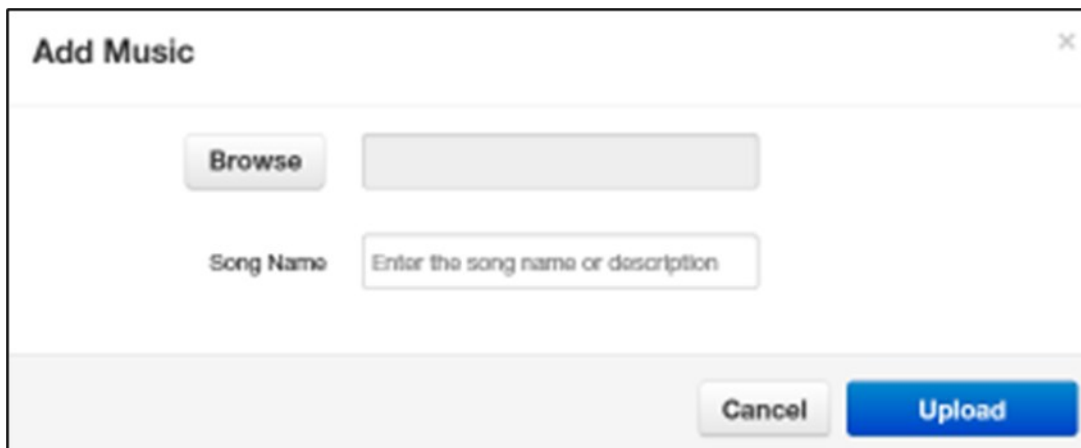


Hosted PBX by Golden West

Adding Music on Hold Files

The following procedure describes how to add files. Only properly licensed music files can be used with the Music On Hold feature.

1. From the Music On Hold page, click the **Add Music** button. The Add Music pop-up window appears.



2. Complete the fields.

Setting	Description
Browse	Adding a Music On Hold file: Use this button to upload a file in MP3 or WAV format. Click the Browse button. Navigate to the music file, click the file, and click Open. Editing a Music On Hold file: this field does not appear.
Song Name	Enter a name for this file.

3. Click **Upload**.
4. After the file is uploaded, you can play it on your computer by clicking the  icon to the left of the file on the Music On Hold page.