Uploading Custom Dialpad Music On Hold from OnHold.com

Before you begin, save the on hold audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your Dialpad music on hold.

Log into your Dialpad Admin account.

- Select **Admin Settings**.
- Select **Office**.
- Select **Main Line**.
- Select **Hold Music**.
- Select **Upload**.
- Locate the custom audio file provided by OnHold.com & upload it to your Dialpad system.

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

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