SOUNDS

Phoenix Bell, Paging & Intercom

DOCUMENT PURPOSE

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

CONTENTS

GETTING STARTED

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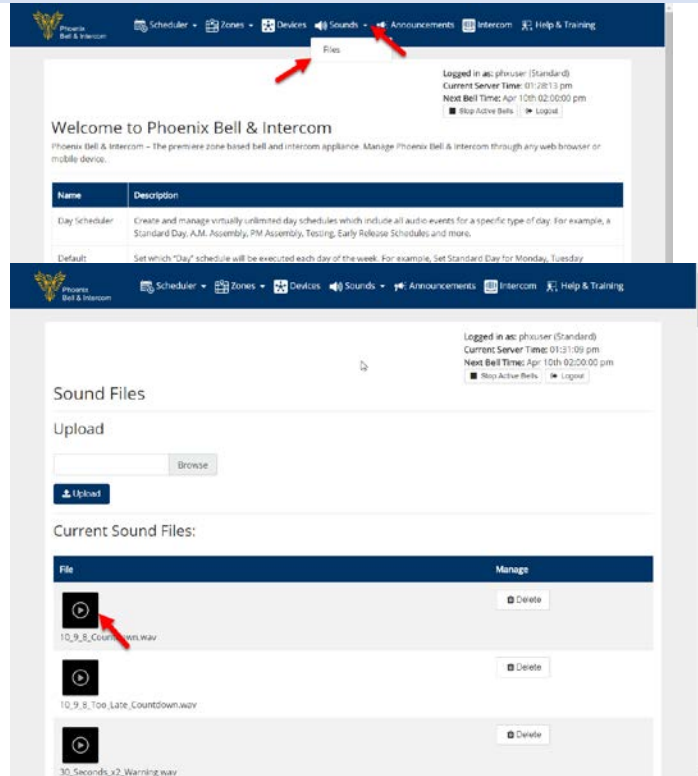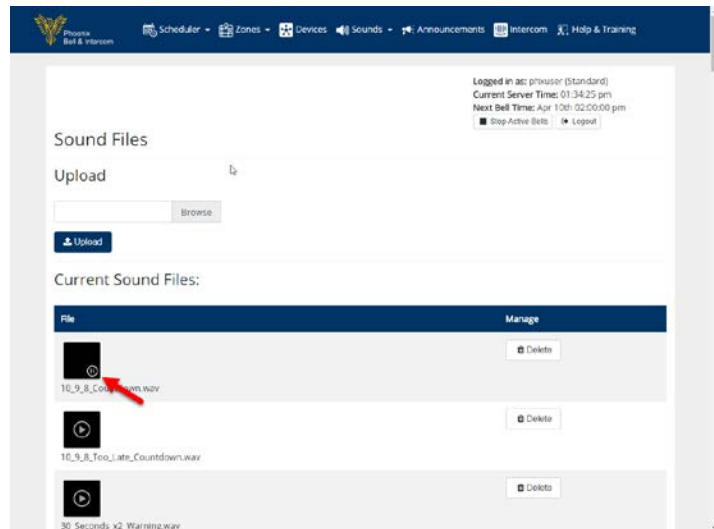
INSTRUCTIONS

