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How to use Do Not Disturb®

Create a Calling Features Assistant password:

Skip this step if you already have a Calling Features Assistant password.

1. Dial into the Calling Features Assistant (310-8682) on a touch-tone phone. Your first call must be from the line on which Do Not Disturb has been installed. The first time you access this service, you will be prompted to create a password. Enter your password, then press #. Make note of your password.
2. Press * to exit.

NOTE: Once you have created your password, you will be able to dial the Calling Features Assistant from any touch-tone phone in any location. If you are calling from outside Alberta dial 1-403-263-6981 or 1-780-428-6824. From outside B.C. dial 1-604-520-3212. Long distance charges will apply.

To turn Do Not Disturb on or off:

1. Dial 310-8682.
2. Enter your area code and phone number, then press # (only if away from home).
3. Enter your password, then press #.
4. From the Main Menu, Press 2 for Do Not Disturb.
5. Press 1 to turn Do Not Disturb on. Press 2 to turn it off.

To create a schedule:

A schedule allows you to turn Do Not Disturb on and off automatically.

1. Dial 310-8682.
2. Enter your area code and phone number, then press # (only if away from home).
3. Enter your password, then press #.
4. From the Main Menu, Press 2 for Do Not Disturb.
5. Press 4 to use a schedule, then follow the prompts to create a schedule entry by day, start and end times. You can then play back, edit, delete and activate your schedule.

To create an authorization list:

An authorization list is a list of telephone numbers you want to receive calls from, even when Do Not Disturb is on.

1. Dial 310-8682.
2. Enter your area code and phone number, then press # (only if away from home).
3. Enter your password, then press #.
4. From the Main Menu, Press 2 for Do Not Disturb.

5. Press 3 to set up or edit an authorization list, then follow the prompts.

To create an authorization code:

Give an authorization code to people that you want to be able to bypass Do Not Disturb.

1. Dial 310-8682.
2. Enter your area code and phone number, then press # (only if away from home).
3. Enter your password, then press #.
4. From the Main Menu, Press 2 for Do Not Disturb.
5. Press 9 to set up or edit an authorization code, then follow the prompts.

If you need more help using Do Not Disturb or any additional information call the Calling Features Helpline at 1-800-663-8131 and follow the easy-to-use voice prompts.

Calling features help

- [Calling features help](#)
- [3 Way Calling](#)
- [Anonymous Caller ID](#)
- [Call Director](#)
- [Call Display](#)
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- [Call Return](#)
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- [Call Waiting](#)
- [Do Not Disturb](#)
- [Internet Call Director](#)
- [Manage nuisance calls](#)
- [Per Call Blocking](#)
- [Smart Ring](#)
- [Talking Call Waiting](#)
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- [Voice Mail](#)

More help

- [Do Not Disturb user guide \(PDF 47KB\)](#)
- [Calling features user guide \(PDF 154KB\)](#)
- [How to use star commands](#)
- [Basic long distance rates](#)
- [Country codes](#)