



How to Sign-In as a Guest Hotel User on a Hotel Host Phone

Host Association

From the Host Phone, press the Message button or dial *62, as if you were to check your voicemail.

When prompted by the system for a passcode, press star (*) instead.

Enter your extension, followed by the pound/hash (#) key.

Enter your voicemail passcode, followed by the pound/hash (#) key.

Press “7” to “change your hoteling options.

Press “2” to associate with the host phone.

If successful, you will receive a message that states, “You have successfully associated with this host”.

Host Disassociation

From the Host Phone, press the Message button or dial *62, as if you were to check your voicemail.

When prompted by the system for a passcode, press star (*) instead.

Enter your extension, followed by the pound/hash (#) key.

Enter your voicemail passcode, followed by the pound/hash (#) key.

Press “7” to “change your hoteling options.

Press “3” to disassociate with the host phone.

If successful, you will receive a message that states, “You have successfully disassociated with this host”.

Note: If you do not hear Option 7 presented, when dialed into the Voice Portal, please contact our Help Desk at support@trifectaphone.com so that the Hotel Guest Feature may be enabled on your extension.