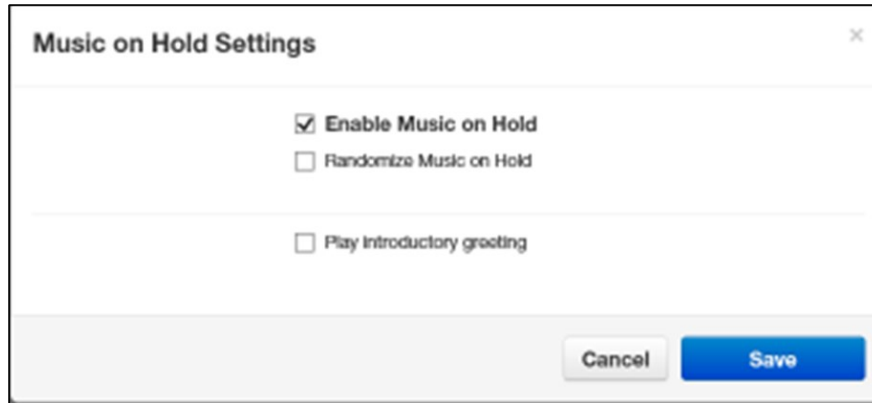


# Hosted PBX by Golden West

## Adjusting Music On Hold Files

To adjust Music On Hold settings:

1. From the Music On Hold page, click the **Settings** button. A Music on Hold Settings pop-up window similar to the following shows the begin and end dates for the time frame.



The screenshot shows a 'Music on Hold Settings' dialog box. It has a title bar with the text 'Music on Hold Settings' and a close button (X). The main area contains three checkboxes: 'Enable Music on Hold' (checked), 'Randomize Music on Hold' (unchecked), and 'Play introductory greeting' (unchecked). At the bottom right, there are two buttons: 'Cancel' and 'Save'.

2. Complete the fields and click **Save**.

Setting	Description
Enable Music on Hold	Enable (check) or disable (uncheck) the Music On Hold feature.
Randomize Music on Hold	Play Music On Hold files in a random order (check) or according to their order on the Music On Hold page (uncheck).
Play Introductory Greeting	<p>Play (check) or do not play (uncheck) an introductory greeting before playing the first Music On Hold file. If you check this check box, the New Greeting and Greeting Name fields appear for uploading or recording a greeting. Greetings must be in MP3 or WAV format:</p> <p>To upload a greeting file:</p> <ol style="list-style-type: none"><li>1. Next to New Greeting, click Upload.</li><li>2. Use the Browse button to select the file.</li><li>3. In the Greeting Name field, enter a name for the greeting.</li><li>4. Click Save.</li></ol> <p>To record a greeting:</p> <ol style="list-style-type: none"><li>1. Next to New Greeting, click Record.</li><li>2. In the Call me at field, enter the number to call (either an extension or a telephone number such as your cell phone).</li><li>3. In the Greeting Name field, enter a name for the greeting.</li><li>4. Click Call. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.</li></ol>