



How to Set Up a Mango Voice Custom Music On Hold Playlist with OnHold.com

Before you begin, save the custom on hold audio file(s) provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your Mango Voice on hold experience.

To add an OnHold.com custom music on hold program to a Mango Voice playlist:

- Login to admin.mangovoice.com.
- Go to **Music on Hold** in the left-hand side menu.
- Click on **Manage Audio Tracks**.
- Click **+** to add audio tracks.
- **Name** the Audio Track.
- Select the on hold program file we sent to you from your computer.
- Click **Upload Music**.
- Add as many tracks as wanted in the playlist.
- Click **Add New Playlist**.
- **Name** the Playlist (we recommend “on hold” or “music on hold”) and click **Create Playlist**.
- Click on the newly created playlist and then add the audio tracks to the list.
- Select the playlist as the default.

You're ready to play custom music on hold marketing to every caller via your Mango Voice phone service!

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