Add New Music on Hold Playlist

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The **Music on Hold** menu is where System Administrators can upload customized music/announcements and also manage exactly what callers are hearing while on hold.

The **Music on Hold** menu is located within the **System Admin** section of the navigation sidebar.

To add a new **Music on Hold** playlist, click the green **Add New Playlist** button to the right side of the **Music on Hold** menu as shown in Figure 01 below.

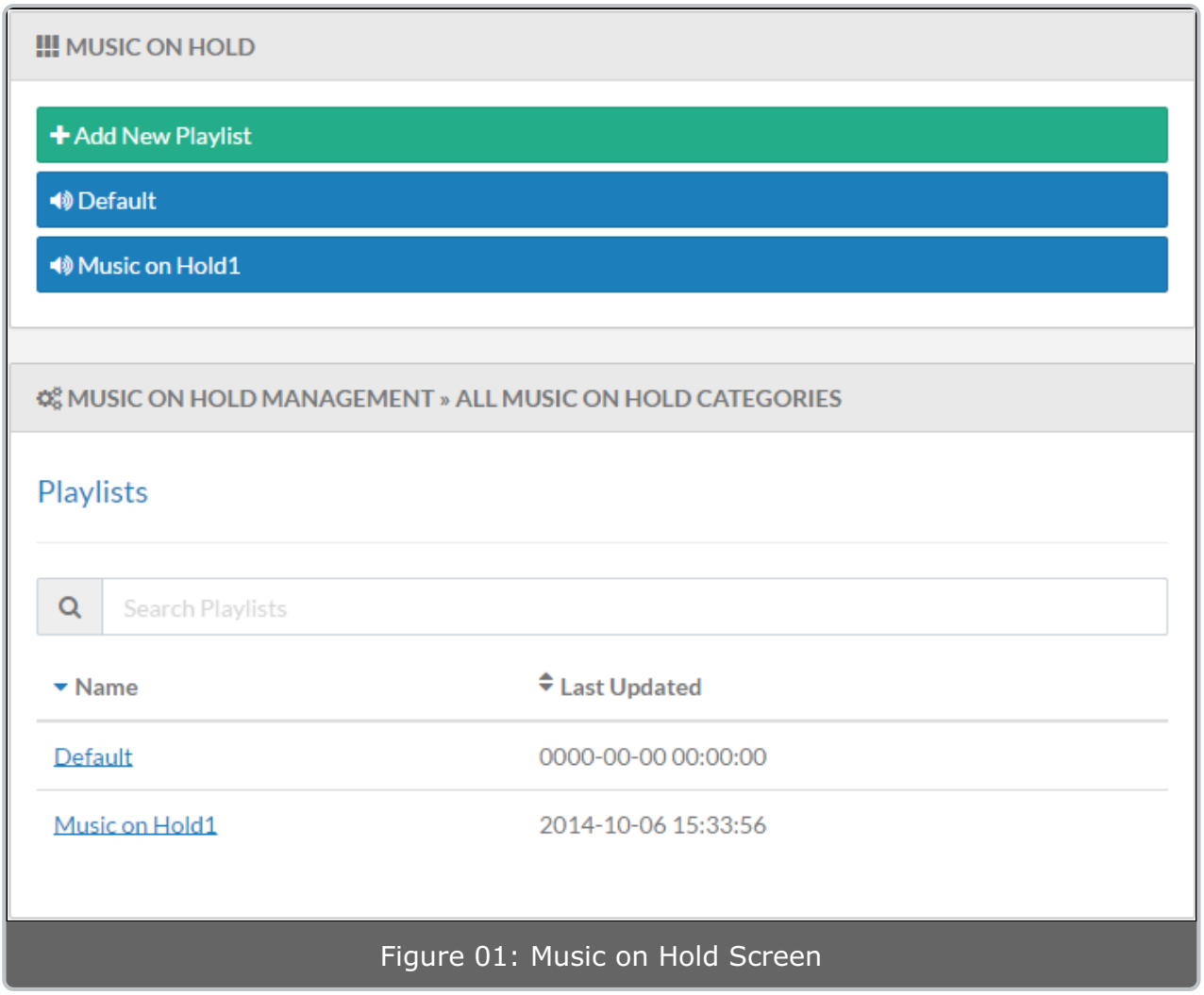

Figure 01: Music on Hold Screen

After selecting **Add New Playlist**, the **Music on Hold Management >Add**

Music on Hold Menu is displayed. From this menu the System Administrator can create a new playlist.

