



Uploading Custom Zoom Music On Hold Audio from OnHold.com

Accessing the Zoom Hold Music Setting

1. Sign into the Zoom web portal
2. In the navigation menu, click Phone
3. Click the Settings tab
4. Navigate to Hold Music & click Audio Library
5. Select an existing custom OnHold.com music on hold audio file in your audio library – alternatively, follow the steps below to upload an OnHold.com custom music on hold audio file if it's not already in your library.

Uploading an Audio File

1. Click Add Audio
2. Click the Upload tab
3. Click Upload and select your custom OnHold.com audio file
4. Click Use the Audio

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

To preview samples of custom music on hold by industry, visit OnHold.com/Industry-Samples

Note: as phone plans & services vary, it's best to confirm with your service provider that your plan meets the requirements for custom audio.