Telesystem OnHold.com

Upload a custom music on hold program via your TeleSystem phone service from OnHold.com.

First, be sure the audio file our studio sent to you is saved on your PC in an easy to find location such as your Desktop.

As an administrator, log into your TeleSystem CommPortal & select the **Music On Hold** section in the left pane of your administrator portal. To log into the Music On Hold system, click the Music On Hold section link at the bottom left of your administrator CommPortal. This opens a new browser window for the Music On Hold administration system.

Adding an On Hold Recording

To add the OnHold.com custom music on hold recording:
• Click on the **Resources** tab in the music on hold section then scroll to the bottom of the page
• Enter an ID for the recording in the ID text box (must be between 10 and 99)
• Enter a description for the recording in the **Description** text box
• Click on Browse and select the custom audio file we sent to you to upload
• Click on Add

Depending on the size of the recording you are uploading, this process may take a few minutes.

You're ready to play your OnHold.com custom music on hold marketing to every caller via your TeleSystem hosted phone service.

Questions? Visit OnHold.com/Telesystem or call 1-888-321-8477.