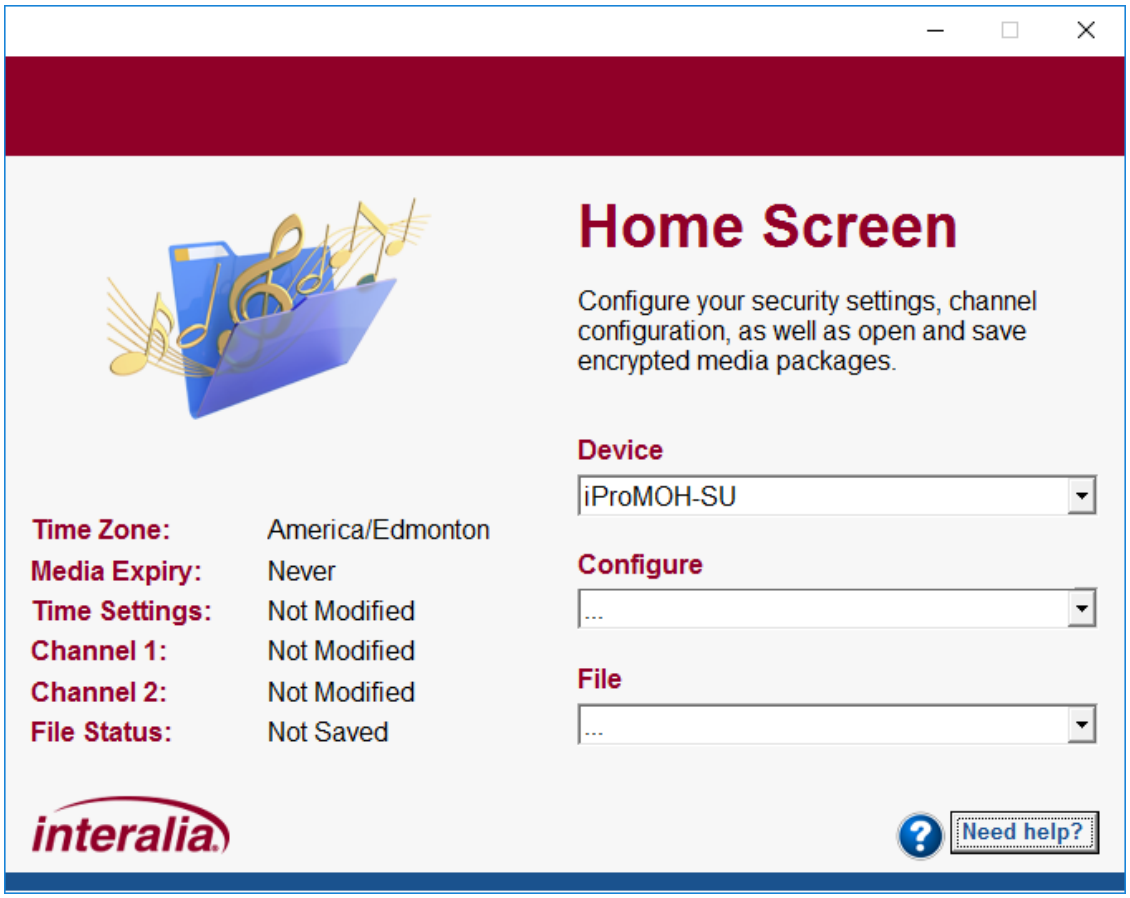
Simple Audio Mixer

Installation and User Manual



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Simple Audio Mixer Installation and User Manual

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Interalia Inc. Marketing Department
6815 8th Street N.E, Suite N275
Calgary, Alberta, Canada T2E 7H7
Phone: (800) 661-9406 or (403) 288-2706
Fax: (403) 288-5935

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Canada	United States	United Kingdom
6815 - 8th Street NE.	701-24th Ave. SE.	58 Hershal Street
Calgary, Alberta	Minneapolis, Minnesota	Slough, UK
Canada T2E 7H7	U.S.A. 55414	SL1 1HD
Tel: 403 288 2706	Tel: 403 288 2706	Tel: +44 203 6082606
Toll Free 800 661 9406	Toll Free 800 661 9406	Fax: 403 288 5935
Fax: 403 288 5935	Fax: 403 288 5935	info@interalia.com
info@interalia.com	info@interalia.com	

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2 Simple Audio Mixer Software Application

2.1 Simple Audio Mixer Software Installation

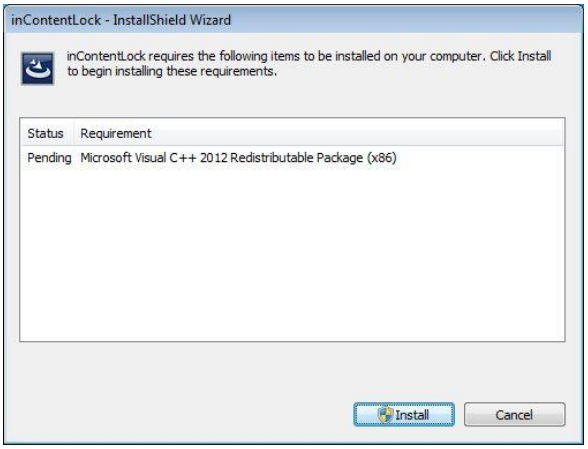
The iProMOH utilizes the Simple Audio Mixer software application to create content files consisting of music and messages.

The application can be downloaded from:
http://www.interalia.com/downloads/SimpleAudioMixerInstall.zip

Save the file to your computer and select the "SimpleAudioMixerInstall_x.x.x.exe" application to start the installation.

Simple Audio Mixer requires the Microsoft Visual C++ 2012 Redistributables for operation. They will be automatically installed if they are not already present on the computer.

Select "**Install**" to being the installation process. If a "**User Account Control**" window pops up, select "**Yes**" to continue installing the Microsoft Visual C++ 2012 Redistributables.



Select "**Next**" at the "InstallShield Wizard for Simple Audio Mixer" screen to start the installation, and select "**Next**" to use the default installation folder.

If the "**Launch the Program**" checkbox is selected (enabled by default), Simple Audio Mixer will automatically launch when "**Finish**" is selected.

When the installation completes, you will see the SimpleAudioMixer shortcut added to your Desktop and a folder called Interalia added to your Start Menu. Simple Audio Mixer can be launched at any time with either the desktop or menu shortcuts.

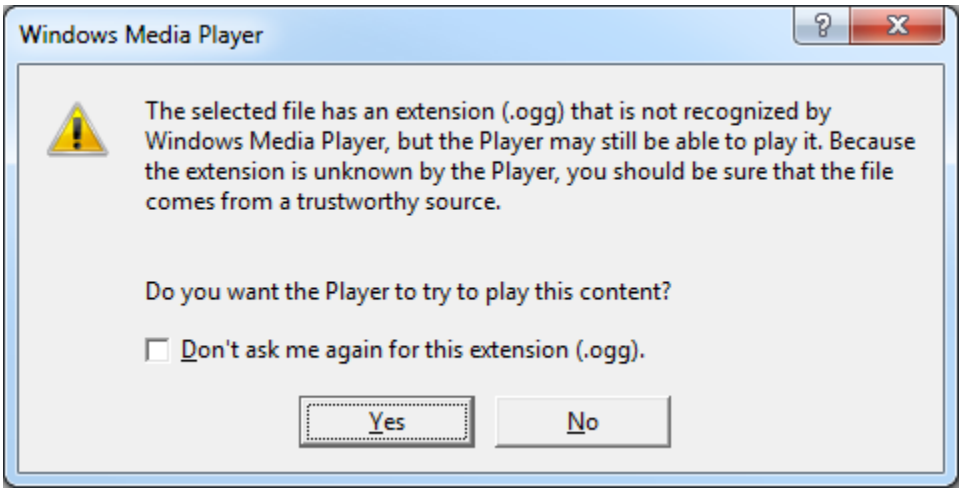
2.2 Simple Audio Mixer Software Upgrade

Before installing a new version, ensure the current Simple Audio Mixer application is closed. Follow the same instructions as the "**Simple Audio Mixer Software Installation**" above.

All previous settings are retained during the upgrade.

2.3 Windows Media Player Codec Installation

Simple Audio Mixer requires the audio codecs for .OGG to be installed into Windows Media Player. If the codecs are not installed, the following error screen is displayed when trying to playback or preview an audio file. The necessary codec is supplied with Simple Audio Mixer, and can be installed via "**Start Menu -> All Programs -> Interalia -> Install ogg Codec**". Right click on "**Install ogg Codec"**, and select "**Run as administrator**". Follow the on-screen directions for installation.



