

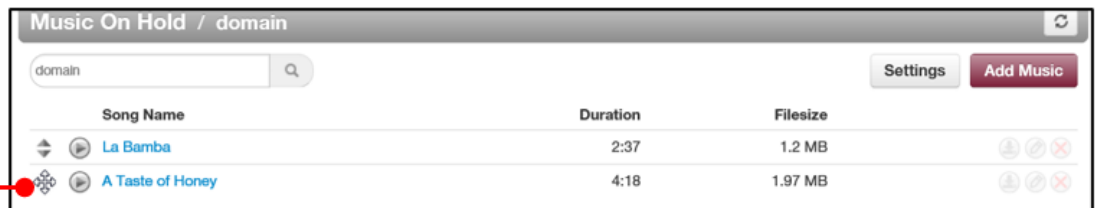
# Hosted PBX by Golden West

## Changing the Order of Music On Hold Files

Music On Hold files play according to the order in which they appear in the Music On Hold page, starting with the top file on the page, if the randomization setting is not selected. To change the order in which files are played:

1. On the left side of the Music On Hold page, hover the mouse over the up/down arrows for the file you want to move (the pointer changes to a 4-headed arrow).

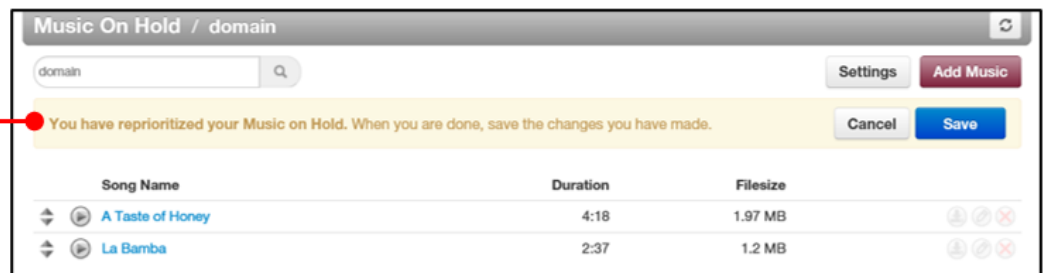
Pointer is hovering here



Music On Hold / domain				
domain		Settings	Add Music	
Song Name	Duration	Filesize		
La Bamba	2:37	1.2 MB		
A Taste of Honey	4:18	1.97 MB		

2. Hold down your mouse button, drag the file to the desired location, and then release the mouse button. A message tells you that the file has been reprioritized and prompts you to click **Save**.

Message that file has been reprioritized



Music On Hold / domain				
domain		Settings	Add Music	
You have reprioritized your Music on Hold. When you are done, save the changes you have made.				
Cancel Save				
Song Name	Duration	Filesize		
A Taste of Honey	4:18	1.97 MB		
La Bamba	2:37	1.2 MB		

3. Click **Save**.