## **Voice**Manager

Setting Up... Schedules

#### Feature Description

**Schedules** allow you to configure timeframes that define how incoming calls will be managed. Once schedules are created, they appear as an option available for selection on other feature setting pages, such as Sequential Ring, Auto Attendant, and Call Notify. This feature is available with any VoiceManager package or IP Centrex service.

#### Solution

VoiceManager services provide time and holiday schedules to customize incoming call management based on a preconfigured calendar. They are created as events based on holidays, date, day of week, time of day, and recurring pattern options.

### Setup

Create a Sched	ule/Event	
User & System Ma Schedule Add and manage schedule:	anagement ES is and events for Voice Manager features like Sequential Ring and Call Notify.	Schedules organize time(s) for call management. You need to create a schedule before you add an event. Examples of commonly used
Search: Enter I wo or Mo Listing 0 Group Schedules Schedule/Event Add Schedule/Event	Access     Start Time     End Time     Type (ALL)       Back     Add Schedule/E	<ul> <li>schedules are: Weekend Hours, After Hours, and Evenings.</li> <li>Log in to VoiceManager MyAccount.</li> <li>Click the VoiceManager</li> </ul>
Add Schedule/Ex To add an event, select * = Required * Schedule Name: Type:	vent         t or create a schedule. If appropriate, indicate if the event recurs.         Enter Schedule Name Here            ি Regular C Holiday	<ul> <li>x</li> <li>3. Click the User &amp; Management System tab.</li> <li>4. Under the User</li> </ul>
Access: * Event Name: * Start Time: * End Time:	<ul> <li>Group C Personal</li> <li>Enter Event Name Here</li> <li>mm/dd/yyyy</li></ul>	<ul> <li>5. Click the Add Schedule/Event link.</li> <li>6. Enter a description in the Schedule Name</li> </ul>
Recurs:	Never	Tield. 7. Select the Type – Regular or Holiday. Create separate schedules for an event if both a Regular and Holiday Schedule are desired.
		<ol> <li>Select the Access – Group or Personal.</li> <li>Enter a description in the Event Name field.</li> <li>Enter a Start Time for</li> </ol>



# VoiceManager

Setting Up... Schedules

the date and time of the event.
<ol> <li>Enter an End Time for the date and time of the event.</li> </ol>
12. Choose if and when the Event <b>Recurs</b> .
13. Click the <b>Save</b> or <b>Save &amp;</b> Add Another button.
<b>Result:</b> A message indicates your <b>Schedule</b> and <b>Event</b> were added.

