

Office & Holiday Hours

Updating Office Hours

1. Log in to PBX web portal, go to Call Control > Business Hours and Holidays > Business Hours, click Add.
2. In the Business Hours section, click Add, then specify the hours when your business is open.
3. In the Break Hours section, click Add, then specify rest breaks during the working days.
4. In the Date Settings section, select your working days.
 - Days of Week: If enabled, you can only use the Days of Week as the date condition for your business hours.
 - Advanced Options: If enabled, you can configure business hours more flexibly with a mixed condition of Week, Month, and Date.
5. Click Save and Apply.

Creating a Public Holiday by date

1. Log in to PBX web portal, go to Call Control > Business Hours and Holidays > Holidays.
2. On the Holidays page, click Add.
3. In the Type section, set the type, date, and prompt of the holiday.

Type

* Holiday Type
By Date

* Date
01/24/2020 00:00 ~ 02/08/2020 23:59

Prompt
spring_festival.wav

4.
 - Holiday Type: Select By Date.
 - Date: Select the holiday start date and end date.
 - Prompt: Optional. Select an existing prompt or click Upload to upload a prompt.
 - Note: Prompts in the drop-down list are synchronized from PBX Settings > Voice Prompt > Custom Prompt.



5. Click Save and Apply.

Create a Public Holiday by Month

1. If the holiday always falls on the same date, you can set a holiday by month.
 - The Christmas falls on Dec. 25 every year. You can set the holiday as follows.
2. Log in to PBX web portal, go to Call Control > Business Hours and Holidays > Holidays.
3. On the Holidays page, click Add.
4. In the Basic section, enter Christmas in the text field.
5. In the Type section, set the type, date, and prompt of the holiday.

A screenshot of the 'Type' section in a web portal. It contains three fields: a dropdown menu for 'Holiday Type' with 'By Month' selected, a date range field showing '12/25 00:00 ~ 12/25 23:59' with a calendar icon, and a dropdown menu for 'Prompt' with 'christmas.wav' selected.

Type

* Holiday Type
By Month

* Date
12/25 00:00 ~ 12/25 23:59

Prompt
christmas.wav

6.
 - Holiday Type: Select By Month.
 - Date: Select the holiday start date and end date.
 - Prompt: Optional. Select an existing prompt or click Upload to upload a prompt.
7. Click Save and Apply.