Setup or Change Hold Music

Description:

This article will show you how to do the following.

- Add or change hold music for entire account or specific lines.
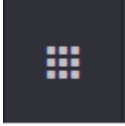
Services:

Free Hold Music: https://www.freemusicarchive.org/static

Methods:

NOTE:, There is a **5mb size limit** on files used. WAV or MP3 files will work, but MP3 files are best for length vs file size.
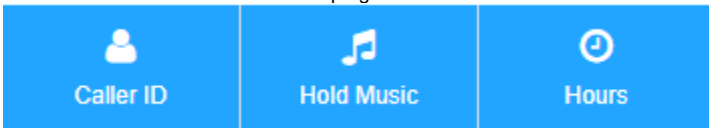
1. **Login to the Audian Portal.**
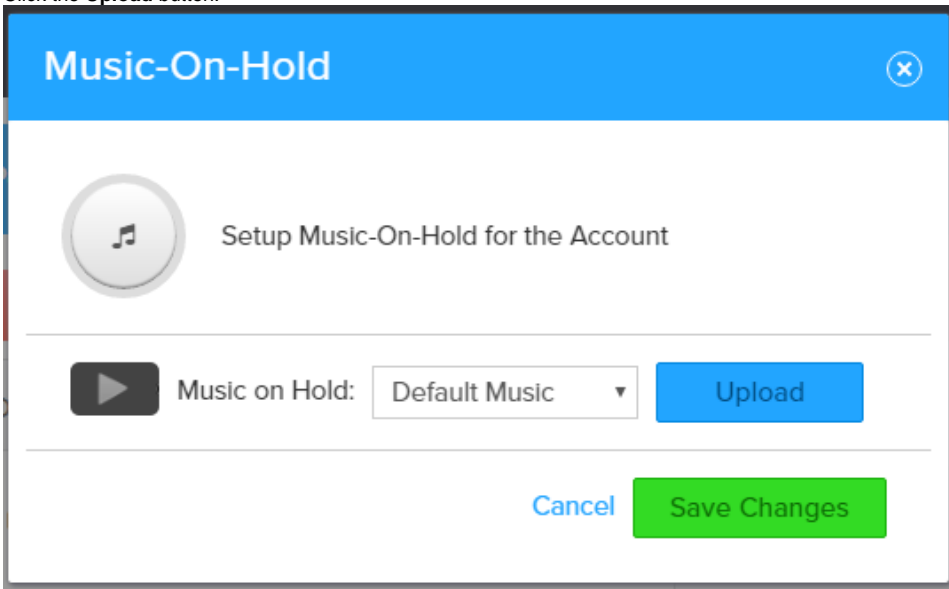2. Click the **9 square button** at the top right of the screen.
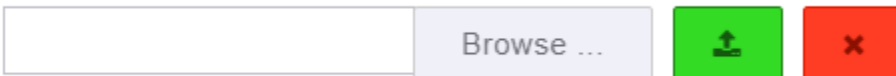
3. Click on the **Smart PBX** app.

4. Click the **Hold Music** button at the top right of the dashboard.

5. Click the **Upload** button.

6. Click the **Browse** button.

7. Select the preferred **.MP3** file and click **Open**.
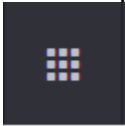8. Click the **Upload** button.
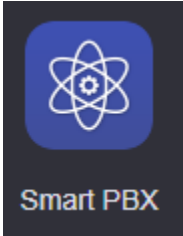
9. Click **Save Changes** to complete.

   - **Note:** To select from the default options, click the **drop down** menu and select from the options listed.
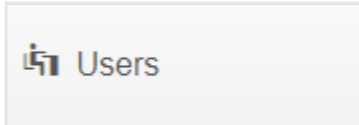
1. **Login to the Audian Portal.**

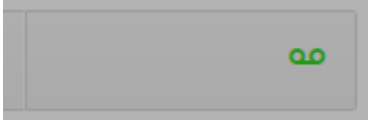2. Click the **9 square button** at the top right of the screen.
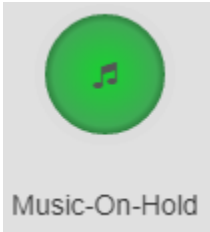