2.4 Purchase / Activate

The application is 100% functional without activation. Certain functionality will have an audible watermark until the application is activated, as listed below:

- iProMOH-Mix - all previewed audio and audio production files

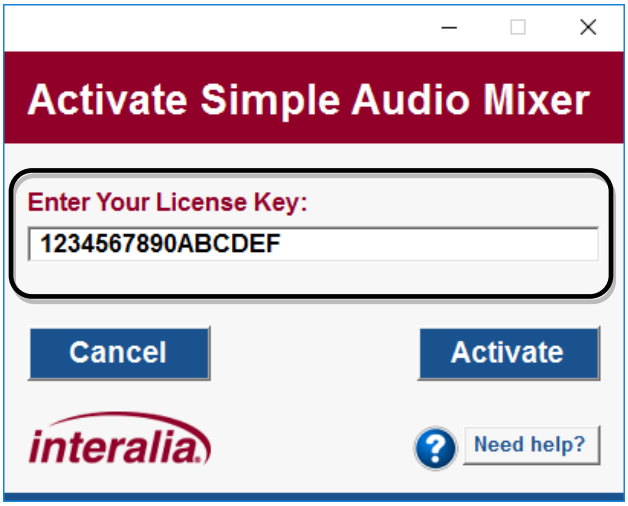
To purchase a license key, navigate to:
https://interalia.com/store/index.php

Purchase a copy of "**iProMOH-Mix**". You will immediately receive your license key to activate the software.

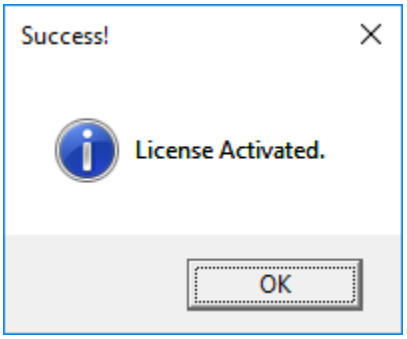
Select the "**Activate**" button in the top right of the home screen.



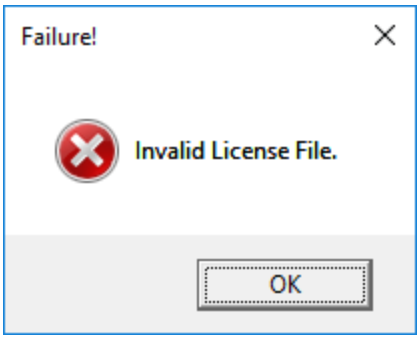
Paste your sixteen (16) character alphanumeric license key in the "**Enter Your License Key**" field, and select "**Activate**". The letters in the key are case insensitive.



If the license key is valid, you will receive a "**Success! License Activated**" window. Select "**OK**" to continue.



If the license key was invalid, you will receive a "**Failure! Invalid License File**" window. Recheck the license key entered.



NOTE: *The license key is only valid for versions of Simple Audio Mixer with the same major revision number. For example, a license key for 4.x.x will work on version 4.0.0 to 4.99.99 of SAM. If the application is upgraded to version 5.x.x, the key will no longer work, and the application with automatically deactivate itself.*

2.5 Application Controls

Simple Audio Mixer uses consistent controls across all pages in the application.

2.5.1 Save / OK Button

Saves all changes for that particular page, and returns to the Home Screen.

2.5.2 Cancel Button / Corner "X"

Abandon all changes for that particular page, and returns to the Home Screen.

2.5.3 Need Help? Button

Displays the help screen which contains buttons to allow quick access to technical support, as well as display the application version.

2.6 Supported Formats

Audio Formats:

- Audio production format: .WAV or .OGG
- Decoded audio sampling frequency: User Selectable
- Supports the following file formats,
    - AIFF (*.aiff)
    - FLAC (*.flac)
    - PCM (*.pcm)
    - MPEG4 (*.mp4, *.mpeg4)
    - MP3 (*.mp3)
    - WAV (*.wav)
    - WMA (*.wma)
    - OGG (*.ogg)

3 iProMOH-Mix

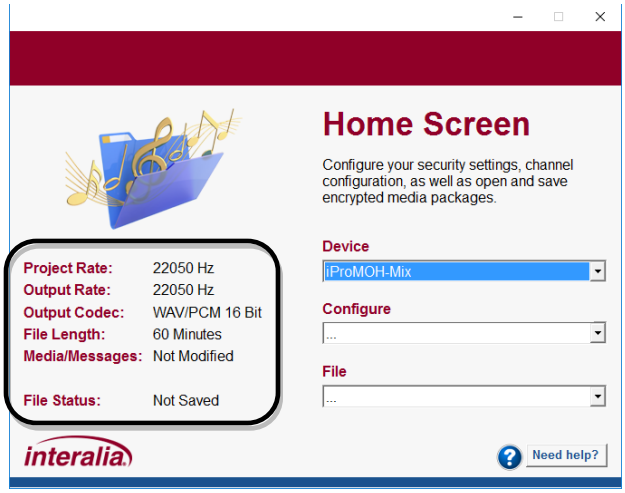
3.1 Home Screen

The "**Home Screen**" is the hub for all application operations. Every operation returns to this screen once complete.

The "**Home Screen**" allows access to:

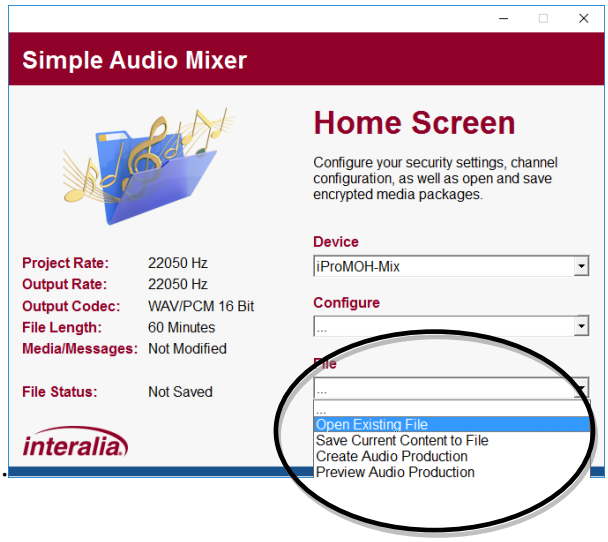
- Device - Select the device to create content for. i.e. iProMOH-Mix
- Configure - modify media/messages, settings and playlists.
- File - Open files, save files, create audio production, preview audio production, and exit application.

For ease of use, the **Home Screen**" lists the current status of the application (circled, below). These fields get populated as playlists are created, and devices are selected.



3.2 File Menu

The file menu allows access to the main application functions.



3.2.1 Open Existing File

To open an existing Simple Audio Mixer content file, select this menu item to launch the Windows Explorer file browser.

Each Simple Audio Mixer file contains information from the device it was created for. The application will automatically change to match the device type when the file is opened.

3.2.2 Save Current Content to File

The current progress of the file being configured may be saved at any time using this menu item. To save the current content to a Simple Audio Mixer file, select this menu item to launch the Windows Explorer file browser.

The Simple Audio Mixer filename consists of the following format:
<SAM>_<DEVICE TYPE>_<DATE OF CREATION>_0000000000000000.ipc

In the file explorer, the default "**SAM**" text can be changed to make the file easier to identify by the user. During the save process, the application will automatically append the rest of the information.

Example:

Device Type:	iProMOH-Mix
Date of Creation:	January 1, 2017
Content Filename:	SAM_MIX_20170101_0000000000000000.ipc

IMPORTANT! *The Simple Audio Mixer expects the filename to remain in this format. Only the "**SAM**" section may be renamed. Any other modification to the file name will result in the content file **NOT** being loaded by Simple Audio Mixer.*

3.2.3 Create Audio Production

This will create and save the finished audio production can be saved in multiple formats (.OGG or .WAV). The finished file can then be played on any audio playback device.

NOTE: *The finished file will contain an underlining watermark in the audio. If you select "**Device -> iProMOH-Mix**" and purchase a copy of the iProMOH-Mix software, the watermark will be removed.*

3.2.4 Preview Audio Production

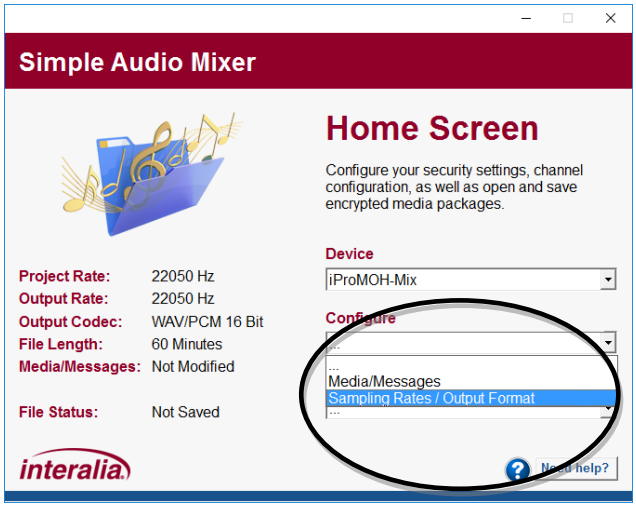
The finished audio production can be played back before it is saved to ensure the desired result. Select "**Stop Playing Audio Production**" to stop playback.

