

What is Hoteling?

Hoteling allows you to associate your UCx service profile with devices other than your own. A typical use of this service is for a transient employee, such as a sales person, to use a “visitor’s phone” when in the office.

Hoteling consists of two separate services, Hoteling Host and Hoteling Guest. Hoteling Host designates a particular user’s phone as a host device. Hoteling Guest enables you to associate your service profile with a Host user’s device.

Web Portal Activation/Deactivation

You can activate or deactivate Hoteling Guest through the UCx Web Portal at voice.dscicorp.com.

Activate Hoteling Guest

1. Enter the UCx Web Portal, navigate to **Call Control**, and click **Hoteling Guest**. *Note: You must have the add-on Hoteling Guest service assigned for this option to be available.*
2. On the Hoteling Guest page, click **On**.
3. To set a timeout limit for the host-guest association, check **Limit Association to ___ Hours** and enter a number of hours in the text box. *Note: If the host device has a Host Association Limit set, you will not be able to exceed this number of hours.*
4. To select a Hoteling Host device, enter search criteria and click **Search**. Select the host device you want to associate with in the **Available Hosts** column, then click **Add** to set the selected host as the **Associated Host**.
5. Click **OK** or **Apply** to save your changes.

Deactivate Hoteling Guest

1. Enter the UCx Web Portal, navigate to **Call Control**, and click **Hoteling Guest**.
2. On the Hoteling Guest page, click **Off**.
3. Click **OK** or **Apply** to save your changes.

Note: The Host Association Limit, whether set by the Guest or set as default for the Host, will automatically end the host-guest association after the designated amount of time has elapsed. This way, even if you forget to turn the service off, the device will return to its unassociated state.

Voice Portal Activation/Deactivation

You can also activate or deactivate Hoteling Guest through the phone by accessing your personal Voice Portal.

Activate or Deactivate Hoteling Guest from the Host Phone

1. Dial your Voice Portal extension.
2. When the system says *Welcome to your Comm-Pilot Voice Portal*, press *****.
3. When the system says *Please enter your mailbox ID now*, enter your extension number and press **#**.
4. When the system says *Please enter your passcode*, enter your passcode and press **#**.
5. To change your hoteling options, press **7**.
 - a. To determine if anyone is already hoteling on this phone, press **1**.
 - b. To log on to this phone, press **2**.
 - c. To log off of this phone, press **3**.
 - d. To repeat the menu, press **#**.
6. When you are satisfied with your setting, end the call.

Note: When activating association with a host from the Voice Portal, the default Host Association Limit determines the time before timeout.

Remotely Deactivate Hoteling Guest

Use this feature to deactivate Hoteling Guest from a phone that is not the host phone (including your own phone).

1. Dial your Voice Portal extension.
2. When the system says *Welcome to your Comm-Pilot Voice Portal*, press *****.
3. When the system says *Please enter your mailbox ID now*, enter your extension number and press **#**.
4. When the system says *Please enter your passcode*, enter your passcode and press **#**.
5. To disassociate from the host phone, press **7**.
6. When you are satisfied with your setting, end the call.

The UCx Web Portal page (left) shows the user’s selections for Hoteling Guest.