



Uploading Custom Auto Attendant Greetings from OnHold.com via Your Grasshopper Web Portal

Before you begin, save the audio files provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your Grasshopper auto-attendant greetings.

Log into your [Grasshopper web portal](#) (you will need your username & password). Go to the **Settings** tab, then **Greetings**.

To change the Main (Daytime) Greeting:

Select **Change Greeting** next to **Main Greeting**

Select **Create New Greeting**

Select **Upload Audio File, Upload**

Browse your computer for the Daytime greeting provided by OnHold.com & select **Upload Greeting**

Choose how calls are handled if there is no input after the main greeting plays:

Repeat main greeting (default)

Transfer to an extension

End call

To change the Away (Afterhours) Greeting:

Select **Change Greeting** next to **Away Greeting**

Select **Create New Greeting**

Select **Upload Audio File, Upload**

Browse your computer for the Afterhours greeting provided by OnHold.com & select **Upload Greeting**

Choose how calls are handled if there is no input after the main greeting plays:

Repeat main greeting (default)

Transfer to an extension

End call

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