

# 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.

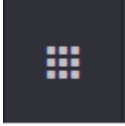
## Services:

**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.

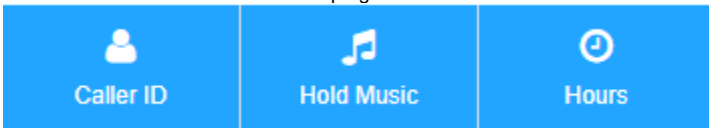
1. [Login to the Audian Portal.](#)
2. Click the **9 square button** at the top right of the screen.



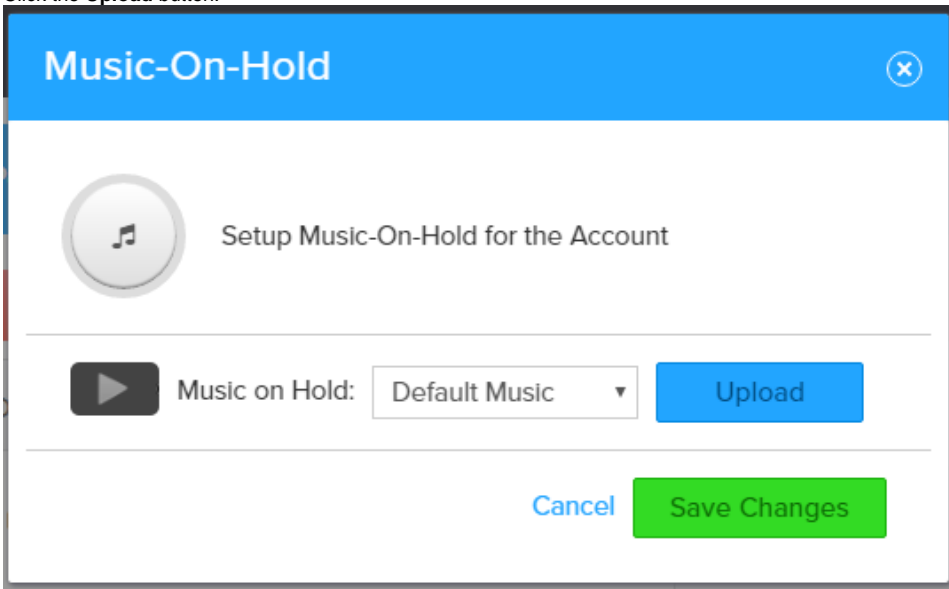
3. Click on the **Smart PBX** app.



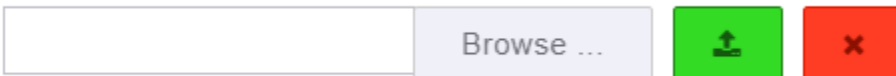
4. Click the **Hold Music** button at the top right of the dashboard.



5. Click the **Upload** button.



6. Click the **Browse** button.



7. Select the preferred **.MP3** file and click **Open**.
8. Click the **Upload** button.

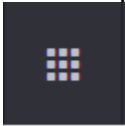


9. Click **Save Changes** to complete.

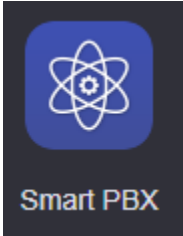
- **Note:** To select from the default options, click the **drop down** menu and select from the options listed.

1. [Login to the Audian Portal.](#)

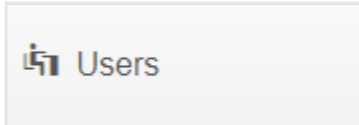
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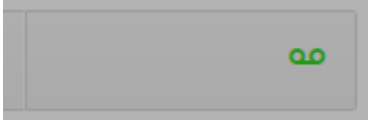
3. Click on the **Smart PBX** app.



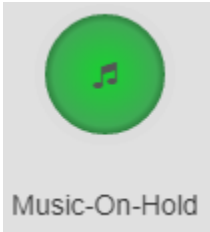
4. Click **Users** on the left.



