Ooma®

OnHold.com

Upload Custom Music On Hold for Your Ooma Phone Service from OnHold.com

Easily add custom music on hold to your Ooma phone service by following the instructions below. Before you begin, save the audio file sent by our studios to your computer in a convenient location, such as your desktop.

Log in to office.ooma.com as an administrator and navigate to your **Settings** page.

- Click **System**, then navigate to the **Music** tab.
- Select **Play Audio File** from the dropdown menu.
- A new pop-up window will appear – click **Choose File**, then navigate to the custom audio file saved on your computer.
- Check the box beside the disclaimer as your OnHold.com provided audio is appropriately licensed for music on hold playback.
- Click **Save** to save your audio file to the system.
- Once the custom audio file has uploaded, every caller on hold will hear the custom audio file.
- When your upload has finished, you can test your audio file by clicking the speaker button next to the file's name.
- Click **Save** when you are done.

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

Questions? Contact www.OnHold.com at 1-888-321-8477.