



How to Upload Your OnHold.com Customized Music On Hold for Your Virtual PBX Phone System from OnHold.com, Music on Hold Messaging Experts

You'll need the customized music on hold message file provided by OnHold.com. Your customized music on hold messaging from OnHold.com will be up & running with your Virtual PBX phone system in no time!

To upload your OnHold.com customized music on hold message file for Virtual PBX phone system:

Login to your VirtualPBX Client Console

- Click on the tab labeled ADMIN TAB
- On the Dashboard page, click on Hold Music
- If you have already uploaded a music on hold message file, select it from the pull-down menu
- To upload your new OnHold.com customized music on hold message file, click on the Upload arrow
- Browse your PC for your OnHold.com customized music on hold message file & click the upload button
- Once you have uploaded the file, select it from the drop-down menu
- Click on the Save Changes button

You're ready to play your OnHold.com customized music on hold messaging to every caller via your Virtual PBX phone system!

Questions? Call OnHold.com at 888-321-8477!

Instructions accurate as of 1/2018