



My Schedule - 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.



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•	Do Not Disturb Ring my phone	
¢	Call Forwarding Ring my phone	
0	Business Hours Schedule is active	~
	e displayed in US/Central (C re 2:00 hours behind	
Mor	05:35	17:10
Tue	sday	19:00
Wed	dnesday	14:30
Thu	rsday	17:30
Frid	08:10	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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Call Settings					
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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.

$\leftarrow \ \ \, \text{Manage Availability}$

Do Not Disturb Send all calls to voicemail	\checkmark
Call Forwarding Ring my phone	
Business Hours Schedule is not active	

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