



Uploading Custom FluentStream Auto-Attendant Greetings from OnHold.com

Before you begin, save the custom 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 FluentStream auto-attendant.

How to Upload Custom Auto Attendant Greetings to Your FluentStream Phone System:

- Log in to my.fluentcloud.com (you must be an Administrator).
- Open the **Feature** drop-down menu.
- Select **Recordings** from the list of options.
- Select the **Create New** button.
- Select the **Upload A Recording** tab.
- Select the **Choose File** button to locate the custom audio files from your PC.
- Enter a **Description** of the recording (for example, Daytime).
- Select **Create New** to save the recording to the portal.

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

To Create, Edit or Delete an Auto Attendant

You'll find instructions for creating, editing or deleting auto-attendants on the [FluentStream website](https://FluentStream.com) or by calling 303-462-5683, opt 1 or contacting FluentStream support online. You will also find more in depth [call routing features](https://callroutingfeatures) on the FluentStream website.