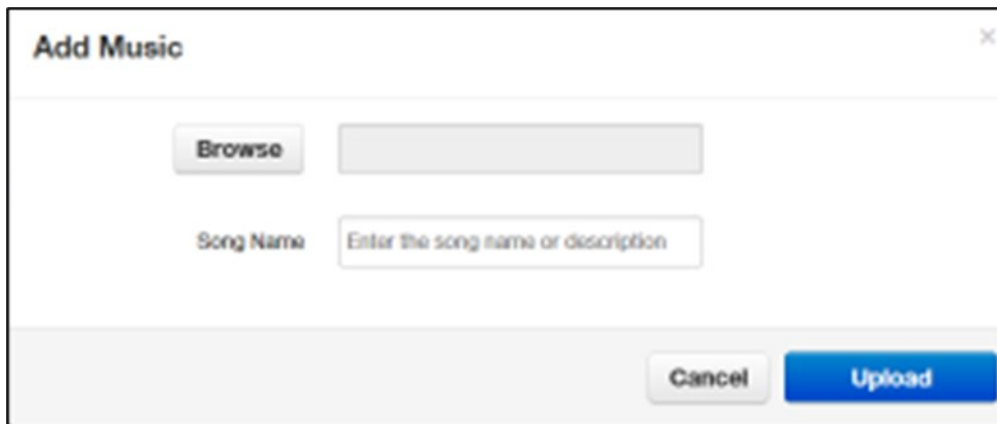


Hosted PBX by Golden West

Adding Music on Hold Files

To add music on hold files:

1. From the Music on Hold page, click **Add Music**.
The Add Music page appears.



The screenshot shows a modal dialog box titled "Add Music". It features a "Browse" button on the left and a corresponding file selection field on the right. Below this, there is a "Song Name" label and a text input field with the placeholder text "Enter the song name or description". At the bottom right of the dialog, there are two buttons: "Cancel" and "Upload".

2. Click the **Browse** button.
3. In the Choose File to Upload dialog box, go to the location where the file you want to import is located. Click the file, and then click **Open**.
The path and file appear in the **Browse** field.
4. In the **Song** name field, enter a name for the song.
5. Click **Upload**.
The music file appears on the Music on Hold page.

Copyright Disclaimer

The music file must be in MP3 or WAV format, and must be properly licensed.