



Hotel Guest Voice Messaging Guide

- 1 Setting Up Your Mailbox
- 2 Checking Your Messages
- 3 During Message Menu
- 4 Changing Your Mailbox Settings
- 5 Listening to Your Messages After Checkout



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1 Setting Up Your Mailbox

The first time you log on to Cisco Unity, the conversation guides you through personalizing your mailbox. You can record a personal greeting or use the default system greeting. You will also be asked to enter a password to protect the privacy of your messages.

To Set Up Your Mailbox

Step 1 On the phone in your hotel room, press the **Messages** button.

Step 2 Follow the prompts to set up your mailbox.

2 Checking Your Messages

A lighted indicator on your phone means that you have a new message.

To Check Your Messages

Step 1 On the phone in your hotel room, press the **Messages** button.

Step 2 Press the applicable key:

Key(s) **Task**

1	Play new messages
3	Play saved messages
0 0	Speak to an operator

Step 3 Use the **During Message** menu (on the next page) to manage your messages.

3 During Message Menu

While listening to a message, press:

Key(s) **Task**

1	Restart message
2	Save message
3	Delete message
4	Slow playback
5	Change volume
6	Fast playback
7	Rewind message
8	Pause, then press again to resume
9	Fast-forward
#	Fast-forward to end of message
*	Return to the Main menu
0 0	Speak to an operator

4 Changing Your Mailbox Settings

You can change your password and your greeting anytime.

To Change Your Mailbox Settings

Step 1 On the phone in your hotel room, press the **Messages** button.

Step 2 Press 4, then press the applicable key and follow the prompts:

Key **Task**

1	Change your password
2	Change your greeting
*	Return to the Main menu

5 Listening to Your Messages After Checkout

Your new and saved messages are archived for a minimum of 72 hours after you check out. To listen to your messages after checkout, call the hotel operator to be connected to Cisco Unity.