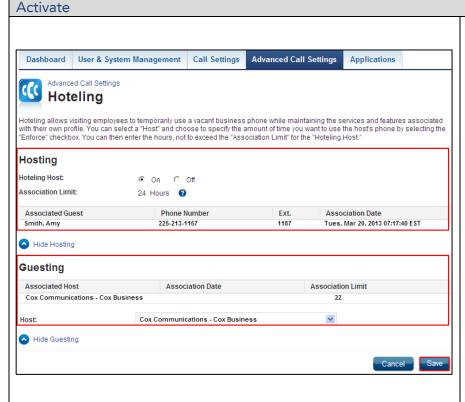# VoiceManager

## Setting Up…
### Hoteling

## Feature Description

**Hoteling** enables you to place and receive calls that display as your office phone number when visiting other companies that use VoiceManager. The Hoteling feature is available with IP Centrex service.

## Solution

Enjoy complete mobility when visiting other company locations by making and receiving calls that appear as your own business phone number.

## Setup

### Activate

| Dashboard | User & System Management | Call Settings | Advanced Call Settings | Applications |

**Advanced Call Settings**

**Hoteling**

Hoteling allows visiting employees to temporarily use a vacant business phone while maintaining the services and features associated with their own profile. You can select a "Host" and choose to specify the amount of time you want to use the host's phone by selecting the "Enforce" checkbox. You can then enter the hours, not to exceed the "Association Limit" for the "Hoteling Host."

**Hosting**

Hoteling Host:     ● On    ○ Off
Association Limit:     24 Hours  ?

| Associated Guest | Phone Number | Ext. | Association Date |
|---|---|---|---|
| Smith, Amy | 225-213-1157 | 1187 | Tues, Mar 20, 2013 07:17:40 EST |

▲ Hide Hosting

**Guesting**

| Associated Host | Association Date | Association Limit |
|---|---|---|
| Cox Communications - Cox Business | | 22 |

Host:     Cox Communications - Cox Business  ▼

▲ Hide Guesting

Cancel     Save

**Activate Hosting**

1. Log in to VoiceManager MyAccount.
2. Click the VoiceManager Tools menu in the left navigation bar.
3. Click the Advanced Call Settings tab.
4. Under the Remote Calling section, click the Hoteling link.
5. Select the Hoteling Host On radio button to activate the feature.

*Once the host phone is activated, you can assign yourself as a Hoteling Guest to the phone temporarily.*

**Activate Guesting**

1. Scroll to the Guesting section and expand the Host pull-down menu.
2. Select a host from the list.
3. Click the Save button.

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