

Availability Schedule

Set your available hours for each day of the week. Clients will only see these slots when booking.

Monday	09:00 AM	to	05:00 PM	<input checked="" type="checkbox"/>
Tuesday	09:00 AM	to	05:00 PM	<input checked="" type="checkbox"/>
Wednesday	09:00 AM	to	05:00 PM	<input checked="" type="checkbox"/>
Thursday	09:00 AM	to	05:00 PM	<input checked="" type="checkbox"/>
Friday	09:00 AM	to	05:00 PM	<input checked="" type="checkbox"/>

[+ Add Time Slot](#)

Appointment Types

Configure default durations and buffers for each appointment type.

TYPE	DURATION (MIN)	BUFFER (MIN)	BOOKABLE
Consultation	60	15	<input checked="" type="checkbox"/>
Site Visit	90	30	<input checked="" type="checkbox"/>
Meeting	60	15	<input checked="" type="checkbox"/>
Call	30	10	<input checked="" type="checkbox"/>
Demo	45	15	<input checked="" type="checkbox"/>
Follow-up	30	10	<input type="checkbox"/>

Booking Link

Share this link with clients so they can book appointments directly.

<https://air4.media/book/>

[Preview Booking Page](#)

General Settings

Max Bookings Per Day
8

Minimum Advance Notice (hours)
24

Max Days in Advance
60

Timezone
Eastern (ET)

Weekly Preview

SUN	Unavailable
MON	09:00 - 17:00
TUE	09:00 - 17:00
WED	09:00 - 17:00
THU	09:00 - 17:00
FRI	09:00 - 17:00
SAT	Unavailable

Booking Settings

Configure how clients book appointments with you — set your available hours, define appointment types, and share your personal booking link.

Key Features

- **Availability Schedule:** Define which days and hours you are open for bookings. Clients only see time slots that fall within your schedule.
- **Appointment Types:** Set default durations and buffer times for each type of meeting (Consultation, Site Visit, Meeting, Call, Demo, Follow-up).
- **Bookable Toggle:** Enable or disable specific appointment types so only relevant ones appear for clients.
- **General Settings:** Control daily booking limits, how far in advance clients must book, and how many days ahead they can schedule.
- **Timezone:** Set your timezone so availability is displayed correctly for you and your clients.
- **Booking Link:** A shareable link clients use to self-book an appointment directly on your

calendar.

- **Weekly Preview:** A live summary showing which days are open or unavailable as you edit your schedule.

How to Use

Set Your Availability

1. Go to **Booking Settings** in the sidebar.
2. In the **Availability Schedule** section, each row represents a time block for a day of the week.
3. Select the **day**, then set the **start** and **end times** for that block.
4. Toggle the switch on each row to enable or disable that time block without deleting it.
5. Click **Add Time Slot** to add additional blocks (useful for split schedules like morning and afternoon).
6. Click the trash icon to remove a time slot.
7. Click **Save Changes** when done.

Configure Appointment Types

1. In the **Appointment Types** table, find the type you want to adjust.
2. Set the **Duration** (in minutes) for how long that appointment lasts.
3. Set the **Buffer** (in minutes) for the gap left after that appointment before the next one.
4. Check or uncheck **Bookable** to control whether clients can request that type.

Update General Settings

1. In the **General Settings** panel on the right, set:
 - **Max Bookings Per Day** — the maximum number of appointments you accept daily.
 - **Minimum Advance Notice** — how many hours ahead a client must book.
 - **Max Days in Advance** — how far into the future clients can schedule.
 - **Timezone** — your local timezone for accurate scheduling.

Share Your Booking Link

1. Copy the link shown in the **Booking Link** panel using the copy button.
2. Share it via email, your website, or social media.
3. Click **Preview Booking Page** to see what clients will see before sharing.

Tips

- Use buffer times to give yourself a break between back-to-back appointments.
- Set a minimum advance notice (e.g., 24 hours) to avoid last-minute bookings.
- The Weekly Preview updates live as you make changes — use it to confirm your schedule looks right before saving.
- You can add multiple time blocks for the same day if you take a midday break.