# 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.
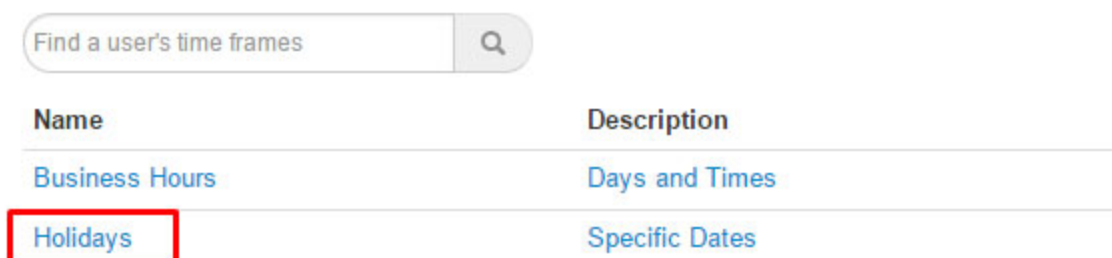
Requirements:

- 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.**
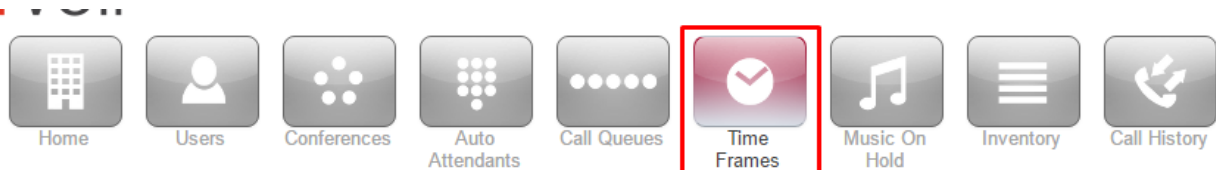
3. Click on **Holidays.**

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

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

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.**