Set My Schedule

Last Modified on 05/24/2024 6:09 pm EDT

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.
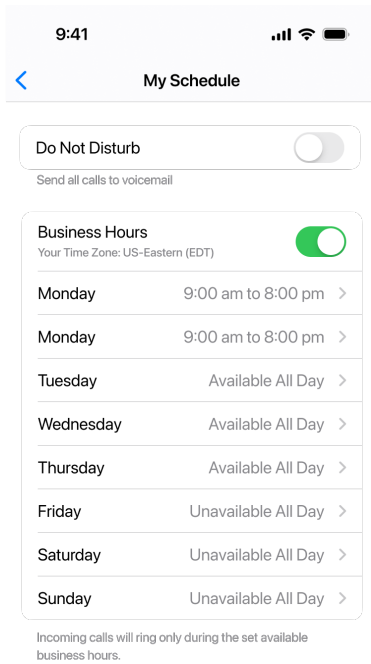
Before you start

- 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

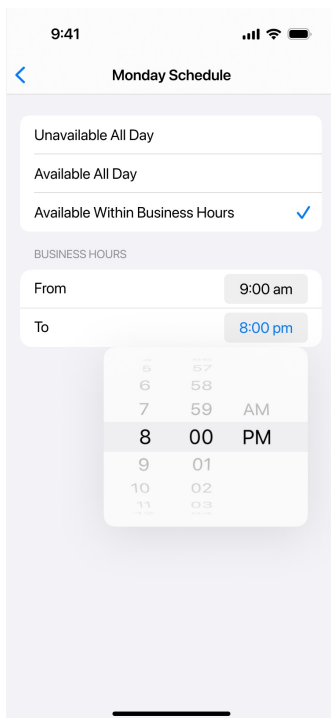1. Go to **Settings** and select **My Schedule**.
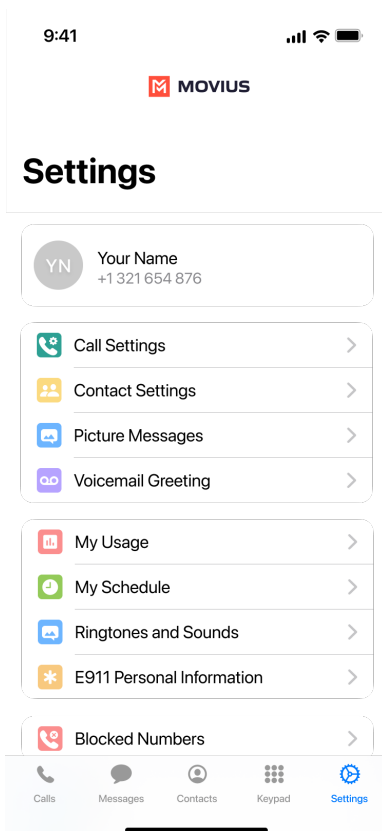
2. Set the **Business Hours** toggle to on to begin setting a schedule.

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.

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.
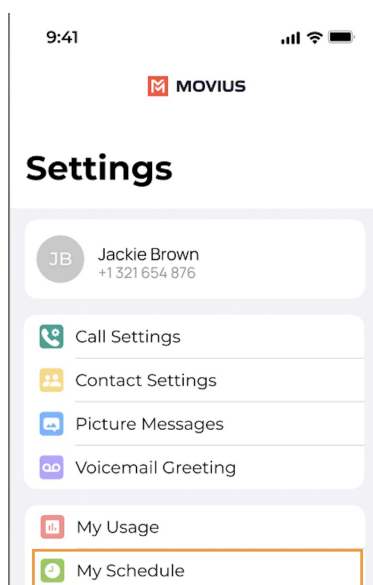
Before you start

- 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.
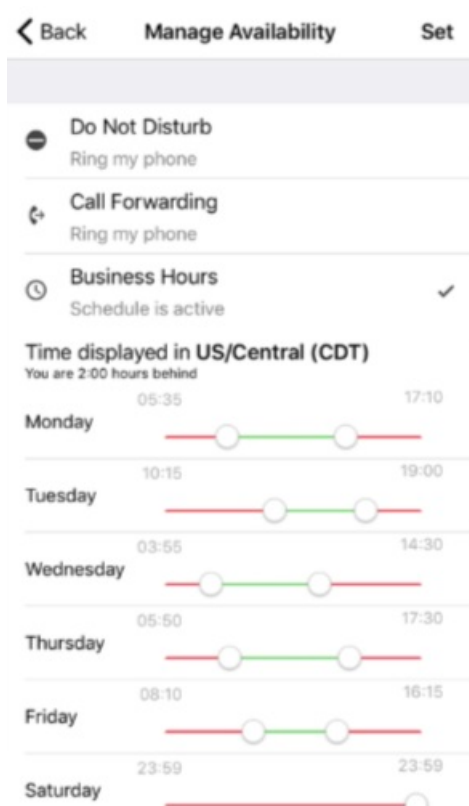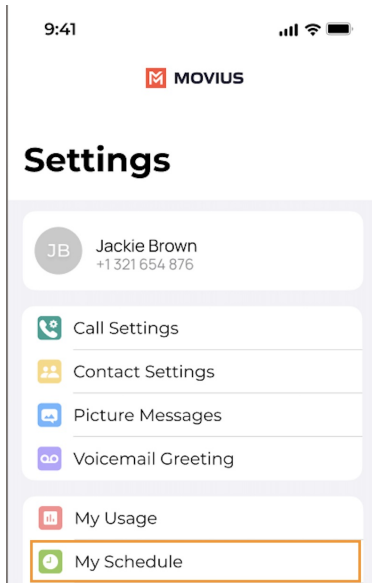

If you are using the **Call Handling** feature to set a list of numbers to simultaneously or sequentially dial, the **Do Not Disturb** or **Business Hours** settings apply first and the calls will go to your voicemail and not ring the numbers on your **Call Handling** lists.
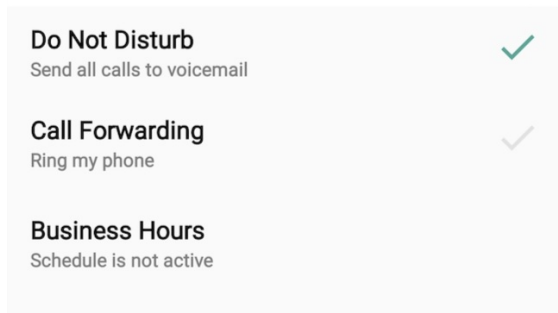
Set Do Not Disturb

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**.

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.*

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.