

# Configure Holiday Routing

## Scope:

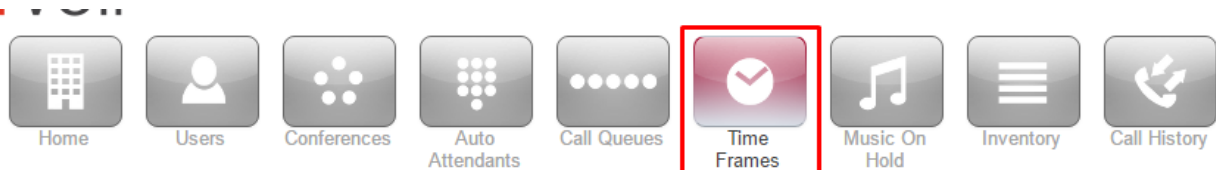
The following document will show you how to configure Holiday routing. Holidays routing allows you to set specific days in which the PBX will route calls to a different location. You should review your holiday schedule once per year to ensure they are correct.

## Requirements:

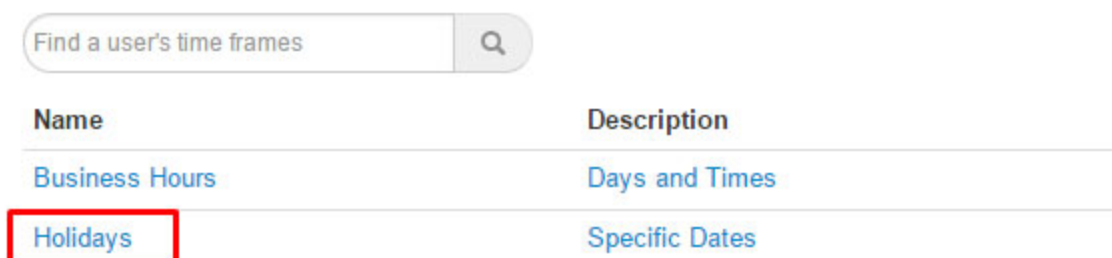
- Office Manager level access to Manager portal.
- Holiday Time Frame (see [Create Time Frames](#) )

# Configure Holiday Schedule

1. Using any web browser log in to the Manager Portal.
2. From the top navigation bar click on **Time Frames**.






3. Click on **Holidays**.









4. Add a new holiday by clicking the **green plus icon**.

5. Click in the **left box** to open the calendar.

Specific dates or ranges

05/29/2017 12:00 am  to 05/29/2017 11:59 pm  

04/01/2017 12:00 am  to 04/01/2017 11:59 pm  

02/01/2017 12:00 am  to  

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time 12:00 am

Hour

Minute

6. Click on the **start date**.

7. Click on the **right box** to open the calendar.

8. Click on the **end date**.

9. Click **Save**.

