Holiday Greeting Management
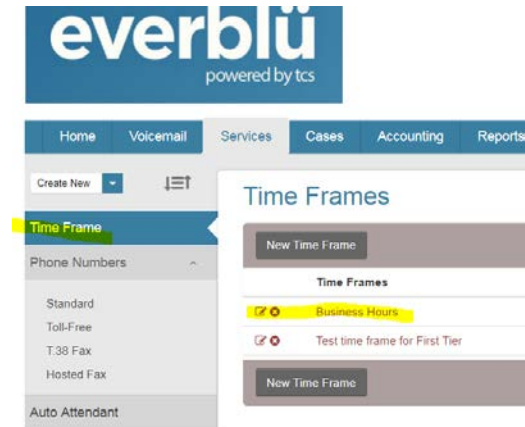
Log into the **everblü** web portal (everblu.calltcs.com).

Click on the **Services** tab.

From the menu bar on the left select **Time Frame** and then choose **Business Hours**.

Set your "During hours forward call:" field to Auto Attendant and Holiday.

Click the **Save** button and you're good to go.

Note: Make a note of what your "During hours forward call:" field is before you make the change because you will need to set it back to normal once you return to the office.

At the time of your installation, TCS recorded a generic Holiday Greeting that says basically,

"Thank you for calling (name of your company). We are currently closed in observance of the holiday. Please press 1 to leave a message and we will return your call at the next business day."

If you would like to change your holiday greeting you may do so by dialing *323 from any phone on your system and following the prompts.

*Note: If you had a unique set up (something more than the standard day, night, holiday), you can click the Auto Attendant link from the Menu bar and select the Holiday option to verify the *star* number you will need to dial to re-record your greeting.*