NOTE: *The audio playback for the preview will contain an underlining watermark in the audio. If you select "**Device -> iProMOH-Mix**" and purchase a copy of the iProMOH-Mix software, the watermark will be removed.*

NOTE: *Simple Audio Mixer requires the audio codecs for .OGG to be installed into Windows Media Player. Consult the "**Windows Media Player Codec Installation**" section, above, for installation instructions.*

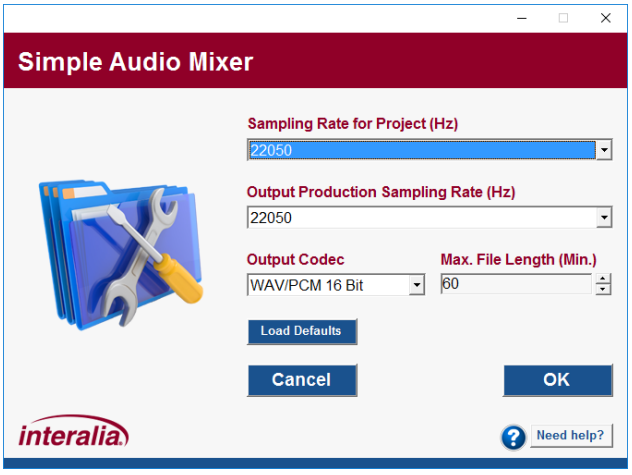
3.3 Sampling Rate / Output Format Page

Access the "**Sampling Rates / Output Format**" page from the "**Configure**" menu on the Home Screen.



The "**Sampling Rates / Output Format Page**" is used for:

- Setting the sampling rate for files imported into the project.
- Setting the sampling rate for the output production file.
- Setting the output audio codec.
- Setting the maximum project file duration.



3.3.1 Sampling Rate for Project (Hz)

Select the desired sampling rate for files imported into the project. Using higher sampling rates will produce better quality input files, but also increases the size of the input files in the project. The default 22050Hz rate gives the best balance of quality and file size.

NOTE: *The sampling rate for the project should be the same or greater as the output production sampling rate for best quality.*

NOTE: *This setting can only be changed if there are no media files loaded into the project.*

3.3.2 Output Production Sampling Rate (Hz)

Select the desired sampling rate for the finished production file. Using higher sampling rates will produce better output file quality, but also increases the size of the output file. The default 22050Hz rate gives the best balance of quality and file size. Certain applications such as VoIP systems require a 8000Hz file.

3.3.3 Output Codec

Select the desired output codec for the finished production file. The default WAV/PCM 16 bit codec gives the best quality with no compression. Using the OGG codec will add compression, and will reduce the output file size by approximately 8 times. Select the other options depending on specialized requirements.

NOTE: *This setting can only be changed if there are no media files loaded into the project.*

3.3.4 Max. File Length (Min.)

This option sets the maximum project length. When adding content via the "**Media/Messages**" menu item, it prevents the addition of files beyond this length.

This feature is useful if the finished file is loaded into a VoIP system with a set maximum file length. Normally, leave the length at the maximum 60-minute value.

NOTE: *This setting can only be changed if there are no media files loaded into the project.*

NOTE: *If you encounter an out of memory error when creating audio productions, reduce the maximum file length.*

3.3.5 Load Defaults Button

Restores the screen to the application default values.

3.3.6 Cancel Button

Abandon changes and return to the previous screen.

3.3.7 OK Button

Saves the values on the screen, and return to the previous screen.

3.4 Media/Messages Page

Access the "**Media/Messages**" page from the "**Configure**" menu on the Home Screen.



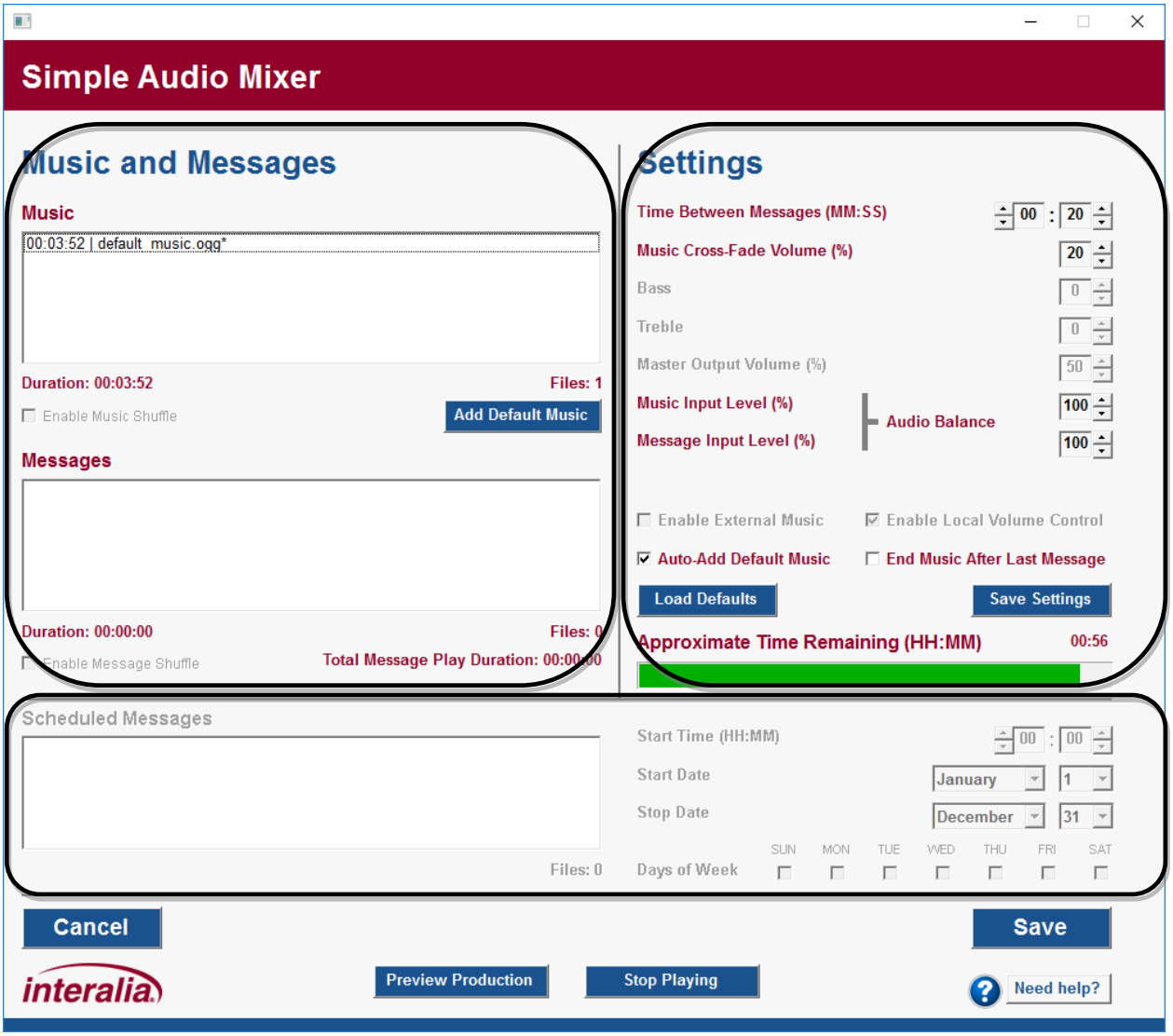
The "**Media/Messages Page**" is used for:

- Adding music / messages to play.
- Adjust specific audio playback settings.

The " **Media/Messages Page**" has three areas:

- Music and Messages
- Settings
- Scheduled Messages (Not available on this device)

The iProMOH-Mix utilizes a .OGG compression format to minimize file sizes.



3.4.1 Music and Messages

The music and messages lists are used to configure reoccurring media. The operation is the same between the two lists, except the music list gets populated with the royalty free music by default.

3.4.1.1 Music / Messages Lists

Music and messages can be added by dragging and dropping them onto the desired list from a location on the computer. Alternatively, right-click on the desired list, and select "**Add Files**" from the menu. Multiple files can be added at once by selecting them in Windows Explorer.

The name contains a playback time prefix in "hours:minutes:seconds" format, and all unsaved media files have a "*" suffix after the name. As media is added, the "**Files**", "**Duration**", and "**Time Remaining**" bar get updated to reflect the current status.

Multiple items can be selected at once by using the "**shift**" and "**control**" keys on the keyboard. Holding "**control**" while selecting items allows for multiple individual items to be selected and deselected. To select a block of items, first select the start item, hold the "**shift**" key, and then select the last item. All items in the block will be selected. Utilize the intuitive right-click menu to manage files in each list. Files can also be moved in the list by left-clicking on highlighted items, and dragging them.

