

- Next Bell Time: N/A
- Current Server Time: 3:52:30pm
- Logged in as: phouser (Standard)
- Site: Demonstration School (1)
- Logout button
- Buttons: Stop Active, Execute Alert
- Green button: Add Playlist

Name	Items	Manage
Default Playlist	Show Items	OC
Old Music	Show Items	OC

A red arrow points to the 'Old Music' row in the table. At the bottom of the page, there is a copyright notice: © 2019 - Interlock Concepts | View License | Version: 5.3.0