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## “Using Audacity to Convert Audio Files For Use In ShoreTel” (Applies To Shoretel 12.3 +)

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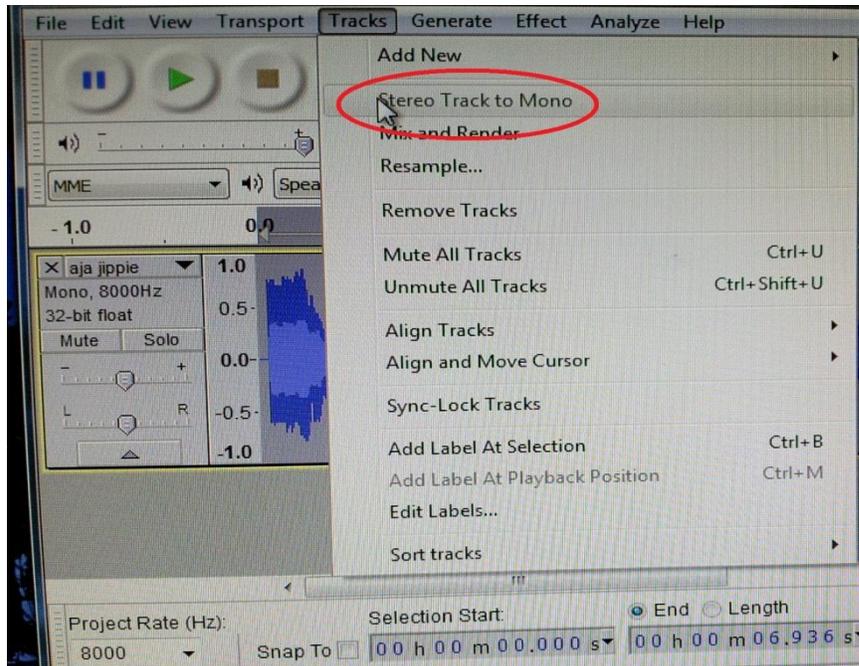
by: Lance Paddock

### “Using Audacity to edit files for ShoreTel Ringtones”

- 1) find the audio file you want to use and import the file into audacity (<http://audacity.sourceforge.net/>)
- 2) Now we have to make the audio track 8000Hz 8bit mono u-LAW encoded
- 3) Here is how you make the following changes after the import to audacity:

Change the project rate to 8000 Hz..... see below to reflect this setting

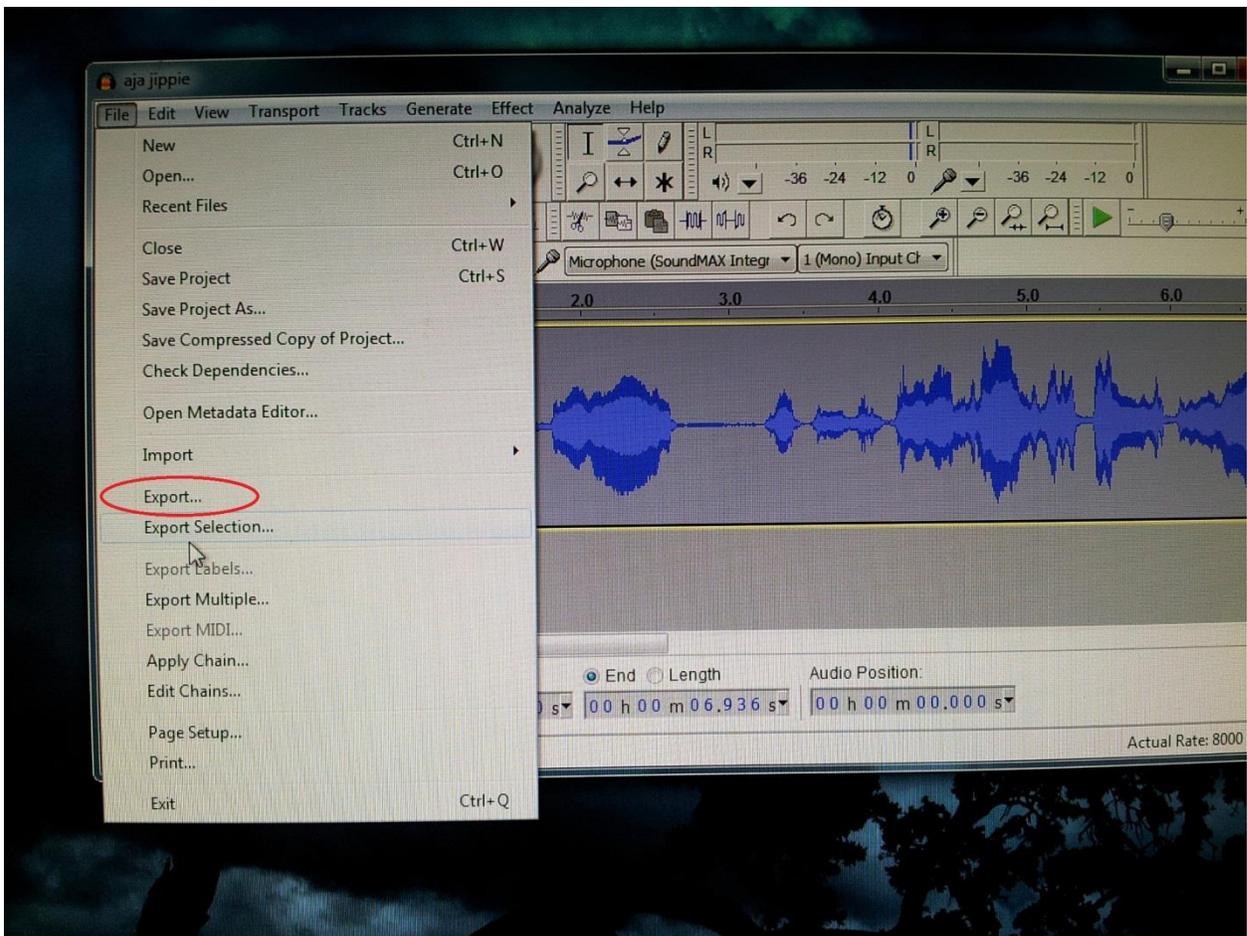
Under the tracks tab select :“Stereo Track to Mono”



