

<u>Knowledge Base</u> > <u>Switchboard</u> > <u>Calling Features</u> > <u>Preferences</u> > <u>Time Schedules</u>

Time Schedules

Santiago Garcia - 2024-07-22 - Preferences

Time Schedules

Shape incoming calls to match hours of operations. For example use our <u>simultaneous Ring</u> and <u>Feature numbers</u> to set an almost infinite number of User defined schedules such as weekend operations, or common public holidays.

The setting for Time Schedules can be found under the menu item **Preferences**. You have the following time schedules available:

- Work hours.
- Available hours.
- User-defined hours.

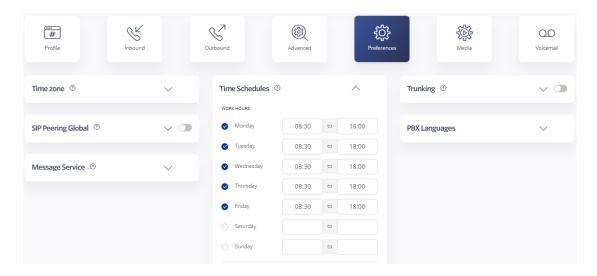
Time Schedule Options

Customize the time settings for each number **Work Hours**, **Available** Hours, and **User-Defined Hours**.

Time Schedule are integrated with all Inbound calling options.

Here is how you can change your time schedule options:

- 1. Select **Preferences** | **Time Schedules**.
- 2. Configure your schedules.
- 3. Click **Save** settings to update.



Time Schedules are used in conjunction with other features including:

- Simultaneous Ring
- Call Forwarding
- Hunt Group
- Call Queuing
- Do Not Disturb
- Call Screening options
- Voicemail
- Auto Attendant

Each of these above features provides you options to set the feature according to the time Schedule ensuring that you never miss a call.

- Tags
- <u>Preference</u>