

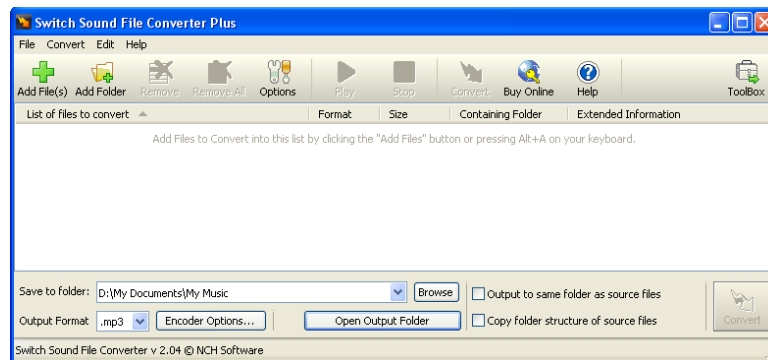
Convert Audio to Use with InformaCast

InformaCast requires its audio to be in one of two formats:

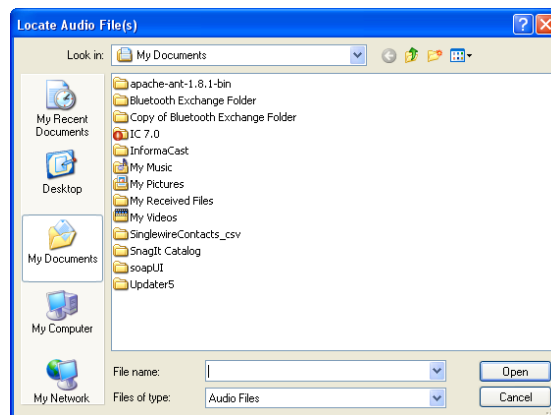
- μ Law: 8,000 Hz, 8-bit, mono for phones
- Up to high-quality (HQ) PCM: 44,100 Hz, 16-bit, mono for IP speakers

For your conversions, you'll need an audio editing application that supports these two audio types for output. This tip is using the Switch Audio Converter from NHC Software. A free download is available from <http://www.nhc.com.au/switch/index.html>.

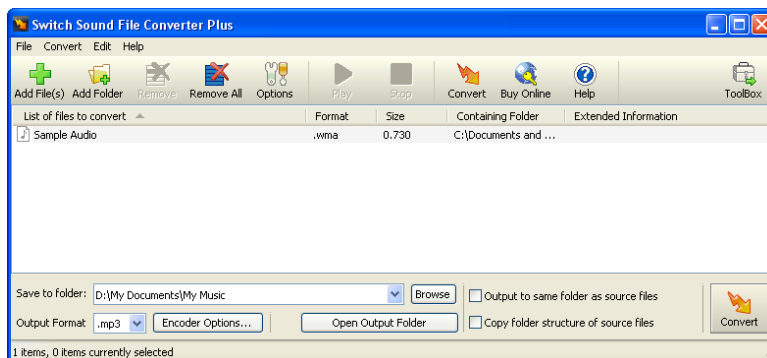
Step 1 Open Switch Sound File Converter. The application's window appears.



Step 2 Go to **File | Add File(s)** or click the **Add File(s)** button. The Locate Audio File(s) dialog box appears.



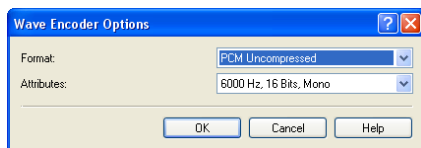
Step 3 Navigate to the location of the audio file you'd like to convert, select it, and click the **Open** button. The Switch Sound File Converter window refreshes.



Step 4 Click the **Browse** button next to the **Save to folder** dropdown menu and navigate to where you'd like your converted audio file to be saved. Click the **OK** button.

Step 5 Select **.wav** from the **Output Format** dropdown menu.

Step 6 Click the **Encoder Options** button. The Wave Encoder Options dialog box appears.



Step 7 Decide whether this audio is intended for phones and IP speakers or only for IP speakers:

- For phones and IP speakers, select **CCITT μ Law** from the **Format** dropdown menu and **8.000 kHz, 8 Bit, Mono** from the **Attributes** dropdown menu. Click the **OK** button.
- For IP speakers only, select **PCM Uncompressed** from the **Format** dropdown menu and **44100 Hz, 16 Bits, Mono** from the **Attributes** dropdown menu. Click the **OK** button.

Step 8 Click the **Convert** button. The Switch Sound File Converter will convert your audio to the format you selected and save it to the location you specified. The audio is ready to be uploaded to InformaCast.

