

# Inbound Calls

## Do Not Disturb

### Setting Your Phone To Do Not Disturb

You can easily avoid interruption by setting your phone to do not disturb. This will send your calls directly to your voice-mail or play a busy tone without your phone ringing.

#### Quick Guide

1. Log into <https://portal.hero.co.nz> > Voice and select the number you want to use **Do Not Disturb** with.
2. Select **Incoming Calls > Do Not Disturb**.
3. Click box to **Enable Do Not Disturb Service**.
4. Click box to **Play Busy Tone**, if not selected the caller will be diverted to voicemail.
5. Click **Save settings** to update.

# Inbound Calls

Automatically forward calls to voicemail or play busy tone if you do not wish to be disturbed

Enable Do not Disturb Service

Select the time schedule for do not disturb:

✓ At all times  
During Work Hours  
Outside of Work Hours  
During Available Hours  
Outside Available Hours  
During User Defined Hours  
Outside User Defined Hours

ing caller to your Voicemail

**Note:** You are able to select an option for when you want this function to be active.

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