



Upload Allworx Custom Music On Hold from
OnHold.com

Easily add custom music on hold to your Allworx phone service by following the instructions below. Before you begin, save the audio file sent by our studios to your computer in a convenient location, such as your desktop.

- Log into your [Allworx admin portal](#)
- Select **Phone System**.
- Select **Music On Hold**.
- Select **Manage**.
- Click the **Choose File** button.
- Locate the OnHold.com provided music on hold file from your PC.
- Click the **Upload** button.
- Return to the **Home** page.
- Select **Phone System**.
- Select **Music On Hold**.
- Select **Music On Hold Sources – Modify**.
- Choose which queue or group to change & use the dropdown arrow to the right to choose the file.
- Click the **Update** button at the bottom.

You're ready to play custom music on hold messages to every caller via your Allworx phone service!

Questions? Contact www.OnHold.com at 1-888-321-8477.