



To add audio files to your Nextiva Voice
Announcement Repository:

Before you begin, save audio files provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to add custom audio files to your Nextiva Voice announcement repository.

Visit www.Nextiva.com & click **Client Login** to log in to NextOS.

From the **NextOS Home Page**, select **Voice**.

From the **Nextiva Voice Admin Dashboard**:

Hover over **Locations**.

Select Manage Locations from the dropdown.

Click on the Pencil icon.

Scroll down & select **Announcements**.

Click on the **Upload File** button, then the **Browse** button to locate the file on your PC.

Enter the **Announcement Name**.

Click the **Upload** button.

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