

Preferences

Time Schedules

Set Up Your Time Schedules

Most organisations shape the way they handle incoming calls to match their hours of operations. In CloudPBX you can define time schedules for; Simultaneous Ring, Call Forwarding and Queuing by customising one the following time schedule types:

- Work hours
- Available Hours
- User Defined Hours

Quick Guide

1. Log into <https://now.tel2.co.uk>.
2. Select **Settings > Preferences > Time Schedules**.
3. Select days and fill in hours for; Work hours, Available hours and User Defined Hours.
4. Click **Save settings** to update.

Note: Chosen times need to be in 24 hour format.

Preferences

Change the default settings for time schedules such as your hours of work and available hours

Use Local Time and 24 Hour Format (e.g. 21:00)

Work Hours

<input checked="" type="checkbox"/> Monday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Tuesday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Wednesday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Thursday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Friday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input type="checkbox"/> Saturday	From:	<input type="text"/>	to:	<input type="text"/>
<input type="checkbox"/> Sunday	From:	<input type="text"/>	to:	<input type="text"/>

Available Hours

<input checked="" type="checkbox"/> Monday	From:	<input type="text" value="08:00"/>	to:	<input type="text" value="22:00"/>
<input checked="" type="checkbox"/> Tuesday	From:	<input type="text" value="08:00"/>	to:	<input type="text" value="22:00"/>

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