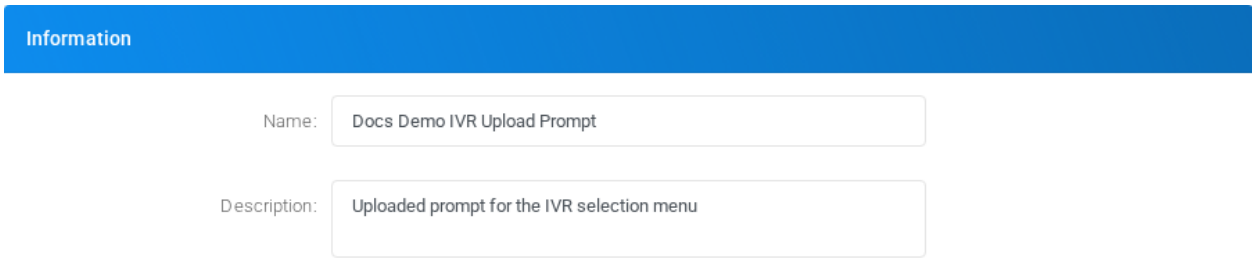
Upload a Media File

Use **Upload a Media File** when you already have an audio prompt and want MiRTA PBX to store it for IVRs, queues, DISAs, announcements, or other call flows.

Open the form

Step	Action
1	Select the correct tenant in the top bar.
2	Open **Configuration > Media Files**.
3	Select **New Media File**.
4	Complete the Information, upload, and transformation blocks, then select **Save**.

Information

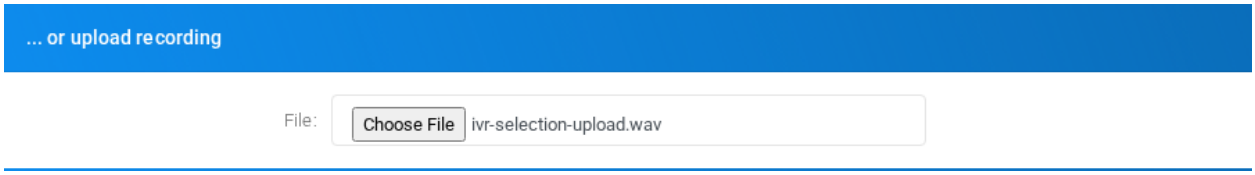


Information block when creating an uploaded media file.

This block identifies the prompt in lists and destination selectors.

Field	Description
Name	Short display name for the media file. Use a name that describes where the prompt is used, such as **Docs Demo IVR Upload Prompt**.
Description	Administrative note for the prompt. Use it to record the script purpose, call flow, or owner.

Upload Recording

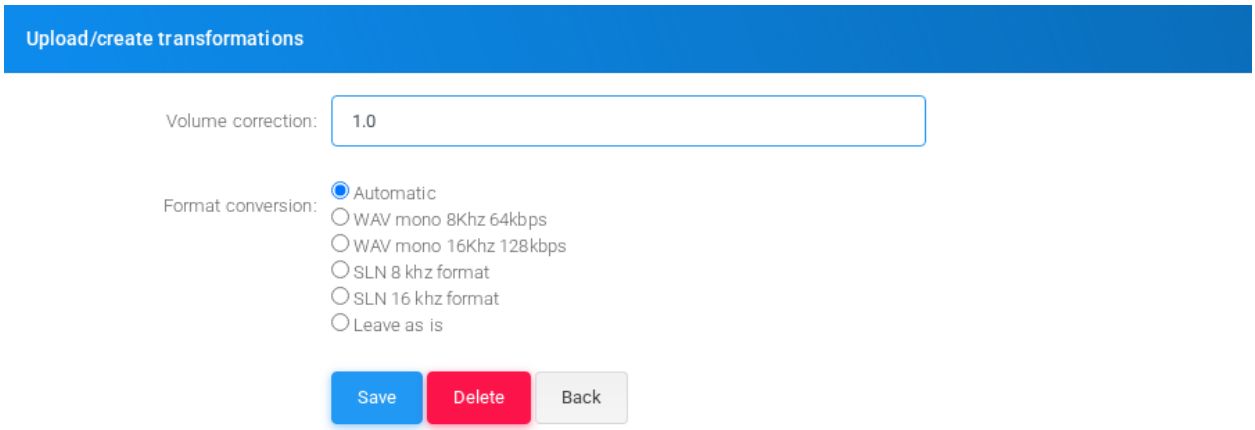


Upload recording block when creating an uploaded media file.

This block selects the local audio file to upload.

Field	Description
File	Select the audio file to store. Use a clear filename, such as **ivr-selection-upload.wav**. MiRTA PBX can process common prompt formats including WAV, MP3, M4A, and WMA.

Upload/Create Transformations



Upload/create transformations block for an uploaded media file.

This block controls audio normalization and format conversion when the media file is saved.

Field or option	Description
Volume correction	Applies a linear gain adjustment. Use **1.0** for no change. Values below 1 reduce volume; values above 1 increase it.
Automatic	Lets MiRTA PBX choose the stored format based on the uploaded source.
WAV mono 8Khz 64kbps	Converts the prompt to an 8 kHz mono WAV format suitable for narrowband telephony prompts.
WAV mono 16Khz 128kbps	Converts the prompt to a 16 kHz mono WAV format.

Field or option	Description
SLN 8 khz format	Converts the prompt to 8 kHz signed linear audio.
SLN 16 khz format	Converts the prompt to 16 kHz signed linear audio.
Leave as is	Stores the uploaded file format without conversion, except for any requested volume correction.

Example

Field	Example value
Name	Docs Demo IVR Upload Prompt
Description	Uploaded prompt for the IVR selection menu
File	ivr-selection-upload.wav
Volume correction	1.0
Format conversion	Automatic

Editing

To edit an uploaded media file, open it from the Media Files list, adjust the name or description, optionally upload a replacement file, review the transformation options, and select **Save**. If the prompt is already used in a call flow, test that flow after replacing the audio.

Revision #3
Created 2026-06-02 15:24:07 UTC by Admin
Updated 2026-06-02 15:31:08 UTC by Admin