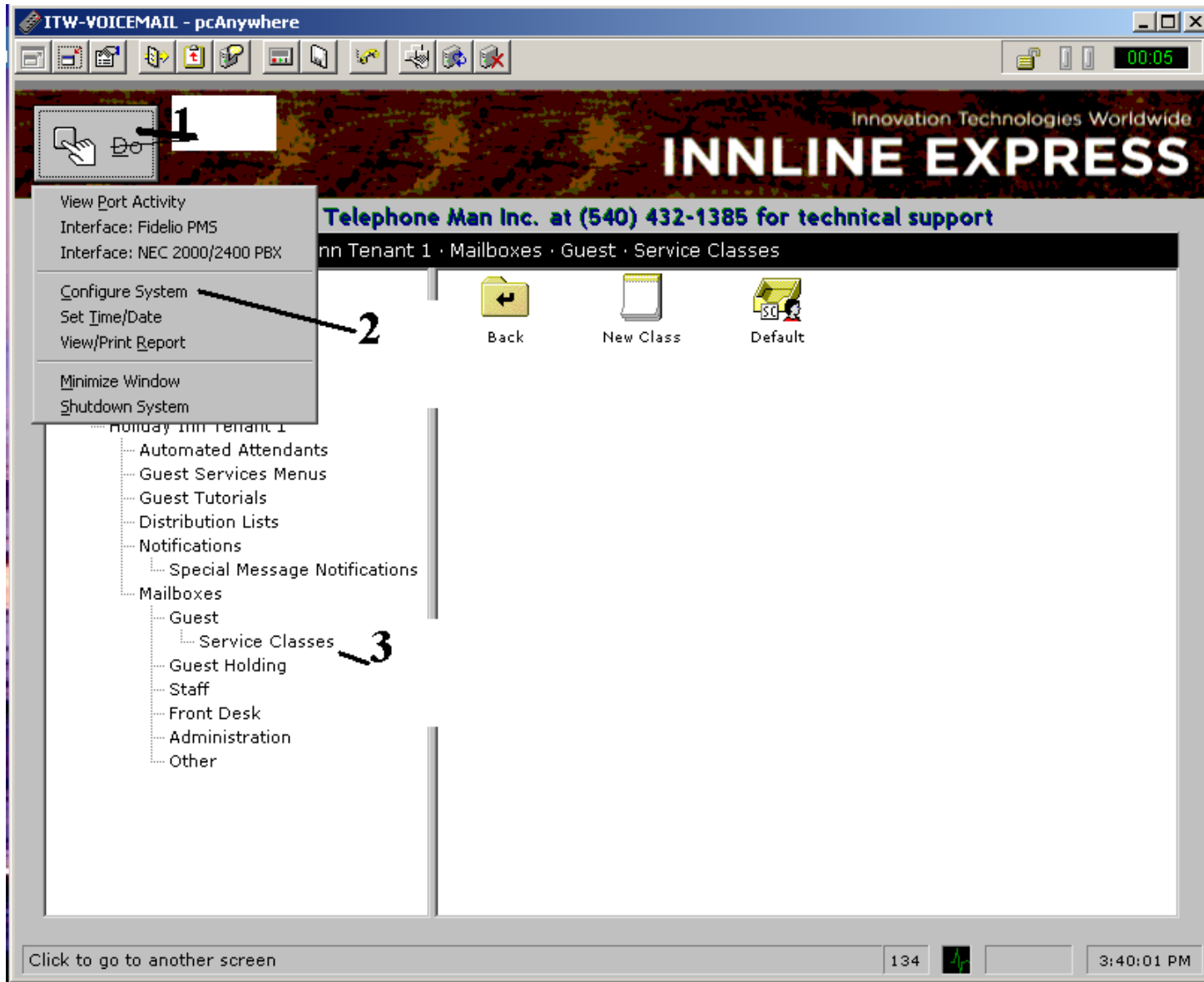
