



How to Upload Your OnHold.com Customized Music On Hold for Fonality PBXtra Systems 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 Fonality PBXtra Systems service in no time!

Add OnHold.com Customized Music on Hold to your Fonality PBXtra System by following these instructions:

Upload a New OnHold.com Customized Music on Hold File:

- Click on AutoAnswer --> music on hold
- Under the "Add New .mp3 'Song'" heading, click the 'Browse' button
- Locate the OnHold.com Customized Music on Hold file on your computer, click 'ok' to confirm
- Select the appropriate playlist from the drop-down
- Check the box marked 'Local Server' only if your computer and PBXtra are located on the same Local Area Network.
- Click 'upload' – your PBXtra uploads the OnHold.com Customized Music on Hold File, and the page refreshes. You should now see your OnHold.com Customized Music on Hold File listed under the appropriate playlist

Create a New OnHold.com Customized Music on Hold Playlist

- Click on AutoAnswer > music on hold
- Under the 'Create a new Playlist' heading, type a name in the space next to Playlist Name
- Select either 'loud' or 'quiet' from the Volume drop-down. You can modify this value later if you wish.
- Select either 'sequential' or 'random' from the Song Order drop-down, Click 'Create Playlist'
- The page refreshes and you will see your new playlist appear near the bottom of the page. Playlists are ordered alphabetically for quick reference.

Change the Playback Order of Your OnHold.com Customized Music on Hold Playlist

- Click AutoAnswer -> music on hold
- Find the OnHold.com Customized Music on Hold Playlist you wish to modify in the list
- From the Order drop-down, select the playback type (Sequential: your OnHold.com Customized Music on Hold plays in order, Random: randomizes the order your OnHold.com Customized Music on Hold files play)
- Click Apply All Changes at the bottom of the page

You're ready to play your OnHold.com customized music on hold messaging to every caller via your Fonality PBXtra Systems phone!

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

Instructions accurate as of 1/2018