



Adding Custom Auto Attendant (Welcome) Greetings from OnHold.com to 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 customize your Net2Phone welcome greetings.

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

- Choose the **Dashboards** on the left side.
- From the **Welcome Menus**, choose the **Add Welcome Menu** button.
- Name the menu.
- Assign the new welcome menu to your main phone number.
- SMS: change to All Company.
- Scroll down to **Upload Custom Greeting**.
- Select **Browse Files** to locate the custom audio file from your PC.
- Scroll up to **Menu Options** to confirm key selection options for the uploaded audio file (for example, press 1 for Sales, press 2 for Support, etc.).
- For **No Selection**, enter your preference for what occurs if a caller does not enter an option (for example, route to Sales voicemail).
- Click on the **Save** button.

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

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