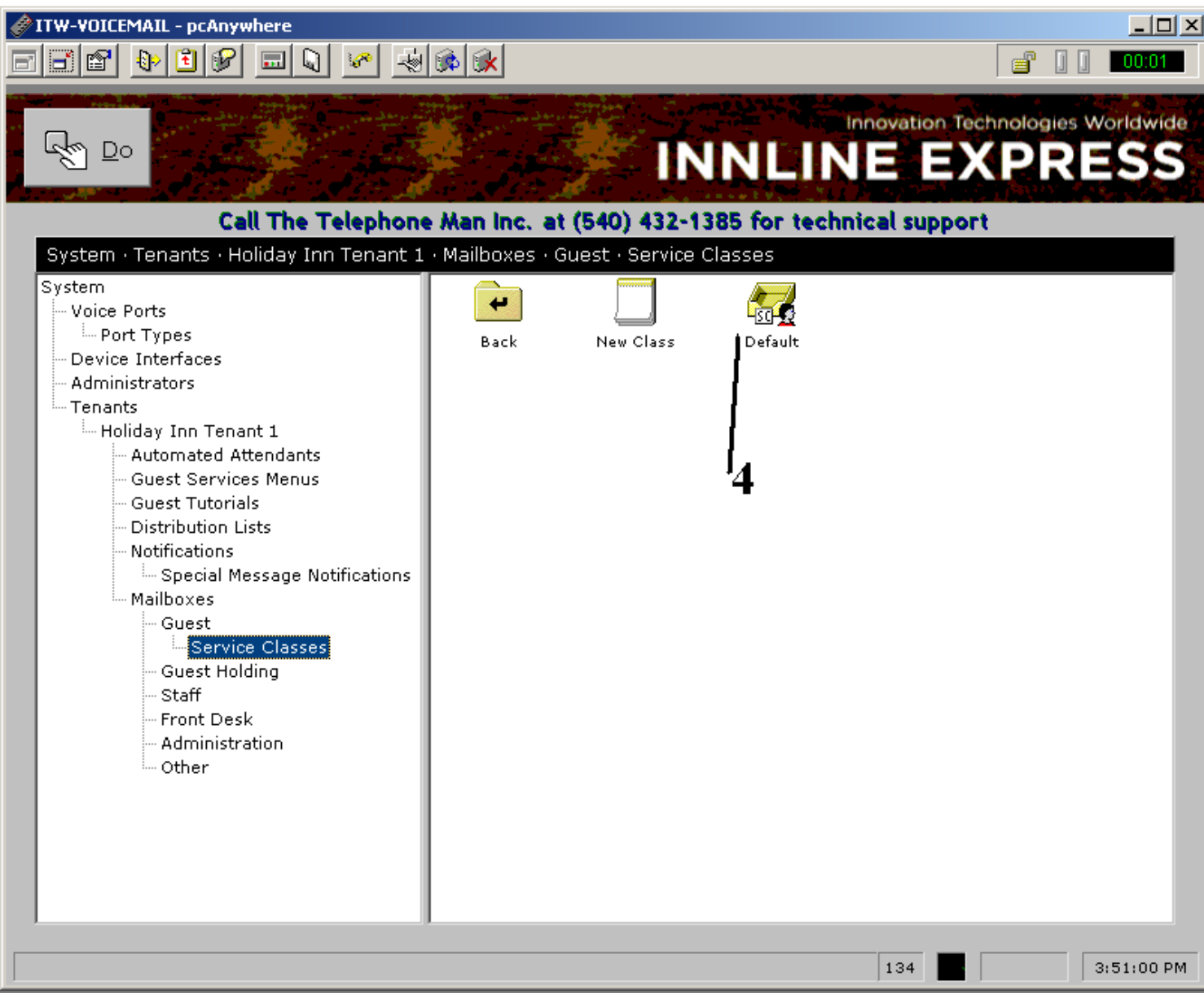


