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.
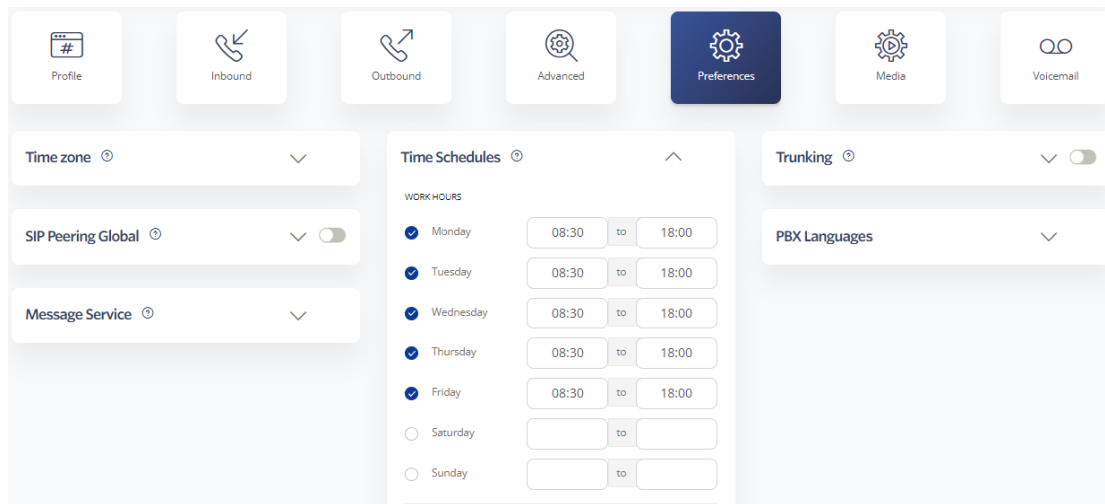
Time Schedules are used in conjunction with other features including:

- 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](#)