



- 1.) Log into the Vonage portal at <https://admin.vonage.com/> with Username and Password.
- 2.) Once logged in, click Admin on the left side/column of the page.
- 3.) Click **Virtual receptionist** and then choose the main number on the right-hand side.
- 4.) Scroll to the bottom of the page to find the tab “Record Virtual Receptionist Non-Business Hours Message”
- 5.) Save the current close message to your PC to put back later.
- 6.) Record close holiday greeting and save to the computer.
- 7.) Scroll back up to the top of the page and find tab “Virtual Receptionist Schedule”
- 8.) Select the following days they will be close and set the hours window to “Closed”