

Attached is your new on hold message. To download message use the following steps...

In My Music you should have created a folder Named "ON HOLD MUSIC" If not do the following:

- START- MY MUSIC – (CLICK ON IT)
- FILE – NEW – FOLDER – (name folder)

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## IF YOU HAVE THE FOLDER CREATED

- Right click (using your mouse) right on the attachment in your email
- Click - save as
- Click - MY MUSIC
- Double Click - ON HOLD MUSIC

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## IF YOU HAVE INTERNET EMAIL

- You must download your mp3 from your email to your computer prior to dragging and dropping to your hard drive.

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Go to your unit and remove the removable hard drive from the side of the unit.

- Insert into your USB port
- Click on START – MY COMPUTER
- Double Click on REMOVABLE Disk
- Right click on the attachment and select DELETE.(This should be your old message)
- Minimize the program (by clicking the (–) mark on the top right hand corner next to the ( – □ × )

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Open your ON HOLD MUSIC folder

- A. START – MY MUSIC – click on ON HOLD MUSIC
- B. LEFT click on the attachment – hold down (DON'T RELEASE THE LEFT CLICK)
- C. While holding down the left click drag the mouse to the bottom of the computer and hold it over top of removable disk until the program opens. Once it opens place your mouse in the open program and release the left click on the mouse.
- E. Now your attachment should be in the removable hard drive program. There should be only one attachment in the removable hard drive.
- F. If you can't see the attachment go back to LEFT step "B"

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Remove Removable hard drive from your computer

- Take hard drive to your unit
- Plug in and push reset button
- It can take up to 5 minutes to upload.
- Call your company and have someone place you on hold to do a sound check.
- TIP cell phone will sound louder then land phones.

