

Hosted PBX by Golden West

Selecting Days of the Week and Times

Options appear for selecting days and times when the time frame will be applied.

- Using the check boxes next to the name of each day of the week, check the days when the time frame will be applied. A blue line to the right of checked day shows the default hours for this time frame (9:00 AM through 5:00 PM).

- To change the start time, drag the button on the left side of the blue bar either to the left to begin the start time earlier or to the right to begin the start time later.

- To change the end time, drag the button on the right side of the blue bar either to the left to shorten the end time or to the right to lengthen the end time.

HINT: To fine-tune start and end times, click start time or end time button, and then use the left and right arrow keys on your keyboard to change the time in 5-minute increments.

- By default, each day is made up of one time period. However, you can use the icon to define two time periods per day. For example, the figure below shows a setup for an office that answers calls in the morning and afternoon, and then transfers calls to an answering service over lunch, on Monday through Friday. By doing this, you would create two time frames (for example, one from 8 to noon and another from 1:00 to 5:00 PM).

- Click **Save** to save your selections.
The time frame appears as a row on the Time Frames page.

Name	Description	Owner
Normal Business Hours	Days and Times	Shared

Hint: Moving the pointer over the blue text in *Description* column shows the settings for that timeframe.

Day	Time
Monday	8:00 am to 12:00 pm 1:00 pm to 5:00 pm
Tuesday	8:00 am to 12:00 pm 1:00 pm to 5:00 pm
Wednesday	8:00 am to 12:00 pm 1:00 pm to 5:00 pm
Thursday	8:00 am to 12:00 pm 1:00 pm to 5:00 pm
Friday	8:00 am to 12:00 pm 1:00 pm to 5:00 pm