

NEC guide to setting holiday mode



To switch on holiday mode & custom modes

To change to holiday mode on your phone system:

- Dial 718
- Press 3 for holiday message, 4 for custom message
- Press speaker to close

Switching back to day mode

To change back to day mode after your holiday or custom message is no longer needed:

- Press day/night switch

Please also note if you have automatic night mode switching, you will need to set public holidays in WebPro for your system to know there are public holidays in the calendar.

Automatic night mode switching

Similar to the above, you can also adjust your system to have registered public holidays, so your normal timing methods don't come into play, making your phone system ring on a public holiday, or scheduled day off.

To do this you need to navigate to 'holiday night mode switching' in WebPro.

Using the boxes in the top right corner you can select the day of the year quickly and easily, or use the arrows to scroll between months. On any day you want to set as a public holiday simply enter '3' into the date field, which will tell the system to enter holiday mode, playing the holiday message you have either paid for or recorded yourself.

To record a new night message (manager phone only)

- Lift handset and dial 616
- The display will show the following options
 - Record **-7**
 - Listen **5**
 - Delete **3**
- Dial the VRS message number
 - **001** (Day), **002** (Night), **003** (Holiday), **004** (Custom)
- Record, listen or delete your message

NB: It is advisable you record your message through the handset rather than handsfree to reduce background noise.

Your Provisional Messages are:

Day	
Night	
Holiday	
Custom	

NB: If you are recording your own message, please include in the message 'Press 1 to record a message after the tone' if you would like the caller to leave a message.

- Press # to finish and hang up the phone