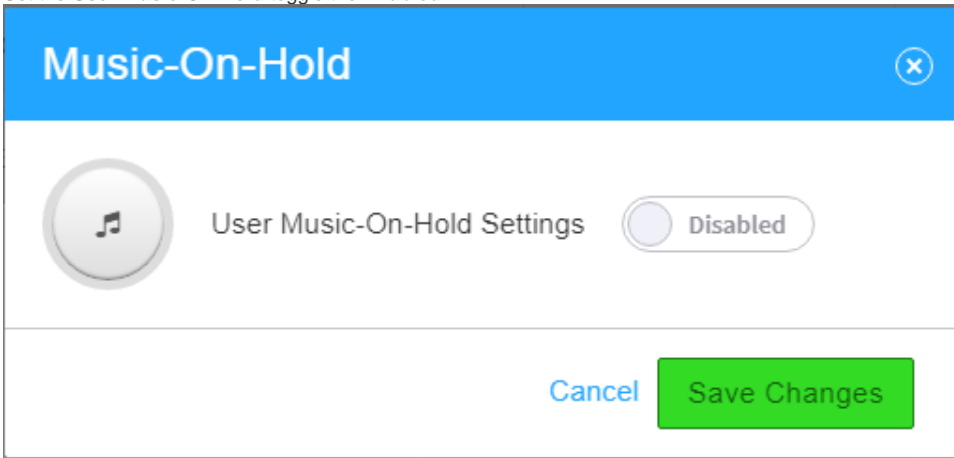
5. Locate the user and click the **User Feature** section.



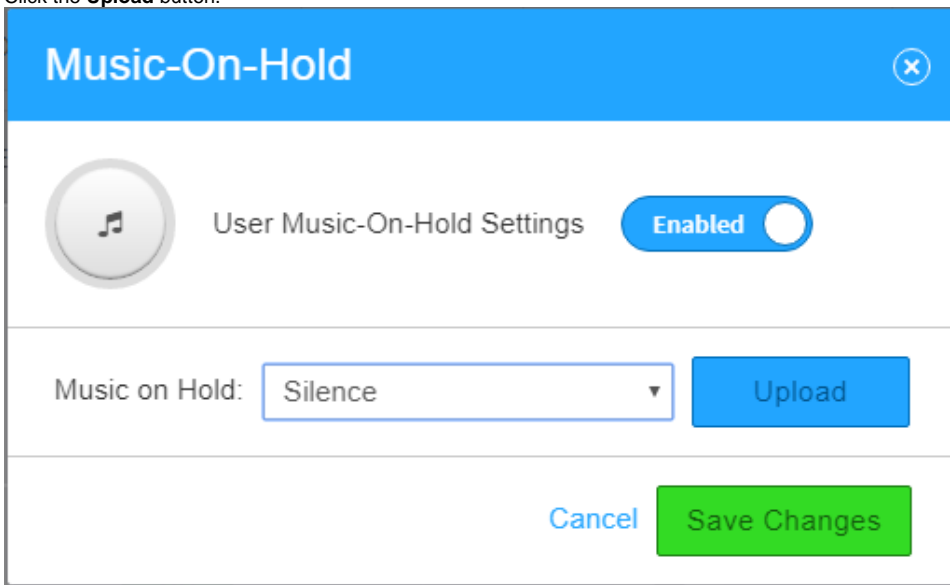
6. Click the **Music-On-Hold** feature.



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

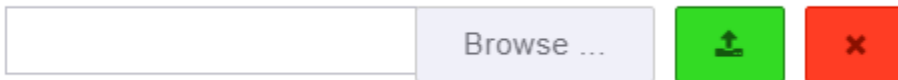


8. Click the **Upload** button.



The screenshot shows a dialog box titled "Music-On-Hold" with a close button (X) in the top right corner. Below the title bar, there is a music note icon and the text "User Music-On-Hold Settings" followed by a toggle switch labeled "Enabled". Below this, there is a label "Music on Hold:" followed by a dropdown menu currently showing "Silence" and a blue "Upload" button. At the bottom of the dialog, there are two buttons: a blue "Cancel" button and a green "Save Changes" button.

9. Click the **Browse** button.



The screenshot shows a file selection interface with a text input field on the left, a "Browse ..." button in the middle, and two buttons on the right: a green button with an upload icon and a red button with a close icon (X).

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.