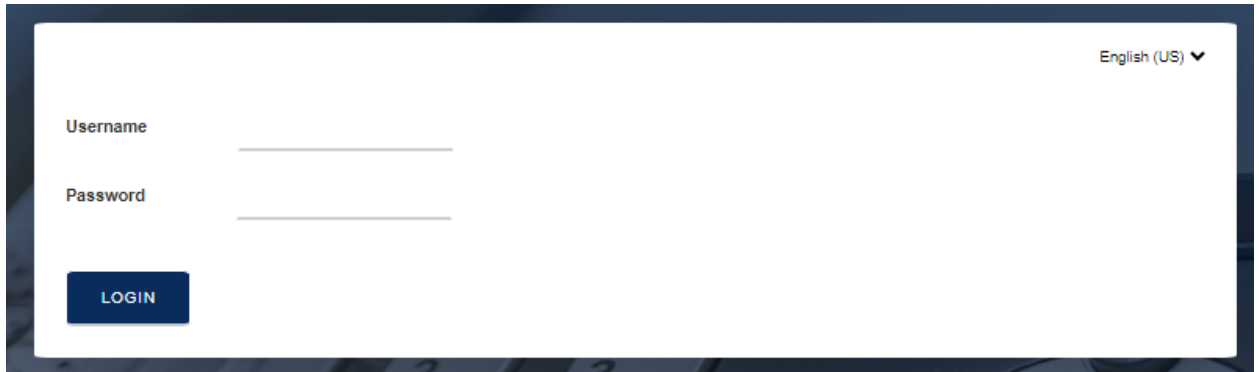


Scheduling Recurring Holidays in the M-Cloud Phone System

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



- In the upper right corner, 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. Click on “Day Night Call Flows” (if the default language is set to English), if the default language is set to English(US)) then it will be labeled “**Ring Modes**”
- Click on the “Preset Exception / Holiday Mode” will determine the ring mode you will be in on the chosen recurring holidays. Example: if there is not a programmed “Holiday Mode” then choose “Night Mode”, after you make your selection, and click SAVE.

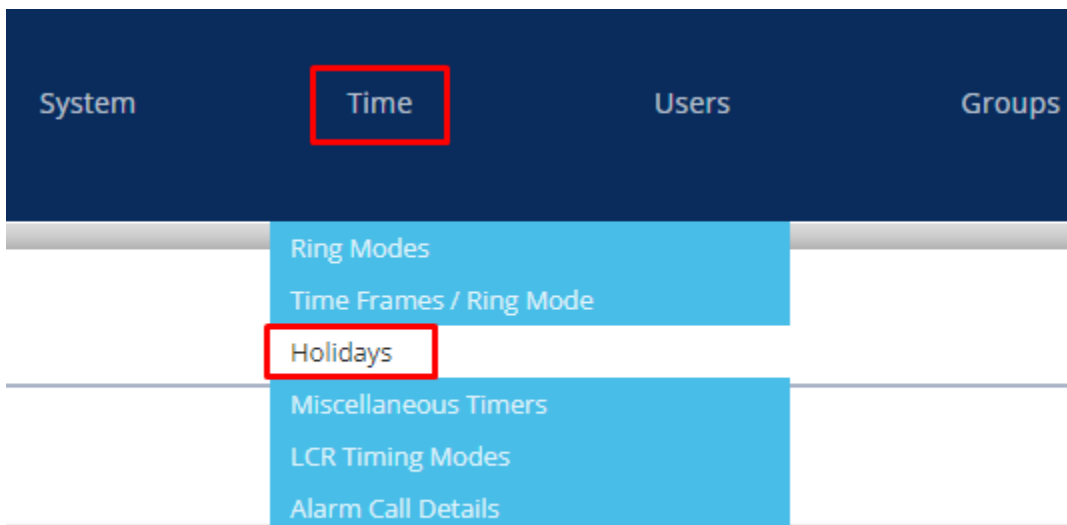
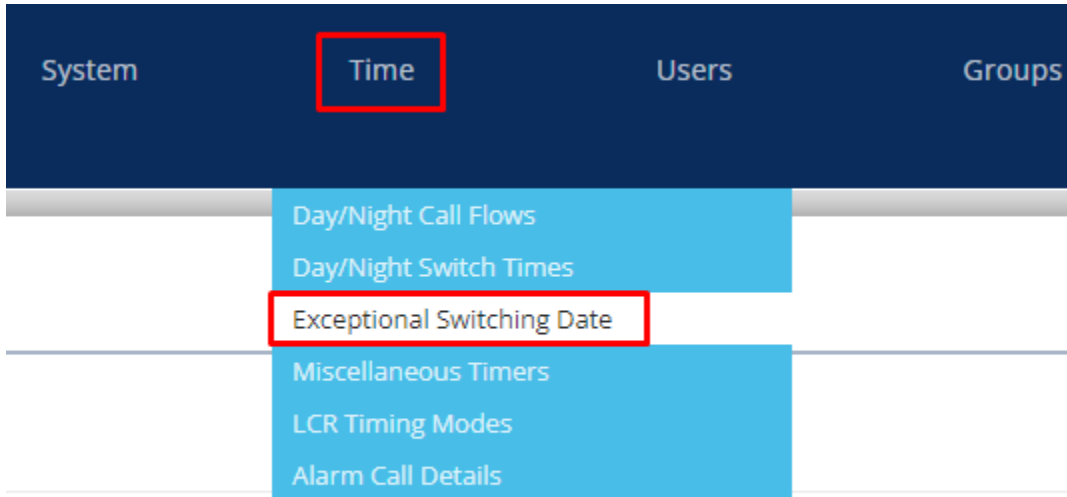
| Call Flow | Enable | Non Switching | Preset Exception Mode |
|--------------|-------------------------------------|--------------------------|----------------------------------|
| Day Mode | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="radio"/> |
| Night Mode | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="radio"/> |
| Holiday Mode | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="radio"/> |