The music and message lists support keyboard input (arrow keys, delete, etc). The hot-key combinations are shown in the right-click menu.

NOTE: *The message playback operation is different in the iProMOH-Mix than in other iProMOH devices. Any messages in the message list box will **ONLY PLAY ONCE** in each production.*

For example:

- Music list has a 300 second music clip.
- Message list has a 60 second message clip.
- Time Between Messages setting is 30 seconds.

The playback production will then be:

30 seconds music
60 seconds music + message
210 seconds music
Repeat…

To play the message more than once, simply add multiple copies to the message playlist. At the bottom of the message list, the "Total Message Play Duration" displays how long the currently configured messages will play for.

For example:

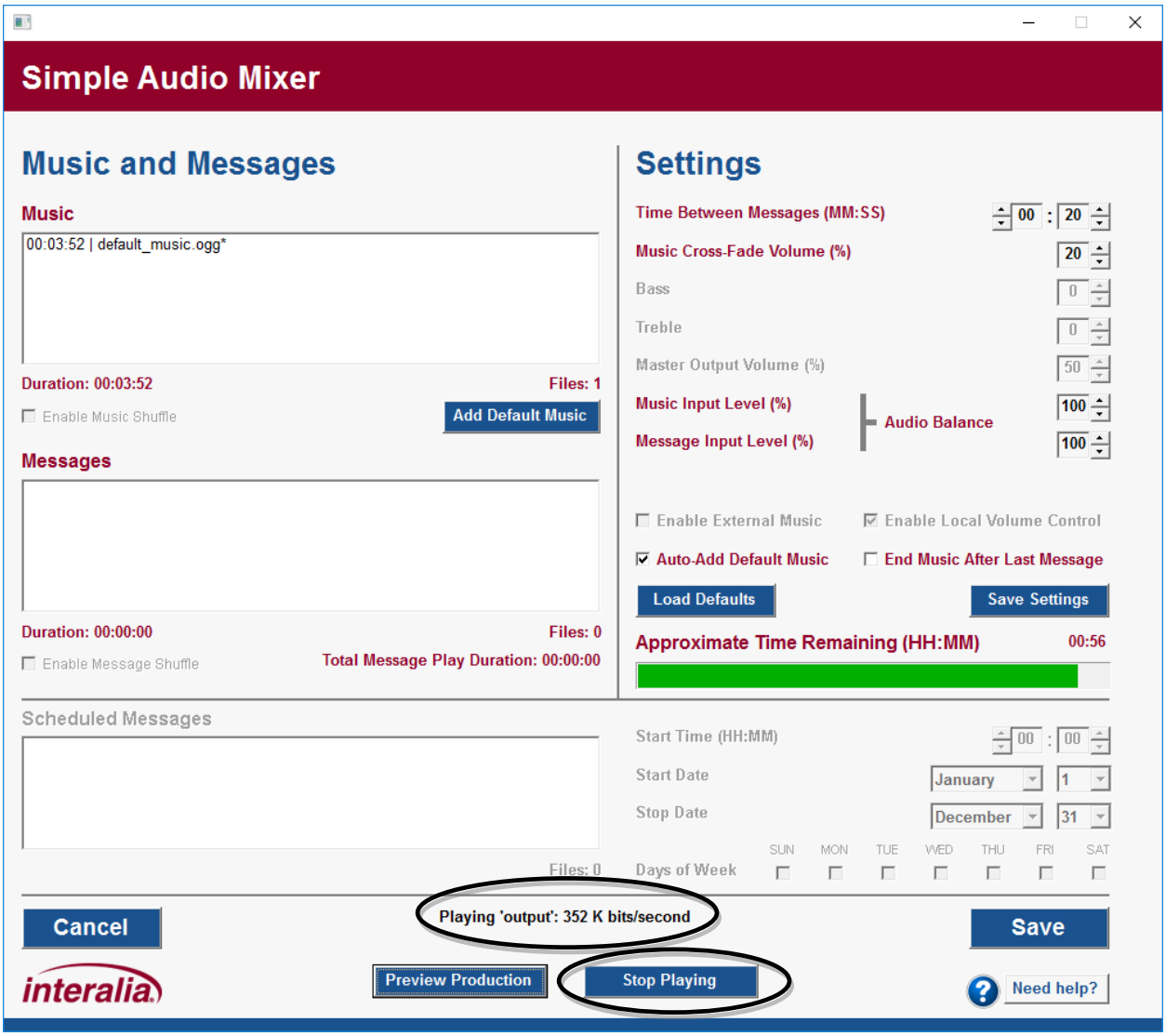
- Music list has a 300 second music clip.
- Message list has a 60 second message clip, with 3 copies.
- Time Between Messages setting is 30 seconds.

The playback production will then be:

30 seconds music
60 seconds music + message (first message)
30 seconds music
60 seconds music + message (second message)
30 seconds music
60 seconds music + message (third message)
30 seconds music
Repeat…

3.4.1.1.1 Media File Audio Playback

It is possible to listen to the audio files in the playlists. Double clicking on a media file will start the playback of the file. Alternatively, single click on a desired file to select it, and then select "**Start Playing File**" from the right-click menu. During playback of the file, double-clicking on the same file again, or selecting "**Start Playing File**" from the right click menu will start playback from the beginning of the file. Playback can be stopped by selecting "**Stop Playing File**" from the right click menu, or the button at the bottom of the window. The name of the file being played is shown at the bottom of the screen.



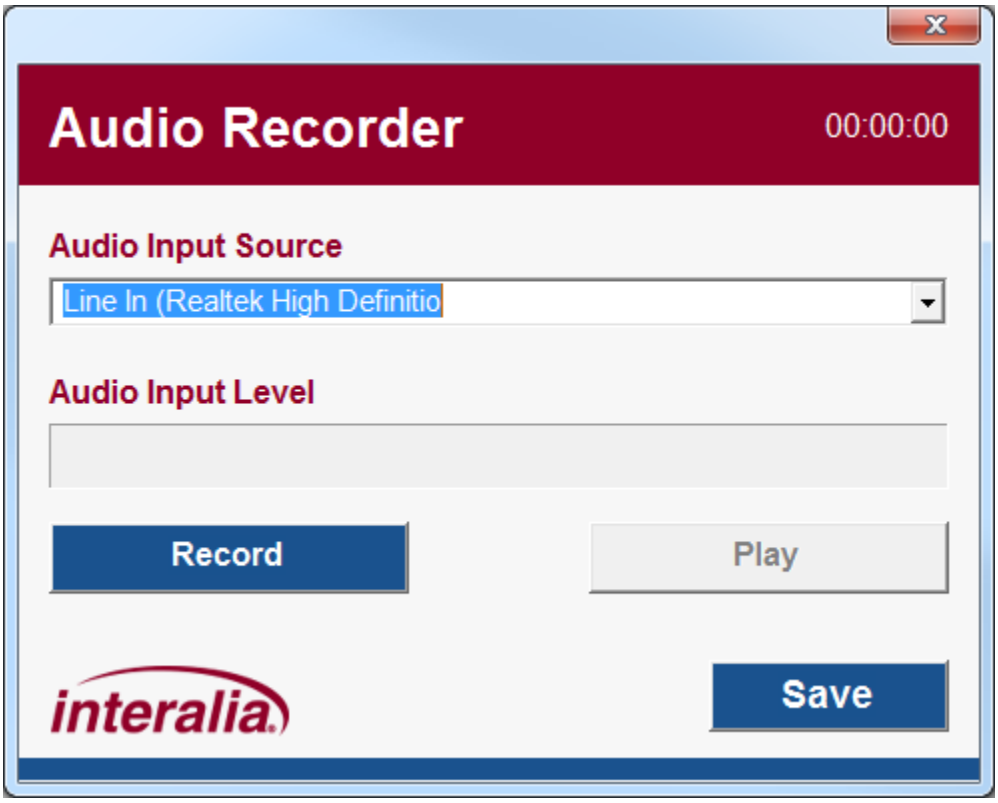
NOTE: *Simple Audio Mixer requires the audio codecs for .OGG to be installed into Windows Media Player. Consult the "**Windows Media Player Codec Installation**" section, above, for installation instructions.*

3.4.1.1.2 Preview Audio Production

The audio production can be previewed at any time by selecting the "**Preview Production**" button at the bottom of the window. This allows you to verify the fade level, media spacing as well as content order quickly, and easily. Playback can be stopped by selecting "**Stop Playing File**" from the right click menu, or the "**Stop Playing**" button at the bottom of the window.

3.4.1.1.3 Media File Audio Recording

Right-click on the desired list, and select "**Record Audio File**". The following recording screen is shown.



