



## How to Configure Holiday Schedules

Holiday Schedules apply to group services such as Auto Attendants. Holiday schedules can also be applied to User-level services such as Call Notify, Priority Alert, and Selective Acceptance/Rejection/Forward, and are located in the User profile.

### Configure Holiday Schedule for Group Services

You can:

- › Add a Holiday schedule
- › Modify a Holiday schedule
- › Rename a Holiday schedule
- › Delete a Holiday schedule

### To Access a Group or Site's Holiday Schedule

1. Log in to the **Customer Portal** (<https://my.megapath.com>).
2. Select **Voice** under Services.
3. Select **Manage Now** (Voice Administration).
4. In the **Group** drop down, select the **Group ID (ste\_)** that you wish to modify.
5. Select the **Group Profile** tab.
6. Click **Holiday Schedule**.

The screenshot shows the MegaPath Customer Portal interface. At the top right, there are links for "Logout" and "Help available". Below the logo, there is a "Welcome" message and a search bar. The main navigation bar includes "Dashboard", "Group Profile", "Departments", "Group Services", "Utilities", "Directory", and "Disaster Redirect". The "Group Profile" tab is active, and the "Holiday Schedule" sub-tab is selected. The "Location Info" section contains the following fields:

- Group Profile: Group Information
- Group ID: ste\_522297 (Current Number of Users: 9)
- Group Name: 2510 ZANKER RD -222914
- Default Domain: megapathvoice.com
- Time Zone: (GMT-05:00) (US) Central Time
- Address: [Text input field]
- City: [Text input field]
- State: -- Select -- [Dropdown menu]
- Zip Code: [Text input field]

Below the location info, there is a "Group Administrator" section with fields for Name, Phone, and E-mail. At the bottom, there is a "Group Dialing Plan" section with fields for Location Dialing Code and Extension Length (set to 4). A "Save" button is located at the bottom left of the form.





Once a Holiday Schedule is created, it can be modified using the **Edit** button, or, to delete a schedule click the **Delete** button.

**Note:** The Holiday Schedule(s) you created will now be available from the dropdown when configuring your Auto Attendant.

## Configure Holiday Schedule for a User

You can:

- › Add a Holiday schedule
- › Modify a Holiday schedule
- › Rename a Holiday schedule
- › Delete a Holiday schedule

### To Access a User’s Holiday Schedule:

1. In the **User** dropdown, select the **User** that you wish to modify.
2. Click the **Profile** tab.
3. Locate **Holiday Schedules** on the **Profile** page.

### To Add a New Holiday Schedule for a User:

1. Select **Add Holiday Schedule** to create a new Holiday Schedule.
2. Enter the Holiday Schedule details on the **Add Holiday Schedule** page.
3. Click **Save**.
4. Once a Holiday Schedule is created, it can be modified using the **Edit** button, or, to delete a schedule click the **Delete** button.



**Note:** The Holiday Schedule(s) you created will now be available from the dropdown when configuring calling features for the user.