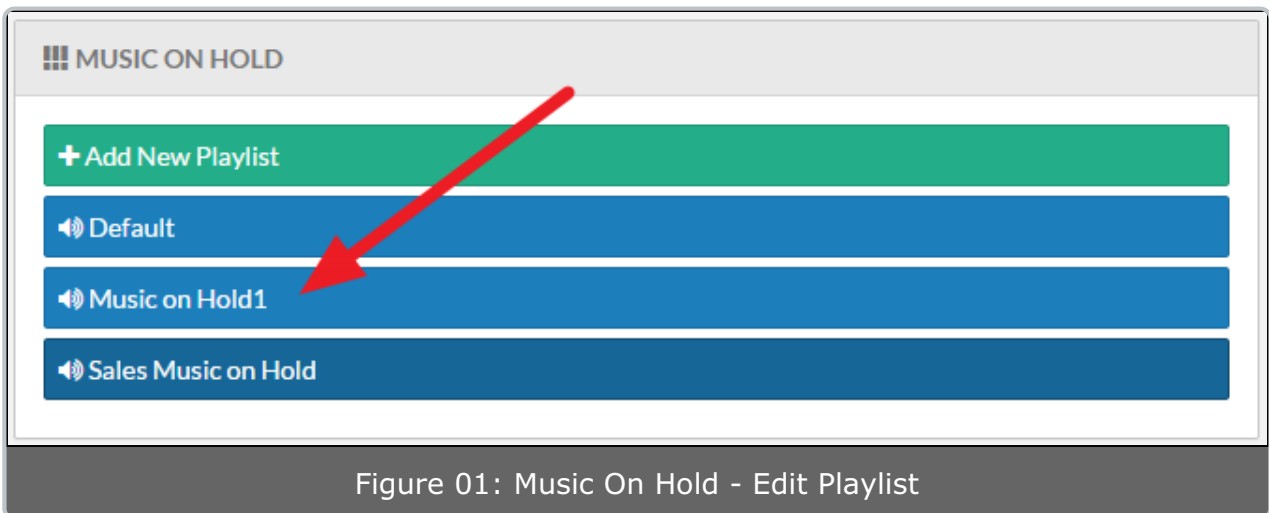


Edit Existing Playlist

Last Modified on 12/03/2019 2:23 pm EST

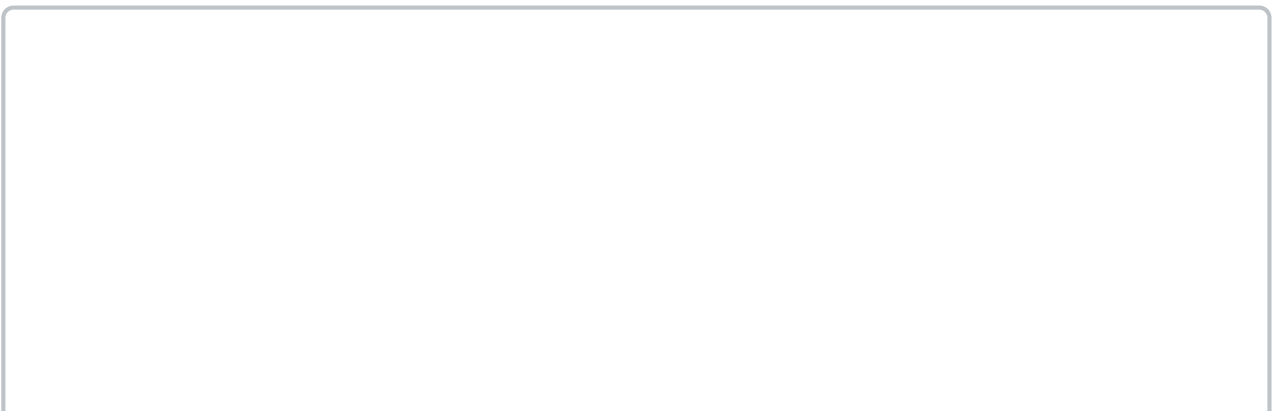
The **Music on Hold** menu is where System Administrators can upload customized music/announcements and also manage exactly what callers are hearing while on hold.

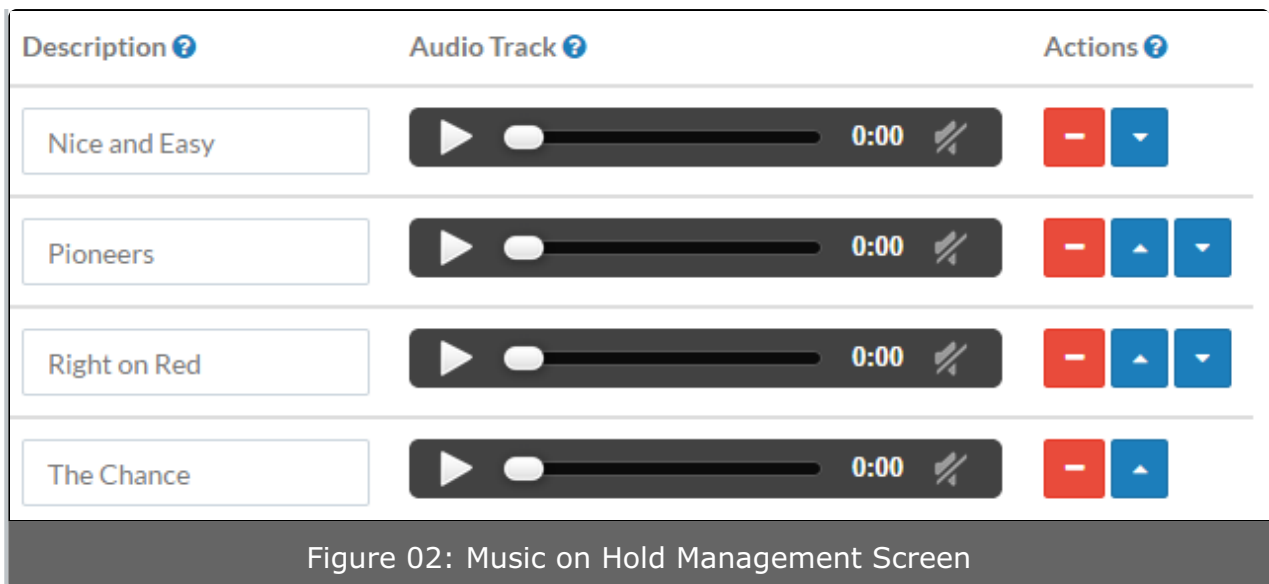
To edit an existing playlist, click the blue playlist name from the **Music on Hold** menu as shown in Figure 01 below.



Music on Hold Management Settings

Clicking any of the playlists from the **Music on Hold** menu will open the **Music on Hold Management** screen. From this screen, administrators can add additional tracks to a playlist, alter the order in which tracks will play, and remove recordings.





From the **Music on Hold Management** screen, administrators can modify playlists, listen to audio tracks that have been uploaded to Kerauno, and order the playlists. The **Description** field is a name given to a track so that it can be easily identified; it has no effect on Music on Hold functionality. The **Audio Track** media player allows administrators to listen to recordings uploaded to Kerauno. To listen to a track press the ▶ button.

Adding Music to an Existing Playlist

Click the **Add Music to Playlist** button to add new tracks to a playlist. A prompt will open to enter a name for the new track and to upload an audio file in .wav or .mp3 format.

NOTE:	Ensure that you click Save Playlist before adding a new track; adding new tracks will erase any pending changes.
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