- Selecting the "**X**" in the top right will cancel the recording and not add the file to the list.
- The top right corner indicates the duration of the recording in HH:MM:SS format.
- The "**Audio Input Source**" pull-down lists all available recording sources on the computer. Select the desired source before selecting "**Record**".
- The "**Audio Input Level**" indicates the volume during the recording.
- Selecting "**Record**" will start the record process. During this time, the button changes to "**Stop Recording**". Selecting "**Stop Recording**" will stop the current recording.
- Selecting "**Play**" will playback the recording. During this time, the button changes to "**Stop Playing**". Selecting "**Stop Playing**" will stop the current playback.
- Selecting "**Save**" will allow you to save the recording to a location on your computer, and then automatically add the recording to the list.

NOTE: *Simple Audio Mixer requires the audio codecs for .OGG to be installed into Windows Media Player. Consult the "**Windows Media Player Codec Installation**" section, above, for installation instructions.*

3.4.1.2 Add Default Music

Select the "**Add Default Music**" button to add the royalty free music to the music list.

3.4.1.3 Enable Music Shuffle / Enable Message Shuffle

Not available on this device.

3.4.1.4 Total Message Play Duration

The play duration of all the message files and the time between messages spacing. See the "Creating a Content File" section for more information.

3.4.2 Settings

The "**Settings**" area allows the customization of the following items on a "per device" basis. This allows for user preferences to be loaded each time the application is started.

NOTE: *All changes are only retained for the current channel / current device instance, unless the "**Save Settings**" button is selected. Then they will be applied to each future channel / future device instance.*

3.4.2.1 Time between Messages

The time between the end of one message until the start of the next message. During this time, music will continue to play, if configured.

- Default: 20 seconds
- Minimum: 0 seconds
- Maximum: 99 minutes, 59 seconds
- Increment: 1 second

3.4.2.2 Music Cross-Fade Volume

During the message playback, the music will be reduced to this volume level, and still play in the background. If set to 0%, only the message will be heard.

- Default: 20%
- Minimum: 0%

- Maximum: 100%
- Increment: 10%

3.4.2.3 Bass

Not available on this device.

3.4.2.4 Treble

Not available on this device.

3.4.2.5 Master Output Volume

Not available on this device.

3.4.2.6 Audio Balance

Perceived Music/Message Level	Music Input Level	Message Input Level	Master Output Volume
Music sounds 20% louder than message	80%	100%	Adjust to give desired output level
Message sounds 40% louder than music	100%	60%	Adjust to give desired output level
Music and message level sounds the same	100%	100%	Adjust to give desired output level

Note: Only one input level should be changed at any given time. The goal is to keep them as close to 100% for best audio quality, and lower one so that both media sources sound approximately the same. They should not be used to tailor the output level.

3.4.2.7 Music Input Level

Sound level for the music playlist / external music. Normally it is set to 100%, and is used to balance differences in volume between music and messages.

- Default: 100%
- Minimum: 10%
- Maximum: 100%
- Increment: 10%

3.4.2.8 Message Input Level

Sound level for the message playlist. Normally it is set to 100%, and is used to balance differences in volume between music and messages.

- Default: 100%
- Minimum: 10%
- Maximum: 100%
- Increment: 10%

3.4.2.9 Enable Local Volume Control

Not available on this device.

3.4.2.10 Enable External Music

Not available on this device.

3.4.2.11 Auto-Add Default Music

When selected, the application will automatically add the royalty free default music, if the following conditions are true:

- Channel and Settings page is not modified.
- There are no items in the music or messages lists.

3.4.2.12 End Music After Last Message

When selected, the application will automatically end the audio production after the last message file has been played, and any extra music that occurs after this point will be removed from the finished production. This allows the software to create voicemail or auto-attendant type files which end after the message.

3.4.2.13 Save Settings Button

Select the “**Save Settings**” button to use the above settings each time the application is started.

3.4.2.14 Load Defaults Button

Select the "**Load Defaults**" button to return the settings to the factory defaults.

NOTE: *This change is only retained for the current channel / current device instance, unless the "**Save Settings**" button is selected. Then they will be applied to each future channel / future device instance.*

3.4.2.15 Time Remaining

Indicates the available play time remaining on the iProMOH, based on the current amount of media files loaded.

3.4.3 Scheduled Messages

Not available on this device.

3.4.4 Music/Messages Page Buttons

3.4.4.1 Save Button

Saves all changes for that particular channel to the media package being created, and returns to the "**Home Screen**".

3.4.4.2 Cancel Button

Abandon all changes for that particular channel, and returns to the "**Home Screen**".

3.5 Creating a Content File

The typical process for creating content files is:

- Configure the media and settings.
- Save the content file (project file that it can be reloaded and modified later)
- Create an audio production file (the actual mixed audio file).

During the process, the status section on the left side of the "**Home Screen**" will indicate the completion and file status.

Simple Audio Mixer has the ability to create studio quality pre-blended music and messages into one file.

To illustrate how the settings are utilized, consider the following example:

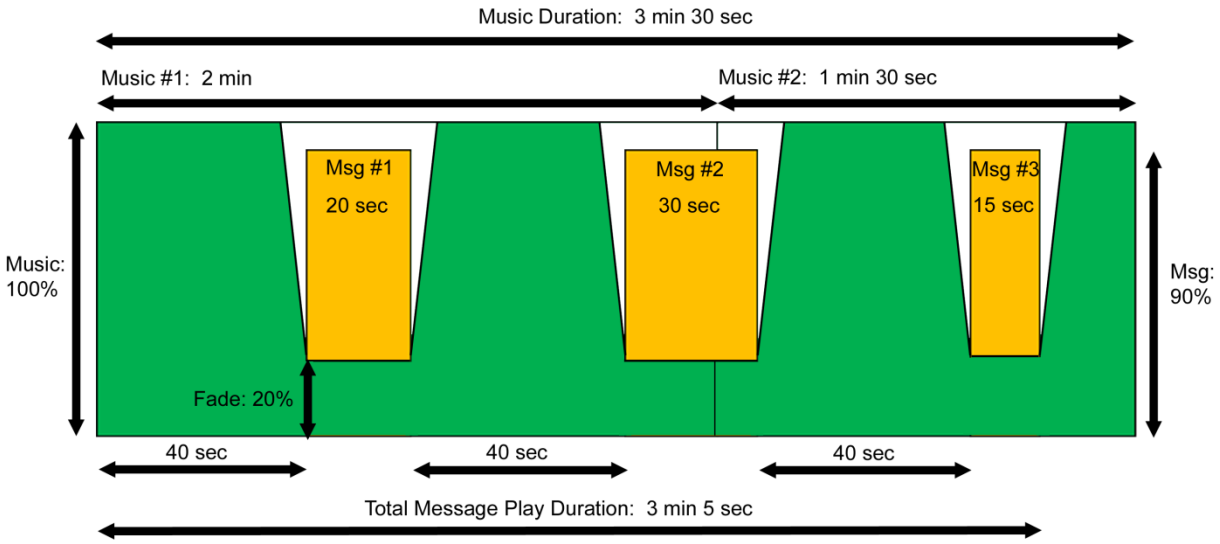
Add the media:

- Music File #1: 2 minutes
- Music File #2: 1 minute 30 seconds
- Message File #1: 20 seconds
- Message File #2: 15 seconds
- Message File #3: 30 seconds

Configure the settings:

- Time Between Messages: 40 seconds
- Music Cross-Fade Volume: 20%
- Music Volume: 100%
- Message Volume: 90%

This is the resulting file:



The music is played at 100% level, and fades to 20% level before each message is played at 90% level.

It is possible to create content files with just music, or just messages. When creating music and message blended files, the application indicates the Music "**Duration**" as well as the "**Total Message Play Duration**". For optimum effect, the Music "**Duration**" should be greater than or equal to the "**Total Message Duration**". This will ensure music is still being played in the background when the messages are being played. The application will warn if the music ends before the message play duration.

If the "**End Music After Last Message**" has been selected, the finished file will stop at the end of "**Total Message Play Duration**".

4 iProMOH-SU

4.1 Home Screen

The "**Home Screen**" is the hub for all application operations. Every operation returns to this screen once complete.

The "**Home Screen**" allows access to:

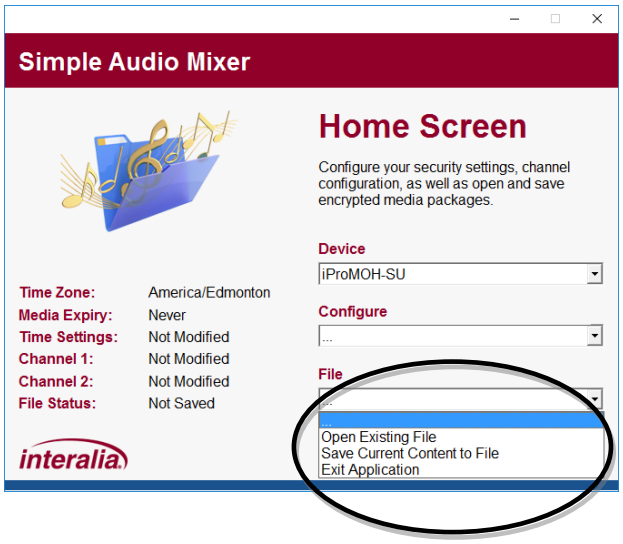
- Device - Select the device to create content for. i.e. iProMOH-SU
- Configure - Select time zone and media expiry settings, modify channel settings and playlists.
- File - Open files, save files, and exit application.

