

# PennNet Phone Scheduler Quick Start Guide

## What is Scheduler?

Scheduler is an option within the PPS web tool used to control feature activation and deactivation.

### Scheduler & Call Forward All

Call Forward All can be scheduled to automatically turn on and off at a specified day, date or time.

### Call Forward All - 3 basic states

- ✓ **ON** – 24 hrs/7days/365 a year until you turn it off
- ✓ **OFF** – No forwarding
- ✓ **SCHEDULED** - Call Forward All follows schedules defined and saved for a PennNet Phone number

### Add a Schedule

To add a schedule click the plus sign [+] and, fill in fields, then click the submit button

### Delete a Schedule

To delete a schedule click the minus sign [-] then click the submit button

### Multiple Entries in a Schedule

It is possible to have multiple entries in scheduler.

## Add/Create a Schedule

1. Open a web browser and go to <https://pps.voice.isc.upenn.edu>
2. Enter your PennKey & Password then Click on the **Login button**
3. Click on **Select Features and Voice Mail** link in the left column
4. Locate Call Forward All & **Click the radio button next to scheduled**
5. **Action**- from the drop down menu select Forward to
6. **Destination** – enter the telephone number you want to receive calls
7. **Date** – Select the option you desire from the drop down menu
8. **Time Range** - Select a start & end time (or click on the box next to all day)
9. To active - **Click Submit**

## IMPORTANT

It is possible to add entries in the schedule with overlapping times. Each entry overrides all entries above it during the time it overlaps the above schedule. This means that the bottom-most entry will have the highest priority. (Schedule 5 over rides schedule entries 1, 2, 3, & 4 during the times they overlap)

## Scheduler Basics

Schedules are not active until the submit button has been clicked and PPS confirms “Your settings have been updated”

Scheduler event times to begin and end on the hour, quarter after, half past and quarter of the hour (08:00am, 8:15am, 8:30am, and 8:45am)

The Start Time must be before the End Time. An entry becomes active at the Start Time and deactivates at the End Time.

Scheduled times cannot span mid-night. Two schedules maybe required to achieve the desired effect.

Scheduler retains the data from the last series of schedules used before it was turned off

### Requesting repairs

To report problems with telephone equipment, lines or voice mail visit [www.upenn.edu/computing/voice/help/repair.html](http://www.upenn.edu/computing/voice/help/repair.html)

### Learn more

User guides & FAQs are available on the Penn Voice Services web site at [www.upenn.edu/computing/voice/help/guides.html](http://www.upenn.edu/computing/voice/help/guides.html)

