

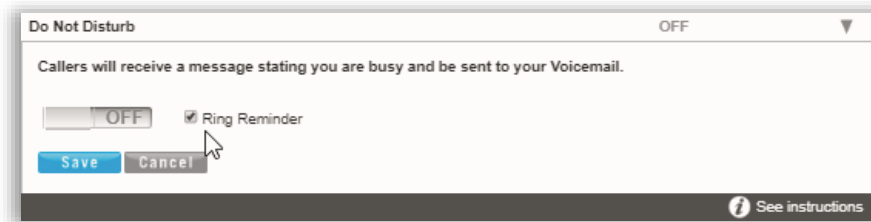
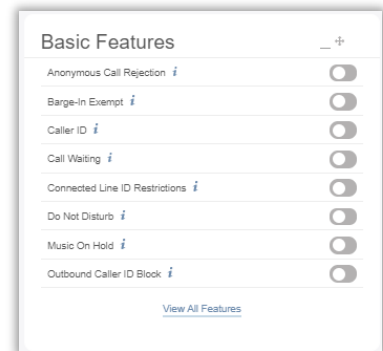
The Do Not Disturb service allows users to enable or disable a message to incoming callers that you are not available to take a call and then sends them to Voicemail if that service is also enabled. This is an ON | Off service.

## Set Up

Log into your Voice Service Portal.

- A) On Dashboard: Slide the toggle to ON or Off in the Basic Features card.
- B) In Settings (or via the [View All Features](#) link in the *Basic Features* card):

1. Click the *View/Edit* drop-down arrow next to Call Waiting.
2. Click to slide the toggle to ON or Off.
3. **Ring Reminder:** Click to place a check in the box  if you wish to be reminded that DND is enabled.
4. Click the **Save** button to submit the change and exit the view.



## Use

Your desk phone model or conference device may provide a Soft Key or button option to enable and disable the Do Not Disturb service.

The following **Star (\*) Codes** may also be used to manage Do Not Disturb:

**\*78 = Enable Do Not Disturb**

**\*79 = Disable Do Not Disturb**