



SOUNDS & PLAYLIST

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to listen to, upload and tag audio files for use with the G2 Communicator 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 G2 Communicator system.

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GETTING STARTED

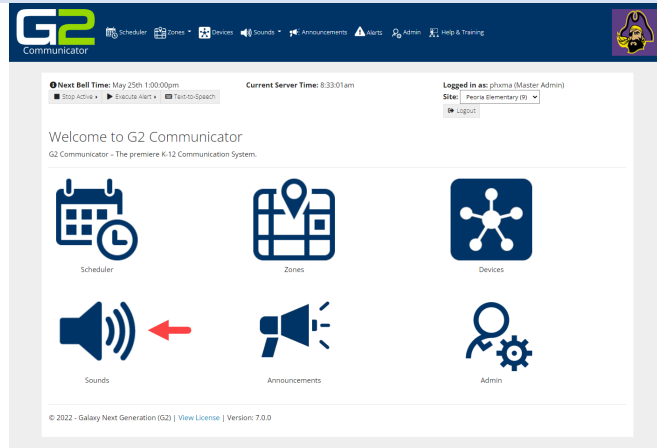
No special requirements are needed to listen or upload audio files. Custom, (home grown), audio files must comply with the G2 Communicator requirements.

INSTRUCTIONS

Read this set of instructions completely prior to starting. Follow the instructions below. The images shown throughout this document are examples. Images on your system may appear differently.

