

# how to download your audio

## ARIA 8000 USB

If the ARIA 8000 USB is your music on hold unit, please follow the instructions below to load the audio onto your hardware.



- 1 Copy the file on to the desktop of your PC.  
(If you have downloaded your file from the sohexpress Studio website, you will receive it as a Zip file. Double click the file to open it, and then drag the MP3 file out of the zip, onto your PC desktop).
- 2 Find your sohexpress "Aria 8000 USB" hardware. It will be near your telephone system. It is a Silver & black box, Look for the sohexpress logo on the side of the Unit. It has a USB memory stick sticking out of the side.
- 3 Switch the unit off, by switching off at the wall. This will then not interfere with your volume output.
- 4 Remove the USB memory stick.
- 5 Insert the USB memory stick into the USB slot on your PC. **Please delete any old files from the memory stick.** Then copy the new production (which you have saved to your desktop) to the memory stick - drag and drop the file, or copy and paste it to the USB memory stick. Remove the USB memory stick from the PC.
- 6 Insert The USB memory stick into the unit making sure the power is still OFF.
- 7 Switch the power back on at the wall.
- 8 There is a speaker button to check the new production is playing. This is next to the volume button.

**Any problems with the loading process, just call 0330 123 9930.**

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## Messenger USB

If the Messenger USB is your music on hold unit, please follow the instructions below to load the audio onto your hardware.



- 1 Copy the file on to the desktop of your PC.  
(If you have downloaded your file from the sohexpress Studio website, you will receive it as a Zip file. Double click the file to open it, and then drag the MP3 file out of the zip, onto your PC desktop).
- 2 Find your SOHexpress "Messenger USB" hardware. It will be near your telephone system. It is a black box, about the size of a CD case but about an inch deep. Look for the SOHexpress logo on the side of the box. It has a USB memory stick sticking out of the side.
- 3 Switch the unit off, by pulling the power cable out of the 12VDC socket.
- 4 Remove the USB memory stick.
- 5 Insert the USB memory stick into the USB slot on your PC. **Please delete any old files from the memory stick.** Then copy the new production (which you have saved to your desktop) to the memory stick - drag and drop the file, or copy and paste it to the USB memory stick. Remove the USB memory stick from the PC.
- 6 Insert The USB memory stick into the unit making sure the power is still OFF.
- 7 Plug the cable back into the 12VDC socket to switch the unit back on again. There will be a 5 second pause then the status light will flash 4 times and then stay on constantly.
- 8 Press the speaker button to check the new production is playing.

**Any problems with the loading process, just call 0330 123 9930.**