

My Schedule - Intune

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Set weekly Business Hours to silence all calls outside your availability or turn on Do Not Disturb.

iOS

Read on to learn about setting your schedule in MultiLine.

Overview

You can use **My Schedule** in the MultiLine Settings menu to set weekly Business Hours or turn on Do Not Disturb. For the hours outside your Business Hours, MultiLine will turn on Do Not Disturb.

Before you start

- You need to be connected to the Internet to change your schedule.
- If you are using the **Call Handling** feature to set a list of numbers to simultaneously or sequentially dial, the **Do Not Disturb** or **My Schedule** settings apply first and the calls will go to your voicemail and not ring the numbers on your **Call Handling** lists.
- When **Do Not Disturb** is enabled, all the calls will be sent directly to your MultiLine voicemail.

Set Business Hours

1. Go to Settings and select My Schedule.



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2. Set the **Business Hours** toggle to on to begin setting a schedule.

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My	y Schedule
Do Not Disturb	\bigcirc
Send all calls to voicem	ail
Business Hours Your Time Zone: US-Eas	tern (EDT)
Monday	9:00 am to 8:00 pm
Monday	9:00 am to 8:00 pm
Tuesday	Available All Day
Wednesday	Available All Day
Thursday	Available All Day
Friday	Unavailable All Day
Saturday	Unavailable All Day
Sunday	Unavailable All Day

3. Select a day to set a schedule for that day.

- Select Unavailable All Day to set Do Not Disturb for the entire day.
- Select Available All Day to receive calls any time of day.
- Select Available Within Business Hours to set a time period to receive calls.



- 1. Set **From** to the earliest time to receive calls
- 2. Set **To** to the latest time to receive calls.



Your changes save automatically.

If you are using the **Call Handling** feature to set a list of numbers to simultaneously or sequentially dial, the **Do Not Disturb** or **My Schedule** settings apply first and the calls will go to your voicemail and not ring the numbers on your **Call Handling** lists.

Android

Read on to learn about setting your business schedule

Overview

You can use the Manage Availability feature to turn on Do Not Disturb or set a weekly Business Hours schedule.

Before you start

• You must be connected to the Internet to set your Business Hours.

Set Business Hours

Use **Business Hours** to set which hours you would like your phone to ring. Outside of those hours, calls will go to voicemail.

- 1. Go to Settings.
- 2. Go to Settings and select My Schedule.





- 3. Tap on **Business Hours** to enable it. *Tap again to disable it.*
- 4. Use the sliders to set the hours you're available on your MultiLine number. Any incoming calls that are received outside those set hours will automatically be forwarded to your MultiLine voicemail.

🕻 Ва	Ack Manage Availability	Set
•	Do Not Disturb Ring my phone	
¢	Call Forwarding Ring my phone	
0	Business Hours Schedule is active	~
Tim You a	e displayed in US/Central (CDT) re 2:00 hours behind 05:35	17:10
Tue	10:15 sday	19:00
Wed	dnesday 03:55	14:30
Thu	rsday 05:50	17:30
Frid	o8:10	16:15
Satu	23-59 urday	23:59

If you are using the **Call Handling** feature to set a list of numbers to simultaneously or sequentially dial, the **Do Not Disturb** or **Business Hours** settings apply first and the calls will go to your voicemail and not ring the numbers on your **Call Handling** lists.

Set Do Not Disturb

When **Do Not Disturb** is enabled, all the calls will be sent directly to your MultiLine voicemail.

- 1. Select Settings from the bottom menu.
- 2. Go to **Settings** and select **My Schedule**.



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Settings				
JB Jackie Brown +1 321 654 876				
Call Settings				
😕 Contact Settings				
Picture Messages				
Voicemail Greeting				
_				
🔟 My Usage				
My Schedule				

3. Tap on **Do Not Disturb** to enable it. A checkmark will appear and the message will show that MultiLine will send all calls to voicemail. Tap again to disable it. The checkmark will disappear and the message will show that MultiLine will ring your phone.

← Manage Availability

Do Not Disturb Send all calls to voicemail Call Forwarding Ring my phone

Business Hours Schedule is not active

If you are using the **Call Handling** feature to set a list of numbers to simultaneously or sequentially dial, the **Do Not Disturb** or **Business Hours** settings apply first and the calls will go to your voicemail and not ring the numbers on your **Call Handling** lists.