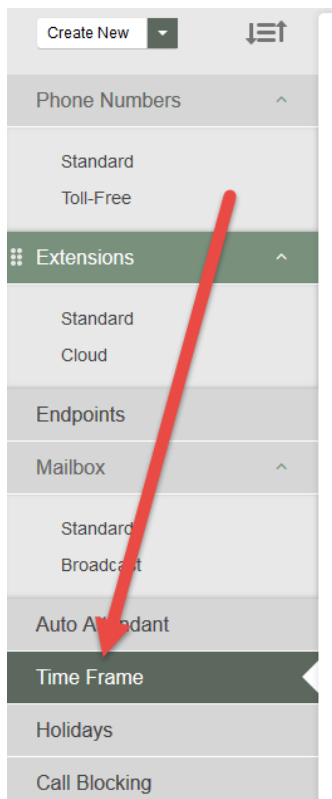


## Modify Time Frames

Timeframes are used within the PBX to route incoming calls to specific locations based on the time the call comes into the system. Most commonly they are used as a route for your main incoming phone number.

The below will show you how to modify the timeframe settings to accommodate changes in hours, holiday scheduled, etc.

1. Login to your portal at <http://voip.hopdial.com>
  1. Contact [support@hopdial.com](mailto:support@hopdial.com) if you need help with your credentials.
2. Once logged in, press “Services” on the top menu, then “Time Frame” on the left menu.



3. Once on the Time Frame menu, just click the name of the Time Frame you wish to edit.
4. From here you can edit the call routing for “during business hours” and “after business hours”, and define the business hours using the grid below by selecting days of the week and times of day:

## Time Frame Details: Business Hours

Save Delete Cancel

**Time Frames**

**Time frame Name:** \* Business Hours

**During hours forward call:** Group All Phones

**After hours forward call:** Outside Number

All times are represented in Eastern Time. Please adjust the hour accordingly if your PBX is located in another timezone.

Day	Active	All Day	Start	End
Monday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9:00 AM	8:00 PM
Tuesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9:00 AM	8:00 PM
Wednesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9:00 AM	8:00 PM

The routing options could send calls to ring groups, auto-attendants, outside numbers, etc.

- Once your routing options are set, and your hours are set, be sure to press “Save” at the bottom of the screen and wait 90 seconds to confirm the changes are behaving as expected.