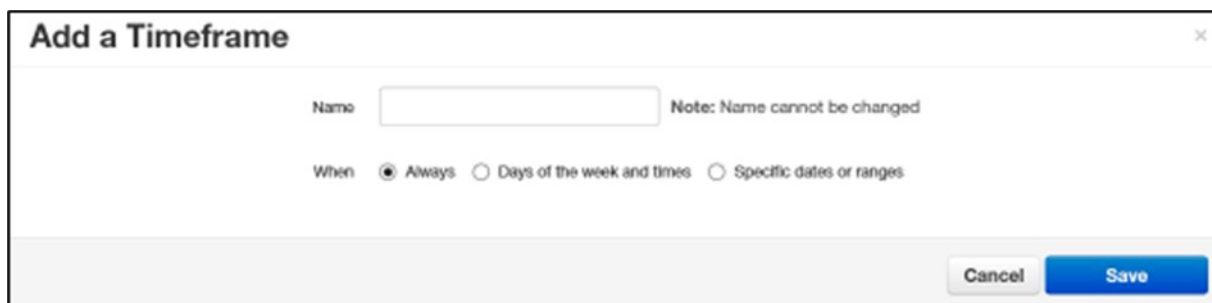


Hosted PBX by Golden West

Adding Time Frames

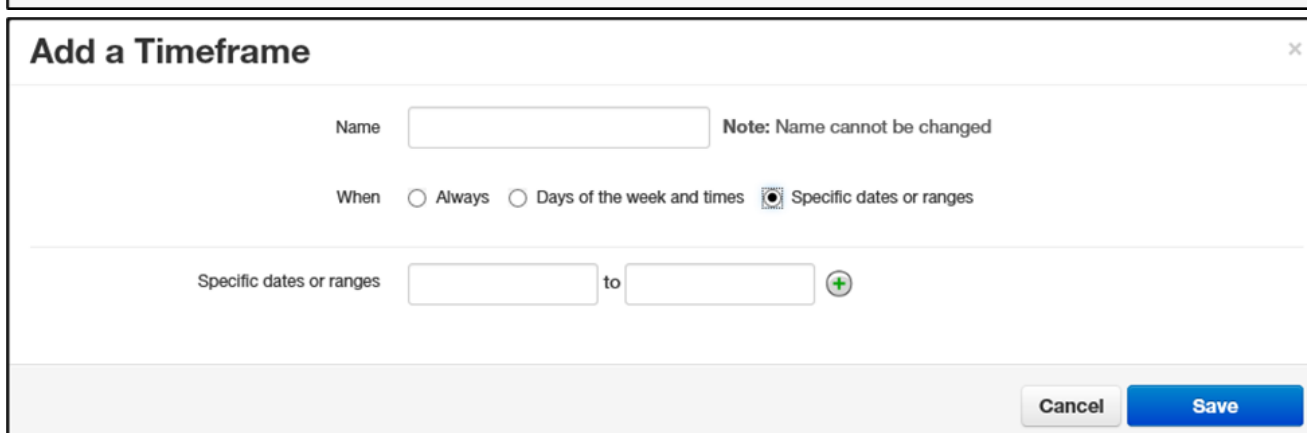
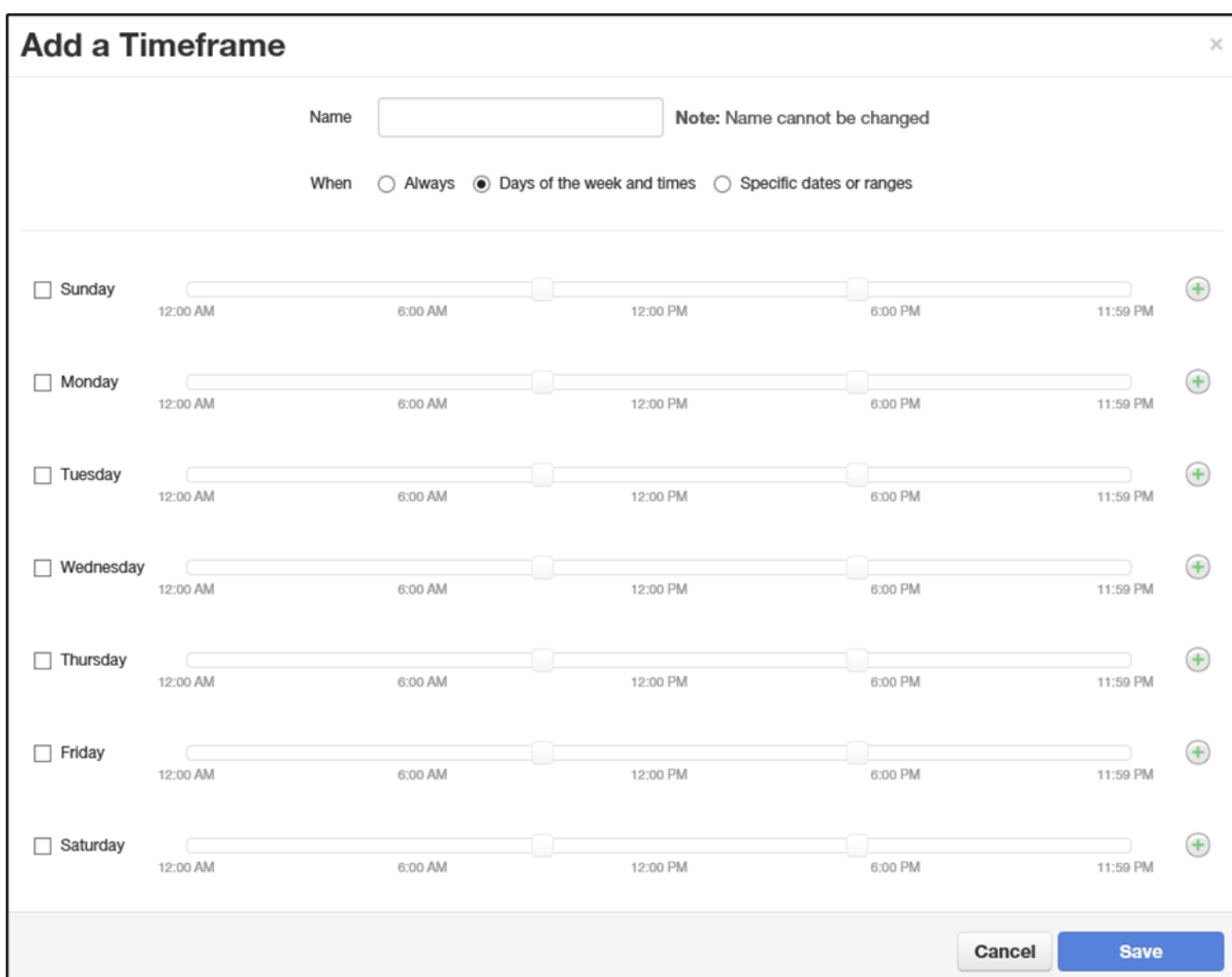
To add time frames:

1. From the Time Frames page, click the **Add Time Frame** button. The Add a Timeframe pop-up window appears.



2. Complete the fields.

| Setting | Description |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name | Adding a time frame: Enter a name for this time frame. The name should allow you to differentiate this time frame from other time frames you configured. Editing a time frame: read-only field that shows the name of the time frame. |
| When | Select when the time frame will be applied. Choices are: <ul style="list-style-type: none">• Always = time frame is applied to all days and times.• Days of the week and times = use the controls to check the days when the time frame applies, and then use the slider controls to select the hours for that date when the time frame applies.• Specific dates or ranges = use the controls to select the dates or range to which the time frame applies. |



3. Click **Save**.