

To activate Do Not Disturb, click on the My Status link and click the menu option, as shown below.

The screenshot shows the Unity interface with three main sections: 'User Status', 'Directories', and 'Call Logs'. The 'My status: available in office' link is highlighted. A dropdown menu is open, showing the following options: 'Available: in office' (checked), 'Available: out of office', 'Busy', 'Unavailable', 'None', 'Do not disturb' (highlighted), 'Call forward always', 'Out of office assistant', and 'Connect to a device'.

Unity will show that the user currently has DND activated through the My Status link and the Unity title bar.

The screenshot shows the Unity interface with the 'My status: do not disturb' link highlighted. The title bar of the window shows 'Unity: Chris Tutt (do not disturb)'. The dropdown menu is open, showing the following options: 'Available: in office', 'Available: out of office', 'Busy', 'Unavailable', 'None', 'Do not disturb' (checked), 'Call forward always', 'Out of office assistant', and 'Connect to a device'.

Anyone monitoring the user [in the User Status list] will also see that they currently have Do Not Disturb activated.

The screenshot shows the Unity interface with the 'Do not disturb activated' link highlighted. The title bar of the window shows 'Unity: Sally Jones (do not disturb activated)'.

Click on the same menu option or a CommPilot Express status to deactivate Do Not Disturb.