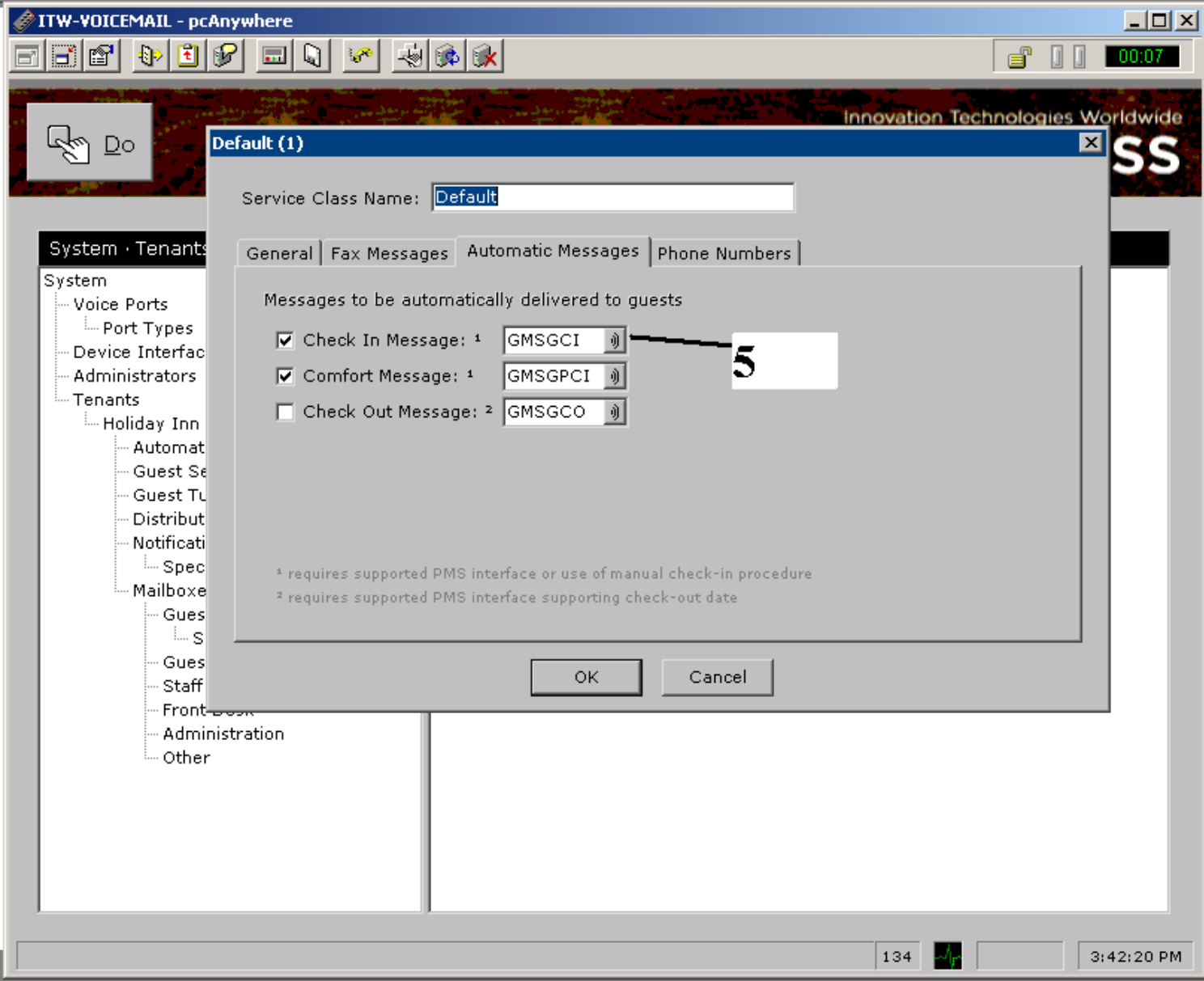
# How to change the Guest Check In message



