How to do a Closing Early Custom menu change

-go to schedules on left column

-select the Closing Early item and edit date and time (this example is 10/07/2016)



Adding Holidays or editing existing hours of operation are done in the same way.

Editing the existing Message in Auto Attendant

-Go to Auto-Attendant on left Column

-Select the Auto-Attendant you want to edit (this example Main AA)

-Select the greeting you want to alter (in this example it is the Custom tab, see the arrow is pointing down)

-Click record button and when finished recording click OK and go to top of screen and hit SAVE

