



Uploading Custom Auto Attendant Greetings via Your Star2Star Phone Service

Before you begin, save the voice 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 Star2Star auto attendant greetings.

- Access your [Star2Star web portal](#) and navigate to **Phone System Configuration**.
- Go to **Advanced Settings** and choose **Automated Attendants**.
- Choose **Main Menu** then **Add New Automated Attendant**.
- Name the new auto-attendant in the box and click **Add**.
- Under the **Main AA** field, select the tool icon next to the greeting to display full details for the relevant greeting option.
- Select **Upload this message** and navigate to the custom auto-attendant greeting on your computer.
- Follow the prompts to upload and save the file.

You're ready to play your custom auto-attendant greeting to every caller via your Star2Star phone service.

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