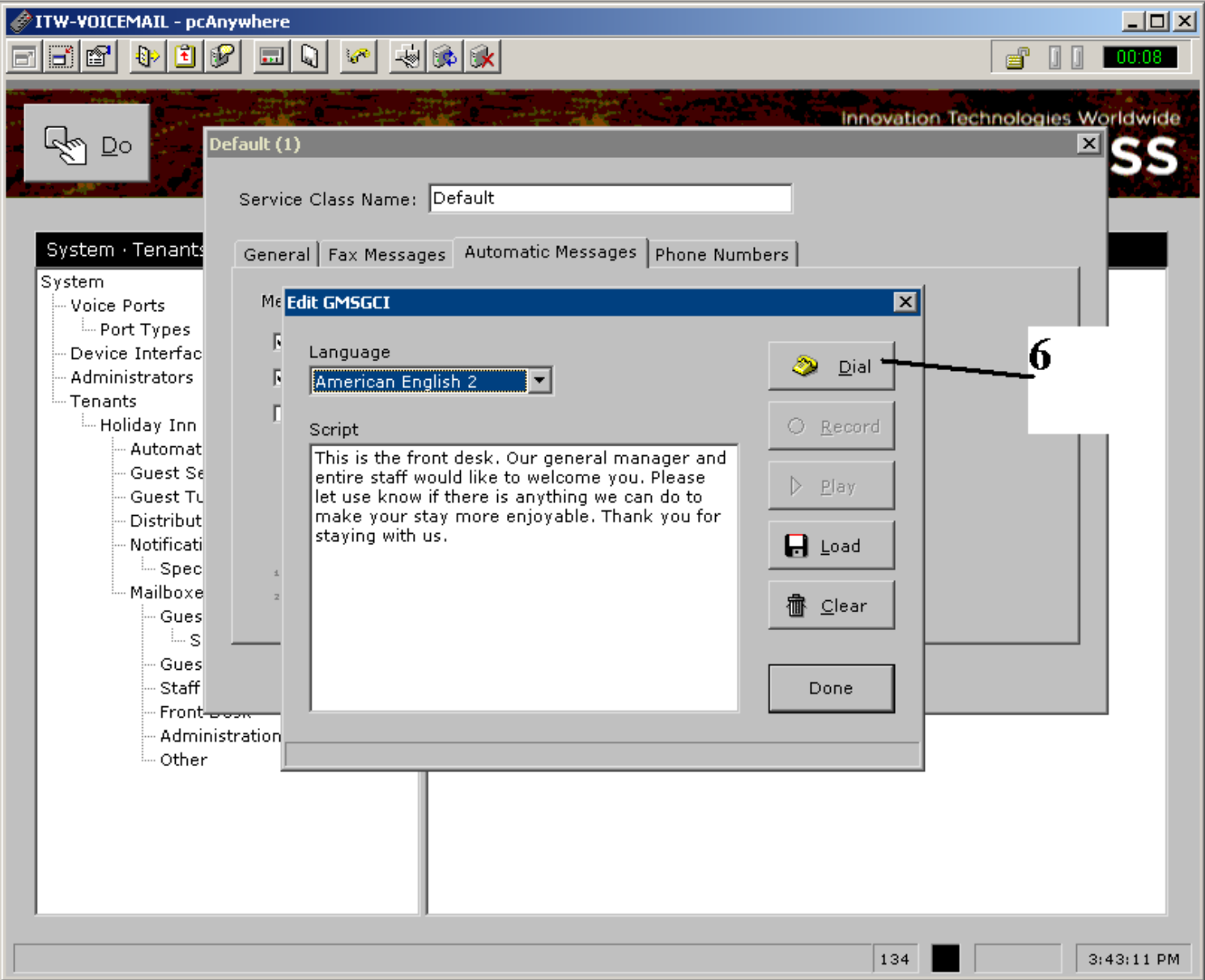
- 1<sup>st</sup> Click on the Do button
- 2<sup>nd</sup> Click on Configure System in the drop down menu.
- 3<sup>rd</sup> Click on Service Classes from the on screen menu



