

# Media Files

Maintain global media files available beyond a single tenant.

Use **Admin > Media Files** to manage media files.

This page is a starting point for administrators: review existing records, add only the objects needed by the deployment, and keep names consistent across tenants, routing, and provisioning.

## Typical Workflow

1. Open the menu entry and confirm whether the record already exists.
2. Create or edit the record with a descriptive name and only the required options first.
3. Save the record and reopen it to verify the stored values.
4. Check dependent objects before deleting anything that may be used by routing, billing, provisioning, or reporting.

## Documentation Example

For documentation and testing, use names prefixed with **Docs Demo**. Existing PBX nodes should be reused as examples; do not create additional nodes unless the deployment actually requires them.

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