



## Time Schedule Configuration

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Use the following topics to find, add, update, copy, or delete a time schedule:

- [Time Schedule Configuration Settings, page 39-1](#)
- [Related Topics, page 39-3](#)

### Time Schedule Configuration Settings

In Cisco Unified Communications Manager Administration, use the **Call Routing > Class of Control > Time Schedule** menu path to configure time schedules.

A time schedule comprises a group of time periods. Time schedules get assigned to partitions. Time schedules determine the partitions where calling devices search when they are attempting to complete a call during a particular time of day. Multiple time schedules can use a single time period.

For more detailed information on time schedules, see “[Time-of-Day Routing](#)” in the *Cisco Unified Communications Manager System Guide*.

#### Tips About Deleting Time Schedules

You cannot delete time schedules that partitions are using. To find out which items are using the time schedule, choose **Dependency Records** from the Related Links drop-down list box that is on the Time Schedule Configuration window. If the dependency records are not enabled for the system, the dependency records summary window displays a message. For more information about dependency records, see the “[Accessing Dependency Records](#)” section on page A-2. If you try to delete a time schedule that is in use, Cisco Unified Communications Manager displays an error message. Before deleting a time schedule that is currently in use, you must perform either or both of the following tasks:

- Assign a different time schedule to any partitions that are using the time schedule that you want to delete. See the “[Partition Configuration Settings](#)” section on page 40-1.
- Delete the partitions that are using the time schedule that you want to delete. See the “[Partition Configuration](#)” chapter.



#### Caution

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Before you delete a time schedule, check carefully to ensure that you are deleting the correct time schedule. You cannot retrieve deleted time schedules. If you accidentally delete a time schedule, you must rebuild it.

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### Using the GUI

For instructions on how to use the Cisco Unified Communications Manager Administration Graphical User Interface (GUI) to find, delete, configure, or copy records, see the “[Navigating the Cisco Unified Communications Manager Administration Application](#)” section on page 1-13 and its subsections, which explain how to use the GUI and detail the functions of the buttons and icons.

### Configuration Settings Table

Table 39-1 describes the time schedule configuration settings.

**Table 39-1 Time Schedule Configuration Settings**

Field	Description
<b>Time Schedule Information</b>	
Name	<p>Enter a name in the Name field. The name can comprise up to 50 alphanumeric characters and can contain any combination of spaces, periods (.), hyphens (-), and underscore characters (_). Ensure each time schedule name is unique to the plan.</p> <p><b>Note</b> Use concise and descriptive names for your time schedules.</p> <p>Cisco Unified Communications Manager provides the <i>All the time</i> time schedule. This special, system time schedule includes all days and all hours, is published to end users, and cannot be deleted; this time schedule can be copied.</p>
Description	Enter a description for this time schedule.
<b>Time Period Information</b>	
Available Time Periods	<p>This field displays after a time schedule has been added.</p> <p>Choose a time period in the Available Time Periods list box and add it to the Selected Time Periods list box by clicking the down arrow button between the two list boxes.</p> <p>To add a range of time periods at once, click the first time period in the range; then, hold down the <b>Shift</b> key while clicking the last time period in the range. Click the down arrow button between the two list boxes to add the range of time periods.</p> <p>To add multiple time periods that are not contiguous, hold down the <b>Control (Ctrl)</b> key while clicking multiple time periods. Click the down arrow button between the two list boxes to add the chosen time periods.</p>

**Table 39-1** Time Schedule Configuration Settings (continued)

Field	Description
Selected Time Periods	<p>This list box lists the time periods that were selected for this time schedule. To remove a time period from the list of selected time periods, choose the time period to remove and click the up arrow between the two list boxes. To reorder the selected time periods, choose a time period and click the up and down arrows to the right of this list box.</p> <p><b>Note</b> If multiple time periods get associated to a time schedule and the time periods overlap, time periods with Day of Year settings take precedence over time periods with Day of Week settings.</p> <p><b>Example:</b> If a Time Period configured for January 1st is configured as No Office Hours and another time period is configured for the same day of the week (for example, Sunday to Saturday) as 08:00 to 17:00, the time period for January 1st gets used. In this example, No Office Hours takes precedence.</p> <p><b>Note</b> Time interval settings take precedence over No Office Hour settings for the same day of the year or day of the week.</p> <p><b>Example:</b> One time period specifies for Saturday as No Office Hours. Another time period specifies Saturday hours of 08:00 to 12:00. In this example, the resulting time interval specifies 08:00 to 12:00 for Saturday.</p> <p><b>Note</b> If multiple time periods are associated to a time schedule and the time periods overlap, time periods with Day of Week settings take precedence over time periods with Range of Days settings.</p> <p><b>Example:</b> If a Time Period configured for Day of Week (for example, Sunday to Saturday) is configured as No Office Hours and another time period is configured for January 1st until December 31st as 08:00 to 17:00, the time period for Day of Week is used. In this example, No Office Hours takes precedence.</p>

**Additional Information**

See the [“Related Topics”](#) section on page 39-3.

## Related Topics

- [Time Schedule Configuration, page 39-1](#)
- [Time Schedule Configuration Settings, page 39-1](#)
- [Time-of-Day Routing, Cisco Unified Communications Manager System Guide](#)

