



[Knowledge Base](#) > [Switchboard](#) > [Calling Features](#) > [Preferences](#) > [Time Schedules](#)

# Time Schedules

Santiago Garcia - 2024-04-08 - [Preferences](#)

## Time Schedules

Shape incoming calls to match hours of operations. For example use our [Simultaneous Ring](#) and [Feature numbers](#) 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.

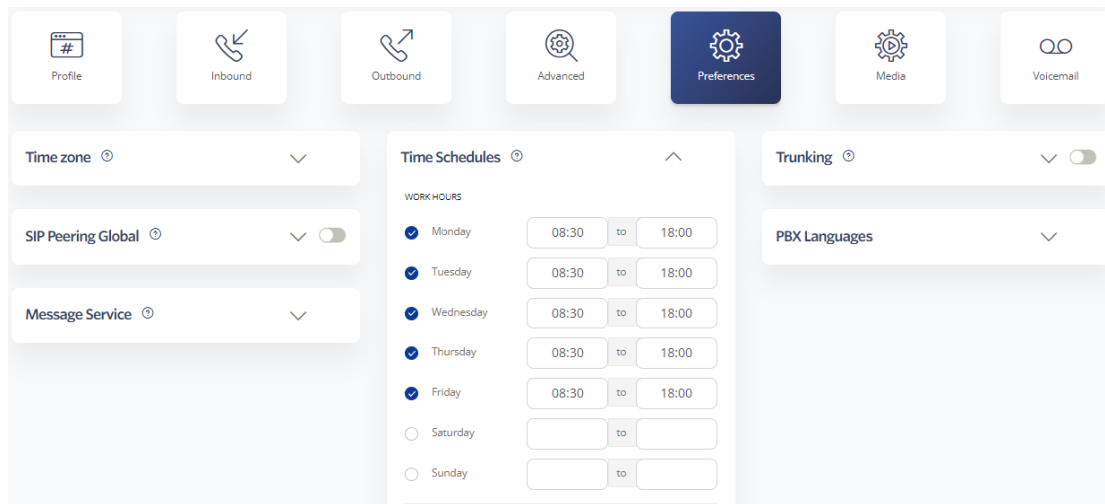
### Time Schedule Options

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
- [Preference](#)