



Loading Audio to a USB drive via Windows 7 & Prior from OnHold.com

Save your audio file to a convenient location on your computer (we recommend creating a "M-O-H" folder)

Insert the USB drive into an open port on your computer – you should hear a tone notifying you that the USB drive was inserted. When the "AutoPlay" window opens, close the window

Locate your audio file & right click on the file icon, select "SendTo" from the dropdown menu and select your USB drive from the dropdown menu – your USB drive may be labeled with the manufacturer's name or as "removable media"

Before removing the USB drive, it is best practice to properly eject the USB drive: Click the "Safely Remove Hardware" button in the Systems Tray (lower, right corner on your desktop, next to the time display) – if the icon is not visible, click on the arrow to display all icons. Select your USB drive from the "Safely Remove Hardware" window.

Alternatively, save your audio file to a convenient location on your computer (we recommend creating a "M-O-H" folder)

Insert the USB drive into an open port on your computer – you should hear a tone notifying you that the USB drive was inserted, when the "AutoPlay" window opens, close the window

Open your "Computer" or "My Computer" folder – located in the "Start" menu or you may have a shortcut on your desktop

Locate your USB drive, displayed under "Devices with Removable Storage" & double-click to open the USB drive folder

Go to your audio file & right click on the file icon, select "Copy" from the dropdown menu

Go back to your USB drive folder, right click within the folder and select "Paste" from the dropdown menu

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Questions? Call OnHold.com at 1-888-321-8477! Nobody knows on hold like OnHold.com!