



How to Create Date-Specific Welcome Menu Greetings for Your Net2Phone Phone Service

Before you begin, save the custom audio files provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to create date-specific custom welcome menus for your Net2Phone phone system.

Log in to your [Net2Phone account](#).

- Choose **Dashboards** on the left side.
- From the **Welcome Menus**, choose the **Add Welcome Menu** button.
- Name the menu (for example 4th of July).
- **No Selection**, enter your preference for what occurs if a caller does not enter an option (for example, route to Support voicemail).
- Scroll down to the **Greetings** section & select **Upload Custom Greeting**.
- Select **Browse Files** to locate & upload the custom audio file from your PC.
- Click on the **Save** button.

To activate the time interval for the custom welcome menu:

- Choose **Dashboards** on the left side.
- Select **Manage** from the **Ring Groups** module.
- Next to **Main Line**, select the edit (pencil) icon.
- Select **Call Routing**.
- Next to **Time Blocks**, select **Custom**.
- Select **Add New Time Block**.
- Add a name for the time block (for example, 4th of July)
- Select **New Schedule** and the desired time zone.
- Select **Calendar** and then select the relevant dates and time of day this **Welcome Menu** should be active.
- In the **If Call Not Answered** drop down, select the relevant welcome menu.
- Click on the **Save** button.

You're ready to play the date-specific custom welcome menu to every caller via your Net2Phone phone service!

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