Uploading a Custom Dialpad Welcome Greeting from OnHold.com

Before you begin, save the custom audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your Dialpad welcome greeting.

Log into your [Dialpad Admin account](#).

- Select **Admin Settings**.
- Select **Office**.
- Select **Main Line**.
- Navigate to **Call Routing**.
- Select **Edit Call Routing**.
- Navigate to **Welcome Greeting**.
- Locate the custom greeting file provided by [OnHold.com](#) & upload it to your Dialpad system.
- Select the custom greeting file from the drop-down menu.
- Select **Upload**.

You're ready to play a custom welcome greeting to every caller via your Dialpad phone service!

Questions? Call [OnHold.com](#) at 1-888-321-8477.