

Introduction

This document explains how you can spontaneously set your status to Do Not Disturb(DND) across all of your devices so that a phone call to any of your phones will be routed to your voicemail.

Procedure

This method involves:

1. Creating a new time frame
2. Assign a DND answering rule to that time frame and disable it.
3. Make that answering rule the first priority.

Day-to-day, you can enable/disable it at any time. You can optionally assign this answering rule to a button on your desk phone to enable/disable it.

Creating a New Time Frame

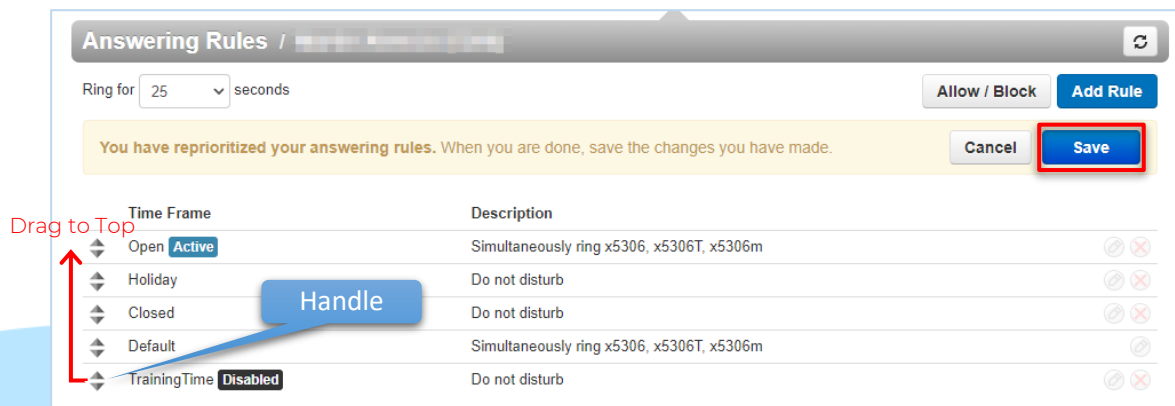
After logging into your portal, navigate to the TIME FRAMES area and click the ADD TIME FRAMES button. Give it an appropriate name and click the ALWAYS option. Click the SAVE button.

Creating the Answering Rule

Navigate to the ANSWERING RULE area and click the ADD RULE button. Select the time frame created above, uncheck the ENABLED checkbox, check the DO NOT DISTURB checkbox. Click the SAVE button. The new rule should show as “Disabled”.

Set Answering Rule to First Priority

Click and hold the handle of the new answering rule and drag the rule to the top of the stack as shown below. Click the SAVE button.



Time Frame	Description
Open Active	Simultaneously ring x5306, x5306T, x5306m
Holiday	Do not disturb
Closed	Do not disturb
Default	Simultaneously ring x5306, x5306T, x5306m
TrainingTime Disabled	Do not disturb

Enabling the Answering Rule on Demand

You can enable/disable the answering rule a few ways:

- ❖ **Portal:** In the ANSWERING RULES area, edit the rule and check/uncheck the ENABLED checkbox as needed
- ❖ **Web Phone:** In the ANSWERING RULES area, click the answering rule, click the “kabob” button (3 dots), & click ENABLE/DISABLE as needed.
- ❖ **Desk Phone:** If you have a feature button configured on your desk phone to toggle this time frame, simply press that button to enable/disable the time frame as needed. Pressing this button is the same as making a phone call so please make sure you are not speaking with a caller when you press the button. The button LED will turn **green** when the time frame is active, and **red** when the time frame is not active.

NOTE | Contact your Crexendo Manager if you want to add a Toggle Time Frame button to your desk phone.