- 4<sup>th</sup> Double click on the Default Icon



- 5<sup>th</sup> click on the audio icon next to the check in message file name GMSGCI

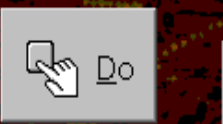


- 6<sup>th</sup> click on the Dial icon.

Default (1)

Service Class Name:

General | Fax Messages | Automatic Messages | Phone Numbers



- System · Tenants
- System
  - Voice Ports
  - Port Types
  - Device Interfac
  - Administrators
  - Tenants
    - Holiday Inn
    - Automat
    - Guest Se
    - Guest Tu
    - Distribut
    - Notificati
    - Spec
    - Mailboxe
    - Gues
    - S
    - Gues
    - Staff
    - Front
    - Administration
    - Other

Me Edit MSGCI

Language  
American English 2

Script  
Dial Play/Record Extension

This is the fr  
entire staff u  
let use know  
make your s  
staying with

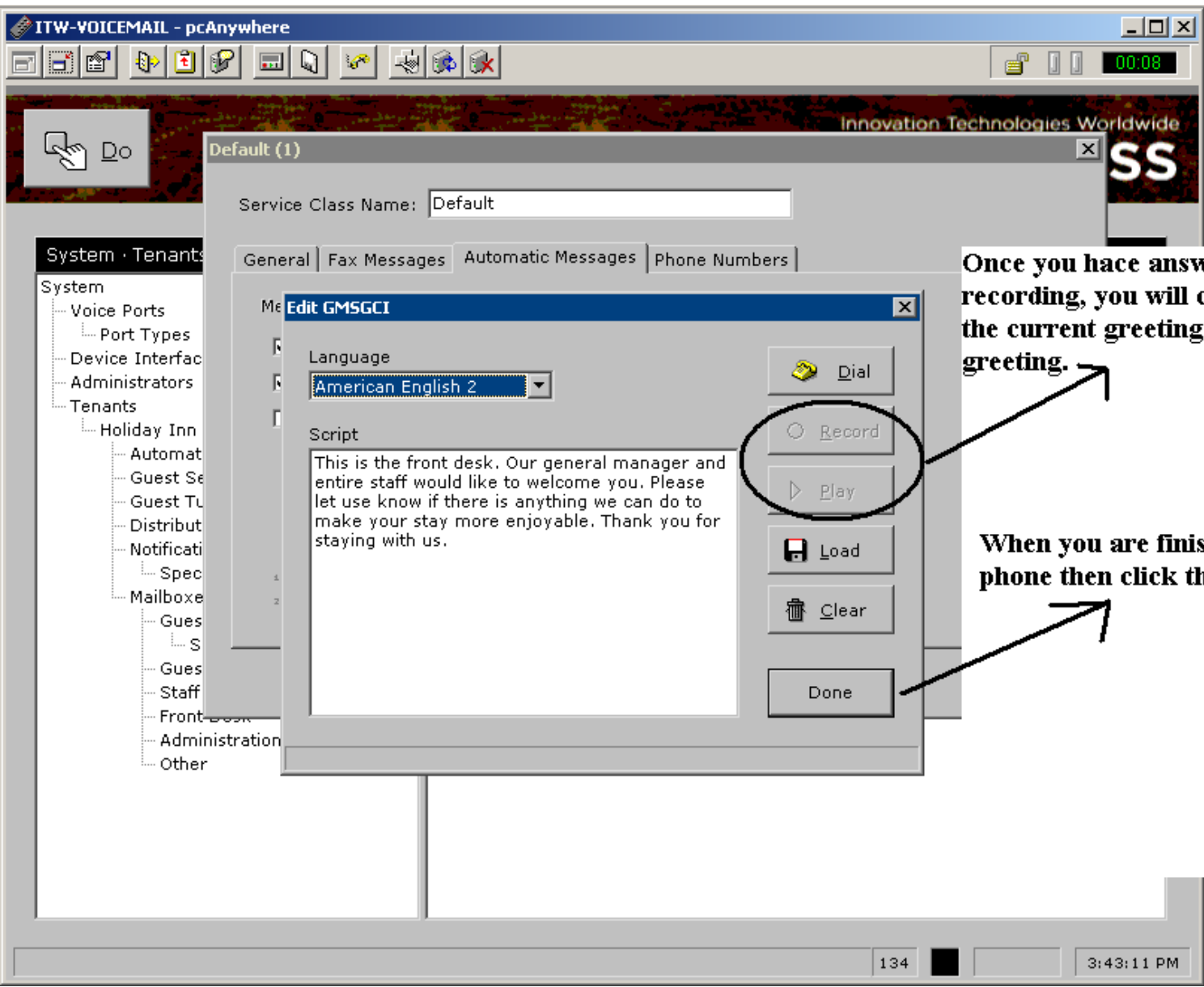
Dial extension

from voice port

OK Cancel

**Enter the Extension Number that you would like to do the recording from In this box. (Best If use phone next to phone system.)**

**Once you enter the extension press OK to ring that extension.**



**Once you have answered the phone to make the recording, you will click the Play button to play the current greeting, or record to record a new greeting.**

**When you are finished recording Hang up the phone then click the Done button.**

- At this point you are done, The voicemail computer will blank the screen within 15 minutes after you complete this.