For ease of use, the "**Home Screen**" lists the current status of the application (circled, below). These fields get populated as playlists are created, and devices are selected.



4.2 File Menu

The file menu allows access to the main application functions.



4.2.1 Open Existing File

To open an existing Simple Audio Mixer content file, select this menu item to launch the Windows Explorer file browser.

Each Simple Audio Mixer file contains information from the device it was created for. The application will automatically change to match the device type when the file is opened.

4.2.2 Save Current Content to File

The current progress of the file being configured may be saved at any time using this menu item. To save the current content to a Simple Audio Mixer file, select this menu item to launch the Windows Explorer file browser.

The Simple Audio Mixer filename consists of the following format:
<SAM>_<DEVICE TYPE>_<DATE OF CREATION>_0000000000000000.ipc

In the file explorer, the default "**SAM**" text can be changed to make the file easier to identify by the user. During the save process, the application will automatically append the rest of the information.

Example:

Device Type:	iProMOH-SU
Date of Creation:	January 1, 2017
Content Filename:	SAM_SU_20170101_0000000000000000.ipc

IMPORTANT! *The Simple Audio Mixer expects the filename to remain in this format. Only the "**SAM**" section may be renamed. Any other modification to the file name will result in the content file **NOT** being loaded by Simple Audio Mixer and/or the iProMOH-SU.*

4.3 Time Zone / Media Expiry Settings Page

Access the "**Time Zone / Media Expiry Settings**" page from the "**Configure**" menu on the Home Screen.

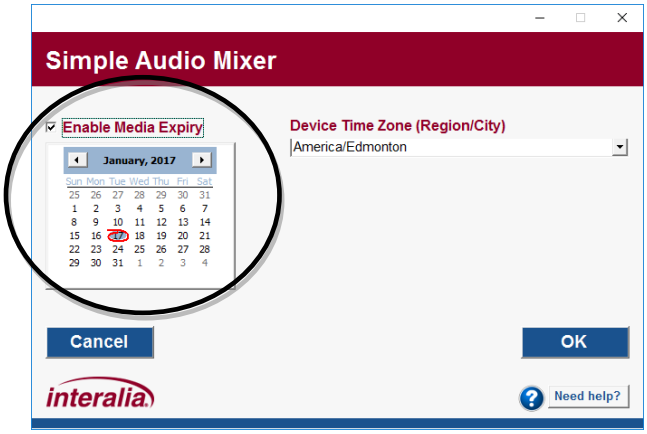


This page is used to select the time zone for the iProMOH-SU (only required for scheduled message playback and media expiry), as well as to select the media expiry date.

4.3.1 Enable Media Expiry Date

Media Expiry Date allows the iProMOH to stop playing audio at a preset future date. This allows protection of content for customers being serviced on contract. Once the media expiry date is reached, the iProMOH will stop playing content, and a new content file with a new expiry date would need to be loaded for operation to continue.

To enable Media Expiry Date, select the "**Enable Media Expiry Date**" check box to reveal the calendar. Select the day, month and year that the iProMOH will stop playing, up to January 31, 2036.



4.3.2 Device Time Zone

Use the pull down to select the region and city closest to where the **iProMOH will be physically installed**. The list is populated by continents, with "America" covering North, Central and South America.

NOTE: *You only need to configure the time zone if you are using media expiry or scheduled messages. It is not required for normal music/message playback.*

4.3.3 Cancel Button

Abandons all changes and returns to the Home Screen.

4.3.4 OK Button

Saves all changes and returns to the Home Screen.

4.4 Media/Messages Page

Access the "**Channel 1 Media/Messages**" or "**Channel 2 Media/Messages**" page from the "**Configure**" menu on the Home Screen



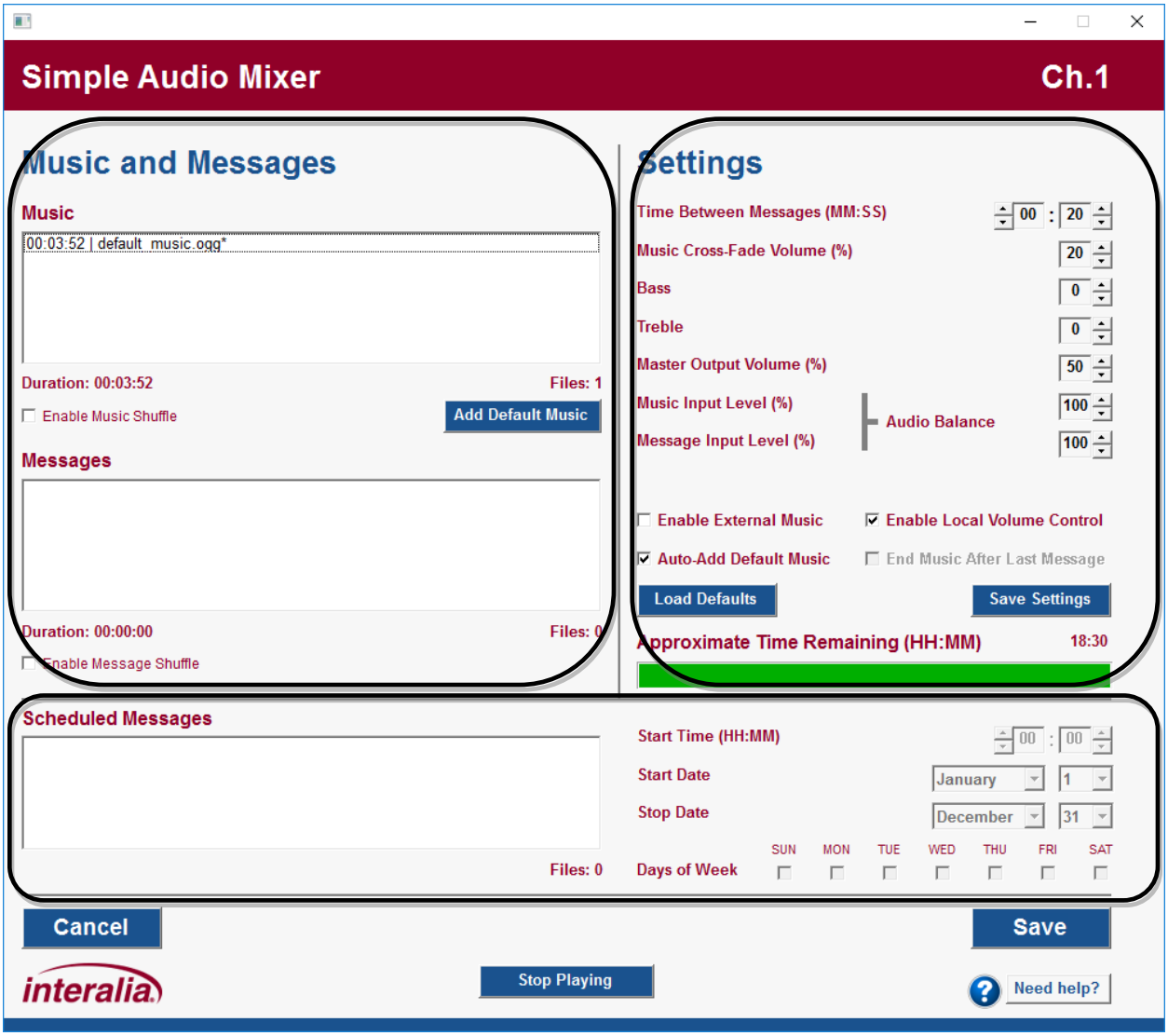
The " **Media/Messages Page**" is used for:

- Adding music to play on the selected channel.
- Adding messages to play on the selected channel.
- Scheduling up to 10 messages to play at preset times on the selected channel (Music On Hold mode only).
- Adjust channel specific audio playback settings.

The " **Media/Messages Page**" has three areas:

- Music and Messages
- Settings
- Scheduled Messages (Requires time zone to be configured.)

The iProMOH-SU utilizes an .OGG compression format to maximize storage capacity.



4.4.1 Music and Messages

The music and message lists are used to configure reoccurring media. The operation is the same between the two lists, except the music list gets populated with the royalty free music by default.

4.4.1.1 Music / Messages Lists

Music and messages can be added by dragging and dropping them onto the desired list from a location on the computer. Alternatively, right-click on the desired list, and select "**Add Files**" from the menu. Multiple files can be added at once by selecting them in Windows Explorer.

The name contains a playback time prefix in "hours:minutes:seconds" format, and all unsaved media files have a "*" suffix after the name. As media is added, the "**Files**", "**Duration**", and "**Time Remaining**" bar get updated to reflect the current status.

