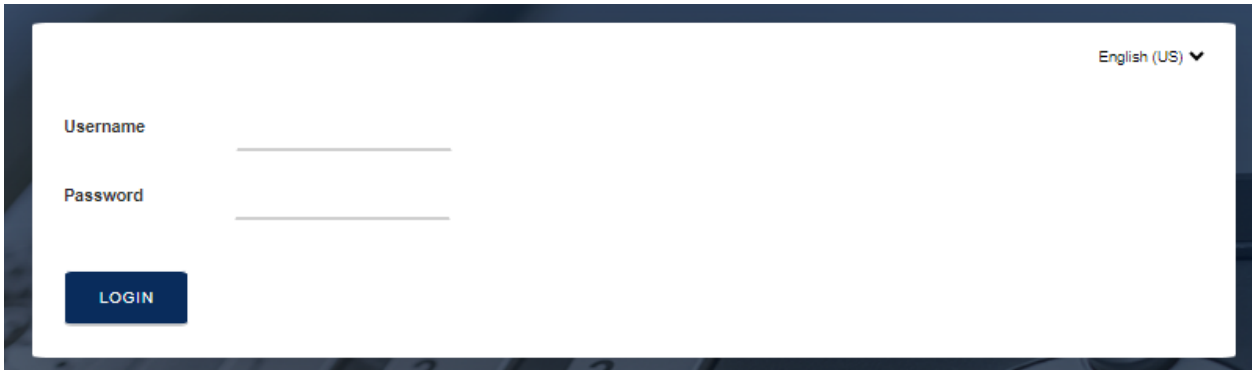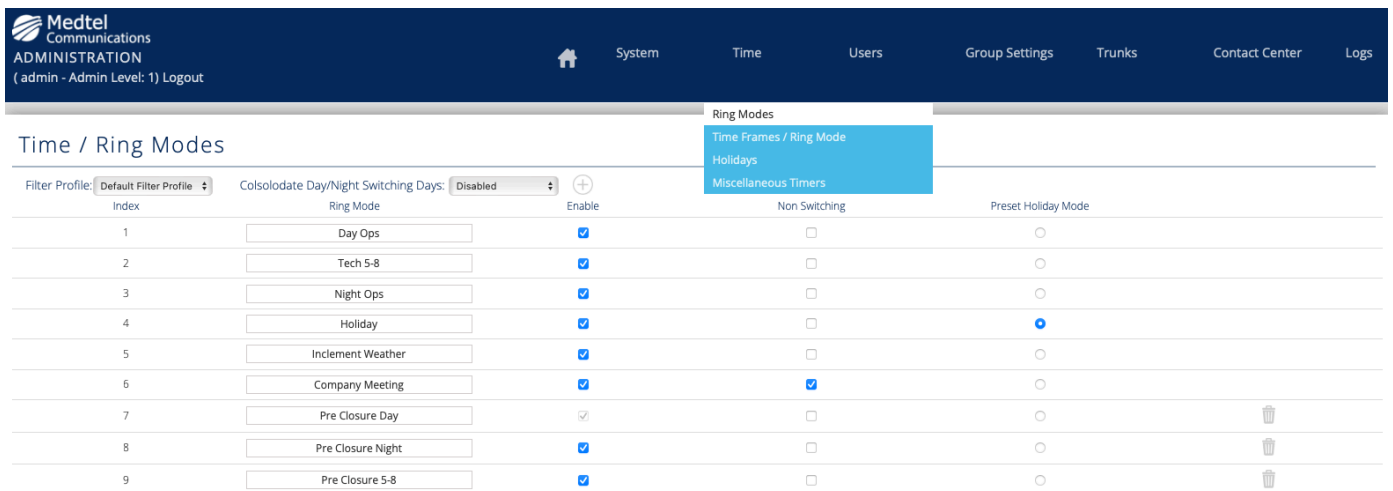# Scheduling Custom Holidays or Closures
in the M-Cloud Phone System

- Login to your Medtel Cloud Phone system using the URL and credentials provided by a Medtel Technician.

- In the upper right corner, make sure to select **English (US)** for language. This setting will only change the wording of certain features, all menu options are in the same locations.

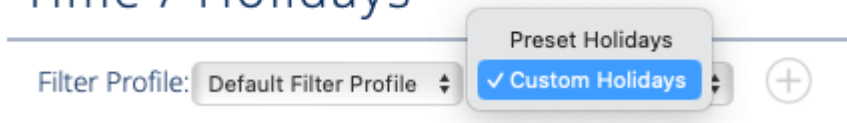- Hover your cursor over Time in the main menu then select **Ring Modes**.

