



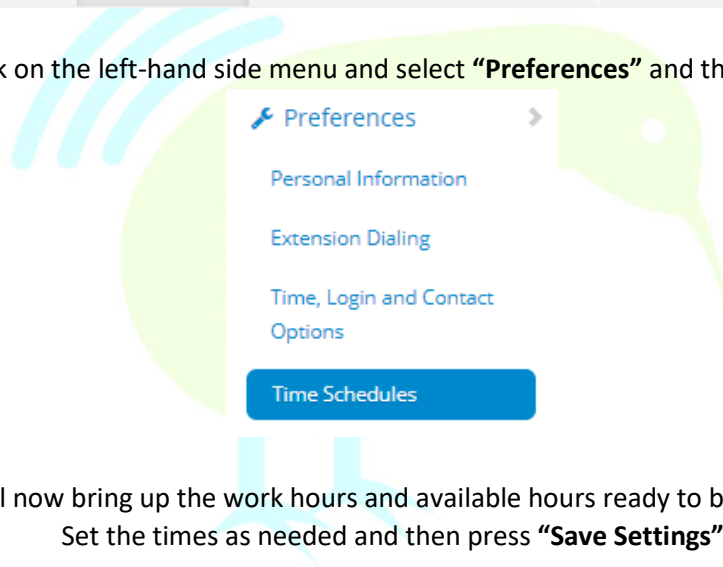
# How to set Available/Work Hours

To start, head to the Kiwi VoIP Customer Portal and log in.

Once logged in, look on the top bar and find the “**Cloud PBX**” tab and click into there, then your desired number.



From there, look on the left-hand side menu and select “**Preferences**” and then “**Time Schedules**”



This will now bring up the work hours and available hours ready to be set by you.  
Set the times as needed and then press “**Save Settings**”

## Work Hours

<input checked="" type="checkbox"/> Monday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Tuesday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Wednesday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Thursday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input checked="" type="checkbox"/> Friday	From:	<input type="text" value="09:00"/>	to:	<input type="text" value="17:00"/>
<input type="checkbox"/> Saturday	From:	<input type="text"/>	to:	<input type="text"/>
<input type="checkbox"/> Sunday	From:	<input type="text"/>	to:	<input type="text"/>

**Save settings**