

Using Do-Not-Disturb (DND)

You can use DND to stop calls and pages to your extension. When activated, internal calling parties see your selected DND message. DND does not block queue callbacks, recalls, and incoming external calls. The following table shows the 20 default DND messages. If your system administrator changes your DND messages, you can record the new messages in the “New Message” column for reference.

Code	Default Message	New Message	Code	Default Message	New Message
01	Do-Not-Disturb		11	Out of Town 'Til	
02	Leave a Message		12	Out of Office	
03	In Meeting Until		13	Out Until	
04	In Meeting		14	With a Client	
05	On Vacation/ Holiday 'Til		15	With a Guest	
06	On Vacation/ Holiday		16	Unavailable	
07	Call Me At		17	In Conference	
08	At the Doctor		18	Away from Desk	
09	On a Trip		19	Gone Home	
10	On Break		20	Out to Lunch	

You can enter a second line of text (up to 20 characters) for DND messages. For example, if you select IN MEETING UNTIL, you can enter “3:30” on the second line. When other internal parties try to call you, their displays show “IN MEETING UNTIL 3:30.”

To turn on DND:

1. Press the **DND** button. SELECT DND MSG # (01-20) appears.
2. Do one of the following:
 - Press **▲** (Up) or **▼** (Down) to scroll through the messages.
 - Enter the two-digit number for the DND message from the preceding table.
 - Press the **SCROLL** menu button (Model 5340 only), and then press the **PREVIOUS** or **NEXT** menu buttons to scroll through the list.
3. If applicable, enter the additional text for the DND description. See “Using the Dialpad Buttons to Enter Characters” on [page 21](#) for dialpad character descriptions.
4. Press **🔊** (Speaker) or the **ACCEPT** menu button (Model 5340 only).

To turn off DND:

Press the DND button, or press the DND menu button (Model 5340 only), and then press DND OFF. DO-NOT-DISTURB OFF appears.