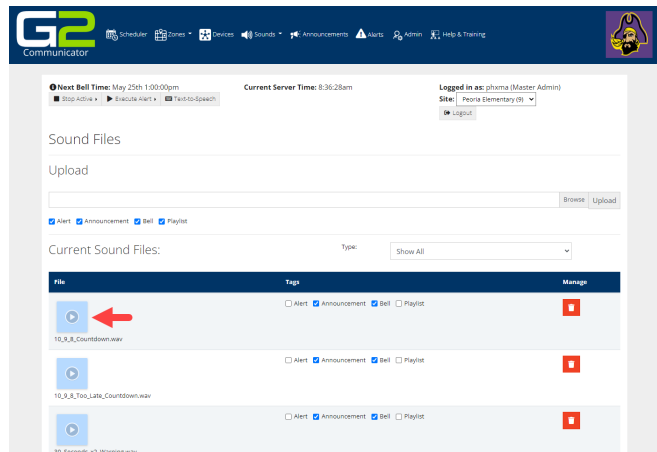
PREVIEW (LISTEN) TO AUDIO SOUNDS

1. Log into **G2 Communicator**.
2. Click the **Sounds** icon.

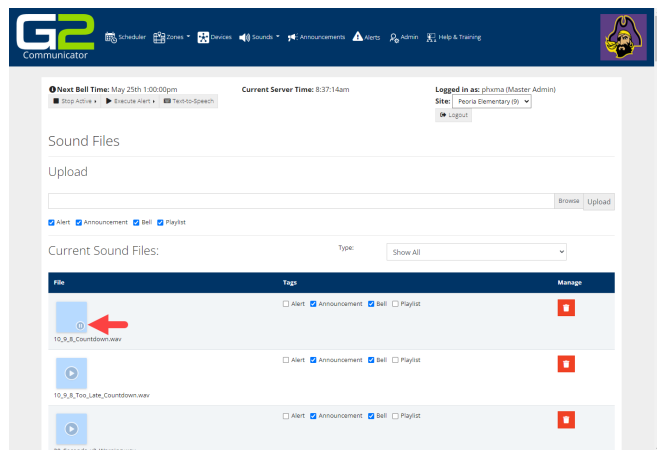


3. Locate the audio sound to listen to.
4. Click the **Audio** icon to listen to the audio sound on the local computer.

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

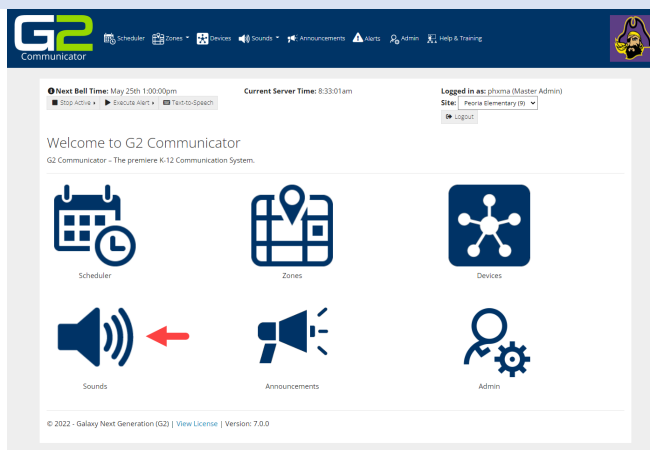


5. Click the **Pause** icon to stop the playing of the audio file.

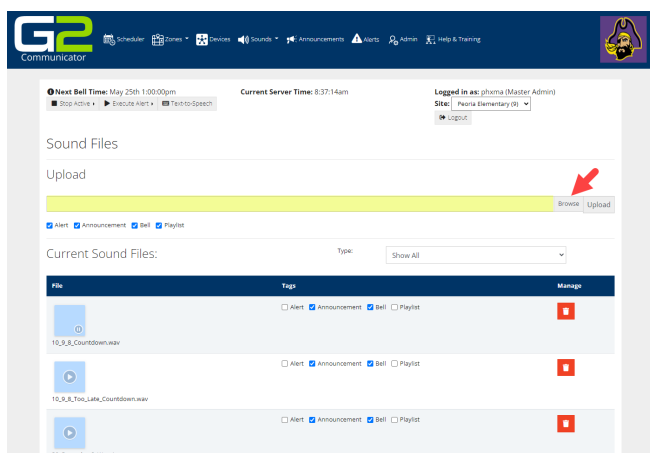


UPLOAD AN AUDIO FILE

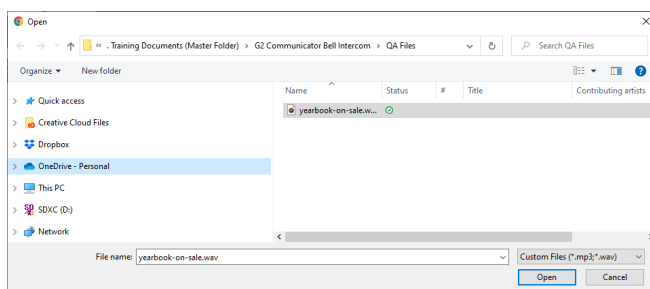
1. Log into **G2 Communicator**.
2. Click the **Sounds** icon.



3. Click the **Browse** button.

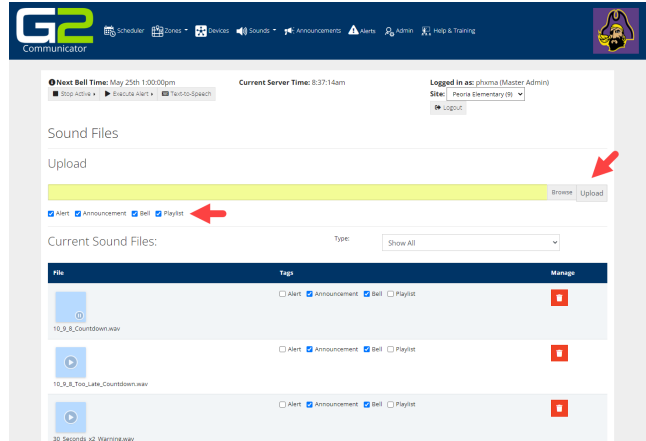


4. **Locate and select the file to be uploaded.**
5. Click the **Open** button.



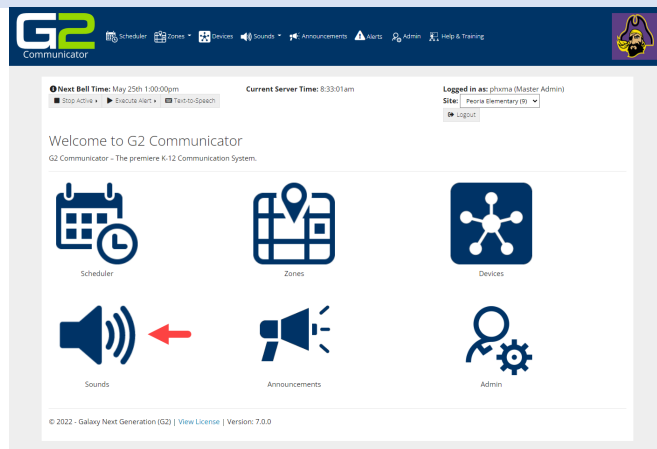
6. Check the **appropriate Tags**.
7. Click the **Upload** button.

