

1. Click **Schedules** from Navigation Pane.

2. Click **Add**
(to create new schedule).

3. Enter a **Schedule Name**.

4. Enter **Description** for new Schedule.

5. Select **default Project** from drop down menu. This is the project you want to change to go to voicemail.

6. Select **Scheduled Project** from drop down menu in Default section. This would be the new voicemail **project**.

7. Select time Zone

8. Select **Start Time**.

9. Select **days of week** for this project to be activated.

10. Click **OK**.

Schedules >> New Item

Help

Schedule Name
Straight to Voicemail

Description
New Voicemail Schedule

Default

Select default Project Go straight to Voicemail

Phone 1172867535982

Scheduled

Select Scheduled Project Go straight to Voicemail

Select Time Zone (GMT-05:00/DST+00:00) Eastern Standard Time; EST

Start Time 0 hr. 0 min.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

OK Cancel Apply

NOTE: You need to create a schedule for each project you want to identify different working days/hours.