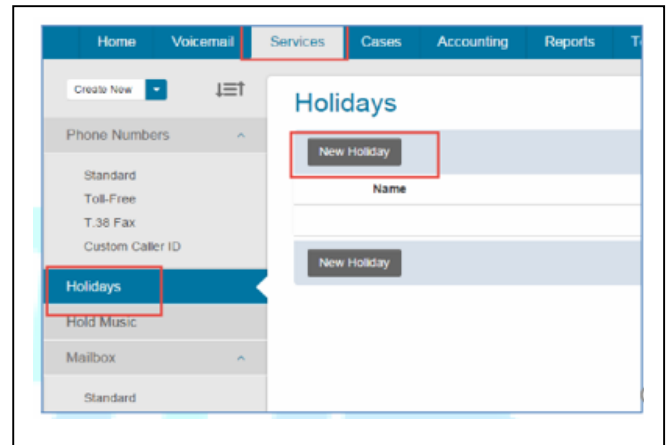## Holiday Mode

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.**

### 1. Route Calls for Holiday
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)
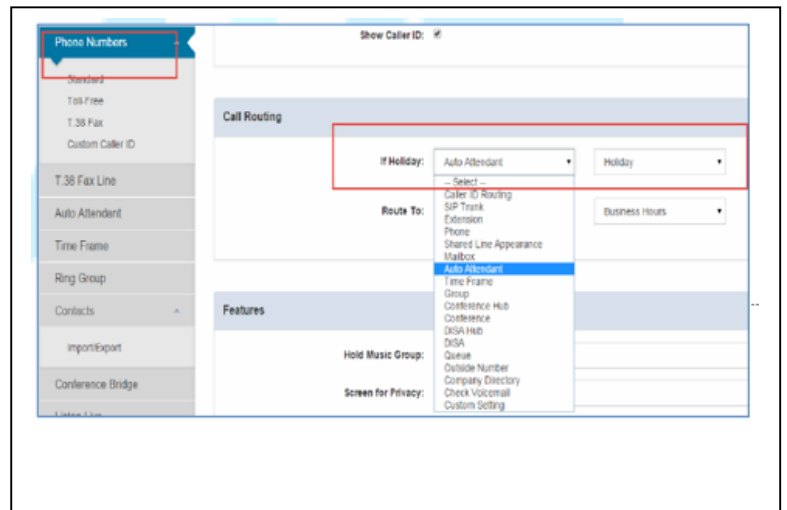
### 3. Delete Holiday
Delete the holiday when date has passed as dates are not consistent each year.
Select *Services*
Select *Holidays*
Select *Delete* next to holiday to remove