

User's Sounds

This page contains instructions on how to manage sounds on a user account.

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- [Add new sound](#)
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- [Sound language](#)

Sounds

VoipNow allows users to customize auto-attendant and welcome messages, music on hold or event announcements. We generally call these types of content sounds.

To access to sound-related options that you can customize according to your preferences, click the [Sounds](#) icon in the **Tools** section. The **Sound Management** page allows you to:

- visualize the user'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

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. You can customize it by filling in the information required by the fieldsets listed below:

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

For more information on how to [add](#) or manage a user's sounds, check the [Operations with Sounds](#) page.

A new sound **cannot** be added unless at least one sound language is available!

Sound folder

The **Sound Folder Management** page allows you 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 user's default sound language. The **Sound Language Management** page allows you to:

- visualize the user'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 user'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