

Scheduled Calling

This is a licensed feature that allows for periodic automated calls to be made by the PBX. This can be used for announcements, bells, alarms etc.

Enabling Scheduled Calling

STEPS:

1. From the PBX Setup=>Services page, locate the Scheduled Calling section.
2. Change the dropdown to Enabled.
3. Click the button to save the changes.
4. Click on the **Apply Changes** link at the top of the page to save the information and commit the changes to the database

Sections/Fields	Description
Select	Use this column to select which multiple entries to delete or edit. Displays if the entry is active.
Enabled	1: Enabled 0: Disabled
Name	Displays the name of the Scheduled Call.
Start	Displays the date which a particular entry is set to start.
End	Display the date which a particular entry is set to end
Interval	Displays information on when the Scheduled Call will take place.
Execute	Shows the time the Scheduled Call will happen.
Call	Displays the Number to Call as defined in the Scheduled Call.
Connect to	Displays the Number to Connect as defined in the Scheduled Call.
Can Dial	Event can be triggered by dialing a number Click to edit individual entries. Click to test an individual entry. A call between the Target and Destination will be established. Click to delete individual entries.
Edit	Click to edit multiple entries if checked in the Select column.
Delete	Click to delete multiple entries if checked in the Select column.
Add	Click to create a new Scheduled Call.

Edit Scheduled Call

Sections/Fields	Description
Name	Enter a name to identify this Scheduled Call.
Date/Time	Define what date and time the Scheduled Call should start and end. Both of these are optional. Setting the Start date/time will enable the Scheduled Call at that time. Setting the End date/time will disable the Scheduled Call on that time. If you leave the start date/time blank, the Scheduled call will be enabled immediately. If you leave the end date/time blank, the Scheduled Call will continue indefinitely until manually disabled.
Recurrence	Defines the interval the Scheduled Call will take place. Calls can be set to Daily, Weekly, or Monthly. See the Recurrence table below for more details.
Execute At	Defines the time the call will take place for each Recurrence.
Call First	Defines the entity that will be called.
Connect First Call to	Defines what destination the called party will be connected to.
Dial using Permissions of Extension:	Set this to the extension number that is will be used by this Scheduled Call for calling permissions. Must be set whether doing internal or outbound calls.
Can Dial	Permits this scheduled call to be dialed. Checking the box enables this scheduled call to become a destination.
To trigger event Dial	(Required) The number to dial to trigger this event.
Security PIN	(Optional) Numbers only. If set, when the trigger number is dialed, the system will prompt for this PIN before executing the event. Leave blank if no PIN is needed.
Next Destination	(Optional) The destination the call continues on to. Leave blank if you want to end the call when the event is triggered.
Enable/Disable	Choose Enable for this Scheduled Call to be active, and Disable for it to be inactive.

Sections/Fields	Description
	Everyday: Will call at the defined Time every day.
Daily	Every X Days: Will call at the defined Time every (1-1550) days.
	Every Weekday: Will call at the defined Time every M-F.
Weekly	Every X Weeks on Y: Will call at the defined Time every (1-1550) weeks on the day defined.
	Day: Will call at the defined Time every (1st-31st) day of the month.
Monthly	The X Week on Y: Will call at the defined Time on the 1 st , 2 nd , 3 rd , or 4 th week of the month on the day defined.
	Every X Months: Will call at the defined Time every (1-31) months.

Adding a New Scheduled Call

STEPS:

1. From the **PBX Setup=>Services** page, locate the Scheduled Calling section.
2. If enabled, click the button for Manage Calls, which will take you to the **List of Scheduled Calls** page.
3. Click the **Add** button.
4. Configure your new Scheduled Call. If errors are made, you can click **Reset** to start over.
5. Click **Submit** to save.
6. Click the blue link Back to Services to return to the **PBX Setup=>Services** page.
7. Click the button to save the changes.
8. Click on the **Apply Changes** link at the top of the page to save the information and commit the changes to the database

Edit a Scheduled Call

STEPS:

1. Navigate to the List of Scheduled Calls page.
2. Click the icon to edit an individual entry, or place a check next to multiple entries and click the **Edit** button.
3. Make the necessary changes.
4. Click **Submit** to save.
5. Click the blue link Back to Services to return to the **PBX Setup=>Services** page.
6. Click the button to save the changes.
7. Click on the **Apply Changes** link at the top of the page to save the information and commit the changes to the database

Edit a Scheduled Call

STEPS:

1. Navigate to the List of Scheduled Calls page
2. Click the icon to delete an individual entry, or place a check next to multiple entries and click the **Delete** button.
3. Click the blue link Back to Services to return to the **PBX Setup=>Services** page.
4. Click the button to save the changes.
5. Click on the **Apply Changes** link at the top of the page to save the information and commit the changes to the database

Test a Scheduled Call

STEPS:

1. Navigate to the **List of Scheduled Calls** page.
2. Click the button to test the call connection immediately.
3. If the call does not work to your end users desires, reconfigure the Scheduled Call and test again.