The Ring Mode view is magnified here for clarity

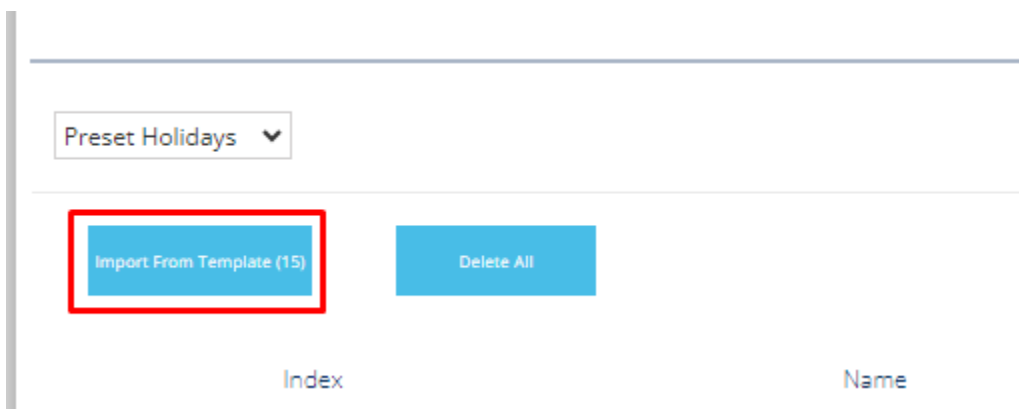
| Call Flow | Enable |
|--------------|-------------------------------------|
| Day Mode | <input checked="" type="checkbox"/> |
| Night Mode | <input checked="" type="checkbox"/> |
| Holiday Mode | <input checked="" type="checkbox"/> |

| Preset Exception Mode |
|----------------------------------|
| <input type="radio"/> |
| <input type="radio"/> |
| <input checked="" type="radio"/> |



- Then Click on “Exceptional Switching Date”, or if Language is set to English(US) then click on “**Holidays**”



- Click on “Import From Template” to add all the Major Holidays



- After you click on “Import From Template” all the Major Holidays are listed. Click the boxes under Enable to select the holidays you observe, and they will automatically be set to reoccur every year. Click SAVE.

| Name | Description | Next Due Date | Enable   |
|------------------|--------------------------------------|---------------|--|
| New Year's Day | January 1st | 01/01/2025 | <input checked="" type="checkbox"/> |
| MLK Day | Third Monday of January | 01/20/2025 | <input type="checkbox"/> |
| Presidents Day | Third Monday of February | 02/17/2025 | <input type="checkbox"/> |
| Good Friday | Friday before Easter | 04/18/2025 | <input type="checkbox"/> |
| Easter Sunday | First Sunday after Paschal Full Moon | 04/20/2025 | <input type="checkbox"/> |
| Memorial Day | Last Monday of May | 05/26/2025 | <input checked="" type="checkbox"/> |
| Juneteenth | June 19th | 06/19/2024 | <input type="checkbox"/> |
| Independence Day | July 4th | 07/04/2024 | <input checked="" type="checkbox"/> |
| Labor Day | First Monday of September | 09/02/2024 | <input type="checkbox"/> |
| Columbus Day | Second Monday of October | 10/14/2024 | <input type="checkbox"/> |
| Veterans Day | November 11th | 11/11/2024 | <input type="checkbox"/> |
| Thanksgiving | Fourth Thursday of November | 11/28/2024 | <input checked="" type="checkbox"/> |
| Black Friday | Day after Thanksgiving | 11/29/2024 | <input type="checkbox"/> |
| Christmas Eve | December 24th | 12/24/2024 | <input type="checkbox"/> |
| Christmas Day | December 25th | 12/25/2024 | <input checked="" type="checkbox"/> |

Save