



Upload Custom Audio Files to Your Weave Phone System Media Library

Before you begin, save the audio files provided by our studios to your computer in a convenient location, such as your desktop.

Follow the steps below to add your [OnHold.com](https://www.onhold.com) custom auto attendant greetings to your Weave phone system Media Library:

- Log into your [Weave Portal](#) (you'll need your Weave login credentials).
- Select **Phone** from the menu to the left.
- Select **Media Library**.
- Select **Add Media** in the top, right corner.
- Select **Browse Files** to locate the custom greeting file(s) on your computer.
- Give the greeting a name so you can identify it later.
- Click **Upload File** (Repeat steps to upload additional files).

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