Now let's export the file to a wav file that is the appropriate type for ShoreTel

First Navigate to File>Export

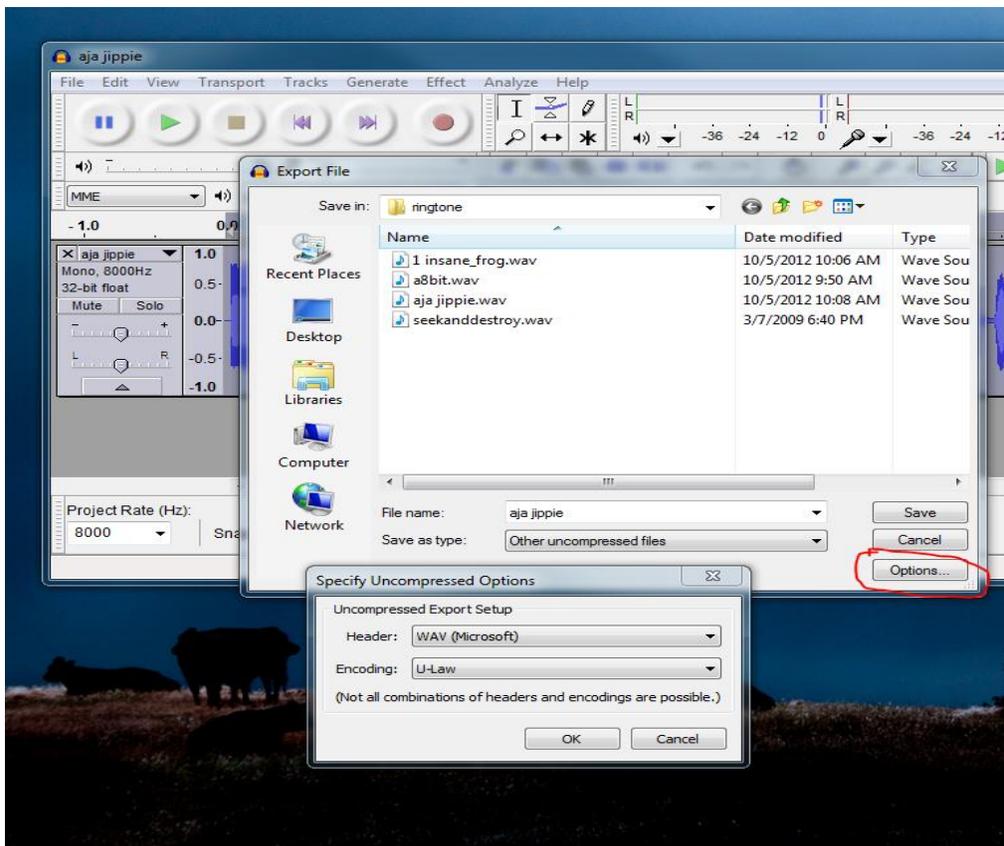
Once the export option appears select “ Other uncompressed files”



Now Under Other Compressed Options Select the following:

Header: WAV (Microsoft)

Encoding: U-Law



Now we can click ok and save the exported file to a folder. Be careful upon exiting Audacity do not accidentally save over your file