

587 Division Street Campbell, CA 95008 www.btxchange.com

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

This has been compiled For Informational purposes only

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 (<u>http://audacity.sourceforge.net/</u>)
- 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

1	ile	Edit	View	Transport	Tracks	Generate	Effect	Analyze	Help		
1111111111		••)	•	D	A	dd New tereo Track te	o Mono	>		•	
and much me	4>) [MM	 E		• •) Spea	R	esample	8.			-	
	- 1.	0		0,0	R	emove Track	cs				
	× a Mon	ja jippie o, 8000	e 🔻	1.0	N L	Aute All Track Jnmute All Tr	ks racks		Ctrl	Ctrl+U +Shift+U	
	32-b Mu -	it float ite	Solo +	0.9	A A	Align Tracks Align and Mo	ve Cursc	or			
	L		R	-0.5	5	Sync-Lock Tra	acks				
				-1.0		Add Label At	Selection	h		Ctrl+B	
						Add Label At Edit Labels	Playbac	Position		Ctri+IM	
11						Sort tracks				·	
1	Project Rate (Hz):				Selection Start:			• E	• End CLength		
Jian.	HIII	8000	-	Snap T	ō 🗌 🚺	0 h 0 0 m 0	0.000	s 00	h 00 m	00.9305*	

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"

The care there is a part the	CI N	ET V. D		II L		
New	Ctrl+N		R			
Open	Ctrl+O	$P \leftrightarrow *$	 +i) ▼ -3 	6 -24 -12 0	-36 -24 -	12 0
Recent Files			nat ratio s	0 0	D P P P	►
Close	Ctrl+W	Alimentana (Cour		1 (Mono) Input Ct		
Save Project	Ctrl+S	Microphone (sour	Idmax Integr	I (Mono) Input of		
Save Project As		2.0	3.0	4.0	5.0	
Save Compressed Copy of Proj	ect				1	
Check Dependencies		~		1	h . A Au	M.
Open Metadata Editor		1 Anna the	A	made Pro	M. M.W	mak
				my las	AND AN	
Import					אין יין אין	W
Export		Near-Provide State			, ^A u, ,	H
Export Selection						
Export Pabels						
Export Multiple						
Export MIDI						
Apply Chain				A. F. D. Harris		
Edit Chains		End O Le	ngth	Audio Position.	0.0.0	
Page Setur		is• 00 n 00 m	00.9305	100 11 00 11 00	.0003	
Prage Secup						Actua
l inter					1. y	A. 14 .
Exit	Ctrl+Q			and the second	A APA	107

Now Under Other Compressed Options Select the following: Header: WAV (Microsoft) Encoding: U-Law

File Edit View Transpo	ort Tracks Gen	erate Effect	Analyze Help			
		•) •)		-36	-24 -12 0	-36 -24
+>	🔒 Export File			- F	0 11	23
<u></u> ,	Save in:	🔒 ringtone		•	G 🌶 📂 🖽 -	
- 1.0 0.9	æ	Name	*		Date modified	Туре
× aja jippie ▼ 1.0 Mono, 8000Hz 32-bit float 0.5 ⋅ Mute Solo 0.0 -	Recent Places		g.wav		10/5/2012 10:06 AM 10/5/2012 9:50 AM 10/5/2012 10:08 AM 3/7/2009 6:40 PM	Wave Sou Wave Sou Wave Sou Wave Sou
L	Desktop					
	Computer	•	m			۲
Project Rate (Hz):		File name:	aja jippie		•	Save
8000 - Sna	Network	Save as type:	Other uncompressed files		-	Cancel
	Specify	Uncompressed (Options	23	ת (כ	Options
C.	Uncom	pressed Export S	etup			
	Hea	der: WAV (Micro	osoft)	-		
	Encod	ling: U-Law		•	The second	
Record Bar	(Not a	Il combinations of	headers and encodings are p	ossible.)	the second second second second	
			ОК Са	ancel		

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