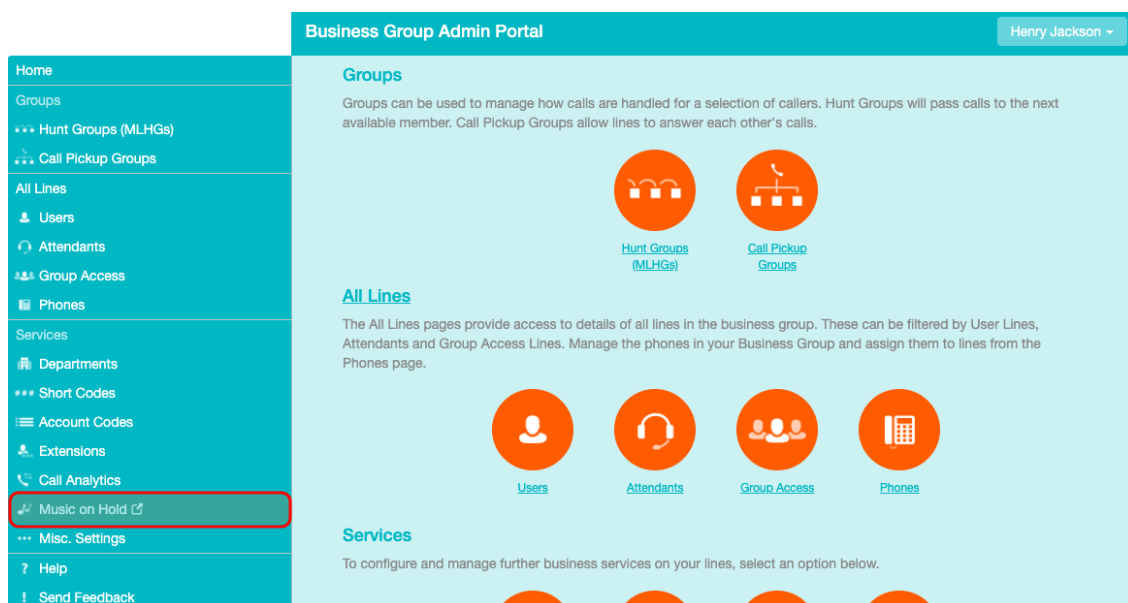
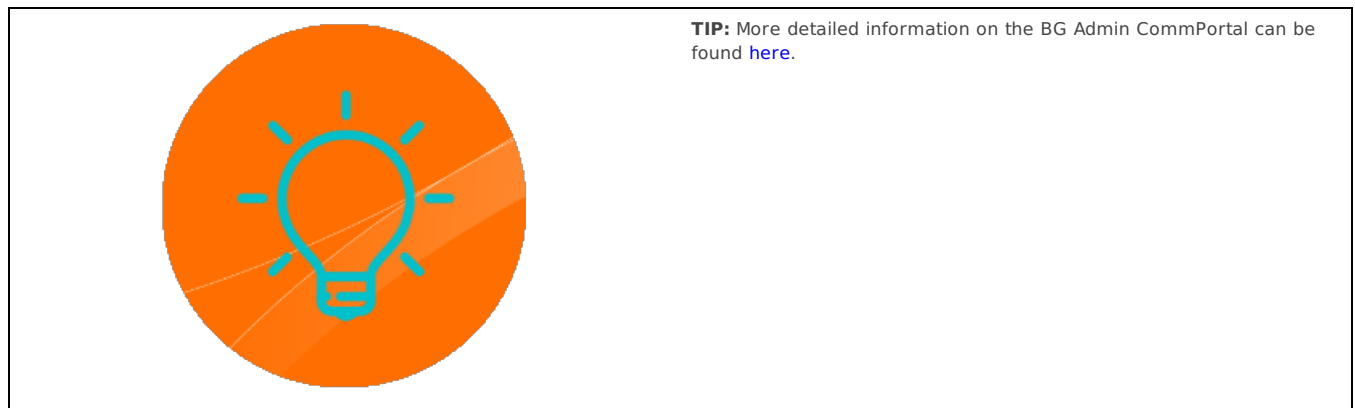


# Logging In

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.



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.

## Music On Hold

Mappings in department: Demo Business Group (root)

security

mappings

resources

Directory number	Initial resource	Action	Follow-up resource	Start Point	Duration	Actions
Default	Global 10 - Default beep	Repeat		Random		Override
Directory number	Initial resource	Action	Follow-up resource	Start Point	Duration	Actions
(01132) 991 002	None	Repeat		Start		Add

0 of 50 mappings used

**Note:** If a line has been recently added to or moved within this organisation, then it may take up to one business day for the change to affect Music On Hold.

View mappings in subdepartment:  
[Accounts](#) [Sales](#) [Support](#)

★ Created Wed, Feb 16, 2022 3:39 PM by [Admin](#)  
✎ Updated Thu, Feb 17, 2022 12:22 PM by [Admin](#)