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.

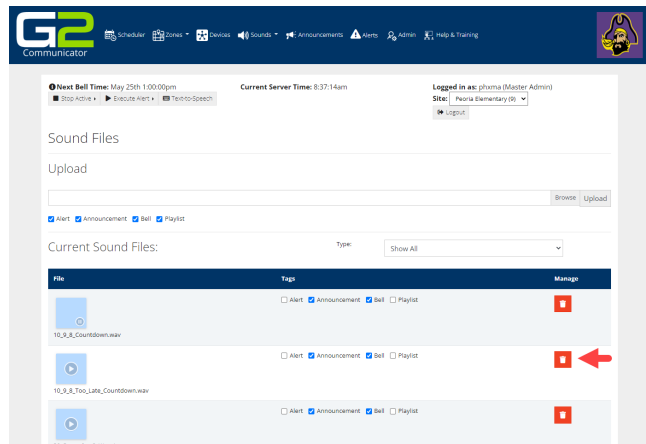


DELETE AN AUDIO FILE

1. Log into **G2 Communicator**.
2. Click the **Sounds** icon.

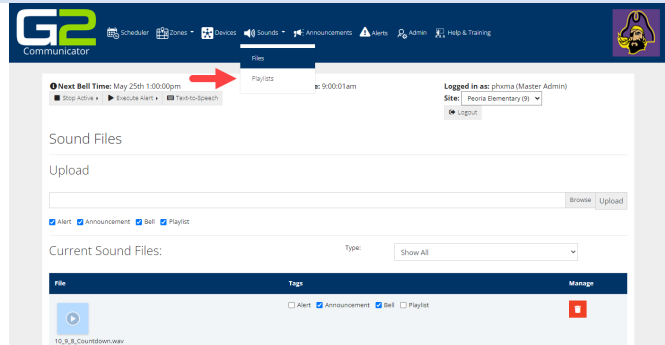


3. **Locate the file to be deleted.**
4. Click the **Delete** button.

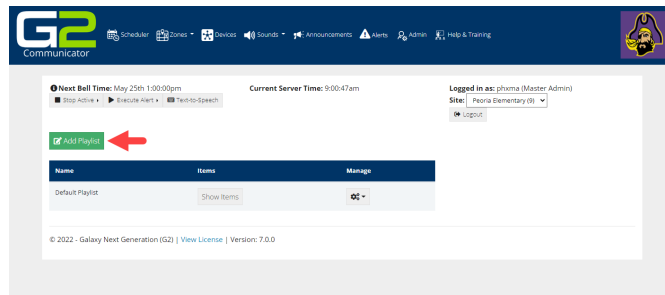


CREATE A PLAYLIST

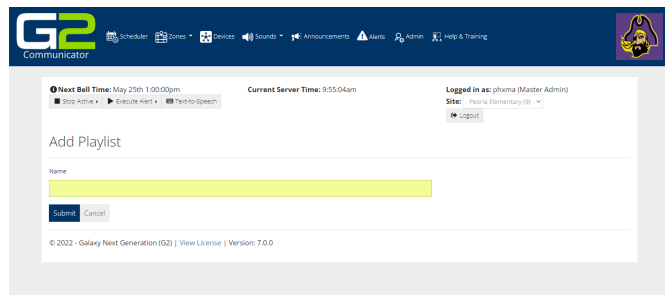
1. Log into **G2 Communicator**.
2. Click the **Sounds** drop arrow in the menu.
3. Click **Playlist**