NOTE: *The default music is already stored on the iProMOH-SU. Adding this music does not affect the "**Time Remaining**".*

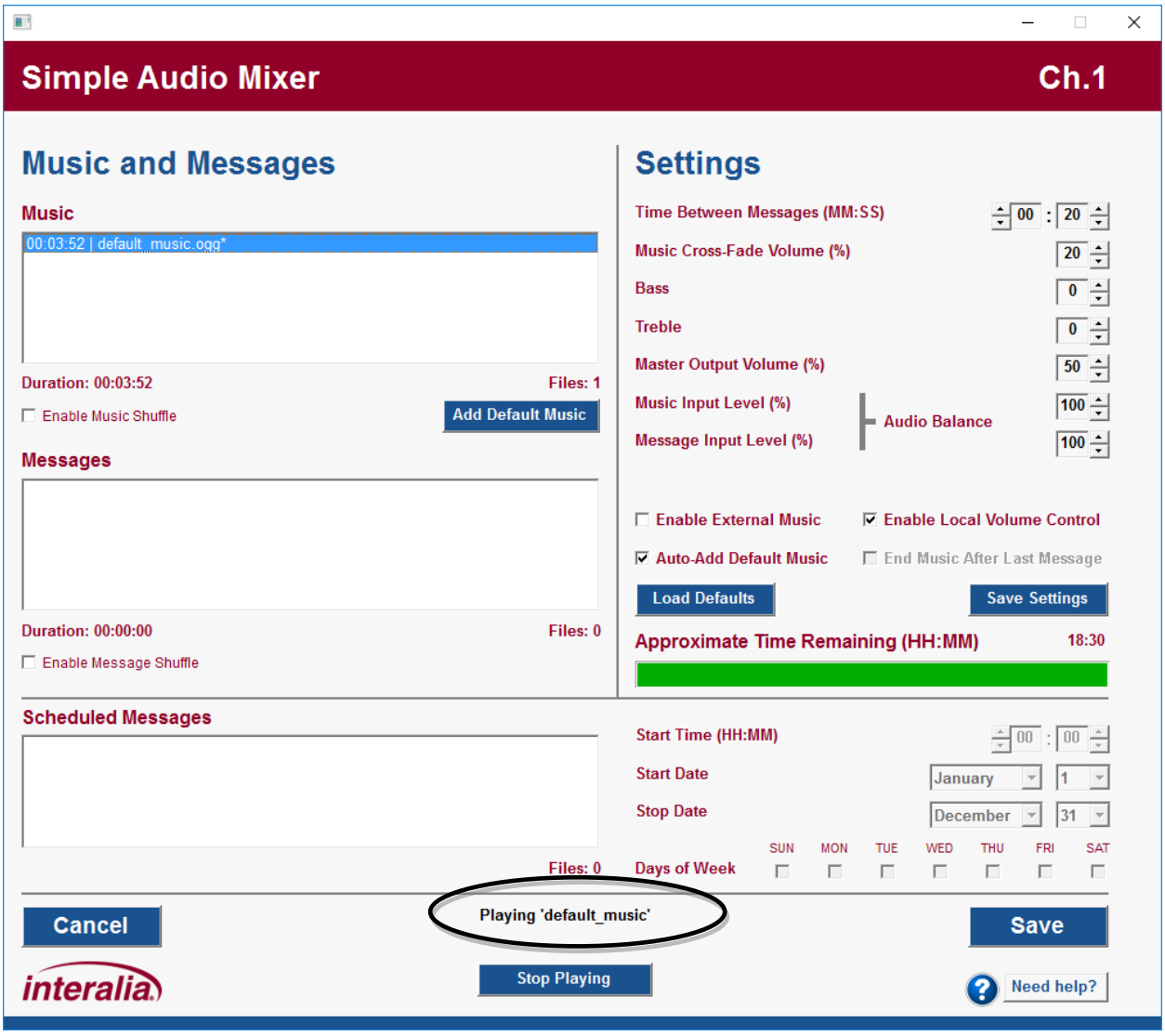
NOTE: *Simple Audio Mixer only stores one copy of each media file. If multiple copies are added, only one is actually stored, and the "**Time Remaining**" will only get updated once.*

Multiple items can be selected at once by using the "**shift**" and "**control**" keys on the keyboard. Holding "**control**" while selecting items allows for multiple individual items to be selected and deselected. To select a block of items, first select the start item, hold the "**shift**" key, and then select the last item. All items in the block will be selected. Utilize the intuitive right-click menu to manage files in each list. Files can also be moved in the list by left-clicking on highlighted items, and dragging them.

The music and message lists support keyboard input (arrow keys, delete, etc). The hot-key combinations are shown in the right-click menu.

4.4.1.1.1 Media File Audio Playback

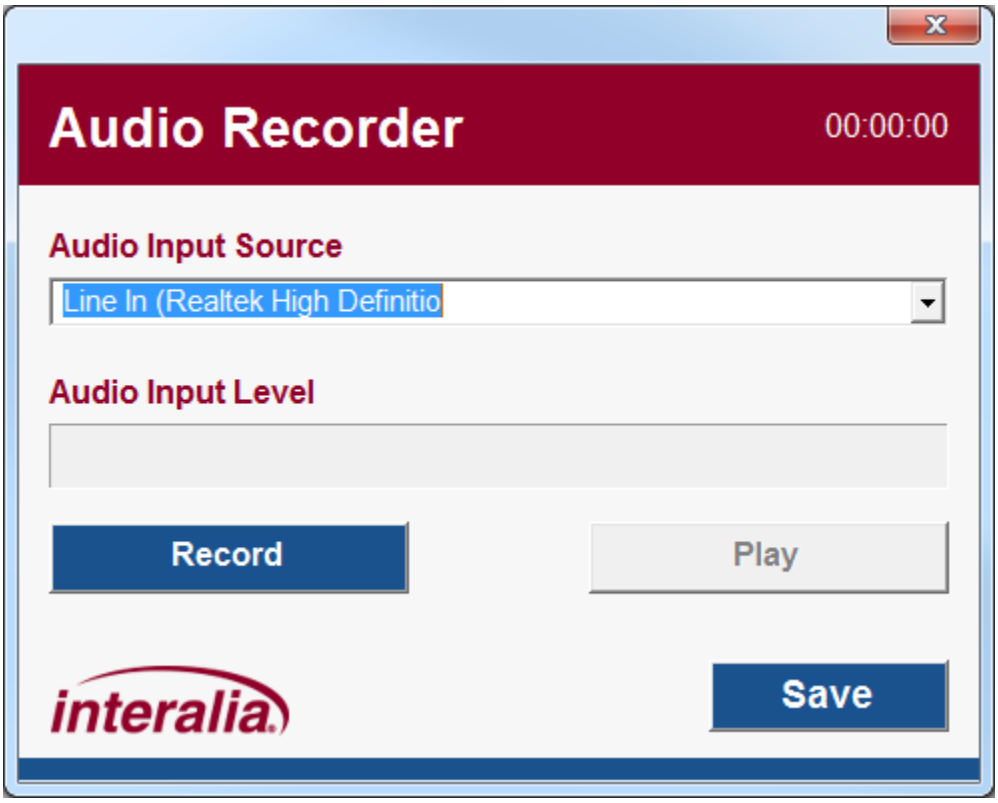
It is possible to listen to the audio files in the playlists. Double clicking on a media file will start the playback of the file. Alternatively, single click on a desired file to select it, and then select "**Start Playing File**" from the right-click menu. During playback of the file, double-clicking on the same file again, or selecting "**Start Playing File**" from the right click menu will start playback from the beginning of the file. Playback can be stopped by selecting "**Stop Playing File**" from the right click menu, or the "**Stop Playing**" button at the bottom of the window. The name of the file being played is shown at the bottom of the screen.



NOTE: *Simple Audio Mixer requires the audio codecs for .OGG to be installed into Windows Media Player. Consult the "**Windows Media Player Codec Installation**" section, above, for installation instructions.*

4.4.1.1.2 Media File Audio Recording

Right-click on the desired list, and select "**Record Audio File**". The following recording screen is shown.



- Selecting the "**X**" in the top right will cancel the recording and not add the file to the list.
- The top right corner indicates the duration of the recording in HH:MM:SS format.
- The "**Audio Input Source**" pull-down lists all available recording sources on the computer. Select the desired source before selecting "**Record**".
- The "**Audio Input Level**" indicates the volume during the recording.
- Selecting "**Record**" will start the record process. During this time, the button changes to "**Stop Recording**". Selecting "**Stop Recording**" will stop the current recording.
- Selecting "**Play**" will playback the recording. During this time, the button changes to "**Stop Playing**". Selecting "**Stop Playing**" will stop the current playback.
- Selecting "**Save**" will allow you to save the recording to a location on your computer, and then automatically add the recording to the list.

