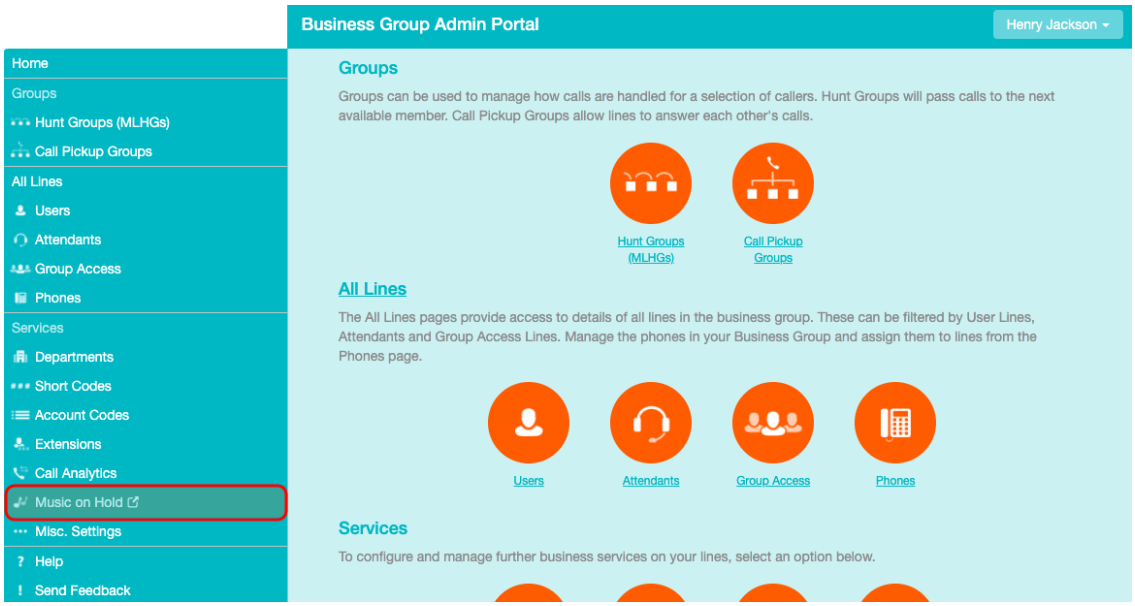
Logging In

Log In to the BG Admin CommPortal portal as normal. Click the **Music On Hold** link at the bottom of the left hand side of CommPortal. This opens up a new browser window with the Music On Hold administration system.



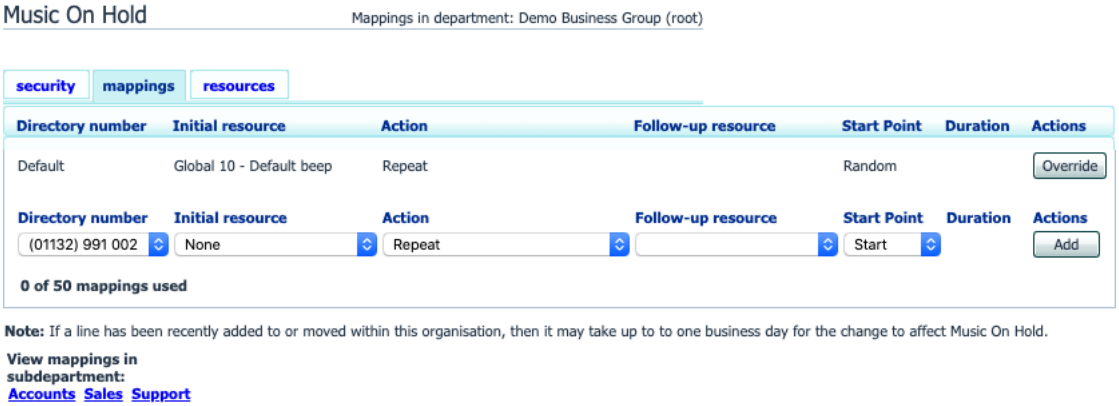
TIP: More detailed information on the BG Admin CommPortal can be found here.



If you are the administrator for the top-level department of your business then you will see three links at the top of the page, each taking you to a different section of the Music On Hold administration system.

- Security – View and configure your security settings.
- Mappings – This section allows you to configure different recordings to be played when different lines within your business put callers on hold.
- Resources – This section allows you to upload and manage your recordings.

If you are not an administrator for the top-level department of your business you will not see Resources as only administrators for the top-level department can manage recordings.



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