**How to Activate the Music On Hold**

**Under Tools / Media / Music On Hold - Groups tab**

Create a new Group by selecting the **Create Group** icon

Upload the files you wish to play to this new Group (from the Songs tab)

*You may also move any audio file to already on the system to this Group*

Once you files are in the Group you wish to play select the **Group Settings** icon located under Groups

Select the Group to play from the drop down menu and Save Group Settings

Click the **Restart Software** to activate the new Group **\***

Caution:

**\***Restarting Software will drop all calls in progress