Messaging - Upload Audio Files



Add Audio File

Libraries are used to store and organize audio files. First, you'll need to upload your audio files to build your audio library.

- 1. Select the + button.
- 2. Select Audio Files.

| A Home | Overhead Q Ubrary / <u>Overhead</u> | Search | Add new message |
|----------------|--|----------|-----------------|
| LIBRARY | Name | Duration | Audio file |
| ¢€ Overhead | | | Ad provider |
| OVERHEAD ZONES | | | |
| Zone 1 | There are no messages in the library | | |
| | | | |
| | | | |
| | | | |

Upload Messages

1. Select the **cloud** icon to open the file explorer on your computer.

2. Select the audio files you wish to upload and select **Open**.

3. Repeat step 2 until you have selected all of the audio files.

4. Select Upload.





Successful Upload

Audio files have been successfully uploaded when a green check mark appears next to the file name.

1. Select Close.



Recommended Audio Format:

We recommend using Mono MP3 files encoded at 128 kilobits per second and leveled at -16 LUFS with the Sample Rate set at 44.1 Khz as the audio file format.