Organization's Sounds

This page contains instructions on how to manage sounds on an organization account.

- Overview
- Add new sound
- Sound folder
- Sound language

Overview

To access to sound-related options that you can customize according to your preferences, click the Sounds icon in the **Tools** section. In the **Sound Management** page, you will be able to:

- visualize the organization's sounds
- add a new sound file to the system
- manage sound folders and sound languages
- search for specific sounds and organize sound files according to sound languages and folders
- remove unused sound files

For more details, see the **Manage Sounds** section.

Add new sound
You cannot add a new sound unless at least one sound language is available!

To add a new sound, click the Add Sound icon in the **Tools** section. In the **Add New Sound** page, fill in all the necessary details that define a new sound:

- Sound Form
- Record Over the Phone
- Upload Sound Files

For more information on how to add or manage an organization's sounds, check the **Operations with Sounds** page.

Sound folder

In the **Sound Folder Management** page, you will be able to:

- visualize the organization's sound folders
- add a new sound folder by clicking the Add Folder icon available in the **Tools** section
- search for specific folders
- remove unused sound folders and their associated content

To add a new folder, you need to use the tools available in the **Add New Folder** page.

For more information on how to add and edit an organization's sound folder, check the **Manage Sound Folders** section.

Sound language

A sound file can be recorded in several languages. This allows account owners to listen to a particular announcement in a language of their preference, if available in the system.

If the account owner wants to have the announcement played in a language that is not available in the system, the announcement is played in the organization's default sound language. In the **Sound Language Management** page, you will be able:

- visualize the organization's sound languages
- add a new sound language by clicking the Add Sound Language icon available in the **Tools** section
- search for specific languages
- view sounds that have files in different languages
- remove unused sound languages from the system

To define a new sound language for the current account, use the controls available in the **Add New Sound Language** page. For more information on how to add a new language to a organization's account, check the **Manage Sound Languages** section.

To change the organization's language, click the language in the **Sound Languages** table. In the **Change Language** page, use the drop-down list to replace the language currently in use with one of your choice.

Related topics
Add sound

Operations with sounds

Manage sound folders

Manage sound languages