

# Voicemail Schedule (User Portal)

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You can schedule different voicemail greetings to be played during business hours, after hours, on weekends, and so forth.

## Add a scheduled greeting

1. In your browser, go to the [iPECS Cloud User Portal](#) and log in.
2. Expand My Phone & Features and click Voicemail Schedule.
3. Click Add.

### Voicemail Schedule

Schedule List ▼

[Add](#) [Modify](#) [Delete](#)

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**Schedule Name \***

**Greeting \***  [Browse](#) (Wave File, 8kHz, 16bit, Mono, PCM)

**Start Time**  Hour  Min.

**End Time**  Hour  Min.

**Day**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  Holiday

[Save](#) [Cancel](#)

- Enter a Schedule Name.
  - Enter Start Time and End Time when you want this greeting to play, using 24-hour notation.
  - Select the Days when you want this schedule to play.
4. Click Browse to select the Greeting to play.
  5. Click Save.