![OnHold.com logo]

Uploading Custom Auto Attendant Greetings via Your 8x8 Admin Console

Before you begin, save the voice greeting audio files provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your 8x8 auto attendant greetings.

Log in to your **8x8 Admin Console**.

Click **Auto Attendants**.

Click **Edit** (pencil icon) to the right of the Auto Attendant you wish to edit.

If you have a holiday schedule set up, select it from the drop-down.

Go to *Call Handling Menus* and select one of the following:

Weekdays

Holidays

Alternate

Select one of the following:

Open Hours Menu

Closed Hours Menu

Lunch Hours Menu

Click **Change** to the right of the pre-existing audio file. **Note**: If no audio file is selected, it will display **Select File**.

Click **+ Create Audio Files**.

Select **By Uploading an Audio File** to upload an existing audio file from your computer. (Continue below to **Upload Greetings**.)

Enter the **Title** of your recording.

Click the center of your screen or drag the custom OnHold.com audio file to the **Upload your Audio File** window.

Click **Save**.

You're ready to play custom auto-attendant greetings to every caller via your 8x8 phone service!

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