Uploading Custom RingCentral Auto-Attendant Greetings from OnHold.com

Before you begin, save the custom audio files provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your RingCentral auto-attendant greetings.

Log in to your **RingCentral admin portal.**

- Navigate to the **Home** page.
- Select **Company, Company Greetings & Call Handling**.
- On either **Company Hours Greeting** (daytime) or **After Hours Greeting** (depending on which you are uploading), click **Edit**.
- Select **Play Company Greeting**.
- Under **Set Greeting,** select **Custom.**
- Select **Importing** and follow the prompts to upload your custom auto-attendant greeting.
- Click **Save** to confirm.

You're ready to play custom auto-attendant greetings to every caller via your RingCentral phone service!

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