  - Standard systems will have a Day mode, Night mode, Holiday, and Inclement Weather Ring Mode.
  - You may also have a Pre-Closure Day mode, Night mode and/or Pre-Holiday Day and Night modes.
  - These messages were pre-configured by Medtel Onboarding or Technical Support. Please contact Technical Support or 800-404-9941 if you need assistance.
- Hover your cursor over Time and select **Holidays**. If the selected language is not English (US) it will be listed as Exceptional Switching Date in the menu.
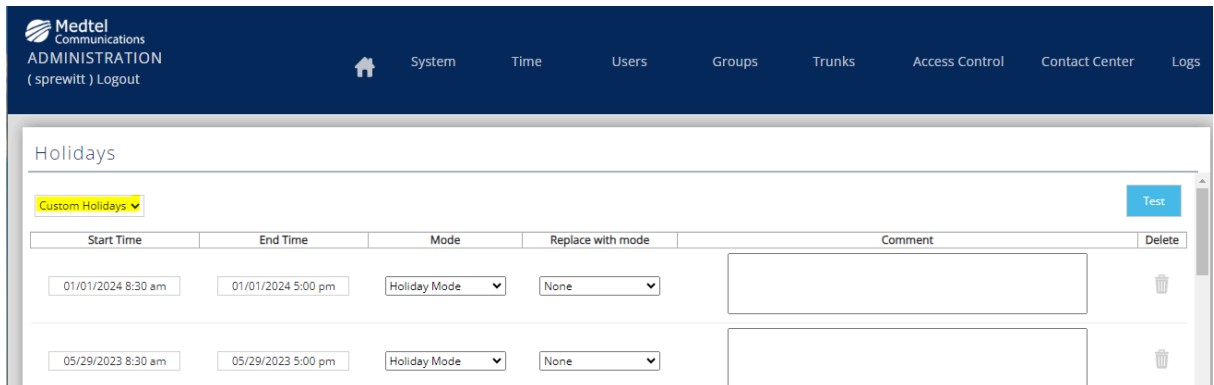
- In the top left corner, you will see two drop-down options: Filter Profile: Default Filter Profile and a drop-down for **Preset Holidays/Custom Holidays**
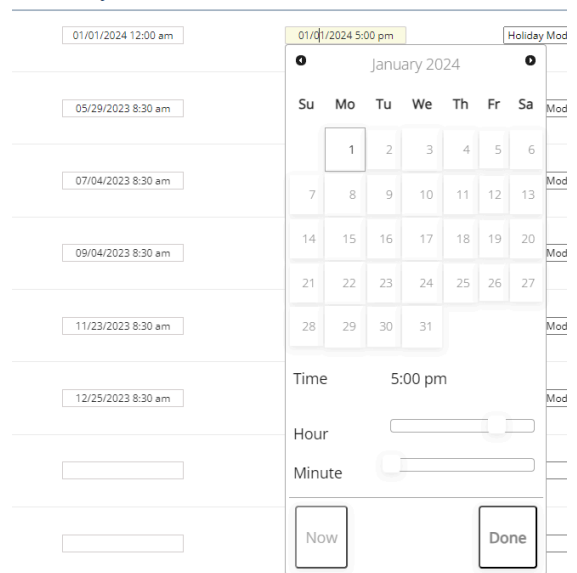- Select **Custom Holidays**

- **Setting up Custom Holidays**
  - In the Preset Holidays mode, the system automatically switches to closed mode on the Enabled holidays. These holidays are enabled/disabled by checking the boxes.

  - Use **Custom Holidays** mode to customize your open and closed schedule to accommodate early or special closures or modified business hours.

- To enter a custom holiday schedule, first enter the Start Time. Hover your cursor over Start Time and click to select the Month and Day, verifying the correct year. Set Time to 12:00 am using the Hour and Minute sliders.

- Next, hover your cursor over End Time and click to select the correct Month and Day, verifying the correct year for when you wish the custom holiday to end. Use your normal closing time for the end time. This will prompt the system to play your standard night greeting.

If you are using this with a preset holiday following the custom closure date, use 11:59pm as your end time. This will prompt the system to play the greeting for the upcoming preset holiday.

- Under the Mode column, hover over the drop-down window and click to select Holiday Mode.
- Use the Comment text box to label your entry.
- Click the blue Save button at the bottom of the screen to save your entries.

Note: Custom Holiday entries will override enabled Preset Holidays.

Below is a view of the Preset Holidays screen. The checked boxes indicate the observed holidays.

Time / Holidays

Filter Profile: Default Filter Profile ⇕   Preset Holidays ⇕   Test

Preset Holidays Template: PresetHolidays_USA.json ⇕   Import From Template   Delete All

Index	Name	Description	Next Due Date	Enable ⊕ ⊖
1	New Year's Day	January 1st	01/01/2025	☑
2	MLK Day	Third Monday of January	01/20/2025	☐
3	Presidents Day	Third Monday of February	02/17/2025	☐
4	Good Friday	Friday before Easter	04/18/2025	☑
5	Easter Sunday	First Sunday after Paschal Full Moon	04/20/2025	☐
6	Memorial Day	Last Monday of May	05/26/2025	☑
7	Juneteenth	June 19th	06/19/2024	☐
8	Independance Day	July 4th	07/04/2024	☑
9	Labor Day	First Monday of September	09/02/2024	☑
10	Columbus Day	Second Monday of October	10/14/2024	☐
11	Veterans Day	November 11th	11/11/2024	☐
12	Thanksgiving	Fourth Thursday of November	11/28/2024	☑
13	Black Friday	Day after Thanksgiving	11/29/2024	☑
14	Christmas Eve	December 24th	12/24/2024	☑
15	Christmas Day	December 25th	12/25/2024	☑

Save