4. Click the **Add Playlist** button.

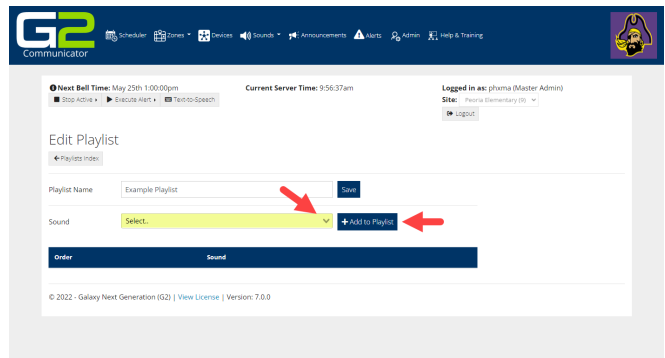


5. Type a **Playlist name** in the **Name** field.



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

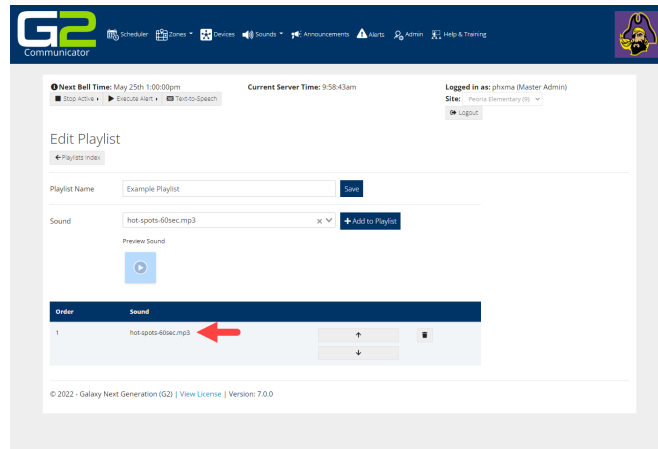
Note: Only audio files tagged with Playlist will appear in the list.



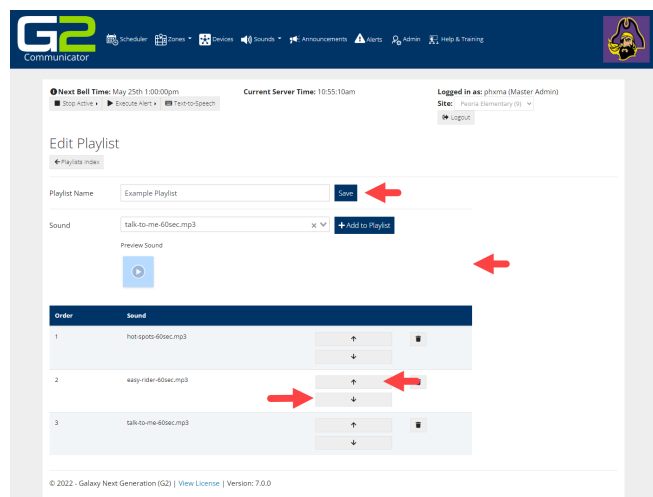
Sounds & Playlist

- The audio file is now displayed in the playlist screen.

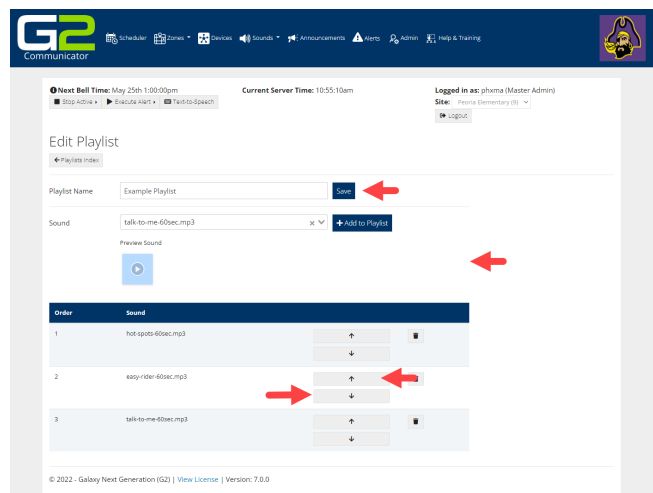
Note: The audio file may be previewed by clicking the play icon.



- Choose **additional audio files** from the **Sound file**.
- 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.



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

