Holiday Mode

The Holiday feature allows you to customize a call routing option on calendar days designated as holidays.

Login to the Beacon Cloud Voice portal Select the blue LOGIN button, then portal Enter your phone number and click Submit Enter Username and Password as assigned to you

2. Create the Holiday

Select Services Select Holidays Select *New Holiday* Complete *Name* and *Date* of holiday Select *Add Holiday*

Note: If the holiday is more than 1 day you would have to create a holiday for each day you want this setting active.

<u>1.Route Calls for Holiday</u>

Select *Phone numbers* (On left side) Select the phone number that you want to reroute

In the *Call Routing* section, Drop down the *If Holiday* menu.

Most common selections:

** Check other support document for more detailed information on the options below

Auto Attendant-Announce company closing yet still allow for callers to select direct extensions Mailbox Designate a mailbox to announce the company closing and take messages.

Outside Number- Route calls to an external phone number (ex: answering service)

3. Delete Holiday

Delete the holiday when date has passed as dates are not consistent each year. Select *Services* Select *Holidays* Select *Delete* next to holiday to remove



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Toll-Free T.38 Fax	Call Routing				
Custom Caller ID		If Holiday:	Auto Atlendant •	Holiday	
T.38 Fax Line			- Select -		
Auto Attendant		Route To:	Caller ID Routing SIP Trunk Extension	Business Hours	•
Time Frame			Shared Line Appearance Maibox		
Ring Group			Auto Attendant Time Frame		
Contacts	 Features 		Group Conference Hub Conference		
import/Export		Hold Music Group:	DISA DISA Queue Outside Number		
Conference Bridge		Screen for Privacy:	Company Directory Check Volcemail Custom Setting		
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lates the		Screen for Privacy:	Check Voicemail Custom Setting		