

TIME SCHEDULES - USER

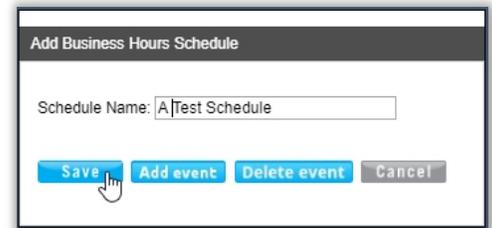
Time Schedules allow users to define time-of-day events for specific days, like business hours or breaks, and set date ranges for holidays or specific events. These schedules may be used with many of the calling features and services. When a schedule is associated with a feature or service, that feature or service is automatically enabled during the times defined within the schedule.

1. Sign into the [Voice Services Portal](#) website.
2. Go to Settings [or](#) click on the [View All Features](#) link in the Basic Features card on your Dashboard to view Settings.
3. Click on the [View/Edit](#) drop-down arrow adjacent to Time Schedules to begin.



Add a Schedule

1. Click to place a check mark next to **Business Hours** or **Holiday Schedule**.
2. Click the **Add** button within the section you selected.
3. Enter a unique **Schedule Name**.
4. Click the **Save** button when finished to continue on to add an event, or close the dialog and return to the schedule lists.



Add an Event to a Schedule

1. Click to place a check mark next to the preferred schedule option in the **Business Hours** or **Holiday Schedule** list section.
2. Click **Add Event**.
3. **Event Name** - Type a short title for review in lists.
4. Define the following [as needed](#) for a specific event type:
 - ❖ **Start Date** - select the date the event begins.
 - ❖ Select the **All Day Event** check box , OR define the following:
 - ❖ **Start Time, End Time, and/or End Date**
 - ❖ **Recur** - Select from *Never, Daily, Weekly, Monthly by Day or Week, Yearly by Day or Week* and make selections for days, months, years, etc., in the fields that are dynamically provided upon selection.
 - ❖ **Recur every X** - Select from Months, Year and or the Day of the month.
 - ❖ **End** - Select from *Never, After (x # of occurrences), or Date* and set the end date.
5. Click **Save** when finished to submit the data and return to [Settings](#).

