



Instructions for adding custom music on hold from OnHold.com to your AT&T Office@Hand phone system.

Before you begin, save the on hold 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 music on hold.

Log into your AT&T Office@Hand account.

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

1. Under **Hold Music**, click the **Enable** check box and then click **Edit** to modify.
2. Select **Audio**, then **Custom** from the drop-down menu.
3. Click the **Browse** button to locate the custom on hold program on your PC.
4. Click **Done**.
5. Click **Save** when redirected back to **Screening, Greeting & Hold Music** to confirm.

You're ready to play custom music on hold messages to every caller via your AT&T Office@Hand phone service!

Note: to add the custom on hold program as your *connecting (transfer) message*:

1. Under **Connecting Message**, click the **Enable** check box, then **Edit** to modify.
2. Select **Custom** then select **Importing** to locate the program on your PC.
3. Click **Done**.
4. Click **Save** when redirected back to **Screening, Greeting & Hold Music** to confirm.

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