



## CALNET: AT&T Hosted Voice Service: Hotel Phone

This Poly IP VVX phone has been designated and setup as a hotel phone. Once logged into the phone, users can make and receive phone calls and check their voicemails utilizing their own phone number.

### Prerequisites:

To log into a hotel phone, you will need:

- **User ID:** Your 10-digit phone number
- **Password:** Your Voicemail passcode

Note: If you have not previously setup your personal voicemail, the first time you log into the hotel phone you will use your temporary voicemail passcode that you received.

### Logging in / out of a VVX IP hotel phone:

#### Logging into the phone:

- Select the **GuestIn** softkey.
- Enter your 10-digit phone number
- Using the Navigation Control button, select password
- Enter your voicemail passcode
- Select the **OK** softkey.

Note: The calling line ID will remain as the Department Name and the softkey will now display **GuestOut** indicating you are logged in.

#### Logging out of the phone:

- Select the **GuestOut** softkey.

Note: If not manually logged out, the guest account will remain active for 12 hours and then automatically be logged out.

### Instructional Video:

For a short instructional video on how to log in / out of your hotel phone, please visit:

<https://youtu.be/XEt1LiHa2Wg>