Playlist Name

The **Playlist Name** field sets the name of the playlist being creating in Kerauno. This name will be displayed throughout Kerauno when configuring music on hold in a ring group, etc.

Description

The **Description** field allows the administrator to set the description of the particular audio tracks being uploaded.

Audio Track

Selecting the **Choose File** button under the **Audio Track** setting allows the administrator to select a .mp3 or .wav file from their local drive to upload to Kerauno.

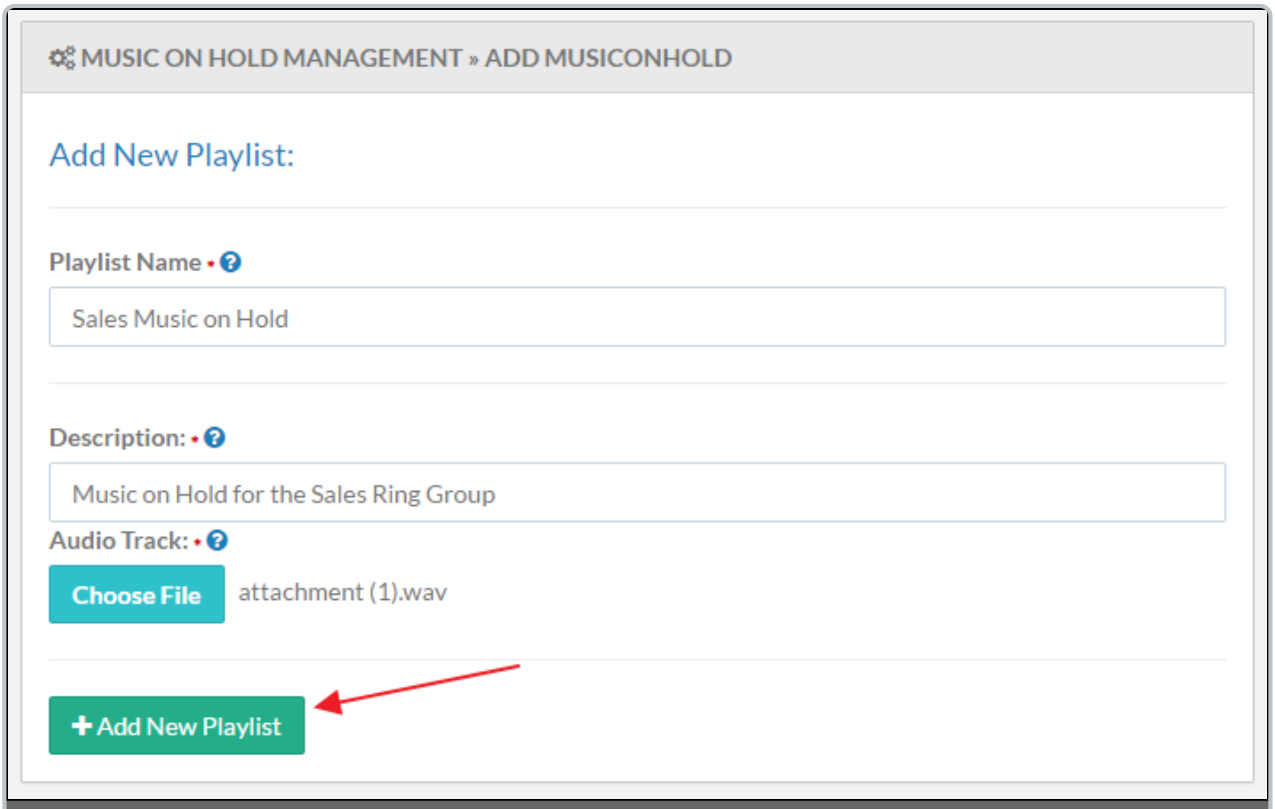

Figure 02: Add Music on Hold - Add New Playlist Button

When all **Add Music On Hold** fields have been completed, click the **Add New Playlist** button to edit the playlist (add new music).

NOTE:	Playlists will also appear under **Music on Hold** option under the **Call Flow > Ring Groups > MOH/Announcements** menu.

NOTE:	Following the instructions above will create a playlist with only one (1) audio track. If you would like to have more than one audio track or modify the configurations of a new playlist, you must build the new playlist and then follow the **Edit Existing Playlist** instructions.