



## Uploading Custom RingCentral Music On Hold from OnHold.com in the Desktop and Web App

Before you begin, save the on hold audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your RingCentral music on hold.

- In the navigation bar, go to **Settings**, then click **Phone**.
- Go to **Hold Music**.
- Be sure the toggle switch next to **Hold Music** is set to **On**.
- **Audio Type:** Select **Custom**.
- Browse your PC for the OnHold.com custom on hold file and drag & drop it to the window.
- Click **Done** to save.
- Click **Save** to confirm.

You're ready to play custom music on hold messages to every caller via your RingCentral phone service!

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