LISTEN TO AUDIO SOUNDS

1. Log into PBPI
2. Click **Sounds** in the menu
3. Click **Files**

4. Locate the audio sound to listen to
5. 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.

6. Click the Pause icon to stop the playing of the audio file
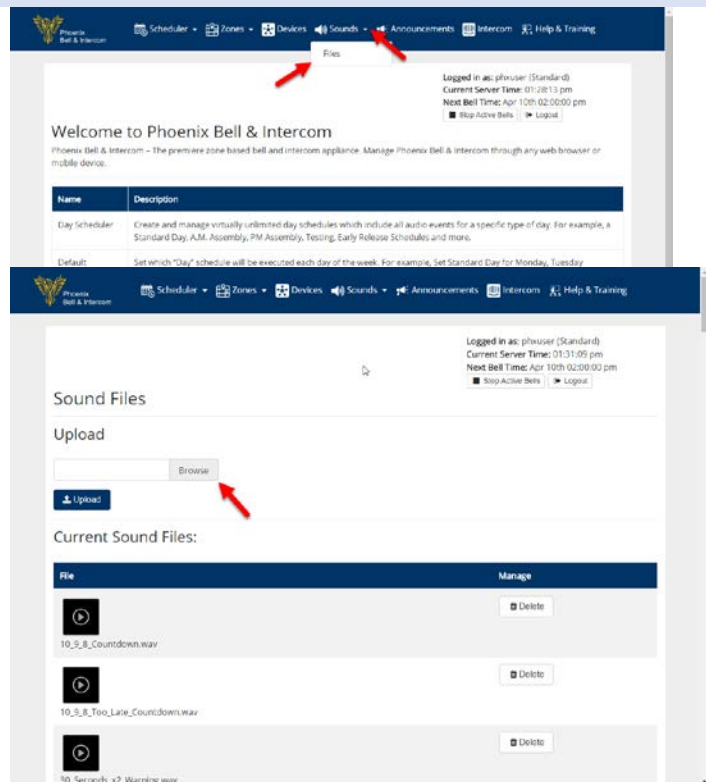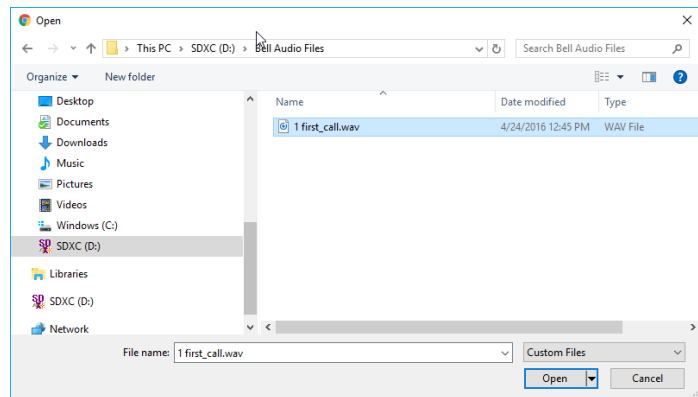
UPLOAD AN AUDIO FILE

1. Log into PBPI
2. Click **Sounds** in the menu
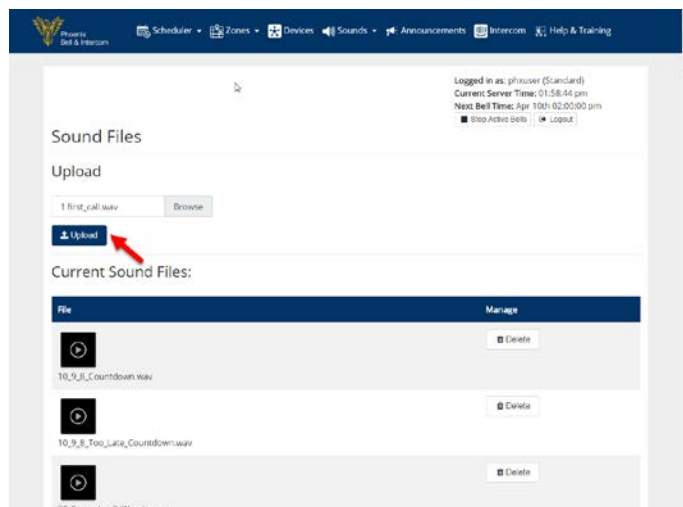3. Click **Files**

4. Click the Browse button

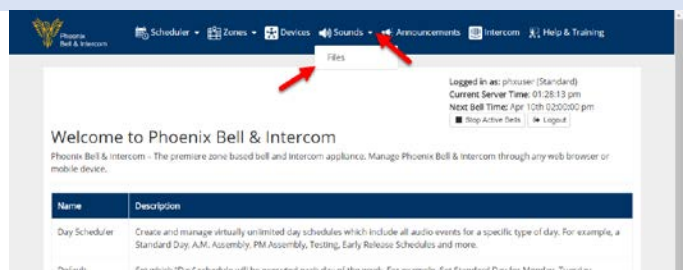5. Locate and select the file to be uploaded
6. Click the Open button

7. Click the **Upload** button

DELETE AN AUDIO FILE

1. Log into PBPI
2. Click **Sounds** in the menu
3. Click **Files**

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