

# 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.

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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