NOTE: *Simple Audio Mixer requires the audio codecs for .OGG to be installed into Windows Media Player. Consult the "**Windows Media Player Codec Installation**" section, above, for installation instructions.*

4.4.1.2 Add Default Music

Select the "**Add Default Music**" button to add the royalty free music to the music list. Multiple copies can be added.

4.4.1.3 Enable Music Shuffle / Enable Message Shuffle

Select the desired shuffle checkbox to enable the music and/or message shuffle functionality. When enabled, the iProMOH-SU will create a non-repeating playback order. All list items will get played before the list is shuffled again.

4.4.2 Settings

The "**Settings**" area allows the customization of the following items on a “per channel”, and "per device" basis. This allows for user preferences to be loaded each time the application is started.

NOTE: *All changes are only retained for the current channel / current device instance, unless the "**Save Settings**" button is selected. Then they will be applied to each future channel / future device instance.*

4.4.2.1 Time between Messages

The time between the end of one message until the start of the next message. During this time, music will continue to play, if configured.

- Default: 20 seconds
- Minimum: 0 seconds
- Maximum: 99 minutes, 59 seconds
- Increment: 1 second

4.4.2.2 Music Cross-Fade Volume

During the message playback, the music will be reduced to this volume level, and still play in the background. If set to 0%, only the message will be heard.

- Default: 20%
- Minimum: 0%
- Maximum: 100%
- Increment: 10%

4.4.2.3 Bass

Bass level for the media playback.

- Default: 0
- Minimum: -5
- Maximum: +5
- Increment: 1

4.4.2.4 Treble

Treble level for the media playback.

- Default: 0
- Minimum: -5
- Maximum: +5
- Increment: 1

4.4.2.5 Master Output Volume

Main volume from the audio output connectors. This value is linked to the volume buttons on the device.

- Default: 50%
- Minimum: 10%
- Maximum: 100%
- Increment: 10%

4.4.2.6 Audio Balance

Perceived Music/Message Level	Music Input Level	Message Input Level	Master Output Volume
Music sounds 20% louder than message	80%	100%	Adjust to give desired output level
Message sounds 40% louder than music	100%	60%	Adjust to give desired output level
Music and message level sounds the same	100%	100%	Adjust to give desired output level
Note: Only one input level should be changed at any given time. The goal is to keep them as close to 100% for best audio quality, and lower one so that both media sources sound approximately the same. They should not be used to tailor the output level.			

4.4.2.7 Music Input Level

Sound level for the music playlist / external music. Normally it is set to 100%, and is used to balance differences in volume between music and messages.

- Default: 100%
- Minimum: 10%
- Maximum: 100%
- Increment: 10%

4.4.2.8 Message Input Level

Sound level for the message playlist. Normally it is set to 100%, and is used to normalize balance in volume between music and messages.

- Default: 100%
- Minimum: 10%
- Maximum: 100%
- Increment: 10%

4.4.2.9 Enable Local Volume Control

When selected, the volume buttons on the iProMOH can be used to change the device volume ("**Master Output Volume**"). If deselected, the user cannot change the volume on the device.

4.4.2.10 Enable External Music

When selected, the iProMOH-SU will use the external music input as the source of the music played. The "**Music**" list box will get disabled, with an option to delete all music in the music list to optimize storage space, and reduce content update time.

4.4.2.11 Enable Auto-Add Default Music

When selected, the application will automatically add the royalty free default music, if the following conditions are true:

- Channel and Settings page is not modified.
- There are no items in the music, messages, or scheduled messages lists.

4.4.2.12 End Music After Last Message

Not available on this device.

4.4.2.13 Save Settings Button

Select the "**Save Settings**" button to use the above settings each time the application is started.

4.4.2.14 Load Defaults Button

Select the "**Load Defaults**" button to return the settings to the factory defaults.

NOTE: *This change is only retained for the current channel / current device instance, unless the "**Save Settings**" button is selected. Then they will be applied to each future channel / future device instance.*

4.4.2.15 Time Remaining

Indicates the available play time remaining on the iProMOH, based on the current amount of media files loaded.

4.4.3 Scheduled Messages

Up to ten (10) scheduled messages can be assigned to play on specific times, days and/or dates. This functionality is useful for seasonal announcements, or store open and close announcements. All functionality in the "**Scheduled Messages**" area is governed with the mouse right-click menu, and unlike the music / message lists, no keyboard inputs are allowed. The "**Files**" counter at the bottom of the list indicates the number of scheduled messages loaded.

IMPORTANT! *In order to use media expiry and scheduled messages, the time zone must be configured, the iProMOH-SU must be connected to a network, and synchronized with a time server. See the "**Setting the iProMOH-SU Time**" section in this manual for details.*

4.4.3.1 Scheduled Messages List

Messages can be added by dragging and dropping them onto the list from a location on the computer. Alternatively, right-click on the list, and select "**Add Files**" from the menu. Multiple files can be added at once by selecting them in Windows Explorer. Up to ten (10) scheduled messages can be loaded, and will play at the assigned time, between the start and stop dates, for the selected days of the week. The scheduled messages will repeat on the next calendar year.

Once added, the message file name is visible in the list. The name contains a playback time prefix in "minutes:seconds" format, and all unsaved media files have a "*" suffix after the name. As media is added, the "**Files**" counter and "**Time Remaining**" bar get updated to reflect the current status.

The playback schedule is shown for the selected message. Any changes to that message schedule are retained when a different message is selected in the list. Right-click on the selected message for the menu to quickly set / clear schedule items using the follow menu items:

- Clear All Days (Disables message)
- Set All Days (Checks Sunday through Saturday)
- Set Week Days (Checks Monday through Friday)
- Set Weekend Days (Checks Saturday and Sunday)
- Reset Start/Stop Date (Resets Start Date to January 1 and Stop Date to December 31 - All year playback)
- Exit (Closes the popup menu)

NOTE: *Simple Audio Mixer only stores one copy of each media file. If multiple copies are added, only one is actually stored, and the "**Time Remaining**" will only get updated once*

4.4.3.2 Start Time

Time of day that the message will be played in 24-hour format.

4.4.3.3 Start Date

The month and day that the message will start playing. This date must occur before the "**Stop Date**".

4.4.3.4 Stop Date

The month and day that the message will stop playing. This date must occur after the "**Start Date**".

4.4.3.5 Days of Week

The days of the week that the message should play. Any message can be disabled by deselecting all the "**Days of Week**" boxes.

4.4.4 Music/Messages Page Buttons

4.4.4.1 Save Button

Saves all changes for that particular channel to the media package being created, and returns to the "**Home Screen**".

4.4.4.2 Cancel Button

Abandon all changes for that particular channel, and returns to the "**Home Screen**".

4.5 Creating a Content File

The typical process for creating content files is:

- Configure the channel 1 media and settings.
- Configure the channel 2 media and settings.
- Select the time zone and media expiry date if required.
- Save the content file.

During the process, the status section on the left side of the "**Home Screen**" will indicate the completion and file status.

4.6 Loading Your Content onto the iProMOH-SU

To update the iProMOH-SU media:

1) Power on the iProMOH-SU, wait for it to boot.
2) Copy the Simple Audio Mixer media file to the root folder of a USB flash drive.
3) Insert the USB stick into the USB port of the iProMOH-SU. Once the stick is detected, playback will stop, while the update occurs. Consult the "**Status LED Table**" for expected LED patterns during this process.
4) If successful, the status LED will flash green, and playback will resume.

4.7 Setting the iProMOH-SU Time

The iProMOH-SU utilizes an internet NTP time server to synchronize its internal clock. If the time is not synchronized, stale date and scheduled messages may not occur at the proper date/time.

NOTE: *This is only required if the content loaded into the iProMOH-SU utilizes stale date and/or scheduled messages. Normal playback does not require the time to be synchronized.*

NOTE: *The iProMOH-SU will retain the clock setting for approximately one week without being powered on. After this period, the clock will need to be reset. It is recommended that the clock is set at the installation site.*

To synchronize the time:

1. Connect the Ethernet cable from the iProMOH-SU to a network jack which has access to the internet.
2. Power on the iProMOH-SU.
3. Once the iProMOH-SU has booted (status LED flashing green), press and hold both volume buttons for two (2) seconds.

4. The status LED will change to an alternating sequence of 1 second red / 1 second green.
5. After approximately thirty (30) seconds, the status light will return to flashing green if the time synchronization was successful.
6. If the synchronization was not successful, the status light will turn to solid red.

NOTE: *If the process fails after several minutes, this is an indication of a firewall/network issue. NTP time requires the firewall to pass UDP packets on port 123, and requires a DHCP server to assign an IP address to the iProMOH-SU.*

NOTE: *If the iProMOH-SU clock is outside acceptable limits, it will power on with a ½ second red / ½ second green alternating sequence. Until the time is synchronized, only the stale date tone will play. This will only occur if the media loaded into the iProMOH-SU is dependent on time (i.e.: stale date and/or scheduled messages)*