

# Do Not Disturb

Your new Do Not Disturb service has automatically been activated with a preset schedule. Your phone will not ring between 10 p.m. and 6 a.m., 7 days a week. To change or remove this schedule at any time, just call the Qwest Update Center.

## Call the Update Center to get started

- To turn Do Not Disturb ON or OFF, or to change your Do Not Disturb greeting or schedule, call the Qwest Update Center 1 888-(your area code)-8052\* from any touch-tone phone, or call \*778 from your home phone number.
- When you call the Update Center, you will be asked for a security code. The first time you call, enter the temporary security code 1)2)3)4). Recorded instructions will then guide you through the process of setting your own security code.  
**Note:** If you've already set up another service through the Update Center, such as Remote Access Forwarding, you can use the same security code for Call Rejection too. Enter your existing code instead of 1-2-3-4. You do not need to set up a new code.
- Recorded instructions will then guide you through setting your own permanent 4-digit security code. For your security, do NOT use the last four digits of your telephone number.
- Once you have set your own security code, select Do Not Disturb from the Main Menu. Recorded instructions will then help you to customize the options you want.

## Everyday Use

Just press \*778 and choose from the menu to turn the service on or off, and to change options. Remember, Do Not Disturb is easy to use and extremely flexible – you can change schedules or features whenever you want.

## Main Menu

- Press 0 to go to Help Menu.
- Press 1 to turn Do Not Disturb on or off.
- Press 2 to restart or suspend your Schedules.
- Press 3 for Personal Options.
  - Press 1 for Greetings.
  - Press 2 for Privileged Call Code.
  - Press 3 for Schedules.
  - Press 4 for Emergency Breakthrough Greetings.

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**1 800-238-5100** for customer assistance  
[centurylink.com/bizwelcome](http://centurylink.com/bizwelcome)



## Types of Greetings

- Standard Greeting includes your phone number.
- Greeting with your recorded name.
- Greeting without your name and number.
- No Solicitation Greeting, which advises solicitors to hang up and add you to their Do Not Call list.

## Schedules

If you wish to use Do Not Disturb's preset 10 p.m. to 6 a.m. schedule, you don't have to do anything. Or, you can set up a schedule that fits your needs by customizing up to two Monday thru Friday schedules anytime you want.

## Other Options

Even if you have set schedules, you can turn Do Not Disturb on and off outside of your scheduled times.

- **Activate the service until further notice.** You may turn Do Not Disturb on and leave it on until you press **\*78** again to turn the service off.
- **Activate the service with a timer.** You also have the option of specifying a particular time you'd like Do Not Disturb to automatically turn off.

**If at any time you experience difficulty or have any questions, please call 1 800-238-5100.**

Available in most areas. Some restrictions apply.