



Instructions for adding a custom greeting from OnHold.com to your AT&T Office@Hand phone system.

Before you begin, save the custom greeting audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your AT&T Office@Hand greeting.

**Log into your AT&T Office@Hand account.**

Go to **Settings**, then **Screening, Greeting & Hold Music** to start configuring.

**Screening, Greeting & Hold Music – Set up User Greeting**

1. Under User Greeting, click the **Enable** check box and then click **Edit** to modify. Select **Custom** for your User Greeting.
2. Select **Importing** to locate the custom greeting audio file on your PC.
3. Click **Done**.
4. Click **Save** when redirected back to **Screening, Greeting & Hold Music** to confirm.

You're ready to play a custom greeting to every caller via your AT&T Office@Hand phone service!

Questions? Call OnHold.com at 1-888-321-8477.