



## On Hold Premier USB Digital Player

### Instructions for uploading your new recording

1. Save your new mp3 recording to your computer. Common practice is to place it on your desktop or in your music files. If you choose to rename the file, file names can be a max of 256 characters and must end in .mp3 or .MP3
2. Remove the USB Flash Drive from the On Hold Premier USB Unit
3. Insert the USB Flash Drive into your computer. Open the drive that the USB stick is connected to. Delete all files on the stick including your old recording and the pmode.dat file if it is present.
4. Locate your new recording that you saved in Step 1. Copy and Paste or Drag and Drop the new recording to the USB Flash Drive.
5. Remove the USB Flash Drive from your computer and plug it into the On Hold Premier USB unit. If your unit has a reset button above the USB slot, press reset. Note – the newer units do not have a reset button.
6. Wait 4 minutes, call your business and get placed on-hold to confirm that the new message has uploaded and check volume. If recording seems distorted, lower the volume on the unit until message is clear. If the message has not changed, try unplugging the power to the unit and plugging it back in.



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