3. Click on the **Smart PBX** app.
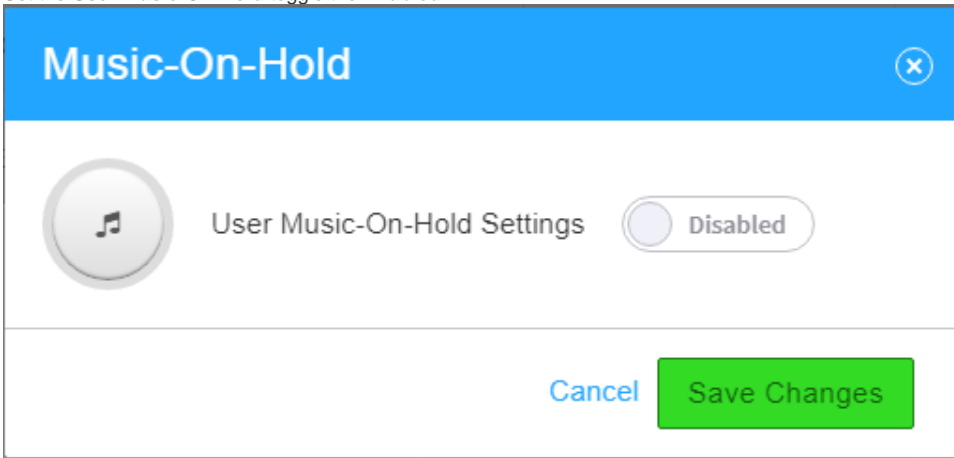

Smart PBX

4. Click **Users** on the left.

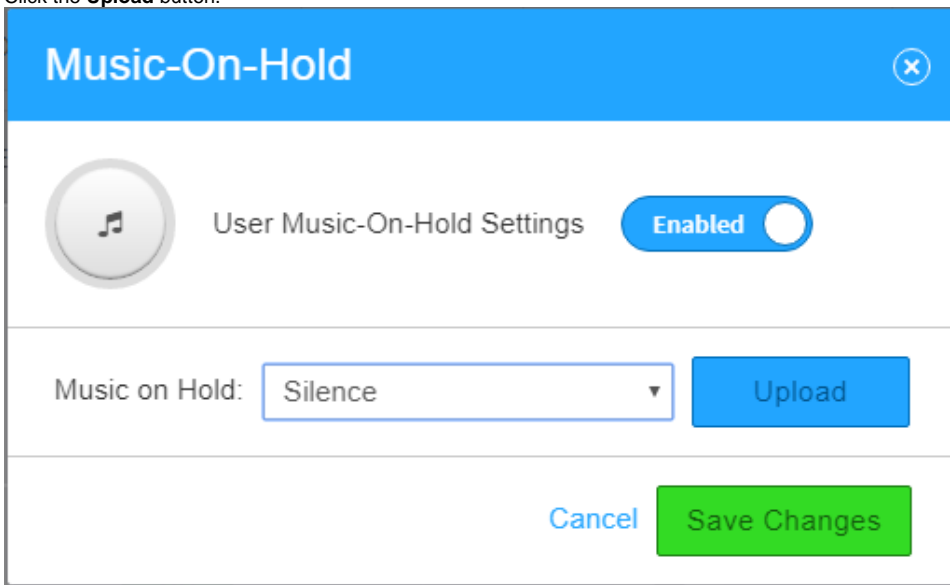5. Locate the user and click the **User Feature section**.

6. Click the **Music-On-Hold** feature.

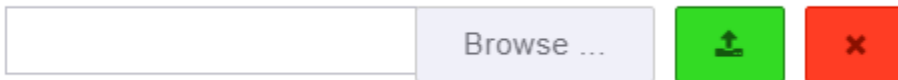Music-On-Hold

7. Set the **User Music-On-Hold** toggle the **Enabled**.

8. Click the **Upload** button.

9. Click the **Browse** button.

10. Select the preferred **.MP3** file and click **Open**.
11. Click the **Upload** button.

12. Click **Save Changes** to complete.
    - **Note:** To select from the default options, click the **drop down** menu and select from the options listed.