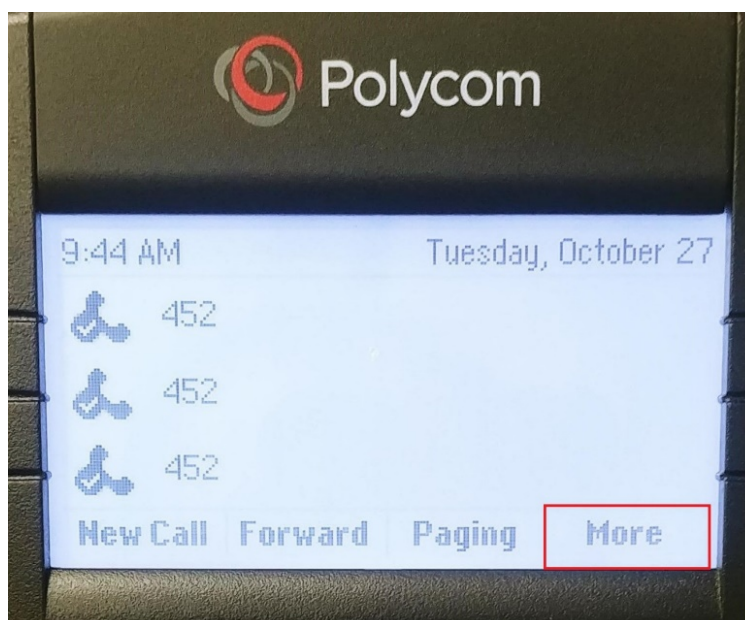


# Hotelling Feature User Guide

As a prerequisite, the user must have a roaming profile enabled on their extension, and the designated phone must be programmed with Hotel enabled.

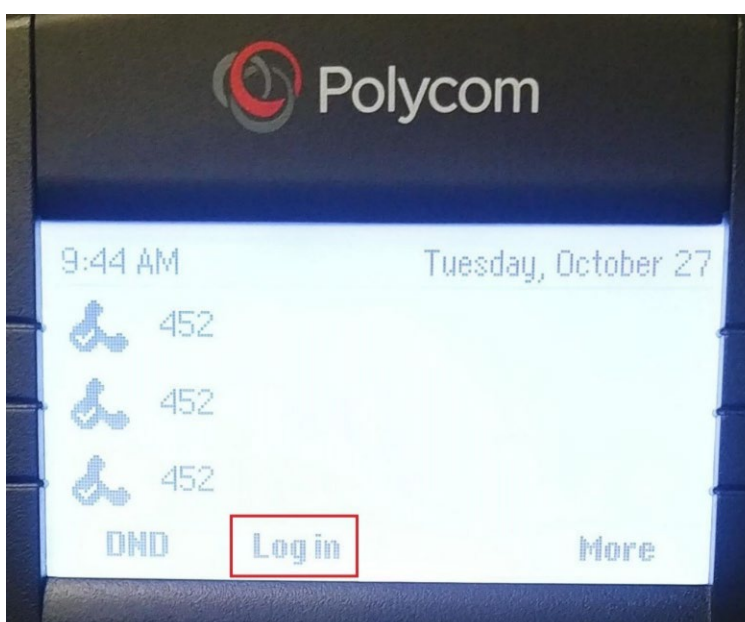
## **STEP 1**

From the homepage of your phone, hit the **More** softkey to display more options.



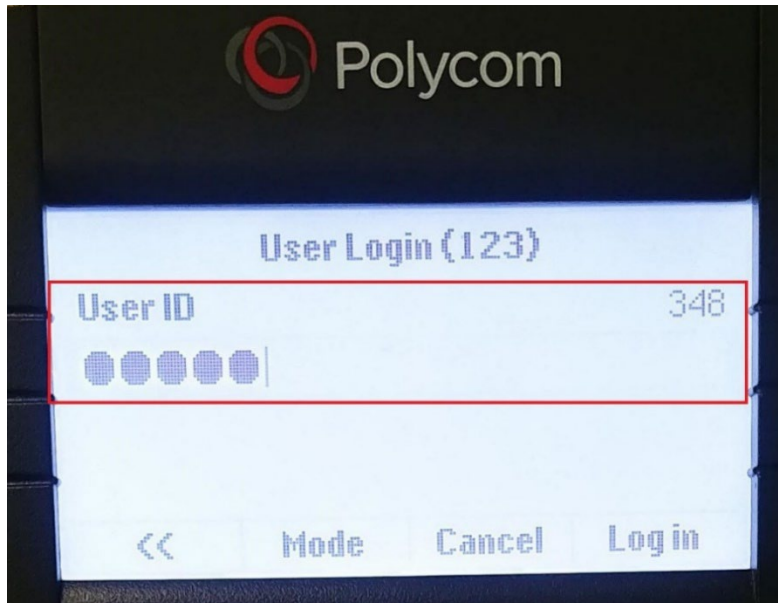
## **STEP 2**

This will prompt the **Log In** button to appear. Press the **Log In** button to proceed.



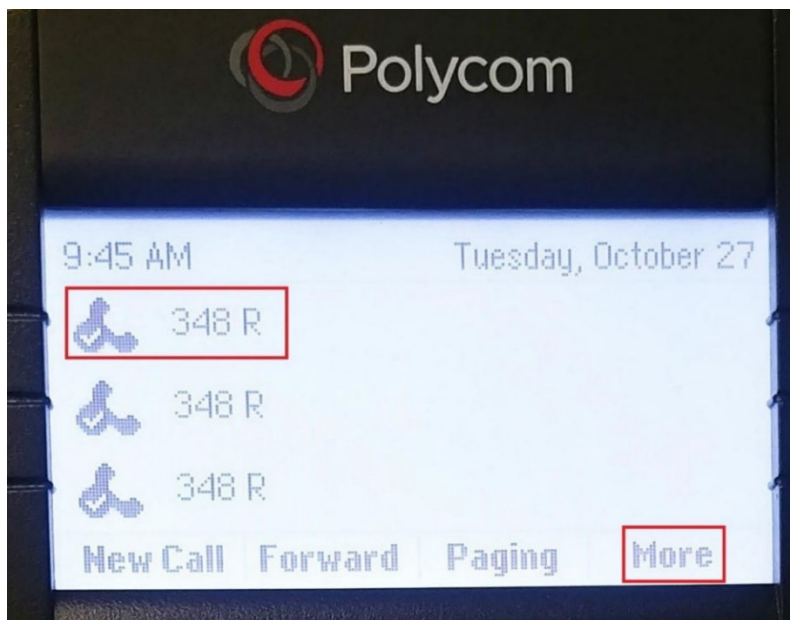
**STEP 3**

After pressing the **Log In** button, enter the credentials using your extension number as your user ID and your voicemail pin as the password.



**STEP 4**

Once the credentials are verified, you will see that the home screen has changed to reflect your extension number with an 'R' next to it. This indicates that you are using a roaming profile.



### **STEP 5**

You must log off when you are done using the device. To do so, press the **More** softkey to display more options. Note that logging off is critical to avoid duplicate logins. Duplicate logins have the potential to cause call routing issues.

