Uploading Custom CallHippo Greetings from OnHold.com

Before you begin, save the custom 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 CallHippo greetings.

Upload CallHippo Daytime Greeting Instructions:

Sign in to your CallHippo account
Select **NUMBERS** (left side).
Click On **NUMBERS Settings**.
Go to **Music & Messages**.
Scroll down to **Welcome Message**.
Select **Music**.
Locate the custom daytime greeting audio file provided by www.OnHold.com on your computer.
Upload the audio file.
Save.

Upload CallHippo Afterhours Greeting Instructions:

Sign in to your CallHippo account.
Select **NUMBERS** (left side).
Click On **NUMBERS Settings**.

For an After Work Hour message, you will first have to enter details about your availability into the system. To do that, go to **Opening Hours** and update the **Set Custom Time** section.

Go to **Music & Messages**.
Scroll down to **After Work Hours Message**.
Select Music.
Locate the custom after hours greeting audio file provided by www.OnHold.com on your computer.
Upload the audio file.
"**Save**.

Your custom greetings are now playing to every caller via your CallHippo phone system!

Questions? Give us a call at 1-888-321-8477.