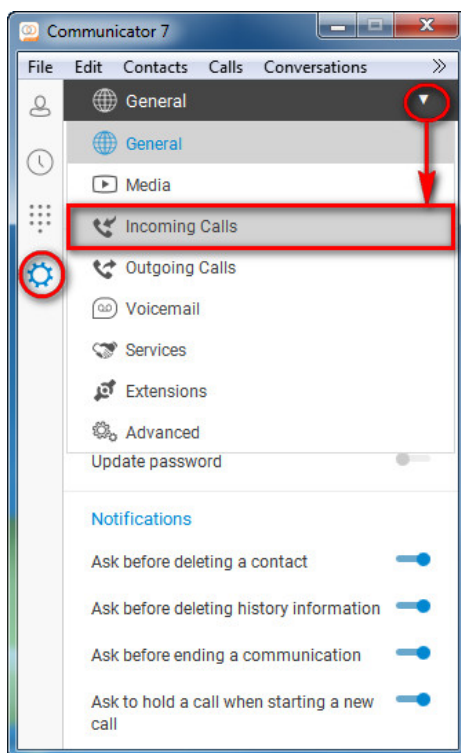


How to use “Do Not Disturb”

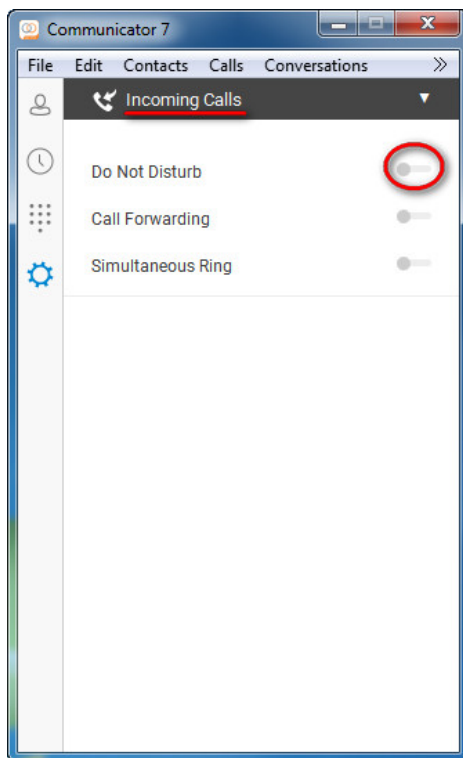
1. Launch the Communicator application as normal by locating the icon on your desktop and double click it.



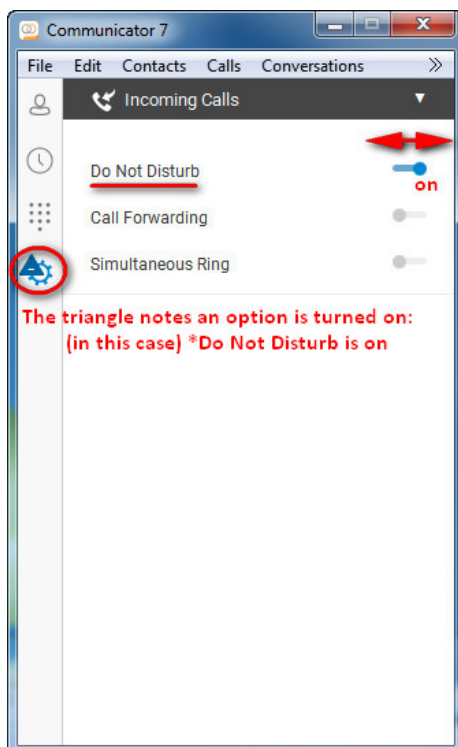
2. Go to the Settings button that looks like a “cog” on the left. You will see at the top General. Press the ▾ to see the other settings. Go to the “Incoming Calls” and choose this:



3. In this area you will see the “Do Not Disturb” option. This can be toggled on and off. It is shown as off below:



4. If you toggle it to the right it will be on and you will get a triangle warning:



***The Do Not Disturb option should be used with caution as all calls will not ring and immediately go to voice mail.